

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

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

**JUNE 18, 2020**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 2:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

- Mrs. Margaret Medeiros, President     Mr. Stanley Archacki, Vice President
  - Mr. Samuel Boucher, Director     Mrs. Barbara Higman, Director,     Mr. Michael Herman, Director
  - Mrs. Dianna Mann – General Manager     Mrs. Olivia Mann - Secretary of the Board
- In the audience, our Chief Operators
- Mr. Francisco Castro, Wastewater     Mr. Kurt Jensen, Water     Mr. Jeremy Backus, Distribution

**Public comment on non-agenda items**

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

**Consent Items**

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

**1. Staff Written Operational Reports**

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

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

- a. May 2020, 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 05-21-2020

**4. Bills**

- a. MC Engineering invoice number 1946, dated 6/5/2020, in the amount of \$24,745.26 for the USDA Water Projects

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

**5. Agenda (New Business)**

- a. Discussion and approval of Spill Prevention, Control and Counter Measure Plan for the Wastewater Treatment Plant per EPA Code 40 CFR 112.7

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

- b. Discussion and approval of 2020-2021 budget

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

- c. Discussion and consideration of Resolution 20-09, Pertaining to the General Election of the Board of Directors

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

- d. Discussion and consideration of revision to the Board of Directors Rules and Regulations

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

- e. Discussion and consideration of policy pertaining to Delinquent Accounts

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

- f. Discussion and consideration of Resolution 20-10 Adopting a policy pertaining to Delinquent Accounts

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

- g. Discussion and consideration of Resolution 20-11 amending the Billable Fees

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

**Closed Session**                      **Time:** \_\_\_\_\_

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

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

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

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

**Open Session**    **Time:** \_\_\_\_\_  
**Adjournment**    **Time:** \_\_\_\_\_

# Clearlake Oaks County Water District

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

*June 11, 2020 - Board Letter*

## *Administration*

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- ∂ Received \$3,888.91 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).
- ∂ We received our second round of tax roll payments from the County of Lake, \$15,471.13 was posted towards past due accounts on our aged receivables.
- ∂ Additional accounts will be reported to the property tax collected in early July, I have almost finished the report, I will submitting it 1 month early due to leave.
- ∂ We received 0 water quality complaints (WQC) this month
- ∂ We received 0 consumer/appeal claim(s);
- ∂ 1<sup>st</sup> reminder backflow letters were mailed out on June 3, 2020, we have since received 23 results back, and we only have 55 outstanding tests to be taken.
- ∂ We received all 15 samples back from participating customers for the 1<sup>st</sup> round of Lead and Copper testing, we should have all results back no later than the end of June. Additional sample letters were mailed out on June 2, 2020, we have received 6/15 samples back. We anticipate all samples being returned by end of June and closing out the 2020 Lead and Copper testing. At this time, all results have been Non-Detect and within the parameters.
- ∂ Given the new laws in affect, a new delinquent account policy is on the agenda for approval, the new laws and a sample policy was sent over by legal counsel. These new laws will also change our billable fees, more can be discussed on this when we consider Resolution 20-10 and 20-11.

All the best,  
Olivia Mann

# Clearlake Oaks County Water District

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Office: (707) 998-3322 Fax: (707) 998-1245  
[www.clocwd.org](http://www.clocwd.org) [j.backus@clocwd.org](mailto:j.backus@clocwd.org)

Board letter for CLOCWD,

6-12-2020

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

\*We made a significant amount of repairs lately, including the one on the Highway across from the Admin. That repair was estimated at about 15 GPM leak. After that repair was made, the water plant finally shut off after running nonstop for a couple of days.

\*The hydrant at the end of Manzanita Ct. was replaced and is now on line.

## **Tank sites:**

\*With this increase in temperature, we have had to increase our dosing regiment.

## **Sample stations sites:**

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

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

\*Lift station 5 now has both pumps up and running.

\*We are working on fine tuning the updated lift station's SCADA.

## **Staff updating:**

\*We hired a new gentleman by the name of Jacob,"Jake". He is hired on as a temp and has some I.T. skills that should come in handy for the district.

\*We have been trying to keep our social distance during this time due to the COVID 19 pandemic. Everyone is still free of the Coronavirus and working hard.

## **District vehicles:**

\*The 2011 Vaccon is back in the district and is working out well for the need at the waste plant and back up.

## **Training:**

\*Everyone is up to date on their Target Solutions training.

## **Thank You**

Chief DC, Jeremy Backus

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## Board of Directors

Margaret Medeiros  
President

Stanley Archacki  
Vice President

Barbara Higman  
Director

Samuel Boucher  
Director

Michael Herman  
Director

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# Clearlake Oaks County Water District

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

- ◆ Second round of Lead and copper sampling underway
- ◆ 25.04 MG water produced
- ◆ Continued cleaning and organizing of plant
- ◆ 2020 CCR Report complete
- ◆ New A/C was installed and working well

Thank you,

*Kurt Jensen*

WTP Chief Plant Operator  
k.jensen@clocwd.org

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Office: (707) 998-3322 Fax: (707) 998-1245  
[www.clocwd.org](http://www.clocwd.org)    [d.mann@clocwd.org](mailto:d.mann@clocwd.org)

**Reporting Period: May 2020**

**From: Francisco Castro, CPO**

**To: Clearlake Oaks County Water District Board of Directors**

**June 12, 2020**

The total flows received through our Headwork's at the waste plant were 9.992MG averaging 322,000 gallons a day. The total amount of gallons treated and sent through our effluent line was 8.856MG averaging 286,000 gallons a day (198 gpm). The average lake level this month was at 4.36'. All testing in house and out sourced fell in compliance with our WDR. All emergency ponds remain free of liquid at this time. We have begun cutting our dewatering tubes to expose the waste activated sludge to the heat for drying. This process will be continuous 'till all sludge is hauled transported and disposed off.

Ground Water Monitoring 2<sup>nd</sup> quarter was performed on May 21<sup>st</sup>. This sample quarter requires obtaining additional samples for Matrix Spikes and Field Duplicates. All samples were taken in all 3 wells. Well #2 was purged prior to sampling due to the lack of water. This has been a recurrent problem. We may have some problems sampling this well on 3<sup>rd</sup> and 4<sup>th</sup> quarter due to the ground water level which is normally not this low.

We continue to prepare for the PSPS this summer. We will be reviewing our Standard Procedure for the waste plant which details out the before, during and after actions that operators should take during these events. At this time the plant has been running well. All maintenance and testing has been carried out for the month.

Thank you,  
*Francisco Castro*  
*WWTP Chief Plant Operator*  
[f.castro@clocwd.org](mailto:f.castro@clocwd.org)

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## Board of Directors

Margaret Medeiros  
President

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Vice President

Barbara Higman  
Director

Samuel Boucher  
Director

Michael Herman  
Director

## Clearlake Oaks County Water District

June 18, 2020

The office re-opened to the public on June 1<sup>st</sup> with the restrictions that masks must be worn and only one person in the lobby at a time. I think most people are still using the alternate ways to pay that they learned about during the quarantine period.

I received two bids to remove the dead trees behind Lift Station 7 and the Contractor that was awarded the bid will have the job completed on July 15<sup>th</sup>.

The Consumer Confidence Report (CCR) will be completed and mailed out to all rate payers by July 1<sup>st</sup>.

The Administration staff is preparing for Olivia's maternity leave. Susie performed most the billing tasks for the past two months with Olivia's help when needed. Bailey is currently receiving cross training on Susie's desk as well. The time is flying by, Olivia will be leaving sometime in July.

The District welcomes a new staff member to the Distribution and Collection Department, Jake Keeney. Jake also brings much experience in the I.T. department. Very excited to have Jake as part of the team.

I am currently working with a couple of sub-contractors through PG&E, one is to reduce our usage during peak time. This program pays the largest energy users in our area to temporarily reduce non-critical electrical load to prevent widespread blackouts when the grid is under extreme stress. They will provide a day-ahead notification of an event and do not penalize for non-performance if we are unable to participate at any time. The additional program I am working on, the battery storage program would help make this reduction in power possible.

To make the above program more plausible, I am looking into a battery storage program that would install Tesla battery storage units at our water and wastewater treatment plants. Self-Generation Incentive Program (SGIP) battery storage program costs would be covered by a grant through the California Public Utility Commission (CA PUC). The grant completely pays for installing a Tesla battery storage system for organizations that are in/or serve fire zones or disadvantaged areas, we qualify for both. These projects are normally \$200k to \$500k, but as mentioned before it is 100% grant money. The way that the battery storage system works: The batteries charge at night when energy is less expensive, and you use that power during the day when energy is more expensive. So it doesn't change how much energy you are using, but it shifts the time of use to when it is less expensive. This will lower the over dollar value of our energy bills each month. The battery system will be sized appropriately and have approximately 4 hours of usage each day. The system will include a 10 year warranty and a maintenance contract from Tesla.

I am really excited about the above projects and I look forward to sharing more information with you when it becomes available.

Please see the attached updates from MC Engineering.

Please refer to individual department letters for additional details.

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

Respectfully Submitted,

Dianna Mann

General Manager

**Report Date:** June 7th, 2020

**To:** Dianna Mann, CLOCWD General Manager

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

**RE: CLOCWD SWRCB Funded Sewer Infrastructure Project**

**Billing Period:** May, 2020

**I. Engineering Project Status Update**

Work on the project during May included the following:

- Conducting conference call to discuss project closeout and punchlist items
- Contract Change Orders
- Review of pay requests
- Submittal Review

**II. Budget Status Update**

**Total Engineering Design and Construction Budget:** \$655,985.80

**Additional Services Budget:** \$38,000 (See description below)

**This Invoice:** \$4,085.00

**Cost to Date:** \$684,243.15

**Cost to Complete:** \$9,742.65

**III. Projected Tasks for June, 2020**

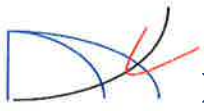
- Review pay request, if submitted by contractor
- Maintain and track contractors progress on final punch list

**Project Progress:**

Construction milestones completed in May include:

- Trash removal and demobilization
- Partially addressing final punch list items

Moving forward MCE intends to monitor the remaining punch list until completed. As previously discussed, the final pay request will be submitted after installation of the proposed SEPS isolation valve for Phase 3 with the notice of completion filed shortly thereafter. For Phase 2 final completion may be filed as soon as the remaining punch list items are completed.



**Report Date:** June 8, 2020

**To:** Dianna Mann, CLOCWD General Manager

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

**RE: CLOCWD USDA Funded PER and Initial Design Services Proposal**

**Billing Period:** May 2020 (Invoice #1946)

**I. Project Status Update**

Work on the project during April included the following

- Coordinating with District for Potholing of DMA meter locations
- Attended Board Meeting to review additional scope for Cerritos and Harvey
- Harvey tank design sheets
- Harvey tank easement acquisition finalization
- Preliminary project specification coordination and draft documents
- Review of design budget for project
- USDA Project addendum coordination
- Contract facilitation and monthly invoicing
- WTP DBP coordination and finalization
- Environmental coordination and documentation (with USDA)
- BPA easement assistance and mapping
- On-site meeting with District
- Review of Project Manual and Specifications

**II. Budget Status Update**

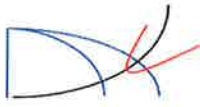
**Total Engineering Design and Construction Budget (Revised w/Addendum 1 & 2):**

Phase 1:	\$102,395.00
Phase 2:	\$492,540.00
<b>Total:</b>	<b>\$594,935.00</b>

<b>This Invoice:</b>	<b>\$24,745.26</b> (\$0.00 Phase 1; 24,745.26 Phase 2)
<b>Cost to Date:</b>	<b>\$384,328.54</b> (110,413.57 Phase 1; \$273,914.97 Phase 2)
<b>Cost to Complete:</b>	<b>\$210,606.46</b> (\$-8,018.57 Phase 1; \$218,625.03 Phase 2)

**III. Projected Tasks for June 2020**

- Finalize design of DMA/BFP/Meter replacement
- Develop Easement map for USDA submission
- Finalize BPA easements and homeowner letter
- Project Manual preparation
- Meter changeout/retrofit/reading technology RFP document preparation
- Project site meetings and coordination
- Coordinate USA and Surveying for Harvey area pipeline design
- Cerritos Tank preliminary tank design
- Preliminary design of the Harvey Area distribution system



**IV. Harvey Tank Easement and DMA Meter Potholing Status**

- The following items are critical action items to move forward on the Harvey Tank design and the DMA meter design:
  1. Harvey Tank Easements: Based on the desire to acquire additional land for the Harvey Tank Project, MCE is working with the District in coordination with the landowner to acquire on District acquisition of additional property for the foundation of the Harvey Tank. Critical path items moving forward are:
    - Work with property owner for acquisition of additional easement property
    - Once additional property is acquired, easement finalization will be needed for Tank design
  2. DMA meter existing pipe location:
    - USA marked the existing pipe locations in March
    - Due to lack of potholing for the DMA located on Highway 20 near Orchard shores, MCE is moving forward with the design and will require the contractor to pothole for location of existing pipelines.

**V. Budget Status and Added Scope Items**

- With the completion of Addendum 2, this invoice and summary includes the addition of \$170,940.00 which includes the design of the Cerritos tank along with the upgrades to the Harvey Area distribution system. Included in the Harvey Area distribution system project is the upgrade of the pipeline that extends from Highway 20 to the Forest service building located on Spring Street.

Clearlake Oaks County Water District  
Summary Balance Sheet  
As of May 31, 2020

	<u>May 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	1,878,182.78
Other Current Assets	<u>1,757,363.32</u>
Total Current Assets	3,635,546.10
Fixed Assets	<u>15,387,024.39</u>
<b>TOTAL ASSETS</b>	<b><u>19,022,570.49</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	477,441.52
Credit Cards	1,579.91
Other Current Liabilities	<u>-81,722.22</u>
Total Current Liabilities	<u>397,299.21</u>
Total Liabilities	397,299.21
Equity	<u>18,625,271.28</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>19,022,570.49</u></b>

**Clearlake Oaks County Water District**  
**Balance Sheet**  
 As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102.13 · SEWER RESERVES-9592	5,000.00
102.10 · CRP PC - 6192	5,996.12
102.12 · WATER RESERVES- 8503	125,200.00
102.001 · GL - 9122 (Old Acct. # 053420019)	289,226.39
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Ot...	862,677.76
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)</b>	<b>1,051,677.76</b>
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK ...	88.98
102.02 · CRP Water - 6990	120,385.57
102.03 · CRP Sewer - 3745	280,607.96
<b>Total Checking/Savings</b>	<b>1,878,182.78</b>
<b>Other Current Assets</b>	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	29,609.68
130 · Const In Progress - Studies	128,163.79
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
<b>Total Other Current Assets</b>	<b>1,757,363.32</b>
<b>Total Current Assets</b>	<b>3,635,546.10</b>
<b>Fixed Assets</b>	
138 · USDA Water Improvements	379,167.31
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Fo...	2,785,989.71
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water d...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of wate...	152,704.44
<b>Total 121 · Wtr Dist &amp; Wtr Storage Projects (Replacement or installation of w...</b>	<b>268,205.10</b>
131 · Waste Water Plant	
131.1 · Pumps/Equipment	19,345.46
131 · Waste Water Plant - Other	57,768.09
<b>Total 131 · Waste Water Plant</b>	<b>77,113.55</b>
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
<b>USDA Project</b>	<b>238,835.93</b>
127 · Water Plant	
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	177,077.82
127 · Water Plant - Other	220,402.17
<b>Total 127 · Water Plant</b>	<b>447,463.13</b>
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WA...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	31,171.49
120.90 · Vehicles/Generators/Trailers	274,809.73
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	96,503.11
<b>Total 120 · District General CRP (EQUIPMENT - WAS 1011181)</b>	<b>2,324,033.58</b>
122 · Bldgs/Grounds Cap Improvements	8,535,149.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WA...	

**Clearlake Oaks County Water District**  
**Balance Sheet**  
 As of May 31, 2020

	May 31, 20
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
<b>Total 124.30 · Lift Stations</b>	<b>112,306.71</b>
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 - SEWER - ...)	3,234,475.29
<b>Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER...</b>	<b>3,367,485.62</b>
125 · Land - Dist. Cap. Improvements	300,478.61
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
<b>Total Fixed Assets</b>	<b>15,387,024.39</b>
<b>TOTAL ASSETS</b>	<b>19,022,570.49</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	477,441.52
<b>Total Accounts Payable</b>	<b>477,441.52</b>
<b>Credit Cards</b>	
211 · WAB Credit Card	
211.15 · WAB - Kurt - 9133	456.87
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	742.65
211.13 · WAB - Jeremy - 2499	315.72
211.12 · WAB- Francisco - 2481	64.67
<b>Total 211 · WAB Credit Card</b>	<b>1,579.91</b>
<b>Total Credit Cards</b>	<b>1,579.91</b>
<b>Other Current Liabilities</b>	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal ...)	-3,322.77
280 · Loan	
280.02 · KS State Bank - 2019 Vac-Con	-37,107.35
280.12 · USDA Loan	702,317.29
280.10 · Bridge for I & I Rehab Project (Use LAIF until State Funds b...)	-1,072,000.00
<b>Total 280 · Loan</b>	<b>-406,790.06</b>
221 · Health Ins - EE Portion	-3,526.84
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	-91.35
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAK...)	2,386.49
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-2,227.73
<b>Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)</b>	<b>158.76</b>
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABL...)	-12.40
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2...)	-2.90
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION ...)	-513.84
223.80 · GASB 68 Pension ( - WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE ...)	3,457.31
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMP...)	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld ...)	-1,568.88
<b>Total Other Current Liabilities</b>	<b>-81,722.22</b>
<b>Total Current Liabilities</b>	<b>397,299.21</b>
<b>Total Liabilities</b>	<b>397,299.21</b>
<b>Equity</b>	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19

10:43 AM  
06/09/20  
Cash Basis

**Clearlake Oaks County Water District**  
**Balance Sheet**  
As of May 31, 2020

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	<u>May 31, 20</u>
304 · Opening Balance Equity (Opening balances during setup post to this a...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - E...	9,359,768.53
Net Income	3,893,217.80
<b>Total Equity</b>	<u>18,625,271.28</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>19,022,570.49</u></u>

**Clearlake Oaks County Water District**  
**Profit and Loss**  
 July 2019 through May 2020

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
<b>Income</b>					
<b>Income</b>					
410 · Client Reg Pmt	0.00	895,437.17	1,092,292.88	1,987,730.05	1,987,730.05
420 · Connection Fees	0.00	0.00	20,300.00	20,300.00	20,300.00
430 · Penalty & Interest	0.00	22,643.07	26,149.28	48,792.35	48,792.35
440 · Misc Revenue	0.00	0.00	13,364.30	13,364.30	13,364.30
450 · Other - Non S/W Rev	0.00	83,282.39	80,929.01	164,211.40	164,211.40
<b>Total Income</b>	<b>0.00</b>	<b>1,001,362.63</b>	<b>1,233,035.47</b>	<b>2,234,398.10</b>	<b>2,234,398.10</b>
<b>Total Income</b>	<b>0.00</b>	<b>1,001,362.63</b>	<b>1,233,035.47</b>	<b>2,234,398.10</b>	<b>2,234,398.10</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>1,001,362.63</b>	<b>1,233,035.47</b>	<b>2,234,398.10</b>	<b>2,234,398.10</b>
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	304,763.47	210,831.43	137,046.84	652,641.74	652,641.74
510 · Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00
520 · FICA - District Share	22,746.69	15,555.82	10,320.68	48,623.19	48,623.19
530 · Medical Ins - Dist Share	64,711.84	78,044.51	23,126.44	165,882.79	165,882.79
540 · PERS - District Share	72,410.24	13,815.07	6,740.88	92,966.19	92,966.19
550 · Unemployment	8,376.98	0.00	0.00	8,376.98	8,376.98
560 · Workers Comp Ins	2,609.89	7,499.47	6,756.72	16,866.08	16,866.08
<b>Total Salaries &amp; EE Benefits</b>	<b>475,619.11</b>	<b>325,746.30</b>	<b>184,991.56</b>	<b>986,356.97</b>	<b>986,356.97</b>
<b>Services &amp; Supplies</b>					
605 · Advertising	200.00	0.00	0.00	200.00	200.00
610 · Bank Fees	19,007.22	0.00	0.00	19,007.22	19,007.22
620 · Communications & Internet	4,205.78	4,785.08	6,724.75	15,715.61	15,715.61
622 · Board Exp	2,070.34	0.00	0.00	2,070.34	2,070.34
625 · Equip - Field (\$300-\$4999)	0.00	1,112.34	0.00	1,112.34	1,112.34
630 · Equip - Office	1,284.39	691.35	150.74	2,126.48	2,126.48
640 · Fuel & Oil	0.00	11,311.00	10,398.21	21,709.21	21,709.21
645 · Insurance	0.00	25,467.02	25,467.01	50,934.03	50,934.03
657 · Lab	0.00	12,663.70	17,553.36	30,217.06	30,217.06
660 · Memberships & Subscription	1,943.73	28,377.93	20,266.54	50,588.20	50,588.20
665 · Mileage Reimb	106.73	0.00	0.00	106.73	106.73
670 · Postage & Shipping	13,646.07	0.00	0.00	13,646.07	13,646.07
675 · Professional Services	36,498.62	6,340.20	20,790.14	63,628.96	63,628.96
685 · Rents	10,856.69	0.00	9,365.04	20,221.73	20,221.73
690 · Safety & Security	903.00	4,896.05	4,771.71	10,570.76	10,570.76
700 · Tools & Instruments	0.00	755.09	952.74	1,707.83	1,707.83
703 · Supplies - Clothing & Pers...	343.11	2,565.33	1,630.50	4,538.94	4,538.94
705 · Supplies - Office	7,223.17	1,307.30	1,418.97	9,949.44	9,949.44
715 · Supplies-Chemicals-Opera...	0.00	20,087.55	51,049.87	71,137.42	71,137.42
720 · Supplies - Inventory - Other	0.00	4,899.09	2,890.84	7,789.93	7,789.93
730 · Taxes - Licenses	34.62	0.00	0.00	34.62	34.62
735 · Training/Classes/Certs/Cla...	2,652.57	864.65	339.27	3,856.49	3,856.49
745 · Travel / Lodging	529.32	122.85	78.59	730.76	730.76
750 · Utilities	3,562.16	117,782.21	134,962.68	256,307.05	256,307.05
760 · Waste Disposal	558.20	37,827.30	3,510.34	41,895.84	41,895.84
795 · Yolo Co	0.00	0.00	41,979.37	41,979.37	41,979.37
798 · Reconciliation Discrepanci...	20.00	0.00	0.00	20.00	20.00
<b>Total Services &amp; Supplies</b>	<b>105,645.72</b>	<b>281,856.04</b>	<b>354,300.67</b>	<b>741,802.43</b>	<b>741,802.43</b>
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	3,335.52	1,715.92	721.90	5,773.34	5,773.34
832 · R&R Mains and Sewer Lines	0.00	0.00	-550.97	-550.97	-550.97
840 · R&R Vehicles	0.00	1,977.09	1,959.49	3,936.58	3,936.58
<b>Total Repairs &amp; Replacement</b>	<b>3,335.52</b>	<b>3,693.01</b>	<b>2,130.42</b>	<b>9,158.95</b>	<b>9,158.95</b>
<b>Total Expense</b>	<b>584,600.35</b>	<b>611,295.35</b>	<b>541,422.65</b>	<b>1,737,318.35</b>	<b>1,737,318.35</b>
<b>Net Income</b>	<b>-584,600.35</b>	<b>390,067.28</b>	<b>691,612.82</b>	<b>497,079.75</b>	<b>497,079.75</b>

**Clearlake Oaks Co Water District  
PROJECTED BUDGET 2019-2020**

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Target % > **92%**

As of May 2020 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,242,554	1,139,008	1,233,035	99%	929,418	851,967	1,001,362	108%
<b>Total Operating Expenses</b>	972,572	868,607	833,715	86%	1,037,590	951,124	903,585	87%
<b>Operating Balance (loss)</b>	<b>269,982</b>	<b>270,400</b>	<b>399,321</b>		<b>(108,172)</b>	<b>(99,157)</b>	<b>97,778</b>	
420 Connection Fees	30,000	27,500	20,300	68%	20,000	18,333	-	0%
435	-	-	-		-	-	-	
450 Other - Non S/W Rev	96,000	88,000	80,929	84%	100,000	91,667	83,282	83%
Reserves	150,000	137,500	112,500	75%	-	-	-	0%
<b>Net Change In Net Position (loss)</b>	<b>245,982</b>	<b>248,400</b>	<b>388,050</b>		<b>11,828</b>	<b>10,843</b>	<b>181,060</b>	

**Current Revenue Notes:**

440- Misc Water = Bulk Water

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

**Past Revenue Notes**

General Ledger	\$487,838.62
District CRP	\$248,507.93
Paradise Cove CRP	\$7,670.93
Paradise Cove Escrow	\$0.00
Wtr Reserve	\$137,700.00
Swr Reserve	\$5,000.00
LAIF Account	\$1,051,677.74
	<b>\$1,938,395.22</b>

As of May 2020 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,182,554	1,084,008	1,092,293	92%	909,418	833,633	895,437	98%
430 Penalty & Interest	30,000	27,500	26,149	87%	20,000	18,333	22,643	113%
440 Misc	30,000	27,500	13,364	45%	0	0	-	0%
<b>Total Revenue &gt;</b>	<b>1,242,554</b>	<b>1,139,008</b>	<b>1,131,806</b>	<b>91%</b>	<b>929,418</b>	<b>851,967</b>	<b>918,080</b>	<b>99%</b>

As of May 2020 Operating Expenses	Budget				Actual			
	Annual	YTD	YTD	%	YTD	%	Spent	%
505 Salaries & Wages	316,514	290,138	289,429	91%	415,259	380,654	363,213	87%
520 FICA - District Share	26,093	23,918	21,695	83%	34,354	31,491	26,930	78%
530 Medical Ins - District Share	56,010	51,343	55,482	99%	128,093	117,418	110,401	86%
540 PERS - District Share	39,759	36,446	42,946	108%	47,203	43,270	50,020	106%
550 Unemployment	9,000	8,250	4,189	47%	9,000	8,250	4,189	47%
560 Workers Comp Ins	21,310	19,534	8,062	38%	24,506	22,464	8,804	36%
<b>Salaries and Employee Benefits &gt;</b>	<b>468,687</b>	<b>429,629</b>	<b>422,802</b>	<b>90%</b>	<b>658,415</b>	<b>603,547</b>	<b>563,556</b>	<b>86%</b>
605 Advertising	200	183	100	50%	200	183	100	50%
610 Bank Fees	9,260	8,488	9,504	103%	9,250	8,479	9,504	103%
620 Communications & Internet	13,000	11,917	8,828	68%	7,250	6,646	6,888	95%
622 Board Exp	5,000	4,583	1,035	21%	5,000	4,583	1,035	21%
625 Equip - Field (\$300-\$4999)	2,500	2,292	-	0%	4,000	3,667	1,112	28%
630 Equip - Office	1,500	1,375	793	53%	2,000	1,833	1,333	67%

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640	Fuel & Oil	6,800	6,233	10,398	153%	4,800	4,400	11,311	236%
645	Insurance	40,000	36,667	25,467	64%	25,000	22,917	25,467	102%
650	Interest	-	-	-	0%	-	-	-	0%
657	Lab	20,000	18,333	17,553	88%	17,500	16,042	12,664	72%
660	Memberships & Subscriptions	28,500	26,125	21,239	75%	27,500	25,208	29,350	107%
665	Mileage Reimb	1,000	917	54	5%	750	688	54	7%
670	Postage & Shipping	6,000	5,500	6,823	114%	6,000	5,500	6,823	114%
675	Professional Services	36,000	33,000	39,040	108%	21,000	19,250	24,590	117%
685	Rents	4,875	4,469	14,794	303%	4,875	4,469	5,429	111%
690	Safety & Security	3,250	2,979	5,224	161%	8,250	7,563	5,348	65%
700	Tools & Instruments	2,000	1,833	953	48%	5,000	4,583	755	15%
703	Supplies - Clothing & Personal	1,800	1,650	1,803	100%	2,300	2,108	2,737	119%
705	Supplies - Office	4,750	4,354	5,031	106%	5,250	4,813	4,919	94%
715	Treatment Chemicals	75,000	68,750	51,050	68%	48,000	44,000	20,088	42%
720	Supplies - Operating - Other	5,000	4,583	2,891	58%	22,000	20,167	4,899	22%
730	Taxes - Licenses	0	0	18	175000%	0	0	18	175000%
735	Training	5,750	5,271	1,666	29%	5,250	4,813	2,192	42%
745	Travel	1,000	917	344	34%	2,000	1,833	388	19%
750	Utilities	135,650	124,346	136,744	101%	82,750	75,854	119,563	144%
760	Waste Disposal	3,050	2,796	3,789	124%	52,250	47,896	38,106	73%
795	Yolo Co	57,000	52,250	41,979	74%				
799	Misc	-	-	-	0%	-	-	-	0%
<b>Services and Supplies &gt;</b>		<b>468,885</b>	<b>429,811</b>	<b>407,115</b>	<b>87%</b>	<b>368,175</b>	<b>337,494</b>	<b>334,668</b>	<b>91%</b>
810	R&R Buildings & Grounds	7,000	6,417	2,390	34%	7,000	6,417	3,384	48%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	(551)	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	2,750	1,959	65%	4,000	3,667	1,977	49%
850	Maintenance Reserve Account	25,000	-	-	-	-	-	-	-
<b>Repairs &amp; Replacement &gt;</b>		<b>35,000</b>	<b>9,167</b>	<b>3,798</b>	<b>11%</b>	<b>11,000</b>	<b>10,083</b>	<b>5,361</b>	<b>49%</b>
<b>Total Expenses &gt;</b>		<b>972,572</b>	<b>868,607</b>	<b>833,715</b>	<b>86%</b>	<b>1,037,590</b>	<b>951,124</b>	<b>903,585</b>	<b>87%</b>

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## Budget Variance Report July 1, 2019 through June 30, 2020

Target % &gt;

91.7%

As of May 2020

2019-2020 Budget

Actual

%

Total

Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	321,978	295,146	304,763	94.7%	17,215	
520 FICA - District Share	26,674	24,451	22,747	85.3%	3,927	
530 Medical Ins - District Share	68,991	63,241	64,712	93.8%	4,279	
540 PERS-District Share (incl unfunded Liab, 35K)	61,000	55,916	72,410	118.7%	(11,410)	
550 Unemployment	18,000	16,500	8,377	46.5%	9,623	
560 Workers Comp Ins	7,422	6,804	2,610	35.2%	4,812	
Salaries and Employee Benefits >	504,064	462,059	475,619	94.4%	28,445	
605 Advertising	400	367	200	50.0%	200	
610 Bank Fees	18,500	16,958	19,007	102.7%	(507)	
620 Communications & Internet	7,000	6,417	4,206	60.1%	2,794	
622 Board Exp	10,000	9,167	2,070	20.7%	7,930	
625 Equip - Field (up to \$4999)	0	0	0	0.0%	0	
630 Equip - Office	2,000	1,833	1,284	64.2%	716	
640 Fuel & Oil	0	0	-	0.0%	0	
645 Insurance	0	0	0	0.0%	0	
650 Interest	0	0	0	0.0%	0	
657 Outsource Lab / Internal Lab	0	0	0	0.0%	0	
660 Memberships & Subscriptions	1,000	917	1,944	194.4%	(944)	
665 Mileage Reimb	1,000	917	107	10.7%	893	
670 Postage & Shipping	12,000	11,000	13,646	113.7%	(1,646)	
675 Professional Services (Legal, IT, CUSI annual)	22,000	20,167	36,499	165.9%	(14,499)	
685 Rents	9,750	8,938	10,857	111.4%	(1,107)	
690 Safety & Security (boots)	2,500	2,292	903	36.1%	1,597	
700 Tools & Instruments	0	0	0	0.0%	0	
703 Supplies - Clothing & Personal	600	550	343	57.2%	257	
705 Supplies - Office	7,500	6,875	7,223	96.3%	277	
715 Treatment Chemicals	0	0	0	0.0%	0	
720 Supplies - Operating - Other	0	0	0	0.0%	0	
730 Taxes - Licenses	0	0	35	0.0%	(35)	
735 Training, Certs (Classes, books)	3,500	3,208	2,653	75.8%	847	
745 Travel / Lodging	1,000	917	529	52.9%	471	
750 Utilities	5,500	5,042	3,562	64.8%	1,938	
760 Waste Disposal	500	458	558	111.6%	(58)	
795 Yolo Co	0	0	0	0.0%	0	
798 Reconciliation Discrepancy			20			
799 Misc	0	0	0	0.0%	0	
Services and Supplies >	104,750	96,021	105,646	100.9%	(896)	
810 R&R Buildings & Grounds	4,000	3,667	3,336	83.4%	664	
815 R & R Damage Claims	0	0	0	0.0%	0	
830 R&R Equipment	0	0	0	0.0%	0	
832 R&R Mains/Service Lines	0	0	0	0.0%	0	
840 R&R Vehicles (\$2k/vehicle)	0	0	0	0.0%	0	
Repairs & Replacement >	4,000	3,667	3,336	83.4%	664	
<b>Overall Explanations</b>	<b>Total Expenses</b>	<b>612,814</b>	<b>561,746</b>	<b>584,601</b>	<b>95.4%</b>	<b>28,213</b>

Salaries and Benefits - PTO Cashout, Unfunded Liability for PERS, and an additional position approved by Board

660 CUSI (new billing software) expenses

675 IT Quarterly Billing &amp; Engagement Ltr from Auditor, Single Audit for grants, Geo Legal for easements (13K)

685 cost per print increased due to color billing and delinquents

705 Annual purchase of billing envelopes &amp; paper

810 Window repair/tinting in GM Office

11	Budget Variance Report July 1, 2019 through June 30, 2020 As of May 2020			Target % >	91.7%	GL-SEWER
	2019-2020 Budget		Actual	%	Total	
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	254,270	233,081	210,831	82.9%	43,439	
520 FICA - District Share	21,017	19,265	15,556	74.0%	5,461	
530 Medical Ins - District Share	93,598	85,798	78,045	83.4%	15,553	
540 PERS - District Share	16,704	15,312	13,815	82.7%	2,889	
550 Unemployment	0	0		0.0%	0	
560 Workers Comp Ins	20,794	19,062	7,499	36.1%	13,295	
Salaries and Employee Benefits >	406,383	372,517	325,746	80.2%	80,637	
605 Advertising	0	0		0.0%	0	
610 Bank Fees	0	0		0.0%	0	
620 Communications & Internet	1,250	1,146	4,785	382.8%	(3,535)	
622 Board Exp	0	0		0.0%	0	
625 Equip - Field (up to \$4999)	1,500	1,375	1,112	74.1%	388	
630 Equip - Office	1,000	917	691	69.1%	309	
640 Fuel & Oil (Schaeffers)	2,000	1,833	11,311	565.6%	(9,311)	
645 Insurance	25,000	22,917	25,467	101.9%	(467)	
650 Interest	0	0		0.0%	0	
657 Outsource Lab / Internal Lab	17,500	16,042	12,664	72.4%	4,836	
660 Memberships & Subscriptions	27,000	24,750	28,378	105.1%	(1,378)	
665 Mileage Reimb	250	229		0.0%	250	
670 Postage & Shipping	0	0		0.0%	0	
675 Professional Services (SCADA)	10,000	9,167	6,340	63.4%	3,660	
685 Rents	0	0		0.0%	0	
690 Safety & Security (boots)	7,000	6,417	4,896	69.9%	2,104	
700 Tools & Instruments	5,000	4,583	755	15.1%	4,245	
703 Supplies - Clothing & Personal	2,000	1,833	2,565	128.3%	(565)	
705 Supplies - Office	1,500	1,375	1,307	87.1%	193	
715 Treatment Chemicals	48,000	44,000	20,088	41.9%	27,912	
720 Supplies-Operating-Other-Titan Tubes	22,000	20,167	4,899	22.3%	17,101	
730 Taxes - Licenses	-	-	-	0.0%	-	
735 Training, Certs (classes, books)	3,500	3,208	865	24.7%	2,635	
745 Travel / Lodging	1,500	1,375	123	8.2%	1,377	
750 Utilities	80,000	73,333	117,782	147.2%	(37,782)	
760 Waste Disposal	52,000	47,667	37,827	72.7%	14,173	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
799.1 Customer Refund						
Services and Supplies >	308,000	282,333	281,855	91.5%	26,145	
810 R&R Buildings & Grounds	5,000	4,583	1,716	34.3%	3,284	
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	3,667	1,977	49.4%	2,023	
Repairs & Replacement >	9,000	8,250	3,693	41.0%	5,307	
<b>Total Expenses &gt;</b>	<b>723,383</b>	<b>663,101</b>	<b>611,294</b>	<b>84.5%</b>	<b>112,089</b>	

**Expense Notes**

620 additional SCADA lines for Lift Stations from new construction

675 Qtrly billing from Dean Enderlin P.G.

640 Fuel cost for Dist Generators during PSPS (Public Safety Power Outages)

645 Annual Insurance Cost - will average out over the year

660 Memberships are due at one time, like insurance, it will average out over the year

11	Budget Variance Report July 1, 2019 through June 30, 2020			Target % >	91.7%	GL-WTR
	As of May 2020	2019-2020 Budget		Actual	%	Total
	Expenses	Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	155,526	142,565	137,047		18,479
510	Contract Labor	0	0	1,000	88.8%	(1,000)
520	FICA - District Share	12,756	11,693	10,321	80.9%	2,435
530	Medical Ins - District Share	21,515	19,722	23,126	107.5%	(1,611)
540	PERS - District Share	9,260	8,488	6,741	72.8%	2,519
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,598	16,132	6,757	38.4%	10,841
	Salaries and Employee Benefits >	216,655	198,600	184,992	85.4%	31,663
620	Communications & Internet	7,000	6,417	6,725	96.1%	275
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	458	151	30.2%	349
640	Fuel & Oil	4,000	3,667	10,398	260.0%	(6,398)
645	Insurance	40,000	36,667	25,467	63.7%	14,533
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	18,333	17,553	87.8%	2,447
660	Memberships & Subscriptions	28,000	25,667	20,267	72.4%	7,733
665	Mileage Reimb	500	458		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	22,917	20,790	83.2%	4,210
685	Rents	0	0	9,365	0.0%	(9,365)
690	Safety & Security (boots)	2,000	1,833	4,772	238.6%	(2,772)
700	Tools & Instruments	2,000	1,833	953	47.7%	1,047
703	Supplies - Clothing & Personal	1,500	1,375	1,631	108.7%	(131)
705	Supplies - Office	1,000	917	1,419	141.9%	(419)
715	Treatment Chemicals	75,000	68,750	51,050	68.1%	23,950
720	Supplies - Operating - Other	5,000	4,583	2,891	57.8%	2,109
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	4,000	3,667	339	8.5%	3,661
745	Travel / Lodging	500	458	79	15.8%	421
750	Utilities	132,900	121,825	134,963	101.6%	(2,063)
760	Waste Disposal	2,800	2,567	3,510	125.4%	(710)
795	Yolo Co	57,000	52,250	41,979	73.6%	15,021
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	408,700	374,642	354,302	86.7%	54,398
810	R&R Buildings & Grounds	5,000	4,583	722	14.4%	4,278
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	(551)	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	2,750	1,959	65.3%	1,041
	Repairs & Replacement >	8,000	7,333	2,130	26.6%	5,870
	<b>Total Expenses &gt;</b>	<b>633,355</b>	<b>580,575</b>	<b>541,424</b>	<b>85.5%</b>	<b>91,931</b>

505 With our T3 moving, had to bring in 3rd Operator for training purposes

640 Fuel cost for Dist Generators during PSPS (Public Safety Power Outages)

645 Annual Insurance Cost - will average out over the year

660 Memberships are due at one time, like insurance, it will average out over the year

685 Generator Rentals for PSPS

750 Plant ran 24/7 during summer months when bloom was at its highest

832 Credit from Insurance for sink hole on 20

## Clearlake Oaks County Water District

## CRP/CIP Profit and Loss

July 2019 through May 2020

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Income</b>					
<b>Income</b>					
425 · CRP (Capital Replacment Plan)	17,363.54	369,881.39	343,207.49	730,452.42	730,452.42
430 · Penalty & Interest	301.49	5,904.73	7,526.94	13,733.16	13,733.16
<b>Total Income</b>	<u>17,665.03</u>	<u>375,786.12</u>	<u>350,734.43</u>	<u>744,185.58</u>	<u>744,185.58</u>
<b>Total Income</b>	<u>17,665.03</u>	<u>375,786.12</u>	<u>350,734.43</u>	<u>744,185.58</u>	<u>744,185.58</u>
<b>Gross Profit</b>	<u>17,665.03</u>	<u>375,786.12</u>	<u>350,734.43</u>	<u>744,185.58</u>	<u>744,185.58</u>
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	0.00	116,029.62	153,144.39	269,174.01	269,174.01
520 · FICA - District Share	0.00	8,894.91	11,188.30	20,083.21	20,083.21
530 · Medical Ins - Dist Share	0.00	20,877.50	27,135.79	48,013.29	48,013.29
540 · PERS - District Share	0.00	6,912.47	7,197.08	14,109.55	14,109.55
560 · Workers Comp Ins	0.00	6,436.81	6,436.83	12,873.64	12,873.64
<b>Total Salaries &amp; EE Benefits</b>	<u>0.00</u>	<u>159,151.31</u>	<u>205,102.39</u>	<u>364,253.70</u>	<u>364,253.70</u>
<b>Services &amp; Supplies</b>					
620 · Communications & Internet	0.00	3,748.12	4,176.00	7,924.12	7,924.12
625 · Equip - Field (\$300-\$4999)	0.00	3,215.06	2,433.37	5,648.43	5,648.43
630 · Equip - Office	0.00	32.50	32.50	65.00	65.00
640 · Fuel & Oil	0.00	7,903.57	8,429.02	16,332.59	16,332.59
657 · Lab	144.00	874.00	0.00	1,018.00	1,018.00
675 · Professional Services	314.00	71.25	71.25	456.50	456.50
690 · Safety & Security	0.00	5,467.41	2,085.82	7,553.23	7,553.23
700 · Tools & Instruments	0.00	514.93	83.20	598.13	598.13
703 · Supplies - Clothing & Personal	0.00	1,119.72	300.00	1,419.72	1,419.72
720 · Supplies - Inventory - Other	186.26	7,646.40	6,419.20	14,251.86	14,251.86
735 · Training/Classes/Certs/ClassB	0.00	261.50	201.50	463.00	463.00
<b>Total Services &amp; Supplies</b>	<u>644.26</u>	<u>30,854.46</u>	<u>24,231.86</u>	<u>55,730.58</u>	<u>55,730.58</u>
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	0.00	3,731.14	12,103.31	15,834.45	15,834.45
820 · R&R Lift Stations	0.00	0.00	27,512.81	27,512.81	27,512.81
830 · R&R Equipment	15,639.75	47,312.87	22,645.78	85,598.40	85,598.40
832 · R&R Mains and Sewer Lines	0.00	18,095.03	5,134.50	23,229.53	23,229.53
840 · R&R Vehicles	0.00	29,901.73	26,329.27	56,231.00	56,231.00
<b>Total Repairs &amp; Replacement</b>	<u>15,639.75</u>	<u>99,040.77</u>	<u>93,725.67</u>	<u>208,406.19</u>	<u>208,406.19</u>
<b>Total Expense</b>	<u>16,284.01</u>	<u>289,046.54</u>	<u>323,059.92</u>	<u>628,390.47</u>	<u>628,390.47</u>
<b>Net Income</b>	<u><u>1,381.02</u></u>	<u><u>86,739.58</u></u>	<u><u>27,674.51</u></u>	<u><u>115,795.11</u></u>	<u><u>115,795.11</u></u>

Clearlake Oaks Co Water District  
**Budget Variance Report July 1, 2019 through June 30, 2020**      **CRP - Paradise Cove**

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Target % > **91.7%**

<b>As of May 2020</b>				<b>Actual YTD</b>			
<b>Summary</b>		<b>Annual</b>	<b>YTD</b>	<b>Amount</b>	<b>%</b>		
<b>PC CRP Revenue</b>		19,536	17,908	17,665	90.4%	0%	
<b>PC CRP Expenses</b>		0	0	16,284	0.0%	0%	
<b>Operating Balance</b>		<b>19,536</b>	<b>17,908</b>	<b>1,381</b>			

<b>Expenses</b>		<b>2019 - 2020 Budget Annual</b>	<b>YTD</b>	<b>Actual YTD</b>	<b>% Spent</b>	<b>Total Remaining</b>
620	Communications & Internet	0	0	-	0.0%	0
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	0	0	-	0.0%	0
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	144	0.0%	(144)
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	0	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services Leak Chk	0	0	314	0.0%	(314)
685	Rents	0	0	-	0.0%	0
690	Safety & Security (boots)	0	0	-	0.0%	0
700	Tools & Instruments	0	0	-	0.0%	0
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	0	0	186	0.0%	(186)
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	0	0	-	0.0%	0
799	Misc - Labor for Pipeline & Mtrs	0	0	-	0.0%	0
<b>Services and Supplies &gt;</b>		<b>0</b>	<b>0</b>	<b>644</b>	<b>0.0%</b>	<b>(644)</b>
810	R&R Buildings & Grounds	0	0	-	0.0%	0
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	15,640	0.0%	(15,640)
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	0	0	-	0.0%	0
850.3	PC Harv Vlt/Pipe Disinfection	0	0	-	0.0%	0
<b>Repairs &amp; Replacement &gt;</b>		<b>0</b>	<b>0</b>	<b>15,640</b>		
<b>Total Expenses &gt;</b>		<b>0</b>	<b>0</b>	<b>16,284</b>	<b>0.0%</b>	<b>(16,284)</b>

**830 Harvey Valve failed and would not reset. Southport Control Invoice**  
**830 Pump Replacement, relocation of sampling port, SCADA Repair**

Clearlake Oaks Co Water District  
**Budget Variance Report July 1, 2019 through June 30, 2020**

CRP - Water

11 Target % > **91.7%**

As of May 2020 Summary	Budget Annual	YTD	YTD	Actual YTD Amount	%
<b>WATER CRP Revenue</b>	411,876	377,553	375,786	91.2%	91.2%
<b>WATER CRP Expenses</b>	359,349	329,404	289,048	80.4%	80%

USDA Payment 1st year 40,000      36,667

**Operating Balance** **12,527      11,483      86,738**

Expenses		2019 - 2020 Budget Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	142,263	130,408	116,030	81.6%	26,233
520	FICA - District Share	11,652	10,681	8,895	76.3%	2,757
530	Medical Ins - District Share	55,042	50,455	20,878	37.9%	34,164
540	PERS - District Share	8,296	7,604	6,912	83.3%	1,384
550	Unemployment	0	0	0	0.0%	0
560	Workers Comp Ins	13,897	12,739	6,437	46.3%	7,460
	<b>Salaries and Employee Benefits &gt;</b>	<b>231,149</b>	<b>211,887</b>	<b>159,152</b>	<b>68.9%</b>	<b>71,997</b>
620	Communications & Internet	5,000	4,583	3,748	75.0%	1,252
622	Board Exp	0	0	0	0.0%	0
625	Equip - Field (up to \$4999)	1,250	1,146	3,215	257.2%	(1,965)
630	Equip - Office	-	0	33	0.0%	(33)
640	Fuel & Oil	5,900	5,408	7,904	134.0%	(2,004)
645	Insurance	0	0	0	0.0%	0
650	Interest	0	0	0	0.0%	0
657	Outsource Lab / Internal Lab	5,000	4,583	874	17.5%	4,126
660	Memberships & Subscriptions	0	0	0	0.0%	0
665	Mileage Reimb	0	0	0	0.0%	0
670	Postage & Shipping	0	0	0	0.0%	0
675	Professional Services Leak Chk	0	0	71	0.0%	(71)
685	Rents	0	0	0	0.0%	0
690	Safety & Security (boots)	2,250	2,063	5,467	243.0%	(3,217)
700	Tools & Instruments	300	275	515	0.0%	(215)
703	Supplies - Clothing & Personal	450	413	1,120	0.0%	(670)
705	Supplies - Office	150	138	0	0.0%	150
715	Treatment Chemicals	0	0	0	0.0%	0
720	Supplies - Operating - Other	17,500	16,042	7,646	43.7%	9,854
730	Taxes - Licenses	0	0	0	0.0%	0
735	Training, Certs (classes, books)	1,800	1,650	262	14.6%	1,538
745	Travel / Lodging	600	550	0	0.0%	600
799	Misc	0	0	0	0.0%	0
	<b>Services and Supplies &gt;</b>	<b>40,200</b>	<b>36,850</b>	<b>30,855</b>	<b>76.8%</b>	<b>9,345</b>
810	R&R Buildings & Grounds	10,000	9,167	3,731	37.3%	6,269
820	R&R Lift Stations	0	0	0	0.0%	0
830	R&R Equipment	25,000	22,917	47,313	189.3%	(22,313)
832	R&R Mains/Service Lines	25,000	22,917	18,095	72.4%	6,905
840	R&R Vehicles (\$2k/vehicle)	28,000	25,667	29,902	106.8%	(1,902)
	<b>Repairs &amp; Replacement &gt;</b>	<b>88,000</b>	<b>80,667</b>	<b>99,041</b>	<b>112.5%</b>	<b>(11,041)</b>
	<b>Total Expenses &gt;</b>	<b>359,349</b>	<b>329,404</b>	<b>289,048</b>	<b>80.4%</b>	<b>70,301</b>

625 5 1000i Genreators to run SCADA during planned PG&E outages

675 I.T Services

685 Generator rental for power outages

690 Upgraded security cameras, purchased K-rails to protect water parking lot, Traffic Cones for Hwy Repair

830 5 SWAN AMI Turbiwell Analysers to measure Turbidity, \$16,300, aproved RM 6/20/19, Ozone Repair, added Acid

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Clearlake Oaks Co Water District  
**Budget Variance Report July 1, 2019 through June 30, 2020**

CRP-Sewer

11 Target % > **91.7%**  
**As of May 2020**

Summary	Budget Annual	YTD	Actual YTD Amount	%
<b>SEWER CRP Revenue</b>	396,097	363,089	350,734	88.5%
<b>SEWER CRP Expenses</b>	364,699	334,307	323,059	88.6%
bridge Loan Interest	-	-	-	
USDA Annual Payment	110,000	100,833	106,300	
	-	-	-	
<b>Operating Balance (loss)</b>	<b>(78,602)</b>	<b>(72,052)</b>	<b>(78,625)</b>	

Expenses	2019 - 2020 Budget Annual	YTD	Actual YTD	%	Total Spent	Total Remaining
505 Salaries & Wages	150,957	138,378	153,144	101.4%		(2,187)
520 FICA - District Share	12,515	11,472	11,188	89.4%		1,327
530 Medical Ins - District Share	38,698	35,473	27,136	70.1%		11,562
540 PERS - District Share	9,217	8,449	7,197	78.1%		2,020
550 Unemployment	-	-	-	0.0%		-
560 Workers Comp Ins	15,461	14,173	6,437	41.6%		9,024
<b>Salaries and Employee Benefits &gt;</b>	<b>226,849</b>	<b>207,945</b>	<b>205,102</b>	<b>90.4%</b>		<b>21,747</b>
605 Advertising	0	0	-	0.0%		0
610 Bank Fees	0	0	-	0.0%		0
620 Communications & Internet	5,000	4,583	4,176	83.5%		824
622 Board Exp	0	0	-	0.0%		0
625 Equip - Field (up to \$4999)	1,250	1,146	2,433	194.6%		(1,183)
630 Equip - Office	-	-	33	0.0%		(33)
640 Fuel & Oil	5,900	5,408	8,429	142.9%		(2,529)
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	71	0.0%		(71)
685 Rents	-	-	-	0.0%		-
690 Safety & Security (boots)	1,500	1,375	2,086	139.1%		(586)
700 Tools & Instruments	200	183	83	41.5%		117
703 Supplies - Clothing & Personal	300	275	300	0.0%		-
705 Supplies - Office	100	92	-	0.0%		100
715 Treatment Chemicals	0	0	-	0.0%		0
720 Supplies - Operating - Other	14,500	13,292	6,419	44.3%		8,081
730 Taxes - Licenses	0	0	-	0.0%		0
735 Training, Certs (classes, books)	1,200	1,100	201	16.8%		999
745 Travel / Lodging	400	367	-	0.0%		400
799 Misc	0	0	-	0.0%		0
<b>Services and Supplies &gt;</b>	<b>30,350</b>	<b>27,821</b>	<b>24,231</b>	<b>79.8%</b>		<b>6,119</b>
810 R&R Buildings & Grounds	10,000	9,167	12,103	121.0%		(2,103)
815 R & R Damage Claims	0	0	-	0.0%		0
820 R&R Lift Stations	20,000	18,333	27,513	137.6%		(7,513)
830 R&R Equipment	25,000	22,917	22,646	90.6%		2,354
832 R&R Mains/Service Lines	25,000	22,917	5,135	20.5%		19,865
840 R&R Vehicles (\$2k/vehicle)	27,500	25,208	26,329	95.7%		1,171
<b>Repairs &amp; Replacement &gt;</b>	<b>107,500</b>	<b>98,542</b>	<b>93,726</b>	<b>87.2%</b>		<b>13,774</b>
<b>Total Expenses &gt;</b>	<b>364,699</b>	<b>334,307</b>	<b>323,059</b>	<b>88.6%</b>		<b>41,640</b>

640 PSPS

690 Traffic Cones for Hwy repairs (\$1,500)

810 Fabricate and install safety rails and catwalk on clarifier

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**Clearlake Oaks County Water District**  
**Capital Improvements**  
As of May 31, 2020

Date	Name	Memo	Class	Amount
<b>130 - Const In Progress - Studies</b>				
07/31/2019	Badger Meter	Services for July 2019	Loan/Grant:...	258.00
08/29/2019	Badger Meter	Service for August 2...	Loan/Grant:...	258.00
09/30/2019	Badger Meter	PC meter reading	Loan/Grant:...	258.00
10/30/2019	Badger Meter	October service - Me...	Loan/Grant:...	33.00
11/29/2019	Badger Meter	November service - ...	Loan/Grant:...	9.79
12/30/2019	Badger Meter	December 2019 Met...	Loan/Grant:...	9.79
01/30/2020	Badger Meter	Janruy 2020 Meter r...	Loan/Grant:...	9.79
02/28/2020	Badger Meter	February service for ...	Loan/Grant:...	9.79
03/30/2020	Badger Meter	Service for March 20...	Loan/Grant:...	9.79
04/29/2020	Badger Meter	Services for April 20...	Loan/Grant:...	58.74
Total 130 - Const In Progress - Studies				914.69
<b>138 - USDA Water Improvements</b>				
07/05/2019	MC Engineering, Inc	USDA Water improv...	Loan/Grant:...	18,477.50
08/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	35,852.69
09/05/2019	MC Engineering, Inc	USDA Water improv...	Loan/Grant:...	27,060.00
10/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	25,111.79
11/05/2019	MC Engineering, Inc	USDA Improvements	Loan/Grant:...	31,689.21
12/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	22,038.80
12/18/2019	MC Engineering, Inc	USDA Water	Loan/Grant:...	16,386.86
01/31/2020	AES - Analytical Envir...	USDA Water Improv...	Loan/Grant:...	190.00
02/10/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	1,695.00
02/29/2020	AES - Analytical Envir...	USDA Water Improv...	Loan/Grant:...	3,092.50
03/05/2020	MC Engineering, Inc	USDA Metera/Water...	Loan/Grant:...	34,156.19
03/31/2020	AES - Analytical Envir...	Services thru 3/31/2...	Loan/Grant:...	385.00
04/01/2020	MC Engineering, Inc	USDA Meters	Loan/Grant:...	53,541.94
04/01/2020	MC Engineering, Inc		Loan/Grant:...	160.00
05/05/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	61,645.83
Total 138 - USDA Water Improvements				331,483.31
<b>128 - Sewer Infstrcture &amp; Rehab Proj (Phase 1 was the installation of the Force Main)</b>				
07/05/2019	MC Engineering, Inc	Inflow&Infiltration Co...	Loan/Grant:...	19,495.35
08/01/2019	T & S Construction Co...	Phase 3 Lift Station I...	Loan/Grant:...	317,062.50
08/05/2019	MC Engineering, Inc	Sewer Infrastructure/...	Loan/Grant:...	28,111.38
08/31/2019	T & S Construction Co...	Inflow & Infiltration P...	Loan/Grant:...	125,400.00
09/05/2019	MC Engineering, Inc	Inflow & Infrastructure	Loan/Grant:...	28,068.14
09/30/2019	T & S Construction Co...	Inflow and filtration - ...	Loan/Grant:...	36,557.19
10/02/2019	T & S Construction Co...	Inflow and infiltration	Loan/Grant:...	80,370.00
10/05/2019	MC Engineering, Inc	I & I Const	Loan/Grant:...	29,824.00
10/24/2019	PG&E CFM/PPC Dep...	Contract # 50016458...	Loan/Grant:...	2,405.08
11/05/2019	MC Engineering, Inc	Inflow & Infiltration C...	Loan/Grant:...	28,629.39
11/27/2019	T & S Construction Co...	Payment #7	Loan/Grant:...	428,972.50
12/05/2019	MC Engineering, Inc	Inflow & Infiltration	Loan/Grant:...	26,366.33
12/31/2019	T & S Construction Co...	Phase 3 Lift Station I...	Loan/Grant:...	307,562.50
12/31/2019	T & S Construction Co...	Phase 2 Pipeline Re...	Loan/Grant:...	266,907.99
01/06/2020	MC Engineering, Inc	Sewer Infrastructure/...	Loan/Grant:...	36,420.95
01/31/2020	T & S Construction Co...		Loan/Grant:...	78,352.44
01/31/2020	T & S Construction Co...	#9 - Refer to Distribu...	Loan/Grant:...	439,076.02
01/31/2020	T & S Construction Co...	Overbill on line item ...	Loan/Grant:...	-3,750.00
02/05/2020	MC Engineering, Inc		Loan/Grant:...	34,147.27
02/29/2020	T & S Construction Co...	2/1/2020 - 2/29/2020 -	Loan/Grant:...	8,465.78
02/29/2020	T & S Construction Co...	Inflow/infiltration	Loan/Grant:...	287,723.11
03/03/2020		State of CA Check ...	Loan/Grant:...	-637,258.00
03/05/2020	MC Engineering, Inc	Sewer Infrastructure	Loan/Grant:...	24,798.77
03/31/2020	T & S Construction Co...	Inflow/onfiltration	Loan/Grant:...	7,720.32
03/31/2020	T & S Construction Co...	Inflow/infiltration	Loan/Grant:...	396,740.23
04/01/2020	MC Engineering, Inc	Inflow/infracture	Loan/Grant:...	24,441.16
04/08/2020	T & S Construction Co...	Phase #3 Lift Station...	Loan/Grant	75,571.66
04/21/2020	State Water Resource...	Deposit	Loan/Grant:...	-547,817.00
05/05/2020	MC Engineering, Inc	Inflow & Infilt Const	Loan/Grant:...	13,632.25
Total 128 - Sewer Infstrcture & Rehab Proj (Phase 1 was the installation of the F...				1,963,997.31
<b>121 - Wtr Dist &amp; Wtr Storage Projects (Replacement or installation of water distribution pipes)</b>				
10/05/2019	MC Engineering, Inc	Water Dist & Storag...	Loan/Grant:...	480.00
11/05/2019	MC Engineering, Inc	Water Storage Project	Loan/Grant:...	160.00
12/05/2019	MC Engineering, Inc	Tanks & Distribution	Loan/Grant:...	1,280.00
Total 121 - Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...				1,920.00
<b>131 - Waste Water Plant</b>				

## Clearlake Oaks County Water District Capital Improvements As of May 31, 2020

Date	Name	Memo	Class	Amount
<b>131.1 - Pumps/Equipment</b>				
01/02/2020	Redwood Coast Fuels	New fuel storage tan...	GL:Sewer	4,251.31
01/02/2020	Redwood Coast Fuels	New fuel storage tank	GL:Water	4,251.31
Total 131.1 - Pumps/Equipment				8,502.62
<b>131 - Waste Water Plant - Other</b>				
10/01/2019	American Carports, Inc.	Plans for new carpor...	CRP:Water	207.50
10/01/2019	American Carports, Inc.	Plans for new carpor...	CRP:Sewer	207.50
12/05/2019	Lake County Commun...	Permit for carport at ...	CRP:Sewer	49.23
12/05/2019	Lake County Commun...	PERMITS FOR CAR...	CRP:Sewer	1,116.49
12/05/2019	Lake County Commun...	Permit for carport at ...	CRP:Water	49.22
12/05/2019	Lake County Commun...	PERMITS FOR CAR...	CRP:Water	1,116.48
01/13/2020	County of Lake	Road impact fee for ...	CRP:Water	110.50
01/13/2020	County of Lake	Road impact fee for ...	CRP:Sewer	110.50
02/16/2020	Clearlake Lava	Base rock to level fo...	CRP:Water	110.59
02/16/2020	Clearlake Lava		CRP:Sewer	110.59
Total 131 - Waste Water Plant - Other				3,188.60
Total 131 - Waste Water Plant				11,691.22
<b>126 - Forcemain (phase 1) Cap. Imprv.</b>				
Total 126 - Forcemain (phase 1) Cap. Imprv.				
<b>123 - USDA - Sewer Plant Cap Imprvmt</b>				
Total 123 - USDA - Sewer Plant Cap Imprvmt				
<b>127 - Water Plant</b>				
<b>127.6 - Swan AMI Turbiwell Monitor</b>				
07/01/2019	Swan Analytical Instru...	Trubidity monitor - Bo...	CRP:Water	16,266.05
07/08/2019	Swan Analytical Instru...	Last one of 5 - AMI ...	CRP:Water	4,066.50
09/20/2019	Southport Control Sol...	9/4/19 Service call ...	CRP:Water	1,846.00
Total 127.6 - Swan AMI Turbiwell Monitor				22,178.55
<b>127.5 - A/C installation for Filter Rm</b>				
08/19/2019	Lucky's Construction	Pad for A/C unit in fil...	CRP:Water	750.00
Total 127.5 - A/C installation for Filter Rm				750.00
<b>127.4 - PH System</b>				
08/19/2019	Lucky's Construction	Pad for ph Tank	CRP:Water	2,849.20
Total 127.4 - PH System				2,849.20
<b>127.2 - Harvy Vault Chlor Inject Proj</b>				
Total 127.2 - Harvy Vault Chlor Inject Proj				
<b>127.1 - Major Equipment</b>				
Total 127.1 - Major Equipment				
<b>127 - Water Plant - Other</b>				
07/24/2019	Performance Mechani...	10% down payment ...	CRP:Water	388.00
08/07/2019	Performance Mechani...	Balance to install sw...	CRP:Water	3,499.00
09/20/2019	Southport Control Sol...	Service call 8/29/19 ...	CRP:Water	3,198.00
09/20/2019	Southport Control Sol...	Service call 8/13/19 ...	CRP:Water	1,858.51
01/17/2020	Arrow Fencing	Hit & Run Accident - ...	GL:Water	17,000.00
01/22/2020	Arrow Fencing	Install gate Water Pl...	CRP:Water	3,350.00
05/08/2020	Jonas Energy Solutions	New 2.5 ton heatpu...	CRP:Water	5,625.00
05/08/2020	Jonas Energy Solutions	10% of order for 2.5 ...	CRP:Water	625.00
Total 127 - Water Plant - Other				35,543.51
Total 127 - Water Plant				61,321.26
<b>120 - District General CRP (EQUIPMENT - WAS 1011181)</b>				
<b>120.01 - General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>				
Total 120.01 - General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
<b>120.60 - Office (OFFICE EQUIPMENT - WAS 1011192)</b>				
07/02/2019	CUSI	Additional UMS User...	GL:Sewer	250.00
07/02/2019	CUSI		GL:Water	250.00
10/01/2019	CUSI	Kiosk for UMS - pay...	CRP:Water	1,670.00
10/01/2019	CUSI		CRP:Sewer	1,670.00

**Clearlake Oaks County Water District  
Capital Improvements  
As of May 31, 2020**

Date	Name	Memo	Class	Amount
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				3,840.00
<b>120.90 · Vehicles/Generators/Trailers</b>				
11/25/2019	Refridgeration Techno...	2 - 35 kw Generators	GL:Sewer	21,450.00
11/25/2019	Refridgeration Techno...	2 - 35 KW GENERA...	GL:Water	21,450.00
12/23/2019	Vroom.com	Hold on Inventory I...	CRP:Sewer	250.00
12/23/2019	Vroom.com	Hold on Inventory ID...	CRP:Water	250.00
12/23/2019	Vroom.com	Hold on Inventory ID...	CRP:Water	250.00
12/23/2019	Vroom.com	Hold on Inventory ID...	CRP:Sewer	250.00
12/31/2019	West America Bank	PURCHASE - 2018 ...	CRP:Water	16,091.01
12/31/2019	West America Bank	2018 NISSAN P/U - ...	CRP:Sewer	16,091.00
12/31/2019	West America Bank	PURCHASE - 2017 ...	CRP:Water	14,577.60
12/31/2019	West America Bank	2017 RAM P/U VIN ...	CRP:Sewer	14,577.59
02/05/2020	Vroom.com	Refund on Vroom de...	CRP:Water	-250.00
02/05/2020	Vroom.com	Refund on Vroom de...	CRP:Sewer	-250.00
02/06/2020		Refund - Nissan Tru...	CRP:Water	-16,091.01
02/06/2020		Deposit	CRP:Sewer	-16,091.00
Total 120.90 · Vehicles/Generators/Trailers				72,555.19
<b>120 · District General CRP (EQUIPMENT - WAS 1011181) - Other</b>				
10/01/2019	Mendo Mill	Radio repeater reloc...	CRP:Water	179.97
10/01/2019	Mendo Mill	306750	CRP:Sewer	179.96
02/03/2020	Ken Fowler Subaru	2019 Dodge Ram	CRP:Water	13,842.58
02/03/2020	Ken Fowler Subaru	2019 Dodge Ram	CRP:Sewer	13,842.58
02/18/2020	Herc Rentals	2015 Wacker - 140 ...	CRP:Water	26,911.71
02/18/2020	Herc Rentals	2015 Wacker - 140 ...	CRP:Sewer	26,911.70
03/03/2020	EBay	Connector for Gener...	CRP:Sewer	391.58
03/03/2020	EBay	Connector for Gener...	CRP:Sewer	391.57
03/03/2020	Wire & Cable	Connector for Gener...	CRP:Sewer	175.73
03/03/2020	Wire & Cable	Connector for Gener...	CRP:Sewer	175.73
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				83,003.11
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				159,398.30
<b>122 · Bldgs/Grounds Cap Improvements</b>				
01/17/2020	Arrow Fencing	Paradise water tank	CRP:PC	5,700.00
Total 122 · Bldgs/Grounds Cap Improvements				5,700.00
<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>				
<b>124.30 · Lift Stations</b>				
<b>124.31 · Lift Station 7 Bypass</b>				
Total 124.31 · Lift Station 7 Bypass				
<b>124.30 · Lift Stations - Other</b>				
Total 124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations				
<b>124.50 · Mains</b>				
Total 124.50 · Mains				
<b>124.60 · Meters</b>				
Total 124.60 · Meters				
<b>124.90 · Water Tanks</b>				
Total 124.90 · Water Tanks				
<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>				
08/05/2019	MC Engineering, Inc	GIS/Mapping	CRP:Water	551.95
08/05/2019	MC Engineering, Inc		CRP:Sewer	551.95
09/05/2019	MC Engineering, Inc	GIS	CRP:Water	1,058.80
09/05/2019	MC Engineering, Inc		CRP:Sewer	1,058.80
09/30/2019	Pace	Service line repair - ...	CRP:Water	2,380.63
10/02/2019	Pace	Service line repair - ...	CRP:Water	2,012.74
10/03/2019	Pace	Morine Ranch Rd se...	CRP:Water	590.78
10/05/2019	MC Engineering, Inc	GIS Online Database	CRP:Water	107.40
10/05/2019	MC Engineering, Inc		CRP:Sewer	107.40
10/08/2019	Case Excavating, Inc.	New service line 250...	CRP:Water	8,900.00
10/08/2019	Case Excavating, Inc.	New service line/pav...	CRP:Water	10,900.00
10/16/2019	National Meter	Meters for 2- PC, 1 ...	CRP:Water	2,931.56
10/21/2019	National Meter	24 - Meter for Elem	CRP:Water	3,339.34
10/24/2019	Coastal Mountain Ele...	Electrical project for ...	CRP:PC	28,500.00

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**Clearlake Oaks County Water District**  
**Capital Improvements**  
**As of May 31, 2020**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
10/24/2019	Coastal Mountain Ele...	Shady tank - install n...	CRP:Water	6,900.00
10/29/2019	National Meter	24 - Transmitters/En...	CRP:Water	2,989.79
10/30/2019	Pace	10741 E Hwy 20 Re...	CRP:Water	371.47
10/30/2019	Pace	10741 E Hwy 20 Re...	CRP:Water	453.88
10/31/2019	AES - Analytical Envir...	10741 E Hwy 20 Re...	CRP:Water	3,223.68
11/05/2019	MC Engineering, Inc	GIS Online	CRP:Water	81.00
11/05/2019	MC Engineering, Inc		CRP:Sewer	81.00
11/06/2019	Case Excavating, Inc.	544 Keys Blvd - New...	CRP:Water	14,900.00
01/06/2020	MC Engineering, Inc	GIS	CRP:Water	314.05
01/06/2020	MC Engineering, Inc		CRP:Sewer	314.05
02/05/2020	MC Engineering, Inc	GIS Online	CRP:Water	330.00
02/05/2020	MC Engineering, Inc		CRP:Sewer	330.00
02/28/2020	Mendo Mill	Arbor, hole dozer - E...	CRP:Water	39.65
03/05/2020	MC Engineering, Inc	Assistant Eng. - Juli...	CRP:Water	61.89
03/05/2020	MC Engineering, Inc		CRP:Sewer	61.88
04/01/2020	MC Engineering, Inc		CRP:Water	30.00
04/01/2020	MC Engineering, Inc		CRP:Sewer	30.00
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				93,503.69
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				93,503.69
<b>125 · Land - Dist. Cap. Improvements</b>				
11/08/2019	OPC*Lake County Tax	589 Keys - Lift Statio...	CRP:Sewer	691.33
11/08/2019	OPCTax*Service Fee	Service fee for 589 ...	CRP:Water	17.28
Total 125 · Land - Dist. Cap. Improvements				708.61
<b>129 · ALLOW. FOR DEPRECIATION</b>				
Total 129 · ALLOW. FOR DEPRECIATION				
<b>TOTAL</b>				<b>2,630,638.39</b>



## Accounts

Transfer Settings

### CRP PC \*6192

Available	**\$7,670.93
Current	\$7,670.93

### CRP SEWER \*3745

Available	**\$102,874.17
Current	\$102,874.17

### GENERAL LEDGER \*9122

Available	**\$487,838.62
Current	\$480,737.81

### PC ESCROW \*6184

Available	**\$0.00
Current	\$0.00

### PUBLIC REGULAR CHK \*8503

Available	**\$137,700.00
Current	\$137,700.00

### PUBLIC REGULAR CHK \*9592

Available	**\$5,000.00
Current	\$5,000.00

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Pay your bills on one screen in seconds.

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## Get Help with Taxes



A simple tax solution is here for you.

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Start for free

## Purchase Rewards

You currently have no rewards available. Check back soon.



### CRP WATER \*6990

Available	**\$127,633.76
Current	\$127,633.76

\*6192-CRP PC

[change account](#) ▼

[How does this work?](#)

### BALANCE TOTALS

Total Deposit Accounts \$861,616.67

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

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### Outside Accounts



No outside accounts added.

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# California State Treasurer *Fiona Ma, CPA*



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

June 15, 2020

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

## CLEARLAKE OAKS COUNTY WATER DISTRICT

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

[Tran Type Definitions](#)

**Account Number:** 90-17-001

May 2020 Statement

### Account Summary

Total Deposit:	0.00	Beginning Balance:	1,051,677.74
Total Withdrawal:	0.00	Ending Balance:	1,051,677.74

**Aged Accounts Receivable**  
**As of 06/15/2020**

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$81,617.33	\$24,932.24	\$17,028.01	\$16,810.04	\$174,478.71	<u>\$314,866.33</u>

Total number of accounts with open balances: 817

These totals include all accounts on the Tax Roll

Water	\$80,021.00
Water Penalty	\$6,213.59
Sewer	\$132,497.42
Sewer Penalty	\$8,998.41
CRP Water	\$34,837.80
CRP Water Penalty	\$1,206.57
CRP Sewer	\$48,418.16
CRP Sewer Penalty	\$2,387.38
CRP PC	\$286.00
CRP PC Penalty	\$0.00
<b>Total Balance:</b>	<b>\$314,866.33</b>

**Clearlake Oaks County Water District**  
**Payroll Summary**  
**May 2020**

	Hours	Rate	May 20
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-26	48.08	-1,033.60
CTO Used	8.44	19.50	164.58
Overtime (x1.5)	89.25	37.28	3,645.32
PTO	78.68	24.85	1,862.51
Straight Board	2,097	16.50	58,736.24
Duty Pay			700.00
			3,990.00
<b>Total Gross Pay</b>	<b>2,247.37</b>		<b>68,065.05</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-2,083.00
AFLAC (pre-tax)			-487.86
AFLAC (taxable) AFTER TAX			-194.40
CALPers 457			-450.00
CALPers EE (Pretax)			-3,712.96
<b>Total Deductions from Gross Pay</b>			<b>-6,928.22</b>
<b>Adjusted Gross Pay</b>	<b>2,247.37</b>		<b>61,136.83</b>
<b>Taxes Withheld</b>			
Federal Withholding			-4,757.00
Medicare Employee			-949.66
Social Security Employee			-4,060.64
CA - Withholding			-1,526.36
CA - Disability			-654.94
<b>Total Taxes Withheld</b>			<b>-11,948.60</b>
<b>Deductions from Net Pay</b>			
Miscellaneous Deduction			-157.54
<b>Total Deductions from Net Pay</b>			<b>-157.54</b>
<b>Net Pay</b>	<b>2,247.37</b>		<b>49,030.69</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			949.66
Social Security Company			4,060.64
<b>Total Employer Taxes and Contributions</b>			<b>5,010.30</b>

Clearlake Oaks County Water District

06/09/20

Trial Balance

Accrual Basis

As of May 31, 2020

	May 31, 20	
	Debit	Credit
102.13 · SEWER RESERVES-9592	5,000.00	
102.10 · CRP PC - 6192	5,996.12	
102.12 · WATER RESERVES- 8503	125,200.00	
102.001 · GL - 9122	289,226.39	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	862,677.76	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	120,385.57	
102.03 · CRP Sewer - 3745	280,607.96	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	128,163.79	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CRP SEWER	983,511.67	
132 · CRP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CRP WATER	249,148.33	
135 · CRP WATER:135.02 · Aircon Project	0.00	
135 · CRP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CRP WATER:135.10 · High Valley Project 2013	0.00	
135 · CRP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	351,149.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	379,167.31	
128 · Sewer Infrstrcture & Rehab Proj	2,785,989.71	
121 · Wtr Dist & Wtr Storage Projects	152,704.44	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	19,345.46	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project	238,835.93	
127 · Water Plant	220,402.17	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	177,077.82	
120 · District General CRP	96,503.11	
120 · District General CRP:120.01 · General Equipment/Tools	1,921,549.25	
120 · District General CRP:120.60 · Office	31,171.49	
120 · District General CRP:120.75 · SCADA	0.00	
120 · District General CRP:120.90 · Vehicles/Generators/Trailers	274,809.73	
122 · Bldgs/Grounds Cap Improvements	8,535,149.57	
124 · D/C System Cap Improvements	3,234,475.29	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	5,215.04	
125 · Land - Dist. Cap. Improvements	300,478.61	
129 · ALLOW. FOR DEPRECIATION		8,856,056.00
200 · ACCOUNTS PAYABLE		520,983.30
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133		456.87
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		742.65
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		315.72
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481		64.67
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	

3A

10:47 AM

# Clearlake Oaks County Water District

06/09/20

## Trial Balance

Accrual Basis

As of May 31, 2020

	May 31, 20	
	Debit	Credit
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - 7397	0.00	
210 · Cal Card:210.01 · Cal Card -	0.00	
210 · Cal Card:210.02 · Cal Card 0010	0.00	
210 · Cal Card:210.03 · Cal Card	0.00	
Annual Depreciation		249,035.55
224 · USDA Retainage		10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY	3,322.77	
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con	37,107.35	
280 · Loan:280.12 · USDA Loan		702,317.29
280 · Loan:280.10 · Bridge for I & I Rehab Project	1,072,000.00	
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	3,526.84	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical	0.00	
222 · Direct Deposit Liabilities	91.35	
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	2,227.73	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		2,386.49
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	12.40	
223.50 · MEDICARE TAX PAYABLE	2.90	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	0.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	0.00	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	513.84	
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		3,457.31
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	1,568.88	
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		5,956,568.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		9,319,476.54
600 · 2019 Storms		66,376.00
Income:410 · Client Reg Pmt		1,987,710.05
Income:420 · Connection Fees		20,300.00
Income:425 · CRP		730,437.01
Income:425 · CRP:425.3 · CRP - Paradise Cove		22.00
Income:430 · Penalty & Interest		62,579.58
Income:430 · Penalty & Interest:430.2 · Bank Interest		1.63
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3 · WTP, Meters, and Backflow	1,194.10	
Income:435 · Loans/Grants:435-6 · I & I Const Grant		3,250,149.00
Income:435 · Loans/Grants:435-5 · USDA Contruction Grant		6,023.85
Income:440 · Misc Revenue		13,364.30
Income:450 · Other - Non S/W Rev		164,211.40
133 · Harvey Storage Tank - Water	4,680.00	

## Clearlake Oaks County Water District

## Trial Balance

As of May 31, 2020

06/09/20

Accrual Basis

	May 31, 20	
	Debit	Credit
Loans/Grants:901 · Harvey Tank Installation	520.00	
Salaries & EE Benefits		91.35
Salaries & EE Benefits:545 · CALPers 457	1,039.85	
Salaries & EE Benefits:505 · Salaries & Wages	921,815.75	
Salaries & EE Benefits:510 · Contract Labor	1,000.00	
Salaries & EE Benefits:520 · FICA - District Share	68,706.40	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	213,896.08	
Salaries & EE Benefits:540 · PERS - District Share	112,140.54	
Salaries & EE Benefits:550 · Unemployment	8,376.98	
Salaries & EE Benefits:560 · Workers Comp Ins	29,739.72	
Services & Supplies:605 · Advertising	200.00	
Services & Supplies:610 · Bank Fees	18,995.02	
Services & Supplies:620 · Communications & Internet	23,639.73	
Services & Supplies:622 · Board Exp	2,070.34	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	6,760.77	
Services & Supplies:630 · Equip - Office	2,191.48	
Services & Supplies:640 · Fuel & Oil	38,041.80	
Services & Supplies:645 · Insurance	50,934.03	
Services & Supplies:650 · Interest	27,650.00	
Services & Supplies:657 · Lab	31,235.06	
Services & Supplies:660 · Memberships & Subscription	50,588.20	
Services & Supplies:665 · Mileage Reimb	106.73	
Services & Supplies:670 · Postage & Shipping	13,646.07	
Services & Supplies:675 · Professional Services	64,085.46	
Services & Supplies:685 · Rents	20,221.73	
Services & Supplies:690 · Safety & Security	18,123.99	
Services & Supplies:700 · Tools & Instruments	2,305.96	
Services & Supplies:703 · Supplies - Clothing & Personal	5,958.66	
Services & Supplies:705 · Supplies - Office	9,949.44	
Services & Supplies:715 · Supplies-Chemicals-Operating	71,137.42	
Services & Supplies:720 · Supplies - Inventory - Other	22,041.79	
Services & Supplies:730 · Taxes - Licenses	34.62	
Services & Supplies:735 · Training/Classes/Certs/ClassB	4,319.49	
Services & Supplies:745 · Travel / Lodging	730.76	
Services & Supplies:750 · Utilities	256,307.05	
Services & Supplies:760 · Waste Disposal	41,895.84	
Services & Supplies:795 · Yolo Co	41,979.37	
Services & Supplies:798 · Reconciliation Discrepancies	20.00	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	3,643.18	
Repairs & Replacement:810 · R&R Buildings & Grounds	21,607.79	
Repairs & Replacement:820 · R&R Lift Stations	27,512.81	
Repairs & Replacement:830 · R&R Equipment	85,598.40	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	22,678.56	
Repairs & Replacement:840 · R&R Vehicles	60,192.04	
66000 · Payroll Expenses	1,785.15	
<b>TOTAL</b>	<b>31,994,581.95</b>	<b>31,994,581.95</b>

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**Clearlake Oaks County Water District**  
**A/P Aging Summary**  
**As of June 15, 2020**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Adventist Health	0.00	54.00	0.00	0.00	0.00	54.00
Alpha Analytical Labs	3,641.00	0.00	0.00	0.00	0.00	3,641.00
AT & T - CalNet 3	141.57	0.00	0.00	0.00	0.00	141.57
Badger Meter	2,600.00	0.00	0.00	0.00	0.00	2,600.00
Bob's Vacuum	19.19	0.00	0.00	0.00	0.00	19.19
Clearlake Automotive	363.74	0.00	0.00	0.00	0.00	363.74
Clearlake Lava	262.52	0.00	0.00	0.00	0.00	262.52
Coastal Mountain Electric	13,244.00	0.00	0.00	0.00	0.00	13,244.00
County of Lake - Special Districts	2,212.67	0.00	0.00	0.00	0.00	2,212.67
Deeper Cleaning	350.00	0.00	0.00	0.00	0.00	350.00
Excel	16.67	0.00	0.00	0.00	0.00	16.67
George Mc Kinney	0.00	0.00	0.00	0.00	88.44	88.44
Hayden Solar, LLC	5,126.83	0.00	0.00	0.00	0.00	5,126.83
Lake County Waste Solutions	671.34	0.00	0.00	0.00	0.00	671.34
MC Engineering, Inc	29,040.26	0.00	0.00	0.00	0.00	29,040.26
MCHC - Lakeview Health Center	627.00	0.00	0.00	0.00	0.00	627.00
Mediacom - WWTP 1294	251.78	0.00	0.00	0.00	0.00	251.78
Mendo Mill	244.10	0.00	0.00	0.00	0.00	244.10
Nave Law Office, P.C.	21.50	0.00	0.00	0.00	0.00	21.50
On Site Safety Services, Inc	308.00	0.00	0.00	0.00	0.00	308.00
One Stop Automotive	20.00	0.00	0.00	0.00	0.00	20.00
Pace	0.00	2,260.40	0.00	0.00	0.00	2,260.40
Patrick Cowan	86.50	0.00	0.00	0.00	0.00	86.50
People Services Inc	105.00	0.00	0.00	0.00	0.00	105.00
PETTY CASH - Bailey Anderson	19.69	26.35	0.00	0.00	0.00	46.04
Pollard Water	6,977.72	0.00	0.00	0.00	0.00	6,977.72
Quill	150.06	0.00	0.00	0.00	0.00	150.06
Redwood Coast Fuels	513.62	-449.78	0.00	0.00	0.00	63.84
Solenis LLC	1,689.19	0.00	0.00	0.00	0.00	1,689.19
Swan Analytical Instruments	1,625.00	0.00	0.00	0.00	0.00	1,625.00
T & S Construction Co. Inc.	0.00	0.00	480,032.21	0.00	0.00	480,032.21
Tri-Cities Answering Service	154.20	0.00	0.00	0.00	0.00	154.20
Yolo County Flood Control	0.00	4,844.61	0.00	0.00	0.00	4,844.61
<b>TOTAL</b>	<b>70,483.15</b>	<b>6,735.58</b>	<b>480,032.21</b>	<b>0.00</b>	<b>88.44</b>	<b>557,339.38</b>

## Account Payable Breakdown

Date: 6/15/2020

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$499,124.12	\$480,737.81	\$487,838.62
CRP Water	\$127,633.76	\$127,633.76	\$127,633.76
CRP Sewer	\$102,874.17	\$102,874.17	\$120,874.17
CRP PC	\$7,670.93 - (\$3,873.40)	\$7,670.93	\$7,670.93
**Could not transfer Sept 21019 expenses = \$11,544.33			
PC Escrow	\$0.00	\$0.00	\$0.00
Water Reserve	\$137,700.00	\$137,700.00	\$137,700.00
Sewer Reserve	\$5,000.00	\$5,000.00	\$5,000.00
LAIF Balance	\$1,051,677.76	\$1,051,677.74	\$0.02 Laif dropped (.02)
Current A/P Aging	\$557,339.38		
Kansas State Bank-VacCc	\$7,421.47		
ACWA - W/C	\$8,768.81		
ACWA - Health Ins	\$24,072.65		
Credit Card	\$2,768.11		
TOTAL	\$600,370.42		

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

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

**MAY 21, 2020**

This meeting will be conducted by Roberts Rule of Order.

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

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

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



**AGENDA**

**Call to Order – 2:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

√ Mrs. Margaret Medeiros, President    √ Mr. Stanley Archacki, Vice President  
√ Mr. Samuel Boucher, Director    √ Mrs. Barbara Higman, Director,    √ Mr. Michael Herman, Director  
√ Mrs. Dianna Mann – General Manager    √ Mrs. Olivia Mann - Secretary of the Board  
In the audience, our Chief Operators  
√ Mr. Francisco Castro, Wastewater    √ Mr. Kurt Jensen, Water    √ Mr. Jeremy Backus, Distribution

**Public comment on non-agenda items**

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

1. Director Boucher addressed Mark Carey and John Pedri with MC Engineering requesting the electrical drawings for Water

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## Consent Items

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

### 1. Staff Written Operational Reports

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

### 2. Financial Reports for review and approval

- a. April 2020, 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 04-16-2020

### 4. Bills

- a. MC Engineering invoice number 1931, dated 5/5/2020, in the amount of \$13,632.25 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1932, dated 5/5/2020, in the amount of \$61,645.83 for the USDA Water Projects
- c. T & S Construction invoice number 12, dated 4/28/2020, in the amount of \$75,571.66 for Phase 3 of the Wastewater Infrastructure Improvement

#### Action Taken: Motion to approve the consent items

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

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

**NOES: NONE**

**ABSENT: NONE**

### 5. Agenda (New Business)

- a. Discussion of purchasing five (5) Titan Tubes from Ryan Process in the amount of \$12,556.26

#### Action Taken: Motion to approve the purchase of five (5) Titan Tubes for the Wastewater Treatment Plant in the amount of \$12,556.26

**BOUCHER/HIGMAN M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

- b. Discussion and consideration of Resolution 20-05, accepting USDA Resolution RUS BULLETIN 1780-27 for the Water Improvement Project

#### Action Taken: Motion to approve Resolution 20-05, accepting USDA Resolution RUS BULLETIN 1780-27 for the Water Improvement Project

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

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

**NOES: NONE**

**ABSENT: NONE**

- c. Discussion and consideration of Resolution 20-06, Approving USDA Loan Offer, Letter of Conditions, Request Obligation of Funds, and the Proceed with Acquisition of a Bond Counsel

**Action Taken: Motion to approve Resolution 20-06 as revised, Approving USDA Loan Offer, Letter of Conditions, Request Obligation of Funds, and the Proceed with Acquisition of a Bond Counsel**

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

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

**NOES: NONE**

**ABSENT: NONE**

- d. Discussion and consideration of Resolution 20-07, Adopting a Records Retention Policy

**Action Taken: Motion to approve Resolution 20-07, adopting a Record Retention Policy as revised**

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

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

**NOES: NONE**

**ABSENT: NONE**

- e. Discussion and consideration of Resolution 20-08, Approving Amendment No. 2 of the MC Engineering Services Contract for the USDA Water Improvement Project

**Action Taken: Motion to approve Resolution 20-08 Approving Amendment No. 2 of the MC Engineering Services Contract for the USDA Water Improvement Project**

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

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

**NOES: NONE**

**ABSENT: NONE**

- f. Discussion and review of the projected 2020-2021 budget

**Action Taken: NO ACTION**

**Adjournment**

**Time: 2:40 PM**

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

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



**MC Engineering, Inc.**

9294 Madison Ave  
Orangevale, CA 95662

# Invoice

Date	Invoice #
6/5/2020	1946

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	7/5/2020	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Assistant Engineering Tech, Julia Carey	16	75.00	1,200.00	
Operations Management Engineer, John Pedri, PE	33	160.00	5,280.00	
Assistant Engineer, Jose Diaz-Mendez	16	105.00	1,680.00	
Project Engineer 2, Richard Relyea	48	130.00	6,240.00	
Project Manager, Mark Carey, PE	22	165.00	3,630.00	
Assistant Engineer, Jared P. Nelson	16	130.00	2,080.00	
Administrative Support	3	65.00	195.00	
EDEA 1069 May 2020	1.13	3,794.50	4,287.79	
OV Copy Inv 35157		19.07	19.07	
230 mi @ \$.58mi 5/21 Mark	230	0.58	133.40	
		<b>Total</b>	<b>\$24,745.26</b>	
		<b>Payments/Credits</b>	<b>\$0.00</b>	
		<b>Balance Due</b>	<b>\$24,745.26</b>	

*138- 1/6 USDA water improvements*  
*(DM)*

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

# **Clearlake Oaks County Water District**

Wastewater Treatment Plant

Spill Prevention, Control & Counter Measure Plan

**Submitted By:** Francisco Castro

## **Contact:**

Francisco Castro

PO Box 709/13705 Jensen Road

Clearlake Oaks, CA 95423

Email: [f.castro@clowd.org](mailto:f.castro@clowd.org)

(707) 998-1468

## **Certification**

I do hereby certify that the foregoing is a full, true, and a correct copy of the Spill Prevention, Control, and Counter Measure Plan adopted at the Regular Meeting of the Board of Directors, held on June 18, 2020.

Attest: \_\_\_\_\_

Olivia Mann, Secretary to the Board of Directors

## 1.1 Purpose

The purpose of this Spill Prevention, Control and Countermeasure (SPCC) plan is to meet the requirements of U.S. Environmental Protection Agency (USEPA) regulations contained in Title 40, Code of Federal Regulations, Part 112 (40 CFR 112) (see Appendix A for a copy of the regulations). A facility is subject to SPCC regulations if a single oil storage tank has a capacity greater than 660 gallons, or the total above ground oil storage capacity exceeds 1,320 gallons, or the underground oil storage capacity exceeds 42,000 gallons, and if due to its location, the facility could reasonably be expected to discharge oil into or upon the navigable waters of the United States. It is unclear whether wastewater treatment facilities are required to prepare and/or adapt Facility Response Plans; however, the District's Hazardous Business Plan is provided as Attachment B and should be considered a suitable Facility Response Plan.

## 1.2 Maintenance of the Plan

Although the regulations do not require the SPCC Plan to be filed with USEPA, a copy will be available for on-site review during normal working hours in Clearlake Oaks County Water District Main Office. The SPCC plan will be submitted to Lake County Environmental Health Department (LCEH) along with the other information specified in sub section 112.4 if either of the following occurs:

1. The CLOCWD discharges more than 1,000 gallons of oil into or upon navigable waters of the United States or adjoining shorelines in a single event; or
2. The CLOCWD discharges oil in harmful quantities in two spill events within any twelve-month period. A harmful quantity is defined by 40 CFR 110 as a quantity that:
  - a) Violates applicable water quality standards, or
  - b) Causes a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

Spill information will be **reported to USEPA AND LCEH within 60 days** if either of the above thresholds is reached. The report will contain the following information:

1. Name of the facility
2. Name(s) of the owner or operator of the facility
3. Location of the facility
4. Cause of the spill(s)
5. Corrective actions and/or countermeasures taken including adequate description of equipment repairs and/or replacements

6. Information the regional administrator may reasonably require pertinent to the plan or spill event
7. Date and year of initial facility operation
8. Maximum storage or handling
9. Description of the facility, including maps, flow diagrams, and topographical maps
10. Failure analysis of the system and sub-system in which the failure occurred
11. A complete copy of the SPCC plan with any amendments, and
12. Additional measures taken or contemplated to minimize the possibility of recurrence.

The SPCC plan will be amended within six months whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility's spill potential. The plan will be reviewed once every five years and amended to include more effective prevention and control technology, if such technology will significantly reduce the likelihood of a spill even and has been proven in the field.

1. **SPCC Plan Review-40 CFR 112.5(b)**

The CLOCWD will complete a review and evaluation of the SPCC plan at least once every five years. The plan shall be amended pursuant to 40 CFR 112.5(b) as new equipment and technology become available. **The reviews will be documented on the appropriate forms.**

2. **Management Approval-40 CFR 112.7**

This SPCC Plan was fully approved by the Board of Directors at their Regular Meeting on June 18, 2020 as certified by the District Secretary, see cover.

3. **Past Spill History-40 CFR 112.7(a)**

Date	Description of Spill	Corrective Actions Taken
Plan for Prevention of Recurrence		
10/2007	No known harmful quantities of oil have discharged to navigable waterways.	

4. **Facility Information**

Facility Name: Clearlake Oaks County Water District  
 Wastewater Treatment Facility  
 Address: 13705 Jensen Road, Clearlake Oaks, CA 95423

Owner: Clearlake Oaks County Water District, a Public Agency

Contact: Francisco Castro, Chief Plant Operator  
(707) 998-1468  
(707) 350-0719

Other Contact: Dianna Mann, General Manager  
(707) 350-3292

Location: The Clearlake Oaks Wastewater Treatment Plant (CLOCWD) WWTP is located in the township of Clearlake Oaks. The CLOCWD is bordered on the North by storm drainage, which leads to Clear Lake. The CLOCWD is a North Latitude 39 degrees 00.908 min. and West longitude 122 degrees .39 .259 min.

Description: The CLOCWD WWTP is a wastewater treatment facility, which uses gasoline and diesel for service vehicles, dump trucks, vector truck, backhoe and the WWTP back-up generator.

Fixed Storage: Backup Generator 1 each 1,000 gallon horizontal AST  
(#2 fuel oil)  
1 each 300-gallon belly tank  
District Vehicles 1 each 550-gallon horizontal AST  
(Gasoline)  
Total Storage = 1,850 gallons

Portable Storage: Not Applicable

Vehicles: 10 Service/Utility Trucks

Other: 1- Backhoe, 2- Vector Trucks

5. **Potential Spill Volumes and Rates-40 CFR 112.7(b)**

The CLOCWD has identified bulk containers on the CLOCWD main station, which are being addressed under this SPCC plan. The tanks vary from 2-gallon hand-filled tanks, which fuels a small generator. One 550-gallon gasoline and 1,000-gallon #2 bulk tanks, which provides fuel for the CLOCWD service/utility vehicle fleet and mobile equipment. The applications include generator fueling, equipment fueling, and vehicle fueling. The locations the bulk storage fueling station, the backup generator fuel tank and to the ready line where mobile equipment and service vehicles are stored. Miscellaneous small power tools containing very small amounts of fuel are stored in the equipment shop. The CLOCWD treatment facility is a 28 acre property.

**See Facility Storm Drainage Map for container locations and drainage paths.**

The risk rankings were determined based on the condition of each container, the adequacy of secondary containment, and the potential for drainage to an unprotected drain or waterway. The table below outlines the specific criteria used to assign each rank. The container was considered low risk if it met all low-risk criteria. The container was considered high risk if it met any one or more of the high-risk criteria.

Risk Ranking	Tank Condition	Secondary Containment	Drains to Unprotected Drain or Waterway
Low	Good	Yes	No
High	Poor	No	Yes

After evaluating each container, it was determined that every container could have a low risk ranking.

6. **Containment and Diversionary Structures-40 CFR 112.7(c)(1)**

The CLOCWD will be protected as outlined below (see **Attachment 1 – Oil storage Containers and Capacities for details**).

- All tanks have integral secondary containment
- Both GAS and DIESEL tanks are aboveground storage tanks, which have secondary containment.
- The storm drains near AST's will be located a safe distance away from countermeasures would be implemented to secure the drainage from a potential leak.

7. **Demonstration of Practicability-40 CFR 112.7(d)**

The CLOCWD has determined that use of the containment and diversionary structures or readily available equipment to prevent discharged oil from reaching navigable waters is practical and effective at this facility.

8. **Facility Drainage-40 CFR 112.7(e)(1)**

- See the Storm Drainage System Map for tank locations and flow directions.
- Drainage from the 550-gallon bulk storage tanks storage area is restrained by valves kept in the closed position to prevent a spill or other excessive leakage of oil into the facility drainage system.
- In the event of a spill from a tank, the oil will be contained with a secondary containment or a dike. If a spill occurs during transfer in a manner that cannot be contained in a dike or secondary containment, nearby drains will be protected by placement of absorbent booms.
- Facility drainage systems are adequately engineered to prevent oil from reaching navigable water in the event of equipment failure or human error.

9. **Storage Tanks-40 CFR 112.7(e)(2)**

- The 550 gallon and 1,000 gallon bulk storage tanks are compatible with the fuel oil contained and conditions of storage.
- The 550 gallon and 1,000 gallon bulk storage tanks have secondary containment large enough to contain 110% of the tank volume.
- There are no underground or partially buried storage tanks within the treatment facility boundaries.
- The 500 gallon and 1,000 gallon above ground storage tanks are tested in accordance with the **American Petroleum Institute (API) Standard 653 every ten years.** Comparison records are kept, and tank supports and foundations are included in these inspections.
- All above ground storage tanks are inspected on a monthly basis (see **Attachment 2- Inspections, Dike Drainage and Personnel Training Logs.**)
- All generated waste materials from the CLOCWD are monitor monthly to ensure there are no oily discharge to surface waters.
- Oil leaks which result in a loss of oil from tank seams, gaskets, hoses, nozzles and tanks and containers are promptly corrected. Any materials contaminated from such leaks are promptly removed.

10. **Transfer Operations and Pumping-40 CFR 112.7(e)(3)**

All hoses and nozzles associated with the 550-gallon bulk storage tanks are protected to prevent corrosion. If a section of the line is exposed, it is examined for deterioration if corrosion damage is found, additional examination and corrective action will be taken as warranted based on the magnitude of the damage.

All above ground tanks and valves are examined monthly to assess their condition. Pressure testing of the tanks is conducted and warranted. **Warning signs will be posted as needed to prevent vehicles from damaging above ground tanks.**

11. Truck loading/Unloading-40 CFR 112.7(e)(4)

All fuel is delivered to the point of storage by tank truck. Independent vendors operate the tank trucks; hence the vendors are responsible for ensuring their operations are performed in accordance with applicable local, state and Federal regulations. The fuel oil vendors are responsible for cleaning up any spill caused by their delivery operations. The **CLOCWD does, however, protect all drains near areas where deliveries are made.**

12. Inspection and Records-40 CFR 112.7(e)(8)

CLOCWD personnel inspect the 550-gallon and 1,000-gallon bulk storage tanks weekly. The inspection consists of a complete walk around the tank area to visually check for tank damage or leakage, stained or discolored ground, excessive accumulation of water in contained areas, and to ensure that the containment drain valves are securely closed. Unless leakage is discovered during a weekly inspection, monthly inspection records are maintained at the CLOCWD treatment facility as well as the administration office. CLOCWD plant personnel will perform monthly inspections of all tanks. These inspections are signed by the Chief Plant Operator/Supervisor and are maintained at the CLOCWD treatment facility as well as the administration office for three years. All records relevant to this SPCC plan (**including training records and containment drainage records**) are maintained at the CLOCWD treatment facility as well as the administration office.

13. Security-40 CFR 112.7(e)(9)

One 550-gallon bulk storage tanks are located at or near the effluent room, southwest of property and one 1,000-gallon bulk storage is located adjacent to the facility's backup power supply generator near the effluent pump station.

The master flow and drain valves are locked in the closed position. The loading and unloading connections of fuel oil tanks are capped when not in service or when in standby service for an extended time. The CLOCWD personnel will perform regular patrols of fuel storage facilities.

14. Personnel, Training, and Spill Prevention Procedures-40 CFR 112.7(e)(10)

CLOCWD management provides for education and training of all treatment facility personnel in the prevention and mitigation of oil spill pollution. It further provides necessary equipment for oil spill pollution prevention and mitigation.

Records of oil spill pollution prevention and mitigation training are kept at the CLOCWD treatment facility as well as the administrative office. Instructions for mitigation and reporting of spills, as well as emergency contact information are posted at the bulk storage areas and are listed in Section 16 below.

15. Emergency Procedures and Contact Personnel

Procedures:

Contact Personnel: Francisco Castro, Chief Plant Operator  
(707) 998-1468  
(707) 350-0719

Other Contacts: Dianna Mann, General Manager  
(707) 998-3322  
(707) 350-3292

Jeremy Backus, Distribution and Collection Chief Operator  
(707) 350-5622

Mike Oinancio- Chief, Northshore Fire Protection Dist.  
(707) 274-3100

National Response Center  
(800) 424-8802

Craig Wetherbee- Lake County Environment Health Dept.  
(707) 263-1164

Contractors: Redwood Coast Fuels  
16445 Main Street  
Lower Lake, CA 95457  
(707) 993-4880

Case Excavating, Inc.  
P.O. Box 2588  
Clearlake, CA 95422  
(707) 994-6815  
(707) 350-0385

Supplies and Equipment: California Straw Works  
5531 State Ave.  
Sacramento, CA 95819-1827  
(916) 453-1456

## **General Measures to Minimize Risk**

1. Check aboveground storage tank leak detection systems monthly.
2. Test structural integrity of 550-gallon and 1,000-gallon storage tanks every ten years.
3. Inspect all aboveground tanks and valves monthly using the Inspections, Dike Drainage and Personnel Training (Attachment 2).
4. Promptly correct any oil leaks which result in a loss of oil from tank seams, hoses, nozzles and connections. Remove and dispose of any contaminated soils or materials appropriately, which resulted from any discharged oils.
5. Locate waste oil storage tanks away from drains or waterways and keep away from flood-prone areas. Secondary containment is currently provided for each storage container.
6. Post warning signs as needed to prevent vehicle and equipment collisions from damaging aboveground tanks.
7. Visually inspect 500-gallon and 1,000-gallon bulk storage tanks weekly. Inspection must include a complete walk around the area to check for tank damage or leakage, stained or discolored ground, excessive accumulation of water in areas, and to ensure the drain valves are securely closed.
8. Keep master flow and drain valves for 550-gallon and 1,000-gallon bulk storage tanks locked in the closed position when in non-operating or non-standby status.
9. Instruct CLOCWD personnel in the operation and maintenance of oil pollution prevention equipment and containment and retrieval methods.
10. Provide annual spill prevention briefings for CLOCWD personnel to ensure they have an adequate understanding of the SPCC plan. Highlight any past spill events or failures and recently developed precautionary measures.
11. Keep records of all training conducted as outlined in Item 14, above.
12. Post at the CLOCWD Administrative Office and storage location emergency notification instructions and phone numbers regarding the reporting of spills to the State and National Response Centers.

## **Attachments:**

**Attachment 3:** Discharge Notification Form

**Attachment 4:** Five Year Review and Technical Amendment Logs

**Attachment 4.1:** Technical Amendment Log

**Attachment 5:** Oil-handling Personnel Training and Briefing Log



## ATTACHMENT 2 -- Inspections, Dike Drainage and Personnel Training Logs

This log is intended to document compliance with §§112.6(a)(3)(iii), 112.8(c)(6), 112.8(d)(4), 112.9(b)(2), 112.9(c)(3), 112.9(d)(1), 112.9(d)(4), 112.12.(c)(6), and 112.12(d)(4), as applicable.

Date of Inspection	Container / Piping / Equipment	Describe Scope (or cite Industry Standard)	Observations	Name/ Signature of Inspector	Records maintained separately <sup>a</sup>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

<sup>a</sup> Indicate in the table above if records of facility inspections are maintained separately at this facility.

**ATTACHMENT 3 – Discharge Notification Form**

In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information will be provided to the National Response Center [also see the notification information provided in Section 7 of the Plan]:

Discharge/Discovery Date		Time	
Facility Name			
Facility Location (Address/Lat-Long/Section Township Range)			
Name of reporting individual		Telephone #	
Type of material discharged		Estimated total quantity discharged	Gallons/Barrels
Source of the discharge		Media affected	<input type="checkbox"/> Soil
			<input type="checkbox"/> Water (specify)
			<input type="checkbox"/> Other (specify)
Actions taken			
Damage or injuries	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)	Evacuation needed?	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)
Organizations and individuals contacted	<input type="checkbox"/> National Response Center 800-424-8802 Time		
	<input type="checkbox"/> Cleanup contractor (Specify) Time		
	<input type="checkbox"/> Facility personnel (Specify) Time		
	<input type="checkbox"/> State Agency (Specify) Time		
	<input type="checkbox"/> Other (Specify) Time		

5X

# ATTACHMENT 4 – Five Year Review and Technical Amendment Logs

I have completed a review and evaluation of the SPCC Plan for this facility, and will/will not amend this Plan as a result.

Review Date	Plan Amendment		Name and signature of person authorized to review this Plan
	Will Amend	Will Not Amend	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	



**ATTACHMENT 5 – Oil-handling Personnel Training and Briefing Log**

<b>Date</b>	<b>Description / Scope</b>	<b>Attendees</b>

13705 Jensen Rd  
Clearlake Oaks, CA 95423  
39.01°N, 122.65°W



100%

Camera: 666 m 39°00'53"N 122°39'18"W 412 m

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

1

Target % > **8%**

As of July 2020 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,217,554	101,463	-	0%	1,157,800	96,483	-	0%
<b>Total Operating Expenses</b>	1,039,017	86,585	-	0%	1,193,337	99,445	-	0%
<b>Operating Balance (loss)</b>	<b>178,537</b>	<b>14,878</b>	-		<b>(35,537)</b>	<b>(2,961)</b>	-	
420 Connection Fees	10,000	833	-	0%	10,000	833	-	0%
435		-	-			-	-	
450 Other - Non S/W Rev	100,000	8,333	-	0%	100,000	8,333	-	0%
Reserves	150,000	12,500	-	0%	-	-	-	0%
<b>Net Change In Net Position (loss)</b>	<b>138,537</b>	<b>11,545</b>	-		<b>74,463</b>	<b>6,205</b>	-	

**Current Revenue Notes:**

440- Misc Water = Bulk Water

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

**Past Revenue Notes**

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

As of July 2020 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,182,554	98,546	-	0%	1,132,800	94,400	-	0%
430 Penalty & Interest	30,000	2,500	-	0%	25,000	2,083	-	0%
440 Misc	5,000	417	-	0%	0	0	-	0%
<b>Total Revenue &gt;</b>	<b>1,217,554</b>	<b>101,463</b>	<b>-</b>	<b>0%</b>	<b>1,157,800</b>	<b>96,483</b>	<b>-</b>	<b>0%</b>

As of July 2020 Operating Expenses	Budget				Actual			
	Annual	YTD	Amount	%	YTD	Amount	%	Spent
505 Salaries & Wages	318,237	26,520	-	0%	455,678	37,973	-	0%
520 FICA - District Share	26,341	2,195	-	0%	37,773	3,148	-	0%
530 Medical Ins - District Share	111,077	9,256	-	0%	166,616	13,885	-	0%
540 PERS - District Share	63,193	5,266	-	0%	73,976	6,165	-	0%
550 Unemployment	9,000	750	-	0%	9,000	750	-	0%
560 Workers Comp Ins	20,639	1,720	-	0%	26,543	2,212	-	0%
<b>Salaries and Employee Benefits &gt;</b>	<b>548,487</b>	<b>45,707</b>	<b>-</b>	<b>0%</b>	<b>769,587</b>	<b>64,132</b>	<b>-</b>	<b>0%</b>
605 Advertising	200	17	-	0%	200	17	-	0%
610 Bank Fees	10,010	834	-	0%	10,000	833	-	0%
620 Communications & Internet	13,000	1,083	-	0%	10,000	833	-	0%
622 Board Exp	3,750	313	-	0%	3,750	313	-	0%
625 Equip - Field (\$300-\$4999)	2,500	208	-	0%	4,000	333	-	0%
630 Equip - Office	1,500	125	-	0%	2,000	167	-	0%
640 Fuel & Oil	15,020	1,252	-	0%	16,300	1,358	-	0%
645 Insurance	30,000	2,500	-	0%	26,250	2,188	-	0%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	20,000	1,667	-	0%	15,000	1,250	-	0%
660	Memberships & Subscriptions	25,750	2,146	-	0%	29,750	2,479	-	0%
665	Mileage Reimb	750	63	-	0%	500	42	-	0%
670	Postage & Shipping	6,000	500	-	0%	6,000	500	-	0%
675	Professional Services	36,000	3,000	-	0%	19,000	1,583	-	0%
685	Rents	6,200	517	-	0%	6,200	517	-	0%
690	Safety & Security	2,500	208	-	0%	5,500	458	-	0%
700	Tools & Instruments	2,000	167	-	0%	2,500	208	-	0%
703	Supplies - Clothing & Personal	2,050	171	-	0%	2,300	192	-	0%
705	Supplies - Office	4,750	396	-	0%	5,250	438	-	0%
715	Treatment Chemicals	75,000	6,250	-	0%	48,000	4,000	-	0%
720	Supplies - Operating - Other	5,000	417	-	0%	22,000	1,833	-	0%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	3,750	313	-	0%	3,250	271	-	0%
745	Travel	1,000	83	-	0%	1,000	83	-	0%
750	Utilities	162,750	13,563	-	0%	125,750	10,479	-	0%
760	Waste Disposal	3,050	254	-	0%	52,250	4,354	-	0%
795	Yolo Co	48,000	4,000	-	0%				
799	Misc	-	-	-	0%	-	-	-	0%
<b>Services and Supplies &gt;</b>		<b>480,530</b>	<b>40,044</b>	<b>-</b>	<b>0%</b>	<b>416,750</b>	<b>34,729</b>	<b>-</b>	<b>0%</b>
810	R&R Buildings & Grounds	7,000	583	-	0%	4,500	375	-	0%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	250	-	0%	2,500	208	-	0%
850	Maintenance Reserve Account	-	-	-	0%	-	-	-	0%
<b>Repairs &amp; Replacement &gt;</b>		<b>10,000</b>	<b>833</b>	<b>-</b>	<b>0%</b>	<b>7,000</b>	<b>583</b>	<b>-</b>	<b>0%</b>
<b>Total Expenses &gt;</b>		<b>1,039,017</b>	<b>86,585</b>	<b>-</b>	<b>0%</b>	<b>1,193,337</b>	<b>99,445</b>	<b>-</b>	<b>0%</b>

1 Administration - Budget Variance Report July 1, 2020 through June 30, 2021		Target % >		8.3%	GL ADMIN
As of July 2020		2020-2021 Budget		Actual	Total
Expenses		Annual	YTD	YTD	% Spent
					Remaining
505	Salaries & Wages	375,051	31,254		375,051
520	FICA - District Share	31,190	2,599		31,190
530	Medical Ins - District Share	95,550	7,963		95,550
540	PERS-District Share (incl unfunded Liab, 14.5K)	108,563	9,047		108,563
550	Unemployment	18,000	1,500		18,000
560	Workers Comp Ins	8,913	743		8,913
Salaries and Employee Benefits >		637,268	53,106	-	637,268
605	Advertising	400	33	-	400
610	Bank Fees	20,000	1,667		20,000
620	Communications & Internet	7,000	583		7,000
622	Board Exp	7,500	625		7,500
625	Equip - Field (up to \$4999)	0	0		0
630	Equip - Office	2,000	167		2,000
640	Fuel & Oil	0	0		0
645	Insurance	0	0		0
650	Interest	0	0		0
657	Outsource Lab / Internal Lab	0	0		0
660	Memberships & Subscriptions	1,500	125		1,500
665	Mileage Reimb	500	42		500
670	Postage & Shipping	12,000	1,000		12,000
675	Professional Services (Legal, IT, CUSI annual)	22,000	1,833		22,000
685	Rents	12,400	1,033		12,400
690	Safety & Security (boots)	1,000	83		1,000
700	Tools & Instruments	0	0		0
703	Supplies - Clothing & Personal	600	50		600
705	Supplies - Office	7,500	625		7,500
715	Treatment Chemicals	0	0		0
720	Supplies - Operating - Other	0	0		0
730	Taxes - Licenses	0	0		0
735	Training, Certs (Classes, books)	3,500	292		3,500
745	Travel / Lodging	1,000	83		1,000
750	Utilities	5,500	458		5,500
760	Waste Disposal	500	42		500
795	Yolo Co	0	0		0
799	Misc	0	0		0
Services and Supplies >		104,900	8,742	-	104,900
810	R&R Buildings & Grounds	4,000	333		4,000
815	R & R Damage Claims	0	0		0
820	R&R Lift Stations	-	-		-
830	R&R Equipment	0	0		0
832	R&R Mains/Service Lines	0	0		0
840	R&R Vehicles (\$2k/vehicle)	0	0		0
Repairs & Replacement >		4,000	333	-	4,000
<b>Total Expenses &gt;</b>		<b>746,168</b>	<b>62,181</b>	<b>-</b>	<b>746,168</b>

1 Sewer - Budget Variance Report July 1, 2020 through June 30, 2021		Target % >	8.3%	GL SEWER	
As of July 2020		2020-2021 Budget			
Expenses	Annual	YTD	Actual YTD	% Spent	
				Total Remaining	
505 Salaries & Wages	268,152	22,346		0.0%	268,152
520 FICA - District Share	22,178	1,848		0.0%	22,178
530 Medical Ins - District Share	118,841	9,903		0.0%	118,841
540 PERS - District Share (\$14.5K Unfunded)	19,694	1,641		0.0%	19,694
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	22,087	1,841		0.0%	22,087
Salaries and Employee Benefits >	450,952	37,579	-	0.0%	450,952
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	4,000	333		0.0%	4,000
622 Board Exp	0	0		0.0%	0
625 Equip - Field (up to \$4999)	1,500	125		0.0%	1,500
630 Equip - Office	1,000	83		0.0%	1,000
640 Fuel & Oil (Schaeffers)	13,500	1,125		0.0%	13,500
645 Insurance	26,250	2,188		0.0%	26,250
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	15,000	1,250		0.0%	15,000
660 Memberships & Subscriptions	29,000	2,417		0.0%	29,000
665 Mileage Reimb	250	21		0.0%	250
670 Postage & Shipping	0	0		0.0%	0
675 Professional Services (SCADA)	8,000	667		0.0%	8,000
685 Rents	0	0		0.0%	0
690 Safety & Security (includes boots)	5,000	417		0.0%	5,000
700 Tools & Instruments	2,500	208		0.0%	2,500
703 Supplies - Clothing & Personal	2,000	167		0.0%	2,000
705 Supplies - Office	1,500	125		0.0%	1,500
715 Treatment Chemicals	48,000	4,000		0.0%	48,000
720 Supplies-Operating-Other-Titan Tubes	22,000	1,833		0.0%	22,000
730 Taxes - Licenses	-	-			-
735 Training, Certs (classes, books)	1,500	125		0.0%	1,500
745 Travel / Lodging	500	42		0.0%	500
750 Utilities	123,000	10,250		0.0%	123,000
760 Waste Disposal	52,000	4,333		0.0%	52,000
795 Yolo Co	0	0		0.0%	0
799 Misc	0	0		0.0%	0
799.1 Customer Refund					
Services and Supplies >	356,500	29,708	-	0.0%	356,500
810 R&R Buildings & Grounds	2,500	208		0.0%	2,500
815 R & R Damage Claims	0	0		0.0%	0
820 R&R Lift Stations	0	0		0.0%	0
830 R&R Equipment	0	0		0.0%	0
832 R&R Mains/Service Lines	0	0	-	0.0%	-
840 R&R Vehicles	2,500	208		0.0%	2,500
				0.0%	-
Repairs & Replacement >	5,000	417	-	0.0%	5,000
<b>Total Expenses &gt;</b>	<b>812,452</b>	<b>67,704</b>	<b>-</b>	<b>0.0%</b>	<b>812,452</b>
<b>Expense Notes</b>					

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1	Water - Budget Variance Report July 1, 2020 through June 30, 2021 As of July 2020	2020-2021 Budget		Target % >	8.3%	GL WATER
	Expenses	Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	130,712	10,893		0.0%	130,712
520	FICA - District Share	10,746	895		0.0%	10,746
530	Medical Ins - District Share	63,302	5,275		0.0%	63,302
540	PERS - District Share	8,911	743		0.0%	8,911
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	16,183	1,349		0.0%	16,183
	Salaries and Employee Benefits >	229,853	19,154	-	0.0%	229,853
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	7,000	583		0.0%	7,000
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	42		0.0%	500
640	Fuel & Oil	12,220	1,018		0.0%	12,220
645	Insurance	30,000	2,500		0.0%	30,000
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	1,667		0.0%	20,000
660	Memberships & Subscriptions	25,000	2,083		0.0%	25,000
665	Mileage Reimb	500	42		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	2,083		0.0%	25,000
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	2,000	167		0.0%	2,000
700	Tools & Instruments	2,000	167		0.0%	2,000
703	Supplies - Clothing & Personal	1,750	146		0.0%	1,750
705	Supplies - Office	1,000	83		0.0%	1,000
715	Treatment Chemicals	75,000	6,250		0.0%	75,000
720	Supplies - Operating - Other	5,000	417		0.0%	5,000
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	167		0.0%	2,000
745	Travel / Lodging	500	42		0.0%	500
750	Utilities	160,000	13,333		0.0%	160,000
760	Waste Disposal	2,800	233		0.0%	2,800
795	Yolo Co	48,000	4,000		0.0%	48,000
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	420,270	35,023	-	0.0%	420,270
810	R&R Buildings & Grounds	5,000	417		0.0%	5,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains	0	0		0.0%	-
840	R&R Vehicles	3,000	250		0.0%	3,000
	Repairs & Replacement >	8,000	667	-	0.0%	8,000
	<b>Total Expenses &gt;</b>	<b>658,123</b>	<b>54,844</b>	<b>-</b>	<b>0.0%</b>	<b>658,123</b>

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

1 SEWER-CRP Target % > **8.3%** **CRP-SEWER**

As of July 2020

Summary	Budget Annual	YTD	Actual YTD Amount	%
<b>SEWER CRP Revenue</b>	396,097	33,008	0.0%	0%
<b>SEWER CRP Expenses</b>	430,722	35,893	0.0%	0%
bridge Loan Interest	-	-	-	
USDA Annual Payment	105,280	8,773		
	-	-	-	
	-	-	-	
<b>Operating Balance (loss)</b>	<b>(139,905)</b>	<b>(11,659)</b>	-	

	Expenses	2020-2021 Budget		Actual YTD	%	Total Remaining
		Annual	YTD			
505	Salaries & Wages	210,135	17,511		0.0%	210,135
520	FICA - District Share	17,317	1,443		0.0%	17,317
530	Medical Ins - District Share	59,719	4,977		0.0%	59,719
540	PERS - District Share	7,884	657		0.0%	7,884
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	20,716	1,726		0.0%	20,716
	<b>Salaries and Employee Benefits &gt;</b>	<b>315,772</b>	<b>26,314</b>	-	<b>0.0%</b>	<b>315,772</b>
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	417		0.0%	5,000
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	104		0.0%	1,250
630	Equip - Office	-	-		0.0%	-
640	Fuel & Oil	6,500	542		0.0%	6,500
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		0.0%	0
685	Rents	-	-		0.0%	-
690	Safety & Security (includes boots)	1,500	125		0.0%	1,500
700	Tools & Instruments	200	17		0.0%	200
703	Supplies - Clothing & Personal	300	25		0.0%	300
705	Supplies - Office	100	8		0.0%	100
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	7,500	625		0.0%	7,500
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,200	100		0.0%	1,200
745	Travel / Lodging	400	33		0.0%	400
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0	-	0.0%	0
	<b>Services and Supplies &gt;</b>	<b>23,950</b>	<b>1,996</b>	-	<b>0.0%</b>	<b>23,950</b>
810	R&R Buildings & Grounds	10,000	833		0.0%	10,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	20,000	1,667		0.0%	20,000
830	R&R Equipment	25,000	2,083		0.0%	25,000
832	R&R Mains/Laterals	25,000	2,083		0.0%	25,000
840	R&R Vehicles	11,000	917		0.0%	11,000
		-	-		0.0%	-
	<b>Repairs &amp; Replacement &gt;</b>	<b>91,000</b>	<b>7,583</b>	-	<b>0.0%</b>	<b>91,000</b>
	<b>Total Expenses &gt;</b>	<b>430,722</b>	<b>35,893</b>	-	<b>0.0%</b>	<b>430,722</b>

WA

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

1

Target % > **8.3%** CRP-WATER

As of July 2020 Summary		WATER - CRP Budget		Actual YTD	
		Annual	YTD	Amount	%
<b>WATER CRP Revenue</b>		411,876	34,323	0.0%	0%
<b>WATER CRP Expenses</b>		265,148	22,096	0.0%	0%
USDA Payment 1st year		140,000	11,667		
<b>Operating Balance</b>		<b>6,728</b>	561		

	Expenses	2020-2021 Budget		Actual YTD	% Spent	Total Remaining
		Annual	YTD			
505	Salaries & Wages	91,124	7,594		0.0%	91,124
520	FICA - District Share	7,480	623		0.0%	7,480
530	Medical Ins - District Share	43,595	3,633		0.0%	43,595
540	PERS - District Share	6,670	556		0.0%	6,670
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,779	732		0.0%	8,779
	<b>Salaries and Employee Benefits &gt;</b>	<b>157,648</b>	<b>13,137</b>	-	<b>0.0%</b>	<b>157,648</b>
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	417		0.0%	5,000
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	104		0.0%	1,250
630	Equip - Office	-	-		0.0%	-
640	Fuel & Oil	6,500	542		0.0%	6,500
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	2,500	208		0.0%	2,500
660	Memberships & Subscriptions	0	0		0.0%	0
665	Mileage Reimb	0	0		0.0%	0
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services Leak Chk	-	-		0.0%	-
685	Rents	0	0		0.0%	0
690	Safety & Sec (includes boots)	3,500	292		0.0%	3,500
700	Tools & Instruments	750	63		0.0%	750
703	Supplies - Clothing & Personal	1,500	125		0.0%	1,500
705	Supplies - Office	150	13		0.0%	150
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	7,500	625		0.0%	7,500
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	750	63		0.0%	750
745	Travel / Lodging	600	50		0.0%	600
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
	<b>Services and Supplies &gt;</b>	<b>30,000</b>	<b>2,500</b>	-	<b>0.0%</b>	<b>30,000</b>
810	R&R Buildings & Grounds	7,500	625		0.0%	7,500
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	2,083		0.0%	25,000
832	R&R Mains/Service Lines/Tanks	25,000	2,083		0.0%	25,000
840	R&R Vehicles	20,000	1,667		0.0%	20,000
	<b>Repairs &amp; Replacement &gt;</b>	<b>77,500</b>	6,458	-	<b>0.0%</b>	<b>77,500</b>
	<b>Total Expenses &gt;</b>	<b>265,148</b>	22,096	-	<b>0.0%</b>	<b>265,148</b>

CRP-S = Jeremy, Jesse, Vacant

CRP-W= Christopher, Hugo

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

**P.O. Box 709, 12952 E. HWY. 20**

**CLEARLAKE OAKS, CA 95423**

**(707) 998-3322**

**RESOLUTION NO. 20-09**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CLEARLAKE OAKS COUNTY WATER DISTRICT, COUNTY OF  
LAKE, STATE OF CALIFORNIA**

**WHEREAS**, the Clearlake Oaks County Water District is governed by five (5) Directors elected by the registered voters of the District; and

**WHEREAS**, one (1) full four-year term and two (2) two-year unexpired terms of offices of Directors will expire in December 2020; and

**WHEREAS**, pursuant to Section 10400 et seq. of the Elections code, State of California, the Clearlake Oaks County Water District election may be consolidated with elections called to be held on the same day as the General Election by other political subdivisions, in the same territory, or in territory that is in part the same.

**NOW THEREFORE IT BE RESOLVED THAT:**

1. The Board of Supervisors and the Registrar of Voters office are requested to consent to and order the consolidation of said election with such other elections as may be held Tuesday, November 3, 2020, anywhere within the territory of the district.
2. All voting places, precincts, and election officials within the boundaries of the Clearlake Oaks County Water Districts shall be the same as those utilized for the November 3, 2020, General Election.

**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 18<sup>th</sup> day of June 2020, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

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

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

WU

**RULES AND REGULATIONS  
OF THE  
CLEARLAKE OAKS COUNTY WATER DISTRICT**

**ARTICLE I  
NAME AND POWERS**

**1. This governmental body shall** be known as the "**BOARD OF DIRECTORS**" of the **CLEARLAKE OAKS COUNTY WATER DISTRICT**, a County Water District formed pursuant to the provisions of the County Water District Code.

**2. All District powers shall** be those established by the County Water District Code, and shall be exercised by, under, and by virtue of the Board of Directors.

**ARTICLE II  
BOARD OF DIRECTORS**

**1. Membership.**

The Board of Directors shall consist of five Directors, elected as provided by law. Each Director shall be a resident of the District and shall be registered as a District voter at the time of their election and during their term of office.

**2. General Authority and Duties.**

The Board of Directors has general oversight responsibility for the management of the District's affairs. Except as otherwise specifically provided by law or by these Rules and Regulations, the Board collectively and individually shall have the following powers:

- attend regularly scheduled meetings;
- act with the highest ethical standards and good conduct, including compliance with all state and federal laws;
- participate in two tours of all facilities, one for water and one for wastewater;
- conduct business only as a Board;
- not act alone on any matter without a majority vote of the Board;
- not act alone to disrupt the work of, or request work from, or direct any member of the staff.
- observe basic sanitation and prepare for any meeting by being properly groomed and attired or be asked to leave the meeting by the President;
- prepare for any meeting by reviewing all relevant materials before the meeting;
- request the General Manager for any additional information directly related and necessary for consideration of any item on the agenda for the scheduled Board or Committee meeting;

- establish and set the District's mission, goals, rules and regulations, and guidelines for carrying out these directions;
- appoint the Board Secretary from the employees of the District;
- ensure compliance with all applicable federal, state and local laws and ordinances;
- set the rates charged for District water and wastewater, and impose rates and special assessments as may be necessary to cover planned, unplanned or unanticipated contingencies pursuant to the procedures and requirements of Article XIID of the California Constitution, and applicable statutory law;
- have the authority to levy fines to ratepayers who violate District rules as authorized by law;
- approve a budget consistent with District needs and resources by June 30<sup>th</sup>, the last day of the fiscal year;
- approve expenditures allocated to the Capital Replacement Project (CRP) accounts;
- all checks require two Directors signatures;
- ensure that all records, minutes and notices are created, maintained and made available according to federal and state laws;
- exercise rights and powers for, and on behalf of the District with diligence and care;
- ensure that the District's water and wastewater systems receives, records and spends funds in accordance with modern accounting, purchasing and record-keeping standards;
- assure that system revenue covers operations plus debt service plus reserves; and,
- hire, direct, evaluate, compensate, and terminate the General Manager and the Administrative Services Manager

### 3. Conflict of Interest.

- No Director or official of the District shall make, participate in making or in any way attempt to use their official position to influence a decision in which he knows or has reason to know he has a financial interest in accordance with the Government Code.
- Any contract, agreement or other financial arrangement made in violation of these provisions is void and unenforceable, and the party with whom the District contracts may not be entitled to any compensation, regardless of any work performed, service provided, or goods delivered.
- A financial interest of a director includes interests of the director's family and of any entity in which the director has an interest, as provided by law.
- Directors should take great care in avoiding even an appearance of impropriety, such that any potential conflict should be disclosed before a matter is brought before the Board for consideration.

#### 4. Meetings.

- **Regular meetings** of the Board of Directors shall be held at the District Administrative Office Building on the third Thursday of the month at 2:00 pm. For Regular Meetings, the agenda will be posted 72 hours in advance and Board Members packets will be available no later than the Tuesday prior. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board including posting on the District website. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Special meetings** may be called at any time by the President, any two Directors or the General Manager. Whether the meetings are called by the President or by the Directors, notice shall be made 24 hours in advance to each Board Member via email or text or voice, and the public 24 hours in advance by posting the agenda. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board including posting on the District website 24 hours in advance. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Emergency meetings** may be called at any time by the President, any two directors or the General Manager. Whether the meetings are called by the President or by the Directors, notice thereof shall be made 1 hour in advance to each Board Member via email or text or voice, and the public 1 hour in advance by posting the agenda. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board including posting on the District website 1 hour in advance. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Committee meetings** may be called as required without public notice and cannot include more than two Directors. Committee Reports and Recommendations will be presented to the Board for final approval.
- **Meetings are to be Open to the Public.** All of the sessions of the Board of Directors, whether regular, special or emergency, shall be open to the public. All non-agenda items shall be limited to a maximum of 3 minutes per Speaker.
- **Closed Sessions** of the Board of Directors are permitted during a regular or special meeting to consider any matter permitted under the Ralph M. Brown Act.
- **Meetings shall be held and conducted** pursuant to the agenda and notice requirements of the Ralph M. Brown Act and Roberts Rules of Order.

#### 5. Quorum; Vote Necessary.

- Three Directors shall constitute a quorum of the Board for the transaction of business. If only three Directors are at a meeting then all three shall be necessary and sufficient to determine any proposition or resolution presented.

- If more than three Directors are present then the vote of a majority of the Directors shall be necessary and sufficient to determine any proposition or resolution presented.

#### **6. Terms of Office.**

The term of office of each Director elected at a general District election is four years or until his or her successor qualifies and takes office. If a Director resigns, dies, or is otherwise ineligible to continue as a Member of the Board, the office of that Director shall be filled pursuant to the Government Code. No more than three Directors may stand for election at the same time in order to ensure terms are and remain staggered.

#### **7. Organization of the Board.**

At the December meeting of the Board in each calendar year, the Board shall organize and elect its officers. Interim reorganization may be undertaken by the Board as deemed necessary.

#### **8. Compensation.**

- Compensation shall be determined by Ordinance pursuant to the Water Code.

#### **9. Censure and Removal.**

- A Director may be recalled at a special or general election by resident voters as provided in the Uniform District Election Law.

#### **10. Hold harmless, Indemnify and Defend.**

- The District shall hold harmless, indemnify and defend any officer, Director or employee from a claim, complaint, cause of action or other proceedings arising out of, or relating to the lawful and official performance of such individuals duties as an officer, Director or employee of the Clearlake Oaks County Water District.
- As to any officer, Director or employee who is no longer associated or employed by the District at the time that such claim, complaint, cause of action, or other proceeding is brought, the District agrees to hold harmless, indemnify or defend such officer, Director or employee as to any such claim, complaint, cause of action or other proceedings arising out of or relating to a lawful and official act undertaken by such officer, Director or employee in the course of performance of his/her duties for the District.

#### **11. Insurance.**

The District shall procure and maintain insurance, including coverage under an Errors and Omissions Liability insurance policy covering acts performed in connection with duties, and such other insurance as is necessary to protect the officers, Directors and employees of the District.

**ARTICLE III  
ELECTIONS**

**1. General Election.**

The Directors shall be elected at the general election of the District, by resident voter election, and shall be held as provided in the Uniform District Election Law, and shall be consolidated with the Statewide general election in accordance with California Elections Code. The election shall be held in conformity with the provisions of the Uniform District Election Law, California Elections Code. No more than three Directors may stand for election at the same time in order to ensure terms are and remain staggered.

**2. Special Elections.**

The Board of Directors, by resolution, may call a special election on any proposition which the Board desires or is required to present to the voters of the District. Such special election shall be called in the manner and upon the notice prescribed by the County Water District Law and these Rules and Regulations and District Policies and Procedures.

**3. Time, Place and Manner of Conducting Elections.**

Notwithstanding any other provision of law, or the Rules and Regulations of the District, all elections within the District, including elections for Directors and elections that are required by law to authorize any special taxes or bonded indebtedness, shall be conducted as resident voter elections in accordance with this chapter. Nothing in this chapter shall be construed to require resident voter approval of bonds where voter approval is not required under the statutory or constitutional provisions in effect prior to January 1, 1994.

**4. Qualified Voters.**

Qualified voters within the District shall be residents of, and registered voters in the District.

**ARTICLE IV  
PRINCIPAL OFFICE**

**1. The principal office** of the District shall be located in the County of Lake, State of California, at a place designated from time to time by the Board of Directors by resolution entered in its minutes.

**2. The current principal office** of the District shall be located at Clearlake Oaks County Water District Administration Office at 12952 E. Hwy 20, Clearlake Oaks, CA 95423.

**ARTICLE V  
SEAL**

**The District shall have and maintain a seal,** described as follows:  
Two concentric circles, the outer circle being approximately one and one-half inches in diameter and the inner circle approximately one inch in diameter; with the words "CLEARLAKE OAKS COUNTY WATER" in the upper part of the space between the circles; with the word "CALIFORNIA" in the lower part of the inner circle; and with the words "Oct. 25, 1960" inside the inner circle above "CALIFORNIA". An impression of said seal appears in the margin hereof.

IMPRINT SEAL BELOW

**ARTICLE VI  
OFFICERS, GENERAL MANAGER AND EMPLOYEES**

**1. Officers.**

In addition to the Directors, the officers of the District shall be: President, Vice President, and Secretary.

**2. President.**

The President shall be elected by the Board of Directors from among its members. The term of the President shall be for one year, or until the election and qualification of her/his successor. Nominations and election of the President shall be at the first regular meeting of the Board in December. The President is:

- responsible for leading the Board in its activities and for serving as the principal liaison between the Board and District management;
- primarily responsible, with the input of other Directors, for setting the agenda for regularly scheduled Board meetings consistent with these Rules and Regulations, and for determining whether and when special meetings should be held;
- responsible for presiding at and managing all meetings;
- responsible for coordinating Board representation for events and functions;
- expected to keep the Board apprised of his or her activities that have a material bearing on District affairs;
- to serve as the principal liaison between the Board and District management, and is expected to stay in regular contact with the Directors and officers of the Board, in accordance with the open meeting provisions of the Brown Act and to appraise the Board on important issues discussed with District management;

- not authorized to take unilateral action on any District matter or publicly represent the District on any issue without prior authorization of the Board in accordance with these Rules and Regulations;
- Is expected to respect and reinforce the appropriate roles of the Board and District management, and to operate in a capacity as a member of the Board and not as a member of the District's management.
- Shall sign all District contracts, except the General Manager may sign contracts up to the limit of delegated authority per project or purchase.

### **3. Vice President.**

The Vice President shall be elected by the Board of Directors from among its members, at the same time and for the same term as the President. In the absence of or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other duties and authority as may be assigned to him/her by the Board.

### **4. Secretary.**

The Board of Directors shall appoint a District employee to serve as the Secretary. Once designated the Secretary shall: administer the Oath of Office to the Directors; manage all agenda requirements; keep a record of all the proceedings at meetings of the Board; perform all required state and federal filings; maintain all documents pertaining to District affairs in an appropriate filing system and filed in the office of the District and shall be available for public inspection. The Secretary, in consultation with the General Manager, may be assigned other Secretarial duties to assist the Board in carrying out its role.

### **5. Employees.**

The Board of Directors hires, directs, annually reviews in writing, compensates and terminates the General Manager and the **Administrative Services Manager**. The Board shall determine the spending and signing authority of the General Manager. The duty of the General Manager is to then manage the District consistent with the policies, procedures and guidance of the Board. The General Manager will provide a proposed budget working with a Board appointed Committee. The annual proposed budget will be presented to the Board for consideration and review by the April **or May** regular meeting, and present the revised budget by the June meeting for final approval. Job descriptions and salary ranges are the responsibility of the General Manager and should be used to formulate the annual budget. The District staff are hired, terminated, reviewed, compensated, and report to the General Manager. The General Manager will bring a new position that expands the number of employees beyond what was included in the authorized budget to the Board for approval. Board communication to employees is through the General Manager. Employee communication to the Board is through the General Manager, except that an employee may direct a written statement to the President if it concerns misconduct by the

General Manager. If the President is unavailable or the issue is with the President and General Manager, the employee may direct the written statement to the Vice President.

**ARTICLE VII  
FISCAL YEAR**

**The fiscal year** for the District shall begin on July 1st and end June 30th of the following year.

**ARTICLE VIII  
ANNUAL BUDGET**

**The Board shall adopt** by June 30 and publish an annual budget setting forth the estimated cost for all activities and programs of the District for the next fiscal year.

Adopted at the Regular Meeting of the Board of Directors on June 18, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**SIGNED:** \_\_\_\_\_ **ATTESTED TO:** \_\_\_\_\_  
**Margaret Medeiros, Board President** **Olivia Mann, Board Secretary**

## **POLICY REGARDING DELINQUENT ACCOUNTS**

Cancels:  
Attachment A to Resolution 20-10

Approved by: Board of Directors

The District shall provide an opportunity for customers who cannot pay their charges, in full or in part, to continue receiving service through such options as deferred, an installment plan as specified in Section 6 or alternative payment schedules. In addition, the District shall provide a formal mechanism for a customer to contest or appeal a bill.

### **1. Deposits**

The District shall require a new residential applicant to deposit a sum of money with the District prior to establishing an account and furnishing service based solely upon the credit worthiness of the applicant, as determined by the District.

(Authority: Government Code 60375.)

### **2. Notice of Termination of Service**

(1) The District shall not terminate residential service because of nonpayment of a delinquent account unless the District first gives notice of the delinquency and impending termination at least 10 days prior to the proposed termination, plus five days if the notice is mailed. The notice will be personally delivered or mailed, postage prepaid, to the customer not earlier than 19 days from the date of mailing the District's bill for services.

(2) At least 48 hours before termination of service, the District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person, but if telephone or personal contact cannot be accomplished, the District shall give notice by mail or posting in a conspicuous place at the property a notice of termination of service.

(3) The notice of termination shall include all of the following information:

- (a) The name, address, parcel number and account number of the customer whose account is delinquent.
- (b) The amount of the delinquency.
- (c) The date by which payment or arrangements for payment is required in order to avoid termination.
- (d) The procedure by which the customer may initiate a complaint or request an investigation concerning service or charges.
- (e) The procedure by which the customer may request amortization of the unpaid charges.
- (f) The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.
- (g) The telephone number of a representative of the District who can provide additional information or institute arrangements for payment.

(4) If a residential customer fails to comply with an amortization agreement, the District shall give at least 48-hours' notice to terminate and the conditions the customer is required to meet to avoid termination. This notice does not entitle the customer to further investigation by the District. (Authority: Government Code 60373.

### 3. Termination

(1) The District shall not terminate residential service for nonpayment of a delinquent account until a payment by a customer has been delinquent for at least 60 days. The district must first give notice of the delinquency and impending termination as described in Section 2.

(2) The District shall not discontinue residential service for nonpayment in any of the following situations:

(a) No less than seven business days before discontinuation of residential service for nonpayment, the District shall contact the customer named on the account by telephone or written notice.

(b) If the District contacts the customer named on the account by telephone, it shall offer to provide in writing to the customer the District's policy on discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(c) If the District contacts the customer named on the account by written notice, the written notice of payment of delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

(1) The customer's name and address

(2) The amount of delinquency

(3) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.

(4) A description of the process to apply for an extension of time to pay the delinquent charges

(5) A description of the procedure to petition for bill review and appeal. If an adult at the residence appeals the water bill to the General Manager or Board of Directors, or any other administrative or legal body to which such an appeal may be lawfully taken, the District shall not discontinue residential service while the appeal is pending.

(6) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies.

(3) If the District is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the District's policy for discontinuation of residential service for nonpayment.

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

- (4) During the pendency of an investigation by the District of a customer dispute or complaint.
- (5) When a customer has been granted an extension of the period for payment of a bill.

(6) On the certification of a licensed physician and surgeon that to do so will be life threatening to the customer and the customer is financially unable to pay for service within the normal payment period and is willing to enter into an amortization agreement with the district pursuant to Section 3(e) with respect to all charges that the customer is unable to pay prior to delinquency.

(7) Any residential customer who has initiated a complaint or requested an investigation within five days of receiving the disputed bill, or who has, within 13 days of mailing of the notice required by Section 2, made a request for extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment, shall be given an opportunity for review of the complaint, investigation, or request by a review manager of the District. The review shall include consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period, not to exceed 12 months. No service shall be terminated for any customer complying with an amortization agreement if the customer also keeps the account current as charges accrue in each subsequent billing period.

(8) Any customer whose complaint or request for an investigation pursuant to Section 3(b)(1) has resulted in an adverse determination by the District may appeal the determination to the Board of Directors.

(9) Any customer meeting the requirements of Section 3(b)(3) shall, upon request, be permitted to amortize, over a period not to exceed 12 months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal period for payment, in accordance with Section 6.  
(Authority: Government Code 60372.)

(10) The District shall not discontinue residential service for nonpayment if all of the following conditions are met:

(a) The customer, or tenant of the customer, submits to the General Manager the certification of a primary care provider, as defined in Welfare and Institutions Code section 14088 (b)(1)(A), that discontinuation of residential service will be like threatening to, or pose a serious threat to the health and safety of, a resident of the premises where the residential service is provided.

(b) The customer demonstrates that he or she is financially unable to pay for residential service within the District's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the District's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplement Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(c) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a place for deferred or reduced payment, consistent with the District policies.

(11) If the conditions listed in subdivision (10) are met, the District shall offer the customer one or more of the following options:

- (a) Participation in an alternative payment schedule
- (b) Temporary deferral of payment for 30 days

The district may choose which of the payment options described in paragraph (9) the customer undertakes and may set parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. The District may grant a longer

repayment period if it finds the longer period necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(12) Residential service may be discontinued no sooner than 5 business days after the District posts a final notice of intent to disconnect services in a prominent and conspicuous location at the property under either of the following circumstances:

- (a) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.
- (b) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

(13) If the District discontinues residential services for nonpayment, it shall provide the customer with information on how to restore residential service.

*This policy does not apply to termination of a service connection by the District due to an unauthorized action by a customer.*

#### **4. Termination Provisions**

(1) If a residential customer demonstrates a household income below 200 percent of the federal poverty line, the District shall do both of the following:

- (a) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50.00) as set forth in the District's Billable Fee's Resolution, but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, the District shall set a reconnection of service fee at one hundred fifty dollars (\$150.00) as set forth in the District's Billable Fee's Resolution, but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021
- (b) The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty line.

#### **5. Notice to Tenants and Other Non-Owner Users**

(1) For services through a master meter, or individually metered service in a single-family dwelling, multiunit residential structure, mobile home park, or farm labor camp, where the owner, manager, or farm labor employer is the customer of record, the District shall make every good faith effort to inform the actual users of the services, by written notice, when the account is in arrears, that service will be terminated in 10 days. The written notice shall further inform the actual users that they have the right to become customers of the District without being required to pay the amount due on the delinquent account. The notice shall be in English and the languages listed in Civil Code section 1632.

(2) The District is not required to make service available to the actual users unless each actual user agrees to the terms and conditions of service and meets the requirements of the District's rules. However, if one or more actual users are willing and able to assume responsibility for the subsequent charges to the account to

the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those actual users who have not met the requirements of the District's rules, the District shall make service available to the actual users who have met those requirements.

(Authority: Government Code 60371.

(3) If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other credit obligation acceptable to the District for that period of time is satisfactory equivalent

(4) In the case of a detached single-family dwelling, the District may do any of the following:

- (a) Give notice of termination at least seven days prior to the proposed termination
- (b) In order for the amount due on the delinquent account to be deferred, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Civil Code section 1962

## 5. Business Days

The District shall not, terminate services on any Saturday, Sunday, legal holiday, or at any time during which the business offices of the District are not open to the public.

(Authority: Government Code 60374.

## 6. Installment Payment Plan

(1) A delinquent customer may request an installment payment plan in accordance with Section 3(e). The payment plan shall not exceed 12 months. The customer must pay, in addition to payments under the plan, each month's charges during the period of the payment plan. The District will not charge late fees, unless a payment is not made by the stated due date in the plan. A payment plan will not be effective unless and until signed by the District and customer.

(2) If a customer's delinquent account balance has been charged to the County of Lake Tax Roll, the customer is required to pay the County Tax Collector. The District will file a release of lien if required once the upon payment confirmation of the reported amount.

(a) The Billing Department Will Establish All Payment Arrangements at the Request of the Customer

(1) Payment arrangements can be requested by customers who have a current, past due or closed account balance.

(2) Except when the balance has been appointed to the County of Lake Tax Roll

(b) Payment Arrangements Are Not To Exceed 12-Months

(c) Payment arrangements will be a minimum of 3-months

(d) The minimum down payment will be the current month's charges

(1) Except when the current months charges are the cause to establish the payment arrangement

(2) Current month's charges defined as a leak, service line break or excessive usage.

(3) A 25% down payment will then be required

(e) Penalty (Late) fees will not be applied to accounts placed on a payment arrangement

(1) Except when arranged payment is not paid by the 15<sup>th</sup> of the month or stated due date

(f) **Payment Arrangements Will Not Be Finalized Until Signed**

(1) After set up, both parties must sign the arrangement before it will be in place

(2) A copy will be provided to the customer and placed in their parcel file

**7. Restoration of Service**

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

(2) When service is terminated for failure to pay rates, fees, or charges, service shall not be restored to the former customer unless and until arrearages that resulted in the termination and costs incurred to terminate and restore service are paid to the District. Payment shall be by cash, credit or debit card, cashier's check, or money order.

The above policy is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at the Regular Meeting thereof held on the 18<sup>th</sup> day of June 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTENTIONS:**

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

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

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



# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 20-10

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

#### ADOPTING A DELINQUENT ACCOUNT POLICY

**WHEREAS**, the District is a public entity subject to laws regarding the retention, production, and destruction of public records; and

**WHEREAS**, the District desires to adopt a policy for the orderly and cost-effective retention and disposition of its public records;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors as follows:

1. The "Delinquent Account Policy" attached hereto as Attachment A is hereby approved.
2. The records identified in the attached Policy may be disposed of as authorized by the Policy
3. In any case, the disposition of records shall be done in accordance with applicable law, rules, and regulations including Government Code Section 12236.
4. This resolution shall take effect immediately upon adoption.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Clearlake Oaks County Water District Board of Directors hereby rescinds, repeals and revokes along with all authorizations empowered by the adoption and enactment of said resolution and all other resolutions, or parts of resolutions, in conflict herewith are, to the extent of such conflict, hereby repealed.

**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 18<sup>th</sup> day of June 2020, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

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

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

# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 20-11

### BILLABLE FEES

**WHEREAS**, the Board of Directors of Clearlake Oaks County Water District accepts all modifications to billable fees as provided herein. All listed fees are to go into effect immediately.

**NOW, THEREFORE, BE IT RESOLVED**, by the Clearlake Oaks County Water District Board of Directors hereby rescinds, repeals and revokes Resolution No. 17-28 Billable Fees along with all authorizations empowered by the adoption and enactment of said resolution and all other resolutions, or parts of resolutions, in conflict herewith are, to the extent of such conflict, hereby repealed.

**THE ABOVE RESOLUTION** is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at the regular meeting thereof held on the 18th day of June, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTENTIONS:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

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



**Clearlake Oaks County Water District**  
**P.O. Box 709 / 12952 E. Hwy 20**  
**Clearlake Oaks, Ca 95423**

Updated: 06/18/2020

REF: Resolution No. 20-11

**Standard Fees / Charges**

**All Modifications Effective June 18, 2020**

Administrative Fee	(Minimum of \$100 or actual time at and hourly rate whichever is greater)	\$100.00
After Hours Service Call Out		\$150.00
Annual Back Flow Prevention Device Inspection and Testing Fee		\$45.00
Delinquent Turn Off Fee		\$100.00
Door Hanger Fee		\$25.00
Foliage Removal Fee		\$37.50
Grease Trap Reinspection Fee		\$70.00
Illegal Cross Connection Fee		\$500.00
Illegal Tamper Fee	(Minimum of \$100 or actual repair and replacement cost whichever is greater)	\$100.00
Inspection Fee		\$96.00
<b>Late Charges</b>	<b><u>\$10.00 or 10% of current charges whichever is greater</u></b>	
Lien Fee		\$57.00
Meter Reset Fee	(Minimum of \$100 or actual repair and replacement cost whichever is greater)	\$100.00
Returned Check Fee		\$32.00
Service Forfeit Disconnection Fee	(Minimum of \$100 or actual repair and replacement cost whichever is greater)	\$100.00
Service Forfeit Reconnection Fee		\$100.00
Service Reduction Reinspection Fee		\$96.00
Service Turn On Fee		\$50.00
Service Turn Off Fee		\$100.00
Transfer Fee (New Owner / Tenant)		\$50.00

**Residential Base Rate**

					<b>Monthly Total</b>
Water	Base	\$31.11	CRP	\$15.41	\$46.52
Sewer	Base	\$45.77	CRP	\$17.42	\$63.19

**Billable Consumption (Per 100 Cubic Feet / 748 Gallons)**

Tier 1 Up to 1,500 cf or 11,220 Gallons	\$1.42
Tier 2 1,501 cf to 2,000 cf or a total of 3,732 Gallons	\$1.64
Tier 3 2,001 cf and Over	\$2.19

**Bulk Water Rate**

Bulk Water is billed at a rate of \$10.00 per 100 Cubic Feet or a minimum of \$10.00 per load which ever is greater. This service will be billed upon receipt of usage/consumption. This service is provided at the Clearlake Oaks Fire Station stand pipe and only authorized key holders are to use it.

PLEASE CONTACT OUR 24 HOUR OFFICE LINE AT :  
 (707) 998-3322

Service personnel will be dispatched for all after hours emergencies.

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## Billable Fees

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<u>Administrative Fee</u>	Minimum of \$100.00 or actual time at an hourly rate, whichever is greater.
<u>After Hours Service Call Out</u>	\$150.00
<u>Annual Back Flow Prevention Device Inspection and Testing Fee</u>	\$45.00
<u>Delinquent Turn Off</u>	\$100.00
<u>Foliage Removal Fee</u>	\$37.50
<u>Grease Trap Reinspection Fee</u>	\$70.00
<u>Illegal Cross Connection Fee</u>	\$500.00
<u>Illegal Tamper Fee</u>	Minimum of \$100.00 or actual repair and replacement cost, whichever is greater.
<u>Inspection Fee</u>	\$96.00
<u>Late Charges</u>	\$10.00 or 10% of current charges whichever is greater.
<u>Meter Reset Fee</u>	Minimum of \$100.00 or actual repair and replacement cost, whichever is greater.
<u>Returned Check Fee</u>	\$32.00
<u>Service Forfeit Disconnection Fee</u>	Minimum of \$100.00 or actual billable labor and material cost, whichever is greater.
<u>Service Forfeit Reconnection Fee</u>	Minimum of \$100.00 or actual billable labor and material cost, whichever is greater.
<u>Service Reduction Reinspection Fee</u>	\$96.00
<u>Transfer Fee (New Owner / Tenant)</u>	\$50.00
<u>Turn On Fee</u>	\$50.00

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## **Definition of Fees**

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### **Administrative Fee:**

This fee is to be billed to any customer, agency and/or billable client that receives services from the District that requires administrative time for anything more than one (1) hour of labor. This is to be billed in one (1) hour increments and at no time is this to be a prorated or reduced fee.

### **After Hours Service Call Out:**

This fee is to be billed for any customer request that is performed after regular business hours (8:00am to 3:30pm Monday - Friday). Note: this fee will be assessed for services such as, but not limited to; turn on's, turn off's, sewer blockages and check for a leak.

### **Annual Back Flow Prevention Device Inspection and Testing Fee**

This fee is to be billed to any customer that has a back flow prevention device inspected and/or tested by certified District staff. Please reference District Ordinance No. 76 Cross Connection Control and Back Flow Prevention Device Program for further definitions and regulations.

### **Delinquent Turn Off**

This fee is to be billed to each customer account that has service(s) terminated for delinquency. Delinquency is defined as: any account with a minimum of one (1) month of past due charges. These charges may include regular monthly charges, penalties and miscellaneous fees. Every effort will be made to contact the occupant of the service property prior to discontinuance of service. If contact is not made a 48 hour shut off notice will be placed at the service address prior to discontinuance of service. Note: The District also has the right to notify the County of Lake of any property that may have occupants after 24 hours of service termination.

### **Foliage Removal Fee**

Customers will be notified no more than twice by US Mail of excessive foliage or obstruction of meter as per District Ordinance No. 31. If after the second notification a customer does not comply District staff will be forced to gain access to the meter and the customer will be billed accordingly. If removal of foliage is to take longer than 1 hour the customer is to be billed T&M.

### **Grease Trap Reinspection Fee**

If a grease trap is found dirty or in non-operating order customer will be required to have the device cleaned, repaired or replaced within 30 days of the first inspection. The customer will then be required to have the device reinspected by District staff to verify that they have taken proper action.

### **Illegal Cross Connection Fee**

Any customer who willfully fails to install a Backflow Prevention Device as required by Ordinance No. 76, or who willfully bypasses or alters a District meter or Backflow device, may be subject to prosecution and, upon conviction thereof, shall be punishable by a fine not exceeding \$500.00 or by imprisonment in the County jail for a period not exceeding six months or by both fine and imprisonment.(California Health & Safety Code Section 116820)

### **Illegal Tamper Fee**

This fee is to be billed to any customer that illegally turns on or tampers with a District equipment for any reason outside of a designated emergency (ie: significant leak on property). Said customer is at risk of having

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their meter pulled to stop any further tampering and additional fees may apply.

**Inspection Fee**

This fee is to be billed for any inspection done for non-District workmanship.

**Late Charges**

The District shall render a bill for services on or about the 25th day of every month. Bills are due and payable upon receipt, and become delinquent if not paid by the 15<sup>th</sup> day of the month following the billing date. A late charge of ten dollars (\$10.00), or ten percent (10%), whichever is greater, will be applied to the past due balance on the 16<sup>th</sup> day of the month following the billing date.

A Final Notice will be sent to the owner and/or tenant, stating the past due amount and the date of discontinuance of service. Every effort will be made to contact the occupant of the service property prior to discontinuance of service. If contact is not made a shut off notice will be placed at the service address 48 hours prior to discontinuance of service. Service may be terminated for non-payment of a past due balance.

**Meter Reset Fee**

This fee is to be billed to any account that the service connection has been forfeited by the owner of record. Upon service reinstatement the account is to be billed a minimum of \$100.00 or the total cost of labor whichever is greater along with the total cost of the replacement meter.

**Returned Check Fee**

If any fee or charge is paid to the District by check and said check is not honored by a bank, a thirty two dollar (\$32.00) charge will be levied to the account in addition to any other charges assessed to the District. The District may proceed with discontinuance of service upon receipt of a returned check.

**Service Forfeit Disconnection Fee**

This fee is to be billed to any account that the owner of record has forfeited rights to service connection(s). Fee is to be billed with the final closing bill for owner of record and at no time is this fee to be reduced.

**Service Forfeit Reconnection Fee**

This fee is to be billed to account upon service reconnection. Fee is to be billed with the first billing cycle after service reinstatement and at no time is this fee to be reduced.

**Service Reduction Reinspection Fee**

This fee is to be billed to any account that the owner of record has requested an inspection for a potential billable service reduction. Fee is only to be billed after the first inspection has been completed and further reduction is required before adjustments will be authorized.

**Transfer Fee (New Owner / Tenant)**

In accordance to District Policy Governing Transfer of Information Service (approved August 15, 2007), a fee is to be assessed any time the billing is requested to be transferred to a new tenant. The owner must properly fill out and submit a tenant transfer authorization form prior to this fee being billed and the account being transferred. This fee is also to be assessed any time an account is transferred to a new property owner. Note: no fee is to be assessed when billing is transferred back to the owner from an authorized tenant.

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**Turn On Fee**

If water service is turned on at the customers request during regular business hours (8:00am - 3:30pm Monday - Friday) this fee is to be applied to the account for services rendered. Note: this includes but is not limited to service resuming from customer repairs and/or seasonal discontinuance of service, however does not include service resuming from a delinquent termination. Any service found turned on by someone other than District staff will be subject to other applicable fees.

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## **Justification of Fees**

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### **Administrative Fee**

Average cost per hour for one Administrative staff member \$44.44

Additional cost for supplies \$25.00

Office equipment use \$30.56

### **After Hours Service Call Out**

Average labor cost for 1 callout \$100.19

Cost for 1 service truck for 1 callout \$50.08

### **Annual Back Flow Prevention Device Inspection and Testing Fee**

Average cost for Back Flow Certified Staff \$49.98

### **Delinquent Turn Off**

Average cost for 1 service person \$37.45

Average cost for 1 CSR \$31.80

Cost for 1 service truck \$25.04

An additional \$5.71 for supplies

### **Foliage Removal Fee**

Average cost for 1 service person \$37.45

### **Grease Trap Reinspection Fee**

Average cost for 1 service person \$37.45

Average cost for 1 CSR \$31.80

### **Illegal Cross Connection Fee**

Any customer who willfully fails to install a Backflow Prevention Device as required by the Ordinance No. 76, or who willfully bypasses or alters such device may be subject to prosecution and, upon conviction thereof, shall be punishable by a fine not exceeding \$500.00 or by imprisonment in the County jail for a period not exceeding six months or by both fine and imprisonment.(California Health & Safety Code Section 116820)

### **Illegal Tamper Fee**

Average cost for 1 service person \$37.45

Average cost for 1 CSR \$31.80

Cost for 1 service truck \$25.04

An additional \$5.71 for supplies

OR actual repair and replacement cost as determined by time and material quote(s).

### **Inspection Fee**

Average cost for 1 service person \$37.45

Average cost for 1 CSR \$31.80

Cost for 1 service truck \$25.04

**Late Charges**

A late charge of ten dollars (\$10.00), or ten percent (10%), whichever is greater, will be applied to the past due balance on the 16th day of the month following the billing date.

**Meter Reset Fee**

Average cost for 1 service person \$37.45

Average cost for 1 CSR \$31.80

Cost for 1 service truck \$25.04

An additional \$5.71 for supplies

OR actual repair and replacement cost as determined by time and material quote(s).

**Returned Check Fee**

Bank Fee(s) \$12.00

Average cost for 1 CSR \$31.80

**Service Forfeit Disconnection Fee**

Average cost for 1 service person \$37.45

Average cost for 1 CSR \$31.80

Cost for 1 service truck \$25.04

An additional \$5.71 for supplies

OR actual repair and replacement cost as determined by time and material quote(s).

**Service Forfeit Reconnection Fee**

Average cost for 1 service person \$37.45

Average cost for 1 CSR \$31.80

Cost for 1 service truck \$25.04

An additional \$5.71 for supplies

OR actual repair and replacement cost as determined by time and material quote(s).

**Service Reduction Reinspection Fee**

Average cost for 1 service person \$37.45

Average cost for 1 CSR \$31.80

Cost for 1 service truck \$25.04

An additional \$5.71 for supplies

OR actual repair and replacement cost as determined by time and material quote(s).

**Transfer Fee (New Owner / Tenant)**

Average cost for 1 CSR \$31.80

Account maintenance \$18.20

**Turn On Fee**

Average cost for 1 service person \$37.45

Average cost for 1 CSR \$31.80

Cost for 1 service truck \$25.04

An additional \$5.71 for supplies