

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

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

MAY 16, 2019

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President Mr. Karl Hosier, Vice President
- Mr. Samuel Boucher, Director Mr. Stanley Archacki, Director, Mrs. Barbara Higman, Director

- Mrs. Dianna Mann – General Manager Mrs. Olivia Mann - Secretary of the Board

Public comment on non-agenda items

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

Consent Items

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

1. **Staff Written Operational Reports**
 - a. Customer Service
 - b. Lead Distribution Operator (Unavailable)
 - c. Water Plant Chief Operator
 - d. Wastewater Plant Chief Operator
 - e. General Manager
2. **Financial Reports for review and approval**
 - a. April 2019, QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 04-18-19

4. Bills

- a. MC Engineering invoice number 1763, dated 5/2/19, in the amount of \$13,502.50 for the USDA Meters and Water Tank PER
- b. MC Engineering invoice number 1764, dated 5/2/19, in the amount of \$11,325.76 for the Sewer Infrastructure and Design

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and update from CSA 16 committee regarding annexation progress

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of approving one additional operator position for the Waste Water Treatment Plant

Action Taken: _____

- b. Discussion and consideration of designating the LAIF account as the account to show USDA that the District has a one year reserve for the annual USDA payment per USDA requirements

Action Taken: _____

- c. Discussion and consideration of sending Dianna and Olivia to annual Board Secretary training for the second year, this training will include advanced topics, see attached

Action Taken: _____

- d. Discussion and review of the 218 progress

Action Taken: _____

- e. Discussion and consideration of accepting the completed USDA Waste Water Treatment Plant Project

Action Taken: _____

- f. Discussion and consideration of the emergency water service line repair at Garden Court and Hwy. 20

Action Taken: _____

- g. Discussion and consideration of Resolution No. 19-03 establishing a restricted checking account for reserves

Action Taken: _____

h. Discussion and consideration of a selling price for the property at 12586 Foothill Blvd.

Action Taken: _____

Adjournment

Time: _____

Clearlake Oaks County Water District

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

May 16th, 2019 - Board Letter

Billing Department

- ∂ Received \$975.00 in payments towards our <120 Aged Receivables this past month, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts (Payments from escrow).
- ∂ Entering in all CSA 16 (Paradise Cove) billing accounts, and preparing meter installation work orders, new owner packets, and notices.
- ∂ The 3rd round of backflow letters will be going out this week, to date, we have received 86 completed tests out of 101.

Administration

- ∂ Currently working on closing/finalizing past encroachment permits with County of Lake to insure compliance, this process has been slow but progressing.
- ∂ Attended a Financial Capacity Building training course that covered the topics: Prop 218, Rate Studies, Preparing a Budget, Reserve Accounts and System Operations.
- ∂ Dianna and I both have completed the advanced Distribution, Small Water System Operation and Maintenance class at WCC. We will be enrolling in the Water & Sewer beginner classes that will begin this Fall.
- ∂ Also on the agenda for approval is the 2019 Board Secretary Conference. Dianna and I attended last year and this was a huge success for me especially since I had just taken on my new role as Board Secretary. With your approval, we will be able to attend the “Advanced” courses this year to further our knowledge. Attached are the 2018 advanced courses that were offered, the 2019 itinerary is not yet available.

Respectfully,
Olivia Mann
Customer Service Lead

Water Treatment Plant

As you are aware, we are moving ahead with the many mechanical and procedural issue which have been brought to the forefront this past year. We are bringing these projects to fruition and should have them wrapped-up by the end of the fiscal year. However, there are some issues which still have not been completely addressed which we are concurrently working on as we move forward. Most notably these issues include;

1. Increased chemical use during the seasonal algal blooms because of elevated PH levels in our source water. Both our coagulant and chlorine are essentially ineffective when the PH levels are above 8.5 which is common during the summer months. We have been working with our vendors and the State Water Resources Control Board to put together a system for controlling the PH levels coming into the plant. In the past it was apparently the practice to flood the Clarifiers and Filters with additional coagulant and chlorine which worked minimally and was hard on the delicate balances maintained in the equipment and treatment processes. There have been some concerns expressed about any additional treatment processes elevating the plant to a T-4 Facility, this is not the case even though it does put us one point below the threshold.
2. With the annexation of Paradise Valley TTHMs and HAA5s have become an issue which we have begun to address with regard to Paradise Valley by the pending installation of an aeration system in the Paradise Tank. However, as a whole the District has existing TTHM and HAA5 issues which eventually will need to be addressed. One of these issues is the addition of chlorine as a pre-oxidizer prior to the Clarifiers. This procedure initiates the formation of TTHMs and HAA5s earlier in the treatment process than is necessary and can be alleviated with the use of other oxidizers such as Potassium Permanganate. Again, we are working with our vendors, the SWRCB, and other facilities on the Lake using Potassium Permanganate as a pre-oxidizer, to put together a system for making this a viable change for our facility. Of-course we are in the early stages and we are performing numerous tests in our Laboratory to ensure the desired results will be achieved.

As usual I will be attending the Board meeting and available to address any question you may have.

In closing, we are producing quality water for our customers and we will continue to do so regardless of what obstacles the Lake may throw our way.

Daniel Larson-CPO

Clearlake Oaks County Water District

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
MAY 2019

Reporting Perio: April 2019

From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors

May 10, 2019

The total influent flow for the month was 23.327 MG averaging 752,000 gallons/day. The total gallons treated for the month was 21.863 MG averaging 705,000 gallons/day. The gallons per minute average this month ranged at 489 gal/min. Clearlake started the month at a level of 8.48' and ended the month at 7.60'. These levels account for the amount of influent and effluent through out the month. There were only .80" of rain during this month. All out source lab results and in lab results were under compliance with our WDR.

On April 2nd we met with Dean Enderlin to discuss the Notice of Violation that addressed well #2's lack of water and coliform hits in well #3 and #2. The state has required we submit a Well Disinfection and Re-Development Workplan that describes the measures to be taken to address the total coliform organisms reported on these two wells. As of May 10, 2019, Dean Enderlin has sent over this workplan and has been submitted to the state. Disinfection of these two wells will be performed prior to Ground Water Monitoring this quarter.

Dredge season is coming soon. We have begun to prepare for this much busy season. We should be starting our dredge season by the end of the month. The plant seems to be stabilizing as we continue to adjust our process in this new clarifier. Making the proper adjustments has improved our BODs. We are waiting to see the changes we will have to do as soon as we hit our dry weather flows. We are also looking forward to the new improvements much needed on the SEPS this year. All maintenance and alarm checks were performed this month. Again, we will continue to produce effluent that is in compliance our WDR.

Thank you,
Francisco Castro
Chief Plant Operator

Clearlake Oaks County Water District
May 16, 2019

April brought us a month closer to turning water on to CSA 16. I am hopeful by this time next month my letter to the Board will say that CSA 16's water was finally turned on.

Thank you to the budget committee for working together with the result being the budget is on this month's agenda for first review and will be on the next agenda for approval to start our new fiscal year.

Even though the rains have stopped, the lake level is holding steady leaving our daily intake at the waste plant about 2 to 3 times the normal. However, with the dry warm weather I anticipate we should be back to normal very soon.

I have talked with Case Construction to inquire about a start date for the Jensen Road improvements and was told that due to a big project, the local rock quarry is very low in base rock and it will be a couple of weeks before the quarry is stockpiled again. So I estimate the work to start the last week of May/first week of June.

The water plant is gearing up for a hot summer and preparing for the algae that will inevitably rear its ugly head. Dan is in close contact with the State to try and manage it when it does happen.

Unfortunately, I was unable to attend the Geyser tour due a scheduling conflict, however, I heard it was very informative. I want to thank Director Boucher for organizing the trip.

I have to say, April was a very quiet month allowing the District to catch up on some back log projects. Let me just say, quiet months' are amazing.

Please refer to individual department letters for additional details.

GRANTS:

- ❖ With the ground water level still a little too high, it has delayed the start of our waste water infrastructure improvements. Everything is being monitored on a regular basis and construction will start as soon as possible. .
- ❖ I have been working with MC Engineering to start the procedures for applying for the USDA Water Project.

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

Respectfully Submitted,

Dianna Mann

General Manager

Clearlake Oaks County Water District

05/06/19

Profit and Loss

Accrual Basis

July 2018 through April 2019

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL
Income					
Income					
410 · Client Reg Pmt	0.00	0.00	797,894.70	966,540.50	1,764,435.20
420 · Connection Fees	0.00	0.00	0.00	10,000.00	10,000.00
430 · Penalty & Interest					
430.1 · Condemnation Fund (589 Ke...	0.00	0.00	301.40	0.00	301.40
430 · Penalty & Interest - Other	0.00	0.00	24,370.74	24,135.60	48,506.34
Total 430 · Penalty & Interest	0.00	0.00	24,672.14	24,135.60	48,807.74
440 · Misc Revenue	0.00	0.00	3,590.05	10,173.22	13,763.27
450 · Other - Non S/W Rev	0.00	0.00	78,858.74	78,999.14	157,857.88
Total Income	0.00	0.00	905,015.63	1,089,848.46	1,994,864.09
Total Income	0.00	0.00	905,015.63	1,089,848.46	1,994,864.09
Gross Profit	0.00	0.00	905,015.63	1,089,848.46	1,994,864.09
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	287,235.87	98,888.76	167,666.17	144,566.27	698,357.07
520 · FICA - District Share	23,482.78	7,188.57	12,212.13	11,039.33	53,922.81
530 · Medical Ins - Dist Share	59,220.26	22,454.97	52,109.70	19,748.88	153,533.81
540 · PERS - District Share	23,687.81	12,791.40	17,595.51	14,027.34	68,102.06
550 · Unemployment	7,200.02	0.00	0.00	0.00	7,200.02
560 · Workers Comp Ins	5,752.52	7,580.86	14,376.20	13,868.56	41,578.14
Total Salaries & EE Benefits	406,579.26	148,904.56	263,959.71	203,250.38	1,022,693.91
Services & Supplies					
605 · Advertising	315.00	0.00	0.00	0.00	315.00
610 · Bank Fees	15,312.87	0.00	0.00	0.00	15,312.87
620 · Communications & Internet	6,446.25	0.00	6,563.31	6,156.80	19,166.36
622 · Board Exp	5,362.60	0.00	0.00	0.00	5,362.60
625 · Equip - Field (\$300-\$4999)	0.00	108.58	0.00	0.00	108.58
630 · Equip - Office	2,349.83	229.28	236.90	767.16	3,583.17
640 · Fuel & Oil	0.00	1,397.99	4,126.32	3,124.50	8,648.81
645 · Insurance	0.00	0.00	22,272.50	22,272.50	44,545.00
657 · Lab	0.00	0.00	11,073.94	18,451.72	29,525.66
660 · Memberships & Subscription	2,774.34	0.00	27,181.12	14,497.90	44,453.36
665 · Mileage Reimb	585.67	0.00	111.01	0.00	696.68
670 · Postage & Shipping	8,508.74	0.00	56.19	234.06	8,798.99
675 · Professional Services	35,663.69	0.00	5,334.89	7,813.67	48,812.25
685 · Rents	8,956.06	0.00	8,883.72	0.00	17,839.78
690 · Safety & Security	1,554.43	4,298.23	5,379.41	7,796.07	19,028.14
700 · Tools & Instruments	0.00	1,129.02	252.70	1,446.72	2,828.44
703 · Supplies - Clothing & Personal	183.35	1,656.06	2,201.51	1,715.17	5,756.09
705 · Supplies - Office	5,762.64	280.42	1,377.54	1,931.07	9,351.67
715 · Supplies-Chemicals-Operating	0.00	0.00	34,219.70	57,391.78	91,611.48
720 · Supplies - Inventory - Other	0.00	1,463.49	21,247.76	2,360.82	25,072.07
735 · Training/Classes/Certs/ClassB	1,862.08	1,828.39	2,455.92	4,440.21	10,586.60
745 · Travel / Lodging	377.51	1,453.56	1,126.36	1,038.04	3,995.47
750 · Utilities	4,221.88	0.00	76,884.68	103,561.41	184,667.97
760 · Waste Disposal	443.55	0.00	40,961.87	1,463.01	42,868.43
795 · Yolo Co	0.00	0.00	0.00	37,870.01	37,870.01
Total Services & Supplies	100,680.49	13,845.02	271,947.35	294,332.62	680,805.48
Repairs & Replacement					
810 · R&R Buildings & Grounds	2,338.11	0.00	1,094.96	1,776.65	5,209.72
840 · R&R Vehicles	10.00	1,109.81	4,121.24	2,364.34	7,605.39
Total Repairs & Replacement	2,348.11	1,109.81	5,216.20	4,140.99	12,815.11
Total Expense	509,607.86	163,859.39	541,123.26	501,723.99	1,716,314.50
Net Income	-509,607.86	-163,859.39	363,892.37	588,124.47	278,549.59

**Clearlake Oaks Co Water District
PROJECTED BUDGET 2018-2019**

10

Target % > **83%**

As of April 2019 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,197,975	998,313	1,089,849	91%	1,027,946	856,622	904,715	88%
Total Operating Expenses	1,042,052	868,377	838,459	80%	1,065,195	887,662	877,860	82%
Operating Balance (loss)	155,923	129,936	251,391		(37,249)	(31,041)	26,856	
420 Connection Rev			10,000				-	
435			-				-	
450 Other - Non S/W Rev	96,000	80,000	78,999	82%	85,000	70,833	78,859	93%
Depreciation Exp	125,000	104,167	104,167	83%	80,000	66,667	66,667	83%
Net Change In Net Position (loss)	126,923	105,769	236,223		(32,249)	(26,874)	39,048	

Past Revenue Notes:

440- Misc Water = Bulk Water - We have stopped selling bulk wtr as of Sept.

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

440 Surplus of old back hoe

WestAmer Op	\$	166,039
WestAmer CRP		548,834
LAIF		1,181,505
Total	\$	1,896,378

Current Revenue Notes

450 Tax Roll Check was received

As of April 2019 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,137,975	948,313	966,541	85%	1,014,446	845,372	797,895	79%
430 Penalty & Interest	30,000	25,000	24,136	80%	13,500	11,250	24,371	181%
440 Misc	30,000	25,000	10,173	34%	0	0	3,590	0%
Total Revenue >	1,197,975	998,313	1,000,850	84%	1,027,946	856,622	825,856	80%

As of April 2019 Operating Expenses	Budget				Actual			
	Annual	YTD	Amount	%	YTD	Spent	YTD	%
	505 Salaries & Wages	403,406	336,171	337,629	84%	411,575	342,979	360,729
510 Contracted Labor	-	-	-	0%	-	-	-	0%
520 FICA - District Share	31,879	26,566	26,375	83%	32,719	27,266	27,548	84%
530 Medical Ins - District Share	79,544	66,287	60,587	76%	108,002	90,002	92,948	86%
540 PERS - District Share	46,151	38,459	32,267	70%	48,788	40,657	35,836	73%
550 Unemployment	2,500	2,083	3,600	144%	2,500	2,083	3,600	144%
560 Workers Comp Ins	27,587	22,989	20,536	74%	22,985	19,155	21,043	92%

Salaries and Employee Benefits > 591,067 492,556 480,993 81% 626,570 522,141 541,703 86%

605 Advertising	200	167	158	79%	200	167	158	79%
610 Bank Fees	9,010	7,508	7,657	85%	9,000	7,500	7,657	85%
620 Communications & Internet	10,000	8,333	9,379	94%	9,500	7,917	9,786	103%
622 Board Exp	5,000	4,167	2,682	54%	5,000	4,167	2,682	54%
625 Equip - Field (\$300-\$4999)	2,500	2,083	55	2%	4,000	3,333	55	1%
630 Equip - Office	3,000	2,500	2,057	69%	3,500	2,917	1,527	44%
640 Fuel & Oil	6,500	5,417	3,824	59%	4,000	3,333	4,825	121%
645 Insurance	40,000	33,333	22,273	56%	40,000	33,333	22,273	56%
650 Interest	-	-	-	0%	-	-	-	0%

Q

657	Lab	20,000	16,667	18,452	92%	25,000	20,833	11,074	44%
660	Memberships & Subscriptior	28,500	23,750	15,885	56%	25,500	21,250	28,568	112%
665	Mileage Reimb	2,250	1,875	293	13%	2,250	1,875	404	18%
670	Postage & Shipping	6,100	5,083	4,489	74%	6,050	5,042	4,311	71%
675	Professional Services	20,000	16,667	25,646	128%	20,000	16,667	23,167	116%
685	Rents	5,700	4,750	4,478	79%	15,700	13,083	13,362	85%
690	Safety & Security	4,125	3,438	10,722	260%	8,125	6,771	8,305	102%
700	Tools & Instruments	2,250	1,875	2,012	89%	5,250	4,375	818	16%
703	Supplies - Clothing & Person	2,175	1,813	2,635	121%	2,175	1,813	3,122	144%
705	Supplies - Office	4,625	3,854	4,953	107%	5,125	4,271	4,400	86%
715	Treatment Chemicals	52,000	43,333	57,392	110%	53,000	44,167	34,220	65%
720	Supplies - Operating - Other	9,250	7,708	3,093	33%	20,750	17,292	21,980	106%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	7,250	6,042	6,285	87%	10,250	8,542	4,301	42%
745	Travel	2,000	1,667	1,954	98%	2,000	1,667	2,042	102%
750	Utilities	135,650	113,042	105,672	78%	97,750	81,458	78,996	81%
760	Waste Disposal	550	458	1,685	306%	52,250	43,542	41,184	79%
795	Yolo Co	54,600	45,500	37,870	69%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		433,235	361,029	351,596	81%	426,375	355,313	329,212	77%
810	R&R Buildings & Grounds	7,500	6,250	2,946	39%	7,500	6,250	2,264	30%
815	R & R Damage Claims	5,000	4,167	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	1,667	-	0%	500	417	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	2,708	2,924	90%	4,250	3,542	4,681	110%
Repairs & Replacement >		17,750	14,792	5,870	33%	12,250	10,208	6,945	57%
Total Expenses >		1,042,052	868,377	838,459	80%	1,065,195	887,662	877,860	82%

As of April 2019		2018-2019 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	478,396	398,663	287,236	60.0%	191,160
510	Contracted Labor	-	-	-		-
520	FICA - District Share	36,932	30,777	23,483	63.6%	13,449
530	Medical Ins - District Share	99,404	82,836	59,220	59.6%	40,184
540	PERS-District Share (incl unfunded Liab, 14.5K)	51,119	42,599	23,688	46.3%	27,431
550	Unemployment	5,000	4,167	7,200	144.0%	(2,200)
560	Workers Comp Ins	17,202	14,335	5,753	33.4%	11,449
Salaries and Employee Benefits >		688,053	573,377	406,580	59.1%	281,473
605	Advertising	400	333	315	78.8%	85
610	Bank Fees	18,000	15,000	15,313	85.1%	2,687
620	Communications & Internet	7,000	5,833	6,446	92.1%	554
622	Board Exp	10,000	8,333	5,363	53.6%	4,637
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,500	2,083	2,350	94.0%	150
640	Fuel & Oil	0	0		0.0%	0
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	0	0		0.0%	0
660	Memberships & Subscriptions	1,000	833	2,774	277.4%	(1,774)
665	Mileage Reimb	3,000	2,500	586	19.5%	2,414
670	Postage & Shipping	12,000	10,000	8,509	70.9%	3,491
675	Professional Services (Legal, IT, etc)	20,000	16,667	35,664	178.3%	(15,664)
685	Rents	7,400	6,167	8,956	121.0%	(1,556)
690	Safety & Security (boots)	2,500	2,083	1,554	62.2%	946
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	500	183	30.5%	417
705	Supplies - Office	7,000	5,833	5,763	82.3%	1,237
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	0	0		0.0%	0
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (Classes, books)	3,500	2,917	1,862	53.2%	1,638
745	Travel / Lodging	2,000	1,667	378	18.9%	1,622
750	Utilities	5,500	4,583	4,222	76.8%	1,278
760	Waste Disposal	500	417	444	88.8%	56
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		102,900	85,750	100,682	97.8%	2,218
810	R&R Buildings & Grounds	5,000	4,167	2,338	46.8%	2,662
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	1,000	833		0.0%	1,000
832	R&R Mains/Service Lines	0	0		0.0%	0
840	R&R Vehicles (\$2k/vehicle)	500	417	10	2.0%	490
Repairs & Replacement >		6,500	5,417	2,348	36.1%	4,152
Total Expenses >		797,453	664,544	509,610	63.9%	287,843

622 Legal fees for Solar, GM, board mtgs. Secretary Training

630 GM's new desk, monitors, file cabinets

660 Annual CUSI Service Fee

675 Legal Fees 589/Personnel/Federal Line Audit for Grants

705 Billing Envelopes, checks and deposit slips

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10	D\C - Budget Variance Report July 1, 2018 though June 30, 2019	2018-2019 Budget		Target % >	83.3%	
	As of April 2019	Annual	YTD	Actual	%	Total
	Expenses			YTD	Spent	Remaining
505	Salaries & Wages	110,068	91,723	98,889	89.8%	11,179
510	Contracted Labor	-	-	-		-
520	FICA - District Share	9,036	7,530	7,189	79.6%	1,847
530	Medical Ins - District Share	29,843	24,869	22,455	75.2%	7,388
540	PERS - District Share	21,143	17,619	12,791	60.5%	8,352
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	11,194	9,328	7,581	67.7%	3,613
	Salaries and Employee Benefits >	181,282	151,068	148,905	82.1%	32,377
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	0	0	-	0.0%	0
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	0	0	109	1090000.0%	(109)
630	Equip - Office	0	0	229	0.0%	(229)
640	Fuel & Oil	1,500	1,250	1,398	93.2%	102
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	0	0	-	0.0%	0
665	Mileage Reimb	0	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	-	0.0%	0
690	Safety & Security (boots)	3,750	3,125	4,298	114.6%	(548)
700	Tools & Instruments	3,750	3,125	1,129	30.1%	2,621
703	Supplies - Clothing & Personal	750	625	1,656	220.8%	(906)
705	Supplies - Office	250	208	280	112.0%	(30)
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	1,500	1,250	1,463	97.5%	37
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Classes, Certs, Class B	3,000	2,500	1,828	60.9%	1,172
745	Travel / Lodging	1,000	833	1,454	145.4%	(454)
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0	-	0.0%	0
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	15,500	12,917	13,844	89.3%	1,656
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/Service Lines	-	-	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	2,500	2,083	1,110	0.0%	1,390
	Repairs & Replacement >	2,500	2,083	1,110	44.4%	1,390
	Total Expenses >	199,282	166,068	163,859	82.2%	35,423

Expense Notes

505 Salaries & Wages

Lift Station 7 24/monitoring also 3 pay periods is Aug, will even out over time, continual rag clogging at LS 7

690 Safety and Security

Boots and Hep B shots for all new hires

703 Supplies Clothing & Personal

B4 resigning previous Ops Mgr ordered 8 pairs of pants for each staff

735 Training

Supv. Training, backflow, certification, hydrant valving

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10 Sewer - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **83.3%**

As of April 2019		2018-2019 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	172,377	143,648	167,666	97.3%	4,711
510	Contracted Labor	-	-	-		-
520	FICA - District Share	14,253	11,878	12,212	85.7%	2,041
530	Medical Ins - District Share	58,300	48,584	52,110	89.4%	6,190
540	PERS - District Share (\$14.5K Unfunded)	23,229	19,357	17,596	75.8%	5,633
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	14,384	11,987	14,376	99.9%	8
Salaries and Employee Benefits >		282,543	235,453	263,960	93.4%	18,583
620	Communications & Internet	3,500	2,917	6,563	187.5%	(3,063)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	1,250		0.0%	1,500
630	Equip - Office	1,000	833	237	23.7%	763
640	Fuel & Oil (Schaeffers)	1,500	1,250	4,126	275.1%	(2,626)
645	Insurance	40,000	33,333	22,273	55.7%	17,727
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	25,000	20,833	11,074	44.3%	13,926
660	Memberships & Subscriptions	25,000	20,833	27,181	108.7%	(2,181)
665	Mileage Reimb	500	417	111	22.2%	389
670	Postage & Shipping	50	42	56	112.0%	(6)
675	Professional Services (SCADA)	10,000	8,333	5,335	53.4%	4,665
685	Rents	12,000	10,000	8,884	74.0%	3,116
690	Safety & Security (boots)	5,000	4,167	5,379	107.6%	(379)
700	Tools & Instruments	5,000	4,167	253	5.1%	4,747
703	Supplies - Clothing & Personal	1,500	1,250	2,202	146.8%	(702)
705	Supplies - Office	1,500	1,250	1,378	91.9%	122
715	Treatment Chemicals	53,000	44,167	34,220	64.6%	18,780
720	Supplies-Operating-Other-Titan Tubes	20,000	16,667	21,248	106.2%	(1,248)
730	Taxes - Licenses	-	-		0.0%	-
735	Training, Classes, Certs, Class B	7,000	5,833	2,456	35.1%	4,544
745	Travel / Lodging	500	417	1,126	225.2%	(626)
750	Utilities	95,000	79,167	76,885	80.9%	18,115
760	Waste Disposal	52,000	43,333	40,962	78.8%	11,038
799	Misc	0	0		0.0%	0
Services and Supplies >		360,550	300,458	271,949	75.4%	88,601
810	R&R Buildings & Grounds	1,500	1,250	1,095	73.0%	405
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 (\$2k/vehicle)	4,000	3,333	4,121	103.0%	(121)
Repairs & Replacement >		5,500	4,583	5,216	94.8%	284
Total Expenses >		648,593	540,494	541,125	83.4%	107,468

Expense Notes

- 505 Salaries & Wages Board approved additional position
- 703 Supplies - Clothing & Personal 6 pairs of work pants each
- 705 Supplies - Office Toner
- 830 R & R Equipment LEETE Generator Maintenance
- 840 R & R Vehicles V-15 - Tire Rods, wheel alignment, lower ball joints
- 620 Communications - Internet I pads
- 690 Safety and Security New Hire Hep shots, drug test

10	Water - Budget Variance Report July 1, 2018 through June 30, 2019	Target % >	83.3%			
	As of April 2019	2018-2019 Budget		Actual	%	Total
	Expenses	Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	164,208	136,840	144,566		19,642
510	Contracted Labor	0	0		88.0%	0
520	FICA - District Share	13,413	11,177	11,039	82.3%	2,374
530	Medical Ins - District Share	29,843	24,869	19,749	66.2%	10,094
540	PERS - District Share	20,591	17,159	14,027	68.1%	6,564
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	18,986	15,822	13,869	73.0%	5,117
	Salaries and Employee Benefits >	247,040	205,867	203,250	82.3%	43,790
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	3,333	6,156	153.9%	(2,156)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	417	767	153.4%	(267)
640	Fuel & Oil	4,000	3,333	3,125	78.1%	875
645	Insurance	40,000	33,333	22,273	55.7%	17,727
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	16,667	18,452	92.3%	1,548
660	Memberships & Subscriptions	28,000	23,333	14,498	51.8%	13,502
665	Mileage Reimb	500	417		0.0%	500
670	Postage & Shipping	100	83	234	234.0%	(134)
675	Professional Services (SCADA)	10,000	8,333	7,814	78.1%	2,186
685	Rents	2,000	1,667		0.0%	2,000
690	Safety & Security (boots)	1,000	833	7,796	779.6%	(6,796)
700	Tools & Instruments	2,000	1,667	1,447	72.4%	553
703	Supplies - Clothing & Personal	1,500	1,250	1,715	114.3%	(215)
705	Supplies - Office	1,000	833	1,931	193.1%	(931)
715	Treatment Chemicals	52,000	43,333	57,392	110.4%	(5,392)
720	Supplies - Operating - Other	8,500	7,083	2,361	27.8%	6,139
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Classes, Certs, Class B	4,000	3,333	4,440	111.0%	(440)
745	Travel / Lodging	500	417	1,038	207.6%	(538)
750	Utilities	132,900	110,750	103,561	77.9%	29,339
760	Waste Disposal	300	250	1,463	487.7%	(1,163)
795	Yolo Co	54,600	45,500	37,870	69.4%	16,730
799	Misc	0	0		0.0%	0
	Services and Supplies >	367,400	306,167	294,333	80.1%	73,067
810	R&R Buildings & Grounds	5,000	4,167	1,777	35.5%	3,223
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0			0
830	R&R Equipment	1,500	1,250		0.0%	1,500
832	R&R Mains/Service Lines	0	0		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	2,500	2,364	78.8%	636
	Repairs & Replacement >	9,500	7,917	4,141	43.6%	5,359
	Total Expenses >	623,940	519,950	501,724	80.4%	122,216
690	Safety & Security					Purchase of Abestos storage bin for disposal of all old water pipes \$1,989.42
840	R & R Vehicles					V-27 brakes and rotors
620	Communications - Internet					I pads for new billing software
690	Safety & Security					Abestos Storage, new locks for plant doors

Clearlake Oaks County Water District

CRP/CIP Profit and Loss

July 2018 through April 2019

05/07/19

Accrual Basis

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacem...	0.00	309,114.86	296,741.73	605,856.59	605,856.59
430 · Penalty & Interest	0.00	5,328.57	6,771.50	12,100.07	12,100.07
Total Income	0.00	314,443.43	303,513.23	617,956.66	617,956.66
Total Income	0.00	314,443.43	303,513.23	617,956.66	617,956.66
Gross Profit	0.00	314,443.43	303,513.23	617,956.66	617,956.66
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	77,731.47	52,880.08	130,611.55	130,611.55
520 · FICA - District Share	0.00	5,934.40	4,045.33	9,979.73	9,979.73
530 · Medical Ins - Dist Share	0.00	9,806.95	5,932.05	15,739.00	15,739.00
540 · PERS - District Share	0.00	7,508.40	7,810.03	15,318.43	15,318.43
560 · Workers Comp Ins	0.00	5,105.67	6,030.51	11,136.18	11,136.18
Total Salaries & EE Benefits	0.00	106,086.89	76,698.00	182,784.89	182,784.89
Services & Supplies					
620 · Communications & Inter...	0.00	201.59	201.57	403.16	403.16
625 · Equip - Field (\$300-\$4999)	0.00	647.80	27.60	675.40	675.40
640 · Fuel & Oil	0.00	8,432.81	8,385.60	16,818.41	16,818.41
675 · Professional Services	0.00	12,509.54	75.00	12,584.54	12,584.54
685 · Rents	0.00	1,262.88	0.00	1,262.88	1,262.88
690 · Safety & Security	0.00	1,260.85	829.70	2,090.55	2,090.55
700 · Tools & Instruments	0.00	2.17	2.17	4.34	4.34
715 · Supplies-Chemicals-Ope...	630.05	0.00	0.00	630.05	630.05
720 · Supplies - Inventory - Ot...	0.00	8,095.26	3,296.65	11,391.91	11,391.91
Total Services & Supplies	630.05	32,412.90	12,818.29	45,861.24	45,861.24
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	13,159.37	202.42	13,361.79	13,361.79
820 · R&R Lift Stations	0.00	0.00	2,275.16	2,275.16	2,275.16
830 · R&R Equipment	2,262.29	38,045.67	6,175.94	46,483.90	46,483.90
832 · R&R Mains and Sewer Li...	0.00	6,995.72	983.41	7,979.13	7,979.13
840 · R&R Vehicles	0.00	4,921.09	5,611.92	10,533.01	10,533.01
Total Repairs & Replacement	2,262.29	63,121.85	15,248.85	80,632.99	80,632.99
Total Expense	2,892.34	201,621.64	104,765.14	309,279.12	309,279.12
Net Income	-2,892.34	112,821.79	198,748.09	308,677.54	308,677.54

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2018 through June 30, 2019

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

As of April 2019

Summary	Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	392,097	326,748	303,513	77.4%
SEWER CRP Expenses	202,488	168,740	104,766	51.7%
USDA Annual Payment	129,000	107,500	107,500	next installment will be 6/1/19
Short term depreciation reserve	30,000	25,000	25,000	
Operating Balance (loss)	30,609	25,508	66,247	

Expenses		2018 - 2019 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	45,929	38,274	52,880	115.1%	(6,951)
510	Contracted Labor	-	-			-
520	FICA - District Share	3,762	3,135	4,045	107.5%	(283)
530	Medical Ins - District Share	10,571	8,809	5,932	56.1%	4,639
540	PERS - District Share	2,629	2,191	7,810	297.0%	(5,181)
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	4,596	3,830	6,031	131.2%	(1,435)
	Salaries and Employee Benefits >	67,488	56,240	76,698	113.6%	(9,210)
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	4,167	202	4.0%	4,798
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	2,500	2,083	28	1.1%	2,472
630	Equip - Office	2,500	2,083		0.0%	2,500
640	Fuel & Oil	5,000	4,167	8,386	167.7%	(3,386)
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	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	75	0.0%	(75)
685	Rents	-	-		0.0%	-
690	Safety & Security (boots)	0	0	830	0.0%	(830)
700	Tools & Instruments	0	0	2	0.0%	(2)
703	Supplies - Clothing & Personal	0	0		0.0%	0
705	Supplies - Office	0	0		0.0%	0
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	8,500	7,083	3,297	38.8%	5,203
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	0	0		0.0%	0
745	Travel / Lodging	0	0		0.0%	0
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	23,500	19,583	12,820	54.6%	10,680
810	R&R Buildings & Grounds	35,000	29,167	202	0.6%	34,798
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	20,000	16,667	2,275	11.4%	17,725
830	R&R Equipment	5,000	4,167	6,176	123.5%	(1,176)
832	R&R Mains/Service Lines	25,000	20,833	983	3.9%	24,017
840	R&R Vehicles (\$2k/vehicle)	26,500	22,083	5,612	21.2%	20,888
	Repairs & Replacement >	111,500	92,917	15,248	13.7%	96,252
	Total Expenses >	202,488	168,740	104,766	51.7%	97,722

690 Safety Cones for road work

830 Replacement of Rotors 1 & 2 bearings

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2018 through June 30, 2019

10 WATER - CRP Target % > **83.3%**

As of April 2019 Summary	Annual	YTD	Actual YTD	Amount	%
WATER CRP Revenue	394,332	328,610	314,443	79.7%	0%
WATER CRP Expenses	166,911	139,093	201,623	120.8%	0%

Short term depreciation reserve 30,000 25,000 25,000

Operating Balance **197,421** **164,517** **87,820**

Expenses		2018 - 2019 Budget	Actual	%	Total	
		Annual	YTD	Spent	Remaining	
505	Salaries & Wages	41,508	34,590	77,731	(36,223)	
510	Contracted Labor	0	0	187.3%	0	
520	FICA - District Share	3,396	2,830	5,934	(2,538)	
530	Medical Ins - District Share	10,571	8,809	9,807	764	
540	PERS - District Share	2,327	1,939	7,508	(5,181)	
550	Unemployment	0	0	0.0%	0	
560	Workers Comp Ins	4,110	3,425	5,106	(996)	
	Salaries and Employee Benefits >	61,911	51,593	106,086	171.4%	(44,175)
605	Advertising	0	0	-	0	
610	Bank Fees	0	0	-	0	
620	Communications & Internet	5,000	4,167	202	4,798	
622	Board Exp	0	0	-	0	
625	Equip - Field (up to \$4999)	2,500	2,083	648	1,852	
630	Equip - Office	2,500	-	-	-	
640	Fuel & Oil	5,000	4,167	8,433	(3,433)	
645	Insurance	0	0	-	0	
650	Interest	0	0	-	0	
657	Outsource Lab / Internal Lab	0	0	-	0	
660	Memberships & Subscriptions	0	0	-	0	
665	Mileage Reimb	0	0	-	0	
670	Postage & Shipping	0	0	-	0	
675	Professional Services Leak Chk	10,000	8,333	12,510	(2,510)	
685	Rents	0	0	1,263	(1,263)	
690	Safety & Security (boots)	0	0	1,261	(1,261)	
700	Tools & Instruments	0	0	2	(2)	
703	Supplies - Clothing & Personal	0	0	-	0	
705	Supplies - Office	0	0	-	0	
715	Treatment Chemicals	0	0	-	0	
720	Supplies - Operating - Other	8,500	7,083	8,095	405	
730	Taxes - Licenses	0	0	-	0	
735	Training, Certs (classes, books)	0	0	-	0	
745	Travel / Lodging	0	0	-	0	
760	Waste Disposal	0	0	-	0	
799	Misc	0	0	-	0	
	Services and Supplies >	33,500	25,833	32,414	96.8%	1,086
810	R&R Buildings & Grounds	15,000	12,500	13,160	1,840	
815	R & R Damage Claims	0	0	-	0	
820	R&R Lift Stations	0	0	-	0	
830	R&R Equipment	5,000	4,167	38,046	(33,046)	
832	R&R Mains/Service Lines	25,000	20,833	6,996	18,004	
840	R&R Vehicles (\$2k/vehicle)	26,500	22,083	4,921	21,579	
	Repairs & Replacement >	71,500	59,583	63,123	88.3%	8,377
	Total Expenses >	166,911	137,009	201,623	120.8%	(34,712)

<p>675 Professional Services</p> <p>685 Rents</p> <p>690 Safety & Security</p> <p>830 R & R Equipment</p> <p>830 R & R Equipment</p>	<p>Leak Detection</p> <p>Scaffolding for Flash Mixer Repair</p> <p>safety harnesses for all water tanks & Cones for road work</p> <p>Mtc & calibration of all eqpmnt/not been done since 2011</p> <p>Mtc on all Leete Generators, Booster pp repair, install fan and stat in VFD cabinet = \$13,944.28</p>
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2:33 PM

05/07/19

Accrual Basis

Clearlake Oaks County Water District
Summary Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	1,873,437.36
Accounts Receivable	-6.00
Other Current Assets	789,156.73
Total Current Assets	<u>2,662,588.09</u>
Fixed Assets	<u>13,031,338.59</u>
TOTAL ASSETS	<u><u>15,693,926.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	92,221.77
Other Current Liabilities	2,702,568.06
Total Current Liabilities	<u>2,794,789.83</u>
Total Liabilities	<u>2,794,789.83</u>
Equity	<u>12,899,136.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,693,926.68</u></u>

Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2019

05/07/19

Accrual Basis

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	190,930.96
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 10135...	985,140.40
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 10...	1,174,140.40
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERIC...	88.98
102.02 · CRP Water - 6990	163,465.66
102.03 · CRP Sewer - 3745	344,611.36
Total Checking/Savings	1,873,437.36
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
Other Current Assets	
103 · PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
130 · Const In Progress - Studies	126,754.10
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 119...	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 119...	74,033.00
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 1057100)	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS...	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 10978...	23,357.00
Total Other Current Assets	789,156.73
Total Current Assets	2,662,588.09
Fixed Assets	
138 · USDA Water Improvements	2,812.50
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation o...	297,793.92
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation...	153,927.77
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installati...	269,428.43
131 · Waste Water Plant	
131.1 · Pumps/Equipment	10,471.71
131 · Waste Water Plant - Other	54,198.47
Total 131 · Waste Water Plant	64,670.18
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,189,959.70
127 · Water Plant	
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Repair of Major Equipment	172,281.12
127 · Water Plant - Other	258,718.50
Total 127 · Water Plant	432,408.23
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WAT...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.90 · Vehicles/Generators/Trailers	202,254.54
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	13,500.00
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)	2,164,635.28
122 · Bldgs/Grounds Cap Improvements	8,529,449.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEW...	
124.30 · Lift Stations	

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Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2019

05/07/19

Accrual Basis

	Apr 30, 19
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	14,788.58
124.60 · Meters	700.00
124.90 · Water Tanks	5,215.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SE...	3,140,971.60
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - ...	3,273,981.93
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-7,747,170.00
Total Fixed Assets	13,031,338.59
TOTAL ASSETS	15,693,926.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097...	92,221.77
Total Accounts Payable	92,221.77
Credit Cards	
210 · Cal Card	
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,622.74
Total 210 · Cal Card	0.00
Total Credit Cards	0.00
Other Current Liabilities	
224 · USDA Retainage	141,412.85
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a ...	-322.01
280 · Loan	
280.12 · USDA Loan	2,537,248.61
280.07 · Bridge Loan for Forced Main (will be reimbursed fro...	-5,650.96
280.05 · USDA Bridge Loan (Bridge loan until USDA funds b...	-2,282.35
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	2,532,122.59
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments for M...	5,436.57
221 · Health Ins - EE Portion - Other	540.67
Total 221 · Health Ins - EE Portion	5,977.24
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMEN...	1,895.77
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) ...	-5,694.50
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	-3,798.73
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC P...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE ...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL P...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYRO...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAY...	-1,283.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DED...	-3,374.02
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PA...	1,197.01
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSAT...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts w...	-17,502.92
Total Other Current Liabilities	2,702,568.06
Total Current Liabilities	2,794,789.83

Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>
Total Liabilities	2,794,789.83
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post t...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corpor...	6,011,434.96
Net Income	551,373.97
Total Equity	<u>12,899,136.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,693,926.68</u></u>

Clearlake Oaks County Water District
Capital Improvements
As of April 30, 2019

Date	Name	Memo	Class	Amount
130 - Const In Progress - Studies				
07/31/2018	Badger Meter	22759	Loan/Grant:...	33.00
08/31/2018	Badger Meter	22759	Loan/Grant:...	33.00
09/29/2018	Badger Meter		Loan/Grant:...	33.00
10/31/2018	Badger Meter	22759	Loan/Grant:...	33.00
10/31/2018	AES - Analytical Envir...	Water Reclamation ...	Loan/Grant:...	962.50
11/30/2018	Badger Meter		Loan/Grant:...	33.00
11/30/2018	Badger Meter	3 additional meter p...	Loan/Grant:...	216.00
12/15/2018	AES - Analytical Envir...	Services thru 11/30/18	Loan/Grant:...	1,157.50
12/27/2018	Badger Meter	Pilot mtr units	Loan/Grant:...	249.00
12/31/2018	Lake Co Record-Bee	Classified ad - Notic...	Loan/Grant:...	195.49
01/01/2019	AES - Analytical Envir...	Services through 12/...	Loan/Grant:...	853.65
01/07/2019	MC Engineering, Inc	Last of Env. Study fo...	Loan/Grant:...	320.00
01/30/2019	Badger Meter	Services for January...	Loan/Grant:...	249.00
02/26/2019	County of Lake - Clerk	CDFW filing fee - No...	CRP:Sewer	2,404.75
02/28/2019	Badger Meter	Service for February ...	Loan/Grant:...	249.00
03/29/2019	Badger Meter	March 2019 - Test M...	Loan/Grant:...	249.00
04/30/2019	Badger Meter	Service for April	Loan/Grant:...	249.00
Total 130 - Const In Progress - Studies				7,519.89
131 - Waste Water Plant				
131.1 - Pumps/Equipment				
08/13/2018	MROSUPPLY	ROTOR #1 TAPER ...	CRP:Sewer	2,017.24
09/04/2018	ECS House Industries...	Replace rotor #2 bea...	CRP:Sewer	1,017.85
11/09/2018	Industrial Electric Mot...	Dredging pump - em...	CRP:Sewer	6,282.66
01/02/2019	ECS House Industries...	Replaced gearbox o...	CRP:Sewer	1,153.96
Total 131.1 - Pumps/Equipment				10,471.71
131 - Waste Water Plant - Other				
04/24/2019	Rain For Rent Woodla...	Paint 2 tanks for bac...	CRP:Sewer	3,662.00
04/25/2019	Rain For Rent Woodla...	Purchase 2 Baker T...	CRP:Sewer	26,986.24
04/26/2019	Rainbow Ag Services	Baker tank project	CRP:Sewer	233.06
04/26/2019	Mendo Mill	Baker Tank Project	CRP:Sewer	56.90
04/30/2019	American Carports, Inc.	Carport at WWTP	CRP:Water	11,630.14
04/30/2019	American Carports, Inc.		CRP:Sewer	11,630.13
Total 131 - Waste Water Plant - Other				54,198.47
Total 131 - Waste Water Plant				64,670.18
126 - Forcemain (phase 1) Cap. Imprv.				
Total 126 - Forcemain (phase 1) Cap. Imprv.				
123 - USDA - Sewer Plant Cap Imprvmt				
07/02/2018	Adams Ashby	May - General admin...	Loan/Grant:...	540.00
07/02/2018	Adams Ashby	USDA SEWER - JU...	Loan/Grant:...	1,980.00
07/07/2018	MC Engineering, Inc	USDA Wastewater E...	Loan/Grant:...	30,760.88
07/24/2018	T & S Construction Co...		Loan/Grant:...	301,356.68
08/01/2018	Adams Ashby	Payment Processing...	Loan/Grant:...	810.00
08/03/2018	MC Engineering, Inc		Loan/Grant:...	24,600.66
08/24/2018	T & S Construction Co...	Payment #12	Loan/Grant:...	91,627.50
09/01/2018	Adams Ashby	August 2018	Loan/Grant:...	945.00
09/17/2018	MC Engineering, Inc	USA Wastewater En...	Loan/Grant:...	16,687.10
09/30/2018	T & S Construction Co...	Pymt #13	Loan/Grant:...	261,292.60
10/01/2018	Adams Ashby	September chgs	Loan/Grant:...	765.00
10/01/2018	T & S Construction Co...		Loan/Grant:...	249,460.76
10/05/2018	MC Engineering, Inc	USDA Wastewater E...	Loan/Grant:...	11,883.67
11/01/2018	Adams Ashby	October service	Loan/Grant:...	1,080.00
11/03/2018	MC Engineering, Inc	USDA Wastewater E...	Loan/Grant:...	10,398.38
11/27/2018	T & S Construction Co...	10/27/18 thru 11/27/...	Loan/Grant:...	57,237.50
12/01/2018	USDA Rural Develop...	USDA - Payment #3 ...	Loan/Grant:...	33,764.08
12/01/2018	Adams Ashby	Nov 2018 service for...	Loan/Grant:...	1,440.00
12/04/2018	MC Engineering, Inc	USDA -Sewer Plant ...	Loan/Grant:...	11,107.55
01/01/2019	Adams Ashby	December 2018	Loan/Grant:...	1,170.00
01/04/2019	MC Engineering, Inc	USDA Wasterwater ...	Loan/Grant:...	2,165.58
01/31/2019		Adams Ashby Inv. #...	Loan/Grant:...	-1,080.00
01/31/2019		MC Engineering Inv. ...	Loan/Grant:...	-10,398.38
01/31/2019		T&S Const - Inv. #15	Loan/Grant:...	-57,237.50
02/01/2019	Adams Ashby	January service	Loan/Grant:...	3,195.00
02/01/2019	T & S Construction Co...	WWTP - Retention ...	Loan/Grant:...	191,990.49
02/07/2019		Adams Ashby Inv #2...	Loan/Grant:...	-1,440.00
02/07/2019		Adams Ashby Inv. #...	Loan/Grant:...	-1,170.00

Clearlake Oaks County Water District
Capital Improvements
As of April 30, 2019

Date	Name	Memo	Class	Amount
02/07/2019		MC Engineering Inv ...	Loan/Grant:...	-11,107.55
02/07/2019		MC Engineering Inv. ...	Loan/Grant:...	-2,165.58
02/07/2019		T & S Inv. #16 (Rete...	Loan/Grant:...	-191,990.49
Total 123 · USDA - Sewer Plant Cap Imprvmt				1,029,668.93
127 · Water Plant				
127.1 · Repair of Major Equipment				
07/06/2018	Williams Radiator	New core for 25K Ge...	CRP:Sewer	612.68
07/11/2018	Amazon	113-0986928-61450...	CRP:Water	369.06
07/12/2018	ECS House Industries...	Stubshaft, plate seal	CRP:Sewer	484.61
07/12/2018	ECS House Industries...	Over pay check #32...	CRP:Sewer	-152.65
07/12/2018	Santa Clara Systems	Replacement drive ...	CRP:Water	2,409.34
08/03/2018	EASA Industrial Electr...	Rebuild motor WTP	CRP:Water	3,992.59
08/21/2018	Pace	P.O. #4543 - WELL ...	CRP:Water	467.21
09/05/2018	CineMeade Engineering	Repair of Fish mixer	CRP:Water	619.00
09/12/2018	J&J Pumps	Pump Inspection- R...	CRP:Water	800.00
09/28/2018	Pacific Ozone	Approved SM 9/6/18...	CRP:Water	50,279.26
09/28/2018	J&J Pumps	Hi Service PP #1 scr...	CRP:Water	800.00
10/17/2018	Lake County Electric ...	VFP for high service ...	CRP:Water	3,785.93
10/17/2018	Lake County Electric ...	Starter	CRP:Water	1,627.83
10/18/2018	Ozone Water System...	Repair/Service AirSe...	CRP:Water	12,465.02
10/24/2018	Instrumart	Ultrasonic Flow Mete...	CRP:Water	9,523.80
11/09/2018	Lake County Electric ...	Starter transformer ...	CRP:Water	1,809.43
12/04/2018	USA BlueBook	Colormeter Assembl...	GL:Sewer	549.62
12/06/2018	Pace	Adapter, bolt, gasket...	CRP:Water	820.56
12/12/2018	Williamson Engineering	Neptune motor - pol...	CRP:Water	818.32
12/13/2018	Lake County Electric ...	Shady VFO-Electric...	CRP:Water	1,362.08
12/17/2018	Mendo Mill	Flashmixer	CRP:Water	174.78
12/18/2018	Mendo Mill	Tools for flashmixer ...	CRP:Water	130.65
12/18/2018	Mendo Mill	Flashmixer	CRP:Water	60.81
01/10/2019	Commercial Pump & ...	Sand blast/powder c...	CRP:Water	960.00
01/10/2019	Commercial Pump & ...	Repair HSP1 Pump/...	CRP:Water	10,364.50
02/01/2019	Lake County Electric ...	High service pump &...	CRP:Water	6,595.88
02/14/2019	Commercial Pump & ...	Replacement motor f...	CRP:Water	7,566.22
02/27/2019	Telstar Instruments	Flow meter for filter ...	CRP:Water	9,793.66
02/27/2019	Telstar Instruments	Acuators for backwa...	CRP:Water	22,392.46
02/28/2019	Pacific Ozone	Repair of Ozone Ge...	CRP:Water	11,719.81
02/28/2019	Pacific Ozone	Repair Ozone Gener...	CRP:Water	1,856.44
03/20/2019	Commercial Pump & ...	Replace West Intake...	CRP:Water	7,222.22
Total 127.1 · Repair of Major Equipment				172,281.12
127 · Water Plant - Other				
11/26/2018	Pacific Ozone	Approved SM 9/6/18	CRP:Water	1,481.80
11/27/2018	Pacific Ozone	Ozone Sam Photom...	CRP:Water	451.53
11/30/2018	Pace	Install flash mixer	CRP:Water	220.55
12/03/2018	Muniquip, LLC	Flash Mixer	CRP:Water	26,598.00
02/01/2019	Telstar Instruments	Furnish/install flow ...	CRP:Water	5,869.69
02/01/2019	Telstar Instruments	Calibration of flowm...	CRP:Water	1,440.00
Total 127 · Water Plant - Other				36,061.57
Total 127 · Water Plant				208,342.69
120 · District General CIP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
09/29/2018	Verizon Wireless	X2 Ipads, cases, pro...	GL:Water	1,281.94
09/29/2018	Verizon Wireless	X2 Ipads, cases, pro...	GL:Water	1,165.41
09/29/2018	Verizon Wireless	X2 Ipads, cases, pro...	GL:Sewer	1,165.41
09/29/2018	Verizon Wireless	X1 Ipad, cases, prot...	GL:Water	510.67
10/02/2018	Verizon Wireless	842219116-00001	GL:Water	-225.30
10/02/2018	Verizon Wireless	842219116-00001	GL:Sewer	-225.29
10/15/2018	Grainger	Cerrito surge tank co...	CRP:Water	1,396.93
12/13/2018	Pace	Pipe cutting system f...	CRP:Water	4,341.68
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				9,411.45
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
09/28/2018	Nor-Cal Telecom	New phone system	GL:Admin	3,411.49
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				3,411.49
120.90 · Vehicles/Generators/Trailers				

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Clearlake Oaks County Water District
Capital Improvements
As of April 30, 2019

05/07/19

Accrual Basis

Date	Name	Memo	Class	Amount
12/04/2018	HOLT AG SOLUTIONS	KUBOTA 4WD Utilit...	CRP:Sewer	13,728.00
01/18/2019	Greenbergs Quality M...	Used - 2016 Chevy ...	CRP:Sewer	24,900.00
01/18/2019	Greenbergs Quality M...	Used - 2016 Chevy ...	CRP:Water	12,750.00
01/18/2019	Greenbergs Quality M...	Used - 2015 Chevy ...	CRP:Water	19,000.00
01/18/2019	Greenbergs Quality M...	Used - 2016 Chevy ...	CRP:Sewer	12,750.00
Total 120.90 · Vehicles/Generators/Trailers				83,128.00
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				
10/12/2018	CUSI	Additional field and a...	GL:Sewer	750.00
10/12/2018	CUSI		GL:Water	750.00
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				1,500.00
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				97,450.94
122 · Bldgs/Grounds Cap Improvements				
10/20/2018	Frontier Farm and Lan...	Landscaping Admin ...		5,990.00
Total 122 · Bldgs/Grounds Cap Improvements				5,990.00
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
124.31 · Lift Station 7 Bypass				
Total 124.31 · Lift Station 7 Bypass				
124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations - Other				
Total 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				
08/14/2018	Pace	WELL HEAD REPL...	CRP:Water	2,543.55
09/28/2018	Pollard Water	20 - Hydrant locks	CRP:Water	1,991.05
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				4,534.60
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				4,534.60
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
210 · Cal Card				
08/30/2018		Funds Transfer		3,080.42
08/30/2018		Funds Transfer		8,345.43
09/30/2018				-11,129.64
Total 210 · Cal Card				296.21
TOTAL				1,418,473.44



Accounts

Transfers

Bill Pay

Accounts

Transfer Settings

CRP PC *6192

Current	\$0.00
Available	**\$0.00

CRP SEWER *3745

Current	\$371,943.07
Available	**\$371,943.07

GENERAL LEDGER *9122

Current	\$156,637.17
Available	**\$166,039.39

PC ESCROW *6184

Current	\$0.00
Available	**\$0.00

CRP WATER *6990

Current	\$176,891.32
Available	**\$176,891.32

BALANCE TOTALS

Total Deposit Accounts	\$705,471.56
------------------------	--------------

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

Outside Accounts



No outside accounts added.

Add account

Make a Payment

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Pay your bills on one screen in seconds.

Sign up for payments

Purchase Rewards

You currently have no rewards available. Check back soon.



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- Amazon app store for the Kindle Fire tablet

< May 2019

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

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Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
May 13, 2019

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

Account Number:
90-17-001

Tran Type Definitions

April 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
4/15/2019	4/12/2019	QRD	1602392	SYSTEM	7,365.09

Account Summary

Total Deposit:	7,365.09	Beginning Balance:	1,174,140.40
Total Withdrawal:	0.00	Ending Balance:	1,181,505.49

Aged Accounts Receivable

As of 05/13/2019

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
\$105,592.44	\$32,344.88	\$7,931.94	\$8,438.23	\$130,934.23	<u>\$285,241.72</u>

Total number of accounts with open balances: 991

These totals include all accounts on the Tax Roll

****BILLS ARE DUE WEDNESDAY MAY 15, 2019****

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Clearlake Oaks County Water District
Payroll Summary
April 2019

	<u>Hours</u>	<u>Rate</u>	<u>Apr 19</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-2	24.42	-48.84
CTO Used	67.28	24.42	2,262.92
Duty Pay Tech/Sewer	1	100.00	100.00
Overtime (x1.5)	131.5	31.88	5,101.64
PTO	261.47	21.25	7,303.72
Straight	2,206.25	21.25	56,351.12
Board			1,300.00
Duty Pay			3,955.00
Total Gross Pay	2,665.5		76,325.56
Deductions from Gross Pay			
ACWA (pre-tax)			-1,815.30
AFLAC (pre-tax)			-254.16
AFLAC (taxable) AFTER TAX			-235.20
CALPers 457			-450.00
CALPers EE (Pretax)			-3,268.02
Total Deductions from Gross Pay			-6,022.68
Adjusted Gross Pay	2,665.5		70,302.88
Taxes Withheld			
Federal Withholding			-4,653.02
Medicare Employee			-1,076.72
Social Security Employee			-4,603.89
CA - Withholding			-1,605.07
CA - Disability			-742.57
Total Taxes Withheld			-12,681.27
Deductions from Net Pay			
Miscellaneous Deduction			-371.79
Total Deductions from Net Pay			-371.79
Net Pay	2,665.5		57,249.82
Employer Taxes and Contributions			
Medicare Company			1,076.72
Social Security Company			4,603.89
Total Employer Taxes and Contributions			5,680.61

Clearlake Oaks County Water District

Trial Balance

As of April 30, 2019

05/07/19

Accrual Basis

	Apr 30, 19	
	Debit	Credit
102.001 · GL - 9122	190,930.96	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	985,140.40	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	163,465.66	
102.03 · CRP Sewer - 3745	344,611.36	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · Const In Progress - Studies	126,754.10	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	2,812.50	
128 · Sewer Infrstructure & Rehab Proj	297,793.92	
121 · Wtr Dist & Wtr Storage Projects	153,927.77	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project ...	115,500.66	
131 · Waste Water Plant	54,198.47	
131 · Waste Water Plant:131.1 · Pumps/Equipment	10,471.71	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,189,959.70	
USDA Project	0.00	
127 · Water Plant	258,718.50	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Repair of Major Equipment	172,281.12	
120 · District General CIP	13,500.00	
120 · District General CIP:120.01 · General Equipment/Tools	1,921,549.25	
120 · District General CIP:120.60 · Office	27,331.49	
120 · District General CIP:120.75 · SCADA	0.00	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	202,254.54	
122 · Bldgs/Grounds Cap Improvements	8,529,449.57	
124 · D/C System Cap Improvements	3,140,971.60	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124....	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	5,215.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		7,747,170.00
200 · ACCOUNTS PAYABLE		92,221.77
210 · Cal Card	1,622.74	
210 · Cal Card:210.13 · WAB - Jeremy - 2499	0.00	
210 · Cal Card:210.12 · WAB- Francisco - 2481	0.00	
210 · Cal Card:210.11 · WAB - Dan - 2507	0.00	
210 · Cal Card:210.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card:210-09 · Cal Card - Francisco - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - Dan - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card - Jeremy - 5863	0.00	
210 · Cal Card:210.06 · Cal Card - Jason 3879	0.00	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	0.00	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
224 · USDA Retainage		141,412.85
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.12 · USDA Loan		2,537,248.61

Clearlake Oaks County Water District

Trial Balance

As of April 30, 2019

	Apr 30, 19	
	Debit	Credit
280 · Loan:280.07 · Bridge Loan for Forced Main	5,650.96	
280 · Loan:280.05 · USDA Bridge Loan	2,282.35	
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		540.67
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medi...		5,436.57
222 · Direct Deposit Liabilities	0.00	
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	5,694.50	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DE...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO ...		1,895.77
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	340.68	
223.50 · MEDICARE TAX PAYABLE	160.05	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	377.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	84.49	
223.65 · STATE DISABILITY PAYABLE	1,283.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	3,374.02	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		1,197.01
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	17,502.92	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		6,011,434.96
500 · 2017 Storms:500.4 · CalOES Payment		727.00
Income:410 · Client Reg Pmt		1,764,559.76
Income:420 · Connection Fees		10,000.00
Income:425 · CRP		607,824.59
Income:430 · Penalty & Interest		60,676.88
Income:430 · Penalty & Interest:430.1 · Condemnation Fund (5...		301.40
Income:435 · Loans/Grants:435-6 · Inflow & Infiltration Construct		67,858.00
Income:435 · Loans/Grants:435-5 · USDA Contruction Grant	0.00	
Income:440 · Misc Revenue		13,763.27
Income:450 · Other - Non S/W Rev		157,857.88
140 · Flood 2019	40,809.39	
134 · WTP Meter & X-Connection Proj.	3,143.34	
133 · Harvey Storage Tank - Water	3,293.33	
Loans/Grants:903 · WTP, Meters, and Backflow	1,475.08	
Salaries & EE Benefits:507 · Severence Pay	26,640.00	
Salaries & EE Benefits:545 · CALPers 457		375.00
Salaries & EE Benefits:505 · Salaries & Wages	828,968.62	
Salaries & EE Benefits:520 · FICA - District Share	63,902.54	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	169,272.81	
Salaries & EE Benefits:540 · PERS - District Share	83,420.49	
Salaries & EE Benefits:550 · Unemployment	7,200.02	
Salaries & EE Benefits:560 · Workers Comp Ins	52,714.32	
Services & Supplies:605 · Advertising	315.00	
Services & Supplies:610 · Bank Fees	15,312.87	
Services & Supplies:620 · Communications & Internet	19,569.52	
Services & Supplies:622 · Board Exp	5,362.60	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	783.98	

2:37 PM

05/07/19

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of April 30, 2019

	Apr 30, 19	
	Debit	Credit
Services & Supplies:630 · Equip - Office	3,583.17	
Services & Supplies:640 · Fuel & Oil	25,467.22	
Services & Supplies:645 · Insurance	44,545.00	
Services & Supplies:657 · Lab	29,525.66	
Services & Supplies:660 · Memberships & Subscription	44,453.36	
Services & Supplies:665 · Mileage Reimb	696.68	
Services & Supplies:670 · Postage & Shipping	8,798.99	
Services & Supplies:675 · Professional Services	61,396.79	
Services & Supplies:685 · Rents	19,102.66	
Services & Supplies:690 · Safety & Security	21,118.69	
Services & Supplies:700 · Tools & Instruments	2,832.78	
Services & Supplies:703 · Supplies - Clothing & Personal	5,756.09	
Services & Supplies:705 · Supplies - Office	9,351.67	
Services & Supplies:715 · Supplies-Chemicals-Operating	92,241.53	
Services & Supplies:720 · Supplies - Inventory - Other	36,463.98	
Services & Supplies:735 · Training/Classes/Certs/ClassB	10,586.60	
Services & Supplies:745 · Travel / Lodging	3,995.47	
Services & Supplies:750 · Utilities	184,667.97	
Services & Supplies:760 · Waste Disposal	42,868.43	
Services & Supplies:795 · Yolo Co	37,870.01	
Services & Supplies:799 · Misc	11,150.06	
Services & Supplies:799 · Misc:799.2 · Cust. Refund - Escrow ...	85.30	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct...	2,106.77	
Repairs & Replacement:850 · CRP:850.3 · Paradise Cove	11,092.87	
Repairs & Replacement:810 · R&R Buildings & Grounds	18,690.51	
Repairs & Replacement:820 · R&R Lift Stations	2,275.16	
Repairs & Replacement:830 · R&R Equipment	51,984.93	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	8,603.26	
Repairs & Replacement:840 · R&R Vehicles	18,434.29	
66000 · Payroll Expenses	640.00	
TOTAL	25,612,380.73	25,612,380.73

31

9:12 AM

05/13/19

Clearlake Oaks County Water District
A/P Aging Summary
As of May 13, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alpha Analytical Labs	267.00	0.00	0.00	0.00	0.00	267.00
Big O Tires	102.97	0.00	0.00	0.00	0.00	102.97
CASH	6.60	0.00	0.00	0.00	0.00	6.60
Clearlake Lava	137.28	0.00	0.00	0.00	0.00	137.28
Commercial Pump & Mechanical, Inc.	2,693.05	0.00	0.00	0.00	0.00	2,693.05
Corrpro - BBVA Compass Bank	2,740.00	0.00	0.00	0.00	0.00	2,740.00
Deeper Cleaning	320.00	0.00	0.00	0.00	0.00	320.00
Hasa Inc	0.00	-979.51	0.00	0.00	0.00	-979.51
Hayden Solar, LLC	5,031.93	0.00	0.00	0.00	0.00	5,031.93
High Country Security	859.20	0.00	0.00	0.00	0.00	859.20
Kelseyville Septic & Sanitary	600.00	0.00	0.00	0.00	0.00	600.00
Lake County Electric Supply, Inc.	289.46	0.00	0.00	0.00	0.00	289.46
Lake County Waste Solutions	645.37	0.00	0.00	0.00	0.00	645.37
MC Engineering, Inc	24,828.26	0.00	0.00	0.00	0.00	24,828.26
Mediacom - WWTP 1294	231.54	0.00	0.00	0.00	0.00	231.54
Napa Auto Parts	39.88	0.00	0.00	0.00	0.00	39.88
OI Corporation	2,357.23	0.00	0.00	0.00	0.00	2,357.23
Pace	0.00	0.00	0.00	-8,596.21	0.00	-8,596.21
Pacific Ozone	4,543.98	0.00	0.00	0.00	0.00	4,543.98
T & S Construction Co. Inc.	0.00	0.00	0.00	10,000.00	0.00	10,000.00
Terminix	0.00	79.00	0.00	0.00	0.00	79.00
Tri-Cities Answering Service	176.85	0.00	0.00	0.00	0.00	176.85
United States Post Office	0.00	2,000.00	0.00	0.00	0.00	2,000.00
USA BlueBook	2,692.89	0.00	0.00	0.00	0.00	2,692.89
Yolo County Flood Control	0.00	3,887.16	0.00	0.00	0.00	3,887.16
TOTAL	48,563.49	4,986.65	0.00	1,403.79	0.00	54,953.93

32

Account Payable Breakdown

Date: 5/13/2019

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$121,905.43	\$156,637.17	\$166,039.39
CRP Water	\$176,891.32	\$176,891.32	\$176,891.32
CRP Sewer	\$371,943.07	\$371,943.07	\$371,943.07
CRP PC	\$0.00	\$0.00	\$0.00
PC Escrow	\$0.00	\$0.00	\$0.00
LAIF Balance	\$1,181,505.49		
Current A/P Aging	\$54,953.93		
ACWA Health Ins	\$17,939.61		
USDA Payment	<u>\$74,110.00</u>	DUE: 6/1/2019	
TOTAL	\$147,003.54		

NOTES:

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

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

APRIL 18, 2019

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President, ABSENT ✓ Mr. Karl Hosier, Vice President
- ✓ Mr. Samuel Boucher, Director ✓ Mr. Stanley Archacki, Director, ✓ Mrs. Barbara Higman, Director

- ✓ Mrs. Dianna Mann – General Manager ✓ Mrs. Olivia Mann - Secretary of the Board

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

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

2. Financial Reports for review and approval

- a. March 2019, 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

3A

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 03-21-19

4. Bills

- a. MC Engineering invoice number 1739, dated 4/5/19, in the amount of \$9,076.74, for the Waste Water Infrastructure Improvements

**Action Taken: Motion to approve the consent items
BOUCHER/ARCHACKI M/S/C
AYES: HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: MEDEIROS**

5. Agenda (Old Business)

- a. Discussion and update from CSA 16 committee regarding annexation progress

Action Taken: NO ACTION

6. Agenda (New Business)

- a. Discussion and consideration of appointing a board member to serve on the JPIA Board, along with an alternate. Alternate does not have to be a Director

**Action Taken: Motion to appoint President Medeiros to serve on the JPIA Board, along with Dianna Mann as an alternate.
ARCHACKI/HIGMAN M/S/C
AYES: HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: MEDEIROS**

- b. Discussion and approval of audit ending June 30, 2018

**Action Taken: Motion to approve audit ending June 30, 2018
BOUCHER/HIGMAN M/S/C
AYES: HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: MEDEIROS**

- c. Discussion and consideration of allowing an easement for electrical service for new construction at 12650 High Valley Road

**Action Taken: Motion to approve an electrical service easement for new construction at 12650 High Valley Road
ARCHACKI/BOUCHER M/S/C
AYES: HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: MEDEIROS**

- d. Discussion and consideration of a Prop 218 Rate Study, see attached bid from Pace Engineering

Action Taken: NO ACTION

- e. Discussion and consideration of purchasing an aerator system for Paradise Cove's Water Tank using either remaining escrow funds from CSA 16 or CRP-PC in the amount of \$40,386.00

Action Taken: Motion to approve the purchase of an aerator system for Paradise Cove's Water Tank, plus labor and materials, not to exceed \$62,000.00

- f. Discussion and notification of *Violation and Report of 27 February 2019 Inspection, Clearlake Oaks County Water District Wastewater Treatment Facility, Lake County*

Action Taken: NO ACTION

Adjournment

Time: 3:34 PM

Motioned to adjourn at 3:34 PM by Director Higman

SIGNED: _____ **ATTESTED TO:** _____
Karl Hosier, Vice President **Olivia Mann, Board Secretary**



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
5/5/2019	1764

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	6/4/2019	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	71	120.00	8,520.00	
Operations Management Engineer, John Pedri, PE	0.5	160.00	80.00	
Project Manager, Mark Carey, PE	9.5	165.00	1,567.50	
Administrative Support	2	65.00	130.00	
RGH Consultants Inv 0319052		904.00	904.00	
228mi @ \$.545mi 4/12 Mark	228	0.545	124.26	
		Total	\$11,325.76	
		Payments/Credits	\$0.00	
		Balance Due	\$11,325.76	

128. 4/6 Inflow & aeration Const

Phone #	Fax #	E-mail
916-223-3828	916-860-1863	markacarey@msn.com




MC Engineering, Inc.
 9294 Madison Ave
 Orangevale, CA 95662

Invoice

Date	Invoice #
5/5/2019	1763

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	6/4/2019	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	5.5	160.00	880.00	
Project Manager, Mark Carey, PE	16	165.00	2,640.00	
Assistant Engineer, Jose Diaz-Mendez	14	105.00	1,470.00	
Project Engineer 2, Richard Relyea	36	130.00	4,680.00	
Assistant Engineer, Jared P. Nelson	19	130.00	2,470.00	
Engineering Tech, Charley Maxey	16	75.00	1,200.00	
Administrative Support	2.5	65.00	162.50	
<i>138. L/G Water Improvements</i>				
			Total	\$13,502.50
			Payments/Credits	\$0.00
			Balance Due	\$13,502.50

Phone #	Fax #	E-mail
916-223-3828	916-860-1863	markacarey@msn.com



California Special
Districts Association
Districts Stronger Together

2018 BOARD SECRETARY/CLERK CONFERENCE

Premiere Training and Certificate Program™ for Board Secretaries/Clerks

October 22-24, 2018 • South Lake Tahoe, California



Co-sponsored by the
Special District Risk Management Authority

Conference Schedule

Monday, October 22, 2018			
8:00 a.m.	Pre-Conference Workshop Registration		
9:00 a.m. - 4:00 p.m.	Pre-Conference Workshops <i>(optional/additional fee)</i> 1. Policy and Procedure Writing OR 2. E-Records, E-Mail, Trustworthy Electronic Records, Retention, Document Imaging, and Other Leadership Opportunities		
5:30 - 7:00 p.m.	Registration and Opening Reception - Conference Begins!		
Tuesday, October 23, 2018			
	<i>First-Time Attendees</i>	<i>Advanced: Returning Attendees</i>	
7:30 - 8:30 a.m.	Registration		
8:30 - 9:45 a.m.	Opening Keynote: If You Can't Say Something Nice, What DO You Say? A Constructive Confrontation Presentation		
9:45 - 10:15 a.m.	Break, Networking with the Exhibitors		
10:15 a.m. - 12:00 p.m.	Staying in Compliance: Understanding Fundamental Special District Laws	Developing and Implementing a Records Retention Schedule	Coping with Change
12:00 - 1:00 p.m.	Lunch, All Attendees		
1:15 - 3:00 p.m.	Staying in Compliance: Understanding Fundamental Special District Laws (cont'd)	Automating Your Records Program	Nightmare on Board Night
3:00 - 3:30 p.m.	Break, Networking with the Exhibitors		
3:30 - 5:00 p.m.	Understanding Board Member and District Liability Issues	A Successful Start to Public Service: Orienting Your Newly Elected Officials	Preventing the Violence
5:30 - 7:00 p.m.	Reception		
Wednesday, October 24, 2018			
	<i>First-Time Attendees</i>	<i>Advanced: Returning Attendees</i>	
8:30 - 10:00 a.m.	Board Secretary / Clerk Foundations	My General Counsel Says What? Tips from Two Attorneys	How to Write for the Web (or for the newspaper, or for an email blast, or even a billboard!)
10:00 - 10:30 a.m.	Break, Networking with the Exhibitors		
10:30 a.m. - 12:00 p.m.	Board Secretary / Clerk Foundations (cont'd)	District Documentation - What to Look For	Candidate and Ballot Measure Elections: The Role of District Board Secretaries and Clerks
12:00 - 1:00 p.m.	Lunch, All Attendees		
1:15 - 2:30 p.m.	Advanced Training in the California Public Records Act	FPPC Update: Form 700 and Conflicts of Interest	So, You Got a Letter - The California Voting Rights Act - How the Changes in the Law May Affect Your District
2:30 - 2:45 p.m.	Break		
2:45 - 4:00 p.m.	Holding Effective Public Meetings	Harness Your Emotional Intelligence	Applying Internal Controls to Protect Your District from Fraud
4:00 p.m.	Event Adjourns, Graduation Certificate Distribution		



OPENING KEYNOTE:
If You Can't Say Something Nice, What DO You Say? A Constructive Confrontation Presentation
Sarita Maybin

'We've all been told "If you can't say something nice, don't say anything at all." This high energy presentation based on Sarita's book provides practical approaches and positive phrases for those times when you need to say something NOT so nice. Learn how to have difficult conversations and to constructively clue someone in, deflect the negative comment of a well-meaning friend, or let a business colleague know what he or she is doing drives you crazy — without destroying the relationship.

Sessions for Advanced Attendees

Developing and Implementing a Records Retention Schedule

This session will cover the various components of a Records Retention Schedule and provide you with practical tips for developing, implementing, and maintaining a retention schedule that works for your organization. In this session you will learn how to simplify the records retention process and increase compliance in your Records Management Program.

Automating Your Records Program

Learn valuable insights on how to automate components of your records management program by utilizing old, new, and emerging technologies. Examine the Public Records Act process, the disposition process, and the litigation process. Learn how to use workflows, system integrations, predictive analytics and other automation tools to improve customer service and better utilize resources.



"Developing and Implementing a Records Retention Schedule" and "Automating Your Records Program" will be presented by Emilie Costan. Emilie is the Citywide Records Manager for the City of Sacramento. Emilie has been working for the City since 2004. Emilie is responsible for the City's Records Management Program and the City's Centralized Public Records Act Request Process.

Emilie has a Bachelor's Degree in Business

Management and is a Certified Records Manager. She is the 2017/2018 President of the Greater Sacramento Capitol Chapter of ARMA.

Coping with Change

CPS HR Consulting

Changes and change processes are regular and necessary phenomena in everyday life, both on and off the job. Change can be positive or negative, welcomed or resisted. The ability and methods of dealing and coping with change have become vital skills in today's workplace. In this session, you will be introduced to how to manage through and cope with planned and unplanned change so that changes are more manageable, less stressful and more positive.



"Coping with Change" is presented by Jenine Smith. Mrs. Smith is a 15-year Human Resources Professional who has always been involved in training design, delivery and facilitation. She is an experienced consultant and excellent trainer. She holds a B.A. in Fashion Merchandising from Kent State University and a certificate in Coaching for Life and Work from the University Extension at the University of California at Davis. Jenine has been

a facilitator and trainer for the University of California at Davis Center for Leadership Learning, California State University at Sacramento and the Department of Labor. Her assignments included the research, development and instruction of curriculum for courses in topics such as Communication, Management Leadership, Active Listening, Time Management, Performance Management, Diversity and Inclusion, and Working with Difficult Employees.

Nightmare on Board Night

Atkinson, Andelson, Loya, Ruud & Romo

You are at the board meeting and things are not going right. A quorum of board members is present, but one of the board members wants to conference call into the meeting. Also, the general manager is asking to add a new item to the agenda. To top all of this off, there is a member of the public who has exceeded his allotted time during public comment and won't yield the podium. When public meetings become challenging, you need to know how to respond. Come to this presentation and learn how the Brown Act, Robert's Rules of Order, and meeting decorum standards apply to these issues and others.

A Successful Start to Public Service; Orienting Your Newly Elected Officials

Institute for Local Government

Join special district colleagues for a discussion on best practices in orienting newly elected representatives in their role as a decision-maker and leader for a special district. Learn from experts in the field who have provided the orientation that kicked off a new official's term and hear what did and did not work from their experience. Also learn what to share and when to inform without overwhelming a newly elected official. Orientation topics include: responsibilities and powers, decision-making basics, financial management and budgeting, engaging the public and media, public trust and transparency and more.

Preventing the Violence

Standards Training Group

Violent events are occurring at an alarming rate across the country. From the active shooter to the violent criminal, these acts are taking many innocent lives and affecting organizations like never before. This interactive session will address increasing the odds of detecting potentially violent behavior before it starts; and should the behaviors be missed, increase the odds of surviving a violent event.



The session "Preventing the Violence" is presented by Adam Coughran. Adam is a police officer turned educator and entrepreneur. Throughout his law enforcement career in Southern California, Adam worked in various capacities, including street patrol, field training, counter-terrorism, and tourism-oriented policing. Adam utilized his expertise to found Standards Training Group, a consulting firm dedicated to helping businesses deter crime and mitigate violence.

My General Counsel Says What? Tips from Two Attorneys

This session addresses covers legal issues that frequently come up in special districts and public agencies, and includes compliance tips from two attorneys who serve as General Counsel for two different special districts. Attendees will learn practical tips, including the following topics: Use of private devices (smartphones, tablets) and email accounts – what happens when you get a Public Records Act request for information?; Record-keeping practices – solid tips to keep your attorney happy; Form 700s; what they are and why you need to care; Conflicts of interest – can I participate in this agenda item?; Meeting practice tips – how to keep things running as smoothly as possible



Look for the 🦋 to see the new sessions!

🦋 How to Write for the Web (or for the newspaper, or for an email blast, or even a billboard!)

Streamline

If you care about speaking to your “audience” in a form they will pay attention to, attend this talk! We’ll go over various mediums and why different styles work for each, and talk about some of the best practices for writing in a way your readers will be willing to ... well ... read! Website content, email announcements, bill stuffers, press releases for the newspaper, advertising and billboards all have different “rules” that you can follow to help ensure your readers pay attention to what you have to say.

District Documentation – What to Look For

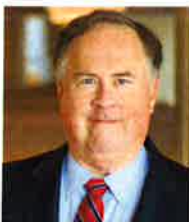
Liebert Cassidy Whitmore

“If it’s not written down, it didn’t happen.” This common mantra describes the difficulty of proving an event occurred if there is no contemporaneous documentation. This session will explain how to effectively create a host of documents ranging from discipline documents to performance evaluations to disability interactive process letters and other writings. Effective documentation goes beyond simply recording the required information. We will show you how to create effective exhibits in the event your agency is sued or a discipline is appealed. Using fun examples, the presenter will explain what should—and should not be—in various types of documents in order to effectively demonstrate that your district acted appropriately.

🦋 Candidate and Ballot Measure Elections: The Role of District Board Secretaries and Clerks

Richards Watson and Gershon

Candidate and ballot measure elections require Board Secretaries and Clerks to play multiple roles. Elections Official, Filing Officer, Campaign Watchdog, Public Information Officer, and Candidate and Campaign Liaison are just some of the hats you may wear during election season. This session will focus on what District Board Secretaries and Clerks most need to know about the elections process, with a special focus on what districts and district employees can and can’t do when it comes to elections.



“Candidate and Ballot Measure Elections: The Role of District Board Secretaries and Clerks” is presented by Craig A. Steele. Mr. Steele is a shareholder in the Public Law Department at Richards, Watson & Gershon and serves on the Firm’s Management Committee. Mr. Steele has over 25 years of experience practicing local government law and has worked in government and politics for over 30 years. Mr. Steele is the City

Attorney for the Cities of Highland, Monrovia, and Seal Beach, and serves as Counsel to the Successor Agency to the redevelopment agencies in those cities and also the former redevelopment agency for the City of Indio. A former political campaign manager, Mr. Steele is an expert in elections, voting and government ethics laws and has frequently been asked to speak and teach about those subjects by the League of California Cities and other organizations.

FPPC Update: Form 700 and Conflicts of Interest

Fair Political Practices Commission (FPPC)

In this comprehensive session, attendees will receive an overview of the rules as they apply to filing officers with respect to filing and processing Statements of Economic Interests (Form 700). We will also discuss conflict of interest codes and how they relate to the Form 700 and touch on other FPPC rules including conflicts of interests, gifts, and ticket disclosure.

🦋 So, You Got a Letter - The California Voting Rights Act – How the Changes in the Law May Affect Your District

Atkinson, Andelson, Loya, Ruud & Roma

As a result of Assembly Bill 350, which became effective on January 1, 2017, several changes to the California Voting Rights Act are now in place. This session will evaluate vulnerability under the CVRA and discuss the necessary steps a district should take to reduce their risks. Doing nothing could have a devastating impact!

🦋 Harness Your Emotional Intelligence

GPS HR Consulting

Emotional Intelligence (EI) competencies are at the heart of effective workplace relationships and productivity. They provide an integrated set of skills that support highly effective, fast-reacting and innovative organizations. This seminar emphasizes the practical application of EI concepts. Achieve greater personal awareness, connect with others, manage stress, engage in healthy conflict and collaboration, and be more optimistic and resilient using these tools.

Certified Municipal Clerk (CMC) and/or Master Municipal Clerk (MMC)

The CSDA Board Secretary/Clerk Conference held in October of 2018 is eligible for 1 CMC Experience or 1 MMC Professional Contribution point per educational day of attendance.



This was my second year attending the CSDA Board Secretary Conference. I was glad to see other Board Secretaries that I met last year who came once again, and I was glad to meet new people. The education is so helpful and essential in this role as Clerk/Board Secretary. The facilitators were knowledgeable and easy to follow with great takeaway notes. I look forward to next year’s conference and hope to see familiar faces, and meet new, and to learn and grow.

*Debbie Gehret, Admin Assistant III
San Mateo County Harbor District*



Board Secretary/Clerk Conference & Certificate Program™

South Lake Tahoe, CA - October 22-24, 2018

ONE FORM PER REGISTRANT. PLEASE MAKE COPIES AS NEEDED.			
Name/Title:			
District:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email:			
Special Needs (Including Dietary):			
Emergency Contact Name:		Phone:	
BOARD SECRETARY/CLERK CONFERENCE OPTIONS			
Current Certificate Holder: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I will be participating as: <input type="checkbox"/> First-time Attendee <input type="checkbox"/> Advanced - Returning Attendee			
EARLY BIRD REGISTRATION - ON OR BEFORE FRIDAY, SEPTEMBER 21, 2018	Member status:	<input type="checkbox"/> SDRMA Member - \$525 <input type="checkbox"/> CSDA Member - \$575	<input type="checkbox"/> Non-member - \$865
REGULAR REGISTRATION - AFTER FRIDAY, SEPTEMBER 21, 2018	Member status:	<input type="checkbox"/> SDRMA Member - \$575 <input type="checkbox"/> CSDA Member - \$625	<input type="checkbox"/> Non-member - \$940
PRE-CONFERENCE WORKSHOP: POLICY AND PROCEDURE WRITING		<input type="checkbox"/> CSDA Member - \$225	<input type="checkbox"/> Non-member - \$340
NEW! PRE-CONFERENCE WORKSHOP: E-RECORDS, E-MAIL, TRUSTWORTHY ELECTRONIC RECORDS...		<input type="checkbox"/> CSDA Member - \$225	<input type="checkbox"/> Non-member - \$340
BOOK! IF YOU CAN'T SAY SOMETHING NICE, WHAT DO YOU SAY?			<input type="checkbox"/> \$15
		TOTAL	\$
PAYMENT INFORMATION			
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			
Acct. name:		Acct. number:	
Expiration date:		Authorized signature:	

Mail or Fax completed form to:
 California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814
 f: 916.520.2465

Questions?
 Please contact us toll-free:
 877.924.2732

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than October 1, 2018. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after October 1, 2018. Substitutions are acceptable and must be done in writing no later October 15, 2018. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meetings and other activities constitutes an agreement by the registrant to for CSDA's use and distribution (both now and in the future of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 19-03

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

Establishing a Restricted Checking Account Specifically for the Reserves for Both Water and Sewer

WHEREAS, Clearlake Oaks County Water District Board of Directors did by vote, approve to open a restricted checking account specifically for the Water and Sewer Plants where before any money is spent out of this account will require board approval.

NOW, THEREFORE, BE IT RESOLVED, by the Clearlake Oaks County Water District Board of Directors that a checking account be created at Westamerica Bank, located at 15342 Lakeshore Drive, Clearlake, CA 95422 and to be named Reserve Account.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 16th day of May 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT: MEDEIROS

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

DA