

**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

**APRIL 16, 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. March 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 03-19-2020

**4. Bills**

- a. MC Engineering invoice number 1914, dated 4/1/2020, in the amount of \$24,441.16 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1915, dated 4/1/2020, in the amount of \$53,541.94 for the USDA Water Projects
- c. T & S Construction invoice number 11, dated 3/1/2020, in the amount of \$7,720.32 for Phase 3 of the Wastewater Infrastructure Improvements
- d. T & S Construction invoice number 5, dated 3/1//2020, in the amount of \$396,740.23 for Phase 2 of the Wastewater Infrastructure Improvements

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

**5. Agenda (Old Business)**

- a. Discussion and consideration of appeal for 12395 Pine Street

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

- b. Discussion and consideration of approval of the USDA new loan/grant amount due to lower interest rates

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

**6. Agenda (New Business)**

- a. Discussion of sewer shut offs

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

- b. Discussion and consideration of approving policy pertaining to Anti-Harassment

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

- c. Discussion and consideration of Resolution 20-04, Amending the Employee Handbook

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

**Adjournment**

**Time:** \_\_\_\_\_

# Clearlake Oaks County Water District

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

*April 10, 2020 - Board Letter*

## ***Administration***

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- ∂ Received \$833.79 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 0 water quality complaints (WQC) this month
- ∂ We received 0 consumer/appeal claim(s); however, the claim from February is still open and being evaluated at the April Regular Meeting
- ∂ Due to the Covid-19 Shelter in Place, training Susie on the billing desk has come to a halt; however, we will be picking back up as soon as the office gets back to normal
- ∂ I have begun working on the District's water code, Scott provided a template to work off of which has been a huge help.
- ∂ Scott also provided a new mark up of how our disconnections should work, given the current situation we are not processing shut offs. We will have the policy on the agenda for approval once it's finalized.
- ∂ We received 8 Lead and Copper Sample Bottles back from customers, we still have 7 remaining in the district. Kurt and I will be reaching out to Amy for additional address' to pull in order to meet our 15 sample policy requirement.
- ∂ Annual back flow notices have not been mailed out as of today, given the current situation, we only have 2 listed AWWA certified tester that is willing to test and we do not currently have a district employee who is certified to test. We will most likely send letters out in May once things get back to normal.

All the best,  
Olivia Mann

# Clearlake Oaks County Water District

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Board letter for CLOCWD,

04-16-2020

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

\*We had about 15 leak repairs completed. We have about 7 more the small one that need excavation work.

\*A couple more leaks were discovered in the meter box during meter reading, but that's nothing new.

## **Tank sites:**

\*DC crew is still doing their rounds at the tank sites.

\*We have the old generator staged at the Shady tank site. It has also been load tested.

\*As far as the other tank sites are concerned, we plan on testing those in the near future.

## **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:**

*SWRCB Phase 3 Project Status Report  
Total Project Completion near 94%*

\*LS2: 100% Complete

\*LS3: 100% Complete

\*LS4: 100% Complete

\*LS5: 92% One of the new pumps were installed. The other one should be here in a couple of weeks.

\*LS6: 100% Complete.

\*LS7: 90% Complete. On start up day we discovered that we had an issue with the 2 new large pumps. They got put onto a truck that day to be sent back to the vender for repair. Other pending items are the decommissioning of the old lift station. Our new generator has also staged and checked for proper rotation,(PG&E).

\*LS8: 95% Complete. Needs new floats by change order

\*LS9: 96% Complete. A new pump has been installed. We are just waiting on the delivery of new floats.

\*LS10: 30% Complete. Bypass vault retro fit complete.

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Margaret Medeiros  
President

Stanley Archacki  
Vice President

Samuel Boucher  
Director

Barbara Hickman  
Director

Michael Herman  
Director

A

**Staff updating:**

\*D/C lost one of their staff members

\*We have been trying to keep our social distance during this time due to the COVID 19 pandemic.

**District vehicles:**

\*The 2011 Vaccon is still out for maintenance.

**Training:**

\*Hugo's exam for distribution operator 2 on the 21<sup>st</sup> of March has been cancelled because of this COVID 19.

**Thank You**  
**Chief DC, Jeremy Backus**

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- ◆ Disposed of old / expired chemicals from the lab to Hazardous waste.
- ◆ Making steady progress of general cleaning and organizing of the plant
- ◆ Water production was 19.3 MG
- ◆ Setting up training and PM for ozone system
- ◆ Lead and Copper sampling and collection is underway

Thank you,

*Kurt Jensen*

WTP Chief Plant Operator  
k.jensen@clocwd.org



**CLEARLAKE OAKS COUNTY WATER DISTRICT**  
**Wastewater Treatment Plant Report**  
**APRIL 2020**

**Reporting Period: March 2020**

**From: Francisco Castro, CPO**

**To: Clearlake Oaks County Water District Board of Directors**  
**April 13, 2020**

The total flows that the waste plant received were 8.194 MG averaging 264,000 gallons a day. The total flows that were treated and discharged were 7.032 MG averaging 227,000 gallons a day (157 gpm). All effluent discharged was under compliance with our WDR. The lake level averaged 4.59' Rumsey Gauge. A total of 2.60" of rain dropped which in turn helped Clearlake recover a bit from an unusual level during this time of season. All burning piles of wood have been burnt. Piles that was located in our emergency ponds. North Shore Fire District is planning on May 31<sup>st</sup> a control burn requested by the District to get rid of the over grown dry grass around the property. This of course might change to the covid-19 situation.

We have been working in rotation due to the pandemic that is being experienced throughout the world. We have kept the crew to a minimal. This allows social distancing but only when possible meaning if the job requires for all staff to be in we are ready to show. Extra precautions have been implemented at the plant due to the exposure that an operator could have through wastewater. Being infected through wastewater has not been confirmed but we are taking all measures that are possible to protect each other if this was to be possible.

Our Ground Water Monitoring Results were sent over to Dean Enderlin. He will write up the proper report so that in turn I submit to Guy Childs. I will report on this as progress continues.

All maintenance and testing required have been completed for the month.

Thank you,  
*Francisco Castro*  
*WWTP Chief Plant Operator*  
*f.castro@clowd.org*

**Clearlake Oaks County Water District**  
**April 16, 2020**

So far so good regarding the impact to the District in the midst of this Corona Virus craziness. The office is closed to the public and the Admin Staff is on rotating schedules. I have left the scheduling of the other departments up to the Chiefs confident that they know best for their staff.

Customer Service continues to work with rate payers on a case to case basis to ensure everyone will have an opportunity to pay bills.

With preparation for the installation of new meters, the District will have to acquire approx. 216 temporary construction easements for the meters that are located on personal property. This is quite the project and will take Admin Staff some time to complete.

An update from Jan Coppinger regarding the check we are expecting from the close out of CSA-16, and in reality we are still looking at another month or so at least.

I have been busy working with USDA for the loan/grant for the water improvement projects, and things keep moving due to lower interest rates. These are actually positive changes because the District has a potential of qualifying for more money for about the same annual payment due to the interest rate dropping to 1.3%. This additional money means additional projects so we are continuing to provide more environmental information, additional scopes of work, etc. We will discuss this further at the meeting.

Geo Legal continues to make progress obtaining necessary easements.

The new start-up date for Lift Station 7 is scheduled for April 20<sup>th</sup>. In addition, one pump has arrived and has been installed in Lift Station 5, and the new pump is now functioning in Lift Station 9.

D/C Staff has ensured our portable generators will hook up to our new Lift Station Panels in preparation for PSPS. Lift Stations 7 and 10 will be tested upon completion of construction.

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:** April 6, 2020

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

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

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

**Billing Period:** March 2020 (Invoice #1915)

**I. Project Status Update**

Work on the project during March included the following:

- Marking and Coordinating with USA locates for DMA meter locations
- Coordinating with District for Potholing of DMA meter locations
- Drafting DMA design sheets
- Preliminary project specification coordination and draft documents
- Review of design budget for project
- finalization and monthly invoicing
- Environmental coordination and documentation (with AES)
- Backflow Prevention Assembly (BPA) field survey
- BPA easement assistance and mapping
- Meter replacement/retrofit design and specifications
- On-site meeting with District
- On-site meeting to review WTP corrosion control and DPB removal design

**II. Budget Status Update**

**Total Engineering Design and Construction Budget (Revised):**

Phase 1: \$102,395.00

Phase 2: \$321,600.00

**Total: \$423,995.00**

**This Invoice: \$53,541.94** (\$2,365.00 Phase 1; \$51,176.94 Phase 2)

**Cost to Date: \$297,937.45** (102,058.57 Phase 1; \$195,878.88 Phase 2)

**Cost to Complete: \$126,057.55** (\$336.43 Phase 1; \$125,721.12 Phase 2)

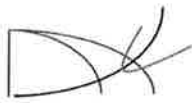
**III. Projected Tasks for April 2020**

- Harvey Tank design Draft Submittal
- Meter DMA Installation design, coordination with District for pothole
- Finalize BPA location easements and design
- Tank corrosion protection design documents
- DBP/THM removal site coordination and design
- Project Manual preparation
- Meter changeout/retrofit/reading technology RFP document preparation
- Meter RFP draft documentation development and first draft submittal
- USDA funding procurement
- Project site meetings and coordination



**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 waiting on District acquisition of additional property for the foundation of the Harvey Tank. Critical path items moving forward are:
    - Contact Appraiser to determine value of additional 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
    - Jared to coordinate with District (Diana/Jeremy) to perform potholing at soonest timeframe. Potholing is required to finalize DMA design sheets



**Report Date:** April 3th, 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:** March, 2020

**I. Engineering Project Status Update**

Work on the project during March included the following:

- Conducting bi-weekly construction meetings, preparation of agenda and minutes
- Addressing RFIs, Plan Clarifications, and Contract Change Orders
- Daily onsite inspection at Lift Stations and Keys for CIPP lining
- 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:** \$24,441.16

**Cost to Date:** \$666,525.90

**Cost to Complete:** \$27,459.90

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

- Weekly coordination meetings and calls with T&S Construction
- Continue to address RFIs and CCOs
- Continue on site inspection as needed for Phase 3 and 2
- Finalize record drawings and maintain final punchlist in preparation of closeout

**Project Progress:**

Construction milestones completed in March include:

- Complete installation of T-liners on Keys Blvd
- Startup of small pump at LS 7
- Telstar modifications to LS 10 panel
- Telstar modifications to SEPS MCC panel to correct low voltage fault

Moving forward into the month of April we are anticipating that start up of LS 7 and 10 will be completed as well as the additional CIPP work by mid-month. After startup Joe Matella and Larry Smithey will be on site to perform final checkout and inspection, respectively, at these lift stations as well as LS 5 and 9.

As previously discussed with the District, MC Engineering had projected a total of nearly \$38,000 in additional construction management services as shown in the memo dated 3.23.2020 (attached). Given T&S' progress we are still expecting that this projected amount will be sufficient to cover inspection for the final CIPP installations, lift station startups, installation of the SEPS valve, as well as outstanding design fees for LS10 and the SEPS valve.



**SWRCB C-01-8056-10 (PHASE 2)  
Project Status**

**Date:** 3/23/2020

**To:** Kevin Waring, SWRCB Engineer  
**From:** Jared Nelson, MC Engineering Construction Manager  
**CC:** Dianna Mann, General Manager, CLOCWD  
Mark Carey, MC Engineering

Dear Mr. Waring,

During our previous conference call, on the 28<sup>th</sup> of February we had discussed two memos dated 2/18/2020 and 2/21/2020 which were in turn both approved by the State. As mentioned within the memo dated 2/18/2020, the engineer's probable cost for installation of the proposed valve w/ actuator at the SEPS totaled to nearly \$90,000.

Recently, the prime contractor has prepared an actual estimate of nearly \$108,000 for the installation of this valve/actuator which also assumes a lead time of up to 5 months. At this time, startup of LS 7 has not yet occurred and will most likely not happen until the very end of this month. Since there is a degree of risk in using all of the contingency prior to startup of LS 7, we are proposing that the previously approved \$20,000 construction cost transfer from Phase 2 to Phase 3 be increased by an amount of \$47,000 to cover the additional cost of the SEPS valve, additional change orders that have since incurred, and to maintain some degree of project contingency during and after the startup of lift station 7 to account for the potential of unforeseen field conditions.

The additional transfer of funds from Phase 2 to Phase 3 will not significantly impact or change the scope we had previously discussed for Phase 2 other than the proposed installation of additional mainline cast-in-place pipe will be limited to high priority mains only. Furthermore, we have projected our costs to continue to provide construction management and inspection services until the project is completed, most of which is accounted for in the State agreement with CLOCWD.

I have attached a summary of all project costs to completion for your information. We have also attached a letter from Telstar, the system integrator supporting much of the instrumentation and control work for the project for your information only. At this time, we understand startup of LS7 is still set for March 31<sup>st</sup> and will keep you apprised of the project progress as a whole. Please contact me with any questions or concerns regarding this update. As always, your continued support is greatly appreciated.

Respectfully,

Jared Nelson, PE



Phase 3		
CCO No.		Cost/Credit
1	SEPS VFD Improvement	\$25,785.18
2	PLC to VFD Communication	\$5,800.05
3	Casing Coating Credit	-\$2,510.30
4	Additional Time Request w/ Ballast-Site Piping	\$0.00
5	SCADA Server Installation	\$24,900.00
6	LS 10 Panel Installation	\$95,798.00
7	Various Piping Improvements	\$18,453.16
8	LS 2 Mag Meter Sizing	\$5,117.00
10	LS 7 Demo Modifications	\$0.00
11	SEPS Valve	\$108,945.00
	Total CCO P3 Cost (None Transfer CCOs)	\$282,288.09
9	Fund Transfer from Phase 2	-\$67,000.00
	<b>Contract Bid Price</b>	<b>\$2,603,374.00</b>
	Projected Contract Price at Closeout	\$2,818,662.09

Phase 2		
CCO No.		Cost/Credit
1	CIPP Scope Modifications	\$2,432.53
3	Lateral Lining on Keys	\$42,665.00
TBD	Mainline CIPP	\$76,535.00
TBD	Removal of 6" Tees from Contract (credit)	-\$188,265.00
	Total CCO P2 Cost (None Transfer CCOs)	-\$66,632.47
2	Fund Transfer to Phase 3	\$67,000.00
	<b>Contract Bid Price</b>	<b>\$704,866.00</b>
	Projected Contract Price at Closeout	\$705,233.53

Contingency (per FBA agreement)	\$256,893.00
Phase 2 and 3 Contract Bid Prices + Contingency Per FBA agreement	\$3,565,133.00
Phase 2 and 3 Closeout Contract Price	\$3,523,895.62
Remaining Contingency after closeout	\$41,237.38

MCE Design and CM Services	
LS 10 and SEPS Valve Designs	\$10,000.00
CM Services for 2nd half of March	\$12,000.00
CM services for 10 days in April for Christian Brothers Install	\$8,000.00
CM services for one week in late summer for SEPS and final closeout	\$8,000.00
<b>Total Additional Services</b>	<b>\$38,000.00</b>

Remaining Contingency less MCE Services \$3,237.38

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12:34 PM

04/08/20

Accrual Basis

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

	<u>Mar 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	1,936,027.25
Other Current Assets	1,757,304.58
<b>Total Current Assets</b>	<u>3,693,331.83</u>
<b>Fixed Assets</b>	<u>15,699,153.55</u>
<b>TOTAL ASSETS</b>	<u><u>19,392,485.38</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	1,312,917.51
Other Current Liabilities	-70,557.03
<b>Total Current Liabilities</b>	<u>1,242,360.48</u>
<b>Total Liabilities</b>	<u>1,242,360.48</u>
<b>Equity</b>	<u>18,150,124.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>19,392,485.38</u></u>

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Clearlake Oaks County Water District

Balance Sheet

As of March 31, 2020

	Mar 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	2,638.91
102.12 · WATER RESERVES- 8503	100,200.00
102.001 · GL - 9122 (Old Acct. # 053420019)	384,685.74
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) - Other	857,185.82
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)</b>	<b>1,046,185.82</b>
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK C...	88.98
102.02 · CRP Water - 6990	105,826.18
102.03 · CRP Sewer - 3745	291,401.62
<b>Total Checking/Savings</b>	<b>1,936,027.25</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	128,105.05
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>1,757,304.58</b>
<b>Total Current Assets</b>	<b>3,693,331.83</b>
<b>Fixed Assets</b>	
138 · USDA Water Improvements	263,434.54
128 · Sewer Infrastructure & Rehab Proj (Phase 1 was the installation of the For...	3,220,161.64
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water di...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...	152,704.44
<b>Total 121 · Wtr Dist &amp; Wtr Storage Projects (Replacement or installation of wa...</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	214,152.17
<b>Total 127 · Water Plant</b>	<b>441,213.13</b>
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS...	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 - WAS ...	

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Clearlake Oaks County Water District

Balance Sheet

As of March 31, 2020

	<u>Mar 31, 20</u>
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>	<u>112,306.71</u>
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 - W...	3,234,415.29
<b>Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...</b>	<u>3,367,425.62</u>
125 · Land - Dist. Cap. Improvements	300,478.61
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
<b>Total Fixed Assets</b>	<u>15,699,153.55</u>
<b>TOTAL ASSETS</b>	<u><b>19,392,485.38</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	1,312,917.51
<b>Total Accounts Payable</b>	<u>1,312,917.51</u>
<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 ta...	-3,322.77
280 · Loan	
280.02 · KS State Bank - 2019 Vac-Con	-29,685.88
280.12 · USDA Loan	702,317.29
280.10 · Bridge for I & I Rehab Project (Use LAIF until State Funds be...	-1,072,000.00
<b>Total 280 · Loan</b>	<u>-399,368.59</u>
221 · Health Ins - EE Portion	-2,310.14
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE...	2,386.49
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-2,227.73
<b>Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)</b>	<u>158.76</u>
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - ...	261.54
223.80 · GASB 68 Pension ( - WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - ...	3,154.77
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPL...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld o...	378.65
<b>Total Other Current Liabilities</b>	<u>-70,557.03</u>
<b>Total Current Liabilities</b>	<u>1,242,360.48</u>
<b>Total Liabilities</b>	<u>1,242,360.48</u>
<b>Equity</b>	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup post to this ac...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - EN...	9,319,476.54
Net Income	3,458,363.41
<b>Total Equity</b>	<u>18,150,124.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>19,392,485.38</b></u>

## Clearlake Oaks County Water District

## Profit and Loss

04/08/20

July 2019 through March 2020

Accrual Basis

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
<b>Income</b>					
<b>Income</b>					
410 · Client Reg Pmt	0.00	734,996.05	907,768.52	1,642,764.57	1,642,764.57
420 · Connection Fees	0.00	0.00	20,300.00	20,300.00	20,300.00
430 · Penalty & Interest	0.00	18,272.10	21,268.15	39,540.25	39,540.25
440 · Misc Revenue	0.00	0.00	13,364.30	13,364.30	13,364.30
450 · Other - Non S/W Rev	0.00	80,929.03	80,929.01	161,858.04	161,858.04
<b>Total Income</b>	<b>0.00</b>	<b>834,197.18</b>	<b>1,043,629.98</b>	<b>1,877,827.16</b>	<b>1,877,827.16</b>
<b>Total Income</b>	<b>0.00</b>	<b>834,197.18</b>	<b>1,043,629.98</b>	<b>1,877,827.16</b>	<b>1,877,827.16</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>834,197.18</b>	<b>1,043,629.98</b>	<b>1,877,827.16</b>	<b>1,877,827.16</b>
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	252,076.99	181,851.63	123,991.20	557,919.82	557,919.82
510 · Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00
520 · FICA - District Share	18,820.38	13,421.50	9,418.51	41,660.39	41,660.39
530 · Medical Ins - Dist Share	51,625.70	63,390.11	15,718.10	130,733.91	130,733.91
540 · PERS - District Share	62,072.19	11,267.76	5,815.87	79,155.82	79,155.82
550 · Unemployment	4,842.98	0.00	0.00	4,842.98	4,842.98
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>392,048.13</b>	<b>277,430.47</b>	<b>162,700.40</b>	<b>832,179.00</b>	<b>832,179.00</b>
<b>Services &amp; Supplies</b>					
605 · Advertising	200.00	0.00	0.00	200.00	200.00
610 · Bank Fees	15,416.47	0.00	0.00	15,416.47	15,416.47
620 · Communications & Inter...	3,442.51	3,102.23	4,798.82	11,343.56	11,343.56
622 · Board Exp	2,070.34	0.00	0.00	2,070.34	2,070.34
625 · Equip - Field (\$300-\$4999)	0.00	550.31	0.00	550.31	550.31
630 · Equip - Office	996.74	691.35	150.74	1,838.83	1,838.83
640 · Fuel & Oil	0.00	10,077.39	9,164.60	19,241.99	19,241.99
645 · Insurance	0.00	25,467.02	25,467.01	50,934.03	50,934.03
657 · Lab	0.00	11,104.14	14,653.36	25,757.50	25,757.50
660 · Memberships & Subscri...	1,614.21	28,377.93	20,266.54	50,258.68	50,258.68
665 · Mileage Reimb	106.73	0.00	0.00	106.73	106.73
670 · Postage & Shipping	8,577.74	0.00	0.00	8,577.74	8,577.74
675 · Professional Services	29,788.02	5,019.82	19,244.24	54,052.08	54,052.08
685 · Rents	9,260.16	0.00	9,365.04	18,625.20	18,625.20
690 · Safety & Security	691.25	3,757.45	2,813.47	7,262.17	7,262.17
700 · Tools & Instruments	0.00	330.61	501.00	831.61	831.61
703 · Supplies - Clothing & P...	343.11	2,565.33	1,630.50	4,538.94	4,538.94
705 · Supplies - Office	6,746.16	1,178.54	1,152.18	9,076.88	9,076.88
715 · Supplies-Chemicals-Op...	0.00	17,466.11	31,256.91	48,723.02	48,723.02
720 · Supplies - Inventory - Ot...	0.00	3,992.61	1,699.58	5,692.19	5,692.19
730 · Taxes - Licenses	34.62	0.00	0.00	34.62	34.62
735 · Training/Classes/Certs/...	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	3,390.40	92,134.50	120,348.18	215,873.08	215,873.08
760 · Waste Disposal	456.72	35,002.66	2,779.27	38,238.65	38,238.65
795 · Yolo Co	0.00	0.00	34,289.45	34,289.45	34,289.45
798 · Reconciliation Discrepa...	20.00	0.00	0.00	20.00	20.00
<b>Total Services &amp; Supplies</b>	<b>86,337.07</b>	<b>241,805.50</b>	<b>299,998.75</b>	<b>628,141.32</b>	<b>628,141.32</b>
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Groun...	3,037.73	1,596.92	721.90	5,356.55	5,356.55
832 · R&R Mains and Sewer L...	0.00	0.00	-550.97	-550.97	-550.97
840 · R&R Vehicles	0.00	1,402.41	1,384.82	2,787.23	2,787.23
<b>Total Repairs &amp; Replacement</b>	<b>3,037.73</b>	<b>2,999.33</b>	<b>1,555.75</b>	<b>7,592.81</b>	<b>7,592.81</b>
<b>Total Expense</b>	<b>481,422.93</b>	<b>522,235.30</b>	<b>464,254.90</b>	<b>1,467,913.13</b>	<b>1,467,913.13</b>
<b>Net Income</b>	<b>-481,422.93</b>	<b>311,961.88</b>	<b>579,375.08</b>	<b>409,914.03</b>	<b>409,914.03</b>

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

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Target % > **75%**

As of March 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	931,916	1,043,630	84%	929,418	697,064	834,197	90%
<b>Total Operating Expenses</b>	972,572	710,679	704,956	72%	1,037,590	778,192	762,936	74%
<b>Operating Balance (loss)</b>	<b>269,982</b>	<b>221,237</b>	<b>338,674</b>		<b>(108,172)</b>	<b>(81,129)</b>	<b>71,261</b>	
420 Connection Fees	30,000	22,500	20,300	68%	20,000	15,000	-	0%
435								
450 Other - Non S/W Rev	96,000	72,000	80,929	84%	100,000	75,000	80,929	81%
Reserves	150,000	112,500	112,500	75%	-	-	-	0%
<b>Net Change In Net Position (loss)</b>	<b>245,982</b>	<b>203,237</b>	<b>327,403</b>		<b>11,828</b>	<b>8,871</b>	<b>152,190</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	\$238,251.33
District CRP	\$397,236.35
Paradise Cove CRP	\$2,626.91
Paradise Cove Escrow	\$0.00
Wtr Reserve	\$100,200.00
Swr Reserve	\$5,000.00
LAIF Account	\$1,046,185.82
	<b>\$1,789,500.41</b>

As of March 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	886,916	907,769	77%	909,418	682,064	734,996	81%
430 Penalty & Interest	30,000	22,500	21,268	71%	20,000	15,000	18,272	91%
440 Misc	30,000	22,500	13,364	45%	0	0	-	0%
<b>Total Revenue &gt;</b>	<b>1,242,554</b>	<b>931,916</b>	<b>942,401</b>	<b>76%</b>	<b>929,418</b>	<b>697,064</b>	<b>753,268</b>	<b>81%</b>

As of March 2020 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	316,514	237,386	250,030	79%	415,259	311,444	307,891	74%
520 FICA - District Share	26,093	19,570	18,829	72%	34,354	25,765	22,832	66%
530 Medical Ins - District Share	56,010	42,008	41,531	74%	128,093	96,070	89,203	70%
540 PERS - District Share	39,759	29,820	36,852	93%	47,203	35,403	42,304	90%
550 Unemployment	9,000	6,750	2,422	27%	9,000	6,750	2,422	27%
560 Workers Comp Ins	21,310	15,982	8,062	38%	24,506	18,379	8,804	36%
<b>Salaries and Employee Benefits &gt;</b>	<b>468,687</b>	<b>351,515</b>	<b>358,725</b>	<b>77%</b>	<b>658,415</b>	<b>493,811</b>	<b>473,455</b>	<b>72%</b>
605 Advertising	200	150	100	50%	200	150	100	50%
610 Bank Fees	9,260	6,945	7,708	83%	9,250	6,938	7,708	83%
620 Communications & Internet	13,000	9,750	6,521	50%	7,250	5,438	4,824	67%
622 Board Exp	5,000	3,750	1,035	21%	5,000	3,750	1,035	21%
625 Equip - Field (\$300-\$4999)	2,500	1,875	-	0%	4,000	3,000	550	14%
630 Equip - Office	1,500	1,125	650	43%	2,000	1,500	1,190	59%

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640	Fuel & Oil	6,800	5,100	9,165	135%	4,800	3,600	10,077	210%
645	Insurance	40,000	30,000	25,467	64%	25,000	18,750	25,467	102%
650	Interest	-	-	-	0%	-	-	-	0%
657	Lab	20,000	15,000	14,653	73%	17,500	13,125	11,104	63%
660	Memberships & Subscriptions	28,500	21,375	21,074	74%	27,500	20,625	29,185	106%
665	Mileage Reimb	1,000	750	54	5%	750	563	54	7%
670	Postage & Shipping	6,000	4,500	4,288	71%	6,000	4,500	4,288	71%
675	Professional Services	36,000	27,000	34,138	95%	21,000	15,750	19,914	95%
685	Rents	4,875	3,656	13,995	287%	4,875	3,656	4,630	95%
690	Safety & Security	3,250	2,438	3,159	97%	8,250	6,188	4,103	50%
700	Tools & Instruments	2,000	1,500	501	25%	5,000	3,750	331	7%
703	Supplies - Clothing & Personal	1,800	1,350	1,803	100%	2,300	1,725	2,737	119%
705	Supplies - Office	4,750	3,563	4,525	95%	5,250	3,938	4,552	87%
715	Treatment Chemicals	75,000	56,250	31,257	42%	48,000	36,000	17,466	36%
720	Supplies - Operating - Other	5,000	3,750	1,700	34%	22,000	16,500	3,993	18%
730	Taxes - Licenses	0	0	18	175000%	0	0	18	175000%
735	Training	5,750	4,313	1,666	29%	5,250	3,938	2,192	42%
745	Travel	1,000	750	344	34%	2,000	1,500	388	19%
750	Utilities	135,650	101,738	122,043	90%	82,750	62,063	93,830	113%
760	Waste Disposal	3,050	2,288	3,008	99%	52,250	39,188	35,232	67%
795	Yolo Co	57,000	42,750	34,289	60%				
799	Misc	-	-	-	0%	-	-	-	0%
<b>Services and Supplies &gt;</b>		<b>468,885</b>	<b>351,664</b>	<b>343,156</b>	<b>73%</b>	<b>368,175</b>	<b>276,131</b>	<b>284,963</b>	<b>77%</b>
810	R&R Buildings & Grounds	7,000	5,250	2,241	32%	7,000	5,250	3,116	45%
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	2,250	1,385	46%	4,000	3,000	1,402	35%
850	Maintenance Reserve Account	25,000				-			
<b>Repairs &amp; Replacement &gt;</b>		<b>35,000</b>	<b>7,500</b>	<b>3,075</b>	<b>9%</b>	<b>11,000</b>	<b>8,250</b>	<b>4,518</b>	<b>41%</b>
<b>Total Expenses &gt;</b>		<b>972,572</b>	<b>710,679</b>	<b>704,956</b>	<b>72%</b>	<b>1,037,590</b>	<b>778,192</b>	<b>762,936</b>	<b>74%</b>

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

As of March 2020

2019-2020 Budget

Target % &gt;

GL - ADMINISTRATION

75.0%

Actual

%

Total

Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	321,978	241,483	252,077	78.3%	69,901	
520 FICA - District Share	26,674	20,006	18,820	70.6%	7,854	
530 Medical Ins - District Share	68,991	51,743	51,626	74.8%	17,365	
540 PERS-District Share (incl unfunded Liab, 35K)	61,000	45,750	62,072	101.8%	(1,072)	
550 Unemployment	18,000	13,500	4,843	26.9%	13,157	
560 Workers Comp Ins	7,422	5,567	2,610	35.2%	4,812	
Salaries and Employee Benefits >	504,064	378,048	392,048	<b>77.8%</b>	112,016	
605 Advertising	400	300	200	50.0%	200	
610 Bank Fees	18,500	13,875	15,416	83.3%	3,084	
620 Communications & Internet	7,000	5,250	3,443	49.2%	3,557	
622 Board Exp	10,000	7,500	2,070	20.7%	7,930	
625 Equip - Field (up to \$4999)	0	0	0	0.0%	0	
630 Equip - Office	2,000	1,500	997	49.9%	1,003	
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	750	1,614	161.4%	(614)	
665 Mileage Reimb	1,000	750	107	10.7%	893	
670 Postage & Shipping	12,000	9,000	8,575	71.5%	3,425	
675 Professional Services (Legal, IT, CUSI annual)	22,000	16,500	29,788	135.4%	(7,788)	
685 Rents	9,750	7,313	9,260	95.0%	490	
690 Safety & Security (boots)	2,500	1,875	691	27.6%	1,809	
700 Tools & Instruments	0	0	0	0.0%	0	
703 Supplies - Clothing & Personal	600	450	343	57.2%	257	
705 Supplies - Office	7,500	5,625	6,746	89.9%	754	
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	2,625	2,653	75.8%	847	
745 Travel / Lodging	1,000	750	529	52.9%	471	
750 Utilities	5,500	4,125	3,390	61.6%	2,110	
760 Waste Disposal	500	375	457	91.4%	43	
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	78,563	86,334	<b>82.4%</b>	18,416	
810 R&R Buildings & Grounds	4,000	3,000	3,038	76.0%	962	
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	3,000	3,038	<b>75.9%</b>	962	
<b>Overage Explanations</b>	<b>Total Expenses</b>	<b>612,814</b>	<b>459,611</b>	<b>481,420</b>	<b>78.6%</b>	<b>131,394</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

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

Target % &gt;

75.0%

GL-SEWER

As of March 2020

2019-2020 Budget

Actual

%

Total

Expenses	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	254,270	190,703	181,852	71.5%	72,418
520 FICA - District Share	21,017	15,763	13,422	63.9%	7,595
530 Medical Ins - District Share	93,598	70,198	63,390	67.7%	30,208
540 PERS - District Share	16,704	12,528	11,268	67.5%	5,436
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	20,794	15,596	7,499	36.1%	13,295
Salaries and Employee Benefits >	406,383	304,787	277,431	<b>68.3%</b>	128,952
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	1,250	938	3,102	248.2%	(1,852)
622 Board Exp	0	0		0.0%	0
625 Equip - Field (up to \$4999)	1,500	1,125	550	36.7%	950
630 Equip - Office	1,000	750	691	69.1%	309
640 Fuel & Oil (Schaeffers)	2,000	1,500	10,077	503.9%	(8,077)
645 Insurance	25,000	18,750	25,467	101.9%	(467)
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	17,500	13,125	11,104	63.5%	6,396
660 Memberships & Subscriptions	27,000	20,250	28,378	105.1%	(1,378)
665 Mileage Reimb	250	188		0.0%	250
670 Postage & Shipping	0	0		0.0%	0
675 Professional Services (SCADA)	10,000	7,500	5,020	50.2%	4,980
685 Rents	0	0		0.0%	0
690 Safety & Security (boots)	7,000	5,250	3,757	53.7%	3,243
700 Tools & Instruments	5,000	3,750	331	6.6%	4,669
703 Supplies - Clothing & Personal	2,000	1,500	2,565	128.3%	(565)
705 Supplies - Office	1,500	1,125	1,179	78.6%	321
715 Treatment Chemicals	48,000	36,000	17,466	36.4%	30,534
720 Supplies-Operating-Other-Titan Tubes	22,000	16,500	3,993	18.2%	18,007
730 Taxes - Licenses	-	-	-	0.0%	-
735 Training, Certs (classes, books)	3,500	2,625	865	24.7%	2,635
745 Travel / Lodging	1,500	1,125	123	8.2%	1,377
750 Utilities	80,000	60,000	92,135	115.2%	(12,135)
760 Waste Disposal	52,000	39,000	35,003	67.3%	16,997
795 Yolo Co	0	0		0.0%	0
799 Misc	0	0		0.0%	0
799.1 Customer Refund					
Services and Supplies >	308,000	231,000	241,806	<b>78.5%</b>	66,194
810 R&R Buildings & Grounds	5,000	3,750	1,597	31.9%	3,403
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	3,000	1,402	35.1%	2,598
Repairs & Replacement >	9,000	6,750	2,999	<b>33.3%</b>	6,001
<b>Total Expenses &gt;</b>	<b>723,383</b>	<b>542,537</b>	<b>522,236</b>	<b>72.2%</b>	<b>201,147</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

9		Budget Variance Report July 1, 2019 through June 30, 2020		Target % >	75.0%	GL-WTR
As of March 2020		2019-2020 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	155,526	116,644	123,991		31,535
510	Contract Labor	0	0	1,000	80.4%	(1,000)
520	FICA - District Share	12,756	9,567	9,419	73.8%	3,337
530	Medical Ins - District Share	21,515	16,136	15,718	73.1%	5,797
540	PERS - District Share	9,260	6,945	5,816	62.8%	3,444
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,598	13,199	6,757	38.4%	10,841
Salaries and Employee Benefits >		216,655	162,491	162,701	75.1%	53,954
620	Communications & Internet	7,000	5,250	4,799	68.6%	2,201
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	375	151	30.2%	349
640	Fuel & Oil	4,000	3,000	9,165	229.1%	(5,165)
645	Insurance	40,000	30,000	25,467	63.7%	14,533
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	15,000	14,653	73.3%	5,347
660	Memberships & Subscriptions	28,000	21,000	20,267	72.4%	7,733
665	Mileage Reimb	500	375		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	18,750	19,244	77.0%	5,756
685	Rents	0	0	9,365	0.0%	(9,365)
690	Safety & Security (boots)	2,000	1,500	2,813	140.7%	(813)
700	Tools & Instruments	2,000	1,500	501	25.1%	1,499
703	Supplies - Clothing & Personal	1,500	1,125	1,631	108.7%	(131)
705	Supplies - Office	1,000	750	1,152	115.2%	(152)
715	Treatment Chemicals	75,000	56,250	31,257	41.7%	43,743
720	Supplies - Operating - Other	5,000	3,750	1,700	34.0%	3,300
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	4,000	3,000	339	8.5%	3,661
745	Travel / Lodging	500	375	79	15.8%	421
750	Utilities	132,900	99,675	120,348	90.6%	12,552
760	Waste Disposal	2,800	2,100	2,779	99.3%	21
795	Yolo Co	57,000	42,750	34,289	60.2%	22,711
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
Services and Supplies >		408,700	306,525	299,999	73.4%	108,701
810	R&R Buildings & Grounds	5,000	3,750	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	2,250	1,385	46.2%	1,615
Repairs & Replacement >		8,000	6,000	1,556	19.4%	6,444
<b>Total Expenses &gt;</b>		<b>633,355</b>	<b>475,016</b>	<b>464,256</b>	<b>73.3%</b>	<b>169,099</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 Co Water District  
**Budget Variance Report July 1, 2019 through June 30, 2020** CRP - Paradise Cove

9

Target % > **75.0%**

As of March 2020

Summary	Annual	YTD	Actual YTD		
			Amount	%	
<b>PC CRP Revenue</b>	19,536	14,652	14,230	72.8%	0%
<b>PC CRP Expenses</b>	0	0	15,814	0.0%	0%
<b>Operating Balance</b>	<b>19,536</b>	<b>14,652</b>	<b>(1,584)</b>		

Expenses	2019 - 2020 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
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	15,170	0.0%	(15,170)
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>15,170</b>		<b>(15,170)</b>
<b>Total Expenses &gt;</b>	<b>0</b>	<b>0</b>	<b>15,814</b>	<b>0.0%</b>	<b>(15,814)</b>

**830 Harvey Valve failed and would not reset. Southport Control Invoice**

**830 Pump Replacement, relocation of sampling port, SCADA Repair**

2A



Clearlake Oaks Co Water District

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

CRP-Sewer

9

Target % > 75.0%

As of March 2020

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	396,097	297,073	292,090	73.7%
SEWER CRP Expenses	364,699	273,524	269,422	73.9%
bridge Loan Interest	-	-	-	
USDA Annual Payment	110,000	82,500	82,500	
<b>Operating Balance (loss)</b>	<b>(78,602)</b>	<b>(58,951)</b>	<b>(59,832)</b>	

Expenses	2019 - 2020 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
505 Salaries & Wages	150,957	113,218	129,911	86.1%	21,046
520 FICA - District Share	12,515	9,386	9,517	76.0%	2,998
530 Medical Ins - District Share	38,698	29,023	22,183	57.3%	16,515
540 PERS - District Share	9,217	6,913	5,515	59.8%	3,702
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	15,461	11,596	6,437	41.6%	9,024
<b>Salaries and Employee Benefits &gt;</b>	<b>226,849</b>	<b>170,136</b>	<b>173,563</b>	<b>76.5%</b>	<b>53,286</b>
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	3,750	3,959	79.2%	1,041
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	938	2,433	194.6%	(1,183)
630 Equip - Office	-	-	33	0.0%	(33)
640 Fuel & Oil	5,900	4,425	8,057	136.6%	(2,157)
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	1,125	2,086	139.1%	(586)
700 Tools & Instruments	200	150	68	34.0%	132
703 Supplies - Clothing & Personal	300	225	300	0.0%	-
705 Supplies - Office	100	75	-	0.0%	100
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	14,500	10,875	2,172	15.0%	12,328
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	1,200	900	201	16.8%	999
745 Travel / Lodging	400	300	-	0.0%	400
799 Misc	0	0	-	0.0%	0
<b>Services and Supplies &gt;</b>	<b>30,350</b>	<b>22,763</b>	<b>19,380</b>	<b>63.9%</b>	<b>10,970</b>
810 R&R Buildings & Grounds	10,000	7,500	11,994	119.9%	(1,994)
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	15,000	22,829	114.1%	(2,829)
830 R&R Equipment	25,000	18,750	18,711	74.8%	6,289
832 R&R Mains/Service Lines	25,000	18,750	4,433	17.7%	20,567
840 R&R Vehicles (\$2k/vehicle)	27,500	20,625	18,512	67.3%	8,988
<b>Repairs &amp; Replacement &gt;</b>	<b>107,500</b>	<b>80,625</b>	<b>76,479</b>	<b>71.1%</b>	<b>31,021</b>
<b>Total Expenses &gt;</b>	<b>364,699</b>	<b>273,524</b>	<b>269,422</b>	<b>73.9%</b>	<b>95,277</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**  
**CRP/CIP Profit and Loss**  
**July 2019 through March 2020**

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Income</b>					
<b>Income</b>					
425 · CRP (Capital Replacment Plan)	14,015.42	304,264.28	287,506.39	605,786.09	605,786.09
430 · Penalty & Interest	215.05	5,038.05	4,583.66	9,836.76	9,836.76
<b>Total Income</b>	<u>14,230.47</u>	<u>309,302.33</u>	<u>292,090.05</u>	<u>615,622.85</u>	<u>615,622.85</u>
<b>Total Income</b>	<u>14,230.47</u>	<u>309,302.33</u>	<u>292,090.05</u>	<u>615,622.85</u>	<u>615,622.85</u>
<b>Gross Profit</b>	<u>14,230.47</u>	<u>309,302.33</u>	<u>292,090.05</u>	<u>615,622.85</u>	<u>615,622.85</u>
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	0.00	93,085.59	129,910.80	222,996.39	222,996.39
520 · FICA - District Share	0.00	7,145.14	9,516.50	16,661.64	16,661.64
530 · Medical Ins - Dist Share	0.00	19,103.86	22,182.53	41,286.39	41,286.39
540 · PERS - District Share	0.00	5,550.67	5,515.35	11,066.02	11,066.02
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>131,322.07</u>	<u>173,562.01</u>	<u>304,884.08</u>	<u>304,884.08</u>
<b>Services &amp; Supplies</b>					
620 · Communications & Internet	0.00	3,531.43	3,959.34	7,490.77	7,490.77
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	7,502.05	8,056.73	15,558.78	15,558.78
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	5,328.00	2,085.82	7,413.82	7,413.82
700 · Tools & Instruments	0.00	499.39	67.66	567.05	567.05
703 · Supplies - Clothing & Personal	0.00	1,119.72	300.00	1,419.72	1,419.72
720 · Supplies - Inventory - Other	186.26	3,902.07	2,172.24	6,260.57	6,260.57
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>26,336.97</u>	<u>19,380.41</u>	<u>46,361.64</u>	<u>46,361.64</u>
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	0.00	3,691.46	11,994.04	15,685.50	15,685.50
820 · R&R Lift Stations	0.00	0.00	22,829.14	22,829.14	22,829.14
830 · R&R Equipment	15,170.17	45,340.16	18,710.65	79,220.98	79,220.98
832 · R&R Mains and Sewer Lines	0.00	15,414.95	4,433.01	19,847.96	19,847.96
840 · R&R Vehicles	0.00	23,068.43	18,512.17	41,580.60	41,580.60
<b>Total Repairs &amp; Replacement</b>	<u>15,170.17</u>	<u>87,515.00</u>	<u>76,479.01</u>	<u>179,164.18</u>	<u>179,164.18</u>
<b>Total Expense</b>	<u>15,814.43</u>	<u>245,174.04</u>	<u>269,421.43</u>	<u>530,409.90</u>	<u>530,409.90</u>
<b>Net Income</b>	<u><u>-1,583.96</u></u>	<u><u>64,128.29</u></u>	<u><u>22,668.62</u></u>	<u><u>85,212.95</u></u>	<u><u>85,212.95</u></u>

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## Clearlake Oaks County Water District

04/08/20

## Capital Improvements

Accrual Basis

As of March 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	Janrary 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
Total 130 - Const In Progress - Studies				855.95
<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
Total 138 - USDA Water Improvements				215,750.54
<b>128 - Sewer Infrastructure &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
Total 128 - Sewer Infrastructure & Rehab Proj (Phase 1 was the installation of the F...				2,398,169.24
<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>				
<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	36035	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

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

04/08/20

Accrual Basis

Date	Name	Memo	Class	Amount
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 PI...	CRP:Water	3,350.00
Total 127 - Water Plant - Other				29,293.51
Total 127 · Water Plant				55,071.26
<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
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

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

04/08/20

Accrual Basis

Date	Name	Memo	Class	Amount
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:Water	391.58
03/03/2020	EBay	Connector for Gener...	CRP:Sewer	391.57
03/03/2020	Wire & Cable	Connector for Gener...	CRP:Water	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
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

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
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
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				93,443.69
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				93,443.69
<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>2,942,708.81</b>

## Clearlake Oaks County Water District Capital Improvements As of March 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	Janrary 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
Total 130 · Const In Progress - Studies				855.95
<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
Total 138 · USDA Water Improvements				215,750.54
<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 l...	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 l...	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
Total 128 · Sewer Infstrcture & Rehab Proj (Phase 1 was the installation of the F...				2,398,169.24
<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>				
<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	36035	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

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

04/08/20

Accrual Basis

Date	Name	Memo	Class	Amount
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
Total 127 · Water Plant - Other				29,293.51
Total 127 · Water Plant				55,071.26
<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
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

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

Date	Name	Memo	Class	Amount
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:Water	391.58
03/03/2020	EBay	Connector for Gener...	CRP:Sewer	391.57
03/03/2020	Wire & Cable	Connector for Gener...	CRP:Water	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
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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
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

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
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
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				93,443.69
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				93,443.69
<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>2,942,708.81</b>



Accounts

Transfers

Bill Pay

TurboTax guides you to your max refund, no tax knowledge necessary. [File now!](#)

### Accounts

[TransferSettings](#)

#### CRP PC \*6192

Current	\$2,626.91
Available	**\$2,626.91

#### CRP SEWER \*3745

Current	\$291,401.62
Available	**\$291,401.62

#### GENERAL LEDGER \*9122

Current	\$371,472.88
Available	**\$373,080.48

#### PC ESCROW \*6184

Current	\$0.00
Available	**\$0.00

#### PUBLIC REGULAR CHK \*8503

Current	\$100,200.00
Available	**\$100,200.00

#### PUBLIC REGULAR CHK \*9592

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

#### CRP WATER \*6990

Current	\$105,834.73
Available	**\$105,834.73

### BALANCE TOTALS

Total Deposit Accounts \$876,536.14

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

### Outside Accounts

## Make a Payment

Make paying bills fast and easy

Pay your bills on one screen in seconds.

[Sign up for payments](#)

## Get Help with Taxes



A simple tax solution is here for you.

We've teamed up with TurboTax to help you get every penny you deserve.

[Start for free](#)

## Purchase Rewards

You currently have no rewards available. Check back soon.



\*6192-CRP PC [change account](#) ▼

[How does this work?](#)

## Banking on the Go with the Westamerica Mobil Banking App

Our mobile banking app makes it simple for you to check your account at any time so you can safeguard your finances and enjoy peace of mind knowing your money is always at your fingertips.

Simply use the same login and password you use for your desktop account and start enjoying the freedom of banking from your mobile device.

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

< April 2020

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

## Money Management

## Budgets made easy!



310

California State Treasurer  
**Fiona Ma, CPA**



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

April 10, 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

March 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/5/2020	3/5/2020	RD	1633360	N/A	DIANNA MANN	8,000.00
3/16/2020	3/16/2020	RW	1634066	N/A	DIANNA MANN	-54,000.00

**Account Summary**

Total Deposit:	8,000.00	Beginning Balance:	1,092,185.82
Total Withdrawal:	-54,000.00	Ending Balance:	1,046,185.82

**Aged Accounts Receivable**  
**As of 04/13/2020**

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$118,465.92	\$33,517.41	\$17,078.14	\$9,730.74	\$185,141.19	<u>\$363,933.40</u>

Total number of accounts with open balances: 1080  
 Total number of accounts <120 with open balances: 113

These totals include all accounts on the Tax Roll

Water	\$97,083.70
Water Penalty	\$9,294.95
Sewer	\$146,796.79
Sewer Penalty	\$10,713.65
CRP Water	\$40,343.96
CRP Water Penalty	\$2,051.50
CRP Sewer	\$53,698.27
CRP Sewer Penalty	\$3,091.08
CRP PC	\$800.66
CRP PC Penalty	\$58.84
<b>Total Balance:</b>	<b>\$363,933.40</b>

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

	Hours	Rate	Mar 20
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-13.75	50.25	-430.51
CTO Used	7.75	36.91	286.05
Overtime (x1.5)	102	50.25	4,137.82
PTO	239.2	19.50	6,599.87
Straight	2,309.75	33.50	63,826.26
Board			400.00
Duty Pay			4,025.00
<b>Total Gross Pay</b>	<b>2,644.95</b>		<b>78,844.49</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-2,083.00
AFLAC (pre-tax)			-540.66
AFLAC (taxable) AFTER TAX			-234.72
CALPers 457			-450.00
CALPers EE (Pretax)			-4,100.58
<b>Total Deductions from Gross Pay</b>			<b>-7,408.96</b>
<b>Adjusted Gross Pay</b>	<b>2,644.95</b>		<b>71,435.53</b>
<b>Taxes Withheld</b>			
Federal Withholding			-3,925.00
Medicare Employee			-1,105.23
Social Security Employee			-4,725.67
CA - Withholding			-1,292.59
CA - Disability			-762.20
<b>Total Taxes Withheld</b>			<b>-11,810.69</b>
<b>Deductions from Net Pay</b>			
Miscellaneous Deduction			-420.00
<b>Total Deductions from Net Pay</b>			<b>-420.00</b>
<b>Net Pay</b>	<b>2,644.95</b>		<b>59,204.84</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			1,105.23
Social Security Company			4,725.67
<b>Total Employer Taxes and Contributions</b>			<b>5,830.90</b>

# Clearlake Oaks County Water District

## Trial Balance

As of March 31, 2020

	Mar 31, 20	
	Debit	Credit
102.13 · SEWER RESERVES-9592	5,000.00	
102.10 · CRP PC - 6192	2,638.91	
102.12 · WATER RESERVES- 8503	100,200.00	
102.001 · GL - 9122	384,685.74	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	857,185.82	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	105,826.18	
102.03 · CRP Sewer - 3745	291,401.62	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	128,105.05	
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	263,434.54	
128 · Sewer Infrstructure & Rehab Proj	3,220,161.64	
121 · Wtr Dist & Wtr Storage Projects	152,704.44	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Projec...	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	214,152.17	
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/Trail...	274,809.73	
122 · Bldgs/Grounds Cap Improvements	8,535,149.57	
124 · D/C System Cap Improvements	3,234,415.29	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:12...	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		1,312,917.51
211 · WAB Credit Card:211.14 - WAB - Dianna - 3226	0.00	
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499	0.00	
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481	0.00	
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	

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Clearlake Oaks County Water District

Trial Balance

As of March 31, 2020

	Mar 31, 20	
	Debit	Credit
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	29,685.88	
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	2,310.14	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Me...	0.00	
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	2,227.73	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT ...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE C...		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 T...	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	0.00	
223.50 · MEDICARE TAX PAYABLE	0.00	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	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		261.54
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		3,154.77
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities		378.65
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		1,642,764.57
Income:420 · Connection Fees		20,300.00
Income:425 · CRP		605,786.09
Income:425 · CRP:425.3 · CRP - Paradise Cove		22.00
Income:430 · Penalty & Interest		49,422.53
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7....	1,194.10	
Income:435 · Loans/Grants:435-6 · I & I Const Grant		2,929,162.00
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		161,858.04
133 · Harvey Storage Tank - Water	3,380.00	
Loans/Grants:901 · Harvey Tank Installation	520.00	
Salaries & EE Benefits:545 · CALPers 457	964.85	

A1

Clearlake Oaks County Water District

Trial Balance

As of March 31, 2020

	Mar 31, 20	
	Debit	Credit
Salaries & EE Benefits:505 · Salaries & Wages	780,916.21	
Salaries & EE Benefits:510 · Contract Labor	1,000.00	
Salaries & EE Benefits:520 · FICA - District Share	58,322.03	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	172,020.30	
Salaries & EE Benefits:540 · PERS - District Share	90,221.84	
Salaries & EE Benefits:550 · Unemployment	4,842.98	
Salaries & EE Benefits:560 · Workers Comp Ins	29,739.72	
Services & Supplies:605 · Advertising	200.00	
Services & Supplies:610 · Bank Fees	15,404.27	
Services & Supplies:620 · Communications & Internet	18,834.33	
Services & Supplies:622 · Board Exp	2,070.34	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	6,198.74	
Services & Supplies:630 · Equip - Office	1,903.83	
Services & Supplies:640 · Fuel & Oil	34,800.77	
Services & Supplies:645 · Insurance	50,934.03	
Services & Supplies:650 · Interest	27,650.00	
Services & Supplies:657 · Lab	26,775.50	
Services & Supplies:660 · Memberships & Subscription	50,258.68	
Services & Supplies:665 · Mileage Reimb	106.73	
Services & Supplies:670 · Postage & Shipping	8,577.74	
Services & Supplies:675 · Professional Services	54,508.58	
Services & Supplies:685 · Rents	18,625.20	
Services & Supplies:690 · Safety & Security	14,675.99	
Services & Supplies:700 · Tools & Instruments	1,398.66	
Services & Supplies:703 · Supplies - Clothing & Personal	5,958.66	
Services & Supplies:705 · Supplies - Office	9,076.88	
Services & Supplies:715 · Supplies-Chemicals-Operating	48,723.02	
Services & Supplies:720 · Supplies - Inventory - Other	11,952.76	
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	215,873.08	
Services & Supplies:760 · Waste Disposal	38,238.65	
Services & Supplies:795 · Yolo Co	34,289.45	
Services & Supplies:798 · Reconciliation Discrepancies	20.00	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Ac...	2,886.58	
Repairs & Replacement:810 · R&R Buildings & Grounds	21,042.05	
Repairs & Replacement:820 · R&R Lift Stations	22,829.14	
Repairs & Replacement:830 · R&R Equipment	79,220.98	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	19,296.99	
Repairs & Replacement:840 · R&R Vehicles	44,392.29	
66000 · Payroll Expenses	1,785.15	
<b>TOTAL</b>	<b>31,979,087.11</b>	<b>31,979,087.11</b>

A2

11:15 AM

04/10/20

**Clearlake Oaks County Water District**  
**A/P Aging Summary**  
**As of April 10, 2020**

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Kansas State Bank - Vacon - Monthly	0.00	0.00	7,421.47	0.00	0.00	7,421.47
PETTY CASH - Bailey Anderson	0.40	20.00	0.00	0.00	0.00	20.40
PG&E	0.00	36,215.87	0.00	0.00	0.00	36,215.87
T & S Construction Co. Inc.	404,460.55	296,188.89	513,678.46	0.00	0.00	1,214,327.90
<b>TOTAL</b>	<b><u>404,460.95</u></b>	<b><u>332,424.76</u></b>	<b><u>521,099.93</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>1,257,985.64</u></b>

A3

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## Account Payable Breakdown

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Date: 4/10/2020

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$238,251.33	\$371,472.88	\$373,080.48
CRP Water	\$105,834.73	\$105,834.73	\$105,834.73
CRP Sewer	\$291,401.62	\$291,401.62	\$291,401.62
CRP PC	\$2,626.91 - (\$8,917.42)	\$2,626.91	\$2,626.91
**Could not transfer Sept 21019 expenses = \$11,544.33			
PC Escrow	\$0.00	\$0.00	\$0.00
Water Reserve	\$100,200.00	\$100,200.00	\$100,200.00
Sewer Reserve	\$5,000.00	\$5,000.00	\$5,000.00
LAIF Balance	\$1,046,185.82	\$1,046,185.82	
Current A/P Aging	\$1,257,985.64		
ACWA - Health Ins			
Credit Card			
TOTAL	<u>\$1,257,985.64</u>		

AA

**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

**MARCH 19, 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, *PHONE* √ Mr. Stanley Archacki, Vice President  
√ Mr. Samuel Boucher, Director, *PHONE* √ 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. February 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 02-20-2020
- b. Minutes of Special Meeting 02-20-2020

**4. Bills**

- a. MC Engineering invoice number 1903, dated 3/5/2020, in the amount of \$24,798.77 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1892, dated 3/5/2020, in the amount of \$34,156.19 for the USDA Water Projects
- c. T & S Construction invoice number 10, dated 02/29/20, in the amount of \$287,723.11 for Phase 3 of the Wastewater Infrastructure Improvements
- d. T & S Construction invoice number 4, dated 02/29/2020, in the amount of \$8,465.78 for Phase 2 of the Wastewater Infrastructure Improvements

**Action Taken: Motion to approve the consent items with corrections to the Regular Meeting and Special Meeting minutes**

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

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

**NOES: NONE**

**ABSENT: NONE**

**5. Agenda (Old Business)**

- a. Discussion and approval of Geo Legal's proposal for processing and recording of multiple easements to facilitate CLOCWD access across and to Kuehn Properties in the amount of \$13,200

**Action Taken: Motion to approve the proposal from Geo Legal not to exceed \$13,200.00**

**ARCHACKI/HIGMAN M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

**6. Agenda (New Business)**

- a. Discussion and consideration of approving up to \$20,000 from the CRP-Sewer account that may be used to complete jobs that are not completely covered by contingency money from the Waste Water Infrastructure Improvements Project grant.

**Action Taken: Motion to approve \$20,000.00 from the CRP-Sewer account to complete jobs not covered by contingency money from the Waste Water Infrastructure Improvements Project grant**

**HIGMAN/HERMAN M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

- b. Discussion and consideration of approving policy pertaining to Hiring of Personnel

**Action Taken: Motion to approve policy pertaining to Hiring of Personnel**

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

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

**NOES: NONE**

**ABSENT: NONE**

c. Discussion and consideration of approving policy pertaining to Lead and Copper

**Action Taken: Motion to approve policy pertaining to Lead and Copper**  
**HIGMAN/HERMAN M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**  
**NOES: NONE**  
**ABSENT: NONE**

d. Discussion and consideration of approving policy pertaining to Public Works

**Action Taken: Motion to approve policy pertaining to Public Works**  
**ARCHACKI/HIGMAN M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**  
**NOES: NONE**  
**ABSENT: NONE**

e. Discussion and consideration of Resolution No. 20-01 pertaining to CSA 16 Boundaries

**Action Taken: Motion to approve Resolution No. 20-01 pertaining to CSA 16 Boundaries**  
**HERMAN/HIGMAN M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**  
**NOES: NONE**  
**ABSENT: NONE**

f. Discussion and consideration of Resolution No. 20-03 to Amend the Employee Handbook

**Action Taken: Motion to approve Resolution No. 20-03 to Amend the Employee Handbook**  
**HIGMAN/ARCHACKI M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN**  
**NOES: NONE**  
**ABSENT: NONE**

g. Discussion and update of the Coronavirus (COVID-19)

**Action Taken: NO ACTION**

**Motioned to adjourn at 3:05 PM by Director Archacki**

**Adjournment**

**Time: 3:05 PM**

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

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





# MC Engineering, Inc.

9294 Madison Ave  
Orangevale, CA 95662

# Invoice

Date	Invoice #
4/1/2020	1914

### Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	5/1/2020	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	22.5	165.00	3,712.50	
Assistant Engineer, Jared P. Nelson	103	120.00	12,360.00	
Assistant Engineer, Jose Diaz-Mendez	48	105.00	5,040.00	
Administrative Support	4	65.00	260.00	
Space 33 RV Parking January 2020		650.00	650.00	
Space 33 RV Parking February 2020		650.00	650.00	
Space 33 RV Parking March 2020		650.00	650.00	
OV Copy Inv 34839		2.48	2.48	
207mi @ \$.545/mi 3/23 Jose		112.82	112.82	
225 mi @ \$.545 / mi - 3/16-3/18 Jose		122.63	122.63	
310 mi @ \$.545 / mi - 3/30-3/31 Jared		168.95	168.95	
320 mi @ \$.545 / mi - 3/25 - 3/26 Jared		174.40	174.40	
320 mi @ \$.545 / mi - 3/19 -3/20 Jared		174.40	174.40	
331 mi @ \$.545 / mi 3/9 -3/13 Jared		180.40	180.40	
335 mi @ \$.545 / mi 3/2 - 3/6 Jared		182.58	182.58	
<i>128- 4/6 upflow &amp; inst cost</i>				
			<b>Total</b>	\$24,441.16
			<b>Payments/Credits</b>	\$0.00
			<b>Balance Due</b>	\$24,441.16

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

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# MC Engineering, Inc.


9294 Madison Ave  
Orangevale, CA 95662

# Invoice

Date	Invoice #
4/1/2020	1915

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	5/1/2020	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Assistant Engineer, Jose Diaz-Mendez	51	105.00	5,355.00	
Project Engineer 2, Richard Relyea	128	130.00	16,640.00	
Project Manager, Mark Carey, PE	28.5	165.00	4,702.50	
Assistant Engineer, Jared P. Nelson	11	130.00	1,430.00	
Assistant Engineering Tech, Julia Carey	31	75.00	2,325.00	
Operations Management Engineer, John Pedri, PE	11.5	160.00	1,840.00	
Administrative Support	3.5	65.00	227.50	
Geo Legal 2020-03-011	1.13	3,045.00	3,440.85	
Geo Legal 2020-03-012	1.13	15,190.00	17,164.70	
207mi @ \$.545 mi 3/03 Jose		112.82	112.82	
294 mi @ \$.545 / mi 3/04 BPA Field Survey-Rick		160.23	160.23	
44mi @ \$.545 mi 2/20 Mark		23.98	23.98	
219mi @ \$.545 02/20 John		119.36	119.36	
<i>138- YG USDA water imp.</i>				
		<b>Total</b>	<b>\$53,541.94</b>	
		<b>Payments/Credits</b>	<b>\$0.00</b>	
		<b>Balance Due</b>	<b>\$53,541.94</b>	

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

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# Contractor's Application for Payment No. #11

Application Period: 3/1/2020 - 3/31/2020	Application Date: 3/31/2020
From (Contractor): T & S Construction Co. Inc.	Via (Construction Manager): Jared Nelson
Contract: Phase 3 Lift Station Improv.	Engineer's Project No.: 1808
Owner's Contract No.:	Engineer's Project No.:

### Application For Payment Change Order Summary

Approved Change Orders	
Number	Additions
1	\$25,785.18
2	\$5,800.05
3	\$2,510.30
4	\$0.00
5	\$24,900.00
6	\$95,798.00
7	\$18,453.16
8	\$5,117.00
9A	\$67,000.00
<b>TOTALS</b>	
\$175,853.39	
<b>NET CHANGE BY</b>	
<b>CHANGE ORDERS</b>	
\$106,343.09	

1. ORIGINAL CONTRACT PRICE.....	\$ 2,603,374.00
2. Net change by Change Orders.....	\$ 106,343.09
3. Current Contract Price (Line 1 ± 2).....	\$ 2,709,717.09
4. TOTAL COMPLETED AND STORED TO DATE	\$2,633,917.97
5. RETAINAGE:	
a. 5% X \$2,633,917.97 Work Completed.....	\$ 131,695.90
b. 5% X \$0.00 Stored Material.....	\$ -
c. Total Retainage (Line 5a + Line 5b).....	\$ 131,695.90
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ 2,502,222.07
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 2,494,501.75
8. AMOUNT DUE THIS APPLICATION.....	\$ 7,720.32
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$ 207,495.02

<p><b>Contractor's Certification</b></p> <p>The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p>	Date: 3/31/2020
By: <i>Anthony Spinella</i>	

Payment of: \$	Jared Nelson Inspector	(Date) 4-6-20
is recommended by:		
Payment of: \$	Mark Leroy Engineer	(Date) 4-6-20
is recommended by:		
is approved by:	Stanna Man Owner	(Date) 4-7-2020
Approved by:		(Date)

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## Contractor's Application for Payment No. #5

To (Owner):	CLOCWD	Application Period:	3/1/2020 - 3/31/2020
Project:	Pipeline Rehabilitation Phase 2	Via (Construction Manager):	Jared Nelson
Owner's Contract No.:	C-01-8056-10	Engineer's Project No.:	1809

### Application For Payment Change Order Summary

Approved Change Orders Number	Additions	Deductions
#1	\$213,231.53	(\$210,799.00)
#2A	\$67,000.00	
#3	\$42,665.00	
#4	\$76,535.95	
<b>TOTALS</b>	<b>\$399,432.48</b>	<b>-\$210,799.00</b>
<b>NET CHANGE BY CHANGE ORDERS</b>	<b>\$188,633.48</b>	

1. ORIGINAL CONTRACT PRICE..... \$ 704,866.00
2. Net change by Change Orders..... \$188,633.48
3. Current Contract Price (Line 1 ± 2)..... \$ 893,499.48
4. TOTAL COMPLETED AND STORED TO DATE..... \$828,445.92
5. RETAINAGE:
  - a. 5% X \$828,445.92 Work Completed..... \$ 41,422.30
  - b. 5% X \$0.00 Stored Material..... \$ -
  - c. Total Retainage (Line 5a + Line 5b)..... \$ 41,422.30
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 787,023.63
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 390,283.40
8. AMOUNT DUE THIS APPLICATION..... \$ 396,740.23
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)..... \$ 106,475.85

### Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Anthony Spinella Date: 3/31/2020

Payment of: \$ \_\_\_\_\_ each explanation of the other amount) \_\_\_\_\_

is recommended by: Jared Nelson Inspector 4-6-20 (Date)

Payment of: \$ \_\_\_\_\_ (Line 8 or other - attach explanation of the other amount)

is recommended by: Mark Loney Engineer 4-6-20 (Date)

is approved by: Diana Nason 4-7-2020 (Date)

Approved by: \_\_\_\_\_ Funding Agency (if applicable) \_\_\_\_\_ (Date)

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# Clearlake Oaks County Water District

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

Name: Justin ("Rocky") Ward

Mailing Address: 12395 Pine St.  
Clearlake Oaks, CA 95423

Property Address  
(If different than above): \_\_\_\_\_

## APPEAL

Please select the charge that you are appealing:

Misc. Charge  Late Fee Waiver  High Usage / Bill

Other: Billing for water service post disconnection/meter removal

Date of the charge that you are appealing: Ongoing

Please describe below in detail the reason for your appeal:

Please see Attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rocky Ward 2/13/20  
Signature Date

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Reason for Appeal:

On or about October 25, 2016, the water meter for the property located at 12395 Pine St. - Clearlake Oaks, CA 95423 was removed from said property and the line disconnected. It was my understanding at the time the water meter was removed that it was a permanent removal and physical disconnection terminating water service with Clearlake Oaks County Water District. It was my further understanding that my rights to said service connections had been forfeited and I would no longer be billed monthly for water services. I had no reason to believe anything further needed to be done to attain termination and cease being billed for service at this time.

No one I spoke with from Clearlake Oaks County Water District has ever told me that anything else would need to be done in order to effectuate the forfeiture of service and termination of billing. Not at the time of disconnection/meter removal, nor during any of the times I have contacted the office to dispute being billed for water service I do not want or need. Furthermore, no one I have spoken with at Clearlake Oaks County Water District has explained why I began being billed again for water service in July 2018. I did not request for this service to resume.

I have a legally authorized well on my property that can provide quality water without the monthly billing. I was relieved to be in the position to be able to forfeit and terminate water service with Clearlake Oaks County Water District and resume using this well. Relieved to be able to eliminate one bill from the stack. I am a disabled senior. My only source of income is a low fixed monthly amount from social security. I used to have a third-party payee (Mary Koller) to help with managing my finances, but this is no longer the case. I am currently my own payee, and I am doing the best I can. I cannot afford a monthly bill in the amount of \$109.71 from Clearlake Oaks County Water District. I struggled to pay the monthly bill for prior service and ultimately ended up with a past due amount of \$997.36 at the time of disconnection/water meter removal. Please help me in resolving this matter and alleviate the financial burden it has placed, and is continuing to place, on me.

The only asset I have is the property located at 12395 Pine Street. On or about August 10, 2017 Clearlake Oaks County Water District placed a lien in the past due amount of \$997.36 (still owing at the time of disconnect/meter removal) against my property. Last year another lien was placed against my property for the alleged amounts owing from July 2018 to (I believe) July

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2019. I cannot continue to accrue a debt with Clearlake Oaks County Water District and have liens placed on my property for non-payment of services I thought to be forfeited/terminated.

At no time since I started being billed again for water service I did not request to have, until the date of this appeal request, has anyone I have spoken with at the Clearlake Oaks County Water District office informed me of why I am being billed again for water service, or how I can stop being billed for this service. Nor has anyone from Clearlake Oaks County Water District done anything over the past 19 months to try and mitigate the amounts now owing. I had to reach out to Legal Services of Northern California in order to make sense of the billing, understand my options, learn that I may have been required to submit a signed and notarized waiver to officially forfeit service, and get assistance in writing this appeal statement.

I do not dispute I owe some money to Clearlake Oaks County Water District. But I do dispute that I owe \$3,267.27. I did not request for water service to resume, and I had every reason to believe that these services had been properly forfeited/terminated at the time of disconnection and removal of the water meter, and would not resume. Furthermore, I need the ongoing billing for water service to stop immediately.

I respectfully request the Clearlake Oaks County Water District stop billing me for water and find that services were forfeited/terminated at the time of disconnection and the removal of the water meter. That if a signed and notarized waiver was needed for their records regarding said forfeiture/termination, it was not my fault said waiver was not provided to them, as I was never instructed to submit a waiver or provided with a waiver form to submit. I further request that Clearlake Oaks County Water District reduce the total balance stated as owing, wiping clear the amounts charged for water service over the past 19 months and the late fees; remove the most recent lien placed on my property; and provide me with an opportunity to make reasonable monthly payments towards the amount I do owe.

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# CLEARLAKE OAKS COUNTY WATER DISTRICT

## POLICY PERTAINING TO ANTI-HARASSMENT

### *Objective*

Clearlake Oaks County Water District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Clearlake Oaks County Water District expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

Clearlake Oaks County Water District has developed this policy to ensure that all of its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Clearlake Oaks County Water District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the General Manager.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Clearlake Oaks County Water District prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

### *Equal Employment Opportunity*

It is the policy of Clearlake Oaks County Water District to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Clearlake Oaks County Water District prohibits any such discrimination or harassment and will provide reasonable accommodations to employees who need them for medical or religious reasons, as required by law.



### ***Retaliation***

Clearlake Oaks County Water District encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Clearlake Oaks County Water District to promptly and thoroughly investigate such reports. Clearlake Oaks County Water District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### ***Sexual Harassment***

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

### ***Other Forms of Harassment***

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age (40 or older), disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility

or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

### ***Individuals and Conduct Covered***

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Clearlake Oaks County Water District (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### ***Reporting an Incident of Harassment, Discrimination or Retaliation***

Clearlake Oaks County Water District encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor or the General Manager. In cases involving the General Manager then the President of the Board should be contacted. See the complaint procedure described below.

In addition, Clearlake Oaks County Water District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Clearlake Oaks County Water District recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

### ***Complaint Procedure***

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, or any ombudsman.

Clearlake Oaks County Water District encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where



necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Clearlake Oaks County Water District will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Clearlake Oaks County Water District believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Clearlake Oaks County Water District's General Manager or the Board of Directors.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

### ***Responsibilities***

All Clearlake Oaks County Water District employees are expected to help ensure the work environment remains free of harassment. Any employee who believes they are being subjected to harassment by a Clearlake Oaks County Water District employee or non-employee, or who have witnessed harassment of or by another Clearlake Oaks County Water District employee or non-employee, has a responsibility to promptly report the matter through one of the means identified in the "Reporting an Incident of Harassment, Discrimination or Retaliation" section of this policy. Upon learning of any alleged harassment, Clearlake Oaks County Water District management will promptly investigate the matter and take appropriate steps, which may include disciplinary action up to and including termination of employment.

### ***Training***

All employees of Clearlake Oaks County Water District will be required to take a one hour sexual harassment training every two years with supervisors being required to take a two hour course every two years.

***Additional Resources***

The Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing accepts and investigates complaints of unlawful harassment and discrimination in the workplace.

- Equal Employment Opportunity Commission (EEOC): [www.eeoc.gov](http://www.eeoc.gov)
- California Department of Fair Employment and Housing (DFEH): [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

The above policy is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 16th day of April, 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. 20-04

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

#### TO AMEND THE EMPLOYEE HANDBOOK

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

**NOW, THEREFORE, BE IT RESOLVED**, the Clearlake Oaks County Water District Board of Directors do hereby approve the provisions of the herein Employee Handbook to become effective immediately.

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

**THE ABOVE RESOLUTION** is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 16th day of April 2020, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

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

violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or return to District employment.

## **F. Fitness-For-Duty & Return-To-Work Evaluations**

The purpose of this policy is to determine an employee's ability to safely perform the essential job tasks of his/her job with or without reasonable accommodation. This policy is not designed or intended to supersede employer requirements under any state or federal law or regulation and will be utilized in accordance with the law.

General guidelines:

- Each employee is responsible for maintaining his/her health in such a way that the employee can perform the essential functions of his/her job with or without reasonable accommodations. If a supervisor has reason to question the ability of an employee to perform the essential job functions, a Fitness-for-Duty or Return-to-Work Evaluation may be requested.
- To determine the appropriateness of a Fitness-for-Duty or Return-to-Work Evaluation request, management must consult and receive approval from the General Manager or Administrative Services Manager.
- Time required by the employee to complete the Fitness-for-Duty / Return-to-Work Evaluation is considered work time and may require an administrative leave. Time off for prescribed treatment (after the evaluation), mandatory or otherwise, will be charged to accrued sick leave and/or compensatory time.
- Results of the evaluation will be maintained confidentially and separate from the employee's personnel record.
- If a Fitness-for-Duty / Return-to-Work evaluation is necessary, the employee will be required to be examined by a treating, personal physician or specialist selected by the District.
- Failure to attend a Fitness-for-Duty or Return-to-Work Evaluation may lead to disciplinary action, up to and including, termination.

## **G. Outside Relations/Media Contact**

Employees are not authorized to speak on behalf of District unless expressly directed to do so by the General Manager. You are not permitted to give or report any confidential information about the members of the District, other employees, outside vendors, clients, or consultants to anyone outside of the District. You must forward any such requests for information, whether verbal or written, to the General Manager.

## **H. Prohibition of Discrimination**

### **Objective**

Clearlake Oaks County Water District is committed to a work environment in

which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Clearlake Oaks County Water District expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

Clearlake Oaks County Water District has developed this policy to ensure that all of its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Clearlake Oaks County Water District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the General Manager.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Clearlake Oaks County Water District prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

## **I. Sexual Harassment & Other Forms of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may

involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

### ***Other Forms of Harassment***

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age (40 or older), disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

### ***Individuals and Conduct Covered***

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Clearlake Oaks County Water District (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### ***Reporting an Incident of Harassment, Discrimination or Retaliation***

Clearlake Oaks County Water District encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such



conduct should discuss their concerns with their immediate supervisor or the General Manager. In cases involving the General Manager then the President of the Board should be contacted. See the complaint procedure described below.

In addition, Clearlake Oaks County Water District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Clearlake Oaks County Water District recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

### ***Complaint Procedure***

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, or any ombudsman.

Clearlake Oaks County Water District encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Clearlake Oaks County Water District will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Clearlake Oaks County Water District believes appropriate under the circumstances.



If a party to a complaint does not agree with its resolution, that party may appeal to Clearlake Oaks County Water District's General Manager or the Board of Directors.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

### ***Responsibilities***

All Clearlake Oaks County Water District employees are expected to help ensure the work environment remains free of harassment. Any employee who believes they are being subjected to harassment by a Clearlake Oaks County Water District employee or non-employee, or who have witnessed harassment of or by another Clearlake Oaks County Water District employee or non-employee, has a responsibility to promptly report the matter through one of the means identified in the "Reporting an Incident of Harassment, Discrimination or Retaliation" section of this policy. Upon learning of any alleged harassment, Clearlake Oaks County Water District management will promptly investigate the matter and take appropriate steps, which may include disciplinary action up to and including termination of employment.

### ***Retaliation***

Clearlake Oaks County Water District encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Clearlake Oaks County Water District to promptly and thoroughly investigate such reports. Clearlake Oaks County Water District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### ***Additional Resources***

The Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing accepts and investigates complaints of unlawful harassment and discrimination in the workplace.

- Equal Employment Opportunity Commission (EEOC): [www.eeoc.gov](http://www.eeoc.gov)
- California Department of Fair Employment and Housing (DFEH): [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

