

**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

MARCH 19, 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
- c. Water Plant Chief Operator
- d. Wastewater Plant Chief Operator
- e. General Manager

2. Financial Reports for review and approval

- a. February 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 02-20-2020
- b. Minutes of Special Meeting 02-20-2020

4. Bills

- a. MC Engineering invoice number 1903, dated 3/5/2020, in the amount of \$24,798.77 for the Waste Water Infrastructure Improvements Project
- b. MC Engineering invoice number 1892, dated 3/5/2020, in the amount of \$34,156.19 for the USDA Water Projects
- c. T & S Construction invoice number 10, dated 02/29/20, in the amount of \$287,723.11 for Phase 3 of the Wastewater Infrastructure Improvements
- d. T & S Construction invoice number 4, dated 02/29/2020, in the amount of \$8,465.78 for Phase 2 of the Wastewater Infrastructure Improvements

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and approval of Geo Legal's proposal for processing and recording of multiple easements to facilitate CLOCWD access across and to Kuehn Properties in the amount of \$13,200

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of approving up to \$20,000 from the CRP-Sewer account that may be used to complete jobs that are not completely covered by contingency money from the Waste Water Infrastructure Improvements Project grant.

Action Taken: _____

- b. Discussion and consideration of approving policy pertaining to Hiring of Personnel

Action Taken: _____

- c. Discussion and consideration of approving policy pertaining to Lead and Copper

Action Taken: _____

- d. Discussion and consideration of approving policy pertaining to Public Works

Action Taken: _____

- e. Discussion and consideration of Resolution No. 20-01 pertaining to CSA 16 Boundaries

Action Taken: _____

- f. Discussion and consideration of Resolution No. 20-03 to Amend the Employee Handbook

Action Taken: _____

- g. Discussion and update of the Coronavirus (COVID-19)

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)

March 13, 2020 - Board Letter

Administration

- ∂ Received \$1314.20 in payments towards our <120 Aged Receivables this past month, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts (Payments from escrow).
- ∂ We received 2 water quality complaints (WQC) this month
- ∂ We received 1 consumer/appeal claim(s)
- ∂ Actively training Susie on the billing desk, she has gone through the entire billing process, schedules permitting.
- ∂ Scott Nave and I have begun working on the Board and Admin side of the District Code, he is currently trying to find a template to be able to write off of. We have set a tentative review date of June 2020 to present this to the board. I will be asking for an Ad Hoc committee within the coming meetings in order to have the Boards input on how the code reads.
- ∂ Also working with Scott Nave to implement a new Disconnect Policy given the law change this year. We are mocking up a monthly schedule that will allow us to implement this policy better, along with other factors.
- ∂ Lead and Copper sample request letters were mailed on 03/10/2020. Sample bottles will be dropped off to customers who have not opted out by end of day on 03/16/2020
- ∂ I have begun working on the billing portion of the Electronic Annual Report (EAR) that is due in April.

All the best,
Olivia Mann

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Board letter for CLOCWD,

3-13-2020

Water distribution main & service lines:

*We had about 20 leak repairs completed. The DC crew also completed several older small leaks that were in need of attention.

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

Tank sites:

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

Sample stations sites:

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

Sewer collections and Lift station sites:

*SWRCB Phase 3 Project Status Report
Total Project Completion near 90%*

*LS2: 100% Complete

*LS3: 100% Complete

*LS4: 100% Complete

*LS5: 90% Panel has been installed but now we need new pumps. Pumps have been ordered. This lift station is now gravity fed. There for we have been pumping down the area once a week to help avoid any sewer clog in the main line. We found a pump lying around at waste, we tried to use it but it didn't work.

*LS6: 100% Complete.

*LS7: 90% Complete; startup pending until new VFD arrives by end of the month.

Other pending items includes AC and decommissioning the old lift station

*LS8: 95% Complete. Needs new floats by change order

*LS9: 90% Complete. Pump replacement and new floats pending by change order

*LS10: 30% Complete. Bypass vault retro fit complete.

Staff updating:

*We have given Christopher a second chance and brought him back on as a utility tech.

*James has moved over to the water treatment side.

*With a full crew finally, we project to start getting a lot of our back logged projects completed.

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Barbara Higman
Director

Michael Herman
Director

X

District vehicles:

- *The dump truck just had all the tires replaced.
- *The 2011 Vaccon is still out for maintenance.

Training:

- *Hugo will be taking his exam for distribution operator 2 on the 21st of March.
- *I attended a PSPS workshop for conducting risk assessments and developing emergency response plans.

Thank You

Chief DC, Jeremy Backus

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- ◆ Losing Operator David Valerga
- ◆ James Simons from DC came over to treatment
- ◆ CERS Report Completed
- ◆ 19.2 MG Gallons Produced in February
- ◆ Lead & Copper testing to happen in March
- ◆ Water sample test sheet attached
- ◆ Plant and storage locations sprayed for weed control

Thank you,

Kurt Jensen

WTP Chief Plant Operator
k.jensen@clocwd.org

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
MARCH 2020

Reporting Period: February 2020

From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors

March 13, 2020

Total flows during the month of February were 8.248 MG averaging 266,000 gallons a day. The total flows that were treated and sent over to South East through the effluent line were 7.220 MG averaging 233,000 gallons a day (162 gallons/min). The lake level remains low for this time of season. Rumsey Gauge averaged at 4.57'. All testing for the month within our process was in compliance with our WDR.

First Quarter Ground Water Monitoring was performed on the 20th. Due to the low water table, well #2 had to be purged prior to sampling. This allowed us to sample this well. We have experienced two consecutive hits on this well in the last two quarter sampling. We took the initiative to drain pond #2 and inspect the liner something we do every year during dredge season. There were some patches that were compromised. We replaced these patches and filled the pond back up. Dean Enderlin will review the results and recommend what steps to take to address this issue. We have been currently in the process of disinfecting and re-developing our wells. As per Dean's recommendation, only well 2 and 3 have been disinfecting but not re-developed due low water table levels. In the past this has helped whenever there recurrent coliform hits. I will be working closely with Dean and Guy Childs to address this issue.

Carports have finally been installed and finalized at the waste plant. This will help keep our equipment in good condition and away from the elements that cause damage.

All maintenance and testing required have been completed for the month.

Thank you,

Francisco Castro

WWTP Chief Plant Operator

f.castro@clocwd.org

Clearlake Oaks County Water District
March 19, 2020

First, I would like to welcome our new Board member, Mike Herman, and I look forward to working with him on some major projects the District has coming in the future.

This month we said good bye to our T2 and wish him well in his new adventure.

I am continuing to field phone calls and talk to walk-ins regarding the Lead and Copper sampling and ensuring them that our water is still of great quality and safe to drink.

As you will see as an agenized item later in this packet, a quote from Geo Legal to finish the easements and access easements with Richard Kuehn. I have already authorized my spending limit of \$8,000 to keep this project moving forward and will instruct him of the Board's decision for the remainder of the bid after this meeting. Once this project is complete, I will move on to the agreements we will need regarding the road maintenance on the access roads, then eventually the electrical easement.

The Waste Water Infrastructure Improvements Project has had a few hiccups with some material being back ordered and not arriving in a timely matter and some sewer lateral issues, however, a few issues are to be expected with a job of this size. The start-up for the new Lift Station 7 that was scheduled for March 12 has been rescheduled to March 31st. It would be great if all the Board members could be present for the start-up and I will keep everyone posted on the definite date and time.

Until the pumps arrive for Lift Stations 5 and 9, the District will be periodically using pump trucks to ensure no overflows will occur.

Francisco, Jeremy, and myself all went to different training for preparation of the upcoming PSPS's all came away with some good information.

I have started work on 2020-2021 budget and will be asking for a committee meeting around mi-April.

I received an email from Jan Coppinger on March 10th that said the County should be receiving the \$92K grant retention payment and Jan and I will be meeting to discuss the next step as soon as they receive it. This is the money that will be used for the new coating of the water storage tank serving Paradise Cove.

I have been working on some District policies and you will continue to see more on the upcoming agendas.

I have called Jan Coppinger with Special Disticts to ask for help on getting our Operators included as first responders in the testing of the Coronavirus.

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: March 6th, 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: February, 2020

I. Engineering Project Status Update

Work on the project during February included the following:

- Conducting bi-weekly construction meetings, preparation of agenda and minutes
- Addressing RFIs, Plan Clarifications, and Contract Change Orders
- Daily onsite inspection at Lift Stations
- Review of pay requests

II. Budget Status Update

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

This Invoice: \$24,798.77

Cost to Date: \$642,084.74

Cost to Complete: \$13,901.06

III. Projected Tasks for March, 2020

- Weekly coordination meetings and calls with T&S Construction
- Continue to address RFIs and CCOs
- Continue on site inspections for both phase 2 and 3 projects
- Continue on site inspection and begin record drawings and final punchlist in preparation of closeout

Project Progress:

Construction milestones completed in February include:

- Push cam inspection of laterals on Keys in preparation of installing lateral liner
- Installation of SEPS catwalk handrail
- Initial check out of interconnect wiring at LS 7
- Potholing at Big Oaks complete, with pavement restoration
- Server upgrade, and lift station screens nearly complete
- Pavement at LS 2 nearly complete
- Junction box, rigid conduits, vault improvements, and panel installed at LS 10
- Installation of panel at LS 5

Moving forward into the month of March we are anticipating that Pro Pipe will be on site for the remainder of the month installing the T-liners and lateral lining on Keys Blvd and the remaining construction costs would be used for available would be used for the installation of additional mainline CIPP. Tentatively this work would begin in early- to mid-April and take approximately 1 week to complete at which point the phase 2 would be ready for closeout.

We are also expecting that, with exception of the SEPS shut-off valve, all of the Phase 3 work will be completed by the end of March. The lead time for the SEPS valve and actuator is expected to be no less than 2 months, with this in mind it is likely that this installation will occur sometime in June. Closeout of phase 3 would then be closed out shortly thereafter.

As shown above, the current budget shows nearly \$14,000 for construction management services. At a minimum MCE representative will need to be on site for the entire month of March to oversee Pro Pipes work as well as T&S' work for Phase 2 and 3 respectively. In addition to one week in June during the installation of the SEPS shut off valve MCE on site inspection will be needed for one week in April during the final CIPP installation. It is estimated that the remaining month and 2 weeks of inspection services will total to nearly \$45,000. Also, design costs incurred for LS 10 and the SEPS valve currently total to nearly \$10,000.

With this in mind we are requesting that nearly \$40,000 be allocated to the MCE construction management budget to cover the required cost to close out both Phase 2 and 3 projects and design fees incurred.

Report Date: March 6, 2020

To: Dianna Mann, CLOCWD Interim General Manager

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

RE: CLOCWD USDA Funded PER and Initial Design Services Proposal

Billing Period: January/February 2020 (Invoice #1892)

I. Project Status Update

Work on the project during January/February included the following:

- Drafting Electrical and Mechanical Sheets for Harvey Tank
- PER Finalization
- Review of design budget for project
- Contract setup and monthly invoicing
- RD Apply preparation for submittal
- Coordination for Survey of Harvey Tank

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: \$34,156.19 (\$25,274.54 Phase 1; \$8,881.65 Phase 2)

Cost to Date: \$244,395.51 (99,693.57 Phase 1; \$144,701.94 Phase 2)

Cost to Complete: \$179,599.49 (\$2,701.43 Phase 1; \$176,898.06 Phase 2)

III. Projected Tasks for March 2020

- Harvey Tank design Draft Submittal
- Meter DMA Installation design, coordination with USA and pothole
- Field survey of BPA locations
- Tank corrosion protection design documents
- DBP/THM removal site coordination and design
- Project Manual preparation
- Meter changeout/retrofit/reading technology RFP document preparation
- Meter RFP draft documentation development and first draft submittal
- USDA funding procurement
- Project site meetings and coordination

Clearlake Oaks County Water District
Summary Balance Sheet
As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	2,038,722.73
Other Current Assets	1,757,294.79
Total Current Assets	<u>3,796,017.52</u>
Fixed Assets	<u>15,576,166.62</u>
TOTAL ASSETS	<u><u>19,372,184.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,223,943.02
Credit Cards	4,397.01
Other Current Liabilities	-59,830.15
Total Current Liabilities	<u>1,168,509.88</u>
Total Liabilities	1,168,509.88
Equity	<u>18,203,674.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>19,372,184.14</u></u>

Clearlake Oaks County Water District
Balance Sheet
 As of February 29, 2020

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	5,000.00
102.10 · CRP PC - 6192	1,333.88
102.12 · WATER RESERVES- 8503	87,700.00
102.001 · GL - 9122 (Old Acct. # 053420019)	436,088.54
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 10... CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS ...	903,185.82
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - W...	1,092,185.82
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AM...	88.98
102.02 · CRP Water - 6990	114,657.87
102.03 · CRP Sewer - 3745	301,667.64
Total Checking/Savings	2,038,722.73
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 101...	29,609.68
130 · Const In Progress - Studies	128,095.26
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - W...	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - W...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE ...	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS ...	15,474.00
Total Other Current Assets	1,757,294.79
Total Current Assets	3,796,017.52
Fixed Assets	
138 · USDA Water Improvements	226,185.85
128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installa...	3,135,721.43
121 · Wtr Dist & Wtr Storage Projects (Replacement or installat...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or instal...	152,704.44
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or In...	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) - O...	95,368.50
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,322,898.97
122 · Bldgs/Grounds Cap Improvements	8,535,149.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - ...	

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Clearlake Oaks County Water District
Balance Sheet
 As of February 29, 2020

	Feb 29, 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 SYSTE...	3,234,251.87
Total 124 · D/C System Cap Improvements (COLLECTION SYS...	3,367,262.20
125 · Land - Dist. Cap. Improvements	300,478.61
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	15,576,166.62
TOTAL ASSETS	19,372,184.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WA...	1,223,943.02
Total Accounts Payable	1,223,943.02
Credit Cards	
211 · WAB Credit Card	
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna -...	1,740.89
211.13 · WAB - Jeremy - 2499	632.61
211.12 · WAB- Francisco - 2481	2,023.51
Total 211 · WAB Credit Card	4,397.01
Total Credit Cards	4,397.01
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
280 · Loan	
280.02 · KS State Bank - 2019 Vac-Con	-22,264.41
280.12 · USDA Loan	702,317.29
280.10 · Bridge for I & I Rehab Project (Use LAIF until ...	-1,072,000.00
Total 280 · Loan	-391,947.12
221 · Health Ins - EE Portion	-1,981.36
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNIS...	2,386.49
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NE...	-2,227.73
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - N...	158.76
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL...	261.54
223.80 · GASB 68 Pension (- WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIO...	2,734.77
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPE...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amo...	452.51
Total Other Current Liabilities	-59,830.15
Total Current Liabilities	1,168,509.88
Total Liabilities	1,168,509.88
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 303...	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup ...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the c...	9,359,680.09
Net Income	3,471,709.22
Total Equity	18,203,674.26

10:10 AM
03/10/20
Cash Basis

Clearlake Oaks County Water District
Balance Sheet
As of February 29, 2020

TOTAL LIABILITIES & EQUITY

Feb 29, 20

19,372,184.14

Clearlake Oaks County Water District

Profit and Loss

03/10/20

July 2019 through February 2020

Accrual Basis

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income					
Income					
410 · Client Reg Pmt	0.00	656,666.97	815,570.10	1,472,237.07	1,472,237.07
420 · Connection Fees	0.00	0.00	20,300.00	20,300.00	20,300.00
430 · Penalty & Interest	0.00	17,235.99	19,922.83	37,158.82	37,158.82
440 · Misc Revenue	0.00	0.00	13,364.30	13,364.30	13,364.30
450 · Other - Non S/W Rev	0.00	80,929.03	80,929.01	161,858.04	161,858.04
Total Income	0.00	754,831.99	950,086.24	1,704,918.23	1,704,918.23
Total Income	0.00	754,831.99	950,086.24	1,704,918.23	1,704,918.23
Gross Profit	0.00	754,831.99	950,086.24	1,704,918.23	1,704,918.23
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	225,818.68	166,120.97	113,550.94	505,490.59	505,490.59
510 · Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00
520 · FICA - District Share	16,863.73	12,259.40	8,669.96	37,793.09	37,793.09
530 · Medical Ins - Dist Share	45,082.63	56,062.91	12,067.00	113,212.54	113,212.54
540 · PERS - District Share	54,988.09	10,250.18	5,167.11	70,405.38	70,405.38
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	350,206.00	252,192.93	147,211.73	749,610.66	749,610.66
Services & Supplies					
605 · Advertising	200.00	0.00	0.00	200.00	200.00
610 · Bank Fees	13,666.22	0.00	0.00	13,666.22	13,666.22
620 · Communications & Internet	3,069.74	2,220.34	3,723.83	9,013.91	9,013.91
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	9,105.79	8,192.99	17,298.78	17,298.78
645 · Insurance	0.00	25,467.02	25,467.01	50,934.03	50,934.03
657 · Lab	0.00	9,270.14	12,801.36	22,071.50	22,071.50
660 · Memberships & Subscript...	1,544.21	28,377.93	20,266.54	50,188.68	50,188.68
665 · Mileage Reimb	106.73	0.00	0.00	106.73	106.73
670 · Postage & Shipping	8,577.34	0.00	0.00	8,577.34	8,577.34
675 · Professional Services	23,643.32	5,019.82	19,044.24	47,707.38	47,707.38
685 · Rents	8,085.27	0.00	9,365.04	17,450.31	17,450.31
690 · Safety & Security	691.25	3,685.02	2,687.03	7,063.30	7,063.30
700 · Tools & Instruments	0.00	330.61	501.00	831.61	831.61
703 · Supplies - Clothing & Pers...	343.11	2,452.71	1,517.89	4,313.71	4,313.71
705 · Supplies - Office	6,322.63	1,021.41	828.90	8,172.94	8,172.94
715 · Supplies-Chemicals-Oper...	0.00	15,776.92	31,256.91	47,033.83	47,033.83
720 · Supplies - Inventory - Other	0.00	3,965.79	1,672.77	5,638.56	5,638.56
730 · Taxes - Licenses	34.62	0.00	0.00	34.62	34.62
735 · Training/Classes/Certs/Cl...	2,652.57	864.65	339.27	3,856.49	3,856.49
745 · Travel / Lodging	529.32	65.78	65.77	660.87	660.87
750 · Utilities	3,035.58	44,978.30	108,848.58	156,862.46	156,862.46
760 · Waste Disposal	406.03	30,271.68	2,473.63	33,151.34	33,151.34
795 · Yolo Co	0.00	0.00	30,532.19	30,532.19	30,532.19
798 · Reconciliation Discrepanc...	20.00	0.00	0.00	20.00	20.00
Total Services & Supplies	75,995.02	184,115.57	279,735.69	539,846.28	539,846.28
Repairs & Replacement					
810 · R&R Buildings & Grounds	2,932.73	1,527.92	121.90	4,582.55	4,582.55
832 · R&R Mains and Sewer Lines	0.00	0.00	-550.97	-550.97	-550.97
840 · R&R Vehicles	0.00	1,067.58	1,050.00	2,117.58	2,117.58
Total Repairs & Replacement	2,932.73	2,595.50	620.93	6,149.16	6,149.16
Total Expense	429,133.75	438,904.00	427,568.35	1,295,606.10	1,295,606.10
Net Income	-429,133.75	315,927.99	522,517.89	409,312.13	409,312.13

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

8

Target % > **67%**

As of February 2020 Summary	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,242,554	828,369	950,086	76%	929,418	619,612	754,832	81%
Total Operating Expenses	972,572	631,714	642,110	66%	1,037,590	691,727	653,444	63%
Operating Balance (loss)	269,982	196,655	307,977		(108,172)	(72,115)	101,389	
420 Connection Fees	30,000	20,000	20,300	68%	20,000	13,333	-	0%
435			-				-	
450 Other - Non S/W Rev	96,000	64,000	80,929	84%	100,000	66,667	80,929	81%
Reserves	150,000	100,000	87,500	58%	-	-		0%
Net Change In Net Position (loss)	245,982	180,655	321,706		11,828	7,885	182,318	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$366,631.48
District CRP	\$416,325.51
Paradise Cove CRP	\$1,346.28
Paradise Cove Escrow	\$0.00
Wtr Reserve	\$87,700.00
Swr Reserve	\$5,000.00
LAIF Account	\$1,046,185.82
	\$1,923,189.09

As of February 2020 Operating Revenue	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,182,554	788,369	815,570	69%	909,418	606,279	656,667	72%
430 Penalty & Interest	30,000	20,000	19,923	66%	20,000	13,333	17,236	86%
440 Misc	30,000	20,000	13,364	45%	0	0	-	0%
Total Revenue >	1,242,554	828,369	848,857	68%	929,418	619,612	673,903	73%

As of February 2020 Operating Expenses	Budget				Actual			
	Annual		YTD		YTD		Spent	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
505 Salaries & Wages	316,514	211,010	226,461	72%	415,259	276,839	279,031	67%
520 FICA - District Share	26,093	17,395	17,102	66%	34,354	22,903	20,691	60%
530 Medical Ins - District Share	56,010	37,340	34,609	62%	128,093	85,395	78,605	61%
540 PERS - District Share	39,759	26,506	32,661	82%	47,203	31,469	37,744	80%
550 Unemployment	9,000	6,000	2,422	27%	9,000	6,000	2,422	27%
560 Workers Comp Ins	21,310	14,206	8,062	38%	24,506	16,337	8,804	36%
Salaries and Employee Benefits >	468,687	312,458	322,316	69%	658,415	438,943	427,296	65%

605 Advertising	200	133	100	50%	200	133	100	50%
610 Bank Fees	9,260	6,173	6,833	74%	9,250	6,167	6,833	74%
620 Communications & Internet	13,000	8,667	5,259	40%	7,250	4,833	3,755	52%
622 Board Exp	5,000	3,333	1,035	21%	5,000	3,333	1,035	21%
625 Equip - Field (\$300-\$4999)	2,500	1,667	-	0%	4,000	2,667	550	14%
630 Equip - Office	1,500	1,000	650	43%	2,000	1,333	1,190	59%

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640	Fuel & Oil	6,800	4,533	8,193	120%	4,800	3,200	9,106	190%
645	Insurance	40,000	26,667	25,467	64%	25,000	16,667	25,467	102%
650	Interest	-	-	-	0%	-	-	-	0%
657	Lab	20,000	13,333	12,801	64%	17,500	11,667	9,270	53%
660	Memberships & Subscriptions	28,500	19,000	21,039	74%	27,500	18,333	29,150	106%
665	Mileage Reimb	1,000	667	54	5%	750	500	54	7%
670	Postage & Shipping	6,000	4,000	4,271	71%	6,000	4,000	4,271	71%
675	Professional Services	36,000	24,000	30,866	86%	21,000	14,000	16,842	80%
685	Rents	4,875	3,250	13,408	275%	4,875	3,250	4,043	83%
690	Safety & Security	3,250	2,167	3,033	93%	8,250	5,500	4,031	49%
700	Tools & Instruments	2,000	1,333	501	25%	5,000	3,333	331	7%
703	Supplies - Clothing & Personal	1,800	1,200	1,690	94%	2,300	1,533	2,625	114%
705	Supplies - Office	4,750	3,167	3,991	84%	5,250	3,500	4,183	80%
715	Treatment Chemicals	75,000	50,000	31,257	42%	48,000	32,000	15,777	33%
720	Supplies - Operating - Other	5,000	3,333	1,673	33%	22,000	14,667	3,966	18%
730	Taxes - Licenses	0	0	18	175000%	0	0	18	175000%
735	Training	5,750	3,833	1,666	29%	5,250	3,500	2,192	42%
745	Travel	1,000	667	331	33%	2,000	1,333	331	17%
750	Utilities	135,650	90,433	110,367	81%	82,750	55,167	46,496	56%
760	Waste Disposal	3,050	2,033	2,677	88%	52,250	34,833	30,475	58%
795	Yolo Co	57,000	38,000	30,532	54%				
799	Misc	-	-	-	0%	-	-	-	0%
	Services and Supplies >	468,885	312,590	317,707	68%	368,175	245,450	222,086	60%
810	R&R Buildings & Grounds	7,000	4,667	1,589	23%	7,000	4,667	2,995	43%
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	2,000	1,050	35%	4,000	2,667	1,068	27%
850	Maintenance Reserve Account	25,000				-			
	Repairs & Replacement >	35,000	6,667	2,088	6%	11,000	7,333	4,063	37%
	Total Expenses >	972,572	631,714	642,110	66%	1,037,590	691,727	653,444	63%

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

Target % >

66.7%

As of February 2020

2019-2020 Budget

Actual

%

Total

Expenses	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	321,978	214,652	225,819	70.1%	96,159
520 FICA - District Share	26,674	17,783	16,864	63.2%	9,810
530 Medical Ins - District Share	68,991	45,994	45,083	65.3%	23,908
540 PERS-District Share (incl unfunded Liab, 35K)	61,000	40,666	54,988	90.1%	6,012
550 Unemployment	18,000	12,000	4,843	26.9%	13,157
560 Workers Comp Ins	7,422	4,948	2,610	35.2%	4,812
Salaries and Employee Benefits >	504,064	336,043	350,207	69.5%	153,857
605 Advertising	400	267	200	50.0%	200
610 Bank Fees	18,500	12,333	13,666	73.9%	4,834
620 Communications & Internet	7,000	4,667	3,070	43.9%	3,930
622 Board Exp	10,000	6,667	2,070	20.7%	7,930
625 Equip - Field (up to \$4999)	0	0		0.0%	0
630 Equip - Office	2,000	1,333	997	49.9%	1,003
640 Fuel & Oil	0	0	-	0.0%	0
645 Insurance	0	0		0.0%	0
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	0	0		0.0%	0
660 Memberships & Subscriptions	1,000	667	1,544	154.4%	(544)
665 Mileage Reimb	1,000	667	107	10.7%	893
670 Postage & Shipping	12,000	8,000	8,541	71.2%	3,459
675 Professional Services (Legal, IT, CUSI annual)	22,000	14,667	23,643	107.5%	(1,643)
685 Rents	9,750	6,500	8,085	82.9%	1,665
690 Safety & Security (boots)	2,500	1,667	691	27.6%	1,809
700 Tools & Instruments	0	0		0.0%	0
703 Supplies - Clothing & Personal	600	400	343	57.2%	257
705 Supplies - Office	7,500	5,000	6,323	84.3%	1,177
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	2,333	2,653	75.8%	847
745 Travel / Lodging	1,000	667	529	52.9%	471
750 Utilities	5,500	3,667	3,036	55.2%	2,464
760 Waste Disposal	500	333	406	81.2%	94
795 Yolo Co	0	0		0.0%	0
798 Reconciliation Discrepancy			20		
799 Misc	0	0		0.0%	0
Services and Supplies >	104,750	69,833	75,959	72.5%	28,791
810 R&R Buildings & Grounds	4,000	2,667	2,933	73.3%	1,067
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	2,667	2,933	73.3%	1,067
Overage Explanations	Total Expenses	612,814	429,099	70.0%	183,715

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

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

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

Target % >

66.7%

GL-SEWER

As of February 2020

2019-2020 Budget

Actual

%

Total

Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	254,270	169,513	166,121	65.3%	88,149
520	FICA - District Share	21,017	14,011	12,259	58.3%	8,758
530	Medical Ins - District Share	93,598	62,398	56,063	59.9%	37,535
540	PERS - District Share	16,704	11,136	10,250	61.4%	6,454
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	20,794	13,863	7,499	36.1%	13,295
Salaries and Employee Benefits >		406,383	270,922	252,192	62.1%	154,191
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	1,250	833	2,220	177.6%	(970)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	1,000	550	36.7%	950
630	Equip - Office	1,000	667	691	69.1%	309
640	Fuel & Oil (Schaeffers)	2,000	1,333	9,106	455.3%	(7,106)
645	Insurance	25,000	16,667	25,467	101.9%	(467)
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	17,500	11,667	9,270	53.0%	8,230
660	Memberships & Subscriptions	27,000	18,000	28,378	105.1%	(1,378)
665	Mileage Reimb	250	167		0.0%	250
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)	10,000	6,667	5,020	50.2%	4,980
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	7,000	4,667	3,685	52.6%	3,315
700	Tools & Instruments	5,000	3,333	331	6.6%	4,669
703	Supplies - Clothing & Personal	2,000	1,333	2,453	122.7%	(453)
705	Supplies - Office	1,500	1,000	1,021	68.1%	479
715	Treatment Chemicals	48,000	32,000	15,777	32.9%	32,223
720	Supplies-Operating-Other-Titan Tubes	22,000	14,667	3,966	18.0%	18,034
730	Taxes - Licenses	-	-	-	0.0%	-
735	Training, Certs (classes, books)	3,500	2,333	865	24.7%	2,635
745	Travel / Lodging	1,500	1,000	66	4.4%	1,434
750	Utilities	80,000	53,333	44,978	56.2%	35,022
760	Waste Disposal	52,000	34,667	30,272	58.2%	21,728
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
Services and Supplies >		308,000	205,333	184,116	59.8%	123,884
810	R&R Buildings & Grounds	5,000	3,333	1,528	30.6%	3,472
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	2,667	1,068	26.7%	2,932
Repairs & Replacement >		9,000	6,000	2,596	28.8%	6,404
Total Expenses >		723,383	482,255	438,904	60.7%	284,479

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

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

Target % >

66.7%

GL-WTR

As of February 2020

2019-2020 Budget

Actual

%

Total

Expenses

Annual

YTD

YTD

Spent

Remaining

505	Salaries & Wages	155,526	103,684	113,551		41,975
510	Contract Labor	0	0	1,000	73.7%	(1,000)
520	FICA - District Share	12,756	8,504	8,670	68.0%	4,086
530	Medical Ins - District Share	21,515	14,343	12,067	56.1%	9,448
540	PERS - District Share	9,260	6,173	5,167	55.8%	4,093
550	Unemployment	0	0	0	0.0%	0
560	Workers Comp Ins	17,598	11,732	6,757	38.4%	10,841
	Salaries and Employee Benefits >	216,655	144,436	147,212	67.9%	69,443
620	Communications & Internet	7,000	4,667	3,724	53.2%	3,276
622	Board Exp	0	0	0	0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0	0	0.0%	0
630	Equip - Office	500	333	151	30.2%	349
640	Fuel & Oil	4,000	2,667	8,193	204.8%	(4,193)
645	Insurance	40,000	26,667	25,467	63.7%	14,533
650	Interest	0	0	0	0.0%	0
657	Outside Lab / Internal Lab	20,000	13,333	12,801	64.0%	7,199
660	Memberships & Subscriptions	28,000	18,667	20,267	72.4%	7,733
665	Mileage Reimb	500	333	0	0.0%	500
670	Postage & Shipping	0	0	0	0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	16,667	19,044	76.2%	5,956
685	Rents	0	0	9,365	0.0%	(9,365)
690	Safety & Security (boots)	2,000	1,333	2,687	134.4%	(687)
700	Tools & Instruments	2,000	1,333	501	25.1%	1,499
703	Supplies - Clothing & Personal	1,500	1,000	1,518	101.2%	(18)
705	Supplies - Office	1,000	667	829	82.9%	171
715	Treatment Chemicals	75,000	50,000	31,257	41.7%	43,743
720	Supplies - Operating - Other	5,000	3,333	1,673	33.5%	3,327
730	Taxes - Licenses	0	0	0	0.0%	0
735	Training, Certs (classes, books)	4,000	2,667	339	8.5%	3,661
745	Travel / Lodging	500	333	66	13.2%	434
750	Utilities	132,900	88,600	108,849	81.9%	24,051
760	Waste Disposal	2,800	1,867	2,474	88.4%	326
795	Yolo Co	57,000	38,000	30,532	53.6%	26,468
799	Misc	0	0	0	0.0%	0
799.1	Customer Refund					
	Services and Supplies >	408,700	272,467	279,737	68.4%	128,963
810	R&R Buildings & Grounds	5,000	3,333	122	2.4%	4,878
815	R & R Damage Claims	0	0	0	0.0%	0
820	R&R Lift Stations	0	0	0	0.0%	0
830	R&R Equipment	0	0	0	0.0%	0
832	R&R Mains/Service Lines	0	0	(551)	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	2,000	1,050	35.0%	1,950
	Repairs & Replacement >	8,000	5,333	621	7.8%	7,379
	Total Expenses >	633,355	422,236	427,570	67.5%	205,785

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

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Clearlake Oaks County Water District
CRP/CIP Profit and Loss
July 2019 through February 2020

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment Plan)	12,431.05	272,204.90	258,348.44	542,984.39	542,984.39
430 · Penalty & Interest	189.96	4,459.54	4,113.55	8,763.05	8,763.05
Total Income	12,621.01	276,664.44	262,461.99	551,747.44	551,747.44
Total Income	12,621.01	276,664.44	262,461.99	551,747.44	551,747.44
Gross Profit	12,621.01	276,664.44	262,461.99	551,747.44	551,747.44
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	80,813.35	115,767.78	196,581.13	196,581.13
520 · FICA - District Share	0.00	6,210.70	8,487.34	14,698.04	14,698.04
530 · Medical Ins - Dist Share	0.00	17,330.22	19,705.90	37,036.12	37,036.12
540 · PERS - District Share	0.00	4,851.50	4,842.66	9,694.16	9,694.16
560 · Workers Comp Ins	0.00	6,436.81	6,436.83	12,873.64	12,873.64
Total Salaries & EE Benefits	0.00	115,642.58	155,240.51	270,883.09	270,883.09
Services & Supplies					
620 · Communications & Internet	0.00	3,427.95	3,855.85	7,283.80	7,283.80
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	7,192.70	7,747.38	14,940.08	14,940.08
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	3,756.94	514.77	4,271.71	4,271.71
700 · Tools & Instruments	0.00	499.39	67.66	567.05	567.05
703 · Supplies - Clothing & Personal	0.00	1,119.72	300.00	1,419.72	1,419.72
720 · Supplies - Inventory - Other	186.26	2,438.69	631.66	3,256.61	3,256.61
735 · Training/Classes/Certs/ClassB	0.00	261.50	201.50	463.00	463.00
Total Services & Supplies	644.26	22,889.70	15,855.94	39,389.90	39,389.90
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	10,005.21	10,005.21	10,005.21
830 · R&R Equipment	15,170.17	44,335.65	18,692.91	78,198.73	78,198.73
832 · R&R Mains and Sewer Lines	0.00	11,070.42	3,736.30	14,806.72	14,806.72
840 · R&R Vehicles	0.00	22,759.07	18,342.50	41,101.57	41,101.57
Total Repairs & Replacement	15,170.17	81,856.60	62,770.96	159,797.73	159,797.73
Total Expense	15,814.43	220,388.88	233,867.41	470,070.72	470,070.72
Net Income	-3,193.42	56,275.56	28,594.58	81,676.72	81,676.72

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

8

Target % > **66.7%**

As of February 2020

Summary	Annual	YTD	Actual YTD	
			Amount	%
PC CRP Revenue	19,536	13,024	12,621	64.6%
PC CRP Expenses	0	0	15,814	0.0%
Operating Balance	19,536	13,024	(3,193)	

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

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

830 Pump Replacement, relocation of sampling port, SCADA Repair

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

CRP - Water

8

Target % > **66.7%**

As of February 2020		Budget		Actual YTD		
Summary	Annual	YTD	YTD	Amount	%	
WATER CRP Revenue	411,876	274,584	276,664	67.2%	67.2%	
WATER CRP Expenses	359,349	239,566	220,390	61.3%	61%	
USDA Payment 1st year	40,000	26,667				
Operating Balance	12,527	8,351	56,274			
	Expenses	2019 - 2020 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	142,263	94,842	80,813	56.8%	61,450
520	FICA - District Share	11,652	7,768	6,211	53.3%	5,441
530	Medical Ins - District Share	55,042	36,695	17,330	31.5%	37,712
540	PERS - District Share	8,296	5,530	4,852	58.5%	3,444
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	13,897	9,265	6,437	46.3%	7,460
	Salaries and Employee Benefits >	231,149	154,100	115,643	50.0%	115,506
620	Communications & Internet	5,000	3,333	3,428	68.6%	1,572
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	833	3,215	257.2%	(1,965)
630	Equip - Office	-	0	33	0.0%	(33)
640	Fuel & Oil	5,900	3,933	7,193	121.9%	(1,293)
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	5,000	3,333	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	1,500	3,757	167.0%	(1,507)
700	Tools & Instruments	300	200	499	0.0%	(199)
703	Supplies - Clothing & Personal	450	300	1,120	0.0%	(670)
705	Supplies - Office	150	100		0.0%	150
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	17,500	11,667	2,439	13.9%	15,061
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	1,800	1,200	262	14.6%	1,538
745	Travel / Lodging	600	400		0.0%	600
799	Misc	0	0		0.0%	0
	Services and Supplies >	40,200	26,800	22,891	56.9%	17,309
810	R&R Buildings & Grounds	10,000	6,667	3,691	36.9%	6,309
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	16,667	44,336	177.3%	(19,336)
832	R&R Mains/Service Lines	25,000	16,667	11,070	44.3%	13,930
840	R&R Vehicles (\$2k/vehicle)	28,000	18,667	22,759	81.3%	5,241
	Repairs & Replacement >	88,000	58,667	81,856	93.0%	6,144
	Total Expenses >	359,349	239,566	220,390	61.3%	138,959

625 5 1000i Genrators 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

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-Sewer

8 Target % > **66.7%**
 As of February 2020

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	396,097	264,065	262,462	66.3%
SEWER CRP Expenses	364,699	243,132	233,868	64.1%
bridge Loan Interest	-	-	-	
USDA Annual Payment	110,000	73,333	27,650	
Operating Balance (loss)	(78,602)	(52,401)	944	

Expenses		2019 - 2020 Budget Annual	YTD	Actual YTD	%	Total Remaining
505	Salaries & Wages	150,957	100,638	115,768	76.7%	35,189
520	FICA - District Share	12,515	8,343	8,487	67.8%	4,028
530	Medical Ins - District Share	38,698	25,799	19,706	50.9%	18,992
540	PERS - District Share	9,217	6,145	4,843	52.5%	4,374
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	15,461	10,307	6,437	41.6%	9,024
	Salaries and Employee Benefits >	226,849	151,232	155,241	68.4%	71,608
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	3,333	3,856	77.1%	1,144
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	833	2,433	194.6%	(1,183)
630	Equip - Office	-	-	33	0.0%	(33)
640	Fuel & Oil	5,900	3,933	7,747	131.3%	(1,847)
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	1,000	515	34.3%	985
700	Tools & Instruments	200	133	68	34.0%	132
703	Supplies - Clothing & Personal	300	200	300	0.0%	-
705	Supplies - Office	100	67	-	0.0%	100
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	14,500	9,667	632	4.4%	13,868
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	1,200	800	201	16.8%	999
745	Travel / Lodging	400	267	-	0.0%	400
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	30,350	20,233	15,856	52.2%	14,494
810	R&R Buildings & Grounds	10,000	6,667	11,994	119.9%	(1,994)
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	20,000	13,333	10,005	50.0%	9,995
830	R&R Equipment	25,000	16,667	18,693	74.8%	6,307
832	R&R Mains/Service Lines	25,000	16,667	3,736	14.9%	21,264
840	R&R Vehicles (\$2k/vehicle)	27,500	18,333	18,343	66.7%	9,157
	Repairs & Replacement >	107,500	71,667	62,771	58.4%	44,729
	Total Expenses >	364,699	243,132	233,868	64.1%	130,831

640 PSPS

810 Fabricate and install safety rails and catwalk on clarifier

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Clearlake Oaks County Water District

Capital Improvements

As of February 29, 2020

03/10/20

Accrual Basis

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
07/31/2019	Badger Meter	Services for July 2019	Loan/Grant:...	258.00
08/29/2019	Badger Meter	Service for August 2...	Loan/Grant:...	258.00
09/30/2019	Badger Meter	PC meter reading	Loan/Grant:...	258.00
10/30/2019	Badger Meter	October service - Me...	Loan/Grant:...	33.00
11/29/2019	Badger Meter	November service - ...	Loan/Grant:...	9.79
12/30/2019	Badger Meter	December 2019 Met...	Loan/Grant:...	9.79
01/30/2020	Badger Meter	Janrary 2020 Meter r...	Loan/Grant:...	9.79
02/28/2020	Badger Meter	February service for ...	Loan/Grant:...	9.79
Total 130 · Const In Progress - Studies				846.16
138 · USDA Water Improvements				
07/05/2019	MC Engineering, Inc	USDA Water improv...	Loan/Grant:...	18,477.50
08/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	35,852.69
09/05/2019	MC Engineering, Inc	USDA Water improv...	Loan/Grant:...	27,060.00
10/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	25,111.79
11/05/2019	MC Engineering, Inc	USDA Improvements	Loan/Grant:...	31,689.21
12/05/2019	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	22,038.80
12/18/2019	MC Engineering, Inc	USDA Water	Loan/Grant:...	16,386.86
01/31/2020	AES - Analytical Envir...	USDA Water Improv...	Loan/Grant:...	190.00
02/10/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	1,695.00
Total 138 · USDA Water Improvements				178,501.85
128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation of the Force Main)				
07/05/2019	MC Engineering, Inc	Inflow&Infiltration Co...	Loan/Grant:...	19,495.35
08/01/2019	T & S Construction Co...	Phase 3 Lift Station I...	Loan/Grant:...	317,062.50
08/05/2019	MC Engineering, Inc	Sewer Infrastructure/...	Loan/Grant:...	28,111.38
08/31/2019	T & S Construction Co...	Inflow & Infiltration P...	Loan/Grant:...	125,400.00
09/05/2019	MC Engineering, Inc	Inflow & Infrastructure	Loan/Grant:...	28,068.14
09/30/2019	T & S Construction Co...	Inflow and filtration - ...	Loan/Grant:...	36,557.19
10/02/2019	T & S Construction Co...	Inflow and infiltration	Loan/Grant:...	80,370.00
10/05/2019	MC Engineering, Inc	I & I Const	Loan/Grant:...	29,824.00
10/24/2019	PG&E CFM/PPC Dep...	Contract # 50016458...	Loan/Grant:...	2,405.08
11/05/2019	MC Engineering, Inc	Inflow & Infiltration C...	Loan/Grant:...	28,629.39
11/27/2019	T & S Construction Co...	Payment #7	Loan/Grant:...	428,972.50
12/05/2019	MC Engineering, Inc	Inflow & Infiltration	Loan/Grant:...	26,366.33
12/31/2019	T & S Construction Co...	Phase 3 Lift Station I...	Loan/Grant:...	307,562.50
12/31/2019	T & S Construction Co...	Phase 2 Pipeline Re...	Loan/Grant:...	266,907.99
01/06/2020	MC Engineering, Inc	Sewer Infrastructure/...	Loan/Grant:...	36,420.95
01/31/2020	T & S Construction Co...		Loan/Grant:...	78,352.44
01/31/2020	T & S Construction Co...		Loan/Grant:...	439,076.02
02/05/2020	MC Engineering, Inc		Loan/Grant:...	34,147.27
Total 128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation of the F...				2,313,729.03
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)				
10/05/2019	MC Engineering, Inc	Water Dist & Storag...	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 ...				1,920.00
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
01/02/2020	Redwood Coast Fuels	New fuel storage tan...	GL:Sewer	4,251.31
01/02/2020	Redwood Coast Fuels	36035	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 carpor...	CRP:Water	207.50
10/01/2019	American Carports, Inc.	Plans for new carpor...	CRP:Sewer	207.50
12/05/2019	Lake County Commun...	Permit for carport at ...	CRP:Sewer	49.23
12/05/2019	Lake County Commun...	PERMITS FOR CAR...	CRP:Sewer	1,116.49
12/05/2019	Lake County Commun...	Permit for carport at ...	CRP:Water	49.22
12/05/2019	Lake County Commun...	PERMITS FOR CAR...	CRP:Water	1,116.48
01/13/2020	County of Lake	Road impact fee for ...	CRP:Water	110.50
01/13/2020	County of Lake	Road impact fee for ...	CRP:Sewer	110.50
02/16/2020	Clearlake Lava	Base rock to level fo...	CRP:Water	110.59
02/16/2020	Clearlake Lava		CRP:Sewer	110.59

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Clearlake Oaks County Water District Capital Improvements As of February 29, 2020

Date	Name	Memo	Class	Amount
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 - Bo...	CRP:Water	16,266.05
07/08/2019	Swan Analytical Instru...	Last one of 5 - AMI ...	CRP:Water	4,066.50
09/20/2019	Southport Control Sol...	9/4/19 Service call -...	CRP:Water	1,846.00
Total 127.6 · Swan AMI Turbiwell Monitor				22,178.55
127.5 · A/C installation for Filter Rm				
08/19/2019	Lucky's Construction	Pad for A/C unit in fil...	CRP:Water	750.00
Total 127.5 · A/C installation for Filter Rm				750.00
127.4 · PH System				
08/19/2019	Lucky's Construction	Pad for ph Tank	CRP:Water	2,849.20
Total 127.4 · PH System				2,849.20
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
Total 127.1 · Major Equipment				
127 · Water Plant - Other				
07/24/2019	Performance Mechani...	10% down payment ...	CRP:Water	388.00
08/07/2019	Performance Mechani...	Balance to install sw...	CRP:Water	3,499.00
09/20/2019	Southport Control Sol...	Service call 8/29/19 ...	CRP:Water	3,198.00
09/20/2019	Southport Control Sol...	Service call 8/13/19 ...	CRP:Water	1,858.51
01/17/2020	Arrow Fencing	Hit & Run Accident - ...	GL:Water	17,000.00
01/22/2020	Arrow Fencing	Install gate Water Pl...	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 - ...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
07/02/2019	CUSI	Additional UMS User...	GL:Sewer	250.00
07/02/2019	CUSI		GL:Water	250.00
10/01/2019	CUSI	Kiosk for UMS - pay...	CRP:Water	1,670.00
10/01/2019	CUSI		CRP:Sewer	1,670.00
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				3,840.00
120.90 · Vehicles/Generators/Trailers				
11/25/2019	Refridgeration Techno...	2 - 35 kw Generators	GL:Sewer	21,450.00
11/25/2019	Refridgeration Techno...	2 - 35 KW GENERA...	GL:Water	21,450.00
12/23/2019	Vroom.com	Hold on Inventory I...	CRP:Sewer	250.00
12/23/2019	Vroom.com	Hold on Inventory ID...	CRP:Water	250.00
12/23/2019	Vroom.com	Hold on Inventory ID...	CRP:Water	250.00
12/23/2019	Vroom.com	Hold on Inventory ID...	CRP:Sewer	250.00
12/31/2019	West America Bank	PURCHASE - 2018 ...	CRP:Water	16,091.01
12/31/2019	West America Bank	2018 NISSAN P/U - ...	CRP:Sewer	16,091.00
12/31/2019	West America Bank	PURCHASE - 2017 ...	CRP:Water	14,577.60
12/31/2019	West America Bank	2017 RAM P/U VIN ...	CRP:Sewer	14,577.59
02/05/2020	Vroom.com	Refund on Vroom de...	CRP:Water	-250.00
02/05/2020	Vroom.com	Refund on Vroom de...	CRP:Sewer	-250.00
02/06/2020		Refund - Nissan Tru...	CRP:Water	-16,091.01
02/06/2020		Deposit	CRP:Sewer	-16,091.00
Total 120.90 · Vehicles/Generators/Trailers				72,555.19

Clearlake Oaks County Water District
Capital Improvements
As of February 29, 2020

03/10/20

Accrual Basis

Date	Name	Memo	Class	Amount
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
10/01/2019	Mendo Mill	Radio repeater reloc...	CRP:Water	179.97
10/01/2019	Mendo Mill	306750	CRP:Sewer	179.96
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 ...	CRP:Water	26,911.71
02/18/2020	Herc Rentals	2015 Wacker - 140 ...	CRP:Sewer	26,911.70
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				81,868.50
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				158,263.69
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 - ...	CRP:Water	2,380.63
10/02/2019	Pace	Service line repair - ...	CRP:Water	2,012.74
10/03/2019	Pace	Morine Ranch Rd se...	CRP:Water	590.78
10/05/2019	MC Engineering, Inc	GIS Online Database	CRP:Water	107.40
10/05/2019	MC Engineering, Inc		CRP:Sewer	107.40
10/08/2019	Case Excavating, Inc.	New service line 250...	CRP:Water	8,900.00
10/08/2019	Case Excavating, Inc.	New service line/pav...	CRP:Water	10,900.00
10/16/2019	National Meter	Meters for 2- PC, 1 ...	CRP:Water	2,931.56
10/21/2019	National Meter	24 - Meter for Elem	CRP:Water	3,339.34
10/24/2019	Coastal Mountain Ele...	Electrical project for ...	CRP:PC	28,500.00
10/24/2019	Coastal Mountain Ele...	Shady tank - install n...	CRP:Water	6,900.00
10/29/2019	National Meter	24 - Transmitters/En...	CRP:Water	2,989.79
10/30/2019	Pace	10741 E Hwy 20 Re...	CRP:Water	371.47
10/30/2019	Pace	10741 E Hwy 20 Re...	CRP:Water	453.88
10/31/2019	AES - Analytical Envir...	10741 E Hwy 20 Re...	CRP:Water	3,223.68
11/05/2019	MC Engineering, Inc	GIS Online	CRP:Water	81.00
11/05/2019	MC Engineering, Inc		CRP:Sewer	81.00
11/06/2019	Case Excavating, Inc.	544 Keys Blvd - New...	CRP:Water	14,900.00
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
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				93,280.27
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				93,280.27
125 · Land - Dist. Cap. Improvements				
11/08/2019	OPC*Lake County Tax	589 Keys - Lift Statio...	CRP:Sewer	691.33
11/08/2019	OPCTax*Service Fee	Service fee for 589 ...	CRP:Water	17.28
Total 125 · Land - Dist. Cap. Improvements				708.61
129 · ALLOW. FOR DEPRECIATION				

10:15 AM

Clearlake Oaks County Water District
Capital Improvements
As of February 29, 2020

03/10/20

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
	Total 129 · ALLOW. FOR DEPRECIATION			
	TOTAL			<u>2,819,712.09</u>



Accounts

Transfers

Bill Pay

Accounts

Transfer Settings

CRP PC *6192

Current	\$1,346.28
Available	**\$1,346.28

CRP SEWER *3745

Current	\$301,667.64
Available	**\$301,667.64

GENERAL LEDGER *9122

Current	\$361,766.89
Available	**\$366,631.48

PC ESCROW *6184

Current	\$0.00
Available	**\$0.00

PUBLIC REGULAR CHK *8503

Current	\$87,700.00
Available	**\$87,700.00

PUBLIC REGULAR CHK *9592

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

CRP WATER *6990

Current	\$114,657.87
Available	**\$114,657.87

BALANCE TOTALS

Total Deposit Accounts	\$872,138.68
------------------------	--------------

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

Outside Accounts

Make a Payment

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*6192-CRP PC [change account](#) ▼

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< [March 2020](#)

Su	Mo	Tu	We	Th	Fr
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31	1	2	3

✓ [TurboTax price increase in March](#)

Money Management

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

March 16, 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

February 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/4/2020	2/3/2020	RW	1631317	N/A	DIANNA MANN	-17,000.00
2/12/2020	2/11/2020	RD	1631862	N/A	DIANNA MANN	5,000.00

Account Summary

Total Deposit:	5,000.00	Beginning Balance:	1,104,185.82
Total Withdrawal:	-17,000.00	Ending Balance:	1,092,185.82

Aged Accounts Receivable

As of 03/16/2020

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$88,589.63	\$24,324.56	\$8,845.84	\$11,523.73	\$173,965.80	<u>\$307,249.56</u>

Total number of accounts with open balances: 871

These totals include all accounts on the Tax Roll

Water	\$78,330.31
Water Penalty	\$8,302.56
Sewer	\$127,060.44
Sewer Penalty	\$9,573.54
CRP Water	\$32,793.86
CRP Water Penalty	\$1,648.37
CRP Sewer	\$46,087.77
CRP Sewer Penalty	\$2,611.34
CRP PC	\$805.46
CRP PC Penalty	\$35.91
Total Balance:	\$307,249.56

Clearlake Oaks County Water District Payroll Summary February 2020

	Hours	Rate	Feb 20
Employee Wages, Taxes and Adjustments			
Gross Pay			
Bereavement	78	22.95	1,712.10
CTO Saved	-13	19.50	-386.42
CTO Used	8.5	18.90	309.24
Holiday	104	19.50	2,650.10
Holiday Worked (x2.5)	8	87.93	618.18
Overtime (x1.5)	116.25	29.25	4,765.14
PTO	314.77	24.85	10,685.40
Straight	2,033.25	19.50	57,903.25
Board			300.00
Duty Pay			4,130.00
Total Gross Pay	2,649.77		82,686.99
Deductions from Gross Pay			
ACWA (pre-tax)			-1,451.76
AFLAC (pre-tax)			-540.66
AFLAC (taxable) AFTER TAX			-234.72
CALPers 457			-450.00
CALPers EE (Pretax)			-4,186.16
Total Deductions from Gross Pay			-6,863.30
Adjusted Gross Pay	2,649.77		75,823.69
Taxes Withheld			
Federal Withholding			-5,752.00
Medicare Employee			-1,170.06
Social Security Employee			-5,003.08
CA - Withholding			-2,037.49
CA - Disability			-806.96
Total Taxes Withheld			-14,769.59
Deductions from Net Pay			
Miscellaneous Deduction			-260.00
Wage Garnishment			-11.53
Total Deductions from Net Pay			-271.53
Net Pay	2,649.77		60,782.57
Employer Taxes and Contributions			
Medicare Company			1,170.06
Social Security Company			5,003.08
Total Employer Taxes and Contributions			6,173.14

3A

Clearlake Oaks County Water District

Trial Balance

As of February 29, 2020

	Feb 29, 20	
	Debit	Credit
102.13 · SEWER RESERVES-9592	5,000.00	
102.10 · CRP PC - 6192	1,333.88	
102.12 · WATER RESERVES- 8503	87,700.00	
102.001 · GL - 9122	436,088.54	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	903,185.82	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	114,657.87	
102.03 · CRP Sewer - 3745	301,667.64	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	128,095.26	
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	226,185.85	
128 · Sewer Infrstructure & Rehab Proj	3,135,721.43	
121 · Wtr Dist & Wtr Storage Projects	152,704.44	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Projec...	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 AML 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	95,368.50	
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/Trail...	274,809.73	
122 · Bldgs/Grounds Cap Improvements	8,535,149.57	
124 · D/C System Cap Improvements	3,234,251.87	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:12...	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		1,281,209.41
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		1,740.89
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		632.61
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481		2,023.51
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	

10:17 AM

03/10/20

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of February 29, 2020

	Feb 29, 20	
	Debit	Credit
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	0.00	
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con	22,264.41	
280 · Loan:280.12 · USDA Loan		702,317.29
280 · Loan:280.10 · Bridge for I & I Rehab Project	1,072,000.00	
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	1,981.36	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Me...	0.00	
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	2,227.73	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT D...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO...		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 Ti...	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	0.00	
223.50 · MEDICARE TAX PAYABLE	0.00	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	0.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	0.00	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY		261.54
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		2,734.77
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities		452.51
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		1,472,237.07
Income:420 · Connection Fees		20,300.00
Income:425 · CRP		542,984.39
Income:425 · CRP:425.3 · CRP - Paradise Cove		22.00
Income:430 · Penalty & Interest		45,967.39
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3...	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		161,858.04
133 · Harvey Storage Tank - Water	3,380.00	
Loans/Grants:901 · Harvey Tank Installation	520.00	
Salaries & EE Benefits:545 · CALPers 457	964.85	

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Clearlake Oaks County Water District

Trial Balance

As of February 29, 2020

03/10/20

Accrual Basis

	Feb 29, 20	
	Debit	Credit
Salaries & EE Benefits:505 · Salaries & Wages	702,071.72	
Salaries & EE Benefits:510 · Contract Labor	1,000.00	
Salaries & EE Benefits:520 · FICA - District Share	52,491.13	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	150,248.66	
Salaries & EE Benefits:540 · PERS - District Share	80,099.54	
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	13,654.02	
Services & Supplies:620 · Communications & Internet	16,297.71	
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	32,238.86	
Services & Supplies:645 · Insurance	50,934.03	
Services & Supplies:650 · Interest	27,650.00	
Services & Supplies:657 · Lab	23,089.50	
Services & Supplies:660 · Memberships & Subscription	50,188.68	
Services & Supplies:665 · Mileage Reimb	106.73	
Services & Supplies:670 · Postage & Shipping	8,577.34	
Services & Supplies:675 · Professional Services	48,163.88	
Services & Supplies:685 · Rents	17,450.31	
Services & Supplies:690 · Safety & Security	11,335.01	
Services & Supplies:700 · Tools & Instruments	1,398.66	
Services & Supplies:703 · Supplies - Clothing & Personal	5,733.43	
Services & Supplies:705 · Supplies - Office	8,172.94	
Services & Supplies:715 · Supplies-Chemicals-Operating	47,033.83	
Services & Supplies:720 · Supplies - Inventory - Other	8,895.17	
Services & Supplies:730 · Taxes - Licenses	34.62	
Services & Supplies:735 · Training/Classes/Certs/ClassB	4,319.49	
Services & Supplies:745 · Travel / Lodging	660.87	
Services & Supplies:750 · Utilities	156,862.46	
Services & Supplies:760 · Waste Disposal	33,151.34	
Services & Supplies:795 · Yolo Co	30,532.19	
Services & Supplies:798 · Reconciliation Discrepancies	20.00	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Ac...	2,489.94	
Repairs & Replacement:810 · R&R Buildings & Grounds	20,268.05	
Repairs & Replacement:820 · R&R Lift Stations	10,005.21	
Repairs & Replacement:830 · R&R Equipment	78,198.73	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	14,255.75	
Repairs & Replacement:840 · R&R Vehicles	43,219.15	
66000 · Payroll Expenses	1,785.15	
TOTAL	31,714,645.54	31,714,645.54

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Adventist Health	0.00	108.00	0.00	0.00	0.00	108.00
Alpha Analytical Labs	2,642.00	0.00	0.00	0.00	0.00	2,642.00
Clearlake Lava	245.48	0.00	0.00	0.00	0.00	245.48
Deeper Cleaning	350.00	0.00	0.00	0.00	0.00	350.00
Geo Legal	4,710.00	0.00	0.00	0.00	0.00	4,710.00
Hasa Inc	3,249.44	0.00	0.00	0.00	0.00	3,249.44
Hi-Way Safety	2,866.79	0.00	0.00	0.00	0.00	2,866.79
IVR Technology Group	70.00	0.00	0.00	0.00	0.00	70.00
Kansas State Bank - Vacon - Monthly	0.00	7,421.47	0.00	0.00	0.00	7,421.47
Lake County Waste Solutions	661.97	0.00	0.00	0.00	0.00	661.97
MC Engineering, Inc	59,078.73	0.00	0.00	0.00	0.00	59,078.73
Mediacom - WTP 5311	182.00	0.00	0.00	0.00	0.00	182.00
Mediacom - WWTP 1294	231.95	0.00	0.00	0.00	0.00	231.95
Mendo Mill	115.72	0.00	0.00	0.00	0.00	115.72
Pace	0.00	3,944.91	0.00	0.00	0.00	3,944.91
People Services Inc	105.00	0.00	0.00	0.00	0.00	105.00
PETTY CASH - Bailey Anderson	20.40	0.00	0.00	0.00	0.00	20.40
Quill	222.32	0.00	0.00	0.00	0.00	222.32
Redwood Coast Fuels	689.16	0.00	0.00	0.00	0.00	689.16
Robert Grodell	180.17	0.00	0.00	0.00	0.00	180.17
Southport Control Solutions	7,533.14	0.00	0.00	0.00	0.00	7,533.14
T & S Construction Co. Inc.	296,188.89	513,678.46	0.00	0.00	0.00	809,867.35
Terminix	82.00	0.00	0.00	0.00	0.00	82.00
Tri-Cities Answering Service	164.70	0.00	0.00	0.00	0.00	164.70
Weed Tech	600.00	0.00	0.00	0.00	0.00	600.00
TOTAL	380,189.86	525,152.84	0.00	0.00	0.00	905,342.70

Account Payable Breakdown

Date: 3/16/2020

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$438,879.13	\$361,766.89	\$366,631.48
CRP Water	\$105,826.18	\$114,657.87	\$114,657.87
CRP Sewer	\$291,401.62	\$301,667.64	\$301,667.64
CRP PC	\$2,638.91 - (\$8,905.42)	\$1,346.28	\$1,346.28
**Could not transfer Sept 21019 expenses = \$11,544.33			
PC Escrow	\$0.00	\$0.00	\$0.00
Water Reserve	\$100,200.00	\$87,700.00	\$87,700.00
Sewer Reserve	\$5,000.00	\$5,000.00	\$5,000.00
LAIF Balance	\$1,046,185.82	\$1,092,185.82	
** 3/3/2020 \$8,000 reimburse for hit/run accident 3/16/2020 Out of LAIF to GL \$54,000 for generator			
Current A/P Aging	\$905,342.70		
ACWA - Health Ins	\$24,183.42		
Credit Card	\$6,331.48		
TOTAL	\$935,857.60		

**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

FEBRUARY 20, 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, **ABSENT** √ Mrs. Barbara Higman, Director
- √ Mrs. Dianna Mann – General Manager √ Mrs. Olivia Mann - Secretary of the Board

In the audience, our Chief Operators

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

Public comment on non-agenda items

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

Consent Items

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

1. **Staff Written Operational Reports**
 - a. Customer Service
 - b. Chief Distribution Operator
 - c. Water Plant Chief Operator
 - d. Wastewater Plant Chief Operator
 - e. General Manager

2. **Financial Reports for review and approval**
 - a. January 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 01-16-2020

4. Bills

- a. MC Engineering invoice number 1891, dated 2/5/2020, in the amount of \$34,147.27 for the Waste Water Infrastructure Improvements Project
- b. T & S Construction invoice number 9, dated 01/31/20, in the amount of \$439,076.02 for Phase 3 of the Wastewater Infrastructure Improvements
- c. T & S Construction invoice number 3, dated 01/31/2020, in the amount of \$78,352.44 for Phase 2 of the Wastewater Infrastructure Improvements

Action Taken: Motion to approve the consent items

HIGMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

5. Agenda (Old Business)

6. Agenda (New Business)

- a. Discussion and consideration of appointing a new board member to serve the remainder of the un-expired term left by the resignation of Director Hosier

Action Taken: Motion to appoint Michael Herman as the new Director for the un-expired term left by Karl Hosier

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- b. Administered Oath to the newly appointed Board Director

Action Taken: Administered Oath to Director Herman

- c. Presentation from MC Engineering regarding USDA and State grants

Action Taken: NO ACTION

- d. Discussion and consideration of approving Resolution 20-02, Amendment No. 1 to MC Engineering's revised budget to include additional projects for USDA Water and assistance with the 218

Action Taken: Motion to approve Resolution 20-02, Amendment No. 1 to MC Engineering's revised budget

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN/HERMAN

NOES: NONE

ABSENT: BOUCHER

- e. Discussion and consideration of the leak repair at Pingree and Hwy. 20

Action Taken: NO ACTION

- f. Discussion and consideration of permitting the General Manager to work with Geo Legal to get all water and sewer lines, and access easements drawn up and recorded in regards to Richard Kuehn's property

Action Taken: NO ACTION

- g. Discussion and consideration of appointing an Ad Hoc committee for 2020-2021 budget

Action Taken: Motion to appoint Barbara and Stan to the Ad Hoc committee for the 2020-2021 budget

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- h. Discussion and consideration of appointing an Ad Hoc committee for Reclamation Project

Action Taken: Motion to appoint Mike and Stan to the Ad Hoc committee for the Reclamation Project

HERMAN/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

- i. Discussion and consideration of approving the 2018-2019 financial audit

Action Taken: Motion to approve the 2018-2019 financial audit

ARCHACKI/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: BOUCHER

Motioned to adjourn at 3:41 PM by Director Archacki

Adjournment

Time: 3:41 PM

**SIGNED: _____
Margaret Medeiros, President**

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

**CLEARLAKE OAKS COUNTY WATER DISTRICT
MINUTES
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423 (707) 998-3322

February 20, 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.

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

AGENDA

Call to Order – 1:30 PM

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Stanley Archacki, Vice President □ Mr. Samuel Boucher, Director, **ABSENT** √ Mrs. Barbara Higman, Director

√ Mrs. Dianna Mann– General Manager √ Mrs. Olivia Mann - Secretary to the Board

New Business

- a. Discussion and consideration of purchasing 50,000 pounds of Pro Pac 9800 Coagulant from NTU Technologies in the amount of \$19,000.00

Action Taken: Motion to approve the purchase of 50,000 pounds of Pro Pac 9800 Coagulant from NTU Technologies in the amount of \$19,000.00

HIGMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER

NOES: NONE

ABSENT: BOUCHER

- b. Discussion and consideration of purchasing two (2) new pumps for Lift Station 5

Action Taken: Motion to approve the purchase of two (2) new pumps for Lift Station 5, not to exceed \$15,000.00 to be withdrawn from CRP Sewer
ARCHACKI/HIGMAN M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER
NOES: NONE
ABSENT: BOUCHER

- c. Discussion of Citation No. 02_03_20C_002 Lead and Copper Monitoring Violation for 2019 from the State Water Resources Control Board

Action Taken: NO ACTION

Motioned to adjourn at 2:21 PM by Director Archacki

Adjournment

Time: 1:48 PM

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
3/5/2020	1903

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	4/4/2020	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	146	120.00	17,520.00	
Project Manager, Mark Carey, PE	23	165.00	3,795.00	
Operations Management Engineer, John Pedri, PE	10.5	160.00	1,680.00	
Administrative Support	4	65.00	260.00	
232 mi @ \$.545 mi 2/5/20 Mark	232	0.545	126.44	
333 mi @ \$.545 / mi - 2-3 to 2-7 Jared		181.49	181.49	
340 mi @ \$.545 / mi 2-10 to 2-14 Jared		185.30	185.30	
330 mi @ \$.545 / mi - 2-17 to 2-21 Jared		179.85	179.85	
338 mi @ \$.545 / mi 2-28 to 2-26 Jared		184.21	184.21	
EDEA 1054	1.13	607.50	686.48	

128- 4/6 wflow & inlet Const

Total	\$24,798.77
Payments/Credits	\$0.00
Balance Due	\$24,798.77

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



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
3/5/2020	1892

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	4/4/2020	USDA Meters and Water Tank PER	
Description		Qty	Rate	Amount
Assistant Engineer, Jared P. Nelson		8	130.00	1,040.00
Operations Management Engineer, John Pedri, PE		67.5	160.00	10,800.00
Project Engineer 2, Richard Relyea		71	130.00	9,230.00
Project Manager, Mark Carey, PE		18	165.00	2,970.00
Assistant Engineer, Jose Diaz-Mendez		21	105.00	2,205.00
Administrative Support		5	65.00	325.00
OV Copy Inv 34159			9.54	9.54
RGH Consultants Inv 0919269		1.13	2,750.00	3,107.50
Geo Legal 1MCE0104-2020-02-009		1.13	3,955.00	4,469.15

138- 1/3 USDA Water Proj.

Total	\$34,156.19
Payments/Credits	\$0.00
Balance Due	\$34,156.19

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

10

Contractor's Application for Payment No. #10

Application Period: 2/1/2020 - 2/29/2020	Application Date: 2/29/2020	#10
To (Owner): CLOCWD	From (Contractor): T & S Construction Co. Inc.	Via (Construction Manager): Jared Nelson
Project: Phase 3 Lift Station Improv.	Contract: Contractor's Project No.: 1808	Engineer's Project No.:

Application For Payment Change Order Summary

Approved Change Orders Number	Additions	Deductions	
1	\$25,785.18		
2	\$5,800.05		
3		\$2,510.30	
4	\$0.00		
5	\$24,900.00		
6	\$95,798.00		
7	\$18,453.16		
8	TBD		
TOTALS	\$170,736.39	\$2,510.30	
NET CHANGE BY CHANGE ORDERS			\$168,226.09

1. ORIGINAL CONTRACT PRICE..... \$ 2,603,374.00
2. Net change by Change Orders..... \$ 168,226.09
3. Current Contract Price (Line 1 + 2)..... \$ 2,771,600.09
4. TOTAL COMPLETED AND STORED TO DATE \$2,625,791.32
5. RETAINAGE:
 - a. 5% X \$2,625,791.32 Work Completed..... \$ 131,289.57
 - b. 5% X \$0.00 Stored Material..... \$ -
 - c. Total Retainage (Line 5a + Line 5b)..... \$ 131,289.57
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 2,494,501.75
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 2,206,778.64
8. AMOUNT DUE THIS APPLICATION..... \$ 287,723.11
9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G on Progress Estimate + Line 5 above)..... \$ 277,098.34

<p>Contractor's Certification</p> <p>The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p>	Date: 2/29/2020
By: <i>Anthony Spinella</i>	

Payment of: \$	<i>Jared Nelson</i> Inspector	3-11-20 (Date)
is recommended by:		
Payment of: \$	<i>Mark Corey</i> Engineer	3-11-20 (Date)
is recommended by:		
is approved by:	<i>Suzanna Mann</i> Owner	3-12-20 (Date)
Approved by:		(Date)

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128- TG. Johnson & Capital Const

Contractor's Application for Payment No. #4

Application Period:	2/1/2020 - 2/29/2020	Application Date:	2/29/2020
To (Owner):	CLOCWD	Via (Construction Manager):	Jared Nelson
Project:	Pipeline Rehabilitation Phase 2	Contractor's Project No.:	1809
Owner's Contract No.:	C-01-8056-10	Engineer's Project No.:	

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions	
	#1	\$213,231.53	(\$210,799.00)	
TOTALS				\$213,231.53
NET CHANGE BY CHANGE ORDERS				\$2,432.53

1. ORIGINAL CONTRACT PRICE.....	\$	704,866.00
2. Net change by Change Orders.....	\$	\$2,432.53
3. Current Contract Price (Line 1 ± 2).....	\$	707,298.53
4. TOTAL COMPLETED AND STORED TO DATE		\$410,824.63
5. RETAINAGE:		
a. 5% X \$410,824.63 Work Completed.....	\$	20,541.23
b. 5% X \$0.00 Stored Material.....	\$	-
c. Total Retainage (Line 5a + Line 5b).....	\$	20,541.23
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	390,283.40
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	381,817.62
8. AMOUNT DUE THIS APPLICATION.....	\$	8,465.78
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	317,015.13

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: <u>Anthony Spinella</u> Date: 2/29/2020
---	---

Payment of: \$	<u>Jared Nelson</u> Inspector	explanation of the other amount	3-2-20 (Date)
is recommended by:			
Payment of: \$	<u>Mark Lopez</u> Engineer	(Line 8 or other - attach explanation of the other amount)	3-2-20 (Date)
is recommended by:			
is approved by:	<u>Stanna Mann</u> Owner		3-9-2020 (Date)
Approved by:		Funding Agency (if applicable)	(Date)

128. 4/3 enflow & input - Cost



February 20, 2020

Dianna Mann
Clearlake Oaks County Water District
12952 E. Hwy 20
Clearlake Oaks, CA 95423
Orangevale, CA 95662

Subject: *Proposal for Professional Surveying Services, CLOCWD*
Richard Kuehn Properties, CLOCWD Asset Access Descriptions
Multiple APN's

Dear Dianna:

Geo Land, Inc. (GLI) appreciates the opportunity to submit this proposal to provide surveying and mapping Services for the **above referenced** project. The following is a detailed scope of what we would anticipate in achieving your desired results.

Prepare and coordinate the processing and recording of multiple easements to facilitate CLOCWD access across and to Kuehn Properties with CLOCWD assets.

Jensen Road –

- 1) Provide a written legal description and platted exhibit for an approximate 30' wide **ACCESS** easement from the west right of way of Sulphur Bank Drive to the west boundary of APN 035-435-15, a Kuehn property. Said easement to supply access to the current wastewater treatment plant and the driveway entering into Lift Station 10.
- 2) Provide a written legal description and platted exhibit for an existing **WATERLINE** running along Jensen from Sulphur Bank to possibly APN 035-435-15

Lift Station 10 –

- 1) Provide a written legal description and platted exhibit for **ACCESS** from Jensen Road running into and up to Lift Station 10. Mr. Kuehn does not want to full drive circle to be included, only a straight shot in and a turn around to exit.
- 2) Provide a written legal description and platted exhibit for an existing **SANITARY SEWER** line running from Orchard Shores southwest boundary to lift station 10.

- 3) Provide a written legal description and platted exhibit for an existing **Sanitary Sewer Force Main** line running from Lift Station 10 to an undetermined location.

Pluth Tank Site –

- 1) Provide a written legal description and platted exhibit for **ACCESS** where Sans Court leaves its mapped right of way, cuts through the Kuehn Property, and terminates at the Pluth Tank.
- 2) Provide a written legal description and platted exhibit for **WATERLINE** along Highway 20 where waterline was detoured for Caltrans construction of a concrete culvert.

Discussion on easements for electrical connections is excepted out of this proposal.

It is anticipated 2 working days in the field will be required to adequately locate facilities and assets needing to be covered in said easements. Upon completion of field effort office analysis will begin prior to writing of easements. A working draft plot will be generated for all parties to review and approve. Once approval is granted legal descriptions and exhibits will commence. All documents will be submitted to CLOCWD title company for processing and recordation.

Field Survey Effort	\$5200
Draft Exhibits for review	\$2100
7 Legal Description and exhibits (estimated)	\$5900
Total Fee Estimate	\$13,200

This survey proposal does not include any boundary surveying or verifications. Client understands any boundary work could trigger California Business and Professions Code 8762 requiring records of survey. All descriptions will be based on actual utility and roadway locations for inclusion in descriptions. This proposal does not include any estimated costs for reimbursable expenses such as reproduction of drawings, postage, express shipping charges, or other out-of-pocket expenses in connection with the project. The above fees will not be exceeded without your prior authorization. This proposal is subject to the terms and conditions attached.

We appreciate the opportunity to offer our professional services to the Project, and look forward to working with you. If this proposal is satisfactory to you, please indicate your agreement by signing and returning one original to us to serve as our notice to proceed. This proposal is valid for execution for a period of 90 days. If you have any questions, or if I can be of further service, please do not hesitate to call me. Thank you for your consideration of Geo Legal, Inc. for this Project.

Sincerely,

Geo Legal, Inc.



Christopher D. Johnson, PLS



In the event a project contract is not created, does not exist, is not revised, or a change order issued for this request, this client authorization will be considered consent for work and approval to bill for requested change order stated hereon.

Authorization:

Contracting company

Signature of authorized company agent

Date

LAND SURVEYOR'S ACT

BUSINESS AND PROFESSIONS CODE - BPC

DIVISION 3. PROFESSIONS AND VOCATIONS GENERALLY [5000 - 9998.11]

(Heading of Division 3 added by Stats. 1939, Ch. 30.)

CHAPTER 15. Land Surveyors [8700 - 8805]

(Chapter 15 added by Stats. 1939, Ch. 41.)

ARTICLE 5. Surveying Practice [8759 - 8774.5]

(Article 5 added by Stats. 1939, Ch. 41.)

8762.

(a) Except as provided in subdivision (b), after making a field survey in conformity with the practice of land surveying, the licensed surveyor or licensed civil engineer may file with the county surveyor in the county in which the field survey was made, a record of the survey.

(b) Notwithstanding subdivision (a), after making a field survey in conformity with the practice of land surveying, the licensed land surveyor or licensed civil engineer shall file with the county surveyor in the county in which the field survey was made a record of the survey relating to land boundaries or property lines, if the field survey discloses any of the following:

(1) Material evidence or physical change, which in whole or in part does not appear on any subdivision map, official map, or record of survey previously recorded or properly filed in the office of the county recorder or county surveying department, or map or survey record maintained by the Bureau of Land Management of the United States.

(2) A material discrepancy with the information contained in any subdivision map, official map, or record of survey previously recorded or filed in the office of the county recorder or the county surveying department, or any map or survey record maintained by the Bureau of Land Management of the United States. For purposes of this subdivision, a "material discrepancy" is limited to a material discrepancy in the position of points or lines, or in dimensions.

(3) Evidence that, by reasonable analysis, might result in materially alternate positions of lines or points, shown on any subdivision map, official map, or record of survey previously recorded or filed in the office of the county recorder or the county surveying department, or any map or survey record maintained by the Bureau of Land Management of the United States.

(4) The location, relocation, establishment, reestablishment, or retracement of one or more points or lines not shown on any subdivision map, official map, or record of survey, the positions of which are not ascertainable from an inspection of the subdivision map, official map, or record of survey.

(5) The points or lines set during the performance of a field survey of any parcel described in any deed or other instrument of title recorded in the county recorder's office are not shown on any subdivision map, official map, or record of survey.

(c) The record of survey required to be filed pursuant to this section shall be filed within 90 days after the setting of boundary monuments during the performance of a field survey or within 90 days after completion of a field survey, whichever occurs first.

(d) (1) If the 90-day time limit contained in subdivision (c) cannot be complied with for reasons beyond the control of the licensed land surveyor or licensed civil engineer, the 90-day time period shall be extended until the time at which the reasons for delay are eliminated. If the licensed land

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LAND SURVEYOR'S ACT

surveyor or licensed civil engineer cannot comply with the 90-day time limit, he or she shall, prior to the expiration of the 90-day time limit, provide the county surveyor with a letter stating that he or she is unable to comply. The letter shall provide an estimate of the date for completion of the record of survey, the reasons for the delay, and a general statement as to the location of the survey, including the assessor's parcel number or numbers.

(2) The licensed land surveyor or licensed civil engineer shall not initially be required to provide specific details of the survey. However, if other surveys at the same location are performed by others which may affect or be affected by the survey, the licensed land surveyor or licensed civil engineer shall then provide information requested by the county surveyor without unreasonable delay.

(e) Any record of survey filed with the county surveyor shall, after being examined by him or her, be filed with the county recorder.

(f) If the preparer of the record of survey provides a postage-paid, self-addressed envelope or postcard with the filing of the record of survey, the county recorder shall return the postage-paid, self-addressed envelope or postcard to the preparer of the record of survey with the filing data within 10 days of final filing. For the purposes of this subdivision, "filing data" includes the date, the book or volume, and the page at which the record of survey is filed with the county recorder.

(Amended by Stats. 2012, Ch. 661, Sec. 13. Effective January 1, 2013.)

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO HIRING OF PERSONNEL

Hiring of personnel will be to fulfill open positions previously approved by the Board of Directors and will be posted on the District's website for 10 days when time allows. It will be at the discretion of the General Manager if the 10 day posting will benefit the District or if immediate hiring is required. If the 10 day posting is in effect, all applicants must fill out a job application that must be received at the Administration Building by the time and date that is posted on the website, applications will be accepted via in person, fax, mail and email. All qualified applicants will be interviewed by the General Manager. Hiring of personnel will be solely at the discretion of the General Manager.

The above policy is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 19th day of March, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

SK

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO LEAD AND COPPER SAMPLING CREDIT

As lead and copper sampling is an annual requirement as per California Department of Public Health, we ask a minimum of fifteen (15) customers to take time out of their day to assist with the collection of these samples.

From this date forth any customer that participates in this annual sampling survey is to receive a credit adjustment toward their billable usage in the amount of 1 unit (748 gallons) or the per unit monetary value as set by the current rate structure. All customers that are to receive this credit are also to receive a notification advising them of this credit adjustment.

The above policy is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 19th day of March, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Mary Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

SS

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO PUBLIC WORKS

Public works contracts shall be awarded to the bidder whose bid is in the best interest of the District considering factors such as cost, experience, and availability.

1. Public works contracts valued at \$50,000 or less may be awarded by the General Manager.
2. The General Manager shall require at least two bids for public works contracts valued between \$50,000 - \$200,000, and may award the contract to the party submitting the bid in the best interest of the District.
3. Public works that cost \$200,000 or more shall be left for public bid and awarded by the Board, unless otherwise determined by the Board.

Contracts shall include provisions regarding prevailing wages, working conditions, subcontractors, insurance, and other customary provisions. Contracts of \$25,000 or more shall require a payment bond for 100% of the contract amount, and a performance bond as stated in the bid documents. Bids shall include a bid bond in an amount set by the District.

The above policy is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 19th day of March, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

CLEARLAKE OAKS, CA 95423

(707) 998-3322

RESOLUTION NO. 20-01

THE BOARD OF DIRECTORS

OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT

A RESOLUTION OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT REQUESTING THE LAKE LOCAL AGENCY FORMATION COMMISSION TO:

Resolution of the Clearlake Oaks County Water District Requesting the Lake Local Agency Formation Commission to:

1. Amend sphere of influence of Clearlake Oaks County Water District (CLOCWD) to include 17.13 acres more or less into the domestic water Sphere of Influence.
2. Annex 17.13 acres known as the Berger Annexation.

Resolved by the Board of Directors of the Clearlake Oaks County Water District that:

WHEREAS, the Clearlake Oaks County Water District desires to initiate proceedings pursuant to Cortese Knox Hertzberg Local Government Reorganization Act of 2000 commencing with California Government Code Section 56000 to initiate a minor sphere of influence amendment and reorganization as noted above.

WHEREAS, at the time and manner provided by law, Clearlake Oaks County Water District provided notice of the date, time and place of public meeting by the District Board of Directors to initiate these proceedings; and

WHEREAS, Notice of Intent to adopt this Resolution of Application has not been given to each interested and subject agency; and

WHEREAS, there are no affected cities or other special districts within the meaning of subdivision (2) of Section 56700 of the Government Code that can provide the same service; and

WHEREAS, the territory proposed to be reorganized is uninhabited and maps of the boundary of the proposed reorganization area is set forth in exhibit A attached hereto and be this reference incorporated herein; and

WHEREAS, this proposal will be consistent with the Clearlake Oaks County Water District domestic water sphere of influence once approved as that is also an element of this application; and

WHEREAS, a recent reorganization has been approved annexing the Paradise Cove CSA #16 including a significant portion of the Berger parcel to the Clearlake Oaks County Water District and amending the Sphere of Influence for a significant portion of the Berger parcel for domestic water services; and

WHEREAS, the land owner has expressed an interest in having the Clearlake Oaks County Water District supply domestic water to their property; and

WHEREAS, the only reasonable and logical alternative for domestic water service to serve this area is through annexation to the Clearlake Oaks County Water District; and

WHEREAS, as the lead agency, the Clearlake Oaks County Water District has determined that the reorganization is not a “project” and is categorically exempt pursuant to the California Environmental Quality Act (CEQA).

WHEREAS, in accordance with Government Code Section 56653, the Clearlake Oaks County Water District Board has prepared and adopted “Plan for Services” and attached here to as Exhibit B.

NOW THEREFORE BE IT RESOLVED, this resolution of application is approved and adopted by the Board of Directors of the Clearlake Oaks County Water District and requests the Lake Local Agency Formation Commission to:

1. Take proceedings to annex the 17.13 acres more or less to the Clearlake Oaks County Water District in the manner as described in this resolution.
2. Amend the Clearlake Oaks County Water District sphere of influence to include the 17.13 acre more or less annexed territory into the water Sphere of Influence for the Clearlake Oaks County Water District.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a Regular Meeting thereof held on the 19th day of March 2020, by the following vote:

AYES:

NOES:

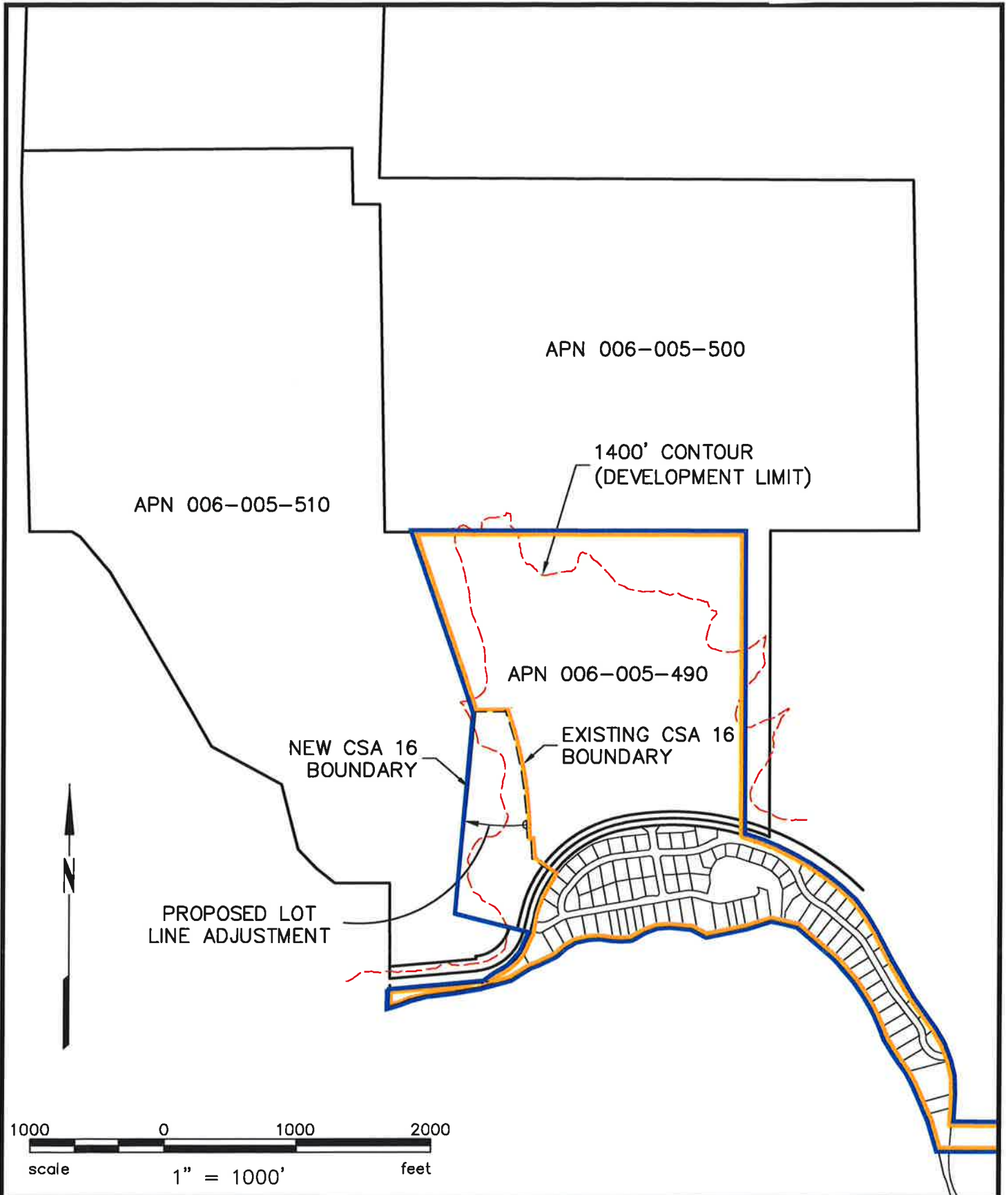
ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary



Plot Jun 21, 2017 at 12:12pm



200 4TH ST, STE. 300
 SANTA ROSA, CA 95401
 PH: 707-583-8500
 FAX: 707-583-8539

Subject PARADISE VALLEY PROPERTIES

Job No. 20149030-10

By RFC Date 4-11-2016 Chkd. RFC

SHEET 1 OF 1

BA

LANDS OF BROOKWOOD
LAND MANAGEMENT, LLC
DN 2013-019344
APN 005-005-50

SCALE
'A'

BROOKWOOD
EMENT, LLC
-019344
-005-51

EL TWO
PM 7

3W, M.D.B.&M

21

28

PROPOSED
LOT LINE

LANDS OF BROOKWOOD
LAND MANAGEMENT, LLC

N90°00'00"W
239.42'

LINE TO BE
ABANDONED

AREA
17.13± ACRES

N01°21'51"W
TANGENT
BEARING

BUILDING

SEE DETAIL 'A'

STATE HW

L=359.54'
R=900.00'
Δ=22°53'20"

N13°38'00"E
141.00'

POINT

S05°21'29"W 1527.41'

S03°06'06"W 100.00'

S03°06'06"W 100.00'

S03°06'06"W 100.00'

S03°06'06"W 100.00'

S03°06'06"W 100.00'

S03°06'06"W 100.00'

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S03°06'06"W 100.00'

S03°06'06"W 100.00'

S03°06'06"W 100.00'

S03°06'06"W 100.00'

S03°06'06"W 100.00'

Δ=18°33'11"

Δ=18°33'11"

Δ=18°33'11"

Δ=18°33'11"

Δ=18°33'11"

Δ=18°33'11"

Δ=18°33'11"

Δ=18°33'11"

Δ=18°33'11"

Δ=18°33'11"

Δ=18°33'11"

540.00'
S76°22'00"E

**WILL-SERVE LETTER
GENERAL CONDITIONS**

Brookwood Land Management LLC
861 Wildwood Trail
Santa Rosa, CA. 95409

February 17, 2015

Re: Will-Serve Letter for Paradise Valley Ranch Development Project

To Whom It May Concern:

County Service Area No. 16 - Paradise Valley (hereinafter, the "CSA") has been asked to provide a will-serve letter in relation to the development of that property known as Paradise Valley Ranch (more fully described in Exhibit "A" attached hereto and incorporated herein by reference) by Brookwood Land Management LLC (hereinafter, the "Developer"). The proposed project consists of the construction of 77 residential lots, an Equestrian Center, and an Agricultural Commercial parcel, planned directly to the north of the existing Paradise Cove subdivision that includes the infrastructure known as County Service Area 16_ Paradise Valley Water System. The Housing Equivalent (HE) connections of Paradise Valley Ranch for purposes of projecting the total water needs of the project are: residential (HE=77), equestrian center (HE=2), and agricultural commercial (HE=13), for a total housing equivalent of (HE=92) (hereinafter, the "Project"). This Project is or will be part of the CSA until such time, if any, when the CSA is dissolved and annexed to the Clearlake Oaks County Water District (hereinafter, the "District"), at which time the Project will be or will become part of the District. Whether part of the CSA or part of the District, the Project will remain subject to the conditions of this Will-Serve Letter and the Developer will remain entitled to public water service should said conditions be met.

A General Plan of Development 12-01 has been approved for the Project, subject to approval of a use permit for Specific Plan of Development and tentative merger and resubdivision map. A condition of the General Plan of Development is that prior to the approval of use permit(s) for Specific Plan of Development, the Developer must submit an updated Water Supply and Treatment System Conceptual Plan identifying the proposed water source and a plan for its development. A will-serve letter is necessary for the fulfillment of that condition.

The CSA hereby acknowledges and agrees that in the event that any future request is made for new public water service by any owner(s) of the 77 lots, equestrian center, and agriculture commercial parcel (hereinafter, the "Lots") referred to in the Project description, that all costs, fees, charges, and assessments associated with the CSA's provision of new public water service to one or more of the subject Lots shall be borne,

to the greatest extent legally possible, by the person(s) requesting the CSA's provision of water service. The undersigned parties to this will-serve letter agree that the following terms and conditions shall govern the CSA's future provision of new public water service to the subject Lots described herein. The undersigned parties further agree that all applicable state laws, regulations, and permit requirements apply to the provisions of this will-serve letter.

1. The CSA has determined that it will only have an adequate water supply, water treatment and storage capacity to serve the Project and the full build-out within the CSA if Developer makes several phased improvement to the CSA water system. Should the conditions described in this Will-Serve Letter be met, Developer is entitled to public water service provided by the CSA for the Project.
2. The CSA and the County of Lake, its officers, officials, employees and volunteers (hereinafter, the "County") shall be held harmless, defended, and indemnified from and against all claims, damages, losses and expenses including attorney fees arising out of the Project as it pertains to water service caused in whole or in part by any negligent act or omission of the Developer, except where caused by the active negligence, sole negligence, or willful misconduct of the CSA.
3. Developer shall comply with the conditions of General Plan of Development 12-01, and any use permit(s) for Specific Plan of Development.
4. Developer and the CSA acknowledge and agree that water service cannot be provided to Developer unless and until improvements are made to the existing CSA water system. Said improvements include an inter-tie connection pipeline to the Clearlake Oaks County Water District water system and installation of a water tank as specified in Condition 5 below (hereinafter, the "Pipeline and Water Tank Project"). The CSA acknowledges that the Pipeline and Water Tank Project, while necessary for the CSA to provide water service to the Project, will also benefit the CSA because said improvements will result in an additional 150,000 gallons of storage for the CSA. Therefore, the entire cost shall not be borne by the Developer but shall be shared by the CSA on an equal basis. In the event of unforeseen costs or cost overruns related to the Pipeline and Water Tank Project, the Developer agrees to cover these costs initially up to a maximum amount of \$200,000. The CSA shall then reimburse the Developer the CSA's share of said costs through the formation of an assessment district or through an equivalent process. Should such a financial mechanism as described in this paragraph be unsuccessful, the CSA and the Developer agree to evaluate other alternatives.
5. Developer and the CSA acknowledge and agree that any new public water service proposed to be provided by the CSA for those Lots identified in Attachment A shall be subject to the following conditions and requirements:



a. The General Plan of Development (GPD 12-01) requires that the Developer shall submit for approval an updated water supply and treatment system plan prior to approval of use permits for a Specific Plan of Development. Said water system plan shall also require the approval by the State Water Resources Control Board-Division of Drinking Water.

b. Connection Pipeline to CLOCWD (see Exhibit "B", Feasibility Study-Service Expansion from Clearlake Oaks County Water District, 6/27/14). The County and the Developer agree that the parties will implement the Pipeline and Water Tank Project and provide cost sharing as follows:

(i) 10,650 LF 8 inch dia. Pipeline - estimated cost: \$1,753,000 that includes:

- meter replacement
- modifications to CSA 16 connections in Paradise Valley and disconnecting existing CSA wells
- repair/replace existing water mains within CLOCWD system required for connection to 8-inch pipeline – approximately 500 lf of 2-inch diameter pipe with 6-inch diameter pipe.
- modifications to existing and new CSA 16 water tank (aeration/mixing device), altitude valve in one tank
- re-coating existing water tank
- SCADA computer system upgrades to be compatible with CLOCWD
- Caltrans encroachment permit costs
- Lake County LAFCO process costs
- environmental review/CEQA documentation costs
- Developer to pay: \$375,000
- DWR Grant to pay: \$1,378,000

(ii) Storage Tank -150,000 gallon storage tank - estimated cost: \$400,000
Cost to be divided as follows: First, from any unused grant funds from Condition 5(b)(i) hereinabove. Next, in the same manner as described in Condition 4 hereinabove.

- (iii) The CSA shall implement and perform the Pipeline and Water Tank Project (obtain all permits and retain all contractors *except as otherwise specified herein*), subject to the cost-sharing arrangement between Developer and CSA as specified herein and in Condition 4 hereinabove. The CSA shall not be responsible for retaining engineering services associated with the Pipeline and Water Tank Project; costs for said services shall be borne by Developer as part of Developer's cost-sharing specified in Condition 5 (b)(1) hereinabove.
6. The CSA shall be paid capacity charges applicable to the Project based upon the Project's physical characteristics and the service connection fees for each metered service in effect in the CSA at the time of the payment of said fees and/or charges. Should the CSA be annexed to the District, the District shall be paid capacity charges applicable to the Project based upon the Project's physical characteristics and the service connection fees for each metered service in effect in the District at the time of the payment of said fees.
 7. Developer and the CSA agree that prior to any sale or acquisition of any interest in any of the Lots, Developer is hereby required to have provided to those persons and/or entities contemplating an acquisition of any interest in the Lots, notice of this will-serve letter and the terms and condition provided herein.
 8. This will-serve letter pertains only to the specific proposed Project and the CSA's provision of new public water service to the Project. This will-serve letter is not intended to offer any guarantee or assurances of approval as to any use permits, environmental review, and/or does not guarantee or assure Developer of the approval of the State Water Resources Control Board-Division of Drinking Water. This will-serve letter does not reduce and/or eliminate the Developer's obligation to adhere to state and local legal requirements in the course of the development of this Project.
 9. Developer's acceptance of this Will-Serve Letter does not obligate Developer to proceed with the Project or the Pipeline and Water Tank Project. Developer's acceptance of this Will-Service Letter does obligate Developer to meet the conditions described herein in order to be entitled to public water service for the Project. Should no agreement be reached between the CSA and the District regarding the dissolution of the CSA and its annexation to the District, the improvements specified in Condition 4 herein cannot be made and this Will-Serve Letter shall be deemed void.

Sincerely,



Mark Dellinger
Special Districts Administrator

APPROVED AND ACCEPTED BY DEVELOPER

I, James E Berger, have read, understood, and agree to the foregoing will-serve conditions. I represent and warrant that I am duly authorized and have legal capacity to execute and deliver this agreement.

Brookwood Land Management, LLC by:
Name: JAMES E BERGER

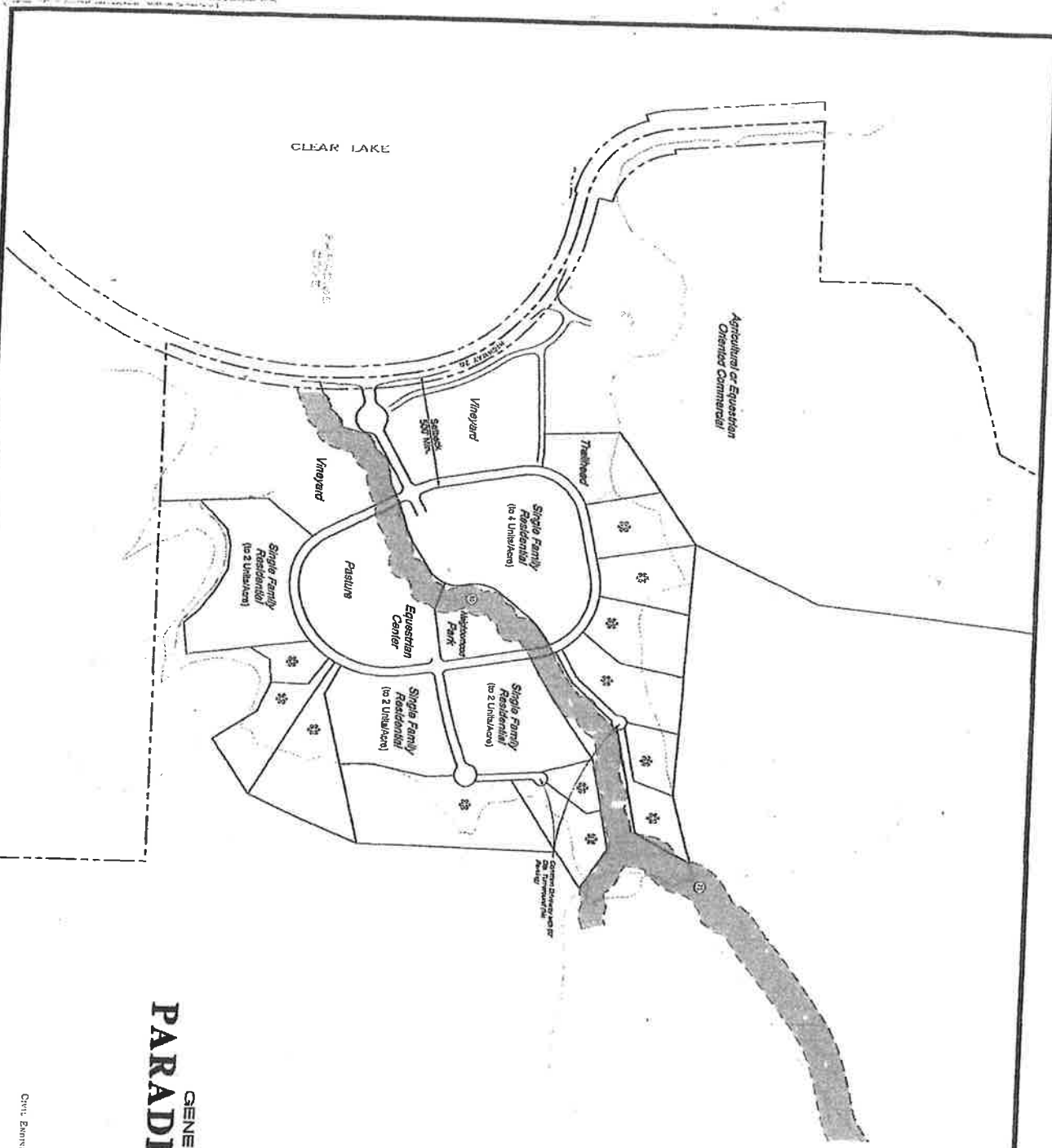
Date: February 12 2015

Title: Member

Project Name: Paradise Valley Ranch

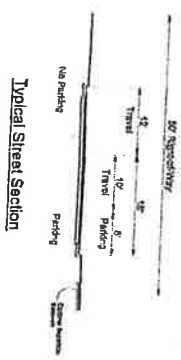
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EXHIBIT A



LEGEND

- Property Boundary
- 1400' Contour (Surfing Limit Line)
- Existing Trees
- Existing Drainage
- Existing Contour (2' Interval)
- Existing Contour (10' Interval)
- Footcandle (or Large Single Family Residential Parcel)
- Approximate location of landscape mounds with direction of movement per Preliminary Geotechnical Study by RCH
- Crack Seepage Zone
- 4' x 4' creek culvert, (measured on 100m scale from top of bank)
- 3' x 3' creek culvert, (measured on 200m scale from top of bank)
- Public Trail
- Private (HOV) Trail
- Public Node



**GENERAL PLAN OF DEVELOPMENT
PARADISE VALLEY RANCH
LAKE COUNTY, CALIFORNIA**

DATE: OCTOBER 4, 2015



Civil Engineers: JOHN KAYENSKI, LEAD ENGINEER, LANDSCAPE ARCHITECTS
12 THUR STREET, SUITE 200, REDDING, CA 96001
TEL: (970) 542-0033 FAX: (970) 542-5215

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 20-03

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

TO AMEND THE EMPLOYEE HANDBOOK

WHEREAS, Clearlake Oaks County Water District Board of Directors accepts all changes and modifications to the District Employee Handbook as provided herein.

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

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

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 19th day of March 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Board Secretary

contribution.

Employees nearing retirement are urged to avail themselves of the retirement pre-counseling and planning available to them by CalPERS. CalPERS requires at least a 90 day notice in advance of planned retirement (as does Social Security for any previous services). However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

The General Manager or Human Resources can provide you with names and phone numbers of personnel at CalPERS who can assist you in your retirement planning.

More detailed information may be obtained from the Administrative Service Manager.

I. Educational Assistance

a. The District provides funds for registration, tuition, books, meals, and lodging for work related education and training programs, with General Manager's approval for certain District required education. No employee shall receive overtime pay for attending a training or education seminar. Employees desiring educational assistance must complete District's tuition application form. Within 10 days after the training, the employee will be required to submit a report to the General Manager on the training they received and how they feel it will benefit the District. Employee is not required to repay District for the tuition unless Employee leaves the District voluntarily or is terminated for cause within 12 months of completion of the course(s), in which case Employee shall repay the District the full amount of the tuition, which may be deducted from Employee's final paycheck. If the amount owed to the District exceeds the amount of the final paycheck, Employee agrees to repay the District the difference in four equal monthly installments.

b. If an employee has been requested to attend educational training sessions on behalf of the district, travel pay shall not exceed actual travel time. If it is necessary, or if employee chooses to use their own vehicle for training the employee shall be compensated at the rate allowed by the I.R.S.

c. For District required certification(s), the District will, at the discretion of the General Manager, provide one (1) time certification review class per certification level. If the employee fails to pass the certification test, no other training expense will be borne by the District for that certification level.

J. Paid Time Off Policy

The District's policy allows eligible employees to earn time off in accordance with their employment status and length of service and to use such earned time to take time off with pay under the guidelines stated in this policy.

Please note, the District's fiscal year is utilized for tracking paid leave

Existing Vacation Time and Sick Time are now all encompassed by Paid Time Off (PTO). Three days of PTO are for sick leave in accordance with California's sick leave law.

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