

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: February 15, 2024

Time: 2:00 P.M.

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

AGENDA

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

- Mr. Stanley Archacki, President Mr. Michael Herman, Vice President Mr. Samuel Boucher, Director
- Mr. James Burton, Director Mr. William McHugh, Director Mrs. Dianna Mann – General Manager
- Mrs. Olivia Mann – Board Secretary
- Mr. Francisco Castro, Wastewater Mr. Kurt Jensen, Water Mr. Jeremy Backus, Distribution

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

C. STAFF REPORTS

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

D. CONSENT ITEMS

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

1. **Financial Reports for review and approval (Page 13)**
 - a. January 2024 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

2. **Minutes of previous meeting for review and approval (Page 40)**

a. Minutes of Regular Meeting 01-18-2024

F. NEW BUSINESS

1. Discussion and update from the Board By Laws Committee

Action Taken: _____

2. Discussion and consideration of Resolution 24-02, Amending the Clearlake Oaks County Water District 'Water Code' (Page 44)

Action Taken: _____

3. Discussion and appointment of an Ad Hoc Committee for the 2024-2025 Annual Budget

Action Taken: _____

4. Discussion and approval to allow the General Manager to apply for a USDA grant of \$50,000.00 to go towards the purchase of major equipment

Action Taken: _____

5. Discussion and approval to allow the transfer of \$100,000 from water reserves to general ledger to cover payment to USDA the first of March.

Action Taken: _____

6. Discussion and consideration of purchasing a new pier intake pump for the Water Treatment Plant, to be withdrawn from the Water Reserves Account, not to exceed \$15,000.00

Action Taken: _____

ADJOURNMENT

Time:

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

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

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

Clearlake Oaks County Water District

P.O. Box 709 / 12952 East Highway 20
Clearlake Oaks, CA 95423
(707) 998-3322 Phone (707) 998-1245 Fax
www.clocwd.org (Website)

February 9, 2024

Administration

- ∂ We received 0 water quality complaints (WQC).
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 15 accounts on payment arrangements.
- ∂ We just learned this week that LIHWAP has funding again for Lake County
 - We have received \$19,753.00 from the program
 - We have received \$1,914.00 YTD
- ∂ 8 Accounts were written off for a total balance of \$427.43
 - Of that, \$276.15 was due to a tax sale final bill
- ∂ The California Water & Wastewater Arrearage Program application was submitted on December 26, 2023. I have not received an update regarding the status of payment; however, I have had to provide further information for our application. The last communication was on February 5th, 2024
- ∂ The Water Code is on the Agenda this month for discussion, with the drawings included.
- ∂ The Sewer Code Ad Hoc Committee met on February 1st, there were not very many changes just mainly some clean up along with the addition of the drawings.
- ∂ The Employee Handbook will be back on the agenda for approval next month. In January, I had it ready for approval with changes to CTO given our transition to QuickBooks Online; however, we are no longer able to make that transition wherein I will be adding back the CTO option for employees.
- ∂ CSDA along with California CLASS will be presenting at the March 21st Regular Meeting. They will be conducting a workshop with our District and possibly other close by Districts who accept our invitation that same morning. We are currently in a 6-month trial membership with CSDA to weigh out the benefits of being a member as well as other networking opportunities. CSDA is who holds our Board Secretary certifications.
- ∂ The Board By Laws Ad Hoc Committee met on February 8th, we went through the current copy of the Districts Rules & Regulations with minor changes and a few additions. I anticipate this being a quick 60-Day turn around.
- ∂ There are many projects happening right now, here's an idea of what irons are in the fire:
 - Board By Laws
 - Sewer Code
 - Admin Code
 - Arrearage Program

Olivia Mann
Administrative Services Manager
Board Secretary

Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director

Aged Accounts Receivable

As of 02/12/2024 (AM)

	1-30 Days	31-60 Days	61-90 Days	91-120 Days	<120 Days	Total Balance
	\$153,870.99	\$49,139.10	\$42,156.73	\$19,852.27	\$331,369.32	\$596,388.41
No. of Accounts:	1114	383	245	169	262	2173

These totals include all accounts on the Tax Roll

Water	\$186,845.34
Water Penalty	\$14,046.35
Sewer	\$198,224.10
Sewer Penalty	\$14,958.58
CRP Water	\$75,935.41
CRP Water Penalty	\$6,240.79
CRP Sewer	\$92,762.91
CRP Sewer Penalty	\$6,690.72
CRP PC	\$652.40
CRP PC Penalty	\$31.81
Total Balance:	\$596,388.41

****January Statements are due February 20, 2024****

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February 12, 2024

RE: DC board letter,

Water distribution main, service lines and tank sites:

- We only had a hand full of water leaks this month
- The admin was alerted of a leak in a meter box and we found out it was a leaking gasket on our side that ended up damaging our curbstop causing it to leak 15 GPM out of the side of it.



The damaged curb-stop



Leaking curb-stop & gasket



I&I @ Shady & Widgeon

Sewer collections and Lift station sites:

- Due to the storm event last weekend, Lift Station 2 kept rising. Our Vaccon was used to transport the excess to the treatment plant. In addition, I had to call in Roto-Rooter to assist in order to prevent a sewer spill. The time frame was approx. from noon to around 11 p.m. We had crew standing by all night due to high winds in case of power outages to ensure our generators would be utilized to operate district wide lift stations. Direct monitoring is essential to lift stations to prevent overflows.
- Sewer calls have been more demanding this month then previous.
- We also have been working on locating I & I in order to make improvements in our collection system. Above is a picture of a manhole on Shady that will require sealing. The above picture that shows the amount leaking into our system doesn't do it justice. We are estimating it to be about 7 to 10 GPM. FYI this also feeds into List station 2.

Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director

Sample station sites/Boil Water Notices, "BWN":

- DC crew is still collecting the routine BacT samples every Wednesday. All routine sample reports have come back absent for total Coliforms and E.Coli.
- The samples for the main repair on Lee Ct. and Widgeon Way did come back absent so boil water notices were lifted.

DC staff updating:

- Jeremy - Chief - OP 3, Class B license.
- Jesse - Lead - OP 3, Class B license.
- Heaven - DC OP 2, Class B License, Safety coordinator.
- Chris - Utility Tech. "Permanent hand"
- Mike - Utility Tech. "Temporary status"
- Anthony - Utility Tech. "Temporary status" Just started a week after Mike.

Staff training:

- Heaven and Chris had went to a distribution training review for contact hours last week.
- Jesse and James from water treatment are going to a pump training this week.

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

Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director

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February 12, 2024

February 2024
Board Letter

- ◆ January - February raw water NTU from the pier intake was fairly stable averaging 3-5. The PH level has been in the range 7.8 – 8.01 allowing for less coagulant use. Charge analyzer and jar testing are being done regularly; adjustments are being made and monitored to keep up with PH changes. Currently running off the extended intake and filters 2 & 3. With the exception of the heavy rain storm the Ntu has been consistent, during the event Ntu have reached up to 30. This increase caused the clarifiers to run high. A jar test was done to calculate the coagulant dose and returned to normal operating range.
- ◆ As of 2-7-24 the lake level is currently at 7.43 up from 3.32 and expected to go up with forecasted rain and heavy runoff.
- ◆ Water production for the month of January was 18.579 MG up from 2023 production of 14.665MG. Raw water intake was 23.0 MG. Daily production has increased from 577,000 GPD in December to 599,000 GPD for January.
- ◆ We are continuing to have plant shut downs due to lower water demands.
- ◆ Treatment has been able to do the weekly tank runs for testing of chlorine residuals in all the tank locations.
- ◆ Continuing maintenance / cleanup through the plant area.
- ◆ During the weekend storm of Feb 3-5 we experienced some problems with our intake pumps on Sunday the east raw pump unexpectedly dropped its pumping rate from 700 gpm to 330 gpm adjusting the Hertz on the VFD drive did increase flows however not to the desired rate. We are hoping it is simply a clogged screen we have begun investigative measures we have discovered the screen has fallen off of the intake and will be looking for a diver to investigate further. When we tried switching to the west pier pump the VFD repeatedly faulted we heard what sounded like switch gear not engaging and a blue arc flash was seen, Coastal mountain electrical is scheduled to come Friday 2-9-24 to investigate. We did hook raw pump 3 back up the extended intake got it pumping and have been on this one since.

Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director

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- ◆ By switching to raw 3 we are now running on filters 2 & 3.
- ◆ Water sample list is attached

Treatment staff:

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

Thank you,

Kurt Jensen

WTP Chief Plant Operator
k.jensen@clowd.org

Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director

Water Sample Testing

Sample Taken On	DATE	DATE	DATE	Month Due
Bacti R(BW) & CW (M)	2/7/24			Feb
Bacti R (BW)				Feb
Bacti Tank Farm (once)				
R & CW TCP123 (BA)				
Color / Odor (A)				
Cyano Toxin(W)				
Bromate (Q)				
Perchlorate (A)				Feb
TTHM (Q)				
HAA5 (Q)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
TOC / ALK	01/17/24			Dec- Feb
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)				

A = Annually
 Q = Quarterly
 M = Monthly
 W = Weekly

**Please note:
 December is a large sampling month there with many samples taken this month. *****All samples showing on the state web site will populate at the beginning of each month as due now.**

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

semi annually

Every 9 Years

Every 9 Years

Every 9 Years

Every 9 Years

Every 9 Years

Every 9 Years



Clearlake Oaks County Water District

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Website: www.clocwd.org

February 12, 2024

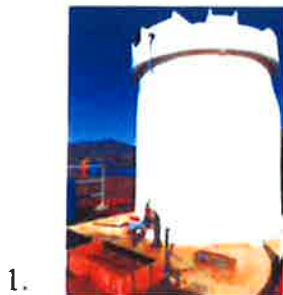
Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423-0709

RE: January Board Letter

FLOWS FOR THE MONTH/CLEARLAKE LAKE LEVEL:

- ❖ **INFLUENT: 15.240 MG (AVERAGE: 492,000 GPD)**
- ❖ **EFFLUENT: 13.661 MG (AVERAGE: 441,000 GPD/306 GPM)**
- ❖ **CLEARLAKE AVERAGE LEVEL: 4.07' RUMSEY GAUGE**

As seen above on the flows for the month, there has been a major increase. This is normal around this time of year especially when we receive rain and Clearlake begins to gain. Clearlake ended the month at 5.53' Rumsey Gauge. The total rain for the month was 8.45". Our process continues to do well at this time. Finally the chlorine bulk tank has arrived and has been installed as seen in image number 1. Everything went smooth. The tank was tested for any leaks prior to going online. During the month groundwater sampling was performed as seen in image 2. Dean Enderlin, professional Geologist, was present to verify the sampling is performed as mandated on the permit. Dean was happy with the results. On February 4th the county experienced a massive storm. This did affect the flows coming to the plant. All operators were present at one time dealing with electrical issue and flows as well. It was fortunate setups were already in place which allowed time to handle flows without spillage. Emergency Pond 1 was activated for that day. Things have gone back to normal at this time.



All maintenance and testing have been completed for the month. Again great thanks to management, staff and board for all the support.

Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director

//

Clearlake Oaks County Water District
Board of Directors
Board Meeting February 15, 2023

Board of Directors,

The District survived the February 4th storm pretty well, however, we did suffer a couple of issues. Lift Station 2 was experiencing extremely high levels, and even with our Vac-con, staff was not able to stay ahead of the inflow without the possibility of overflowing. I immediately started calling for a pumper truck, which was not easy with all trucks already dispatched to Lakeport and the Fort Bragg area. I did manage to secure a small truck around 3:00 pm through Action Sanitary which succeeded in getting us through the worse part of the storm. Jeremy was able to release the truck around 10:30 that night. In addition to LS 2, Francisco and his staff was suffering through extreme high levels of water coming into the Sewer Plant. He was forced to pump into Emergency Pond #1, which is exactly what it are meant for, in return, preventing any sewer spills. Because of the above situations, both D/C and Wastewater staff switched to a 24 hour shift to ensure all went well during the night. All generators were in place around the district in preparation of a power outage due to the high winds, however, fortunately, the only outage experienced by the District was at the Shady booster pump. In addition, the Water Plant did not go unscathed. The intake pump dropped considerably leaving the belief that something may have been sucked in with all the debris coming into the lake. Kurt is working on this situation as I write this letter and hopefully he will have more details in his letter to the Board. With all this going on, I authorized the Chiefs to call in necessary staff to ensure services from Clearlake Oaks County Water District would not be interrupted. As always, Staff did an amazing job!!

As I am writing this letter, Clear Lake is at 7.22" and will continue to rise with all the run-off. If we experience another storm like the last one, or even smaller storms, the District will definitely experience some flooding. Just something to look forward to.

Zach was in District at the end of January to perform the annual audit.

I have been working on the annual budget in preparation for an ad hoc meeting we will have in the near future.

Reef with USDA was here on Jan 23rd to perform their third year audit on the Clarifier at the Waste Plant. This audit is to ensure that the equipment constructed with that grant is working well and maintained property. Needless to say, he was very pleased with how everything looked.

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

Respectfully Submitted,
Dianna Mann, General Manager

7:59 AM

02/08/24

Accrual Basis

Clearlake Oaks County Water District
Summary Balance Sheet
As of January 31, 2024

Jan 31, 24

ASSETS	
Current Assets	
Checking/Savings	964,867.17
Accounts Receivable	204,087.00
Other Current Assets	3,168,708.76
Total Current Assets	4,337,662.93
Fixed Assets	22,712,755.60
TOTAL ASSETS	<u>27,050,418.53</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	89,240.40
Credit Cards	7,221.25
Other Current Liabilities	8,608,590.16
Total Current Liabilities	8,705,051.81
Long Term Liabilities	-848,765.91
Total Liabilities	7,856,285.90
Equity	19,194,132.63
TOTAL LIABILITIES & EQUITY	<u>27,050,418.53</u>

8:01 AM
 02/08/24
 Accrual Basis

Clearlake Oaks County Water District
Balance Sheet
 As of January 31, 2024

Jan 31, 24

ASSETS

Current Assets

Checking/Savings

102.14 · CalPERS RESERVE - 7355	8,351.17
102.13 · SEWER RESERVES-9592	42,994.43
102.10 · CRP PC - 6192	105,264.90
102.12 · WATER RESERVES- 8603	292,250.91
102.001 · GL - 9122 (Old Acct. # 053420019)	81,483.10
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS ... CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - W...	97,107.53
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - ...	286,107.53
102.01 · WEST AMERICA - REGULAR CHECKING (WEST ...	88.98
102.02 · CRP Water - 6990	29,662.54
102.03 · CRP Sewer - 3745	118,663.61

Total Checking/Savings 964,867.17

Accounts Receivable

CUSI Accounts Receivable 204,087.00

Total Accounts Receivable 204,087.00

Other Current Assets

139 · Docufree (Purchasing space on the Cloud xfering h...	29,950.90
116 · DEFERRED OUTFLOW- PENSION	279,080.00
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1...	85,208.68
130 · Const In Progress - Studies	
130.97 · Const in Progress - Actiflo Pil (Actiflo Pilot Pr...	3,280.00
130.96 · Const in Progress - WWP 2022 (Grant applicat...	5,585.00
130.95 · Source Capacity Studygrant prep	18,190.25
130 · Const In Progress - Studies - Other	690,870.44

Total 130 · Const In Progress - Studies 717,925.69

132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - ... 983,511.67

135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - ... 249,148.33

114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVAB... 810,005.90

115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - W... 13,571.00

Total Other Current Assets 3,168,708.76

Total Current Assets 4,337,662.93

Fixed Assets

136 · CUSI Software (All expenses related to billing software) 13,172.00

138 · USDA Water Improvements 8,461,059.57

128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the inst... 3,890,219.87

121 · Wtr Dist & Wtr Storage Projects (Replacement or Instal...

121.1 · Sidewalk Project - District Exp 115,500.66

121 · Wtr Dist & Wtr Storage Projects (Replacement or in... 279,432.11

Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or... **394,932.77**

131 · Waste Water Plant

131.1 · Pumps/Equipment 163,546.35

131 · Waste Water Plant - Other 230,059.50

Total 131 · Waste Water Plant 393,605.85

126 · Forcemain (phase 1) Cap. Imprv. 1,233,797.22

123 · USDA - Sewer Plant Cap Imprvmt 4,265,559.43

USDA Project -523,819.00

127 · Water Plant

127.8 · Water Intake Pump Extension -140,267.64

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8:01 AM
 02/08/24
 Accrual Basis

Clearlake Oaks County Water District
Balance Sheet
 As of January 31, 2024

	Jan 31, 24
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	357,521.21
127 · Water Plant - Other	215,429.30
Total 127 · Water Plant	482,666.01
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMEN...	1,922,818.13
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	34,996.31
120.90 · Vehicles/Generators/Trailers	901,459.76
120 · District General CRP (EQUIPMENT - WAS 1011181) -...	95,883.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,982,489.26
122 · Bldgs/Grounds Cap Improvements	8,547,329.06
124 · D/C System Cap Improvements (COLLECTION SYSTE...	
124.2 · GIS Online Mapping System	8,277.92
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	60,599.80
Total 124.30 · Lift Stations	126,642.03
124.50 · Mains	14,788.58
124.60 · Meters	10,000.34
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYS...	3,150,613.27
Total 124 · D/C System Cap Improvements (COLLECTION S...	3,350,937.18
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-11,078,963.62
Total Fixed Assets	22,712,755.60
TOTAL ASSETS	27,050,418.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - ...	89,240.40
Total Accounts Payable	89,240.40
Credit Cards	
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	2,420.60
211.16 · WAB - Francisco - 5312	998.34
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Diann...	4,663.41
211.13 · WAB - Jeremy - 2499	138.90
211 · WAB Credit Card - Other	-1,000.00
Total 211 · WAB Credit Card	7,221.25
Total Credit Cards	7,221.25
Other Current Liabilities	
800 · Bulk Water Deposit	2,025.00
Annual Depreciation	249,035.55
224 · USDA Retainage	241,508.65
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to...	-3,928.96
280 · Loan	
280.04 · 2021 Water Truck	55,588.07
280.15 · USDA Water Improvement Project (USDA ...	4,881,000.00

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8:01 AM
 02/08/24
 Accrual Basis

Clearlake Oaks County Water District
Balance Sheet
 As of January 31, 2024

	Jan 31, 24
280.02 · KS State Bank - 2019 Vac-Con	79,723.21
280.12 · USDA Loan for Sewer Clarifier	2,998,172.41
Total 280 · Loan	8,014,483.69
221 · Health Ins - EE Portion	552.53
222 · Direct Deposit Liabilities (Direct Deposit Liabiliti...	20,277.84
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NE...	
223.16 · GARNISHMENT - COURT DEBT ORDER (G...	-134.76
223.17 · GARNISHMENT - LAKE CO SHERIFF (GAR...	20,122.27
223.15 · GARNISHMENTS (GARNISHMENT MAIN - N...	-19,120.88
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN ...	866.63
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FED...	-1,050.73
223.65 · STATE DISABILITY PAYABLE (STATE DISABI...	-1.00
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYR...	-14,301.96
223.80 · GASB 68 Pension (- WAS 2097190)	26,313.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCT...	8,466.75
223.90 · COMPENSATED EMPLOYEE BENEFITS (COM...	86,839.02
24000 · Payroll Liabilities (Unpaid payroll liabilities. A...	-22,495.85
Total Other Current Liabilities	8,608,590.16
Total Current Liabilities	8,705,051.81
Long Term Liabilities	
228 · FEMA Interest on Overpaymnt/Pen	769,106.25
227 · FEMA Overpayment/Penalties	-1,969,862.75
295 · NET PWNSION LIABILITY	723,163.00
225 · USDA Payment - Sewer Clarifier	-371,172.41
Total Long Term Liabilities	-848,765.91
Total Liabilities	7,856,285.90
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3...	3,334,114.80
304 · Opening Balance Equity (Opening balances during set...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of th...	16,050,674.54
Net Income	393,626.53
Total Equity	19,194,132.63
TOTAL LIABILITIES & EQUITY	27,050,418.53

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02/06/24

Accrual Basis

Clearlake Oaks County Water District
Profit and Loss
 July 2023 through January 2024

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Ordinary Income/Expense					
Income					
Income					
445 · Bulk Water	0.00	0.00	40,681.60	40,681.60	40,681.60
410 · Client Reg Pmt	0.00	638,838.16	851,838.59	1,490,676.75	1,490,676.75
430 · Penalty & Interest	0.00	20,959.68	25,342.51	46,302.19	46,302.19
450 · Other - Non S/W Rev	0.00	48,976.68	54,013.91	102,990.59	102,990.59
Total Income	0.00	708,774.52	971,876.61	1,680,651.13	1,680,651.13
Total Income	0.00	708,774.52	971,876.61	1,680,651.13	1,680,651.13
Gross Profit	0.00	708,774.52	971,876.61	1,680,651.13	1,680,651.13
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	294,206.18	201,436.54	122,576.73	618,219.45	618,219.45
520 · FICA - District Share	21,985.54	14,911.74	9,139.69	46,036.97	46,036.97
530 · Med/Life Insurance- Dist Share	53,849.16	47,007.93	15,604.56	116,461.65	116,461.65
540 · PERS - District Share	66,127.18	13,565.32	7,199.41	86,891.91	86,891.91
560 · Workers Comp Ins	2,646.44	6,496.82	5,565.06	14,708.32	14,708.32
Total Salaries & EE Benefits	438,814.50	283,418.35	160,085.45	882,318.30	882,318.30
Services & Supplies					
610 · Bank Fees	23,066.18	0.00	0.00	23,066.18	23,066.18
620 · Communications & Internet	5,455.23	6,346.59	6,480.34	18,282.16	18,282.16
622 · Board Exp	4,049.49	0.00	0.00	4,049.49	4,049.49
630 · Equip - Office	2,039.29	112.24	112.24	2,263.77	2,263.77
640 · Fuel & Oil	0.00	3,281.18	5,495.72	8,776.90	8,776.90
645 · Insurance	0.00	43,780.75	43,780.75	87,561.50	87,561.50
657 · Lab	0.00	12,920.76	15,461.49	28,382.25	28,382.25
660 · Memberships & Subscription	13,667.96	41,798.66	29,449.11	84,915.73	84,915.73
670 · Postage & Shipping	10,294.61	0.00	0.00	10,294.61	10,294.61
675 · Professional Services	31,657.07	3,854.34	4,885.56	40,396.97	40,396.97
685 · Rents	9,523.67	0.00	0.00	9,523.67	9,523.67
690 · Safety & Security	549.99	5,156.44	5,283.26	10,989.69	10,989.69
700 · Tools & Instruments	0.00	1,798.62	1,802.43	3,601.05	3,601.05
703 · Supplies - Clothing & Personal	0.00	2,025.69	750.34	2,776.03	2,776.03
705 · Supplies - Office	3,530.24	1,016.32	480.71	5,027.27	5,027.27
715 · Supplies-Chemicals-Operating	0.00	36,578.73	42,535.76	79,114.49	79,114.49
720 · Supplies - Inventory - Other	0.00	24,602.71	3,186.41	27,789.12	27,789.12
735 · Training/Classes/Certs/ClassB	0.00	689.00	673.99	1,362.99	1,362.99
745 · Travel / Lodging	7.00	209.32	0.00	216.32	216.32
750 · Utilities	5,122.65	59,722.37	184,007.57	248,852.59	248,852.59
760 · Waste Disposal	439.88	33,914.35	10,859.12	45,213.35	45,213.35
795 · Yolo Co	0.00	0.00	20,598.90	20,598.90	20,598.90
798 · Customer Refund (Discrepanc...	0.00	0.00	4,666.87	4,666.87	4,666.87
799 · Team Building	410.92	0.00	0.00	410.92	410.92
Total Services & Supplies	109,814.18	277,808.07	380,510.57	768,132.82	768,132.82
Repairs & Replacement					
810 · R&R Buildings & Grounds	733.31	1,320.44	354.90	2,408.65	2,408.65
815 · R&R Damage Claim (Cost to fi...	1,666.46	0.00	0.00	1,666.46	1,666.46
830 · R&R Equipment	0.00	86.21	0.00	86.21	86.21
840 · R&R Vehicles	0.00	66.28	0.00	66.28	66.28
Total Repairs & Replacement	2,399.77	1,472.93	354.90	4,227.60	4,227.60
Total Expense	551,028.45	562,699.35	540,950.92	1,654,678.72	1,654,678.72
Net Ordinary Income	-551,028.45	146,075.17	430,925.69	25,972.41	25,972.41
Net Income	-551,028.45	146,075.17	430,925.69	25,972.41	25,972.41

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

Target % > **58%**

As of January 2024 Summary	<u>WATER</u>				<u>WASTEWATER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,336,960	779,893	971,878	73%	1,199,990	699,994	708,775	59%
Total Operating Expenses	1,316,662	768,053	811,797	62%	1,305,027	761,266	837,294	64%
Operating Balance (loss)	20,298	11,841	160,081		(105,037)	(61,272)	(128,519)	
420 Connection Fees	20,000	11,667	-	0%	20,000	11,667	-	0%
445 Bulk Water Sales	50,000		40,682					
450 Non S/W Rev - ATT Cell Lease	6,500	3,792	9,606		6,500	3,792	9,606	
450 Non S/W Rev - County Treasury	130,000	75,833	44,408	34%	130,000	75,833	39,371	30%
Reserves	150,000	87,500	12,500	0%	50,000	29,167	5,000	0%
Net Change In Net Position (loss)		15,632	191,989		1,463	853	(84,542)	

Current Revenue Notes:

450 - Other - Non S/W Rev: ATT Lease and Tax Roll: 19,212.52 Att	
	58,184.61 tax roll
450 - Other - Non S/W Rev: \$19,062. Reimb for fraudulent check spilt 50/50 w/s	
	\$5,208. Reim for fire hydrant damage

General Ledger	\$88,016.97
District CRP	\$148,326.15
Paradise Cove CRP	\$105,264.90
Water Reserve	\$292,250.91
Sewer Reserve	\$42,994.43
CalPERS Reserve	\$8,351.17
LAIF Account	\$286,107.53
Total	\$883,295.09

As of January 2024 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,306,960	762,393	851,839	65%	1,166,990	680,744	638,838	55%
430 Penalty & Interest	30,000	17,500	25,343	84%	33,000	19,250	20,960	64%
440 Misc	-	-	-	0%	-	-	-	0%
Total Revenue >	1,336,960	779,893	877,182	66%	1,199,990	699,994	659,798	55%

As of January 2024 Operating Expenses	Budget				Actual			
	Annual	YTD	YTD	%	YTD	%	Spent	%
505 Salaries & Wages	442,680	258,230	269,680	61%	569,912	332,448	348,540	61%
520 FICA - District Share	36,806	21,470	20,133	55%	47,735	27,845	25,905	54%
530 Medical Ins - District Share	73,742	43,016	42,530	58%	115,507	67,379	73,933	64%
540 PERS - District Share	77,241	45,057	40,263	52%	91,971	53,650	46,629	51%
550 Unemployment	2,500	1,458	-	0%	2,500	1,458	-	0%
560 Workers Comp Ins	8,963	5,228	6,888	77%	10,284	5,999	7,820	76%
Salaries and Employee Benefits >	641,933	374,461	379,493	59%	837,908	488,780	502,826	60%
605 Advertising	200	117	-	0%	200	117	-	0%
610 Bank Fees	16,510	9,631	11,533	70%	16,500	9,625	11,533	70%
620 Communications & Internet	19,000	11,083	9,208	48%	19,000	11,083	9,075	48%
622 Board Exp	3,500	2,042	2,025	58%	3,500	2,042	2,025	58%
625 Equip - Field (\$300-\$4999)	2,500	1,458	-	0%	4,000	2,333	-	0%
630 Equip - Office	1,500	875	1,132	75%	2,000	1,167	1,132	57%
640 Fuel & Oil	15,200	8,867	5,496	36%	12,500	7,292	3,281	26%
645 Insurance	42,000	24,500	43,781	104%	42,000	24,500	43,781	104%

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650	Interest	3,000	1,750	-	0%	3,000	1,750	-	0%
657	Lab	20,000	11,667	15,461	77%	13,500	7,875	12,921	96%
660	Memberships & Subscriptions	40,250	23,479	36,283	90%	41,250	24,063	48,633	118%
665	Mileage Reimb	750	438	-	0%	500	292	-	0%
670	Postage & Shipping	13,000	7,583	5,148	40%	13,000	7,583	5,148	40%
675	Professional Services	30,000	17,500	20,715	69%	25,000	14,583	19,684	79%
685	Rents	7,250	4,229	4,762	66%	7,250	4,229	4,762	66%
690	Safety & Security	5,250	3,063	5,558	106%	8,750	5,104	5,431	62%
700	Tools & Instruments	3,700	2,158	1,802	49%	2,500	1,458	1,799	72%
703	Supplies - Clothing & Personal	2,800	1,633	750	27%	3,100	1,808	2,026	65%
705	Supplies - Office	3,500	2,042	2,246	64%	3,500	2,042	2,781	79%
715	Treatment Chemicals	125,250	73,063	42,536	34%	55,000	32,083	36,579	67%
720	Supplies - Operating - Other	5,000	2,917	3,186	64%	25,000	14,583	24,603	98%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	2,250	1,313	674	30%	1,250	729	689	55%
745	Travel	1,000	583	4	0%	500	292	213	43%
750	Utilities	191,250	111,563	186,570	98%	108,250	63,146	62,284	58%
760	Waste Disposal	48,319	28,186	11,079	23%	48,319	28,186	34,134	71%
795	Yolo Co	61,000	35,583	20,599	34%				
799	Misc	1,750	1,021	206	0%	1,750	1,021	206	0%
	Services and Supplies >	665,729	388,342	430,750	65%	461,119	268,986	332,716	72%
810	R&R Buildings & Grounds	6,000	3,500	722	12%	3,500	2,042	1,687	48%
815	R & R Damage Claims	0	0	833	8330000%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	1,750	-	0%	2,500	1,458	66	3%
850	Maintenance Reserve Account	-	-	-	-	-	-	-	-
	Repairs & Replacement >	9,000	5,250	1,555	17%	6,000	3,500	1,753	29%
	Total Expenses >	1,316,662	768,053	811,797	62%	1,305,027	761,266	837,294	64%

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

Target % >

58.3%

GL ADMIN

As of January 2024		2023-2024 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	482,771	281,616	294,206	60.9%	188,565
520	FICA - District Share	40,446	23,594	21,985	54.4%	18,461
530	Medical Ins - District Share	79,552	46,405	53,849	67.7%	25,703
540	PERS-District Share (incl unfunded Liab, 78,867.)	129,630	75,617	66,127	51.0%	63,503
550	Unemployment	5,000	2,917		0.0%	5,000
560	Workers Comp Ins	3,348	1,953	2,646	79.0%	702
Salaries and Employee Benefits >		740,746	432,102	438,813	59.2%	301,933
605	Advertising	400	233	-	0.0%	400
610	Bank Fees	33,000	19,250	23,066	69.9%	9,934
620	Communications & Internet	7,000	4,083	5,455	77.9%	1,545
622	Board Exp	7,000	4,083	4,049	57.8%	2,951
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	1,167	2,039	102.0%	(39)
640	Fuel & Oil	0	0		0.0%	0
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	0	0		0.0%	0
660	Memberships & Subscriptions	4,500	2,625	13,668	303.7%	(9,168)
665	Mileage Reimb	500	292		0.0%	500
670	Postage & Shipping	26,000	15,167	10,295	39.6%	15,705
675	Professional Services (Legal, IT, CUSI annual)	40,000	23,333	31,657	79.1%	8,343
685	Rents	14,500	8,458	9,524	65.7%	4,976
690	Safety & Security (boots)	1,500	875	550	36.7%	950
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	350		0.0%	600
705	Supplies - Office	5,000	2,917	3,530	70.6%	1,470
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	0	0		0.0%	0
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (Classes, books)	500	292		0.0%	500
745	Travel / Lodging	1,000	583	7	0.7%	993
750	Utilities	6,500	3,792	5,123	78.8%	1,377
760	Waste Disposal	638	372	439	68.8%	199
795	Yolo Co	0	0		0.0%	0
798	Customer Refund					
799	Team Building	3,500	2,042	411	11.7%	3,089
Services and Supplies >		154,138	89,914	109,813	71.2%	44,325
810	R&R Buildings & Grounds	2,000	1,167	733	36.7%	1,267
815	R & R Damage Claims	0	0	1,666	0.0%	(1,666)
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0		0.0%	0
840	R&R Vehicles (\$2k/vehicle)	0	0		0.0%	0
Repairs & Replacement >		2,000	1,167	2,399	119.9%	(399)
Total Expenses >		896,884	523,183	551,025	61.4%	345,859

660-Cusi - \$5,313, Two yr docufree \$4,500

815 Repair of Susie's car that was a hit and run in the Admin parking lot

7 Wastewater Budget Variance Report July 1, 2023 through June 30, 2024		Target % >		58.3%	GL WASTEWATER
As of January 2024		2023-2024 Budget		Actual	%
Expenses	Annual	YTD	YTD	Spent	Total Remaining
505 Salaries & Wages	328,526	191,640	201,437	61.3%	127,089
520 FICA - District Share	27,512	16,049	14,912	54.2%	12,600
530 Medical Ins - District Share	75,731	44,176	47,008	62.1%	28,723
540 PERS - District Share (\$14.5K Unfunded)	27,156	15,841	13,565	50.0%	13,591
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	8,610	5,023	6,497	75.5%	2,113
Salaries and Employee Benefits >	467,535	272,729	283,419	60.6%	184,116
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	13,000	7,583	6,347	48.8%	6,653
622 Board Exp	0	0		0.0%	0
625 Equip - Field (up to \$4999)	1,500	875		0.0%	1,500
630 Equip - Office	1,000	583	112	11.2%	888
640 Fuel & Oil (Schaeffers)	7,500	4,375	3,281	43.7%	4,219
645 Insurance	42,000	24,500	43,781	104.2%	(1,781)
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	13,500	7,875	12,921	95.7%	579
660 Memberships/Subscriptions/Permits	39,000	22,750	41,799	107.2%	(2,799)
665 Mileage Reimb	250	146		0.0%	250
670 Postage & Shipping	0	0		0.0%	0
675 Professional Services (SCADA)	5,000	2,917	3,855	77.1%	1,145
685 Rents	0	0		0.0%	0
690 Safety & Security (includes boots)	8,000	4,667	5,156	64.5%	2,844
700 Tools & Instruments	2,500	1,458	1,799	72.0%	701
703 Supplies - Clothing & Personal	2,800	1,633	2,026	72.4%	774
705 Supplies - Office	1,000	583	1,016	101.6%	(16)
715 Treatment Chemicals	55,000	32,083	36,579	66.5%	18,421
720 Supplies-Operating-Other-Titan Tubes	25,000	14,583	24,603	98.4%	397
730 Taxes - Licenses	-	-			-
735 Training, Certs (classes, books)	1,000	583	689	68.9%	311
745 Travel / Lodging	-	-	209	0.0%	(209)
750 Utilities	105,000	61,250	59,722	56.9%	45,278
760 Waste Disposal	48,000	28,000	33,914	70.7%	14,086
795 Yolo Co	0	0		0.0%	0
798 Customer Refund					
799 Misc	0	0		0.0%	0
799.1 Team Building					
Services and Supplies >	371,050	216,446	277,809	74.9%	93,241
810 R&R Buildings & Grounds	2,500	1,458	1,320	52.8%	1,180
815 R & R Damage Claims	0	0		0.0%	0
820 R&R Lift Stations	0	0		0.0%	0
830 R&R Equipment	0	0		0.0%	0
832 R&R Mains/Service Lines	0	0	-	0.0%	-
840 R&R Vehicles	2,500	1,458	66	2.6%	2,434
				0.0%	-
Repairs & Replacement >	5,000	2,917	1,386	27.7%	3,614
Total Expenses >	843,585	492,091	562,614	66.7%	280,971
Expense Notes					

7	Water Budget Variance Report July 1, 2023 through June 30, 2024 As of January 2024	2023-2024 Budget		Target % > Actual YTD	58.3% % Spent	GL WATER Total Remaining
	Expenses	Annual	YTD	YTD		
505	Salaries & Wages	201,295	117,422	122,577	60.9%	78,718
520	FICA - District Share	16,583	9,674	9,140	55.1%	7,443
530	Medical Ins - District Share	33,966	19,814	15,605	45.9%	18,361
540	PERS - District Share	12,426	7,248	7,199	57.9%	5,227
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	7,289	4,252	5,565	76.3%	1,724
	Salaries and Employee Benefits >	271,560	158,410	160,086	59.0%	111,474
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	7,583	6,480	49.8%	6,520
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	292	112	22.4%	388
640	Fuel & Oil	10,200	5,950	5,496	53.9%	4,704
645	Insurance	42,000	24,500	43,781	104.2%	(1,781)
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	11,667	15,461	77.3%	4,539
660	Memberships/Subscriptions/Permits	38,000	22,167	29,449	77.5%	8,551
665	Mileage Reimb	500	292		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	10,000	5,833	4,886	48.9%	5,114
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	4,500	2,625	5,283	117.4%	(783)
700	Tools & Instruments	3,700	2,158	1,802	48.7%	1,898
703	Supplies - Clothing & Personal	2,500	1,458	750	30.0%	1,750
705	Supplies - Office	1,000	583	481	48.1%	519
715	Treatment Chemicals	125,250	73,063	42,536	34.0%	82,714
720	Supplies - Operating - Other	5,000	2,917	3,186	63.7%	1,814
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	1,167	674	33.7%	1,326
745	Travel / Lodging	500	292		0.0%	500
750	Utilities	188,000	109,667	184,008	97.9%	3,992
760	Waste Disposal	48,000	28,000	10,859	22.6%	37,141
795	Yolo Co	61,000	35,583	20,599	33.8%	40,401
798	Customer Refund			4,667		
799	Team Building	0	0		0.0%	0
	Services and Supplies >	575,650	335,796	380,510	66.1%	195,140
810	R&R Buildings & Grounds	5,000	2,917	355	7.1%	4,645
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains	0	0		0.0%	-
840	R&R Vehicles	3,000	1,750		0.0%	3,000
	Repairs & Replacement >	8,000	4,667	355	4.4%	7,645
	Total Expenses >	855,210	498,872	540,951	63.3%	314,259

Clearlake Oaks County Water District CRP/CIP Profit and Loss July 2023 through January 2024

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Ordinary Income/Expense					
Income					
Income					
425 · CRP (Capital Replacment Plan)	11,546.90	256,757.17	295,757.80	564,061.87	564,061.87
430 · Penalty & Interest	197.82	5,968.01	6,799.74	12,965.57	12,965.57
450 · Other - Non S/W Rev	0.00	21,634.89	0.00	21,634.89	21,634.89
Total Income	11,744.72	284,360.07	302,557.54	598,662.33	598,662.33
Total Income	11,744.72	284,360.07	302,557.54	598,662.33	598,662.33
Gross Profit	11,744.72	284,360.07	302,557.54	598,662.33	598,662.33
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	112,807.09	109,336.89	222,143.98	222,143.98
520 · FICA - District Share	0.00	8,364.89	8,075.67	16,440.56	16,440.56
530 · Med/Life Insurance- Dist Share	0.00	15,455.52	15,379.11	30,834.63	30,834.63
540 · PERS - District Share	0.00	7,841.90	7,320.66	15,162.56	15,162.56
560 · Workers Comp Ins	0.00	5,352.41	5,352.41	10,704.82	10,704.82
Total Salaries & EE Benefits	0.00	149,821.81	145,464.74	295,286.55	295,286.55
Services & Supplies					
620 · Communications & Internet	0.00	427.81	427.79	855.60	855.60
625 · Equip - Field (\$300-\$4999)	0.00	42.88	42.87	85.75	85.75
640 · Fuel & Oil	0.00	8,713.65	8,713.66	17,427.31	17,427.31
650 · Interest	0.00	1,788.54	1,788.45	3,576.99	3,576.99
657 · Lab	0.00	2,250.00	0.00	2,250.00	2,250.00
690 · Safety & Security	0.00	1,744.52	475.15	2,219.67	2,219.67
700 · Tools & Instruments	0.00	499.50	499.50	999.00	999.00
703 · Supplies - Clothing & Personal	0.00	676.01	940.88	1,616.89	1,616.89
720 · Supplies - Inventory - Other	0.00	129.56	129.56	259.12	259.12
Total Services & Supplies	0.00	16,272.47	13,017.86	29,290.33	29,290.33
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	16,760.77	44.65	16,805.42	16,805.42
820 · R&R Lift Stations	0.00	0.00	3,510.36	3,510.36	3,510.36
830 · R&R Equipment					
830.1 · Hydrants	0.00	4,349.98	0.00	4,349.98	4,349.98
830 · R&R Equipment - Other	0.00	16,594.47	14,337.34	30,931.81	30,931.81
Total 830 · R&R Equipment	0.00	20,944.45	14,337.34	35,281.79	35,281.79
832 · R&R Mains and Sewer Lines	0.00	26,520.66	2,783.13	29,303.79	29,303.79
840 · R&R Vehicles	0.00	10,707.21	9,997.09	20,704.30	20,704.30
Total Repairs & Replacement	0.00	74,933.09	30,672.57	105,605.66	105,605.66
Total Expense	0.00	241,027.37	189,155.17	430,182.54	430,182.54
Net Ordinary Income	11,744.72	43,332.70	113,402.37	168,479.79	168,479.79
Net Income	<u>11,744.72</u>	<u>43,332.70</u>	<u>113,402.37</u>	<u>168,479.79</u>	<u>168,479.79</u>

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

7

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

As of January 2024

Summary	Budget Annual	YTD		Actual YTD Amount %		
PC CRP Revenue	19,536	11,396	11,745	60.1%	0%	
PC CRP Expenses	0	0	-	0.0%	0%	
Expenses	2023-2024 Budget		Actual	%		Total
	Annual	YTD	YTD	Spent	Remaining	
605 Advertising	-	-	-	0.0%	-	
610 Bank Fees	-	-	-	0.0%	-	
620 Communications & Internet	-	-	-	0.0%	-	
622 Board Exp	-	-	-	0.0%	-	
625 Equip - Field (up to \$4999)	-	-	-	0.0%	-	
630 Equip - Office	-	-	-	0.0%	-	
640 Fuel & Oil	-	-	-	0.0%	-	
645 Insurance	-	-	-	0.0%	-	
650 Interest	-	-	-	0.0%	-	
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-	
660 Memberships & Subscriptions	-	-	-	0.0%	-	
665 Mileage Reimb	-	-	-	0.0%	-	
670 Postage & Shipping	-	-	-	0.0%	-	
675 Professional Services (SCADA)	-	-	-	0.0%	-	
685 Rents	-	-	-	0.0%	-	
690 Safety & Security (includes boots	-	-	-	0.0%	-	
700 Tools & Instruments	-	-	-	0.0%	-	
703 Supplies - Clothing & Personal	-	-	-	0.0%	-	
705 Supplies - Office	-	-	-	0.0%	-	
715 Treatment Chemicals	-	-	-	0.0%	-	
720 Supplies - Operating - Other	-	-	-	0.0%	-	
730 Taxes - Licenses	-	-	-	0.0%	-	
735 Training, Certs (classes, books)	-	-	-	0.0%	-	
745 Travel / Lodging	-	-	-	0.0%	-	
750 Utilities	-	-	-	0.0%	-	
760 Waste Disposal	-	-	-	0.0%	-	
795 Yolo Co	-	-	-	0.0%	-	
799 Team Building	0	0	-	0.0%	0	
Services and Supplies >	0	0	-	0.0%	0	
810 R&R Buildings & Grounds	-	-	-	0.0%	-	
815 R & R Damage Claims	0	0	-	0.0%	0	
820 R&R Lift Stations	-	-	-	0.0%	-	
830 R&R Equipment	-	-	-	0.0%	-	
832 R&R Mains/Laterals	-	-	-	0.0%	-	
840 R&R Vehicles	-	-	-	0.0%	-	
Repairs & Replacement >	0	0	-	0.0%	0	
Total Expenses >	0	0	-	0.0%	0	

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

7

Target % > 58.3% CRP-WATER

As of January 2024 Summary	WATER - CRP Budget		Actual YTD		
	Annual	YTD	Amount	%	
WATER CRP Revenue	461,460	269,185	284,360	61.6%	0%
WATER CRP Expenses	411,094	239,805	241,030	58.6%	0%

Operating Balance 50,366 29,380 43,330

	Expenses	2020-2021 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	204,827	119,482	112,807	55.1%	92,020
520	FICA - District Share	17,051	9,946	8,365	49.1%	8,686
530	Medical Ins - District Share	28,192	16,445	15,456	54.8%	12,736
540	PERS - District Share	13,350	7,787	7,842	58.7%	5,508
550	Unemployment	0	0	0	0.0%	0
560	Workers Comp Ins	6,525	3,806	5,352	82.0%	1,173
	Salaries and Employee Benefits >	269,944	157,467	149,822	55.5%	120,122
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	2,042	428	12.2%	3,072
622	Board Exp	0	0	0	0.0%	0
625	Equip - Field (up to \$4999)	1,250	729	43	3.4%	1,207
630	Equip - Office	-	-	-	-	-
640	Fuel & Oil	14,400	8,400	8,714	60.5%	5,686
645	Insurance	0	0	0	0.0%	0
650	Interest	6,000	3,500	1,789	0.0%	4,211
657	Outsource Lab / Internal Lab	3,000	1,750	2,250	0.0%	750
660	Memberships & Subscriptions	0	0	0	0.0%	0
665	Mileage Reimb	0	0	0	0.0%	0
670	Postage & Shipping	0	0	0	0.0%	0
675	Professional Services Leak Chk	-	-	0	0.0%	-
685	Rents	0	0	0	0.0%	0
690	Safety & Sec (includes boots)	-	-	1,745	0.0%	(1,745)
700	Tools & Instruments	2,000	1,167	500	0.0%	1,500
703	Supplies - Clothing & Personal	1,500	875	676	0.0%	824
705	Supplies - Office	-	-	0	0.0%	-
715	Treatment Chemicals	0	0	0	0.0%	0
720	Supplies - Operating - Other	3,000	1,750	130	0.0%	2,870
730	Taxes - Licenses	0	0	0	0.0%	0
735	Training, Certs (classes, books)	500	292	0	0.0%	500
745	Travel / Lodging	-	-	0	0.0%	-
750	Utilities	0	0	0	0.0%	0
760	Waste Disposal	0	0	0	0.0%	0
795	Yolo Co	0	0	0	0.0%	0
799	Team Building	0	0	0	0.0%	0
	Services and Supplies >	35,150	20,504	16,275	46.3%	18,875
810	R&R Buildings & Grounds	3,000	1,750	16,761	558.7%	(13,761)
815	R & R Damage Claims	0	0	0	0.0%	0
820	R&R Lift Stations	0	0	0	0.0%	0
830	R&R Equipment	35,000	20,417	16,594	47.4%	18,406
830.1	Hydrants	-	-	4,350	-	-
832	R&R Mains/Service Lines/Tanks	50,000	29,167	26,521	53.0%	23,479
840	R&R Vehicles	18,000	10,500	10,707	59.5%	7,293
840: Repr of Dump Tr	Repairs & Replacement >	106,000	61,833	74,933	70.7%	31,067
810: Repair of fence was reimb by insurance	Total Expenses >	411,094	239,805	241,030	58.6%	170,064

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

SEWER-CRP

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

As of January 2024

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	539,542	314,733	302,558	56.1%
SEWER CRP Expenses	533,029	310,933	189,156	35.5%

Operating Balance (loss) 6,513 3,799 113,402

	Expenses	2020-2021 Budget		Actual YTD	% Spent	Total Remaining
		Annual	YTD			
505	Salaries & Wages	285,408	166,488	109,337	38.3%	176,071
520	FICA - District Share	23,543	13,734	8,076	34.3%	15,467
530	Medical Ins - District Share	69,210	40,372	15,379	22.2%	53,831
540	PERS - District Share	19,116	11,151	7,321	38.3%	11,795
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	9,101	5,309	5,352	58.8%	3,749
	Salaries and Employee Benefits >	406,379	237,054	145,465	35.8%	260,914
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	2,917	428	8.6%	4,572
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	729	43	3.4%	1,207
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	14,400	8,400	8,714	60.5%	5,686
645	Insurance	0	0	-	0.0%	0
650	Interest	6,000	3,500	1,788	0.0%	4,212
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	-	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services (SCADA)	0	0	-	0.0%	0
685	Rents	-	-	-	0.0%	-
690	Safety & Security (includes boots)	-	-	475	0.0%	(475)
700	Tools & Instruments	2,000	1,167	500	0.0%	1,500
703	Supplies - Clothing & Personal	1,500	875	941	0.0%	559
705	Supplies - Office	-	-	-	0.0%	-
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	3,000	1,750	130	0.0%	2,870
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	500	292	-	0.0%	500
745	Travel / Lodging	-	-	-	0.0%	-
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0	-	0.0%	0
795	Yolo Co	0	0	-	0.0%	0
799	Team Building	0	0	-	0.0%	0
	Services and Supplies >	33,650	19,629	13,019	38.7%	20,631
810	R&R Buildings & Grounds	3,000	1,750	45	1.5%	2,955
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	20,000	11,667	3,510	17.6%	16,490
830	R&R Equipment	35,000	20,417	14,337	41.0%	20,663
832	R&R Mains/Laterals	25,000	14,583	2,783	11.1%	22,217
840	R&R Vehicles	10,000	5,833	9,997	100.0%	3
		-	-	-	0.0%	-
840: Rpr of Dump Tr	Repairs & Replacement >	93,000	54,250	30,672	33.0%	62,328
	Total Expenses >	533,029	310,933	189,156	35.5%	343,873

CRP-S = Heaven, Jerry, Hugo

CRP-W= Jeremy, Jesse

8:05 AM

02/08/24

Accrual Basis

**Clearlake Oaks County Water District
Capital Improvements
As of January 31, 2024**

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
01/05/2024	MC Engineering, Inc	Reclamtion grant/S...	Loan/Grant:...	2,687.50
Total 130 · Const In Progress - Studies				2,687.50
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)				
138 · USDA Water Improvements				
07/06/2023	MC Engineering, Inc	USDA Water Improv	Loan/Grant:...	2,106.27
07/12/2023		Deposit	Loan/Grant:...	-14,632.70
08/05/2023	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	390.00
11/05/2023	MC Engineering, Inc	Punchlists	Loan/Grant:...	130.00
01/05/2024	MC Engineering, Inc	USDA Meters and W...	Loan/Grant:...	1,820.00
Total 138 · USDA Water Improvements				-10,186.43
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
Total 128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)				
11/30/2023	T & S Construction Co...	Cerrito Redundacy P...	CRP:Water	2,165.37
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...				2,165.37
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
01/16/2024	Ryan Process, Inc.	Double Wall Contain...	CRP:Sewer	20,239.15
Total 131.1 · Pumps/Equipment				20,239.15
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				20,239.15
127 · Water Plant				
127.8 · Water Intake Pump Extension				
Total 127.8 · Water Intake Pump Extension				
127.7 · Ozone System				
Total 127.7 · Ozone System				
127.6 · Swan AMI Turbiwell Monitor				
Total 127.6 · Swan AMI Turbiwell Monitor				
127.5 · A/C installation for Filter Rm				
Total 127.5 · A/C installation for Filter Rm				
127.4 · PH System				
Total 127.4 · PH System				
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
Total 127.1 · Major Equipment				
127 · Water Plant - Other				
12/18/2023	T & S Construction Co...	Re Grade inside WT...	CRP:Water	1,970.64
12/26/2023	Humberto's Roofing	Deposit for Estimate...	GL:Water	1,000.00
12/26/2023	Humberto's Roofing	Deposit for Estimate...	GL:Water	1,000.00
Total 127 · Water Plant - Other				3,970.64
Total 127 · Water Plant				3,970.64
120 · District General CRP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				

8:05 AM
 02/08/24
 Accrual Basis

Clearlake Oaks County Water District
Capital Improvements
 As of January 31, 2024

Date	Name	Memo	Class	Amount
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
120.75 · SCADA				
07/12/2023	Southport Control Sol...	Programming to add...	CRP:Water	740.00
07/12/2023	Southport Control Sol...	Service call 7/6/2023...	CRP:Sewer	2,167.00
09/27/2023	Southport Control Sol...	9/15/2023 - Scada fa...	CRP:Water	1,612.00
Total 120.75 · SCADA				4,519.00
120.90 · Vehicles/Generators/Trailers				
Total 120.90 · Vehicles/Generators/Trailers				
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				4,519.00
122 · Bldgs/Grounds Cap Improvements				
Total 122 · Bldgs/Grounds Cap Improvements				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.2 · GIS Online Mapping System				
Total 124.2 · GIS Online Mapping System				
124.30 · Lift Stations				
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
11/05/2023	MC Engineering, Inc	Update map book	CRP:Water	81.25
11/05/2023	MC Engineering, Inc		CRP:Sewer	81.25
11/21/2023	T & S Construction Co...	AC Paving on High ...	CRP:Water	3,673.63
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				3,836.13
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				3,836.13
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
280 · Loan				
280.04 · 2021 Water Truck				
07/15/2023	Kansas State Bank - ...	Payment #20	CRP:Water	756.35
07/15/2023	Kansas State Bank - ...	3359488	CRP:Sewer	756.35
08/20/2023	Kansas State Bank - ...	Payment #21	CRP:Water	758.83
08/20/2023	Kansas State Bank - ...	3359488	CRP:Sewer	758.83
09/15/2023	Kansas State Bank - ...	Payment #21	CRP:Water	758.83
09/15/2023	Kansas State Bank - ...	3359488	CRP:Sewer	758.83
10/16/2023	Kansas State Bank - ...	Payment #23	CRP:Water	763.82
10/16/2023	Kansas State Bank - ...	3359488	CRP:Sewer	763.82
11/20/2023	Kansas State Bank - ...	Payment #24	CRP:Water	766.33
11/20/2023	Kansas State Bank - ...	3359488	CRP:Sewer	766.33
12/20/2023	Kansas State Bank - ...	Payment #25	CRP:Water	768.85
12/20/2023	Kansas State Bank - ...	3359488	CRP:Sewer	768.84
01/22/2024	Kansas State Bank - ...	Payment #26	CRP:Water	771.37
01/22/2024	Kansas State Bank - ...	3359488	CRP:Sewer	771.36
Total 280.04 · 2021 Water Truck				10,688.74
280.15 · USDA Water Improvement Project (USDA Wtr Improvement Proj total \$5 Million)				
Total 280.15 · USDA Water Improvement Project (USDA Wtr Improvement Pr...				

8:05 AM

02/08/24

Accrual Basis

Clearlake Oaks County Water District
Capital Improvements
As of January 31, 2024

Date	Name	Memo	Class	Amount
280.02 · KS State Bank - 2019 Vac-Con				
07/15/2023	Kansas State Bank - ...	Pymt #43	CRP:Water	3,526.82
07/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,526.81
08/15/2023	Kansas State Bank - ...	Pymt #44	CRP:Water	3,536.79
08/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,536.79
09/15/2023	Kansas State Bank - ...	Pymt #45	CRP:Water	3,546.79
09/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,546.79
10/15/2023	Kansas State Bank - ...	Pymt #46	CRP:Water	3,556.82
10/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,556.83
11/15/2023	Kansas State Bank - ...	Pymt #47	CRP:Water	3,566.88
11/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,566.88
12/15/2023	Kansas State Bank - ...	Pymt #48	CRP:Water	3,576.97
12/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,576.97
01/15/2024	Kansas State Bank - ...	Pymt #47	CRP:Water	3,587.08
01/15/2024	Kansas State Bank - ...	3343293	CRP:Sewer	3,587.09
Total 280.02 · KS State Bank - 2019 Vac-Con				49,796.31
Total 280 · Loan				60,485.05
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/31/2011)				
Total 306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ...				
Loans/Grants				
945 · Wastewater I and I Phase IV				
07/15/2023	AES - Analytical Envir...	WWTP Phase 4	Loan/Grant:...	344.00
07/31/2023	Acorn Environmental	Service thru July 2023	Loan/Grant:...	4,107.50
08/15/2023	AES - Analytical Envir...	L/S 1 & 11 - Search f...	Loan/Grant:...	600.00
Total 945 · Wastewater I and I Phase IV				5,051.50
940 · TA Grant				
07/06/2023	MC Engineering, Inc	SWRCB TA Grant	Loan/Grant:...	1,577.50
08/05/2023	MC Engineering, Inc	SWRCB Water TA ...	Loan/Grant:...	8,747.50
12/01/2023	MC Engineering, Inc	TA Grant Work- Pro...	Loan/Grant:...	627.00
Total 940 · TA Grant				10,952.00
Total Loans/Grants				16,003.50
TOTAL				103,719.91



CRP PC *6192

Available	**\$105,264.90
Current	\$105,264.90

CRP SEWER *3745

Available	**\$118,663.61
Current	\$118,663.61

GENERAL LEDGER *9122

Available	**\$112,975.72
Current	\$98,345.56

PUBLIC MONEY MARKET *8503

Available	**\$292,250.91
Current	\$292,250.91

PUBLIC MONEY MARKET *9592

Available	**\$42,994.43
Current	\$42,994.43

PUBLIC MONEY MARKET *7355

Available	**\$8,351.17
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Make paying bills fast and easy
Pay your bills on one screen in seconds.

Sign up for payments

Get Help with Taxes



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

Money Management

Current \$8,351.17

CRP WATER *6990

Available **\$0.00

Current \$0.00

**old account, now being transferred*

BALANCE TOTALS

per RM 01/18/2024. New Acct is 9385.

Total Deposit Accounts \$665,870.58

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

Budgets made easy!



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

[Start now](#)



No outside accounts added.

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Our mobile banking app is the convenient way to access your account at any time from any mobile device. Enjoy peace of mind knowing your finances are just a click away. Simply use the same login and password you use for your desktop account and start enjoying the freedom of mobile banking.

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

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3

31

California State Treasurer *Fiona Ma, CPA*



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

February 12, 2024

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

[Tran Type Definitions](#)

Account Number: 90-17-001

January 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/12/2024	1/11/2024	QRD	1746286	N/A	SYSTEM	2,841.48

Account Summary

Total Deposit:	2,841.48	Beginning Balance:	283,266.05
Total Withdrawal:	0.00	Ending Balance:	286,107.53

Clearlake Oaks County Water District Payroll Summary January 2024

	Hours	Rate	Jan 24
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-36.25	53.94	-2,161.00
CTO Used	18.5	35.96	718.28
Holiday	444.5	35.96	17,153.05
Holiday Worked (x2.5)	29.5	89.90	3,139.92
Hourly Sick	8.5	24.00	204.00
Overtime (x1.5)	123.25	53.94	7,297.89
PTO	197.5	43.73	9,631.40
Straight	1,722.25	35.96	66,017.00
Duty Pay			5,065.00
Total Gross Pay	2,507.75		107,065.54
Deductions from Gross Pay			
ACWA (pre-tax)			-2,326.56
AFLAC (pre-tax)			-454.26
AFLAC (taxable) AFTER TAX			-154.08
CALPers 457			-600.00
CALPers EE (Pretax)			-6,691.36
Total Deductions from Gross Pay			-10,226.26
Adjusted Gross Pay	2,507.75		96,839.28
Taxes Withheld			
Federal Withholding			-8,342.00
Medicare Employee			-1,512.11
Social Security Employee			-6,358.06
CA - Withholding			-3,519.01
CA - Disability			-1,147.15
Total Taxes Withheld			-20,878.33
Deductions from Net Pay			
Miscellaneous Deduction			-171.90
Wage Garnishment			-269.52
Total Deductions from Net Pay			-441.42
Net Pay	2,507.75		75,519.53
Employer Taxes and Contributions			
Medicare Company			1,512.11
Social Security Company			6,358.06
Total Employer Taxes and Contributions			7,870.17

8:07 AM

02/08/24

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
102.14 · CalPERS RESERVE - 7355	8,351.17	
102.13 · SEWER RESERVES-9592	42,994.43	
102.11 · PC ESCROW - 6184	0.00	
102.10 · CRP PC - 6192	105,264.90	
102.12 · WATER RESERVES- 8503	292,250.91	
102.001 · GL - 9122	81,483.10	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	97,107.53	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	29,662.54	
102.03 · CRP Sewer - 3745	118,663.61	
CUSI Accounts Receivable	204,087.00	
139 · Docufree	29,950.90	
116 · DEFERRED OUTFLOW- PENSION	279,080.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	85,208.68	
130 · Const In Progress - Studies	690,870.44	
130 · Const In Progress - Studies:130.97 · Const in Progress - Actiflo Pll	3,280.00	
130 · Const In Progress - Studies:130.96 · Const in Progress - WWP 2022	5,585.00	
130 · Const In Progress - Studies:130.95 · Source Capacity Studygrant prep	18,190.25	
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.	810,005.90	
115 · PRE-PAID INSURANCE	13,571.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
136 · CUSI Software	13,172.00	
138 · USDA Water Improvements	8,461,059.57	
128 · Sewer Infrstrcture & Rehab Proj	3,890,219.87	
121 · Wtr Dist & Wtr Storage Projects	279,432.11	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	230,059.50	
131 · Waste Water Plant:131.1 · Pumps/Equipment	163,546.35	
126 · Forcemain (phase 1) Cap. Imprv.	1,233,797.22	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	215,429.30	
127 · Water Plant:127.8 · Water Intake Pump Extension		140,267.64
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	357,521.21	
120 · District General CRP	95,883.57	
120 · District General CRP:120.01 · General Equipment/Tools	1,922,818.13	
120 · District General CRP:120.60 · Office	27,331.49	
120 · District General CRP:120.75 · SCADA	34,996.31	
120 · District General CRP:120.90 · Vehicles/Generators/Trailers	901,459.76	
122 · Bldgs/Grounds Cap Improvements	8,547,329.06	
124 · D/C System Cap Improvements	3,150,613.27	
124 · D/C System Cap Improvements:124.2 · GIS Online Mapping System	8,277.92	
124 · D/C System Cap Improvements:124.30 · Lift Stations	60,599.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	10,000.34	

3A

8:07 AM

02/08/24

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
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		11,078,963.62
200 · ACCOUNTS PAYABLE		89,240.40
211 · WAB Credit Card	1,000.00	
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		2,420.60
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		998.34
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		4,663.41
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		138.90
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481	0.00	
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - 7397	0.00	
210 · Cal Card:210.01 · Cal Card -	0.00	
210 · Cal Card:210.02 · Cal Card 0010	0.00	
210 · Cal Card:210.03 · Cal Card	0.00	
800 · Bulk Water Deposit		2,025.00
Annual Depreciation		249,035.55
224 · USDA Retainage		241,508.65
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.04 · 2021 Water Truck		55,588.07
280 · Loan:280.15 · USDA Water Improvement Project		4,881,000.00
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		79,723.21
280 · Loan:280.12 · USDA Loan for Sewer Clarifier		2,998,172.41
280 · Loan:280.10 · Bridge for I & I Rehab Project	0.00	
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		552.53
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical	0.00	
222 · Direct Deposit Liabilities		20,277.84
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	19,120.88	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	134.76	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		20,122.27
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	0.00	
223.50 · MEDICARE TAX PAYABLE	0.00	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	1,050.73	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	1.00	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	

8:07 AM

02/08/24

Accrual Basis

Clearlake Oaks County Water District Trial Balance As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
223.75 · PAYROLL DEDUCTION - INS CO-PAY	14,301.96	
223.80 · GASB 68 Pension		26,313.00
223.85 · MISC DEDUCTIONS PAYABLE		8,466.75
223.90 · COMPENSATED EMPLOYEE BENEFITS		86,839.02
24000 · Payroll Liabilities	22,495.85	
228 · FEMA Interest on Overpaymnt/Pen		769,106.25
227 · FEMA Overpayment/Penalties	1,969,862.75	
295 · NET PWNSION LIABILITY		723,163.00
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	371,172.41	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		3,334,114.80
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		16,050,674.54
Income:445 · Bulk Water		40,681.60
Income:410 · Client Reg Pmt		1,490,893.67
Income:425 · CRP		564,045.26
Income:430 · Penalty & Interest		59,267.76
Income:430 · Penalty & Interest:430.2 · Bank Interest		9.84
Income:435 · Loans/Grants:435-9 · Actiflo		303,711.04
Income:440 · Misc Revenue		0.19
Income:450 · Other - Non S/W Rev		124,625.48
Loans/Grants:945 · Wastewater I and I Phase IV	5,051.50	
Loans/Grants:940 · TA Grant	10,952.00	
Salaries & EE Benefits:545 · CALPers 457	262.50	
Salaries & EE Benefits:505 · Salaries & Wages	840,363.43	
Salaries & EE Benefits:520 · FICA - District Share	62,477.53	
Salaries & EE Benefits:530 · Med/Life Insurance- Dist Share	149,269.26	
Salaries & EE Benefits:540 · PERS - District Share	109,103.30	
Salaries & EE Benefits:560 · Workers Comp Ins	25,413.14	
Services & Supplies:610 · Bank Fees	23,084.04	
Services & Supplies:620 · Communications & Internet	19,137.76	
Services & Supplies:622 · Board Exp	4,049.49	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	85.75	
Services & Supplies:630 · Equip - Office	2,263.77	
Services & Supplies:640 · Fuel & Oil	26,204.21	
Services & Supplies:645 · Insurance	87,561.50	
Services & Supplies:650 · Interest	59,693.24	
Services & Supplies:657 · Lab	30,632.25	
Services & Supplies:660 · Memberships & Subscription	84,915.73	
Services & Supplies:670 · Postage & Shipping	11,807.39	
Services & Supplies:675 · Professional Services	40,396.97	
Services & Supplies:675 · Professional Services:675-7 · MC On Call Services/Pre Grant	2,492.50	
Services & Supplies:685 · Rents	9,523.67	
Services & Supplies:690 · Safety & Security	13,209.36	
Services & Supplies:700 · Tools & Instruments	4,600.05	
Services & Supplies:703 · Supplies - Clothing & Personal	4,392.92	
Services & Supplies:705 · Supplies - Office	5,027.27	
Services & Supplies:715 · Supplies-Chemicals-Operating	79,114.49	
Services & Supplies:720 · Supplies - Inventory - Other	28,048.24	
Services & Supplies:735 · Training/Classes/Certs/ClassB	1,362.99	
Services & Supplies:745 · Travel / Lodging	216.32	
Services & Supplies:750 · Utilities	248,852.59	
Services & Supplies:760 · Waste Disposal	45,213.35	
Services & Supplies:795 · Yolo Co	20,598.90	
Services & Supplies:798 · Customer Refund	23,728.87	
Services & Supplies:799 · Team Building	410.92	
Repairs & Replacement:810 · R&R Buildings & Grounds	19,309.07	
Repairs & Replacement:815 · R&R Damage Claim	1,666.46	
Repairs & Replacement:820 · R&R Lift Stations	3,510.36	
Repairs & Replacement:830 · R&R Equipment	31,180.87	
Repairs & Replacement:830 · R&R Equipment:830.1 · Hydrants	4,349.98	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	29,303.79	
Repairs & Replacement:840 · R&R Vehicles	20,770.58	

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8:07 AM

02/08/24

Accrual Basis

Clearlake Oaks County Water District
Trial Balance
As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
TOTAL	<u>43,970,429.64</u>	<u>43,970,429.64</u>

Account Payable Breakdown

Date: 2/12/2024

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$88,016.97	\$98,345.56	\$112,975.72
CRP Water - 6990	\$29,662.54	\$29,662.54	\$29,662.54
CRP Sewer - 3745	\$118,663.61	\$118,663.61	\$118,663.61
CRP PC - 6192	\$105,264.90	\$105,264.90	\$105,264.90
Water Reserve - 8503	\$292,250.91	\$292,250.91	\$292,250.91
Sewer Reserve - 9592	\$42,994.43	\$42,994.43	\$42,994.43
CalPers Reserve - 7355	\$8,351.17	\$8,351.17	\$8,351.17
LAIF Balance	\$286,107.53	\$286,107.53	\$286,107.53
Current A/P Aging	\$73,327.47		
Kansas State Bank-VacCon	\$7,421.47	2/15/2024	
Kansas State Bank-Water Truck	\$1,730.25	2/20/2024	
ACWA JPIA Health Ins.	\$18,646.49		
ACWA JPIA W/C & Liability	\$15,562.48		
TOTAL	\$116,688.16		
Paid On-line/Auto Out			
2/5/2024 Canon	\$676.48		
2/7/2024 PG&E	\$26,491.91		
2/8/2024 Credit Card	\$7,221.21		
2/7/2024 Mediacom	\$331.94		
1/31/2024 Bluefin	\$62.15		
TOTAL-Paid On-line/Auto Out	\$34,783.69		

9:45 AM

02/12/24

Clearlake Oaks County Water District A/P Aging Summary As of February 12, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Acme Rigging & Supply Co.	301.32	0.00	0.00	0.00	0.00	301.32
ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00
Alpha Analytical Labs	4,288.00	0.00	0.00	0.00	0.00	4,288.00
Anthony W Fowler	312.81	0.00	0.00	0.00	0.00	312.81
Badger Meter	0.00	0.00	0.00	0.00	-2,754.96	-2,754.96
Big O Tires	2,033.61	0.00	0.00	0.00	0.00	2,033.61
Bob's Vacuum	59.76	0.00	0.00	0.00	0.00	59.76
California State Disbursement Unit	269.52	0.00	0.00	0.00	0.00	269.52
Case Excavating, Inc.	0.00	8,311.82	0.00	0.00	0.00	8,311.82
Clearlake Lava	349.64	0.00	0.00	0.00	0.00	349.64
County of Lake - Special Districts	1,427.67	0.00	0.00	0.00	0.00	1,427.67
CUSI	0.00	350.00	0.00	0.00	0.00	350.00
Dean A Enderlin, P.G.	1,254.07	0.00	0.00	0.00	0.00	1,254.07
Dorothy Jensen	0.00	49.32	0.00	0.00	0.00	49.32
Elizabeth Anderson	32.27	0.00	0.00	0.00	0.00	32.27
Grainger	162.85	0.00	0.00	0.00	0.00	162.85
Hasa Inc	6,716.65	0.00	6,602.81	0.00	0.00	13,319.46
Hayden Solar, LLC	2,549.08	0.00	0.00	0.00	0.00	2,549.08
HC3	1,512.78	0.00	0.00	0.00	0.00	1,512.78
High Country Security	342.00	0.00	0.00	0.00	0.00	342.00
Humberto's Roofing	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Kelseyville Lumber	182.62	0.00	0.00	0.00	0.00	182.62
Lake County Vector Control District	187.68	0.00	0.00	0.00	0.00	187.68
Lake County Waste Solutions	832.60	0.00	0.00	0.00	0.00	832.60
Leete Generators Inc	0.00	1,202.25	0.00	0.00	0.00	1,202.25
Les Schwab	0.00	87.28	0.00	0.00	0.00	87.28
MC Engineering, Inc	0.00	4,507.50	0.00	0.00	0.00	4,507.50
Mendo Mill	393.91	0.00	0.00	0.00	0.00	393.91
Michael C Nuessle	0.00	200.00	0.00	0.00	0.00	200.00
Nave Law Office, P.C.	922.50	0.00	0.00	0.00	0.00	922.50
Pace	0.00	0.00	172.65	0.00	0.00	172.65
People Services Inc	95.00	0.00	0.00	0.00	0.00	95.00
PETTY CASH - Hugo Ramos	44.73	43.95	0.00	0.00	0.00	88.68
Purchase Power - Pitney Bowes	0.00	1,020.99	0.00	0.00	0.00	1,020.99
Quill	0.00	384.25	0.00	0.00	0.00	384.25
Rainbow Ag Services	699.19	0.00	0.00	0.00	0.00	699.19
Ramon Perlaia	110.58	0.00	0.00	0.00	0.00	110.58
Redwood Coast Fuels	660.57	2,620.99	0.00	0.00	0.00	3,281.56
Ryan Process, Inc.	20,239.15	0.00	0.00	0.00	0.00	20,239.15
Solenis LLC	0.00	2,169.00	0.00	0.00	0.00	2,169.00
Thomas Vasquez	47.12	0.00	0.00	0.00	0.00	47.12
TOTAL	46,027.68	22,947.35	6,775.46	0.00	-2,754.96	72,995.53

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CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: January 18, 2024

Time: 2:00 P.M.

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

MINUTES

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

√ Mr. Stanley Archacki, President √ Mr. Michael Herman, Vice President √ Mr. Samuel Boucher, Director
√ Mr. James Burton, Director √ Mr. William McHugh, Director √ Mrs. Dianna Mann – General Manager
√ Mrs. Olivia Mann – Board Secretary
√ Mr. Francisco Castro, Wastewater √ Mr. Kurt Jensen, Water √ Mr. Jeremy Backus, Distribution

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

C. STAFF REPORTS

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

D. CONSENT ITEMS

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

1. Financial Reports for review and approval (*Page 13*)

- a. December 2023 QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

2. **Minutes of previous meeting for review and approval (Page 39)**

- a. Minutes of Regular Meeting 12/21/2023

3. **Bills (Page 41)**

- a. Case Excavating Invoice number 1457, in the amount of \$8,311.82 for emergency repair on Hwy. 20, to be paid out of water reserves

Action Taken: Motion to approve the consent items

BOUCHER/BURTON M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

F. NEW BUSINESS

- 1. Discussion and consideration of customer appeal at 13213 2nd Street, Clearlake Oaks
(Confidential Documentation)

Action Taken: Motion to approve an extended payment plan with a down payment

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

- 2. Consideration and approval of designating the LAIF Account for both the USDA Water and Sewer Projects per USDA requirements

Action Taken: Motion to approve the designation of LAIF Account for both the USDA Water and Sewer Projects per USDA requirements

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

- 3. Discussion and consideration of Humberto's Roofing Bid(s) in the amount of \$24,997.00 to replace the roofing at the Water Treatment Plant *(Page 42)*

Action Taken: Motion to approve the Humberto's Roofing Bid(s) in the amount of \$24,997.00 to replace the roofing at the Water Treatment Plant, to be paid from the Water Reserves account

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

- 4. Discussion of Vacant Lots

Action Taken: NO ACTION

5. Discussion and consideration of adding Director McHugh to the WestAmerica Bank Signature Card for all accounts, alongside the removal of Ex-Director Medeiros

Action Taken: Motion to approve the addition of Director McHugh and the removal of Ex-Director Medeiros to the WestAmerica Bank signature card

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

6. Discussion and consideration of transferring the CRP Water Account from Savings to Checking

Action Taken: Motion to approve the transfer of the CRP Water account from Savings to Checking

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

7. Discussion and consideration of Resolution 24-01, Amending the Employee Handbook (*Page 47*)

Action Taken: NO ACTION

8. Consideration and approval of MC Engineering contract number 24-101, in the amount of \$25,229.00 to identify future pipeline projects to be coincided with the technical assistance work plan approved by SWRCB. (*Page 104*)

Action Taken: Motion to approve the MC Engineering contract number 24-101, in the amount of \$25,229.00 to identify future pipeline projects to be coincided with the technical assistance work plan approved by SWRCB

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

9. Discussion and consideration of the Final Report - Clearlake Oaks County Water District, Proposition 1 Grant Audit (*Page 111*)

Action Taken: NO ACTION

10. Discussion and consideration of Consumer Claim for 11697 Widgeon Way (*Page 125*)

Action Taken: Motion to deny Consumer Claim for 11697 Widgeon Way, Clearlake Oaks

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

11. Discussion and consideration of Transferring \$50,000.00 from Water Reserve to General Ledger, to be paid back when funding from the Lake County Tax Roll or Arrearage Program arrives

Action Taken: Motion to approve the transfer \$50,000.00 from Water Reserve to General Ledger, to be paid back when funding from the Lake County Tax Roll or Arrearage Program arrives

BURTON/MCHUGH M/S/C
AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH
NOES: NONE
ABSENT: NONE

ADJOURNMENT

Time: 4:00 PM

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

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

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

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

RESOLUTION NO. 24-02

**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, attached hereto and incorporated herein by reference, are hereby approved.
2. These amendment to the Water Code shall be effective as of February 15, 2024.

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 15th day of February 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Stanley Archacki, President

Attest: _____
Olivia Mann, Board Secretary

Clearlake Oaks County Water District

WATER CODE



February 15, 2024

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PURPOSE

The Clearlake Oaks County Water District was formed and exists under the provisions of the County Water District Law, California Water Code, Division 12, section 30000, et seq. The purpose of this Code is to form, regulate, organize, and incorporate the terms and charges for the distribution and use of potable water service. The District shall require charges for use of water which are designed to recover the capital and operating costs. The regulations shall include provisions for enforcement and penalties for violations.

Our mission, to provide the best quality water and the safest, most efficient treatment and disposal of water at a reasonable cost.

Our vision, to provide high quality drinking water and environmentally safe disposal of Sewer.

This 'Code' requires no expiration date and is in full effect until amended, rescinded or superseded.

TITLE 1 - GENERAL PROVISIONS

CHAPTER 1 - ADOPTION OF CODE

1-1.101 Title

This Code shall be known as the “Clearlake Oaks County Water District Water Code.” Except as otherwise provided in this Code, this Code consists of regulatory, penal, and administrative rules related to the receipt of water service from Clearlake Oaks County Water District pursuant to the authority set forth in the County Water District Law, California Water Code, Division 12, section 30000, et seq, and other applicable law.

1-1.102 Effective Code On Past Actions And Obligations

Neither the adoption of this Code nor the repeal of any ordinance or resolution of the District by this Code shall in any manner affect the prosecution for violations of ordinances or resolutions, which violations were committed prior to the effective date of this Code, nor be construed as a waiver of any fee or penalty on such effective date due and unpaid under such ordinances or resolutions, nor be construed as affecting any of the provisions of such ordinances or resolutions relating to the collection of any such fees or penalties or the penal provisions applicable to the violation of such ordinances or resolutions, nor to effect the validity of any bond or cash deposit required to be posted, filed, or deposited pursuant to any ordinance or resolution, and all vested rights and obligations pertaining to such ordinances or resolutions shall continue in full force and effect.

1-1.103 References To Specific Ordinances

The provisions of this Code shall not in any manner effect deposits or other matters of record which refer to, or are otherwise connected with, ordinances or resolutions which are specifically designated by number or otherwise and which are included within this Code, but such references shall apply to the corresponding provisions set forth in this Code.

1-1.104 Maintenance Of Code

At least one copy of this Code, duly certified by the Secretary, shall be maintained on file in the District offices as the official copy of this Code. Additional copies of this Code shall be distributed to the departments of the District as directed by the General Manager.

A duly certified copy of each ordinance or resolution making a change in this Code shall be filed in the office of the Secretary in books for such purpose, properly indexed for ready reference.

At least quarterly, the Secretary shall cause the loose-leaf pages of this Code in which changes have been made to be reproduced, including a notation as to the ordinance or resolution number and date on which such change is adopted, and distributed so that the loose-leaf copies of this Code, prepared for the use and convenience of the officers and employees of the District and the general public may be brought up to date.

CHAPTER 2 - RULES OF CONSTRUCTION

1-2.101 Scope

Unless the provisions of this Code otherwise specifically provide, or the context of this Code indicates to the contrary, the general provisions, rules of construction, and definitions set forth in this chapter shall govern the construction of this Code. The provisions of this Code and all proceedings under it are to be construed with a view to affect its object and to promote justice.

1-2.102 Statement And Continuations

The provisions of this Code insofar as they are substantially the same as existing ordinances or resolutions relating to the same subject matter, shall be construed as restatements and continuations and not as new enactments; provided, the provisions of this Code shall govern over any differences between an ordinance or resolution existing at the time of adoption of this Code.

1-2.103 Effect Of Headings

Title, Chapter, Article, and Section headings contained in this Code shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of any Title, Chapter, Article, or Section of this Code.

1-2.104 References To Acts Or Omissions Within The District

The provisions of this Code shall refer only to the omission or commission of acts within the territorial limits of the District and to the territory outside the District over which the District has jurisdiction or control by virtue of the Constitution of the State or any law, or by reason of ownership or control of property.

1-2.105 References To Ordinances Or Resolutions

Whenever any reference in this Code is made to an ordinance or resolution, the reference shall apply to such ordinance or resolution of the District unless this Code expressly provides otherwise. Whenever any reference is made to any portion of this Code, or to any ordinance or resolution of the District, the reference shall apply to all amendments and additions made to this Code.

1-2.106 Notices

Whenever a notice is required to be given pursuant to the provisions of this Code, unless different provisions are otherwise specifically set forth in the text of this Code, such notice may be given either by personal delivery thereof to the person to be notified or by deposit in the United States Mail in a sealed envelope, postage prepaid, addressed to such person to be notified at his last known business or residence address as the same appears in the public records of the District or other records pertaining to the matter to which the notice is directed. Service by mail shall be deemed to have been completed at the time the notice is deposited in the Post Office.

1-2.107 Severability

If any part of this Code is, for any reason, held to be invalid or unconstitutional, such decisions shall not affect the validity of the remaining portions of the Code. The Board hereby declares that it would have passed this Code by section, sub-section, sentence, clause, and phrase thereof, irrespective of the fact that any one or more other sections, sub-sections, sentences, clauses, or phrases be declared invalid or unconstitutional.

1-2.108 Statute Of Limitations

Whenever a limitation or a period of time prescribed in any existing ordinance, resolution, or statute for acquiring a right or buying a remedy, or for any other purpose, has begun to run before this Code goes into effect, the time which has already run shall be deemed a part of the time prescribed as such limitation.

1-2.109 Definitions

For the purposes of this Code, unless otherwise apparent from context, certain words and phrases use in this Code are defined as follows:

- (a) "Board" refers to the Board of Directors of the District.
- (b) "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.
- (c) "Director" refers to a member of the Board.
- (d) "District" refers to Clearlake Oaks County Water District.
- (e) "Employee" refers to a District employee.
- (f) "General Manager" refers to the General Manager of the District.
- (g) "Person" refers to any individual, firm, corporation, or other entity.
- (h) "President" refers to the President of the Board.
- (i) "Vice President" refers to the Vice President of the Board.
- (j) "Secretary" refers to the Secretary of the Board.
- (k) "State" shall mean the State of California.

- (l) “Section” shall mean a section of this code unless other source is specifically mentioned.
- (m) “Tenant” refers to the person who occupies land or property rented from a Customer.

TITLE 2 - DISTRICT POLICIES

2-1.101 General

The District shall, to the extent practicable, provide potable water service to District customers consistent with the County Water District Law and other State and Federal laws, rules, and regulations.

2-1.102 Distribution And Sale Of Water

The Board has fixed the rates at which water shall be sold, and the regulations governing classes of service and the conditions of service. All water rates and regulations are set forth in this Code.

2-1.103 Rate Review

At least annually, the Board shall review and confirm the rates, fees, and charges for potable water service. Adoption of the annual budget with rate assumptions included therein may constitute such review.

2-1.104 Operating Costs

As near as practicable, the Board shall establish service charges at a level sufficient to recover the cost of operating and maintaining the District’s system and infrastructure.

2-1.105 Capital Improvement Costs

As near as practicable, the Board shall establish connection charges sufficient to recover the cost of constructing capital improvements required to provide service.

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, including 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 a 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. All properties for which service is readily available pay the base rate and CRP rate whether or not the property owner has applied for service.

3-1.109 Types Of Service

- (a) District provides permanent service only, except where the General Manager has expressly authorized in writing a specific temporary use, such as a construction project.
- (b) “Permanent Service” means service to a property, parcel, and/or lot with a service connection to the District with or without a structure.

“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 (including apartments, duplexes, etc.), and RV and Mobile Home Parks. Classification when in question is 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 not defined as “Residential.”. Classification when in question is 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 the appropriate application process, pay the required service initiation fees, make the required deposits, and meet the conditions set forth herein.

- (a) No water service of the District shall be furnished to any premises or to any person free of charge except by authorization of the Board of Directors.
- (b) Each single-family dwelling shall be served through at least one water meter of at least 3/4" size.
- (c) Each unit of multi-family dwelling shall be served through at least one water meter of at least 5/8" in size.

3-2.102 Application to Commence Service

- (a) The application for service shall include an agreement to abide by District regulations and such information as the General Manager may reasonably request. Such application shall be for service to a particular and identified property.
- (b) If the application is for service to property not previously served by the District, the applicant shall also present construction and/or site plans at the time the account is requested to be set up.
- (c) If the application is for an account in the name of a corporation or partnership, the applicant shall provide a personal guarantee from an owner or principal of the entity, regardless of the form of organization, as provided herein.

3-2.103 Applicant's Responsibility

- (a) Multiple applicants for a commonly owned property shall be jointly and severally liable for water service. A single bill shall be sent to their designee.
- (b) Responsibility for service may be claimed by a Customer as follows:
 - (1) An account can be changed from two spouses to one spouse with transfer of ownership paperwork, death certificate, or by written request signed by both owners of record.
 - (2) An account can be changed to a family member "in care of" upon written request from the owner/Customer of record.
 - (3) A Customer can direct billing information to a third party, and bills will be sent "in care of" the party who will make the payment.
 - (4) A tenant of property with evidence of a valid lease agreement and a Tenant Transfer Authorization Form may apply for service, and the

bill shall be sent to the tenant. The tenant is responsible for the payment of service fees and charges in accordance with District rules and regulations. The property owner shall be responsible for any unpaid service fees and charges of a tenant. Upon request by the property owner, the District will notify said owner and include the amounts owed and due dates. The District shall disclose whether or not an account held by a tenant is in good standing and, if there is an unpaid balance, the amount owed and due date.

- (5) Interim non-owner transfer requests can be made on a case by case basis and must be approved by the General Manger. An agreement must be signed assuming responsibly of the bill upon transfer.
- (6) Real estate agents may request to transfer service(s) into their name for which they are facilitating the sale of real property by providing a listing agreement.
- (7) No Customer shall supply water to any individual or person other than the occupants of the premises of such Customer.

3-2.104 Meter Required

All water furnished by the District, except as provided in this Code, must pass through a meter. No by-pass or connection around a meter between the Customer's plumbing and the District's main shall be made or maintained.

All meters, risers, gaskets, service connections, and other equipment furnished by the District shall be placed, maintained, and repaired by the District. The Customer shall provide a space for and exercise proper care to protect the property of the District. In the event of loss or damage to the District's property arising from neglect or misuse by the Customer, the cost of necessary repairs or replacement shall be paid for by the Customer.

All water passing through the meter is billable. If the meter cannot be read for any reason, usage will be billed as soon as practical.

3-2.105 Ownership And Accessibility Of Service Connections

Service connections shall be kept safely and readily accessible for District personnel. The expense of maintenance, repairs, and renewal of such service connections and meters, due to normal wear and tear, shall be borne by the District, including meter gaskets. District installed water pipes, risers, gaskets, and appurtenances downstream of the meter are the property of the Customer who is responsible for operation and maintenance.

Any person who covers or in any way obstructs Districts access to the water meter will be charged the base rate and any estimated usage calculated from 12-month prior usage charges or the start of their service, plus a Billing Obstruction Fee for each billing cycle the obstruction remains over the meter, as set forth in this code.



The District reserves the right to discontinue service that may seriously impair service to any other Customer or to the District's service facilities.

It is unlawful for any plumber or other person to make connection with any District water main, or any conduit or pipe belonging to or under control of the District, without the prior approval of the District, or to make any such connection after service to the property has been disconnected, or to turn water service on or off to any property without permission of the District.

ARTICLE 2 – EXPANSION FEES AND DEPOSITS

3-2.201 Fees And Deposits: General

An applicant shall pay the applicable fees and deposits as set forth herein.

3-2.202 Service From Existing Service Connection

The applicant is not required to pay capital expansion fees if the applicant's property cannot be served from an existing service connection. Reconnection fees shall be paid if the applicant requests that a forfeited service be activated.

3-2.203 Service From New Service Connection

If the applicant's property cannot be served from an existing connection but can be served from an existing water main, the applicant shall pay Capital Expansion Fees prior to the connection being made.

3-2.204 Capital Expansion

A person may obtain a connection to an existing District main by paying a Capital Expansion Fee based upon the size of meter which is required for the service.

All new connections or upgrades are required to have a completed Capital Expansion Fee quote on file, and all costs associated with service connection must be paid in full prior to connection.

Capital Expansion Fees for mobile home parks, RV parks, approved subdivisions, or any other type of multi-unit development shall be charged on a per unit, space, or lot basis at the same rate as for a single-family dwelling.

All costs associated with the installation, maintenance, or repair of the aforementioned connection(s), along with inspection fees, shall be the sole responsibility of the property owner/Customer. The District will provide an estimated cost sheet for the time and materials to install the connection, such fees will need to be paid prior to the connection.

Meter Size	Capital Expansion Fee	Administrative Fee	Account Fee	Inspection Fee	Total Installation Cost
1"	\$10,000.00	\$100.00	\$65.00	\$145.00	\$10,310.00
1 ½"	\$20,000.00	\$100.00	\$65.00	\$145.00	\$20,310.00
2"	\$27,000.00	\$100.00	\$65.00	\$145.00	\$27,310.00
3"	\$50,000.00	\$100.00	\$65.00	\$145.00	\$50,310.00
4"	\$85,000.00	\$100.00	\$65.00	\$145.00	\$85,310.00
6"	\$140,000.00	\$100.00	\$65.00	\$145.00	\$140,310.00

3-2.205 Commencement

As used herein, service commences when a request for service has been completed and water can be delivered to the applicant's property through District facilities.

3-2.206 Assurances Of Service

When an applicant desires assurances (will-serve) that service will be provided at a future date, such assurances will be given only if the applicant agrees to be bound by District regulations, including regulations for the payment of connection fees existent when service commences, the applicant makes financial arrangements to pay connection fees in the future by depositing cash with the District, and the applicant agrees to be bound by the terms of the application for service.

Service connections installed by a Customer are inspected prior to acceptance by the District to assure they meet District specifications. A person connecting to the system must do so in a business-like manner so that proper alignment of the facilities is in place.

3-2.207 Deposits: Service From Existing Service Connection

- (a) If the applicant has not promptly paid previous water bills or has a credit history indicating the applicant is a credit risk, the applicant shall make a cash deposit of twice the amount of the normal maximum bill for such property.
- (b) If the commercial applicant is not the owner of the property where service is requested, the applicant shall make a cash deposit of twice the amount of the normal maximum bill for such property.

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- (c) A deposit shall be made by customers who have received a final notice five or more times within a two-year period, and from every customer whose service is disconnected for nonpayment of water charges. Deposits may be refunded to a customer after one year of service without more than one final notice, in the District's sole discretion. Refunds shall be made by check unless the Customer expressly requests that the refund be made by crediting the amount of the deposit to the account.
- (d) Public agencies and public utilities are not required to make the deposits required by this section.

CHAPTER 3 - CONDITIONS OF SERVICE

ARTICLE 1 – GENERAL

3-3.101 General

The District will exercise reasonable diligence and care to deliver a continuous and adequate supply of water to the customer at a reasonable constant pressure and to avoid shortage or interruption in delivery. The District offers water at its system pressure, and the applicant must install adequate plumbing and protective devices in accordance with the current Uniform Plumbing Code in order to utilize the available water at whatever reasonable constant pressure is available in the system. The District is not responsible for the maintenance of pressure and reserves the right to discontinue service while making repairs required in the operation of the water system. Customers who depend upon a continuous supply should provide for their own emergency storage.

3-3.102 Areas Served

Lands lying within the boundaries of the District are eligible to receive water service.

ARTICLE 2 - RATES: TIME AND MANNER OF PAYMENT

3-3.201 Continuation Of Service

A customer shall be entitled to continue to receive water service from the District by compliance with the provisions of this Chapter. Customers shall pay the following monthly base rate regardless of usage.

Each customer shall pay a monthly usage charge based on the units of water delivered, as follows:

Rate Code	2021-2022 Adjusted Rate	2022-2023 Adjusted Rate	2023-2024 Adjusted Rate	2024-2025 Adjusted Rate	2025-2026 Adjusted Rate
USM 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WMF 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSF 5/8" & 3/4"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSF 1"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSF 1 1/2"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSI 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 5/8" & 3/4"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 1 1/2"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 6"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WC 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WZR 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 1"	\$99.84	\$102.34	\$104.89	\$107.52	\$110.20
WC 1"	\$99.84	\$102.34	\$104.89	\$107.52	\$110.20
WC 1 1/2"	\$199.57	\$204.56	\$209.67	\$214.92	\$220.29
WZR 1 1/2"	\$199.57	\$204.56	\$209.67	\$214.92	\$220.29
WMF 2"	\$319.21	\$327.19	\$335.37	\$343.75	\$352.35
WZR 2"	\$319.21	\$327.19	\$335.37	\$343.75	\$352.35
WC 2"	\$319.21	\$327.19	\$335.37	\$343.75	\$352.35
WC 3"	\$598.54	\$613.50	\$628.84	\$644.56	\$660.68
WZR 3"	\$598.54	\$613.50	\$628.84	\$644.56	\$660.68
WC 4"	\$997.60	\$1,022.54	\$1,048.10	\$1,074.31	\$1,101.16
WZR - 4"	\$997.60	\$1,022.54	\$1,048.10	\$1,074.31	\$1,101.16
VZX - 4"	\$997.60	\$1,022.54	\$1,048.10	\$1,074.31	\$1,101.16
Usage Rate	\$2.07	\$2.12	\$2.17	\$2.23	\$2.28

Each customer shall pay a monthly charge for the "Capital Replacement Project" for the repair and replacement of infrastructure within the District's boundaries.

Year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
CRW	\$15.80	\$16.20	\$16.61	\$17.03	\$17.46
C58	\$15.80	\$16.20	\$16.61	\$17.03	\$17.46
CRP PC	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
C1 - CRP Commercial	\$34.75	\$35.62	\$36.51	\$37.42	\$38.36
C15 - CRP Commercial	\$65.81	\$67.46	\$69.15	\$70.88	\$72.65
C2 - CRP Commercial	\$104.64	\$107.26	\$109.94	\$112.69	\$115.51
C3 - CRP Commercial	\$194.25	\$199.11	\$204.09	\$209.19	\$214.42
C4 - CRP Commercial	\$322.41	\$330.47	\$338.73	\$347.20	\$355.88

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3-3.202 Billing Adjustments

- (a) For the purpose of computing water charges, each meter upon the customer's premises will be computed separately.
- (b) Adjustments will be made when a billing error occurs.
- (c) The presence of a leak on the customer side does not qualify for a billing adjustment.

3-3.203 Bills Due When Presented

All bills and charges shall be due upon receipt, but are not considered late until after the specified due date on the statement. A late fee of \$10.00 or 10%; whichever is greater, will be applied to the account.

The District may waive the late fee one time per billable account in a twelve-month period in the sole discretion of the General Manager.

3-3.204 Payment Options

The District offers the following payment options for all customers:

- (a) Payments are accepted in person at the Administrative Office or over the phone. We accept cash, check, credit cards, money orders and DoxoPay
- (b) Credit Card Payments: Visa, MasterCard and Discover are accepted
- (c) View and Pay your bill via credit card in office, online or with an automated phone system by dialing (707) 216-2006.
- (d) Payment by mail or drop box

3-3.205 Billing Frequency

All services will be billed monthly on or about the 25th of every month.

3-3.206 Failure To Receive A Bill

Customers are to notify the District if they haven't received a bill. Failure to receive a bill does not relieve a customer of liability for payment.

Bills are sent via United States Postal Service. Customers can also opt-in to E-Bills along with paper bills or in place of paper bills

Bills will be delivered to the address on file from the application of service or grant deed. If a customer wishes to change their mailing address, a change of address form is available in office or on our website and all sections must be filled out.

3-3.207 Notice Of Billing Discontinuance Required

Customers desiring to discontinue billing in their name shall notify the District at least 24 hours prior to vacating the premises.

Water service will not be interrupted during a transfer of ownership or change in tenancy, unless the service is off for delinquency.

3-3.208 Multiple District Services

The rates and charges for all services and facilities furnished by the District shall be collected with its water rates and charges. All such charges shall be included within the same bill and collected as one item. In the event of failure to pay the whole or any part of the bill, the District may discontinue any or all service for which the bill is rendered.

3-3.209 Proration Of Charges For Odd Periods

Bills for water service for periods of time less than one month or a specified billing period will be prorated.

3-3.210 Estimated Bills

- (a) If a meter in working condition cannot be read for any reason, an estimate shall be made of the quantity of water used and a bill rendered for the estimated quantity. Should the succeeding reading indicate that the estimate is materially in error, an adjustment shall be made in the succeeding bill.
- (b) If a meter becomes inoperable, billing shall be based on the quantity used in a similar period, unless circumstances indicate clearly a material change in the rate of consumption, in which case the Billing Department shall estimate the quantity used, considering all pertinent factors, and render a bill accordingly.

3-3.211 Change Of Customers Without Notice

A person taking possession of premises and using water from an active connection without having made application to the District for water service, shall be held liable for the water delivered from the date of the last recorded reading, and if the meter is found inoperative, the quantity consumed will be estimated by the Billing Department. If proper application for water service is not made upon notification to do so by the District, and if accumulated bills for service and the fees herein provided are not paid immediately, the service may be discontinued by the District without further notice. All properties for which water service is readily available shall pay the base rate and CRP rate whether or not the owner has applied for service.

3-3.212 Check Not Honored By Bank

Applicants or customers who pay bills rendered for service, fees, deposits or penalties by check or electronic funds transfer (EFT) will be held responsible for the payment being honored by the Bank upon which it is drawn. If a check or EFT transaction is refused for payment by the Bank, the writer, upon notification, will be charged a fee set forth in this Code, after which the customer will not be permitted to pay with a check for six months.

In the event the District receives a personal check to prevent a delinquent shut off is not honored by the bank, the District may terminate service immediately. Customer will be required to pay any outstanding balance listed on the account in order to have services reinstated in accordance with this code. Payments must be in the form of Credit Card, Cash, Money Order, or Cashier's Check

If any fee or charge is paid to the District by check and said check is not honored by a bank, a fee will be charged to the account in addition to any other charges assessed to the District concurrent with the enacted billable fees. The District may proceed with discontinuance of service upon receipt of a returned check.

CHAPTER 4 – INSTALLATION AND MISCELLANEOUS FEES

3-3.401 Scope

This Chapter applies to District fees, penalties, and deposits.

3-3.402 Fees: Installation Charges

A person may obtain a meter to an existing service connection by paying the District the following installation charges based upon the size of meter required for the service:

Size of Meter	Installation Charge July 1, 2020		
3/4" – 5/8"	\$269.00		
1"	\$269.00		
1-1/2" (or larger)	Actual Cost to District		

3-3.403 Miscellaneous Fees

Account Fee	All new accounts, new or existing owner	\$65.00
Administrative Fee	Minimum of \$100.00 or actual time at hourly rate	\$100.00
After Hours Service Fee		\$175.00
Backflow Device Inspection Fee	(If District has a Certified Backflow Tester, this fee will be charged to the customer's account)	\$45.00
Backflow Non-Compliance Turn Off Fee		\$150.00
Billing Obstruction Fee	Minimum of \$100.00 and actual removal, repair or replacement	\$100.00
Delinquent Turn Off Fee		\$150.00
Door Hanger Fee	To be charged when placing a door hanger for any reason other than a courtesy notice	\$45.00
Foliage Removal Fee	Minimum of \$85.00 and actual repair or replacement	\$85.00
Grease Trap Reinspection Fee		\$115.00
Illegal Cross Connection Fee	Minimum of \$750.00 and actual repair or replacement	\$750.00
Illegal Tamper Fee	Minimum of \$350.00 and actual repair or replacement	\$350.00
Inspection Fee		\$145.00
Penalty (Late) Fee	\$10.00 or 10.0% whichever is greater	
Property Tax Roll Fee		\$85.00
Meter Reset Fee	Minimum of \$100.00 and actual repair or replacement	\$100.00
Returned Check Fee		\$45.00
Service Forfeit Reconnect Fee	Minimum of \$150.00 and actual repair or replacement	\$150.00
Service Reduction Inspect Fee		\$145.00
Service Turn On Fee		\$50.00
Transfer Fee (New Owner/Tenant)		\$65.00

CHAPTER 5 – DELINQUENT ACCOUNTS

3-5.101 Application Of Deposits To Delinquent Accounts

If a Customer who has made a deposit fails to pay his delinquent bill or bills, together with all added penalties, his deposit shall be applied to the account and the service may be discontinued until such time as the deposit is restored to the amount provided herein after all delinquencies and charges are paid.

The District shall provide an opportunity for customers who cannot pay their charges, in full or in part, to continue receiving service through such options as deferred or reduced payments or alternative payment schedules, as provided herein. In addition, the District shall provide a formal mechanism for a customer to contest or appeal a bill.

3-5.102 Delinquent Customer At Same Or New Address

Should any customer fail or refuse to pay for service furnished and charged for in accordance with the rates herein specified, the customer shall not again be furnished service at the same or any other location until all of his delinquent bills plus the fees and charges herein provided have been paid; and they shall be required to make a deposit sufficient to cover future services as provided herein.

3-5.103 Notice of Delinquency

- (a) General. The District shall not discontinue residential service for nonpayment until a billing statement has been delinquent for at least 60 days. In addition, not less than seven business days before discontinuation of residential service for nonpayment, the District shall contact the customer named on the account by telephone or written notice.
- (b) Shut-off Notice by Telephone. If the District contacts the customer named on the account by telephone, it shall offer to provide in writing to the customer the District's policy on discontinuation of residential service for nonpayment. The District shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, minimum payments, and petition for bill review and appeal.
- (c) Written Shut-off Notice. If the District contacts the customer named on the account by written notice, the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:
 - (1) The customer's name and address.
 - (2) The amount of the delinquency.
 - (3) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
 - (4) A description of the process to apply for an extension of time to pay the delinquent charges.
 - (5) A description to petition for bill review an appeal.
 - (6) If the District is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned

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through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the District's policy for discontinuation of residential service for nonpayment.

- (7) All written notices shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the District's service area.

3-5.104

Payment Arrangements

- (a) The District shall not discontinue residential service for nonpayment if all the following conditions are met:
- (b) The customer, or a tenant of the customer, submits to the General Manager the certification of a primary care provider, as defined in Welfare and Institutions Code section 14088 (b)(1)(A), that discontinuation of residential service will be life threatening to, pose a serious threat to the health and safety of, a resident of the premises where residential service is provided; and
- (c) The customer demonstrates that he or she is financially unable to pay for residential service within the District's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the District's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level; and
- (d) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with this Code and applicable District policies.
- (e) Types of Payment Plans. If the conditions listed in subdivision (e) are met, the District shall offer the customer one or more of the following options:
 - (1) Amortization of the unpaid balance.
 - (2) Participation in an alternative payment schedule.
 - (3) Temporary deferral of payment.

The District may choose which of the payment options described in this code, the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

- (f) Failure to Comply with Payment Plan. Residential service may be discontinued no sooner than 5 business days after the District posts a final

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notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

- (1) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more; or
 - (2) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.
- (g) Restoring Service. If the District discontinues residential service for nonpayment, it shall provide the customer with information on how to restore residential service.
- (h) Customers Below Federal Poverty Level. If a residential customer demonstrates a household income below 200 percent of the federal poverty line, the District shall do both of the following:
- (1) Set a reconnection of service fee for reconnection during normal operating hours as set forth in this code, but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January of each calendar year. For the reconnection of residential service during nonoperational hours, the District shall set a reconnection of service fee as set forth in this code, but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January of each calendar year; and
 - (2) Waive late fees on delinquent bills once every 12 months.

The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

- (i) Notice to Tenants. If the District furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobile home park, or permanent residential structure in a labor camp, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the District shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.
- (1) Requirements for Occupant to Become a Customer. The District is not required to make service available to the residential occupants

unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and District's rules and regulations. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's rules and regulations, the District shall make service available to those residential occupants who have met those requirements.

- (j) Alternative Qualification. If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other credit obligation acceptable to the District for that period of time is a satisfactory equivalent.
- (k) Occupant of a Single Family Residence. In the case of a detached single-family dwelling, the District may do any of the following:
 - (1) Give notice of termination at least seven days prior to the proposed termination.
 - (2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Civil Code section 1962.
- (l) A delinquent customer may request a payment arrangement that shall not exceed 12 months. The customer must pay, in addition to payments under the plan, each month's charges during the period of the payment plan. The District will not charge late fees, unless a payment is not made by the stated due date in the plan. A payment arrangement will not be effective unless and until signed by the District and customer.

3-5.105 Appeals

The procedure to be used to appeal the amount set forth in any bill for residential water service is as follows:

- (a) Initial Appeal. Within ten (10) days of receipt of the bill for water service, the Customer has a right to initiate an appeal or review of any bill or charge rendered by the District. Such request must be made in writing and be delivered to the District's office. For so long as the Customer's appeal and any resulting investigation is pending, the District cannot discontinue water service to the Customer.
- (b) Delinquent Turn Off Notice Appeal. In addition to the appeal rights provided under subdivision (a), above, any Customer who receives a

Delinquent Turn Off Notice may request an appeal or review of the bill to which the Notice relates at least five (5) business days after the date of the Notice. Any appeal or request for review under this subdivision must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal or review must be delivered to the District's office within that five (5) business day period. For so long as the Customer's appeal and any resulting investigation is pending, the District cannot discontinue water service to the Customer.

(c) Appeal Review. Following the receipt and review of a request for an appeal, the appeal will be agenzized at the next regularly scheduled Board meeting for review

- (1) If water charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within ten (10) calendar days of the invoice date for the revised charges. If the revised charges remain unpaid for more than sixty (60) calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of that sixty (60) calendar day period; provided that the District shall provide the Customer with the Delinquent Turn Off Notice. Water service will only be restored upon full payment of all outstanding water charges, penalties, and all applicable disconnection charges.
- (2) If the water charges in question are determined to be correct, the water charges are due and payable within two (2) business days after the review by the Board of Directors.
- (3) When a hearing before the Board of Directors is requested, such request shall be made in writing and delivered to the District's office. The Customer will be required to personally appear before the Board and present evidence and reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file with the District concerning the water charges in question, and render a decision as to the accuracy of said charges.
 - (a) If the Board finds the water charges in question are incorrect, the Customer will be invoiced for the revised charges. If the revised charges remain unpaid for more than sixty (60) calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of that sixty (60) calendar day period; provided that the District shall provide the Customer with the Delinquent Turn Off Notice. Water service will be restored only after outstanding water charges and any and all applicable disconnection charges are paid in full.
 - (b) If the water charges in question are determined to be correct, the water charges are due and payable within two (2) business days after the decision of the Board is rendered. In the event

that charges are not paid in full within sixty (60) calendar days after the original billing date, then the District shall provide the Customer with an Delinquent Turn Off Notice and may proceed in potentially discontinuing water service to the Customer's property.

- (c) Any overcharges will be reflected as a credit on the next regular bill to the Customer, or refunded directly to the Customer, at the sole discretion of the Board.
- (d) Water service to any Customer shall not be discontinued at any time during which the Customer's appeal to the District or its Board of Directors is pending.
- (e) The Board's decision is final and binding.
- (f) For an initial appeal under subdivision (a) of this section, above, if the Customer does not timely appeal to the District's Board of Directors, the water charges in question shall be immediately due and payable. In the event the charges are not paid in full within sixty (60) calendar days after the original billing date, then the District shall provide with the Delinquent Turn Off Notice, and may proceed to discontinuing service to the Customer's property.
- (g) For an Delinquent Turn Off Notice appeal under subdivision (b) of this section, above, if the Customer does not timely appeal to the District's Board of Directors, then the water service to the subject property may be discontinued on written or telephonic notice to the Customer to be given at least twenty-four (24) hours after the latter to occur of: (i) the expiration of the original sixty (60) calendar day notice period set forth in the Delinquent Turn Off Notice; or (ii) the expiration of the appeal period.

3-5.106 Restoration Of Water Service

When service is terminated for failure to comply with the District's rules and regulations other than payment of fees and charges, service shall not be restored to the former customer or property of the former customer until assurances satisfactory to the General Manager are provided that the customer will comply with District rules and regulations, and the District is reimbursed for costs incurred to terminate and restore service.

When service is terminated for failure to pay rates, fees, or charges, service shall not be restored to the former customer unless and until arrearages that resulted in the termination and costs incurred to terminate and restore service are paid to the District. Payment shall be by cash, credit or debit card, cashier's check, or money order. Payment processing through Doxo Pay does not qualify for restoration of service until funds have been received by District.

The District will endeavor to make such reconnection as soon as practical. The District shall make the reconnection no later than the end of the next regular working day following the Customer's request and payment of any applicable Disconnection Fee.

If a customer's delinquent account balance has been charged to the County of Lake Tax Roll, the customer is required to pay the County Tax Collector prior to restoration of services. The District will only restore services once the entire tax balance has been paid, confirmed by the County of Lake and the remaining balance owed to the District has been paid.

CHAPTER 6 - CROSS CONNECTION CONTROL REGULATIONS

ARTICLE 1 – DEFINITIONS

“Air Gap” refers to the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood level rim of said vessel. An approved air-gap shall be at least double the diameter of the supply pipe, measured vertically, above the top of the rim of the vessel, and, in no case less than one inch.

“Backflow” refers to the flow of water or other liquids, mixtures, or substances into the distribution pipe of a potable water supply from any source then the District's source.

“Backflow Prevention Device” refers to the device or means designed to prevent backflow of water into the public drinking water supply

“Cross Connection” refers to any unprotected connection between any parts of the District's water system and any source or system containing water or any other substance that is not or cannot be approved by the District as safe, wholesome and potable for human consumption

“Reduced Pressure Principle Device” refers to an assembly of two independently operating approved check valve, with an automatically operating differential relief valve, between the two check valves; tightly closing shut-off valves on either side of the check valves; plus properly located test cocks for the testing of the check and relief valves.

ARTICLE 2 – BACKFLOW PREVENTION

Pursuant to State of California, Department of Health Services, Title 17, Chapter V, Sections 7583-7632, it is the responsibility of the District to protect its drinking water by instituting and enforcing a “Backflow Prevention” program in order to prevent the backflow of water into the public drinking water supply. Property receiving domestic water service with a secondary water source shall have an approved backflow prevention device.

- (a) A backflow prevention device is required to protect against contamination by a secondary water source, the customer shall pay an annual inspection fee set forth in this Code if the District has a certified Backflow Tester or hire an outside certified Backflow Prevention Device Tester.
- (b) The term “Approved Backflow Prevention Device” shall mean a device that has been manufactured in full confirmation with the standards established by the American Water Works Association entitles AWWA C506-679 or most current issue.
- (c) Backflow prevention devices shall be installed in the manner prescribed in the State Department of Health Services, Sanitary Engineering Branch’s “Manual of Cross Connection Procedures and Practices” or as prescribed by another acceptable authority and plans by which have been approved by the District.

ARTICLE 3 – PROTECTION OF THE DISTRICTS WATER SUPPLY

No water service connection shall be installed or maintained by the District unless the District’s water supply is protected as required by State laws and regulations. If, in the sole judgement of the District, an approved backflow prevention device is required, but not installed, tested, and maintained, or if it is found that a device has been removed or by-passed, the District shall give notice in writing to said Customer to install such approved device(s) at Customer’s sole expense. Failure, refusal, or inability on the part of the Customer to install said device(s) immediately shall constitute grounds for disconnecting water service to the premises until such device(s) have been properly installed or such conditions and defects have been corrected.

ARTICLE 4 – CONDITIONS DICTATING TYPE OF DEVICE

3-6.401 Protection Of District System

If on any premises there is any material danger to health that is handled in such a fashion as to create an actual or potential hazard to the public water system, the District’s system shall be protected by an approved air-gap separation or an approved reduced pressure principle assembly device.

Special circumstances where approved backflow prevention assemblies are required:

- (a) If the nature and extent of any activity on the premises, or the materials used in connection with any activity on premises, could contaminate or pollute the drinking water supply in any way.
- (b) On premises having any cross connection, internal cross connections that are not correctable, or intricate plumbing arrangements that make it impractical to ascertain whether or not a cross connection exists
- (c) A repeated history of cross connections being established or re-established

An approved double check-valve assembly shall be used where water or other objectionable substances, but that not hazardous to health, could be introduced into the District's system.

3-6.402 Storage Tanks

If on any premises there is an auxiliary water supply or storage tank, the Districts system shall be protected by an approved air-gap separation or an approved reduced pressure principle assembly device, except single family residents shall be protected by an approved double check-valve assembly.

Article 5 – Backflow Prevention Device Testing

It shall be the duty of the owner of any premises where backflow prevention devices are installed to have a certified inspection and operational test completed annually. In those instances where there is a potential hazard, certified inspection at more frequent intervals may be required in the District's sole discretion. These inspections and tests shall be at the sole expense of the owner and shall be performed by a certified tester. These devices shall be repaired, overhauled, or replaced at the sole expense of the owner whenever said devices are found to be defective. Records of such tests, repairs, and overhaul shall be submitted to the District upon completion of testing.

Customers will receive an annual reminder notice during the first week of April, additional reminder notices will be mailed via United States Postal Service every 30-days the device remains untested. The Districts Backflow Testing Schedule remains open from April through October each year.

TITLE 4 – WATER CONSERVATION

CHAPTER 1 – GENERAL

4-1.101 Use Of Water - Supplying Another Person

Water shall not be supplied to any property other than that described in the application for service, except as provided in this section.

The General Manager may permit a customer to supply water to a holder of a public works contract or private contractor. Such approval shall be denied to any person who is indebted to the District for any prior water or damage charges, or who has failed to comply with the rules and regulations of the District or a previously issued permit.

No customer of the District shall deliver or permit to be delivered any water outside of the District's boundaries or for use outside of the boundaries, from a service connection, or other facilities connected to the District's facilities, without the consent of the Board.

Service of water shall not be made through a single meter to more than one parcel of property. A temporary exception may be made to this rule if approved by the General Manager, provided that there is no main contiguous to the property from which separate service may be had, and provided further that the customer for whom the meter was installed shall give satisfactory guarantee of payment for all water delivered. Such service shall be charged as though separate meters existed for each separate use. Whenever a District main is installed from which separate service can be rendered, the General Manager will notify the parties and the common service will be discontinued after the time limit noted in the notices.

4-1.102 Penalties For Wasteful Water Use

- (a) No customer shall knowingly permit waste or water leaks. Where water is wastefully or negligently used on the customer's premises, the District may discontinue the service, if such conditions are not corrected within five days after the General Manager gives the customer written notice.
- (b) In the event of a water shortage, a water budget shall be established for each customer of the District, and customers shall be notified of the basis for calculating their water budget. Water use exceeding twice a customer's water budget is a waste of water, a violation of the District's rules and regulations, and shall be subject to the penalties herein.
- (c) For the first penalty, the customer shall receive a written warning from the District including the amount of the exceedance, the penalty that would have been levied absent the provision of a warning and notice that further exceedances will result in monetary penalties as described herein.
- (d) For the second penalty, the customer shall also receive a written warning from the District showing the amount of the penalty that will be levied on the same quantity of water in the event of a third exceedance.
- (e) Penalties shall be collected on the customer's water bill. Any penalties shall be the responsibility of the customer of record for the property where the violation occurred and shall be paid in addition to the fees the District imposes for the cost of water service to the property. Non-payment of penalties imposed pursuant to this section shall be subject to the same remedies as available to the District for the non-payment of fees for water

- service. The receipt of a water bill with any applicable penalties shall serve as notice of violation.
- (f) Penalties, including the written warning, may be appealed. A customer who wishes to appeal the imposition of a penalty shall:
 - (1) Pay all amounts stated on the bill except for the disputed penalties; and
 - (2) Submit a completed Appeal Request Form to the District within 15 calendar days of the date of the appellant's water bill for the billing cycle in which the penalty was imposed.
 - (g) An appeal will be granted if the District finds that competent evidence supports a reasonable conclusion that:
 - (1) The excessive water use was the result of a malfunction of the District's water system or a billing error by the District;
 - (2) The water was needed for health or safety reasons; or
 - (3) A leak occurred on the property during the subject billing cycle, and the leak has been repaired.
 - (h) The District will respond to appeals within 30 calendar days of receipt of an appeal. The District may require additional documentation prior to making a decision on an appeal. In the event an appeal is denied, the appellant shall pay the District within 10 days of denial of the appeal.

4-1.103 Unauthorized Use Of Fire Hydrants

Except as provided herein, no person shall use water from a fire hydrant for any purpose other than fire suppression, unless otherwise approved by the General Manager.

Water may be used to maintain or test a fire sprinkler system. Authorization to use water through a fire service connection for the purpose of maintaining or testing a fire sprinkler system will be granted up to four times per year with advance notification to the District. Exceptions may be made upon the estimated quantity of water to be used. The General Manager may restrict or prohibit such non-emergency flows if detrimental to the District's system.

When it is found that a fire service or a fire hydrant has been used for any purpose other than for suppression, or a single service has exceeded the allowable capacity of the by-pass meter, the District may charge the sum of \$200.00 for the first offense, \$300.00 for the second offense, and \$500.00 for the third and subsequent offenses; 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 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 within 10 days notify the fire department and the occupant of the properties served by the fire service or fire hydrant that 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.

The District shall not be liable or responsible for any losses by fire by reason of any lack of supply of water or water pressure at the time of fire alarms or at any other time. Water is supplied for domestic purposes, not for fire protection to any Customer, and all contracts for water are made subject to this rule.

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 to safety or equipment integrity of the system

The customer will be ordered to immediately cease any unlawful practice. In addition, the customer will be subject to an Illegal Tampering Fee as set forth in this code 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.

The customer shall be liable for any damage to the meter or other equipment or property owned by the District, which results from any intentional or negligent act by the customer, their tenants, agents, employees, contractors or licensees. The District shall be reimbursed by the customer for any such damage promptly on receipt of a District invoice. If an invoice remains unpaid for an excess of 60 days, the invoice shall be added to the customer's monthly bill.

4-1.106 Fraud

Service may be discontinued, in the District's discretion, 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.

In commercial uses, developers/owners may install fixtures that use up to 3.5 gallons per flush when restroom facilities must meet County handicapped use requirements and/or when vandalism of tank style toilets is likely. All water conserving fixture installations may be subject to compliance inspection, prior to issuance of final occupancy permits.

4-1.108 Water Conservation Measures

- (a) Customers shall comply with the following water conservation measures:
 - (1) Potable water shall not be used to clean or sweep hard surfaces such as sidewalks, walkways, driveways, or parking areas, and only as necessary to protect the public health and safety.
 - (2) Hotels, motels and other places for commercial transient occupancy shall offer guests who stay more than one night the opportunity to retain towels and linens during their stay.
 - (3) Car washing is permitted only with the use of a nozzle having an automatic shut-off.
 - (4) Fountains and other decorative water features shall recirculate water.
 - (5) Drinking water shall be served only upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.
 - (6) Limit the number of watering days, if and as determined by the Board, except that watering is permitted at any time with a hand-held hose equipped with an automatic shut-off, a faucet filled bucket of five gallons or less, or a drip irrigation system.
- (b) Customers shall use the following irrigation practices:
 - (1) Irrigation shall occur after 5:00 p.m. and before 10:00 a.m. No irrigation is permitted during and within 48 hours after measurable rainfall.
 - (2) Irrigation shall not run off to streets, gutters or adjacent properties.
- (c) The District shall assist in the promotion of water efficient irrigation practices under the Water Conservation in Landscaping Act.

4-1.109 Enforcement

Customers shall be notified in writing when the first violation of this article is discovered by the District. The notice shall include a warning that further violations could result in stricter penalties as set forth below:

- (1) Repair leak and/ or shut off service
- (2) Customers who violate this article for a second time within a twelve- month period have committed an infraction punishable by a fine of up to \$100.
- (3) Customers who violate this article for a third time within a twelve-month period an infraction punishable by a fine of up to \$200.
- (4) Customers who violate this article for a fourth time within a twelve-month period have committed an infraction punishable by a fine of up to \$500.
- (5) The District may terminate service to customers who have violated provisions of this article five times within a twelve-month period.

- (6) Customers may appeal enforcement fines to the General Manager, to be reviewed by the Board of Directors at the first regularly scheduled Board Meeting following the date of the appeal.

4-1.111 Water Shortage Response – Droughts and Emergencies

The District hereby establishes four levels of escalating response to a water shortage caused by droughts and emergencies. Each stage may be triggered by a declaration from federal or state authorities, or the District to address events that result in a water shortage.

1. Pursuant to Water Code section 376 and Government Code section 6061, the District shall publish in a newspaper of general circulation this resolution adopting a water conservation program within 10 days after its adoption; and
2. This resolution will establish regulations to be implemented during times of declared water shortages, or declared water shortage emergencies. It will establish four levels of drought response actions to be implemented in times of shortage, with increasing restrictions on water use in response to worsening drought conditions and decreasing available supplies; and
3. Pursuant to Water Code sections 351 and 352, District will hold a public meeting to discuss any declaration of Drought Response condition, the status of the District's water supply and further actions which need to be taken. District will publish in a newspaper of general circulation notice of the time and place of the public hearing at least seven days prior to the date of hearing, and
4. The four levels of drought response outlined in detail below (items 6-10) will be triggered by the following conditions to meet the specified goals as follows:

Level 1:

- a) Lake Elevation is at or below +2.00 feet Rumsey on May 1st of the calendar year.
- b) The recorded annual rainfall is at or below 20"
- c) Clearlake Oaks County Water District's Board of Directors has declared a Level 1 Drought Response condition.

GOAL: Voluntary measures to achieve 10% reduction in usage.

Level 2:

- a) Lake Elevation is at or below +1.00 feet Rumsey on May 1st of the calendar year.
- b) The recorded annual rainfall is at or below 20",
- c) Emergency conditions related to reduced source, raw water quality, and/or treatment capacity,
- d) Clearlake Oaks County Water District's Board of Directors has declared a Level 2 Drought Response condition.

GOAL: Voluntary measures to achieve 20% reduction in usage

Level 3: a) Emergency conditions related to reduced source, raw water quality, and/or treatment capacity.
GOAL: Mandatory measures to achieve 30% reduction in usage.

Level 4; a) Emergency conditions related to severely reduced source, raw water quality, and/or treatment capacity.
GOAL: Connection moratorium and further mandatory measures to achieve 40% reduction in usage.

5. During a Level 1 Drought Response condition, District will increase its public education and outreach efforts to emphasize increased public awareness of the need to implement the following voluntary water conservation practices:

- a. Stop washing down paved surfaces, including but not limited to sidewalks, driveways, parking lots, tennis courts, or patios, except when it is necessary to alleviate safety or sanitation hazards.
- b. Stop water waste resulting from inefficient landscape irrigation, such as runoff, low head drainage, or overspray, etc. Similarly, stop water flows onto non-targeted areas, such as adjacent property, non-irrigated areas, hardscapes, roadways, or structures.
- c. Irrigate residential and commercial landscape before 10 a.m. and after 6 p.m. only.
- d. Use a hand-held hose equipped with a positive shut-off nozzle or bucket to water landscaped areas, including trees and shrubs located on residential and commercial properties that are not irrigated by a landscape irrigation system.
- e. Irrigate nursery and commercial grower's products before 10 a.m. and after 6 p.m. only. Watering is permitted at any time with a hand-held hose equipped with a positive shut-off nozzle, a bucket, or when a drip/micro-irrigation system/equipment is used. Irrigation of nursery propagation beds is permitted at any time. Watering of livestock is permitted at any time.
- f. Use re-circulated water to operate ornamental fountains.
- g. Wash vehicles using a bucket and a hand-held hose with positive shut-off nozzle, mobile high pressure/low volume wash system, or at a commercial site that re-circulates (reclaims) water on-site. Avoid washing during hot conditions when additional water is required due to evaporation.
- h. Serve and refill water in restaurants and other food service establishments only upon request.
- i. Offer guests in hotels, motels, and other commercial lodging establishments the option of not laundering towels and linens daily.
- j. Repair all water leaks within five (5) days of notification by the District unless other arrangements are made with the General Manager.
- k. Use recycled or non-potable water for construction purposes when available.

6. During a Level 2 Drought Response condition, all persons District water will voluntarily use Level 1 Drought Response water conservation practices during a Level 2 Drought Alert, and will voluntarily use the following additional conservation measures:

- a. Limit residential and commercial landscape irrigation to no more than three assigned days per week on a schedule established by District. During the months of November through May, landscape irrigation is limited to no more than once per week on a schedule established by the General Manager and posted by the District. This section shall not apply to commercial growers or nurseries.
 - b. Limit lawn watering and landscape irrigation using sprinklers to no more than ten (10) minutes per watering station per day. This provision does not apply to landscape irrigation systems using water efficient devices, including but not limited to: weather based controllers, drip/micro-irrigation systems and stream rotor sprinklers.
 - c. Water landscaped areas, including trees and shrubs located on residential and commercial properties, and not irrigated by a landscape irrigation system governed by section 6 (b) (1), on the same schedule set forth in section 6 (b) (1) by using a bucket, hand-held hose with positive shut-off nozzle, or low-volume non-spray irrigation.
 - d. Repair all leaks within seventy-two (72) hours of notification by the District unless other arrangements are made with the General Manager.
 - e. Stop operating ornamental fountains or similar decorative water features unless recycled water is used.
7. During a Level 3 Drought Response condition, all persons using District water shall comply with Level 1 and Level 2 Drought Response conditions and shall also comply with the following additional mandatory conservation measure, along with a revised rate structure to financially discourage non-essential water use:
- a. Limit residential and commercial landscape irrigation to no more than two assigned days per week on a schedule established by the General Manager and posted by the District During the months of November through May, landscape irrigation is limited to no more than once per week on a schedule established by the General Manager and posted by the District. This section shall not apply to commercial growers or nurseries.
 - b. Water landscaped areas, including trees and shrubs located on residential and commercial properties, and not irrigated by a landscape irrigation system governed by section 7 (b) (1), on the same schedule set forth in section 7 (b) (1) by using a bucket, hand-held hose with a positive shut-off nozzle, or low-volume non-spray irrigation.
 - c. Stop filling or re-filling ornamental lakes or ponds, except to the extent needed to sustain aquatic life, provided that such animals are of significant value and have been actively managed within the water feature prior to declaration of a drought response level under this resolution.
 - d. Stop washing vehicles except at commercial carwashes that re-circulate water, or by high pressure/low volume wash systems.
 - e. Repair all leaks within forty-eight (48) hours of notification by the District unless other arrangements are made with the General Manager.
 - f. Water rates subject to 15% and 25% increase respectively.

- g. Additionally, no new potable water service shall be provided, no new temporary meters or permanent meters shall be provided, and no statements of immediate ability to serve or provide potable water service (such as, will serve letters, certificates or letters of availability) shall be issued, except under the following circumstances:
 - i. A valid, unexpired building permit has been issued for the project; or
 - ii. The project is necessary to protect the public's health, safety, and welfare; or
 - iii. The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset prior to the provision of a new water meter(s) to the satisfaction of District

This provision shall not be construed to preclude the resetting or turn-on of meters to provide continuation of water service or to restore service that has been interrupted for a period of one year or less.

- 8. During a Level 4 Drought Response condition, all persons using District water shall comply with Level 1, Level 2, and Level 3 Drought Response conditions and shall also comply with the following additional mandatory conservation measures:
 - a. Stop all landscape irrigation, except crops and landscape products of commercial growers and nurseries. This restriction shall not apply to the following categories of use unless the District has determined that recycled water is available and may be lawfully applied to the use.
 - i. Maintenance of trees and shrubs that are watered on the same schedule set forth in section 7 (b) (1) by using a bucket, hand-held hose with a positive shut-off nozzle, or low-volume non-spray irrigation;
 - ii. Maintenance of existing landscaping necessary for fire protection as specified by the Fire Marshal of the local fire protection agency having jurisdiction over the property to be irrigated;
 - iii. Maintenance of existing landscaping for erosion control;
 - iv. Maintenance of plant materials identified to be rare or essential to the wellbeing of rare animals;
 - v. Maintenance of landscaping within active public parks and playing fields, day care centers, school grounds, cemeteries, and golf course greens, provided that such irrigation does not exceed two (2) days per week according to the schedule established under section 7 (b) (1);
 - vi. Watering of livestock; and
 - vii. Public works projects and actively irrigated environmental mitigation projects.
 - b. Repair all water leaks within twenty-four (24) hours of notification by the District unless other arrangements are made with the General Manager.
- 9. Violation of the mandatory requirements of the Water Conservation Program shall constitute a misdemeanor, subject to the following penalties:

- a. Each violation of this resolution may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days or by a fine not exceeding \$1,000, or by both as provided in Water Code section 377.
- b. Each day that a violation of this resolution occurs is a separate offense.

Administrative penalties may be levied for each violation of a provision of this resolution in accordance with Water Code section 71590.

CHAPTER 2 - PROTECTIVE MEASURES

4-1.201 Relief Valve Recommended

To protect the customer's plumbing system, when pressure regulating valves or other protective devices are connected to a water heater of any type, a suitable pressure relief valve shall be installed and maintained by the customer, in accordance with the Uniform Plumbing Code.

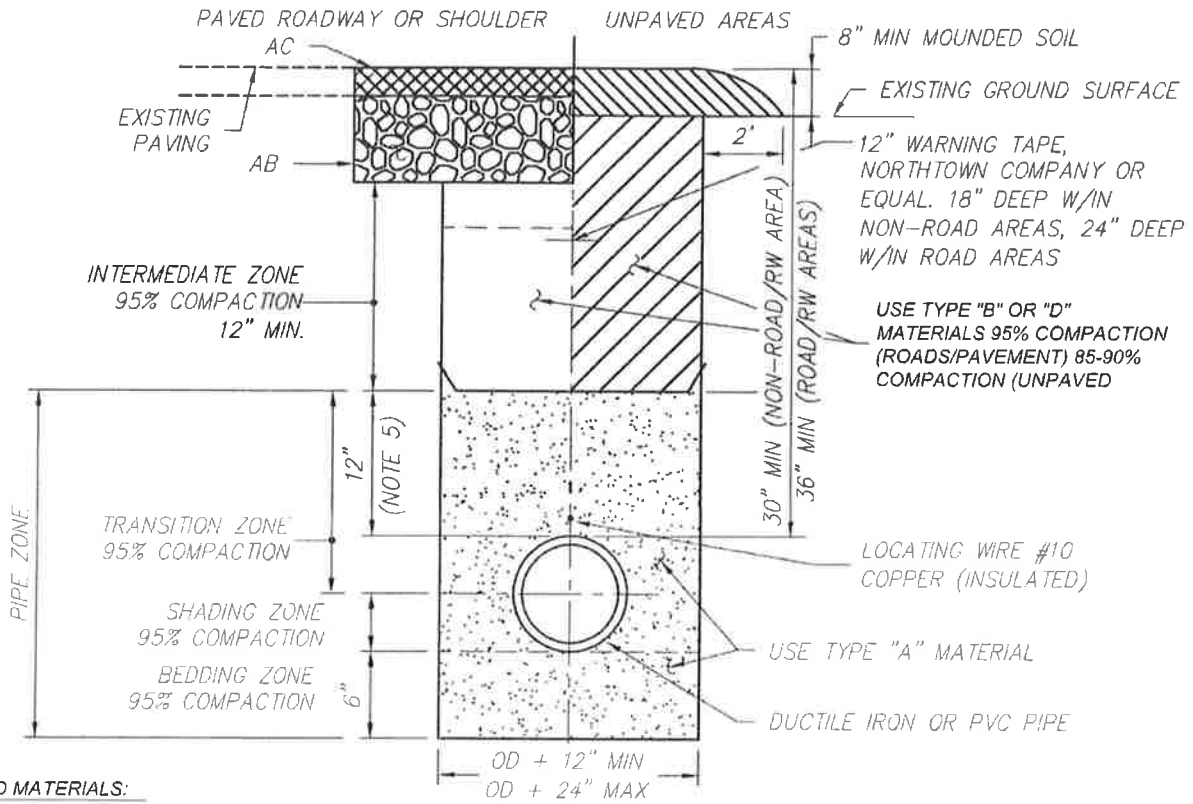
4-1.202 Service Connection Shut-Off Valves

A customer shut-off valve is recommended to be installed within two feet of the meter box on the customer side, this valve is at the sole expense of the customer and is to be maintained by the customer.

Customers are prohibited from operating the valve on the District side of the meter.

4-1.203 Cross-Connection Prevention: General

(Refer to Chapter 6) These regulations are intended to protect the District's potable water supply and are not intended for protection of users from the hazards of cross-connections within their own premises.



BEDDING AND MATERIALS:

- TYPE "A" MATERIAL:** 5/16 MINUS IMPORTED SCREENED SAND WITH MINIMUM SAND EQUIVALENT OF 50 PER CTM 217. ALL GRADATIONS TO BE APPROVED BY DISTRICT PRIOR TO CONSTRUCTION.
- TYPE "B" MATERIAL:** CLASS 2 AGGREGATE BASE PER CAL TRANS STANDARD SPECIFICATIONS.
- TYPE "D" MATERIAL:** CRUSHED ROCK OR SOIL-ROCK MIXTURE (NATIVE) NOT TO EXCEED 3". UP TO A 6" MINUS MATERIAL MAY BE USED WITH SPECIAL CONSIDERATIONS AND CONDITIONS APPROVED BY CITY AND GEOTECHNICAL ENGINEER. THE MATERIAL WILL BE COMPLETELY FREE OF WOOD, ROOTS OR OTHER DELETERIOUS MATERIAL. MATERIAL NOT BE USED WITHIN 24" OF TOP OF PIPE WITHOUT CITY ENGINEERS APPROVAL. COMPACTION WILL BE BY VIBRATORY EQUIPMENT OR OTHER APPROVED DEVICES. THE CITY MAY REQUIRE THAT THE MATERIAL BE SCREENED. A LAYER OF GEOTEXTILE FABRIC WILL BE PLACED BETWEEN THE PIPES AND INTERMEDIATE BACKFILL ZONE. MATERIAL WILL ONLY BE USED WITH GEOTECHNICAL ENGINEER'S RECOMMENDATION AND WITH APPROVAL OF THE ENGINEER.

NOTES:

1. CREEK CROSSING OR SHALLOW TRENCH SHALL REQUIRE SPECIAL POPE PER APPROVAL OF ENGINEER.
2. BEDDING FOR OTHER APPROVED PIPE TO BE APPROVED BY ENGINEER AND PER ASTM C12.
3. DISTRICT WILL REQUIRE CUT-OFF WALLS AND TRENCHES TO CONTROL PERMEABILITY AND/OR REQUIRE GEOTEXTILE BARRIER WRAP FOR MATERIAL NOT MEETING A TYPE "A" OR "B" MATERIAL SPEC WHERE REQUIRED.
4. SHOVEL SLICING TO BE USED ALONG WITH MECHANICAL (VIBRATORY) AT 12" MAX LOOSE LIFTS.
5. IN AREAS WHERE GROUNDWATER IS ENCOUNTERED, AN APPROVED 1" CRUSHED ROCK TO BE USED FOR PIPE BEDDING (OVER-EXCAVATE 12")
6. TYPE "D" MATERIAL MAY ONLY BE USED WITH ENGINEER APPROVAL AND GEOTECHNICAL ENGINEER RECOMMENDATION IN NON-TRAFFIC AREAS
7. LAKE DPW ENCROACHMENT PERMIT MAY INCLUDE OTHER REQUIREMENTS INCLUDING COMPACTION TESTING AND OTHER REQUIREMENTS NOT SHOWING IN DETAIL
8. ALL PVC PIPE TO BE SDR 26 (GRAVITY SEWER)
9. WORK WITHIN CALTRANS RIGHT OF WAY MAY CONTAIN SPECIAL CONDITIONS INCLUDING ENCASEMENTS

**CLEARLAKE OAKS COUNTY WATER DISTRICT
WATER DEPARTMENT**

**TYPICAL WATER
TRENCH DETAIL**

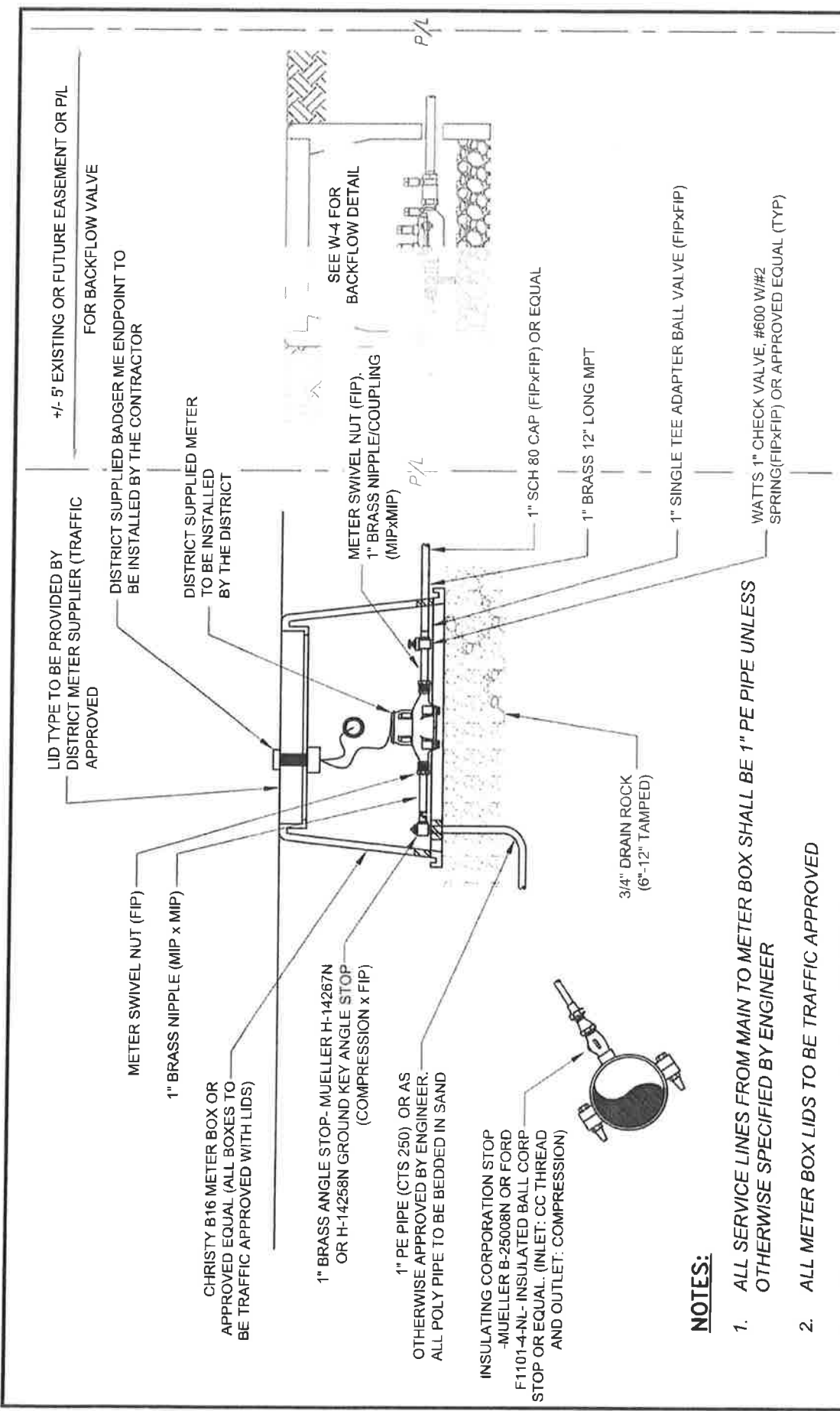
REVISIONS:	DATES:

APPROVED: _____
DISTRICT MANAGER DATE

APPROVED: _____
ENGINEER DATE

SCALE: NONE
DATE: JANUARY 2024
DRAWN BY: JD/JP

W-1



**CLEARLAKE OAKS COUNTY WATER DISTRICT
WATER DEPARTMENT**

RESIDENTIAL METER BOX

SCALE: NONE
DATE: JANUARY 2024
DRAWN BY:

W-2

NOTES:

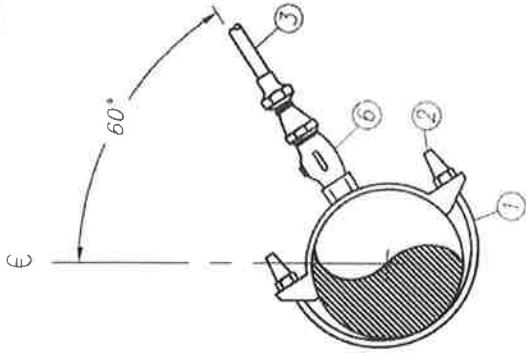
1. ALL SERVICE LINES FROM MAIN TO METER BOX SHALL BE 1" PE PIPE UNLESS OTHERWISE SPECIFIED BY ENGINEER
2. ALL METER BOX LIDS TO BE TRAFFIC APPROVED
3. ALL PIPE AND FITTING MATERIAL(S) WITHIN METER BOX TO BE BRASS (AWWA APPROVED). LIMIT WHERE POSSIBLE NUMBER OF FITTINGS AND JOINTS. LIMIT USE OF POLY PIPE, WITH METER BOX.

APPROVED:

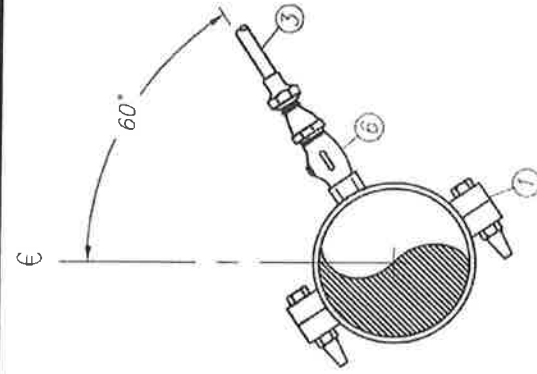
DISTRICT MANAGER	DATE
APPROVED:	DATE
ENGINEER	DATE

REVISIONS:

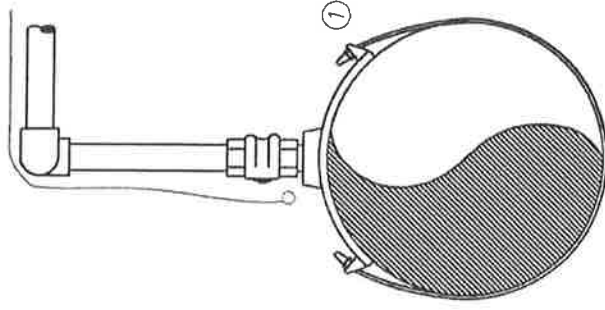
NO.	DATE	DESCRIPTION



**DOUBLE STRAP
DUCTILE IRON PIPE SADDLE**



PVC PIPE SADDLE



ARV AND BLOWOFF SADDLE

MATERIALS/NOTES:

1. BRASS SADDLE FOR PVC MAIN - ROMAC 202S AND FOR DUCTILE IRON MAIN - USE ROMAC OR FORD BRASS 101BS W/SST FOR PVC MAINS OR EQUAL
2. ZINC CAPS ON ALL BOLTS (ONLY WITH NON-INSULATED CORPORATION STOP
3. POLYETHYLENE PIPE SHALL BE 250 PSI CTS OR BRASS FOR ARVs (ONLY)
4. SADDLES SHALL BE WRAPPED IN 8 MIL POLYETHYLENE AND BACKFILLED WITH 5/16 INCH MINIS.
5. TRACING WIRE SHALL BE REQUIRED ON ARV, HYDRANT RUNS, BLOW OFFS, SERVICES WITHOUT CONTINUOUS COPPER PIPE, AND OTHER MAJOR APPURTENANCES.
6. INSULATING CORPORATION STOP TO BE MUELLER B-25008N OR FORD F1101-4-NL INSULATED BALL CORP STOP OR EQUAL. (INLET: CC THREAD AND OUTLET: COMPRESSION)

**CLEARLAKE OAKS COUNTY WATER DISTRICT
WATER DEPARTMENT**

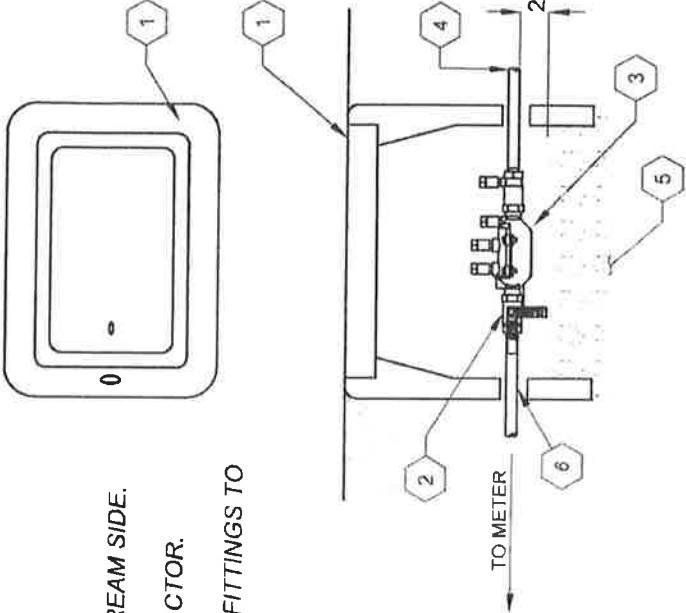
**SERVICE SADDLE
CONNECTION DETAIL**

SCALE: NONE
DATE: JANUARY 2024
DRAWN BY:

W-3

APPROVED:	DATE:
DISTRICT MANAGER	DATE
APPROVED:	DATE
ENGINEER	DATE

REVISIONS:	DATES:



- 1 CHRISTY B9 BOX WITH TRAFFIC APPROVED LID (C15), OR APPROVED EQUAL.
- 2 1" BALL VALVE, BALL VALVE TO BE FIR OR COMPRESSION FOR FITTINGS ON UPSTREAM SIDE.
- 3 DOUBLE CHECK BACKFLOW PREVENTION ASSEMBLY TO BE SUPPLIED BY CONTRACTOR.
- 4 BRASS NIPPLE, CUT TO LENGTH, WRAPPED WITH PVC TAPE. WITH COMPRESSION FITTINGS TO EXISTING SERVICE LINES.
- 5 3/4" CRUSHED ROCK (6" MIN) BELOW AND AROUND BOX.
- 6 1" NIPPLE TO METER (MIP x MIP) - 12" MINIMUM LENGTH. 1" FEMALE THREADED ADAPTER OK.

NOTES:

- 1. INSTALL ASSEMBLY A MINIMUM OF 12" FROM STRUCTURES OR HARDCAPING. WHERE POSSIBLE.
- 2. INSTALL ASSEMBLY IN PLANTING BEDS WHEREVER POSSIBLE.
- 3. PLACE VALVE BOX AT RIGHT ANGLES TO STRUCTURES OR HARDCAPING.
- 4. INSTALL VALVE BOX SO THAT TOP OF VALVE BOX IS FLUSH WITH ADJACENT HARDCAPING.
- 5. PLACE 3/4" DIA. DRAIN ROCK (TAMPED) PRIOR TO INSTALLATION OF VALVE BOX (6" - 10" BELOW VALVE).
- 6. BACKFLOW ASSEMBLY TO BE CENTERED IN BOX.
- 7. INSTALL BPA WITHIN 36 INCHES OF WATER METER.
- 8. ALL BOXES AND LIDS TO BE SUPPLIED BY CONTRACTOR.
- 9. USE BRASS NIPPLES ONLY OR SCH80 PVC WITH APPROVAL OF DISTRICT.

CLEARLAKE OAKS COUNTY WATER DISTRICT
WATER DEPARTMENT

**RESIDENTIAL BACKFLOW
DEVICE**

APPROVED:	DATE
DISTRICT MANAGER	DATE
APPROVED:	DATE
ENGINEER	DATE

REVISIONS:	DATES:

SCALE: NONE
DATE: JANUARY 2024
DRAWN BY:

W-4

Handwritten mark