

**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

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: _____

5. Agenda (Old Business)

- a. Discussion and update of the Water loss report

Action Taken: _____

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

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of Appeal for 651 Keys Boulevard regarding capital expansion fees

Action Taken: _____

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

Action Taken: _____

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

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)

September 15, 2019 - Board Letter

Administration

- ∂ Received \$5,648.33 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).
- ∂ 8 total accounts were written off last month totaling \$252.73
- ∂ 78 properties were reported to the County of Lake Tax Collector for the 2019-2020 Fiscal Year totaling \$98,458.64
- ∂ Angie with CUSI was here September 3rd -6th for hands on training. This was a huge benefit to the office staff and even the DC department. She worked with everyone individually to address specific questions or tasks. On Thursday, we worked as a group and learned the helpful tips UMS has to offer. In addition to working with the office staff, Angie worked with the DC department to address mobile work order questions and how to navigate the site. We also inquired with UMS about adding a payment kiosk in the office for customers to pay their bill in office without having to wait in line, we are awaiting a quote from Lane. We also now have a pay by phone option! Customers are able to call in 24 hours, enter their account number and pay without any hassle! This addition will be on this month's bill note and notices will be up at the front window. We will be signing off on implementation within the coming weeks, there are still a few outstanding items that we are working on.
- ∂ Actively reviewing water code samples provided by Scott Nave to implement within the district
- ∂ As you will read in Dan's report, we are working diligently to find the most accurate percentage of water loss each month
- ∂ Aflac was here on September 11th to discuss this year's open enrollment and other benefits they have to offer employees, open enrollment will begin in November.

All the best,
Olivia Mann

D/C Board Letter for September 2019

Hello Board Members for CLOCWD,

The Flow meter/Service area inspection

*We ran the test on the flow meter compared to the Elem water main meter, it showed that the Elem meter was about 500 gallons shy of what the flow meter detected over a two week period.

* D/C crew also went to every hook up and meter to check for leaks. We found out that the meter service was on at the community building, and it had a decent leak.

*While we were inspecting the hydrants we were also weed whacking around them. In doing so we came across a hydrant on the very back side which the lock was just laying on top, "dummy locked".

* The flow meter is now being installed at the bridge near lift station 4.

Main & service line repairs

*From 8/12/19 to 9/12/19 we had 10 different service line repairs. Most were about 2 GPM leaks, but we did have a couple of 5 GPM leaks. We found out through a customer that one of these 2 GPM leaks was reported over 2 years ago.

*There was a service line on 3rd St. that had multiple repairs, so we decided to pull a new service line. There were about 12 repair clamps on this service line. Because of this we were not able to pull the new line, so we had to dig a trench.

* We came up with a plan to keep a log of every leak repair to better analyze this district.

*DC crew also did about 3 yards of cold patching from previous repairs.

Paradise tank site

*The trench for the new electrical installation has been backfilled by DC.

Shady tank site

*DC crew installed a new pad and struts for electrical upgrade.

Lift station sites

*Lift station 5: Will be getting a much needed repair on the Y section of the forced main just after the pumps. This is something that should have been done correctly years ago.

*Lift stations 4,6,8,&9: Are all being worked on to upgrade the panels.

*Lift station 7: T&S is still working on this Lift station upgrades.

*Lift station 9: Was cleaned and inspected with a remote camera.

Training / Licensing

*Jesse and Hugo passed their test for Ham Radio technician license certification for emergency response communication. They are now certified.

*Hugo and Christopher are taking their D1 exam on 9/14/19.

*I will be taking my D3 exam on 9/14/19.

Equipment that needs or is being worked on

*The Dodge utility truck had some work done including a new set of tires.

*The newer Vaccon has broken down again. This time it was the radiator. It is taking over 2 weeks to get a new one delivered. DC crew is doing the repair.

Thank You

Chief DC, Jeremy Backus

Water Treatment Plant

Clearlake Oaks County Water District

Daniel Larson CPO

Paradise Valley Tank Site- Coastal Mountain Electric has been working on the electrical issue and getting the pumphouse ready for CPM to install the new pump and the electrical to the tank for the Aeration system to be installed. CPM has installed the two new booster pumps and they are servicing the two customers above the tank site. Gridbee is scheduling the installation for the aeration system and we should have a firm date this week. The manual switch and plug assembly are to still be installed.

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

Water Loss Program- The Water Loss Program is primarily being overseen by the Distribution Division, but we have some encouraging numbers regarding the Plant-to-Distribution and Billing for water used by our rate payers. The Plant transmitted a total of 24,172,000 gallons of treated water into the Distribution system, the rate payers were billed for a total of 16,448,819 gallons, equating to a loss of 7,723,181 gallons (31% Loss). This is a significant improvement but still leaves plenty of room for improvement. Olivia calculated the production days to correspond to the billable days between July 13, 2019 and August 14, 2019 to give us the most accurate numbers to-date.

Swan Units-The Swan Units for the Raw water, Clarifiers 1 & 2, Filter 1 and CFE are on-line and in-service. The Swan units for Filters 2 & 3 are installed and can be

put in-service in a short time period. The Swan unit for the PH control system is in place but still need additional work to be operational.

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.

TTHM Quarterly Testing- We have just received the results for our third quarter test for Trihalomethanes (TTHM) and Total Haloacetic Acids (HAA5) which included initial testing in Paradise Cove. These testing sites are comprised of three sites registered and approved by the SWRCB which include a site on the West-End along Highway 20 (1710001-007), a site at the corner of Stubbs and Mesa Streets (1710001-006), and the site in Paradise Cove (1710001-012). Both testing sites 1710001-006 and 1710001-012 came back with TTHM levels above the MCL. We are initiating a new in-house testing protocol above and beyond the required testing by the State. I have discussed this new protocol with Amy Little and we both believe it will help the District evaluate our best course of action to control 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.

Miscellaneous Projects- We have changed out the Pond diffusers in Ozone Tower 2 with diffusers designed for Ozone systems. We will be putting tower 2 in service and taking tower 1 out-of-service to change the diffusers in tower 1 in the next month. We have installed an additional swamp cooler for the Compressor room and high-volume exhaust fans.

Up-Dating SOPs and Operational Plans for Treatment and Distribution- Due to the many changes at the Plant in in the Distribution system we are updating the

operational plans for submission to the State. We are also writing SOPs for each new system installed at the plant and those systems and procedures which have not previously been documented.

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.

Daniel Larson

Clearlake Oaks County Water District

Water Treatment Plant

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
SEPTEMBER 2019

Reporting Period: August 2019

From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors

September 13, 2019

For the month of August we received a total of 11.75 MG averaging 379,000 gallons a day. The total amount of gallons treated for the month were 9.98 MG averaging 322,000 gallons a day (223gpm). Clearlake level averaged 4.88' Rumsey gauge and ended the month at 4.34' Rumsey gauge as well. Comparing the flows to last year, there is an excess of 4.27 MG coming into the plant this year. This of course is due to the lake level. Back in August of 2018 the lake level averaged 2.29' which makes Clearlake 2.59' higher this year. All in house and out sourced testing results were in compliance with our WDR. At this time the plant has been running great thus giving us good treatment.

Sludge drying and hauling is still in process. At this time we have hauled a total of 3 transfer trucks. Please note that a total of 11 trucks were used last year for hauling. I anticipate that less trucks will be needed this year. I will have a final count of trucks next board letter. During this month our Waste Manifest Renewal application was submitted along with analytical testing and results required. Our EPA number was also verified for the year as required.

On August 22nd we conducted 3rd quarter ground water monitoring. The required sampling were taken on all 3 wells. We hope that during fourth quarter all samples will be taken as well due to the high lake level as compared to other years.

All maintenance, monthly's and safety meeting were completed through out the month.

Thank you,

Francisco Castro

WWTP Chief Plant Operator

Clearlake Oaks County Water District September 19, 2019

By the calendar, autumn is just a few days away and “the bloom” did not get as bad as expected and State has already cancelled sampling. With this being said, with the lake conditions changing constantly, the water plant has been running 24 hours per day with very little down time.

A representative from UMS (new billing software) spent three days here training Admin staff and in addition, spent some time with D/C staff training them on electronic work orders.

The District is currently waiting on the Cal-Trans permit that will let us schedule the repair on Hwy. 20. I am hoping to receive the permit any day.

In the June 7, 2019 regular board meeting, Directors approved an expense of \$18,000 for coagulant for the water plant. The cost of coagulant increased from .36 to .38 per pound bringing the cost to \$19,963.91, leaving a difference of \$1,963.91. I have instructed payment of this invoice so it would not go past the due date, however, just wanted to keep the board advised of the increase.

The D/C staff has been working with billing regarding the flow meter and have found a few discrepancies that have already been fixed. The flow meter has now been moved to another part of the District to continue our research on water loss.

The day to day business of the District has kept me pretty busy with fielding phone calls, answering questions regarding construction, construction meetings, etc. yet still working close with staff to ensure ongoing projects are getting completed.

Fall classes have begun and I am currently taking water treatment and wastewater curriculum. Once I have completed these courses, I will be working toward my Associates degree in water with my general education units.

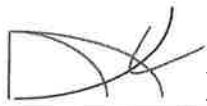
Please refer to individual department letters for additional details.

GRANTS:

- ❖ Please refer to the attached progress report from MC Engineering showing the progress of the Waste Water Infrastructure Improvement Project. On August 21st, I completed and mailed a Disbursement request to the State for \$1,103,703 which will pay back the LAIF account and General Ledger. I am anxiously awaiting that check, however, I have no idea how long it will take State to review and approve payment.
- ❖ As mentioned last month, State grants might starting funding again allowing additional projects to be completed through State and USDA.
- ❖ In addition to the grants on the water side, it now looks like State will start funding some additional waste water grants. State has called regarding our Reclamation grant and I will start working with MC Engineering to get this grant moving forward again.

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

Respectfully Submitted,
Dianna Mann
General Manager



Report Date: September 9th, 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: August, 2019

I. Engineering Project Status Update

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

- Review of Piping/Fittings submittal
- 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

II. Budget Status Update

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

This Invoice: \$28,068.14

Cost to Date: \$461,898.03

Cost to Complete: \$194,087.77

III. Projected Tasks for September, 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
- Continue application for Big Oaks Caltrans Permit

Project Progress:

Construction progress report to be attached with contractors pay request.

Clearlake Oaks County Water District
Summary Balance Sheet
As of August 31, 2019

09/09/19

Accrual Basis

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	1,011,126.54
Accounts Receivable	-6.00
Other Current Assets	1,757,119.67
Total Current Assets	<u>2,768,240.21</u>
Fixed Assets	<u>13,182,399.34</u>
TOTAL ASSETS	<u><u>15,950,639.55</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	64,459.28
Credit Cards	4,440.08
Other Current Liabilities	3,764,234.91
Total Current Liabilities	<u>3,833,134.27</u>
Total Liabilities	<u>3,833,134.27</u>
Equity	<u>12,117,505.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,950,639.55</u></u>

Balance Sheet

As of August 31, 2019

09/09/19

Accrual Basis

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
102.10 · CRP PC - 6192	46.96
102.12 · 102.12 - RESERVE - 8503	12,700.00
102.001 · GL - 9122 (Old Acct. # 053420019)	211,267.24
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 101...)	148,042.76
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1...	337,042.76
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERI...	88.98
102.02 · CRP Water - 6990	157,020.78
102.03 · CRP Sewer - 3745	292,759.82
Total Checking/Savings	1,011,126.54
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	127,765.10
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1...	983,511.67
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1...	249,148.33
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 10571...	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - W...	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 109...	15,474.00
Total Other Current Assets	1,757,119.67
Total Current Assets	2,768,240.21
Fixed Assets	
138 · USDA Water Improvements	102,014.19
128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation...	1,186,661.63
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation ...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installati...	153,927.77
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or install...	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	
127.6 · Swan AMI Turbiwell Monitor	20,332.55
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	183,529.50
Total 127 · Water Plant	393,058.20
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WA...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.90 · Vehicles/Generators/Trailers	202,254.54
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	13,500.00

Clearlake Oaks County Water District
Balance Sheet
As of August 31, 2019

	<u>Aug 31, 19</u>
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)	2,164,635.28
122 · Bldgs/Grounds Cap Improvements	8,529,449.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SE...	
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 - S...	3,142,075.50
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM ...	3,275,085.83
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	13,182,399.34
TOTAL ASSETS	15,950,639.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 20...	64,459.28
Total Accounts Payable	64,459.28
Credit Cards	
210 · Cal Card	
210.13 · WAB - Jeremy - 2499	327.45
210.12 · WAB- Francisco - 2481	382.36
210.11 · WAB - Dan - 2507	1,877.72
210.10 · WAB - Dianna - 2473	1,852.55
Total 210 · Cal Card	4,440.08
Total Credit Cards	4,440.08
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	141,412.85
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make ...	-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 ...	5,436.57
221 · Health Ins - EE Portion - Other	-2,519.09
Total 221 · Health Ins - EE Portion	2,917.48
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.16 · GARNISHMENT - COURT DEBT ORDER (GARNISH...	-283.82
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHM...	9,361.83
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL...	-9,078.01
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW ...	0.00
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DE...	-669.96
223.80 · DEFERRED COMP PAYABLE (- WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS ...	1,622.01
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSA...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts ...	-1,106.96
Total Other Current Liabilities	3,764,234.91

Clearlake Oaks County Water District

Balance Sheet

As of August 31, 2019

	<u>Aug 31, 19</u>
Total Current Liabilities	3,833,134.27
Long Term Liabilities	
226 · USDA Int Pymnt-Swr Clarifier	24,240.15
225 · USDA Payment - Sewer Clarifier	<u>-24,240.15</u>
Total Long Term Liabilities	<u>0.00</u>
Total Liabilities	3,833,134.27
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup pos...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corp...	6,597,591.91
Net Income	<u>147,628.42</u>
Total Equity	<u>12,117,505.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,950,639.55</u></u>

Clearlake Oaks County Water District

Profit and Loss

July through August 2019

09/09/19

Accrual Basis

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income					
Income					
410 · Client Reg Pmt	0.00	166,238.34	209,445.75	375,684.09	375,684.09
420 · Connection Fees	0.00	0.00	20,300.00	20,300.00	20,300.00
430 · Penalty & Interest	0.00	3,888.98	3,768.63	7,657.61	7,657.61
440 · Misc Revenue	0.00	0.00	10,987.10	10,987.10	10,987.10
450 · Other - Non S/W Rev	0.00	25,983.15	25,983.14	51,966.29	51,966.29
Total Income	0.00	196,110.47	270,484.62	466,595.09	466,595.09
Total Income	0.00	196,110.47	270,484.62	466,595.09	466,595.09
Gross Profit	0.00	196,110.47	270,484.62	466,595.09	466,595.09
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	58,399.34	45,267.80	31,158.82	134,825.96	134,825.96
520 · FICA - District Share	4,367.10	3,323.81	2,379.02	10,069.93	10,069.93
530 · Medical Ins - Dist Share	11,244.76	14,040.28	3,474.20	28,759.24	28,759.24
540 · PERS - District Share	14,689.00	2,647.52	1,348.35	18,684.87	18,684.87
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	93,677.22	69,011.53	40,394.82	203,083.57	203,083.57
Services & Supplies					
610 · Bank Fees	3,147.76	0.00	0.00	3,147.76	3,147.76
620 · Communications & Internet	902.94	405.87	701.00	2,009.81	2,009.81
625 · Equip - Field (\$300-\$4999)	0.00	550.31	0.00	550.31	550.31
630 · Equip - Office	288.14	321.74	0.00	609.88	609.88
640 · Fuel & Oil	0.00	698.35	708.34	1,406.69	1,406.69
657 · Lab	0.00	2,703.00	2,966.00	5,669.00	5,669.00
660 · Memberships & Subscription	75.06	281.31	281.31	637.68	637.68
665 · Mileage Reimb	106.73	0.00	0.00	106.73	106.73
670 · Postage & Shipping	2,018.90	0.00	0.00	2,018.90	2,018.90
675 · Professional Services	6,653.24	2,140.53	980.00	9,773.77	9,773.77
685 · Rents	2,028.54	0.00	0.00	2,028.54	2,028.54
690 · Safety & Security	203.00	585.34	239.17	1,027.51	1,027.51
700 · Tools & Instruments	0.00	0.00	56.36	56.36	56.36
705 · Supplies - Office	2,522.11	234.43	294.65	3,051.19	3,051.19
715 · Supplies-Chemicals-Operating	0.00	4,379.49	4,142.01	8,521.50	8,521.50
720 · Supplies - Inventory - Other	0.00	1,112.32	1,165.10	2,277.42	2,277.42
735 · Training/Classes/Certs/ClassB	961.06	5.00	5.00	971.06	971.06
745 · Travel / Lodging	162.34	34.35	34.34	231.03	231.03
750 · Utilities	1,017.75	18,446.37	32,394.88	51,859.00	51,859.00
760 · Waste Disposal	98.79	9,967.32	620.81	10,686.92	10,686.92
795 · Yolo Co	0.00	0.00	9,004.10	9,004.10	9,004.10
798 · Reconciliation Discrepancies (...)	20.00	0.00	0.00	20.00	20.00
Total Services & Supplies	20,206.36	41,865.73	53,593.07	115,665.16	115,665.16
Repairs & Replacement					
810 · R&R Buildings & Grounds	105.00	727.65	0.00	832.65	832.65
832 · R&R Mains and Sewer Lines	0.00	0.00	-550.97	-550.97	-550.97
840 · R&R Vehicles	0.00	175.00	175.00	350.00	350.00
Total Repairs & Replacement	105.00	902.65	-375.97	631.68	631.68
Total Expense	113,988.58	111,779.91	93,611.92	319,380.41	319,380.41
Net Income	-113,988.58	84,330.56	176,872.70	147,214.68	147,214.68

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

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	207,092	270,485	22%	929,418	154,903	196,110	21%
Total Operating Expenses	972,572	157,929	150,595	15%	1,037,590	172,932	168,763	16%
Operating Balance (loss)	269,982	49,164	119,891		(108,172)	(18,029)	27,348	
420 Connection Fees	30,000	5,000	20,300	68%	20,000	3,333	-	0%
435								
450 Other - Non S/W Rev	96,000	16,000	25,983	27%	100,000	16,667	25,983	26%
Reserves	150,000	25,000	25,000	17%	-	-	-	0%
Net Change In Net Position (loss)	245,982	45,164	141,174		11,828	1,971	53,331	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$241,203.00
District CRP	\$441,151.00
Paradise Cove CRP	\$1,668.63
Paradise Cove Escrow	\$0.00
Reserve	\$25,188.00
LAIF	\$337,042.76
Total	\$1,046,253.39

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	197,092	209,446	18%	909,418	151,570	166,238	18%
430 Penalty & Interest	30,000	5,000	3,769	13%	20,000	3,333	3,889	19%
440 Misc	30,000	5,000	10,987	37%	0	0	-	0%
Total Revenue >	1,242,554	207,092	224,202	18%	929,418	154,903	170,127	18%

As of August 2019 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	% Spent	Annual	YTD	YTD	% Spent
505 Salaries & Wages	316,514	52,752	60,359	19%	415,259	69,210	74,468	18%
520 FICA - District Share	26,093	4,349	4,563	17%	34,354	5,726	5,508	16%
530 Medical Ins - District Share	56,010	9,335	9,097	16%	128,093	21,349	19,663	15%
540 PERS - District Share	39,759	6,627	8,693	22%	47,203	7,867	9,993	21%
550 Unemployment	9,000	1,500	1,841	20%	9,000	1,500	1,841	20%
560 Workers Comp Ins	21,310	3,552	2,682	13%	24,506	4,084	4,380	18%
Salaries and Employee Benefits >	468,687	78,114	87,233	19%	658,415	109,736	115,851	18%

605 Advertising	200	33	-	0%	200	33	-	0%
610 Bank Fees	9,260	1,543	1,574	17%	9,250	1,542	1,574	17%
620 Communications & Internet	13,000	2,167	1,153	9%	7,250	1,208	858	12%
622 Board Exp	5,000	833	-	0%	5,000	833	-	0%
625 Equip - Field (\$300-\$4999)	2,500	417	-	0%	4,000	667	550	14%
630 Equip - Office	1,500	250	144	10%	2,000	333	466	23%
640 Fuel & Oil	6,800	1,133	708	10%	4,800	800	698	15%
645 Insurance	40,000	6,667	-	0%	25,000	4,167	-	0%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	20,000	3,333	2,966	15%	17,500	2,917	2,703	15%
660	Memberships & Subscriptions	28,500	4,750	319	1%	27,500	4,583	319	1%
665	Mileage Reimb	1,000	167	54	5%	750	125	54	7%
670	Postage & Shipping	6,000	1,000	1,010	17%	6,000	1,000	1,010	17%
675	Professional Services	36,000	6,000	4,307	12%	21,000	3,500	5,468	26%
685	Rents	4,875	813	1,015	21%	4,875	813	1,015	21%
690	Safety & Security	3,250	542	341	10%	8,250	1,375	687	8%
700	Tools & Instruments	2,000	333	56	3%	5,000	833	-	0%
703	Supplies - Clothing & Personal	1,800	300	-	0%	2,300	383	-	0%
705	Supplies - Office	4,750	792	1,556	33%	5,250	875	1,495	28%
715	Treatment Chemicals	75,000	12,500	4,142	6%	48,000	8,000	4,379	9%
720	Supplies - Operating - Other	5,000	833	1,165	23%	22,000	3,667	1,112	5%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	5,750	958	486	8%	5,250	875	486	9%
745	Travel	1,000	167	115	12%	2,000	333	115	6%
750	Utilities	135,650	22,608	32,904	24%	82,750	13,792	18,955	23%
760	Waste Disposal	3,050	508	671	22%	52,250	8,708	10,017	19%
795	Yolo Co	57,000	9,500	9,004	16%				
799	Misc	-	-	-	0%	-	-	-	0%
	Services and Supplies >	468,885	78,148	63,686	14%	368,175	61,363	51,957	14%
810	R&R Buildings & Grounds	7,000	1,167	53	1%	7,000	1,167	781	11%
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	500	175	6%	4,000	667	175	4%
850	Maintenance Reserve Account	25,000				-			
	Repairs & Replacement >	35,000	1,667	(324)	-1%	11,000	1,833	956	9%
	Total Expenses >	972,572	157,929	150,595	15%	1,037,590	172,932	168,763	16%

2 Administration - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **16.7%**

As of August 2019		2019-2020 Budget		Actual	%	Total	
Expenses		Annual	YTD	YTD	Spent	Remaining	
505	Salaries & Wages	321,978	53,663	58,399	18.1%	263,579	
520	FICA - District Share	26,674	4,446	4,367	16.4%	22,307	
530	Medical Ins - District Share	68,991	11,498	11,245	16.3%	57,746	
540	PERS-District Share (incl unfunded Liab, 35K)	61,000	10,167	14,689	24.1%	46,311	
550	Unemployment	18,000	3,000	3,682	20.5%	14,318	
560	Workers Comp Ins	7,422	1,237	1,295	17.4%	6,127	
Salaries and Employee Benefits >		504,064	84,011	93,677	18.6%	410,387	
605	Advertising	400	67	-	0.0%	400	
610	Bank Fees	18,500	3,083	3,148	17.0%	15,352	
620	Communications & Internet	7,000	1,167	903	12.9%	6,097	
622	Board Exp	10,000	1,667		0.0%	10,000	
625	Equip - Field (up to \$4999)	0	0		0.0%	0	
630	Equip - Office	2,000	333	288	14.4%	1,712	
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	167	75	7.5%	925	
665	Mileage Reimb	1,000	167	107	10.7%	893	
670	Postage & Shipping	12,000	2,000	2,019	16.8%	9,981	
675	Professional Services (Legal, IT, CUSI annual)	22,000	3,667	6,653	30.2%	15,347	
685	Rents	9,750	1,625	2,029	20.8%	7,721	
690	Safety & Security (boots)	2,500	417	203	8.1%	2,297	
700	Tools & Instruments	0	0		0.0%	0	
703	Supplies - Clothing & Personal	600	100		0.0%	600	
705	Supplies - Office	7,500	1,250	2,522	33.6%	4,978	
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	583	961	27.5%	2,539	
745	Travel / Lodging	1,000	167	162	16.2%	838	
750	Utilities	5,500	917	1,018	18.5%	4,482	
760	Waste Disposal	500	83	99	19.8%	401	
795	Yolo Co	0	0		0.0%	0	
798	Reconciliation Discrepancy			20			
799	Misc	0	0		0.0%	0	
Services and Supplies >		104,750	17,458	20,207	19.3%	84,543	
810	R&R Buildings & Grounds	4,000	667	105	2.6%	3,895	
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	667	105	2.6%	3,895	
Overage Explanations		Total Expenses	612,814	102,136	113,989	18.6%	498,825

505 Three payrolls in August

630 IT Quarterly Billing

675 IT Quarterly Billing & Engagement Ltr from Auditor

705 Annual purchase of billing envelopes & paper

KA

2 Sewer - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **16.7%**

As of August 2019

		2019-2020 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	254,270	42,378	45,268	17.8%	209,002
520	FICA - District Share	21,017	3,503	3,324	15.8%	17,693
530	Medical Ins - District Share	93,598	15,600	14,040	15.0%	79,558
540	PERS - District Share	16,704	2,784	2,648	15.9%	14,056
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	20,794	3,466	3,732	17.9%	17,062
Salaries and Employee Benefits >		406,383	67,730	69,012	17.0%	337,371
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	1,250	208	406	32.5%	844
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	250	550	36.7%	950
630	Equip - Office	1,000	167	322	32.2%	678
640	Fuel & Oil (Schaeffers)	2,000	333	698	34.9%	1,302
645	Insurance	25,000	4,167	-	0.0%	25,000
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	17,500	2,917	2,703	15.4%	14,797
660	Memberships & Subscriptions	27,000	4,500	281	1.0%	26,719
665	Mileage Reimb	250	42		0.0%	250
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)	10,000	1,667	2,141	21.4%	7,859
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	7,000	1,167	585	8.4%	6,415
700	Tools & Instruments	5,000	833		0.0%	5,000
703	Supplies - Clothing & Personal	2,000	333		0.0%	2,000
705	Supplies - Office	1,500	250	234	15.6%	1,266
715	Treatment Chemicals	48,000	8,000	4,379	9.1%	43,621
720	Supplies-Operating-Other-Titan Tubes	22,000	3,667	1,112	5.1%	20,888
730	Taxes - Licenses	-	-	-	0.0%	-
735	Training, Certs (classes, books)	3,500	583	5	0.1%	3,495
745	Travel / Lodging	1,500	250	34	2.3%	1,466
750	Utilities	80,000	13,333	18,446	23.1%	61,554
760	Waste Disposal	52,000	8,667	9,967	19.2%	42,033
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1 Customer Refund						
Services and Supplies >		308,000	51,333	41,863	13.6%	266,137
810	R&R Buildings & Grounds	5,000	833	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	667	175	4.4%	3,825
Repairs & Replacement >		9,000	1,500	903	10.0%	8,097
Total Expenses >		723,383	120,564	111,778	15.5%	611,605

Expense Notes

675 Qtrly billing from Dean Enderlin P.G.

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2 Water - Budget Variance Report July 1, 2018 through June 30, 2019		2019-2020 Budget		Target % >	16.7%	
As of August 2019				Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	155,526	25,921	31,159	20.0%	124,367
520	FICA - District Share	12,756	2,126	2,379	18.7%	10,377
530	Medical Ins - District Share	21,515	3,586	3,474	16.1%	18,041
540	PERS - District Share	9,260	1,543	1,348	14.6%	7,912
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,598	2,933	2,034	11.6%	15,564
Salaries and Employee Benefits >		216,655	36,109	40,394	18.6%	176,261
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	7,000	1,167	701	10.0%	6,299
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	83		0.0%	500
640	Fuel & Oil	4,000	667	708	17.7%	3,292
645	Insurance	40,000	6,667		0.0%	40,000
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	3,333	2,966	14.8%	17,034
660	Memberships & Subscriptions	28,000	4,667	281	1.0%	27,719
665	Mileage Reimb	500	83		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	4,167	980	3.9%	24,020
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	2,000	333	239	12.0%	1,761
700	Tools & Instruments	2,000	333	56	2.8%	1,944
703	Supplies - Clothing & Personal	1,500	250		0.0%	1,500
705	Supplies - Office	1,000	167	295	29.5%	705
715	Treatment Chemicals	75,000	12,500	4,142	5.5%	70,858
720	Supplies - Operating - Other	5,000	833	1,165	23.3%	3,835
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	4,000	667	5	0.1%	3,995
745	Travel / Lodging	500	83	34	6.8%	466
750	Utilities	132,900	22,150	32,395	24.4%	100,505
760	Waste Disposal	2,800	467	621	22.2%	2,179
795	Yolo Co	57,000	9,500	9,004	15.8%	47,996
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
Services and Supplies >		408,700	68,117	53,592	13.1%	355,108
810	R&R Buildings & Grounds	5,000	833		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	500	175	5.8%	2,825
Repairs & Replacement >		8,000	1,333	(376)	-4.7%	8,376
Total Expenses >		633,355	105,559	93,610	14.8%	539,745

Clearlake Oaks County Water District

CRP/CIP Profit and Loss

July through August 2019

09/09/19

Accrual Basis

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment Plan)	3,052.83	66,394.47	63,421.22	132,868.52	132,868.52
Total Income	3,052.83	66,394.47	63,421.22	132,868.52	132,868.52
Total Income	3,052.83	66,394.47	63,421.22	132,868.52	132,868.52
Gross Profit	3,052.83	66,394.47	63,421.22	132,868.52	132,868.52
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	23,107.44	28,752.31	51,859.75	51,859.75
520 · FICA - District Share	0.00	1,767.71	2,117.45	3,885.16	3,885.16
530 · Medical Ins - Dist Share	0.00	0.00	4,910.58	4,910.58	4,910.58
540 · PERS - District Share	0.00	1,117.58	1,279.46	2,397.04	2,397.04
560 · Workers Comp Ins	0.00	3,027.31	3,027.32	6,054.63	6,054.63
Total Salaries & EE Benefits	0.00	29,020.04	40,087.12	69,107.16	69,107.16
Services & Supplies					
620 · Communications & Internet	0.00	907.18	907.17	1,814.35	1,814.35
625 · Equip - Field (\$300-\$4999)	0.00	4,349.56	258.59	4,608.15	4,608.15
630 · Equip - Office	0.00	32.50	32.50	65.00	65.00
640 · Fuel & Oil	0.00	2,095.03	2,094.91	4,189.94	4,189.94
675 · Professional Services	0.00	71.25	71.25	142.50	142.50
690 · Safety & Security	0.00	219.00	219.00	438.00	438.00
700 · Tools & Instruments	0.00	0.00	67.66	67.66	67.66
703 · Supplies - Clothing & Personal	0.00	112.61	0.00	112.61	112.61
720 · Supplies - Inventory - Other	0.00	133.59	1.42	135.01	135.01
735 · Training/Classes/Certs/ClassB	0.00	201.50	314.10	515.60	515.60
Total Services & Supplies	0.00	8,122.22	3,966.60	12,088.82	12,088.82
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	0.00	596.23	596.23	596.23
820 · R&R Lift Stations	0.00	0.00	1,363.38	1,363.38	1,363.38
830 · R&R Equipment	1,372.00	30,459.17	5,808.02	37,639.19	37,639.19
832 · R&R Mains and Sewer Lines	0.00	178.91	168.92	347.83	347.83
840 · R&R Vehicles	0.00	4,544.08	4,544.05	9,088.13	9,088.13
Total Repairs & Replacement	1,372.00	35,182.16	12,480.60	49,034.76	49,034.76
Total Expense	1,372.00	72,324.42	56,534.32	130,230.74	130,230.74
Net Income	1,680.83	-5,929.95	6,886.90	2,637.78	2,637.78

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

2

SEWER-CRP

Target % > 16.7%

As of August 2019

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	396,097	66,016	63,421	16.0%
SEWER CRP Expenses	364,699	60,783	56,533	15.5%
bridge Loan Interest	-	-	-	
USDA Annual Payment	110,000	18,333		
	-	-	-	
	-	-	-	
Operating Balance (loss)	(78,602)	(13,100)	6,888	

Expenses		2019 - 2020 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	150,957	25,160	28,752	19.0%	122,205
520	FICA - District Share	12,515	2,086	2,117	16.9%	10,398
530	Medical Ins - District Share	38,698	6,450	4,911	12.7%	33,787
540	PERS - District Share	9,217	1,536	1,279	13.9%	7,938
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	15,461	2,577	3,027	19.6%	12,434
	Salaries and Employee Benefits >	226,849	37,808	40,086	17.7%	186,763
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	833	907	18.1%	4,093
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	208	259	20.7%	991
630	Equip - Office	-	-	33	0.0%	(33)
640	Fuel & Oil	5,900	983	2,095	35.5%	3,805
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	250	219	0.0%	1,281
700	Tools & Instruments	200	33	68	0.0%	132
703	Supplies - Clothing & Personal	300	50		0.0%	300
705	Supplies - Office	100	17		0.0%	100
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	14,500	2,417	1	0.0%	14,499
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,200	200	314	0.0%	886
745	Travel / Lodging	400	67		0.0%	400
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	30,350	5,058	3,967	13.1%	26,383
810	R&R Buildings & Grounds	10,000	1,667	596	6.0%	9,404
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	20,000	3,333	1,363	6.8%	18,637
830	R&R Equipment	25,000	4,167	5,808	23.2%	19,192
832	R&R Mains/Service Lines	25,000	4,167	169	0.7%	24,831
840	R&R Vehicles (\$2k/vehicle)	27,500	4,583	4,544	16.5%	22,956
	Repairs & Replacement >	107,500	17,917	12,480	11.6%	95,020
	Total Expenses >	364,699	60,783	56,533	15.5%	308,166

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

2

Target % > 16.7%

As of August 2019 Summary	<u>WATER - CRP</u> Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	411,876	68,646	66,394	16.1%
WATER CRP Expenses	359,349	59,892	72,325	20.1%
USDA Payment 1st year	40,000	6,667		
Operating Balance	12,527	2,088	(5,931)	

		2019 - 2020 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	142,263	23,710	23,107	16.2%	119,156
520	FICA - District Share	11,652	1,942	1,768	15.2%	9,884
530	Medical Ins - District Share	55,042	9,174		0.0%	55,042
540	PERS - District Share	8,296	1,383	1,118	13.5%	7,178
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	13,897	2,316	3,027	21.8%	10,870
	Salaries and Employee Benefits >	231,149	38,525	29,020	12.6%	202,129
620	Communications & Internet	5,000	833	907	18.1%	4,093
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	208	4,349	347.9%	(3,099)
630	Equip - Office	-	0	33	0.0%	(33)
640	Fuel & Oil	5,900	983	2,095	35.5%	3,805
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	5,000	833		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	375	219	0.0%	2,031
700	Tools & Instruments	300	50		0.0%	300
703	Supplies - Clothing & Personal	450	75	113	0.0%	337
705	Supplies - Office	150	25		0.0%	150
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	17,500	2,917	134	0.8%	17,366
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,800	300	202	0.0%	1,598
745	Travel / Lodging	600	100		0.0%	600
799	Misc	0	0		0.0%	0
	Services and Supplies >	40,200	6,700	8,123	20.2%	32,077
810	R&R Buildings & Grounds	10,000	1,667		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	4,167	30,459	121.8%	(5,459)
832	R&R Mains/Service Lines	25,000	4,167	179	0.7%	24,821
840	R&R Vehicles (\$2k/vehicle)	28,000	4,667	4,544	16.2%	23,456
	Repairs & Replacement >	88,000	14,667	35,182	40.0%	52,818
	Total Expenses >	359,349	59,892	72,325	20.1%	287,024

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

2 Paradise Cove CRP Target % > 16.7%

As of August 2019

Summary	Annual	YTD	Actual YTD	
			Amount	%
PC CRP Revenue	19,536	3,256	3,054	15.6%
PC CRP Expenses	0	0	1,372	0.0%
Operating Balance	19,536	3,256	1,682	

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	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	0	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services Leak Chk	0	0	-	0.0%	0
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	-	0.0%	0
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	-	0.0%	0
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	1,372	0.0%	(1,372)
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	1,372		(1,372)
	Total Expenses >	0	0	1,372	0.0%	(1,372)

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

Clearlake Oaks County Water District
Payroll Summary
August 1 - 29, 2019

	<u>Hours</u>	<u>Rate</u>	<u>Aug 1 - 29, 19</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-20.75	57.99	-862.81
CTO Used	5.75	25.68	173.63
Overtime (x1.5)	239.25	33.47	9,213.19
PTO	196.43	35.17	5,317.72
Straight	3,355.75	22.31	92,093.94
Board			700.00
Duty Pay			6,300.00
Total Gross Pay	3,776.43		112,935.67
Deductions from Gross Pay			
ACWA (pre-tax)			-1,815.30
AFLAC (pre-tax)			-381.24
AFLAC (taxable) AFTER TAX			-352.80
CALPers 457			-675.00
CALPers EE (Pretax)			-6,059.34
Total Deductions from Gross Pay			-9,283.68
Adjusted Gross Pay	3,776.43		103,651.99
Taxes Withheld			
Federal Withholding			-6,927.00
Medicare Employee			-1,605.71
Social Security Employee			-6,865.84
CA - Withholding			-2,408.91
CA - Disability			-1,107.39
Total Taxes Withheld			-18,914.85
Deductions from Net Pay			
Miscellaneous Deduction			-106.25
Wage Garnishment			-476.28
Total Deductions from Net Pay			-582.53
Net Pay	3,776.43		84,154.61
Employer Taxes and Contributions			
Medicare Company			1,605.71
Social Security Company			6,865.84
Total Employer Taxes and Contributions			8,471.55

Clearlake Oaks County Water District
Capital Improvements
As of August 31, 2019

09/09/19

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
Total 130 - Const In Progress - Studies				516.00
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
Total 138 - USDA Water Improvements				54,330.19
128 - Sewer Infrastructure & 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
Total 128 - Sewer Infrastructure & Rehab Proj (Phase 1 was the installation of the F...				741,951.95
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
Total 127.6 - Swan AMI Turbiwell Monitor				20,332.55
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				
Total 127 - Water Plant - Other				
Total 127 - Water Plant				23,931.75
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)				
Total 120.60 - Office (OFFICE EQUIPMENT - WAS 1011192)				
120.90 - Vehicles/Generators/Trailers				
Total 120.90 - Vehicles/Generators/Trailers				

Clearlake Oaks County Water District

Capital Improvements

As of August 31, 2019

Date	Name	Memo	Class	Amount
	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)			
	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
	Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...			1,103.90
	Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...			1,103.90
	125 · Land - Dist. Cap. Improvements			
	Total 125 · Land - Dist. Cap. Improvements			
	129 · ALLOW. FOR DEPRECIATION			
	Total 129 · ALLOW. FOR DEPRECIATION			
TOTAL				815,809.94



Menu



Accounts

Transfers

Bill Pay

Accounts

Transfer Settings

CRP PC *6192

Current \$1,680.83
Available **\$1,680.83

CRP SEWER *3745

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

GENERAL LEDGER *9122

Current \$215,057.82
Available **\$228,261.41

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 \$145,073.61
Available **\$145,073.61

BALANCE TOTALS

Total Deposit Accounts \$683,089.70

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

Outside Accounts



Make a Payment

Make paying bills fast and easy

Pay your bills on one screen in seconds.

Sign up for payments

Purchase Rewards

You currently have no rewards available. Check back soon.



*6192-CRP PC [change account](#)

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September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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	1	2	3	4	5

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September 16, 2019

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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

August 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
8/16/2019	8/16/2019	RW	1615501	DIANNA MANN	-355,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	692,042.76
Total Withdrawal:	-355,000.00	Ending Balance:	337,042.76

Aged Accounts Receivable
As of 09/16/2019

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$99,232.07	\$21,351.19	\$7,613.56	\$8,153.51	\$143,575.59	<u>\$279,925.92</u>

Total number of accounts with open balances: 838

These totals include all accounts on the Tax Roll

* Bills are due 9/16/19

Trial Balance

As of August 31, 2019

Aug 31, 19

	Debit	Credit
102.10 · CRP PC - 6192	46.96	
102.12 · 102.12 - RESERVE - 8503	12,700.00	
102.001 · GL - 9122	211,267.24	
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	157,020.78	
102.03 · CRP Sewer - 3745	292,759.82	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	127,765.10	
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	102,014.19	
128 · Sewer Infrstrcture & Rehab Proj	1,186,661.63	
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	183,529.50	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	20,332.55	
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	27,331.49	
120 · District General CIP:120.75 · SCADA	0.00	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	202,254.54	
122 · Bldgs/Grounds Cap Improvements	8,529,449.57	
124 · D/C System Cap Improvements	3,142,075.50	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	5,215.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		8,856,056.00
200 · ACCOUNTS PAYABLE		64,459.28
210 · Cal Card	0.00	
210 · Cal Card:210.13 · WAB - Jeremy - 2499		327.45
210 · Cal Card:210.12 · WAB- Francisco - 2481		382.36
210 · Cal Card:210.11 · WAB - Dan - 2507		1,877.72
210 · Cal Card:210.10 · WAB - Dianna - 2473		1,852.55
210 · Cal Card:210-09 · Cal Card - Francisco - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - Dan - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card - Jeremy - 5863	0.00	
210 · Cal Card:210.06 · Cal Card - Jason 3879	0.00	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	0.00	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	

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Trial Balance

As of August 31, 2019

	Aug 31, 19	
	Debit	Credit
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	2,519.09	
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	9,078.01	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	283.82	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		9,361.83
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	669.96	
223.80 · DEFERRED COMP PAYABLE		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		1,622.01
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	1,106.96	
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		6,597,591.91
Income:410 · Client Reg Pmt		375,684.09
Income:420 · Connection Fees		20,300.00
Income:425 · CRP		132,868.52
Income:425 · CRP:425.3 · CRP - Paradise Cove		22.00
Income:430 · Penalty & Interest		7,657.61
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3 · WTP, Meters, and Backflow	1,194.10	
Income:440 · Misc Revenue		10,987.10
Income:450 · Other - Non S/W Rev		51,966.29
Salaries & EE Benefits:545 · CALPers 457	225.00	
Salaries & EE Benefits:505 · Salaries & Wages	186,685.71	
Salaries & EE Benefits:520 · FICA - District Share	13,955.09	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	33,669.82	
Salaries & EE Benefits:540 · PERS - District Share	21,081.91	
Salaries & EE Benefits:550 · Unemployment	3,682.00	
Salaries & EE Benefits:560 · Workers Comp Ins	13,116.20	
Services & Supplies:610 · Bank Fees	3,147.76	
Services & Supplies:620 · Communications & Internet	3,824.16	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	5,158.46	
Services & Supplies:630 · Equip - Office	674.88	

2:20 PM

09/09/19

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of August 31, 2019

	Aug 31, 19	
	Debit	Credit
Services & Supplies:640 · Fuel & Oil	5,596.63	
Services & Supplies:657 · Lab	5,669.00	
Services & Supplies:660 · Memberships & Subscription	637.68	
Services & Supplies:665 · Mileage Reimb	106.73	
Services & Supplies:670 · Postage & Shipping	2,018.90	
Services & Supplies:675 · Professional Services	9,916.27	
Services & Supplies:685 · Rents	2,028.54	
Services & Supplies:690 · Safety & Security	1,465.51	
Services & Supplies:700 · Tools & Instruments	124.02	
Services & Supplies:703 · Supplies - Clothing & Personal	112.61	
Services & Supplies:705 · Supplies - Office	3,051.19	
Services & Supplies:715 · Supplies-Chemicals-Operating	8,521.50	
Services & Supplies:720 · Supplies - Inventory - Other	2,412.43	
Services & Supplies:735 · Training/Classes/Certs/ClassB	1,486.66	
Services & Supplies:745 · Travel / Lodging	231.03	
Services & Supplies:750 · Utilities	51,859.00	
Services & Supplies:760 · Waste Disposal	10,686.92	
Services & Supplies:795 · Yolo Co	9,004.10	
Services & Supplies:798 · Reconciliation Discrepancies	20.00	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	826.94	
Repairs & Replacement:810 · R&R Buildings & Grounds	1,428.88	
Repairs & Replacement:820 · R&R Lift Stations	1,363.38	
Repairs & Replacement:830 · R&R Equipment	37,639.19	
Repairs & Replacement:832 · R&R Mains and Sewer Lines		203.14
Repairs & Replacement:840 · R&R Vehicles	9,438.13	
66000 · Payroll Expenses	0.00	
TOTAL	25,881,277.91	25,881,277.91

3A

Clearlake Oaks County Water District
A/P Aging Summary
As of September 16, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alpha Analytical Labs	2,842.00	0.00	0.00	0.00	0.00	2,842.00
Amanda Chew	175.00	0.00	0.00	0.00	0.00	175.00
AT&T 555 6	105.13	0.00	0.00	0.00	0.00	105.13
Barbara Smeltzer	111.63	0.00	0.00	0.00	0.00	111.63
BKF Engineers	520.00	0.00	0.00	0.00	0.00	520.00
CASH	17.90	0.00	0.00	0.00	0.00	17.90
Clearlake Lava	471.21	0.00	0.00	0.00	0.00	471.21
Deeper Cleaning	320.00	0.00	0.00	0.00	0.00	320.00
Hayden Solar, LLC	5,444.11	0.00	0.00	0.00	0.00	5,444.11
Lake County Waste Solutions	670.04	0.00	0.00	0.00	0.00	670.04
MC Engineering, Inc	57,245.74	0.00	0.00	0.00	0.00	57,245.74
MCHC - Lakeview Health Center	522.00	0.00	0.00	0.00	0.00	522.00
Mediacom - WWTP 1294	232.17	0.00	0.00	0.00	0.00	232.17
Mendo Mill	292.81	0.00	0.00	0.00	0.00	292.81
Napa Auto Parts	127.66	0.00	0.00	0.00	0.00	127.66
NTU Technologies, Inc	19,963.91	0.00	0.00	0.00	0.00	19,963.91
Pace	0.00	1,109.93	0.00	0.00	0.00	1,109.93
People Services Inc	105.00	0.00	0.00	0.00	0.00	105.00
Quackenbush MRRCF	0.00	103.93	0.00	0.00	0.00	103.93
Quill	57.89	0.00	0.00	0.00	0.00	57.89
Reliable Mill Supply	3,598.73	0.00	0.00	0.00	0.00	3,598.73
Son Ton Tran	57.14	0.00	0.00	0.00	0.00	57.14
T & S Construction Co. Inc.	125,400.00	0.00	0.00	0.00	10,000.00	135,400.00
Terminix	0.00	82.00	0.00	0.00	0.00	82.00
Tri-Cities Answering Service	187.95	0.00	0.00	0.00	0.00	187.95
UCC Rentals, Inc	67.35	0.00	0.00	0.00	0.00	67.35
United States Post Office	0.00	1,000.00	0.00	0.00	0.00	1,000.00
USA BlueBook	1,436.30	0.00	0.00	0.00	0.00	1,436.30
Valley Glass	658.88	0.00	0.00	0.00	0.00	658.88
Yolo County Flood Control	0.00	4,417.98	0.00	0.00	0.00	4,417.98
TOTAL	220,630.55	6,713.84	0.00	0.00	10,000.00	237,344.39

Account Payable Breakdown

Date: 9/16/2019

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$241,202.87	\$215,057.82	\$228,261.41
CRP Water	\$145,073.61	\$145,073.61	\$145,073.61
CRP Sewer	\$296,077.44	\$296,077.44	\$296,077.44
CRP PC	\$1,668.63	\$1,680.83	\$1,680.83
PC Escrow	\$0.00	\$0.00	\$0.00
Reserve	\$25,188.00	\$25,200.00	\$25,200.00
LAIF Balance	\$377,042.76		
Current A/P Aging	\$237,344.39		
ACWA Health Ins	\$26,930.22		
TOTAL	<u>\$264,274.61</u>		

NOTES:

311

**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

AUGUST 15, 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

2. Financial Reports for review and approval

- a. July 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 07-18-19

4. Bills

- a. MC Engineering invoice number 1802, dated 8/5/19, in the amount of \$28,111.38 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1803, dated 8/5/19, in the amount of \$35,852.69 for the USDA Meters and Water Tank PER (USDA application for water projects)
- c. T & S Construction invoice number 4, dated 8/1/19, in the amount of \$317,062.50 for Phase 3 of the Waste Water Infrastructure Improvement Project

Action Taken: Motion to approve the consent items

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

Agenda (Old Business)

- d. 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

5. Agenda (New Business)

- a. Discussion and acceptance of Amendment #1 to our Domestic Water Supply Permit 02-03-16P1710001

Action Taken: Motion to accept Amendment #1 to our domestic Water Supply permit 02-03-16P1710001

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- b. Discussion of future amendment to our Domestic Water Supply Permit to include Sodium Permanganate and Ph. Control (Hydrochloride Acid)

Action Taken: NO ACTION

- c. Discussion of water service expansion across Hwy. 20

Action Taken: Consensus of the board to direct the General Manager to research Water service expansion across Highway 20

- d. Discussion and consideration of bids for the relocation of water meter on 250 Morine Ranch Road, HD Excavating in the amount of \$9,830.00 and Case Excavating in the amount of \$8,900.00

Action Taken: Motion to approve the bid received from Case Excavating in the amount of \$8,900.00
HOSIER/BOUCHER M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- e. Discussion and consideration of bids for repair work located at 10741 E. Hwy. 20, HD Excavating in the amount of \$14,625.00 and Case Excavating in the amount of \$10,900.00

Action Taken: Motion to approve the bid received from Case Excavating in the amount of \$10,900.00
ARCHACKI/HIGMAN M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- f. Discussion and consideration of bids for driveway and sidewalk repair located at 544 Keys Blvd, HD Excavating in the amount of \$31,600.00 and Case Excavating in the amount of \$14,000.00

Action Taken: Motion to approve the bid received from Case Excavating in the amount of \$14,000.00
HOSIER/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- g. Discussion and consideration of proposal from BKF Engineers to perform Tasks 1, 2, and 3, not to exceed \$12,750.00, (\$12,600 plus \$250.00 for reimbursable expenses) for the completion of engineering for the road leading to the Harvey Tank. Reimbursable from the USDA grant/loan

Action Taken: Action Taken: Motion to approve proposal from BKF to perform Tasks 1, 2 and 3, not to exceed \$12, 750.00
HOSIER/BOUCHER M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- h. Discussion and consideration of policy pertaining to Account Write Offs

Action Taken: Motion to approve policy pertaining to account write offs to balances under \$50.00 as amended
HOSIER/BOUCHER M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- i. Discussion and consideration of writing off 4 accounts, totaling \$38.00

Action Taken: NO ACTION

- j. Discussion and consideration of the budget line item regarding the unfunded liability for CalPERS

Action Taken: NO ACTION

- k. Discussion and consideration of engagement letter from Pehling & Pehling, CPAs for fiscal year-end audit June 30, 2019, not to exceed \$7,820.80, with a 50% down payment

Action Taken: Motion to approve engagement letter from Pehling & Pehling for fiscal year-end audit June 30, 2019 not to exceed \$7,820.80, with a 50% down payment
HOSIER/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

Motioned to adjourn at 3:38 PM by Director Archacki

Adjournment

Time: 3:38 PM

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
9/5/2019	1821

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	10/5/2019	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	10	165.00	1,650.00	
Senior Planner, Randy Burke	73.5	120.00	8,820.00	
Assistant Engineer, Jared P. Nelson	96	120.00	11,520.00	
Administrative Support	3	65.00	195.00	
RGH Consultants Inv 619082		2,217.63	2,217.63	
Space Rent Aug 2019		650.00	650.00	
Trailer Rent		700.00	700.00	
Per Diem for 8/5-8/7		150.00	150.00	
Per Diem for 8/26-8/28		150.00	150.00	
Per Diem - Per Diem for 8/19-8/21		150.00	150.00	
Per Diem - Per Diem for 8/12-8/14		150.00	150.00	
290 mi @ \$0.55 / mi 8/25-8/28		159.50	159.50	
230mi @ \$.545 / mi 8/20 Mark		125.35	125.35	
300 mi @ \$0.55 / mi 8-18 to 8-21		165.00	165.00	
295 mi @ \$0.55 / mi 8-11 to 8-14		162.25	162.25	
287 mi @ \$0.55 / mi 8-4 to 8-7		157.85	157.85	
242 mi @ \$0.55 / mi 8/23		133.10	133.10	
278 mi @ \$0.55 / mi 8/16		152.90	152.90	
258 mi @ \$0.55 / mi -8/9		141.90	141.90	
304 mi @ \$0.55 / mi - 8/2		167.20	167.20	
OV Copy 32485		115.08	115.08	
OV Copy 32669		11.90	11.90	
OV Copy 32717		6.03	6.03	
OV Copy 32760		30.36	30.36	
Total				
Payments/Credits				
Balance Due				

128- 4/G inflow & capex. Const
(PA)

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

A1



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
9/5/2019	1821

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	10/5/2019	Sewer Infrastructure and Design	
Description		Qty	Rate	Amount
OV Copy 32877			13.99	13.99
OV Copy 32528			173.10	173.10
			Total	\$28,068.14
			Payments/Credits	\$0.00
			Balance Due	\$28,068.14

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

A2



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
9/5/2019	1822

Bill To

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

P.O. No.	Terms	Due Date	Project
	Net 30	10/5/2019	USDA Meters and Water Tank PER

Description	Qty	Rate	Amount
Project Engineer 2, Richard Relyea	63	130.00	8,190.00
Project Manager, Mark Carey, PE	25	165.00	4,125.00
Assistant Engineer, Jared P. Nelson	72	130.00	9,360.00
Engineering Tech, Charley Maxey	16	75.00	1,200.00
Assistant Engineering Tech, Julia Carey	11	65.00	715.00
Assistant Engineer, Jose Diaz-Mendez	8	105.00	840.00
Operations Management Engineer, John Pedri, PE	14	160.00	2,240.00
Assistant Engineering Tech, Julia Carey	4	65.00	260.00
Administrative Support	2	65.00	130.00

138-4/G USDA Water Improvements

(Signature)

Total	\$27,060.00
Payments/Credits	\$0.00
Balance Due	\$27,060.00

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

Contractor's Application for Payment No. #5

Application Period: 8/1/2019 - 8/31/2019	Application Date: 9/10/2019
To (Owner): CLOCWD	From (Contractor): T & S Construction Co. Inc.
Project: Phase 3 Lift Station Improv.	Contract: Jared Nelson
Owner's Contract No.:	Contractor's Project No.: 1808
Engineer's Project 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		\$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
\$1,000,839.70
5. RETAINAGE:
 - a. 5% X \$1,000,839.70 Work Completed..... \$ 50,041.99
 - b. 5% X \$0.00 Stored Material..... \$ -
 - c. Total Retainage (Line 5a + Line 5b)..... \$ 50,041.99
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 950,797.72
7. LESS PREVIOUS 9-11-19 (Line 6 from prior Application)..... \$ 825,397.72
8. AMOUNT DUE THIS APPLICATION..... \$ 125,400.00
9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G on Progress Estimate + Line 5 above)..... \$ 1,681,651.22

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: Anthony Spinella Date: 9/10/2019

Payment of: \$ Jared Wilson explanation of the other amount: _____ (Date) 9-13-19

is recommended by: _____ (Date)

Payment of: \$ _____ (Line 8 or other - attach explanation of the other amount) 9/13/19

is recommended by: Mark A. Carey Engineer (Date) 9/13/19

is approved by: Diana Mana Owner (Date) 9/10/19

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

128- 46 uplow & uplow & uplow

(Signature)

A

RECEIVED
AUG 16 2019
BY:

Clearlake Oaks County Water District

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

Name: BRIAN OLSON

Mailing Address: PO BOX 502
CLEARLAKE OAKS CA 95423

Property Address
(If different than above): 661 KEYS BLVD CLEARLAKE OAKS CA 95423

APPEAL

Please select the charge that you are appealing:

Misc. Charge Late Fee Waiver High Usage / Bill

Other: 2017 HOOK UP FEE'S / 2019 HOOK UP FEE'S

Date of the charge that you are appealing: _____

Please describe below in detail the reason for your appeal: LATE WINTER OF 2017 I WAS LED TO INVEST IN VACANT LAND REAL ESTATE IN THE LAKE COUNTY CLEAR LAKE OAKS AREA.

I WAS INFORMED AT THE TIME THAT HOOK UP FEE'S FOR SEWER AND WATER HAD BEEN GREATLY REDUCED.

I ULTIMATELY ENDED UP PURCHASING VACANT LAND IN APRIL OF 2017 LOCATED IN THE KEYS AT CLEAR LAKE OAKS.

I FEEL THAT BECAUSE I HAD BEEN MOTIVATED AT THE TIME OF PURCHASE BY THE FEE'S THAT WERE IN PLACE I SHOULD BE ABLE TO ENJOY THAT COST TODAY AS AT NO TIME WAS I INFORMED THE FEE'S WOULD INCREASE TO A AMOUNT THEY ARE TODAY.

I WOULD ASK THE COMMITTEE TO GRANDFATHER ME IN TO THE LATE WINTER EARLY SPRING HOOK UP FEE'S FOR 2017.

THANK YOU FOR YOUR
CONSIDERATION

Brian Olson 8-15-19
Signature / Date

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 19-05

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

TO AMEND THE EMPLOYEE HANDBOOK

WHEREAS, Clearlake Oaks County Water District Board of Directors accepts all changes and modifications to grammar and composition from our legal counsel to the District Employee Handbook.

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

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

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 19th day of September 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Board Secretary

Clearlake Oaks County Water District

**Examination of one (1) 100,000 Redwood Water Storage Tank
“Cerrito Redwood”**



Date of Services:
August 28th, 2019

Examination Completed By:
AQUA-TECH COMPANY
P.O. BOX 1961
CARMICHAEL CA, 95609-1961
(916) 482-3703

Aqua-Tech Company
P.O. Box 1961
Carmichael, Ca 95609-1961
(916) 482-3703

47

September 3rd, 2019

Attention: Dan Larson

Clearlake Oaks County Water District

Water Operations

12952 E. Hwy 20

Clearlake Oaks, Ca 95423

REFERENCE: Leak repair of one (1) 100,000 gallon redwood water storage reservoir. Facility is referenced as "**Cerrito Redwood**".

This report is furnished as a description of the examination after inspection and should be included with any past documenting reports on this facility.

Pursuant to our dive team operations please review the following:

The above mentioned facility was repaired for leakage by our firm on the following dates: **August 28th, 2019**. The interior had a few leaks and those were repaired during the visit. Please review the following written report for detailed descriptions:

At the time of reservoir/tank services the above mention redwood tank was observed with leakage in the upper shell wall area (2 leaks) and floor/wall area (2 leaks). We were able to repair all leakage from the exterior with an injectable expandable foam sealant. The leaks together combined for over 10,000 gallons of water loss daily. The two upper leaks were repaired with the same foam and a few redwood plugs.

Conclusions/Recommendations

The overall condition of this tank is poor. There are numerous areas where the wall stave redwood is thin, rotten or severely compromised. The tank securing bands have been overtightened and there are several areas where the wood staves are pushed inward. Woodpeckers, hummingbirds, worms, wood beetles and numerous other pests are destroying this tank. It is time to replace this tank and it is possible to obtain a FEMA Hazard Fire Area Grant to obtain a new tank. Please see attached pictures for detailed views.

Thank you for retaining our services, if we can be of further assistance please feel free to contact a company representative at one of the telephone numbers listed below.

Sincerely,

Michael E. Johnson

Company Telephone Numbers;

Office: (916) 482-3703

Cellular: (916) 715-0732

AQUA-TECH COMPANY

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**Photo #1:
Tank Leakage Area**



**Photo #2:
Tank Leak Repaired**



**Photo #3:
Tank Leakage Area**



**Photo #4:
Tank Leakage Area**



**Photo #5:
Tank Leakage Area**



**Photo #6:
Tank Leakage Area**