

**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

OCTOBER 17, 2019

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President Mr. Karl Hosier, Vice President
- Mr. Samuel Boucher, Director Mr. Stanley Archacki, Director, Mrs. Barbara Higman, Director
- Mrs. Dianna Mann – General Manager Mrs. Olivia Mann - Secretary of the Board

In the audience, our Chief Operators

- Mr. Francisco Castro, Wastewater Mr. Daniel Larson, 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
 - f.
2. **Financial Reports for review and approval**
 - a. September 2019, QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 09-19-19

4. Bills

- a. MC Engineering invoice number 1837, dated 10/5/19, in the amount of \$29,824.00 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1838, dated 10/5/19, in the amount of \$25,111.79 for the USDA Meters and Water Tank PER (USDA application for water projects) +
- c. T & S Construction invoice number 1 dated 10/2/19, in the amount of \$36,557.19 for Phase 2 of the Waste Water Infrastructure Improvement Project (Pipeline Rehabilitation)
- d. T & S Construction invoice number 6 dated 10/2/19, in the amount of \$80,370.00 for Phase 3 of the Waste Water Infrastructure Improvement Project (Lift Station Improvements)

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and update of the Water loss report

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of offering District paid REACH Air Medical Services benefit to employees and board members for a total annual premium of \$1300.00

Action Taken: _____

- b. Discussion and consideration of offering an Aflac Life Insurance Policy to employees

Action Taken: _____

- c. Discussion and consideration of the equipment in the pump house located at Paradise Cove

Action Taken: _____

- d. Discussion and consideration of purchasing 10,200 lbs. of Sodium Permanganate from NTU Technologies in the amount of \$13,056.00, not including tax and shipping

Action Taken: _____

- e. Discussion and consideration of directing Olivia to proceed with writing the District Water Code using legal and engineering advice as necessary

Action Taken: _____

Adjournment

Time: _____

Clearlake Oaks County Water District

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

October 14, 2019 - Board Letter

Administration

- ∂ Received \$1,198.00 in payments towards our <120 Aged Receivables this past month, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts (Payments from escrow).
- ∂ Actively reviewing water code samples provided by Scott Nave to implement within the district
- ∂ After attending recent meetings with MC regarding the USDA Loan/Grant, we have been discussing the future of backflow devices and testing. Specifically, the possibility of having an instructor here to go over the current rules and regulations with field staff and myself, along with a testing schedule and protocol to be included in the future water code.
- ∂ Due to the recent power outage, billing for the month of October will need to be estimated. This is not a decision we make lightly due to the corrections that will need to take place in the month of November; however, with field staff working double shifts, there was no feasible time to read meters with extreme accuracy. I would like to thank our rate payers for their understanding during this upcoming estimation and also for the conservation efforts made during the power outage.
- ∂ Zach will be here October 22nd-October 23rd for the 2018 District Audit.
- ∂ The 2019 Annual Board Secretary Training is upon us again! Dianna and I will be leaving the second week of November for advanced training courses.
- ∂ Rachel with CRWA will be here on October 30th for an introduction, she will be meeting with Dianna, Dan and I to discuss the future of the District, upcoming trainings, as well as the wind study that has been taking place by UC Davis at our Water Plant.
- ∂ Quarterly reports for the 3rd quarter were filed on October 1st, 2019 with no errors.
- ∂ Aflac will be here on October 30th, 2019 to begin Open Enrollment, they will also discuss the life insurance policy and the REACH benefits if approved.

All the best,
Olivia Mann

D/C Board Letter for October 2019

Hello Board Member for CLOCWD,

The Flow meter/Service area inspection

*We installed the flow meter at the bridge near Lift station 4. We found out from the meter that at one point the meter read a 0 read, indicating no leak on that line. It was removed from this location because of all the construction going on.

Main & service line repairs

*For the month of September, we had a total of 11 leak repairs completed

Paradise tank site

*The 2 booster pumps were replaced along with wiring upgrade, and installation of the Aerator system.

*A plug still needs to be installed here for the Generator hook up.

Shady tank site

*The wiring is all installed except for the lugs to hook up a generator to it.

Lift station sites

*Lift station 4: The top section of the wet well has been replaced. The vaults her have also been installed.

*Lift station 7: T&S is still working on this Lift station upgrades. Concrete pads have been poured.

Water Treatment Plant
Clearlake Oaks County Water District
Daniel Larson CPO

Paradise Valley Tank Site- Coastal Mountain Electric completed work on the electrical issues and Manual switch. CPM has installed the new booster pumps, and the Aeration system has been installed.

Shady Tank Site- The concrete pad is poured and ready for Coastal Mountain Electric has installed the manual switch and is waiting for the lug assembly. Last update, Coastal was waiting for PG&E to disconnect the power to install new meter box.

PH Control System- The pad for the Acid Tank has been poured and the tank is in place, but the taps for the injectors have yet to be completed. Once the injectors have been installed, we can schedule the inspections by the SWRCB and the Acid supplier. Since the algae season is all most over, we have moved other projects to a higher priority. We will have this project completed as soon as possible. Our Disinfection By products. This information will also be relevant when MC Engineering recommends additions to the Distribution system to eliminate our production of DBPs.

Sodium Permanganate System- In part because of our elevated TTHMs we are moving this project to the forefront. By eliminating the use of chlorine as a pre-oxidizer we will significantly reduce or eliminate the production of TTHMs and HAA5s in our Clarifiers.

Bulk Water at Plant- These systems are still in the planning stages.

SCADA Upgrades- We are evaluating several upgrades and additions to our SCADA system to better monitor the overall plant operations.

Amendment to Water Permit- I am preparing the amendment to our permit to include the PH Control system. Amy Little has insured me this addition will put our scoring number at 59 points and 60 points are required to elevate us to a T-4 facility.

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
OCTOBER 2019

Reporting Period: September 2019
From: Francisco Castro, CPO
To: Clearlake Oaks County Water District Board of Directors
October 11, 2019

The total flows that the wastewater facility received for the month of September were 9.549 MG averaging a total of 308,000 gallons/day. The total gallons treated for the month were a total of 8.059 MG averaging 260,000 gallons/day (180gpm). Clearlake started at a level of 4.34" and ended the month at 3.54" averaging 3.90" through the month. All testing in lab and all out sourced lab results were in compliance with our WDR.

On September 30th the effluent line inspection was performed. All valves were sprayed with Torq "CB" III which is a penetrating oil for corrosion. This month we will be inspecting these valves to see which can be exercised and which need to be replaced. During the inspection one of our air valve, which is in the list to be replaced, collapsed due to the corrosion. We were able to apply a clamp along with a gate valve as a temporary fix. Talking to special districts, it is not possible for them to stop pumping due to the free board in their ponds. At this point they are impelled to continuously pump for weeks due to the amount of I&I their system is taking on. At this time both combination air valve and air valve are here ready to install as soon as special districts permits down time.

All maintenance, alarms and safety meetings for the waste plant were completed for the month.

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

Clearlake Oaks County Water District

October 17, 2019

Happy autumn!! Still waiting on our first reimbursement check from the State for the Waste Water Infrastructure Improvements Project. In addition, the District should be hearing from FEMA regarding the floods back in February any day.

Day to day business for the District has been pretty normal. We continue to check off projects that have been on the books for years, completing two major repairs and the third is scheduled for the 17th.

Once PG&E announced the outage, the phones didn't stop ringing for almost a week. People wanting to know if they would still have water during an outage. I am so proud of staff for stepping up again and getting the job done. With some pre-planning, the transition into back-up power seemed effortless. With other Districts running out of water, or not having water at all, Clearlake Oaks County Water District rocked!!

I am requesting all departments to submit a pre-outage, during-outage, and post-outage procedure so the next time this happens, and it will happen, the transition will be even smoother. In addition, I would like to thank all the rate payers for doing their share in conserving the use of water.

The biggest problem that the District faced was, of course, the outage was during the week of meter reading. Due to double shifts, we did not have enough staff to read meters. This will result in an estimation of usage for this month which will cause some frustration, however, I have all the faith in the world that our billing department and customer service department will do a great job getting through this.

The District is continuing to experience problems with our Vaccon, When the Vaccon is down, it does add some stress to our D/C crew and creates additional burdens for fixing leaks. I will be researching to see if any grants are available in assisting the District in possibly purchasing a new truck.

Construction projects are continuing to progress. Please take a minute and drive by Lift Station 7 to see the on-going progress. The other Lift Stations are now under construction, with Lift Station 9 getting back on line soon after 2 years. So excited about all the repairs that are happening in our District.

The Aerator at the Paradise Cove storage tank was successfully installed on October 10th. Even under a power outage, the District managed to coordinate a big project like this. I emailed Special Districts and reminded them that we still have not received the checks from escrow or CRP yet. I was ensured that this will be followed up on and completed.

Please refer to individual department letters for additional details.

GRANTS:

- ❖ Please refer to the attached progress report from MC Engineering showing the progress of the Waste Water Infrastructure Improvement Project. On August 21st,
- ❖ The District is continuing to talk with State regarding grants that might start funding again allowing additional projects to be completed through State and USDA.

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

Respectfully Submitted,
Dianna Mann
General Manager

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Report Date: October 7th, 2019

To: Dianna Mann, CLOCWD General Manager

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

RE: CLOCWD SWRCB Funded Sewer Infrastructure Project

Billing Period: September, 2019

I. Engineering Project Status Update

Work on the project during **September** included the following:

- Conducting bi-weekly construction meetings, preparation of agenda and minutes
- Coordination with special inspections (soil compaction)
- Addressing RFIs and issuing Plan Clarifications
- Daily onsite inspection at Lift Station 7 and other Lift Stations

II. Budget Status Update

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

This Invoice: \$29,824.00

Cost to Date: \$491,722.03

Cost to Complete: \$164,263.77

III. Projected Tasks for October, 2019

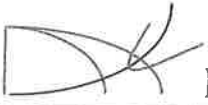
- Weekly coordination meetings and calls with T&S Construction
- Continue to review and process submittals
- Continue to address RFIs and CCOs
- Continue on site inspections at Lift Station 7 and other Lift Stations

Project Progress:

Construction milestones completed September include:

- Placing and compacting fill at LS7 to establish site subgrade
- Installation of temporary facilities at LS4
- Completion of conduit and panel slab installation at LS6
- Preparation of electrical building subgrade (with conduits) and forms
- Installation of LS7 discharge piping
- Installation of panel at LS8

In terms of contract price T&S has completed nearly 42% of the project less retention. As previously mentioned it is expected that progress will accelerate as soon as a majority of the civil and mechanical work is complete to allow for other trades to begin work in parallel.



Report Date: October 7, 2019

To: Dianna Mann, CLOCWD General Manager

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

RE: CLOCWD USDA Funded PER and Initial Design Services Proposal

Billing Period: September 2019 (Invoice #1838)

I. Project Status Update

Work on the project included the following:

- Drafting Electrical and Mechanical Sheets for Harvey Tank
- PER Draft preparation
- Site Visit and coordination meetings with Dianna
- Coordination with Reef Atwell for USDA Design cost update
- Review of design budget for project
- Contract setup and monthly invoicing
- PER revisions and update to sections
- GIS mapping of proposed tank and water lines for PER preparation

II. Budget Status Update

Total Engineering Design and Construction Budget:

Phase 1: \$67,460.00

Phase 2: \$141,310.00

Total: \$208,770.00

This Invoice: \$25,111.79 (\$5,340 Phase 1; \$19,771.79 Phase 2)

Cost to Date: \$138,063.29 (\$52,037.50 Phase 1; \$86,025.79 Phase 2)

Cost to Complete: \$70,706.71 (\$15,422.50 Phase 1; \$55,284.21 Phase 2)

III. Projected Tasks for October 2019

- Draft PER finalization and submittal to District for review
- Harvey Tank design development
- RD Apply Application
- Meter RFP draft documentation development and draft submittal
- USDA funding procurement

3:20 PM

10/07/19

Accrual Basis

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

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	855,678.29
Accounts Receivable	-6.00
Other Current Assets	<u>1,757,377.67</u>
Total Current Assets	2,613,049.96
Fixed Assets	<u>13,390,449.46</u>
TOTAL ASSETS	<u><u>16,003,499.42</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	63,835.39
Credit Cards	10,701.42
Other Current Liabilities	<u>3,766,532.21</u>
Total Current Liabilities	3,841,069.02
Total Liabilities	3,841,069.02
Equity	<u>12,162,430.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,003,499.42</u></u>

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

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
102.10 · CRP PC - 6192	1,668.63
102.12 · 102.12 - RESERVE - 8503	25,188.00
102.001 · GL - 9122 (Old Acct. # 053420019)	50,338.87
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550...	148,042.76
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013...	337,042.76
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA ...	88.98
102.02 · CRP Water - 6990	145,073.61
102.03 · CRP Sewer - 3745	296,077.44
Total Checking/Savings	855,678.29
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	29,609.68
130 · Const In Progress - Studies	128,023.10
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199...	983,511.67
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 11991...	249,148.33
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 1057100)	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1...	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
Total Other Current Assets	1,757,377.67
Total Current Assets	2,613,049.96
Fixed Assets	
138 · USDA Water Improvements	129,074.19
128 · Sewer Infstrcture & Rehab Proj (Phase 1 was the installation of t...	1,340,129.77
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of w...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation o...	153,927.77
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installatio...	269,428.43
131 · Waste Water Plant	
131.1 · Pumps/Equipment	10,842.84
131 · Waste Water Plant - Other	54,263.79
Total 131 · Waste Water Plant	65,106.63
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,260,810.80
USDA Project	238,835.93
127 · Water Plant	
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	22,178.55
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 · Repair of Major Equipment	177,077.82
127 · Water Plant - Other	193,802.17
Total 127 · Water Plant	417,962.58

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

	Sep 30, 19
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,831.49
120.90 · Vehicles/Generators/Trailers	202,254.54
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	13,500.00
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)	2,165,135.28
122 · Bldgs/Grounds Cap Improvements	8,529,449.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER ...	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	14,788.58
124.60 · Meters	700.00
124.90 · Water Tanks	5,215.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEW...	3,144,193.10
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SE...	3,277,203.43
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	13,390,449.46
TOTAL ASSETS	16,003,499.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 209720...	63,835.39
Total Accounts Payable	63,835.39
Credit Cards	
210 · Cal Card	
210.13 · WAB - Jeremy - 2499	1,764.23
210.12 · WAB- Francisco - 2481	2,023.87
210.11 · WAB - Dan - 2507	626.28
210.10 · WAB - Dianna - 2473	6,287.04
Total 210 · Cal Card	10,701.42
Total Credit Cards	10,701.42
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	141,412.85
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a fe...	-322.01
280 · Loan	
280.12 · USDA Loan	3,299,903.54
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	3,299,890.75
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments for Me...	5,436.57
221 · Health Ins - EE Portion - Other	-2,832.19
Total 221 · Health Ins - EE Portion	2,604.38
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.16 · GARNISHMENT - COURT DEBT ORDER (GARNISHME...	-283.82
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT ...	9,679.35
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - ...	-9,395.53
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	0.00

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

	<u>Sep 30, 19</u>
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUC...	-165.48
223.80 · DEFERRED COMP PAYABLE (- WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAY...	1,652.00
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATE...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts wit...	968.97
Total Other Current Liabilities	<u>3,766,532.21</u>
Total Current Liabilities	<u>3,841,069.02</u>
Long Term Liabilities	
226 · USDA Int Pymnt-Swr Clarifier	24,240.15
225 · USDA Payment - Sewer Clarifier	-24,240.15
Total Long Term Liabilities	<u>0.00</u>
Total Liabilities	<u>3,841,069.02</u>
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup post to ...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporati...	6,598,921.07
Net Income	191,224.38
Total Equity	<u>12,162,430.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,003,499.42</u></u>

Clearlake Oaks County Water District

10/07/19

Profit and Loss

Accrual Basis

July through September 2019

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income					
Income					
410 · Client Reg Pmt	0.00	248,001.88	319,844.03	567,845.91	567,845.91
420 · Connection Fees	0.00	0.00	20,300.00	20,300.00	20,300.00
430 · Penalty & Interest	0.00	4,993.89	5,816.33	10,810.22	10,810.22
440 · Misc Revenue	0.00	0.00	11,030.10	11,030.10	11,030.10
450 · Other - Non S/W Rev	0.00	25,983.15	25,983.14	51,966.29	51,966.29
Total Income	0.00	278,978.92	382,973.60	661,952.52	661,952.52
Total Income	0.00	278,978.92	382,973.60	661,952.52	661,952.52
Gross Profit	0.00	278,978.92	382,973.60	661,952.52	661,952.52
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	82,039.52	66,641.19	44,478.72	193,159.43	193,159.43
520 · FICA - District Share	6,126.65	4,889.76	3,396.13	14,412.54	14,412.54
530 · Medical Ins - Dist Share	16,867.14	21,060.42	5,211.30	43,138.86	43,138.86
540 · PERS - District Share	20,568.65	3,310.57	1,684.86	25,564.08	25,564.08
550 · Unemployment	3,682.00	0.00	0.00	3,682.00	3,682.00
560 · Workers Comp Ins	1,295.02	3,732.12	2,034.43	7,061.57	7,061.57
Total Salaries & EE Benefits	130,578.98	99,634.06	56,805.44	287,018.48	287,018.48
Services & Supplies					
610 · Bank Fees	4,966.55	0.00	0.00	4,966.55	4,966.55
620 · Communications & Internet	1,194.56	611.63	1,245.49	3,051.68	3,051.68
625 · Equip - Field (\$300-\$4999)	0.00	550.31	0.00	550.31	550.31
630 · Equip - Office	446.84	321.74	0.00	768.58	768.58
640 · Fuel & Oil	0.00	929.32	1,205.92	2,135.24	2,135.24
657 · Lab	0.00	4,568.00	4,602.00	9,170.00	9,170.00
660 · Memberships & Subscription	145.06	31.31	211.31	387.68	387.68
665 · Mileage Reimb	106.73	0.00	0.00	106.73	106.73
670 · Postage & Shipping	3,018.90	0.00	0.00	3,018.90	3,018.90
675 · Professional Services	7,642.64	3,818.03	2,932.50	14,393.17	14,393.17
685 · Rents	2,757.53	0.00	0.00	2,757.53	2,757.53
690 · Safety & Security	310.50	1,191.52	957.26	2,459.28	2,459.28
700 · Tools & Instruments	0.00	0.00	82.73	82.73	82.73
703 · Supplies - Clothing & Personal	0.00	1,187.70	884.72	2,072.42	2,072.42
705 · Supplies - Office	2,918.39	313.76	402.94	3,635.09	3,635.09
715 · Supplies-Chemicals-Operating	0.00	4,427.42	24,759.29	29,186.71	29,186.71
720 · Supplies - Inventory - Other	0.00	1,268.01	1,326.81	2,594.82	2,594.82
735 · Training/Classes/Certs/ClassB	1,262.41	60.00	5.00	1,327.41	1,327.41
745 · Travel / Lodging	162.34	65.78	65.77	293.89	293.89
750 · Utilities	1,492.53	26,074.90	49,299.59	76,867.02	76,867.02
760 · Waste Disposal	150.09	14,700.53	930.18	15,780.80	15,780.80
795 · Yolo Co	0.00	0.00	13,422.08	13,422.08	13,422.08
798 · Reconciliation Discrepancies (Di...	20.00	0.00	0.00	20.00	20.00
Total Services & Supplies	26,595.07	60,119.96	102,333.59	189,048.62	189,048.62
Repairs & Replacement					
810 · R&R Buildings & Grounds	1,036.73	727.65	0.00	1,764.38	1,764.38
832 · R&R Mains and Sewer Lines	0.00	0.00	-550.97	-550.97	-550.97
840 · R&R Vehicles	0.00	350.00	350.00	700.00	700.00
Total Repairs & Replacement	1,036.73	1,077.65	-200.97	1,913.41	1,913.41
Total Expense	158,210.78	160,831.67	158,938.06	477,980.51	477,980.51
Net Income	-158,210.78	118,147.25	224,035.54	183,972.01	183,972.01

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

3

Target % > **25%**

As of August 2019 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,242,554	310,639	382,973	31%	929,418	232,355	278,979	30%
Total Operating Expenses	972,572	236,893	238,034	24%	1,037,590	259,397	239,930	23%
Operating Balance (loss)	269,982	73,746	144,940		(108,172)	(27,043)	39,050	
420 Connection Fees	30,000	7,500	20,300	68%	20,000	5,000	-	0%
435								
450 Other - Non S/W Rev	96,000	24,000	25,983	27%	100,000	25,000	25,983	26%
Reserves	150,000	37,500	25,000	17%	-	-		0%
Net Change In Net Position (loss)	245,982	67,746	166,223		11,828	2,957	65,033	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$19,086.91
District CRP	\$441,167.00
Paradise Cove CRP	\$1,668.83
Paradise Cove Escrow	\$0.00
Reserve	\$25,200.00
LAIF	\$337,042.76
Total	\$824,165.50

As of August 2019 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,182,554	295,639	319,844	27%	909,418	227,355	248,002	27%
430 Penalty & Interest	30,000	7,500	5,816	19%	20,000	5,000	4,994	25%
440 Misc	30,000	7,500	11,030	37%	0	0	-	0%
Total Revenue >	1,242,554	310,639	336,690	27%	929,418	232,355	252,996	27%

As of August 2019 Operating Expenses	Budget				Actual			
	Annual		YTD		YTD		Spent	
	Annual	YTD	Amount	%	Amount	%	Amount	%
505 Salaries & Wages	316,514	79,129	85,499	27%	415,259	103,815	107,661	26%
520 FICA - District Share	26,093	6,523	6,460	25%	34,354	8,588	7,954	23%
530 Medical Ins - District Share	56,010	14,003	13,645	24%	128,093	32,023	29,494	23%
540 PERS - District Share	39,759	9,940	11,970	30%	47,203	11,801	13,596	29%
550 Unemployment	9,000	2,250	1,841	20%	9,000	2,250	1,841	20%
560 Workers Comp Ins	21,310	5,327	2,682	13%	24,506	6,126	4,380	18%
Salaries and Employee Benefits >	468,687	117,172	122,095	26%	658,415	164,604	164,924	25%

605 Advertising	200	50	-	0%	200	50	-	0%
610 Bank Fees	9,260	2,315	2,484	27%	9,250	2,313	2,484	27%
620 Communications & Internet	13,000	3,250	1,843	14%	7,250	1,813	1,210	17%
622 Board Exp	5,000	1,250	-	0%	5,000	1,250	-	0%
625 Equip - Field (\$300-\$4999)	2,500	625	-	0%	4,000	1,000	550	14%
630 Equip - Office	1,500	375	224	15%	2,000	500	546	27%
640 Fuel & Oil	6,800	1,700	1,206	18%	4,800	1,200	929	19%
645 Insurance	40,000	10,000	-	0%	25,000	6,250	-	0%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	20,000	5,000	4,602	23%	17,500	4,375	4,568	26%
660	Memberships & Subscriptions	28,500	7,125	284	1%	27,500	6,875	104	0%
665	Mileage Reimb	1,000	250	54	5%	750	188	54	7%
670	Postage & Shipping	6,000	1,500	1,510	25%	6,000	1,500	1,510	25%
675	Professional Services	36,000	9,000	6,754	19%	21,000	5,250	7,640	36%
685	Rents	4,875	1,219	1,379	28%	4,875	1,219	1,379	28%
690	Safety & Security	3,250	813	1,112	34%	8,250	2,063	1,347	16%
700	Tools & Instruments	2,000	500	83	4%	5,000	1,250	-	0%
703	Supplies - Clothing & Personal	1,800	450	885	49%	2,300	575	1,188	52%
705	Supplies - Office	4,750	1,188	1,862	39%	5,250	1,313	1,773	34%
715	Treatment Chemicals	75,000	18,750	24,759	33%	48,000	12,000	4,427	9%
720	Supplies - Operating - Other	5,000	1,250	1,327	27%	22,000	5,500	1,268	6%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	5,750	1,438	636	11%	5,250	1,313	691	13%
745	Travel	1,000	250	147	15%	2,000	500	147	7%
750	Utilities	135,650	33,913	50,047	37%	82,750	20,688	26,822	32%
760	Waste Disposal	3,050	763	1,005	33%	52,250	13,063	14,776	28%
795	Yolo Co	57,000	14,250	13,422	24%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		468,885	117,221	115,621	25%	368,175	92,044	73,409	20%
810	R&R Buildings & Grounds	7,000	1,750	519	7%	7,000	1,750	1,247	18%
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	750	350	12%	4,000	1,000	350	9%
850	Maintenance Reserve Account	25,000				-			
Repairs & Replacement >		35,000	2,500	318	1%	11,000	2,750	1,597	15%
Total Expenses >		972,572	236,893	238,034	24%	1,037,590	259,397	239,930	23%

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Budget Variance Report July 1, 2018 through June 30, 2019

Target % >

25.0%

As of August 2019

		2019-2020 Budget		Actual	%	Total	
Expenses		Annual	YTD	YTD	Spent	Remaining	
505	Salaries & Wages	321,978	80,494	82,040	25.5%	239,938	
520	FICA - District Share	26,674	6,669	6,127	23.0%	20,547	
530	Medical Ins - District Share	68,991	17,248	16,867	24.4%	52,124	
540	PERS-District Share (incl unfunded Liab, 35K)	61,000	15,250	20,569	33.7%	40,431	
550	Unemployment	18,000	4,500	3,682	20.5%	14,318	
560	Workers Comp Ins	7,422	1,856	1,295	17.4%	6,127	
Salaries and Employee Benefits >		504,064	126,016	130,580	25.9%	373,484	
605	Advertising	400	100	-	0.0%	400	
610	Bank Fees	18,500	4,625	4,967	26.8%	13,533	
620	Communications & Internet	7,000	1,750	1,195	17.1%	5,805	
622	Board Exp	10,000	2,500		0.0%	10,000	
625	Equip - Field (up to \$4999)	0	0		0.0%	0	
630	Equip - Office	2,000	500	447	22.4%	1,553	
640	Fuel & Oil	0	0	-	0.0%	0	
645	Insurance	0	0		0.0%	0	
650	Interest	0	0		0.0%	0	
657	Outsource Lab / Internal Lab	0	0		0.0%	0	
660	Memberships & Subscriptions	1,000	250	145	14.5%	855	
665	Mileage Reimb	1,000	250	107	10.7%	893	
670	Postage & Shipping	12,000	3,000	3,019	25.2%	8,981	
675	Professional Services (Legal, IT, CUSI annual)	22,000	5,500	7,643	34.7%	14,357	
685	Rents	9,750	2,438	2,758	28.3%	6,992	
690	Safety & Security (boots)	2,500	625	310	12.4%	2,190	
700	Tools & Instruments	0	0		0.0%	0	
703	Supplies - Clothing & Personal	600	150		0.0%	600	
705	Supplies - Office	7,500	1,875	2,918	38.9%	4,582	
715	Treatment Chemicals	0	0		0.0%	0	
720	Supplies - Operating - Other	0	0		0.0%	0	
730	Taxes - Licenses	0	0		0.0%	0	
735	Training, Certs (Classes, books)	3,500	875	1,262	36.1%	2,238	
745	Travel / Lodging	1,000	250	162	16.2%	838	
750	Utilities	5,500	1,375	1,493	27.1%	4,007	
760	Waste Disposal	500	125	150	30.0%	350	
795	Yolo Co	0	0		0.0%	0	
798	Reconciliation Discrepancy			20			
799	Misc	0	0		0.0%	0	
Services and Supplies >		104,750	26,188	26,596	25.4%	78,154	
810	R&R Buildings & Grounds	4,000	1,000	1,037	25.9%	2,963	
815	R & R Damage Claims	0	0		0.0%	0	
820	R&R Lift Stations	-	-		0.0%	-	
830	R&R Equipment	0	0		0.0%	0	
832	R&R Mains/Service Lines	0	0		0.0%	0	
840	R&R Vehicles (\$2k/vehicle)	0	0		0.0%	0	
Repairs & Replacement >		4,000	1,000	1,037	25.9%	2,963	
Overage Explanations		Total Expenses	612,814	153,204	158,213	25.8%	454,601

505 Three payrolls in August

630 IT Quarterly Billing

675 IT Quarterly Billing & Engagement Ltr from Auditor

705 Annual purchase of billing envelopes & paper

810 Window repair/tinting in GM Office

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Budget Variance Report July 1, 2018 through June 30, 2019

Target % > **25.0%**

As of August 2019		2019-2020 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent		Remaining
505 Salaries & Wages	254,270	63,568	66,641	26.2%		187,629
520 FICA - District Share	21,017	5,254	4,890	23.3%		16,127
530 Medical Ins - District Share	93,598	23,399	21,060	22.5%		72,538
540 PERS - District Share	16,704	4,176	3,311	19.8%		13,393
550 Unemployment	0	0		0.0%		0
560 Workers Comp Ins	20,794	5,199	3,732	17.9%		17,062
Salaries and Employee Benefits >	406,383	101,596	99,634	24.5%		306,749
605 Advertising	0	0		0.0%		0
610 Bank Fees	0	0		0.0%		0
620 Communications & Internet	1,250	313	612	49.0%		638
622 Board Exp	0	0		0.0%		0
625 Equip - Field (up to \$4999)	1,500	375	550	36.7%		950
630 Equip - Office	1,000	250	322	32.2%		678
640 Fuel & Oil (Schaeffers)	2,000	500	929	46.5%		1,071
645 Insurance	25,000	6,250	-	0.0%		25,000
650 Interest	0	0		0.0%		0
657 Outsource Lab / Internal Lab	17,500	4,375	4,568	26.1%		12,932
660 Memberships & Subscriptions	27,000	6,750	31	0.1%		26,969
665 Mileage Reimb	250	63		0.0%		250
670 Postage & Shipping	0	0		0.0%		0
675 Professional Services (SCADA)	10,000	2,500	3,818	38.2%		6,182
685 Rents	0	0		0.0%		0
690 Safety & Security (boots)	7,000	1,750	1,192	17.0%		5,808
700 Tools & Instruments	5,000	1,250		0.0%		5,000
703 Supplies - Clothing & Personal	2,000	500	1,188	59.4%		812
705 Supplies - Office	1,500	375	314	20.9%		1,186
715 Treatment Chemicals	48,000	12,000	4,427	9.2%		43,573
720 Supplies-Operating-Other-Titan Tubes	22,000	5,500	1,268	5.8%		20,732
730 Taxes - Licenses	-	-	-	0.0%		-
735 Training, Certs (classes, books)	3,500	875	60	1.7%		3,440
745 Travel / Lodging	1,500	375	66	4.4%		1,434
750 Utilities	80,000	20,000	26,075	32.6%		53,925
760 Waste Disposal	52,000	13,000	14,701	28.3%		37,299
795 Yolo Co	0	0		0.0%		0
799 Misc	0	0		0.0%		0
799.1 Customer Refund						
Services and Supplies >	308,000	77,000	60,121	19.5%		247,879
810 R&R Buildings & Grounds	5,000	1,250	728	14.6%		4,272
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	1,000	350	8.8%		3,650
Repairs & Replacement >	9,000	2,250	1,078	12.0%		7,922
Total Expenses >	723,383	180,846	160,833	22.2%		562,550

Expense Notes

675 Qtrly billing from Dean Enderlin P.G.

3

Budget Variance Report July 1, 2018 through June 30, 2019

Target % > 25.0%

As of August 2019

2019-2020 Budget

Actual

%

Total

Expenses

Annual

YTD

YTD

Spent

Remaining

505	Salaries & Wages	155,526	38,881	44,479	28.6%	111,047
520	FICA - District Share	12,756	3,189	3,396	26.6%	9,360
530	Medical Ins - District Share	21,515	5,379	5,211	24.2%	16,304
540	PERS - District Share	9,260	2,315	1,685	18.2%	7,575
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,598	4,400	2,034	11.6%	15,564
	Salaries and Employee Benefits >	216,655	54,164	56,805	26.2%	159,850
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	7,000	1,750	1,245	17.8%	5,755
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	125		0.0%	500
640	Fuel & Oil	4,000	1,000	1,206	30.2%	2,794
645	Insurance	40,000	10,000		0.0%	40,000
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	5,000	4,602	23.0%	15,398
660	Memberships & Subscriptions	28,000	7,000	211	0.8%	27,789
665	Mileage Reimb	500	125		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	6,250	2,932	11.7%	22,068
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	2,000	500	957	47.9%	1,043
700	Tools & Instruments	2,000	500	83	4.2%	1,917
703	Supplies - Clothing & Personal	1,500	375	885	59.0%	615
705	Supplies - Office	1,000	250	403	40.3%	597
715	Treatment Chemicals	75,000	18,750	24,759	33.0%	50,241
720	Supplies - Operating - Other	5,000	1,250	1,327	26.5%	3,673
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	4,000	1,000	5	0.1%	3,995
745	Travel / Lodging	500	125	66	13.2%	434
750	Utilities	132,900	33,225	49,300	37.1%	83,600
760	Waste Disposal	2,800	700	930	33.2%	1,870
795	Yolo Co	57,000	14,250	13,422	23.5%	43,578
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	408,700	102,175	102,333	25.0%	306,367
810	R&R Buildings & Grounds	5,000	1,250		0.0%	5,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0	(551)	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	750	350	11.7%	2,650
	Repairs & Replacement >	8,000	2,000	(201)	-2.5%	8,201
	Total Expenses >	633,355	158,339	158,937	25.1%	474,418

Clearlake Oaks County Water District CRP/CIP Profit and Loss July through September 2019

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment Plan)	4,704.12	101,003.97	93,321.25	199,029.34	199,029.34
430 · Penalty & Interest	20.36	568.74	475.84	1,064.94	1,064.94
Total Income	4,724.48	101,572.71	93,797.09	200,094.28	200,094.28
Total Income	4,724.48	101,572.71	93,797.09	200,094.28	200,094.28
Gross Profit	4,724.48	101,572.71	93,797.09	200,094.28	200,094.28
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	32,796.75	40,453.16	73,249.91	73,249.91
520 · FICA - District Share	0.00	2,497.47	2,972.64	5,470.11	5,470.11
530 · Medical Ins - Dist Share	0.00	7,816.95	7,365.87	15,182.82	15,182.82
540 · PERS - District Share	0.00	1,390.71	1,598.73	2,989.44	2,989.44
560 · Workers Comp Ins	0.00	3,027.31	3,027.32	6,054.63	6,054.63
Total Salaries & EE Benefits	0.00	47,529.19	55,417.72	102,946.91	102,946.91
Services & Supplies					
620 · Communications & Internet	0.00	1,397.26	1,562.58	2,959.84	2,959.84
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	2,843.98	2,843.87	5,687.85	5,687.85
657 · Lab	144.00	0.00	0.00	144.00	144.00
675 · Professional Services	314.00	71.25	71.25	456.50	456.50
690 · Safety & Security	0.00	886.01	247.78	1,133.79	1,133.79
700 · Tools & Instruments	0.00	46.18	67.66	113.84	113.84
703 · Supplies - Clothing & Personal	0.00	0.00	0.00	0.00	0.00
720 · Supplies - Inventory - Other	186.26	344.70	212.54	743.50	743.50
735 · Training/Classes/Certs/ClassB	0.00	201.50	201.50	403.00	403.00
Total Services & Supplies	644.26	9,038.44	7,673.05	17,355.75	17,355.75
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	0.00	2,714.87	2,714.87	2,714.87
820 · R&R Lift Stations	0.00	0.00	1,915.66	1,915.66	1,915.66
830 · R&R Equipment	12,272.07	27,879.84	9,107.08	49,258.99	49,258.99
832 · R&R Mains and Sewer Lines	0.00	4,561.97	723.88	5,285.85	5,285.85
840 · R&R Vehicles	0.00	5,486.17	4,721.51	10,207.68	10,207.68
Total Repairs & Replacement	12,272.07	37,927.98	19,183.00	69,383.05	69,383.05
Total Expense	12,916.33	94,495.61	82,273.77	189,685.71	189,685.71
Net Income	-8,191.85	7,077.10	11,523.32	10,408.57	10,408.57

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

CRP-Sewer

3 Target % > 25.0%

As of August 2019

Summary	Budget Annual	YTD	Actual YTD	
			Amount	%
SEWER CRP Revenue	396,097	99,024	93,797	23.7%
SEWER CRP Expenses	364,699	91,175	82,276	22.6%
bridge Loan Interest	-	-	-	
USDA Annual Payment	110,000	27,500		
	-			
Operating Balance (loss)	(78,602)	(19,650)	11,521	

Expenses		2019 - 2020 Budget Annual	YTD	Actual YTD	%	Total Remaining
505	Salaries & Wages	150,957	37,739	40,453	26.8%	110,504
520	FICA - District Share	12,515	3,129	2,973	23.8%	9,542
530	Medical Ins - District Share	38,698	9,674	7,366	19.0%	31,332
540	PERS - District Share	9,217	2,304	1,599	17.3%	7,618
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	15,461	3,865	3,027	19.6%	12,434
	Salaries and Employee Benefits >	226,849	56,712	55,418	24.4%	171,431
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	1,250	1,563	31.3%	3,437
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	313	2,433	194.6%	(1,183)
630	Equip - Office	-	-	33	0.0%	(33)
640	Fuel & Oil	5,900	1,475	2,844	48.2%	3,056
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	375	248	0.0%	1,252
700	Tools & Instruments	200	50	68	0.0%	132
703	Supplies - Clothing & Personal	300	75		0.0%	300
705	Supplies - Office	100	25		0.0%	100
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	14,500	3,625	213	1.5%	14,287
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,200	300	201	0.0%	999
745	Travel / Lodging	400	100		0.0%	400
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	30,350	7,588	7,674	25.3%	22,676
810	R&R Buildings & Grounds	10,000	2,500	2,715	27.2%	7,285
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	20,000	5,000	1,916	9.6%	18,084
830	R&R Equipment	25,000	6,250	9,107	36.4%	15,893
832	R&R Mains/Service Lines	25,000	6,250	724	2.9%	24,276
840	R&R Vehicles (\$2k/vehicle)	27,500	6,875	4,722	17.2%	22,778
	Repairs & Replacement >	107,500	26,875	19,184	17.8%	88,316
	Total Expenses >	364,699	91,175	82,276	22.6%	282,423

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

CRP - Water

3

Target % > 25.0%

As of August 2019 Summary	Budget Annual	YTD			Actual YTD Amount %	
WATER CRP Revenue	411,876	102,969	101,573		24.7%	24.7%
WATER CRP Expenses	359,349	89,837	94,496		26.3%	26%

USDA Payment 1st year

40,000 10,000

Operating Balance

12,527 3,132 7,077

Expenses		2019 - 2020 Budget		Actual	%	Total
Code	Description	Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	142,263	35,566	32,797	23.1%	109,466
520	FICA - District Share	11,652	2,913	2,497	21.4%	9,155
530	Medical Ins - District Share	55,042	13,761	7,817	14.2%	47,225
540	PERS - District Share	8,296	2,074	1,391	16.8%	6,905
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	13,897	3,474	3,027	21.8%	10,870
	Salaries and Employee Benefits >	231,149	57,787	47,529	20.6%	183,620
620	Communications & Internet	5,000	1,250	1,397	27.9%	3,603
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	313	3,215	257.2%	(1,965)
630	Equip - Office	-	0	33	0.0%	(33)
640	Fuel & Oil	5,900	1,475	2,844	48.2%	3,056
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	5,000	1,250		0.0%	5,000
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	71	0.0%	(71)
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	2,250	563	886	0.0%	1,364
700	Tools & Instruments	300	75	46	0.0%	254
703	Supplies - Clothing & Personal	450	113		0.0%	450
705	Supplies - Office	150	38		0.0%	150
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	17,500	4,375	345	2.0%	17,155
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,800	450	202	0.0%	1,598
745	Travel / Lodging	600	150		0.0%	600
799	Misc	0	0		0.0%	0
	Services and Supplies >	40,200	10,050	9,039	22.5%	31,161
810	R&R Buildings & Grounds	10,000	2,500		0.0%	10,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	6,250	27,880	111.5%	(2,880)
832	R&R Mains/Service Lines	25,000	6,250	4,562	18.2%	20,438
840	R&R Vehicles (\$2k/vehicle)	28,000	7,000	5,486	19.6%	22,514
	Repairs & Replacement >	88,000	22,000	37,928	43.1%	50,072
	Total Expenses >	359,349	89,837	94,496	26.3%	264,853

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

675 I.T Services to

830 5 new SWAN AMI Turbiwell Analysers to measure Turbidity in the amount of \$16,300. Approved RM 6/20/19

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

3

Target % > 25.0%

As of August 2019

Summary	Annual	YTD	Actual YTD	
			Amount	%
PC CRP Revenue	19,536	4,884	4,724	24.2%
PC CRP Expenses	0	0	12,916	0.0%
Operating Balance	19,536	4,884	(8,192)	

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
Services and Supplies >		0	0	644	0.0%	(644)
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	12,272	0.0%	(12,272)
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
Repairs & Replacement >		0	0	12,272		(12,272)
Total Expenses >		0	0	12,916	0.0%	(12,916)

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

830 Pump Replacement

23

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

10/07/19

Accrual Basis

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
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
Total 130 · Const In Progress - Studies				774.00
138 · USDA Water Improvements				
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
Total 138 · USDA Water Improvements				81,390.19
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
07/01/2019	T & S Construction Co...	Phase 3 Lift Station I...	Loan/Grant:...	377,282.72
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
09/05/2019	MC Engineering, Inc	Inflow & Infrastructure	Loan/Grant:...	28,068.14
09/10/2019	T & S Construction Co...	Inflow & Infiltration P...	Loan/Grant:...	125,400.00
Total 128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				895,420.09
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distrib...				
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
126 · Forcemain (phase 1) Cap. Imprv.				
Total 126 · Forcemain (phase 1) Cap. Imprv.				
123 · USDA - Sewer Plant Cap Imprvmt				
07/08/2019	USDA Rural Develop...	Outlay report #17	Loan/Grant:...	-6,023.85
Total 123 · USDA - Sewer Plant Cap Imprvmt				-6,023.85
127 · Water Plant				
127.6 · Swan AMI Turbiwell Monitor				
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
127.5 · A/C installation for Filter Rm				
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
127.4 · PH System				
08/19/2019	Lucky's Construction	Pad for ph Tank	CRP:Water	2,849.20
Total 127.4 · PH System				2,849.20
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Repair of Major Equipment				
Total 127.1 · Repair of Major Equipment				
127 · Water Plant - Other				
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
Total 127 · Water Plant - Other				8,943.51

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

Date	Name	Memo	Class	Amount
Total 127 · Water Plant				34,721.26
120 · District General CIP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
07/02/2019	CUSI	Additional UMS User...	GL:Sewer	250.00
07/02/2019	CUSI		GL:Water	250.00
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				500.00
120.90 · Vehicles/Generators/Trailers				
Total 120.90 · Vehicles/Generators/Trailers				
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				500.00
122 · Bldgs/Grounds Cap Improvements				
Total 122 · Bldgs/Grounds Cap Improvements				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
124.31 · Lift Station 7 Bypass				
Total 124.31 · Lift Station 7 Bypass				
124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations				
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
08/05/2019	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
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				3,221.50
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				3,221.50
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
TOTAL				<u>1,010,003.19</u>



Accounts

Transfers

Bill Pay

Accounts

[Transfer Settings](#)

CRP PC *6192

Current	\$1,668.83
Available	**\$1,668.83

CRP SEWER *3745

Current	\$296,077.44
Available	**\$296,077.44

GENERAL LEDGER *9122

Current	\$71,362.17
Available	**\$77,395.65

PC ESCROW *6184

Current	\$0.00
Available	**\$0.00

PUBLIC REGULAR CHK *8503

Current	\$25,200.00
Available	**\$25,200.00

CRP WATER *6990

Current	\$145,090.26
Available	**\$145,090.26

BALANCE TOTALS

Total Deposit Accounts	\$539,398.70
------------------------	--------------

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

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*6192-CRP PC [change account](#) ▼

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October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

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Outside Accounts



20

California State Treasurer
Fiona Ma, CPA



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

October 08, 2019

[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

September 2019 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	337,042.76
Total Withdrawal:	0.00	Ending Balance:	337,042.76

Aged Accounts Receivable
As of 10/14/2019

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
\$128,229.95	\$31,490.41	\$10,542.33	\$5,640.07	\$150,923.24	<u>\$326,826.00</u>

Total number of accounts with open balances: 838

These totals include all accounts on the Tax Roll

*** Bills are due 10/15/19**

Clearlake Oaks County Water District
Payroll Summary
September 2019

	<u>Hours</u>	<u>Rate</u>	<u>Sep 19</u>
Employee Wages, Taxes and Adjustm...			
Gross Pay			
CTO Saved	-15.25	38.52	-604.62
CTO Used	37.08	25.68	1,143.55
Holiday	83	26.69	2,220.12
Holiday Worked (x2.5)	29	66.73	2,224.84
Overtime (x1.5)	125.25	33.47	5,046.21
PTO	187.92	18.92	5,434.31
Straight	2,160.25	22.31	59,454.22
Board			500.00
Duty Pay			4,305.00
Total Gross Pay	2,607.25		79,723.63
Deductions from Gross Pay			
ACWA (pre-tax)			-1,965.26
AFLAC (pre-tax)			-273.72
AFLAC (taxable) AFTER TAX			-230.76
CALPers 457			-450.00
CALPers EE (Pretax)			-4,135.43
Total Deductions from Gross Pay			-7,055.17
Adjusted Gross Pay	2,607.25		72,668.46
Taxes Withheld			
Federal Withholding			-4,026.00
Medicare Employee			-1,123.54
Social Security Employee			-4,804.02
CA - Withholding			-1,344.07
CA - Disability			-774.84
Total Taxes Withheld			-12,072.47
Deductions from Net Pay			
Miscellaneous Deduction			-29.99
Wage Garnishment			-317.52
Total Deductions from Net Pay			-347.51
Net Pay	2,607.25		60,248.48
Employer Taxes and Contributions			
Medicare Company			1,123.54
Social Security Company			4,804.02
Total Employer Taxes and Contributio...			5,927.56

Clearlake Oaks County Water District

Trial Balance

10/07/19

As of September 30, 2019

Accrual Basis

	Sep 30, 19	
	Debit	Credit
102.10 · CRP PC - 6192	1,668.63	
102.12 · 102.12 - RESERVE - 8503	25,188.00	
102.001 · GL - 9122	50,338.87	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	148,042.76	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	145,073.61	
102.03 · CRP Sewer - 3745	296,077.44	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	128,023.10	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	983,511.67	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	249,148.33	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	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	129,074.19	
128 · Sewer Infrstrcture & Rehab Proj	1,340,129.77	
121 · Wtr Dist & Wtr Storage Projects	153,927.77	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	54,263.79	
131 · Waste Water Plant:131.1 · Pumps/Equipment	10,842.84	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,260,810.80	
USDA Project	238,835.93	
127 · Water Plant	193,802.17	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	22,178.55	
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 · Repair of Major Equipment	177,077.82	
120 · District General CIP	13,500.00	
120 · District General CIP:120.01 · General Equipment/Tools	1,921,549.25	
120 · District General CIP:120.60 · Office	27,831.49	
120 · District General CIP:120.75 · SCADA	0.00	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	202,254.54	
122 · Bldgs/Grounds Cap Improvements	8,529,449.57	
124 · D/C System Cap Improvements	3,144,193.10	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station ...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	5,215.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		8,856,056.00
200 · ACCOUNTS PAYABLE		63,835.39
210 · Cal Card	0.00	
210 · Cal Card:210.13 · WAB - Jeremy - 2499		1,764.23
210 · Cal Card:210.12 · WAB- Francisco - 2481		2,023.87
210 · Cal Card:210.11 · WAB - Dan - 2507		626.28
210 · Cal Card:210.10 · WAB - Dianna - 2473		6,287.04
210 · Cal Card:210-09 · Cal Card - Francisco - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - Dan - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card - Jeremy - 5863	0.00	
210 · Cal Card:210.06 · Cal Card - Jason 3879	0.00	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	0.00	

Clearlake Oaks County Water District

Trial Balance

As of September 30, 2019

	Sep 30, 19	
	Debit	Credit
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988	0.00	
Annual Depreciation		249,035.55
224 · USDA Retainage		141,412.85
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.12 · USDA Loan		3,299,903.54
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	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	2,832.19	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical		5,436.57
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	9,395.53	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	283.82	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		9,679.35
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	0.00	
223.50 · MEDICARE TAX PAYABLE	0.00	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	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	165.48	
223.80 · DEFERRED COMP PAYABLE		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		1,652.00
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities		968.97
226 · USDA Int Pymnt-Swr Clarifier		24,240.15
225 · USDA Payment - Sewer Clarifier	24,240.15	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		5,956,568.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		6,598,921.07
Income:410 · Client Reg Pmt		567,845.91
Income:420 · Connection Fees		20,300.00
Income:425 · CRP		199,029.34
Income:425 · CRP:425.3 · CRP - Paradise Cove		22.00
Income:430 · Penalty & Interest		11,875.16
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3 · WTP, Meters, a...	1,194.10	
Income:440 · Misc Revenue		11,030.10
Income:450 · Other - Non S/W Rev		51,966.29
133 · Harvey Storage Tank - Water	520.00	
Salaries & EE Benefits:545 · CALPers 457	225.00	
Salaries & EE Benefits:505 · Salaries & Wages	266,409.34	
Salaries & EE Benefits:520 · FICA - District Share	19,882.65	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	58,321.68	
Salaries & EE Benefits:540 · PERS - District Share	28,553.52	
Salaries & EE Benefits:550 · Unemployment	3,682.00	
Salaries & EE Benefits:560 · Workers Comp Ins	13,116.20	
Services & Supplies:610 · Bank Fees	4,966.55	
Services & Supplies:620 · Communications & Internet	6,011.52	

Clearlake Oaks County Water District

Trial Balance

10/07/19

As of September 30, 2019

Accrual Basis

	Sep 30, 19	
	Debit	Credit
Services & Supplies:625 · Equip - Field (\$300-\$4999)	6,198.74	
Services & Supplies:630 · Equip - Office	833.58	
Services & Supplies:640 · Fuel & Oil	7,823.09	
Services & Supplies:657 · Lab	9,314.00	
Services & Supplies:660 · Memberships & Subscription	387.68	
Services & Supplies:665 · Mileage Reimb	106.73	
Services & Supplies:670 · Postage & Shipping	3,018.90	
Services & Supplies:675 · Professional Services	14,849.67	
Services & Supplies:685 · Rents	2,757.53	
Services & Supplies:690 · Safety & Security	3,593.07	
Services & Supplies:700 · Tools & Instruments	196.57	
Services & Supplies:703 · Supplies - Clothing & Personal	2,072.42	
Services & Supplies:705 · Supplies - Office	3,635.09	
Services & Supplies:715 · Supplies-Chemicals-Operating	29,186.71	
Services & Supplies:720 · Supplies - Inventory - Other	3,338.32	
Services & Supplies:735 · Training/Classes/Certs/ClassB	1,730.41	
Services & Supplies:745 · Travel / Lodging	293.89	
Services & Supplies:750 · Utilities	76,867.02	
Services & Supplies:760 · Waste Disposal	15,780.80	
Services & Supplies:795 · Yolo Co	13,422.08	
Services & Supplies:798 · Reconciliation Discrepancies	20.00	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	1,239.10	
Repairs & Replacement:810 · R&R Buildings & Grounds	4,479.25	
Repairs & Replacement:820 · R&R Lift Stations	1,915.66	
Repairs & Replacement:830 · R&R Equipment	49,258.99	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	4,734.88	
Repairs & Replacement:840 · R&R Vehicles	10,907.68	
66000 · Payroll Expenses	0.00	
TOTAL	26,151,941.05	26,151,941.05

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2:14 PM

10/08/19

Clearlake Oaks County Water District
A/P Aging Summary
As of October 8, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ACWA/JPIA - W/C & Liab	0.00	50,934.03	0.00	0.00	0.00	50,934.03
Association of California Water Agencies	11,780.00	0.00	0.00	0.00	0.00	11,780.00
SWRCB - LW Accounting	180.00	0.00	0.00	0.00	0.00	180.00
T & S Construction Co. Inc.	0.00	0.00	0.00	0.00	10,000.00	10,000.00
TOTAL	<u>11,960.00</u>	<u>50,934.03</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>72,894.03</u>

Account Payable Breakdown

Date: 10/8/2019

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$19,086.91	\$71,362.17	\$77,395.65
CRP Water	\$145,090.26	\$145,090.26	\$145,090.26
CRP Sewer	\$296,077.44	\$296,077.44	\$296,077.44
CRP PC	\$1,668.83	\$1,668.83	\$1,668.83
PC Escrow	\$0.00	\$0.00	\$0.00
Reserve	\$25,200.00	\$25,200.00	\$25,200.00
LAIF Balance	\$337,042.76		
Current A/P Aging	\$72,894.03		
TOTAL	<u>\$72,894.03</u>		

NOTES: Ran reports on 10/8/19 before power outage.

**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

SEPTEMBER 19, 2019

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President
√ Mr. Samuel Boucher, Director √ Mr. Stanley Archacki, Director, □ Mrs. Barbara Higman, Director
√ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann - Secretary of the Board

In the audience, our Chief Operators

√ Mr. Francisco Castro, Wastewater √ Mr. Daniel Larson, 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
- f.

2. Financial Reports for review and approval

- a. August 2019, QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 08-15-19

4. Bills

- a. MC Engineering invoice number 1821, dated 9/5/19, in the amount of \$28,068.14 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1822, dated 9/5/19, in the amount of \$27,060.00 for the USDA Meters and Water Tank PER (USDA application for water projects)
- c. T & S Construction invoice number 5 dated 9/10/19, in the amount of \$26,362.50 for Phases 2 & 3 of the Waste Water Infrastructure Improvement Project

Action Taken: Motion to approve the consent items with changes

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

5. Agenda (Old Business)

- a. Discussion and update of the Water loss report

Action Taken: NO ACTION

- b. Discussion and update from the Yolo Ad Hoc committee

Action Taken: NO ACTION

6. Agenda (New Business)

- a. Discussion and consideration of Appeal for 661 Keys Boulevard regarding capital expansion fees

Action Taken: Motion to deny appeal for 661 Keys Boulevard with regards to capital expansion fees

HOSIER/BOUCHER M/S/C

AYES: HOSIER/BOUCHER/ARCHACKI

NOES: MEDEIROS/HIGMAN

ABSENT: NONE

- b. Discussion and consideration of Resolution 19-05, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 19-05 amending the employee handbook

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- c. Discussion and review of examination of Cerrito Redwood Tank by Aqua-Tech Company

Action Taken: NO ACTION

Motioned to adjourn at 2:59 PM by Director Hosier

Adjournment

Time: 2:59 PM

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
10/5/2019	1837

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	11/4/2019	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	26.5	165.00	4,372.50	
Assistant Engineer, Jared P. Nelson	163	120.00	19,560.00	
Operations Specialist, Doyle Champlain	7	105.00	735.00	
Operations Management Engineer, John Pedri, PE	3.5	160.00	560.00	
Administrative Support	3	65.00	195.00	
RGH Consultants Inv 0819119	1.13	2,009.00	2,270.17	
EDEA 1031	1.13	607.50	686.48	
230mi @ \$.545mi 9/19 Mark	230	0.545	125.35	
320 mi @ \$0.55 / mi Clearlake Oaks on 9-8 and back on 9-12.		176.00	176.00	
325 mi @ \$0.55 / mi Clearlake Oaks (9-16-19) and back (9-20-19)		178.75	178.75	
315 mi @ \$0.55 / mi Clearlake Oaks (9-23) and Back (9-27)		173.25	173.25	
Meals - Groceries 9-23-19 Jared		23.61	23.61	
Meals - Lunch 9-23-19 Jared		13.62	13.62	
Meals - Groceries 9-24-19 Jared		40.00	40.00	
Meals - Groceries purchased on 9-25-19 Jared		33.79	33.79	
Meals - Groceries on 9-26-19 Jared		30.48	30.48	
Island RV Space Rent October		650.00	650.00	

128-43 Upl Const (M)

Total	\$29,824.00
Payments/Credits	\$0.00
Balance Due	\$29,824.00

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

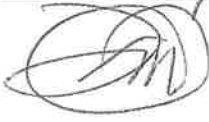
Date	Invoice #
10/5/2019	1838

Bill To

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

P.O. No.	Terms	Due Date	Project
	Net 30	11/4/2019	USDA Meters and Water Tank PER

Description	Qty	Rate	Amount
Assistant Engineer, Jose Diaz-Mendez	23	105.00	2,415.00
Project Engineer 2, Richard Relyea	93	130.00	12,090.00
Project Manager, Mark Carey, PE	30.5	165.00	5,032.50
Assistant Engineer, Jared P. Nelson	5	130.00	650.00
Operations Management Engineer, John Pedri, PE	17.5	160.00	2,800.00
Assistant Engineering Tech, Julia Carey	18.5	65.00	1,202.50
Administrative Support	3	65.00	195.00
EDEA 1032	1.13	525.00	593.25
230mi @ \$.545mi 9/4 Mark	230	0.545	125.35
OV Copy Inv 33044		8.19	8.19

138- 4/6 USDA Water Improvements
 CRP W

Total	\$25,111.79
Payments/Credits	\$0.00
Balance Due	\$25,111.79

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

3A

Contractor's Application for Payment No. #1

Application Period: 9/1/2019 - 9/30/2019	Application Date: 10/2/2019
From (Contractor): T & S Construction Co. Inc.	Via (Construction Manager): Jared Nelson
Contract: CLOCWD	Engineer's Project No.: 1809
Project: Pipeline Rehabilitation Phase 2	
Owner's Contract No.: C-01-8056-10	

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE	
				2. Net change by Change Orders	\$ 704,866.00
				3. Current Contract Price (Line 1 ± 2)	\$ 704,866.00
				4. TOTAL COMPLETED AND STORED TO DATE	\$38,481.25
				5. RETAINAGE:	
				a. 5% <input checked="" type="checkbox"/> \$38,481.25 Work Completed	\$ 1,924.06
				b. 5% <input checked="" type="checkbox"/> \$0.00 Stored Material	\$ -
				c. Total Retainage (Line 5a + Line 5b)	\$ 1,924.06
				6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$ 36,557.19
				7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$ -
				8. AMOUNT DUE THIS APPLICATION	\$ 36,557.19
				9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	\$ 668,308.81

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: 10/2/2019

Payment of: \$ _____

is recommended by: [Signature] Inspector (Date) 10/6/19

Payment of: \$ _____

is recommended by: [Signature] Engineer (Date) 10/8/19

is approved by: [Signature] Owner (Date) 10/8/19

Approved by: _____ Funding Agency (if applicable) (Date)

128-46 - without impact Const.

Contractor's Application for Payment No. #6

Application Period: 9/1/2019 - 9/30/2019	Application Date: 10/2/2019
To (Owner): CLOCWD	Via (Construction Manager): Jared Nelson
Project: Phase 3 Lift Station Improv.	Engineer's Project No.: 1808
Owner's Contract No.:	

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions
	1	\$25,785.18	
	2	\$5,800.05	
	3		\$2,510.30
TOTALS		\$31,585.23	\$2,510.30
NET CHANGE BY CHANGE ORDERS		\$29,074.93	

1. ORIGINAL CONTRACT PRICE..... \$ 2,603,374.00
2. Net change by Change Orders..... \$ 29,074.93
3. Current Contract Price (Line 1 ± 2)..... \$ 2,632,448.93
4. TOTAL COMPLETED AND STORED TO DATE..... \$1,085,439.70
5. RETAINAGE:
 - a. 5% X \$1,085,439.70 Work Completed..... \$ 54,271.99
 - b. 5% X \$0.00 Stored Material..... \$ -
 - c. Total Retainage (Line 5a + Line 5b)..... \$ 54,271.99
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 1,031,167.72
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 950,797.72
8. AMOUNT DUE THIS APPLICATION..... \$ 80,370.00
9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G on Progress Estimate + Line 5 above)..... \$ 1,601,281.22

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: <i>Anthony Spinnella</i>	Date: 10/2/2019
------------------------------	-----------------

Payment of: \$	<i>[Signature]</i>	(Line 8 or other - attach explanation of the other amount) 10/8/19 (Date)
is recommended by:		Inspector
Payment of: \$	<i>[Signature]</i>	(Line 8 or other - attach explanation of the other amount) 10/8/19 (Date)
is recommended by:		Engineer
is approved by:	<i>[Signature]</i>	Owner 10/8/19 (Date)
Approved by:		Funding Agency (if applicable) (Date)

198-46 - enflow Fuyelt East



Dear Employee,

REACH Air Medical Services and AirMedCare Network (AMCN) would like to offer you the opportunity to join our Air Ambulance Membership Program at a discounted rate. Being a member of our network offers you peace of mind for just dimes a day.

As an employee, your yearly group rate is \$65 per year. You can add the new "Fly-U-Home" option for just \$134 a year (total cost for both is \$199).

REACH is part of AMCN, the largest Air Ambulance Membership Network in the United States. AMCN is there to serve you from more than 320 locations in 40 states. In 2016 REACH acquired CALSTAR adding ten additional bases in California.

AMCN / REACH Membership Rates for Employees

Option 1: \$65- AMCN Membership

-Covers all costs for emergency air transport should you be flown by REACH, CALSTAR or any other AMCN provider. There will be no out-of-pocket expenses for air transport.

Option 2: \$134 - Fly-U-Home Membership

-Fly-U-Home members have access to a medically, private aircraft to fly you back home if you are ever hospitalized while traveling. You must be more than 150 miles from home and admitted into a hospital for Fly-U-Home to apply.

-Covers transport of Mortal Remains . All necessary arrangements are taken care of to return mortal remains to a funeral facility in the city of the member's primary residence as requested by the family.

To enroll, please fill out the application on the other side and mail it to the address listed. You can also enroll by visiting our webpage at www.amcnrep.com/Nicole-Vice and use the Coupon Code: 11029 -CA-BUS to receive the discounted rate. The GET code is 11712. You may also contact me directly at 707- 239-2505 and enroll by phone.

Sincerely,

Nicole Vice

707-239-2505

Nicole.Vice@airmedcarenetwork.com

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By applying for membership, I agree to AMCN's and/or Fly-U-Home's terms and conditions on the bottom of this application.

SIGN OR INITIAL HERE

TODAY'S DATE

STEP 1: MEMBER CONTACT INFORMATION

First Name	Last Name	Date of Birth	Home Phone	Cell Phone
Physical Address	City	State	Zip	E-Mail <small>*In order to sign up with recurring payment options or receive electronic invoicing, you must provide a valid email address.</small>
Mailing Address <small>(if different from US)</small>	City	State	Zip	County

STEP 2: LIST ADDITIONAL MEMBERS IN HOUSEHOLD

First Name	Last Name	Date of Birth
First Name	Last Name	Date of Birth
First Name	Last Name	Date of Birth

STEP 3: CHOOSE YOUR MEMBERSHIP OPTION(S)

EMERGENT - AMCN

1-Year Membership Entire Household \$65

NON-EMERGENT - FLY-U-HOME

1-Year Membership Add-on* \$15 Dollar Savings! \$134

1-Year Membership Stand-Alone \$149

*Add-On available only with AMCN Membership

Total AMCN Membership Dues Amount	+	Total Fly-U-Home Membership Dues Amount	=	Total Membership Amount
\$		\$		\$

KNOX KEENE AGREEMENT - PLEASE SIGN

BEFORE YOU PURCHASE: If you are currently transported to or from your home, this may occur contact the Department of Managed Health Care at (HMO) or other health insurance, the benefits determined that another company could provide. www.healthhelp.org. You may obtain complaint provided by Reach/AirMed International LLC may more expedient service or is next in the rotation. Forms and instructions online. duplicate the benefits provided by your HMO or to receive a call. This might also occur when Reach/AirMed International LLC is unable to perform within a regarding whether your HMO or other health medically appropriate time frame due to a mechanical or insurance offers benefits for ambulance services, maintenance problem or being called on another flight. you should contact that other company directly. **COMPLAINTS:** For complaints regarding Reach/AirMed International LLC is not an AirMed International LLC, first attempt to call the insurance program. It will not compensate or reimburse. Please call 1 800 791 0010. Reach/AirMed International another ambulance company that provides emergency LLC fails to resolve the complaint to your satisfaction.

OPERATING UNDER CONDITIONAL EXEMPTION: Reach/AirMed International LLC is operating pursuant to an exemption from the Knox Keene Health Care Service Plan Act of 1975 (Health and Safety Code section 1340 et seq).

STEP 4: SET UP YOUR PAYMENT PLAN

PAYMENT OPTIONS (select one)

- Check or money order. Make payable to: AirMedCare Network PO Box 948, West Plains, MO 65775
- One time credit card payment or automatic transfer from checking account.

BANK INFORMATION (for check funds transfer)

Name on bank account _____
 Routing number _____ Account number (please attach a voided check) _____

CREDIT CARD INFORMATION

VISA MasterCard Discover American Express

Credit Card Number _____ Expiration Date _____
 Signature _____ 3 digit code on back of card 4 digit code on front for AMEX

Statement of Authorization: I authorize AirMedCare Network to initiate the EFT withdrawal as indicated above. If I have elected to pay by credit card, I agree to abide by all terms and conditions of my credit card agreement. If I have elected to pay via EFT, I authorize my financial institution to transfer the amount indicated on the attached voided check to AirMedCare Network. Adjusting entries to correct errors are also authorized. It is agreed that these debits and adjustments will be made electronically and under the rules of the National Automated Clearing House Association (NACHA). This authorization is to remain in full force and effect until written revocation is given to the AirMedCare network of its termination.

Signature _____ (Signature required)
 _____ / _____ / _____
 Month Day Year

Questions? Call Membership Sales Manager or visit www.amcnrep.com
Nicole Vice • 707-239-2505
Nicole.Vice@airmedcarenetwork.com

GET CODE	TRACK CODE	PLAN CODE	COUPON CODE
11712	12953	11029	11029-CA-BUS

AMCN Membership Terms and Conditions

AirMedCare Network is an alliance of affiliated air ambulance providers* (each a "Company"). An AirMedCare Network membership automatically enrolls you as a member in each Company's membership program. Membership ensures the patient will have no out-of-pocket flight expenses if flown by a Company by providing prepaid protection against a Company's air ambulance costs that are not covered by a member's insurance or other benefits or third party responsibility, subject to the following terms and conditions:

- Patient transport will be to the closest appropriate medical facility for medical conditions that are deemed by AMCN Provider attending medical professionals to be life- or limb-threatening, or that could lead to permanent disability, and which require emergency air ambulance transport. A patient's medical condition, not membership status, will dictate whether or not air transportation is appropriate and required. Under all circumstances, an AMCN Provider retains the sole right and responsibility to determine whether or not a patient is flown.
- AMCN Provider air ambulance services may not be available when requested due to factors beyond its control, such as use of the appropriate aircraft by another patient or other circumstances governed by operational requirements or restrictions including, but not limited to, equipment manufacturer limitations, governmental regulations, maintenance requirements, patient condition, age or size, or weather conditions. FAA restrictions prohibit most AMCN Provider aircraft from flying in inclement weather conditions. The primary determinant of whether to accept a flight is always the safety of the patient and medical flight crews. Emergent ground ambulance transport of a member by an AMCN Provider will be covered under the same terms and conditions.
- Members who have insurance or other benefits, or third party responsibility claims, that cover the cost of ambulance services are financially liable for the cost of AMCN Provider services up to the limit of any such available coverage. In return for payment of the membership fee, the AMCN Provider will consider its air ambulance costs that are not covered by any insurance, benefits or third party responsibility available to the member to have been fully prepaid. The AMCN Provider reserves the right to bill directly any appropriate insurance, benefits provider or third party for services rendered, and members authorize their insurers, benefits providers and responsible third parties to pay any covered amounts directly to the AMCN Provider. Members agree to remit to the AMCN Provider any payment received from insurance or benefit providers or any third party for air medical services provided by the AMCN Provider, not to exceed regular charges. Neither the Company nor AirMedCare Network is an insurance company. Membership is not an insurance policy and cannot be considered as a secondary insurance coverage or a supplement to any insurance coverage. Neither the Company nor AirMedCare Network will be responsible for payment for services provided by another ambulance service.
- Membership starts 15 days after the Company receives a complete application with full payment, however, the waiting period will be waived for unforeseen events occurring during such time. Members must be natural persons. Memberships are non-refundable and non-transferable.
- Some state laws prohibit Medicaid beneficiaries from being offered membership or being accepted into membership programs. By applying, members certify to the Company that they are not Medicaid beneficiaries.
- These terms and conditions supersede all previous terms and conditions between a member and the Company or AirMedCare Network, including any other writings, or verbal representations, relating to the terms and conditions of membership.

*Air Evac EMS, Inc. / Guardian Flight / Med-Trans Corporation / REACH Air Medical Services, LLC — These terms and conditions apply to all AirMedCare Network participating provider membership programs, regardless of which participating provider transports you.

AirMedCare Network* Fly-U-Home U.S. Domestic Membership – Terms and Conditions

- Air Medical Transport: Arrangements, Suitability and Additional Passengers.** If (1) an AirMedCare Network Fly-U-Home member is admitted to a hospital in the Contiguous 48 States that is more than 150 nautical miles (or approximately 172.6 statute miles) from the member's residence and (2) it is determined by the member's physician and AirMed's medical director that the member's medical condition is stable enough to allow air transport but that medical escort is required, then, at the member's request, AirMed will provide the member with private air medical transport or, if appropriate, commercial airline transport with medical escort. Transport will be provided on a bedside-to-bedside basis to a hospital of the member's choice that has accepted the member as a patient and is within the locality of the member's residence, subject to the membership terms and conditions. Decisions regarding urgency of transport, the best timing and the most suitable means of transport will be made by AirMed after consultation with the local attending physician and the member's receiving physician. AirMed will make all arrangements for each air medical transport. AirMed will not reimburse members for medical, medical transport or related expenses they incur on their own. AirMedCare Network Fly-U-Home membership does not cover emergent patient transports. Travel companions and baggage will be accommodated at no additional cost on AirMed transports, subject to safety and space constraints, but companions will be responsible for their own airfare on scheduled commercial aircraft.
 - Transport of Mortal Remains.** If a member dies within the Contiguous 48 States while traveling more than 150 nautical miles (or approximately 172.6 statute miles) from the member's residence, at the request of the member's family, AirMed will arrange for the return of the member's mortal remains to a funeral facility in the city of the member's residence within the Contiguous 48 States.
 - Member Eligibility.** A member must be a natural person who resides in the Contiguous 48 States, meaning the United States of America, including the states of Alaska and Hawaii, and excluding all territories and possessions. A member's residence must be listed on the member's enrollment application. Requests for changes to a member's residence must be submitted in writing to AirMed. The benefits of the membership extend to the designated primary member and all persons who dwell in a shared living space with the primary member and who are named in the enrollment application. Membership commences after a completed enrollment application and full payment has been received.
 - Qualifications, Limitations and Exclusions.** Membership is subject to the following qualifications, limitations and exclusions:
 - Ineligible and Excluded Transports.** A member who is hospitalized at the time of enrollment, or who was hospitalized within 30 days prior to enrollment for the same or related condition, will not be eligible for transport benefits related to that hospitalization. A member being evaluated for or on an organ transplant list prior to enrollment will not be entitled to a transport for conditions related to that transplant.
 - Maximum Number of Transports.** Membership covers up to two separate transports per year per membership (in total for all members covered under one membership); however, if multiple members who are covered under one membership require simultaneous transport, then each such member will be limited to that one transport.
 - Locations Inaccessible by Fixed Wing Aircraft.** Both the originating and receiving hospital must be reasonably accessible by ground ambulance to transport the member to and from an airfield capable of accommodating an AirMed or one of its authorized affiliates aircraft. The cost associated with transportation from isolated areas or islands to an airport accessible to AirMed aircraft is not included in the membership and will be the responsibility of the member. Membership benefits do not include helicopter transportation.
 - High Risk / Safety Medical Restrictions.** In conjunction with FAA, U.S. State Department and other regulatory standards, and AirMed safety standards, a member will not be entitled to air medical transport if the member's illness or injury is a result of or is contributed to by the following: (i) suicide or attempted suicide or intentional self-injury; (ii) a member's own criminal or felonious act; (iii) actions taken while the member is in a state of insanity; (iv) war, invasion, civil war or terrorism; or (v) contagious airborne pathogens. A member suffering from a psychiatric or mental disorder that is not manageable and will not allow safe transport within the confines of the ground ambulance and aircraft may not be transported. A member beyond the second trimester of pregnancy may not be transported if the transport request relates to the pregnancy.
- Non-Refundable, Non-Transferable.** Memberships are non-refundable and non-transferable.
 *AirMedCare Network is a registered service mark of Air Medical Group Holdings, Inc. All AMCN Fly-U-Home SM membership benefits and services are offered and provided by AirMed International LLC, an FAA Part 135 operator, and EngleMed LLC, an FAA Part 135 operator, both subsidiaries of Air Medical Group Holdings, Inc.

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Olivia Mann

From: JUDY HENDERSON <judy_henderson@us.aflac.com>
Sent: Friday, October 4, 2019 8:20 AM
To: Olivia Mann
Subject: Re: Life Quote

Morning,

The total monthly premium for \$50K Life is \$914.20.

The employees that are in there mid to late 50's to 60's I can only quote a 10-Year Term.

The employees that are younger, I was able to quote 30-yr Term.

30-Yr Term

1981 Male \$39.20/mo 2 employees
1983 Male \$19.80/mo
1974 Male \$72.60/mo
1975 Female \$54.80/mo
1978 Male \$50.20/mo
1979 Male \$46.80/mo
1990 Male \$21.20/mo
1993 Male \$19.80/mo
1995 Female \$18.80

10-Year Term

1956 Male \$132.00/mo
1956 Female \$126.80/mo
1957 Male \$115.60/mo
1960 Male \$ 90.80/mo
1963 Female \$65.60/mo

Let me know what you think..

Thank you,
Judy

DA



P. O. Box 1107 Davis, CA 95617
Orders: (800) 342-6733 Fax: (844) 270-1688

Quote

Clearlake Oaks CWD

Dan Larson

12545 East Highway 20
Clearlake Oaks, CA 95423
d.larson@clowcd.org

June 26, 2019

PRICE QUOTE VALID THROUGH June 18, 2020

2550 x 4 = 10,200 x \$1.28 = \$13,056

PRODUCT	PACKAGING	PRICE	QUANTITY	AVAILABILITY
Sodium Permanganate 20%	275-Gallon Totes (2550 lbs net)	\$1.28/lb/del	4 TOTES MINIMUM	ARO 7 – 15 business days
Sodium Permanganate 40%	275-Gallon Totes (3000 lbs net)	\$2.44lb/del	4 TOTES MINIMUM	ARO 7 – 15 business days

Please call our office to place all orders at (800) 342-6733

- or -

EMAIL: evie@ntutechnologies.com

This quote supersedes any and all prior quotes

AS