

**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

**AUGUST 15, 2019**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 2:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

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

In the audience, our Chief Operators

- Mr. Francisco Castro, Wastewater    Mr. Daniel Larson, Water,    Mr. Jeremy Backus, Distribution

**Public comment on non-agenda items**

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

**Consent Items**

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

1. **Staff Written Operational Reports**
  - a. Customer Service
  - b. Chief Distribution Operator
  - c. Water Plant Chief Operator
  - d. Wastewater Plant Chief Operator
  - e. General Manager
2. **Financial Reports for review and approval**
  - a. July 2019, QB balance sheet and profit & loss statements
  - b. Bank account balances and accounts receivable
  - c. Employee payroll report
  - d. Aged trial balance summary
  - e. Vendor aging report, accounts payable breakdown

**3. Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 07-18-19

**4. Bills**

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

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

**5. Agenda (Old Business)**

- a. Discussion and update of the Water loss report

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

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

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

**6. Agenda (New Business)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Adjournment**

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

# Clearlake Oaks County Water District

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

*August 9, 2019 - Board Letter*

## ***Billing Department***

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- ∂ Received \$7,841.74 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).
- ∂ I am finalizing the accounts to be reported to the County of Lake Tax Collector for the 2019-2020 Fiscal Year. During the reporting period of 7/17/2018-12/31/2018, we received \$12,168.20 towards past due accounts.
- ∂ We have had 2 Water capital expansion requests in the past 30 days, both were approved and have paid fees, neither properties have begun construction for hook up yet.

## ***Administration***

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- ∂ Wastewater and Water Treatment classes begin next week, with the advance classes to begin in the Spring.
- ∂ Payroll quarterlies for 2<sup>nd</sup> quarter payroll were submitted the second week of July.
- ∂ CUSI will have a trainer in district during the week of September 3<sup>rd</sup>-5<sup>th</sup>, she will be working with us individually to address questions we have within our own daily and monthly tasks, then she will work with us as a group on the 5<sup>th</sup> to address UMS as a whole and everything it has to offer.

All the best,  
Olivia Mann

A

## D/C Board Letter for August 2019

Hello Board Members for CLOCWD,

### **The Flow meter**

\*We have the flow meter hooked up on the 4 inch main going out to Elem colony. Jesse is currently testing it. Our first test with the battery life did not do well at all. It is now hooked up to constant power.

### **Main & service line repairs**

\*We had about 15 different water service line repairs. As far as water loss is concerned, we just found out that 2 of these leaks were old ones. It is unknown if the rest are new or old leaks that just showed themselves.

### **Paradise tank site**

\*Slab was removed from entry into the tank site.

\*Trench was dug for the new electrical installation.

### **Lift station sites**

\*Lift station 11: The road was badly eroded from last winter. Hugo brought in 5 loads of class 2 base rock and fixed the road to the lift station.

\*Lift station 11: We had to replace 18 feet of sewer line just behind the waste plant.

\*Lift station 7: The local transducer stopped working and was replaced with a new one.

\*Lift station 7: Some of the D/C crew helped out and monitored the lift station while T&S made the new tie-in. This also included monitoring lift station 2.

### **Training / Licensing**

\*Scott passed his DMV written test. He now has his class b permit.

\*Hugo and Christopher are signed up for the distribution class at the Yuba college that starts this month.

\*Jesse, Hugo, and Christopher are taking the free course for Ham Radio for emergency response communication.

\*I took Distribution 3 review course on August 7<sup>th</sup> and 8<sup>th</sup>.

\*I took all of the DC crew and trained them on where and how the sewer main is ran at the far west end of the district. I also showed them how to unplug a sewer main and pull out a root ball using the Vaccon.

### **Miscellaneous**

\*We finished painting and installing the bollards around the wharf head hydrants on both sides of the bridge on Island Drive. The cold patch work is also done.

### **Equipment that needs or is being worked on**

\*We will be putting new tires on the Dodge this next month.

### **Exercising valves and hydrants**

We have different options to choose from, keep in mind that we have 216 fire hydrants and 664 valves that need to be exercised.

\*We can have 2 guys working on one valve by hand. This can cause back injuries.

\*We can buy a 2 man motorized unit that can also cause back injuries.

\*We can hire a company to come out here and they will repair any leaking or broken valves on their dime.

\*Or we can see about buying this tow behind vacuum machine with attachment for exercising valves and hydrants. This can be done with only one person. This will also be good for working on small projects, hard to get to places, an extra for big projects, and can be a back up for when our Vaccon is out of service. Below is some Q&A of the advantages of using the FlowMaster or something like it to service our valves and hydrants.

First, you can use the vacuum system to remove debris from the water valve box to quickly access the water valve. Secondly, exercising a water valve often requires opening and closing a valve five times or more. On a 6" valve this would equate to a total of 190 revolutions; which by hand would take forever, by using the exerciser the job can be done in as little as five minutes. This means more productivity and less stress on the employee.

### **Can a water valve be broken while being exercised?**

Yes, a water valve can be broken while being exercised by hand or using hydraulics; however when hydraulics are used properly by limiting the torque pressure you put on the valve and not overstressing the valve, hydraulics are safer. Limiting the torque

pressure is done by watching the PSI gauge and not exceeding 1,000-1,200 PSI. When the gauge registers 1,000 PSI or higher simply stop and turn the valve the other way. This prevents overstressing the valve and helps to break up rust and lime deposits that accumulate on the inner workings of the valve.

**Are there regulations mandating that water valves and hydrants be exercised regularly?**

At the present, only a handful of states mandates that water valves be exercised regularly, however it is strongly recommended by Homeland Security that all cities begin a valve maintenance program so that in the event of an attack on our water system the contamination could be contained by shutting down the system. Without regular checks of the valve box and valve to ensure access and proper workings of the valve, it would be difficult at best to ensure a quick response. Many cities have already started their own valve exercising program. It is mandated that all fire hydrants be check once a year to ensure the equipment will work properly when needed and flush the systems of excess chlorine and sediment.

**Who is a customer for the FlowMaster?**

Cities, Counties, Water Districts, State Water Entities and any Sub-Contractor that works within these Departments.

**Is the FlowMaster a one purpose machine (valve exerciser)?**

The FlowMaster can also be used to locate underground utilities, clean storm drains, cleanup spills and drilling mud, as well as other jobs performed by wet/dry vacuum systems. This makes it one of the most versatile machines on the market today.

I can further investigate any direction you would like to look into.

**Thank You,**

**Jeremy Backus  
Chief DC,**

## WATER TREATMENT PLANT

We are diligently focusing our attention on completing the projects we have going on around the treatment plant. Some of which include the Swan turbidity instrumentation installation, the PH control system, and the expanded "Day Tank" capacities for the Sodium Hypochlorite and 9800 Coagulant. The new West Lake Intake pump has been installed and service ready.

Cyanotoxin has been detected in our end of the lake which is being monitored regularly by the State, or State fund organizations. The last testing 7/30/2019 indicated 0.17ug/L in our Raw Water and DNQ (<0.15ug/L) in our Finished Water.

The warm weather is here and we are seeing some algae growth on the lake which is affecting our treatment processes.

We continue to monitor Paradise Valley annexation and its effects on our overall system. We have had to make some changes in our practices to adjust for the additional demand for water as a result of the additional services.

The Treatment Plant Personnel are focused on providing the best drinking water on the Lake for the communities of Clearlake Oaks and Paradise Valley.

Daniel Larson

Chief Plant Operator

**CLEARLAKE OAKS COUNTY WATER DISTRICT**  
**Wastewater Treatment Plant Report**  
**AUGUST 2019**

**Reporting Period: JULY 2019**

**From: Francisco Castro, CPO**

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

**August 9, 2019**

The month of July has come to an end. The wastewater plant ran well. All out sourced and in lab testing results were under compliance. Flows continue to drop as the lake level drops. Clearlake started at 6.60' level and ended the month at 5.47. This level is a reflection on the amount of flows that we received for the month. The total influent for the month were 14.565 MG averaging 470,000 gallons/day. The amount of treated gallons that left the plant were 12.736 MG averaging 411,000 gallons/day (285 gallons/min). During this month we also experienced hot weather. Due to the climate change, certain adjustments were done to the process. This included increasing the aeration to the stabilization ponds and increasing aeration to the oxidation ditch. This weather also affected the amount of Cl<sub>2</sub> we dose which went up at times due the heat and down due to the drop of flows. Proper adjustments were done. At this time we continue to monitor the plant in order to maintain good treatment.

A total of 3 transfer trucks were loaded and sent off with a total of 64.17 tons of sludge. It has been great having the extra drying space which allows us to flip and dry our sludge a lot more. The sludge hauling will continue throughout August and September. The M-3 was performed on rotor 1&2. The M-6 on the effluent pumps was also done this month. Now that are flows are beginning to drop we will be planning, some time next month, installing our combination air valve on our effluent line. This will entail coordinating with special district. Will continue to report on this replacement as soon as we have our date set and coordination established.

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

**Thank you,**  
***Francisco Castro***  
***WWTP Chief Plant Operator***

## Clearlake Oaks County Water District

**August 15, 2019.**

Thankfully, we have had a pretty mild summer, with the bloom has not yet reared its ugly head. State is taking multiple samples per week from multiple locations ensuring all Districts that notification is immediate if and when the conditions change.

I am working with MC Engineering on a project that has been very near and dear to my heart for many years. GIS. Geographic Information System. There is nothing more frustrating than to try and find something and can't put your hands on it. As we all know, record keeping and organization was not a big topic at the District in the past. Hopefully that will all change this year with the GIS program in place. All our drawings will be uploaded, hydrants mapped out, valves clearly marked, and when the Field Staff flushes or exercises the valves, the information will be uploaded and current information will be at our fingertips. Mark is having his two interns work on this to ensure lower costs to the District.

I believe the burps I mentioned last month regarding the billing software have been released and now should be working with very little to no glitches. A big shout out to the Admin girls for dealing with such a nightmare. After I made a few phone calls and talked to some key managers, the problems were solved very quickly.

As you will read in Jeremy's letter, the flow meter was installed however, the problem now is power. The battery pack included does not hold a charge for very long. D/C staff is looking into back up power alternatives.

After meeting with each of the Chiefs, it was surprising how many unfinished projects we have. Moving forward, it is one of my priorities to ensure these projects will get done sooner instead of later. I believe with a little bit of organization and planning, we can achieve this goal.

Please refer to individual department letters for additional details.

### **GRANTS:**

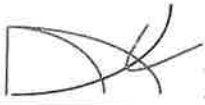
- ❖ Please refer to the attached progress report from MC Engineering and pictures that show the progression of the construction at Lift Station 7, however, what I am most excited about is the amended agreement I just signed with State. I should be receiving the spreadsheets to start my first disbursement request which will pay the District back over a million dollars. It might still be a couple of months before we actually see the money, however, I am now confident that the District will be able to bridge the cost without having to go to an outside source for a short term loan.
- ❖ We have been making progress in the application process for the USDA Water Project. Please refer to MC Engineering's status report attached
- ❖ I received a phone call last week that told me State will be getting additional money to start funding some projects we have had on the shelf for our water projects. This means we might be able to fund the water projects with State which will free up USDA money for other projects. This will be further discussed at a later date.

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

Respectfully Submitted,

Dianna Mann

General Manager



**Report Date:** August 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:** July, 2019

**I. Engineering Project Status Update**

Work on the project during July included the following:

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

**II. Budget Status Update**

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

**This Invoice:** \$28,111.38

**Cost to Date:** \$433,829.89

**Cost to Complete:** \$222,155.91

**III. Projected Tasks for August, 2019**

- Weekly coordination meetings and calls with T&S Construction
- Continue to review and process submittals
- Continue to address RFIs and CCOs
- Continue on site inspections at Lift Station 7
- Continue application for Big Oaks Caltrans Permit

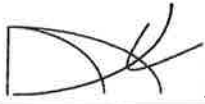
**Project Progress:**

Project completion as of July 31<sup>st</sup> is nearly 33% in terms of contract price paid to T&S. In terms of work completed (not including pumps and panels delivered) project completion is closer to 22%. Major milestones completed in July include:

- Pouring the well slab and installing the inner 9' dia. casing
- Installation of the 15" line between the existing and new wet well

Next month's goals include:

- Installation of discharge piping and wet well appurtenances at LS7
- Installation of building foundation
- Initiating panel installation at LS 5, 6, 8, and 9



# MC ENGINEERING

**Report Date:** August 7, 2019

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

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

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

**Billing Period:** July 2019 (Invoice #1803)

**I. Project Status Update**

Work on the project included the following:

- Continued coordination with RGH to perform geotechnical services at Harvey site
- Drafting Electrical and Mechanical Sheets for Harvey Tank
- Revised Site Layout based on District review
- RD Apply application processing
- Continued design/drafting of site profile, and mechanical sheets, and civil sheets
- PER Draft preparation
- Site Visit and coordination meeting with Dianna
- Billing history and meter data analysis and coordination with District staff regarding water audit information
- Coordination with Reef Atwell for USDA Design cost update
- Worked with Diana on public notification for RD apply
- Worked on resolution and other documents for RD apply
- Review of design budget for project
- Contract setup and monthly invoicing
- GIS mapping of proposed tank and water lines for PER preparation

**II. Budget Status Update**

**Total Engineering Design and Construction Budget:**

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

<b>This Invoice:</b>	<b>\$35,852.69</b> (\$9,865 Phase 1; \$25,987.69 Phase 2)
<b>Cost to Date:</b>	<b>\$101,697.51</b> (\$41,702.50 Phase 1; \$60,311.69 Phase 2)
<b>Cost to Complete:</b>	<b>\$142,318.50</b> (\$25,757.50 Phase 1; \$80,998.31 Phase 2)

**III. Projected Tasks for August 2019**

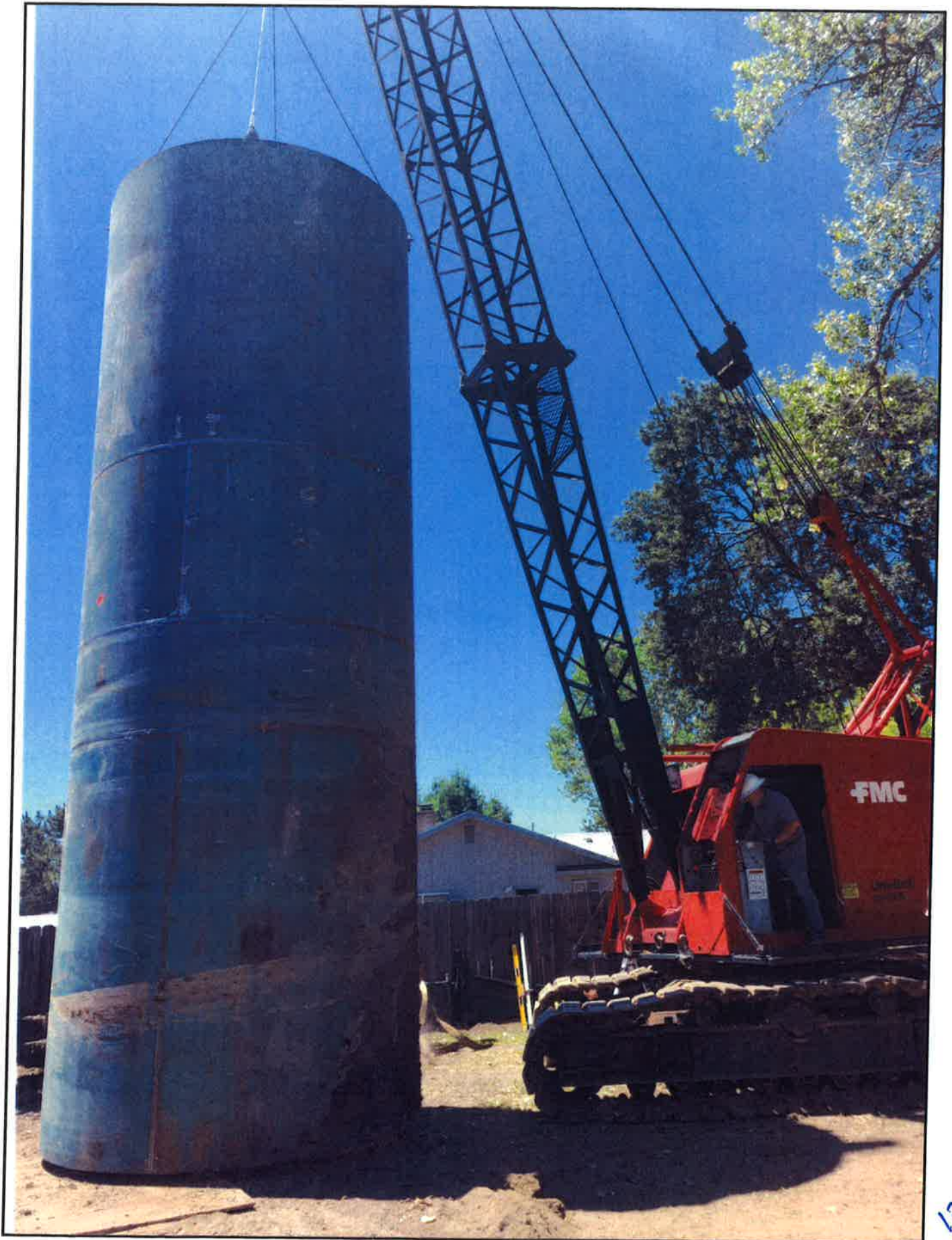
- Draft PER preparation and submittal to District for review
- Tank design development
- Coordination with sub-contractors for PER and Tank Design
- RD Apply Application
- D&A to perform hydraulic modeling to verify pipe sizes and alignments for PER finalization



# MCE Daily Field Observations

CLOCWD Lift Stations Upgrade Project

SWRCB No. C-01-8056-10





# MCE Daily Field Observations

CLOCWD Lift Stations Upgrade Project

SWRCB No. C-01-8056-10



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# MCE Daily Field Observations

CLOCWD Lift Stations Upgrade Project

SWRCB No. C-01-8056-10





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SWRCB No. C-01-8056-10





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CLOCWD Lift Stations Upgrade Project

SWRCB No. C-01-8056-10





# MCE Daily Field Observations

CLOCWD Lift Stations Upgrade Project

SWRCB No. C-01-8056-10



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

	<u>Jul 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	1,339,360.06
Accounts Receivable	-6.00
Other Current Assets	<u>1,756,861.67</u>
<b>Total Current Assets</b>	3,096,215.73
<b>Fixed Assets</b>	<u>12,765,564.60</u>
<b>TOTAL ASSETS</b>	<u><u>15,861,780.33</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	79,498.74
Credit Cards	12,324.89
Other Current Liabilities	<u>3,725,730.13</u>
<b>Total Current Liabilities</b>	<u>3,817,553.76</u>
<b>Total Liabilities</b>	3,817,553.76
<b>Equity</b>	<u>12,044,226.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>15,861,780.33</u></u>

## Clearlake Oaks County Water District

08/09/19

## Balance Sheet

Accrual Basis

As of August 9, 2019

	Aug 9, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102.001 · GL - 9122 (Old Acct. # 053420019)	
102.12 - RESERVE - 8503	200.00
102.001 · GL - 9122 (Old Acct. # 053420019) - Other	195,083.24
<b>Total 102.001 · GL - 9122 (Old Acct. # 053420019)</b>	<b>195,283.24</b>
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - ...	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAI...	495,505.49
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - ...</b>	<b>684,505.49</b>
102.01 · WEST AMERICA - REGULAR CHECKING (...)	88.98
102.02 · CRP Water - 6990	176,148.77
102.03 · CRP Sewer - 3745	289,092.81
<b>Total Checking/Savings</b>	<b>1,345,319.29</b>
<b>Accounts Receivable</b>	
CUSI Accounts Receivable	-6.00
<b>Total Accounts Receivable</b>	<b>-6.00</b>
<b>Other Current Assets</b>	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - ...)	29,609.68
130 · Const In Progress - Studies	127,507.10
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SE...)	983,511.67
135 · CIP WATER (CAPITOL IMPROVEMENTS - WA...)	249,148.33
111 · INVENTORY - WATER (INVENTORY - WATER -...)	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECE...)	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANC...)	15,474.00
<b>Total Other Current Assets</b>	<b>1,756,861.67</b>
<b>Total Current Assets</b>	<b>3,102,174.96</b>
<b>Fixed Assets</b>	
138 · USDA Water Improvements	66,161.50
128 · Sewer Infrastructure & Rehab Proj (Phase 1 was th...)	841,487.75
121 · Wtr Dist & Wtr Storage Projects (Replacement or...)	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement...)	153,927.77
<b>Total 121 · Wtr Dist &amp; Wtr Storage Projects (Replacem...)</b>	<b>269,428.43</b>
131 · Waste Water Plant	
131.1 · Pumps/Equipment	10,842.84
131 · Waste Water Plant - Other	50,601.79
<b>Total 131 · Waste Water Plant</b>	<b>61,444.63</b>
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,260,810.80
USDA Project	238,835.93
127 · Water Plant	
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Repair of Major Equipment	177,077.82
127 · Water Plant - Other	183,529.50
<b>Total 127 · Water Plant</b>	<b>362,015.93</b>
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)	27,331.49
120.90 · Vehicles/Generators/Trailers	202,254.54
120 · District General CIP (EQUIPMENT - WAS 1011...)	13,500.00

**Clearlake Oaks County Water District**  
**Balance Sheet**  
As of August 9, 2019

	Aug 9, 19
Total 120 · District General CIP (EQUIPMENT - WAS 10...	2,164,635.28
122 · Bldgs/Grounds Cap Improvements	8,529,449.57
124 · D/C System Cap Improvements (COLLECTION S...	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	14,788.58
124.60 · Meters	700.00
124.90 · Water Tanks	5,215.04
124 · D/C System Cap Improvements (COLLECTION...	3,140,971.60
Total 124 · D/C System Cap Improvements (COLLECTI...	3,273,981.93
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	12,765,564.60
<b>TOTAL ASSETS</b>	<b>15,867,739.56</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYAB...	12,002.84
Total Accounts Payable	12,002.84
Credit Cards	
210 · Cal Card	
210.13 · WAB - Jeremy - 2499	193.76
210.12 · WAB- Francisco - 2481	39.66
210.11 · WAB - Dan - 2507	1,340.49
210.10 · WAB - Dianna - 2473	1,501.99
Total 210 · Cal Card	3,075.90
Total Credit Cards	3,075.90
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	141,412.85
223.56 · FEDERAL PAYROLL TAX PENALTY (Fail...	-322.01
280 · Loan	
280.12 · USDA Loan	3,299,903.54
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	3,299,890.75
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra ...	5,436.57
221 · Health Ins - EE Portion - Other	-1,448.30
Total 221 · Health Ins - EE Portion	3,988.27
223.15 · GARNISHMENTS (GARNISHMENT MAIN ...	
223.16 · GARNISHMENT - COURT DEBT ORD...	-283.82
223.17 · GARNISHMENT - LAKE CO SHERIFF ...	9,044.31
223.15 · GARNISHMENTS (GARNISHMENT M...	-8,601.73
Total 223.15 · GARNISHMENTS (GARNISHMENT ...	158.76
223.75 · PAYROLL DEDUCTION - INS CO-PAY (P...	-425.28
223.80 · DEFERRED COMP PAYABLE ( - WAS 20...	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DE...	1,622.01
223.90 · COMPENSATED EMPLOYEE BENEFITS ...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabiliti...	-1,106.96
Total Other Current Liabilities	3,765,709.14

**Clearlake Oaks County Water District**  
**Balance Sheet**  
**As of August 9, 2019**

	<u>Aug 9, 19</u>
<b>Total Current Liabilities</b>	<b>3,780,787.88</b>
<b>Long Term Liabilities</b>	
226 · USDA Int Pymnt-Swr Clarifier	24,240.15
225 · USDA Payment - Sewer Clarifier	-24,240.15
<b>Total Long Term Liabilities</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>3,780,787.88</b>
<b>Equity</b>	
302 · RETAINED EARNINGS (RETAINED EARNINGS - ...	5,956,568.19
304 · Opening Balance Equity (Opening balances duri...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earning...	6,590,481.39
Net Income	124,185.34
<b>Total Equity</b>	<b>12,086,951.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>15,867,739.56</b>

**Clearlake Oaks County Water District**  
**Profit and Loss**  
**July 2019**

08/07/19

Accrual Basis

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
<b>Income</b>					
<b>Income</b>					
410 · Client Reg Pmt	0.00	87,442.41	114,310.86	201,753.27	201,753.27
420 · Connection Fees	0.00	0.00	20,300.00	20,300.00	20,300.00
440 · Misc Revenue	0.00	0.00	6,843.00	6,843.00	6,843.00
450 · Other - Non S/W Rev	0.00	8,055.44	8,055.44	16,110.88	16,110.88
<b>Total Income</b>	<b>0.00</b>	<b>95,497.85</b>	<b>149,509.30</b>	<b>245,007.15</b>	<b>245,007.15</b>
<b>Total Income</b>	<b>0.00</b>	<b>95,497.85</b>	<b>149,509.30</b>	<b>245,007.15</b>	<b>245,007.15</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>95,497.85</b>	<b>149,509.30</b>	<b>245,007.15</b>	<b>245,007.15</b>
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	22,983.82	17,873.28	12,416.73	53,273.83	53,273.83
520 · FICA - District Share	1,710.84	1,298.17	948.03	3,957.04	3,957.04
530 · Medical Ins - Dist Share	5,622.38	7,020.14	1,737.10	14,379.62	14,379.62
540 · PERS - District Share	6,844.50	1,321.42	675.33	8,841.25	8,841.25
560 · Workers Comp Ins	1,295.02	3,732.12	2,034.43	7,061.57	7,061.57
<b>Total Salaries &amp; EE Benefits</b>	<b>38,456.56</b>	<b>31,245.13</b>	<b>17,811.62</b>	<b>87,513.31</b>	<b>87,513.31</b>
<b>Services &amp; Supplies</b>					
610 · Bank Fees	1,414.70	0.00	0.00	1,414.70	1,414.70
620 · Communications & Internet	502.61	601.66	582.88	1,687.15	1,687.15
625 · Equip - Field (\$300-\$4999)	0.00	550.31	0.00	550.31	550.31
630 · Equip - Office	288.14	0.00	0.00	288.14	288.14
640 · Fuel & Oil	49.02	372.16	382.16	803.34	803.34
657 · Lab	0.00	2,143.00	924.00	3,067.00	3,067.00
660 · Memberships & Subscription	75.06	281.31	281.31	637.68	637.68
670 · Postage & Shipping	1,018.90	0.00	0.00	1,018.90	1,018.90
675 · Professional Services	2,169.01	1,560.19	770.00	4,499.20	4,499.20
685 · Rents	1,323.94	0.00	0.00	1,323.94	1,323.94
690 · Safety & Security	89.00	349.66	0.00	438.66	438.66
700 · Tools & Instruments	0.00	0.00	56.36	56.36	56.36
705 · Supplies - Office	2,307.29	204.07	204.07	2,715.43	2,715.43
715 · Supplies-Chemicals-Operating	0.00	2,186.99	2,872.62	5,059.61	5,059.61
720 · Supplies - Inventory - Other	0.00	295.09	1,150.60	1,445.69	1,445.69
735 · Training/Classes/Certs/ClassB	640.00	0.00	0.00	640.00	640.00
745 · Travel / Lodging	101.91	0.00	0.00	101.91	101.91
750 · Utilities	439.09	9,453.88	16,278.41	26,171.38	26,171.38
760 · Waste Disposal	47.49	4,858.56	286.44	5,192.49	5,192.49
795 · Yolo Co	0.00	0.00	4,316.43	4,316.43	4,316.43
<b>Total Services &amp; Supplies</b>	<b>10,466.16</b>	<b>22,856.88</b>	<b>28,105.28</b>	<b>61,428.32</b>	<b>61,428.32</b>
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	0.00	862.43	0.00	862.43	862.43
840 · R&R Vehicles	0.00	175.00	175.00	350.00	350.00
<b>Total Repairs &amp; Replacement</b>	<b>0.00</b>	<b>1,037.43</b>	<b>175.00</b>	<b>1,212.43</b>	<b>1,212.43</b>
<b>Total Expense</b>	<b>48,922.72</b>	<b>55,139.44</b>	<b>46,091.90</b>	<b>150,154.06</b>	<b>150,154.06</b>
<b>Net Income</b>	<b>-48,922.72</b>	<b>40,358.41</b>	<b>103,417.40</b>	<b>94,853.09</b>	<b>94,853.09</b>

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

1

Target % > **8%**

As of July 2019 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,242,554	103,546	149,509	12%	929,418	77,452	95,497	10%
<b>Total Operating Expenses</b>	972,572	78,964	70,552	7%	1,037,590	86,466	79,600	8%
<b>Operating Balance (loss)</b>	<b>269,982</b>	<b>24,582</b>	<b>78,958</b>		<b>(108,172)</b>	<b>(9,014)</b>	<b>15,898</b>	
420 Connection Fees	30,000	2,500	20,300	68%	20,000	1,667	-	0%
435		-	-			-		
450 Other - Non S/W Rev	96,000	8,000	8,055	8%	100,000	8,333	8,055	8%
Reserves	150,000	12,500	12,500	8%	-	-		0%
<b>Net Change In Net Position (loss)</b>	<b>245,982</b>	<b>22,582</b>	<b>94,813</b>		<b>11,828</b>	<b>986</b>	<b>23,953</b>	

**Current Revenue Notes:**

440- Misc Water = Bulk Water

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

**Past Revenue Notes**

General Ledger	\$200,634.00
District CRP	\$456,891.00
Paradise Cove CRP	\$46.96
Paradise Cove Escrow	\$0.00
Reserve	\$0.00
LAIF	\$692,043.00
<b>Total</b>	<b>\$1,349,614.96</b>

As of July 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	98,546	114,311	10%	909,418	75,785	87,442	10%
430 Penalty & Interest	30,000	2,500	-	0%	20,000	1,667	-	0%
440 Misc	30,000	2,500	6,843	23%	0	0	-	0%
<b>Total Revenue &gt;</b>	<b>1,242,554</b>	<b>103,546</b>	<b>121,154</b>	<b>10%</b>	<b>929,418</b>	<b>77,452</b>	<b>87,442</b>	<b>9%</b>

As of July 2019 Operating Expenses	<u>Budget</u>				<u>Actual</u>			
	Annual		YTD		YTD		Spent	
	Annual	YTD	Amount	%	Amount	%	Amount	%
505 Salaries & Wages	316,514	26,376	23,909	8%	415,259	34,605	29,365	7%
520 FICA - District Share	26,093	2,174	1,804	7%	34,354	2,863	2,154	6%
530 Medical Ins - District Share	56,010	4,668	4,548	8%	128,093	10,674	9,831	8%
540 PERS - District Share	39,759	3,313	4,098	10%	47,203	3,934	4,744	10%
550 Unemployment	9,000	750	-	0%	9,000	750	-	0%
560 Workers Comp Ins	21,310	1,776	2,682	13%	24,506	2,042	4,380	18%

Salaries and Employee Benefits >	468,687	39,057	37,040	8%	658,415	54,868	50,473	8%
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605 Advertising	200	17	-	0%	200	17	-	0%
610 Bank Fees	9,260	772	708	8%	9,250	771	708	8%
620 Communications & Internet	13,000	1,083	835	6%	7,250	604	854	12%
622 Board Exp	5,000	417	-	0%	5,000	417	-	0%
625 Equip - Field (\$300-\$4999)	2,500	208	-	0%	4,000	333	550	14%
630 Equip - Office	1,500	125	144	10%	2,000	167	144	7%
640 Fuel & Oil	6,800	567	407	6%	4,800	400	397	8%
645 Insurance	40,000	3,333	-	0%	25,000	2,083	-	0%
650 Interest	-	-	-	0%	-	-	-	0%

2A

657	Lab	20,000	1,667	924	5%	17,500	1,458	2,143	12%
660	Memberships & Subscriptions	28,500	2,375	319	1%	27,500	2,292	319	1%
665	Mileage Reimb	1,000	83	-	0%	750	63	-	0%
670	Postage & Shipping	6,000	500	510	8%	6,000	500	510	8%
675	Professional Services	36,000	3,000	1,855	5%	21,000	1,750	2,645	13%
685	Rents	4,875	406	662	14%	4,875	406	662	14%
690	Safety & Security	3,250	271	45	1%	8,250	688	395	5%
700	Tools & Instruments	2,000	167	56	3%	5,000	417	-	0%
703	Supplies - Clothing & Personal	1,800	150	-	0%	2,300	192	-	0%
705	Supplies - Office	4,750	396	1,358	29%	5,250	438	1,358	26%
715	Treatment Chemicals	75,000	6,250	2,873	4%	48,000	4,000	2,187	5%
720	Supplies - Operating - Other	5,000	417	1,151	23%	22,000	1,833	295	1%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	5,750	479	320	6%	5,250	438	320	6%
745	Travel	1,000	83	51	5%	2,000	167	51	3%
750	Utilities	135,650	11,304	16,498	12%	82,750	6,896	9,674	12%
760	Waste Disposal	3,050	254	310	10%	52,250	4,354	4,883	9%
795	Yolo Co	57,000	4,750	4,316	8%				
799	Misc	-	-	-	0%	-	-	-	0%
<b>Services and Supplies &gt;</b>		<b>468,885</b>	<b>39,074</b>	<b>33,337</b>	<b>7%</b>	<b>368,175</b>	<b>30,681</b>	<b>28,090</b>	<b>8%</b>
810	R&R Buildings & Grounds	7,000	583	-	0%	7,000	583	862	12%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	250	175	6%	4,000	333	175	4%
850	Maintenance Reserve Account	25,000							
<b>Repairs &amp; Replacement &gt;</b>		<b>35,000</b>	<b>833</b>	<b>175</b>	<b>0%</b>	<b>11,000</b>	<b>917</b>	<b>1,037</b>	<b>9%</b>
<b>Total Expenses &gt;</b>		<b>972,572</b>	<b>78,964</b>	<b>70,552</b>	<b>7%</b>	<b>1,037,590</b>	<b>86,466</b>	<b>79,600</b>	<b>8%</b>

1 Administration - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **8.3%**

As of July 2019		2019-2020 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	321,978	26,831	22,984	7.1%	298,994
520	FICA - District Share	26,674	2,223	1,711	6.4%	24,963
530	Medical Ins - District Share	68,991	5,749	5,622	8.1%	63,369
540	PERS-District Share (incl unfunded Liab, 35K)	61,000	5,083	6,845	11.2%	54,155
550	Unemployment	18,000	1,500		0.0%	18,000
560	Workers Comp Ins	7,422	619	1,295	17.4%	6,127
Salaries and Employee Benefits >		504,064	42,005	38,457	<b>7.6%</b>	465,607
605	Advertising	400	33	-	0.0%	400
610	Bank Fees	18,500	1,542	1,415	7.6%	17,085
620	Communications & Internet	7,000	583	503	7.2%	6,497
622	Board Exp	10,000	833		0.0%	10,000
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	167	288	14.4%	1,712
640	Fuel & Oil	0	0	49	49000.00	(49)
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	83	75	7.5%	925
665	Mileage Reimb	1,000	83		0.0%	1,000
670	Postage & Shipping	12,000	1,000	1,019	8.5%	10,981
675	Professional Services (Legal, IT, CUSI annual)	22,000	1,833	2,169	9.9%	19,831
685	Rents	9,750	813	1,324	13.6%	8,426
690	Safety & Security (boots)	2,500	208	89	3.6%	2,411
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	50		0.0%	600
705	Supplies - Office	7,500	625	2,307	30.8%	5,193
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	0	0		0.0%	0
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (Classes, books)	3,500	292	640	18.3%	2,860
745	Travel / Lodging	1,000	83	102	10.2%	898
750	Utilities	5,500	458	439	8.0%	5,061
760	Waste Disposal	500	42	47	9.4%	453
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		104,750	8,729	10,466	<b>10.0%</b>	94,284
810	R&R Buildings & Grounds	4,000	333		0.0%	4,000
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	333	-	<b>0.0%</b>	4,000
<b>Total Expenses &gt;</b>		<b>612,814</b>	<b>51,068</b>	<b>48,923</b>	<b>8.0%</b>	<b>563,891</b>

**Overage Explanations**

**630 IT Quarterly Billing**

**675 IT Quarterly Billing**

**705 Annual purchase of billing envelopes & paper**

1 Sewer - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **8.3%**

As of July 2019		2019-2020 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	254,270	21,189	17,873	7.0%	236,397	
520 FICA - District Share	21,017	1,751	1,298	6.2%	19,719	
530 Medical Ins - District Share	93,598	7,800	7,020	7.5%	86,578	
540 PERS - District Share	16,704	1,392	1,321	7.9%	15,383	
550 Unemployment	0	0		0.0%	0	
560 Workers Comp Ins	20,794	1,733	3,732	17.9%	17,062	
Salaries and Employee Benefits >	406,383	33,865	31,244	<b>7.7%</b>	375,139	
605 Advertising	0	0		0.0%	0	
610 Bank Fees	0	0		0.0%	0	
620 Communications & Internet	1,250	104	602	48.2%	648	
622 Board Exp	0	0		0.0%	0	
625 Equip - Field (up to \$4999)	1,500	125	550	36.7%	950	
630 Equip - Office	1,000	83		0.0%	1,000	
640 Fuel & Oil (Schaeffers)	2,000	167	372	18.6%	1,628	
645 Insurance	25,000	2,083	-	0.0%	25,000	
650 Interest	0	0		0.0%	0	
657 Outsource Lab / Internal Lab	17,500	1,458	2,143	12.2%	15,357	
660 Memberships & Subscriptions	27,000	2,250	281	1.0%	26,719	
665 Mileage Reimb	250	21		0.0%	250	
670 Postage & Shipping	0	0		0.0%	0	
675 Professional Services (SCADA)	10,000	833	1,560	15.6%	8,440	
685 Rents	0	0		0.0%	0	
690 Safety & Security (boots)	7,000	583	350	5.0%	6,650	
700 Tools & Instruments	5,000	417		0.0%	5,000	
703 Supplies - Clothing & Personal	2,000	167		0.0%	2,000	
705 Supplies - Office	1,500	125	204	13.6%	1,296	
715 Treatment Chemicals	48,000	4,000	2,187	4.6%	45,813	
720 Supplies-Operating-Other-Titan Tubes	22,000	1,833	295	1.3%	21,705	
730 Taxes - Licenses	-	-	-	0.0%	-	
735 Training, Certs (classes, books)	3,500	292		0.0%	3,500	
745 Travel / Lodging	1,500	125		0.0%	1,500	
750 Utilities	80,000	6,667	9,454	11.8%	70,546	
760 Waste Disposal	52,000	4,333	4,859	9.3%	47,141	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
799.1 Customer Refund						
Services and Supplies >	308,000	25,667	22,857	<b>7.4%</b>	285,143	
810 R&R Buildings & Grounds	5,000	417	862	17.2%	4,138	
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	333	175	4.4%	3,825	
Repairs & Replacement >	9,000	750	1,037	<b>11.5%</b>	7,963	
<b>Total Expenses &gt;</b>	<b>723,383</b>	<b>60,282</b>	<b>55,138</b>	<b>7.6%</b>	<b>668,245</b>	
<b>Expense Notes</b>						



<b>1 Water - Budget Variance Report July 1, 2018 through June 30, 2019</b>				<b>Target % &gt;</b>	<b>8.3%</b>	
<b>As of July 2019</b>		<b>2019-2020 Budget</b>		<b>Actual</b>	<b>%</b>	<b>Total</b>
<b>Expenses</b>		<b>Annual</b>	<b>YTD</b>	<b>YTD</b>	<b>Spent</b>	<b>Remaining</b>
505	Salaries & Wages	155,526	12,960	12,417	8.0%	143,109
520	FICA - District Share	12,756	1,063	948	7.4%	11,808
530	Medical Ins - District Share	21,515	1,793	1,737	8.1%	19,778
540	PERS - District Share	9,260	772	675	7.3%	8,585
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,598	1,467	2,034	11.6%	15,564
Salaries and Employee Benefits >		216,655	18,055	17,811	8.2%	198,844
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	7,000	583	583	8.3%	6,417
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	42		0.0%	500
640	Fuel & Oil	4,000	333	382	9.6%	3,618
645	Insurance	40,000	3,333		0.0%	40,000
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	1,667	924	4.6%	19,076
660	Memberships & Subscriptions	28,000	2,333	281	1.0%	27,719
665	Mileage Reimb	500	42		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	2,083	770	3.1%	24,230
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	2,000	167		0.0%	2,000
700	Tools & Instruments	2,000	167	56	2.8%	1,944
703	Supplies - Clothing & Personal	1,500	125		0.0%	1,500
705	Supplies - Office	1,000	83	204	20.4%	796
715	Treatment Chemicals	75,000	6,250	2,873	3.8%	72,127
720	Supplies - Operating - Other	5,000	417	1,151	23.0%	3,849
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	4,000	333		0.0%	4,000
745	Travel / Lodging	500	42		0.0%	500
750	Utilities	132,900	11,075	16,278	12.2%	116,622
760	Waste Disposal	2,800	233	286	10.2%	2,514
795	Yolo Co	57,000	4,750	4,316	7.6%	52,684
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
Services and Supplies >		408,700	34,058	28,104	6.9%	380,596
810	R&R Buildings & Grounds	5,000	417		0.0%	5,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	250	175	5.8%	2,825
Repairs & Replacement >		8,000	667	175	2.2%	7,825
<b>Total Expenses &gt;</b>		<b>633,355</b>	<b>52,780</b>	<b>46,090</b>	<b>7.3%</b>	<b>587,265</b>

**Clearlake Oaks County Water District**  
**CRP/CIP Profit and Loss**  
 June 30 through July 31, 2019

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Income</b>					
<b>Income</b>					
425 · CRP (Capital Replacment Plan)	1,418.96	35,969.86	34,018.43	71,407.25	71,407.25
<b>Total Income</b>	1,418.96	35,969.86	34,018.43	71,407.25	71,407.25
<b>Total Income</b>	1,418.96	35,969.86	34,018.43	71,407.25	71,407.25
<b>Gross Profit</b>	1,418.96	35,969.86	34,018.43	71,407.25	71,407.25
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	0.00	8,883.53	11,592.68	20,476.21	20,476.21
520 · FICA - District Share	0.00	679.58	846.92	1,526.50	1,526.50
530 · Medical Ins - Dist Share	0.00	0.00	2,455.29	2,455.29	2,455.29
540 · PERS - District Share	0.00	678.89	928.26	1,607.15	1,607.15
560 · Workers Comp Ins	0.00	3,027.31	3,027.32	6,054.63	6,054.63
<b>Total Salaries &amp; EE Benefits</b>	0.00	13,269.31	18,850.47	32,119.78	32,119.78
<b>Services &amp; Supplies</b>					
625 · Equip - Field (\$300-\$4999)	0.00	4,349.56	258.59	4,608.15	4,608.15
630 · Equip - Office	0.00	32.50	32.50	65.00	65.00
640 · Fuel & Oil	0.00	1,116.45	1,116.39	2,232.84	2,232.84
675 · Professional Services	0.00	71.25	71.25	142.50	142.50
690 · Safety & Security	0.00	219.00	219.00	438.00	438.00
700 · Tools & Instruments	0.00	0.00	67.66	67.66	67.66
703 · Supplies - Clothing & Personal	0.00	112.61	0.00	112.61	112.61
720 · Supplies - Inventory - Other	0.00	1.42	1.42	2.84	2.84
735 · Training/Classes/Certs/ClassB	0.00	201.50	314.10	515.60	515.60
<b>Total Services &amp; Supplies</b>	0.00	6,104.29	2,080.91	8,185.20	8,185.20
<b>Repairs &amp; Replacement</b>					
820 · R&R Lift Stations	0.00	0.00	1,363.38	1,363.38	1,363.38
830 · R&R Equipment	1,372.00	26,280.03	5,730.29	33,382.32	33,382.32
832 · R&R Mains and Sewer Lines	0.00	276.71	445.63	722.34	722.34
840 · R&R Vehicles	0.00	2,368.85	2,368.84	4,737.69	4,737.69
<b>Total Repairs &amp; Replacement</b>	1,372.00	28,925.59	9,908.14	40,205.73	40,205.73
<b>Total Expense</b>	1,372.00	48,299.19	30,839.52	80,510.71	80,510.71
<b>Net Income</b>	46.96	-12,329.33	3,178.91	-9,103.46	-9,103.46

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

1 SEWER-CRP Target % > 8.3%

As of July 2019

Summary	Budget Annual	YTD	Actual YTD Amount	%
<b>SEWER CRP Revenue</b>	396,097	33,008	34,018	8.6%
<b>SEWER CRP Expenses</b>	364,699	30,392	30,839	8.5%
bridge Loan Interest	-	-	-	
USDA Annual Payment	110,000	9,167		
	-	-	-	
	-	-	-	
<b>Operating Balance (loss)</b>	<b>(78,602)</b>	<b>(6,550)</b>	<b>3,179</b>	

Expenses		2019 - 2020 Budget Annual	YTD	Actual YTD	%	Total Remaining
505	Salaries & Wages	150,957	12,580	11,593	7.7%	139,364
520	FICA - District Share	12,515	1,043	847	6.8%	11,668
530	Medical Ins - District Share	38,698	3,225	2,455	6.3%	36,243
540	PERS - District Share	9,217	768	928	10.1%	8,289
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	15,461	1,288	3,027	19.6%	12,434
	<b>Salaries and Employee Benefits &gt;</b>	<b>226,849</b>	<b>18,904</b>	<b>18,850</b>	<b>8.3%</b>	<b>207,999</b>
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	417		0.0%	5,000
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	104	259	20.7%	991
630	Equip - Office	-	-	33	0.0%	(33)
640	Fuel & Oil	5,900	492	1,116	18.9%	4,784
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	125	219	0.0%	1,281
700	Tools & Instruments	200	17	68	0.0%	132
703	Supplies - Clothing & Personal	300	25		0.0%	300
705	Supplies - Office	100	8		0.0%	100
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	14,500	1,208	1	0.0%	14,499
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,200	100	314	0.0%	886
745	Travel / Lodging	400	33		0.0%	400
799	Misc	0	0	-	0.0%	0
	<b>Services and Supplies &gt;</b>	<b>30,350</b>	<b>2,529</b>	<b>2,081</b>	<b>6.9%</b>	<b>28,269</b>
810	R&R Buildings & Grounds	10,000	833		0.0%	10,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	20,000	1,667	1,363	6.8%	18,637
830	R&R Equipment	25,000	2,083	5,730	22.9%	19,270
832	R&R Mains/Service Lines	25,000	2,083	446	1.8%	24,554
840	R&R Vehicles (\$2k/vehicle)	27,500	2,292	2,369	8.6%	25,131
	<b>Repairs &amp; Replacement &gt;</b>	<b>107,500</b>	<b>8,958</b>	<b>9,908</b>	<b>9.2%</b>	<b>97,592</b>
	<b>Total Expenses &gt;</b>	<b>364,699</b>	<b>30,392</b>	<b>30,839</b>	<b>8.5%</b>	<b>333,860</b>

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

1

Target % > 8.3%

As of July 2019 Summary		WATER - CRP Budget			Actual YTD	
		Annual	YTD		Amount	%
<b>WATER CRP Revenue</b>		411,876	34,323	35,970	8.7%	8.7%
<b>WATER CRP Expenses</b>		359,349	29,946	48,300	13.4%	13%
USDA Payment 1st year		40,000	3,333			
<b>Operating Balance</b>		<b>12,527</b>	<b>1,044</b>	<b>(12,330)</b>		
Expenses		2019 - 2020 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	142,263	11,855	8,884	6.2%	133,379
520	FICA - District Share	11,652	971	680	5.8%	10,972
530	Medical Ins - District Share	55,042	4,587		0.0%	55,042
540	PERS - District Share	8,296	691	679	8.2%	7,617
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	13,897	1,158	3,027	21.8%	10,870
<b>Salaries and Employee Benefits &gt;</b>		<b>231,149</b>	<b>19,262</b>	<b>13,270</b>	<b>5.7%</b>	<b>217,879</b>
620	Communications & Internet	5,000	417		0.0%	5,000
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	104	4,349	347.9%	(3,099)
630	Equip - Office	-	0	33	0.0%	(33)
640	Fuel & Oil	5,900	492	1,116	18.9%	4,784
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	5,000	417		0.0%	5,000
660	Memberships & Subscriptions	0	0		0.0%	0
665	Mileage Reimb	0	0		0.0%	0
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services Leak Chk	0	0	71	0.0%	(71)
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	2,250	188	219	0.0%	2,031
700	Tools & Instruments	300	25		0.0%	300
703	Supplies - Clothing & Personal	450	38	113	0.0%	337
705	Supplies - Office	150	13		0.0%	150
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	17,500	1,458	1	0.0%	17,499
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,800	150	202	0.0%	1,598
745	Travel / Lodging	600	50		0.0%	600
799	Misc	0	0		0.0%	0
<b>Services and Supplies &gt;</b>		<b>40,200</b>	<b>3,350</b>	<b>6,104</b>	<b>15.2%</b>	<b>34,096</b>
810	R&R Buildings & Grounds	10,000	833		0.0%	10,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	2,083	26,280	105.1%	(1,280)
832	R&R Mains/Service Lines	25,000	2,083	277	1.1%	24,723
840	R&R Vehicles (\$2k/vehicle)	28,000	2,333	2,369	8.5%	25,631
<b>Repairs &amp; Replacement &gt;</b>		<b>88,000</b>	<b>7,333</b>	<b>28,926</b>	<b>32.9%</b>	<b>59,074</b>
<b>Total Expenses &gt;</b>		<b>359,349</b>	<b>29,946</b>	<b>48,300</b>	<b>13.4%</b>	<b>311,049</b>

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

675 I.T Services to

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

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

1 **Paradise Cove CRP** Target % > **8.3%**

Summary	Annual	YTD	Actual YTD		
			Amount	%	
PC CRP Revenue	19,536	1,628	1,419	7.3%	0%
PC CRP Expenses	0	0	-	0.0%	0%
<b>Operating Balance</b>	<b>19,536</b>	<b>1,628</b>	<b>1,419</b>		

Expenses	2019 - 2020 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
620 Communications & Internet	0	0	-	0.0%	0
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	0	0	-	0.0%	0
630 Equip - Office	0	0	-	0.0%	0
640 Fuel & Oil	0	0	-	0.0%	0
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	0	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services Leak Chk	0	0	-	0.0%	0
685 Rents	0	0	-	0.0%	0
690 Safety & Security (boots)	0	0	-	0.0%	0
700 Tools & Instruments	0	0	-	0.0%	0
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	0	0	-	0.0%	0
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	0	0	-	0.0%	0
799 Misc - Labor for Pipeline & Mtrs	0	0	-	0.0%	0
<b>Services and Supplies &gt;</b>					
810 R&R Buildings & Grounds	0	0	-	0.0%	0
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	0	0	-	0.0%	0
830 R&R Equipment	0	0	1,372	0.0%	(1,372)
832 R&R Mains/Service Lines	0	0	-	0.0%	0
840 R&R Vehicles (\$2k/vehicle)	0	0	-	0.0%	0
850.3 PC Harv Vlt/Pipe Disinfection	0	0	-	0.0%	0
<b>Repairs &amp; Replacement &gt;</b>					
<b>Total Expenses &gt;</b>					
	<b>0</b>	<b>0</b>	<b>1,372</b>	<b>0.0%</b>	<b>(1,372)</b>

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

*32*

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
<b>130 · Const In Progress - Studies</b>				
07/31/2019	Badger Meter	Services for July 2019	Loan/Grant:...	258.00
Total 130 · Const In Progress - Studies				258.00
<b>131 · Waste Water Plant</b>				
<b>131.1 · Pumps/Equipment</b>				
Total 131.1 · Pumps/Equipment				
<b>131 · Waste Water Plant - Other</b>				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
<b>126 · Forcemain (phase 1) Cap. Imprv.</b>				
Total 126 · Forcemain (phase 1) Cap. Imprv.				
<b>123 · USDA - Sewer Plant Cap Imprvmt</b>				
07/08/2019	USDA Rural Develop...	Outlay report #17	Loan/Grant:...	-6,023.85
Total 123 · USDA - Sewer Plant Cap Imprvmt				-6,023.85
<b>127 · Water Plant</b>				
<b>127.1 · Repair of Major Equipment</b>				
Total 127.1 · Repair of Major Equipment				
<b>127 · Water Plant - Other</b>				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				
<b>120 · District General CIP (EQUIPMENT - WAS 1011181)</b>				
<b>120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
<b>120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)</b>				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
<b>120.90 · Vehicles/Generators/Trailers</b>				
Total 120.90 · Vehicles/Generators/Trailers				
<b>120 · District General CIP (EQUIPMENT - WAS 1011181) - Other</b>				
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				
<b>122 · Bldgs/Grounds Cap Improvements</b>				
Total 122 · Bldgs/Grounds Cap Improvements				
<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>				
<b>124.30 · Lift Stations</b>				
<b>124.31 · Lift Station 7 Bypass</b>				
Total 124.31 · Lift Station 7 Bypass				
<b>124.30 · Lift Stations - Other</b>				
Total 124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations				
<b>124.50 · Mains</b>				
Total 124.50 · Mains				
<b>124.60 · Meters</b>				
Total 124.60 · Meters				
<b>124.90 · Water Tanks</b>				
Total 124.90 · Water Tanks				
<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				
<b>125 · Land - Dist. Cap. Improvements</b>				
Total 125 · Land - Dist. Cap. Improvements				

10:12 AM

08/08/19

Accrual Basis

# Clearlake Oaks County Water District

## Capital Improvements

As of July 31, 2019

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
	129 · ALLOW. FOR DEPRECIATION			
	Total 129 · ALLOW. FOR DEPRECIATION			
	210 · Cal Card			
<b>TOTAL</b>				<b>-5,765.85</b>

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3A



Accounts

Transactions

Statements

### Accounts

Transfer Settings

#### CRP PC \*6192

Current	\$1,418.96
Available	**\$1,418.96

#### CRP SEWER \*3745

Current	\$292,759.82
Available	**\$292,759.82

#### GENERAL LEDGER \*9122

Current	\$231,492.03
Available	**\$231,492.03

#### PC ESCROW \*6184

Current	\$0.00
Available	**\$0.00

#### PUBLIC REGULAR CHK \*8503

Current	\$200.00
Available	**\$200.00

#### CRP WATER \*6990

Current	\$164,131.30
Available	**\$164,131.30

### BALANCE TOTALS

Total Deposit Accounts	\$690,002.11
------------------------	--------------

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

### Outside Accounts



## Make a Payment

Make paying bills fast and easy

Pay your bills on one screen in seconds.

Sign up for payments

## Purchase Rewards

You currently have no rewards available. Check back soon.



\*6192-CRP PC [change account](#) ▼

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< August 2019

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

## Money Management

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**Sacramento, CA 94209-0001**  
**(916) 653-3001**

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 August 12, 2019

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

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

Tran Type Definitions

July 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/3/2019	7/2/2019	RW	1609877	DIANNA MANN	-60,000.00
7/15/2019	7/12/2019	QRD	1612233	SYSTEM	7,537.27
7/19/2019	7/19/2019	RW	1613485	DIANNA MANN	-377,000.00

Account Summary

Total Deposit:	7,537.27	Beginning Balance:	1,121,505.49
Total Withdrawal:	-437,000.00	Ending Balance:	692,042.76

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**Aged Accounts Receivable**  
**As of 08/12/2019**

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<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
\$124,676.60	\$22,274.12	\$14,655.45	\$10,207.51	\$135,833.44	<u>\$307,647.12</u>

**Total number of accounts with open balances:**            1147

These totals include all accounts on the Tax Roll

\* Bills are due 8/19/19

**Clearlake Oaks County Water District**  
**Payroll Summary**  
**July 2019**

	<u>Hours</u>	<u>Rate</u>	<u>Jul 19</u>
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-14.25	38.52	-696.89
CTO Used	25	25.68	849.68
Holiday	105.5	20.50	2,679.55
Holiday Worked (x2.5)	8.5	47.25	620.71
Overtime (x1.5)	135.25	33.47	5,316.06
PTO	130	22.31	3,395.14
Straight	2,126.5	20.50	56,595.79
Board			1,000.00
Duty Pay			3,990.00
<b>Total Gross Pay</b>	<b>2,516.5</b>		<b>73,750.04</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-1,815.30
AFLAC (pre-tax)			-254.16
AFLAC (taxable) AFTER TAX			-235.20
CALPers 457			-450.00
CALPers EE (Pretax)			-3,601.20
<b>Total Deductions from Gross Pay</b>			<b>-6,355.86</b>
<b>Adjusted Gross Pay</b>	<b>2,516.5</b>		<b>67,394.18</b>
<b>Taxes Withheld</b>			
Federal Withholding			-4,549.00
Medicare Employee			-1,039.35
Social Security Employee			-4,444.19
CA - Withholding			-1,630.05
CA - Disability			-716.79
<b>Total Taxes Withheld</b>			<b>-12,379.38</b>
<b>Deductions from Net Pay</b>			
Miscellaneous Deduction			-106.25
Wage Garnishment			-852.70
<b>Total Deductions from Net Pay</b>			<b>-958.95</b>
<b>Net Pay</b>	<b>2,516.5</b>		<b>54,055.85</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			1,039.35
Social Security Company			4,444.19
<b>Total Employer Taxes and Contributions</b>			<b>5,483.54</b>

Clearlake Oaks County Water District

Trial Balance

08/08/19

As of July 31, 2019

Accrual Basis

	Jul 31, 19	
	Debit	Credit
102.001 · GL - 9122	189,324.01	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	495,505.49	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	176,148.77	
102.03 · CRP Sewer - 3745	289,092.81	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	127,507.10	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	983,511.67	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	249,148.33	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	351,149.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	66,161.50	
128 · Sewer Infrstrcture & Rehab Proj	841,487.75	
121 · Wtr Dist & Wtr Storage Projects	153,927.77	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	50,601.79	
131 · Waste Water Plant:131.1 · Pumps/Equipment	10,842.84	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,260,810.80	
USDA Project	238,835.93	
127 · Water Plant	183,529.50	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Repair of Major Equipment	177,077.82	
120 · District General CIP	13,500.00	
120 · District General CIP:120.01 · General Equipment/Tools	1,921,549.25	
120 · District General CIP:120.60 · Office	27,331.49	
120 · District General CIP:120.75 · SCADA	0.00	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	202,254.54	
122 · Bldgs/Grounds Cap Improvements	8,529,449.57	
124 · D/C System Cap Improvements	3,140,971.60	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	5,215.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		8,856,056.00
200 · ACCOUNTS PAYABLE		75,265.77
210 · Cal Card	1,622.74	
210 · Cal Card:210.13 · WAB - Jeremy - 2499		2,372.38
210 · Cal Card:210.12 · WAB- Francisco - 2481		950.09
210 · Cal Card:210.11 · WAB - Dan - 2507		2,258.40
210 · Cal Card:210.10 · WAB - Dianna - 2473		6,744.02
210 · Cal Card:210-09 · Cal Card - Francisco - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - Dan - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card - Jeremy - 5863	0.00	
210 · Cal Card:210.06 · Cal Card - Jason 3879	0.00	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	0.00	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
Annual Depreciation		249,035.55
224 · USDA Retainage		141,412.85
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	

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12:17 PM

08/09/19

**Clearlake Oaks County Water District**  
**A/P Aging Summary**  
**As of August 9, 2019**

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
AES - Analytical Environmental Services	0.00	550.97	0.00	0.00	0.00	550.97
Alpha Analytical Labs	488.00	0.00	0.00	0.00	0.00	488.00
Banner & Signs	410.34	0.00	0.00	0.00	0.00	410.34
CASH	5.68	24.99	0.00	0.00	0.00	30.67
CUSI	100.18	0.00	0.00	0.00	0.00	100.18
EDD - Unemployment	3,682.00	0.00	0.00	0.00	0.00	3,682.00
MC Engineering, Inc	65,067.97	0.00	0.00	0.00	0.00	65,067.97
Mendo Mill	418.74	0.00	0.00	0.00	0.00	418.74
Napa Auto Parts	97.62	0.00	0.00	0.00	0.00	97.62
OLIVIA MANN	0.00	98.83	0.00	0.00	0.00	98.83
Pehling & Pehling CPA's	3,910.40	0.00	0.00	0.00	0.00	3,910.40
People Services Inc	105.00	0.00	0.00	0.00	0.00	105.00
Performance Mechanical	3,499.00	0.00	0.00	0.00	0.00	3,499.00
Rain For Rent Woodland	0.00	0.00	-3,662.00	0.00	0.00	-3,662.00
T & S Construction Co. Inc.	317,062.50	0.00	0.00	0.00	10,000.00	327,062.50
<b>TOTAL</b>	<b><u>394,847.43</u></b>	<b><u>674.79</u></b>	<b><u>-3,662.00</u></b>	<b><u>0.00</u></b>	<b><u>10,000.00</u></b>	<b><u>401,860.22</u></b>

40

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## Account Payable Breakdown

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Date: 8/12/2019

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$203,633.70	\$231,492.03	\$231,492.03
CRP Water	\$164,131.30	\$164,131.30	\$164,131.30
CRP Sewer	\$292,759.82	\$292,759.82	\$292,759.82
CRP PC	\$46.96	\$1,418.96	\$1,418.96
PC Escrow	\$0.00	\$0.00	\$0.00
Reserve	\$200.00	\$200.00	\$200.00
LAIF Balance	\$692,042.76		
Current A/P Aging	\$401,860.22		
ACWA Health Ins	\$18,825.00	Estimate	
TOTAL	\$420,685.22		

NOTES:

10:14 AM

Clearlake Oaks County Water District

Trial Balance

As of July 31, 2019

08/08/19

Accrual Basis

	Jul 31, 19	
	Debit	Credit
280 · Loan:280.12 · USDA Loan		3,299,903.54
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	2,355.95	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical		5,436.57
222 · Direct Deposit Liabilities	27,629.79	
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	8,601.73	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	283.82	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		8,885.55
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	4,511.84	
223.50 · MEDICARE TAX PAYABLE	1,055.18	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	2,276.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	776.02	
223.65 · STATE DISABILITY PAYABLE	363.88	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	669.96	
223.80 · DEFERRED COMP PAYABLE		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		1,515.76
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	3,055.92	
226 · USDA Int Pymnt-Swr Clarifier		24,240.15
225 · USDA Payment - Sewer Clarifier	24,240.15	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		5,956,568.19
304 · Opening Balance Equity	584,483.24	
306 · Retained Earnings - OLD		6,591,032.36
Income:410 · Client Reg Pmt		201,753.27
Income:420 · Connection Fees		20,300.00
Income:425 · CRP		71,267.81
Income:425 · CRP:425.3 · CRP - Paradise Cove		22.00
Income:440 · Misc Revenue		6,843.00
Income:450 · Other - Non S/W Rev		16,110.88
Salaries & EE Benefits:545 · CALPers 457	450.00	
Salaries & EE Benefits:505 · Salaries & Wages	73,750.04	
Salaries & EE Benefits:520 · FICA - District Share	5,483.54	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	16,834.91	
Salaries & EE Benefits:540 · PERS - District Share	10,062.42	
Salaries & EE Benefits:560 · Workers Comp Ins	13,116.20	
Services & Supplies:610 · Bank Fees	1,414.70	
Services & Supplies:620 · Communications & Internet	1,687.15	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	5,158.46	
Services & Supplies:630 · Equip - Office	353.14	
Services & Supplies:640 · Fuel & Oil	3,036.18	
Services & Supplies:657 · Lab	3,067.00	
Services & Supplies:660 · Memberships & Subscription	637.68	
Services & Supplies:670 · Postage & Shipping	1,018.90	
Services & Supplies:675 · Professional Services	4,641.70	
Services & Supplies:685 · Rents	1,323.94	
Services & Supplies:690 · Safety & Security	876.66	
Services & Supplies:700 · Tools & Instruments	124.02	

AZ

10:14 AM

08/08/19

Accrual Basis

Clearlake Oaks County Water District

**Trial Balance**

As of July 31, 2019

	Jul 31, 19	
	Debit	Credit
Services & Supplies:703 · Supplies - Clothing & Personal	112.61	
Services & Supplies:705 · Supplies - Office	2,715.43	
Services & Supplies:715 · Supplies-Chemicals-Operating	5,059.61	
Services & Supplies:720 · Supplies - Inventory - Other	1,448.53	
Services & Supplies:735 · Training/Classes/Certs/ClassB	1,155.60	
Services & Supplies:745 · Travel / Lodging	101.91	
Services & Supplies:750 · Utilities	26,171.38	
Services & Supplies:760 · Waste Disposal	5,192.49	
Services & Supplies:795 · Yolo Co	4,316.43	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	779.36	
Repairs & Replacement:810 · R&R Buildings & Grounds	862.43	
Repairs & Replacement:820 · R&R Lift Stations	1,363.38	
Repairs & Replacement:830 · R&R Equipment	33,382.32	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	168.92	
Repairs & Replacement:840 · R&R Vehicles	5,087.69	
66000 · Payroll Expenses	0.00	
<b>TOTAL</b>	<b>25,611,058.08</b>	<b>25,611,058.08</b>

**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

**JULY 18, 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, Waste Water    √ Mr. Daniel Larson, Water,    □ Mr. Jeremy Backus, Distribution, ABSENT

**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 - Unavailable
  - c. Water Plant Chief Operator
  - d. Wastewater Plant Chief Operator
  - e. General Manager
2. **Financial Reports for review and approval**
  - a. June 2019, QB balance sheet and profit & loss statements
  - b. Bank account balances and accounts receivable
  - c. Employee payroll report
  - d. Aged trial balance summary

AA

e. Vendor aging report, accounts payable breakdown

**3. Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 06-20-19
- b. Minutes of Special Meeting 06-27-19

**4. Bills**

- a. MC Engineering invoice number 1790, dated 7/5/19, in the amount of \$19,495.35 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1791, dated 7/5/19, in the amount of \$18,477.50 for the USDA Meters and Water Tank PER (USDA application for water projects)
- c. T & S Construction invoice number 3, dated 7/1/19, in the amount of \$377,282.72 for Phase 3 of the Waste Water Infrastructure Improvement Project

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

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

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

**NOES: NONE**

**ABSENT: NONE**

**5. Agenda (New Business)**

- a. Discussion and approval of the Organizational Chart

**Action Taken: Motion to approve the Organizational Chart**

**HOSIER/BOUCHER M/S/C**

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

**NOES: NONE**

**ABSENT: NONE**

- b. Discussion and update of Water Loss Report

**Action Taken: NO ACTION**

- c. Discussion and update from Yolo Ad Hoc Committee

**Action Taken: NO ACTION**

**Motioned to adjourn at 3:14 PM by Director Boucher**

**Adjournment**

**Time: 3:14 PM**

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

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



# MC Engineering, Inc.

9294 Madison Ave  
Orangevale, CA 95662

# Invoice

Date	Invoice #
8/5/2019	1802

### Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	9/4/2019	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	12.5	165.00	2,062.50	
Assistant Engineer, Jared P. Nelson	120	120.00	14,400.00	
Senior Planner, Randy Burke	51.5	120.00	6,180.00	
Assistant Engineering Tech, Julia Carey	1	65.00	65.00	
Administrative Support	3	65.00	195.00	
EDEA Inv 1026		686.48	686.48	
RGH Consultants Inv 0619081		966.15	966.15	
RGH Consultants Inv 0619081		90.00	90.00	
234mi @ \$.545/mi 7/30 Mark	234	0.545	127.53	
270 mi @ \$.545 / mi 7/1-7/3 Jared		147.15	147.15	
290 mi @ \$.545 / mi - 7/7-7/11 Jared		158.05	158.05	
295 mi @ \$.545 / mi - 7/14-7/17 Jared		160.78	160.78	
290 mi @ \$.545 / mi - 7/21-7/24 Jared		159.50	159.50	
285 mi @ \$.545 / mi 7/28-7/31 Jared		156.75	156.75	
285 mi @ \$.545 / mi - 7/16 Gualala to Clear Lake Oaks and return to Gualala Randy		155.33	155.33	
294.4 mi @ \$.545 / mi - 7/19 Gualala to Clear Lake Oaks to Gualala Randy		160.45	160.45	
244 mi @ \$.545 / mi - 7/27 Gualala-Clearlake Oaks -Gualala for inspection services for LS-7		134.20	134.20	
Per Diem - Per diem for 7-1, 7-2, and lunch on 7-3		111.00	111.00	
Per Diem - Per diem for 7-8, 7-9, and 7-10		150.00	150.00	
Per Diem - Per diem for 7-14, 7-15, and 7-16		150.00	150.00	
Per Diem - Per Diem for 7-22, -23, and -24		150.00	150.00	
Per Diem - Per Diem for 7-29, 7-30, and 7-31		150.00	150.00	
Trailer Rental, July		700.00	700.00	
<b>Total</b>				
<b>Payments/Credits</b>				
<b>Balance Due</b>				

178. 4G upland infiltration test  
AM

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 #
8/5/2019	1802

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	9/4/2019	Sewer Infrastructure and Design	
Description		Qty	Rate	Amount
Rent, Island RV Park July			650.00	650.00
Field Supplies - Extension cable, power strip, and pencils for field desk			45.51	45.51
			<b>Total</b>	<b>\$28,111.38</b>
			<b>Payments/Credits</b>	<b>\$0.00</b>
			<b>Balance Due</b>	<b>\$28,111.38</b>

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

Page 2 of 2

47



MC Engineering, Inc.

9294 Madison Ave  
Orangevale, CA 95662

# Invoice

Date	Invoice #
8/5/2019	1803

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	9/4/2019	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Project Engineer 2, Richard Relyea	50	130.00	6,500.00	
Project Manager, Mark Carey, PE	17.5	165.00	2,887.50	
Engineering Tech, Charley Maxey	93.5	75.00	7,012.50	
Operations Management Engineer, John Pedri, PE	30	160.00	4,800.00	
Assistant Engineer, Jose Diaz-Mendez	13.5	105.00	1,417.50	
Assistant Engineering Tech, Julia Carey	35	65.00	2,275.00	
Assistant Engineer, Jared P. Nelson	43	130.00	5,590.00	
Assistant Engineering Tech 2, Victoria Pierce	3	65.00	195.00	
Administrative Support	3	65.00	195.00	
RGH Consultants Inv 619082		4,980.19	4,980.19	
		<b>Total</b>	<b>\$35,852.69</b>	
		<b>Payments/Credits</b>	<b>\$0.00</b>	
		<b>Balance Due</b>	<b>\$35,852.69</b>	

*138- 4/3 USDA Meter & Improvements*

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

## Contractor's Application for Payment No. #4

Application Period:	7/1/2019 - 7/31/2019	Application Date:	8/1/2019
To (Owner):	CLOCWD	Via (Construction Manager):	Jared Nelson
Project:	Phase 3 Lift Station Improv.	Contract:	
Owner's Contract No.:		Contractor's Project No.:	1808
		Engineer's Project No.:	

### Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE.....	\$
	1	\$25,785.18		2. Net change by Change Orders.....	\$ 2,603,374.00
	2	\$5,800.05		3. Current Contract Price (Line 1 ± 2).....	\$ 29,074.93
	3		\$2,510.30	4. TOTAL COMPLETED AND STORED TO DATE	\$ 2,632,448.93
				5. RETAINAGE:	\$868,839.70
				a. 5% .....	
				b. 5% .....	
				c. Total Retainage (Line 5a + Line 5b).....	\$ 43,441.99
				6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ 43,441.99
				7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 825,397.72
				8. AMOUNT DUE THIS APPLICATION.....	\$ 508,335.22
				9. BALANCE TO FINISH, PLUS RETAINAGE	\$ 317,062.50
				(Column G on Progress Estimate + Line 5 above).....	\$ 1,807,051.22

### Contractor's Certification

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

By: Matthew Stephan Date: 8/1/2019

Payment of: \$ \_\_\_\_\_

is recommended by: Jared Wilson Inspector (Date) 8-6-2019

Payment of: \$ \_\_\_\_\_

is recommended by: Mark A. Carey Engineer (Date) 8/9/19

is approved by: [Signature] Owner (Date) 8/9/19

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

198-4/G explow & infiltration cont.



**State Water Resources Control Board**  
Division of Drinking Water

July 30, 2019

Dianna Mann, General Manager  
Clearlake Oaks County Water District – PWS No. 1710001  
P.O. Box 709  
Clearlake Oaks, CA 95423

Dear Dianna Mann:

**DOMESTIC WATER SUPPLY PERMIT 02-03-16P1710001, AMENDMENT NO. 1**

On January 7, 2019, Clearlake Oaks County Water District public water system (hereinafter “System”) received completed amended permit application materials to install a disinfection chemical feed system located at the Harvey vault in the distribution system to the State Water Resources Control Board Division of Drinking Water (Water Boards).

Based on the materials provided, enclosed with this letter is Domestic Water Supply Permit No. 02-03-16P1710001, Amendment No. 1, which includes specific provisions. Please review the permit amendment and let us know if there are any comments.

A public water system may file with the Water Boards a petition for reconsideration of a decision by the Deputy Director to issue, deny or amend a permit. Petitions must be received by the Water Boards within 30 calendar days of the issuance of the permit, permit amendment or decision. The date of issuance is the date when the Water Boards mails or serves a copy of the permit, permit amendment, or decision, whichever occurs first. If the 30th day falls on a Saturday, Sunday, or state holiday, the petition is due the following business day by 5:00 p.m. Information regarding filing petitions may be found at:

[http://www.waterboards.ca.gov/drinking\\_water/programs/petitions/index.shtml](http://www.waterboards.ca.gov/drinking_water/programs/petitions/index.shtml)

Please provide this office with a notice of receipt by **January 1, 2020**, that certifies the permit amendment was reviewed by the appropriate management staff of the Clearlake Oaks County Water District and it is clearly understood that the permit amendment contains legally enforceable

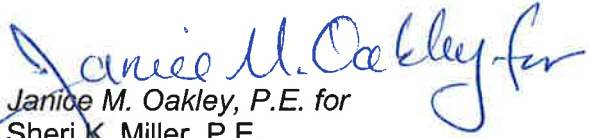
E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

50 D Street, Suite 200, Santa Rosa, CA 95404 | [www.waterboards.ca.gov](http://www.waterboards.ca.gov)

conditions for system operation. The Water Boards appreciates the cooperation you provided in submitting requested materials and facilitating previous inspections of the System.

If you have any questions regarding the information contained in the permit amendment, please contact Amy Little at 707-576-2147.

Sincerely,

  
Janice M. Oakley, P.E. for  
Sheri K. Miller, P.E.  
Senior Sanitary Engineer, Mendocino District  
NORTHERN CALIFORNIA BRANCH  
DRINKING WATER FIELD OPERATIONS

Enclosure: 02-03-16P1710001, Amendment No. 1

cc: Lake County Environmental Health Department

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**STATE OF CALIFORNIA**



**AMENDMENT TO THE**

**DOMESTIC WATER SUPPLY PERMIT ISSUED TO  
Clearlake Oaks County Water District  
1710001**

ORIGINAL PERMIT NO. **02-03-16P1710001**      DATE OF ISSUE: **June 3, 2016**  
PERMIT AMENDMENT NO. **1**                              EFFECTIVE DATE: **July 30, 2019**

**WHEREAS:**

1. The Clearlake Oaks County Water District submitted an application to the State Water Resources Control Board, Division of Drinking Water (Water Boards) on November 30, 2018 for an amendment to the Domestic Water Supply Permit issued to the Clearlake Oaks County Water District on June 3, 2016.
2. The purpose of the amendment, as stated in the application, is to allow the Clearlake Oaks County Water District to make the following modifications to the public water system:
  - a) **Install a disinfection system in the distribution system at the Harvey vault**
  - b) **Connect to and serve the service connections located in Lake County Service Area 16 - Paradise Valley's service area**
3. The Clearlake Oaks County Water District has submitted all the supporting information required to evaluate the application.
4. On May 29, 2019, Clearlake Oaks County Water District began delivering water to 72 active connections, with Water Boards approval, located in Lake County Service Area 16 - Paradise Valley, located approximately 5 miles west of Clearlake Oaks, CA.

5. The Water Boards completed a distribution system classification evaluation on May 29, 2019. The complexity of the Clearlake Oaks County Water District distribution system increased from a previous classification of D2 to a classification of D3.
6. The Water Boards has evaluated the application and the supporting material and has determined that the proposed modifications comply with all applicable State drinking water requirements.

**THEREFORE:**

The Water Boards hereby approves the application submitted by the Clearlake Oaks County Water District for a permit amendment. The Domestic Water Supply Permit issued to the Clearlake Oaks County Water District on June 3, 2016 is hereby amended as follows:

2. The Clearlake Oaks County Water District shall only use the water supply sources and associated treatments given below to supply water to its distribution system:

Facility	Source Code	Approved Treatment
Clear Lake Intake	-004	<ol style="list-style-type: none"> <li>1. Pre-ozonation</li> <li>2. Pre-chlorination</li> <li>3. Coagulant &amp; polymer addition</li> <li>4. Rapid Mix</li> <li>5. Flocculation and upflow clarification</li> <li>6. Filter aid addition</li> <li>7. Multimedia filtration</li> <li>8. Filtration through GAC media</li> <li>9. Disinfection by sodium hypochlorite</li> <li>10. Corrosion control with orthophosphate</li> </ol>
Harvey Booster Pump Station	-013	Disinfection by sodium hypochlorite

Domestic Water Supply Permit No. 02-03-16P1710001 issued on June 3, 2016 to Clearlake Oaks County Water District shall include the following additional conditions:

45. The System shall maintain accurate and complete operational records for the Harvey booster pump station and treatment. The records shall be retained for no less than five years and shall include but not be limited to the following: finished water quality monitoring conducted; quantity of water pumped; chemicals used and dosages; dates and description of major equipment and process failures and corrective actions taken.
46. Clearlake Oaks County Water District shall submit an updated Disinfectant/Disinfection Byproduct (DBP) Plan that includes monitoring for disinfection products in the Paradise Valley service area on a quarterly basis for one year and routine DBP monitoring in the Clearlake Oaks County Water District services area by **September 1, 2019**. After one year of DBP monitoring, the

Clearlake Oaks County Water District will work with the Water Boards to identify future DBP monitoring locations for compliance.

- 47. Clearlake Oaks County Water District shall submit an updated Lead and Copper monitoring plan by **September 1, 2019** which specifies all the lead and copper sites currently monitored in the Clearlake Oaks County Water District service area (ten sites on an annual basis) and all the lead and copper sites in the Paradise Valley service area. Two rounds of six-month monitoring at five sites are completed for the Paradise Valley service area, the Clearlake Oaks County Water District will pool all the sites together and sample on the system-wide schedule at the most vulnerable sites. These sites will be submitted for Water Boards review and approval by **June 15, 2020**.
  
- 48. Clearlake Oaks County Water District shall submit a Source Capacity Plan in accordance with Section 64558 of the California Code of Regulations by **December 31, 2021**.

This amendment shall be considered an integral part of the Domestic Water Supply Permit issued to the **Clearlake Oaks County Water District** on **June 3, 2016**.

**FOR THE STATE WATER RESOURCES CONTROL BOARD**

July 30, 2019  
Date

Janice M. Oakley for  
Janice M. Oakley, P.E. for  
Sheri K. Miller, P.E.  
Mendocino District Engineer



**HD EXCAVATING**  
**PO BOX 736, LOWER LAKE, CA 95457**  
**TEL: 707-350-3815/Fax: 707-995-1338**  
**EMAIL: HDEXCAVATING1@GMAIL.COM**

**PROPOSAL**

Dated: July 11, 2019  
To: Clearlake Oaks County Water District  
Attn: Jeremy Backus, Chief Distribution & Collections Operator  
Dianna Mann, General Manager  
Project: 250 Morine Ranch Road, Clearlake Oaks

HD Excavating proposes to furnish all the equipment, materials and labor necessary to complete the following scope of work:

1. Saw cut existing driveway (2'x12') where new water meter is to be set;
2. Trench across driveway and along right side of driveway approx. 180'
3. Saw cut across driveway again (2'x12'), trench across to homeowners existing waterline;
4. Sand bed ditch and install new 1" poly water line;
5. Set new water meter and reconnect to homeowners existing water line;
6. Backfill and compact trench on the right side of the driveway with native soil;
7. Backfill and compact both paved sections with base rock;
8. Repave with 2" of compacted asphalt.

**Total: \$ 9,830.00**

**DISTRICT TO PROVIDE:** Vacuum truck; All plumbing parts needed; (per Jeremy at one-site meeting). In addition, District will be responsible for shutdown of water.

**Price to include:** Demo, off haul, construction and removal of all form work, labor, equipment and materials.

*Price presented is compliant with all current Prevailing Wage Laws and Conditions including Department of Industrial Relations, State of California and Davis Bacon Act.*

Standard Liability Insurance included.

Price **EXCLUDES** any and all engineering, surveying/staking, inspection, compaction testing and permits.

**ROCK CLAUSE:** any unforeseen rock is found during excavation and use of a rock hammer or jack hammer is needed to be used, work will be performed in time and material charge and will be agreed upon in writing before work will begin.

*This proposal is good for 30 days.*

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

HD Excavating: \_\_\_\_\_

Date: \_\_\_\_\_

**Case Excavating, Inc.**  
**PO Box 2588**  
**Clearlake, Ca. 95422**  
**(707) 994-6815**  
**Lic. # 895670**

Proposal Submitted To: Clearlake Oaks County Water District	Phone: 998-3322	Date 08/05/2019
Street or PO Box PO Box 709	Job Name New Service Line	
City, State and Zip Code Clearlake Oaks, CA 95423	Job Location 250 Morine Way Clearlake Oaks, CA	APN #

**Proposal**

Trench and install a new service line across the road, along side of the road approximately 200 ft. then back across the road to tie into the existing service line.

Clearlake Oaks County Water District will supply all of the plumbing parts.

We propose hereby to furnish equipment and labor – complete in accordance with the above specifications, for the sum of Eight Thousand Nine Hundred Even Dollars..... (\$8,900.00).

All agreements are contingent upon weather, accidents or delays beyond our control.

Excludes: Survey, permits, fees, testing & inspection unless listed above.

Acceptance of Proposal – Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

**HD EXCAVATING**  
**PO BOX 736, LOWER LAKE, CA 95457**  
**TEL: 707-350-3815/Fax: 707-995-1338**  
**EMAIL: HDEXCAVATING1@GMAIL.COM**

## **PROPOSAL**

Dated: July 15, 2019  
To: Clearlake Oaks County Water District  
Attn: Jeremy Backus, Chief Distribution & Collections Operator  
Dianna Mann, General Manager  
Project: 10741 E. Hwy 20, Clearlake Oaks

HD Excavating proposes to furnish all the equipment, materials and labor necessary to complete the following scope of work:

1. Saw cut shoulder of highway at existing valve box. Cut will be 2' in from edge of asphalt and will run approx 75' east to existing water meter box;
2. Excavate trench to install new 1" poly water line. Cut old water line at the T and connect new line in place of old line at the T. Place 75' of new line and reconnect to existing water meter box;
3. Sand new water line and slurry backfill;
4. Repave with 3" of compacted asphalt; and
5. Excavate/saw cut seven (7) previous repairs in paved shoulder approx. 2x2 in size, backfill with slurry, and repave with 3" of compacted asphalt.

**Total: \$ 14,625.00**

**DISTRICT TO PROVIDE:** All traffic control; Vacuum truck for potholing at each connection; All plumbing parts needed (per Jeremy at one-site meeting). In addition, District will be responsible for shutdown of water.

**Price to include:** Demo, off haul, construction and removal of all form work, labor, equipment and materials.

*Price presented is compliant with all current Prevailing Wage Laws and Conditions including Department of Industrial Relations, State of California and Davis Bacon Act.*

Standard Liability Insurance included.

Price **EXCLUDES** any and all engineering, surveying/staking, inspection, compaction testing and permits.

**ROCK CLAUSE:** any unforeseen rock is found during excavation and use of a rock hammer or jack hammer is needed to be used, work will be performed in time and material charge and will be agreed upon in writing before work will begin.

*This proposal is good for 30 days.*

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

HD Excavating: \_\_\_\_\_

Date: \_\_\_\_\_

**Case Excavating, Inc.**  
**PO Box 2588**  
**Clearlake, Ca. 95422**  
**(707) 994-6815**  
**Lic. # 895670**

Proposal Submitted To: Clearlake Oaks County Water District	Phone: 998-3322	Date 08/05/2019
Street or PO Box PO Box 709	Job Name New Service Line and paving	
City, State and Zip Code Clearlake Oaks, CA 95423	Job Location 10741 Hwy 20 Clearlake Oaks, CA	APN #

**Proposal**

Trench for and install a new service line.  
Dig out and slurry all repairs in this area.  
Pave the repair spots and the trench line.  
All work will be done to CLO Water District, County of Lake and Cal Trans standards.  
Clearlake Oaks County Water District will supply all of the plumbing parts.

We propose hereby to furnish equipment and labor – complete in accordance with the above specifications, for the sum of Ten Thousand Nine Hundred Even Dollars..... (\$10,900.00)

All agreements are contingent upon weather, accidents or delays beyond our control.

Excludes: Survey, permits, fees, testing & inspection unless listed above.

Acceptance of Proposal – Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

**HD EXCAVATING**  
**PO BOX 736, LOWER LAKE, CA 95457**  
**TEL: 707-350-3815/Fax: 707-995-1338**  
**EMAIL: HDEXCAVATING1@GMAIL.COM**

**PROPOSAL**

Dated: July 15, 2019  
To: Clearlake Oaks County Water District  
Attn: Jeremy Backus, Chief Distribution & Collections Operator  
Dianna Mann, General Manager  
Project: 544 Keys Blvd, Clearlake Oaks

HD Excavating proposes to furnish all the equipment, materials and labor necessary to complete the following scope of work:

1. Demo and remove approx. 47'x 3' of sidewalk;
2. Demo and remove approx. 10'x 17' driveway approach;
3. Dig and remove 40' of existing 8" water main and one (1) water service;
4. Replace with 40' of new 8" water main, sand backfill pipe, and install one (1) new water service;
5. Set two (2) new water meters;
6. Backfill with compacted base rock;
7. Re-pour 47'x 3' wide of new sidewalk (5" thick);
8. Re-pour 10'x 17' concrete driveway approach (5" thick) with No. 3 rebar, 16" on center.

Total: \$ 22,900.00

*Total Job including Curb  
& gutter (attached)  
\$ 31,600<sup>00</sup>*

**DISTRICT TO PROVIDE:** Vacuum truck; All plumbing parts needed; Traffic Control (per Jeremy at one-site meeting). In addition, District will be responsible for shutdown of water.

**Price to include:** Demo, off haul, construction and removal of all form work, labor, equipment and materials.

*Price presented is compliant with all current Prevailing Wage Laws and Conditions including Department of Industrial Relations, State of California and Davis Bacon Act.*

Standard Liability Insurance included.

Price **EXCLUDES** any and all engineering, surveying/staking, inspection, compaction testing and permits. Also **EXCLUDES** replacement of curb and gutter.

**ROCK CLAUSE:** any unforeseen rock is found during excavation and use of a rock hammer or jack hammer is needed to be used, work will be performed in time and material charge and will be agreed upon in writing before work will begin.

*This proposal is good for 30 days.*

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

HD Excavating: \_\_\_\_\_

Date: \_\_\_\_\_

**HD EXCAVATING**  
**PO BOX 736, LOWER LAKE, CA 95457**  
**TEL: 707-350-3815/Fax: 707-995-1338**  
**EMAIL: HDExCavating1@gmail.com**

## **PROPOSAL**

Dated: July 25, 2019  
To: Clearlake Oaks County Water District  
Attn: Jeremy Backus, Chief Distribution & Collections Operator  
Dianna Mann, General Manager  
Project: 544 Keys Blvd, Clearlake Oaks - **Curb and Gutter only**

HD Excavating proposes to furnish all the equipment, materials and labor necessary to complete the following scope of work:

1. Replace approximately 47' of curb and gutter to match existing;
2. Sawcut roadway 2' back from curb;
3. Repour curb and gutter; and
4. Repave roadway with 3" of compacted asphalt

**Total: \$ 8,700.00**

**DISTRICT TO PROVIDE:** Vacuum truck if needed and Traffic Control. In addition, District will be responsible for shutdown of water if necessary.

**Price to include:** Demo, off haul, construction and removal of all form work, labor, equipment and materials.

*Price presented is compliant with all current Prevailing Wage Laws and Conditions including Department of Industrial Relations, State of California and Davis Bacon Act.*

Standard Liability Insurance included.

Price **EXCLUDES** any and all engineering, surveying/staking, inspection, compaction testing and permits.

**ROCK CLAUSE:** any unforeseen rock is found during excavation and use of a rock hammer or jack hammer is needed to be used, work will be performed in time and material charge and will be agreed upon in writing before work will begin.

*This proposal is good for 30 days.*

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

HD Excavating: \_\_\_\_\_

Date: \_\_\_\_\_

OK

**Case Excavating, Inc.**  
**PO Box 2588**  
**Clearlake, Ca. 95422**  
**(707) 994-6815**  
**Lic. # 895670**

Proposal Submitted To: Clearlake Oaks County Water District	Phone: 998-3322	Date 08/05/2019
Street or PO Box PO Box 709	Job Name New Main and Service Line	
City, State and Zip Code Clearlake Oaks, CA 95423	Job Location 544 Keys Blvd. Clearlake Oaks, CA	APN #

**Proposal**

Remove a section of the driveway and approximately 48 ft. of curb, gutter and sidewalk. Install a new main line and 1 service line.

Clearlake Oaks County Water District will supply all of the plumbing parts.

After the new lines are installed the area will be backfilled and new curb, gutter, sidewalk and a driveway approximately 14 ft. up from the road will be installed.

Bid price is based on a tight shutdown; if additional de-watering is needed this will be an extra.

Any AC pipe that needs to be disposed of will be the responsibility of CLO County Water District.

CLO County Water District also agrees to provide their Vac Truck as needed at any time for de-watering.

We propose hereby to furnish equipment and labor – complete in accordance with the above specifications, for the sum of Fourteen Thousand Even Dollars..... (\$14,000.00).

All agreements are contingent upon weather, accidents or delays beyond our control.

Excludes: Survey, permits, fees, testing & inspection unless listed above.

Acceptance of Proposal – Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

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June 25, 2019

BKF Reference: 20149030-30  
*Via E-mail Transmission*  
[d.mann@clocwd.org](mailto:d.mann@clocwd.org)

Dianna Mann  
Clearlake Oaks County Water District  
P.O. Box 709  
Clearlake Oaks, CA 95423

**Subject: Consulting Civil Engineering Services  
Harvey Tank Access Road and Waterline  
9940 Harvey Blvd., Clearlake Oaks, CA; APN 006-026-16**

Dianna,

Per your request for a proposal described in your email on 5/28/2019, we offer the following scope and fee to take the Harvey Tank Access Road design to completion. As you noted, we designed a tank access road and waterline from Harvey Blvd. to the proposed tank site. This design was originally incorporated into a 90% plan set dated 9/23/2016 that also included the design for the water line down Harvey Blvd. to Hwy. 20 and also included the PRV station design. MC Engineering provided a comment letter on behalf of Clearlake Oaks County Water District (CLOCWD) dated 11/3/2016 and the comments pertaining to the tank access road were not addressed at that time since the tank access road was removed from the scope of the project. The proposed scope of work will include the design for the tank access road and waterlines and will now be incorporated into an independent set of construction drawings.

To arrive at the estimated effort required by our office, we have outlined a proposed scope of services, assumptions, and associated fee based on our understanding of the project.

### SCOPE OF WORK

#### **TASK 1: 95% CONSTRUCTION DRAWINGS**

BKF will use the design from the previous 90% set and develop a stand-alone improvement plan set for the tank access road and the two waterlines. Minor comments from MC Engineering's 11/3/2016 letter will be addressed.

One of the comments made by MC Engineering was to add a v-ditch to the access road for the lower stretch of road and slope toward the hillside. In previously studying the grading for this stretch of road, we determined that for the most part a 12' wide road with an AC dike would fit within the existing graded driveway. If the road section is any wider, a significant amount of grading and/or retaining walls would be needed. The AC dike as designed serves two purposes: a means to collect drainage from the road and also a safety measure to provide curb protection from vehicles driving off the road. This scope of work assumes that the current design with a 12' road and AC dike on the outside edge will be accepted by CLOCWD. Any change from this design parameter will require significant re-design and would be considered additional services.

The Construction Drawings will include the following sheets:

- |   |          |
|---|----------|
| • Cover sheet with pertinent project information    | 1 sheet  |
| • General and construction related notes and legend | 1 sheet  |
| • Key Map   | 1 sheet  |
| • Plan and Profile                                  | 2 sheets |
| • Construction details                              | 1 sheet  |
| • <u>Sediment Control Plan</u>                      | 1 sheet  |

**Estimated Total BKF Sheets: 7 sheets**

References to the County of Lake Water System Design and Construction Specifications and County of Lake Road Design and Construction Standards will be made on the Construction Drawings to define the qualitative requirements of certain products, materials and workmanship. Preparing an independent separate set of written Technical Specifications which describe these elements has been excluded from this proposal.

A PDF plan set will be emailed to CLOCWD for review. Prints and shipping of hard copies can be provided if requested and will be invoiced as a reimbursable cost. CLOCWD will be responsible for distributing the plan set to any agencies and/or other concerned entities for comment.

#### **TASK 2: 100% CONSTRUCTION DRAWINGS**

Once we have received comments from CLOCWD, we will address the plan check comments and incorporate into our final 100% Construction Drawing set. Since this design has already been reviewed previously, we are not expecting anything more than minor comments. Any comments that require redesign will be considered additional services.

BKF will issue a signed PDF copy of the 100% Construction Drawings and email to CLOCWD. Prints and shipping of hard copies can be provided if requested and will be invoiced as a reimbursable cost.

#### **TASK 3: EASEMENT PLAT & LEGAL DESCRIPTION**

BKF will prepare one (1) plat and legal description for the purpose of obtaining an easement for the access road. Preparation of the grant of easement cover and document recording is not included in this scope of work.

#### **TASK 4: CONSTRUCTION PHASE SERVICES**

##### Review and Respond to Requests for Information

BKF will review and respond to requests for information, and provide interpretation of the Construction Drawings during bidding and construction. We will respond to contractor's submittals and questions related to the civil engineering components of the design drawings and site conditions encountered during construction.

##### Record Drawings

BKF will prepare record drawings and acknowledge that the site improvements and related work were completed in accordance with the final approved plans and any subsequent field changes and directives. This acknowledgement will be based on information provided by the general engineering site-work contractor, the geotechnical engineer, and known changes. BKF will collect red-lined plan comments from the contractor, discuss any noted deviations and changes with both the contractor and County inspection staff, and prepare record drawings.

#### **SCOPE QUALIFICATIONS AND ASSUMPTIONS:**

BKF's services are limited to those expressly set forth in the scope. BKF shall have no other obligations or responsibilities for the project except as provided in this proposal letter, or as agreed to in writing. BKF's services

shall be provided consistent with and limited to the standard of care acceptable to such services, which is that BKF shall provide its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances.

Additional items not included with our scope of services include:

- Additional services beyond the scope of services described above
- Arborist analysis and associated reports
- Archaeology analysis and associated reports
- Architectural or Landscape Architectural services
- Bid phase services
- Boundary surveying
- Construction Staking
- Coordination with County
- Cost estimating
- Design or estimating of gas, electric, telephone or communication facilities
- Earthwork Calculations
- Hydrology and Hydraulic calculations or reports
- Geotechnical Services, grading, foundation and pavement recommendation
- Lighting design
- Mechanical, Electrical and Plumbing (MEP)
- Permit applications
- Phase 1 Environmental Site Assessment
- Plan review, application and permit fees
- Preparation of Encroachment Permit applications (normally completed by contractor)
- Sewer/Septic design
- Storm Water Management Plan
- Storm Water Pollution Prevention Plan (SWPPP)
- Structural Engineering (including design of retaining walls)
- Tank Site Grading
- Tank Site Utilities
- Topographic mapping other than what has already been provided
- Transportation/traffic Engineering

#### **FEES FOR PROFESSIONAL SERVICES**

BKF will provide the services described in this proposal for a lump sum of \$17,200.

The following table, of the various items of work, is being provided to identify the approximate allocation of fees. It has been developed based on estimates of time that we feel will be necessary to complete the scope of work described above. It is being provided for reference only as some tasks may need more funds than others. BKF will reallocate funds from one task to another as needed.



Task	Description	Fee
1	95% Construction Drawings	\$5,200
2	100% Construction Drawings	\$4,800
3	Easement Plat & Legal Description	\$2,600
4	Construction Phase Services	\$4,600
<b>Total Labor Fee</b>		<b>\$17,200</b>

In addition, please budget **\$250** for reimbursable expenses. Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

Additional services will be performed only if authorized. Fees for additional services will be billed on a time and materials basis in accordance with our rate schedule, unless otherwise agreed upon.

#### SCHEDULE

BKF is prepared to start immediately upon receiving written authorization to proceed.

#### ACCEPTANCE

If this proposal for professional services is acceptable, BKF will prepare and provide you with our Professional Services Agreement for our services. Execution and receipt of an agreement will allow us to begin providing these services.

Should you have any questions, or would like additional clarification on any aspect of the initially proposed services, fee structure or agreement, please feel free to give me a call (707) 583-8533. We look forward to working with you on this project.

Sincerely,  
**BKF Engineers**



\_\_\_\_\_  
RICK CARLILE, PE  
Project Manager

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**POLICY REGARDING ACCOUNT WRITE OFF**

Cancels:  
See Also:

Approved by: Board of Directors

Clearlake Oaks County Water District Board of Directors hereby rescinds, repeals and revokes district policy pertaining to account write offs along with all authorizations empowered by the adoption and enactment of said policy and all other policies, or parts of policies, in conflict herewith are, to the extent of such conflict, hereby repealed.

Clearlake Oaks County Water District shall final bill a property owner only at the time recorded transfer of ownership documents are received. Once an account has been final billed, if the amount due is less than \$25.00 and remains on said account for more than ninety (90) days, the amount due shall be written off wherein the final balance would be \$0.00

**The above policy is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 15th day of August, 2019 by the following vote:**

**AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:**

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

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

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

June 20, 2019

Clearlake Oaks County Water District  
PO Box 709  
Clearlake Oaks, CA 95423

Dear Board:

We are pleased to confirm our understanding of the services we are providing for Clearlake Oaks County Water District for the year ended June 30, 2019. We will audit the Statement of Net Position, Statement of Activities and where applicable the Statement of Revenues, Expenditures, and Change in Fund Balance, Balance Sheet and Statement of Cash Flows of Clearlake Oaks County Water District as of and for the year ended Clearlake Oaks County Water District.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to Clearlake Oaks County Water District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis

We also understand that supplementary information other than RSI will accompany Clearlake Oaks County Water District's basic financial statements. In accordance with auditing standards generally accepted in the United States of America, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole.

### **Objective**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS). Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Clearlake Oaks County Water District and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

## **Audit Procedures**

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Clearlake Oaks County Water District and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Clearlake Oaks County Water District's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Clearlake Oaks County Water District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Clearlake Oaks County Water District complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Zach Pehling is the engagement partner for the audit services specified in this letter. His responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

### **Responsibilities of Management and Those Charged with Governance**

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of Clearlake Oaks County Water District acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of Clearlake Oaks County Water District is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of Clearlake Oaks County Water District is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Clearlake Oaks County Water District and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of Clearlake Oaks County Water District is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting Clearlake Oaks County Water District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Clearlake Oaks County Water District complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the necessary expertise to be responsible and accountable for overseeing all the nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

**Written Report**

We expect to issue a written report upon completion of our audit of Clearlake Oaks County Water District's financial statements. Our report will be addressed to the Board of Directors of Clearlake Oaks County Water District. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

**Other Matters**

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, copies, and telephone calls), except that we agree that our gross fee, including expenses, will not exceed 7820.8000000000002 for the audit for this contract. An initial deposit of 3910.4000000000001 due at the beginning of the year and the remainder due at completion of the audit . Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for 7 years. However, Zach Pehling CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 7-year period Zach Pehling CPAs shall be free to destroy our records related to this engagement.

We appreciate the opportunity to be of service to Clearlake Oaks County Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

\_\_\_\_\_  
Zach Pehling

RESPONSE:

This letter correctly sets forth the understanding of Clearlake Oaks County Water District.

APPROVED:

\_\_\_\_\_  
Clearlake Oaks County Water District

\_\_\_\_\_  
Date

