

**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

**MARCH 18, 2021**

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

**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. **Staff Written Operational Reports**
  - a. Customer Service
  - b. Chief Distribution Operator
  - c. Water Plant Chief Operator
  - d. Wastewater Plant Chief Operator
  - e. General Manager

**Action Taken** \_\_\_\_\_

2. **Financial Reports for review and approval**
  - a. February 2021, 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

**3. Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 02/18/2021

**4. Bills**

- a. MC Engineering invoice number 2046 dated 03/05/2021, in the amount of \$18,466.99 for the USDA Water Projects

**Action Taken:** \_\_\_\_\_

**5. Agenda (Old Business)**

- a. Discussion and review of the Prop 218 study

**Action Taken:** \_\_\_\_\_

**6. Agenda (New Business)**

- a. Discussion and appointment of an Ad Hoc Committee for the 2021-2022 Budget

**Action Taken:** \_\_\_\_\_

- b. Discussion and consideration of Resolution 21-07, Intention to reimburse District from the proceeds of the tax-exempt obligations for the USDA Water Improvement Project

**Action Taken:** \_\_\_\_\_

- c. Discussion and consideration of Resolution 21-08, Amending the Employee Handbook

**Action Taken:** \_\_\_\_\_

- d. Discussion and consideration of Resolution 12-09, Approving and Awarding the USDA Water Improvement Project to T&S Construction in the amount of \$6,034,124.00

**Action Taken:** \_\_\_\_\_

- e. Discussion and consideration of Resolution 21-10, Amending the Clearlake Oaks County Water District 'Water' Code

**Action Taken:** \_\_\_\_\_

**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](http://www.clocwd.org) (Website)

**March 15, 2021**

## Administration

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- ∂ Received \$33,415.83 in payments towards our <61-120, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts (Payments from escrow).
- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 12 accounts on payment arrangements
- ∂ In the past 30 days, we have sent out tenant collection letters as well as delinquency notices in order to lower our <61-120 aged receivables. This has so far been a continued success-
  - On 03/10/2021, 18 tenant collection letters were mailed to property owners
  - On 02/24/2021, 325 delinquency notices were mailed out totaling \$317,699.52. To date, we have received 129 payments totaling \$33,415.83
- ∂ Admin is currently working on researching all of the Districts active connections that are not being billed. We have sent over 56 notifications to property owners that billing will begin the next billing cycle. We are awaiting more property verifications prior to requesting another batch of grant deeds from the County.
- ∂ The quarterly review of the Water Code has been edited in time for this meeting, you will see that on the agenda, only a few changes were made since the approval in November.
- ∂ The quarterly review if the Sewer Code will actually be next month, I am still working on verbiage for grease trap updates.
- ∂ Ordinance 83 & 84 will be posted in the Lake County Record Bee for public notice on March 16, 2021. Check it out!
- ∂ As of now, CSDA will be holding their annual Board Secretary Conference, the conference is set to be in Lake Tahoe from September 26-29, 2021
- ∂ Dianna and I continue to work with Mary Fleming at RCAC on Prop 218.



All the best,  
Olivia Mann

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Margaret Medeiros  
President

Stanley Archacki  
Vice President

Samuel Boucher  
Director

Michael Herman  
Director

James Burton  
Director

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March 15, 2021

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

RE: DC board letter,

## **Water distribution main & service lines:**

\*We located an ongoing leak on Widgeon that turned out to be a corp-stop. The water from this leak went all the way down to the Highway. I can't see water movement anymore.

\*Both valves at bulk water station were replaced.

## **Sample stations sites/Boil water notices:**

\*DC crew is still collecting the routine BacT samples every Wednesday. All reports have come back absent for total Coliforms and E.Coli.

\*A BWN was given to the area of Widgeon, Hillside and Lakeview due to main repair. Lab results came back absent for total Coliforms and E.Coli.

\*A BWN was given to the area north of Paradise tank due power failure. Lab results came back absent for total Coliforms and E.Coli.

## **Sewer collections and Lift station sites:**

\*No new sewer spills to report.

\*The DC crew had to repair another sewer lateral that was full of roots. This one was on Oak Knoll.



Margaret Medeiros  
President

Stanley Archacki  
Vice President

Samuel Boucher  
Director

Michael Herman  
Director

James Burton  
Director

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\*The gate at lift station 7 has been replaced after someone had driven thru it.

**Staff updating:**

\*DC crew includes;

- Jeremy, Chief - OP 3, Class B license.
- Jesse, Lead - OP 2, Class B license, Technician Ham license.
- Hugo - DC OP 1, Class B license. Technician Ham license. *"Is back to work"*
- Jake - Utility Tech with I.T. knowledge. *"Out on workmen's comp"*
- Gerald - Temporary Utility Tech. *"Jerry is catching on quickly"*

**District vehicles:**

\*WWTP is currently borrowing one of our trucks for now.

**Miscellaneous:**

\*DC staff helped clear the fallen tree at Paradise tank site.

**Thank You**

**Chief DC, Jeremy Backus**

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March 10, 2021  
Board letter

- ◆ February the lake NTU and charge has continued to be lower making the treatment process easier with less chemical demand.
- ◆ Water production for the month was 17.8 MG.
- ◆ Continuing maintenance through the plant area.

Ongoing weekly cleaning of the weirs and interior surfaces of the clarifiers has continued.

The treatment plant and tank locations have been weed eaten and sprayed for weed / fire control, also over hanging branches and a tree were removed from tank sites that needed it.

A large tree fell down at the paradise tank location on 3-7-2021 taking out the power line destroying the fence and gates. The DC and treatment crew took care of cutting and removing the tree temporary power via generator was installed until regular power was repaired and in regular service on 3-12-2021. A temporary gate has also been put in place.

💧 Water sample list is attached

💧 Treatment staff:  
James Simons T2 Operator  
Kurt Jensen T3, D2 Chief

Thank you,

*Kurt Jensen*

WTP Chief Plant Operator  
k.jensen@clowd.org



Margaret Medeiros  
President

Stanley Archacki  
Vice President

Samuel Boucher  
Director

Michael Herman  
Director

James Burton  
Director



# Water Sample Testing

	DATE	DATE	DATE	
Bacti R(BW) & CW (M)	2/4/2021			A = Annually
Bacti R (BW)	2/23/2021			Q = Quarterly
TOC ALK R (M)	2/24/2021			M = Monthly
TOC CW (M)	2/24/2021			BW = Bi-weekly
R & CW TCP123 (BA)				BA = Bi-annually
Color / Odor (A)				
Bromate (Q)				
Perchlorate (A)				
TTHM (Q)	2/22/2021			
HAA5 (Q)	2/22/2021			
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Nitrate (A)				
Nitrite (A)				
Antimony (A)				
Arsenic(A)				
Barium(A)				
Beryllium(A)				
Cadmium(A)				
Chromium Total (A)				
Fluoride Natural(A)				
Mercury(A)				
Nickel(A)				
Selenium(A)				
Thallium(A)				
Simazine(A)				
Bicarbonate Alaklinity(A)				
Calcium(A)				
Carbonate Alakalinity(A)				
Chloride(A)				
Copper(A)				
Foaming Agents (MBAS)(A)				
Hardness Total as CaCO3(A)				
Hydroxide Alakalinity(A)				
Iron(A)				
Magnesium(A)				
Manganese(A)				
PH, Laboratory(A)				
Silver(A)				
Sodium(A)				
Specific Coductance(A)				
Sulfate(A)				

Total Dissolved Solids(A)  
Turbidity, Laboratory(A)  
Zinc(A)  
Aluminum(A)  
MTBE(A)  
Color / Odor


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March 15, 2021

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

RE: February Board Report 2021

During the month of February the Clearlake Oaks Waste Plant took on 7.490 MG averaging 242,000 gallons a day. The amount of gallons that were treated and sent through our effluent line was 6.464 MG averaging 209,000 gallons a day. As we know there has not been much rain this year which reflects on our flows for this time of season. There was only 1.50" of rain for this month. Clearlake is at a low of .99' in average per Rumsey Gauge. All sampling was taken for the month and the results were within our WDR. The plants emergency ponds remain free of any liquid at this time. Everything at the plant is running well at this time.

On February 16<sup>th</sup> T&S began with the SEPS valve install. The valve has been installed but is not in operation at this time due to some technical difficulties with the manufacture. We are waiting to hear from them in regards to a new startup date. On February 25<sup>th</sup> we performed 1<sup>st</sup> quarter ground water monitoring. As anticipated well #2 was low on water. The recommended purge volume was 11 gallons. We began purging on the 19<sup>th</sup> and continued through the 24<sup>th</sup>. Only 4.5 gallons were purged due to the lack of recovery within this well. I decided to sample for coliform on the 25<sup>th</sup>. The total coliform result of >1600 MPN/100ml reflected the lack of water. There was no indication of fecal which is good. Well #3 results came back with indication of total coliform of 41MPN/100ml but no fecal as well. Our professional geologist has recommended re-development and disinfection of these wells but there needs to be enough water in #2 to achieve this. I will be sending sampling results to Dean this month so he can write up his report.

I have received the letter of Rescission of Order No. WQ 220-0015-DWQ. I have attached a copy along with this letter. This letter ends our participation on the PFAS study. Receiving this letter indicates that the State has received and is satisfied with our sampling results we had for First Quarter Sampling. On another note the State of California has begun implementing their new testing system which will allow operators to test various times throughout the year and in various test sites. It will be my OIT and Utility Worker goal to be certified as soon as possible because of the importance to have certified operators at the plant.

Francisco Castro  
Chief Plant Operator

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Margaret Medeiros  
President

Stanley Archacki  
Vice President

Samuel Boucher  
Director

Michael Herman  
Director

James Burton  
Director



# State Water Resources Control Board

March 5, 2021

Clearlake Oaks Co WTR Dis WWTP  
13705 Jensen Road  
Clearlake Oaks, CA 95423

Dear Clearlake Oaks County Water District,

**RE: RESCISSION OF ORDER NO. WQ 2020-0015-DWQ**

This letter serves as a notification of rescission of Water Code Sections 13267 and 13383 Order No. WQ 2020-0015-DWQ (Order) for the following Publicly Owned Treatment Works (POTW) facilities:

Regional Water Board #	Place ID #	Facility Name	Agency Name	WDID #	Geotracker Global ID #
3	731257	Pajaro Valley WMA and City of Watsonville Water Reclamation	Pajaro Valley Water Management Agency	3 441208240	WDR100032411
5R	215750	City of Corning WWTP	City of Corning	5A520100001	NPD100051506
5R	272704	Willows Wastewater Treatment Plant	City of Willows	5A110101001	NPD100051605
5S	271781	City of Lathrop Consolidated Treatment Facility	City of Lathrop	5B391076001	WDR100030293
5S	214812	Clearlake Oaks Co WTR Dis WWTP	Clearlake Oaks County Water District	5A170100002	WDR100029656
5S	214647	Live Oak City WWTP	City of Live Oak	5A510100001	NPD100051495
5S	271836	Waterford WWTP	City of Waterford	5C500113001	WDR100036083
9	213270	Carlsbad Water Reclamation Facility	Carlsbad Municipal Water District	9 000000929	WDR100029522

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

March 5, 2021

On July 9, 2020, the State Water Resources Control Board (State Water Board) sent the Order to 259 agencies requiring testing of per- and polyfluoralkyl substances (PFAS) as part of a statewide effort to investigate the presence and extent of PFAS contamination in groundwater, including those groundwater sources used for providing drinking water.

The State Water Board and Regional Water Quality Control Board confirmed that the POTW facilities listed above either do not meet the average dry weather design flow capacity criteria identified in the Order or do not receive untreated wastewater. Pajaro Valley WMA/ City of Watsonville Water Reclamation Facility and Carlsbad WRF do not receive untreated wastewater, while the remaining facilities listed above do not meet the dry weather design flow capacity criteria. Therefore, this Order is being rescinded for these facilities and no further action is required by your POTW agency regarding this Order.

If you have any further questions, please contact the appropriate Regional Water Quality Control Board Contact listed below:

- Region 3: Jennifer Epp, [Jennifer.Epp@waterboards.ca.gov](mailto:Jennifer.Epp@waterboards.ca.gov) at (805) 594-6181
- Region 5R: Jeremy Pagan, [Jeremy.Pagan@waterboards.ca.gov](mailto:Jeremy.Pagan@waterboards.ca.gov) at (530) 224-4850
- Region 5S:
  - Scott Armstrong, [Scott.Armstrong@waterboards.ca.gov](mailto:Scott.Armstrong@waterboards.ca.gov) at (916) 464-4616
  - Maxine Cottrell, [Maxine.Cottrell@waterboards.ca.gov](mailto:Maxine.Cottrell@waterboards.ca.gov) at (916) 464-4623
- Region 9: Joann Lim, [Joann.Lim@waterboards.ca.gov](mailto:Joann.Lim@waterboards.ca.gov), (619) 521-3362

Sincerely,



Eileen Sobeck  
Executive Director

cc:

Wendy Linck (via e-mail: [Wendy.Linck@waterboards.ca.gov](mailto:Wendy.Linck@waterboards.ca.gov))  
Jennifer Epp (via email: [Jennifer.Epp@waterboards.ca.gov](mailto:Jennifer.Epp@waterboards.ca.gov))  
Jeremy Pagan (via email: [Jeremy.Pagan@waterboards.ca.gov](mailto:Jeremy.Pagan@waterboards.ca.gov))  
Scott Armstrong (via email: [Scott.Armstrong@waterboards.ca.gov](mailto:Scott.Armstrong@waterboards.ca.gov))  
Maxine Cottrell (via email: [Maxine.Cottrell@waterboards.ca.gov](mailto:Maxine.Cottrell@waterboards.ca.gov))  
Joann Lim (via email: [Joann.Lim@waterboards.ca.gov](mailto:Joann.Lim@waterboards.ca.gov))

**Clearlake Oaks County Water District  
Board of Directors  
Board Meeting March, 2021**

Hello Board Members,

This has been a crazy month to say the least. Almost 800 back flow letters were sent out with over 200 needing temporary construction easements that require being notarized. Fielding phone calls all day with questions about the backflow, offering my notary services free of charge for this particular project, working with USDA to get additional grant funding, and day to day District business, will make the days go by very fast.

Over the last month, the District has had a hit and run at Lift Station 7, luckily the only damage was to our gate, a police report was filed. Our outside lock box for payments was broken into, per our surveillance it looks like he only took out his own envelope, went back to his truck for a few minutes, and then re-dropped it in the box after he left the back of it opened from breaking the lock. Again, a police report was filed. On the night of March 8<sup>th</sup>, a tree fell at the Paradise Cove tank taking out the fence, gate, and electrical. Luckily it missed our tank. Staff worked tirelessly the next day cutting and removing it. PG&E was able to restore power by 4 p.m. however, Coastal Mtn. Electrical could not be on site until Friday to do our repairs. The booster pump that supplies the two customers was on generator until the repairs were complete. Lastly and sadly, we have been working with the homicide detective that is investigating the homicide that occurred on March 10<sup>th</sup> by Clarks Island. I do believe that the District has provided some helpful surveillance that will assist in their investigation.

The new valve at the SEPS that we have been patiently waiting for over a year failed to open when the manufacturer was on site. After some investigation, it appears that the manufacturer sent the wrong electrical diagram which required our electrician and SCADA representative spending most of the day “re-doing” everything. The valve is still non-operational and remain so until at least Tuesday the 16<sup>th</sup> when the manufacturer is scheduled back on site. Hopefully I will have an update for everyone at the meeting.

Olivia and I continue to work with Mary Fleming on the new 218. Mary is agenized again this month to answer water rate questions and to present proposed sewer rates.

Still waiting to hear from PG&E regarding Lift Station 10's design

Please see the USDA update from MC Engineering attached.

Please refer to individual department letters for additional details.

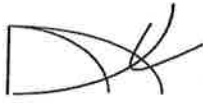
As always, a huge thank you to Staff for working hard and taking pride in a job well done.

Respectfully Submitted,

Dianna Mann

General Manager

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# MC ENGINEERING

**Report Date:** March 8, 2021

**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:** February, 2021

**I. Project Status Update**

Work on the project during February included the following

- Harvey tank easement acquisition (on-going)
- Budget forecasting based on bid results
- Coordination and calls with USDA on funding options
- Contract facilitation and monthly invoicing
- Negotiations with USDA for additional \$1.1 million in grant related funding
- Assisted in processing revised engineering agreement for added projects with USDA
- Preparation of resolution for board approval of additional CLOCWD funding obligations (\$190,000)
- Assistance with letters for the PRV related easements including GIS mapping and reconciliation with CLOCWD customer billing database including:
  1. Easement verification with Chris Johnson to compare GIS with APN information
  2. CLOCWD data verification for easement notification letters
  3. Call with Badger meters and District regarding meter purchase
  4. Breakout of meter and backflow installs for possible negotiations with T&S for work to be performed by others as a cost saving measure

**II. Budget Status Update**

**Total Engineering Design and Bidding Services Initial Authorized Budget (Revised w/Addendum 1 & 2):**

Phase 1 (PER):	\$102,395.00
Phase 2 (Design/Bid):	\$492,540.00
Phase 3 (CM & Misc.):	<u>\$643,461.00</u>
<b>Total:</b>	<b>\$1,238,396.00</b>

<b>This Invoice:</b>	<b>\$18,466.99</b>
<b>Cost to Date:</b>	<b>\$672,960.53</b>
<b>Cost to Complete:</b>	<b>\$565,435.47</b>

**III. Projected Tasks for March 2021**

- Final acquisition of easement for Harvey Tank
- Support for CLOCWD for letters on BPA related easements
- Contract award related support
- Misc. correspondence
- Initial contract related construction services pending award

Clearlake Oaks County Water District  
Summary Balance Sheet  
As of February 28, 2021

	<u>Feb 28, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	1,875,063.15
Other Current Assets	1,769,033.81
<b>Total Current Assets</b>	<u>3,644,096.96</u>
<b>Fixed Assets</b>	16,585,916.27
<b>TOTAL ASSETS</b>	<u><u>20,230,013.23</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	62,900.36
Credit Cards	2,240.23
Other Current Liabilities	1,658,967.56
<b>Total Current Liabilities</b>	<u>1,724,108.15</u>
<b>Total Liabilities</b>	1,724,108.15
<b>Equity</b>	<u>18,505,905.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>20,230,013.23</u></u>



**Clearlake Oaks County Water District**  
**Balance Sheet**  
As of February 28, 2021

	Feb 28, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102.13 · SEWER RESERVES-9592	20,000.00
102.11 · PC ESCROW - 6184	132,707.32
102.10 · CRP PC - 6192	8,139.55
102.12 · WATER RESERVES- 8503	237,700.00
102.001 · GL - 9122 (Old Acct. # 053420019)	292,041.04
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) ...	870,428.81
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)</b>	<b>1,059,428.81</b>
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BA...	88.98
102.02 · CRP Water - 6990	89,326.41
102.03 · CRP Sewer - 3745	35,631.04
<b>Total Checking/Savings</b>	<b>1,875,063.15</b>
<b>Other Current Assets</b>	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	29,609.68
130 · Const In Progress - Studies	139,834.28
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 11992...	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 11991...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 109...	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
<b>Total Other Current Assets</b>	<b>1,769,033.81</b>
<b>Total Current Assets</b>	<b>3,644,096.96</b>
<b>Fixed Assets</b>	
138 · USDA Water Improvements	709,883.08
128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation of th...	3,900,396.37
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of wat...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of ...	150,784.44
<b>Total 121 · Wtr Dist &amp; Wtr Storage Projects (Replacement or installation ...</b>	<b>266,285.10</b>
131 · Waste Water Plant	
131.1 · Pumps/Equipment	99,784.99
131 · Waste Water Plant - Other	57,768.09
<b>Total 131 · Waste Water Plant</b>	<b>157,553.08</b>
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
<b>USDA Project</b>	<b>-523,819.00</b>
127 · Water Plant	
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	182,836.13
127 · Water Plant - Other	211,458.66
<b>Total 127 · Water Plant</b>	<b>444,277.93</b>
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	22,386.51
120.90 · Vehicles/Generators/Trailers	691,610.28
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,008.57
<b>Total 120 · District General CRP (EQUIPMENT - WAS 1011181)</b>	<b>2,757,886.10</b>

**Clearlake Oaks County Water District**  
**Balance Sheet**  
As of February 28, 2021

	Feb 28, 21
122 · Bldgs/Grounds Cap Improvements	8,535,149.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...	
124.2 · GIS Online Mapping System	6,565.17
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	56,539.80
<b>Total 124.30 · Lift Stations</b>	<b>122,582.03</b>
124.50 · Mains	14,788.58
124.60 · Meters	24,010.72
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...	3,166,870.22
<b>Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SE...</b>	<b>3,375,431.76</b>
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
<b>Total Fixed Assets</b>	<b>16,585,916.27</b>
<b>TOTAL ASSETS</b>	<b>20,230,013.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	62,900.36
<b>Total Accounts Payable</b>	<b>62,900.36</b>
<b>Credit Cards</b>	
211 · WAB Credit Card	
211.16 · WAB - Francisco - 5312	826.01
211.15 · WAB - Kurt - 9133	140.74
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	931.04
211.13 · WAB - Jeremy - 2499	342.44
<b>Total 211 · WAB Credit Card</b>	<b>2,240.23</b>
<b>Total Credit Cards</b>	<b>2,240.23</b>
<b>Other Current Liabilities</b>	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a fed...	-3,928.96
280 · Loan	
280.02 · KS State Bank - 2019 Vac-Con	319,690.65
280.12 · USDA Loan	1,012,320.41
<b>Total 280 · Loan</b>	<b>1,332,011.06</b>
221 · Health Ins - EE Portion	-3,629.94
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - ...	7,249.85
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Ot...	-6,913.98
<b>Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)</b>	<b>335.87</b>
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYA...	-12.40
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - W...	-2.90
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABL...	-0.01
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCT...	-442.65
223.80 · GASB 68 Pension ( - WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYA...	5,654.71
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED ...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withh...	-1,891.01
<b>Total Other Current Liabilities</b>	<b>1,658,967.56</b>
<b>Total Current Liabilities</b>	<b>1,724,108.15</b>

2:15 PM

03/09/21

Accrual Basis

# Clearlake Oaks County Water District

## Balance Sheet

As of February 28, 2021

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	<u>Feb 28, 21</u>
<b>Total Liabilities</b>	1,724,108.15
<b>Equity</b>	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup post to th...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporatio...	12,858,812.88
Net Income	274,807.25
<b>Total Equity</b>	<u>18,505,905.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>20,230,013.23</u></u>

## Clearlake Oaks Co Water District PROJECTED BUDGET 2020-21

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Target % > **67%**

As of February 2021 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,217,554	811,703	953,926	78%	1,157,800	771,867	754,161	65%
<b>Total Operating Expenses</b>	1,039,017	692,678	692,321	67%	1,193,337	795,558	753,129	63%
<b>Operating Balance (loss)</b>	<b>178,537</b>	<b>119,024</b>	<b>261,605</b>		<b>(35,537)</b>	<b>(23,691)</b>	<b>1,032</b>	
420 Connection Fees	10,000	6,667	10,396	104%	10,000	6,667	-	0%
435			-				-	
450 Other - Non S/W Rev	100,000	66,667	64,134	64%	100,000	66,667	63,430	63%
Reserves	150,000	100,000	100,000	67%	-	-		0%
<b>Net Change In Net Position (loss)</b>	<b>138,537</b>	<b>92,358</b>	<b>236,135</b>		<b>74,463</b>	<b>49,642</b>	<b>64,462</b>	

**Current Revenue Notes:**

440- Misc Water = Bulk Water

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

**Past Revenue Notes**

General Ledger	\$250,468.21
District CRP	\$147,144.49
Paradise Cove CRP	\$9,615.95
Paradise Cove Escrow	\$132,707.32
Water Reserve	\$250,200.00
Sewer Reserve	\$25,000.00
LAIF Account	\$1,059,428.79
<b>Total</b>	<b>\$1,874,564.76</b>

As of February 2021 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,182,554	788,369	834,418	71%	1,132,800	755,200	650,845	57%
430 Penalty & Interest	30,000	20,000	14,499	48%	25,000	16,667	10,649	43%
440 Misc	5,000	3,333	30,479	0%	0	0	29,237	0%
<b>Total Revenue &gt;</b>	<b>1,217,554</b>	<b>811,703</b>	<b>879,396</b>	<b>72%</b>	<b>1,157,800</b>	<b>771,867</b>	<b>690,731</b>	<b>60%</b>

As of February 2021 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	318,237	212,158	227,426	71%	455,678	303,785	302,702	66%
520 FICA - District Share	26,341	17,561	16,737	64%	37,773	25,182	22,392	59%
530 Medical Ins - District Share	111,077	74,052	57,360	52%	166,616	111,077	89,852	54%
540 PERS - District Share	63,193	42,129	39,794	63%	73,976	49,317	47,205	64%
550 Unemployment	9,000	6,000	5,775	64%	9,000	6,000	5,775	64%
560 Workers Comp Ins	20,639	13,759	6,534	32%	26,543	17,695	6,459	24%
<b>Salaries and Employee Benefits &gt;</b>	<b>548,487</b>	<b>365,658</b>	<b>353,625</b>	<b>64%</b>	<b>769,587</b>	<b>513,058</b>	<b>474,384</b>	<b>62%</b>
605 Advertising	200	133	-	0%	200	133	-	0%
610 Bank Fees	10,010	6,673	8,066	81%	10,000	6,667	8,066	81%
620 Communications & Internet	13,000	8,667	10,067	77%	10,000	6,667	9,906	99%
622 Board Exp	3,750	2,500	17	0%	3,750	2,500	17	0%
625 Equip - Field (\$300-\$4999)	2,500	1,667	-	0%	4,000	2,667	-	0%
630 Equip - Office	1,500	1,000	460	31%	2,000	1,333	310	15%
640 Fuel & Oil	15,020	10,013	4,732	32%	16,300	10,867	3,266	20%
645 Insurance	30,000	20,000	33,874	113%	26,250	17,500	33,874	129%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	20,000	13,333	10,690	53%	15,000	10,000	12,808	85%
660	Memberships & Subscriptions	25,750	17,167	21,444	83%	29,750	19,833	32,908	111%
665	Mileage Reimb	750	500	59	8%	500	333	59	12%
670	Postage & Shipping	6,000	4,000	4,113	69%	6,000	4,000	4,141	69%
675	Professional Services	36,000	24,000	15,040	42%	19,000	12,667	14,151	74%
685	Rents	6,200	4,133	4,455	72%	6,200	4,133	4,455	72%
690	Safety & Security	2,500	1,667	5,132	205%	5,500	3,667	4,799	87%
700	Tools & Instruments	2,000	1,333	1,983	99%	2,500	1,667	1,614	65%
703	Supplies - Clothing & Personal	2,050	1,367	2,091	102%	2,300	1,533	2,476	108%
705	Supplies - Office	4,750	3,167	3,309	70%	5,250	3,500	3,325	63%
715	Treatment Chemicals	75,000	50,000	39,048	52%	48,000	32,000	43,226	90%
720	Supplies - Operating - Other	5,000	3,333	1,385	28%	22,000	14,667	3,174	14%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	3,750	2,500	1,689	45%	3,250	2,167	643	20%
745	Travel	1,000	667	-	0%	1,000	667	-	0%
750	Utilities	162,750	108,500	123,450	76%	125,750	83,833	65,800	52%
760	Waste Disposal	3,050	2,033	2,479	81%	52,250	34,833	26,537	51%
795	Yolo Co	48,000	32,000	39,573	82%				
799.1	Customer Refund	-	-	2,665	0%	-	-	-	0%
<b>Services and Supplies &gt;</b>		<b>480,530</b>	<b>320,353</b>	<b>335,816</b>	<b>70%</b>	<b>416,750</b>	<b>277,833</b>	<b>275,549</b>	<b>66%</b>
810	R&R Buildings & Grounds	7,000	4,667	1,070	15%	4,500	3,000	1,340	30%
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	2,000	1,811	60%	2,500	1,667	1,856	74%
850	Maintenance Reserve Account	-	-	-		-	-	-	
<b>Repairs &amp; Replacement &gt;</b>		<b>10,000</b>	<b>6,667</b>	<b>2,881</b>	<b>29%</b>	<b>7,000</b>	<b>4,667</b>	<b>3,196</b>	<b>46%</b>
<b>Total Expenses &gt;</b>		<b>1,039,017</b>	<b>692,678</b>	<b>692,321</b>	<b>67%</b>	<b>1,193,337</b>	<b>795,558</b>	<b>753,129</b>	<b>63%</b>

**Clearlake Oaks County Water District**  
**Profit and Loss**  
July 2020 through February 2021

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Income</b>					
410 · Client Reg Pmt	0.00	650,845.36	834,418.09	1,485,263.45	1,485,263.45
420 · Connection Fees	0.00	0.00	10,396.00	10,396.00	10,396.00
430 · Penalty & Interest	0.00	10,648.71	14,498.72	25,147.43	25,147.43
440 · Misc Revenue	0.00	29,236.80	30,479.06	59,715.86	59,715.86
450 · Other - Non S/W Rev	0.00	63,430.46	64,134.01	127,564.47	127,564.47
<b>Total Income</b>	0.00	754,161.33	953,925.88	1,708,087.21	1,708,087.21
<b>Total Income</b>	0.00	754,161.33	953,925.88	1,708,087.21	1,708,087.21
<b>Gross Profit</b>	0.00	754,161.33	953,925.88	1,708,087.21	1,708,087.21
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	245,284.14	180,060.24	104,783.92	530,128.30	530,128.30
520 · FICA - District Share	18,318.88	13,232.23	7,576.70	39,127.81	39,127.81
530 · Medical Ins - Dist Share	56,817.60	61,442.89	28,950.60	147,211.09	147,211.09
540 · PERS - District Share	67,346.31	13,531.55	6,121.46	86,999.32	86,999.32
550 · Unemployment	11,549.88	0.00	0.00	11,549.88	11,549.88
560 · Workers Comp Ins	1,983.44	5,467.00	5,541.76	12,992.20	12,992.20
<b>Total Salaries &amp; EE Benefits</b>	401,300.25	273,733.91	152,974.44	828,008.60	828,008.60
<b>Services &amp; Supplies</b>					
610 · Bank Fees	16,130.85	0.00	0.00	16,130.85	16,130.85
620 · Communications & Internet	3,099.13	8,356.47	8,516.72	19,972.32	19,972.32
622 · Board Exp	33.95	0.00	0.00	33.95	33.95
630 · Equip - Office	618.67	0.00	150.14	768.81	768.81
640 · Fuel & Oil	0.00	3,265.72	4,732.26	7,997.98	7,997.98
645 · Insurance	0.00	33,873.56	33,873.55	67,747.11	67,747.11
657 · Lab	0.00	12,808.00	10,689.61	23,497.61	23,497.61
660 · Memberships & Subscription	2,905.10	31,454.86	19,990.84	54,350.80	54,350.80
665 · Mileage Reimb	0.00	59.05	59.05	118.10	118.10
670 · Postage & Shipping	8,226.00	27.90	0.00	8,253.90	8,253.90
675 · Professional Services	15,932.88	6,184.00	7,072.61	29,189.49	29,189.49
685 · Rents	8,909.08	0.00	0.00	8,909.08	8,909.08
690 · Safety & Security	682.99	4,456.54	4,790.16	9,929.69	9,929.69
700 · Tools & Instruments	0.00	1,613.80	1,983.34	3,597.14	3,597.14
703 · Supplies - Clothing & Personal	136.72	2,407.41	2,022.11	4,566.24	4,566.24
705 · Supplies - Office	5,346.41	652.26	635.65	6,634.32	6,634.32
715 · Supplies-Chemicals-Operating	0.00	43,225.61	39,047.95	82,273.56	82,273.56
720 · Supplies - Inventory - Other	0.00	3,174.22	1,385.45	4,559.67	4,559.67
735 · Training/Classes/Certs/ClassB	225.00	530.00	1,576.28	2,331.28	2,331.28
750 · Utilities	3,936.75	63,831.30	121,481.44	189,249.49	189,249.49
760 · Waste Disposal	387.24	26,342.97	2,285.28	29,015.49	29,015.49
795 · Yolo Co	0.00	0.00	39,573.14	39,573.14	39,573.14
799 · Misc					
799.1 · Customer Refund - Acct c...	0.00	0.00	2,665.44	2,665.44	2,665.44
<b>Total 799 · Misc</b>	0.00	0.00	2,665.44	2,665.44	2,665.44
<b>Total Services &amp; Supplies</b>	66,570.77	242,263.67	302,531.02	611,365.46	611,365.46
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	1,586.62	546.26	276.22	2,409.10	2,409.10
840 · R&R Vehicles	0.00	1,855.95	1,810.93	3,666.88	3,666.88
<b>Total Repairs &amp; Replacement</b>	1,586.62	2,402.21	2,087.15	6,075.98	6,075.98
<b>Total Expense</b>	469,457.64	518,399.79	457,592.61	1,445,450.04	1,445,450.04
<b>Net Ordinary Income</b>	-469,457.64	235,761.54	496,333.27	262,637.17	262,637.17
<b>Net Income</b>	-469,457.64	235,761.54	496,333.27	262,637.17	262,637.17

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8 Administration - Budget Variance Report July 1, 2020 through June 30, 2021 Target % > **66.7%** GL ADMIN

As of February 2021		2020-2021 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	375,051	250,034	245,284	65.4%	129,767
520	FICA - District Share	31,190	20,794	18,319	58.7%	12,871
530	Medical Ins - District Share	95,550	63,700	56,818	59.5%	38,732
540	PERS-District Share (incl unfunded Liab, 14.5K)	108,563	72,376	67,346	62.0%	41,217
550	Unemployment	18,000	12,000	11,550	64.2%	6,450
560	Workers Comp Ins	8,913	5,942	1,983	22.2%	6,930
Salaries and Employee Benefits >		637,268	424,845	401,300	<b>63.0%</b>	235,968
605	Advertising	400	267	-	0.0%	400
610	Bank Fees	20,000	13,333	16,131	80.7%	3,869
620	Communications & Internet	7,000	4,667	3,099	44.3%	3,901
622	Board Exp	7,500	5,000	34	0.5%	7,466
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	1,333	619	31.0%	1,381
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	1,500	1,000	2,905	193.7%	(1,405)
665	Mileage Reimb	500	333		0.0%	500
670	Postage & Shipping	12,000	8,000	8,226	68.6%	3,774
675	Professional Services (Legal, IT, CUSI annual)	22,000	14,667	15,933	72.4%	6,067
685	Rents	12,400	8,267	8,909	71.8%	3,491
690	Safety & Security (boots)	1,000	667	683	68.3%	317
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	400	137	22.8%	463
705	Supplies - Office	7,500	5,000	5,346	71.3%	2,154
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	0	0		0.0%	0
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (Classes, books)	3,500	2,333	225	6.4%	3,275
745	Travel / Lodging	1,000	667		0.0%	1,000
750	Utilities	5,500	3,667	3,937	71.6%	1,563
760	Waste Disposal	500	333	387	77.4%	113
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		104,900	69,933	66,571	<b>63.5%</b>	38,329
810	R&R Buildings & Grounds	4,000	2,667	1,587	39.7%	2,413
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	2,667	1,587	<b>39.7%</b>	2,413
<b>Total Expenses &gt;</b>		<b>746,168</b>	<b>497,445</b>	<b>469,458</b>	<b>62.9%</b>	<b>276,710</b>

**Expense Notes**

660 Memberships & Subscription - Quickbooks upgrade to 2021 covering all COVID related information - \$1,100

670 Postage - writing two checks per year instead of monthly checks

705 Office Supplies - Annual Billing Envelopes and paper

## Sewer - Budget Variance Report July 1, 2020 through June 30, 2021

Target % &gt;

66.7%

GL SEWER

As of February 2021

2020-2021 Budget

Actual

%

Total

Expenses

Annual

YTD

YTD

Spent

Remaining

505	Salaries & Wages	268,152	178,768	180,060	67.1%	88,092
520	FICA - District Share	22,178	14,785	13,232	59.7%	8,946
530	Medical Ins - District Share	118,841	79,227	61,443	51.7%	57,398
540	PERS - District Share (\$14.5K Unfunded)	19,694	13,130	13,532	68.7%	6,162
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	22,087	14,725	5,467	24.8%	16,620
	Salaries and Employee Benefits >	450,952	300,635	273,734	60.7%	177,218
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	2,667	8,356	208.9%	(4,356)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	1,000		0.0%	1,500
630	Equip - Office	1,000	667		0.0%	1,000
640	Fuel & Oil (Schaeffers)	13,500	9,000	3,266	24.2%	10,234
645	Insurance	26,250	17,500	33,874	129.0%	(7,624)
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	15,000	10,000	12,808	85.4%	2,192
660	Memberships & Subscriptions	29,000	19,333	31,455	108.5%	(2,455)
665	Mileage Reimb	250	167	59	23.6%	191
670	Postage & Shipping	0	0	28	279000.0%	(28)
675	Professional Services (SCADA)	8,000	5,333	6,184	77.3%	1,816
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	5,000	3,333	4,457	89.1%	543
700	Tools & Instruments	2,500	1,667	1,614	64.6%	886
703	Supplies - Clothing & Personal	2,000	1,333	2,407	120.4%	(407)
705	Supplies - Office	1,500	1,000	652	43.5%	848
715	Treatment Chemicals	48,000	32,000	43,226	90.1%	4,774
720	Supplies-Operating-Other-Titan Tubes	22,000	14,667	3,174	14.4%	18,826
730	Taxes - Licenses	-	-			-
735	Training, Certs (classes, books)	1,500	1,000	530	35.3%	970
745	Travel / Lodging	500	333		0.0%	500
750	Utilities	123,000	82,000	63,831	51.9%	59,169
760	Waste Disposal	52,000	34,667	26,343	50.7%	25,657
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	356,500	237,667	242,264	68.0%	114,236
810	R&R Buildings & Grounds	2,500	1,667	546	21.8%	1,954
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0	-	0.0%	-
840	R&R Vehicles	2,500	1,667	1,856	74.2%	644
					0.0%	-
	Repairs & Replacement >	5,000	3,333	2,402	48.0%	2,598
	<b>Total Expenses &gt;</b>	<b>812,452</b>	<b>541,635</b>	<b>518,400</b>	<b>63.8%</b>	<b>294,053</b>

## Expense Notes

620 Communications and Internet

New Ipads w/monthly data for SCADA, drawings and Internet

675 Professional Services

Annual Audit 50% due now

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8	Water - Budget Variance Report July 1, 2020 through June 30, 2021 As of February 2021	2020-2021 Budget		Target % >	66.7%	GL WATER
	Expenses	Annual	YTD	Actual	%	Total
				YTD	Spent	Remaining
505	Salaries & Wages	130,712	87,141	104,784	80.2%	25,928
520	FICA - District Share	10,746	7,164	7,577	70.5%	3,169
530	Medical Ins - District Share	63,302	42,201	28,951	45.7%	34,351
540	PERS - District Share	8,911	5,941	6,121	68.7%	2,790
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	16,183	10,788	5,542	34.2%	10,641
	Salaries and Employee Benefits >	229,853	153,235	152,975	66.6%	76,878
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	7,000	4,667	8,517	121.7%	(1,517)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	333	150	30.0%	350
640	Fuel & Oil	12,220	8,147	4,732	38.7%	7,488
645	Insurance	30,000	20,000	33,874	112.9%	(3,874)
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	13,333	10,690	53.5%	9,310
660	Memberships & Subscriptions	25,000	16,667	19,991	80.0%	5,009
665	Mileage Reimb	500	333	59	11.8%	441
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	16,667	7,073	28.3%	17,927
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	2,000	1,333	4,790	239.5%	(2,790)
700	Tools & Instruments	2,000	1,333	1,983	99.2%	17
703	Supplies - Clothing & Personal	1,750	1,167	2,022	115.5%	(272)
705	Supplies - Office	1,000	667	636	63.6%	364
715	Treatment Chemicals	75,000	50,000	39,048	52.1%	35,952
720	Supplies - Operating - Other	5,000	3,333	1,385	27.7%	3,615
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	1,333	1,576	78.8%	424
745	Travel / Lodging	500	333		0.0%	500
750	Utilities	160,000	106,667	121,481	75.9%	38,519
760	Waste Disposal	2,800	1,867	2,285	81.6%	515
795	Yolo Co	48,000	32,000	39,573	82.4%	8,427
799	Misc	0	0		0.0%	0
799.1	Customer Refund			2,665		
	Services and Supplies >	420,270	280,180	302,530	72.0%	117,740
810	R&R Buildings & Grounds	5,000	3,333	276	5.5%	4,724
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%	0
840	R&R Vehicles	3,000	2,000	1,811	60.4%	1,189
	Repairs & Replacement >	8,000	5,333	2,087	26.1%	5,913
	<b>Total Expenses &gt;</b>	<b>658,123</b>	<b>438,749</b>	<b>457,592</b>	<b>69.5%</b>	<b>200,531</b>
	<b>690 Safety &amp; Security - Lock and door repair at Admin - multiple HEP B shots</b>					

**Clearlake Oaks County Water District**  
**CRP/CIP Profit and Loss**  
 July 2020 through February 2021

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Income</b>					
425 · CRP (Capital Replacment Plan)					
425.2 · Sewer	0.00	0.00	-34.84	-34.84	-34.84
425.1 · Water	0.00	-15.41	0.00	-15.41	-15.41
425 · CRP (Capital Replacment Plan) - ...	12,454.46	259,868.08	241,984.45	514,306.99	514,306.99
<b>Total 425 · CRP (Capital Replacment Plan)</b>	12,454.46	259,852.67	241,949.61	514,256.74	514,256.74
430 · Penalty & Interest	139.51	4,168.33	3,395.80	7,703.64	7,703.64
440 · Misc Revenue	0.00	0.00	68.07	68.07	68.07
<b>Total Income</b>	12,593.97	264,021.00	245,413.48	522,028.45	522,028.45
<b>Total Income</b>	12,593.97	264,021.00	245,413.48	522,028.45	522,028.45
<b>Gross Profit</b>	12,593.97	264,021.00	245,413.48	522,028.45	522,028.45
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	0.00	102,346.23	94,588.00	196,934.23	196,934.23
520 · FICA - District Share	0.00	7,637.04	6,996.04	14,633.08	14,633.08
530 · Medical Ins - Dist Share	0.00	18,264.31	10,836.01	29,100.32	29,100.32
540 · PERS - District Share	0.00	4,807.06	4,662.95	9,470.01	9,470.01
560 · Workers Comp Ins	0.00	6,772.09	3,182.97	9,955.06	9,955.06
<b>Total Salaries &amp; EE Benefits</b>	0.00	139,826.73	120,265.97	260,092.70	260,092.70
<b>Services &amp; Supplies</b>					
620 · Communications & Internet	0.00	948.10	948.03	1,896.13	1,896.13
640 · Fuel & Oil	0.00	6,667.21	6,667.14	13,334.35	13,334.35
650 · Interest	0.00	3,483.95	3,483.91	6,967.86	6,967.86
657 · Lab	0.00	2,052.00	0.00	2,052.00	2,052.00
685 · Rents	0.00	0.00	10,801.00	10,801.00	10,801.00
690 · Safety & Security	0.00	4,837.25	1,081.72	5,918.97	5,918.97
703 · Supplies - Clothing & Personal	0.00	1,635.08	300.00	1,935.08	1,935.08
715 · Supplies-Chemicals-Operating	0.00	1,473.23	0.00	1,473.23	1,473.23
720 · Supplies - Inventory - Other	0.00	0.00	726.01	726.01	726.01
735 · Training/Classes/Certs/ClassB	0.00	225.00	225.00	450.00	450.00
<b>Total Services &amp; Supplies</b>	0.00	21,321.82	24,232.81	45,554.63	45,554.63
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	0.00	147.63	2,686.69	2,834.32	2,834.32
820 · R&R Lift Stations	0.00	0.00	3,695.25	3,695.25	3,695.25
830 · R&R Equipment	633.88	43,175.98	35,773.30	79,583.16	79,583.16
832 · R&R Mains and Sewer Lines	0.00	16,551.50	6,886.77	23,438.27	23,438.27
840 · R&R Vehicles	0.00	10,475.40	7,945.62	18,421.02	18,421.02
<b>Total Repairs &amp; Replacement</b>	633.88	70,350.51	56,987.63	127,972.02	127,972.02
<b>Total Expense</b>	633.88	231,499.06	201,486.41	433,619.35	433,619.35
<b>Net Ordinary Income</b>	11,960.09	32,521.94	43,927.07	88,409.10	88,409.10
<b>Net Income</b>	11,960.09	32,521.94	43,927.07	88,409.10	88,409.10

Clearlake Oaks Co Water District  
**Budget Variance Report July 1, 2020 through June 30, 2021**

8 As of February 2021 Target % > **66.7%** CRP-PC

Summary	Budget Annual	YTD	Actual YTD Amount	%
PC CRP Revenue	19,536	13,024	12,594	64.5%
PC CRP Expenses	0	0	634	0.0%

Expenses	2020-2021 Budget Annual	YTD	Actual YTD	% Spent	Total emaining
<b>Salaries and Employee Benefits &gt;</b>	-	-	-	<b>0.0%</b>	-
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 bc	-	-	-	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, book:	-	-	-	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
<b>Services and Supplies &gt;</b>	<b>0</b>	<b>0</b>	-	<b>0.0%</b>	<b>0</b>
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	-	-	634	0.0%	(634)
832 R&R Mains/Laterals	-	-	-	0.0%	-
840 R&R Vehicles	-	-	-	0.0%	-
<b>Repairs &amp; Replacement &gt;</b>	<b>0</b>	<b>0</b>	<b>634</b>	<b>0.0%</b>	<b>(634)</b>
<b>Total Expenses &gt;</b>	<b>0</b>	<b>0</b>	<b>634</b>	<b>0.0%</b>	<b>(634)</b>

830 Dosage tank repair, starters for booster pumps

Clearlake Oaks Co Water District  
Budget Variance Report July 1, 2020 through June 30, 2021

Target % > **66.7%** CRP-WATER

8

As of February 2021		<u>WATER - CRP</u>				
Summary		Budget		Actual YTD		
		Annual	YTD	Amount	%	
<b>WATER CRP Revenue</b>		411,876	274,584	264,021	64.1%	0%
<b>WATER CRP Expenses</b>		265,148	176,765	231,497	87.3%	0%
USDA Payment 1st year		140,000	93,333			
<b>Operating Balance</b>		<b>6,728</b>	<b>4,485</b>	<b>32,524</b>		
Expenses		2020-2021 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	91,124	60,749	102,345	112.3%	(11,221)
520	FICA - District Share	7,480	4,987	7,637	102.1%	(157)
530	Medical Ins - District Share	43,595	29,063	18,264	41.9%	25,331
540	PERS - District Share	6,670	4,447	4,807	72.1%	1,863
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,779	5,853	6,772	77.1%	2,007
<b>Salaries and Employee Benefits &gt;</b>		<b>157,648</b>	<b>105,099</b>	<b>139,825</b>	<b>88.7%</b>	<b>17,823</b>
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	5,000	3,333	948	19.0%	4,052
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	833		0.0%	1,250
630	Equip - Office	-	-			
640	Fuel & Oil	6,500	4,333	6,667	102.6%	(167)
645	Insurance	0	0		0.0%	0
650	Interest	0	0	3,484	0.0%	(3,484)
657	Outsource Lab / Internal Lab	2,500	1,667	2,052	0.0%	448
660	Memberships & Subscriptions	0	0		0.0%	0
665	Mileage Reimb	0	0		0.0%	0
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services Leak Chk	-	-		0.0%	-
685	Rents	0	0		0.0%	0
690	Safety & Sec (includes boots)	3,500	2,333	4,837	0.0%	(1,337)
700	Tools & Instruments	750	500		0.0%	750
703	Supplies - Clothing & Personal	1,500	1,000	1,635	0.0%	(135)
705	Supplies - Office	150	100		0.0%	150
715	Treatment Chemicals	0	0	1,473	0.0%	(1,473)
720	Supplies - Operating - Other	7,500	5,000		0.0%	7,500
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	750	500	225	0.0%	525
745	Travel / Lodging	600	400		0.0%	600
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
<b>Services and Supplies &gt;</b>		<b>30,000</b>	<b>20,000</b>	<b>21,321</b>	<b>71.1%</b>	<b>8,679</b>
810	R&R Buildings & Grounds	7,500	5,000	148	2.0%	7,352
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	16,667	43,176	172.7%	(18,176)
832	R&R Mains/Service Lines/Tanks	25,000	16,667	16,552	66.2%	8,448
840	R&R Vehicles	20,000	13,333	10,475	52.4%	9,525
<b>Repairs &amp; Replacement &gt;</b>		<b>77,500</b>	<b>51,667</b>	<b>70,351</b>	<b>90.8%</b>	<b>7,149</b>
<b>Total Expenses &gt;</b>		<b>265,148</b>	<b>176,765</b>	<b>231,497</b>	<b>87.3%</b>	<b>33,651</b>

Expense Notes

- 840 V-27 Transmission Repair
- 830 Hydrant Replacement/Repair
- 832 Excessive leaks in system

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**Clearlake Oaks Co Water District**  
**Budget Variance Report July 1, 2020 through June 30, 2021**

8 SEWER-CRP Target % > **66.7%** **CRP-SEWER**

As of February 2021

Summary	Budget		Actual YTD			
	Annual	YTD	Amount	%		
<b>SEWER CRP Revenue</b>	396,097	264,065	245,413	62.0%	0%	
<b>SEWER CRP Expenses</b>	430,722	287,148	201,486	46.8%	0%	
Bridge Loan Interest	-	-	-			
USDA Annual Payment	105,280	70,187	27,140			
	-	-	-			
	-	-	-			
<b>Operating Balance (loss)</b>	<b>(139,905)</b>	<b>(93,270)</b>	<b>43,927</b>			

Expenses	2020-2021 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	210,135	140,090	94,588	45.0%	115,547
520 FICA - District Share	17,317	11,545	6,996	40.4%	10,321
530 Medical Ins - District Share	59,719	39,813	10,836	18.1%	48,883
540 PERS - District Share	7,884	5,256	4,663	59.1%	3,221
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	20,716	13,811	3,183	15.4%	17,533
<b>Salaries and Employee Benefits &gt;</b>	<b>315,772</b>	<b>210,514</b>	<b>120,266</b>	<b>38.1%</b>	<b>195,506</b>
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	3,333	948	19.0%	4,052
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	833	-	0.0%	1,250
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	6,500	4,333	6,667	102.6%	(167)
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	3,484	0.0%	(3,484)
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	-	-	10,801	0.0%	(10,801)
690 Safety & Security (includes boots)	1,500	1,000	1,082	72.1%	418
700 Tools & Instruments	200	133	-	0.0%	200
703 Supplies - Clothing & Personal	300	200	300	100.0%	-
705 Supplies - Office	100	67	-	0.0%	100
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	7,500	5,000	726	9.7%	6,774
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	1,200	800	225	0.0%	975
745 Travel / Lodging	400	267	-	0.0%	400
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
<b>Services and Supplies &gt;</b>	<b>23,950</b>	<b>15,967</b>	<b>24,233</b>	<b>101.2%</b>	<b>(283)</b>
810 R&R Buildings & Grounds	10,000	6,667	2,686	26.9%	7,314
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	13,333	3,695	18.5%	16,305
830 R&R Equipment	25,000	16,667	35,773	143.1%	(10,773)
832 R&R Mains/Laterals	25,000	16,667	6,887	27.5%	18,113
840 R&R Vehicles	11,000	7,333	7,946	72.2%	3,054
	-	-	-	0.0%	-
<b>Repairs &amp; Replacement &gt;</b>	<b>91,000</b>	<b>60,667</b>	<b>56,987</b>	<b>62.6%</b>	<b>34,013</b>
<b>Total Expenses &gt;</b>	<b>430,722</b>	<b>287,148</b>	<b>201,486</b>	<b>46.8%</b>	<b>229,236</b>

Expense Notes

- 640 Back up generator ran during main breaker outage**
- 830 Main Breaker failure and back up generator failure**
- 685 Back up generator failed during PSPS - had to rent one at last minute**

**Clearlake Oaks County Water District**  
**Capital Improvements**  
**As of February 28, 2021**

Date	Name	Memo	Class	Amount
<b>130 - Const In Progress - Studies</b>				
08/03/2020	Badger Meter	2 ea. IR Communica...	Loan/Grant:...	195.87
10/07/2020	Badger Meter	Meters	Loan/Grant:...	3,679.39
10/07/2020	Badger Meter	Meters	Loan/Grant:...	2,618.45
12/29/2020	Badger Meter	Meter reading for PC	Loan/Grant:...	74.76
02/15/2021	Badger Meter	15 ea - Install kits	Loan/Grant:...	3,536.77
02/22/2021	Badger Meter	Billing integration	Loan/Grant:...	965.25
02/23/2021	Badger Meter	12 - mobile read mo...	Loan/Grant:...	600.00
Total 130 - Const In Progress - Studies				11,670.49
<b>138 - USDA Water Improvements</b>				
07/05/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	37,570.58
07/15/2020	BKF Engineers	Services May 25, 20...	Loan/Grant:...	960.00
08/01/2020	AES - Analytical Envir...	Professional service...	Loan/Grant:...	1,182.50
08/05/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	26,802.80
08/06/2020	BKF Engineers	Services 6/29/2020 -...	Loan/Grant:...	1,440.00
09/01/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	800.00
09/01/2020	AES - Analytical Envir...	Services thru 8/31/2...	Loan/Grant:...	291.90
09/05/2020	MC Engineering, Inc	USDA Water Project	Loan/Grant:...	31,641.59
10/01/2020	AES - Analytical Envir...	Professional service...	Loan/Grant:...	570.00
10/05/2020	MC Engineering, Inc	USDA Water	Loan/Grant:...	48,994.53
10/08/2020	First American Title C...	Preliminary report - ...	Loan/Grant:...	500.00
10/31/2020	AES - Analytical Envir...	10/31/2020	Loan/Grant:...	887.50
11/05/2020	MC Engineering, Inc	USDA Meters/Water...	Loan/Grant:...	48,004.91
11/06/2020	BKF Engineers	Harvey Tank Access...	Loan/Grant:...	1,200.00
11/19/2020	PG&E	2746605 - EP 9940 ...	Loan/Grant:...	2,500.00
11/29/2020	BKF Engineers	C20149030-30 - Har...	Loan/Grant:...	1,200.00
12/05/2020	MC Engineering, Inc	USDA Water Project	Loan/Grant:...	32,976.13
01/05/2021	MC Engineering, Inc	USDA Water Project	Loan/Grant:...	18,146.38
02/05/2021	MC Engineering, Inc	USDA Water Project	Loan/Grant:...	26,028.08
02/22/2021	Geo Land	Legal description an...	Loan/Grant:...	2,500.00
Total 138 - USDA Water Improvements				284,196.90
<b>128 - Sewer Infrstrcture &amp; Rehab Proj (Phase 1 was the installation of the Force Main)</b>				
09/01/2020	MC Engineering, Inc	Inflow & Infiltration ...	Loan/Grant:...	168.66
09/28/2020		State of CA - State ...	Loan/Grant:...	-75,572.00
02/05/2021	MC Engineering, Inc	Sewer Inflow/infiltra...	Loan/Grant:...	650.00
Total 128 - Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				-74,753.34
<b>121 - Wtr Dist &amp; Wtr Storage Projects (Replacement or installation of water distrib...</b>				
<b>131 - Waste Water Plant</b>				
<b>131.1 - Pumps/Equipment</b>				
08/20/2020	Commercial Pump & ...	WWTP - Effluent Pu...	CRP:Sewer	9,680.00
09/27/2020	Leete Generators Inc	Repair backup gener...	CRP:Sewer	3,261.92
10/26/2020	Coastal Mountain Ele...	Emergency work - b...	CRP:Sewer	17,577.00
12/05/2020	Leete Generators Inc	Repair Generator S...	CRP:Sewer	1,838.65
12/07/2020	Coastal Mountain Ele...	7576 GE Service Te...	CRP:Sewer	3,392.00
12/09/2020	Commercial Pump & ...	Rebuild Effluent Pu...	CRP:Sewer	30,167.24
01/19/2021	WECO Industries	Push Camera	GL:Sewer	14,522.72
Total 131.1 - Pumps/Equipment				80,439.53
<b>131 - Waste Water Plant - Other</b>				
Total 131 - Waste Water Plant - Other				
Total 131 - Waste Water Plant				80,439.53
<b>127 - Water Plant</b>				
<b>127.6 - Swan AMI Turbiwell Monitor</b>				
Total 127.6 - Swan AMI Turbiwell Monitor				
<b>127.5 - A/C installation for Filter Rm</b>				
Total 127.5 - A/C installation for Filter Rm				
<b>127.4 - PH System</b>				
Total 127.4 - PH System				
<b>127.2 - Harvy Vault Chlor Inject Proj</b>				
Total 127.2 - Harvy Vault Chlor Inject Proj				
<b>127.1 - Major Equipment</b>				

**Clearlake Oaks County Water District  
Capital Improvements  
As of February 28, 2021**

Date	Name	Memo	Class	Amount
11/24/2020	Instrument Technolog...	HL-7000 Electro-Aco...	CRP:Water	5,758.31
	Total 127.1 · Major Equipment			5,758.31
	<b>127 · Water Plant - Other</b>			
	Total 127 · Water Plant - Other			
	Total 127 · Water Plant			5,758.31
	<b>120 · District General CRP (EQUIPMENT - WAS 1011181)</b>			
	<b>120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>			
	Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...			
	<b>120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)</b>			
	Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)			
	<b>120.75 · SCADA</b>			
12/14/2020	Southport Control Sol...	IIFT sTATION 12 cO...	CRP:Sewer	17,330.00
	Total 120.75 · SCADA			17,330.00
	<b>120.90 · Vehicles/Generators/Trailers</b>			
09/30/2020	101 Trailer & RV	2021 New Load trailer	GL:Sewer	3,886.82
09/30/2020	101 Trailer & RV	2021 New Load Trailer	GL:Water	3,886.81
10/06/2020				409,026.92
	Total 120.90 · Vehicles/Generators/Trailers			416,800.55
	<b>120 · District General CRP (EQUIPMENT - WAS 1011181) - Other</b>			
	Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other			
	Total 120 · District General CRP (EQUIPMENT - WAS 1011181)			434,130.55
	<b>122 · Bldgs/Grounds Cap Improvements</b>			
	Total 122 · Bldgs/Grounds Cap Improvements			
	<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>			
	<b>124.30 · Lift Stations</b>			
08/04/2020	Southport Control Sol...	Lift station PLC and ...	CRP:Sewer	1,950.00
09/14/2020	Southport Control Sol...	9/2/2020 - L/S #12 u...	CRP:Sewer	1,372.00
09/14/2020	Southport Control Sol...	Remote service call ...	CRP:Sewer	237.00
09/14/2020	Southport Control Sol...	9/8/2020 - Service c...	CRP:Sewer	948.00
09/14/2020	Southport Control Sol...	Mileage 9/8/2020	CRP:Sewer	108.00
10/30/2020	Municipal Maintenanc...	Gamajet 8 Manhole ...	CRP:Sewer	5,660.32
	Total 124.30 · Lift Stations			10,275.32
	<b>124.50 · Mains</b>			
	Total 124.50 · Mains			
	<b>124.60 · Meters</b>			
11/19/2020	Badger Meter	3 - Compound meter...	CRP:Water	14,010.38
	Total 124.60 · Meters			14,010.38
	<b>124.90 · Water Tanks</b>			
	Total 124.90 · Water Tanks			
	<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>			
07/28/2020	Pace	Hydrant supplies for ...	CRP:Water	3,612.17
07/28/2020	Pace	Fire hydrant	CRP:Water	3,233.20
07/30/2020	Mendo Mill	Repair hydrant in fro...	CRP:Water	124.32
07/31/2020	Mendo Mill	Paint for hydrant rep...	CRP:Water	91.70
09/01/2020	MC Engineering, Inc	Lead Pipe response	CRP:Water	2,937.50
09/01/2020	MC Engineering, Inc	Lead pipe response	CRP:Water	2,183.27
09/01/2020	Pace	Hydrant repairs	CRP:Water	7,160.57
10/23/2020	Pace	Hydrants for Orchard...	CRP:Water	6,555.89
	Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...			25,898.62
	Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...			50,184.32
	<b>125 · Land - Dist. Cap. Improvements</b>			
	Total 125 · Land - Dist. Cap. Improvements			
	<b>129 · ALLOW. FOR DEPRECIATION</b>			

2:16 PM

03/09/21

Accrual Basis

**Clearlake Oaks County Water District**  
**Capital Improvements**  
As of February 28, 2021

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
	Total 129	· ALLOW. FOR DEPRECIATION		
	<b>TOTAL</b>			<b>791,626.76</b>

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### Accounts

Transfer/Settings

#### CRP PC \*6192

Available \*\*\$9,615.95

Current \$9,615.95

#### CRP SEWER \*3745

Available \*\*\$51,089.41

Current \$51,089.41

#### GENERAL LEDGER \*9122

Available \*\*\$275,350.06

Current \$250,468.21

#### PC ESCROW \*6184

Available \*\*\$132,707.32

Current \$132,707.32

#### PUBLIC REGULAR CHK \*8503

Available \*\*\$250,200.00

Current \$250,200.00

#### PUBLIC REGULAR CHK \*9592

Available \*\*\$25,000.00

Current \$25,000.00

### Make a Payment

Make paying bills fast and easy

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Sign up for payments

### Get Help with Taxes



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Start for free

### Purchase Rewards

You currently have no rewards available. Check back soon.



### CRP WATER \*6990

Available	**\$96,055.08
Current	\$96,055.08

\*6192-CRP PC

[change account](#) ▼

[How does this work?](#)

## BALANCE TOTALS

Total Deposit Accounts \$815,135.97

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

## Money Management

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## Outside Accounts



No outside accounts added.

[Add account](#)

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# California State Treasurer *Fiona Ma, CPA*



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

March 12, 2021

[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

February 2021 Statement

### Account Summary

Total Deposit:	0.00	Beginning Balance:	1,059,428.79
Total Withdrawal:	0.00	Ending Balance:	1,059,428.79

**Aged Accounts Receivable**  
**As of 03/15/2021**

1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$86,213.69	\$23,743.83	\$17,418.97	\$15,217.23	\$224,532.69	<u>\$367,126.41</u>

Total number of accounts with open balances: 879

These totals include all accounts on the Tax Roll

<b>Water</b>	\$93,429.94
<b>Water Penalty</b>	\$8,659.78
<b>Sewer</b>	\$150,292.80
<b>Sewer Penalty</b>	\$11,184.82
<b>CRP Water</b>	\$42,040.24
<b>CRP Water Penalty</b>	\$2,335.03
<b>CRP Sewer</b>	\$55,169.93
<b>CRP Sewer Penalty</b>	\$3,411.66
<b>CRP PC</b>	\$566.72
<b>CRP PC Penalty</b>	\$35.49
<b>Total Balance:</b>	<b>\$367,126.41</b>

**Clearlake Oaks County Water District**  
**Payroll Summary**  
**February 2021**

	<u>Hours</u>	<u>Rate</u>	<u>Feb 21</u>
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-48.75	39.48	-2,209.93
CTO Used	4.25	26.32	111.86
Holiday	96	23.10	2,977.70
Holiday Worked (x2.5)	8	65.80	565.16
Overtime (x1.5)	81.5	39.14	3,716.19
PTO	186.75	23.10	6,311.05
Straight	2,027.75	23.10	60,736.09
Duty Pay			4,165.00
<b>Total Gross Pay</b>	<b>2,355.5</b>		<b>76,373.12</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-2,174.20
AFLAC (pre-tax)			-505.02
AFLAC (taxable) AFTER TAX			-128.88
CALPers 457			-400.00
CALPers EE (Pretax)			-3,994.54
<b>Total Deductions from Gross Pay</b>			<b>-7,202.64</b>
<b>Adjusted Gross Pay</b>	<b>2,355.5</b>		<b>69,170.48</b>
<b>Taxes Withheld</b>			
Federal Withholding			-5,404.00
Medicare Employee			-1,068.57
Social Security Employee			-4,569.03
CA - Withholding			-1,862.84
CA - Disability			-884.32
<b>Total Taxes Withheld</b>			<b>-13,788.76</b>
<b>Deductions from Net Pay</b>			
Miscellaneous Deduction			-285.14
Wage Garnishment			-912.68
<b>Total Deductions from Net Pay</b>			<b>-1,197.82</b>
<b>Additions to Net Pay</b>			
Miscellaneous Addition			110.18
<b>Total Additions to Net Pay</b>			<b>110.18</b>
<b>Net Pay</b>	<b>2,355.5</b>		<b>54,294.08</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			1,068.57
Social Security Company			4,569.02
<b>Total Employer Taxes and Contributions</b>			<b>5,637.59</b>

## Clearlake Oaks County Water District

## Trial Balance

As of February 28, 2021

03/09/21

Accrual Basis

	Feb 28, 21	
	Debit	Credit
102.13 · SEWER RESERVES-9592	20,000.00	
102.11 · PC ESCROW - 6184	132,707.32	
102.10 · CRP PC - 6192	8,139.55	
102.12 · WATER RESERVES- 8503	237,700.00	
102.001 · GL - 9122	292,041.04	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	870,428.81	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	89,326.41	
102.03 · CRP Sewer - 3745	35,631.04	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	139,834.28	
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.	351,149.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	709,883.08	
128 · Sewer Infrstrcture & Rehab Proj	3,900,396.37	
121 · Wtr Dist & Wtr Storage Projects	150,784.44	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - Distri...	115,500.66	
131 · Waste Water Plant	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	99,784.99	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	211,458.66	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	182,836.13	
120 · District General CRP	95,008.57	
120 · District General CRP:120.01 · General Equipment/Tools	1,921,549.25	
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	691,610.28	
122 · Bldgs/Grounds Cap Improvements	8,535,149.57	
124 · D/C System Cap Improvements	3,166,870.22	
124 · D/C System Cap Improvements:124.2 · GIS Online Mapping Syst...	6,565.17	
124 · D/C System Cap Improvements:124.30 · Lift Stations	56,539.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lif...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	24,010.72	
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		8,856,056.00
200 · ACCOUNTS PAYABLE		62,900.36
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		826.01
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133		140.74
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		931.04
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		342.44
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	

**Clearlake Oaks County Water District**  
**Trial Balance**  
 As of February 28, 2021

	Feb 28, 21	
	Debit	Credit
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		10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		319,690.65
280 · Loan:280.12 · USDA Loan		1,012,320.41
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	3,629.94	
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	6,913.98	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT OR...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		7,249.85
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	12.40	
223.50 · MEDICARE TAX PAYABLE	2.90	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	0.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	0.01	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	442.65	
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		5,654.71
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	1,891.01	
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		5,956,568.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		12,858,812.88
Income:410 · Client Reg Pmt		1,485,263.45
Income:420 · Connection Fees		10,396.00
Income:425 · CRP		514,365.07
Income:425 · CRP:425.2 · Sewer	34.84	
Income:425 · CRP:425.1 · Water	15.41	
Income:430 · Penalty & Interest		32,863.60
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3 · WTP, ...		1,918.62
Income:440 · Misc Revenue		59,783.93
Income:450 · Other - Non S/W Rev		127,564.47
Loans/Grants:925 · PC Escrow Acct	49,997.50	

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## Clearlake Oaks County Water District

## Trial Balance

03/09/21

As of February 28, 2021

Accrual Basis

	Feb 28, 21	
	Debit	Credit
Salaries & EE Benefits:545 · CALPers 457		400.00
Salaries & EE Benefits:505 · Salaries & Wages	727,062.53	
Salaries & EE Benefits:520 · FICA - District Share	53,760.89	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	176,311.41	
Salaries & EE Benefits:540 · PERS - District Share	96,469.33	
Salaries & EE Benefits:550 · Unemployment	11,549.88	
Salaries & EE Benefits:560 · Workers Comp Ins	22,947.26	
Services & Supplies:610 · Bank Fees	16,150.85	
Services & Supplies:620 · Communications & Internet	21,878.63	
Services & Supplies:622 · Board Exp	33.95	
Services & Supplies:630 · Equip - Office	768.81	
Services & Supplies:640 · Fuel & Oil	21,332.33	
Services & Supplies:645 · Insurance	67,747.11	
Services & Supplies:650 · Interest	34,107.86	
Services & Supplies:657 · Lab	25,549.61	
Services & Supplies:660 · Memberships & Subscription	54,350.80	
Services & Supplies:665 · Mileage Reimb	118.10	
Services & Supplies:670 · Postage & Shipping	8,253.90	
Services & Supplies:675 · Professional Services	29,189.49	
Services & Supplies:685 · Rents	19,710.08	
Services & Supplies:690 · Safety & Security	15,848.66	
Services & Supplies:700 · Tools & Instruments	3,597.14	
Services & Supplies:703 · Supplies - Clothing & Personal	6,501.32	
Services & Supplies:705 · Supplies - Office	6,634.32	
Services & Supplies:715 · Supplies-Chemicals-Operating	83,746.79	
Services & Supplies:720 · Supplies - Inventory - Other	5,285.68	
Services & Supplies:735 · Training/Classes/Certs/ClassB	2,781.28	
Services & Supplies:750 · Utilities	189,249.49	
Services & Supplies:760 · Waste Disposal	29,015.49	
Services & Supplies:795 · Yolo Co	39,573.14	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	2,665.44	
Repairs & Replacement:810 · R&R Buildings & Grounds	5,243.42	
Repairs & Replacement:820 · R&R Lift Stations	3,695.25	
Repairs & Replacement:830 · R&R Equipment	79,583.16	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	23,438.27	
Repairs & Replacement:840 · R&R Vehicles	22,087.90	
66000 · Payroll Expenses	166.97	
COVID-19 Expense Account	1,293.60	
<b>TOTAL</b>	<b>32,168,741.21</b>	<b>32,168,741.21</b>



10:27 AM

03/12/21

**Clearlake Oaks County Water District**  
**A/P Aging Summary**  
**All Transactions**

---

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Alpha Analytical Labs	464.00	0.00	0.00	0.00	0.00	464.00
California State Disbursement Unit	456.34	0.00	0.00	0.00	0.00	456.34
Coastal Mountain Electric	1,114.00	0.00	0.00	0.00	0.00	1,114.00
Deeper Cleaning	350.00	0.00	0.00	0.00	0.00	350.00
EDD - Unemployment	2,546.82	0.00	0.00	0.00	0.00	2,546.82
ENTERPRISE TOWING	105.00	0.00	0.00	0.00	0.00	105.00
Four Corners True Value	7.71	0.00	0.00	0.00	0.00	7.71
Lake County Waste Solutions	703.34	0.00	0.00	0.00	0.00	703.34
Lake Express Lube	74.12	0.00	0.00	0.00	0.00	74.12
MC Engineering, Inc	18,466.99	0.00	0.00	0.00	0.00	18,466.99
Mendo Mill	207.88	0.00	0.00	0.00	0.00	207.88
Pace	0.00	-141.53	0.00	0.00	0.00	-141.53
People Services Inc	125.00	0.00	0.00	0.00	0.00	125.00
Quill	256.56	0.00	0.00	0.00	0.00	256.56
Redwood Coast Fuels	817.08	0.00	0.00	0.00	0.00	817.08
Richard Bishop	22.10	0.00	0.00	0.00	0.00	22.10
State of California - Franchise Tax Board	0.00	181.95	0.00	0.00	0.00	181.95
Terminix	0.00	92.00	0.00	0.00	0.00	92.00
Tri-Cities Answering Service	146.30	0.00	0.00	0.00	0.00	146.30
<b>TOTAL</b>	<b><u>25,863.24</u></b>	<b><u>132.42</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>25,995.66</u></b>

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## Account Payable Breakdown

Date: 3/12/2021

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$281,655.96	\$250,468.21	\$275,350.06
CRP Water - 6990	\$96,055.08	\$96,055.08	\$96,055.08
CRP Sewer - 3745	\$51,089.41	\$51,089.41	\$51,089.41
CRP PC - 6192	\$9,615.95	\$9,615.95	\$9,615.95
PC Escrow	\$132,707.32	\$132,707.32	\$132,707.32
Water Reserve - 8503	\$250,200.00	\$250,200.00	\$250,200.00
Sewer Reserve - 9592	\$25,000.00	\$25,000.00	\$25,000.00
LAIF Balance	\$1,059,428.81	\$1,059,428.79	\$0.02 Laif dropped (.02)
Current A/P Aging	\$25,995.66		
Kansas State Bank-VacCon	\$7,421.47	EFT - 3/16/2021	
ACWA - Health Ins	\$25,043.14		
Credit Card	\$3,945.50	Estimate	
TOTAL	\$62,405.77		

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**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

**FEBRUARY 18, 2021**

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

In the audience, our Chief Operators

- √ 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

**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. Staff Written Operational Reports**

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

**2. Financial Reports for review and approval**

- a. January 2021, 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

3. **Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 01/21/2021
- b. Minutes of Special Meeting 01/21/2021

4. **Bills**

- a. MC Engineering invoice number 2036 dated 02/05/2021, in the amount of \$26,028.08 for the USDA Water Projects

**Action Taken: Motion to remove Staff Written Operational Reports from the consent items and approve the remaining consent items**

**ARCHACKI/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

5. **Agenda (New Business)**

- a. Discussion and consideration of Resolution 21-03, Amending the 'Sewer' Code

**Action Taken: Motion to approve Resolution 21-03, Amending the 'Sewer' Code**

**HERMAN/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- b. Discussion and update of the USDA Water Project

**Action Taken: NO ACTION**

- c. Discussion and consideration of Resolution of 21-04, Additional USDA Grant Funding and District Share

**Action Taken: Motion to approve Resolution 21-04, Additional USDA Grant Funding and District Share**

**BURTON/ARCHACKI M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- d. Discussion and consideration of Resolution of 21-05, Adopting USDA Resolution 1780-27

**Action Taken: Motion to approve Resolution 21-05, Adopting USDA Resolution 1780-27**

**ARCHACKI/HERMAN M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- e. Discussion and consideration of Resolution of 21-06, Approving Certificates of Participation for USDA

**Action Taken: Motion to approve Resolution 21-06, Approving Certificates of Participation for USDA**

**BURTON/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

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- f. Discussion and approval of the staff report from the General Manager regarding USDA

**Action Taken: Motion to approve the USDA staff report from the General Manager**  
**ARCHACKI/BOUCHER M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: NONE**

- g. Discussion and consideration of Ordinance 84 regarding the Clearlake Oaks County Water District 'Sewer' Code

**Action Taken: Motion to approve Ordinance 84 regarding the Clearlake Oaks County Water District 'Sewer' Code**  
**HERMAN/BURTON M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: NONE**

- h. Discussion and consideration of purchasing Pro Pac 9800 from NTU Technologies for the Water Plant, not to exceed \$20,000.00

**Action Taken: Motion to approve the purchase of Pro Pac 9800 from NTU Technologies for the Water Plant, not to exceed \$20,000.00**  
**BURTON/BOUCHER M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: NONE**

- i. Discussion and update of the Proposition 218 rate study from Mary Fleming with RCAC

**Action Taken: NO ACTION**

**Adjournment**

**Time: 3:44 p.m.**

**SIGNED: \_\_\_\_\_**  
**Margaret Medeiros, President**

**ATTESTED TO: \_\_\_\_\_**  
**Olivia Mann, Board Secretary**



**MC Engineering, Inc.**

9294 Madison Ave  
Orangevale, CA 95662

# Invoice

Date	Invoice #
3/5/2021	2046

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	4/4/2021	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Assistant Engineer, Jose Diaz-Mendez	38	105.00	3,990.00	
Project Engineer 2, Richard Relyea	52	130.00	6,760.00	
Project Manager, Mark Carey, PE	26	165.00	4,290.00	
Operations Management Engineer, John Pedri, PE	19.5	160.00	3,120.00	
Administrative Support	2	65.00	130.00	
Jose 2/16 - 269 mi @ \$0.56 / mi	269	0.56	150.64	
02/02/21 Usps - Flash drives to clocwd	1	26.35	26.35	
<i>138- 4/6 USDA Water emp. project</i>				
<i>(DM)</i>				
<b>Total</b>			<b>\$18,466.99</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$18,466.99</b>	

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

*AD*

**CLEARLAKE OAKS COUNTY WATER DISTRICT  
RESOLUTION NO. 21-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CLEARLAKE OAKS  
COUNTY WATER DISTRICT DECLARING ITS INTENTION TO REIMBURSE  
CERTAIN EXPENDITURES FROM THE PROCEEDS OF TAX-EXEMPT  
OBLIGATIONS AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO  
AS REQUIRED BY UNITED STATES DEPARTMENT OF TREASURY  
REGULATIONS SECTION 1.150-2**

**WHEREAS**, the Board of Directors (the "Board") of the Clearlake Oaks County Water District (the "District"), after due investigation and deliberation, desires to undertake proceedings for the financing (the "Financing") the certain costs of constructing, repairing, expanding, modernizing, and/or equipping certain improvements to its water enterprise system, as general described in Exhibit A attached hereto and incorporated herein (the "Project"); and

**WHEREAS**, the District intends to finance the construction, repairing, expanding, modernizing, and/or equipping of the Project or portions of the Project with the proceeds of tax-exempt bonds, notes, certificates of participation, revenue bonds or other forms of tax-exempt debt (the "Debt Obligations" and/or "Certificates"); and

**WHEREAS**, prior to the issuance of any Debt Obligations and/or Certificates the District desires to incur certain capital expenditures (the "Reimbursable Expenditures") with respect to the Project from available moneys of the District; and

**WHEREAS**, the Board has determined that those moneys which will be advanced on and after the date hereof to pay Reimbursable Expenditures are available only for a temporary period, and it is necessary to reimburse the District for such Reimbursable Expenditures from the proceeds of the Debt Obligations and/or Certificates all as set forth pursuant to Section 1.150-2 of the regulations (the "Treasury Regulations") promulgated under the Internal Revenue Code of 1986, as amended (the "Tax Code"); and

**WHEREAS**, this Resolution will be reasonably available for public inspection within a reasonable period of time after its date of adoption and in the same manner governing the public availability of records of other official acts of the Board; and

**WHEREAS**, this Resolution is intended to be a "declaration of official intent" in accordance with Section 1.150-2 of the Treasury Regulations; and

**WHEREAS**, this action does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Clearlake Oaks County Water District hereby orders and determines as follows:

**Section 1.** The foregoing recitals are adopted as findings of the Board as though set forth fully herein.

**Section 2.** The District reasonably expects to reimburse itself for the Reimbursable Expenditures made by the District in anticipation of the issuance of the Debt Obligations and/or Certificates with proceeds of Debt Obligations and/or Certificates. The reimbursement of Reimbursable Expenditures is consistent with the District's budgetary and financial circumstances.

**Section 3.** The Board hereby determines that it is necessary and desirable to proceed with the Financing and procurement of the Debt Obligations and/or Certificates.

**Section 4.** The maximum principal amount of the Debt Obligations and/or Certificates from which Reimbursable Expenditures are to be made is reasonably expected to be \$5,000,000.00. The obligation to be represented by the Debt Obligations and/or Certificates may be incurred by the District by means of the execution and delivery of lease agreement, certificates of participation and/or revenue bonds.

**Section 5.** The proceeds from the Debt Obligations and/or Certificates are to be used for the financing, acquisition, design and/or construction of the Project, and for paying certain costs of issuance related thereto.

**Section 6.** This Resolution is adopted for purposes of establishing compliance with the requirements of section 1.150-2 of the Treasury Regulations. This Resolution does not bind the District to make any expenditure, incur any indebtedness or proceed with the Financing of the Projects.

**Section 7.** The General Manager, the Secretary and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate any of the transactions contemplated by the documents approved pursuant to this Resolution.

**Section 8. Effective Date.** This Resolution shall take effect from and after the date of its passage and adoption.

**THE ABOVE RESOLUTION** is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a special meeting thereof held on the 18th day of March, 2021 by the following vote:

**AYES:**

**NOES: None**

**ABSTAIN:**

**ABSENT:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: \_\_\_\_\_  
Margaret Medeiros, Board President

Attest: \_\_\_\_\_  
Olivia Mann, Board Secretary



## EXHIBIT A

### GENERAL DESCRIPTION OF THE PROJECT

**The Project to be acquired and constructed with the proceeds of the Debt Obligations and/or Certificates, is general described as follows:**

**The acquisition and improvements to the District's Water System, including installation of back flow devises, drive by radio meters, four District DMA Meter assemblies, the replacement of the Cerritos Water Tank, Water Treatment Plant clarifiers and clear-well corrosion protection, the repair of Spring Road's major leak, the installation of a new Harvey Tank, pump station, retaining wall and road, new SCADA system, electrical, control, and instrumentation improvements, as well as any necessary lands, rights of way and other real or personal property useful in connection therewith, together with all additions, extensions, expansions, improvements and betterments thereto and equipping's thereof, together with such other or additional Water System improvements as may be agreed to by the District, all as more specifically described in the Water Master Plan prepared by or on behalf of the District, as submitted to USDA in connection with the application of the District to USDA for the financing of a portion of the cost and expense of said improvements, subject to such modifications to the subject improvement project as may be approved by USDA during the course of construction.**

# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 21-08

### 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 to become effective immediately.

**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 18th day of March 2021, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: \_\_\_\_\_  
Margaret Medeiros, Board President

Attest: \_\_\_\_\_  
Olivia Mann, Board Secretary

Current salary level, increased responsibilities and current business circumstances will be considered when determining a possible rate of pay increase.

An administrative decrease is a decrease in salary within a salary range if the value of the job has decreased.

## 5. Pay Increases

Minimum and maximum salary ranges have been established for each position. These ranges are reviewed and may be upgraded annually for inflation. An employee that is capped out on their salary range will still be eligible for a Cost of Living Adjustment (C.O.L.A.).

6. **Annual Cost of Living Adjustment (C.O.L.A)** Employees may receive a COLA adjustment based on the core rate used by Social Security, subject to Board approval with respect to budget considerations.

## P. Performance Appraisals

The District evaluates employee job performance as a means of measuring the efficiency and effectiveness of operations and providing you with meaningful information about your work. Effective performance appraisals also aid in making personnel decisions related to such areas as training, promotion, job assignments, retention, and long range planning. The process is intended to be participatory in nature, involving you and your supervisor.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities and also take into account conduct, demeanor and record of attendance and tardiness. In addition, special written performance appraisals may be conducted by your Supervisor at any time to advise you of the existence of performance or disciplinary problems. The use of such a system does not waive either the District's or your right to terminate employment at any time with or without cause.

### 1. Overview

As a new employee, you will be evaluated at the end of your first 90 days of employment. It will provide you with an opportunity to become comfortable with your job position. Major objectives will be outlined by your supervisor at this appraisal.

Thereafter, you will be evaluated annually, in between the months of May and June. The evaluation will provide a rating to be used in any compensation changes. Job descriptions should be reviewed at each evaluation and updated accordingly.

A performance evaluation will be used to inform you of your performance and set new goals for the coming year. It will also be used to determine the appropriateness of a salary adjustment within the established guidelines for the current salary level and job classification.

## J. Paid Time Off Policy

The District's policy allows eligible employees to earn time off in accordance with their employment status and length of service and to use such earned time to take time off with pay under the guidelines stated in this policy.

Please note, the District's fiscal year is utilized for tracking paid leave

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

### 1. Paid Time Off (PTO)

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

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

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

After the completion of an employee's tenth year of employment, the accrual rate will increase by ~~8 hours of PTO for each full pay period of employment each year.~~ 2.69 hours giving a maximum of 11 PTO hours for each full pay period. Employees hired before March 18, 2021 will be eligible to receive the old rate.

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

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

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

### 2. PTO Cash Out Policy

Employees may carry a maximum PTO bank ("Max Bank") equal to 320 hours. Once an employee has reached his or her Max Bank, any additional hours shall be cashed out at current hourly rate on a quarterly basis.

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

Submit PTO requests in writing at least two weeks in advance to your immediate supervisor. When possible, PTO requests are granted, taking in

# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 21-09

### A RESOLUTION OF THE BOARD OF DIRECTORS OF CLEARLAKE OAKS COUNTY WATER DISTRICT APPROVING AND A NOTICE TO AWARD TO T&S CONSTRUCTION COMPANY, INC. FOR THE CONSTRUCTION OF THE USDA WATER IMPROVEMENT PROJECT

**WHEREAS**, the Clearlake Oaks County Water District (District) has received approval for a USDA loan in the amount of \$5,000,000.00 and a USDA grant in the amount of \$3,092,430.00 along with the District match of \$190,000.00 for the Water Improvement Project (Project); and

**WHEREAS**, 100% Plans were completed by MC Engineering, Inc. and on November 11, 2020 the District publicly noticed and bid the Project in accordance with applicable State and Federal laws; and

**WHEREAS**, On January 22, 2021 three (3) responsive bids were received and opened, from qualified construction contractors, including Team Ghilotti Inc., Argonaut Constructors, and T&S Construction Company, Inc.; and

**WHEREAS**, T&S Construction Company, Inc. submitted the lowest responsible bid in the amount of \$6,034,124.00, including Bid Alternatives D-2, D-3, and A-1; and

**WHEREAS**, the T&S Construction Company, Inc. has submitted all necessary bid documents as required by the Project Specifications; and

**NOW THEREFORE, BE IT RESOLVED** that A Notice to Award (Attachment A), be approved for T&S Construction Company Inc., in the amount of \$6,034,124.00, including Bid Alternates Items D-2, D-3, and A-1; and upon approval and acceptance of executed Agreement and counterparts from Contractor, General Manager is hereby Authorized to sign executed Agreement on behalf of the District, including authorization to issue a Notice to Proceed (NOP).

**THE ABOVE RESOLUTION** is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a special meeting held on the 18th day of March, 2021 by the following vote:

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: \_\_\_\_\_  
Margaret Medeiros, Board President

Attest: \_\_\_\_\_  
Olivia Mann, Board Secretary

**NOTICE OF AWARD**

Date of Issuance:.....

Owner's Contract No.: **USDA CFDA NO. 10.760**

Owner: **Clearlake Oaks County Water District**

Engineer: **MC Engineering, Inc.**

Engineer's Project No.:

Project: **USDA Water System Improvements**

Bidder: **T&S Construction Co., Inc.**

Contract Name: **N/A**

Bidder's Address: **6108 Hedge Ave, Sacramento, CA 95829**

**TO BIDDER:**

You are notified that Owner has accepted your Bid dated **January 22, 2021**, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

**Clearlake Oaks County Water District**

**USDA Water System Improvements**

The Contract Price of the awarded Contract is: **\$ 6,034,124** [note if subject to unit prices, or cost-plus]

[1] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically. [revise if multiple copies accompany the Notice of Award]

**IXI** a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner **[5]** counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [e.g., performance and payment bonds] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **NA**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

---

Owner: **Clearlake County Water District**

---

By: **Dianna Mann**

Title: **General Manager**

Copy: **Engineer**

---

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD

Is hereby acknowledged

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

**P.O. Box 709, 12952 E. HWY. 20  
CLEARLAKE OAKS, CA 95423  
(707) 998-3322**

**RESOLUTION NO. 21-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF CLEARLAKE OAKS COUNTY WATER DISTRICT  
AMENDING A WATER CODE**

**WHEREAS**, Clearlake Oaks County Water District is organized and existing pursuant to the County Water District Law, California Water Code section 30000, *et seq.* (the "Act");

**WHEREAS**, the District is authorized by the Act to set rates and establish rules and regulations for the provision of water service to District customers;

**WHEREAS**, the District desires has established a Water Code that contains the rates, rules, and regulations related to the receipt of water service from the District;

**WHEREAS**, the Board of Directors desires to make certain changes to the Water Code as set forth below

**NOW, THEREFORE, BE IT RESOLVED:**

1. The amendments to the Water Code specified in Exhibit 1, attached hereto and incorporated herein by reference, are hereby approved.
2. These amendment to the Water Code shall be effective as of March 18, 2021.

**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 18th day of March 2021, 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 Water Code as approved on February 18, 2021

1. Section 3-1.103, is amended to read: “Service” or “Water Service” means the delivery of potable water through a meter turned on by the District for which fees and charges have been paid. “Service” does not refer to the **physical connection** or system of pipes and appurtenances to deliver water.

2. Section 3-1.109,

“Residential” refers to a property, parcel and/or lot with a service connection to the District with or without a structure. Said property, parcel and/or lot will be billed a monthly residential base rate regardless of meter size as per the current enacted rate Ordinance. Residential includes: Single Family, Multi-Family, RV and Mobile Home Parks that service multiple single family residences with one (1) master meter. Classification when in question is to be determined at the discretion of the General Manager.

“Commercial” refers to a property, parcel and/or lot with a service connection to the District with or without a structure. Said property, parcel and/or lot will be billed a monthly commercial base rate according to meter size as per the current enacted rate Ordinance. Commercial includes: all uses of property excluding Single Family, Multi-Family, RV, and Mobile Home Parks. Classification when in question is to be determined at the discretion of the General Manager.

3. Section 4-1.104,

Tampering with equipment or theft of service will be grounds for discontinuance of water service. Theft of service shall include, but not limited to the following:

- (a) Opening or closing valves at the curb or meter;
- (b) Breaking, picking, damaging, or cutting off locks;
- (c) Taking unmetered water from hydrants by anyone other than authorized official of a recognized fire department, fire insurance company or District personnel for any purpose other than fire protection;
- (d) Removing, disabling, or adjusting meter registers;
- (e) Connecting to or intentionally damaging water lines, valves, or other appurtenances for the purpose of stealing or damaging the Districts equipment;
- (f) Moving the meter or extending service without permission of the District;
- (g) Any other intentional act of defacement, destruction, or vandalism to District property or act that affects District;
- (h) Any intentional blockage or obstruction of District equipment;



A "Notice of violation" may be mailed or otherwise delivered at the discretion of the Districts General Manager if:

- (a) Evidence suggests the possibility of theft of water service at the customer's property;
- (b) The violation does not constitute an immediate threat of safety or equipment integrity to the system

The customer will be ordered to immediately cease any unlawful practice. In addition, the customer will be subject to a \$100.00 Illegal Tampering Fee as well as any other time and materials charges as detailed by the District.

## **TITLE 3 - POTABLE WATER SERVICE**

### **Chapter 1 - General**

#### **3-1.101 SCOPE**

This Title applies to potable water service from the District; rates, fees and deposits to cover the cost thereof; the time and manner of payment for services rendered; regulations regarding water usage; protection of the system from mechanical and health hazards; and rules and charges for connections to existing mains.

#### **3-1.102 DEFINITIONS: GENERAL**

The definitions in this Article shall be used to interpret this Title, unless otherwise apparent from the context.

#### **3-1.103 SERVICE OR WATER SERVICE**

“Service” or “Water Service” means the delivery of potable water through a meter turned on by the District for which fees and charges have been paid. “Service” does not refer to the physical connection or system of pipes and appurtenances to deliver water.

#### **3-1.104 APPLICANT**

“Applicant” means a person applying for water service from the District.

#### **3-1.105 CLASS OF SERVICE**

"Class of Service" refers to the type of water service provided to a customer. There are three classes of service.

"Single-Family Class" refers to service to one residential unit; an in-law or other axillary unit, not used for commercial purposes being served through a dedicated water meter.

"Multi-family Class" refers to service to 2 or more combined residential units served by a single water meter.

"Commercial Class" refers to service to business, institution, or government agency.

#### **3-1.106 CONNECTION FEES**

“Connection Fees” means fees levied by the District to recover the cost of facilities needed to provide water service, including “Meter Fees” to pay for the cost of the lateral pipeline from the distribution pipeline and the meter.

**3-1.107 CUSTOMER**

“Customer” refers to the property owner of record as verified by the Assessor’s office of the County of Lake or a tenant assigned to the service address

**3-1.108 SERVICE FEES**

“Service Fees” or “Miscellaneous Fees” means the fees levied to recover costs incurred to operate and maintain the water system

**3-1.109 TYPES OF SERVICE**

- (a) District provides permanent service only.
- (b) “Permanent Service” means service to property, parcel and/or lot with a service connection to the District with or without a structure.
- (c) “Sewer Service” – See Clearlake Oaks County Water District ‘Sewer’ Code

“Residential” refers to a property, parcel and/or lot with a service connection to the District with or without a structure. Said property, parcel and/or lot will be billed a monthly residential base rate regardless of meter size as per the current enacted rate Ordinance. Residential includes: Single Family, Multi-Family, RV and Mobile Home Parks that service multiple single family residences with one (1) master meter. Classification when in question is to be determined at the discretion of the General Manager.

“Commercial” refers to a property, parcel and/or lot with a service connection to the District with or without a structure. Said property, parcel and/or lot will be billed a monthly commercial base rate according to meter size as per the current enacted rate Ordinance. Commercial includes: all uses of property excluding Single Family, Multi-Family, RV, and Mobile Home Parks. Classification when in question is to be determined at the discretion of the General Manager.

**3-1.110 UNIT**

“Unit” means one hundred cubic feet or 748 gallons.

**Chapter 2 - Commencement of Service**

**Article 1 - Application for Service**

**3-2.101 COMMENCEMENT OF SERVICE: GENERAL**

An applicant for water service or to change an existing water service shall: provide adequate property documentation, execute appropriate application process, pay the

if warranted by the estimate of water usage for each and every incident of authorized use. (Each day of use may be construed as a separate incident.)

If the General Manager determines that leakage has occurred, totaling less than 0.03 units of water per period delivered during 3 consecutive billing periods to the customer's fire service or fire hydrants, the General Manager shall notify the customer of the usage and encourage customer to fix the leak.

If the General Manager determines that leakage has occurred, totaling less than 15 units but more than 0.03 units of water per period have been delivered to the customer's fire system or fire hydrant, the customer shall present satisfactory evidence that the leak has been repaired, or pay \$75.00 per billing period in addition to the regular charge described herein.

If the General Manager determines that leakage has occurred, totaling more than 15 units of water per period during three consecutive billing periods to the customer's fire service or fire hydrant, the customer shall be required either to present satisfactory evidence that the leakage has been fixed, or he must remove the detector check valve and purchase a water meter of the appropriate size. If the customer chooses to purchase a water meter, the customer shall pay all fees and charges normally associated with the purchase of the meter.

If repeated unauthorized use of a fire service or hydrant occurs, the General Manager shall notify the fire department and the occupant of the properties served by the fire service or fire hydrant that within 10 days the fire service or fire hydrant shall be disconnected until all charges for each violation have been paid and until assurances, satisfactory to the General Manager, have been given that no further unauthorized use will occur.

#### **4-1.104 OPERATION OF DISTRICT FACILITIES RESTRICTED**

No one except an employee or representative of the District shall at any time, in any manner, operate service valves, main valves or gates of the District's system, or interfere with meters or their connections, water mains or other parts of the District's water system.

Tampering with equipment or theft of service will be grounds for discontinuance of water service. Theft of service shall include, but not limited to the following:

- (a) Opening or closing valves at the curb or meter;
- (b) Breaking, picking, damaging, or cutting off locks;
- (c) Taking unmetered water from hydrants by anyone other than authorized official of a recognized fire department, fire insurance company or District personnel for any purpose other than fire protection;
- (d) Removing, disabling, or adjusting meter registers;

- (e) Connecting to or intentionally damaging water lines, valves, or other appurtenances for the purpose of stealing or damaging the Districts equipment;
- (f) Moving the meter or extending service without permission of the District;
- (g) Any other intentional act of defacement, destruction, or vandalism to District property or act that affects District;
- (h) Any intentional blockage or obstruction of District equipment;

A "Notice of violation" may be mailed or otherwise delivered at the discretion of the Districts General Manager if:

- (a) Evidence suggests the possibility of theft of water service at the customer's property;
- (b) The violation does not constitute an immediate threat of safety or equipment integrity to the system

The customer will be ordered to immediately cease any unlawful practice. In addition, the customer will be subject to a \$100.00 Illegal Tampering Fee as well as any other time and materials charges as detailed by the District.

**4-1.105      DAMAGE TO PROPERTY**

In no case will the District be liable for damages occasioned by water running from opened or faulty fixtures, or from opened or damaged pipes on the customer side of the meter. The customer shall be liable for any damage to the District's service facilities when such damage is from any act or omission of the customer or their family, tenants, agents, employees, squatters, occupants, contractors, licensees, or permittees.

**4-1.106      FRAUD**

Service may be discontinued, if necessary, to protect the District against fraud or abuse.

**4-1.107      REQUIREMENTS**

Customers shall conserve water supplied by the District by the prevention and elimination of all waste or leakage of water.

All fixtures must be approved by the State Department of Housing and Community Development, and toilets, urinals and showerheads must have a certification of volume by a reputable independent testing organization.

Where requirements of this subsection would cause hardship or if suitable fixtures are not available, hot water re-circulating systems or point of use hot water heaters