

**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

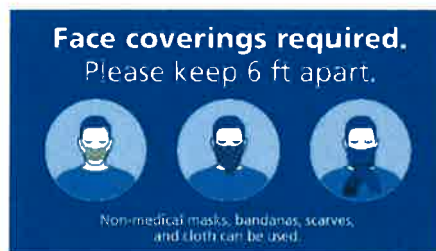
MAY 21, 2020

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. Stanley Archacki, Vice President
 - Mr. Samuel Boucher, Director Mrs. Barbara Higman, Director, Mr. Michael Herman, 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 Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. April 2020, 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 04-16-2020

4. Bills

- a. MC Engineering invoice number 1931, dated 5/5/2020, in the amount of \$13,632.25 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1932, dated 5/5/2020, in the amount of \$61,645.83 for the USDA Water Projects
- c. T & S Construction invoice number 12, dated 4/28/2020, in the amount of \$75,571.66 for Phase 3 of the Wastewater Infrastructure Improvement

Action Taken: _____

5. Agenda (New Business)

- a. Discussion of purchasing five (5) Titan Tubes from Ryan Process in the amount of \$12,556.26

Action Taken: _____

- b. Discussion and consideration of Resolution 20-05, accepting USDA Resolution RUS BULLETIN 1780-27 for the Water Improvement Project

Action Taken: _____

- a. Discussion and consideration of Resolution 20-06, Approving USDA Loan Offer, Letter of Conditions, Request Obligation of Funds, and the Proceed with Acquisition of a Bond Counsel

Action Taken: _____

- b. Discussion and consideration of Resolution 20-07, Adopting a Records Retention Policy

Action Taken: _____

- c. Discussion and consideration of Resolution 20-08, Approving Amendment No. 2 of the MC Engineering Services Contract for the USDA Water Improvement Project

Action Taken: _____

- d. Discussion and review of the projected 2020-2021 budget

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)

May 18, 2020 - Board Letter

Administration

- ∂ Received \$4,733.93 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). An additional \$3,364.65 was paid to the Lake County Property Tax Collector, we should see that payment within the next 4-6 weeks. Since last month, a total of \$8,098.58 has been paid towards outstanding bills.
- ∂ We received 0 water quality complaints (WQC) this month
- ∂ We received 0 consumer/appeal claim(s);
- ∂ Seven (7) total accounts were written off with a total balance of \$91.10
- ∂ Annual Backflow reminder notices were mailed out on May 7, 2020, we have already received tests back since then, and the second round of letters will be mailed out on or about June 8, 2020. Additionally, one of the devices at the Wastewater Plant needs to be replaced, a replacement device has already been ordered.
- ∂ We have received 11/15 samples back for Lead and Copper testing, all samples came back ND (Non Detect) and within limits. Additional locations will be sampled in the beginning of June, after all samples from this testing period have been received.
- ∂ Kathy Richards with Badger Meter was here on May 14, 2020 to further our knowledge on the cellular meters we have out in the district, she spent time with Jeremy and I as well as time in the field going over meter connections.
- ∂ Susie's training on the billing desk continues, she has been assisting with majority of everything and will be doing every step of billing this month with very little assistance as well as running the entire June cycle on her own.
- ∂ The progress on the Districts Code has slowed down as I have found pertaining documents that need to be added and currently my time is focused on training Susie and ensuring loose ends are tied prior to leave, IE: 2020 Lake County Tax Roll, Lead & Copper, Backflow Testing; unfortunately, I do not anticipate this being completed by the start of the 2020-2021 fiscal year.

All the best,
Olivia Mann

Clearlake Oaks County Water District

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May 15, 2020

- ◆ Working on routine cleaning of the clarifiers, while cleaning we found a slow drain issue with help from DC and the VACON we were able to fix the problem
- ◆ Lead and copper sampling still underway
- ◆ 20.66 MG water produced
- ◆ Continued cleaning and organizing of plant
- ◆ New A/C and heating being installed 5-15-2020

Thank you,

Kurt Jensen

WTP Chief Plant Operator
k.jensen@clocwd.org

Water Sample Testing

	DATE	DATE	DATE
Bacti R(BW) & CW (M)		5/8/2020	
Bacti R (BW)	4/16/2020		
TOC ALK R (M)	4/16/2020		
TOC CW (M)	4/16/2020		
R & CW TCP123 (BA)			
Color / Odor (A)			
Bromate (Q)		5/8/2020	
Perchlorate (A)			
TTHM (Q)		5/8/2020	
HAA5 (Q)		5/8/2020	
Lead & Copper (5) (A)	4/23/2020	Sent to APLHA labs	
Lead & Copper (1) (A)	4/23/2020	Sent to APLHA labs	
Lead & Copper (1) (A)	4/23/2020	Sent to APLHA labs	
Lead & Copper (2) (A)	4/23/2020	Sent to APLHA labs	
Nitrate (A)			
Nitrite (A)			
Lead & Copper (1) (A)	5/9/2020		
Lead & Copper (1) (A)	5/14/2020		

A = Annually

Q = Quarterly

M = Monthly

BW = Bi-weekly

BA = Bi-annually

Clearlake Oaks County Water District

P.O. Box 709 / 12952 East Highway 20
Clearlake Oaks, CA 95423
Office: (707) 998-3322 Fax: (707) 998-1245
www.clocwd.org d.mann@clocwd.org

Reporting Period: April 2020
From: Francisco Castro, CPO
To: Clearlake Oaks County Water District Board of Directors
May 15, 2020

During the month of April the waste water plant received a total of 8.98MG averaging 290,000 gallons a day. The total amount of gallons treated were 7.95MG averaging 256,000 gallons a day which can be broken down to 178 gallons per minute. All effluent sent through our pipeline to South East Treatment Plant was in compliance with our WDR. This means that all in house and out sourced lab results for our final effluent fell in compliance with our regulations and discharge requirements set forth by Central Valley Regional Water Quality Control Board. Clearlake averaged 4.63' Rumsey Gauge being 4.69' at its highest level during this month. We received a total of .70" of rain for the month.

Leete Generators conducted the semiannual maintenance on our Spectrum 400KW which included its annual bank test under load. This is of importance due to upcoming PSPS that PG&E have planned for this next fire season. Ground Water Monitoring Report has been submitted to Guy Childs for review during this month. The shelter in place order has had some impacts on our plant. The amount of rags that we received during the beginning of this order was noticeable and there has been some effects within our process as well. It is understandable due to the amount of disinfectants and soaps within our influent that residents have been using following the recommendations from the CDC. All staff continues to be in full time but taking some precautions in our means to minimize any possible infection of covid-19. The last thing we need would be that staff at the waste plant would have to quarantine at the same time. All maintenance and testing's have been completed for the month.

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

Board of Directors

Margaret Medeiros
President

Stanley Archacki
Vice President

Barbara Higman
Director

Samuel Boucher
Director

Michael Herman
Director

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Clearlake Oaks County Water District
May 21, 2020

Another month has passed and the District has had very little impact from the Corona Virus. The office will remain closed to the public until the phase that includes offices are allowed to open. I have completed the Protocol Guidelines that will be in effect once we are open. Only one person allowed in the lobby with a six foot social distancing outside. The current Plexiglas that separates the public from the staff will serve as a great buffer. Everyone has been great with on line, phone, and drop box payments along with questions being answered per telephone. I am in hopes that this practice will continue now that the rate payers realize how many different ways they can make a payment.

With the start-up of Lift Station 7 on April 20th, the construction in the field for the Waste Water Infrastructure Improvements has come to an end until the valve for the CEPS arrives. This will be approx. 4 months down the road. Once this valve is installed, I will wrap up the 5.4 million dollar project.

The USDA loan/grant for the water improvement projects is moving right along. You will see the Letter of Conditions (LOC) and a Resolution later in this packet.

I am excited to announce that Olivia and I have completed our Water and Wastewater Technologies classes. These classes included beginner and advanced courses in Water, Waste, and Distribution. We should be receiving the certificate from the college sometime next month. I will not be missing the Monday, Tuesday and Wednesday night courses we have been attending over the past two years.

Coastal Mountain Electrical and staff have completed the testing of our portable generators to ensure proper wiring for our new lift station panels.

D/C staff continues to repair on going leaks around the District.

Please see the attached updates from MC Engineering.

Please refer to individual department letters for additional details.

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

Respectfully Submitted,
Dianna Mann
General Manager

Report Date: May 6, 2020

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: April 2020 (Invoice #1932)

I. Project Status Update

Work on the project during April included the following

- Coordinating with District for Potholing of DMA meter locations
- Drafting DMA design sheets
- Harvey tank design sheets
- Harvey tank easement acquisition
- Preliminary project specification coordination and draft documents
- Harvey access road easement determination
- Review of design budget for project
- USDA Project addendum coordination
- Contract facilitation and monthly invoicing
- WTP DBP coordination and design of system
- Environmental coordination and documentation (with USDA)
- Backflow Prevention Assembly (BPA) design and specification
- BPA easement assistance and mapping
- Meter replacement/retrofit design and specifications
- On-site meeting with District
- On-site meeting to review WTP corrosion control and DPB removal design
- Field coordination with District for potholing of DMA locations

II. Budget Status Update

Total Engineering Design and Construction Budget (Revised):

Phase 1: \$102,395.00

Phase 2: \$321,600.00

Total: \$423,995.00

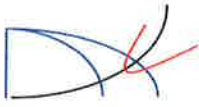
This Invoice: \$61,645.83 (\$8,355.00 Phase 1; 53,290.83 Phase 2)

Cost to Date: \$359,583.28 (110,413.57 Phase 1; \$249,169.71 Phase 2)

Cost to Complete: \$64,411.72 (\$-8,018.57 Phase 1; \$72,430.29 Phase 2)

III. Projected Tasks for May 2020

- Finalize potholing of DMA locations
- Finalize meter DMA Installation design
- Develop BPA easements and homeowner letter
- Tank corrosion protection design documents
- DBP/THM removal site coordination and design
- Project Manual preparation
- Meter changeout/retrofit/reading technology RFP document preparation



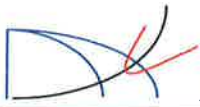
- USDA addendum funding letter of condition procurement
- Project site meetings and coordination
- Finalize scope of work for USDA funding
- Coordinate USA and potholing for Harvey area pipeline design
- Cerritos Tank preliminary tank design

IV. Harvey Tank Easement and DMA Meter Potholing Status

- The following items are critical action items to move forward on the Harvey Tank design and the DMA meter design:
 1. Harvey Tank Easements: Based on the desire to acquire additional land for the Harvey Tank Project, MCE is working with the District in coordination with the landowner to acquire on District acquisition of additional property for the foundation of the Harvey Tank. Critical path items moving forward are:
 - Work with property owner for acquisition of additional easement property
 - Once additional property is acquired, easement finalization will be needed for Tank design
 2. DMA meter existing pipe location:
 - USA marked the existing pipe locations in March
 - Jared to coordinate with District (Diana/Jeremy) on finalization of potholing. As of this invoice three of the four locations have been completed. Potholing is required to finalize DMA design sheets

V. Budget Status and Added Scope Items

- MCE incurred approximately \$8,000 in costs in the month of April as a result of facilitating the addendum to the Final PER. The addendum resulted in (2) additional projects being funded through USDA (Harvey Area Distribution and Cerritos Tank). Those additional costs are included in the current invoice and will be reflected in the additional scope of work currently being prepared by MCE.



Report Date: May 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: April, 2020

I. Engineering Project Status Update

Work on the project during April included the following:

- Conducting bi-weekly construction meetings, preparation of agenda and minutes
- Addressing RFIs, Plan Clarifications, and Contract Change Orders
- Onsite inspection at Lift Stations and Keys for CIPP lining
- Review of pay requests
- Submittal Review

II. Budget Status Update

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

Additional Services Budget: \$38,000 (See description below)

This Invoice: \$13,827.65

Cost to Date: \$680,158.15

Cost to Complete: \$13,632.25

III. Projected Tasks for May, 2020

- Finalize SEPS Shutoff Valve CCO
- Finalize record drawings and track final punchlist items in preparation of closeout

Project Progress:

Construction milestones completed in April include:

- Complete Startup of LS7 and LS10
- All work complete for Phase 2
- All work complete for Phase 3 except minor punchlist items and pending contract change order

Moving forward we are anticipating that T&S will have completed all outstanding punchlist items for Phase 3 by the end of May such that substantial completion can be issued conditionally since it is expected that the SEPS shutoff valve will not be completed by either September or October.

For Phase 2 it is expected that the project completion will be achieved as soon as the remaining punch list items (CIPP test results, and Signed County Encroachment Permit) are submitted.

Clearlake Oaks County Water District
Summary Balance Sheet
As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	1,931,681.84
Other Current Assets	1,757,363.32
Total Current Assets	3,689,045.16
Fixed Assets	15,229,924.65
TOTAL ASSETS	18,918,969.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	781,492.42
Credit Cards	4,305.31
Other Current Liabilities	-73,141.16
Total Current Liabilities	712,656.57
Total Liabilities	712,656.57
Equity	18,206,313.24
TOTAL LIABILITIES & EQUITY	18,918,969.81

Clearlake Oaks County Water District
Balance Sheet
 As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	5,000.00
102.10 · CRP PC - 6192	4,224.37
102.12 · WATER RESERVES- 8503	112,700.00
102.001 · GL - 9122 (Old Acct. # 053420019)	358,996.15
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013... CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1...	857,185.82
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WA...	1,046,185.82
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AME...	88.98
102.02 · CRP Water - 6990	118,739.36
102.03 · CRP Sewer - 3745	285,747.16
Total Checking/Savings	1,931,681.84
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 10132...	29,609.68
130 · Const In Progress - Studies	128,163.79
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WA...	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WA...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - ...	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1...	15,474.00
Total Other Current Assets	1,757,363.32
Total Current Assets	3,689,045.16
Fixed Assets	
138 · USDA Water Improvements	317,521.48
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installati...	2,696,785.80
121 · Wtr Dist & Wtr Storage Projects (Replacement or installatio...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or install...	152,704.44
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or inst...	268,205.10
131 · Waste Water Plant	
131.1 · Pumps/Equipment	19,345.46
131 · Waste Water Plant - Other	57,768.09
Total 131 · Waste Water Plant	77,113.55
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	214,152.17
Total 127 · Water Plant	441,213.13
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - ...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	31,171.49
120.90 · Vehicles/Generators/Trailers	274,809.73
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	96,503.11
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,324,033.58
122 · Bldgs/Grounds Cap Improvements	8,535,149.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - S...	

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Clearlake Oaks County Water District
Balance Sheet
 As of April 30, 2020

	Apr 30, 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 ...	3,234,475.29
Total 124 · D/C System Cap Improvements (COLLECTION SYSTE...	3,367,485.62
125 · Land - Dist. Cap. Improvements	300,478.61
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	15,229,924.65
TOTAL ASSETS	18,918,969.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS ...	781,492.42
Total Accounts Payable	781,492.42
Credit Cards	
211 · WAB Credit Card	
211.15 · WAB - Kurt - 9133	204.45
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3...	777.76
211.13 · WAB - Jeremy - 2499	247.12
211.12 · WAB- Francisco - 2481	3,075.98
Total 211 · WAB Credit Card	4,305.31
Total Credit Cards	4,305.31
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to ma...	-3,322.77
280 · Loan	
280.02 · KS State Bank - 2019 Vac-Con	-29,685.88
280.12 · USDA Loan	702,317.29
280.10 · Bridge for I & I Rehab Project (Use LAIF until St...	-1,072,000.00
Total 280 · Loan	-399,368.59
221 · Health Ins - EE Portion	-2,918.49
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	-91.35
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISH...	2,386.49
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW ...	-2,227.73
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NE...	158.76
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL S...	-12.40
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYA...	-2.90
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL ...	202.86
223.80 · GASB 68 Pension (- WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTION...	3,299.77
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPEN...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amoun...	-1,576.80
Total Other Current Liabilities	-73,141.16
Total Current Liabilities	712,656.57
Total Liabilities	712,656.57
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 30303...	5,956,568.19

11:59 AM

05/12/20

Accrual Basis

Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>
304 · Opening Balance Equity (Opening balances during setup p...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the co...	9,319,476.54
Net Income	3,514,551.75
Total Equity	<u>18,206,313.24</u>
TOTAL LIABILITIES & EQUITY	<u>18,918,969.81</u>

Clearlake Oaks County Water District
Profit and Loss
July 2019 through April 2020

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income					
Income					
410 · Client Reg Pmt	0.00	813,027.09	996,815.56	1,809,842.65	1,809,842.65
420 · Connection Fees	0.00	0.00	20,300.00	20,300.00	20,300.00
430 · Penalty & Interest	0.00	19,326.11	22,661.02	41,987.13	41,987.13
440 · Misc Revenue	0.00	0.00	13,364.30	13,364.30	13,364.30
450 · Other - Non S/W Rev	2,353.36	80,929.03	80,929.01	164,211.40	164,211.40
Total Income	2,353.36	913,282.23	1,134,069.89	2,049,705.48	2,049,705.48
Total Income	2,353.36	913,282.23	1,134,069.89	2,049,705.48	2,049,705.48
Gross Profit	2,353.36	913,282.23	1,134,069.89	2,049,705.48	2,049,705.48
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	278,015.21	196,335.55	130,903.84	605,254.60	605,254.60
510 · Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00
520 · FICA - District Share	20,752.55	14,488.20	9,899.03	45,139.78	45,139.78
530 · Medical Ins - Dist Share	58,168.77	70,717.31	18,978.86	147,864.94	147,864.94
540 · PERS - District Share	65,326.14	12,786.31	6,382.68	84,495.13	84,495.13
550 · Unemployment	4,842.98	0.00	0.00	4,842.98	4,842.98
560 · Workers Comp Ins	2,609.89	7,499.47	6,756.72	16,866.08	16,866.08
Total Salaries & EE Benefits	429,715.54	301,826.84	173,921.13	905,463.51	905,463.51
Services & Supplies					
605 · Advertising	200.00	0.00	0.00	200.00	200.00
610 · Bank Fees	17,298.54	0.00	0.00	17,298.54	17,298.54
620 · Communications & Internet	3,820.98	3,810.78	5,857.33	13,489.09	13,489.09
622 · Board Exp	2,070.34	0.00	0.00	2,070.34	2,070.34
625 · Equip - Field (\$300-\$4999)	0.00	550.31	0.00	550.31	550.31
630 · Equip - Office	996.74	691.35	150.74	1,838.83	1,838.83
640 · Fuel & Oil	0.00	10,500.65	9,587.86	20,088.51	20,088.51
645 · Insurance	0.00	25,467.02	25,467.01	50,934.03	50,934.03
657 · Lab	0.00	11,577.14	16,509.36	28,086.50	28,086.50
660 · Memberships & Subscription	1,684.21	28,377.93	20,266.54	50,328.68	50,328.68
665 · Mileage Reimb	106.73	0.00	0.00	106.73	106.73
670 · Postage & Shipping	10,848.73	0.00	0.00	10,848.73	10,848.73
675 · Professional Services	35,883.72	6,340.20	19,534.24	61,758.16	61,758.16
685 · Rents	10,524.28	0.00	9,365.04	19,889.32	19,889.32
690 · Safety & Security	770.60	4,340.18	4,244.04	9,354.82	9,354.82
700 · Tools & Instruments	0.00	330.61	501.00	831.61	831.61
703 · Supplies - Clothing & Personal	343.11	2,565.33	1,630.50	4,538.94	4,538.94
705 · Supplies - Office	6,765.45	1,205.52	1,393.47	9,364.44	9,364.44
715 · Supplies-Chemicals-Operating	0.00	20,087.55	32,423.18	52,510.73	52,510.73
720 · Supplies - Inventory - Other	0.00	4,409.52	1,887.68	6,297.20	6,297.20
730 · Taxes - Licenses	34.62	0.00	0.00	34.62	34.62
735 · Training/Classes/Certs/ClassB	2,652.57	864.65	339.27	3,856.49	3,856.49
745 · Travel / Lodging	529.32	122.85	78.59	730.76	730.76
750 · Utilities	3,657.82	98,907.07	131,756.19	234,321.08	234,321.08
760 · Waste Disposal	507.41	37,520.97	3,204.01	41,232.39	41,232.39
795 · Yolo Co	0.00	0.00	38,045.39	38,045.39	38,045.39
798 · Reconciliation Discrepancies (...)	20.00	0.00	0.00	20.00	20.00
Total Services & Supplies	98,715.17	257,669.63	322,241.44	678,626.24	678,626.24
Repairs & Replacement					
810 · R&R Buildings & Grounds	3,132.73	1,715.92	721.90	5,570.55	5,570.55
832 · R&R Mains and Sewer Lines	0.00	0.00	-550.97	-550.97	-550.97
840 · R&R Vehicles	0.00	1,577.41	1,559.82	3,137.23	3,137.23
Total Repairs & Replacement	3,132.73	3,293.33	1,730.75	8,156.81	8,156.81
Total Expense	531,563.44	562,789.80	497,893.32	1,592,246.56	1,592,246.56
Net Income	-529,210.08	350,492.43	636,176.57	457,458.92	457,458.92

Clearlake Oaks Co Water District PROJECTED BUDGET 2019-2020

10

Target % > **83%**

As of April 2020 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	1,035,462	1,134,067	91%	929,418	774,515	913,282	98%
Total Operating Expenses	972,572	789,643	763,667	79%	1,037,590	864,658	828,563	80%
Operating Balance (loss)	269,982	245,819	370,401		(108,172)	(90,143)	84,720	
420 Connection Fees	30,000	25,000	20,300	68%	20,000	16,667	-	0%
435		-	-			-		
450 Other - Non S/W Rev	96,000	80,000	80,929	84%	100,000	83,333	80,929	81%
Reserves	150,000	125,000	112,500	75%	-	-		0%
Net Change In Net Position (loss)	245,982	225,819	359,130		11,828	9,857	165,649	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$628,391.87
District CRP	\$400,993.53
Paradise Cove CRP	\$5,996.12
Paradise Cove Escrow	\$0.00
Wtr Reserve	\$125,200.00
Swr Reserve	\$5,000.00
LAIF Account	\$1,051,677.74
	\$2,217,259.26

As of April 2020 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	985,462	996,813	84%	909,418	757,848	813,027	89%
430 Penalty & Interest	30,000	25,000	22,661	76%	20,000	16,667	19,326	97%
440 Misc	30,000	25,000	13,364	45%	0	0	-	0%
Total Revenue >	1,242,554	1,035,462	1,032,838	83%	929,418	774,515	832,353	90%

As of April 2020 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	316,514	263,762	269,912	85%	415,259	346,049	335,344	81%
520 FICA - District Share	26,093	21,744	20,276	78%	34,354	28,628	24,865	72%
530 Medical Ins - District Share	56,010	46,675	48,064	86%	128,093	106,744	99,802	78%
540 PERS - District Share	39,759	33,133	39,046	98%	47,203	39,336	45,449	96%
550 Unemployment	9,000	7,500	2,422	27%	9,000	7,500	2,422	27%
560 Workers Comp Ins	21,310	17,758	8,062	38%	24,506	20,421	8,804	36%
Salaries and Employee Benefits >	468,687	390,572	388,780	83%	658,415	548,679	516,684	78%

605 Advertising	200	167	100	50%	200	167	100	50%
610 Bank Fees	9,260	7,717	8,650	93%	9,250	7,708	8,650	94%
620 Communications & Internet	13,000	10,833	7,768	60%	7,250	6,042	5,722	79%
622 Board Exp	5,000	4,167	1,035	21%	5,000	4,167	1,035	21%
625 Equip - Field (\$300-\$4999)	2,500	2,083	-	0%	4,000	3,333	550	14%
630 Equip - Office	1,500	1,250	650	43%	2,000	1,667	1,190	59%

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640	Fuel & Oil	6,800	5,667	9,588	141%	4,800	4,000	10,501	219%
645	Insurance	40,000	33,333	25,467	64%	25,000	20,833	25,467	102%
650	Interest	-	-	-	0%	-	-	-	0%
657	Lab	20,000	16,667	16,509	83%	17,500	14,583	11,577	66%
660	Memberships & Subscriptions	28,500	23,750	21,109	74%	27,500	22,917	29,220	106%
665	Mileage Reimb	1,000	833	54	5%	750	625	54	7%
670	Postage & Shipping	6,000	5,000	5,425	90%	6,000	5,000	5,425	90%
675	Professional Services	36,000	30,000	37,476	104%	21,000	17,500	24,282	116%
685	Rents	4,875	4,063	14,627	300%	4,875	4,063	5,262	108%
690	Safety & Security	3,250	2,708	4,630	142%	8,250	6,875	4,726	57%
700	Tools & Instruments	2,000	1,667	501	25%	5,000	4,167	331	7%
703	Supplies - Clothing & Personal	1,800	1,500	1,803	100%	2,300	1,917	2,737	119%
705	Supplies - Office	4,750	3,958	4,776	101%	5,250	4,375	4,589	87%
715	Treatment Chemicals	75,000	62,500	32,423	43%	48,000	40,000	20,088	42%
720	Supplies - Operating - Other	5,000	4,167	1,888	38%	22,000	18,333	4,410	20%
730	Taxes - Licenses	0	0	18	175000%	0	0	18	175000%
735	Training	5,750	4,792	1,666	29%	5,250	4,375	2,192	42%
745	Travel	1,000	833	344	34%	2,000	1,667	388	19%
750	Utilities	135,650	113,042	133,585	98%	82,750	68,958	100,736	122%
760	Waste Disposal	3,050	2,542	3,458	113%	52,250	43,542	37,775	72%
795	Yolo Co	57,000	47,500	38,045	67%				
799	Misc	-	-	-	0%	-	-	-	0%
	Services and Supplies >	468,885	390,738	371,589	79%	368,175	306,813	307,019	83%
810	R&R Buildings & Grounds	7,000	5,833	2,289	33%	7,000	5,833	3,283	47%
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	2,500	1,560	52%	4,000	3,333	1,577	39%
850	Maintenance Reserve Account	25,000				-			
	Repairs & Replacement >	35,000	8,333	3,298	9%	11,000	9,167	4,860	44%
	Total Expenses >	972,572	789,643	763,667	79%	1,037,590	864,658	828,563	80%

Budget Variance Report July 1, 2019 through June 30, 2020
As of April 2020

Target % > **83.3%**
Actual
%
Total

Expenses		2019-2020 Budget	Actual	%	Total	
		Annual	YTD	Spent	Remaining	
505	Salaries & Wages	321,978	268,315	278,015	86.3%	43,963
520	FICA - District Share	26,674	22,228	20,753	77.8%	5,921
530	Medical Ins - District Share	68,991	57,492	58,169	84.3%	10,822
540	PERS-District Share (incl unfunded Liab, 35K)	61,000	50,833	65,326	107.1%	(4,326)
550	Unemployment	18,000	15,000	4,843	26.9%	13,157
560	Workers Comp Ins	7,422	6,185	2,610	35.2%	4,812
Salaries and Employee Benefits >		504,064	420,054	429,716	85.3%	74,348
605	Advertising	400	333	200	50.0%	200
610	Bank Fees	18,500	15,417	17,299	93.5%	1,201
620	Communications & Internet	7,000	5,833	3,821	54.6%	3,179
622	Board Exp	10,000	8,333	2,070	20.7%	7,930
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	1,667	997	49.9%	1,003
640	Fuel & Oil	0	0	-	0.00	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	833	1,684	168.4%	(684)
665	Mileage Reimb	1,000	833	107	10.7%	893
670	Postage & Shipping	12,000	10,000	10,849	90.4%	1,151
675	Professional Services (Legal, IT, CUSI annual)	22,000	18,333	35,884	163.1%	(13,884)
685	Rents	9,750	8,125	10,524	107.9%	(774)
690	Safety & Security (boots)	2,500	2,083	771	30.8%	1,729
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	500	343	57.2%	257
705	Supplies - Office	7,500	6,250	6,765	90.2%	735
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	2,917	2,653	75.8%	847
745	Travel / Lodging	1,000	833	529	52.9%	471
750	Utilities	5,500	4,583	3,658	66.5%	1,842
760	Waste Disposal	500	417	507	101.4%	(7)
795	Yolo Co	0	0		0.0%	0
798	Reconciliation Discrepancy			20		
799	Misc	0	0		0.0%	0
Services and Supplies >		104,750	87,292	98,716	94.2%	6,034
810	R&R Buildings & Grounds	4,000	3,333	3,133	78.3%	867
815	R & R Damage Claims	0	0		0.0%	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	3,333	3,133	78.3%	867
Overage Explanations		Total Expenses	612,814	531,565	86.7%	81,249

Salaries and Benefits - PTO Cashout, Unfunded Liability for PERS, and an additional position approved by Board

660 CUSI (new billing software) expenses

675 IT Quarterly Billing & Engagement Ltr from Auditor, Single Audit for grants, Geo Legal for easements (13K)

685 cost per print increased due to color billing and delinquents

705 Annual purchase of billing envelopes & paper

810 Window repair/tinting in GM Office

10	Budget Variance Report July 1, 2019 through June 30, 2020 As of April 2020			Target % >	83.3%	GL-SEWER
	2019-2020 Budget		Actual	%	Total	
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	254,270	211,892	196,336	77.2%	57,934	
520 FICA - District Share	21,017	17,514	14,488	68.9%	6,529	
530 Medical Ins - District Share	93,598	77,998	70,717	75.6%	22,881	
540 PERS - District Share	16,704	13,920	12,786	76.5%	3,918	
550 Unemployment	0	0		0.0%	0	
560 Workers Comp Ins	20,794	17,329	7,499	36.1%	13,295	
Salaries and Employee Benefits >	406,383	338,652	301,826	74.3%	104,557	
605 Advertising	0	0		0.0%	0	
610 Bank Fees	0	0		0.0%	0	
620 Communications & Internet	1,250	1,042	3,811	304.9%	(2,561)	
622 Board Exp	0	0		0.0%	0	
625 Equip - Field (up to \$4999)	1,500	1,250	550	36.7%	950	
630 Equip - Office	1,000	833	691	69.1%	309	
640 Fuel & Oil (Schaeffers)	2,000	1,667	10,501	525.1%	(8,501)	
645 Insurance	25,000	20,833	25,467	101.9%	(467)	
650 Interest	0	0		0.0%	0	
657 Outsource Lab / Internal Lab	17,500	14,583	11,577	66.2%	5,923	
660 Memberships & Subscriptions	27,000	22,500	28,378	105.1%	(1,378)	
665 Mileage Reimb	250	208		0.0%	250	
670 Postage & Shipping	0	0		0.0%	0	
675 Professional Services (SCADA)	10,000	8,333	6,340	63.4%	3,660	
685 Rents	0	0		0.0%	0	
690 Safety & Security (boots)	7,000	5,833	4,340	62.0%	2,660	
700 Tools & Instruments	5,000	4,167	331	6.6%	4,669	
703 Supplies - Clothing & Personal	2,000	1,667	2,565	128.3%	(565)	
705 Supplies - Office	1,500	1,250	1,206	80.4%	294	
715 Treatment Chemicals	48,000	40,000	20,088	41.9%	27,912	
720 Supplies-Operating-Other-Titan Tubes	22,000	18,333	4,410	20.0%	17,590	
730 Taxes - Licenses	-	-	-	0.0%	-	
735 Training, Certs (classes, books)	3,500	2,917	865	24.7%	2,635	
745 Travel / Lodging	1,500	1,250	123	8.2%	1,377	
750 Utilities	80,000	66,667	98,907	123.6%	(18,907)	
760 Waste Disposal	52,000	43,333	37,521	72.2%	14,479	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
799.1 Customer Refund						
Services and Supplies >	308,000	256,667	257,671	83.7%	50,329	
810 R&R Buildings & Grounds	5,000	4,167	1,716	34.3%	3,284	
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	3,333	1,577	39.4%	2,423	
Repairs & Replacement >	9,000	7,500	3,293	36.6%	5,707	
Total Expenses >	723,383	602,819	562,790	77.8%	160,593	

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

10	Budget Variance Report July 1, 2019 through June 30, 2020			Target % >	83.3%	GL-WTR
	As of April 2020	2019-2020 Budget		Actual	%	Total
	Expenses	Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	155,526	129,605	130,904		24,622
510	Contract Labor	0	0	1,000	84.8%	(1,000)
520	FICA - District Share	12,756	10,630	9,899	77.6%	2,857
530	Medical Ins - District Share	21,515	17,929	18,979	88.2%	2,536
540	PERS - District Share	9,260	7,716	6,383	68.9%	2,877
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,598	14,665	6,757	38.4%	10,841
	Salaries and Employee Benefits >	216,655	180,545	173,922	80.3%	42,733
620	Communications & Internet	7,000	5,833	5,857	83.7%	1,143
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	417	151	30.2%	349
640	Fuel & Oil	4,000	3,333	9,588	239.7%	(5,588)
645	Insurance	40,000	33,333	25,467	63.7%	14,533
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	16,667	16,509	82.5%	3,491
660	Memberships & Subscriptions	28,000	23,333	20,267	72.4%	7,733
665	Mileage Reimb	500	417		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	20,833	19,534	78.1%	5,466
685	Rents	0	0	9,365	0.0%	(9,365)
690	Safety & Security (boots)	2,000	1,667	4,244	212.2%	(2,244)
700	Tools & Instruments	2,000	1,667	501	25.1%	1,499
703	Supplies - Clothing & Personal	1,500	1,250	1,631	108.7%	(131)
705	Supplies - Office	1,000	833	1,393	139.3%	(393)
715	Treatment Chemicals	75,000	62,500	32,423	43.2%	42,577
720	Supplies - Operating - Other	5,000	4,167	1,888	37.8%	3,112
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	4,000	3,333	339	8.5%	3,661
745	Travel / Lodging	500	417	79	15.8%	421
750	Utilities	132,900	110,750	131,756	99.1%	1,144
760	Waste Disposal	2,800	2,333	3,204	114.4%	(404)
795	Yolo Co	57,000	47,500	38,045	66.7%	18,955
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	408,700	340,583	322,241	78.8%	86,459
810	R&R Buildings & Grounds	5,000	4,167	722	14.4%	4,278
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	2,500	1,560	52.0%	1,440
	Repairs & Replacement >	8,000	6,667	1,731	21.6%	6,269
	Total Expenses >	633,355	527,795	497,894	78.6%	135,461

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 2019 through April 2020

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment...	15,715.08	335,516.13	316,687.98	667,919.19	667,919.19
430 · Penalty & Interest	287.14	5,656.36	5,077.75	11,021.25	11,021.25
Total Income	<u>16,002.22</u>	<u>341,172.49</u>	<u>321,765.73</u>	<u>678,940.44</u>	<u>678,940.44</u>
Total Income	16,002.22	341,172.49	321,765.73	678,940.44	678,940.44
Gross Profit	16,002.22	341,172.49	321,765.73	678,940.44	678,940.44
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	106,951.28	141,544.82	248,496.10	248,496.10
520 · FICA - District Share	0.00	8,202.60	10,353.72	18,556.32	18,556.32
530 · Medical Ins - Dist Share	0.00	20,877.50	24,659.16	45,536.66	45,536.66
540 · PERS - District Share	0.00	6,462.97	6,524.40	12,987.37	12,987.37
560 · Workers Comp Ins	0.00	6,436.81	6,436.83	12,873.64	12,873.64
Total Salaries & EE Benefits	0.00	148,931.16	189,518.93	338,450.09	338,450.09
Services & Supplies					
620 · Communications & Inter...	0.00	3,639.84	4,067.73	7,707.57	7,707.57
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	7,635.96	8,161.42	15,797.38	15,797.38
657 · Lab	144.00	874.00	0.00	1,018.00	1,018.00
675 · Professional Services	314.00	71.25	71.25	456.50	456.50
690 · Safety & Security	0.00	5,467.41	2,085.82	7,553.23	7,553.23
700 · Tools & Instruments	0.00	499.39	67.66	567.05	567.05
703 · Supplies - Clothing & Per...	0.00	1,119.72	300.00	1,419.72	1,419.72
720 · Supplies - Inventory - Ot...	186.26	3,902.07	2,172.24	6,260.57	6,260.57
735 · Training/Classes/Certs/C...	0.00	261.50	201.50	463.00	463.00
Total Services & Supplies	644.26	26,718.70	19,593.49	46,956.45	46,956.45
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	3,691.46	11,994.04	15,685.50	15,685.50
820 · R&R Lift Stations	0.00	0.00	27,505.57	27,505.57	27,505.57
830 · R&R Equipment	15,170.17	45,340.16	21,786.50	82,296.83	82,296.83
832 · R&R Mains and Sewer Li...	0.00	17,424.95	4,808.39	22,233.34	22,233.34
840 · R&R Vehicles	0.00	24,583.01	20,350.95	44,933.96	44,933.96
Total Repairs & Replacement	15,170.17	91,039.58	86,445.45	192,655.20	192,655.20
Total Expense	<u>15,814.43</u>	<u>266,689.44</u>	<u>295,557.87</u>	<u>578,061.74</u>	<u>578,061.74</u>
Net Income	<u>187.79</u>	<u>74,483.05</u>	<u>26,207.86</u>	<u>100,878.70</u>	<u>100,878.70</u>

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

CRP-Sewer

10 Target % > **83.3%**

As of April 2020

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	396,097	330,081	321,766	81.2%
SEWER CRP Expenses	364,699	303,916	295,558	81.0%
bridge Loan Interest	-	-	-	
USDA Annual Payment	110,000	91,667	91,667	
Operating Balance (loss)	(78,602)	(65,501)	(65,459)	

Expenses		2019 - 2020 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	150,957	125,798	141,545	93.8%	9,412
520	FICA - District Share	12,515	10,429	10,354	82.7%	2,161
530	Medical Ins - District Share	38,698	32,248	24,659	63.7%	14,039
540	PERS - District Share	9,217	7,681	6,524	70.8%	2,693
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	15,461	12,884	6,437	41.6%	9,024
	Salaries and Employee Benefits >	226,849	189,041	189,519	83.5%	37,330
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	4,167	4,068	81.4%	932
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	1,042	2,433	194.6%	(1,183)
630	Equip - Office	-	-	33	0.0%	(33)
640	Fuel & Oil	5,900	4,917	8,161	138.3%	(2,261)
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	1,250	2,086	139.1%	(586)
700	Tools & Instruments	200	167	68	34.0%	132
703	Supplies - Clothing & Personal	300	250	300	0.0%	-
705	Supplies - Office	100	83	-	0.0%	100
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	14,500	12,083	2,172	15.0%	12,328
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	1,200	1,000	201	16.8%	999
745	Travel / Lodging	400	333	-	0.0%	400
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	30,350	25,292	19,593	64.6%	10,757
810	R&R Buildings & Grounds	10,000	8,333	11,994	119.9%	(1,994)
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	20,000	16,667	27,506	137.5%	(7,506)
830	R&R Equipment	25,000	20,833	21,787	87.1%	3,213
832	R&R Mains/Service Lines	25,000	20,833	4,808	19.2%	20,192
840	R&R Vehicles (\$2k/vehicle)	27,500	22,917	20,351	74.0%	7,149
	Repairs & Replacement >	107,500	89,583	86,446	80.4%	21,054
	Total Expenses >	364,699	303,916	295,558	81.0%	69,141

640 PSPS

690 Traffic Cones for Hwy repairs (\$1,500)

810 Fabricate and install safety rails and catwalk on clarifier

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

CRP - Water

10 Target % > **83.3%**

As of April 2020 Summary	Budget Annual	YTD	YTD	Actual YTD Amount %	
WATER CRP Revenue	411,876	343,230	341,172	82.8%	82.8%
WATER CRP Expenses	359,349	299,458	266,690	74.2%	74%

USDA Payment 1st year

40,000 33,333

Operating Balance

12,527 10,439 74,482

Expenses		2019 - 2020 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	142,263	118,552	106,951	75.2%	35,312
520	FICA - District Share	11,652	9,710	8,203	70.4%	3,449
530	Medical Ins - District Share	55,042	45,869	20,878	37.9%	34,164
540	PERS - District Share	8,296	6,913	6,463	77.9%	1,833
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	13,897	11,581	6,437	46.3%	7,460
	Salaries and Employee Benefits >	231,149	192,624	148,932	64.4%	82,217
620	Communications & Internet	5,000	4,167	3,640	72.8%	1,360
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	1,042	3,215	257.2%	(1,965)
630	Equip - Office	-	0	33	0.0%	(33)
640	Fuel & Oil	5,900	4,917	7,636	129.4%	(1,736)
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	5,000	4,167	874	17.5%	4,126
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	1,875	5,467	243.0%	(3,217)
700	Tools & Instruments	300	250	499	0.0%	(199)
703	Supplies - Clothing & Personal	450	375	1,120	0.0%	(670)
705	Supplies - Office	150	125		0.0%	150
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	17,500	14,583	3,902	22.3%	13,598
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,800	1,500	262	14.6%	1,538
745	Travel / Lodging	600	500		0.0%	600
799	Misc	0	0		0.0%	0
	Services and Supplies >	40,200	33,500	26,719	66.5%	13,481
810	R&R Buildings & Grounds	10,000	8,333	3,691	36.9%	6,309
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	20,833	45,340	181.4%	(20,340)
832	R&R Mains/Service Lines	25,000	20,833	17,425	69.7%	7,575
840	R&R Vehicles (\$2k/vehicle)	28,000	23,333	24,583	87.8%	3,417
	Repairs & Replacement >	88,000	73,333	91,039	103.5%	(3,039)
	Total Expenses >	359,349	299,458	266,690	74.2%	92,659

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

675 I.T Services

685 Generator rental for power outages

690 Upgraded security cameras, purchased K-rails to protect water parking lot, Traffic Cones for Hwy Repair

830 5 SWAN AMI Turbiwell Analysers to measure Turbidity, \$16,300, approved RM 6/20/19, Ozone Repair, added Acid

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

10

Target % > **83.3%**

As of April 2020

Summary		Annual	YTD	Actual YTD		
				Amount	%	
PC CRP Revenue		19,536	16,280	16,002	81.9%	0%
PC CRP Expenses		0	0	15,814	0.0%	0%
Operating Balance		19,536	16,280	188		

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 County Water District
Capital Improvements
As of April 30, 2020

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 201...	Loan/Grant:...	258.00
09/30/2019	Badger Meter	PC meter reading	Loan/Grant:...	258.00
10/30/2019	Badger Meter	October service - Meter...	Loan/Grant:...	33.00
11/29/2019	Badger Meter	November service - Me...	Loan/Grant:...	9.79
12/30/2019	Badger Meter	December 2019 Meter ...	Loan/Grant:...	9.79
01/30/2020	Badger Meter	Janrary 2020 Meter rea...	Loan/Grant:...	9.79
02/28/2020	Badger Meter	February service for m...	Loan/Grant:...	9.79
03/30/2020	Badger Meter	Service for March 2020	Loan/Grant:...	9.79
04/29/2020	Badger Meter	Services for April 2020 ...	Loan/Grant:...	58.74
Total 130 - Const In Progress - Studies				914.69
138 - USDA Water Improvements				
07/05/2019	MC Engineering, Inc	USDA Water improvem...	Loan/Grant:...	18,477.50
08/05/2019	MC Engineering, Inc	USDA Water Improve...	Loan/Grant:...	35,852.69
09/05/2019	MC Engineering, Inc	USDA Water improvem...	Loan/Grant:...	27,060.00
10/05/2019	MC Engineering, Inc	USDA Water Improve...	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 Improve...	Loan/Grant:...	22,038.80
12/18/2019	MC Engineering, Inc	USDA Water	Loan/Grant:...	16,386.86
01/31/2020	AES - Analytical Envir...	USDA Water Improve...	Loan/Grant:...	190.00
02/10/2020	MC Engineering, Inc	USDA Water Improve...	Loan/Grant:...	1,695.00
02/29/2020	AES - Analytical Envir...	USDA Water Improve...	Loan/Grant:...	3,092.50
03/05/2020	MC Engineering, Inc	USDA Metera/Water T...	Loan/Grant:...	34,156.19
03/31/2020	AES - Analytical Envir...	Services thru 3/31/2020	Loan/Grant:...	385.00
04/01/2020	MC Engineering, Inc	USDA Meters	Loan/Grant:...	53,541.94
04/01/2020	MC Engineering, Inc		Loan/Grant:...	160.00
Total 138 - USDA Water Improvements				269,837.48
128 - Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
07/05/2019	MC Engineering, Inc	Inflow&Infiltration Const	Loan/Grant:...	19,495.35
08/01/2019	T & S Construction Co...	Phase 3 Lift Station Im...	Loan/Grant:...	317,062.50
08/05/2019	MC Engineering, Inc	Sewer Infrastructure/D...	Loan/Grant:...	28,111.38
08/31/2019	T & S Construction Co...	Inflow & Infiltration Pha...	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 - 9/...	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 V...	Loan/Grant:...	2,405.08
11/05/2019	MC Engineering, Inc	Inflow & Infiltration Const	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
12/31/2019	T & S Construction Co...	Phase 3 Lift Station Im...	Loan/Grant:...	307,562.50
12/31/2019	T & S Construction Co...	Phase 2 Pipeline Reha...	Loan/Grant:...	266,907.99
01/06/2020	MC Engineering, Inc	Sewer Infrastructure/D...	Loan/Grant:...	36,420.95
01/31/2020	T & S Construction Co...		Loan/Grant:...	78,352.44
01/31/2020	T & S Construction Co...	#9 - Refer to Distributio...	Loan/Grant:...	439,076.02
01/31/2020	T & S Construction Co...	Overbill on line item De...	Loan/Grant:...	-3,750.00
02/05/2020	MC Engineering, Inc		Loan/Grant:...	34,147.27
02/29/2020	T & S Construction Co...	2/1/2020 - 2/29/2020 -	Loan/Grant:...	8,465.78
02/29/2020	T & S Construction Co...	Inflow/infiltration	Loan/Grant:...	287,723.11
03/03/2020		State of CA Check # 6...	Loan/Grant:...	-637,258.00
03/05/2020	MC Engineering, Inc	Sewer Infrastructure	Loan/Grant:...	24,798.77
03/31/2020	T & S Construction Co...	Inflow/onfiltration	Loan/Grant:...	7,720.32
03/31/2020	T & S Construction Co...	Inflow/infiltration	Loan/Grant:...	396,740.23
04/01/2020	MC Engineering, Inc	Inflow/infracture	Loan/Grant:...	24,441.16
04/21/2020	State Water Resource...	Deposit	Loan/Grant:...	-547,817.00
Total 128 - Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Forc...				1,874,793.40
121 - Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)				
10/05/2019	MC Engineering, Inc	Water Dist & Storage P...	Loan/Grant:...	480.00
11/05/2019	MC Engineering, Inc	Water Storage Project	Loan/Grant:...	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 dis...				1,920.00
131 - Waste Water Plant				
131.1 - Pumps/Equipment				
01/02/2020	Redwood Coast Fuels	New fuel storage tank ...	GL:Sewer	4,251.31

Clearlake Oaks County Water District Capital Improvements As of April 30, 2020

Date	Name	Memo	Class	Amount
01/02/2020	Redwood Coast Fuels	New fuel storage tank	GL:Water	4,251.31
Total 131.1 · Pumps/Equipment				8,502.62
131 - Waste Water Plant - Other				
10/01/2019	American Carports, Inc.	Plans for new carport a...	CRP:Water	207.50
10/01/2019	American Carports, Inc.	Plans for new carport a...	CRP:Sewer	207.50
12/05/2019	Lake County Commun...	Permit for carport at W...	CRP:Sewer	49.23
12/05/2019	Lake County Commun...	PERMITS FOR CARP...	CRP:Sewer	1,116.49
12/05/2019	Lake County Commun...	Permit for carport at W...	CRP:Water	49.22
12/05/2019	Lake County Commun...	PERMITS FOR CARP...	CRP:Water	1,116.48
01/13/2020	County of Lake	Road impact fee for Ca...	CRP:Water	110.50
01/13/2020	County of Lake	Road impact fee for Ca...	CRP:Sewer	110.50
02/16/2020	Clearlake Lava	Base rock to level for c...	CRP:Water	110.59
02/16/2020	Clearlake Lava		CRP:Sewer	110.59
Total 131 · Waste Water Plant - Other				3,188.60
Total 131 · Waste Water Plant				11,691.22
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 - Boar...	CRP:Water	16,266.05
07/08/2019	Swan Analytical Instru...	Last one of 5 - AMI Tu...	CRP:Water	4,066.50
09/20/2019	Southport Control Sol...	9/4/19 Service call - S...	CRP:Water	1,846.00
Total 127.6 · Swan AMI Turbiwell Monitor				22,178.55
127.5 · A/C installation for Filter Rm				
08/19/2019	Lucky's Construction	Pad for A/C unit in filter...	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 for...	CRP:Water	388.00
08/07/2019	Performance Mechani...	Balance to install swa...	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 - R...	CRP:Water	1,858.51
01/17/2020	Arrow Fencing	Hit & Run Accident - 12...	GL:Water	17,000.00
01/22/2020	Arrow Fencing	Install gate Water Plant...	CRP:Water	3,350.00
Total 127 · Water Plant - Other				29,293.51
Total 127 · Water Plant				55,071.26
120 · District General CRP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - W...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
07/02/2019	CUSI	Additional UMS User li...	GL:Sewer	250.00
07/02/2019	CUSI		GL:Water	250.00
10/01/2019	CUSI	Kiosk for UMS - payme...	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	GL:Sewer	21,450.00

Clearlake Oaks County Water District
Capital Improvements
As of April 30, 2020

Date	Name	Memo	Class	Amount
11/25/2019	Refridgeration Techno...	2 - 35 KW GENERATO...	GL:Water	21,450.00
12/23/2019	Vroom.com	Hold on Inventory ID: ...	CRP:Sewer	250.00
12/23/2019	Vroom.com	Hold on Inventory ID: 1...	CRP:Water	250.00
12/23/2019	Vroom.com	Hold on Inventory ID: 1...	CRP:Water	250.00
12/23/2019	Vroom.com	Hold on Inventory ID: 1...	CRP:Sewer	250.00
12/31/2019	West America Bank	PURCHASE - 2018 NI...	CRP:Water	16,091.01
12/31/2019	West America Bank	2018 NISSAN P/U - VI...	CRP:Sewer	16,091.00
12/31/2019	West America Bank	PURCHASE - 2017 RA...	CRP:Water	14,577.60
12/31/2019	West America Bank	2017 RAM P/U VIN # 1...	CRP:Sewer	14,577.59
02/05/2020	Vroom.com	Refund on Vroom depo...	CRP:Water	-250.00
02/05/2020	Vroom.com	Refund on Vroom depo...	CRP:Sewer	-250.00
02/06/2020		Refund - Nissan Truck ...	CRP:Water	-16,091.01
02/06/2020		Deposit	CRP:Sewer	-16,091.00
Total 120.90 · Vehicles/Generators/Trailers				72,555.19
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
10/01/2019	Mendo Mill	Radio repeater relocati...	CRP:Water	179.97
10/01/2019	Mendo Mill	306750	CRP:Sewer	179.96
02/03/2020	Ken Fowler Subaru	2019 Dodge Ram	CRP:Water	13,842.58
02/03/2020	Ken Fowler Subaru	2019 Dodge Ram	CRP:Sewer	13,842.58
02/18/2020	Herc Rentals	2015 Wacker - 140 KW...	CRP:Water	26,911.71
02/18/2020	Herc Rentals	2015 Wacker - 140 KW...	CRP:Sewer	26,911.70
03/03/2020	EBay	Connector for Generat...	CRP:Sewer	391.58
03/03/2020	EBay	Connector for Generat...	CRP:Sewer	391.57
03/03/2020	Wire & Cable	Connector for Generat...	CRP:Sewer	175.73
03/03/2020	Wire & Cable	Connector for Generat...	CRP:Sewer	175.73
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				83,003.11
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				159,398.30
122 · Bldgs/Grounds Cap Improvements				
01/17/2020	Arrow Fencing	Paradise water tank	CRP:PC	5,700.00
Total 122 · Bldgs/Grounds Cap Improvements				5,700.00
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
124.31 · Lift Station 7 Bypass				
Total 124.31 · Lift Station 7 Bypass				
124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations				
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
08/05/2019	MC Engineering, Inc	GIS/Mapping	CRP:Water	551.95
08/05/2019	MC Engineering, Inc		CRP:Sewer	551.95
09/05/2019	MC Engineering, Inc	GIS	CRP:Water	1,058.80
09/05/2019	MC Engineering, Inc		CRP:Sewer	1,058.80
09/30/2019	Pace	Service line repair - 10...	CRP:Water	2,380.63
10/02/2019	Pace	Service line repair - 10...	CRP:Water	2,012.74
10/03/2019	Pace	Morine Ranch Rd servi...	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 M...	CRP:Water	8,900.00
10/08/2019	Case Excavating, Inc.	New service line/paving...	CRP:Water	10,900.00
10/16/2019	National Meter	Meters for 2- PC, 1 Ce...	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 pu...	CRP:PC	28,500.00
10/24/2019	Coastal Mountain Ele...	Shady tank - install ne...	CRP:Water	6,900.00
10/29/2019	National Meter	24 - Transmitters/Endp...	CRP:Water	2,989.79
10/30/2019	Pace	10741 E Hwy 20 Repair	CRP:Water	371.47

**Clearlake Oaks County Water District
Capital Improvements
As of April 30, 2020**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
10/30/2019	Pace	10741 E Hwy 20 Repair	CRP:Water	453.88
10/31/2019	AES - Analytical Envir...	10741 E Hwy 20 Repair	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 m...	CRP:Water	14,900.00
01/06/2020	MC Engineering, Inc	GIS	CRP:Water	314.05
01/06/2020	MC Engineering, Inc		CRP:Sewer	314.05
02/05/2020	MC Engineering, Inc	GIS Online	CRP:Water	330.00
02/05/2020	MC Engineering, Inc		CRP:Sewer	330.00
02/28/2020	Mendo Mill	Arbor, hole dozer - Elm...	CRP:Water	39.65
03/05/2020	MC Engineering, Inc	Assistant Eng. - Julia C...	CRP:Water	61.89
03/05/2020	MC Engineering, Inc		CRP:Sewer	61.88
04/01/2020	MC Engineering, Inc		CRP:Water	30.00
04/01/2020	MC Engineering, Inc		CRP:Sewer	30.00
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER -...				93,503.69
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - W...				93,503.69
125 · Land - Dist. Cap. Improvements				
11/08/2019	OPC*Lake County Tax	589 Keys - Lift Station #7	CRP:Sewer	691.33
11/08/2019	OPCTax*Service Fee	Service fee for 589 Key...	CRP:Water	17.28
Total 125 · Land - Dist. Cap. Improvements				708.61
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
TOTAL				2,473,538.65



Accounts

[Transfer](#) [Settings](#)

CRP PC *6192

Available ****\$5,996.12**

Current **\$5,996.12**

CRP SEWER *3745

Available ****\$280,607.96**

Current **\$280,607.96**

GENERAL LEDGER *9122

Available ****\$633,859.39**

Current **\$628,391.87**

PC ESCROW *6184

Available ****\$0.00**

Current **\$0.00**

PUBLIC REGULAR CHK *8503

Available ****\$125,200.00**

Current **\$125,200.00**

PUBLIC REGULAR CHK *9592

Available ****\$5,000.00**

Current **\$5,000.00**

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You currently have no rewards available. Check back soon.

29

CRP WATER *6990

Available **\$120,385.57

Current \$120,385.57

BALANCE TOTALS

Total Deposit Accounts \$1,165,581.52

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



*6192-CRP PC

[change account](#) ▼

[How does this work?](#)

Money Management

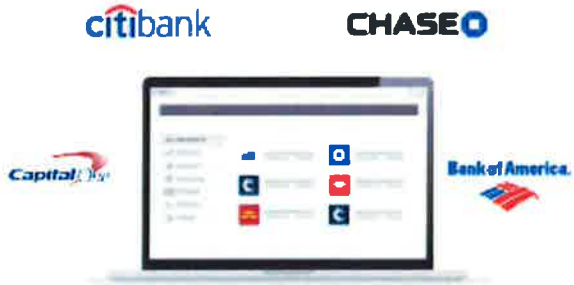
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California State Treasurer *Fiona Ma, CPA*



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

May 18, 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

April 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/15/2020	4/14/2020	QRD	1637324	N/A	SYSTEM	5,491.94

Account Summary

Total Deposit:	5,491.94	Beginning Balance:	1,046,185.80
Total Withdrawal:	0.00	Ending Balance:	1,051,677.74

Aged Accounts Receivable

As of 05/18/2020

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$70,266.84	\$24,519.51	\$21,027.27	\$13,581.96	\$185,344.03	<u>\$314,739.61</u>

Total number of accounts with open balances: 792

These totals include all accounts on the Tax Roll

Water	\$77,205.38
Water Penalty	\$7,691.00
Sewer	\$132,720.21
Sewer Penalty	\$9,631.80
CRP Water	\$34,288.72
CRP Water Penalty	\$1,504.41
CRP Sewer	\$48,625.22
CRP Sewer Penalty	\$2,629.24
CRP PC	\$443.63
CRP PC Penalty	\$0.00
Total Balance:	\$314,739.61

Clearlake Oaks County Water District
Payroll Summary
April 2020

	Hours	Rate	Apr 20
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-13.5	48.08	-575.93
CTO Used	0.7	19.50	13.65
Overtime (x1.5)	62.5	24.75	2,670.80
PTO	158.61	35.17	3,657.56
Straight	2,267.75	16.50	62,368.41
Board			600.00
Duty Pay			4,200.00
Total Gross Pay	2,476.06		72,934.49
Deductions from Gross Pay			
ACWA (pre-tax)			-2,083.00
AFLAC (pre-tax)			-502.14
AFLAC (taxable) AFTER TAX			-214.56
CALPers 457			-450.00
CALPers EE (Pretax)			-3,836.89
Total Deductions from Gross Pay			-7,086.59
Adjusted Gross Pay	2,476.06		65,847.90
Taxes Withheld			
Federal Withholding			-5,553.00
Medicare Employee			-1,020.06
Social Security Employee			-4,361.66
CA - Withholding			-1,858.70
CA - Disability			-703.48
Total Taxes Withheld			-13,496.90
Deductions from Net Pay			
Miscellaneous Deduction			-145.00
Total Deductions from Net Pay			-145.00
Net Pay	2,476.06		52,206.00
Employer Taxes and Contributions			
Medicare Company			1,020.06
Social Security Company			4,361.66
Total Employer Taxes and Contributions			5,381.72

Clearlake Oaks County Water District

Trial Balance

As of April 30, 2020

	Apr 30, 20	
	Debit	Credit
102.13 · SEWER RESERVES-9592	5,000.00	
102.10 · CRP PC - 6192	4,224.37	
102.12 · WATER RESERVES- 8503	112,700.00	
102.001 · GL - 9122	358,996.15	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	857,185.82	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	118,739.36	
102.03 · CRP Sewer - 3745	285,747.16	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	128,163.79	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CRP SEWER	983,511.67	
132 · CRP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CRP WATER	249,148.33	
135 · CRP WATER:135.02 · Aircon Project	0.00	
135 · CRP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CRP WATER:135.10 · High Valley Project 2013	0.00	
135 · CRP 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	317,521.48	
128 · Sewer Infrstrcture & Rehab Proj	2,696,785.80	
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	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	19,345.46	
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	214,152.17	
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 CRP	96,503.11	
120 · District General CRP:120.01 · General Equipment/Tools	1,921,549.25	
120 · District General CRP:120.60 · Office	31,171.49	
120 · District General CRP:120.75 · SCADA	0.00	
120 · District General CRP:120.90 · Vehicles/Generators/Trailers	274,809.73	
122 · Bldgs/Grounds Cap Improvements	8,535,149.57	
124 · D/C System Cap Improvements	3,234,475.29	
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 Stat...	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		781,492.42
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133		204.45
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		777.76
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		247.12
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481		3,075.98
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	

3A

Clearlake Oaks County Water District

Trial Balance

As of April 30, 2020

	Apr 30, 20	
	Debit	Credit
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	
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	3,322.77	
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con	29,685.88	
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	2,918.49	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical	0.00	
222 · Direct Deposit Liabilities	91.35	
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	2,227.73	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		2,386.49
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	12.40	
223.50 · MEDICARE TAX PAYABLE	2.90	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	0.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	0.00	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY		202.86
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		3,299.77
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	1,576.80	
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		5,956,568.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		9,319,476.54
600 · 2019 Storms		66,376.00
Income:410 · Client Reg Pmt		1,809,822.65
Income:420 · Connection Fees		20,300.00
Income:425 · CRP		667,919.19
Income:425 · CRP:425.3 · CRP - Paradise Cove		22.00
Income:430 · Penalty & Interest		53,062.45
Income:430 · Penalty & Interest:430.2 · Bank Interest		1.63
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3 · WTP, Meter...	1,194.10	
Income:435 · Loans/Grants:435-6 · I & I Const Grant		2,929,162.00
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		164,211.40
133 · Harvey Storage Tank - Water	4,680.00	

Clearlake Oaks County Water District

05/12/20

Trial Balance

Accrual Basis

As of April 30, 2020

	Apr 30, 20	
	Debit	Credit
Loans/Grants:901 · Harvey Tank Installation	520.00	
Salaries & EE Benefits		91.35
Salaries & EE Benefits:545 · CALPers 457	1,189.85	
Salaries & EE Benefits:505 · Salaries & Wages	853,750.70	
Salaries & EE Benefits:510 · Contract Labor	1,000.00	
Salaries & EE Benefits:520 · FICA - District Share	63,696.10	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	193,401.60	
Salaries & EE Benefits:540 · PERS - District Share	102,397.30	
Salaries & EE Benefits:550 · Unemployment	4,842.98	
Salaries & EE Benefits:560 · Workers Comp Ins	29,739.72	
Services & Supplies:605 · Advertising	200.00	
Services & Supplies:610 · Bank Fees	17,286.34	
Services & Supplies:620 · Communications & Internet	21,196.66	
Services & Supplies:622 · Board Exp	2,070.34	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	6,198.74	
Services & Supplies:630 · Equip - Office	1,903.83	
Services & Supplies:640 · Fuel & Oil	35,885.89	
Services & Supplies:645 · Insurance	50,934.03	
Services & Supplies:650 · Interest	27,650.00	
Services & Supplies:657 · Lab	29,104.50	
Services & Supplies:660 · Memberships & Subscription	50,328.68	
Services & Supplies:665 · Mileage Reimb	106.73	
Services & Supplies:670 · Postage & Shipping	10,848.73	
Services & Supplies:675 · Professional Services	62,214.66	
Services & Supplies:685 · Rents	19,889.32	
Services & Supplies:690 · Safety & Security	16,908.05	
Services & Supplies:700 · Tools & Instruments	1,398.66	
Services & Supplies:703 · Supplies - Clothing & Personal	5,958.66	
Services & Supplies:705 · Supplies - Office	9,364.44	
Services & Supplies:715 · Supplies-Chemicals-Operating	52,510.73	
Services & Supplies:720 · Supplies - Inventory - Other	12,557.77	
Services & Supplies:730 · Taxes - Licenses	34.62	
Services & Supplies:735 · Training/Classes/Certs/ClassB	4,319.49	
Services & Supplies:745 · Travel / Lodging	730.76	
Services & Supplies:750 · Utilities	234,321.08	
Services & Supplies:760 · Waste Disposal	41,232.39	
Services & Supplies:795 · Yolo Co	38,045.39	
Services & Supplies:798 · Reconciliation Discrepancies	20.00	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	3,550.61	
Repairs & Replacement:810 · R&R Buildings & Grounds	21,256.05	
Repairs & Replacement:820 · R&R Lift Stations	27,505.57	
Repairs & Replacement:830 · R&R Equipment	82,296.83	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	21,682.37	
Repairs & Replacement:840 · R&R Vehicles	48,095.65	
66000 · Payroll Expenses	1,785.15	
TOTAL	<u>31,686,952.44</u>	<u>31,686,952.44</u>

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Clearlake Oaks County Water District
A/P Aging Summary
As of May 18, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alpha Analytical Labs	527.00	114.00	0.00	0.00	0.00	641.00
AT&T 555 6	105.13	0.00	0.00	0.00	0.00	105.13
Big O Tires	1,023.35	0.00	0.00	0.00	0.00	1,023.35
Clearlake Lava	98.67	0.00	0.00	0.00	0.00	98.67
Deeper Cleaning	350.00	0.00	0.00	0.00	0.00	350.00
EDD - Unemployment	3,534.00	0.00	0.00	0.00	0.00	3,534.00
Hayden Solar, LLC	5,305.11	0.00	0.00	0.00	0.00	5,305.11
High Country Security	342.00	0.00	0.00	0.00	0.00	342.00
ifm efactor inc.	0.00	0.00	469.58	0.00	0.00	469.58
Jonas Energy Solutions	5,625.00	0.00	0.00	0.00	0.00	5,625.00
Lake County Record Bee	189.52	0.00	0.00	0.00	0.00	189.52
Lake County Waste Solutions	663.45	0.00	0.00	0.00	0.00	663.45
MC Engineering, Inc	76,333.98	0.00	0.00	0.00	0.00	76,333.98
Mediacom - WTP 5311	181.33	0.00	0.00	0.00	0.00	181.33
Mediacom - WWTP 1294	251.78	0.00	0.00	0.00	0.00	251.78
Mendo Mill	824.51	0.00	0.00	0.00	0.00	824.51
Municipal Maintenance Equipment	8,581.78	0.00	0.00	0.00	0.00	8,581.78
On Site Safety Services, Inc	154.00	0.00	0.00	0.00	0.00	154.00
Pace	0.00	6,661.11	0.00	0.00	0.00	6,661.11
PETTY CASH - Bailey Anderson	26.35	0.00	0.00	0.00	0.00	26.35
PG&E	0.00	0.00	18,107.94	0.00	0.00	18,107.94
Quill	302.83	-18.21	0.00	0.00	0.00	284.62
T & S Construction Co. Inc.	0.00	480,032.21	296,188.89	0.00	0.00	776,221.10
Terminix	82.00	0.00	0.00	0.00	0.00	82.00
Victoria Gagnon	92.57	0.00	0.00	0.00	0.00	92.57
Wine Country Compressors	1,179.31	0.00	0.00	0.00	0.00	1,179.31
Yolo County Flood Control	0.00	3,933.98	0.00	0.00	0.00	3,933.98
TOTAL	105,773.67	490,723.09	314,766.41	0.00	0.00	911,263.17

Account Payable Breakdown

Date: 5/18/2020

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$689,300.66	\$628,391.87	\$633,859.39
CRP Water	\$120,385.57	\$120,385.57	\$120,385.57
CRP Sewer	\$280,607.96	\$280,607.96	\$280,607.96
CRP PC	\$5,996.12 - (\$5,548.21)	\$5,996.12	\$5,996.12
			**Could not transfer Sept 21019 expenses = \$11,544.33
PC Escrow	\$0.00	\$0.00	\$0.00
Water Reserve	\$125,200.00	\$125,200.00	\$125,200.00
Sewer Reserve	\$5,000.00	\$5,000.00	\$5,000.00
LAIF Balance	\$1,051,677.76	\$1,051,677.74	\$0.02 Laif dropped (.02)
Current A/P Aging	\$911,263.17		
ACWA - Health Ins			
Credit Card	\$5,834.43		
TOTAL	\$917,097.60		

**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

APRIL 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, PHONE, President √ Mr. Stanley Archacki, Vice President
√ Mr. Samuel Boucher, PHONE, Director √ Mrs. Barbara Higman, Director, √ Mr. Michael Herman, Director
√ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann - Secretary of the Board

Board Members allowed to call in due to the COVID-19/ Coronavirus

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. March 2020, 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 03-19-2020

4. Bills

- a. MC Engineering invoice number 1914, dated 4/1/2020, in the amount of \$24,441.16 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1915, dated 4/1/2020, in the amount of \$53,541.94 for the USDA Water Projects
- c. T & S Construction invoice number 11, dated 3/1/2020, in the amount of \$7,720.32 for Phase 3 of the Wastewater Infrastructure Improvements
- d. T & S Construction invoice number 5, dated 3/1/2020, in the amount of \$396,740.23 for Phase 2 of the Wastewater Infrastructure Improvements

Action Taken: Motion to approve the consent items
HERMAN/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

5. Agenda (Old Business)

- a. Discussion and consideration of appeal for 12395 Pine Street

Action Taken: NO ACTION

- b. Discussion and consideration of approval of the USDA new loan/grant amount due to lower interest rates

Action Taken: Motion to move forward with the USDA water project with a \$5,000,000.00 loan and a \$2,000,000.00 grant per the USDA draft letter of conditions
HERMAN/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

6. Agenda (New Business)

- a. Discussion of sewer shut offs

Action Taken: Motion to appoint all delinquency charges to the Lake County Tax Collectors Office, to be added to the property tax roll
ARCHACKI/HIGMAN M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

- b. Discussion and consideration of approving policy pertaining to Anti-Harassment

Action Taken: Motion to approve policy pertaining to Anti-Harassment
ARCHACKI/HERMAN M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

c. Discussion and consideration of Resolution 20-04, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 20-04, amending the Employee Handbook

ERMAN/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

Adjournment

Time: 3:00 PM

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
5/5/2020	1931

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	6/4/2020	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	11	165.00	1,815.00	
Assistant Engineer, Jared P. Nelson	78	120.00	9,360.00	
Administrative Support	3	65.00	195.00	
EDEA Inv 1064	1.13	700.00	791.00	
EDEA 1058	1.13	175.00	197.75	
Space 33 RV Parking April 2020		650.00	650.00	
275 mi @ \$0.58 / mi 4-13 to 4-14 Jared		159.50	159.50	
260 mi @ \$0.58 / mi 4-7 to 4-8 Jared		150.80	150.80	
270 mi @ \$0.58 / mi 270mi on 4-27-20 Jared	270	0.58	156.60	
270 mi @ \$0.58 / mi 4-20 to 4-21 Jared	270	0.58	156.60	
Total			\$13,632.25	
Payments/Credits			\$0.00	
Balance Due			\$13,632.25	

*128-4B inflow & inlet Const.
ISM*

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

A2



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
5/5/2020	1932

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	6/4/2020	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Project Engineer 2, Richard Relyea	81	130.00	10,530.00	
Project Manager, Mark Carey, PE	24.5	165.00	4,042.50	
Assistant Engineering Tech, Julia Carey	53	75.00	3,975.00	
Operations Management Engineer, John Pedri, PE	38	160.00	6,080.00	
Assistant Engineer, Jose Diaz-Mendez	23	105.00	2,415.00	
Assistant Engineer, Jared P. Nelson	19	130.00	2,470.00	
Administrative Support	3	65.00	195.00	
Geo Legal 2020-04-004	1.13	14,707.50	16,619.48	
EDEA Inv 1063	1.13	8,607.00	9,725.91	
EDEA 1059	1.13	4,949.50	5,592.94	
<i>138- 4/6 USDA Water improvements</i>				
<i>BM</i>				
Total			\$61,645.83	
Payments/Credits			\$0.00	
Balance Due			\$61,645.83	

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

Contractor's Application for Payment No. #12

Application Period:	4/1/2020 - 4/28/2020	Application Date:	4/28/2020
To (Owner):	CLOCWD	Via (Construction Manager):	Jared Nelson
Project:	Phase 3 Lift Station Improv.	Engineer's Project No.:	1808
Owner's Contract No.:			

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions	
	1	\$25,785.18		
	2	\$5,800.05		
	3		\$2,510.30	
	4	\$0.00		
	5	\$24,900.00		
	6	\$95,798.00		
	7	\$18,453.16		
	8	\$5,117.00		
	9A			
TOTALS		\$175,853.39	\$67,000.00	
NET CHANGE BY CHANGE ORDERS				\$106,343.09

1. ORIGINAL CONTRACT PRICE..... \$ 2,603,374.00
2. Net change by Change Orders..... \$ 106,343.09
3. Current Contract Price (Line 1 ± 2)..... \$ 2,709,717.09
4. TOTAL COMPLETED AND STORED TO DATE \$2,713,467.09
5. RETAINAGE:
 - a. 5% X \$2,713,467.09 Work Completed..... \$ 135,673.35
 - b. 5% X \$0.00 Stored Material..... \$ -
 - c. Total Retainage (Line 5a + Line 5b)..... \$ 135,673.35
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 2,577,793.73
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 2,502,222.07
8. AMOUNT DUE THIS APPLICATION..... \$ 75,571.66
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)..... \$ 131,923.36

Contractor's Certification

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

By: Anthony Spinella Date: 4/28/2020

Payment of: \$ Jared Nelson each explanation of the other amount) 5-1-20 (Date)

is recommended by: Jared Nelson Inspector

Payment of: \$ _____ (Line 8 or other - attach explanation of the other amount) 5-1-20 (Date)

is recommended by: Mark Leary Engineer

is approved by: Janina Mann Owner 5-4-2020 (Date)

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

128-46 enflow & infilt Const.

AM

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 20-05

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

ACCEPTING THE LOAN RESOLUTION PROVIDED BY USDA

WHEREAS, the Board of Directors of Clearlake Oaks County Water District accepts the USDA Loan Resolution, Form RUS BULLETIN 1780-27 for the Water Improvement Project.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 21st day of May, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Board Secretary

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LOAN RESOLUTION
(Public Bodies)

A RESOLUTION OF THE Board of Directors

OF THE Clearlake Oaks County Water District

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

water district

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Clearlake Oaks County Water District

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Five Million & 00/100

pursuant to the provisions of 30000; and

WHEREAS, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CLEARLAKE OAKS COUNTY WATERDISTRICT

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

CLEARLAKE OAKS, CA 95423

(707) 998-3322

RESOLUTION NO. 20-06

BY THE BOARD OF DIRECTORS OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT

Approving USDA Rural Development Loan and Grant Offer, Letter of Conditions, Request Obligation of Funds, and to Proceed with Acquisition of a Bond Counsel for the \$6,987,128.00 Clearlake Oaks County Water District Water System Improvement Project

WHEREAS, the Clearlake Oaks County Water District (District) is required and has a fiduciary responsibility to provide sufficient potable water and sanitary sewer service(s) to the residents of the District, and;

WHEREAS, the system is unable to meet mandatory requirements and standards, and portions of the current system are deficient, dilapidated and have performed beyond their useful life, and;

WHEREAS, the District has continued to pursue funding to assist with the rehabilitation of the water/sewer system to repair the deficiencies and meet health and safety requirements, and;

WHEREAS, In 2016, MC Engineering completed a Water Master Plan that included system-wide water modeling, an updated project improvement(s) list with costs for various system-wide components including water storage, distribution, and water treatment facilities, and;

WHEREAS, the District requested MC Engineering to prioritize water projects and submit a disadvantaged community design and construction 100% grant application(s) to newly created SWRCB Drinking Water State Revolving Loan Program (SWRCB DWSRF), and;

WHEREAS, the SWRCB DWSRF continues to have very limited design and construction funding and as a result the District requested that MC Engineering prepare a Preliminary Engineers Report (PER) and apply with the USDA Rural Development for a combination water loan and grant to design to construct critically prioritized facilities, and;

WHEREAS, on April 12 2019, the District approved an Engineering Consultant Services Agreement with MC Engineering in amount of \$203,770 for preparation of a PER, along with design of certain facilities, and preparation and submittal of a design/construction grant and loan Application to the USDA Rural Development, and;

WHEREAS, on February 20, 2020, the CLOCWD approved an amendment (Amendment No 1) to the Engineering Consultant Services Agreement in the amount of \$215,225, which includes additional design and bidding services, assistance with a Prop 218 process, acquisition of easements for the proposed backflow project, and the required updates to the PER as a result of expanding the list of projects and related re- prioritization, and;

WHEREAS, in May 2020 the USDA Rural Development approved the CLOCWD Application for funding and prepared a Letter of Conditions (LOC) for the planning, design, and construction of the Water Improvement Project (Project), which includes a \$ 1,987,128 grant and a matching loan in the amount not to exceed \$5,000,000, and;

WHEREAS, the USDA Rural Development preliminarily approved the loan and grant request by the CLOCWD and submitted a Letter of Conditions which provides conditions and requirements as apart of the loan and the loan approval, and;

WHEREAS, the USDA Rural Development also submitted to the CLOCWD for approval a Form RD 1940-1 "Request for Obligation of Funds" to be signed by the Authorized Agent, which allows the USDA Rural Development to obligate the funds for the Project, and;

WHEREAS, conditions within the LOC requires that both Debt Reserve Funds (10% of \$166,500 loan/ annually for 10 years) along with a short-term annual asset reserve of \$47,017 be established and maintained, and;

WHEREAS, the proposed loan has an interest rate of 1.375% with a 40-year term, which has a calculated yearly debt service amount of \$ 166,500, and;

WHEREAS, the applicant is responsible for providing loan security through the preparation of bond documents and issuance of Certificates of Participation which requires the services and opinion of a recognized bond counsel experienced in California municipal financing, and;

BE IT RESOLVED by the Board of Directors of the Clearlake Oaks County Water District hereby supports and approves the following actions:

1. Approve attached Form RD 1942-46, "Letter of Intent to Meet Conditions"
2. Approve attached Form RD 1940-1, "Request for Obligation of Funds"
3. Approval to Solicit a qualified bond counsel experienced in municipal bond financing

FURTHER BE IT RESOLVED AND ORDERED by the Board of Directors of the Clearlake Oaks County Water District that the General Manager is hereby authorized to execute the required USDA documents, including Letter of Intent to Meet Conditions, Request for the Obligation of Funds, and solicit qualified a Bond Counsel.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 21st day of May 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Board Secretary





Rural Development

May 8, 2020

Santa Rosa Field
Office

777 Sonoma Ave, 'E'
Street Annex
Santa Rosa, CA
95403
Voice 707-526-6797
Fax 844-206-7011

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

SUBJECT: Recipient Name: Clearlake Oaks County Water District
Project Name: Water System Improvements
CFDA Number: 10.760

Dear Ms.Mann:

This letter establishes conditions which must be understood and agreed to by Clearlake Oaks County Water District (recipient), before further consideration may be given to the application. The application can be processed on the basis of a USDA Rural Development loan not to exceed \$5,000,000 and grant not to exceed \$1,987,128. The loan and grant will be administered on behalf of the Rural Utilities Service (RUS) by the State and Area staff of USDA Rural Development, both of which are referred to throughout this letter as the Agency. Any changes in project cost, source of funds, scope of project, or any other significant changes in the project or recipient must be reported to and concurred with by the Agency by written amendment to this letter. If significant changes are made without obtaining such concurrence, the Agency may discontinue processing of the application.

All conditions set forth under Sections I - III must be met prior to construction and no later than one year from the date of this letter. If the recipient has not met these conditions, the Agency reserves the right to discontinue the processing of the application.

If the recipient agrees to meet the conditions set forth in this letter and desire further consideration be given to the application, please complete and return the following forms within 3 days:

Form RD 1942-46, "Letter of Intent to Meet Conditions"
Form RD 1940-1, "Request for Obligation of Funds"

The loan and grant will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds," is signed by the approving official. Please be advised that this letter in itself does not constitute loan and/or grant approval, nor does it ensure that funds are or will be available for the project. After the recipient signs and returns the form to the Agency, the request will be processed and the loan and grant funds will be approved and obligated.

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

The loan and grant approval conditions are as follows:

SECTION I - PROJECT DETAIL

1. Project Description – Funds will be used to solve the backflow device concern as residents have individual pumps to supplement their water supply which poses as an elevated risk to all customers. Th new backflow devices will help provide safe drinking water. The current tanks are not safe to climb and leak significantly along with corrosion on the interior an exterior of the tank. The new water tanks will provide safe drinking water for all residents of Clearlake Oaks. The current water system has elevated disinfectant byproducts and a new aeration system will help lower disinfectant levels will put the system back in compliance. The new clarifiers will help keep the system operating at peak performance. The new distribution pipeline system is vital as the system has quite a bit of leaks and new pipelines will provide more water to residents.

Facilities will be designed and constructed in accordance with sound engineering practices and must meet the requirements of Federal, State, and local agencies. The proposed facility design must be based on the Preliminary Engineering Report (PER) as concurred with by the Agency.

2. Project Budget – Funding from all sources has been budgeted for the estimated expenditures as follows:

<u>Project Costs:</u>	<u>Total Budgeted:</u>
Environmental	\$ 55,000
Engineering Fees	\$ 992,396
Contingency	\$ 628,904
Additional Services	\$ 191,000
Construction	\$ 4,909,123
Legal Services	\$ 69,179
Equipment	\$ 141,526
TOTAL	\$ 6,987,128
<u>Project Funding</u>	
USDA Loan -	\$ 5,000,000
USDA Grant -	\$ 1,987,128
TOTAL	\$ 6,987,128

This funding is offered based on the amounts stated above. Prior to loan closing, any increase in non-Agency funding will be applied first as a reduction to Agency grant funds, up to the total amount of the grant, and then as a reduction to Agency loan funds.

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Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the Owner may be necessary.

Agency funds will not be used to pre-finance funds committed to the project from other sources.

Obligated loan or grant funds not needed to complete the proposed project will be de-obligated prior to start of construction. Any reduction will be applied to grant funds first. An amended letter of conditions will be issued for any changes to the total project budget.

SECTION II – LOAN AND GRANT TERMS

1. Repayment – The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing, unless the recipient requests otherwise. Should the interest rate be reduced, the payment will be recalculated to the lower amount.

The loan will be scheduled for repayment over a period of 40 years. Interest-only payments will be due the first 1 year, and will be made utilizing the recipients own funds. Payments for the remaining 39 years will be annual principal installments and semi-annual interest installments. For planning purposes, use a **1.3750%** interest rate and an amortization factor of 0.0333, which provides for an annual payment of **\$166,500**. The precise payment amount will be based on the interest rate at which the loan is closed, and may be different than the one above.

The payment due date will be established as the day that the loan closes. Due dates falling on the 29th, 30th, and 31st day of the month will be avoided.

2). Security – The recipient is a legally organized public body- under Sections 300000 of the Government Code of the State of California. The loan will be secured by Certificates of Participation with first lien position in the amount of \$5,000,000. The Certificates of Participation will be fully registered as to both principal and interest in the name of the United States of America, Acting through the Rural Utilities Service.

The Certificates of Participation and any ordinance or resolution relating thereto must not contain any provision in conflict with the Agency Loan Resolution, applicable regulations, or its authorizing law. In particular, there must be no defeasance or refinancing clause in conflict with the graduation requirements of 7 U.S.C. 1983. The Certificate of Participation must be prepared in accordance with RUS Instruction 1780 Subpart D, and State law. The assistance and opinion of a recognized bond counsel must be obtained.

Additional security requirements are contained in RUS Bulletin 1780-12, “Water and Waste System Grant Agreement,” and RUS Bulletin 1780-27, “Loan Resolution (Public Bodies).” A draft of all security instruments, including draft bond resolution, must be reviewed and concurred in by the Agency prior to advertising for bids.

Prior to loan closing, the following must be duly adopted and executed:

- a. RUS Bulletin 1780-27, Loan Resolution (Public Bodies)
- b. Bond Resolution
- c. RUS Bulletin 1780-12, "Water and Waste System Grant Agreement"

The Grant Agreement must be fully executed prior to the first disbursement of grant funds.

3. Electronic Payments – Payments will be made on the day the recipient payment is due through an electronic preauthorized debit system. The recipient will be required to complete Form RD 3550-28, "Authorization Agreement for Preauthorized Payments," for all new and existing indebtedness to the Agency prior to loan closing. It will allow for the recipient's payment to be electronically debited from the bank account on the day that the payment is due.

4. Construction Completion Timeframe - All projects must be completed and all funds disbursed within five years of obligation. If funds are not disbursed within five years of obligation, the recipient must submit to the Agency a written request for extension of time with adequate justification of circumstances beyond the recipient's control. Requests for waivers beyond the initial extension will be submitted to the Assistant Administrator for concurrence decision.

5. Disbursement of Agency Funds - Agency funds will be disbursed into the recipient's depository account through an electronic transfer system. SF 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form," must be completed and submitted to the Agency prior to advertising for bids.

Any recipient contribution will be the first funds expended, followed by other funding sources. Interim financing or Agency loan funds will be expended after all other funding sources unless a written agreement is reached with all other funding sources on how funds are to be disbursed prior to start of construction or loan closing, whichever occurs first. Interim financing funds or Agency loan funds must be used prior to the use of Agency grant funds. The Grant Agreement must not be closed and funds must not be disbursed prior to loan funds except as specified in RUS Instruction 1780.45(d). In the unlikely event the Agency mistakenly disburses funds, the funds will be remitted back to the Agency electronically.

Grant funds are to be deposited in an interest-bearing account (exception provided below) in accordance with 2 CFR Part 200 and interest in excess of \$500 per year remitted to the Agency. The funds should be disbursed by the recipient immediately upon receipt and there should be little interest accrual on the Federal funds. Recipients shall maintain advances of Federal funds in interest-bearing accounts, unless:

- a. The recipient receives less than \$120,000 in Federal awards per year.
- b. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.

- c. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
- d. A foreign government or banking system prohibits or precludes interest-bearing accounts.

6. Reserves – Reserves must be properly budgeted to maintain the financial viability and sustainability of any operation. Reserves are important to fund unanticipated emergency maintenance and repairs, and assist with debt service should the need arise. The following reserves are required to be established as a condition of this loan and must be shown separately and as restricted funds in the recipient's financial statements and/or audits.

- a. **Debt Service Reserve** – As a part of this Agency loan proposal, the recipient must establish a debt service reserve fund equal to at least one annual loan installment that accumulates at the rate of 10% of one annual payment per year for ten years or until the balance is equal to one annual loan payment. Ten percent of the proposed loan installment would equal **\$1,387.50** per month; this amount should be deposited monthly until a total of **\$166,500.00** has accumulated. Prior written concurrence from the Agency must be obtained before funds may be withdrawn from this account during the life of the loan. When funds are withdrawn during the life of the loan, deposits will continue as designated above until the fully-funded amount is reached.
- b. **Short-Lived Asset Reserve** – In addition to the debt service reserve fund, the recipient must establish a short-lived asset reserve fund. Based on the preliminary engineering report, the recipient must deposit at least **\$47,017** annually into the short-lived asset reserve and maintain for the life of the loan to pay for repairs and/or replacement of major system assets. It is the recipient responsibility to assess the facility's short-lived asset needs on a regular basis and adjust the amount deposited to meet those needs.

SECTION III – REQUIREMENTS PRIOR TO THE START OF CONSTRUCTION

1. Environmental Requirements – At the conclusion of the proposal's environmental review process, specific action(s) were determined necessary to avoid or minimize adverse environmental impacts. As outlined in the Environmental Report dated April 22, 2020, the following actions are required for successful completion of the project and must be adhered to during project design and construction:

Historic Preservation:

CR-1. Any ground disturbance within 100 feet of CLOCWD-1, shall be monitored by a qualified professional archaeologist who can document and evaluate the significance of any additional finds and recommend additional measures, if necessary. Such measures would be determined in consultation with SHPO and representatives of the Native American community and may include, but would not be limited to, further monitoring, subsurface sampling, or an archaeological data recovery program.

CR-2 If, during the course of development, any archeological, historic, or paleontological resources are uncovered, discovered, or otherwise detected or observed, construction

activities in the affected area shall cease and a qualified archeologist shall be contacted to review the site and advise the District of the site's significance. If the Archeologist deems the findings significant, appropriate mitigation shall be required before the resumption of work on the project.

CR-3. If human remains are found in the project area as a result of project activities, work shall be suspended, and the Lake County Coroner's Office shall be notified. If the coroner determines that the remains maybe those of a Native American, the coroner shall contact the Native American Heritage Commission (NAHC) within 24 hours. Treatment of the remains shall be conducted in accordance with Section 15064.5(e) of the California Environmental Quality Act.

Threatened/Endangered Species:

BR-1 A pre-construction survey shall be conducted at the Harvey Boulevard Tank Site and immediate vicinity prior to tree removal or construction. The survey will occur during the bloom period for each of the special status plant species with the potential to occur in the project area. This survey shall be conducted by a qualified biologist or botanist and shall include mapping and characterizing any sensitive plant communities. If no specialstatus plants are found, then no further mitigation is necessary. If special-status plants are found in the project area, avoidance measures should be implemented, if feasible. If impacts are unavoidable, then seeds from those impacted plants should be included in the seed mix. The areas adjacent to the directly impacted site should also be seeded with this mix to encourage additional native grass and special-status plant establishment.

BR-2 Prior to removing the two oak trees at the Harvey Boulevard Tank Site, a botanist would establish Tree Protection Zones (TPZs) around the other oaks that are located in the immediate area. All tree removal and construction activities would be excluded from TPZs. Generally, a tree's roots can tolerate the disturbance of 30 to 50 percent of its roots, given that the disturbance does not occur all on one side of the tree. If more than approximately 50 percent of the roots of the protected trees on-site are disturbed, these trees would be considered impacted, and additional oak trees shall be added to the 2:1 replacement ratio for the trees that are actually being removed.

BR-3 Impacts to hillside habitat would be offset by replacing impacted oaks at a 2:1 ratio in the immediate vicinity. In addition, the entire disturbed area, including the area under the removed trees and immediately adjacent to the disturbed area, shall be seeded with locally appropriate native grasses, shrubs, and forbs. To the maximum degree feasible, the source of the oak trees and seeds should be from a local genetic stock. The following species are appropriate for the site seed mix, but it can be adjusted by the qualified biologist based on what plant species are observed during the pre-construction survey:

- [X]Blue wild rye (*Elymus glaucus*)
- [X]Foothill purple needlegrass (*Stipa lepidula*)
- [X]California poppy (*Eschscholzia californica*)
- [X]Toyon (*Heteromeles arbutifolia*)
- [X]California goldfields (*Lasthenia californica*)
- [X]Sky lupine (*Lupinus nanus*)
- [X]Dove lupine (*Lupinus bicolor*)

BR-4 If construction activities occur between March 1 and September 30, a qualified biologist shall conduct a pre-construction survey for nesting birds. The pre-construction survey shall include all potential nesting habitat within 500 feet of proposed construction areas. The survey shall be conducted no more than 14 days prior to the beginning of construction activities. If an active raptor or migratory bird nest is found during the preconstruction survey, the CLOCWD shall notify CDFW. If an active raptor nest is found during the pre-construction survey, a 500-foot no disturbance buffer shall be established and maintained around the nest until all young have fledged. If an active nest of any other migratory or non-migratory bird is found, the biologist shall recommend an appropriate buffer based on the species identified, which shall be established around the nest until all young have fledged. CLOCWD shall report the results of the survey including negative findings, to the CDFW within 30 days of the completion of the survey.

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Environmental Risk Management:

ERM-1 Personnel shall follow written Standard Operating Procedures (SOPs) for filling and Servicing construction equipment and vehicles. The SOPs, which are designed to reduce the potential for incidents involving hazardous materials, shall include the following:

- [X] Refueling shall be conducted only with approved pumps, hoses, and nozzles;
- [X] Catch pans shall be placed under equipment to catch potential spills during servicing;
- [X] All disconnected hoses shall be placed in containers to collect residual fuel from the hose;
- [X] Vehicle engines shall be shut down during refueling;
- [X] No smoking, open flames, or welding shall be allowed in refueling or service areas;
- [X] Refueling shall be performed away from bodies of water to prevent contamination of water in the event of a leak or spill;
- [X] Service trucks shall be provided with fire extinguishers and spill containment equipment, such as absorbents;
- [X] Should a spill contaminate soil, the soil shall be put into containers and disposed of in accordance with local, State, and Federal regulations;

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[X] All containers used to store hazardous materials shall be inspected at least once per week for signs of leaking or failure. All maintenance and refueling areas shall be inspected monthly. Results of inspections shall be recorded in a logbook that would be maintained on site; and

[X] The amount of hazardous materials used in project construction and operation shall be consistently kept at the lowest volumes needed.

ERM-2 If suspected soil contamination is encountered during grading activities, all work shall be halted and a qualified individual, in consultation with the RWQCB, shall determine the appropriate course of action.

ERM-3 During construction, staging areas, welding areas, or areas slated for development using spark producing equipment shall be cleared of dried vegetation or other materials that could serve as fire fuel. To the extent feasible, the contractor shall keep these areas clear of combustible materials in order to maintain a firebreak.

ERM-4 Any construction equipment that normally includes a spark arrester shall be equipped with an arrester in good working order. This includes, but is not limited to, vehicles and heavy equipment

The project as proposed has been evaluated to be consistent with the National Environmental Policy Act. Other Federal, State, tribal, and local laws, regulations and or permits may apply or be required. If the project or any project element deviates from or is modified from the originally-approved project, additional environmental review may be required.

2. Engineering Services – The recipient will be required to complete an Agreement for Engineering Services, which should consist of the Engineers Joint Contract Documents Committee (EJCDC) documents as indicated in RUS Bulletin 1780-26, “Guidance for the Use of EJCDC Documents on Water and Waste Projects with RUS Financial Assistance,” or other approved form of agreement. The Agency will provide concurrence prior to advertising for bids, and must approve any modifications to this agreement.

3. Contract Documents, Final Plans, and Specifications

- a. The contract documents must consist of the EJCDC construction contract documents as indicated in RUS Bulletin 1780-26 or other Agency-approved forms of agreement.
- b. The contract documents, final plans, and specifications must comply with RUS Instruction 1780, Subpart C – Planning, Designing, Bidding, Contracting, Constructing and Inspections, and must be submitted to the Agency for concurrence prior to advertising for bids along with an updated cost estimate. The Agency may require another updated cost estimate if a significant amount of time elapses between the original submission and advertising for bids.
- c. Implementation of American Iron and Steel (AIS) Requirements. “Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference applies a new American Iron and Steel (AIS) requirement to obligations made after May 5th, 2017:
 - (1) No Federal funds made available for this fiscal year for the rural water, waste water, waste disposal, and solid waste management programs authorized by the Consolidated Farm and Rural Development Act (7 U.S.C. 1926 et seq.) shall be used for a project for the construction, alteration, maintenance, or repair of a public water or wastewater system unless all of the iron and steel products used in the project are produced in the United States.
 - (2) The term “iron and steel products” means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other

municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials.

(3) The requirement shall not apply in any case or category of cases in which the Secretary of Agriculture (in this section referred to as the “Secretary”) or the designee of the Secretary finds that:

- (a) applying the requirement would be inconsistent with the public interest;
- (b) iron and steel products are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (c) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.”

(4) Owners are ultimately responsible for compliance with AIS requirements and will be responsible for the following:

(a) **Signing** loan resolutions, grant agreements and letters of intent to meet conditions which include AIS language, accepting AIS requirements in those documents and in the letter of conditions.

(b) **Signing** change orders (i.e. C-941 of EJCDC) and partial payment estimates (i.e. C-620 of EJCDC) and thereby **acknowledging** responsibility for compliance with American and Iron Steel requirements.

(c) **Obtaining** the certification letters from the consulting engineer upon substantial completion of the project and **maintaining** this documentation for the life of the loan.

(d) Where the owner provides their own engineering and/or construction services, **providing** copies of engineers’, contractors’, and manufacturers’ certification letters (*as applicable*) to the Agency to insert into the Agency file. All certification letters must be kept in the engineer’s project file and on site during construction. For Owner Construction (Force Account), all clauses from Section 17 must be included in the Agreement for Engineering Services.

(e) Where the owner directly procures AIS products, **including** AIS clauses in the procurement contracts and **obtaining** manufacturers’ certification letters and **providing** copies to consulting engineers and contractors.

d. The following must be reviewed and approved by USDA Rural Development in the sequence indicated:

- i. Preliminary Engineering Report
- ii. Agreement for Engineering Services
- iii. Final Plans and Specifications for the project
- iv. Bid Award Information.
- v. Executed Contract Documents

- e. The use of any procurement method other than competitive sealed bids must be requested in writing and approved by the Agency.

4. **Legal Services** – The recipient will be required to execute a legal services agreement with the following:

- i. Attorney
- ii. Bond Counsel

The agreement(s) should stipulate an hourly rate for the work, with a “not to exceed” amount for the services, including reimbursable expenses. RUS Bulletin 1780-7, “Legal Services Agreement,” or similar format may be used. The Agency will provide concurrence prior to advertising for bids. Any changes to the fees or services spelled out in the original agreement must be reflected in an amendment to the agreement and have prior Agency concurrence.

5. **Property Rights** - Prior to advertising for bids, the recipient and its legal counsel must furnish satisfactory evidence that recipient has or can obtain adequate continuous and valid control over the lands and rights-of-way needed for the project. Acquisitions of necessary land and rights must be accomplished in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act. Such control over the lands and rights will be evidenced by the following:

- a. **Right-of-Way Map** – the project engineer will provide a map clearly showing the location of all lands and rights-of-way needed for the project. The map must designate public and private lands and rights and the appropriate legal ownership thereof.
- b. **Form RD 442-20, “Right-of-Way Easement”** – This form may be used to obtain any necessary easements for the proposed project.
- c. **Form RD 442-21, “Right-of-Way Certificate”** – The recipient will provide a certification on this form that all right-of-way requirements have been obtained for the proposed project.
- d. **Form RD 442-22, “Opinion of Counsel Relative to Rights-of-Way”** – The recipient’s attorney will provide a certification and legal opinion on this form addressing rights-of-way, easements, and title.

The approving official may waive title defects or restrictions, such as utility easements, that do not adversely affect the suitability, successful operation, security value, or transferability of the facility. Any such waivers must be provided by the approving official in writing prior to closing or the start of construction, whichever occurs first.

The recipient is responsible for the acquisition of all property rights necessary for the project and for determining that prices paid are reasonable and fair. The Agency may require an appraisal by an independent appraiser or Agency employee in order to validate the price to be paid.

6. System Policies, Procedures, Contracts, and Agreements – The facility must be operated on a sound business plan. The recipient must adopt policies, procedures, and/or ordinances outlining the conditions of service and use of the proposed system. Mandatory connection policies should be used where enforceable. The policies, procedures, and/or ordinances must contain an effective collection policy for accounts not paid in full within a specified number of days after the date of billing. They should include appropriate late fees, specified timeframes for disconnection of service, and reconnection fees that are in compliance with California Senate Bill (SB) 998. A draft of these policies, procedures, and/or ordinances must be submitted for Agency review and concurrence, along with the documents below, before closing instructions may be issued unless otherwise stated.

- a. **Water User Agreement** – Projects not involving mandatory connection require users to execute a Water Users Agreement. The draft agreement must receive RD concurrence prior to advertising for bids. RUS Bulletin 1780-9, “Water Users Agreement,” or similar format may be used.
- b. **Contracts for Other Services/Lease Agreement** – Drafts of any contracts or other forms of agreements for other services, including audit, management, operation, and maintenance, or lease agreements covering real property essential to the successful operation of the facility, must be submitted to the Agency for review and concurrence prior to advertising for bids.

Fully executed copies of any policies, procedures, ordinances, contracts, or agreements must be submitted prior to loan closing.

7. Closing Instructions – The Agency will prepare closing instructions as soon as the requirements of the previous paragraphs are complete, as well as a draft of the security instrument(s). Closing instructions must be obtained prior to advertising for bids. All applicable bond closing documents must be submitted by the Bond Counsel, at least 90 days prior to the planned closing date.

8. Interim Financing – For all loans exceeding \$500,000, where loan funds can be borrowed at reasonable interest rates on an interim basis from commercial sources for the construction period, such interim financing will be used to preclude the necessity for multiple advances of Agency loan funds. The recipient must provide the Agency with a copy of the interim loan financing agreement for review prior to advertising for bids. The Agency approving official may make an exception when interim financing is cost prohibitive or unavailable. Grant funds from the Agency will be disbursed by multiple advances through electronic transfer of funds after interim financing or Agency loan funds are expended, in accordance with RUS Instruction 1780.45.

9. Construction Account – The recipient must establish a construction account for all funds related to the project. Construction funds will be deposited with an acceptable financial institution or depository that meets the requirements of 31 CFR Part 202. A separate account will not be required for Federal funds and other funds; however, the recipient must be able to separately identify, report, and account for all Federal funds, including the receipt, obligation and expenditure of funds. Financial institutions or depositories accepting deposits of public funds and providing other financial agency services to the Federal Government are required to pledge

adequate, acceptable securities as collateral, in accordance with 31 CFR Part 202. All funds in the account will be secured by a collateral pledge equaling at least 100% of the highest amount of funds expected to be deposited in the construction account at any one time. The recipient's financial institution can provide additional guidance on collateral pledge requirements.

- a. Electronic Funds Transfer: Agency funds will be disbursed into the recipient's depository account through an electronic transfer system. SF 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form," must be completed and submitted to the Agency prior to advertising for bids.

10. System Users – This letter of conditions is based upon the recipient's indication at application that there will be at least 1,593 residential users, 101 non-residential users, on the existing system when construction is completed.

- a. Before the Agency can agree to the project being advertised for construction bids, the recipient must certify that the number of users indicated at application are currently using the system or signed up to use the system once it is operational.
- b. The USDA Rural Development will authenticate the number of new users for projects that will be secured by a pledge of user fees or revenues.
- c. The recipient's attorney will provide his/her opinion that rate increases required for this project have been adopted in accordance with Section 6 of Article XIID of the California Constitution as well as other requirements of California law. The recipient will provide a copy of the Minutes from the public meeting. All voter approval requirements under state law must be obtained before the issuance of the USDA Offer to Purchase Bonds (or Certificates of Participation).

If the actual number of existing and/or proposed users that have signed up for service is less than the number indicated at the time of application, the recipient must provide the Agency with a written plan on how it will obtain the necessary revenue to adequately cash flow the expected operation, maintenance, debt service, and reserve requirements of the proposed project (e.g., increase user rates, sign up an adequate number of other users, reduce project scope, etc.). Similar action is required if there is cause to modify the anticipated flows or volumes presented following approval.

11. Other Funding – Prior to advertisement for construction bids, the recipient must provide:

- a. Evidence of applicant contributions; and
- b. Approval of other funding sources. This evidence should include a copy of the commitment letter.

12. Proposed Operating Budget – The recipient must establish and/or maintain a rate schedule that provides adequate income to meet the minimum requirements for operation and maintenance (O&M), debt service, and reserves. Prior to advertising for bids, the recipient must submit a proposed annual operating budget to the Agency which supports the operation, maintenance, debt service, and reserves, as well as the proposed rate schedule. The operating budget should be based on a typical year cash flow after completion of the construction phase and should be signed by the appropriate official of the organization. Form RD 442-7, “Operating Budget,” or similar format may be utilized for this purpose. It is expected that O&M will change over each successive year and user rates will need to be adjusted on a regular basis.

Technical assistance is available at no cost to help the recipient evaluate and complete a rate analysis on the system. This assistance is available free to the recipient. If interested, please contact our office for information.

13. Permits –The recipient, owner or responsible party will be required to obtain all applicable permits for the project, prior to advertising for bids. The consulting engineer must submit written evidence that all applicable permits required prior to construction have been obtained with submission to the Agency of the final plans, specifications, and bid documents.

14. Vulnerability Assessment/Emergency Response Plan (VA/ERP) – The Agency requires all financed water and wastewater systems to have a VA/ERP in place. Borrowers with existing systems must provide a certification that a VA/ERP has been completed prior to advertising for bids. The VA/ERP documents themselves are not submitted to the Agency. The VA/ERP must address potential impacts from natural disasters and other emergency events. In particular, it should include plans to address impacts of flash flooding in areas where severe drought or wildfires occur. The documents should be reviewed and updated every three years at a minimum.

For new systems, see Section V of this letter of conditions. For VA/ERP requirements throughout the life of the loan, see Section VII. Technical assistance at no cost is available in preparing these documents.

15. Bid Authorization - Once the final plans and specifications have been developed for the project, the Agency will authorize the recipient to advertise the project for construction bids. Such advertisement must be in accordance with applicable State statutes.

16. Bid Tabulation – Immediately after bid opening, the recipient must provide the Agency with the bid tabulation and the project engineer’s evaluation of bids and recommendations for contract awards. If the Agency agrees that the construction bids received are acceptable, adequate funds are available to cover the total project costs, and all the requirements of Section III of this letter have been satisfied, the Agency will authorize the recipient to issue the Notice of Award.

- a. **Cost Overruns**. If bids are higher than expected, or if unexpected construction problems are encountered, the recipient must utilize all options to reduce cost overruns. Negotiations, redesign, use of bidding alternatives, rebidding or other means will be considered prior to commitment of subsequent funding by the Agency. Any requests for

subsequent funding to cover cost overruns will be contingent on the availability of funds. Cost overruns exceeding 20% of the development cost at time of loan or grant approval or where the scope of the original purpose has changed will compete for funds with all other applications on hand as of that date.

- b. **Excess Funds.** If bids are lower than anticipated at time of obligation, excess funds must be de-obligated prior to start of construction except in the cases addressed in this paragraph. In cases where the original PER for the project included items that were not bid, or were bid as an alternate, the State Office official may modify the project to fully utilize obligated funds for those items. Amendments to the PER, ER, and letter of conditions may be needed for any work not included in the original project scope. In all cases, prior to start of construction, excess funds will be de-obligated, with grant funds being de-obligated first. Excess funds do not include contingency funds as described in this letter.

17. Contract Review – The recipient’s attorney will certify that the executed contract documents, including performance and payment bonds, if required, are adequate and that the persons executing these documents have been properly authorized to do so in accordance with RUS Instruction 1780.61(b).

Once the attorney has certified that they are acceptable, the contract documents will be submitted to the Agency for its concurrence. The Notice to Proceed cannot be issued until the Agency has concurred with the construction contracts and the pre-construction conference has been held.

18. Final Rights-of-Way – If any of the rights-of-way forms listed previously in this letter contain exceptions that do not adversely affect the suitability, successful operation, security value, or transferability of the facility, the approving official must provide a written waiver prior to the issuance of the Notice to Proceed. For projects involving the acquisition of land, the recipient must provide evidence of clear title to the land prior to the issuance of the Notice to Proceed.

19. Insurance and Bonding Requirements - Prior to the start of construction or loan closing, whichever occurs first, the recipient must acquire and submit to the Agency proof of the types of insurance and bond coverage for the borrower shown below. The use of deductibles may be allowed, providing the recipient has the financial resources to cover potential claims requiring payment of the deductible. The Agency strongly recommends that the recipient have the project engineer, attorney, and insurance provider(s) review proposed types and amounts of coverage, including any exclusions and deductible provisions. It is the recipient’s responsibility and not that of the Agency to assure that adequate insurance and fidelity or employee dishonesty bond coverage is maintained.

- a. **General Liability Insurance** – Include vehicular coverage.
- b. **Workers’ Compensation** – In accordance with appropriate State laws.
- c. **Fidelity Bond, Employee Dishonesty Bonds or Employee Dishonesty Insurance Policy** – Include coverage for all persons who have access to funds, including persons working under a contract or management agreement. Coverage may be provided either

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for all individual positions or persons, or through blanket coverage providing protection for all appropriate workers. During construction, each position should be bonded in an amount equal to the maximum amount of funds to be under the control of that position at any one time. The coverage may be increased during construction based on the anticipated monthly advances. After construction and throughout the life of the loan, the amount of coverage must be for at least the total annual debt service of all outstanding Agency loans. The Agency will be identified in the fidelity bond for receipt of notices. Form RD 440-24, "Position Fidelity Schedule Bond," or similar format may be used.

- d. **National Flood Insurance** - If the project involves acquisition or construction in designated special flood or mudslide prone areas, the recipient must purchase a flood insurance policy at the time of loan closing.
- e. **Real Property Insurance** – Fire and extended coverage will normally be maintained on all structures except reservoirs, pipelines and other structures if such structures are not normally insured, and subsurface lift stations except for the value of electrical and pumping equipment. The Agency will be listed as mortgagee on the policy when the Agency has a lien on the property. Prior to the acceptance of the facility from the contractor(s), the recipient must obtain real property insurance (fire and extended coverage) on all facilities identified above.

Insurance types described above are required to be continued throughout the life of the loan. See Section V.

20. Initial Compliance Review – The Agency will conduct an initial compliance review of the recipient prior to loan closing or start of construction, whichever occurs first, in accordance with 7 CFR 1901, Subpart E.

21. Other Requirements – All requirements contained in the Agency’s closing instructions, as well as any requirements of the recipient bond counsel and/or attorney, must be met prior to loan closing.

- a. **System for Award Management**. The recipient will be required to maintain a Dun and Bradstreet Data Universal Numbering System (DUNS) number and maintain an active registration in the System for Award Management (SAM) database. Renewal can be done on-line at: <http://sam.gov>. This registration must be renewed and revalidated every twelve (12) months for as long as there are Agency funds to be expended. See Appendix A.

To ensure the information is current, accurate and complete, and to prevent the SAM account expiration, the review and updates must be performed within 365 days of the activation date, commonly referred to as the expiration date. The registration process may take up to 10 business days. (See 2 CFR Part 25 and the "Help" section at <http://sam.gov>).

- b. **Litigation**. The recipient is required to notify the Agency within 30 days of receiving notification of being involved in any type of litigation prior to loan closing or start of

construction, whichever occurs first. Additional documentation regarding the situation and litigation may be requested by the Agency.

- c. **Certified Operator**. Evidence must be provided that the system has or will have, as defined by applicable State or Federal requirements, a certified operator available prior to the system becoming operational, or that a suitable supervisory agreement with a certified operator is in effect.

SECTION IV – REQUIREMENTS DURING CONSTRUCTION AND POST CONSTRUCTION

1. **Resident Inspector(s)** – Full-time inspection is required unless the recipient requests an exception. Such requests must be made in writing and the Agency must concur with the request. Inspection services are to be provided by the consulting engineer unless other arrangements are requested in writing and concurred with by the Agency. A resume of qualifications of any resident inspector(s) will be submitted to the owner and Agency for review and concurrence prior to the pre-construction conference. The resident inspector(s) must attend the pre-construction conference.
2. **Preconstruction Conference** – A preconstruction conference will be held prior to the issuance of the Notice to Proceed. The consulting engineer will review the planned development with the Agency, owner, resident inspector, attorney, contractor, other funders, and other interested parties, and will provide minutes of this meeting to the owner and Agency.
3. **Inspections** - The Agency requires a pre-construction conference, pre-final and final inspections, and a warranty inspection. The project engineer will schedule a warranty inspection with the contractor and the Agency before the end of the one-year warranty period to address and/or resolve any warranty issues. The Agency will conduct an inspection with the recipient of the records management system at the same time, and will continue to inspect the facility and records system every three years for the life of the loan. See Section VII of this letter.
4. **Change Orders** – Prior Agency concurrence is required for all Change Orders.
5. **Payments** – Prior Agency concurrence is required for all Invoices and Partial Payment Estimates before Agency funds will be released. Requests for payment related to a contract or service agreement will be signed by the owner, project engineer, and contractor or service provider prior to Agency concurrence. Invoices not related to a construction contract or service agreement will include the owner's written concurrence.
6. **Use of Remaining Funds** – The recipient contribution and connection or tap fees will be the first funds expended in the project, followed by non-Agency sources of funds. Remaining funds may be considered in direct proportion to the amounts obtained from each source and handled as follows:

- a. Remaining funds may be used for eligible loan and grant purposes, provided the use will not result in major changes to the original scope of work and the purpose of the loan and grant remains the same.
- b. Grant funds not expended for authorized purposes will be cancelled (de-obligated) within 60 days of final completion of project. Prior to actual cancellation, the recipient, will be notified of the Agency's intent to cancel the remaining funds and given appropriate appeal rights.
- c. Loan funds that are not needed will be applied as an extra payment on the Agency indebtedness unless other disposition is required by the bond ordinance, resolution, or State statute.

7. Technical, Managerial and Financial Capacity - It is required that members of the Board of Directors, City Council members, trustees, commissioners and other governing members possess the necessary technical, managerial, and financial capacity skills to consistently comply with pertinent Federal and State laws and requirements. It is recommended members receive training within one year of appointment or election to the governing board, and a refresher training for all governing members on a routine basis. The content and amount of training should be tailored to the needs of the particular individual and the utility system. Technical assistance providers are available to provide this training for the recipient, often at no cost. Contact the Agency for information.

8. Reporting Requirements Related to Expenditure of Funds

- a. **Financial Audit**– An annual audit under the Single Audit Act is required if the recipient expends \$750,000 or more in Federal financial assistance per fiscal year. The total Federal funds expended from all sources shall be used to determine Federal financial assistance expended. Expenditures of interim financing are considered Federal expenditures.

All audits are to be performed in accordance with 2 CFR Part 200, as adopted by USDA through 2 CFR Part 400. Further guidance on preparing an acceptable audit can be obtained from the Agency. The audit must be prepared by an independent licensed Certified Public Accountant, or a State or Federal auditor if allowed by State law, and must be submitted within 9 months of the recipients fiscal year end.

If an audit is required, the recipient must enter into a written agreement with the auditor and submit a copy to the Agency prior to the advertisement of bids. The audit agreement may include terms and conditions that the borrower and auditor deem appropriate; however, the agreement should include the type of audit to be completed, the time frame in which the audit will be completed, and how irregularities will be reported.

- b). **Reporting Subawards and Executive Compensation** – The recipient and its first-tier contractors are required by 2 CFR Part 170 to report disbursements to subrecipients in accordance with Appendix B of this letter and www.fsr.gov. The local Agency processing office can provide more information.

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SECTION V – SERVICING REQUIREMENTS DURING THE TERM OF THE LOAN

1. Prepayment and Extra Payments - Prepayments of scheduled installments, or any portion thereof, may be made at any time at the option of borrower, with no penalty.

Security instruments, including bonding documents, must contain the following language regarding extra payments, unless prohibited by State statute:

Prepayments of scheduled installments, or any portion thereof, may be made at any time at the option of borrower. Refunds, extra payments and loan proceeds obtained from outside sources for the purpose of paying down the Agency debt, shall, after payment of interest, be applied to the installments last to become due under this note and shall not affect the obligation of borrower to pay the remaining installments as scheduled in your security instruments.

2. Graduation - By accepting this loan, the recipient is also agreeing to refinance (graduate) the unpaid loan balance in whole, or in part, upon request of the Government. If at any time the Agency determines the recipient is able to obtain a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms, the recipient will be requested to refinance. The ability to refinance will be assessed every other year for those loans that are five years old or older.

3. Security/Operational Inspections – The Agency will inspect the facility and conduct a review of the recipient’s operations and records management system and conflict of interest policy every three years for the life of the loan. The recipient must participate in these inspections and provide the required information.

4. Annual Financial Reporting/Audit Requirements – The recipient is required to submit an annual financial report at the end of each fiscal year. The annual report will be certified by the appropriate organization official, and will consist of financial information and a rate schedule. Financial statements must be prepared on the accrual basis of accounting in accordance with generally accepted accounting principles (GAAP), and must include at a minimum a balance sheet and income and expense statement. The annual report will include separate reporting for each water and waste disposal facility, and itemize cash accounts by type (debt service, short-lived assets, etc.) under each facility. All records, books and supporting material are to be retained for three years after the issuance of the annual report. Technical assistance is available at no cost with preparing financial reports.

The type of financial information that must be submitted is specified below:

- a. **Audits** – An annual audit under the Single Audit Act is required if the recipient expends \$750,000 or more in Federal financial assistance per fiscal year. The total Federal funds expended from all sources shall be used to determine Federal financial assistance expended. Expenditures of interim financing are considered Federal expenditures.

All audits are to be performed in accordance with 2 CFR Part 200, as adopted by USDA through 2 CFR Part 400. Further guidance on preparing an acceptable audit can be obtained from the Agency. It is not intended that audits required by this part be separate and apart from audits performed in accordance with State and local laws. To the extent feasible, the audit work should be done in conjunction with those audits. The audit must be prepared by an independent licensed Certified Public Accountant, or a State or Federal auditor if allowed by State law, and must be submitted within 9 months of the recipients fiscal year end.

If an audit is required, the recipient must enter into a written agreement with the auditor and submit a copy to the Agency prior to the advertisement of bids. The audit agreement may include terms and conditions that the borrower and auditor deem appropriate; however, the agreement should include the type of audit or financial statements to be completed, the time frame in which the audit or financial statements will be completed, what type of reports will be generated from the services provided, and how irregularities will be reported.

b. **Financial Statements** –For local governments and Indian tribes, an audit in accordance with State or local law or regulation or regulatory agency requirements must be submitted when the recipient expends less than \$750,000 in Federal financial assistance per fiscal year. These audits shall be submitted to USDA no later than 150 days after the end of the borrower’s fiscal year.

c. **Annual Reports** - If the recipient is exempt from USDA audit requirements, the recipient may submit financial statements in lieu of an audit which will include at a minimum a balance sheet and an income and expense statement. The recipient may use Form RD 442-2, “Statement of Budget, Income and Equity,” and 442-3, “Balance Sheet,” or similar format to provide the financial information. The financial statements must be signed by the appropriate borrower official and submitted within 60 days of the fiscal year end.

5. **Annual Budget and Projected Cash Flow** - Thirty days prior to the beginning of each fiscal year, the recipient will be required to submit an annual budget and projected cash flow to this office. With the submission of the annual budget, the recipient will be required to provide a current rate schedule, and a current listing of the Board or Council members and their terms. The budget must be signed by the appropriate borrower official. Form RD 442-2 or similar format may be used.

Technical assistance is available at no cost to help the recipient evaluate and complete a rate analysis on the system, as well as completing the annual budget. If the recipient is are interested, please contact the local USDA Rural Development office for information.

6. **Vulnerability Assessment/Emergency Response Plan (VA/ERP)** – The recipient will be required to submit a certification to the servicing office every three years that the VA/ERP is current and covers all sites related to the facility. The documents themselves are not submitted to the Agency. The VA/ERP must address potential impacts from natural disasters and other

emergency events. In particular, it should include plans to address impacts of flash flooding in areas where severe drought or wildfires occur. The documents should be reviewed and updated every three years at a minimum.

7. **Insurance.** The recipient will be required to maintain insurance on the facility and employees as previously described in this letter for the life of the loan.

8. **Statutory and National Policy Requirements** – The recipient has received an award of Federal funding and is required to comply with U.S. statutory and public policy requirements, including but not limited to::

- a. **Section 504 of the Rehabilitation Act of 1973** – Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Agency financial assistance.
- b. **Civil Rights Act of 1964** – All recipients are subject to, and facilities must be operated in accordance with, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*) and 7 CFR 1901, Subpart E, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required by Paragraph 1901.202(e) of this Title.
- c. **The Americans with Disabilities Act (ADA) of 1990** – This Act (42 U.S.C. 12101 *et seq.*) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications.
- d. **Age Discrimination Act of 1975** – This Act (42 U.S.C. 6101 *et seq.*) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- e. **Limited English Proficiency (LEP) under Executive Order 13166** - LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under Federally-assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. The recipient must take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information the recipient provides. These protections are pursuant to Executive Order 13166 entitled, “Improving Access to Services by Persons with Limited English Proficiency” and further affirmed in the USDA Departmental Regulation 4330-005,

“Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA.”

Agency financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. The recipient must display posters (provided by the Agency) informing users of these requirements, and the Agency will monitor the recipient’s compliance with these requirements during regular compliance reviews.

9. Compliance Reviews and Data Collection – The Agency will conduct regular compliance reviews of the borrower and its operation in accordance with 7 CFR Part 1901, Subpart E, and 36 CFR 1191, Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines. Compliance reviews will typically be conducted in conjunction with the security inspections described in this letter. If beneficiaries (users) are required to complete an application or screening for the use of the facility or service that the recipient provides, the recipient must request and collect data by race (American Indian or Alaska Native, Asian, Black or African American, White); ethnicity (Hispanic or Latino, Not Hispanic or Latino); and by sex. The Agency will utilize this data as part of the required compliance review.

We look forward to working with the [name of recipient] to complete this project. Non-compliance with the conditions in this letter or requirements of the recipient security documents will be addressed under the provisions of 7 CFR 1782 and other applicable regulations, statutes, and policies.

If there are any questions, please contact Reef Atwell-Smith at (707) 536-0246 or by e-mail at reef.atwellsmith@usda.gov.

Sincerely,

REEF Digitally signed by
ATWELL- REEF ATWELL-
SMITH SMITH
SMITH Date: 2020.05.08
 12:24:20 -07'00'
Reef Atwell-Smith
CP Loan Specialist

Attachments – ATTACHMENT 5-A “BOND REVIEW GUIDE”

cc: Pete Yribarren, Community Programs Director, Santa Maria Office
Accountant
Attorney
Bond Counsel – with ATTACHMENT 5-A “BOND REVIEW GUIDE”
Engineer

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ()			
Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.			
1. CASE NUMBER ST CO BORROWER ID 04-017-*****0430		LOAN NUMBER	FISCAL YEAR 2020
2. BORROWER NAME Clearlake Oaks County Water District		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)	
		4. STATE NAME California	
		5. COUNTY NAME Lake	
GENERAL BORROWER/LOAN INFORMATION			
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 2 - BLACK 3 - AIAN 4 - HISPANIC 5 - API	7. TYPE OF APPLICANT 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC. OF FARMERS 6 - ORG. OF FARMERS 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10 - PUBLIC COLLEGE/UNIVERSITY 11 - OTHER	8. COLLATERAL CODE 1 - REAL ESTATE SECURED 2 - REAL ESTATE AND CHATTEL 3 - NOTE ONLY OR CHATTEL ONLY 4 - MACHINERY ONLY 5 - LIVESTOCK ONLY 6 - CROPS ONLY 7 - SECURED BY BONDS 8 - RLF ACCT	9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC.
10. SEX CODE 6 1 - MALE 2 - FEMALE 3 - FAMILY UNIT 4 - ORGAN MALE OWNED 5 - ORGAN FEMALE OWNED 6 - PUBLIC BODY	11. MARITAL STATUS 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)	12. VETERAN CODE 2 1 - YES 2 - NO	13. CREDIT REPORT 2 1 - YES 2 - NO
14. DIRECT PAYMENT 2 (See FMI)	15. TYPE OF PAYMENT 2 1 - MONTHLY 2 - ANNUALLY 3 - SEMI-ANNUALLY 4 - QUARTERLY	16. FEE INSPECTION 2 1 - YES 2 - NO	
17. COMMUNITY SIZE 1 - 10 000 OR LESS (FOR SFH AND HPG ONLY) 2 - OVER 10,000		18. USE OF FUNDS CODE (See FMI)	
COMPLETE FOR OBLIGATION OF FUNDS			
19. TYPE OF ASSISTANCE 067 (See FMI)	20. PURPOSE CODE 3	21. SOURCE OF FUNDS	22. TYPE OF ACTION 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION
23. TYPE OF SUBMISSION 1 1 - INITIAL 2 - SUBSEQUENT	24. AMOUNT OF LOAN 5,000,000.0		25. AMOUNT OF GRANT 1,987,128
26. AMOUNT OF IMMEDIATE ADVANCE	27. DATE OF APPROVAL MO DAY YR	28. INTEREST RATE 1.375 %	29. REPAYMENT TERMS 40
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS			
30. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT			
COMPLETE FOR EM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION	
31. DISASTER DESIGNATION NUMBER (See FMI)		32. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN	
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY	
33. OBLIGATION DATE MO DA YR		34. BEGINNING FARMER/RANCHER (See FMI)	

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder

COPY 1 - Finance Office

COPY 2 - Applicant/Lender

COPY 3 - State Office

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CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

Approval is subject to the Letter of Conditions dated 5/8/2020.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date 05/11/2020, 20 Dianna Mann, General Manager (Signature of Applicant)

Date, 20 (Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Typed or Printed Name:

Date Approved: Title:

38. TO THE APPLICANT: As of this date, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

COMMUNITY PROGRAMS MUNICIPAL BOND COUNSELS

Below is a listing of firms who have completed bond closings with USDA Rural Development or are nationally-recognized. There are many nationally-recognized bond counsels in California you may choose from other than the ones on this list that have sufficient experience to close USDA bonds.

<p>Jones Hall 475 Sansome Street, Suite 1700 San Francisco, CA 94111 Contact: Phone: 415-391-5780 Fax: 415-276-2088</p>	<p>Meyers Nave 555 12th Street, Suite 1500 Oakland, CA 94607 Contact: Phone: 510-808-2000 Fax: 510-444-1108</p>
<p>Stradling, Yocca, Carlson & Rauth 660 Newport Center Drive, Suite 1600 Newport Beach, CA 92660 Contact: Phone: 949-725-4000 Fax: 949-725-4100</p>	<p>Richards, Watson & Gershon 355 South Grand Avenue, 40th Floor Los Angeles, CA 90071-3101 Contact: Phone: 213-626-8484 Fax: 213-626-0078</p>
<p>Best, Best & Krieger LLP 655 West Broadway, 15th Floor San Diego, CA 92101 Contact: Phone: 619-525-1300 Fax: 619-233-6118</p>	<p>Sidley Austin LLP 555 California Street, Suite 2000 San Francisco, CA 94104-1715 Contact: Phone: 415-772-1200 Fax: 415-772-7400</p>
<p>Kronick, Moskovitz, Tiedmann & Girard 400 Capitol Mall, 27th Floor Sacramento, CA 95814 Contact: Phone: 916-321-4500 Fax: 916-321-4555</p>	<p>Quint & Thimmig LLP 900 Larkspur Landing Circle, Suite 270 Larkspur, CA 94939-1726 Contact: Phone: 415-925-4200 Fax: 415-925-4201</p>
<p>Nossaman LLP 777 South Figueroa Street, 34th Floor Los Angeles, CA 90017 Contact: Phone: 213-612-7800 Fax: 213-612-7801</p>	<p>Hawkins, Delafield & Wood LLP Contact: John Pirog 1415 L St, Suite 1180, Sacramento, CA 95814 Phone: 916-326-5204, jpirog@hawkins.com One Embarcadero Center, Suite 3820 San Francisco, CA 94111 Phone: 415-486-4200 Fax: 415-397-1513</p>
<p>Orrick, Herrington & Sutcliffe LLP 400 Capitol Mall, Suite 3000 Sacramento, CA 95814-4497 Contact: Phone: 916-329-7980 Fax: 916-329-4900</p>	<p>Lozano Smith One Capitol Mall, Suite 640 Sacramento, CA 95814 Contact: Dan Maruccia, Partner Phone: 916-329-7433 Fax: 916-329-9050</p>

Revised 02/01/17

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 20-07

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

ADOPTING A RECORDS RETENTION POLICY

WHEREAS, the District is a public entity subject to laws regarding the retention, production, and destruction of public records; and

WHEREAS, the District desires to adopt a policy for the orderly and cost-effective retention and disposition of its public records;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors as follows:

1. The “Records Retention and Destruction Policy” attached hereto as Attachment A is hereby approved.
2. The records identified in the attached Policy may be disposed of as authorized by the Policy
3. In any case, the disposition of records shall be done in accordance with applicable law, rules, and regulations including Government Code Section 12236.
4. This resolution shall take effect immediately upon adoption.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Clearlake Oaks County Water District Board of Directors hereby rescinds, repeals and revokes Resolution No. 18-10 Adopting a Records Retention Policy along with all authorizations empowered by the adoption and enactment of said resolution and all other resolutions, or parts of resolutions, in conflict herewith are, to the extent of such conflict, hereby repealed.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 21st day of May 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Secretary of the Board

**ATTACHMENT A
TO RESOLUTION 20-07
CLEARLAKE OAKS COUNTY WATER DISTRICT
POLICY PERTAINING TO RECORDS RETENTION AND DESTRUCTION
OF DISTRICT RECORDS**

PURPOSE AND SCOPE

This Chapter provides criteria and procedures for the inspection of records.

GENERAL

District records are open to inspection during the office hours, and every person has a right to inspect the records, except as otherwise provided by law.

DEFINITIONS

As used in this Policy:

- (a) "Public Records" includes writing containing information relating to the conduct of District's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.
- (b) "Writing" means handwriting, typewriting, printing, photostatting, photographing, and other means of recording upon any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents. Writing does not include compilations of writings not created in the normal course of business.

EXCEPTIONS

Nothing in this Policy requires disclosure of records not subject to disclosure by law, including without limitation the following records:

- (a) Preliminary drafts, notes, or intra or inter agency memoranda not retained by the District in the ordinary course of business, if the public interest in withholding such records clearly outweighs the public interest in disclosure;
- (b) Records pertaining to pending litigation which the District is a party or to claims made pursuant to Division 3.6 (Commencing with section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;

- (c) Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- (d) Geological and geophysical data, plant production data and similar information relating to utility systems development obtained in confidence from any person;
- (e) Test questions, scoring keys, and other examination data used to administer examinations for employment;
- (f) The contents of real estate appraisals, engineering or feasibility estimates, and evaluations made for or by the District relative to the acquisition of property, or to prospective supply and construction contracts, until the property has been acquired or the contract agreement obtained. The law of eminent domain shall not be affected by this provision;
- (g) Records exempted or prohibited pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Bylaws relating to privilege;
- (h) Other records the disclosure of which is not required by law.

ADDITIONAL PUBLIC RECORDS

Notwithstanding the foregoing:

- (a) Every employment contract between the District and a public official or public employee is a public record.
- (b) An itemized statement of the total expenditures and disbursements of the District provided for in Article VI of the California Constitution shall be open for inspection.

JUSTIFICATION FOR WITHHOLDING OF RECORDS

The District shall justify withholding a record by demonstrating the record is exempt under the express provisions of this Policy or the public interest served by not making the record available clearly outweighs the public interest served by disclosure of the record. Notice of intent to withhold records shall be provided to the person requesting the record within ten days of the request for inspection.

COPIES OF RECORDS

- (a) A person may obtain a copy of an identifiable record. On written request, an exact copy shall be provided in an appropriate form. Officers, agents, and employees of the District are not required to request records in compliance with this Section when acting within the course and scope of employment or office holding. The copy shall be provided within ten days or the person requesting the record shall be notified within ten days when the record will be provided.

- (b) A payment shall be made in the amount of \$0.20 cents per page. A certified copy of such record shall require an additional payment of \$2.00. No charge shall be imposed for research or labor.
- (c) A person who desires to obtain a copy of a record must deposit an amount equal to the estimated fees for copying prior to receiving the record. The portion of the deposit not required shall be refunded. If the deposit is insufficient an additional deposit will be required.

PUBLIC COUNTER FILES

- (a) Public records readily available shall be provided upon request to members of the public who come to the District office in person. Except for writings exempt from public disclosure, the Board Secretary shall maintain at the public counter located in the District's offices a duplicate copy of approved minutes, the agenda, and written materials distributed to the Board for discussion or consideration at the next scheduled Board meeting. Public records discussed during a public meeting, but not previously available, shall be made available before the commencement of discussion at such meeting, and shall be made available for public inspection immediately or as soon thereafter as practicable.
- (b) No charge will be imposed for the use of the records described in this section unless a copy is requested, in which case a copy charge shall be imposed.
- (c) The District shall maintain a record of requests for inspection that are declined, including the reason.

RETENTION OR DESTRUCTION

PURPOSE AND SCOPE

This section provides criteria and procedures for the retention or destruction of records.

RETENTION OF ORIGINAL RECORDS

The following original records shall be maintained in perpetuity in the District's files:

- (a) The Certificate of Incorporation of the District;
- (b) Certifications of annexation proceedings;
- (c) Certificates of the Secretary of State reciting the filing of annexation papers by the District in his office;
- (d) Certifications by the Secretary of State that detachment papers have been received and area is excluded from the District;
- (e) Resolutions;

- (f) Minutes of meetings of the Board;
- (g) Certificates of Assessed Valuation prepared by the Auditor of each County in which property taxable by the District lies;
- (h) Documents received from the Tax Assessor detailing District taxes collected;
- (i) Ballot arguments pro or contra on bond issues;
- (j) Results of bond propositions received from the canvassing bodies;
- (k) Results of elections for the directors received from the canvassing body;
- (l) Records of securities acquired with surplus moneys;
- (m) Receipts for securities from banks;
- (n) Documents received relating to claims against the District;
- (o) Documents received pursuant to eminent domain proceedings by the District;
- (p) Records affecting title to land or rights of way owned by the District or liens thereon;
- (q) Records determined by the Board to be of significant and lasting historical, administrative, legal, fiscal or research value; and
- (r) Any other records required by law to be filed and preserved.

RETENTION OF DUPLICATE ORIGINAL RECORDS

The following original records may be destroyed if a copy is maintained in perpetuity:

- (a) Financial records summarizing the financial status of the District other than reports prepared pursuant to Article 9 (commencing with section 53891) of Part 1 of Division 2 of the Government Code;
- (b) Oaths of Office and related materials depicting the authenticity of the appointment of director or officer;
- (c) Paid vouchers with attached documents, summary of collections, registers of demands issued, and journals of warrants paid, if the original is maintained in the District's files for a period of five years;
- (d) Reports of the District in correspondence not covered in another Section of this Policy; and

- (e) Records received pursuant to State statute not expressly required by law to be filed and preserved.

RETENTION OF RECORDS

Except as otherwise required by law, the following records may be destroyed after the passage of time, without maintenance of a copy:

- (a) Unaccepted bids or proposals for construction may be destroyed after two years;
- (b) Work orders or in-house records of time spent on work assignments may be destroyed after two years;
- (c) Records created for a specific event or action may be destroyed after five years following the end of the fiscal year in which the event or action was completed;
- (d) Canceled checks for the payment of bond interest and redemption may be destroyed after ten years; and
- (f) Any record, paper or document more than two years old and prepared or received in a manner other than pursuant to State statute.

RETENTION OF OTHER RECORDS

The following records may be destroyed at any time, without maintenance of a copy:

- (a) Duplicates, the original or a permanent photographic record of which is on file;
- (b) Rough drafts, notes and working papers accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document representing the work of any employee;
- (c) Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters, and tracer letters;
- (d) Canceled coupon sheets from registered bonds; and
- (e) Shorthand notebooks, telephone messages and inter departmental notes.

AUDIO OR VIDEO RECORDINGS

An audio or video recording of a meeting of the Board or a Board committee made by the District may be erased or destroyed after one ~~(1) year~~ (1) month or upon approval of the recorded minutes. Members of the public may inspect or copy a recording prior to its being erased or destroyed.

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

CLEARLAKE OAKS, CA 95423

(707) 998-3322

RESOLUTION NO. 20-08

**BY THE BOARD OF DIRECTORS
OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT**

**Approval of the Revised Engineering Services Contract Scope and
Authorization to Proceed of Amendment No. 2 for the Completion of
the Clearlake Oaks County Water District Water System
Improvement Project per the Approved Letter of Conditions for
Grant and Loan Funding by the USDA Rural Development**

WHEREAS, the Clearlake Oaks County Water District (District) is required, and has a fiduciary responsibility, to provide sufficient potable water and sanitary sewer service(s) to the residents of the District, and;

WHEREAS, the system is unable to meet mandatory requirements and standards, and portions of the current system are deficient, dilapidated and have performed beyond their useful life, and;

WHEREAS, the District has continued to pursue funding to assist with the rehabilitation of the water/sewer system to repair the deficiencies and meet health and safety requirements, and;

WHEREAS, In 2016, MC Engineering completed a Water Master Plan that included system-wide water modeling, an updated project improvement(s) list with costs for various system-wide components including water storage, distribution, and water treatment facilities, and;

WHEREAS, on April 12 2019, the District approved an Engineering Consultant Services Agreement with MC Engineering in amount of \$203,770 for preparation of a PER, design of certain facilities, and preparation and submittal of a design/construction grant and loan to the USDA Rural Development, and;

WHEREAS, on February 20, 2020, the CLOCWD approved an amendment (Amendment No 1) to the Engineering Consultant Services Agreement in the amount of \$215,225, which includes additional design and bidding services, assistance with a Prop 218 process, acquisition of easements for the proposed backflow project, and the required updates to the PER as a result of expanding the list of projects and related re- prioritization, and;

WHEREAS, In 2019, the District applied for USDA Rural Development funding for Water System Improvement Projects, including WTP corrosion and treatment upgrades, installation of water meters and backflow protection devices, new water storage tanks (Harvey and Cerritos), new Harvey area pipelines and access road and other miscellaneous appurtenances, and;

WHEREAS, in May 2020 the USDA Rural Development approved the CLOCWD Application for Funding and prepared a Letter of Conditions (LOC) for the planning, design, and construction the Water Improvement Project which includes a \$ 1, 987,128 grant and a matching loan in the amount not to exceed \$ 5,000,000, and;

WHEREAS, the total amount of the Engineering Services Agreement/Scope for the approved project is \$1,238,396 and has been revised to include engineering and additional services costs, as shown and approved within the USDA LOC, and includes the original authorization amount (PER), Amendment No. 1 and pending Amendment No.2 and;

WHEREAS, MC Engineering has prepared Amendment No. 2 (attached hereto) to the Agreement for Services in the Amount of \$ 170,940 to complete the design and bidding for additional projects, not included in their prior scope but defined at the planning level within the PER. These additional construction projects include distribution system improvements in the Harvey area and replacement of the failing Cerritos tank, and;

BE IT RESOLVED by the Board of Directors of the Clearlake Oaks County Water District hereby supports and approves the following actions:

1. Approve the attached Amendment No. 2 with MC Engineering authorizing the completion of the Design Phase of the proposed project through bidding, including incorporating the Harvey area distribution piping and Cerritos tank replacement not included in their original contract.
2. Approve the Design and Construction Services Agreement (Scope) with MC Engineering for a total amount not to exceed \$1,238,396, including authorization to proceed only on the design services including Amendments No. 1 and No.2.

FURTHER BE IT RESOLVED AND ORDERED by the Board of Directors of the Clearlake Oaks County Water District that the General Manager is authorized to execute the required Engineering Consultant Agreement/Scope and authorize approval of Amendment No. 2 with MC Engineering for the completion of the design of those approved projects included within the USDA Rural Development Letter of Conditions.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 21st day of May 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Board Secretary

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TABLE 1- Water Storage and Distribution Projects
Opinion of Probable Construction Costs (Table 7.1a in PER)

Revised 4/20/2020

Item	Projects	Project Description	Approximate Cost
1	Water Meter and Meter Reading Equipment Upgrades	Refer to Figure 3.2a for DMA project location map and Section 7.1.1 for detailed project description.	\$905,110
2	WTP Clarifier/Clearwell Corrosion Protection	Refer to Figure 1.1a for project location map and Section 7.1.2 for detailed description.	\$326,309
3	Clearwell DBP/THM Removal	Refer to Figure 1.1a for project location map and Section 7.1.3 for detailed description.	\$395,000
4	Harvey Area Distribution System Improvements, only	Refer to Figures 7.1.4a, Table 7.1.4a for project location map and Section 7.1.4 for detailed description.	\$733,516
5	Backflow Prevention Devices	Refer to Figure 7.1.5a for project location map and Section 7.1.5 for detailed description.	\$466,100
6	Harvey Tank, Pipelines, Booster Station, and Access Road	Refer to Figure 7.1a for project location map and Section 7.1.6 for detailed description.	\$1,610,403
7	Cerritos Storage Tank	Refer to Section 3.4 for project description with detailed costs	\$472,684
Sub-Total (Construction Costs Only)			\$4,909,122
Soft Costs (25.2%)			\$1,238,396
Equipment/Materials			\$141,526
Sub Total (w/ Soft Costs and Materials)			\$6,289,044
Contingency (10%)			\$628,904
Sub-Total w/ Contingency			\$6,917,948
Bond Counsel (1% of Sub-Total)			\$ 69,179
Opinion of Total Costs for All USDA Funded Projects			\$6,987,128

Note: (1) Vactor/Pumper Truck not included and removed (\$550,000). Still remaining are the ~~three~~ required standby generators for emergency operations (25kw-125 kw @ Est. \$ 141,526)



COMPENSATION FOR ENGINEER'S SERVICES

1. The fees for the Engineer's services are described below:

Preliminary Engineering Report (1)	\$ <u>102,396</u>
Design Services (2)	\$ <u>425,000</u>
Contract Bidding and Award Services (3)	\$ <u>35,000</u>
Construction Phase Services (4)	\$ <u>145,000</u>
Resident Inspection Services	\$ <u>405,000</u>
<i>As needed:</i>	
Geotechnical Services (4)	\$ <u>31,000</u>
Construction Phase Surveying (5)	\$ (under Easement Acquisition/ROW)
Easement Acquisition/ROW's (6)	\$ <u>53,000</u>
Operation & Maintenance (O&M) Manual (4)	\$ <u>6,000</u>
As-Built Record Drawings (4)	\$ <u>25,000</u>
Other (Environmental) (3)	\$ <u>11,000</u>

Total Amount: \$ 1,238,396

Initial Authorizations: \$ 589,935 (w/Amendments No. 1 and 2)

Future Pending Services \$ 648,461 (Construction Management)

Notes:

- Completed under prior authorization
 - Includes \$43,250 for design level geotechnical for Harvey tank, Harvey area distribution, and Cerritos tank. A total of \$141,310 was included under a prior authorization. Includes \$13,580 for prop 218 support during design.
 - Included in this authorization
 - Pending future amendment for construction related engineering and geotechnical services.
 - Based on initial proposal from Geo-Legal with blanket easements only.
 - Included in this authorization for easements and related surveying. May require additional surveying and easements for anomalies and meters in non-standard locations (pending initial field review by MCE).
- The Engineer's invoices shall include a breakdown of the services provided and the invoices shall only include work that has been completed. The invoiced charges shall be based on Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any.
 - A copy of the Engineer's current Standard Rate Schedule is attached.
 - The Engineer's billing shall not exceed the Total Amount shown. Any changes to the Engineering fees must be approved by USDA Rural Development. Any approved adjustments to the fees shall be made by written amendment.

**Clearlake Oaks Co Water District
PROJECTED BUDGET 2020-21**

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Target % > **8%**

As of July 2020 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,217,554	101,463	-	0%	1,157,800	96,483	-	0%
Total Operating Expenses	1,039,017	86,585	-	0%	1,193,337	99,445	-	0%
Operating Balance (loss)	178,537	14,878	-		(35,537)	(2,961)	-	
420 Connection Fees	10,000	833	-	0%	10,000	833	-	0%
435		-	-			-	-	
450 Other - Non S/W Rev	100,000	8,333	-	0%	100,000	8,333	-	0%
Reserves	150,000	12,500	-	0%	-	-	-	0%
Net Change In Net Position (loss)	138,537	11,545	-		74,463	6,205	-	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	
District CRP	
Paradise Cove CRP	
Paradise Cove Escrow	
Water Reserve	
Sewer Reserve	
LAIF Account	
Total	\$0.00

As of July 2020 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	-	0%	1,132,800	94,400	-	0%
430 Penalty & Interest	30,000	2,500	-	0%	25,000	2,083	-	0%
440 Misc	5,000	417	-	0%	0	0	-	0%
Total Revenue >	1,217,554	101,463	-	0%	1,157,800	96,483	-	0%

As of July 2020 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	Spent
505 Salaries & Wages	318,237	26,520	-	0%	455,678	37,973	-	0%
520 FICA - District Share	26,341	2,195	-	0%	37,773	3,148	-	0%
530 Medical Ins - District Share	111,077	9,256	-	0%	166,616	13,885	-	0%
540 PERS - District Share	63,193	5,266	-	0%	73,976	6,165	-	0%
550 Unemployment	9,000	750	-	0%	9,000	750	-	0%
560 Workers Comp Ins	20,639	1,720	-	0%	26,543	2,212	-	0%
Salaries and Employee Benefits >	548,487	45,707	-	0%	769,587	64,132	-	0%

605 Advertising	200	17	-	0%	200	17	-	0%
610 Bank Fees	10,010	834	-	0%	10,000	833	-	0%
620 Communications & Internet	13,000	1,083	-	0%	10,000	833	-	0%
622 Board Exp	3,750	313	-	0%	3,750	313	-	0%
625 Equip - Field (\$300-\$4999)	2,500	208	-	0%	4,000	333	-	0%
630 Equip - Office	1,500	125	-	0%	2,000	167	-	0%
640 Fuel & Oil	15,020	1,252	-	0%	16,300	1,358	-	0%
645 Insurance	30,000	2,500	-	0%	26,250	2,188	-	0%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	20,000	1,667	-	0%	15,000	1,250	-	0%
660	Memberships & Subscriptions	25,750	2,146	-	0%	29,750	2,479	-	0%
665	Mileage Reimb	750	63	-	0%	500	42	-	0%
670	Postage & Shipping	6,000	500	-	0%	6,000	500	-	0%
675	Professional Services	36,000	3,000	-	0%	19,000	1,583	-	0%
685	Rents	6,200	517	-	0%	6,200	517	-	0%
690	Safety & Security	2,500	208	-	0%	5,500	458	-	0%
700	Tools & Instruments	2,000	167	-	0%	2,500	208	-	0%
703	Supplies - Clothing & Personal	2,050	171	-	0%	2,300	192	-	0%
705	Supplies - Office	4,750	396	-	0%	5,250	438	-	0%
715	Treatment Chemicals	75,000	6,250	-	0%	48,000	4,000	-	0%
720	Supplies - Operating - Other	5,000	417	-	0%	22,000	1,833	-	0%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	3,750	313	-	0%	3,250	271	-	0%
745	Travel	1,000	83	-	0%	1,000	83	-	0%
750	Utilities	162,750	13,563	-	0%	125,750	10,479	-	0%
760	Waste Disposal	3,050	254	-	0%	52,250	4,354	-	0%
795	Yolo Co	48,000	4,000	-	0%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		480,530	40,044	-	0%	416,750	34,729	-	0%
810	R&R Buildings & Grounds	7,000	583	-	0%	4,500	375	-	0%
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	-	0%	2,500	208	-	0%
850	Maintenance Reserve Account	-	-	-	0%	-	-	-	0%
Repairs & Replacement >		10,000	833	-	0%	7,000	583	-	0%
Total Expenses >		1,039,017	86,585	-	0%	1,193,337	99,445	-	0%

1 Administration - Budget Variance Report July 1, 2020 through June 30, 2021 Target % > **8.3%** GL ADMIN

As of July 2020		2020-2021 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	375,051	31,254		0.0%	375,051	
520 FICA - District Share	31,190	2,599		0.0%	31,190	
530 Medical Ins - District Share	95,550	7,963		0.0%	95,550	
540 PERS-District Share (incl unfunded Liab, 14.5K)	108,563	9,047		0.0%	108,563	
550 Unemployment	18,000	1,500		0.0%	18,000	
560 Workers Comp Ins	8,913	743		0.0%	8,913	
Salaries and Employee Benefits >	637,268	53,106	-	0.0%	637,268	
605 Advertising	400	33	-	0.0%	400	
610 Bank Fees	20,000	1,667		0.0%	20,000	
620 Communications & Internet	7,000	583		0.0%	7,000	
622 Board Exp	7,500	625		0.0%	7,500	
625 Equip - Field (up to \$4999)	0	0		0.0%	0	
630 Equip - Office	2,000	167		0.0%	2,000	
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	1,500	125		0.0%	1,500	
665 Mileage Reimb	500	42		0.0%	500	
670 Postage & Shipping	12,000	1,000		0.0%	12,000	
675 Professional Services (Legal, IT, CUSI annual)	22,000	1,833		0.0%	22,000	
685 Rents	12,400	1,033		0.0%	12,400	
690 Safety & Security (boots)	1,000	83		0.0%	1,000	
700 Tools & Instruments	0	0		0.0%	0	
703 Supplies - Clothing & Personal	600	50		0.0%	600	
705 Supplies - Office	7,500	625		0.0%	7,500	
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		0.0%	3,500	
745 Travel / Lodging	1,000	83		0.0%	1,000	
750 Utilities	5,500	458		0.0%	5,500	
760 Waste Disposal	500	42		0.0%	500	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
Services and Supplies >	104,900	8,742	-	0.0%	104,900	
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	-	0.0%	4,000	
Total Expenses >	746,168	62,181	-	0.0%	746,168	

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1 Sewer - Budget Variance Report July 1, 2020 through June 30, 2021		Target % >		8.3%	GL SEWER	
As of July 2020		2020-2021 Budget		Actual	Total	
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	268,152	22,346		0.0%	268,152
520	FICA - District Share	22,178	1,848		0.0%	22,178
530	Medical Ins - District Share	118,841	9,903		0.0%	118,841
540	PERS - District Share (\$14.5K Unfunded)	19,694	1,641		0.0%	19,694
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	22,087	1,841		0.0%	22,087
Salaries and Employee Benefits >		450,952	37,579	-	0.0%	450,952
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	333		0.0%	4,000
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	125		0.0%	1,500
630	Equip - Office	1,000	83		0.0%	1,000
640	Fuel & Oil (Schaeffers)	13,500	1,125		0.0%	13,500
645	Insurance	26,250	2,188		0.0%	26,250
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	15,000	1,250		0.0%	15,000
660	Memberships & Subscriptions	29,000	2,417		0.0%	29,000
665	Mileage Reimb	250	21		0.0%	250
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)	8,000	667		0.0%	8,000
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	5,000	417		0.0%	5,000
700	Tools & Instruments	2,500	208		0.0%	2,500
703	Supplies - Clothing & Personal	2,000	167		0.0%	2,000
705	Supplies - Office	1,500	125		0.0%	1,500
715	Treatment Chemicals	48,000	4,000		0.0%	48,000
720	Supplies-Operating-Other-Titan Tubes	22,000	1,833		0.0%	22,000
730	Taxes - Licenses	-	-			-
735	Training, Certs (classes, books)	1,500	125		0.0%	1,500
745	Travel / Lodging	500	42		0.0%	500
750	Utilities	123,000	10,250		0.0%	123,000
760	Waste Disposal	52,000	4,333		0.0%	52,000
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
Services and Supplies >		356,500	29,708	-	0.0%	356,500
810	R&R Buildings & Grounds	2,500	208		0.0%	2,500
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	2,500	208		0.0%	2,500
Repairs & Replacement >		5,000	417	-	0.0%	5,000
Total Expenses >		812,452	67,704	-	0.0%	812,452
Expense Notes						

1	Water - Budget Variance Report July 1, 2020 through June 30, 2021	Target % >	8.3%	GL WATER		
	As of July 2020	2020-2021 Budget	Actual	%		
	Expenses	Annual	YTD	YTD		
				Spent		
				Total		
				Remaining		
505	Salaries & Wages	130,712	10,893	0.0%	130,712	
520	FICA - District Share	10,746	895	0.0%	10,746	
530	Medical Ins - District Share	63,302	5,275	0.0%	63,302	
540	PERS - District Share	8,911	743	0.0%	8,911	
550	Unemployment	0	0	0.0%	0	
560	Workers Comp Ins	16,183	1,349	0.0%	16,183	
	Salaries and Employee Benefits >	229,853	19,154	-	0.0%	229,853
605	Advertising	0	0	0.0%	0	
610	Bank Fees	0	0	0.0%	0	
620	Communications & Internet	7,000	583	0.0%	7,000	
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	12,220	1,018	0.0%	12,220	
645	Insurance	30,000	2,500	0.0%	30,000	
650	Interest	0	0	0.0%	0	
657	Outside Lab / Internal Lab	20,000	1,667	0.0%	20,000	
660	Memberships & Subscriptions	25,000	2,083	0.0%	25,000	
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	0.0%	25,000	
685	Rents	0	0	0.0%	0	
690	Safety & Security (includes boots)	2,000	167	0.0%	2,000	
700	Tools & Instruments	2,000	167	0.0%	2,000	
703	Supplies - Clothing & Personal	1,750	146	0.0%	1,750	
705	Supplies - Office	1,000	83	0.0%	1,000	
715	Treatment Chemicals	75,000	6,250	0.0%	75,000	
720	Supplies - Operating - Other	5,000	417	0.0%	5,000	
730	Taxes - Licenses	0	0	0.0%	0	
735	Training, Certs (classes, books)	2,000	167	0.0%	2,000	
745	Travel / Lodging	500	42	0.0%	500	
750	Utilities	160,000	13,333	0.0%	160,000	
760	Waste Disposal	2,800	233	0.0%	2,800	
795	Yolo Co	48,000	4,000	0.0%	48,000	
799	Misc	0	0	0.0%	0	
799.1	Customer Refund					
	Services and Supplies >	420,270	35,023	-	0.0%	420,270
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	0	0	0.0%	-	
840	R&R Vehicles	3,000	250	0.0%	3,000	
	Repairs & Replacement >	8,000	667	-	0.0%	8,000
	Total Expenses >	658,123	54,844	-	0.0%	658,123

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2020 through June 30, 2021

1 SEWER-CRP Target % > **8.3%** **CRP-SEWER**

As of July 2020

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	396,097	33,008	0.0%	0%
SEWER CRP Expenses	430,722	35,893	0.0%	0%
bridge Loan Interest	-	-		
USDA Annual Payment	105,280	8,773		
	-	-		
	-	-		
Operating Balance (loss)	(139,905)	(11,659)		

		2020-2021 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	210,135	17,511		0.0%	210,135
520	FICA - District Share	17,317	1,443		0.0%	17,317
530	Medical Ins - District Share	59,719	4,977		0.0%	59,719
540	PERS - District Share	7,884	657		0.0%	7,884
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	20,716	1,726		0.0%	20,716
	Salaries and Employee Benefits >	315,772	26,314	-	0.0%	315,772
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		0.0%	1,250
630	Equip - Office	-	-		0.0%	-
640	Fuel & Oil	6,500	542		0.0%	6,500
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
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)	0	0		0.0%	0
685	Rents	-	-		0.0%	-
690	Safety & Security (includes boots)	1,500	125		0.0%	1,500
700	Tools & Instruments	200	17		0.0%	200
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	7,500	625		0.0%	7,500
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,200	100		0.0%	1,200
745	Travel / Lodging	400	33		0.0%	400
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
	Services and Supplies >	23,950	1,996	-	0.0%	23,950
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		0.0%	20,000
830	R&R Equipment	25,000	2,083		0.0%	25,000
832	R&R Mains/Laterals	25,000	2,083		0.0%	25,000
840	R&R Vehicles	11,000	917		0.0%	11,000
	Repairs & Replacement >	91,000	7,583	-	0.0%	91,000
	Total Expenses >	430,722	35,893	-	0.0%	430,722

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2020 through June 30, 2021

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Target % > **8.3%** **CRP-WATER**

As of July 2020 Summary		WATER - CRP Budget		Actual YTD		
		Annual	YTD	Amount	%	
WATER CRP Revenue		411,876	34,323	0.0%	0%	
WATER CRP Expenses		252,613	21,051	0.0%	0%	
USDA Payment 1st year		140,000	11,667			
Operating Balance		19,263	1,605			
Expenses		2020-2021 Budget		Actual YTD	% Spent	Total Remaining
		Annual	YTD			
505	Salaries & Wages	91,124	7,594		0.0%	91,124
520	FICA - District Share	7,480	623		0.0%	7,480
530	Medical Ins - District Share	31,651	2,638		0.0%	31,651
540	PERS - District Share	6,079	507		0.0%	6,079
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,779	732		0.0%	8,779
Salaries and Employee Benefits >		145,113	12,093	-	0.0%	145,113
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		0.0%	1,250
630	Equip - Office	-	-		0.0%	-
640	Fuel & Oil	6,500	542		0.0%	6,500
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	2,500	208		0.0%	2,500
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%	-
685	Rents	0	0		0.0%	0
690	Safety & Sec (includes boots)	3,500	292		0.0%	3,500
700	Tools & Instruments	750	63		0.0%	750
703	Supplies - Clothing & Personal	1,500	125		0.0%	1,500
705	Supplies - Office	150	13		0.0%	150
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	7,500	625		0.0%	7,500
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	750	63		0.0%	750
745	Travel / Lodging	600	50		0.0%	600
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		30,000	2,500	-	0.0%	30,000
810	R&R Buildings & Grounds	7,500	625		0.0%	7,500
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		0.0%	25,000
832	R&R Mains/Service Lines/Tanks	25,000	2,083		0.0%	25,000
840	R&R Vehicles	20,000	1,667		0.0%	20,000
Repairs & Replacement >		77,500	6,458	-	0.0%	77,500
Total Expenses >		252,613	21,051	-	0.0%	252,613

CRP-S = Jeremy, Jesse, Vacant

CRP-W= Christopher, Hugo

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