

**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

NOVEMBER 21, 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. David Valerga, 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 Lead Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. October 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 10-17-19

4. Bills

- a. MC Engineering invoice number 1850, dated 11/5/19, in the amount of \$28,629.39 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1851, dated 11/5/19, in the amount of \$31,689.21 for the USDA Meters and Water Tank PER (USDA application for water projects)

Action Taken: _____

5. Agenda (Old Business)

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

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of CSA 16 Boundaries

Action Taken: _____

- a. Discussion and consideration of purchasing two (2) 35KW generators in the amount of \$42,000.00

Action Taken: _____

- b. Discussion and consideration of additional generators for power outages

Action Taken: _____

- c. Discussion and consideration of additional fuel storage for emergencies

Action Taken: _____

- d. Discussion and consideration of MME quote for the purchase of a new Vac-Con Truck in the amount of \$409,026.92

Action Taken: _____

- e. Discussion and consideration of Resolution 19-06, authorizing investment of monies into LAIF

Action Taken: _____

- f. Discussion and consideration of opening a depreciation reserve account for short lived assets and depositing \$29,796.00 annually from CRP-Sewer to be in compliance with USDA

Action Taken: _____

- g. Discussion and consideration of an additional position for the Admin office

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)

November 15, 2019 - Board Letter

Administration

- ∂ Received \$811.35 in payments towards our <120 Aged Receivables this past month, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts (Payments from escrow).
- ∂ We received our new payment kiosk, we are currently awaiting electrical to be ran to the front office so we can finish set up. Wherein this will help with customer payments and self-service.
- ∂ Actively reviewing water code samples provided by Scott Nave to implement within the district
- ∂ Dianna and I attended the 2019 CSDA Board Secretary Conference, we received certification in advanced coursework. We were trained on the upcoming changes to California compliance for websites as well as the changes to the Brown Act. I will be working with Rural Water Impact, our website host, in order to comply with the upcoming changes. We were also certified in Writing Minutes & Meeting Notes.
- ∂ With the power outages, our Aflac Open Enrollment was rescheduled to November 20, 2019, Aflac was kind enough to extend their Open Enrollment given the circumstances. This might have to be rescheduled again due to the upcoming power shut offs.
- ∂ As of 11/18/19, we are anticipating another PSPS starting on Wednesday and extending through possibly Friday. We have prepared the Boil Water Notices for those affected during the shut off.

All the best,
Olivia Mann

11*15*19 Board letter for CLOCWD,

Water distribution main & service lines:

*From 10/12/19 to 11/15/19, we only had a couple of service line and meter gasket leaks.

*Seven leaks were discovered in the meter box during meter reading.

*We installed a new water service on Paradise Valley Blvd.

Tank sites:

*DC helped install the box needed at the Konocti tank site for the new FM/UHF antenna and repeater.

Sample stations sites:

*DC crew is now responsible for collecting the routine BacT samples every Wednesday.

*We installed a new water sample port at the far west end of Paradise Lagoon Dr.

Sewer collections and Lift station sites:

*A new manhole is being installed right now on the south side of the highway. This is where the sewer main coming from the Big Oaks shopping center connects to the sewer main running down the highway towards Keys Blvd.

*LS2: Electrical trenches/conduit, power pole, and panel slab installed.

*LS3: 95% done running on local control

*LS4: 95% done running on local control

*LS5: 0% No progress yet (improvements at this station consist of switching out panels, should go fast)

*LS6: 95% done, running on local control

A

*LS7: 75% done, still needs paving, building electrical, building roof, and electrical/pump startup

*LS8: 80% done, needs pull box, conductors, and startup

*LS9: 40% done, conduits/conductors, pull box, panel/slab still pending (late start due to PG&E)

*LS10: Panel furnished, contract change order for installation to be initiated soon

Staff updating:

*Hugo passed his D1 exam.

*I also passed my D3 exam.

*Scott is now working with Dave in water treatment. The DC staff is now down to 3 out of 5 people. We are currently looking for DC staff.

PG&E outage:

*Everything went well during the power outage. Everyone in the district worked together to have continuous distribution of drinking water and sewer collections.

Thank You

Chief DC, Jeremy Backus

Water Treatment Plant

Board Letter for November 2019

I want to start off by saying that I'm extremely excited and thankful for this opportunity! I look forward to working with the board and the other departments to make this district one of the best around the lake.

- I've spent the week organizing and prioritizing unfinished projects at the plant.
 - Sodium Permanganate system
 - Ph control system
- I've been getting Scott Davis, our new T2 Operator Trained and acclimated to the daily routines of the plant, as well as logging and jar testing.
- NTU technologies came out and trained Scott and Olivia on jar testing.
- The Sodium Permanganate system is in the beginning stages of installation, we anticipate this to be finished 1/1/20.
- We are waiting on a quote for fencing to secure the water plant
- Costal Mountain Electric rebuilt the main breaker panel in the filter room.

David Valerga -Lead Water Plant Operator

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
November 2019

Reporting Period: October 2019

From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors
November 15, 2019

The total gallons received during the month of October were 7.8 MG averaging 252,000 gallons/day. The amount of gallons that were treated and sent off through our effluent line was 6.7 MG averaging 218,000 gallons/day (151 gpm). The lake level averaged at 3.23' Rumsey Gauge. All of our testing in-lab and out-sourced was in compliance with our WDR. At this time our Emergency Ponds are free of any liquid. On the 4th we replaced two of our air valves located on our effluent line. At that time Special Districts was not pumping through our effluent line which gave us the opportunity to do our replacements. On the 31st we started to drain our new clarifier and activating our old clarifier. This was done for warranty purposes as stated on our O&M.

On October 8th we were notified by PG&E that there would be a possible shut off throughout the county. After being notified we began to prepare for this possibility. At about 0130 hrs my operator on duty notified me that he was on his way to the plant due to a county wide shut off. This initiated a 24/7 operator on site operation. During this shut off there was certain changes that had to be done. These changes were within our process due to the change of flows that at that point the plant was receiving. On October 10th power was restored at about 0830. Everything was handled and the outcome was a success. Thinking that we had seen the worst, 16 days later we were facing a longer outage.

On October 26 at about 1900 hrs PG&E turned the power off again. This time the extension of the power shutoff was greater than the past one. It wasn't till October 30th at 1700 hrs that the power was restored. During this outage, our Spectrum 400KW generator powered the whole plant and kept our process running. As everything was going smooth, Special Districts called on October 28th at about 1000 hrs and forced us to stop pumping through our effluent line over to their waste plant. At this time we were able to shut down our CCC and start filling our stabilization ponds which we have 2.98' of free board on each pond. As we started to run out of room, on the 29th I called the Superintendent from South East and was able to talk him into

allowing us to pump for two hours thus giving us time to pump down our ponds and avoiding our emergency pond activation. It came to my knowledge that the Geysers were down because of the Kincade Fire and that they were not taking any effluent from nobody. I was told the Geysers would be back running on November 11th. As power was restored we were able to start pumping because of storage Special Districts has over in Middletown. Apparently the Geysers started to run for about 3 days and had to shut down again. At this time they remain off-line. Keeping communication with South East I was told the Geysers line is being charged at this time and Geysers are expected to start running again on Friday November 18th. This was not the case. I was notified by Special Districts on the November 17th and was told to shut down our pumping by November 15th by 0900 hours due to the Geysers not being to operate. On November 15th at 0900 hours we shut down our effluent pumps. Due to the early notification by Special Districts we were able to pump down one of our stabilization ponds down giving us more storage capacity thus buying us more time. On this same time at about 1330 hours we put our new clarifier back on line which we had empty. This in turn will give us another day of storage. It was stated by Lynn Prescott, Superintendent at South East, that sometime next week the Geysers are planning to begin operations again. We will continue to hold our effluent without going to our Emergency Ponds as long as we can.

All maintenance, alarm checks and safety meetings have been successful for this month.

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

Clearlake Oaks County Water District

November 21, 2019

In the past month:

- The District said good-bye to our Chief Water Plant Operator and wished him well in his new position in Tahoe
- Continued to service both water and sewer to our rate payers for over 100 hours during two PG&E planned outages
- Some plants were damaged at the Geysers during the Kincade Fire and their ability to take our effluent has been compromised. The pipeline has been shut down and will force the District to use emergency ponds if necessary. Francisco has been closely monitoring the situation and will keep me informed if and when this happens, in addition, he will notify State and keep them closely involved. This is a great reason why the District will pursue an alternative method with our reclamation grant
- Received our 1.1 million dollar reimbursement check from State for our Inflow and Infiltration Sewer Improvement Project grant. Now that we have received this first reimbursement check, checks should continue to arrive in a timely manner
- T & S Construction is continuing to make great progress with the Lift Station Improvements
- The PERs has been submitted to USDA for the water improvement projects and we are now waiting on their Letter of Conditions so we can get to work on other requirements
- Wrapped up our project with FEMA for the 2019 flood with some additional information that was required
- I was recently notified by Special Districts that they cannot close the grant for the CSA 16 project before they complete the coating of the tank at Paradise Cove. This will entail removing the aeration system that was just installed and providing water storage during the time the tank is off line. This is going to increase the cost of the coating and if I had known about this requirement, the District would have held off in installing the aeration system.
- The Vac Con has been repaired and is running good for the time being, however, we will have further discussion on this later in the agenda
- Congratulations to staff who passed their State exams
- Three major projects in the D/C Department that have been on the books for multiple years are now complete
- Olivia and I just completed our annual Board Secretary training where we were updated on new rules and regulations, compliance requirements, and networking with over 400 other Districts. We were introduced to some scholarship monies that we can apply for to help pay for the expense of this training that we will be pursuing for next year.

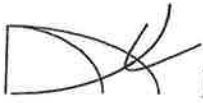
Please refer to individual department letters for additional details.

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

Respectfully Submitted,

Dianna Mann

General Manager



MC ENGINEERING

Report Date: November 7, 2019

To: Dianna Mann, CLOCWD Interim General Manager

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

RE: CLOCWD USDA Funded PER and Initial Design Services Proposal

Billing Period: October 2019 (Invoice #1851)

I. Project Status Update

Work on the project included the following:

- Drafting Electrical and Mechanical Sheets for Harvey Tank
- PER Draft Finalization
- 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
- Site Visit for DMA location determination
- GIS mapping of proposed tank and water lines for PER finalization
- RD Apply preparation for submittal
- Review of geotechnical report and revisions based on coordination with RGH to tank site earthwork

II. Budget Status Update

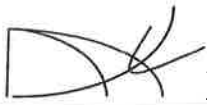
Total Engineering Design and Construction Budget:

Phase 1:	\$67,460.00
Phase 2:	<u>\$141,310.00</u>
Total:	\$208,770.00

This Invoice:	\$31,689.21 (\$10,809.21 Phase 1; \$20,880.00 Phase 2)
Cost to Date:	\$169,752.50 (\$62,846.71 Phase 1; \$106,905.79 Phase 2)
Cost to Complete:	\$39,017.50 (\$4,613.29 Phase 1; \$34,404.21 Phase 2)

III. Projected Tasks for November 2019

- Harvey Tank design development
- Meter Project RFP Draft document development
- RD Apply Application finalization and submittal
- Meter RFP draft documentation development and first draft submittal
- USDA funding procurement



Report Date: November 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: October, 2019

I. Engineering Project Status Update

Work on the project during **October** 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
- Submittal review for CIPP materials

II. Budget Status Update

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

This Invoice: \$28,629.39

Cost to Date: \$520,351.42

Cost to Complete: \$135,634.38

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 2 and 7 and other Lift Stations

Project Progress:

Construction milestones completed September include:

- Installation of LS 7 building subgrade conduits, foundation, and CMU walls
- Complete installation of LS 4 well, vaults and panel
- Installation of power pole and conduits at LS 2
- Finalizing CIPP scope and pre CCTV work

At this time T&S has not yet submitted their pay request for the month of October, upon receiving their pay request a total project completion percentage will be provided.

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

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	668,329.11
Other Current Assets	1,757,255.63
Total Current Assets	2,425,584.74
Fixed Assets	13,643,477.94
TOTAL ASSETS	16,069,062.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	168,467.24
Credit Cards	5,640.72
Other Current Liabilities	1,032,715.08
Total Current Liabilities	1,206,823.04
Total Liabilities	1,206,823.04
Equity	14,862,239.64
TOTAL LIABILITIES & EQUITY	16,069,062.68

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

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	
102.10 · CRP PC - 6192	3,340.48
102.12 · 102.12 - RESERVE - 8503	37,700.00
102.001 · GL - 9122 (Old Acct. # 053420019)	38,793.21
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - ...	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAI...	-51,957.24
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - L...	137,042.76
102.01 · WEST AMERICA - REGULAR CHECKING (W...	88.98
102.02 · CRP Water - 6990	145,750.77
102.03 · CRP Sewer - 3745	305,612.91
Total Checking/Savings	668,329.11
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - ...	29,609.68
130 · Const In Progress - Studies	128,056.10
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SE...	983,511.67
135 · CIP WATER (CAPITOL IMPROVEMENTS - WAT...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEI...	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANC...	15,474.00
Total Other Current Assets	1,757,255.63
Total Current Assets	2,425,584.74
Fixed Assets	
138 · USDA Water Improvements	154,185.98
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the...	1,489,286.04
121 · Wtr Dist & Wtr Storage Projects (Replacement or ...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement ...	151,264.44
Total 121 · Wtr Dist & Wtr Storage Projects (Replacem...	266,765.10
131 · Waste Water Plant	
131.1 · Pumps/Equipment	10,842.84
131 · Waste Water Plant - Other	54,678.79
Total 131 · Waste Water Plant	65,521.63
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	238,835.93
127 · Water Plant	
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	177,077.82
127 · Water Plant - Other	193,802.17
Total 127 · Water Plant	420,863.13
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUI...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	31,171.49
120.90 · Vehicles/Generators/Trailers	202,254.54
120 · District General CIP (EQUIPMENT - WAS 10111...	13,859.93
Total 120 · District General CIP (EQUIPMENT - WAS 10...	2,168,835.21
122 · Bldgs/Grounds Cap Improvements	8,529,449.57
124 · D/C System Cap Improvements (COLLECTION SY...	
124.30 · Lift Stations	

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

	Oct 31, 19
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	14,788.58
124.60 · Meters	700.00
124.90 · Water Tanks	5,215.04
124 · D/C System Cap Improvements (COLLECTION ...	3,213,852.74
Total 124 · D/C System Cap Improvements (COLLECTI...	3,346,863.07
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	13,643,477.94
TOTAL ASSETS	16,069,062.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYAB...	168,467.24
Total Accounts Payable	168,467.24
Credit Cards	
210 · Cal Card	
210.13 · WAB - Jeremy - 2499	289.08
210.12 · WAB- Francisco - 2481	1,440.17
210.11 · WAB - Dan - 2507	2,117.06
210.10 · WAB - Dianna - 2473	1,794.41
Total 210 · Cal Card	5,640.72
Total Credit Cards	5,640.72
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
280 · Loan	
280.12 · USDA Loan	702,317.29
Total 280 · Loan	702,317.29
221 · Health Ins - EE Portion	-802.52
223.15 · GARNISHMENTS (GARNISHMENT MAIN ...	
223.17 · GARNISHMENT - LAKE CO SHERIFF (...	2,147.02
223.15 · GARNISHMENTS (GARNISHMENT MA...	-1,988.26
Total 223.15 · GARNISHMENTS (GARNISHMENT ...	158.76
223.75 · PAYROLL DEDUCTION - INS CO-PAY (P...	5.76
223.80 · GASB 68 Pension (- WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DE...	1,652.00
223.90 · COMPENSATED EMPLOYEE BENEFITS (...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabiliti...	-1,106.96
Total Other Current Liabilities	1,032,715.08
Total Current Liabilities	1,206,823.04
Total Liabilities	1,206,823.04
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - ...	5,956,568.19
304 · Opening Balance Equity (Opening balances durin...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings...	9,319,160.84
Net Income	170,793.85
Total Equity	14,862,239.64
TOTAL LIABILITIES & EQUITY	16,069,062.68

1A

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

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
10/30/2019	Badger Meter	October service - Me...	Loan/Grant:...	33.00
Total 130 · Const In Progress - Studies				807.00
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
10/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	25,111.79
Total 138 · USDA Water Improvements				106,501.98
128 · Sewer Infrastructure & Rehab Proj (Phase 1 was the installation of the Force Main)				
07/05/2019	MC Engineering, Inc	Inflow&Infiltration Co...	Loan/Grant:...	19,495.35
08/01/2019	T & S Construction Co...	Phase 3 Lift Station I...	Loan/Grant:...	317,062.50
08/05/2019	MC Engineering, Inc	Sewer Infrastructure/...	Loan/Grant:...	28,111.38
08/31/2019	T & S Construction Co...	Inflow & Infiltration P...	Loan/Grant:...	125,400.00
09/05/2019	MC Engineering, Inc	Inflow & Infrastructure	Loan/Grant:...	28,068.14
09/30/2019	T & S Construction Co...	Inflow and filtration - ...	Loan/Grant:...	36,557.19
10/02/2019	T & S Construction Co...	Inflow and infiltration	Loan/Grant:...	80,370.00
10/05/2019	MC Engineering, Inc	I & I Const	Loan/Grant:...	29,824.00
10/24/2019	PG&E CFM/PPC Dep...	Contract # 50016458...	Loan/Grant:...	2,405.08
Total 128 · Sewer Infrastructure & Rehab Proj (Phase 1 was the installation of the F...				667,293.64
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)				
10/05/2019	MC Engineering, Inc	Water Dist & Storang...	CRP:Water	480.00
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...				480.00
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
10/01/2019	American Carports, Inc.	Plans for new carpor...	CRP:Water	207.50
10/01/2019	American Carports, Inc.	Plans for new carpor...	CRP:Sewer	207.50
Total 131 · Waste Water Plant - Other				415.00
Total 131 · Waste Water Plant				415.00
126 · Forcemain (phase 1) Cap. Imprv.				
Total 126 · Forcemain (phase 1) Cap. Imprv.				
123 · USDA - Sewer Plant Cap Imprvmt				
Total 123 · USDA - Sewer Plant Cap Imprvmt				
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 · Major Equipment				
Total 127.1 · Major Equipment				

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

Date	Name	Memo	Class	Amount
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
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
10/01/2019	CUSI	Kiosk for UMS - pay...	CRP:Water	1,670.00
10/01/2019	CUSI		CRP:Sewer	1,670.00
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				3,840.00
120.90 · Vehicles/Generators/Trailers				
Total 120.90 · Vehicles/Generators/Trailers				
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				
10/01/2019	Mendo Mill	Radio repeater reloc...	CRP:Water	179.97
10/01/2019	Mendo Mill	306750	CRP:Sewer	179.96
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				359.93
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				4,199.93
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
09/30/2019	Pace	Service line repair - ...	CRP:Water	2,380.63
10/02/2019	Pace	Service line repair - ...	CRP:Water	2,012.74
10/03/2019	Pace	Morine Ranch Rd se...	CRP:Water	590.78
10/05/2019	MC Engineering, Inc	GIS Online Database	CRP:Water	107.40
10/05/2019	MC Engineering, Inc		CRP:Sewer	107.40
10/08/2019	Case Excavating, Inc.	New service line 250...	CRP:Water	8,900.00
10/08/2019	Case Excavating, Inc.	New service line/pav...	CRP:Water	10,900.00
10/16/2019	National Meter	Meters for 2- PC, 1 ...	CRP:Water	2,931.56
10/21/2019	National Meter	24 - Meter for Elem	CRP:Water	3,339.34
10/24/2019	Coastal Mountain Ele...	Electrical project for ...	CRP:PC	28,500.00

11:26 AM
11/08/19
Accrual Basis

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
10/24/2019	Coastal Mountain Ele...	Shady tank - install n...	CRP:Water	6,900.00
10/29/2019	National Meter	24 - Transmitters/En...	CRP:Water	2,989.79
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				72,881.14
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				72,881.14
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
TOTAL				887,299.95

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Clearlake Oaks County Water District

Profit and Loss

July through October 2019

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income					
Income					
410 · Client Reg Pmt	0.00	327,758.20	418,292.75	746,050.95	746,050.95
420 · Connection Fees	0.00	0.00	20,300.00	20,300.00	20,300.00
430 · Penalty & Interest	0.00	6,338.18	7,564.86	13,903.04	13,903.04
440 · Misc Revenue	0.00	0.00	12,193.30	12,193.30	12,193.30
450 · Other - Non S/W Rev	47.88	26,022.93	26,022.92	52,093.73	52,093.73
Total Income	47.88	360,119.31	484,373.83	844,541.02	844,541.02
Total Income	47.88	360,119.31	484,373.83	844,541.02	844,541.02
Gross Profit	47.88	360,119.31	484,373.83	844,541.02	844,541.02
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	107,589.72	85,831.60	59,410.45	252,831.77	252,831.77
520 · FICA - District Share	8,033.88	6,288.69	4,536.56	18,859.13	18,859.13
530 · Medical Ins - Dist Share	22,489.52	28,080.56	6,948.40	57,518.48	57,518.48
540 · PERS - District Share	28,378.00	5,299.72	2,694.39	36,372.11	36,372.11
560 · Workers Comp Ins	1,994.69	5,727.26	4,533.92	12,255.87	12,255.87
Total Salaries & EE Benefits	168,485.81	131,227.83	78,123.72	377,837.36	377,837.36
Services & Supplies					
610 · Bank Fees	6,685.33	0.00	0.00	6,685.33	6,685.33
620 · Communications & Internet	1,557.20	817.76	1,649.51	4,024.47	4,024.47
622 · Board Exp	680.00	0.00	0.00	680.00	680.00
625 · Equip - Field (\$300-\$4999)	0.00	550.31	0.00	550.31	550.31
630 · Equip - Office	671.62	691.35	0.00	1,362.97	1,362.97
640 · Fuel & Oil	0.00	1,580.07	1,846.67	3,426.74	3,426.74
645 · Insurance	0.00	25,467.02	25,467.01	50,934.03	50,934.03
657 · Lab	0.00	5,077.00	7,127.36	12,204.36	12,204.36
660 · Memberships & Subscription	145.06	6,480.31	6,707.31	13,332.68	13,332.68
665 · Mileage Reimb	106.73	0.00	0.00	106.73	106.73
670 · Postage & Shipping	5,018.90	0.00	0.00	5,018.90	5,018.90
675 · Professional Services	8,313.74	3,818.03	4,727.50	16,859.27	16,859.27
685 · Rents	4,444.74	0.00	0.00	4,444.74	4,444.74
690 · Safety & Security	310.50	1,703.01	1,326.33	3,339.84	3,339.84
700 · Tools & Instruments	0.00	8.03	90.75	98.78	98.78
703 · Supplies - Clothing & Perso...	0.00	1,187.70	839.68	2,027.38	2,027.38
705 · Supplies - Office	3,182.03	757.67	462.91	4,402.61	4,402.61
715 · Supplies-Chemicals-Operat...	0.00	6,672.68	26,735.62	33,408.30	33,408.30
720 · Supplies - Inventory - Other	0.00	1,601.83	1,442.88	3,044.71	3,044.71
730 · Taxes - Licenses	34.62	0.00	0.00	34.62	34.62
735 · Training/Classes/Certs/Clas...	1,633.47	162.50	107.50	1,903.47	1,903.47
745 · Travel / Lodging	162.34	65.78	65.77	293.89	293.89
750 · Utilities	1,756.08	28,295.44	63,571.95	93,623.47	93,623.47
760 · Waste Disposal	201.39	16,529.70	1,239.55	17,970.64	17,970.64
795 · Yolo Co	0.00	0.00	18,159.21	18,159.21	18,159.21
798 · Reconciliation Discrepanci...	20.00	0.00	0.00	20.00	20.00
Total Services & Supplies	34,923.75	101,466.19	161,567.51	297,957.45	297,957.45
Repairs & Replacement					
810 · R&R Buildings & Grounds	1,601.73	727.65	29.44	2,358.82	2,358.82
832 · R&R Mains and Sewer Lines	0.00	0.00	-550.97	-550.97	-550.97
840 · R&R Vehicles	0.00	525.00	525.00	1,050.00	1,050.00
Total Repairs & Replacement	1,601.73	1,252.65	3.47	2,857.85	2,857.85
Total Expense	205,011.29	233,946.67	239,694.70	678,652.66	678,652.66
Net Income	-204,963.41	126,172.64	244,679.13	165,888.36	165,888.36



Accounts

Transfers

Bill Pay

Accounts

Transfer Settings

CRP PC *6192

Current	\$5,130.68
Available	**\$5,130.68

CRP SEWER *3745

Current	\$293,313.57
Available	**\$293,313.57

GENERAL LEDGER *9122

Current	\$160,484.60
Available	**\$175,666.29

PC ESCROW *6184

Current	\$0.00
Available	**\$0.00

PUBLIC REGULAR CHK *8503

Current	\$50,200.00
Available	**\$50,200.00

CRP WATER *6990

Current	\$107,856.64
Available	**\$107,856.64

BALANCE TOTALS

Total Deposit Accounts	\$616,985.49
------------------------	--------------

**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.

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Purchase Rewards

You currently have no rewards available. Check back soon.



*6192-CRP PC [change account](#) ▼

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November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	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

California State Treasurer Fiona Ma, CPA



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

November 18, 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

October 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/15/2019	10/15/2019	QRD	1620912	SYSTEM	3,628.25
10/17/2019	10/17/2019	RW	1621892	DIANNA MANN	-200,000.00

Account Summary

Total Deposit:	3,628.25	Beginning Balance:	337,042.76
Total Withdrawal:	-200,000.00	Ending Balance:	140,671.01

0.*

140,671.01+
 1,072,000.00+ → 11/7/19 Deposit
 002
 1,212,671.01*

20

Aged Accounts Receivable
As of 11/18/2019

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$58,413.43	\$28,106.40	\$18,002.67	\$9,425.54	\$154,364.23	<u>\$268,312.27</u>

Total number of accounts with open balances: 799

These totals include all accounts on the Tax Roll

Water	\$65,688.76
Water Penalty	\$8,714.11
Sewer	\$112,882.16
Sewer Penalty	\$8,528.39
CRP Water	\$28,029.29
CRP Water Penalty	\$1,369.47
CRP Sewer	\$40,770.43
CRP Sewer Penalty	\$2,052.07
CRP PC	\$264.00
CRP PC Penalty	\$13.59

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

4

Target % > **33%**

As of October 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	414,185	484,374	39%	929,418	309,806	360,120	39%
Total Operating Expenses	972,572	315,857	342,192	35%	1,037,590	345,863	336,445	32%
Operating Balance (loss)	269,982	98,327	142,182		(108,172)	(36,057)	23,675	
420 Connection Fees	30,000	10,000	20,300	68%	20,000	6,667	-	0%
435								
450 Other - Non S/W Rev	96,000	32,000	26,023	27%	100,000	33,333	26,023	26%
Reserves	150,000	50,000	50,000	33%	-	-	-	0%
Net Change In Net Position (loss)	245,982	90,327	138,505		11,828	3,943	49,698	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$160,484.60
District CRP	\$401,170.21
Paradise Cove CRP	\$5,130.68
Paradise Cove Escrow	\$0.00
Reserve	\$50,200.00
LAIF	\$1,212,671.01
Total	\$1,829,656.50

As of October 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	394,185	418,293	35%	909,418	303,139	327,759	36%
430 Penalty & Interest	30,000	10,000	7,565	25%	20,000	6,667	6,338	32%
440 Misc	30,000	10,000	12,193	41%	0	0	-	0%
Total Revenue >	1,242,554	414,185	438,051	35%	929,418	309,806	334,097	36%

As of October 2019 Operating Expenses	Budget				Actual			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	316,514	105,505	113,205	36%	415,259	138,420	139,627	34%
520 FICA - District Share	26,093	8,698	8,554	33%	34,354	11,451	10,306	30%
530 Medical Ins - District Share	56,010	18,670	18,193	32%	128,093	42,698	39,326	31%
540 PERS - District Share	39,759	13,253	16,883	42%	47,203	15,734	19,489	41%
550 Unemployment	9,000	3,000	-	0%	9,000	3,000	-	0%
560 Workers Comp Ins	21,310	7,103	5,532	26%	24,506	8,169	6,725	27%
Salaries and Employee Benefits >	468,687	156,229	162,367	35%	658,415	219,472	215,473	33%

605 Advertising	200	67	-	0%	200	67	-	0%
610 Bank Fees	9,260	3,087	3,343	36%	9,250	3,083	3,343	36%
620 Communications & Internet	13,000	4,333	2,429	19%	7,250	2,417	1,597	22%
622 Board Exp	5,000	1,667	340	7%	5,000	1,667	340	7%
625 Equip - Field (\$300-\$4999)	2,500	833	-	0%	4,000	1,333	550	14%
630 Equip - Office	1,500	500	336	22%	2,000	667	1,027	51%
640 Fuel & Oil	6,800	2,267	1,847	27%	4,800	1,600	1,580	33%
645 Insurance	40,000	13,333	25,467	64%	25,000	8,333	25,467	102%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	20,000	6,667	7,127	36%	17,500	5,833	5,077	29%
660	Memberships & Subscriptions	28,500	9,500	6,780	24%	27,500	9,167	6,553	24%
665	Mileage Reimb	1,000	333	54	5%	750	250	54	7%
670	Postage & Shipping	6,000	2,000	2,510	42%	6,000	2,000	2,510	42%
675	Professional Services	36,000	12,000	8,885	25%	21,000	7,000	7,975	38%
685	Rents	4,875	1,625	2,223	46%	4,875	1,625	2,223	46%
690	Safety & Security	3,250	1,083	1,481	46%	8,250	2,750	1,858	23%
700	Tools & Instruments	2,000	667	91	5%	5,000	1,667	8	0%
703	Supplies - Clothing & Personal	1,800	600	840	47%	2,300	767	1,188	52%
705	Supplies - Office	4,750	1,583	2,054	43%	5,250	1,750	2,349	45%
715	Treatment Chemicals	75,000	25,000	26,736	36%	48,000	16,000	6,673	14%
720	Supplies - Operating - Other	5,000	1,667	1,443	29%	22,000	7,333	1,602	7%
730	Taxes - Licenses	0	0	18	175000%	0	0	18	175000%
735	Training	5,750	1,917	925	16%	5,250	1,750	980	19%
745	Travel	1,000	333	147	15%	2,000	667	147	7%
750	Utilities	135,650	45,217	64,450	48%	82,750	27,583	29,173	35%
760	Waste Disposal	3,050	1,017	1,341	44%	52,250	17,417	16,631	32%
795	Yolo Co	57,000	19,000	18,159	32%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		468,885	156,295	179,022	38%	368,175	122,725	118,919	32%
810	R&R Buildings & Grounds	7,000	2,333	830	12%	7,000	2,333	1,529	22%
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	1,000	525	18%	4,000	1,333	525	13%
850	Maintenance Reserve Account	25,000	-	-	-	-	-	-	-
Repairs & Replacement >		35,000	3,333	804	2%	11,000	3,667	2,054	19%
Total Expenses >		972,572	315,857	342,192	35%	1,037,590	345,863	336,445	32%

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

Target % >

GL - ADMINISTRATION

33.3%

As of October 2019

Expenses		2019-2020 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	321,978	107,326	107,590	33.4%	214,388
520	FICA - District Share	26,674	8,891	8,034	30.1%	18,640
530	Medical Ins - District Share	68,991	22,997	22,490	32.6%	46,501
540	PERS-District Share (incl unfunded Liab, 35K)	61,000	20,333	28,378	46.5%	32,622
550	Unemployment	18,000	6,000	-	0.0%	18,000
560	Workers Comp Ins	7,422	2,474	1,995	26.9%	5,427
	Salaries and Employee Benefits >	504,064	168,021	168,487	33.4%	335,577
605	Advertising	400	133	-	0.0%	400
610	Bank Fees	18,500	6,167	6,685	36.1%	11,815
620	Communications & Internet	7,000	2,333	1,557	22.2%	5,443
622	Board Exp	10,000	3,333	680	6.8%	9,320
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	2,000	667	672	33.6%	1,328
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	333	145	14.5%	855
665	Mileage Reimb	1,000	333	107	10.7%	893
670	Postage & Shipping	12,000	4,000	5,019	41.8%	6,981
675	Professional Services (Legal, IT, CUSI annual)	22,000	7,333	8,314	37.8%	13,686
685	Rents	9,750	3,250	4,445	45.6%	5,305
690	Safety & Security (boots)	2,500	833	310	12.4%	2,190
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	600	200	-	0.0%	600
705	Supplies - Office	7,500	2,500	3,182	42.4%	4,318
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	0	0	-	0.0%	0
730	Taxes - Licenses	0	0	35	0.0%	(35)
735	Training, Certs (Classes, books)	3,500	1,167	1,633	46.7%	1,867
745	Travel / Lodging	1,000	333	162	16.2%	838
750	Utilities	5,500	1,833	1,756	31.9%	3,744
760	Waste Disposal	500	167	201	40.2%	299
795	Yolo Co	0	0	-	0.0%	0
798	Reconciliation Discrepancy			20		
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	104,750	34,917	34,923	33.3%	69,827
810	R&R Buildings & Grounds	4,000	1,333	1,602	40.1%	2,398
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	1,333	1,602	40.0%	2,398
	Overage Explanations					
	Total Expenses	612,814	204,271	205,012	33.5%	407,802

675 IT Quarterly Billing & Engagement Ltr from Auditor

705 Annual purchase of billing envelopes & paper

810 Window repair/tinting in GM Office

4

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

Target % > **33.3%**

As of October 2019

2019-2020 Budget

Actual

%

Total

Expenses

Annual

YTD

YTD

Spent

Remaining

505	Salaries & Wages	254,270	84,757	85,832	33.8%	168,438
520	FICA - District Share	21,017	7,006	6,289	29.9%	14,728
530	Medical Ins - District Share	93,598	31,199	28,081	30.0%	65,517
540	PERS - District Share	16,704	5,568	5,300	31.7%	11,404
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	20,794	6,931	5,727	27.5%	15,067
	Salaries and Employee Benefits >	406,383	135,461	131,229	32.3%	275,154
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	1,250	417	818	65.4%	432
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	500	550	36.7%	950
630	Equip - Office	1,000	333	691	69.1%	309
640	Fuel & Oil (Schaeffers)	2,000	667	1,580	79.0%	420
645	Insurance	25,000	8,333	25,467	101.9%	(467)
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	17,500	5,833	5,077	29.0%	12,423
660	Memberships & Subscriptions	27,000	9,000	6,480	24.0%	20,520
665	Mileage Reimb	250	83		0.0%	250
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)	10,000	3,333	3,818	38.2%	6,182
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	7,000	2,333	1,703	24.3%	5,297
700	Tools & Instruments	5,000	1,667	8	0.2%	4,992
703	Supplies - Clothing & Personal	2,000	667	1,188	59.4%	812
705	Supplies - Office	1,500	500	758	50.5%	742
715	Treatment Chemicals	48,000	16,000	6,673	13.9%	41,327
720	Supplies-Operating-Other-Titan Tubes	22,000	7,333	1,602	7.3%	20,398
730	Taxes - Licenses	-	-	-	0.0%	-
735	Training, Certs (classes, books)	3,500	1,167	163	4.7%	3,337
745	Travel / Lodging	1,500	500	66	4.4%	1,434
750	Utilities	80,000	26,667	28,295	35.4%	51,705
760	Waste Disposal	52,000	17,333	16,530	31.8%	35,470
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	308,000	102,667	101,467	32.9%	206,533
810	R&R Buildings & Grounds	5,000	1,667	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	1,333	525	13.1%	3,475
	Repairs & Replacement >	9,000	3,000	1,253	13.9%	7,747
	Total Expenses >	723,383	241,128	233,949	32.3%	489,434

Expense Notes

675 Qtrly billing from Dean Enderlin P.G.

Budget Variance Report July 1, 2018 through June 30, 2019		2019-2020 Budget		Target % >	33.3%	
As of October 2019				Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	155,526	51,842	59,410	38.2%	96,116
520	FICA - District Share	12,756	4,252	4,537	35.6%	8,219
530	Medical Ins - District Share	21,515	7,172	6,948	32.3%	14,567
540	PERS - District Share	9,260	3,087	2,694	29.1%	6,566
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,598	5,866	4,534	25.8%	13,064
Salaries and Employee Benefits >		216,655	72,218	78,123	36.1%	138,532
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	7,000	2,333	1,650	23.6%	5,350
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	167		0.0%	500
640	Fuel & Oil	4,000	1,333	1,847	46.2%	2,153
645	Insurance	40,000	13,333	25,467	63.7%	14,533
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	6,667	7,127	35.6%	12,873
660	Memberships & Subscriptions	28,000	9,333	6,707	24.0%	21,293
665	Mileage Reimb	500	167		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	8,333	4,728	18.9%	20,272
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	2,000	667	1,326	66.3%	674
700	Tools & Instruments	2,000	667	91	4.6%	1,909
703	Supplies - Clothing & Personal	1,500	500	840	56.0%	660
705	Supplies - Office	1,000	333	463	46.3%	537
715	Treatment Chemicals	75,000	25,000	26,736	35.6%	48,264
720	Supplies - Operating - Other	5,000	1,667	1,443	28.9%	3,557
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	4,000	1,333	108	2.7%	3,892
745	Travel / Lodging	500	167	66	13.2%	434
750	Utilities	132,900	44,300	63,572	47.8%	69,328
760	Waste Disposal	2,800	933	1,240	44.3%	1,560
795	Yolo Co	57,000	19,000	18,159	31.9%	38,841
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
Services and Supplies >		408,700	136,233	161,570	39.5%	247,130
810	R&R Buildings & Grounds	5,000	1,667	29	0.6%	4,971
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	1,000	525	17.5%	2,475
Repairs & Replacement >		8,000	2,667	3	0.0%	7,997
Total Expenses >		633,355	211,118	239,696	37.8%	393,659

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

11/07/19

Accrual Basis

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment Plan)	6,449.09	132,004.06	122,662.60	261,115.75	261,115.75
430 · Penalty & Interest	65.59	1,144.46	1,021.93	2,231.98	2,231.98
Total Income	<u>6,514.68</u>	<u>133,148.52</u>	<u>123,684.53</u>	<u>263,347.73</u>	<u>263,347.73</u>
Total Income	6,514.68	133,148.52	123,684.53	263,347.73	263,347.73
Gross Profit	6,514.68	133,148.52	123,684.53	263,347.73	263,347.73
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	41,331.00	54,171.04	95,502.04	95,502.04
520 · FICA - District Share	0.00	3,138.87	3,982.13	7,121.00	7,121.00
530 · Medical Ins - Dist Share	0.00	10,422.60	9,821.16	20,243.76	20,243.76
540 · PERS - District Share	0.00	2,051.89	2,556.57	4,608.46	4,608.46
560 · Workers Comp Ins	0.00	4,828.99	4,829.01	9,658.00	9,658.00
Total Salaries & EE Benefits	0.00	61,773.35	75,359.91	137,133.26	137,133.26
Services & Supplies					
620 · Communications & Internet	0.00	1,877.37	1,666.21	3,543.58	3,543.58
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	4,766.18	5,260.88	10,027.06	10,027.06
657 · Lab	144.00	432.00	0.00	576.00	576.00
675 · Professional Services	314.00	71.25	71.25	456.50	456.50
685 · Rents	0.00	1,595.67	0.00	1,595.67	1,595.67
690 · Safety & Security	0.00	1,016.51	4,903.96	5,920.47	5,920.47
700 · Tools & Instruments	0.00	188.59	67.66	256.25	256.25
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	13,741.33	14,849.87	29,235.46	29,235.46
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	0.00	7,578.03	7,578.03	7,578.03
820 · R&R Lift Stations	0.00	0.00	1,915.66	1,915.66	1,915.66
830 · R&R Equipment	13,087.17	32,231.47	12,416.56	57,735.20	57,735.20
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	10,064.27	8,961.25	19,025.52	19,025.52
Total Repairs & Replacement	13,087.17	46,857.71	31,595.38	91,540.26	91,540.26
Total Expense	<u>13,731.43</u>	<u>122,372.39</u>	<u>121,805.16</u>	<u>257,908.98</u>	<u>257,908.98</u>
Net Income	<u>-7,216.75</u>	<u>10,776.13</u>	<u>1,879.37</u>	<u>5,438.75</u>	<u>5,438.75</u>

Clearlake Oaks Co Water District

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

CRP-Sewer

4

Target % > 33.3%

As of October 2019

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	396,097	132,032	93,797	23.7%
SEWER CRP Expenses	364,699	121,566	82,276	22.6%
bridge Loan Interest	-	-	-	23%
USDA Annual Payment	110,000	36,667		
Operating Balance (loss)	(78,602)	(26,201)	11,521	

Expenses	2019 - 2020 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
505 Salaries & Wages	150,957	50,319	40,453	26.8%	110,504
520 FICA - District Share	12,515	4,172	2,973	23.8%	9,542
530 Medical Ins - District Share	38,698	12,899	7,366	19.0%	31,332
540 PERS - District Share	9,217	3,072	1,599	17.3%	7,618
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	15,461	5,154	3,027	19.6%	12,434
Salaries and Employee Benefits >	226,849	75,616	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	1,667	1,563	31.3%	3,437
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	417	2,433	194.6%	(1,183)
630 Equip - Office	-	-	33	0.0%	(33)
640 Fuel & Oil	5,900	1,967	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	500	248	0.0%	1,252
700 Tools & Instruments	200	67	68	0.0%	132
703 Supplies - Clothing & Personal	300	100	-	0.0%	300
705 Supplies - Office	100	33	-	0.0%	100
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	14,500	4,833	213	1.5%	14,287
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	1,200	400	201	0.0%	999
745 Travel / Lodging	400	133	-	0.0%	400
799 Misc	0	0	-	0.0%	0
Services and Supplies >	30,350	10,117	7,674	25.3%	22,676
810 R&R Buildings & Grounds	10,000	3,333	2,715	27.2%	7,285
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	6,667	1,916	9.6%	18,084
830 R&R Equipment	25,000	8,333	9,107	36.4%	15,893
832 R&R Mains/Service Lines	25,000	8,333	724	2.9%	24,276
840 R&R Vehicles (\$2k/vehicle)	27,500	9,167	4,722	17.2%	22,778
Repairs & Replacement >	107,500	35,833	19,184	17.8%	88,316
Total Expenses >	364,699	121,566	82,276	22.6%	282,423

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

4

Target % > 33.3%

As of October 2019

Summary	Annual	YTD	Actual YTD		
			Amount	%	
PC CRP Revenue	19,536	6,512	6,515	33.3%	0%
PC CRP Expenses	0	0	13,731	0.0%	0%
Operating Balance	19,536	6,512	(7,216)		

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	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	13,087	0.0%	(13,087)
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	13,087		(13,087)
Total Expenses >	0	0	13,731	0.0%	(13,731)

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

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Clearlake Oaks County Water District
Payroll Summary
 October 2019

	<u>Hours</u>	<u>Rate</u>	<u>Oct 19</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-8	60.89	-397.64
Holiday	87.25	22.31	2,191.66
Holiday Worked (x2.5)	16.75	87.93	1,438.13
Overtime (x1.5)	157.5	33.47	6,198.29
PTO	114.23	35.17	3,451.83
Straight Board	2,215.75	22.31	64,587.20
Duty Pay			500.00
			<u>3,955.00</u>
Total Gross Pay	<u>2,583.48</u>		<u>81,924.47</u>
Deductions from Gross Pay			
ACWA (pre-tax)			-1,965.26
AFLAC (pre-tax)			-253.68
AFLAC (taxable) AFTER TAX			-226.32
CALPers 457			-450.00
CALPers EE (Pretax)			-3,998.44
			<u>-6,893.70</u>
Total Deductions from Gross Pay			<u>-6,893.70</u>
Adjusted Gross Pay	<u>2,583.48</u>		<u>75,030.77</u>
Taxes Withheld			
Federal Withholding			-4,759.00
Medicare Employee			-1,155.73
Social Security Employee			-4,941.75
CA - Withholding			-1,787.92
CA - Disability			-797.07
			<u>-13,441.47</u>
Total Taxes Withheld			<u>-13,441.47</u>
Deductions from Net Pay			
Wage Garnishment			-500.52
			<u>-500.52</u>
Total Deductions from Net Pay			<u>-500.52</u>
Net Pay	<u>2,583.48</u>		<u>61,088.78</u>
Employer Taxes and Contributions			
Medicare Company			1,155.73
Social Security Company			4,941.75
			<u>6,097.48</u>
Total Employer Taxes and Contributions			<u>6,097.48</u>

**Clearlake Oaks County Water District
Trial Balance
As of October 31, 2019**

11/08/19

Accrual Basis

	Oct 31, 19	
	Debit	Credit
102.10 · CRP PC - 6192	3,340.48	
102.12 · 102.12 - RESERVE - 8503	37,700.00	
102.001 · GL - 9122	38,793.21	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK		51,957.24
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	145,750.77	
102.03 · CRP Sewer - 3745	305,612.91	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	128,056.10	
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	0.00	
114 · ACCOUNTS RECEIVABLE.	351,149.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	154,185.98	
128 · Sewer Infrstrcture & Rehab Proj	1,489,286.04	
121 · Wtr Dist & Wtr Storage Projects	151,264.44	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	54,678.79	
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 USDA Project	4,265,559.43	
127 · Water Plant	238,835.93	
127 · Water Plant:127.7 · Ozone System	193,802.17	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	12,785.71	
127 · Water Plant:127.5 · A/C installation for Filter Rm	25,079.10	
127 · Water Plant:127.4 · PH System	750.00	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	9,959.72	
127 · Water Plant:127.1 · Major Equipment	1,408.61	
120 · District General CIP	177,077.82	
120 · District General CIP:120.01 · General Equipment/Tools	13,859.93	
120 · District General CIP:120.60 · Office	1,921,549.25	
120 · District General CIP:120.75 · SCADA	31,171.49	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	0.00	
122 · Bldgs/Grounds Cap Improvements	202,254.54	
124 · D/C System Cap Improvements	8,529,449.57	
124 · D/C System Cap Improvements:124.30 · Lift Stations	3,213,852.74	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift St...	46,264.48	
124 · D/C System Cap Improvements:124.50 · Mains	66,042.23	
124 · D/C System Cap Improvements:124.60 · Meters	14,788.58	
124 · D/C System Cap Improvements:124.90 · Water Tanks	700.00	
125 · Land - Dist. Cap. Improvements	5,215.04	
129 · ALLOW. FOR DEPRECIATION	299,770.00	
200 · ACCOUNTS PAYABLE		8,856,056.00
210 · Cal Card		168,467.24
210 · Cal Card:210.13 · WAB - Jeremy - 2499	0.00	
210 · Cal Card:210.12 · WAB- Francisco - 2481		289.08
210 · Cal Card:210.11 · WAB - Dan - 2507		1,440.17
210 · Cal Card:210.10 · WAB - Dianna - 2473		2,117.06
210 · Cal Card:210-09 · Cal Card - Francisco - 5855		1,794.41
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	

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11:27 AM

Clearlake Oaks County Water District

Trial Balance

11/08/19

As of October 31, 2019

Accrual Basis

	Oct 31, 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		10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY	0.00	
280 · Loan:280.12 · USDA Loan		702,317.29
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	802.52	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical	0.00	
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	1,988.26	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		2,147.02
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		5.76
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		1,652.00
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	1,106.96	
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		5,956,568.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		9,319,160.84
Income:410 · Client Reg Pmt		746,050.95
Income:420 · Connection Fees		20,300.00
Income:425 · CRP		261,115.75
Income:425 · CRP:425.3 · CRP - Paradise Cove		22.00
Income:430 · Penalty & Interest		16,151.67
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3 · WTP, Met...	1,194.10	
Income:435 · Loans/Grants:435-5 · USDA Contruction Grant		6,023.85
Income:440 · Misc Revenue		12,193.30
Income:450 · Other - Non S/W Rev		52,093.73
133 · Harvey Storage Tank - Water	2,080.00	
Loans/Grants:901 · Harvey Tank Installation	520.00	
Salaries & EE Benefits:545 · CALPers 457	0.00	
Salaries & EE Benefits:505 · Salaries & Wages	348,333.81	
Salaries & EE Benefits:520 · FICA - District Share	25,980.13	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	77,762.24	
Salaries & EE Benefits:540 · PERS - District Share	40,980.57	
Salaries & EE Benefits:560 · Workers Comp Ins	21,913.87	
Services & Supplies:610 · Bank Fees	6,673.13	

33

11:27 AM

11/08/19

Accrual Basis

Clearlake Oaks County Water District
Trial Balance
As of October 31, 2019

	Oct 31, 19	
	Debit	Credit
Services & Supplies:620 · Communications & Internet	7,585.30	
Services & Supplies:622 · Board Exp	680.00	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	6,198.74	
Services & Supplies:630 · Equip - Office	1,427.97	
Services & Supplies:640 · Fuel & Oil	13,453.80	
Services & Supplies:645 · Insurance	50,934.03	
Services & Supplies:657 · Lab	12,852.36	
Services & Supplies:660 · Memberships & Subscription	13,332.68	
Services & Supplies:665 · Mileage Reimb	106.73	
Services & Supplies:670 · Postage & Shipping	5,018.90	
Services & Supplies:675 · Professional Services	17,315.77	
Services & Supplies:685 · Rents	6,040.41	
Services & Supplies:690 · Safety & Security	9,260.31	
Services & Supplies:700 · Tools & Instruments	355.03	
Services & Supplies:703 · Supplies - Clothing & Personal	2,027.38	
Services & Supplies:705 · Supplies - Office	4,402.61	
Services & Supplies:715 · Supplies-Chemicals-Operating	33,408.30	
Services & Supplies:720 · Supplies - Inventory - Other	3,788.21	
Services & Supplies:730 · Taxes - Licenses	34.62	
Services & Supplies:735 · Training/Classes/Certs/ClassB	2,306.47	
Services & Supplies:745 · Travel / Lodging	293.89	
Services & Supplies:750 · Utilities	93,623.47	
Services & Supplies:760 · Waste Disposal	19,415.19	
Services & Supplies:795 · Yolo Co	18,159.21	
Services & Supplies:798 · Reconciliation Discrepancies	20.00	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	1,280.06	
Repairs & Replacement:810 · R&R Buildings & Grounds	9,936.85	
Repairs & Replacement:820 · R&R Lift Stations	1,915.66	
Repairs & Replacement:830 · R&R Equipment	57,735.20	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	4,734.88	
Repairs & Replacement:840 · R&R Vehicles	20,075.52	
66000 · Payroll Expenses	0.00	
TOTAL	26,508,414.30	26,508,414.30

3A

Account Payable Breakdown

Date: 11/18/2019

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$197,322.01	\$160,484.60	\$175,666.29
CRP Water	\$107,856.64	\$107,856.64	\$107,856.64
CRP Sewer	\$293,313.57	\$293,313.57	\$293,313.57
CRP PC	\$5,130.68 - \$9,311.75*	\$5,130.68	\$5,130.68
**Could not transfer Sept and October expenses = \$14,442.43			
PC Escrow	\$0.00	\$0.00	\$0.00
Reserve	\$50,200.00	\$50,200.00	\$50,200.00
LAIF Balance	*1,212,671.01	\$140,671.01	
*Deposit 11/7/19 - \$1,072,000.00			
Current A/P Aging	\$123,276.20		
Credit Card	\$3,501.32		
USDA Payment-12/1/19	\$27,650.00		
TOTAL	\$154,427.52		

10:52 AM

11/18/19

Clearlake Oaks County Water District
A/P Aging Summary
As of November 18, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alpha Analytical Labs	785.00	72.00	0.00	0.00	0.00	857.00
AT&T 555 6	105.13	0.00	0.00	0.00	0.00	105.13
BKF Engineers	1,300.00	0.00	0.00	0.00	0.00	1,300.00
California State Disbursement Unit	158.76	0.00	0.00	0.00	0.00	158.76
Case Excavating, Inc.	14,900.00	0.00	0.00	0.00	0.00	14,900.00
Colony Products	558.56	0.00	0.00	0.00	0.00	558.56
Cummings Pacific	490.63	0.00	0.00	0.00	0.00	490.63
Dean A Enderlin, P.G.	1,049.89	0.00	0.00	0.00	0.00	1,049.89
EDD - Unemployment	3,076.00	0.00	0.00	0.00	0.00	3,076.00
Golden State Water Co	2,690.35	0.00	0.00	0.00	0.00	2,690.35
Hach	2,528.23	0.00	0.00	0.00	0.00	2,528.23
Hasa Inc	3,873.25	0.00	0.00	0.00	0.00	3,873.25
Hayden Solar, LLC	4,025.08	0.00	0.00	0.00	0.00	4,025.08
High Country Security	428.00	0.00	0.00	0.00	0.00	428.00
IVR Technology Group	70.00	0.00	0.00	0.00	0.00	70.00
John T. Klaus Trust	56.00	0.00	0.00	0.00	0.00	56.00
Keith Waisanen	13.84	0.00	0.00	0.00	0.00	13.84
Lake County Electric Supply, Inc.	0.00	92.56	0.00	0.00	0.00	92.56
Lake County Waste Solutions	666.94	0.00	0.00	0.00	0.00	666.94
MC Engineering, Inc	60,318.60	0.00	0.00	0.00	0.00	60,318.60
Mediacom - WTP 5311	182.29	0.00	0.00	0.00	0.00	182.29
Mediacom - WWTP 1294	232.24	0.00	0.00	0.00	0.00	232.24
Mendo Mill	542.55	0.00	0.00	0.00	0.00	542.55
Nave & Cortell, LLP	327.50	0.00	0.00	0.00	0.00	327.50
One Stop Automotive	75.50	0.00	0.00	0.00	0.00	75.50
Pace	0.00	907.42	0.00	0.00	0.00	907.42
People Services Inc	135.00	0.00	0.00	0.00	0.00	135.00
PETTY CASH - Olivia Mann	0.00	3.49	0.00	15.00	0.00	18.49
Potrero Hills Landfill	1,444.55	0.00	0.00	0.00	0.00	1,444.55
Precision Wireless Service	4,992.39	0.00	0.00	0.00	0.00	4,992.39
Quill	0.00	0.00	-57.89	0.00	0.00	-57.89
Redwood Coast Fuels	0.00	7,788.31	0.00	0.00	0.00	7,788.31
Southport Control Solutions	3,189.00	0.00	0.00	0.00	0.00	3,189.00
Terminix	201.00	0.00	0.00	0.00	0.00	201.00
Tri-Cities Answering Service	169.35	0.00	0.00	0.00	0.00	169.35
United States Post Office	0.00	204.00	0.00	0.00	0.00	204.00
USA BlueBook	623.25	0.00	0.00	0.00	0.00	623.25
Yolo County Flood Control	0.00	5,042.43	0.00	0.00	0.00	5,042.43
TOTAL	109,208.88	14,110.21	-57.89	15.00	0.00	123,276.20

31

**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

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, ABSENT √ 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. 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: Motion to approve the consent items

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

5. Agenda (Old Business)

- a. Discussion and update of the Water loss report

Action Taken: NO ACTION

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: Motion to approve District paid REACH Air Medical Services benefit to employees and board members not to exceed an annual premium of \$1300.00

HIGMAN/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

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

Action Taken: NO ACTION

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

Action Taken: NO ACTION

- 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: Motion to purchase 10,200 lbs. of Sodium Permanganate from NTU Technologies in the amount of \$13,056.00, not including tax and shipping

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

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

Action Taken: Motion to DIRECT Olivia to proceed with writing a District Water Code using legal and engineering advice as necessary

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

Motioned to adjourn at 2:58 PM by Director Hosier

Adjournment

Time: 2:58 PM

**SIGNED: _____
Margaret Medeiros, President**

**ATTESTED TO: _____
Olivia Mann, Board Secretary**



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
11/5/2019	1850

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	12/5/2019	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	148	120.00	17,760.00	
Project Manager, Mark Carey, PE	43.5	165.00	7,177.50	
Senior Planner, Randy Burke	42	120.00	5,040.00	
Operations Management Engineer, John Pedri, PE	4	160.00	640.00	
Administrative Support	4	65.00	260.00	
230mi @ \$.545 mi 10/08 Mark	230	0.545	125.35	
310 mi @ \$.545 / mi - Clearlake Oaks and back 10-1-19 to 10-2-19	310	0.545	168.95	
315 mi @ \$.545 / mi - Clearlake Oaks and back 10-7-19 to 10-9-19	315	0.545	171.68	
320 mi @ \$.545 / mi - Clearlake Oaks and back 10-16-19 to 10-18-19	320	0.545	174.40	
320 mi @ \$.545 / mi - Clearlake Oaks and back 10-21-19 to 10-23-19	320	0.545	174.40	
317 mi @ \$.545 / mi - Clearlake Oaks and back 10-28-19 to 10-31-19	317	0.545	172.77	
303 mi @ \$.545 / mi - Gualala to CLO Oct 11	303	0.545	165.14	
303 mi @ \$.545 / mi - Gualala to CLO Oct 16	303	0.545	165.14	
268 mi @ \$.545 / mi - Gualala-Clear Lake Oaks-Gualala	268	0.545	146.06	
Island RV Space Rent October		650.00	650.00 ✓	
Credit for Per Diem, Trailer Rent, RV space expenses denied payment by State.		-4,362.00	-4,362.00	
Total			\$28,629.39	
Payments/Credits			\$0.00	
Balance Due			\$28,629.39	

138-4/B Inflow & Infiltration Cont
EM

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



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
11/5/2019	1851

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	12/5/2019	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	57	160.00	9,120.00	
Project Engineer 2, Richard Relyea	93	130.00	12,090.00	
Project Manager, Mark Carey, PE	19.5	165.00	3,217.50	
Assistant Engineering Tech, Julia Carey	20	65.00	1,300.00	
Assistant Engineer, Jared P. Nelson	12	130.00	1,560.00	
Assistant Engineer, Jose Diaz-Mendez	36	105.00	3,780.00	
Administrative Support	4	65.00	260.00	
OV Copy Inv 33250 ✓		0.22	0.22	
OV Copy Inv 33252 ✓		14.87	14.87	
OV Copy Inv 33393 ✓		1.49	1.49	
OV Copy Inv 33399 ✓		2.48	2.48	
OV Copy Inv 33550 ✓		72.56	72.56	
OV Copy Inv 33561 ✓		142.56	142.56	
234mi @ \$0.545 mi 10/23 John	234	0.545	127.53	
Total			\$31,689.21	
Payments/Credits			\$0.00	
Balance Due			\$31,689.21	

138 - 1/2 G-Water USDA Improvements

DM

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

Aflac Life Solutions

INDIVIDUAL TERM LIFE INSURANCE

We've been dedicated to helping provide peace of mind and financial security for more than 60 years.



Aflac[®]

A2

AFLAC LIFE SOLUTIONS

INDIVIDUAL TERM LIFE INSURANCE

Policy Series A68000

LS¹

Is your family protected if something happens to you?

If something happens to you, will your family have the funds to pay the bills without your income? Make sure you've done all you can to help protect their way of life by having an Aflac individual term life insurance policy that will help your loved ones through the tough times. Our coverage offers a measure of stability you and your loved ones can count on.

Face Amounts

If you're **age 50 or under**, you may apply for up to **\$500,000** in coverage.¹

If you're **between the ages of 51 and 68**, you may be eligible for up to \$200,000 in life insurance protection.¹

Aflac also offers the option of guaranteed-issue² 10-year, 20-year, or 30-year term life coverage with a face amount of **\$20,000**. That means you do not have to complete a medical questionnaire.

Issue Ages

COVERAGE TYPE	ISSUE AGES	COVERAGE TYPE	ISSUE AGES
10-year term life plan	18-68	Spouse 10-year term life rider	18-68
20-year term life plan	18-60	Spouse 20-year term life rider	18-60
30-year term life plan	18-50	Spouse 30-year term life rider	18-50

The facts say you need the protection of the Aflac Individual Term Life insurance plan:

FACT NO. 1

7-in-10

OF ALL HOUSEHOLDS SAID THEY WOULD HAVE TROUBLE COVERING EVERYDAY LIVING EXPENSES AFTER SEVERAL MONTHS IF THE PRIMARY WAGE EARNER DIED.³

FACT NO. 2

APPROXIMATELY

50

 MILLION

HOUSEHOLDS RECOGNIZE THEY NEED MORE LIFE INSURANCE.³

¹Certain face amounts may not be available. Underwriting requirements apply.

²Subject to certain conditions.

³Facts from LIMRA, 2016 Life Insurance Awareness Month, LIMRA, September 2016.

Aflac herein means American Family Life Assurance Company of Columbus.

Understand the difference Aflac can make in your financial security.

For more than 60 years, Aflac has been dedicated to helping provide individuals and families peace of mind and financial security when they've needed it most. Our term life insurance policies are just another way to help make sure you're well protected.

How we can help

No one likes to think he or she needs life insurance. But when people depend on you, assuring their financial futures with life insurance benefits is simply the right thing to do.

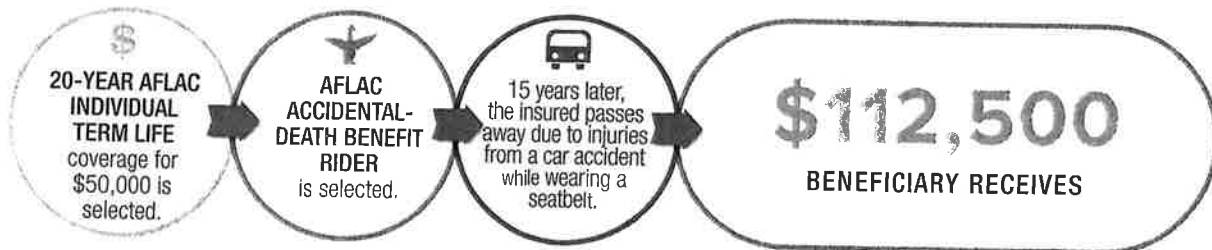
- **Premiums are guaranteed for the selected term option** – You will know how much your coverage will cost from month to month and year to year.
- **Portable** – You can take the plan with you if you change jobs or retire.
- **Payroll deduction** – Your premiums can be deducted from your paycheck.

Why choose Term Life insurance?

- **Higher face amount** – Term life insurance offers the most face amount coverage for the lowest cost.
- **Lower premiums** – Depending on your age and smoking status, term life premiums may be lower than those for whole life insurance policies.
- **Flexible coverage** – Provides protection for a specified time period or term– 10, 20, or 30 years—and is designed for temporary circumstances. Term coverage often is purchased by those who need coverage for a specific time period, such as while they have young children, children in college, or are carrying a large debt load.
- **Policy renewal** – If, at the end of your 20-year or 30-year term, your policy has not lapsed and is still in force, you will have the option to renew your policy on an annual basis.

Rate Stability

How it works



The above example is based on a scenario for 20-year term life insurance that includes the following benefit conditions: \$50,000 death benefit, \$50,000 accidental death benefit, and \$12,500 seatbelt benefit.

This is a brief product overview only. Coverage may not be available in all states. Benefits/premium rates may vary based on coverage selected. Optional riders are available at an additional cost. The policy has limitations and exclusions that may affect benefits payable. Refer to the policy for complete details, limitations, and exclusions. The policy prevails if interpretation of this material varies.

HOW MUCH LIFE INSURANCE DO I NEED?

Aflac is here to help you determine the life insurance coverage amount that's right for you.

Our assessment can help you determine how much life insurance you may need to help cover your family's immediate needs, such as funeral expenses, to their long-term need to sustain their current lifestyle.

Life insurance needs worksheet:

IMMEDIATE NEEDS

FINAL EXPENSES

Costs associated with your burial/funeral, uninsured medical costs, estate taxes/probate, etc.

\$ _____

OUTSTANDING DEBT

Mortgage/rent, car loans, credit cards, and other personal debt

+ \$ _____

LONG-TERM NEEDS

You may want to replace your income for the period of time until your children are independent, or the number of years until your spouse retires. If so, take into account the number of years your family may continue to rely on your income.

REPLACEMENT INCOME

Your annual income to be replaced: No. of years to replace income:

\$ _____ X _____ = \$ _____

EDUCATION FUND

If you have children (or plan to), life insurance can help with their future education costs

+ \$ _____

AVAILABLE ASSETS

SAVINGS AND INVESTMENTS

Bank accounts (checking/savings), money market, CDs, stocks, bonds, mutual funds, annuities, and social security survivor/child benefit

- \$ _____

RETIREMENT SAVINGS

IRAs, 401(k)s, SEP plans, SIMPLE IRA plans, Keoghs, pensions, and profit sharing plans

- \$ _____

PRESENT AMOUNT OF LIFE INSURANCE

Other group life policies through employer and/or individual life policies

- \$ _____

ESTIMATED AMOUNT OF LIFE INSURANCE NEEDED

= \$ _____

AMOUNT OF AFLAC LIFE INSURANCE ACTUALLY APPLIED FOR:

\$ _____

The amount indicated on the brochure may not match the coverage amount ultimately issued by Aflac.

AFLAC LIFE SOLUTIONS

INDIVIDUAL TERM LIFE INSURANCE

DID YOU KNOW?

Laying a loved one to rest typically costs

\$11,000

or more - making it one of the biggest expenses families face.⁴

WHAT IS COVERED?

ACCELERATED DEATH PAYMENT – PRIMARY INSURED ONLY

Aflac will pay 50 percent of the face amount selected if the named insured is diagnosed with a terminal condition. The payment can help you and your loved ones with the expenses of a terminal condition (such as home nursing care, special equipment, and hospitalization). This benefit will be paid only once. The Accelerated Death Payment will be payable immediately upon receipt of due proof of a terminal condition.

Any Accelerated Death Payment will automatically establish a lien against the policy. Aflac shall hold the lien as a debt against the death benefit and policy benefits. Any Accelerated Death payment amount requested will be reduced by the amount of any due and unpaid premiums, and the administrative charge.

CONVERSION

You may convert the policy while it is in force to an individual permanent life policy without evidence of insurability, subject to policy requirements. The conversion privilege in the term policies must be exercised the earlier of the end of the term period, or on or before the policy anniversary date following your 65th birthday. Refer to the exact policy for complete details.

OPTIONAL RIDERS

SPOUSE 10-YEAR, 20-YEAR, OR 30-YEAR TERM LIFE INSURANCE RIDER⁵

Aflac will pay 50 percent of the policy's face amount up to a maximum of \$50,000 for life insurance coverage on the named insured's spouse.

CHILD TERM LIFE INSURANCE RIDER⁵

Aflac will pay 25 percent of the policy's face amount up to a maximum of \$15,000 for life insurance coverage for each insured child up to age 25. To become insured, the child must be at least 14 days old and younger than 18 years old at the time of application. Insurance on each newborn child will become effective on the later of: (1) the date the child attains the age of 14 days, or (2) the date the child is first released from the hospital after birth.

WAIVER OF PREMIUM BENEFIT RIDER⁶ (ISSUE AGES 18-59) – PRIMARY INSURED ONLY

Policy premiums will be waived if you become totally disabled under the terms of the policy. Please refer to the Limitations and Exclusions for more information.

ACCIDENTAL-DEATH BENEFIT RIDER (PRIMARY INSURED ONLY)

Aflac will pay an additional amount equal to the face amount selected if your death is the result of a covered accident and occurs within 180 days of the covered accident. Also, we will pay an additional 25 percent of the face amount selected if your death is the result of an automobile accident while you were wearing an unaltered, properly fastened seatbelt installed by the manufacturer, and you were not at fault for the accident, according to the police report. Please refer to the Limitations and Exclusions for more information.

⁴This is How Much An Average Funeral Costs. Huffington Post, 10/17/16, https://www.huffingtonpost.com/entry/how-much-does-a-funeral-cost_us_5804c784e4b0f42ad3d264de, Accessed 3/8/18.

⁵Optional riders are not guaranteed-issue. Underwriting requirements apply.

⁶Rider not available if applying for a guaranteed-issue policy.

LIMITATIONS AND EXCLUSIONS

Any death benefit of the policy will not be payable if the named insured commits suicide or if anyone covered by additional riders commits suicide, while sane or insane, within two years from the policy or rider effective date. All premiums paid will be refunded, less any indebtedness.

The following information only applies to the Accelerated Death Payment, Waiver of Premium Benefit Rider, and Accidental-Death Benefit Rider:

The Accelerated Death Payment will not be paid:

- If the named insured or his/her physician resides outside the United States of America or outside the territorial limits of the place where your policy was issued,
- If the owner is required by law to accelerate benefits to meet the claims of creditors, or
- If a government agency requires the owner to apply for benefits to qualify for a government benefit or entitlement.

The Waiver of Premium Benefit Rider will not waive premiums if total disability is:

- Caused or substantially contributed to by any attempt at suicide, or intentionally self-inflicted injury, while sane or insane;
- Caused or substantially contributed to by war or an act of war;
- Caused or substantially contributed to by active participation in a riot, insurrection or terrorist activity;
- Caused or substantially contributed to by committing or attempting to commit a felony;
- Caused or substantially contributed to by voluntary intake or use by any means of any drug, unless prescribed or administered on the advice of a physician; or poison, gas or fumes, unless a direct result of an occupational accident;
- In consequence of the person being intoxicated, as defined by the jurisdiction where the total disability occurred; or
- Caused or substantially contributed to by engaging in an illegal occupation.

The Accidental-Death Benefit Rider will not be payable if the named insured's death is:

- Caused or substantially contributed to by intentionally self-inflicting a bodily injury, or committing or attempting suicide, while sane or insane;
- Caused or substantially contributed to by committing, or attempting to commit a felony (felony is as defined by the law of the jurisdiction in which the activity takes place);
- Caused or substantially contributed to by engaging in an illegal occupation;
- Caused or substantially contributed to by active participation in a riot, insurrection or terrorist activity;
- Caused or substantially contributed to by being exposed to war or any act of war or special hazards incident while actively serving in any of the armed forces, or units auxiliary thereto, including the National Guard or Reserve, or while serving in any civilian non-combatant unit serving in such units;
- Caused or substantially contributed to by operating, riding in, or descending from any aircraft while a pilot, officer, or member of the crew of an aircraft, having any duties aboard an aircraft, or giving or receiving any kind of training or instruction aboard an aircraft;
- Caused or substantially contributed to by having any infirmity, illness, or disease, including a bacterial infection, unless such bacterial infection also occurred in consequence of a covered accident; or an error, mishap, or malpractice during medical or surgical treatment, including diagnosis, for any infirmity, illness, or disease;
- In consequence of the person being intoxicated, as defined by the jurisdiction in which the accident occurred; or
- Caused or substantially contributed to by voluntary intake or use by any means of: any drug, unless prescribed or administered on the advice of a physician; or poison, gas or fumes, unless a direct result of an occupational accident.

Affac.

QUIET POWER RENTAL SERIES

QP 35

Complete Power Solutions



Quiet Power Rental Series - QP 35

Southwest Products' Quiet Power 35 generators provide reliable primary and standby power for many construction, rental, and commercial applications. These dependable mobile diesel generators use highly-reliable Perkins engines and a digital controller to monitor and protect the unit while providing continuous operating data on an easy-to-read display.

QP 35

Standby Rating: 35 kVA / 28 kWe

Prime Rating: 32 kVA / 26 kWe

Reliable, Sturdy, and Environmentally Friendly

- Perkins Tier 4i/FLEX engine
- Heavy gauge, powder coated, lockable enclosure
- Oversized alternator with PMG for better motor starting
- Heavy duty, 4-cycle, indirect injection diesel engine
- Dual containment fuel cell with environmental containment basin

Extremely Quiet and Fuel Efficient

- Sound attenuation for superior noise reduction
- Meets USA Tier 4i TPEM requirements
- Mechanical fuel system with electronic governor
- Large capacity fuel cell for extended run time

Quiet Power Rental Series - QP 35



Technical Specifications

Model	QP 35
Voltages	120/240 120/208 277/480
Standby Rating	35 kVA / 28 kWe
Prime Rating	32 kVA / 26 kWe
Engine Model	404D-22TG
Alternator	Mecc Alte
Sound dBA level @ 23 ft.	59 dBA

AS

QP 35

Quiet Power Rental Series - QP 35

Easy to Use Connection and Service Points

- Up to 500 hour service intervals
- Multi-voltage switch with utility outlet power in all voltage modes
- SWP Tough Series TG410 digital genset controller
- Digital engine/generator controller with 1 button start/stop and 2 wire auto-start
- Available with or without trailer
- Custom branding options available
- Single point lift

ENCLOSURE SPECIFICATIONS

Length - Enclosure Only	80"
Width	38"
Height	60"
Weight - Dry	2,450 lbs
Length With Trailer	170"
Width With Trailer	70"
Height With Trailer	86"
Weight With Trailer	3,170 lbs
Weight Ready to Run	3,650 lbs

ENGINE SPECIFICATIONS

Engine Mfg	PERKINS
Model Number	404D-22TG
Spec #	GP71009N
Prime Output HP	40.5
Standby Output HP	44.7
Emissions Certification	Tier 3 / FLEX

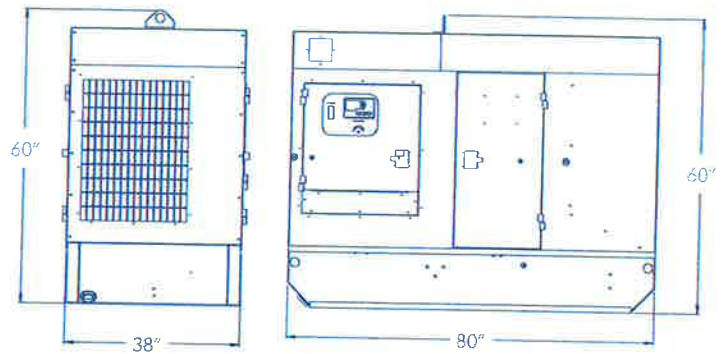
ALTERNATOR SPECIFICATIONS - 125/40 C TEMPERATURE RISE CLASS H INSULATION

Available Voltages	120/240 120/208 277/480
277/480 Volt Prime Amps PF 0.8	39.1
277/480 Volt Standby Amps PF 0.8	42.2
120/208 Volt Prime Amps PF 0.8	90.3
120/208 Volt Standby Amps PF 0.8	97.3
120/240 Volt Prime Amps 1PH PF 1.0	108.3
120/240 Volt Standby Amps 1PH PF 1.0	116.7

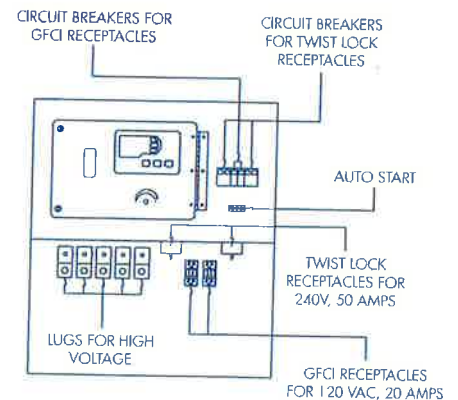
FUEL CONSUMPTION

Fuel tank capacity - Gallons	60
25% load	-
50% load	1.3
75% load	1.6
100% load	2.5

Dimensions



Generator Output Panel



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Dianna Mann

From: Kathy Warren - Office Manager - RTI <Kathy@rti2000.com>
Sent: Monday, November 11, 2019 1:47 PM
To: d.mann@clowd.org
Subject: RE: Generators

Hi Dianna,

The sales tax at 7.25% is \$2,900.

The total will be \$42,900.00

Let us know if you have any questions.

Have a great day,

Kathy

Kathy Warren, Office Manager / Job Cost Accountant Refrigeration Technology, Inc.
PO BOX 368, Middletown, CA 95461
18100 Vintage Ct., Middletown, CA 95461
P: 707.987.0500
Email: kathy@rti2000.com

-----Original Message-----

From: Glen Marks <Glen@rti2000.com>
Sent: November 09, 2019 9:30 PM
To: Kathy Warren - Office Manager - RTI <Kathy@rti2000.com>
Subject: FW: Generators

From: Dianna Mann [d.mann@clowd.org]
Sent: Saturday, November 09, 2019 11:02 AM
To: Glen Marks
Subject: RE: Generators

I was offering 40K total, how much more for taxes?

From: Glen Marks [mailto:Glen@rti2000.com]
Sent: Friday, November 8, 2019 4:45 PM
To: Dianna Mann <d.mann@clowd.org>
Cc: Kathy Warren - Office Manager - RTI <Kathy@rti2000.com>
Subject: RE: Generators

Plus tax and we got a deal.

I paid \$ 24k and was hoping for \$ 22K



CSLB #980409
DIR 1000004282
www.source-mme.com
Toll Free 1-888-484-9968

November 5, 2019

Clearlake Oaks County Water District
12952 E. Highway 20
Clearlake Oaks, CA 95423

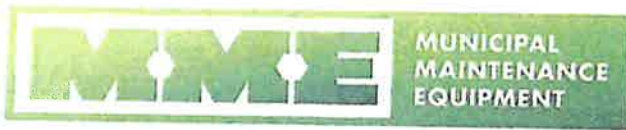
j.backus@clowd.org

Attention: Jeremy Backus

We are pleased to provide the following quotation on the Vac-Con Combination Sewer and Storm Drain Cleaner for your review. This unit is currently in stock and subject to prior purchase.

One (1) Only Vac-Con Model V350LHA-P/1000 complete with the following standard equipment:

- 3 Stage Vacuum System
- 3/16" Corten Steel Debris Tank – 5 Yards
- Full Opening Rear Door
- Hydraulic Rear Door Locks
- 10' Layflat Hose
- Debris Tank Dumping: Minimum 50 Degrees, Hydraulic Scissors Lift – Power Up/Power Down
- Cross-Linked Polyethylene Water Tank – 1000 Gallons
- Automatic Vacuum Breaker and Overfill Protection
- 8" Vacuum Intake Hose
- Boom Travel Tie Down
- 4 Way Hydraulic Boom with 270 Degree Rotation and Joystick Controls
- Front Mounted 600' Capacity (1" Hose)/Hydraulic Hose Reel
- Manual Hose Rewind Guide
- Hose Guide (Tiger Tail)
- 30" Leader Hose
- 20 GPM at 600 PSI Wash Down Hand Gun with 25' of Hose and Nozzle
- Sealed and Locking Tool Boxes
- 1) Each Sanitary and Penetrator Nozzles
- 20.5' Aluminum Intake Pipe (1-3', 1-5', 1-6', and 1-6.5' Nozzle)
- ICC Lighting
- 5# Fire Extinguisher
- Set of Triangles
- 12 Month Standard Warranty



November 5, 2019
Clearlake Oaks County Water District
Vac-Con Model V350LHA-P/1000 Quotation
Page 2

Main Information:

- Blower: Hydrostatic Drive
- Boom: 10 Ft. Aluminum Telescoping Boom
- Hose Reel: Front Mounted, Articulating to Driver Side, Std. Pivot
- Jet Rodder Hose: 800' x 3/4" Piranha Brand Jetter Hose
- Water System: 50 GPM / 3000 PSI
- Auxiliary Engine: GM Power Solutions International (PSI) 5.7 Liter, (350 CID) (8)-Cylinder, 140 HP @ 3000 RPM
- Water Pump: Giant

Debris Body Options:

- 6" Knife Valve with Center Post and Handle, in Lieu of the 5" Butterfly Valve
- Gravity Drain System; Plumbing to Gate Valve at Mid-Passenger Side on Unit, Allowing Return of Liquids to the Manhole
- Hydraulic Rear Door Opener, Removes Door Grabber
- Rear Door Drain Valve Flush Out Connection
- Rear Splash Shield Diamond Plate Aluminum
- Rubber Pad on Standard Deflector
- Screen Assembly Over Drain Port in Debris Tank – Screen Placement, Standard Drain Valve

Water System Options:

- 1/4 Turn Ball Valve Water Drain
- 50' Capacity Retractable Hand Gun Hose Reel
- Auxiliary Engine Driven Hydraulics
- Centrifugal Compressor Fan Flush Out System
- Debris Body "Power Flush" System, 8 Jets
- Variable Flow Valve
- Water Pump Remote Oil Drain

Hose Reel Option:

- Aluminum Dual Roller Level Wind Guide
- Hose Footage Counter (Curbside)

Misc. Machine Options:

- Auxiliary Engine Remote Oil Drain
- Centrifugal Compressor Quiet Silencer, Class 4, 304 Stainless Steel Construction, 14 In. x 40 In. with 8" Discharge
- (2) Cone Storage Racks – Rear of Frame
- Cyclone Separator (add on for fan units)
- Grease Assembly Articulating Hose Reel

02

November 5, 2019
 Clearlake Oaks County Water District
 Vac-Con Model V350LHA-P/1000 Quotation
 Page 3

- Heavy Reinforced Elbow "Wear Back"
- Long Handle Storage / PVC (2) – Rear of Mainframe
- Plastic Engraved Decals – Adhesive Type
- Rear Mounted Tow Hooks
- Remote Boom Grease Zerk Assembly (Ground Level – Includes Water Pump Drive)
- Remote Debris Tank Grease Assembly (Ground Level)

Lighting Options:

- LED Hand Held Spot Light
- LED 4 Strobes – (2) Front Bumper / (2) Rear Bumper – Whelen 50A03ZCR – Amber
- LED Arrow Board, Rear Debris Tank Door Mounted – Whelen TA1251NF1 Traffic Arrow
- LED Boom Mounted Flood Lights – Whelen NP6BB Worklight
- LED Flood Light – Auxiliary Engine/Driver's Side Area – Whelen NP6BB Worklight
- LED Flood Light – Level Wind Guide – Whelen NP6BB Worklight
- LED Flood Light – Water Pump Work Area – Whelen NP6BB Worklight
- LED Rear Mounted Flood Lights with Limb Guard – NP6BB Worklight
- LED Strobe with Limb Guard, Rear Debris Tank Mounted – Whelen L21HAP LED Beacon with Whelen BGH Branch Guard
- (2) Mirror Mounted LED Beacon/Strobe Lights with Limb Guard – Whelen L21HAP LED Beacon with Whelen BGH Branch Guard

Electrical Options:

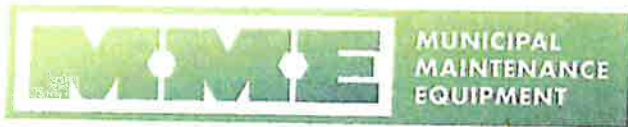
- Low Water Alarm with Light
- Omnibus Precision Power System (OPP) – Electronic Controller System, Color Monitor, Electronic Footage Counter and Pressure Compensated Hydraulics
- Wireless Remote Control: Boom, Vacuum Breaker, Throttle & Debris Body
- Dual Traffic Camera with Color Monitor – Front Bumper Camera Placement – To View Manhole Work Area and Rear Camera Placement

Misc. Accessories:

- Aero Boost Fan Design
- Vacuum Drive Switch
- Water Pressure Gauge on Front Hose Reel

Spare Nozzles:

- ¾" 30 GPM – Standard Nozzle, Additional
- ¾" Nozzle Rack
- Aluminum Storm Nozzle ¾" 50 GPM
- Grenade Nozzle



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Clearlake Oaks County Water District
Vac-Con Model V350LHA-P/1000 Quotation
Page 4

Leader Hose:

- 3/4" x 15' Length Leader Hose

Root Cutter:

- 1" Bulldog with Skid 400.600BS
- 1" to 3/4" Bushing for Chain Scraper

Pipe Storage Rack:

- Folding Pipe Rack (Holds 3 Pipes) – Tank Mounted Curbside
- Folding Pipe Rack (Holds 3 Pipes) – Tank Mounted Driver's Side

Tool / Storage Box:

- (2) Roll Out Shelves for Storage Box Behind Cab
- (2) 35" x 14" x 24" Aluminum Side Mounted Tool Boxes

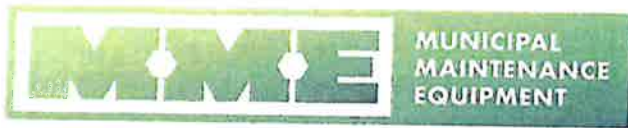
Paint

- Single Stage Polyurethane Elite Safety Yellow (PPG Code 920225) with Standard White Striping Package

Mounted on a new Freightliner 114SD 4x2 truck chassis complete with the following features:

- ISL370 Engine
- Allison 3000RDS Automatic Transmission
- 43,000 GVWR
- Driver's Side Air Seat
- Remote Chassis Engine Start Switch
- Air Conditioning
- AM/FM Radio
- Cab Painted Safety Yellow

5x



November 5, 2019
 Clearlake Oaks County Water District
 Vac-Con Model V350LHA-P/1000 Quotation
 Page 5

Price F.O.B. Shipping Point, CA	\$404,753.00
Special Discount	- 29,587.57
Sub-Total	\$375,165.43
7.25% Estimated Sales Tax	27,199.49
Total	\$402,364.92

If optional Hydroexcavation Package Includes: 50' Retractable Handgun
 Hose Reel with 50' of 1/2" High Pressure Hose, HP/Quick Disconnect,
 Heavy Duty HP Unloader Valve, Main Control Ball Valve, 72 x 1/2" Schedule
 80 Lance w/ Quick Disconnect, Single Forward Spray Nozzle, Horizontal
 Handle **ADD** \$ 6,662.00

- Optional item does not include sales tax.
- Quotation includes delivery and on-site training.
- Due to California emissions requirements, special permits may be required on engines. MME cannot provide these permits and we recommend you contact your local Air Resources Management District for the specific requirements.
- Delivery 30 days A.R.O., depending on availability.
- Sales tax applicable at time of delivery will be shown on invoice.
- Terms: Net 30
- Quotation valid for 30 days.

Thank you for your interest in this fine product line. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,
 Municipal Maintenance Equipment, Inc.

Mark Protine

Mark Protine,
 Northern Division Operations
 and Sales Manager

ES

CLEARLAKE OAKS COUNTY WATER DISTRICT

P.O. Box 709, 12952 E. Hwy. 20

CLEARLAKE OAKS, CA 95423

(707) 998-3322

RESOLUTION NO. 19-06

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

**AUTHORIZING INVESTMENT OF MONIES
IN THE LOCAL AGENCY INVESTMENT FUND**

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Clearlake Oaks County Water District Board of Directors hereby finds that the deposit and withdrawal of Clearlake Oaks County Water District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided within.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Clearlake Oaks County Water District officers holding the title(s) specified herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Mary Margret Medeiros
Board President

Samuel Boucher
Board Director

Stanley Archacki
Director

Barbara Higman
Director

(SIGNATURE)

(SIGNATURE)

(SIGNATURE)

(SIGNATURE)

Dianna Mann
General Manager

Olivia Mann
Board Secretary

(SIGNATURE)

(SIGNATURE)

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 21st day of November, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

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**California State Treasurer's Office
Local Agency Investment Fund (LAIF)**

Authorization for Transfer of Funds

Effective Date
11/21/2019

Agency Name
Clearlake Oaks County Water District

LAIF Account #
90-17-001

Agency's LAIF Resolution # 19-06 or Resolution Date 11/21/2019

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title
Mary Margaret Medeiros	Board President
Samuel Boucher	Board Director
Stanley Archacki	Board Director
Barbara Higman	Board Director
Dianna Mann	General Manager
Olivia Mann	Board Secretary

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature
Olivia Mann

Print Name
Board Secretary

Title
707-998-3322

Telephone

Signature
Dianna Mann

Print Name
General Manager

Title
707-998-3322

Telephone

Please provide email address to receive LAIF notifications.

Name	Email
Dianna Mann	d.mann@clocwd.org

**Mail completed form to: State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001**