

**CLEARLAKE OAKS COUNTY WATER DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423 (707) 998-3322

JUNE 16, 2022

This meeting will be conducted by Roberts Rule of Order.

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 either before or during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits of three minutes.

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.

AGENDA

Call to Order – 2:00 p.m.

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

Public comment on non-agenda items

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to three (3) minutes

Staff Written Operational Reports

- a. Administration
- b. Chief Distribution Operator
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered with the action items.

1. Financial Reports for review and approval

- a. May 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 05/19/2022

3. Bills

- a. MC Engineering invoice number 2199, dated 6/5/2022, in the amount of \$19,319.66 for the USDA Water Improvements Project
- b. T & S Construction invoice number 13, dated 5/31/2022, in the amount of \$254,248.50 for the USDA Water Improvements Project
- c. T & S Construction invoice number 2, dated 6/8/2022, in the amount of \$66,465.00 for the Water Intake Pump Extension

Action Taken _____

4. Agenda (Old Business)

- a. Discussion of quotes provided from DocuFree and Docstar for the Districts' transition to a cloud based filing system

Action Taken: _____

5. Agenda (New Business)

- a. Discussion and approval of the 2022-2023 Annual Budget

Action Taken: _____

- b. Discussion and consideration of approving the engagement letter from Pehling and Pehling, CPA for year ending 6/31/2022 in the amount of \$12,100.00

Action Taken: _____

- c. Discussion and consideration of allowing the General Manager to use the Water/Sewer Reserve accounts as a bridge loan for grants.

Action Taken: _____

- d. Discussion and consideration of purchasing ten (10), 9100 gallon, used water tanks from T & S Construction for a total of \$30,000

Action Taken: _____

- e. Discussion and nomination for the Lake Local Agency Formation Commission (LAFCO)

Action Taken: _____

- f. Discussion and consideration of Resolution 22-07, Amending the Employee Handbook

Action Taken: _____

- g. Discussion and consideration of Resolution 22-08, Authorizing Agent for SWRCB Actiflo Project

Action Taken: _____

- h. Discussion and consideration of purchasing Pro Pac 9800 from NTU Technologies in the amount of \$26,736.00 for the Water Treatment Plant

Action Taken: _____

6. Closed Session **Time:** _____

- a. Discussion and evaluation of Administrative Services Manager, pursuant to Government Code Section 54957 (b)(1)
- b. Discussion and evaluation of the General Manager, pursuant to Government Code Section 54957 (b)(1)

Action Taken: _____

Open Session **Time:** _____
Adjournment **Time:** _____

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)

June 10, 2022

Administration

- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 19 accounts on payment arrangements.
- ∂ 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 received funding from the Wastewater Arrearages Grant, all late fees have been waived for the accounts qualifying and I will begin applying payments tomorrow. Total funding in the amount of \$86,451.55 was received, a portion of that will be kept for administrative costs.
 - Once payments are applied, customers will receive notification via mail of the payment applied and further assistance options.
- ∂ In addition to the Arrearages Program, the District signed up for Low-Income Household Water Assistance Program (LIHWAP), this is a direct payment program authorized through the California Department of Community Services. Customers can apply for assistance through LIHWAP, they will pay bills directly via ACH.
- ∂ As mentioned last month, the quotes for a cloud based filing system from DocuFree and DocStar (Nor Cal Imaging), are featured on the agenda this month for discussion.
 - After obtaining a second quote, and never hearing back from the 3rd company we reached out to, I am still recommending DocuFree for this major upgrade. The advancements, capabilities and security that Docufree offers while partnered with USDPW is exactly what the infrastructure of the District needs.
- ∂ Annual Backflow Testing has begun. We have not sent out the second reminder notices as we were trying to input all the testing results from the USDA installs in order to not fall into another filtering hiccup within the billing software. Approximately 650 testing results have been entered, we will wrap up the remaining 150 results this week in hopes to send the 2nd reminder letter no later than start of next week.

All the best,

Olivia Mann
Administrative Services Manager
Board Secretary

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director



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June 10, 2022

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

RE: DC board letter,

Water distribution main & service lines:

* T&S completed the new water main tie in on Spring Street, and we shut down the old undersized leaking main. This has eliminated a couple of our significant leaks on our old main line and valves. This has also given this area a larger main to better feed the hydrants in this area.

* T&S has also completed the tie in for the new main going up Harvey and feeding Mitchell and Terry Drive. This will help tremendously with fire protection, customer service volume, and means of filling the future Harvey tank. All of the old services that were in the back yards are now curbside.

* T&S installed the bypass and vault for the DMA meter at Lakeview and Hwy 20.

* DC spent some time moving 28 meters from the old locations to the new locations curbside.

* We only had 5 service line repairs.

DMA bypass on Hwy 20 and Lakeview Dr.



Harvey tie-in on Hwy 20



Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Sample stations sites/Boil water notices:

*We had to distribute out Boil Water for the shut downs in the areas of Harvey Blvd., Spring Rd. and the DMA meter at Lakeview Dr. and Hwy 20. Our samples came back absent.

*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:

*No new sewer spills to report.

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.
- Garrett-DC OP 2, Class B license. "now helping out in waste"
- Jake - Utility Tech with I.T. knowledge. "Out on workmen's comp".

District vehicles:

*Our Dodge crane truck's AC was working, we need to bring it back in.

Miscellaneous: N/A

Jeremy Backus
Clearlake Oaks County Water District
Chief D/C OP.
Cell: 707.350.5622

Clearlake Oaks County Water District

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May / June 2022
Board letter

- ◆ Late May raw water NTU have been getting progressively worse from high wind and more sun NTU levels have been running between 20-30 with difficult algae we decided to put on the extended intake and now have NTUs under 10 mostly under 5. The ammonia level has started to come back at low levels so far. Charge analyzer and jar testing are being done regularly; adjustments are being made and monitored. Filter backwashes continue to be every other day.
- ◆ Water production for the month of April was 20.764 MG. Raw water intake is 21.028 MG
- ◆ 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.
- ◆ Filters 2 & 3 are still in operation while repair work was being done on filter 1. We are in progress of getting filter 1 back on line thru super chlorinating and backwashing to get it back in spec to be able to put it back in full service and should be operational the week of the 20th. There were some difficulties backwashing with the new pump configuration we were able to figure out a work around until it can be resolved through corrections in the SCADA hardware.
- ◆ We are currently still running on the tank farm, the clearwell has been filled bacti tested and VOC tested and also should be back online Monday the 20th. With tank farm draining and disassembly beginning after.
- ◆ I was out an additional week after my vacation due to Covid sickness.
- ◆ James Simons has passed his T3 operator license test.
- ◆ Cyano testing has begun again the first sample taken 6-1-22.

Water sample list is attached

Treatment staff:

James Simons T2 Operator Class B permit, Kurt Jensen T3, D2 Chief Class B permit
Helping treatment also, Jesse Seth T2 D3 operator

Thank you,
Kurt Jensen
WTP Chief Plant Operator
k.jensen@clocwd.org

Water Sample Testing

Bacti R(BW) & CW (M)

Bacti R (BW)

Bacti Tank Farm (once)

TOC ALK R (M)

TOC CW (M)

R & CW TCP123 (BA)

Color / Odor (A)

Cyano Toxin(W)

Bromate (Q)

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)

DATE	DATE	DATE	
6/2/2022			A = Annually
5/25/2022			Q = Quarterly
			M = Monthly
			BW = Bi-weekly
			BA = Bi-annually
			W = Weekly
6/10/2022			
5/9/2022			
Upcoming			
Upcoming			

Specific Conductance(A)				
Sulfate(A)				
Total Dissolved Solids(A)				
Turbidity, Laboratory(A)				
Zinc(A)				
Aluminum(A)				
MTBE(A)				
Color / Odor				
Asbestos				semi annually
Thiobencarb(A)				
Ethylene Dibromide				Every 9 Years
Heptachlor				Every 9 Years
Heptachlor Epoxide				Every 9 Years
BHC-Gamma				Every 9 Years
Methoxychlor				Every 9 Years
Toxaphene				Every 9 Years
Clearwell VOC	6/2/2022			
Regulated SOC	5/9/2022	Resampled due to lab error	6-9-22	
Bacti clearwell	5/25/2022			

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June 13, 2022

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

RE: May Board Letter

FLAWS FOR THE MONTH/CLEARLAKE LAKE LEVEL:

- ❖ **INFLUENT: 7.956 MG (AVERAGE: 257,000 GPD)**
- ❖ **EFFLUENT: 6.831 MG (AVERAGE: 220,000 GPD/152 GPM)**
- ❖ **CLEARLAKE AVERAGE DAILY LEVEL: .30' RUMSEY GAUGE**

During the month of May we sampled for 2nd quarter groundwater monitoring. We were unable to get any samples from well #2 as anticipated. As submitted on April's board letter, the work plan recommends we over purge our wells before sampling. This is something we did differently and the results were good. No coliform indication on well #3 and well #1. We have begun our annual sludge process in order to start hauling bio-solids out to Potrero Hills Landfill as seen in image #1. On May 3rd we experienced a power outage that started our generator at the plant. The generator powered the plant but when it was time to switch back over to PG&E power the relay within the transfer switch electrical failed and did not transfer over like it should. We had Coastal Mt. Electrical come out and found the relay was bad (Please see image 2). The relay was replaced and is now working.

1.



(drying sludge) 2.



(old relay)

At this time everything is going well at the waste plant. We have not yet experienced the mess as last year. I think that the water plant pulling from the intake has helped so far. We will keep our fingers crossed for this to continue. All maintenance and checks have been successful for the month.

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 June 16, 2022

Happy Summer,

With the heat upon us, it comes with great excitement to announce that the grant for the Actiflo system was approved by the State. This will allow us to remove more algae and sediments from our raw water, in return, hopefully, will allow the plant to use less chemicals, and run a little less. This is a pilot program that the State has allowed us to run to see if the results are great enough to justify permanent systems around the Lake. The District has agreed to submit results to State on an on-going basis throughout the six month program. The picture to the right reflects the water quality from last summer, and this year it is predicted to get even worse. With the extension of our intake pump along with the Actiflo system, the District should be better prepared for a long hot summer.



Spring Road was transferred to the new pipeline on June 6, with Harvey being transferred on June 7th. This is, indeed, quite a milestone for the District. The 50+ year old, leaky pipes have been causing water loss for a number of years.

The \$17M grant for our sewer system was submitted to the State on May 27th, hopefully we will hear back from SWRCB sooner rather than later.

The chain link fence at the water plant is scheduled for repair, unfortunately, the District has a \$5,000 deductible.

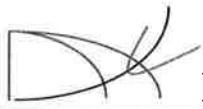
The temporary tank farm dismantling has been pushed back due to additional sampling of our Clear-well before we can put it back on line. The demolition of Cerrito tank has been scheduled for July 5th and 6th.

As of this date, the USDA Water Improvement Project is at 70% complete. Attached, is the monthly update of the project provided by MC Engineering.

I have been invited to speak at the Clearlake Oaks Glen Haven Business Association dinner on July 28th at the Moose Lodge. The discussion will circulate around water conservation and the many projects we currently have under construction around the District.

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: June 6th, 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: May, 2022

I. Project Status Update

Work on the project during May 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 (subgrade and AC compaction)
- Submittals reviews (shop drawings & and tank coating system)

II. Budget Status Update

Total Contract w/Design	\$1,238,396.00
This Invoice:	\$19,319.66
Cost to Date:	\$1,169,331.41
Cost to Complete:	\$69,064.59 (not including "Additional Services" budget)

III. Projected Tasks for June 2022

- Continue to conduct weekly construction meetings (agenda and minutes)
- Coordination with geotechnical inspections (subgrade and AC compaction)
- Respond to and process RFIs and CCOs
- Continue daily field inspections for WTP, Harvey site, and DMA installations
- Review of contractor's monthly pay request

Clearlake Oaks County Water District
Summary Balance Sheet
As of May 31, 2022

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	2,369,488.79
Accounts Receivable	204,087.00
Other Current Assets	<u>3,210,622.03</u>
Total Current Assets	5,784,197.82
Fixed Assets	<u>21,286,585.11</u>
TOTAL ASSETS	<u>27,070,782.93</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	61,063.24
Credit Cards	7,783.31
Other Current Liabilities	<u>8,775,995.46</u>
Total Current Liabilities	8,844,842.01
Long Term Liabilities	<u>958,676.00</u>
Total Liabilities	9,803,518.01
Equity	<u>17,267,264.92</u>
TOTAL LIABILITIES & EQUITY	<u>27,070,782.93</u>

Clearlake Oaks County Water District

Balance Sheet

As of May 31, 2022

06/10/22

Accrual Basis

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	100,000.00
102.10 · CRP PC - 6192	29,994.36
102.12 · WATER RESERVES- 8503	425,200.00
102.001 · GL - 9122 (Old Acct. # 053420019)	583,407.99
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 101355...)	874,547.38
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013...	1,063,547.38
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA ...)	88.98
102.02 · CRP Water - 6990	25,604.80
102.03 · CRP Sewer - 3745	141,645.28
Total Checking/Savings	2,369,488.79
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	
130.97 · Const in Progress - Actiflo Pil (Actiflo Pilot Program)	3,569.45
130.96 · Const in Progress - WWP 2022 (Grant application for W...)	12,215.00
130.95 · Source Capacity Studygrant prep	23,965.95
130 · Const In Progress - Studies - Other	1,086,366.10
Total 130 · Const In Progress - Studies	1,126,116.50
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 119...	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 119...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1...	551,411.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
Total Other Current Assets	3,210,622.03
Total Current Assets	5,784,197.82
Fixed Assets	
138 · USDA Water Improvements	5,600,477.37
128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation of ...)	3,952,787.28
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of ...)	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation ...)	250,195.76
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installatio...	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	
127.8 · Water Intake Pump Extension	478,006.06
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	182,836.13

Clearlake Oaks County Water District

Balance Sheet

As of May 31, 2022

	May 31, 22
127 · Water Plant - Other	211,458.66
Total 127 · Water Plant	922,283.99
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATE...	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 - SEWE...	
124.2 · GIS Online Mapping System	6,985.17
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	79,242.80
Total 124.30 · Lift Stations	145,285.03
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 - SE...	3,146,308.39
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - S...	3,363,982.55
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-9,745,066.00
Total Fixed Assets	21,286,585.11
TOTAL ASSETS	27,070,782.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 20972...	61,063.24
Total Accounts Payable	61,063.24
Credit Cards	
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	1,030.63
211.16 · WAB - Francisco - 5312	2,921.71
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	3,428.08
211.13 · WAB - Jeremy - 2499	402.89
Total 211 · WAB Credit Card	7,783.31
Total Credit Cards	7,783.31
Other Current Liabilities	
Annual Depreciation	249,035.55
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a fe...	-3,928.96
280 · Loan	
280.04 · 2021 Water Truck	-7,983.83
280.15 · USDA Water Improvement Project (USDA Wtr Improv...	5,214,975.38
280.02 · KS State Bank - 2019 Vac-Con	219,971.27
280.12 · USDA Loan for Sewer Clarifier	3,100,172.41
Total 280 · Loan	8,527,135.23
221 · Health Ins - EE Portion	-1,827.61
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT...	9,835.18
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - ...	-9,499.31
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	335.87

Clearlake Oaks County Water District

Balance Sheet

As of May 31, 2022

	May 31, 22
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PA...	-4,743.30
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - ...	-1,109.32
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PA...	-3,930.73
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL...	-1,072.12
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYA...	-421.78
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDU...	-12,302.88
223.80 · GASB 68 Pension (- WAS 2097190)	26,313.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAY...	5,684.17
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATE...	18,602.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts wit...	-22,156.90
Total Other Current Liabilities	8,775,995.46
Total Current Liabilities	8,844,842.01
Long Term Liabilities	
295 · NET PWNSION LIABILITY	958,676.00
Total Long Term Liabilities	958,676.00
Total Liabilities	9,803,518.01
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	3,421,075.19
304 · Opening Balance Equity (Opening balances during setup post to...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporat...	13,242,390.65
Net Income	1,188,082.32
Total Equity	17,267,264.92
TOTAL LIABILITIES & EQUITY	27,070,782.93

Clearlake Oaks County Water District

06/10/22

Profit and Loss

Accrual Basis

July 2021 through May 2022

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Ordinary Income/Expense					
Income					
Income					
410 · Client Reg Pmt	0.00	995,005.47	1,280,733.57	2,275,739.04	2,275,739.04
420 · Connection Fees	0.00	0.00	10,419.00	10,419.00	10,419.00
430 · Penalty & Interest	0.00	21,766.97	28,125.27	49,892.24	49,892.24
440 · Misc Revenue	0.00	86,457.84	466.71	86,924.55	86,924.55
450 · Other - Non S/W Rev	28.90	83,256.67	87,883.64	171,169.21	171,169.21
Total Income	28.90	1,186,486.95	1,407,628.19	2,594,144.04	2,594,144.04
Total Income	28.90	1,186,486.95	1,407,628.19	2,594,144.04	2,594,144.04
Gross Profit	28.90	1,186,486.95	1,407,628.19	2,594,144.04	2,594,144.04
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	357,682.19	251,304.14	195,841.66	804,827.99	804,827.99
520 · FICA - District Share	26,529.44	18,560.53	14,663.91	59,753.88	59,753.88
530 · Med/Life Insurance- Dist ...	76,015.90	72,693.15	37,300.59	186,009.64	186,009.64
540 · PERS - District Share	77,248.53	18,436.53	9,041.04	104,726.10	104,726.10
550 · Unemployment	3,387.00	0.00	0.00	3,387.00	3,387.00
560 · Workers Comp Ins	2,397.69	6,852.56	7,162.94	16,413.19	16,413.19
Total Salaries & EE Benefits	543,260.75	367,846.91	264,010.14	1,175,117.80	1,175,117.80
Services & Supplies					
610 · Bank Fees	25,863.94	0.00	0.00	25,863.94	25,863.94
620 · Communications & Inter...	5,585.72	10,836.38	10,733.99	27,156.09	27,156.09
622 · Board Exp	1,699.67	0.00	0.00	1,699.67	1,699.67
630 · Equip - Office	2,007.38	623.98	1,315.74	3,947.10	3,947.10
640 · Fuel & Oil	0.00	10,764.19	6,264.01	17,028.20	17,028.20
645 · Insurance	0.00	37,050.55	37,050.54	74,101.09	74,101.09
657 · Lab	0.00	10,360.30	17,504.32	27,864.62	27,864.62
660 · Memberships & Subscrip...	4,022.79	33,378.12	31,234.98	68,635.89	68,635.89
665 · Mileage Reimb	0.00	82.21	0.00	82.21	82.21
670 · Postage & Shipping	893.08	0.00	0.00	893.08	893.08
675 · Professional Services	81,158.11	17,772.92	20,979.43	119,910.46	119,910.46
685 · Rents	11,440.01	0.00	0.00	11,440.01	11,440.01
690 · Safety & Security	2,060.80	7,977.45	6,226.86	16,265.11	16,265.11
700 · Tools & Instruments	0.00	5,637.82	4,409.72	10,047.54	10,047.54
703 · Supplies - Clothing & Per...	444.11	2,542.82	2,258.26	5,245.19	5,245.19
705 · Supplies - Office	5,528.37	956.16	1,168.39	7,652.92	7,652.92
715 · Supplies-Chemicals-Ope...	0.00	46,170.91	87,721.69	133,892.60	133,892.60
720 · Supplies - Inventory - Ot...	0.00	28,351.26	4,003.95	32,355.21	32,355.21
730 · Taxes - Licenses	485.51	0.00	0.00	485.51	485.51
735 · Training/Classes/Certs/C...	0.00	875.04	756.40	1,631.44	1,631.44
745 · Travel / Lodging	0.00	0.00	35.90	35.90	35.90
750 · Utilities	5,186.00	97,768.37	163,252.57	266,206.94	266,206.94
760 · Waste Disposal	553.61	40,001.78	3,339.17	43,894.56	43,894.56
795 · Yolo Co	0.00	0.00	46,113.85	46,113.85	46,113.85
799 · Misc					
799.1 · Customer Refund - ...	0.00	4,402.70	7,899.63	12,302.33	12,302.33
Total 799 · Misc	0.00	4,402.70	7,899.63	12,302.33	12,302.33
Total Services & Supplies	146,929.10	355,552.96	452,269.40	954,751.46	954,751.46
Repairs & Replacement					
810 · R&R Buildings & Grounds	557.01	1,310.23	1,304.75	3,171.99	3,171.99
840 · R&R Vehicles	0.00	1,794.40	1,787.40	3,581.80	3,581.80
Total Repairs & Replacement	557.01	3,104.63	3,092.15	6,753.79	6,753.79
Total Expense	690,746.86	726,504.50	719,371.69	2,136,623.05	2,136,623.05
Net Ordinary Income	-690,717.96	459,982.45	688,256.50	457,520.99	457,520.99
Net Income	-690,717.96	459,982.45	688,256.50	457,520.99	457,520.99

**Clearlake Oaks Co Water District
PROJECTED BUDGET 2021-2022**

11

Target % > **92%**

As of June 2022 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,267,621	1,161,986	1,407,629	111%	1,292,200	1,184,517	1,186,487	92%
Total Operating Expenses	1,150,876	1,054,970	1,056,848	92%	1,269,661	1,163,856	1,067,476	84%
Operating Balance (loss)	116,745	107,016	350,782		22,539	20,661	119,012	
420 Connection Fees	10,000	9,167	10,419	104%	10,000	9,167	-	0%
435								
450 Other - Non S/W Rev	100,000	91,667	87,884	88%	100,000	91,667	83,257	83%
Reserves	150,000	137,500	100,000	0%	-	-		0%
Net Change In Net Position (loss)	76,745	70,349	349,085		132,539	121,494	202,269	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$636,097.98
District CRP	\$100,860.99
Paradise Cove CRP	\$31,687.95
Water Reserve	\$437,700.00
Sewer Reserve	\$105,000.00
LAIF Account	\$1,063,547.38
Total	\$2,374,894.30

As of June 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	1,232,621	1,129,902	1,280,734	104%	1,267,200	1,161,600	995,005	79%
430 Penalty & Interest	30,000	27,500	28,125	94%	25,000	22,917	21,767	87%
440 Misc	5,000	4,583	467	0%	0	0	86,458	0%
Total Revenue >	1,267,621	1,161,986	1,309,326	103%	1,292,200	1,184,517	1,103,230	85%

As of June 2022 Operating Expenses	Budget				Actual			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	YTD	%	YTD	%
505 Salaries & Wages	357,579	327,781	374,683	105%	481,584	441,452	430,145	89%
520 FICA - District Share	29,824	27,339	27,929	94%	40,251	36,897	31,826	79%
530 Medical Ins - District Share	107,214	98,279	75,309	70%	159,912	146,586	110,701	69%
540 PERS - District Share	66,236	60,716	47,666	72%	77,083	70,659	57,062	74%
550 Unemployment	9,000	8,250	1,694	19%	9,000	8,250	1,694	19%
560 Workers Comp Ins	21,103	19,344	8,362	40%	25,370	23,256	8,052	32%
Salaries and Employee Benefits >	590,956	541,710	535,642	91%	793,201	727,101	639,479	81%

605 Advertising	200	183	-	0%	200	183	-	0%
610 Bank Fees	12,430	11,394	12,932	104%	12,420	11,385	12,932	104%
620 Communications & Interne	19,000	17,417	13,527	71%	19,000	17,417	13,629	72%
622 Board Exp	3,750	3,438	850	23%	3,750	3,438	850	23%
625 Equip - Field (\$300-\$4999)	2,500	2,292	-	0%	4,000	3,667	-	0%
630 Equip - Office	1,500	1,375	2,320	155%	2,000	1,833	1,628	81%
640 Fuel & Oil	13,500	12,375	6,264	46%	15,000	13,750	10,764	72%
645 Insurance	35,000	32,083	37,051	106%	35,000	32,083	37,051	106%
650 Interest	3,000	2,750	-	0%	3,000	2,750	-	0%

657	Lab	20,000	18,333	17,504	88%	21,000	19,250	10,360	49%
660	Memberships & Subscriptic	26,500	24,292	33,247	125%	33,500	30,708	35,390	106%
665	Mileage Reimb	750	688	-	0%	500	458	82	16%
670	Postage & Shipping	2,000	1,833	447	22%	2,000	1,833	447	22%
675	Professional Services	54,000	49,500	61,558	114%	39,000	35,750	58,352	150%
685	Rents	6,550	6,004	5,720	87%	6,550	6,004	5,720	87%
690	Safety & Security	2,500	2,292	7,258	290%	7,500	6,875	9,008	120%
700	Tools & Instruments	2,000	1,833	4,410	221%	2,500	2,292	5,638	226%
703	Supplies - Clothing & Perso	2,500	2,292	2,480	99%	3,100	2,842	2,765	89%
705	Supplies - Office	3,500	3,208	3,932	112%	4,000	3,667	3,720	93%
715	Treatment Chemicals	75,000	68,750	87,722	117%	52,000	47,667	46,171	89%
720	Supplies - Operating - Othe	5,000	4,583	4,004	80%	22,000	20,167	28,351	129%
730	Taxes - Licenses	0	0	243	#####	0	0	243	2430000%
735	Training	2,750	2,521	756	27%	2,250	2,063	875	39%
745	Travel	1,000	917	36	4%	1,000	917	-	0%
750	Utilities	190,900	174,992	165,847	87%	125,900	115,408	100,362	80%
760	Waste Disposal	3,090	2,833	3,616	117%	52,290	47,933	40,279	77%
795	Yolo Co	61,000	55,917	46,114	76%				
799	Misc	-	-	-	0%	-	-	-	0%
	Services and Supplies >	549,920	504,093	517,836	94%	469,460	430,338	424,615	90%
810	R&R Buildings & Grounds	7,000	6,417	1,584	23%	4,500	4,125	1,589	35%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	2,750	1,787	60%	2,500	2,292	1,794	72%
850	Maintenance Reserve Acco	-	-	-		-	-	-	
	Repairs & Replacement >	10,000	9,167	3,371	34%	7,000	6,417	3,383	48%
	Total Expenses >	1,150,876	1,054,970	1,056,848	92%	1,269,661	1,163,856	1,067,476	84%

11 Administration - Budget Variance Report July 1, 2021 through June 30, 2022		Target % >		91.7%		GL ADMIN	
As of June 2022		2020-2021 Budget		Actual		% Total	
Expenses		Annual	YTD	YTD	Spent	Remaining	
505	Salaries & Wages	394,151	361,305	357,682	90.7%	36,469	
520	FICA - District Share	33,421	30,636	26,529	79.4%	6,892	
530	Med - Life Insurance - District Share	109,031	99,945	76,016	69.7%	33,015	
540	PERS-District Share (incl unfunded Liab, 78,867.)	112,884	103,477	77,249	68.4%	35,635	
550	Unemployment	18,000	16,500	3,387	18.8%	14,613	
560	Workers Comp Ins	8,035	7,365	2,398	29.8%	5,637	
Salaries and Employee Benefits >		675,522	619,228	543,261	80.4%	132,261	
605	Advertising	400	367	-	0.0%	400	
610	Bank Fees	24,840	22,770	25,864	104.1%	(1,024)	
620	Communications & Internet	7,000	6,417	5,586	79.8%	1,414	
622	Board Exp	7,500	6,875	1,700	22.7%	5,800	
625	Equip - Field (up to \$4999)	0	0		0.0%	0	
630	Equip - Office	2,000	1,833	2,007	100.4%	(7)	
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	3,000	2,750	4,023	134.1%	(1,023)	
665	Mileage Reimb	500	458		0.0%	500	
670	Postage & Shipping	4,000	3,667	893	22.3%	3,107	
675	Professional Services (Legal, IT, CUSI annual)	58,000	53,167	81,158	139.9%	(23,158)	
685	Rents	13,100	12,008	11,440	87.3%	1,660	
690	Safety & Security (boots)	1,000	917	2,061	206.1%	(1,061)	
700	Tools & Instruments	0	0		0.0%	0	
703	Supplies - Clothing & Personal	600	550	444	74.0%	156	
705	Supplies - Office	5,000	4,583	5,528	110.6%	(528)	
715	Treatment Chemicals	0	0		0.0%	0	
720	Supplies - Operating - Other	0	0		0.0%	0	
730	Taxes - Licenses	0	0	486	4860000.0%	(486)	
735	Training, Certs (Classes, books)	1,500	1,375		0.0%	1,500	
745	Travel / Lodging	1,000	917		0.0%	1,000	
750	Utilities	5,800	5,317	5,187	89.4%	613	
760	Waste Disposal	580	532	554	95.5%	26	
795	Yolo Co	0	0		0.0%	0	
799	Misc	0	0		0.0%	0	
Services and Supplies >		135,820	124,502	146,931	108.2%	(11,111)	
810	R&R Buildings & Grounds	4,000	3,667	557	13.9%	3,443	
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 >		4,000	3,667	557	13.9%	3,443	
Total Expenses >		815,342	747,396	690,749	84.7%	124,593	

505 = Three pay periods in the month of July

11	Sewer - Budget Variance Report July 1, 2021 through June 30, 2022	Target % >	91.7%	GL SEWER		
	As of June 2022	2020-2021 Budget	Actual	%		
	Expenses	Annual	YTD	YTD	Spent	Total Remaining
505	Salaries & Wages	284,509	260,800	251,304	88.3%	33,205
520	FICA - District Share	23,541	21,579	18,561	78.8%	4,980
530	Medical Ins - District Share	105,397	96,614	72,693	69.0%	32,704
540	PERS - District Share (\$14.5K Unfunded)	20,641	18,921	18,437	89.3%	2,204
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	21,353	19,573	6,853	32.1%	14,500
	Salaries and Employee Benefits >	455,440	417,487	367,848	80.8%	87,592
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	11,917	10,836	83.4%	2,164
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	1,375		0.0%	1,500
630	Equip - Office	1,000	917	624	62.4%	376
640	Fuel & Oil (Schaeffers)	10,000	9,167	10,764	107.6%	(764)
645	Insurance	35,000	32,083	37,051	105.9%	(2,051)
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	21,000	19,250	10,360	49.3%	10,640
660	Memberships & Subscriptions	32,000	29,333	33,378	104.3%	(1,378)
665	Mileage Reimb	250	229	82	32.8%	168
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)(CUSI Tech)	10,000	9,167	17,773	177.7%	(7,773)
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	7,000	6,417	7,977	114.0%	(977)
700	Tools & Instruments	2,500	2,292	5,638	225.5%	(3,138)
703	Supplies - Clothing & Personal	2,800	2,567	2,543	90.8%	257
705	Supplies - Office	1,500	1,375	956	63.7%	544
715	Treatment Chemicals	52,000	47,667	46,171	88.8%	5,829
720	Supplies-Operating-Other-Titan Tubes	22,000	20,167	28,351	128.9%	(6,351)
730	Taxes - Licenses	-	-			-
735	Training, Certs (classes, books)	1,500	1,375	875	58.3%	625
745	Travel / Lodging	500	458		0.0%	500
750	Utilities	123,000	112,750	97,768	79.5%	25,232
760	Waste Disposal	52,000	47,667	40,002	76.9%	11,998
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund			4,403		
	Services and Supplies >	388,550	356,171	355,552	91.5%	32,998
810	R&R Buildings & Grounds	2,500	2,292	1,310	52.4%	1,190
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0		0.0%	-
840	R&R Vehicles	2,500	2,292	1,794	71.8%	706
		-	-		0.0%	-
	Repairs & Replacement >	5,000	4,583	3,104	62.1%	1,896
	Total Expenses >	848,990	778,241	726,504	85.6%	122,486

Expense Notes

675 half of CUSI membership/technical support

715 Supplies - Chemicals

More chemicals required due to additional algae from WTP

11	Water - Budget Variance Report July 1, 2021 through June 30, 2022	Target % >	91.7%	GL WATER		
	As of June 2022	2020-2021 Budget	Actual	%		
	Expenses	Annual	YTD	Spent		
			YTD	Total		
				Remaining		
505	Salaries & Wages	160,503	147,128	195,842	122.0%	(35,339)
520	FICA - District Share	13,114	12,021	14,664	111.8%	(1,550)
530	Medical Ins - District Share	52,698	48,307	37,301	70.8%	15,397
540	PERS - District Share	9,794	8,978	9,041	92.3%	753
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,086	15,662	7,163	41.9%	9,923
	Salaries and Employee Benefits >	253,195	232,096	264,011	104.3%	(10,816)
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	11,917	10,734	82.6%	2,266
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	458	1,316	263.2%	(816)
640	Fuel & Oil	8,500	7,792	6,264	73.7%	2,236
645	Insurance	35,000	32,083	37,051	105.9%	(2,051)
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	18,333	17,504	87.5%	2,496
660	Memberships & Subscriptions	25,000	22,917	31,235	124.9%	(6,235)
665	Mileage Reimb	500	458		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Prof Services (SCADA, Mtce Prog)(CUSI Tech)	25,000	22,917	20,979	83.9%	4,021
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	2,000	1,833	6,227	311.4%	(4,227)
700	Tools & Instruments	2,000	1,833	4,410	220.5%	(2,410)
703	Supplies - Clothing & Personal	2,200	2,017	2,258	102.6%	(58)
705	Supplies - Office	1,000	917	1,168	116.8%	(168)
715	Treatment Chemicals	75,000	68,750	87,722	117.0%	(12,722)
720	Supplies - Operating - Other	5,000	4,583	4,004	80.1%	996
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	1,833	756	37.8%	1,244
745	Travel / Lodging	500	458	36	7.2%	464
750	Utilities	188,000	172,333	163,253	86.8%	24,747
760	Waste Disposal	2,800	2,567	3,339	119.3%	(539)
795	Yolo Co	61,000	55,917	46,114	75.6%	14,886
799	Misc	0	0		0.0%	0
799.1	Customer Refund			7,900		
	Services and Supplies >	469,000	429,917	452,270	96.4%	16,730
810	R&R Buildings & Grounds	5,000	4,583	1,305	26.1%	3,695
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains	0	0		0.0%	-
840	R&R Vehicles	3,000	2,750	1,787	59.6%	1,213
	Repairs & Replacement >	8,000	7,333	3,092	38.6%	4,908
	Total Expenses >	730,195	669,346	719,373	98.5%	10,822

505 O.T. due to assisting at the 2nd & Hoover and Lakeview fires, working plant 24/7 due to drought conditions

675 half of CUSI annual membership/technical support, SCADA for Coagulant pump

715 Higer chemical expense due to the unforeseen extreme condition of the lake due to drought

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Clearlake Oaks Co Water District
Budget Variance Report July 1, 2021 through June 30, 2022

Target % > **91.7%** CRP-PC

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As of June 2022

Summary	Budget Annual	YTD	Actual YTD Amount	%		
PC CRP Revenue	19,536	17,908	18,053	92.4%		
PC CRP Expenses	0	0	33	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	-	-	33	0.0%	(33)	
832 R&R Mains/Laterals	-	-	-	0.0%	-	
840 R&R Vehicles	-	-	-	0.0%	-	
Repairs & Replacement >		0	0	33	0.0%	(33)
Total Expenses >		0	0	33	0.0%	(33)

Clearlake Oaks County Water District
CRP/CIP Profit and Loss
 July 2021 through May 2022

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Ordinary Income/Expense					
Income					
Income					
425 · CRP (Capital Replacmen...	17,617.28	394,577.07	439,852.26	852,046.61	852,046.61
430 · Penalty & Interest	435.93	9,314.95	10,030.68	19,781.56	19,781.56
440 · Misc Revenue	0.00	62.07	62.07	124.14	124.14
Total Income	<u>18,053.21</u>	<u>403,954.09</u>	<u>449,945.01</u>	<u>871,952.31</u>	<u>871,952.31</u>
Total Income	<u>18,053.21</u>	<u>403,954.09</u>	<u>449,945.01</u>	<u>871,952.31</u>	<u>871,952.31</u>
Gross Profit	18,053.21	403,954.09	449,945.01	871,952.31	871,952.31
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	175,404.52	133,502.78	308,907.30	308,907.30
520 · FICA - District Share	0.00	12,943.96	9,937.33	22,881.29	22,881.29
530 · Med/Life Insurance- Dist ...	0.00	39,562.37	26,726.46	66,288.83	66,288.83
540 · PERS - District Share	0.00	7,963.90	8,667.07	16,630.97	16,630.97
560 · Workers Comp Ins	0.00	3,891.70	3,891.67	7,783.37	7,783.37
Total Salaries & EE Benefits	0.00	239,766.45	182,725.31	422,491.76	422,491.76
Services & Supplies					
620 · Communications & Inter...	0.00	1,355.50	1,355.50	2,711.00	2,711.00
625 · Equip - Field (\$300-\$4999)	0.00	2,110.68	0.00	2,110.68	2,110.68
640 · Fuel & Oil	0.00	14,265.36	14,256.70	28,522.06	28,522.06
650 · Interest	0.00	5,247.35	5,247.27	10,494.62	10,494.62
657 · Lab	0.00	2,872.00	0.00	2,872.00	2,872.00
675 · Professional Services	0.00	1,633.30	1,633.30	3,266.60	3,266.60
690 · Safety & Security	0.00	132.99	502.99	635.98	635.98
700 · Tools & Instruments	0.00	312.26	571.45	883.71	883.71
703 · Supplies - Clothing & Pe...	0.00	190.57	191.64	382.21	382.21
720 · Supplies - Inventory - Ot...	0.00	575.84	2,093.65	2,669.49	2,669.49
Total Services & Supplies	0.00	28,695.85	25,852.50	54,548.35	54,548.35
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	3,989.73	372.57	4,362.30	4,362.30
820 · R&R Lift Stations	0.00	0.00	18,571.80	18,571.80	18,571.80
830 · R&R Equipment					
830.1 · Hydrants	0.00	22,027.13	0.00	22,027.13	22,027.13
830 · R&R Equipment - Other	32.73	41,313.59	23,814.35	65,160.67	65,160.67
Total 830 · R&R Equipment	32.73	63,340.72	23,814.35	87,187.80	87,187.80
832 · R&R Mains and Sewer Li...	0.00	58,692.92	36,012.60	94,705.52	94,705.52
840 · R&R Vehicles	0.00	11,396.49	10,971.57	22,368.06	22,368.06
Total Repairs & Replacement	32.73	137,419.86	89,742.89	227,195.48	227,195.48
Total Expense	<u>32.73</u>	<u>405,882.16</u>	<u>298,320.70</u>	<u>704,235.59</u>	<u>704,235.59</u>
Net Ordinary Income	<u>18,020.48</u>	<u>-1,928.07</u>	<u>151,624.31</u>	<u>167,716.72</u>	<u>167,716.72</u>
Net Income	<u><u>18,020.48</u></u>	<u><u>-1,928.07</u></u>	<u><u>151,624.31</u></u>	<u><u>167,716.72</u></u>	<u><u>167,716.72</u></u>

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2021 through June 30, 2022

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Target % > **91.7%** **CRP-WATER**

<u>WATER - CRP</u>		Budget		Actual YTD		
As of June 2022 Summary	Annual	YTD	Amount	%		
WATER CRP Revenue	416,123	381,446	403,954	97.1%	0%	
WATER CRP Expenses	356,883	327,143	405,882	113.7%	0%	
Operating Balance	59,240	54,303	(1,928)			
	Expenses	2020-2021 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	158,120	144,943	175,404	110.9%	(17,284)
520	FICA - District Share	12,939	11,860	12,944	100.0%	(5)
530	Medical Ins - District Share	64,088	58,747	39,562	61.7%	24,526
540	PERS - District Share	9,876	9,053	7,964	80.6%	1,912
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	13,862	12,707	3,892	28.1%	9,970
	Salaries and Employee Benefits >	258,883	237,310	239,766	92.6%	19,117
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	3,208	1,356	38.7%	2,144
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	1,146	2,111	168.9%	(861)
630	Equip - Office	-	-			
640	Fuel & Oil	12,000	11,000	14,265	118.9%	(2,265)
645	Insurance	0	0		0.0%	0
650	Interest	0	0	5,247	0.0%	(5,247)
657	Outsource Lab / Internal Lab	4,000	3,667	2,872	0.0%	1,128
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	-	-	1,633	0.0%	(1,633)
685	Rents	0	0		0.0%	0
690	Safety & Sec (includes boots)	1,500	1,375	133	0.0%	1,367
700	Tools & Instruments	750	688	312	0.0%	438
703	Supplies - Clothing & Personal	1,500	1,375	191	0.0%	1,309
705	Supplies - Office	-	-		0.0%	-
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	-	-	576	0.0%	(576)
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	500	458		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
	Services and Supplies >	25,000	22,917	28,696	114.8%	(3,696)
810	R&R Buildings & Grounds	5,000	4,583	3,990	79.8%	1,010
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	22,917	41,314	165.3%	(16,314)
830.1	Hydrants			22,027		
832	R&R Mains/Service Lines/Tanks	25,000	22,917	58,693	234.8%	(33,693)
840	R&R Vehicles	18,000	16,500	11,396	63.3%	6,604
	Repairs & Replacement >	73,000	66,917	137,420	188.2%	(64,420)
	Total Expenses >	356,883	327,143	405,882	113.7%	(48,999)

625 - Aerator for intake pump at WTP

720 - Chemical Feed Tubes

830 - Xfer switch and new starter @ High Valley Booster pump, repair clamps/corp stops

832 - Repair of all asphalt/driveways throughout District - Approved in prev Board Mtg



Clearlake Oaks Co Water District
Budget Variance Report July 1, 2021 through June 30, 2022

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SEWER-CRP

Target % > **91.7%** CRP-SEWER

As of June 2022

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	551,245	505,308	449,945	81.6%
SEWER CRP Expenses	376,230	344,877	298,322	79.3%
USDA Annual Payment	105,280	96,507		
Operating Balance (loss)	69,735	63,924	151,623	

Expenses		2020-2021 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	180,886	165,812	133,503	73.8%	47,383
520	FICA - District Share	14,845	13,608	9,937	66.9%	4,908
530	Medical Ins - District Share	33,861	31,039	26,726	78.9%	7,135
540	PERS - District Share	10,466	9,593	8,667	82.8%	1,799
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	15,172	13,908	3,892	25.7%	11,280
	Salaries and Employee Benefits >	255,230	233,960	182,725	71.6%	72,505
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	4,583	1,356	27.1%	3,644
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	1,146		0.0%	1,250
630	Equip - Office	-	-		0.0%	-
640	Fuel & Oil	12,000	11,000	14,257	118.8%	(2,257)
645	Insurance	0	0		0.0%	0
650	Interest	0	0	5,247	0.0%	(5,247)
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	1,633	0.0%	(1,633)
685	Rents	-	-		0.0%	-
690	Safety & Security (includes boots)	2,500	2,292	503	0.0%	1,997
700	Tools & Instruments	750	688	571	0.0%	179
703	Supplies - Clothing & Personal	1,500	1,375	192	0.0%	1,308
705	Supplies - Office	-	-		0.0%	-
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	-	-	2,094	0.0%	(2,094)
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	500	458		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 >	23,500	21,542	25,853	110.0%	(2,353)
810	R&R Buildings & Grounds	7,500	6,875	373	5.0%	7,127
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	20,000	18,333	18,572	92.9%	1,428
830	R&R Equipment	35,000	32,083	23,814	68.0%	11,186
832	R&R Mains/Laterals	25,000	22,917	36,013	144.1%	(11,013)
840	R&R Vehicles	10,000	9,167	10,972	109.7%	(972)
	Repairs & Replacement >	97,500	89,375	89,744	92.0%	7,756
	Total Expenses >	376,230	344,877	298,322	79.3%	77,908

832-Repair of all asphalt and driveway, approved in previous board meeting

OT due to assisting at Hoover & 2nd and Lakeview fires, Jesse is assisting @ WTP to give relief to Operators

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Clearlake Oaks County Water District
Capital Improvements
As of May 31, 2022

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
12/03/2021	MC Engineering, Inc	On Call Services	GL:Water	2,270.00
Total 130 · Const In Progress - Studies				2,270.00
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)				
138 · USDA Water Improvements				
07/01/2021	AES - Analytical Envir...	June 2021 professio...	Loan/Grant:...	3,954.36
07/07/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	48,143.68
07/12/2021	Pace	150 ea Watts backfl...	Loan/Grant:...	22,361.63
07/19/2021	Pace	2 Watts backflow de...	Loan/Grant:...	298.16
07/22/2021	Badger Meter	2 meters, 2 endpoints	Loan/Grant:...	1,501.06
08/05/2021	MC Engineering, Inc	USDA Improvements	Loan/Grant:...	56,363.36
08/05/2021	T & S Construction Co...	7/1/2021 - 7/20/2021	Loan/Grant:...	324,597.90
08/09/2021	Pace	150 Watts backflow ...	Loan/Grant:...	22,361.63
08/24/2021	Badger Meter	12655 E Hwy 20 Fire...	Loan/Grant:...	979.44
08/31/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	281,158.20
09/06/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	48,598.41
09/14/2021	Badger Meter	1 - 3" meter and 1-4"...	Loan/Grant:...	4,588.71
09/15/2021	Pace	2" backflow device - ...	Loan/Grant:...	772.90
09/28/2021	Pace	150 Watts backflow ...	Loan/Grant:...	22,361.63
09/30/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	342,679.25
10/05/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	43,940.92
10/06/2021	Badger Meter	Hydrant meter at Fir...	Loan/Grant:...	979.44
10/11/2021	Badger Meter	Bulk water meter for ...	Loan/Grant:...	979.63
10/13/2021	Pace	150 ea backflow devi...	Loan/Grant:...	22,361.63
10/31/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	282,270.65
11/05/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	35,787.36
11/15/2021	Pace	30 backflow devices	Loan/Grant:...	4,472.33
11/30/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	541,973.58
12/02/2021	Pace	1 - 2" backflow devis...	Loan/Grant:...	725.28
12/03/2021	BKF Engineers	Services from 10/25/...	Loan/Grant:...	1,104.00
12/03/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	43,202.49
12/08/2021	Pace	1 - Backflow device	Loan/Grant:...	271.12
12/21/2021	Badger Meter	1 meter	Loan/Grant:...	848.35
12/22/2021	Pace	1 backflow device	Loan/Grant:...	271.12
12/30/2021	Pace	7 backflow devices	Loan/Grant:...	1,043.54
12/31/2021	T & S Construction Co...	12/1/2021 - 12/31/20...	Loan/Grant:...	233,348.38
01/05/2022	MC Engineering, Inc		Loan/Grant:...	29,428.72
01/31/2022	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	220,125.92
02/05/2022	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	35,791.91
02/15/2022	AES - Analytical Envir...	Services through Ja...	Loan/Grant:...	156.25
02/28/2022	T & S Construction Co...	Invoice #10 Februar...	Loan/Grant:...	105,546.43
03/05/2022	MC Engineering, Inc	USDA Meters and W...	Loan/Grant:...	26,932.94
03/15/2022	AES - Analytical Envir...	Vault Installation Pro...	Loan/Grant:...	2,090.00
03/30/2022	T & S Construction Co...	USDA Water Syste...	Loan/Grant:...	180,500.00
04/11/2022	MC Engineering, Inc	USDA Meters and W...	Loan/Grant:...	25,843.24
04/30/2022	T & S Construction Co...	USDA Water Syste...	GL:Water	465,081.53
05/05/2022	MC Engineering, Inc	USDA Meters and W...	GL:Water	14,780.04
05/16/2022	AVR Tree Service	emove small pine tre...	Loan/Grant:...	1,250.00
Total 138 · USDA Water Improvements				3,501,827.12
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
08/13/2021	T & S Construction Co...	Phase 3 Invoice #13...	Loan/Grant:...	112,484.95
08/13/2021	T & S Construction Co...	Phase 3 Retention 5...	Loan/Grant:...	141,593.61
01/20/2022	MC Engineering, Inc	Inv. dated 3/5/2021 -...	Loan/Grant:...	5,604.50
Total 128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				259,683.06
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)				
09/29/2021	PG&E CFM/PPC Dep...	9940 Harvey Blvd.	Loan/Grant:...	99,411.32
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...				99,411.32
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				

Clearlake Oaks County Water District

Capital Improvements

As of May 31, 2022

Date	Name	Memo	Class	Amount
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				
Total 127.1 · Major Equipment				
127 · Water Plant - Other				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				
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				
09/11/2021	Matt Mazzei Chevrolet	2018 Acura - GM ve...	GL:Admin	25,400.10
11/05/2021	Matt Mazzei Chevrolet	2020 Dodge Ram for...	GL:Sewer	36,962.00
Total 120.90 · Vehicles/Generators/Trailers				62,362.10
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
03/15/2022	Southport Control Sol...	Add Filter 1, 2, and 3...	CRP:Water	875.00
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				875.00
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				63,237.10
122 · Bldgs/Grounds Cap Improvements				
07/21/2021	Arrow Fencing	Replace/Repair - Tre...	CRP:PC	12,179.49
Total 122 · Bldgs/Grounds Cap Improvements				12,179.49
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
01/20/2022	MC Engineering, Inc	Inv dated 8/5/2021 - ...	GL:Water	1,360.00
04/18/2022	Coastal Mountain Ele...	\$14,729.00 Approve...	CRP:Sewer	18,523.00
04/26/2022	Coastal Mountain Ele...	Troubleshoot and re...	CRP:Sewer	2,820.00
Total 124.30 · Lift Stations				22,703.00
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				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				22,703.00

**Clearlake Oaks County Water District
Capital Improvements
As of May 31, 2022**

Date	Name	Memo	Class	Amount
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				
12/07/2021	Kansas State Bank - ...	Payment #1 - Water ...	CRP:Water	403.33
12/07/2021	Kansas State Bank - ...	3359488	CRP:Sewer	403.33
01/12/2022	Kansas State Bank - ...	2,000 gallon water tr...	CRP:Water	713.02
01/12/2022	Kansas State Bank - ...	3359488	CRP:Sewer	713.02
02/17/2022	Kansas State Bank - ...	Payment #3	CRP:Water	715.36
02/17/2022	Kansas State Bank - ...	3359488	CRP:Sewer	715.36
03/20/2022	Kansas State Bank - ...	Water truck payment...	CRP:Water	717.71
03/20/2022	Kansas State Bank - ...		CRP:Sewer	717.71
04/20/2022	Kansas State Bank - ...	Payment #5	CRP:Water	720.07
04/20/2022	Kansas State Bank - ...	3359488	CRP:Sewer	720.06
05/20/2022	Kansas State Bank - ...	Payment #6	CRP:Water	722.43
05/20/2022	Kansas State Bank - ...	3359488	CRP:Sewer	722.43
Total 280.04 · 2021 Water Truck				7,983.83
280.02 · KS State Bank - 2019 Vac-Con				
07/15/2021	Kansas State Bank - ...	Pymt #19	CRP:Water	3,295.69
07/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,295.69
08/15/2021	Kansas State Bank - ...	Pymt #20	CRP:Water	3,305.01
08/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,305.01
09/14/2021	Kansas State Bank - ...	Pymt #21	CRP:Water	3,314.36
09/14/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,314.36
10/15/2021	Kansas State Bank - ...	Pymt #22	CRP:Water	3,323.73
10/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,323.73
11/09/2021	Kansas State Bank - ...	Pymt #23	CRP:Water	3,333.13
11/09/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,333.13
12/15/2021	Kansas State Bank - ...	Pymt #24	CRP:Water	3,342.56
12/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,342.56
01/12/2022	Kansas State Bank - ...	Vacon Pymt #25	CRP:Water	3,352.01
01/12/2022	Kansas State Bank - ...	3356496	CRP:Sewer	3,352.01
02/15/2022	Kansas State Bank - ...	Pymt #26	CRP:Water	3,361.49
02/15/2022	Kansas State Bank - ...	3343293	CRP:Sewer	3,361.49
03/15/2022	Kansas State Bank - ...	VacCon payment #27	CRP:Water	3,371.00
03/15/2022	Kansas State Bank - ...		CRP:Sewer	3,371.00
04/15/2022	Kansas State Bank - ...	Pymt #28	CRP:Water	3,380.53
04/15/2022	Kansas State Bank - ...	3356496	CRP:Sewer	3,380.53
05/15/2022	Kansas State Bank - ...	Pymt #29	CRP:Water	3,390.10
05/15/2022	Kansas State Bank - ...	3343293	CRP:Sewer	3,390.10
Total 280.02 · KS State Bank - 2019 Vac-Con				73,539.22
Total 280 · Loan				81,523.05
TOTAL				4,042,834.14



Accounts

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

CRP PC *6192

Available	**\$31,687.95
Current	\$31,687.95

CRP SEWER *3745

Available	**\$80,098.42
Current	\$80,098.42

GENERAL LEDGER *9122

Available	**\$594,762.28
Current	\$580,588.02

PUBLIC REGULAR CHK *8503

Available	**\$437,700.00
Current	\$437,700.00

PUBLIC REGULAR CHK *9592

Available	**\$105,000.00
Current	\$105,000.00

CRP WATER *6990

Available	**\$55,399.27
Current	\$55,399.27

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Money Management

BALANCE TOTALS

Total Deposit Accounts \$1,290,473.66

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

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
29	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

California State Treasurer *Fiona Ma, CPA*



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

June 13, 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

May 2022 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,063,547.38
Total Withdrawal:	0.00	Ending Balance:	1,063,547.38

Clearlake Oaks County Water District
Payroll Summary
 June 2022

	<u>Hours</u>	<u>Rate</u>	<u>Jun 22</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-56	43.04	-2,242.48
Overtime (x1.5)	71	43.04	2,900.53
PTO	108	31.84	3,693.87
Straight	1,012	26.75	32,470.94
Board			1,000.00
Duty Pay			2,100.00
Total Gross Pay	1,135		39,922.86
Deductions from Gross Pay			
ACWA (pre-tax)			-1,435.82
AFLAC (pre-tax)			-234.81
AFLAC (taxable) AFTER TAX			-77.04
CALPers 457			-200.00
CALPers EE (Pretax)			-2,272.79
Total Deductions from Gross Pay			-4,220.46
Adjusted Gross Pay	1,135		35,702.40
Taxes Withheld			
Federal Withholding			-2,880.00
Medicare Employee			-554.66
Social Security Employee			-2,371.65
CA - Withholding			-1,072.12
CA - Disability			-420.78
Total Taxes Withheld			-7,299.21
Deductions from Net Pay			
Wage Garnishment			-447.33
Total Deductions from Net Pay			-447.33
Net Pay	1,135		27,955.86
Employer Taxes and Contributions			
Medicare Company			554.66
Social Security Company			2,371.65
Total Employer Taxes and Contributions			2,926.31

Clearlake Oaks County Water District

Trial Balance

As of June 30, 2022

06/10/22

Accrual Basis

	Jun 30, 22	
	Debit	Credit
102.13 · SEWER RESERVES-9592	100,000.00	
102.11 · PC ESCROW - 6184	0.00	
102.10 · CRP PC - 6192	29,994.36	
102.12 · WATER RESERVES- 8503	425,200.00	
102.001 · GL - 9122	666,532.48	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	874,547.38	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	25,604.80	
102.03 · CRP Sewer - 3745	64,015.28	
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	1,088,116.10	
130 · Const In Progress - Studies:130.97 · Const in Progress - Actiflo Pil	3,569.45	
130 · Const In Progress - Studies:130.96 · Const in Progress - WWP 2022	12,215.00	
130 · Const In Progress - Studies:130.95 · Source Capacity Studygrant prep	23,965.95	
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	5,619,797.03	
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 - District Exp	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:127.8 · Water Intake Pump Extension	482,776.68	
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	348,866.13	
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	3,146,308.39	
124 · D/C System Cap Improvements:124.2 · GIS Online Mapping System	6,985.17	
124 · D/C System Cap Improvements:124.30 · Lift Stations	79,242.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7 ...	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		237,878.83
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		184.85
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		467.99
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	

Clearlake Oaks County Water District

Trial Balance

06/10/22

As of June 30, 2022

Accrual Basis

	Jun 30, 22	
	Debit	Credit
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		1,084.66
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		37.49
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	7,983.83	
280 · Loan:280.15 · USDA Water Improvement Project		5,214,975.38
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		219,971.27
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	3,623.76	
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	9,946.64	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		10,282.51
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	12,614.73	
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	19,884.11	
295 · NET PENSION 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		13,242,390.65
Income:410 · Client Reg Pmt		2,384,305.24

Clearlake Oaks County Water District

Trial Balance

As of June 30, 2022

06/10/22

Accrual Basis

	Jun 30, 22	
	Debit	Credit
Income:420 · Connection Fees		10,419.00
Income:425 · CRP		894,646.82
Income:430 · Penalty & Interest		71,880.61
Income:430 · Penalty & Interest:430.2 · Bank Interest		72.43
Income:435 · Loans/Grants:435-8 · Intake Pump Extension		425,508.43
Income:435 · Loans/Grants:435-6 · I & I Const Grant		204,087.00
Income:440 · Misc Revenue		87,048.69
Income:450 · Other - Non S/W Rev		171,169.21
Salaries & EE Benefits:545 · CALPers 457		250.00
Salaries & EE Benefits:505 · Salaries & Wages	1,155,103.15	
Salaries & EE Benefits:520 · FICA - District Share	85,672.03	
Salaries & EE Benefits:530 · Med/Life Insurance- Dist Share	278,523.57	
Salaries & EE Benefits:540 · PERS - District Share	127,979.32	
Salaries & EE Benefits:550 · Unemployment	3,387.00	
Salaries & EE Benefits:560 · Workers Comp Ins	24,196.56	
Services & Supplies:610 · Bank Fees	28,293.13	
Services & Supplies:620 · Communications & Internet	30,080.81	
Services & Supplies:622 · Board Exp	1,699.67	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	2,110.68	
Services & Supplies:630 · Equip - Office	3,947.10	
Services & Supplies:640 · Fuel & Oil	45,550.26	
Services & Supplies:645 · Insurance	77,305.84	
Services & Supplies:650 · Interest	63,754.62	
Services & Supplies:657 · Lab	32,456.62	
Services & Supplies:660 · Memberships & Subscription	69,124.84	
Services & Supplies:665 · Mileage Reimb	82.21	
Services & Supplies:670 · Postage & Shipping	893.08	
Services & Supplies:675 · Professional Services	123,589.36	
Services & Supplies:685 · Rents	11,440.01	
Services & Supplies:690 · Safety & Security	17,085.94	
Services & Supplies:700 · Tools & Instruments	10,931.25	
Services & Supplies:703 · Supplies - Clothing & Personal	5,627.40	
Services & Supplies:705 · Supplies - Office	7,742.60	
Services & Supplies:715 · Supplies-Chemicals-Operating	133,892.60	
Services & Supplies:720 · Supplies - Inventory - Other	35,164.11	
Services & Supplies:730 · Taxes - Licenses	485.51	
Services & Supplies:735 · Training/Classes/Certs/ClassB	1,631.44	
Services & Supplies:745 · Travel / Lodging	35.90	
Services & Supplies:750 · Utilities	272,338.55	
Services & Supplies:760 · Waste Disposal	44,624.19	
Services & Supplies:795 · Yolo Co	50,624.84	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	12,302.33	
Repairs & Replacement	87.94	
Repairs & Replacement:810 · R&R Buildings & Grounds	7,534.29	
Repairs & Replacement:820 · R&R Lift Stations	18,571.80	
Repairs & Replacement:830 · R&R Equipment	65,160.67	
Repairs & Replacement:830 · R&R Equipment:830.1 · Hydrants	22,027.13	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	94,705.52	
Repairs & Replacement:840 · R&R Vehicles	25,996.81	
7130 · Sewer Ops - Emp Bens -hold	469.13	
66000 · Payroll Expenses	1,908.11	
TOTAL	41,174,487.62	41,174,487.62

Account Payable Breakdown

Date: 6/13/2022

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$636,097.98	\$580,588.02	\$594,762.28
CRP Water - 6990	\$20,762.57	\$55,399.27	\$55,399.27
CRP Sewer - 3745	\$80,098.42	\$80,098.42	\$80,098.42
CRP PC - 6192	\$31,687.95	\$31,687.95	\$31,687.95
Water Reserve - 8503	\$437,700.00	\$437,700.00	\$437,700.00
Sewer Reserve - 9592	\$105,000.00	\$105,000.00	\$105,000.00
LAIF Balance	\$1,063,547.38	\$1,063,547.38	\$1,063,547.38
Current A/P Aging	\$559,105.84		
ACWA/JPIA Ins.	\$26,721.79		
Kansas State Bank-VacCon	\$7,421.47	6/15/2022	
Kansas State Bank-Water Truck	\$1,730.25	6/20/2022	
TOTAL	\$594,979.35		

Paid on-line/Auto Out

5/31/2022 - Canon Financial	\$670.47
6/1/2022 - USDA - Sewer Improv	\$77,630.00
6/1/2022 - PG&E	\$25,579.92
6/6/2022 - Credit Card	\$6,839.77
6/6/2022 - Verizon Wireless	\$1,426.63
6/7/2022 - Mediacom	\$332.11
TOTAL-Paid On-line/Auto Out	\$111,476.32

Clearlake Oaks County Water District
A/P Aging Summary
As of June 13, 2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alpha Analytical Labs	2,895.00	200.00	0.00	0.00	0.00	3,095.00
AT & T - CalNet 3	152.05	0.00	0.00	0.00	0.00	152.05
Badger Meter	126.38	0.00	0.00	0.00	0.00	126.38
California State Disbursement Unit	265.38	0.00	0.00	0.00	0.00	265.38
Celerino Camacho	3.16	0.00	0.00	0.00	0.00	3.16
Clearlake Lava	175.89	0.00	0.00	0.00	0.00	175.89
County of Lake - Special Districts	2,074.67	0.00	0.00	0.00	0.00	2,074.67
Dean A Enderlin, P.G.	0.00	1,552.50	0.00	0.00	0.00	1,552.50
Deeper Cleaning	405.00	0.00	0.00	0.00	0.00	405.00
ERS Industrial Services, Inc.	166,030.00	0.00	0.00	0.00	0.00	166,030.00
Hach	168.54	0.00	0.00	0.00	0.00	168.54
Hayden Solar, LLC	6,131.61	0.00	0.00	0.00	0.00	6,131.61
HC3	430.60	0.00	0.00	0.00	0.00	430.60
Lake County Waste Solutions	729.63	0.00	0.00	0.00	0.00	729.63
MC Engineering, Inc	25,840.28	0.00	0.00	0.00	0.00	25,840.28
Mendo Mill	131.79	0.00	0.00	0.00	0.00	131.79
N & S Tractor	1,029.07	0.00	0.00	0.00	0.00	1,029.07
Nave Law Office, P.C.	160.50	0.00	0.00	0.00	0.00	160.50
Pace	0.00	6,819.58	0.00	0.00	-123.93	6,695.65
People Services Inc	95.00	0.00	0.00	0.00	0.00	95.00
PG&E	0.00	0.00	0.00	0.00	11,172.92	11,172.92
Quill	122.18	0.00	0.00	0.00	0.00	122.18
Ramona D'Viola	79.75	0.00	0.00	0.00	0.00	79.75
Redwood Coast Fuels	0.00	3,828.01	0.00	0.00	0.00	3,828.01
Sandra Cruz	196.56	0.00	0.00	0.00	0.00	196.56
Solenis LLC	2,326.25	0.00	0.00	0.00	0.00	2,326.25
State of California - Franchise Tax Board	0.00	181.95	0.00	0.00	0.00	181.95
T & S Construction Co. Inc.	320,713.50	0.00	0.00	0.00	0.00	320,713.50
Tri-Cities Answering Service	251.80	0.00	0.00	0.00	0.00	251.80
USA BlueBook	429.23	0.00	0.00	0.00	0.00	429.23
Yolo County Flood Control	0.00	4,510.99	0.00	0.00	0.00	4,510.99
TOTAL	530,963.82	17,093.03	0.00	0.00	11,048.99	559,105.84

**CLEARLAKE OAKS COUNTY WATER DISTRICT
MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423 (707) 998-3322

MAY 19, 2022

This meeting will be conducted by Roberts Rule of Order.

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 either before or during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits of three minutes.

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.

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

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

- √ Mr. Francisco Castro, Wastewater Mr. James Simons √ Mr. Jeremy Backus, Distribution

Public comment on non-agenda items

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to three (3) minutes

Staff Written Operational Reports

- a. Administration
- b. Chief Distribution Operator
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered with the action items.

1. Financial Reports for review and approval

- a. April 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 04/21/2022
- b. Minutes of Special Meeting 05/05/2022

3. Bills

- a. MC Engineering invoice number 2185, dated 5/5/2022, in the amount of \$14,780.04 for the USDA Water Improvements Project
- b. T & S Construction invoice number 12, dated 4/30/2022, in the amount of \$465,081.53 for the USDA Water Improvements Project

Action Taken: Motion to approve the consent items.

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

4. Agenda (New Business)

- a. Discussion and review of 2022-2023 Annual Budget

Action Taken: NO ACTION

- b. Discussion and consideration of Resolution 22-05, Authorizing Representative for the SWRCB Wastewater Rehabilitation and Infrastructure Project, Phase 4

Action Taken: Motion to approve Resolution 22-05, Authorizing Representative for the SWRCB Wastewater Rehabilitation and Infrastructure Project, Phase 4

ARCHACKI/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of Resolution 22-06, Reimbursement to SWRCB for the Wastewater Rehabilitation and Infrastructure Project, Phase 4

Action Taken: Motion to approve Resolution 22-06, Reimbursement to SWRCB for the Wastewater Rehabilitation and Infrastructure Project, Phase 4

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- d. Discussion and review of the Memorandum of Agreement Regarding Contracting from Sanitary and Source Water Assessment Survey of the Clear Lake Watershed Area

Action Taken: Motion to approve the memorandum and authorize the General Manager to enter into the Sanitary and Source Water Assessment Survey Agreement for the Clear Lake Watershed Area.

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

e. Discussion and approval of Telework Policy and Agreement

Action Taken: Motion to approve the Telework Policy and Agreement

BURTON/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

Adjournment

Time: 2:32 PM

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary





MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662


Invoice

Date	Invoice #
6/5/2022	2199

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	7/5/2022	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Project Engineer, Jared P. Nelson	66	130.00	8,580.00	
Project Manager, Mark Carey, PE	3	165.00	495.00	
Assistant Engineering Tech, Julia Asbenson	20	85.00	1,700.00	
Operations Management Engineer, John Pedri, PE	40.5	160.00	6,480.00	
Administrative Support	2	65.00	130.00	
Reimbursable Expenses		1,934.66	1,934.66	
Total			\$19,319.66	
Payments/Credits			\$0.00	
Balance Due			\$19,319.66	

138- 4G USDA Water Imp. Proj.
gr-w 

Phone #	Fax #	E-mail
916-546-7898	916-860-1863	markacarey@msn.com

Contractor's Application for Payment No. #13

Application Period:	5/1/2022-5/31/2022	Application Date:	5/31/2022
To (Owner):	CLOCWD	Via (Construction Manager):	Jared Nelson
Project:	USDA Water System Improvements	Contract:	USDA CFDA No. 10.760
Owner's Contract No.:	USDA CFDA No. 10.760	Contractor's Project No.:	20215
		Engineer's Project No.:	USDA CFDA No. 10.760

Application For Payment Change Order Summary			
Approved Change Orders	Number	Additions	Deductions
	1	\$16,009.53	
	2	\$22,623.87	
	3	\$2,011.49	
	4	\$7,269.00	
	5	\$110,978.00	
	6	\$54,136.00	
TOTALS			
NET CHANGE BY CHANGE ORDERS			\$213,027.89

1. ORIGINAL CONTRACT PRICE.....	\$	6,034,124.00
2. Net change by Change Orders.....	\$	213,027.89
3. Current Contract Price (Line 1 + 2).....	\$	6,247,151.89
4. TOTAL COMPLETED AND STORED TO DATE	\$	\$4,353,271.89
5. RETAINAGE:		
a. 5% X \$4,353,271.89 Work Completed.....	\$	217,663.60
b. 5% X - Stored Material.....	\$	-
c. Total Retainage (Line 5a + Line 5b).....	\$	217,663.60
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	4,135,608.29
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	3,881,359.79
8. AMOUNT DUE THIS APPLICATION.....	\$	\$254,248.50
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	\$2,111,543.60

Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is recommended by:		(Date) <u>6/9/22</u>
Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is recommended by:		(Date) <u>6/9/22</u>
is approved by:		(Date) <u>6/9/22</u>
Approved by:		Funding Agency (if applicable) _____ (Date) _____

Contractor's Certification The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	Date: 5/31/2022
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138-46 USPAWATE LMP PRF
GL-N (NO)



T & S CONSTRUCTION CO. INC
 6100 HEDGE AVENUE
 SACRAMENTO CA 95829
 916 381-3052

License: 301528 A

Progress Billing

Application: 2

Period: 05/31/2022

Contract #:

Job Number: 202114

Owner: CLEAR LAKE OAKS COUNTY WATER D
 12952 E. HWY 20
 CLEARLAKE OAKS CA 95423

Job Location: CLEARLAKE OAKS EMERGENCY INTAKE
 12952 E. HWY 20
 CLEARLAKE OAKS CA 95423

Application For Payment On Contract

Original Contract.....	401,686.95
Net Change by Change Orders.....	0.00
Contract Sum to Date.....	401,686.95
Total Complete to Date.....	397,650.00
Total Retained.....	23,575.00
Total Earned Less Retained.....	374,075.00
Less Previous Billings.....	307,610.00
Current Payment Due.....	66,465.00
Balance on Contract.....	27,611.95

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: Starigini Date: 6/8/2022

Terms: Invoices are due and payable 30DY from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per anum. Please make checks payable to: T & S CONSTRUCTION CO. INC

Thank you for your prompt payment.

127.8- 1/2 Water Intake part.
1/2 valves: DM

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

Target % > **0%**

As of July 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	-	-	0%	1,125,194	-	-	0%
Total Operating Expenses	1,231,792	-	-	0%	1,238,635	-	-	0%
Operating Balance (loss)	66,418	-	-		(113,441)	-	-	
420 Connection Fees	20,000	-	-	0%	20,000	-	-	0%
435		-	-			-	-	
450 Other - Non S/W Rev	150,000	-	-	0%	180,000	-	-	0%
Reserves	150,000	-	-	0%	60,000	-	-	0%
Net Change In Net Position (loss)	86,418	-	-		26,559	-	-	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

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

As of July 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	-	-	0%	1,097,694	-	-	0%
430 Penalty & Interest	30,000	-	-	0%	27,500	-	-	0%
440 Misc	-	-	-	0%	0	-	-	0%
Total Revenue >	1,298,210	-	-	0%	1,125,194	-	-	0%

As of July 2022 Operating Expenses	Budget				Actual			
	Annual	YTD	YTD	%	YTD	%	Spent	%
	505 Salaries & Wages	393,050	-	-	0%	515,299	-	-
520 FICA - District Share	33,023	-	-	0%	43,454	-	-	0%
530 Medical Ins - District Share	85,310	-	-	0%	130,491	-	-	0%
540 PERS - District Share	71,818	-	-	0%	83,236	-	-	0%
550 Unemployment	2,500	-	-	0%	2,500	-	-	0%
560 Workers Comp Ins	33,028	-	-	0%	9,102	-	-	0%
Salaries and Employee Benefits >	618,729	-	-	0%	784,082	-	-	0%

605 Advertising	200	-	-	0%	200	-	-	0%
610 Bank Fees	13,424	-	-	0%	13,414	-	-	0%
620 Communications & Internet	19,000	-	-	0%	19,000	-	-	0%
622 Board Exp	3,500	-	-	0%	3,500	-	-	0%
625 Equip - Field (\$300-\$4999)	2,500	-	-	0%	4,000	-	-	0%
630 Equip - Office	1,500	-	-	0%	2,000	-	-	0%
640 Fuel & Oil	13,500	-	-	0%	15,000	-	-	0%
645 Insurance	38,000	-	-	0%	38,000	-	-	0%
650 Interest	3,000	-	-	0%	3,000	-	-	0%



657	Lab	20,000	-	-	0%	11,000	-	-	0%
660	Memberships & Subscriptions	32,000	-	-	0%	35,400	-	-	0%
665	Mileage Reimb	750	-	-	0%	500	-	-	0%
670	Postage & Shipping	6,500	-	-	0%	6,500	-	-	0%
675	Professional Services	54,000	-	-	0%	37,500	-	-	0%
685	Rents	7,250	-	-	0%	7,250	-	-	0%
690	Safety & Security	5,250	-	-	0%	10,250	-	-	0%
700	Tools & Instruments	3,700	-	-	0%	2,500	-	-	0%
703	Supplies - Clothing & Personal	2,800	-	-	0%	3,100	-	-	0%
705	Supplies - Office	3,500	-	-	0%	3,500	-	-	0%
715	Treatment Chemicals	110,250	-	-	0%	50,000	-	-	0%
720	Supplies - Operating - Other	5,000	-	-	0%	25,000	-	-	0%
730	Taxes - Licenses	0	-	-	0%	0	-	-	0%
735	Training	2,250	-	-	0%	1,250	-	-	0%
745	Travel	1,000	-	-	0%	500	-	-	0%
750	Utilities	190,900	-	-	0%	107,900	-	-	0%
760	Waste Disposal	3,290	-	-	0%	48,290	-	-	0%
795	Yolo Co	61,000	-	-	0%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		604,064	-	-	0%	448,554	-	-	0%
810	R&R Buildings & Grounds	6,000	-	-	0%	3,500	-	-	0%
815	R & R Damage Claims	0	-	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	-	-	0%	0	-	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	-	-	0%	2,500	-	-	0%
850	Maintenance Reserve Account	-	-	-	0%	-	-	-	0%
Repairs & Replacement >		9,000	-	-	0%	6,000	-	-	0%
Total Expenses >		1,231,792	-	-	0%	1,238,635	-	-	0%

o Administration - Budget Variance Report July 1, 2022 through June 30, 2023 Target % > 0.0% GL ADMIN

As of July 2022		2020-2021 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	424,702	-		0.0%	424,702	
520 FICA - District Share	36,577	-		0.0%	36,577	
530 Medical Ins - District Share	95,918	-		0.0%	95,918	
540 PERS-District Share (incl unfunded Liab, 78,867.)	122,615	-		0.0%	122,615	
550 Unemployment	5,000	-		0.0%	5,000	
560 Workers Comp Ins	2,982	-		0.0%	2,982	
Salaries and Employee Benefits >	687,793	-	-	0.0%	687,793	
605 Advertising	400	-	-	0.0%	400	
610 Bank Fees	27,000	-		0.0%	27,000	
620 Communications & Internet	7,000	-		0.0%	7,000	
622 Board Exp	7,000	-		0.0%	7,000	
625 Equip - Field (up to \$4999)	0	-		0.0%	0	
630 Equip - Office	2,000	-		0.0%	2,000	
640 Fuel & Oil	0	-		0.0%	0	
645 Insurance	0	-		0.0%	0	
650 Interest	0	-		0.0%	0	
657 Outsource Lab / Internal Lab	0	-		0.0%	0	
660 Memberships & Subscriptions	4,000	-		0.0%	4,000	
665 Mileage Reimb	500	-		0.0%	500	
670 Postage & Shipping	13,000	-		0.0%	13,000	
675 Professional Services (Legal, IT, CUSI annual)	58,000	-		0.0%	58,000	
685 Rents	14,500	-		0.0%	14,500	
690 Safety & Security (boots)	1,500	-		0.0%	1,500	
700 Tools & Instruments	0	-		0.0%	0	
703 Supplies - Clothing & Personal	600	-		0.0%	600	
705 Supplies - Office	5,000	-		0.0%	5,000	
715 Treatment Chemicals	0	-		0.0%	0	
720 Supplies - Operating - Other	0	-		0.0%	0	
730 Taxes - Licenses	0	-		0.0%	0	
735 Training, Certs (Classes, books)	500	-		0.0%	500	
745 Travel / Lodging	1,000	-		0.0%	1,000	
750 Utilities	5,800	-		0.0%	5,800	
760 Waste Disposal	580	-		0.0%	580	
795 Yolo Co	0	-		0.0%	0	
799 Misc	0	-		0.0%	0	
Services and Supplies >	148,380	-	-	0.0%	148,380	
810 R&R Buildings & Grounds	2,000	-		0.0%	2,000	
815 R & R Damage Claims	0	-		0.0%	0	
820 R&R Lift Stations	-	-		0.0%	-	
830 R&R Equipment	0	-		0.0%	0	
832 R&R Mains/Service Lines	0	-		0.0%	0	
840 R&R Vehicles (\$2k/vehicle)	0	-		0.0%	0	
Repairs & Replacement >	2,000	-	-	0.0%	2,000	
Total Expenses >	838,173	-	-	0.0%	838,173	

0 Sewer - Budget Variance Report July 1, 2022 through June 30, 2023		Target % >		0.0%	GL SEWER
As of July 2022		2020-2021 Budget		Actual	Total
Expenses	Annual	YTD	YTD	% Spent	Remaining
505 Salaries & Wages	302,948	-		0.0%	302,948
520 FICA - District Share	25,165	-		0.0%	25,165
530 Medical Ins - District Share	82,532	-		0.0%	82,532
540 PERS - District Share (\$14.5K Unfunded)	21,928	-		0.0%	21,928
550 Unemployment	0	-		0.0%	0
560 Workers Comp Ins	7,611	-		0.0%	7,611
Salaries and Employee Benefits >	440,185	-	-	0.0%	440,185
605 Advertising	0	-		0.0%	0
610 Bank Fees	0	-		0.0%	0
620 Communications & Internet	13,000	-		0.0%	13,000
622 Board Exp	0	-		0.0%	0
625 Equip - Field (up to \$4999)	1,500	-		0.0%	1,500
630 Equip - Office	1,000	-		0.0%	1,000
640 Fuel & Oil (Schaeffers)	10,000	-		0.0%	10,000
645 Insurance	38,000	-		0.0%	38,000
650 Interest	0	-		0.0%	0
657 Outsource Lab / Internal Lab	11,000	-		0.0%	11,000
660 Memberships/Subscriptions/Permits	33,400	-		0.0%	33,400
665 Mileage Reimb	250	-		0.0%	250
670 Postage & Shipping	0	-		0.0%	0
675 Professional Services (SCADA)	8,500	-		0.0%	8,500
685 Rents	0	-		0.0%	0
690 Safety & Security (includes boots)	9,500	-		0.0%	9,500
700 Tools & Instruments	2,500	-		0.0%	2,500
703 Supplies - Clothing & Personal	2,800	-		0.0%	2,800
705 Supplies - Office	1,000	-		0.0%	1,000
715 Treatment Chemicals	50,000	-		0.0%	50,000
720 Supplies-Operating-Other-Titan Tubes	25,000	-		0.0%	25,000
730 Taxes - Licenses	-	-			-
735 Training, Certs (classes, books)	1,000	-		0.0%	1,000
745 Travel / Lodging	-	-		#DIV/0!	-
750 Utilities	105,000	-		0.0%	105,000
760 Waste Disposal	48,000	-		0.0%	48,000
795 Yolo Co	0	-		0.0%	0
799 Misc	0	-		0.0%	0
799.1 Customer Refund					
Services and Supplies >	361,450	-	-	0.0%	361,450
810 R&R Buildings & Grounds	2,500	-		0.0%	2,500
815 R & R Damage Claims	0	-		0.0%	0
820 R&R Lift Stations	0	-		0.0%	0
830 R&R Equipment	0	-		0.0%	0
832 R&R Mains/Service Lines	0	-		0.0%	-
840 R&R Vehicles	2,500	-		0.0%	2,500
	-	-		0.0%	-
Repairs & Replacement >	5,000	-	-	0.0%	5,000
Total Expenses >	806,635	-	-	0.0%	806,635

Expense Notes

0	Water - Budget Variance Report July 1, 2022 through June 30, 2023 As of July 2022	2020-2021 Budget		Target % >	0.0%	GL WATER
	Expenses	Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	180,700	-		0.0%	180,700
520	FICA - District Share	14,734	-		0.0%	14,734
530	Medical Ins - District Share	37,351	-		0.0%	37,351
540	PERS - District Share	10,510	-		0.0%	10,510
550	Unemployment	0	-		0.0%	0
560	Workers Comp Ins	31,537	-		0.0%	31,537
	Salaries and Employee Benefits >	274,832	-	-	0.0%	274,832
605	Advertising	0	-		0.0%	0
610	Bank Fees	0	-		0.0%	0
620	Communications & Internet	13,000	-		0.0%	13,000
622	Board Exp	0	-		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	-		0.0%	0
630	Equip - Office	500	-		0.0%	500
640	Fuel & Oil	8,500	-		0.0%	8,500
645	Insurance	38,000	-		0.0%	38,000
650	Interest	0	-		0.0%	0
657	Outside Lab / Internal Lab	20,000	-		0.0%	20,000
660	Memberships/Subscriptions/Permits	30,000	-		0.0%	30,000
665	Mileage Reimb	500	-		0.0%	500
670	Postage & Shipping	0	-		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	-		0.0%	25,000
685	Rents	0	-		0.0%	0
690	Safety & Security (includes boots)	4,500	-		0.0%	4,500
700	Tools & Instruments	3,700	-		0.0%	3,700
703	Supplies - Clothing & Personal	2,500	-		0.0%	2,500
705	Supplies - Office	1,000	-		0.0%	1,000
715	Treatment Chemicals	110,250	-		0.0%	110,250
720	Supplies - Operating - Other	5,000	-		0.0%	5,000
730	Taxes - Licenses	0	-		0.0%	0
735	Training, Certs (classes, books)	2,000	-		0.0%	2,000
745	Travel / Lodging	500	-		0.0%	500
750	Utilities	188,000	-		0.0%	188,000
760	Waste Disposal	3,000	-		0.0%	3,000
795	Yolo Co	61,000	-		0.0%	61,000
799	Misc	0	-		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	516,950	-	-	0.0%	516,950
810	R&R Buildings & Grounds	5,000	-		0.0%	5,000
815	R & R Damage Claims	0	-		0.0%	0
820	R&R Lift Stations	0	-		0.0%	0
830	R&R Equipment	0	-		0.0%	0
832	R&R Mains	0	-		0.0%	-
840	R&R Vehicles	3,000	-		0.0%	3,000
	Repairs & Replacement >	8,000	-	-	0.0%	8,000
	Total Expenses >	799,782	-	-	0.0%	799,782

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

0

Target % > **0.0%** **CRP-PC**

As of July 2022

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

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



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

0

Target % > 0.0% CRP-WATER

As of July 2022 Summary		WATER - CRP Budget		Actual YTD		
		Annual	YTD	Amount	%	
WATER CRP Revenue		439,444	-	0.0%	0%	
WATER CRP Expenses		511,279	-	0.0%	0%	
Operating Balance		(71,835)	-			
Expenses		2020-2021 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	257,969	-		0.0%	257,969
520	FICA - District Share	21,162	-		0.0%	21,162
530	Medical Ins - District Share	70,407	-		0.0%	70,407
540	PERS - District Share	16,469	-		0.0%	16,469
550	Unemployment	0	-		0.0%	0
560	Workers Comp Ins	8,122	-		0.0%	8,122
Salaries and Employee Benefits >		374,129	-	-	0.0%	374,129
605	Advertising	0	-		0.0%	0
610	Bank Fees	0	-		0.0%	0
620	Communications & Internet	3,500	-		0.0%	3,500
622	Board Exp	0	-		0.0%	0
625	Equip - Field (up to \$4999)	1,250	-		0.0%	1,250
630	Equip - Office	-	-			
640	Fuel & Oil	14,400	-		0.0%	14,400
645	Insurance	0	-		0.0%	0
650	Interest	0	-		0.0%	0
657	Outsource Lab / Internal Lab	3,000	-		0.0%	3,000
660	Memberships & Subscriptions	0	-		0.0%	0
665	Mileage Reimb	0	-		0.0%	0
670	Postage & Shipping	0	-		0.0%	0
675	Professional Services Leak Chk	-	-		0.0%	-
685	Rents	0	-		0.0%	0
690	Safety & Sec (includes boots)	-	-		0.0%	-
700	Tools & Instruments	2,000	-		0.0%	2,000
703	Supplies - Clothing & Personal	1,500	-		0.0%	1,500
705	Supplies - Office	-	-		0.0%	-
715	Treatment Chemicals	0	-		0.0%	0
720	Supplies - Operating - Other	3,000	-		0.0%	3,000
730	Taxes - Licenses	0	-		0.0%	0
735	Training, Certs (classes, books)	500	-		0.0%	500
745	Travel / Lodging	-	-		0.0%	-
750	Utilities	0	-		0.0%	0
760	Waste Disposal	0	-		0.0%	0
795	Yolo Co	0	-		0.0%	0
799	Misc	0	-		0.0%	0
Services and Supplies >		29,150	-	-	0.0%	29,150
810	R&R Buildings & Grounds	5,000	-		0.0%	5,000
815	R & R Damage Claims	0	-		0.0%	0
820	R&R Lift Stations	0	-		0.0%	0
830	R&R Equipment	35,000	-		0.0%	35,000
830.1	Hydrants	-	-			
832	R&R Mains/Service Lines/Tanks	50,000	-		0.0%	50,000
840	R&R Vehicles	18,000	-		0.0%	18,000
Repairs & Replacement >		108,000	-	-	0.0%	108,000
Total Expenses >		511,279	-	-	0.0%	511,279

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

0

SEWER-CRP

Target % > **0.0%** CRP-SEWER

As of July 2022

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	509,022	-	0.0%	0%
SEWER CRP Expenses	474,523	-	0.0%	0%
Operating Balance (loss)				
	34,499	-		

Expenses		2020-2021 Budget Annual	YTD	Actual YTD	%	Total Spent	Total Remaining
505	Salaries & Wages	253,805	-		0.0%		253,805
520	FICA - District Share	21,334	-		0.0%		21,334
530	Medical Ins - District Share	50,738	-		0.0%		50,738
540	PERS - District Share	15,486	-		0.0%		15,486
550	Unemployment	-	-		0.0%		-
560	Workers Comp Ins	8,010	-		0.0%		8,010
	Salaries and Employee Benefits >	349,373	-	-	0.0%		349,373
605	Advertising	0	-		0.0%		0
610	Bank Fees	0	-		0.0%		0
620	Communications & Internet	5,000	-		0.0%		5,000
622	Board Exp	0	-		0.0%		0
625	Equip - Field (up to \$4999)	1,250	-		0.0%		1,250
630	Equip - Office	-	-		0.0%		-
640	Fuel & Oil	14,400	-		0.0%		14,400
645	Insurance	0	-		0.0%		0
650	Interest	0	-		0.0%		0
657	Outsource Lab / Internal Lab	0	-		0.0%		0
660	Memberships & Subscriptions	0	-		0.0%		0
665	Mileage Reimb	0	-		0.0%		0
670	Postage & Shipping	0	-		0.0%		0
675	Professional Services (SCADA)	0	-		0.0%		0
685	Rents	-	-		0.0%		-
690	Safety & Security (includes boots)	-	-		0.0%		-
700	Tools & Instruments	2,000	-		0.0%		2,000
703	Supplies - Clothing & Personal	1,500	-		0.0%		1,500
705	Supplies - Office	-	-		0.0%		-
715	Treatment Chemicals	0	-		0.0%		0
720	Supplies - Operating - Other	3,000	-		0.0%		3,000
730	Taxes - Licenses	0	-		0.0%		0
735	Training, Certs (classes, books)	500	-		0.0%		500
745	Travel / Lodging	-	-		0.0%		-
750	Utilities	0	-		0.0%		0
760	Waste Disposal	0	-		0.0%		0
795	Yolo Co	0	-		0.0%		0
799	Misc	0	-		0.0%		0
	Services and Supplies >	27,650	-	-	0.0%		27,650
810	R&R Buildings & Grounds	7,500	-		0.0%		7,500
815	R & R Damage Claims	0	-		0.0%		0
820	R&R Lift Stations	20,000	-		0.0%		20,000
830	R&R Equipment	35,000	-		0.0%		35,000
832	R&R Mains/Laterals	25,000	-		0.0%		25,000
840	R&R Vehicles	10,000	-		0.0%		10,000
	Repairs & Replacement >	97,500	-	-	0.0%		97,500
	Total Expenses >	474,523	-	-	0.0%		474,523

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NorCal Imaging Systems

P.O. Box 4182
Auburn, CA 95604 US

Kevin@norcalimaging.com

Price Quote

Clearlake Oaks County Water District

06/09/2022

Project Description:

NorCal Imaging Systems will implement and configure Cloud Hosted DocSTAR ECM site. Configuration, setup, training, and importing of back-scanning will be provided by NorCal Imaging Systems.

NorCal Imaging Systems will work with SyTech who will provide scanning of 35 banker boxes of property file documents as well as Maps. Anything larger than 11" x 17" require scanning on large format scanners. Scanning will take place at SyTech's Elk Grove facility.

ACTIVITY	QTY	RATE	AMOUNT
Docstar ECM 3 Concurrent user system with 20gb of Storage (Annual Cost)	1	\$5,868.00	\$5,868.00
Scanning of 35 banker boxes of property file documents as well as Maps	1	\$8,500.00	\$8,500.00
Professional Services for Setup, Implementation, Import of existing documents, and workflow configuration	2	\$1,800.00	\$3,600.00

TOTAL

\$ 17,968.00



QUOTE

Powered by:



1175 Northmeadow Parkway, Suite 140
Roswell, GA 30076
P: (512) 585-3984
E: michael.williamson@docufree.com

QUOTE NO.: CLOCWD-001
DATE: March 17, 2022

EXPIRATION DATE: May 16, 2022

TO: Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423

CONTACT NAME: Olivia Mann
PHONE: 707-998-3322 X101
PHONE 2:
EMAIL: o.mann@clocwd.org

PROJECT NAME	PAYMENT TERMS	SALES REP.	SALES ENG.
USDPW account creation	30 Days	MW	PD

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	USDPW ACCOUNT CREATION - create separate tabs for Water, Sewer, Hydrants, Tanks, Lift Stations, Property Files; custom fields added for each tab: STREET NUMBER, TOWN, LOCATION NUMBER, HOUSE NUMBER. Includes eight user accounts, 4GB of disk space to add attachments, notification dashboard, backup command. All other functions included with a USDPW account as demonstrated will be included as well as new functions as they are added to all USDPW accounts going forward.	\$1,800.00	\$1,800.00
1-2 boxes	SCAN TO PDF IMAGE - 2100 files; Water, Sewer, Hydrants, Tanks, Lift Stations, Property Files	\$2,500.00	\$2,500.00
8400	DATA ENTRY - Indexing of Street Number, Town, Location Number, House Number from each record. 2100 files X 4 Fields = 8400. Each scanned file will be linked to corresponding record for view within the USDPW account. Exact quantity unknown, invoice will be for final quantity.	\$0.29	\$2,436.00
1	ANNUAL SUBSCRIPTION FEE - 3 year, billed annually. Includes secure cloud-based account for up to 8 users. Automatic software updates, add/edit records, search features. Account includes up to 4gb of data storage. Additional storage is available if needed, additional charges apply.	\$2,400.00	\$2,400.00
1	OPTIONAL PUBLIC SEARCH PAGE - A Hyperlink is provided for a public facing portal, which would show limited record information. This hyperlink can be embedded in the customers existing web site, and will bring a user to the search database.	\$1,200.00	\$1,200.00
SUBTOTAL			\$10,336.00
SALES TAX			
TOTAL			\$10,336.00

By signing below, you are agreeing to the terms above, and you signify you are an authorized representative providing Docufree with authorization to proceed.

To accept this quotation, please print and sign name here and return:

PRINT NAME

SIGNATURE

DATE

All contents of this quote are not to be copied, used, disclosed or duplicated in any part without written consent of Docufree Corporation.

Olivia Mann

From: Michael Williamson <michael.williamson@docufree.com>
Sent: Monday, April 11, 2022 2:14 PM
To: Olivia Mann; Patrick Dooling
Subject: RE: Docufree Proposal | Clearlake Oaks County Water District

Hi Olivia,

USDPW has a year 1 total of \$10,336 (of which \$2,400 is an annual subscription fee).

The Scanning project is all a one-time fee of \$5,600.

The Docufree Platform has an annual fee of \$4,500 (\$375 per month due annually) with a one-time implementation fee of \$2,000.

So, your year 1 total is \$22,436 (\$10,336 + \$5,600 + \$4,500 + \$2,000).

Year 2 will be \$6,900 (\$4,500 + \$2,400).

Please let me know if you have any additional questions.

docufree[®]
corporation
1175 Northmeadow Pkwy
Suite 140
Roswell, Ga 30076

Michael Williamson CIP, CDIA+
Solutions Consultant

c: (512) 585-3984 call or text

e: michael.williamson@docufree.com **w:** www.docufree.com



From: Olivia Mann <o.mann@clowd.org>

Sent: Monday, April 11, 2022 4:03 PM

To: Michael Williamson <michael.williamson@docufree.com>; Patrick Dooling <Patrick.Dooling@docufree.com>

Subject: RE: Docufree Proposal | Clearlake Oaks County Water District

Michael,

Thank you for providing these so quickly. Just to clarify, the TOTAL is \$17,711.00 between the two attachments, correct? FYI, this will be an agenized item at our Regular Board Meeting on April 21, 2022.

All the best,

Olivia Mann

Administrative Services Manager

Board Secretary

Clearlake Oaks County Water District

Work: (707) 998-3322 Ext: 101

Fax: (707) 998-1245

Website: www.clocwd.org

P.O. Box 709

Clearlake Oaks, CA 95423

From: Michael Williamson [<mailto:michael.williamson@docufree.com>]
Sent: Monday, April 11, 2022 1:50 PM
To: Olivia Mann <o.mann@clowd.org>; Patrick Dooling <Patrick.Dooling@docufree.com>
Subject: RE: Docufree Proposal | Clearlake Oaks County Water District

Hi Olivia,

Appreciate your patience and reaching out regarding your updated proposal. I've attached both your updated software proposal to include 35 boxes of scanning as well as your USDPW proposal.

Wanted to let you know that we did have a price increase on scanning in the new quarter from \$160 per box to \$175 per box, but I was able to get approval to maintain your price at \$160 for the 35 boxes we discussed.

Please let me know if you have any questions and we look forward to your feedback.

Kind Regards,

docufree
corporation
1175 Northmeadow Pkwy
Suite 140
Roswell, Ga 30076

Michael Williamson CIP, CDIA+
Solutions Consultant
c: (512) 585-3984 call or text
e: michael.williamson@docufree.com w: www.docufree.com



Master Service Agreement for Business Process Outsourcing Services

This MASTER SERVICES AGREEMENT (“Agreement”) is entered into as of the Effective Date by and between Docufree Corporation, a Georgia corporation, having offices at 1175 Northmeadow Parkway, Suite 140, Roswell, GA 30076 (“Docufree”) and Clearlake Oaks County Water District having offices at Clearlake Oaks, CA 95243 (“Customer”)

1. DEFINITIONS

As used in this Agreement and in addition to any other terms defined herein, the following defined terms will have the following meanings:

- 1.1. “Authorized User” means any and all uniquely identifiable persons authorized by Customer to access and use the Services through Customer’s account under this Agreement.
- 1.2. “Docufree Platform” means the Internet-based transactional application and database services provided by Docufree that are accessible to Customer via a Web browser through the Internet for managing business processes and information.
- 1.3. “Mail Business Day” means those business days that the USPS operates excluding the Friday after Thanksgiving. Each Mail Business Day (MBD) is defined to end at 5:00 pm Central.
- 1.4. “Initial Term” is equal to thirty six (36) months from the Effective Date.
- 1.5.. The “Effective Date” for this Agreement is April 1st, 2022

2. SERVICES

2.1. Docufree offers the following services according to the terms of this Agreement: (i) the hosting, management and operation of the Docufree Platform for remote electronic access to and use of the Docufree Platform (“Platform Services”) by the Customer and its Authorized Users; (ii) implementation of the Docufree Platform by integrating Customer’s internal information systems with the Docufree Platform (“Implementation Services”); (iii) consulting and software integration services (“Consulting Services”); (iv) Customer care, maintenance and support services (“Support Services”); (v) outsourced business processing services (“Automation Services”); and scanning and other projects (“Project Services”), or (vi) such other services as may be specified in the applicable statement of service or statement of service. The foregoing services are individually referred to as a “Service” and collectively referred to as the “Services” in this Agreement. All Services will be provided to Customer according to the terms of this Agreement and one or more statements of service executed by an authorized representative of each party (a “Statement of Service”). The initial Statement of Service is attached as **Schedule A: Statement of Service** (the “Initial SOS”). Each Statement of Service will include a description of each Service. Each Statement of Service shall be effective only when signed by Customer and Docufree. Any modification or changes to the Services under any executed Statement of Service will only be effective only if and when memorialized in a mutually agreed written change order signed by both parties.

2.2. In connection with Docufree performing Consulting Services, Docufree may develop modifications to the Docufree Platform and/or new software programs (collectively, the “Developed Software”). Docufree

Clearlake Oaks County Water District MSA and SOW - 1

reserves all rights in the Developed Software, including, but not limited to, all intellectual property rights therein. Docufree hereby grants to Customer a non-exclusive, non-transferable (except as otherwise provided herein), fully paid up license to use the Developed Software solely for use with the Docufree Platform and subject to the access limitations in Section 3.

2.3. Docufree will provide Services according the service levels as included in **Schedule C: Service Levels** ("Service Levels"). Docufree may credit Customer for any performance outside of the Service Levels as included in the Service Level Schedule.

3. ACCESS TO THE DOCUFREE PLATFORM.

3.1. Subject to the terms, conditions and limitations set forth in this Agreement, Docufree grants Customer a limited, non-exclusive and world-wide license to access and use the Docufree Platform during the term of this Agreement via a Web browser over the Internet for the sole purpose of managing Customer's information or as otherwise agreed to in a Statement of Service.

3.2. Customer will not remove any proprietary notices of Docufree or third parties found in or on the Docufree Platform. The Docufree Platform in object code and source code form, and all rights in the Docufree Platform, including but not limited to all intellectual property rights therein, are and will remain the exclusive property of Docufree. Customer will have no claim of ownership or any intellectual property rights in the Docufree Platform. No rights other than those specifically stated herein are granted to Customer, and Customer will have no right to permit third-party access to the Docufree Platform, except as permitted in any Statement of Service.

4. PAYMENTS.

4.1. For the Services provided under this Agreement, Customer will pay to Docufree the fees in the amount and manner set forth in **Schedule B: Docufree Fees** ("Docufree Fees"). All fees and expenses, excluding any overages, incurred by Docufree in the performance of the Services will be billed to Customer in advance on a monthly basis unless stated otherwise in the Docufree Fees, in which case the terms of the Docufree Fees will control. All fees paid and expenses reimbursed under this Agreement will be in U.S. dollars.

4.2. For those fees payable to Docufree under this Agreement that are not paid by electronic funds transfer, Customer will pay Docufree the invoiced amount within thirty (30) days of the invoice date from Docufree.

4.3. Docufree may assess Customer a late fee of 1½% per month (not to exceed the maximum allowed under state law) on all balances not paid when due, except for balances or invoices that subject to a dispute in good faith by Customer. Customer agrees to pay any and all costs incurred in the collection of charges due and payable, including reasonable attorneys' fees, whether or not a suit is instituted, except for costs incurred in the collection of charges that are subject to a dispute in good faith by Customer. Docufree, at its option, may suspend the Services, in whole or in part, if after written notice and confirmation of receipt acknowledgment, Docufree does not receive an amount due and owing under this Agreement within thirty (30)) days after the due date, except for any amounts due and owing under this Agreement that are subject to a dispute in good faith by Customer.

4.4. Customer will pay, or reimburse Docufree for, any reasonable out-of-pocket expenses, including, without limitation, travel and travel-related expenses, incurred by Docufree at the request with the written approval of Customer in connection with the performance of this Agreement; Reasonable and customary

expenses incurred by Docufree, including without limitation expenses incurred for travel, including local transportation, lodging and meals, will be billed to Customer at Docufree's actual cost.

4.5. **TAXES.** Customer will pay all sales, use, transfer, privilege, excise, charges, surcharges or other taxes, and all duties, whether international, national, state or local, however designated, which are levied or imposed by reason of the Services and transactions contemplated hereby (collectively, the "Taxes"); excluding, however, income taxes on profits which may be levied against Docufree. In addition to the fees specified in the applicable Statement of Service, the amount of any Taxes applicable to the transactions contemplated hereby will be paid by Customer, or in lieu thereof, Customer will provide Docufree with a tax exemption certificate acceptable to the applicable taxing authorities.

4.6. **USE OF CUSTOMER'S DATA.** Customer's information, materials and data {"Customer Data"} are proprietary to Customer and Docufree will not use for itself nor disclose to any third party any Customer Data that is identifiable to Customer or to employees of Customer without the express written consent of Customer. Customer shall permit Docufree to use data obtained from Customer and others to prepare statistical analyses, provided that Docufree will not share any such analyses outside Docufree. Customer Data is and shall remain the sole and exclusive property of Customer, including, without limitation, all applicable rights to patents, copyrights, trademarks, trade secrets or other proprietary rights thereto.

4.7. **CUSTOMER INDEMNIFICATION.** Each party (the "Indemnifying Party") will indemnify and hold the other party and its affiliates, officers, directors, employees, agents and representatives (the "Indemnified Party") harmless from and against all damages, costs, expenses, and liabilities, including without limitation, reasonable attorneys' fees and expenses, from any third party claim of any kind against the Indemnified Party arising from the Indemnifying Party's gross negligence or willful misconduct arising in whole or in part under this Agreement.

5. UPTIME COMMITMENT.

5.1. The Docufree Platform will be made available to Customer twenty-four hours a day, seven days a week less (i) scheduled Docufree Platform, hardware or service maintenance; (ii) the acts or omissions of Customer or Customer's employees, agents, contractors, or vendors, or anyone gaining access to the Docufree Platform by means of Customer's passwords or equipment; (iii) a failure of the Internet, other than problems arising in or from networks actually or required to be provided or controlled by Docufree; or (iv) the occurrence of any event that is beyond Docufree's reasonable control (collectively, the "Excusable Downtime"). Docufree guarantees that the Docufree Platform will be available to Customer at least 98.5% of the time during each month, excluding Excusable Downtime ("Uptime Commitment"); provided that Customer satisfies the minimum hardware and communication requirements set forth in Docufree Platform documentation. For any scheduled Docufree Platform, hardware or service maintenance, Docufree shall notify Customer at least 24 hours in advance of all scheduled outages of the Services in whole or in part ("Scheduled Downtime"). All such scheduled outages shall: (a) last no longer than three hours; (b) be scheduled between the hours of 12 a.m. and 6 a.m., eastern standard time; and (c) occur no more frequently than once per week; provided that Docufree may request Customer's approval for extensions of Scheduled Downtime above three hours, which approval may not be unreasonably withheld or delayed

5.2. If Docufree fails to satisfy the Uptime Commitment during a month, then Docufree will credit to Customer a pro-rated portion of the recurring fees set forth in the Initial SOS or any subsequent Statement

of Service in the first month of the next succeeding calendar quarter following the failure. For purposes of this Section 5.2, "pro-rated portion of the recurring fee" means the product obtained by multiplying the applicable recurring fee during the month of the failure by a fraction, the numerator of which will be the number of hours that the Docufree Platform did not satisfy the Uptime Commitment, and the denominator of which will be the total number of hours during the month that such failure occurred. The foregoing refund will be Customer's sole and exclusive remedy for Docufree's failure to comply with the Uptime Commitment in this Section 5.

5.3 If Docufree fails to satisfy the Uptime Commitment during 2 or more months over any 4 month rolling period during the term of the Agreement, or if the Docufree Platform has performance or accessibility issues for more than 6 business hours, or if Customer has accessibility issues that exceeds 30 minutes a day more than 5 times over the term of the Agreement, Customer has the option to terminate this agreement. In the event that Customer terminates the agreement under this provision, Docufree will be responsible for the costs of migrating the data to another provider.

6. DOCUFREE WARRANTIES AND INDEMNIFICATION.

6.1. Docufree represents and warrants (i) that Docufree either owns or has the right to grant the access license set forth herein, and (ii) that the Docufree Platform does not infringe any U.S. copyrights, patents, trade secrets, or other proprietary rights of any third party. For any breach of the foregoing representations Docufree shall defend Customer and pay any final judgment or settlement in connection with any third-party claim based on infringement or misappropriation of U.S. copyrights, patents, trade secrets, or other proprietary rights of any third party arising out of the use of the Docufree Platform. Indemnification is contingent upon Docufree being promptly notified of such claim and receiving the reasonable assistance of Customer in connection therewith at Docufree's expense. Notwithstanding the foregoing, Docufree will have no indemnification obligation hereunder with respect to claims based on: (i) use of the Docufree Platform except in accordance with this Agreement and Docufree's written instructions; (ii) the unauthorized combination of the Docufree Platform with any other software or hardware; (iii) unauthorized modifications of the Docufree Platform not made by Docufree; or (iv) Customer's failure to implement changes required in writing by Docufree if the infringement would have been avoided in the absence of such unauthorized combination, modifications or failure to implement required changes. If the Docufree Platform is determined by a court of competent jurisdiction to constitute an infringement of any U.S. patent, copyright or trade secret of a third party and use of the Docufree Platform is enjoined, Docufree will either: (i) procure the right for Customer to continue to use the Docufree Platform as contemplated hereunder; or (ii) replace or modify the Docufree Platform with a substantially similar version thereof that is not infringing. If Docufree determines that none of these alternatives is reasonably available, Customer agrees that Docufree may terminate Customer's and its employee's access to the Docufree Platform within five (5) business days after Docufree's written request and this Agreement will then terminate. This Section states the entire liability of Docufree with respect to infringement of any third party intellectual property rights by the Docufree Platform and Docufree will have no additional liability with respect to any alleged or proven infringement.

6.2. **DISCLAIMER OF WARRANTIES. EXCEPT AS EXPRESSLY INDICATED IN SECTION 6 NEITHER PARTY MAKES ANY EXPRESS OR IMPLIED WARRANTIES, CONDITIONS OR REPRESENTATIONS TO THE OTHER PARTY WITH RESPECT TO THE DOCUFREE PLATFORM OR THE SERVICES PROVIDED HEREUNDER OR OTHERWISE, WHETHER ORAL OR WRITTEN,**

Clearlake Oaks County Water District MSA and SOW - 4

EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED.

• **7. TERM AND TERMINATION.**

7.1 The term of this Agreement will automatically renew for additional successive terms of one (1) year (each a “Renewal Term”), unless either party provides written notice to the other party at least ninety (90) days prior to the end of the Initial Term or the then current Renewal Term of its intent not to renew the term of this Agreement. Either party may terminate this Agreement, without cause, after the Initial Term, upon ninety (90) days written notice to the other party.

7.2 In the event that either party hereto materially defaults in the performance of any of its duties or obligations under this Agreement and does not substantially cure such default within thirty (30) days after being given written notice specifying the default, then the non-defaulting party may, by giving written notice thereof to the defaulting party, terminate this Agreement as of a date specified in such notice of termination. Termination of this Agreement for cause will terminate all Statements of Service then in effect. In the event of cancellation by customer for material default, no cancellation fees, penalties or other payments will be due to Docufree.

7.3. Termination of this Agreement by either party pursuant to the provisions of this Section 7 shall terminate each party’s obligations under this Agreement except for the provisions of Sections 4, 6, 8, 9, 10, 12, and 14, all of which shall survive termination of this Agreement.

7.4. Customer may terminate this Agreement during the Initial Term beginning twelve (12) months after the Effective Date without cause if Customer pays Docufree a cancellation fee pursuant to the terms of this Subsection 7.4 (the “Cancellation Fee”) or as outlined in SOW’s dated 6-10-2021. The Cancellation Fee equals two (2) times the then Base Monthly Fee if cancelled between the thirteenth (13th) and twenty-fourth (24th) months; two (2) times the then Base Monthly Fee thereafter during the Initial Term; and one (1) times the then Base Monthly Fee during any renewal term.

7.5 Customer agrees to pay any Cancellation Fee within thirty (30) days of any specified early termination event. Customer acknowledges that such Cancellation Fee is not a penalty but is in the nature of liquidated damages.

7.6 Upon the termination or expiration of this Agreement, Docufree will return to the Client all Confidential Information, and other information, data and documents or other materials Client furnished to Docufree during the term of this Agreement and Client shall pay to Docufree all undisputed amounts due under this Agreement as of the termination date, such payment to be made within sixty (60) days of the date of termination. Client shall return to Docufree all Confidential Information and other information, data, documents and other materials Docufree furnished to Client during the term of this Agreement.

8. CONFIDENTIALITY.

8.1 Docufree agrees to maintain the confidentiality of all confidential information supplied to Docufree by or on behalf of Customer and/or its affiliates or accessed by Docufree or its affiliates in connection with providing the services hereunder, including without limitation, all confidential information concerning Customer, its affiliates, or their respective past, present, future or potential employees, clients, patients,

Clearlake Oaks County Water District MSA and SOW - 5

customers, organization, work, know-how, finances, strategies, plans, systems, software and products (collectively, "Customer Confidential Information"). Without limiting the generality of the foregoing, Customer Confidential Information includes all Customer Data. Docufree further agrees not to use any Customer Confidential Information except for the purpose of performing its obligations under this Agreement and not to disclose such information except to its employees who have a need to know for such purpose. At Customer's direction and in Customer's sole discretion at any time, Docufree shall immediately return to Customer any or all Customer Confidential Information.

8.2 Docufree shall have and maintain during the term hereof an appropriate security program for Confidential Information to (i) ensure the security and confidentiality of Confidential Information, and (ii) protect against any threats or hazards to the security or integrity of Confidential Information. Docufree shall immediately notify Customer of any transmission of Customer's Confidential Information.

8.3 Notwithstanding anything to the contrary in this Agreement, information shall not be considered confidential to the extent, but only to the extent, that such information is: (i) already rightfully known to the recipient free of any restriction at the time it is obtained from the discloser; (ii) subsequently rightfully learned from an independent third party free of any restriction and without breach of this Agreement; (iii) is or becomes publicly available through no wrongful act of either party; or (iv) is independently developed by one party without reference to any Confidential Information of the other.

8.4 Notwithstanding anything to the contrary in this Agreement, Confidential Information may be disclosed by the recipient to the extent, but only to the extent, required by law, regulation, government agency or court order, discovery request, subpoena, or civil investigative demand, provided the recipient gives discloser (to the extent not prohibited from doing so) prompt written notice and reasonably cooperates with the discloser in seeking to limit the disclosure to the greatest extent possible consistent with the recipient's legal obligations and obtaining confidential treatment for such information, if available.

• **9 LIMITED LIABILITY.**

9.1 NEITHER PARTY, NOR ITS AFFILIATES' OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS, LICENSORS, OR REPRESENTATIVES SHALL BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, WHETHER FORESEEABLE OR UNFORESEEABLE, THAT MAY ARISE OUT OF OR IN CONNECTION WITH THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, INCIDENTAL, INDIRECT, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES RESULTING FROM SUCH PARTY'S OBLIGATIONS UNDER THIS AGREEMENT, OR THE USE OR INABILITY TO USE THE DOCUFREE PLATFORM OR SERVICES, REGARDLESS OF WHETHER DOCUFREE HAS BEEN NOTIFIED OF THE POSSIBILITY OR LIKELIHOOD OF SUCH DAMAGES OR COSTS OCCURRING, AND WHETHER SUCH LIABILITY IS BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY OR OTHERWISE.

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9.2 NOTWITHSTANDING ANYTHING TO THE CONTRACT CONTAINED IN THIS AGREEMENT, IN NO EVENT WILL THE COLLECTIVE LIABILITY OF DOCUFREE AND DOCUFREE'S AFFILIATES FOR ANY DAMAGES INCURRED BY CUSTOMER EVER EXCEED THE FEES RECEIVED BY DOCUFREE UNDER THIS AGREEMENT DURING THE TWELVE MONTHS PRIOR TO THE TIME AT WHICH THE DAMAGES AROSE REGARDLESS OF THE FORM OF ACTION, WHETHER BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY OR OTHERWISE.

9.3 SHIPPING TERMS ARE FOB SHIPPING. DOCUFREE IS NOT RESPONSIBLE FOR DAMAGES INCURRED IN CONNECTION WITH THE PACKAGING, SHIPMENT OR DELIVERY OF DOCUMENTS, FILES OR BOXES FROM CUSTOMER LOCATION TO DOCUFREE FACILITIES.

10. NOTICES. Any notice, approval, request, authorization, direction or other communication under this Agreement, except for billing and payment communication pursuant to section 4, shall be given in writing and shall be deemed to have been delivered and given for all purposes (i) on the delivery date if delivered personally to the party to whom the same is directed; (ii) one business day after deposit with a commercial overnight carrier, with written verification of receipt, or (iii) five business days after the mailing date whether or not actually received, if sent by U.S. certified mail, return receipt requested postage and charges pre-paid or any other means of rapid mail delivery for which the receipt is available, to the address of the party set forth below:

Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423
Attn: Olivia Mann

Docufree Corporation
1175 Northmeadow Parkway
Suite 140
Roswell, GA 30076
Attn: Kerry Byler

11. SCHEDULES AND EXHIBITS.

The following Schedule(s) and Exhibit(s) are attached to and made a part of this Agreement by this reference:

- Statement of Work To Master Service Agreement for Scanning & Platform

2. NON-SOLICITATION.

Customer agrees not to solicit any Docufree employees during the term of this Agreement; provided, however, that Customer shall not be prohibited from issuing general employment advertisements that are not exclusively targeted at the employees of Docufree or from hiring any individuals that respond to such ads.

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13. ASSIGNABILITY. This Agreement shall be binding upon, and inure to the benefit of, the Parties, and their respective successors and permitted assigns; provided, however, that no Party may assign, delegate or transfer (by operation of law or otherwise) its respective rights, or delegate its respective obligations, under this Agreement without the express prior written consent of the other Party. Notwithstanding the foregoing, either Party may assign its rights and obligations under this Agreement to (i) any member of such Party's Group; provided, however, that each Party shall at all times remain liable for the performance of its obligations under this Agreement by any such Group member, or (ii) any successor by merger, consolidation, reorganization, recapitalization, acquisition or person acquiring all or substantially all of the assets of such Party

14. MISCELLANEOUS. In the event that either party's performance is delayed, prevented, obstructed or inhibited because of any act of God, fire, casualty, delay or disruption in transportation, flood, war, strike, lockout, epidemic, destruction or shut-down of facilities, shortage or curtailment, riot, insurrection, governmental acts or directives, any full or partial failure of any communications or computer Platform or any cause beyond such party's reasonable control, the party's performance will be excused and the time for the performance will be extended for the period of delay or inability to perform resulting from such occurrence. The occurrence of such an event will not constitute grounds for a declaration of default by either party. Customer shall not assign or otherwise transfer all or any or of its rights, obligations or interest under this Agreement without the written consent of Docufree, and any attempt to do so shall be void and of no force or effect for any purpose whatsoever and shall constitute a breach of this Agreement. The failure of either party to insist upon the performance of any provision herein or to exercise any right or privilege granted to such party hereunder, will not be construed as a waiver of such provision or any provisions herein, and the same will continue in full force. The various rights and remedies given to or reserved by either party herein or allowed by law, are cumulative, and no delay or omission to exercise any of its rights will be construed as a waiver of any default or acquiescence, nor will any waiver of any breach or any provision be considered an acceptance of any continuing or subsequent breach of the same provision. The Agreement and the Services will be governed by and interpreted in accordance with the internal laws of the state of Georgia, excluding its conflict of law rules. This Agreement, together with the exhibits attached hereto which are hereby incorporated herein, sets forth the entire agreement between the parties relating to the subject matter hereof, and supersedes any and all prior agreements of the parties with respect to the subject matter hereof. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written instrument signed by the duly authorized representatives of both parties. This Agreement may be executed in counterparts, each of which shall be deemed an original and all which together shall constitute one and the same document.

15. SURVIVAL. The obligation of the following sections will survive the termination or expiration of this Agreement: Section 4, 5, 8, 9, 10, 12, and 14.

DOCUFREE CORPORATION

By: _____

Printed Name: _____

Title: _____

Date: _____

Clearlake Oaks County Water District

By: _____

Printed Name: _____

Title: _____

Date: _____

Schedule A: Statement of Services

Customer will: Participate as required with Docufree on implementing the processes to create site structure and any custom integrations and workflows.

Docufree will: Set up Customer site with mutually agreed upon cabinet and drawer configuration and required permission sets.

Schedule B: Fees

Docufree Platform Related Fees	Unit of Measure	Volume Included in Base Fees	Overage Fee
Docufree Platform			
Named Users	User	3	\$50/Mo/User
Monthly Images Uploaded by Client	Image ⁽¹⁾	10,000	0.01
Software Features Included			
Drag & Drop		Included	
Searchable PDF / OCR		Included	
Point & Click Indexing		Included	
One Touch Search		Included	
Notes, Annotations, Audit Trail		Included	
Secure Email		Included	
Professional Services (Post Implementation)			
Professional Service Hours	Hour	10	\$200 / Hour

⁽¹⁾ Images is defined as 50kb and only applies to images uploaded by client

- Assessment / Implementation: \$2,000.00
 - 10 hours of professional services to be used for Discovery, Design, Build, Test & Implementation of the following
 - Custom Set Up
 - Drawers & Folders
 - Permissions
 - 2 Capture Profiles (TBD)

- Monthly Platform Fees (pre-paid annually) locked in for a 36 month term: \$375.00
 - Platform
 - Includes all standard Docufree features listed above
 - Fee includes the Docufree Platform License Subscription Fee for processing, storing, & managing of data and generating reporting data
 - Overages billed monthly in arrears
 - Fees are exclusive of any taxes

- Document Conversion \$5,600.00
 - 35 Boxes of Files
 - Docufree pick up and transport to secure PCI certified Docufree conversion center
 - Document Prep / Image / QC
 - File Folder Indexing
 - Black and White images
 - File upload into client defined file structure
 - Secure destruction of originals post conversion
 - Additional boxes are \$175/box

SCHEDULE C - SUPPORT

Customer shall provide all Level 1 support for all users. Support to authorized Customer helpdesk personnel for Docufree support shall be provided thru the Docufree support desk. The Docufree support desk may be reached via phone or via a dedicated support email address for CLEINT to create a support ticket. Docufree in turn will generate a support ticket number in our system and record all information.

Docufree shall provide support during Regular Support Hours via the support phone or support email described above.

Docufree will maintain, and make available to Customer, an Escalation Procedures document. This document will be reviewed and updated, at a minimum once per year, for accuracy.

1. Support Procedures During Business Hours

- 1.1. Support during Regular Support Hours, will be provided via phone or email.
- 1.2. Docufree shall make every effort to respond to support calls within 1 hours of receipt during Regular Support Hours.
- 1.3. In the event you are experiencing an emergency requiring escalation, during a Business Day please contact the designated resource in the Operational Incident/Escalation Procedures document.

2. After Hours Support Procedures

In the event you are experiencing an emergency requiring escalation, with your process **after** a Business Day; please contact the support number designated in the Operational Incident/Escalation Procedures document.

- 2.1 Support during After Hours, will be provided via phone only.
- 2.2 Docufree shall make every effort to respond to support calls within 2 hours of receipt during After Hours Support Hours.
- 2.3 The Customer will provide the following for a support call:
 - o Type of Problem
 - o Time when problem first began
 - o List of Processes that are affected by the problem
- 2.4 Upon receipt of this information, the problem will be investigated to identify the root cause and to give an estimate on when the process will be back on schedule.
- 2.5 Reasonable follow up communication will continue until the problem has been identified by Docufree.
- 2.6 Once the problem has been identified, Docufree will call and/or email Customer to notify them of what the issue is and an estimated time at which the process will be back to normal.
- 2.7 Once the problem has been resolved, Docufree will call and/or email Customer (depending on the nature of the issue) to relay that the problem has been resolved and that the process is back on schedule.

3. NOC Severity Levels and Incident Reporting

Docufree systematically monitors all data transmissions to ensure SLA compliance.

Severity and escalation levels and escalation procedures will be integrated into the standard operating procedures as follows:

3.1 NOC Severity Levels:

Severity 1: Total Process Breakdown – Access to the platform is unavailable during Customer Business Hours. An example of a Severity 1 event would be the inability to login to the system. Docufree will notify designated Customer representative for all Severity 1 events within 1 hours of detection during Regular Support Hours and within 2 hours of detection outside of Regular Support Hours. Based upon nature of the event, an appropriate update period will be determined, which will be no greater than every 4 hours, during Customer Business Hours, unless mutually agreed upon by all parties.

Severity 2: Partial Process Breakdown –Some elements of the platform is experiencing issues during Customer Business Hours, but the system is still available. An example of a Severity 2 event would be an issue with workflow. Docufree will notify designated Customer representative for all Severity 2 events within 2 hours of detection during Regular Support Hours and within 4 hours of detection outside of Regular Support Hours. Based upon nature of the event, an appropriate update period will be determined, which will be no greater than every 4 hours, during Customer Business Hours, unless mutually agreed upon by all parties.

Severity 3: Isolated Process Error – Minor glitches of the process, during Customer Business Hours that might hinder the process, but will not affect any SLA's or any other issue outside of Customer Business Hours. An example of this would be any issues importing files from 3rd party. Upon detection, Docufree will notify designated Customer representative for all Severity 3 events during the first 2 hours of the following business day. Based upon nature of event, an appropriate update period will be determined, which will not be greater than one business day unless mutually agreed upon by all parties.

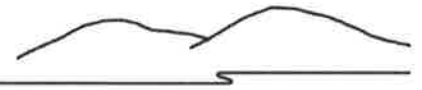
3.2 Customer Support Team Incident Reporting

Outside of Whenever Docufree has an unanticipated event which results in a service interruption, Docufree will provide an Incident report. The details of this report will reflect 1) A brief explanation of the incident and 2) resolution of the incident and (3) a resolution for prevention of future occurrence.

3.3 Service Level Agreement (SLA)

- Docufree will measure and report each instance of non-compliance relative to total transaction during each calendar month.
- Adjustments would be included in each monthly invoice
- Docufree will establish measurement and monitoring tools and procedures reasonably necessary to track Docufree's performance of the Services and Service Level Agreements.
- Docufree will provide monthly and quarterly reports to Customer showing volumes and service levels of all categories of services that will be performed by Docufree.
- In the event Customer desires to adjust the Service Levels set forth in this Agreement, Customer shall submit a Change Form to document the change the requested change to the Service Levels.

Upon written notice from Customer that Docufree has failed to meet a Service Level, Docufree will: (a) promptly investigate the causes of such failure and deliver to Customer a written report identifying the causes; (b) use commercially diligent efforts to correct the problem and to begin meeting the Service Level as soon as practicable; (c) advise Customer of the status of the corrective efforts.



May 31, 2022

Clearlake Oak County Water District

Dear Clearlake Oak County Water District,

We are pleased to confirm our understanding of the services we are to provide Clearlake Oak County Water District for the year-ended June 30, 2022 . Please read this letter carefully because it is important that you understand and accept the terms under which we have agreed to perform our services as well as management’s responsibilities under this agreement. We will audit the statement of financial position of Clearlake Oak County Water District for the year-ended December 31, 2020 and the related income statement, and cash flows where applicable.

Our audit will be conducted with the objective of our firm expressing an opinion on the financial statements. Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the financial statements:

- SEFA

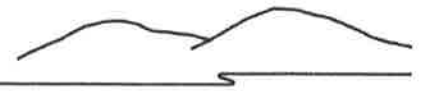
Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grants agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for information and use of the audit committee, management, specific legislative or





regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

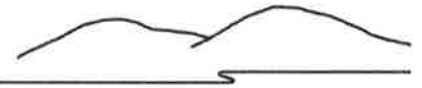
Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133.

Our audit will include tests of the accounting records of Clearlake Oak County Water District a determination of major programs(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express an opinion whether the financial statements prepared as part of this engagement are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or if we are unable to form an opinion, we may disclaim an opinion or not issue a report.

Audit Procedures

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance regarding the detection of abuse. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. We will inform you of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. In addition, we will inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will also include matters in the reports required for a Single Audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Clearlake Oak County Water District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and, therefore, we will not express such an opinion. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors. Management maintains the responsibility for identifying and ensuring that Clearlake Oak County Water District complies with applicable laws, regulations, contracts, and other agreements.



Our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

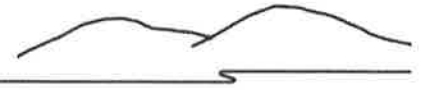
An audit includes obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed for the purpose of expressing our opinion on the financial statements Clearlake Oak County Water District and on its compliance with requirements applicable to major programs. Tests of controls may be performed to test the effectiveness of certain controls that we consider, in our professional judgment, relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than what would be required to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Accounting Standards.

As required by OMB Circular A-133, we will perform tests of controls to evaluate the effectiveness of the design and operations of controls that in our professional opinion are relevant to preventing or detecting material noncompliance with the requirements applicable to each major federal award program. Our tests, however, will be less in scope than what would be required to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate internal control related matters to management and those charged with governance as required by the American Institute of Certified Public Accountants, the Government Auditing Standards, and OMB Circular A-133.

As stated in this letter under Management Responsibilities, compliance with laws, regulations, contracts, and grant agreements applicable to Clearlake Oak County Water District is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests Clearlake Oak County Water District's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of those procedures will not be to provide an opinion of overall compliance of such provisions and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the client has complied with applicable laws and regulations and the provisions of contracts and agreements applicable to major programs. Our procedures will



consist of the applicable procedures described in the “OMB Circular A-133 Compliance Supplement” for the types of compliance requirements that could have a direct and material effect on each of Clearlake Oak County Water District’s major programs. The purpose of these procedures will be to express an opinion on Clearlake Oak County Water District’s compliance with requirements applicable to major programs in our report on compliance issued pursuant to OMB Circular A-133.

Management Responsibilities

Management is responsible for establishing and maintaining internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. In fulfilling this responsibility estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants.

We understand that you will make all financial records and related information available to us for our audit and that you are responsible for the accuracy and completeness of that information. The management of Clearlake Oak County Water District has the responsibility for the proper recording of transactions in the books of account, for establishing and maintaining effective internal controls, including monitoring ongoing activities, for the safeguarding of assets, for ensuring compliance with applicable laws and regulations, and for the preparation and substantial accuracy of the financial statements. Although we may advise you about appropriate accounting principles and their application, the selection and method of application are the sole responsibility of the Clearlake Oak County Water District ‘s management. As part of our engagement, we may also propose standard, adjusting, or correcting journal entries to your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise to be responsible and accountable for overseeing all the services performed as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for the services. In addition, management is responsible for adjusting the financial statements for all material adjustments and for confirming to us in the management representation letter that all uncorrected misstatements aggregated by us during the current audit engagement are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is also responsible for identifying and ensuring that the entity complies with applicable laws and regulations applicable to its activities. Also, as required by OMB Circular A-133, it is management’s responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. We will ask to review the summary schedule of prior audit findings and the corrective action plan as part of our engagement.



By your signature below, you acknowledge that you are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government that involves management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government that have been received in communications from employees, former employees, regulators, grantors, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm to us in your management representation letter your understanding of your responsibilities as defined in this letter.

Other

We understand that your employees will type all confirmations we request and locate any documents we select for testing.

At the conclusion of our engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will also provide copies of our reports to required recipients; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine month after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

By your signature below, you acknowledge that the audit documentation in connection with this engagement is the property of Zach Pehling CPAs and constitutes confidential information. However, in accordance with applicable laws and regulations, we may be requested to make certain audit document available to and/or provide copies of selected audit documentation for purposes of quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request.

It is our policy to keep records related to this engagement for 7 years. However, Zach Pehling CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Carlie Pehling is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Zach Pehling CPAs' services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.





Audit Administration, and Fees

We maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information.

We expect to begin our audit upon signing of this engagement letter and receiving a retainer from you. Our fee for these services will be at our standard hourly rate of \$140 per hour for my time plus out-of-pocket costs (such as report reproduction, work processing, postage, travel copies, telephone, etc.) Based on the information provided to us the fee will not exceed \$12,100. In accordance with our firm’s policies, \$6,050 will be due with the return of this engagement letter. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur additional costs.

We appreciate the opportunity to be of service to Clearlake Oak County Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Pehling PnPCPA

Zach Pehling, CPA, MBA

RESPONSE:

This letter correctly sets forth the understanding of Clearlake Oak County Water District.

By: _____

Title: _____

Date: _____



LAKE LOCAL AGENCY FORMATION COMMISSION

DATE: April 20, 2022

TO: Chair of the Special District Board of Directors

FROM: John Benoit, LAFCO Executive Officer

SUBJECT: Nomination Ballot for Independent Special District Members and an Alternate to fill an Independent Special District seat on LAFCO

NOTE: **THE DISTRICT CHAIR MAY VOTE ON BEHALF OF YOUR DISTRICT BOARD OF DIRECTORS FOR INDEPENDENT SPECIAL DISTRICT MEMBERS TO BE SEATED ON LAFCO**

Lake LAFCO is in the process of seeking Independent Special District Board of Director Members to serve on LAFCO (two regular LAFCO members and one alternate) to represent Independent Special Districts as members of the Lake Local Agency Formation Commission due to expiring terms of office.

The Local Agency Formation Commission is calling for nominations to seat the members

We requesting all nominations be received by LAFCO prior to 5:00 PM Friday, May 20, 2022.

Not all Independent Special District CHAIR PERSONS will desire or are in any way required to file nominations with LAFCO.

Independent Special District representatives on LAFCO shall not be an employee of a special district, a City or the County. This nomination is for sitting Special District Board of Director Members only. An independent Special District representative and alternate representative must be able and available to regularly attend Commission meetings and (or) hearings. An Independent Special District member, as are all other Commissioners, is required to file an annual Statement of Economic Interest.

The LAFCO Commission normally meets the third Wednesday at 9:30 AM of every other month and alternates meetings between the Cities of Clearlake and Lakeport. There is a meeting stipend of \$60.00 per meeting for both the regular and alternate members. The alternate member is encouraged to participate in all LAFCO processes but may only vote when the regular member is not present or otherwise is unable to participate in a given action before LAFCO.

Upon conclusion of this nomination process, depending upon the number of eligible nominations, a ballot to elect the LAFCO representatives may be mailed to the Chair of

each Independent Special District. At that time, each Independent Special District Board Chair will have two votes. The nominees receiving the highest number of votes will be seated as an Independent Special District's regular member representative for this term and the nominee receiving the second highest number of votes will be appointed the Independent Special District alternate.

The nomination period will close on Friday, May 20, 2022. Nomination Ballots must be received by 5:00 PM that day. If your Chair of your Board of Directors desires to nominate one of your sitting Board of Director members to serve on LAFCO, please submit the attached nomination ballot to John Benoit, Executive Officer, P.O. Box 2694 Granite Bay, CA 95746 or by email to j.benoit4@icloud.com by May 20, 2022. If you have any questions please call (707) 592-7528.

Lake Local Agency Formation Commission
NOMINATION BALLOT FOR LAKE LAFCO
SPECIAL DISTRICT MEMBER

NOTE: Nominations can only be made by the **Chair** of the Board of Directors of the District

Ballot for the Nomination of an Independent Special District Member to become an Independent Special District Representative on the Local Agency Formation Commission (LAFCO).

The CLEARLAKE OAKS COUNTY WATER DISTRICT District Chair

nominates STANLEY WELCHUKI to become a candidate for an Independent Special District representative and (or) alternate to serve on the Lake LAFCO Commission to complete a term ending May 2024.

The nominee's contact information is as follows:

Email: STAN. WELCHUKI @ GMMML.COM

Phone: 510 847 9158

Mailing Address: P.O. BOX 1447, CLEARLAKE OAKS, CA 95423-1447

Mary M Mekeiron
Signature: Chair of the District Board of Directors

5/19/22
Date

Chair's Phone # and email: 707 350 5581 MMEDEIROS2 @ KFT.NET

Please return this nomination ballot to LAFCO prior to 5:00 P.M. Friday, May 20, 2022 to:

Lake LAFCO
John Benoit, Executive Officer
P.O. Box 2694
Granite Bay, CA 95746

Or: Email: j.benoit4@icloud.com

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 22-07

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

TO AMEND THE EMPLOYEE HANDBOOK

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

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

1. The amendments to the Employee Handbook specified in Exhibit 1, attached hereto and incorporated herein by reference, are hereby approved.
2. These amendment to the Employee Handbook shall be effective as of June 16, 2022

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

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 16th day of June 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

EXHIBIT 1

Amendments (noted in red) to the Employee Handbook as approved on June 16, 2022

L. Holiday Observances

All regularly scheduled full and part-time employees will receive a normal day's pay at their normal hourly rate for the following holidays, subject to the conditions below:

- New Year's Day — January 1
- Martin Luther King Day – 3rd Monday in January
- Presidents' Day — Third Monday in February
- Memorial Day — Last Monday in May
- Juneteenth — June 19
- Independence Day — July 4
- Labor Day — First Monday in September
- Columbus Day — Second Monday in October
- Veteran's Day — November 11
- Thanksgiving — Fourth Thursday and Friday in November
- Day before or day after Christmas Day
- Christmas Day — December 25

Exempt employees must take PTO in increments of no less than ½ day. For non-exempt employees, the minimum PTO amount you can take is 1/4 hour.

Upon termination, eligible employees will be paid for accrued but unused CTO/PTO but not to exceed 320 hours.

K. Utilization of Paid Time Off (PTO)

PTO scheduling for all employees shall be subject to the employee's immediate Supervisor's approval. PTO pay can only be used if the time off work had been previously scheduled and approved by the employee's immediate supervisor.

- (a) Employees shall give at least two (2) weeks' notice of a vacation request. Scheduling of vacations must be made with consideration of departmental workload, and approval by the General Manager or for exempt employees, Board of Directors. The two weeks' notice may be waived in cases of emergency, approved by the General Manager or for exempt employees, Board of Directors.
- (b) Employees who separate from service shall be cashed out of their PTO at the employee's hourly rate at the time of separation from District service.
- (c) Employees may sell PTO time back to the District by filling out the proper form and returning to the Payroll Department.

L. Holiday Observances

All regularly scheduled full and part-time employees will receive a normal day's pay at their normal hourly rate for the following holidays, subject to the conditions below:

- New Year's Day — January 1
- Martin Luther King Day – 3rd Monday in January
- Presidents' Day — Third Monday in February
- Memorial Day — Last Monday in May
- Juneteenth — June 19
- Independence Day — July 4
- Labor Day — First Monday in September
- Columbus Day — Second Monday in October
- Veteran's Day — November 11
- Thanksgiving — Fourth Thursday and Friday in November
- Day before or day after Christmas Day
- Christmas Day — December 25

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 22-08

AUTHORIZING REPRESENTATIVE FOR THE FUNDING AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD (SWRCB) FOR THE CLEARLAKE OAKS COUNTY WATER DISTRICT ACTIFLO PROJECT

WHEREAS, per the awarding of the funding contract from the State Water Resources Control Board (SWRCB) for the purpose of performing a pilot program testing the Actiflo filtration system, and if performs to standards during high algae season, purchasing and installing a permanent Actiflo system, and possible aeration in the Waste Water Treatment Plant to facilitate additional back wash material that includes additional algae, along with, the following is resolved by the Clearlake Oaks County Water District Board of Directors:

WHEREAS, The General Manager (“the Authorized Representative”) or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial responsibility of the District; and

BE IT FURTHER RESOLVED, the Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District’s responsibilities under the financing agreement, including approving contractor billing and certifying and approving disbursement requests on behalf of the District, in compliance with applicable state and federal laws.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 16th day of June, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Board Secretary



P. O. Box 1107 Davis, CA 95617
Orders: (800) 342-6733 Fax: (844) 270-1688

Quote

Clearlake Oaks CWD

12545 Hwy 20
Clearlake Oaks, CA 95423

June 13, 2022

PRICE QUOTE

Valid June 1, 2022 – July 31, 2022

PRODUCT	PACKAGING	PRICE	QUANTITY	AVAILABILITY
Pro Pac 9800	Bulk Tanker Truck	\$0.60/lb/del*	4,000 Gallons Minimum	ARO 7 – 15 Business Days

* Pricing subject to 5% Tariff and Freight Surcharge
Pro Pac 9800 weighs 11.14 lbs/gal

Please call our office to place all orders at (800) 342-6733

- or -

EMAIL: evic@ntutechnologies.com

This quote supersedes any and all prior quotes

OK