

**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

JANUARY 16, 2020

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President Mr. 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. Kurt Jensen, Water Mr. Jeremy Backus, Distribution

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

- a. Customer Service
- b. Chief Distribution Operator
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. December 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 12-19-19

4. Bills

- a. MC Engineering invoice number 1878, dated 1/6/2020, in the amount of \$36,420.95 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1879, dated 12/18/19 (should have been dated 1/6/20), in the amount of \$16,386.86 for the USDA Meters and Water Tank PER (USDA application for water projects)
- c. T & S Construction invoice number 8, dated 12/31/19, in the amount of \$307,562.50 for Phase 3 of the Wastewater Infrastructure Improvements
- d. T & S Construction invoice number 2, dated 12/31/9, in the amount of \$266,907.99 for Phase 2 of the Wastewater Infrastructure Improvements

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and approval of the organizational chart

Action Taken: _____

- b. Update of the hit and run incident at the Water Plant on December 8, 2019

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of nominations for a Special District Representative to the Consolidated Redevelopment Agency Oversight Board for Lake County

Action Taken: _____

Adjournment

Time: _____

Clearlake Oaks County Water District

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

January 10, 2020 - Board Letter

Administration

- ∂ Received \$702.16 in payments towards our <120 Aged Receivables this past month, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts (Payments from escrow). We should be receiving the first half of the tax roll check within the next 30 days
- ∂ We had no water quality complaints (WQC) this month
- ∂ Actively training Susie on the billing desk, she has almost gone through the entire billing process, schedules permitting. She will be learning more steps this month.
- ∂ Actively reviewing water code samples provided by Scott Nave to implement within the district, I am hoping to start writing the beginning stages of the code by the start of February. I have finished Book 1 of the Las Virgenes sample and will be starting Book 2, as well as the policy samples Scott sent over.
- ∂ A warm welcome to our new Customer Service Rep, Bailey Anderson, I think she will be a great fit and am eager to have her on the team.
- ∂ W-2's were mailed out last week, I will be wrapping up 4th quarter reports hopefully no later than the end of next week.
- ∂ A sad goodbye to Karl Hosier at last month's meeting opened a vacant position on the Board, the position has been posted and the county was notified. We have not had any applications turned in as of today's date.

All the best,
Olivia Mann

Water distribution main & service lines:

*We only had a couple of service line leaks, but they all seemed to produce a descent amount of water loss. One of them was a riser that blew off the end of our ¾" service line.

*A couple of leaks were discovered in the meter box during meter reading.

*We have a leak detection service coming out here next month. We have a couple troubled areas where we would like them to start. This is a free service.

Tank sites:

*DC crew is still doing their rounds at the tank sites. No new news to report.

Sample stations sites:

*DC crew is still collecting the routine BacT samples every Wednesday. All reports have come back absent for total Coliforms and E.Coli.

*We had taken 2 samples on the 7th and 8th of January from a customer's service along with the adjacent neighbor after getting a water compliant. All four samples came back absent for total Coliforms and E.Coli.

Sewer collections and Lift station sites:

*All the areas where Christians Brothers had installed the new liner in the sewer mains are complete. They will need to come back to finish the lateral connections on the 6 inch main next month.

*There is a sewer lateral that is backed up with roots on Oak Knoll that will be fixed next week.

*LS2: 90% done. Pumps wired in and tested, paving work, and old power pole needs to be removed per contract.

*LS3: 95% done. Just needs SCADA hooked up per contract. I would like to look into the replacement of the pump rails and or pumps with contingency budget.

*LS4: 95% done. Just needs SCADA hooked up per contract.

*LS5: 5% No progress yet (improvements at this station consist of switching out panels, should go fast)

*LS6: 95% done. Just needs SCADA hooked up per contract.

*LS7: 95% done. Pumps still need to be tested and pavement needs a slurry seal. The roof needs to be finished, along with the door and ac/heater unit for the new electrical building.

*LS8: 90% done. Just needs SCADA hooked up per contract.

*LS9: 90% done. Just needs SCADA hooked up per contract.

*LS10: The contract change order for installation to be initiated soon

Staff updating:

*Hugo has a drive test appointment set for the 17th for his class B license.

*DC crew will be training our new hire starting February 3rd.

*Scott is still working on the treatment side, he should be back in DC either next month or the beginning of March.

District vehicles:

*The new Vaccon is here. Everyone got training on it from Mark Protine with MME.

*The 2011 Vaccon is getting some long overdue maintenance.

Thank You

Chief DC, Jeremy Backus

Board Letter 1-2020

- The sodium Permanganate tote (NaMno4) pad construction should begin on the 13th
- Security cameras Repaired
- Fence project to start on 1-13-2020
- All water sampling is now up to date
- Fence and gate quote for raw water intake pier and Paradise tank (attached)

Kurt Jensen – Chief Plant Operator

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
JANUARY 2020

Reporting Period: December 2019
From: Francisco Castro, CPO
To: Clearlake Oaks County Water District Board of Directors
January 10, 2020

The total gallons received through our headworks were 9.516 MG averaging 307,000 gallons a day. The total gallons treated and sent through our effluent line were 8.403 MG averaging 271,000 gallons a day (188 gpm). Our in lab and out-source testing results were in compliance with our Discharge Permit. The average lake level at the end of December was 3.43' Rumsey gauge. As we know pond #1 was used to take on some effluent during the effects of the power outages. It is important to note that our monitoring well 2 was affected. The coliform count was high for 4th quarter sampling. Dean Enderlin continues to work on our report and will state recommendations in regards to this incident. We are continuing to prepare for the rains. We have received a total of 6.10". I am beginning to prepare all of our annual reporting required by the state. Final dead line for this paper work is Feb. 1st. I will be reporting on this matter on next board report.

There has been a start in construction on the SEPS. We are still in standby at this time but according to schedule full construction will begin on the 13th. The lining within the collection system is in progress. We have seen indication of the line jetting at the plant as well as the lining that produces odor. We have also seen a spike in our BODs. We think this is an effect of the lining process. We will continue to monitor our results and have some additional testing to pin point the affected area in process.

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

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

Clearlake Oaks County Water District

January 16, 2020

Looking forward to a bright and productive 2020.

New fuel tanks have been installed and operational, two new trucks should be delivered any day, the third truck that was involved in the hit and run has been repaired, the new fence for the water plant should be well underway, and everyone is loving the new vac-con.

There still has been no arrests made regarding the hit and run that happened at the Water Plant on December 8 of last year, however, after a conversation with the CHP Officer running the investigation, he is hoping one will be made very soon. He has promised to keep me informed, if not, I have his number.

The District currently has three staff members that have the permit for their B license and should be getting their licenses very soon.

Distribution and Collections will have a new staff member starting Feb. 3, looking forward to a full staff and getting some projects completed.

I would like to welcome Bailey Anderson to the Administration Staff, I believe Bailey will be a great asset to the District and I am looking forward to watching her growth during her teaching and training time.

I feel that Kurt Jensen is settling in very nicely as our new Water Chief Plant Operator, please take the time to stop and say hi to him and ask for a tour.

After applying for a free leak detection with Cal-Water, they finally received the grant money from the State and will be here February 4th and 5th to perform the service. I will leave it up to Jeremy to determine where exactly he wants them to work for the two days.

Just so everyone is prepared, MC Engineering will be on the agenda for the March 19th Regular Meeting to give an update on the current projects in District, so the meeting might be just a little longer than usual.

I have the Resolution to officially clean up the boundaries of CSA 16, however, I have not had time to work with Dick Carlile. As soon as we can schedule some time together, the Resolution will be on the agenda for board approval.

Please see the attached update for the Waste Water Infrastructure Improvements Project.

Please refer to individual department letters for additional details.

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

Hope everyone has an amazing 2020!

Respectfully Submitted,

Dianna Mann

General Manager

Report Date: January 7th, 2020

To: Dianna Mann, CLOCWD General Manager

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

RE: CLOCWD SWRCB Funded Sewer Infrastructure Project

Billing Period: December, 2019

I. Engineering Project Status Update

Work on the project during December included the following:

- Conducting bi-weekly construction meetings, preparation of agenda and minutes
- Addressing RFIs and issuing Plan Clarifications
- Daily onsite inspection at Lift Stations and CIPP lining
- Submittal review for CIPP materials and coordination
- Review pay requests

II. Budget Status Update

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

This Invoice: \$43,498.42

Cost to Date: \$590,216.17

Cost to Complete: \$65,769.63

III. Projected Tasks for December, 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 for both phase 1 and 2 projects
- Continue on site inspection and begin record drawings and final punchlist in preparation of closeout

Project Progress:

Construction milestones completed September include:

- Installation of over 50% of CIPP liner
- Installation of concrete pad and MCC panel at SEPS, and assembly of discharge manifold
- Installation of LS 2 bypass and associated repair work
- Installation of fence and bollards at LS 7
- Installation of transformer and secondary power at LS 7
- Installation of panel at LS 9 and installation of conduits

At this time T&S has not yet finalized their pay request for either project so a completion percentage will not be reported. In general (with exception of the work at the SEPS, LS 2, and potentially LS 10) a majority of the infrastructure has been installed and it is expected that T&S will complete both phases by the end of next month.

Clearlake Oaks County Water District
Summary Balance Sheet
As of January 7, 2020

	<u>Jan 7, 20</u>
ASSETS	
Current Assets	
Checking/Savings	1,452,420.89
Other Current Assets	1,757,275.21
Total Current Assets	<u>3,209,696.10</u>
Fixed Assets	<u>14,309,002.43</u>
TOTAL ASSETS	<u><u>17,518,698.53</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	21.32
Other Current Liabilities	-37,635.29
Total Current Liabilities	<u>-37,613.97</u>
Total Liabilities	<u>-37,613.97</u>
Equity	<u>17,556,312.50</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,518,698.53</u></u>

Clearlake Oaks County Water District
Balance Sheet
As of January 7, 2020

01/07/20

Cash Basis

	Jan 7, 20
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	5,000.00
102.10 · CRP PC - 6192	6,501.40
102.12 · WATER RESERVES- 8503	62,700.00
102.001 · GL - 9122 (Old Acct. # 053420019)	-90,254.74
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)...	918,671.01
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 10135...	1,107,671.01
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA B...	88.98
102.02 · CRP Water - 6990	84,174.64
102.03 · CRP Sewer - 3745	276,539.60
Total Checking/Savings	1,452,420.89
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	29,609.68
130 · Const In Progress - Studies	128,075.68
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 11992...	983,511.67
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 10...	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
Total Other Current Assets	1,757,275.21
Total Current Assets	3,209,696.10
Fixed Assets	
138 · USDA Water Improvements	207,913.99
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of th...	1,973,254.26
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of wa...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of ...	152,704.44
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation ...	268,205.10
131 · Waste Water Plant	
131.1 · Pumps/Equipment	10,842.84
131 · Waste Water Plant - Other	57,010.21
Total 131 · Waste Water Plant	67,853.05
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	238,835.93
127 · Water Plant	
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	177,077.82
127 · Water Plant - Other	193,802.17
Total 127 · Water Plant	420,863.13
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER ...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	31,171.49
120.90 · Vehicles/Generators/Trailers	306,491.74
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	13,859.93
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)	2,273,072.41
122 · Bldgs/Grounds Cap Improvements	8,529,449.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER ...	

Clearlake Oaks County Water District
Balance Sheet
As of January 7, 2020

	Jan 7, 20
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	14,788.58
124.60 · Meters	700.00
124.90 · Water Tanks	5,215.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...)	3,232,963.77
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SE...)	3,365,974.10
125 · Land - Dist. Cap. Improvements	300,478.61
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	14,309,002.43
TOTAL ASSETS	17,518,698.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	21.32
Total Accounts Payable	21.32
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
280 · Loan	
280.12 · USDA Loan	702,317.29
280.10 · Bridge for I & I Rehab Project (Use LAIF until State Fun...)	-1,072,000.00
Total 280 · Loan	-369,682.71
221 · Health Ins - EE Portion	-173.20
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - ...)	2,351.90
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Ot...	-2,193.14
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	158.76
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUC...)	649.23
223.80 · GASB 68 Pension (- WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYA...)	2,207.71
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED ...)	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts with...)	-1,285.83
Total Other Current Liabilities	-37,635.29
Total Current Liabilities	-37,613.97
Total Liabilities	-37,613.97
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup post to t...)	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporatio...)	9,359,364.39
Net Income	2,824,663.16
Total Equity	17,556,312.50
TOTAL LIABILITIES & EQUITY	17,518,698.53

Clearlake Oaks County Water District

Profit and Loss

01/07/20

July through December 2019

Accrual Basis

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income					
Income					
410 · Client Reg Pmt	0.00	487,771.95	614,813.10	1,102,585.05	1,102,585.05
420 · Connection Fees	0.00	0.00	20,300.00	20,300.00	20,300.00
430 · Penalty & Interest	0.00	11,085.16	12,818.35	23,903.51	23,903.51
440 · Misc Revenue	0.00	0.00	13,364.30	13,364.30	13,364.30
450 · Other - Non S/W Rev	0.00	26,049.57	26,049.56	52,099.13	52,099.13
Total Income	0.00	524,906.68	687,345.31	1,212,251.99	1,212,251.99
Total Income	0.00	524,906.68	687,345.31	1,212,251.99	1,212,251.99
Gross Profit	0.00	524,906.68	687,345.31	1,212,251.99	1,212,251.99
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	157,028.95	128,281.92	85,392.49	370,703.36	370,703.36
510 · Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00
520 · FICA - District Share	11,713.48	9,397.91	6,520.48	27,631.87	27,631.87
530 · Medical Ins - Dist Share	33,767.27	41,408.51	10,458.70	85,634.48	85,634.48
540 · PERS - District Share	42,067.00	8,678.96	3,961.78	54,707.74	54,707.74
550 · Unemployment	3,076.00	0.00	0.00	3,076.00	3,076.00
560 · Workers Comp Ins	1,994.69	5,727.26	4,533.92	12,255.87	12,255.87
Total Salaries & EE Benefits	249,647.39	193,494.56	111,867.37	555,009.32	555,009.32
Services & Supplies					
605 · Advertising	200.00	0.00	0.00	200.00	200.00
610 · Bank Fees	9,996.96	0.00	0.00	9,996.96	9,996.96
620 · Communications & Internet	2,300.20	1,733.98	2,827.11	6,861.29	6,861.29
622 · Board Exp	1,984.34	0.00	0.00	1,984.34	1,984.34
625 · Equip - Field (\$300-\$4999)	0.00	550.31	0.00	550.31	550.31
630 · Equip - Office	785.27	691.35	150.74	1,627.36	1,627.36
640 · Fuel & Oil	0.00	6,499.00	5,534.20	12,033.20	12,033.20
645 · Insurance	0.00	25,467.02	25,467.01	50,934.03	50,934.03
657 · Lab	0.00	7,436.00	8,483.36	15,919.36	15,919.36
660 · Memberships & Subscription	1,199.06	28,345.43	19,353.04	48,897.53	48,897.53
665 · Mileage Reimb	106.73	0.00	0.00	106.73	106.73
670 · Postage & Shipping	6,243.95	0.00	0.00	6,243.95	6,243.95
675 · Professional Services	9,471.90	3,190.42	10,224.85	22,887.17	22,887.17
685 · Rents	6,209.23	0.00	9,365.04	15,574.27	15,574.27
690 · Safety & Security	424.50	2,330.08	2,100.35	4,854.93	4,854.93
700 · Tools & Instruments	0.00	444.42	614.79	1,059.21	1,059.21
703 · Supplies - Clothing & Personal	343.11	2,452.71	1,292.69	4,088.51	4,088.51
705 · Supplies - Office	3,981.00	746.31	679.24	5,406.55	5,406.55
715 · Supplies-Chemicals-Operating	0.00	9,708.89	28,417.25	38,126.14	38,126.14
720 · Supplies - Inventory - Other	0.00	3,541.59	1,586.20	5,127.79	5,127.79
730 · Taxes - Licenses	34.62	0.00	0.00	34.62	34.62
735 · Training/Classes/Certs/ClassB	2,417.47	281.50	146.50	2,845.47	2,845.47
745 · Travel / Lodging	371.27	65.78	65.77	502.82	502.82
750 · Utilities	2,113.66	36,530.50	84,388.62	123,032.78	123,032.78
760 · Waste Disposal	303.51	23,015.47	1,855.43	25,174.41	25,174.41
795 · Yolo Co	0.00	0.00	22,109.01	22,109.01	22,109.01
798 · Reconciliation Discrepancies (Dis...	20.00	0.00	0.00	20.00	20.00
Total Services & Supplies	48,506.78	153,030.76	224,661.20	426,198.74	426,198.74
Repairs & Replacement					
810 · R&R Buildings & Grounds	1,933.73	993.65	29.44	2,956.82	2,956.82
832 · R&R Mains and Sewer Lines	0.00	0.00	-550.97	-550.97	-550.97
840 · R&R Vehicles	0.00	875.00	875.00	1,750.00	1,750.00
Total Repairs & Replacement	1,933.73	1,868.65	353.47	4,155.85	4,155.85
Total Expense	300,087.90	348,393.97	336,882.04	985,363.91	985,363.91
Net Income	-300,087.90	176,512.71	350,463.27	226,888.08	226,888.08

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

6

Target % > **50%**

As of November 2019 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,242,554	621,277	687,345	55%	929,418	464,709	524,907	56%
Total Operating Expenses	972,572	473,786	486,915	50%	1,037,590	518,795	498,429	48%
Operating Balance (loss)	269,982	147,491	200,431		(108,172)	(54,086)	26,479	
420 Connection Fees	30,000	15,000	20,300	68%	20,000	10,000	-	0%
435		-	-			-		
450 Other - Non S/W Rev	96,000	48,000	26,050	27%	100,000	50,000	26,050	26%
Reserves	150,000	75,000	62,500	42%	-	-		0%
Net Change In Net Position (loss)	245,982	135,491	184,281		11,828	5,914	52,529	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$418,215.53
District CRP	\$360,714.24
Paradise Cove CRP	\$6,501.40
Paradise Cove Escrow	\$0.00
Wtr Reserve	\$75,200.00
Swr Reserve	\$5,000.00
LAI Account	\$1,107,671.01
	\$1,973,302.18

As of November 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	591,277	614,813	52%	909,418	454,709	487,772	54%
430 Penalty & Interest	30,000	15,000	12,818	43%	20,000	10,000	11,085	55%
440 Misc	30,000	15,000	13,364	45%	0	0	-	0%
Total Revenue >	1,242,554	621,277	640,995	52%	929,418	464,709	498,857	54%

As of November 2019 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	316,514	158,257	163,907	52%	415,259	207,630	206,797	50%
520 FICA - District Share	26,093	13,046	12,377	47%	34,354	17,177	15,255	44%
530 Medical Ins - District Share	56,010	28,005	27,343	49%	128,093	64,046	58,293	46%
540 PERS - District Share	39,759	19,880	24,996	63%	47,203	23,602	29,713	63%
550 Unemployment	9,000	4,500	1,538	17%	9,000	4,500	1,538	17%
560 Workers Comp Ins	21,310	10,655	5,532	26%	24,506	12,253	6,725	27%
Salaries and Employee Benefits >	468,687	234,343	236,691	51%	658,415	329,207	318,319	48%

605 Advertising	200	100	100	50%	200	100	100	50%
610 Bank Fees	9,260	4,630	4,999	54%	9,250	4,625	4,999	54%
620 Communications & Internet	13,000	6,500	3,977	31%	7,250	3,625	2,884	40%
622 Board Exp	5,000	2,500	992	20%	5,000	2,500	992	20%
625 Equip - Field (\$300-\$4999)	2,500	1,250	-	0%	4,000	2,000	550	14%
630 Equip - Office	1,500	750	544	36%	2,000	1,000	1,084	54%

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640	Fuel & Oil	6,800	3,400	5,534	81%	4,800	2,400	6,499	135%
645	Insurance	40,000	20,000	25,467	64%	25,000	12,500	25,467	102%
650	Interest	-	-	-	0%	-	-	-	0%
657	Lab	20,000	10,000	8,483	42%	17,500	8,750	7,436	42%
660	Memberships & Subscriptions	28,500	14,250	19,953	70%	27,500	13,750	28,945	105%
665	Mileage Reimb	1,000	500	54	5%	750	375	54	7%
670	Postage & Shipping	6,000	3,000	3,122	52%	6,000	3,000	3,122	52%
675	Professional Services	36,000	18,000	14,961	42%	21,000	10,500	7,927	38%
685	Rents	4,875	2,438	12,470	256%	4,875	2,438	3,105	64%
690	Safety & Security	3,250	1,625	2,313	71%	8,250	4,125	2,543	31%
700	Tools & Instruments	2,000	1,000	615	31%	5,000	2,500	444	9%
703	Supplies - Clothing & Personal	1,800	900	1,465	81%	2,300	1,150	2,625	114%
705	Supplies - Office	4,750	2,375	2,670	56%	5,250	2,625	2,737	52%
715	Treatment Chemicals	75,000	37,500	28,417	38%	48,000	24,000	9,709	20%
720	Supplies - Operating - Other	5,000	2,500	1,586	32%	22,000	11,000	3,542	16%
730	Taxes - Licenses	0	0	18	175000%	0	0	18	175000%
735	Training	5,750	2,875	1,356	24%	5,250	2,625	1,491	28%
745	Travel	1,000	500	252	25%	2,000	1,000	252	13%
750	Utilities	135,650	67,825	85,446	63%	82,750	41,375	37,588	45%
760	Waste Disposal	3,050	1,525	2,007	66%	52,250	26,125	23,167	44%
795	Yolo Co	57,000	28,500	22,109	39%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		468,885	234,443	248,904	53%	368,175	184,088	177,274	48%
810	R&R Buildings & Grounds	7,000	3,500	996	14%	7,000	3,500	1,961	28%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	(551)	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	1,500	875	29%	4,000	2,000	875	22%
850	Maintenance Reserve Account	25,000				-			
Repairs & Replacement >		35,000	5,000	1,320	4%	11,000	5,500	2,836	26%
Total Expenses >		972,572	473,786	486,915	50%	1,037,590	518,795	498,429	48%

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

Target % >

50.0%

As of November 2019

2019-2020 Budget

Actual

%

Total

Expenses		Annual	YTD	YTD	Spent	Remaining	
505	Salaries & Wages	321,978	160,989	157,029	48.8%	164,949	
520	FICA - District Share	26,674	13,337	11,713	43.9%	14,961	
530	Medical Ins - District Share	68,991	34,495	33,767	48.9%	35,224	
540	PERS-District Share (incl unfunded Liab, 35K)	61,000	30,500	42,067	69.0%	18,933	
550	Unemployment	18,000	9,000	3,076	17.1%	14,924	
560	Workers Comp Ins	7,422	3,711	1,995	26.9%	5,427	
Salaries and Employee Benefits >		504,064	252,032	249,647	49.5%	254,417	
605	Advertising	400	200	200	50.0%	200	
610	Bank Fees	18,500	9,250	9,997	54.0%	8,503	
620	Communications & Internet	7,000	3,500	2,300	32.9%	4,700	
622	Board Exp	10,000	5,000	1,984	19.8%	8,016	
625	Equip - Field (up to \$4999)	0	0		0.0%	0	
630	Equip - Office	2,000	1,000	785	39.3%	1,215	
640	Fuel & Oil	0	0	-	0.0%	0	
645	Insurance	0	0		0.0%	0	
650	Interest	0	0		0.0%	0	
657	Outsource Lab / Internal Lab	0	0		0.0%	0	
660	Memberships & Subscriptions	1,000	500	1,199	119.9%	(199)	
665	Mileage Reimb	1,000	500	107	10.7%	893	
670	Postage & Shipping	12,000	6,000	6,243	52.0%	5,757	
675	Professional Services (Legal, IT, CUSI annual)	22,000	11,000	9,472	43.1%	12,528	
685	Rents	9,750	4,875	6,209	63.7%	3,541	
690	Safety & Security (boots)	2,500	1,250	425	17.0%	2,075	
700	Tools & Instruments	0	0		0.0%	0	
703	Supplies - Clothing & Personal	600	300	343	57.2%	257	
705	Supplies - Office	7,500	3,750	3,981	53.1%	3,519	
715	Treatment Chemicals	0	0		0.0%	0	
720	Supplies - Operating - Other	0	0		0.0%	0	
730	Taxes - Licenses	0	0	35	0.0%	(35)	
735	Training, Certs (Classes, books)	3,500	1,750	2,417	69.1%	1,083	
745	Travel / Lodging	1,000	500	371	37.1%	629	
750	Utilities	5,500	2,750	2,114	38.4%	3,386	
760	Waste Disposal	500	250	304	60.8%	196	
795	Yolo Co	0	0		0.0%	0	
798	Reconciliation Discrepancy			20			
799	Misc	0	0		0.0%	0	
Services and Supplies >		104,750	52,375	48,506	46.3%	56,244	
810	R&R Buildings & Grounds	4,000	2,000	1,934	48.4%	2,066	
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	2,000	1,934	48.3%	2,066	
Overall Explanations		Total Expenses	612,814	306,407	300,087	49.0%	312,727

660 CUSI (new billing software) expenses

675 IT Quarterly Billing & Engagement Ltr from Auditor

685 cost per print increased to due color billing and delinquents

705 Annual purchase of billing envelopes & paper

810 Window repair/tinting in GM Office

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6	Budget Variance Report July 1, 2019 through June 30, 2020 As of November 2019	2019-2020 Budget		Target % > Actual	50.0% %	GL-SEWER Total
	Expenses	Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	254,270	127,135	128,282	50.5%	125,988
520	FICA - District Share	21,017	10,508	9,398	44.7%	11,619
530	Medical Ins - District Share	93,598	46,799	41,409	44.2%	52,189
540	PERS - District Share	16,704	8,352	8,679	52.0%	8,025
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	20,794	10,397	5,727	27.5%	15,067
	Salaries and Employee Benefits >	406,383	203,191	193,495	47.6%	212,888
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	1,250	625	1,734	138.7%	(484)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	750	550	36.7%	950
630	Equip - Office	1,000	500	691	69.1%	309
640	Fuel & Oil (Schaeffers)	2,000	1,000	6,499	325.0%	(4,499)
645	Insurance	25,000	12,500	25,467	101.9%	(467)
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	17,500	8,750	7,436	42.5%	10,064
660	Memberships & Subscriptions	27,000	13,500	28,345	105.0%	(1,345)
665	Mileage Reimb	250	125		0.0%	250
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)	10,000	5,000	3,191	31.9%	6,809
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	7,000	3,500	2,330	33.3%	4,670
700	Tools & Instruments	5,000	2,500	444	8.9%	4,556
703	Supplies - Clothing & Personal	2,000	1,000	2,453	122.7%	(453)
705	Supplies - Office	1,500	750	746	49.7%	754
715	Treatment Chemicals	48,000	24,000	9,709	20.2%	38,291
720	Supplies-Operating-Other-Titan Tubes	22,000	11,000	3,542	16.1%	18,458
730	Taxes - Licenses	-	-	-	0.0%	-
735	Training, Certs (classes, books)	3,500	1,750	282	8.1%	3,218
745	Travel / Lodging	1,500	750	66	4.4%	1,434
750	Utilities	80,000	40,000	36,531	45.7%	43,469
760	Waste Disposal	52,000	26,000	23,015	44.3%	28,985
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	308,000	154,000	153,031	49.7%	154,969
810	R&R Buildings & Grounds	5,000	2,500	994	19.9%	4,006
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	2,000	875	21.9%	3,125
	Repairs & Replacement >	9,000	4,500	1,869	20.8%	7,131
	Total Expenses >	723,383	361,691	348,395	48.2%	374,988

Expense Notes

620 additional SCADA lines for Lift Stations from new construction

675 Qtrly billing from Dean Enderlin P.G.

640 Fuel cost for Dist Generators during PSPS (Public Safety Power Outages)

645 Annual Insurance Cost - will average out over the year

660 Memberships are due at one time, like insurance, it will average out over the year

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6	Budget Variance Report July 1, 2019 through June 30, 2020	Target % >	50.0%	GL-WTR		
	As of November 2019	2019-2020 Budget	Actual	%		
	Expenses	Annual	YTD	YTD	% Spent	Total Remaining
505	Salaries & Wages	155,526	77,763	85,392	55.5%	70,134
510	Contract Labor	0	0	1,000		(1,000)
520	FICA - District Share	12,756	6,378	6,520	51.1%	6,236
530	Medical Ins - District Share	21,515	10,758	10,459	48.6%	11,056
540	PERS - District Share	9,260	4,630	3,962	42.8%	5,298
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,598	8,799	4,534	25.8%	13,064
	Salaries and Employee Benefits >	216,655	108,327	111,867	51.6%	104,788
620	Communications & Internet	7,000	3,500	2,827	40.4%	4,173
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	250	151	30.2%	349
640	Fuel & Oil	4,000	2,000	5,534	138.4%	(1,534)
645	Insurance	40,000	20,000	25,467	63.7%	14,533
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	10,000	8,483	42.4%	11,517
660	Memberships & Subscriptions	28,000	14,000	19,353	69.1%	8,647
665	Mileage Reimb	500	250		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	12,500	10,225	40.9%	14,775
685	Rents	0	0	9,365	0.0%	(9,365)
690	Safety & Security (boots)	2,000	1,000	2,100	105.0%	(100)
700	Tools & Instruments	2,000	1,000	615	30.8%	1,385
703	Supplies - Clothing & Personal	1,500	750	1,293	86.2%	207
705	Supplies - Office	1,000	500	679	67.9%	321
715	Treatment Chemicals	75,000	37,500	28,417	37.9%	46,583
720	Supplies - Operating - Other	5,000	2,500	1,586	31.7%	3,414
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	4,000	2,000	147	3.7%	3,853
745	Travel / Lodging	500	250	66	13.2%	434
750	Utilities	132,900	66,450	84,389	63.5%	48,511
760	Waste Disposal	2,800	1,400	1,855	66.3%	945
795	Yolo Co	57,000	28,500	22,109	38.8%	34,891
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	408,700	204,350	224,661	55.0%	184,039
810	R&R Buildings & Grounds	5,000	2,500	29	0.6%	4,971
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0	(551)	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	1,500	875	29.2%	2,125
	Repairs & Replacement >	8,000	4,000	353	4.4%	7,647
	Total Expenses >	633,355	316,677	336,881	53.2%	296,474

505 With our T3 moving, had to bring in 3rd Operator for training purposes

640 Fuel cost for Dist Generators during PSPS (Public Safety Power Outages)

645 Annual Insurance Cost - will average out over the year

660 Memberships are due at one time, like insurance, it will average out over the year

685 Generator Rentals for PSPS

750 Plant ran 24/7 during summer months when bloom was at its highest

832 Credit from Insurance for sink hole on 20

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

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment Plan)	9,424.06	196,104.00	182,018.43	387,546.49	387,546.49
430 · Penalty & Interest	131.22	2,594.70	2,361.56	5,087.48	5,087.48
Total Income	9,555.28	198,698.70	184,379.99	392,633.97	392,633.97
Total Income	9,555.28	198,698.70	184,379.99	392,633.97	392,633.97
Gross Profit	9,555.28	198,698.70	184,379.99	392,633.97	392,633.97
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	58,101.09	80,330.94	138,432.03	138,432.03
520 · FICA - District Share	0.00	4,417.41	5,890.66	10,308.07	10,308.07
530 · Medical Ins - Dist Share	0.00	13,782.94	14,752.64	28,535.58	28,535.58
540 · PERS - District Share	0.00	3,765.58	4,169.97	7,935.55	7,935.55
560 · Workers Comp Ins	0.00	4,828.99	4,829.01	9,658.00	9,658.00
Total Salaries & EE Benefits	0.00	84,896.01	109,973.22	194,869.23	194,869.23
Services & Supplies					
620 · Communications & Internet	0.00	2,465.15	2,372.30	4,837.45	4,837.45
625 · Equip - Field (\$300-\$4999)	0.00	3,215.06	2,433.37	5,648.43	5,648.43
630 · Equip - Office	0.00	32.50	32.50	65.00	65.00
640 · Fuel & Oil	0.00	6,292.27	6,786.97	13,079.24	13,079.24
657 · Lab	144.00	684.00	0.00	828.00	828.00
675 · Professional Services	314.00	71.25	71.25	456.50	456.50
690 · Safety & Security	0.00	1,199.04	514.77	1,713.81	1,713.81
700 · Tools & Instruments	0.00	218.49	67.66	286.15	286.15
703 · Supplies - Clothing & Personal	0.00	1,119.72	300.00	1,419.72	1,419.72
720 · Supplies - Inventory - Other	186.26	974.20	500.06	1,660.52	1,660.52
735 · Training/Classes/Certs/ClassB	0.00	261.50	201.50	463.00	463.00
Total Services & Supplies	644.26	16,533.18	13,280.38	30,457.82	30,457.82
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	1,041.46	11,994.04	13,035.50	13,035.50
820 · R&R Lift Stations	0.00	0.00	8,348.21	8,348.21	8,348.21
830 · R&R Equipment	15,170.17	39,720.19	15,690.26	70,580.62	70,580.62
832 · R&R Mains and Sewer Lines	0.00	5,392.79	3,140.75	8,533.54	8,533.54
840 · R&R Vehicles	0.00	12,369.19	10,544.95	22,914.14	22,914.14
Total Repairs & Replacement	15,170.17	58,523.63	49,718.21	123,412.01	123,412.01
Total Expense	15,814.43	159,952.82	172,971.81	348,739.06	348,739.06
Net Income	-6,259.15	38,745.88	11,408.18	43,894.91	43,894.91

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

6

Target % > 50.0%

As of November 2019

Summary	Annual	YTD	Actual YTD		Total Remaining
			Amount	%	
PC CRP Revenue	19,536	9,768	9,555	48.9%	0
PC CRP Expenses	0	0	15,814	0.0%	0
Operating Balance	19,536	9,768	(6,259)		
Expenses	2019 - 2020 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
620 Communications & Internet	0	0	-	0.0%	0
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	0	0	-	0.0%	0
630 Equip - Office	0	0	-	0.0%	0
640 Fuel & Oil	0	0	-	0.0%	0
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	144	0.0%	(144)
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	0	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services Leak Chk	0	0	314	0.0%	(314)
685 Rents	0	0	-	0.0%	0
690 Safety & Security (boots)	0	0	-	0.0%	0
700 Tools & Instruments	0	0	-	0.0%	0
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	0	0	186	0.0%	(186)
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	0	0	-	0.0%	0
799 Misc - Labor for Pipeline & Mtrs	0	0	-	0.0%	0
Services and Supplies >	0	0	644	0.0%	(644)
810 R&R Buildings & Grounds	0	0	-	0.0%	0
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	0	0	-	0.0%	0
830 R&R Equipment	0	0	15,170	0.0%	(15,170)
832 R&R Mains/Service Lines	0	0	-	0.0%	0
840 R&R Vehicles (\$2k/vehicle)	0	0	-	0.0%	0
850.3 PC Harv Vlt/Pipe Disinfection	0	0	-	0.0%	0
Repairs & Replacement >	0	0	15,170		(15,170)
Total Expenses >	0	0	15,814	0.0%	(15,814)

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

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

CRP - Water

6

Target % > 50.0%

As of November 2019 Summary	Budget Annual	YTD			Actual YTD Amount	%
WATER CRP Revenue	411,876	205,938	198,699		48.2%	48.2%
WATER CRP Expenses	359,349	179,675	159,952		44.5%	45%
USDA Payment 1st year	40,000	20,000				
Operating Balance	12,527	6,264	38,747			

Expenses		2019 - 2020 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	142,263	71,131	58,101	40.8%	84,162
520	FICA - District Share	11,652	5,826	4,417	37.9%	7,235
530	Medical Ins - District Share	55,042	27,521	13,783	25.0%	41,259
540	PERS - District Share	8,296	4,148	3,766	45.4%	4,530
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	13,897	6,948	4,829	34.7%	9,068
	Salaries and Employee Benefits >	231,149	115,575	84,896	36.7%	146,253
620	Communications & Internet	5,000	2,500	2,465	49.3%	2,535
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	625	3,215	257.2%	(1,965)
630	Equip - Office	-	0	33	0.0%	(33)
640	Fuel & Oil	5,900	2,950	6,292	106.6%	(392)
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	5,000	2,500	684	13.7%	4,316
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	1,125	1,199	53.3%	1,051
700	Tools & Instruments	300	150	218	0.0%	82
703	Supplies - Clothing & Personal	450	225	1,120	0.0%	(670)
705	Supplies - Office	150	75		0.0%	150
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	17,500	8,750	974	5.6%	16,526
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,800	900	262	14.6%	1,538
745	Travel / Lodging	600	300		0.0%	600
799	Misc	0	0		0.0%	0
	Services and Supplies >	40,200	20,100	16,533	41.1%	23,667
810	R&R Buildings & Grounds	10,000	5,000	1,041	10.4%	8,959
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	12,500	39,720	158.9%	(14,720)
832	R&R Mains/Service Lines	25,000	12,500	5,393	21.6%	19,607
840	R&R Vehicles (\$2k/vehicle)	28,000	14,000	12,369	44.2%	15,631
	Repairs & Replacement >	88,000	44,000	58,523	66.5%	29,477
	Total Expenses >	359,349	179,675	159,952	44.5%	199,397

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

675 I.T Services

685 Generator rental for power outages

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

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Clearlake Oaks Co Water District

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

CRP-Sewer

6

Target % > 50.0%

As of November 2019

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	396,097	198,049	184,380	46.5%
SEWER CRP Expenses	364,699	182,349	172,972	47.4%
bridge Loan Interest	-	-	-	
USDA Annual Payment	110,000	55,000	27,650	
Operating Balance (loss)	(78,602)	(39,301)	(16,242)	

Expenses	2019 - 2020 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
505 Salaries & Wages	150,957	75,479	80,331	53.2%	70,626
520 FICA - District Share	12,515	6,258	5,891	47.1%	6,624
530 Medical Ins - District Share	38,698	19,349	14,753	38.1%	23,945
540 PERS - District Share	9,217	4,609	4,170	45.2%	5,047
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	15,461	7,731	4,829	31.2%	10,632
Salaries and Employee Benefits >	226,849	113,424	109,974	48.5%	116,875
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	2,500	2,372	47.4%	2,628
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	625	2,433	194.6%	(1,183)
630 Equip - Office	-	-	33	0.0%	(33)
640 Fuel & Oil	5,900	2,950	6,787	115.0%	(887)
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	750	515	34.3%	985
700 Tools & Instruments	200	100	68	34.0%	132
703 Supplies - Clothing & Personal	300	150	300	0.0%	-
705 Supplies - Office	100	50	-	0.0%	100
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	14,500	7,250	500	3.4%	14,000
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	1,200	600	201	16.8%	999
745 Travel / Lodging	400	200	-	0.0%	400
799 Misc	0	0	-	0.0%	0
Services and Supplies >	30,350	15,175	13,280	43.8%	17,070
810 R&R Buildings & Grounds	10,000	5,000	11,994	119.9%	(1,994)
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	10,000	8,348	41.7%	11,652
830 R&R Equipment	25,000	12,500	15,690	62.8%	9,310
832 R&R Mains/Service Lines	25,000	12,500	3,141	12.6%	21,859
840 R&R Vehicles (\$2k/vehicle)	27,500	13,750	10,545	38.3%	16,955
Repairs & Replacement >	107,500	53,750	49,718	46.2%	57,782
Total Expenses >	364,699	182,349	172,972	47.4%	191,727

640 PSPS

810 Fabricate and install safety rails and catwalk on clarifier

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Clearlake Oaks County Water District

Capital Improvements

As of December 31, 2019

01/07/20

Accrual Basis

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
07/31/2019	Badger Meter	Services for July 2019	Loan/Grant:...	258.00
08/29/2019	Badger Meter	Service for August 2...	Loan/Grant:...	258.00
09/30/2019	Badger Meter	PC meter reading	Loan/Grant:...	258.00
10/30/2019	Badger Meter	October service - Me...	Loan/Grant:...	33.00
11/29/2019	Badger Meter	November service - ...	Loan/Grant:...	9.79
12/30/2019	Badger Meter	December 2019 Met...	Loan/Grant:...	9.79
Total 130 · Const In Progress - Studies				826.58
138 · USDA Water Improvements				
07/05/2019	MC Engineering, Inc	USDA Water improv...	Loan/Grant:...	18,477.50
08/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	35,852.69
09/05/2019	MC Engineering, Inc	USDA Water improv...	Loan/Grant:...	27,060.00
10/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	25,111.79
11/05/2019	MC Engineering, Inc	USDA Improvements	Loan/Grant:...	31,689.21
12/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	22,038.80
Total 138 · USDA Water Improvements				160,229.99
128 · Sewer Infstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
07/05/2019	MC Engineering, Inc	Inflow&Infiltration Co...	Loan/Grant:...	19,495.35
08/01/2019	T & S Construction Co...	Phase 3 Lift Station I...	Loan/Grant:...	317,062.50
08/05/2019	MC Engineering, Inc	Sewer Infrastructure/...	Loan/Grant:...	28,111.38
08/31/2019	T & S Construction Co...	Inflow & Infiltration P...	Loan/Grant:...	125,400.00
09/05/2019	MC Engineering, Inc	Inflow & Infrastructure	Loan/Grant:...	28,068.14
09/30/2019	T & S Construction Co...	Inflow and filtration - ...	Loan/Grant:...	36,557.19
10/02/2019	T & S Construction Co...	Inflow and infiltration	Loan/Grant:...	80,370.00
10/05/2019	MC Engineering, Inc	I & I Const	Loan/Grant:...	29,824.00
10/24/2019	PG&E CFM/PPC Dep...	Contract # 50016458...	Loan/Grant:...	2,405.08
11/05/2019	MC Engineering, Inc	Inflow & Infiltration C...	Loan/Grant:...	28,629.39
11/27/2019	T & S Construction Co...	Payment #7	Loan/Grant:...	428,972.50
12/05/2019	MC Engineering, Inc	Inflow & Infiltration	Loan/Grant:...	26,366.33
Total 128 · Sewer Infstrcture & Rehab Proj (Phase 1 was the installation of the F...				1,151,261.86
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)				
10/05/2019	MC Engineering, Inc	Water Dist & Storag...	CRP:Water	480.00
11/05/2019	MC Engineering, Inc	Water Storage Project	CRP:Water	160.00
12/05/2019	MC Engineering, Inc	Tanks & Distribution	Loan/Grant:...	1,280.00
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...				1,920.00
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
10/01/2019	American Carports, Inc.	Plans for new carpor...	CRP:Water	207.50
10/01/2019	American Carports, Inc.	Plans for new carpor...	CRP:Sewer	207.50
12/05/2019	Lake County Commun...	Permit for carport at ...	CRP:Sewer	49.23
12/05/2019	Lake County Commun...	PERMITS FOR CAR...	CRP:Sewer	1,116.49
12/05/2019	Lake County Commun...	Permit for carport at ...	CRP:Water	49.22
12/05/2019	Lake County Commun...	PERMITS FOR CAR...	CRP:Water	1,116.48
Total 131 · Waste Water Plant - Other				2,746.42
Total 131 · Waste Water Plant				2,746.42
126 · Forcemain (phase 1) Cap. Imprv.				
Total 126 · Forcemain (phase 1) Cap. Imprv.				
123 · USDA - Sewer Plant Cap Imprvmt				
Total 123 · USDA - Sewer Plant Cap Imprvmt				
127 · Water Plant				
127.6 · Swan AMI Turbiwell Monitor				
07/01/2019	Swan Analytical Instru...	Trubidity monitor - Bo...	CRP:Water	16,266.05
07/08/2019	Swan Analytical Instru...	Last one of 5 - AMI ...	CRP:Water	4,066.50
09/20/2019	Southport Control Sol...	9/4/19 Service call -...	CRP:Water	1,846.00
Total 127.6 · Swan AMI Turbiwell Monitor				22,178.55
127.5 · A/C installation for Filter Rm				

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

Date	Name	Memo	Class	Amount
08/19/2019	Lucky's Construction	Pad for A/C unit in fil...	CRP:Water	750.00
Total 127.5 · A/C installation for Filter Rm				750.00
127.4 · PH System				
08/19/2019	Lucky's Construction	Pad for ph Tank	CRP:Water	2,849.20
Total 127.4 · PH System				2,849.20
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
Total 127.1 · Major Equipment				
127 · Water Plant - Other				
07/24/2019	Performance Mechani...	10% down payment ...	CRP:Water	388.00
08/07/2019	Performance Mechani...	Balance to install sw...	CRP:Water	3,499.00
09/20/2019	Southport Control Sol...	Service call 8/29/19 ...	CRP:Water	3,198.00
09/20/2019	Southport Control Sol...	Service call 8/13/19 ...	CRP:Water	1,858.51
Total 127 · Water Plant - Other				8,943.51
Total 127 · Water Plant				34,721.26
120 · District General CIP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
07/02/2019	CUSI	Additional UMS User...	GL:Sewer	250.00
07/02/2019	CUSI		GL:Water	250.00
10/01/2019	CUSI	Kiosk for UMS - pay...	CRP:Water	1,670.00
10/01/2019	CUSI		CRP:Sewer	1,670.00
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				3,840.00
120.90 · Vehicles/Generators/Trailers				
11/25/2019	Refridgeration Techno...	2 - 35 kw Generators	CRP:Water	21,450.00
11/25/2019	Refridgeration Techno...	2 - 35 KW GENERA...	CRP:Sewer	21,450.00
12/31/2019	West America Bank	PURCHASE - 2018 ...	CRP:Water	16,091.01
12/31/2019	West America Bank	2018 NISSAN P/U - ...	CRP:Sewer	16,091.00
12/31/2019	West America Bank	PURCHASE - 2017 ...	CRP:Water	14,577.60
12/31/2019	West America Bank	2017 RAM P/U VIN ...	CRP:Sewer	14,577.59
Total 120.90 · Vehicles/Generators/Trailers				104,237.20
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				
10/01/2019	Mendo Mill	Radio repeater reloc...	CRP:Water	179.97
10/01/2019	Mendo Mill	306750	CRP:Sewer	179.96
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				359.93
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				108,437.13
122 · Bldgs/Grounds Cap Improvements				
Total 122 · Bldgs/Grounds Cap Improvements				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
124.31 · Lift Station 7 Bypass				
Total 124.31 · Lift Station 7 Bypass				
124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations				
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				

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

Date	Name	Memo	Class	Amount
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
08/05/2019	MC Engineering, Inc	GIS/Mapping	CRP:Water	551.95
08/05/2019	MC Engineering, Inc		CRP:Sewer	551.95
09/05/2019	MC Engineering, Inc	GIS	CRP:Water	1,058.80
09/05/2019	MC Engineering, Inc		CRP:Sewer	1,058.80
09/30/2019	Pace	Service line repair - ...	CRP:Water	2,380.63
10/02/2019	Pace	Service line repair - ...	CRP:Water	2,012.74
10/03/2019	Pace	Morine Ranch Rd se...	CRP:Water	590.78
10/05/2019	MC Engineering, Inc	GIS Online Database	CRP:Water	107.40
10/05/2019	MC Engineering, Inc		CRP:Sewer	107.40
10/08/2019	Case Excavating, Inc.	New service line 250...	CRP:Water	8,900.00
10/08/2019	Case Excavating, Inc.	New service line/pav...	CRP:Water	10,900.00
10/16/2019	National Meter	Meters for 2- PC, 1 ...	CRP:Water	2,931.56
10/21/2019	National Meter	24 - Meter for Elem	CRP:Water	3,339.34
10/24/2019	Coastal Mountain Ele...	Electrical project for ...	CRP:PC	28,500.00
10/24/2019	Coastal Mountain Ele...	Shady tank - install n...	CRP:Water	6,900.00
10/29/2019	National Meter	24 - Transmitters/En...	CRP:Water	2,989.79
10/30/2019	Pace	10741 E Hwy 20 Re...	CRP:Water	371.47
10/30/2019	Pace	10741 E Hwy 20 Re...	CRP:Water	453.88
10/31/2019	AES - Analytical Envir...	10741 E Hwy 20 Re...	CRP:Water	3,223.68
11/05/2019	MC Engineering, Inc	GIS Online	CRP:Water	81.00
11/05/2019	MC Engineering, Inc		CRP:Sewer	81.00
11/06/2019	Case Excavating, Inc.	544 Keys Blvd - New...	CRP:Water	14,900.00
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				91,992.17
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				91,992.17
125 · Land - Dist. Cap. Improvements				
11/08/2019	OPC*Lake County Tax	589 Keys - Lift Statio...	CRP:Sewer	691.33
11/08/2019	OPCTax*Service Fee	Service fee for 589 ...	CRP:Water	17.28
Total 125 · Land - Dist. Cap. Improvements				708.61
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
TOTAL				1,552,844.02



Accounts

Transfers

Bill Pay

Accounts

Transfer Settings

CRP PC *6192

Current	\$6,501.40
Available	**\$6,501.40

CRP SEWER *3745

Current	\$276,539.60
Available	**\$276,539.60

GENERAL LEDGER *9122

Current	\$410,567.29
Available	**\$418,215.53

PC ESCROW *6184

Current	\$0.00
Available	**\$0.00

PUBLIC REGULAR CHK *8503 - *Water Reserves*

Current	\$62,700.00
Available	**\$62,700.00

CRP WATER *6990

Current	\$84,174.64
Available	**\$84,174.64

BALANCE TOTALS

Total Deposit Accounts	\$840,482.93
------------------------	--------------

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

Sewer Reserves 9592 5,000.00

Outside Accounts



Make a Payment

Make paying bills fast and easy
Pay your bills on one screen in seconds.

Sign up for payments

Get Help with Taxes



A simple tax solution is here for you.
We've teamed up with TurboTax to help you get every penny you deserve.

Start for free

Purchase Rewards

You currently have no rewards available. Check back soon.



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

[How does this work?](#)

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< January 2020

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

Money Management

Budgets made easy!



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California State Treasurer
Fiona Ma, CPA



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

January 13, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

[Tran Type Definitions](#)

Account Number: 90-17-001

December 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
12/3/2019	12/2/2019	RW	1624790	DIANNA MANN	-43,000.00 -generators
12/24/2019	12/23/2019	RW	1626358	DIANNA MANN	-62,000.00 -trucks

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,212,671.01
Total Withdrawal:	-105,000.00	Ending Balance:	1,107,671.01

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Aged Accounts Receivable
As of 01/13/2020

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$120,347.05	\$35,166.58	\$18,165.60	\$12,591.90	\$175,602.24	<u>\$361,873.37</u>

Total number of accounts with open balances: 1072

These totals include all accounts on the Tax Roll

Water	\$100,838.91
Water Penalty	\$9,752.15
Sewer	\$143,984.27
Sewer Penalty	\$9,900.10
CRP Water	\$39,634.60
CRP Water Penalty	\$1,893.01
CRP Sewer	\$52,369.63
CRP Sewer Penalty	\$2,808.01
CRP PC	\$660.00
CRP PC Penalty	\$32.69
Total Balance:	\$361,873.37

B

Clearlake Oaks County Water District
Payroll Summary
December 2019

	Hours	Rate	Dec 19
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-4	27.03	-138.83
CTO Used	21	40.59	852.39
Holiday	191.5	30.45	5,491.76
Holiday Worked (x2.5)	16.5	76.13	987.82
Overtime (x1.5)	102.25	33.47	4,160.14
PTO	301.11	22.31	8,812.89
Straight	1,690.25	22.31	48,746.86
Board			900.00
Duty Pay			4,165.00
Total Gross Pay	2,318.61		73,978.03
Deductions from Gross Pay			
ACWA (pre-tax)			-1,815.30
AFLAC (pre-tax)			-540.66
AFLAC (taxable) AFTER TAX			-234.72
CALPers 457			-450.00
CALPers EE (Pretax)			-3,755.06
Total Deductions from Gross Pay			-6,795.74
Adjusted Gross Pay	2,318.61		67,182.29
Taxes Withheld			
Federal Withholding			-3,920.00
Medicare Employee			-1,038.55
Social Security Employee			-4,440.55
CA - Withholding			-1,409.58
CA - Disability			-689.06
Total Taxes Withheld			-11,497.74
Deductions from Net Pay			
Miscellaneous Deduction			-145.00
Wage Garnishment			-23.06
Total Deductions from Net Pay			-168.06
Net Pay	2,318.61		55,516.49
Employer Taxes and Contributions			
Federal Unemployment			4.33
Medicare Company			1,038.55
Social Security Company			4,440.55
Total Employer Taxes and Contributions			5,483.43

	Dec 31, 19	
	Debit	Credit
102.13 · SEWER RESERVES-9592	5,000.00	
102.10 · CRP PC - 6192	6,501.40	
102.12 · WATER RESERVES- 8503	62,700.00	
102.001 · GL - 9122		187,444.88
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	918,671.01	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	84,174.64	
102.03 · CRP Sewer - 3745	276,539.60	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	128,075.68	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	983,511.67	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	249,148.33	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	351,149.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	207,913.99	
128 · Sewer Infstrcture & Rehab Proj	1,973,254.26	
121 · Wtr Dist & Wtr Storage Projects	152,704.44	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	57,010.21	
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	4,265,559.43	
USDA Project	238,835.93	
127 · Water Plant	193,802.17	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	177,077.82	
120 · District General CIP	13,859.93	
120 · District General CIP:120.01 · General Equipment/Tools	1,921,549.25	
120 · District General CIP:120.60 · Office	31,171.49	
120 · District General CIP:120.75 · SCADA	0.00	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	306,491.74	
122 · Bldgs/Grounds Cap Improvements	8,529,449.57	
124 · D/C System Cap Improvements	3,232,963.77	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	5,215.04	
125 · Land - Dist. Cap. Improvements	300,478.61	
129 · ALLOW. FOR DEPRECIATION		8,856,056.00
200 · ACCOUNTS PAYABLE		21.32
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499	0.00	
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481	0.00	
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	

**Clearlake Oaks County Water District
Trial Balance 2020
As of December 31, 2019**

	Dec 31, 19	
	Debit	Credit
210 · Cal Card:210.04 · Cal Card - 7397	0.00	
210 · Cal Card:210.01 · Cal Card -	0.00	
210 · Cal Card:210.02 · Cal Card 0010	0.00	
210 · Cal Card:210.03 · Cal Card	0.00	
Annual Depreciation		249,035.55
224 · USDA Retainage		10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY	0.00	
280 · Loan:280.12 · USDA Loan		702,317.29
280 · Loan:280.10 · Bridge for I & I Rehab Project	1,072,000.00	
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	1,080.85	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical	0.00	
222 · Direct Deposit Liabilities	27,970.79	
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	2,193.14	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		2,340.37
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	4,712.46	
223.50 · MEDICARE TAX PAYABLE	1,102.14	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	3,103.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	1,130.77	
223.65 · STATE DISABILITY PAYABLE	380.05	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY		261.54
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		2,074.72
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	3,326.04	
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		5,956,568.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		9,359,364.39
600 · 2019 Storms		66,376.00
Income:410 · Client Reg Pmt		1,102,585.05
Income:420 · Connection Fees		20,300.00
Income:425 · CRP		387,546.49
Income:425 · CRP:425.3 · CRP - Paradise Cove		22.00
Income:430 · Penalty & Interest		29,040.34
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3 · WTP, Meters, and Backflow	1,194.10	
Income:435 · Loans/Grants:435-6 · I & I Const Grant		2,471,560.00
Income:435 · Loans/Grants:435-5 · USDA Contruction Grant		6,023.85
Income:440 · Misc Revenue		13,364.30
Income:450 · Other - Non S/W Rev		52,099.13
133 · Harvey Storage Tank - Water	3,380.00	
Loans/Grants:901 · Harvey Tank Installation	520.00	
Salaries & EE Benefits:545 · CALPers 457	1,414.85	
Salaries & EE Benefits:505 · Salaries & Wages	509,135.39	
Salaries & EE Benefits:510 · Contract Labor	1,000.00	

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Clearlake Oaks County Water District
Trial Balance 2020
As of December 31, 2019

	Dec 31, 19	
	Debit	Credit
Salaries & EE Benefits:520 · FICA - District Share	37,939.94	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	114,170.06	
Salaries & EE Benefits:540 · PERS - District Share	62,643.29	
Salaries & EE Benefits:550 · Unemployment	6,758.00	
Salaries & EE Benefits:560 · Workers Comp Ins	21,913.87	
Services & Supplies:605 · Advertising	200.00	
Services & Supplies:610 · Bank Fees	9,984.76	
Services & Supplies:620 · Communications & Internet	11,065.63	
Services & Supplies:622 · Board Exp	1,984.34	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	6,198.74	
Services & Supplies:630 · Equip - Office	2,052.71	
Services & Supplies:640 · Fuel & Oil	25,112.44	
Services & Supplies:645 · Insurance	50,934.03	
Services & Supplies:650 · Interest	27,650.00	
Services & Supplies:657 · Lab	20,321.53	
Services & Supplies:660 · Memberships & Subscription	48,897.53	
Services & Supplies:665 · Mileage Reimb	106.73	
Services & Supplies:670 · Postage & Shipping	6,243.95	
Services & Supplies:675 · Professional Services	20,305.17	
Services & Supplies:685 · Rents	15,574.27	
Services & Supplies:690 · Safety & Security	7,516.34	
Services & Supplies:700 · Tools & Instruments	2,205.09	
Services & Supplies:703 · Supplies - Clothing & Personal	5,508.23	
Services & Supplies:705 · Supplies - Office	6,442.34	
Services & Supplies:715 · Supplies-Chemicals-Operating	38,126.14	
Services & Supplies:720 · Supplies - Inventory - Other	7,482.79	
Services & Supplies:730 · Taxes - Licenses	34.62	
Services & Supplies:735 · Training/Classes/Certs/ClassB	3,248.47	
Services & Supplies:745 · Travel / Lodging	502.82	
Services & Supplies:750 · Utilities	134,609.08	
Services & Supplies:760 · Waste Disposal	25,174.41	
Services & Supplies:795 · Yolo Co	23,201.64	
Services & Supplies:798 · Reconciliation Discrepancies	20.00	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	1,373.38	
Repairs & Replacement:810 · R&R Buildings & Grounds	15,996.74	
Repairs & Replacement:820 · R&R Lift Stations	2,648.21	
Repairs & Replacement:830 · R&R Equipment	66,435.38	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	6,974.69	
Repairs & Replacement:840 · R&R Vehicles	25,358.83	
66000 · Payroll Expenses	4.33	
TOTAL	<u>29,545,856.61</u>	<u>29,545,856.61</u>

Clearlake Oaks County Water District
A/P Aging Summary
As of January 13, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Action Sanitary, Inc	0.00	5,700.00	0.00	0.00	0.00	5,700.00
Alpha Analytical Labs	1,216.00	0.00	0.00	0.00	0.00	1,216.00
AT & T - CalNet 3	83.90	0.00	0.00	0.00	0.00	83.90
Badger Meter	9.79	0.00	0.00	0.00	0.00	9.79
California State Disbursement Unit	11.53	0.00	0.00	0.00	0.00	11.53
Carol Blevins	232.18	0.00	0.00	0.00	0.00	232.18
Chemsearch	0.00	199.64	0.00	0.00	0.00	199.64
Cummings Pacific	1,795.44	0.00	0.00	0.00	0.00	1,795.44
CUSI	340.78	0.00	0.00	0.00	0.00	340.78
Daniel Vianueva	44.54	0.00	0.00	0.00	0.00	44.54
David L. Todd ET AL	109.71	0.00	0.00	0.00	0.00	109.71
ENTERPRISE TOWING	93.00	0.00	0.00	0.00	0.00	93.00
Excel	17.25	0.00	0.00	0.00	0.00	17.25
Hayden Solar, LLC	1,767.48	0.00	0.00	0.00	0.00	1,767.48
IVR Technology Group	70.00	0.00	0.00	0.00	0.00	70.00
Lake County Vector Control District	184.92	0.00	0.00	0.00	0.00	184.92
Lake County Waste Solutions	676.95	0.00	0.00	0.00	0.00	676.95
MC Engineering, Inc	37,049.05	0.00	0.00	0.00	0.00	37,049.05
Mediacom - Admin 0411	260.25	0.00	0.00	0.00	0.00	260.25
Mendo Mill	27.12	0.00	0.00	0.00	0.00	27.12
Napa Auto Parts	194.33	0.00	0.00	0.00	0.00	194.33
One Stop Automotive	1,444.59	0.00	0.00	0.00	0.00	1,444.59
People Services Inc	125.00	0.00	0.00	0.00	0.00	125.00
Performance Mechanical	870.00	0.00	0.00	0.00	0.00	870.00
Pitney Bowes, Inc	511.51	0.00	0.00	0.00	0.00	511.51
Redwood Coast Fuels	8,502.62	0.00	0.00	0.00	0.00	8,502.62
Scott Davis.	60.00	0.00	0.00	0.00	0.00	60.00
Shi Wang	40.08	0.00	0.00	0.00	0.00	40.08
Southport Control Solutions	3,038.50	0.00	0.00	0.00	0.00	3,038.50
SWRCB- Wastewater Operator Certification	240.00	0.00	0.00	0.00	0.00	240.00
Telstar Instruments	3,180.00	0.00	0.00	0.00	0.00	3,180.00
Terminix	0.00	201.00	0.00	0.00	0.00	201.00
Tri-Cities Answering Service	145.00	0.00	0.00	0.00	0.00	145.00
Ukiah Truck Repair	540.00	600.00	0.00	0.00	0.00	1,140.00
USA BlueBook	0.00	1,143.31	0.00	0.00	0.00	1,143.31
Wine Country Compressors	1,032.68	0.00	0.00	0.00	0.00	1,032.68
Yolo County Flood Control	0.00	4,311.82	-1,092.63	0.00	0.00	3,219.19
TOTAL	63,914.20	12,155.77	-1,092.63	0.00	0.00	74,977.34

Account Payable Breakdown

Date: 1/13/2020

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	-\$50,027.80	\$410,567.29	\$418,215.53
CRP Water	\$64,867.42	\$84,174.64	\$84,174.64
CRP Sewer	\$249,108.84	\$276,539.60	\$276,539.60
CRP PC	\$8,171.28 - \$6,271.15*	\$6,501.40	\$6,501.40
<i>**Could not transfer Sept and October expenses = \$14,442.43</i>			
PC Escrow	\$0.00	\$0.00	\$0.00
Water Reserve	\$75,200.00	\$62,700.00	\$62,700.00
Sewer Reserve	\$5,000.00	* WAB Setting up account	* WAB Setting up account
LAIF Balance	\$1,107,671.01	\$1,107,671.01	
Current A/P Aging	\$74,977.34		
ACWA - W/C	\$7,825.85		
ACWA - Health Ins	\$18,148.78		
Credit Card	\$5,198.49		
TOTAL	\$106,150.46		

**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

DECEMBER 19, 2019

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

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

In the audience, our Chief Operators

√ Mr. Francisco Castro, Wastewater √ Mr. Kurt Jensen, Water √ Mr. Jeremy Backus, Distribution

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

- a. Customer Service
- b. Chief Distribution Operator- Unavailable
- c. Water Plant Lead Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. November 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 11-21-19
- b. Minutes of Special Meeting 11-26-19

4. Bills

- a. MC Engineering invoice number 1867, dated 12/5/19, in the amount of \$26,366.33 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1868, dated 12/5/19, in the amount of \$22,038.80 for the USDA Meters and Water Tank PER (USDA application for water projects)
- c. T & S Construction invoice number 7, dated 11/27/19, in the amount of \$428,972.50 for Phase 3 of the Wastewater Infrastructure Improvements

Action Taken: Motion to approve the consent items

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

5. Agenda (Old Business)

- a. Discussion and consideration of approving purchasing contract for the new 2019 Vac-Con truck

Action Taken: Motion to approve purchasing contract for the 2019 Vac-Con trucks

HOSIER/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

6. Agenda (New Business)

- a. Discussion and consideration to surplus the 1994 Vac-Con truck, VIN # 1FDYR82E9RVA38144

Action Taken: Motion to approve the surplus of the 1994 Vac-Con truck

HIGMAN/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- b. Discussion and update of vehicle hit and run accident at the Water Treatment Plant on 12/8/19

Action Taken: NO ACTION

- c. Discussion and consideration of replacing the totaled Toyota with a 2018 Ram 1500 not to exceed \$30,768.00 (insurance payment will help off-set cost)

Action Taken: Motion to approve agenda items C & D collectively not to exceed \$65,000 to be withdrawn from the LAIF account

BOUCHER/HIGMAN M/S/C

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- d. Discussion and consideration of replacing the totaled Ford 150 with a 2017 Ram 1500 SLT not to exceed \$25,000 (insurance payment will help off-set cost)

Action Taken: Motion to approve agenda items C & D collectively not to exceed \$65,000 to be withdrawn from the LAIF account
BOUCHER/HIGMAN M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- e. Discussion and consideration of Arrow Fencing proposal in the amount of \$17,000.00 to replace the damaged fence from the hit and run accident and to finish the fence and gate at opposite end of plant yard.

Action Taken: Motion to approve Arrow Fencing proposal in the amount of \$17,000 to be withdrawn from the LAIF account
ARCHACKI/BOUCHER M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- f. Discussion and consideration of continuing to allow the LAIF account to serve as a bridge between the payments of the Waste Water Infrastructure Improvement invoices and until the District receives reimbursement checks from State, this can take eight to twelve weeks

Action Taken: NO ACTION

- g. Discussion and approval of the new organizational chart

Action Taken: NO ACTION

- h. Discussion and acknowledgement of award from JPIA regarding Presidents Special Recognition

Action Taken: NO ACTION

- i. Discussion and nominations and elections of Board President and Vice President

Action Taken: Motion to nominate Margaret Medeiros as President and Stanley Archacki as Vice President
BOUCHER/HIGMAN M/S/C
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

Motioned to adjourn at 3:04 PM by Director Hosier

Adjournment

Time: 3:04 PM

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
1/6/2020	1878

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	2/5/2020	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	108	120.00	12,960.00	
Senior Planner, Randy Burke	25	120.00	3,000.00	
Project Manager, Mark Carey, PE	12	165.00	1,980.00	
CIPP Specialist, Don Wible	50.5	165.00	8,332.50	
Administrative Support	3	65.00	195.00	
RGH Consultants Inv 1119177	1.13	4,914.50	5,553.39	
EDEA Inv 1046	1.13	2,491.00	2,814.83	
Lodging December Space Rent		650.00	650.00	
248 mi @ \$0.545 / mi 12/19 to 12/20		135.16	135.16	
325 mi @ \$0.545 / mi 12-2 to 12-5		177.13	177.13	
340 mi @ \$0.545 / mi 12-9 to 12-12		185.30	185.30	
335 mi @ \$0.545 / mi 12-16 to 12-19		182.58	182.58	
238mi @ \$.545 / mi 12/6/19		129.71	129.71	
230mi @ \$.545mi 12/18 Mark	230	0.545	125.35	
<i>128 - 4/3 Infiltration</i>				
Total			\$36,420.95	
Payments/Credits			\$0.00	
Balance Due			\$36,420.95	

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

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MC Engineering, Inc.


9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
12/18/2019	1879

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	1/17/2020	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Project Engineer 2, Richard Relyea	22	130.00	2,860.00	
Operations Management Engineer, John Pedri, PE	31.5	160.00	5,040.00	
Assistant Engineer, Jared P. Nelson	32	130.00	4,160.00	
Administrative Support	2	65.00	130.00	
Domenicelli & Assoc. Modeling and Analysis	1.13	3,390.00	3,830.70	
OV Copy Inv 33620		177.70	177.70	
OV Copy Inv 33550		188.46	188.46	
<i>138 - 4/G USDA Water</i> 				
Total			\$16,386.86	
Payments/Credits			\$0.00	
Balance Due			\$16,386.86	

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

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Contractor's Application for Payment No. #8

Application Period:	12/1/2019 - 12/31/2019		Application Date:	12/31/2019
To (Owner):	CLOCWD		Via (Construction Manager):	Jared Nelson
Project:	Phase 3 Lift Station Improv.			
Owner's Contract No.:	1808		Engineer's Project No.:	

Application For Payment Change Order Summary

Approved Change Orders		Deductions		
Number	Additions			
1	\$25,785.18			2,603,374.00
2	\$5,800.05			29,074.93
3		\$2,510.30		2,632,448.93
1. ORIGINAL CONTRACT PRICE				\$ 2,603,374.00
2. Net change by Change Orders				\$ 29,074.93
3. Current Contract Price (Line 1 ± 2)				\$ 2,632,448.93
4. TOTAL COMPLETED AND STORED TO DATE				\$1,860,739.70
5. RETAINAGE:				
a. 5% X	\$1,860,739.70	Work Completed.....	\$	93,036.99
b. 5% X	\$0.00	Stored Material.....	\$	-
c. Total Retainage (Line 5a + Line 5b).....			\$	93,036.99
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)				\$ 1,767,702.72
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)				\$ 1,460,140.22
8. AMOUNT DUE THIS APPLICATION				\$ 307,562.50
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....				\$ 864,746.22

<p>Contractor's Certification</p> <p>The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p>	Date: 12/31/2019
By: <i>Anthony Spinella</i>	

Payment of:	\$	<i>Jared Wilson</i> Inspector	(Date)
is recommended by:		1-9-20	
Payment of:	\$	(Line 8 or other - attach explanation of the other amount)	(Date)
is recommended by:		<i>Mark Corey</i> Engineer	1-10-20
is approved by:		<i>Dianna Mann</i> Owner	(Date)
Approved by:		(Date)	(Date)
		1-13-2020	

70

128 - 4G *Wilson & Infeltration*

(DND)

Contractor's Application for Payment No. #2

Application Period:	10/1/2019 - 12/31/2019		Application Date:	12/31/2019	
To (Owner):	CLOCWD		Via (Construction Manager):	Jared Nelson	
Project:	Pipeline Rehabilitation Phase 2				
Owner's Contract No.:	C-01-8056-10		Contractor's Project No.:	1809	
Contract:	T & S Construction Co. Inc.				
Engineer's Project No.:	1809				

Application For Payment Change Order Summary

Approved Change Orders		1. ORIGINAL CONTRACT PRICE..... \$ 704,866.00	
Number	Additions	Deductions	
#1	\$213,231.53	(\$210,799.00)	\$2,432.53
			\$ 707,298.53
			\$319,437.03
			4. TOTAL COMPLETED AND STORED TO DATE
			5. RETAINAGE:
		a. 5% X \$319,437.03	Work Completed..... \$ 15,971.85
		b. 5% X \$0.00	Stored Material..... \$ -
		c. Total Retainage (Line 5a + Line 5b).....	\$ 15,971.85
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 303,465.18
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 36,557.19
			8. AMOUNT DUE THIS APPLICATION..... \$ 266,907.99
			9. BALANCE TO FINISH, PLUS RETAINAGE
			(Column G on Progress Estimate + Line 5 above)..... \$ 403,833.35
TOTALS	\$213,231.53	-\$210,799.00	
NET CHANGE BY CHANGE ORDERS		\$2,432.53	

Contractor's Certification

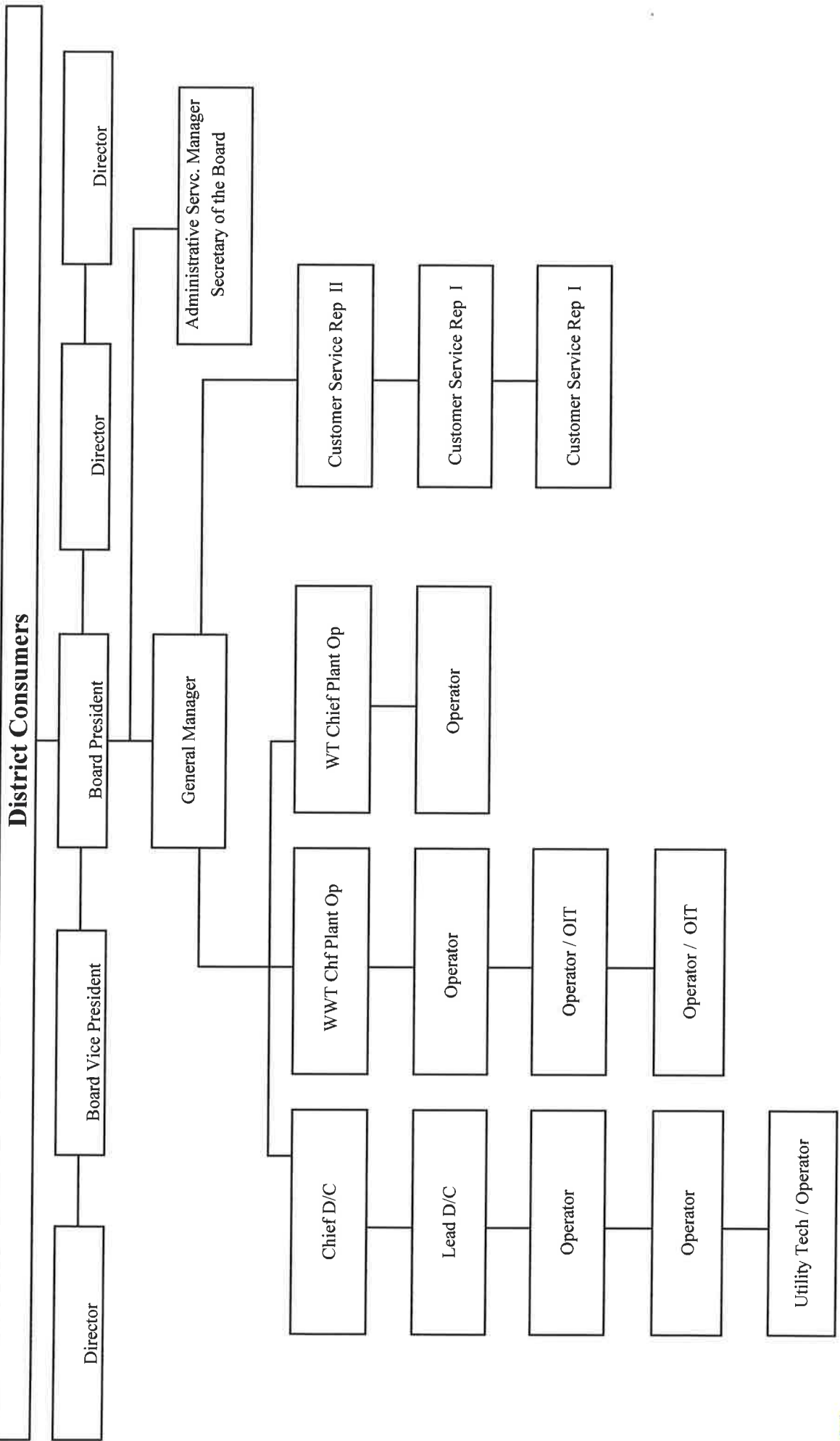
The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications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

By: <i>Anthony Spicarella</i>	Date: 12/31/2019
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Payment of: \$ Jared Nelson (Date) 1-11-20
 is recommended by: Jared Nelson Inspector
 Payment of: \$ _____ (Date) _____
 is recommended by: Mark Carey Engineer (Date) 1-13-20
 is approved by: Diana Mann Owner (Date) 1-13-2020
 Approved by: _____ (Date) _____
 Funding Agency (if applicable) _____ (Date) _____

7/ 128-46 *Wynon & Employment*
SM

Clearlake Oaks County Water District Organization Chart



Handwritten signature/initials

Lake Local Agency Formation Commission

Notice of Vacancy on the Redevelopment Agency Oversight Board of Lake County

CALL FOR NOMINATIONS

Dear District Manager and Board Chair:

This letter is being sent to you as an invitation to your district to nominate a member of your board of directors for the position of *Special District Representative to the Consolidated Redevelopment Agency Oversight Board for Lake County*. The letter describes the process of selecting the special district representative.

Reason for Nomination

In 2011, the State of California dissolved redevelopment agencies throughout the state and created some 400 redevelopment agency (RDA) oversight boards as successor agencies. In 2015, Senate Bill 107 further directed that these oversight boards be consolidated into a single consolidated redevelopment oversight board in each county. The Consolidated Redevelopment Oversight Board for Lake County oversees the dissolutions of the redevelopment agencies in Lake County to include the disbursement of certain cash assets of the former redevelopment agencies to the county, cities, school districts, and special districts that share in the general 1% property tax. The independent special districts have a seat on that Board to help assure that the proper distributions are made.

Up to seven members are allowed on each countywide RDA oversight board, one of whom may be a member appointed by an independent special district selection committee (ISDSC). The ISDSCs, where they exist, are comprised of the presiding officer, or his or her designee, of every independent special district under the “umbrella” of the Local Agency Formation Commission (LAFCO). Pursuant to state law guiding LAFCOs, the Committee meets to appoint special district representatives to serve on LAFCOs. While Lake LAFCO has special district representation, there remains no independent special district selection committee in Lake County.

Selection of Special District Representative

When no ISDSC exists or when it is not feasible for the ISDSC to meet, state law authorizes the LAFCO Executive Officer to manage the business of the Committee. State law allows provision of ballot materials from LAFCO and response from a district by electronic mail, with the prior concurrence of the presiding officer of the district or his or her alternate as designated by the governing body.

c/o John Benoit, Executive Officer P.O. Box 2694, Granite Bay, CA 95746
(707) 592-7528 ph. J.benoit4@icloud.com



Process to Select Special District Representative to County RDA Oversight Board

The process consists of nomination and election periods. Based on the 2011 law, the Governor will make the appointment on behalf of independent special districts if a special district representative is not appointed. Since the previously appointed member is no longer on an Independent Special District Board of Directors, LAFCo is assisting with the recruitment of a member to fill the seat vacated by Randy Williams who sat on the Lakeport Fire Protection District Board of directors

Nominations

- Boards of directors may nominate any board member as a candidate for the RDA oversight board special district representative position.
- At this time, a formal ballot is not required. A written nomination letter will be sufficient if it provides the name of your nominee and the District Board on which he or she serves. The nomination must be made by an **official action of your Board of Directors and signed by the appropriate Officer of the Board.**
- Nomination letters must be returned to John Benoit, Executive Officer, Lake Local Agency Formation Commission, P.O. Box 2694, Granite Bay, California 95746 by **Wednesday, February 12, 2020**, by U.S. Mail. Alternatively, you may email your district's nomination to j.benoit4@icloud.com.

Elections

- After the close of the nomination period, Lake LAFCO will determine if a formal election is required if more than one nominee is submitted. If only a single nominee is submitted, that person will be declared the RDA oversight board special district representative and no further action is necessary.
- If multiple nominees are submitted, a mailed ballot will be provided to each district eligible to vote for the special district RDA oversight board representative.
- For the election to be valid, at least a quorum of the special districts listed above must submit valid ballots. The candidate receiving the most votes will be deemed elected as the RDA oversight board special district representative.

Schedule

The following table shows the schedule for the mail ballot nomination and election process:

Friday	January 10, 2020	Start of 30 Day Nomination Period
Wednesday	February 12, 2020	End of Nomination Period
Monday	February 17, 2020	Start of Voting Period (if necessary*)
Friday	March 20, 2020	End of Voting Period

c/o John Benoit, Executive Officer P.O. Box 2694, Granite Bay, CA 95746
(707) 592-7528 ph. J.benoit4@icloud.com

AK

TBD		Ballots Counted
TBD		Results Announced; Districts Notified

*If more than one candidate is nominated

Lake LAFCO encourages your district to consider and submit a nomination for the special district representative to the Lake County RDA oversight board before **February 12, 2018**. If you have any questions about the position or the process, please contact Lake LAFCO staff at (707) 592-7528 or by email at j.benoit4@icloud.com . You may also direct questions to Kelly Cox, RDA Oversight Board chair at kellyfcox@gmail.com .

Sincerely,



John Benoit,
Executive Officer

c/o John Benoit, Executive Officer P.O. Box 2694, Granite Bay, CA 95746
(707) 592-7528 ph. J.benoit4@icloud.com

AS