

**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

DECEMBER 17, 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 Mr. Michael Herman, Director Mr. James Burton, Director
- Mrs. Dianna Mann – General Manager Mrs. Olivia Mann – Board Secretary

In the audience, our Chief Operators

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

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

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

2. Financial Reports for review and approval

- a. November 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 11/19/2020

4. Bills

- a. MC Engineering invoice number 2015, dated 12/05/2020, in the amount of \$32,976.13 for the USDA Water Projects
- b. Leete Generators invoice number 42133, dated 12/05/2020, in the amount of \$12,639.65 for the Wastewater Treatment Plant Generators

Action Taken _____

5. Agenda (New Business)

- a. Administer Oath to the newly appointed Board Directors

Action Taken: _____

- b. Discussion and consideration of nominations and elections of Board President and Vice President

Action Taken: _____

- c. Discussion and consideration of purchasing 2 vehicles, one for Wastewater, and one for Admin, not to exceed \$25,000.00 each

Action Taken: _____

- d. Discussion and approval of the sale of the Ford Focus

Action Taken: _____

- f. Discussion and consideration of Resolution 20-17 revising the Clearlake Oaks County Water District 'Water' Code

Action Taken: _____

- g. Discussion and consideration of Ordinance 83 regarding the Clearlake Oaks County Water District Code

Action Taken: _____

- h. First reading of the Clearlake Oaks County Water District 'Sewer' Code

Action Taken: _____

- i. Administer Oath to the newly appointed Board Director

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)

December 11, 2020

Administration

- ∂ Received \$737.44 in payments towards our <120, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts (Payments from escrow).
- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s), this appeal is listed as an item on the agenda for review.
- ∂ The Ad Hoc Committee for the Districts Sewer Code met on December 8, 2020 to review the draft that is on the agenda for approval this month. I'd like to thank Directors Archacki and Herman for their time and effort during this review.
- ∂ The District's Water Code is also on the agenda for revision, even though it was approved last month, we have added and changed a few pertinent subjects that came to light. We also added the purpose, districts mission and an expiration note.
- ∂ Admin is currently working on researching all of the Districts active connections that are not being billed, we have been conducting this billing audit since September and are making headway. We have also obtained grant deeds from the County in order to being billing in accordance with the Districts Water Code. We will be requesting another batch of grant deeds within the next 30-60 days.
- ∂ Dianna and I continue to work with RCAC regarding the rate study, we had a recent progress update via Zoom on December 9, 2020, we anticipate this subject being brought to the Board in February.
- ∂ The construction meeting for the USDA Water Project was on December 1, 2020, I am eager to work with Dianna and MC Engineering on this project and learn more about loans and grants.

All the best,
Olivia Mann

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)

December 13, 2020

Board letter

- ◆ November - with the recent temperature drops raw water turbidity (NTU) is continuing to drop and stabilize, which has allowed us to remove and/reduce our dosages, we continue to utilize our Chemtrac charge analyzer and UV testing daily and weekly jar testing to aid in closely monitoring and making adjustments in coagulant dosages.
- ◆ Both James and myself helped DC with the main break on spinnaker on 12-5-20 and Lake st. main break 12-11-20
- ◆ Continuing maintenance through the plant area we have installed five more lights to help with plant security.



- ◆ Cyanotoxin testing by tribal EPA has come to an end for the year.
- ◆ 20.78 MG of water produced for the month of November.
- ◆ Demand for water is continuing down we are having multi-hour shut downs throughout a 24 hour period again.
- ◆ Large water sample done at the beginning of December list of sampling is attached

Thank you,

Kurt Jensen

WTP Chief Plant Operator
k.jensen@clocwd.org

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

A

Water Sample Testing

	DATE	DATE	DATE	
Bacti R(BW) & CW (M)	12/2/2020			A = Annually
Bacti R (BW)				Q = Quarterly
TOC ALK R (M)				M = Monthly
TOC CW (M)				BW = Bi-weekly
R & CW TCP123 (BA)				BA = Bi-annually
Color / Odor (A)				
Bromate (Q)	11/30/2020			
Perchlorate (A)				
TTHM (Q)	11/30/2020			
HAA5 (Q)	11/30/2020			
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Nitrate (A)				
Nitrite (A)				
Antimony (A)	12/7/2020			
Arsenic(A)	12/7/2020			
Barium(A)	12/7/2020			
Beryllium(A)	12/7/2020			
Cadmium(A)	12/7/2020			
Chromium Total (A)	12/7/2020			
Fluoride Natural(A)	12/7/2020			
Mercury(A)	12/7/2020			
Nickel(A)	12/7/2020			
Selenium(A)	12/7/2020			
Thallium(A)	12/7/2020			
Simazine(A)	12/7/2020			
Bicarbonate Alaklinity(A)	12/7/2020			
Calcium(A)	12/7/2020			
Carbonate Alakalinity(A)	12/7/2020			
Chloride(A)	12/7/2020			
Copper(A)	12/7/2020			
Foaming Agents (MBAS)(A)	12/7/2020			
Hardness Total as CaCO3(A)	12/7/2020			
Hydroxide Alakalinity(A)	12/7/2020			
Iron(A)	12/7/2020			
Magnesium(A)	12/7/2020			
Manganese(A)	12/7/2020			
PH, Laboratory(A)	12/7/2020			
Silver(A)	12/7/2020			
Sodium(A)	12/7/2020			
Specific Coductance(A)	12/7/2020			
Sulfate(A)	12/7/2020			

Total Dissolved Solids(A)
Turbidity, Laboratory(A)
Zinc(A)
Aluminum(A)
MTBE(A)
Color / Odor

12/7/2020		
12/7/2020		
12/7/2020		
12/7/2020		
12/7/2020		
12/10/2020		

Clearlake Oaks County Water District

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

Reporting Period: November 2020
From: Francisco Castro, CPO
To: Clearlake Oaks County Water District Board of Directors
December 11, 2020

The total influent flows for the month of November were 8.3MG averaging 270,000 gallons a day. The total effluent flows were 6.7 MG averaging 219,000 gallons a day (152gpm). All emergency ponds are free of any liquid at this time. The waste plant has been running fine. On the 9th we began to fill stabilization pond #1. As soon as we finished filling we took #2 offline for dredging and at this time pond #1 is the only pond online. Ground Water Monitoring 4th Quarter happened on the 19th. The water table is low due to the lack of rain this year so we were unable to get samples out of well #2 as required by the state. Dean Enderlin was present for the sampling as usual during the last quarter of the year. As soon as I get all results I will be sending over to Dean to build our report. During this time of year various annual reports need to be submitted which I have submitted some and will continue to submit before January 31st.

We have been fighting our chlorine dosing line due to salt build up on our 2000'+ line to the Chlorine Contact Chamber (CCC). This reaction happens when our chlorine comes in contact with our domestic water which has some hardness to it. In order to get our chlorine that far we need to use make up water which is where the domestic water comes in. At this time we cannot even send 2gpm through that line. We are sending just enough to get our chlorine there. We have decided that best remedy for this would be moving our dosing station next to the CCC. I have begun a plan to achieve this move and will start working on it at the beginning of the year. I will report on this on a monthly basis as work begins. We have also started prepping for the rains. Don't know what this year will bring with the rains but we will try to get as ready as possible. All of our maintenance and testing have been completed for the month.

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

Board of Directors

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

7

**Clearlake Oaks County Water District
Board of Directors
Board Meeting December, 2020**

I hope everyone had an amazing Thanksgiving and restrained from overeating. November and the beginning of December has proven to be a little stressful for the D/C crew. Unfortunately, the hydrant repair/replacement project has come to a halt this month due to multiple main breaks and leaks throughout the District. Actually, today, 12/11, the D/C crew was all set up to replace a hydrant on Hwy. 20 when we had a main break on Lake Street that flooded most the neighborhood. In addition, this break blew out a considerable amount of the road that will require a contractor for asphalt repair. Jeremy and his crew will continue to schedule hydrant repairs, and hopefully the leaks and main breaks will settle down to allow progress with the hydrants.

The Ad Hoc committee and I have met regarding the electrical issue at Lift Station 10 and I have set up a meeting with PG&E for Dec, 21st. Ad Hoc committee and the land owner has confirmed attendance for this meeting

We held a pre-construction meeting for the USDA Water Improvement Project on December 1st with about eight contractors attending. Sealed bids are due by 2 p.m. on January 15th. I will be training Olivia through this process so another person will learn about the grant/loan process.

All staff has been certified in CPR and First Aide.

After just meeting with RCAC regarding our rate study, they are hoping to have a presentation for the Board by the February meeting.

Please see the USDA update from MC Engineering attached.

I would like to welcome Jim Burton as a new board member and I look forward to working with him on many projects.

Hope everyone has a Merry Christmas and a Happy New Year.

Please refer to individual department letters for additional details.

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

Respectfully Submitted,

Dianna Mann

General Manager



Report Date: December 8, 2020

To: Dianna Mann, CLOCWD General Manager

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

RE: CLOCWD USDA Funded PER and Initial Design Services

Billing Period: November 2020

I. Project Status Update

Work on the project during October included the following

- Harvey tank easement acquisition
- Project specification coordination and final bid documents (by EDEA and MCE)
- Review of design budget for project
- Contract facilitation and monthly invoicing
- On-site meetings with District
- Volume I, II, and III final plan preparation
- Cerritos finalization (final review)
- Harvey Area Design plan set preparation and finalization
- Spring Street design revisions based on staff input
- Easement acquisition for Harvey site
- Final review of technical specs
- Final specification and project manual
- Bid Advertisement
- Bid Solicitation, coordination, and bidder correspondence

II. Budget Status Update

Total Engineering Design and Bidding Services Budget (Revised w/Addendum 1 & 2):

Phase 1: \$102,395.00

Phase 2: \$492,540.00

Total: \$594,935.00

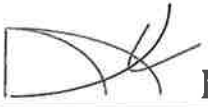
This Invoice: \$32,976.13 (\$0.00 Phase 1; 32,976.13 Phase 2)

Cost to Date: \$610,319.08 (110,413.57 Phase 1, 499,881.20 Phase 2)

Cost to Complete: \$-15,384.08 (\$-8,018.57 Phase 1; \$-7,365.51 Phase 2)

III. Projected Tasks for November 2020

- Assist District to finalize BPA easements and homeowner letter
- Pre-bid meeting
- Preparation of Addenda
- Harvey tank easement acquisition
- Response to bidders and on-going bid coordination
- Coordination with USDA and bond counsel for funding acquisition
- Painting spec revisions and related addendum to reduce painting costs



IV. Harvey Tank Easement and DMA Meter Potholing Status

- The following items are critical action items to move forward on the Harvey Tank design and the DMA meter design:
 1. Harvey Tank Easements: Based on the desire to acquire additional land for the Harvey Tank Project, MCE is working with the District for the acquisition of additional property for the foundation of the Harvey Tank. Critical path items moving forward are:
 - Work with property owner for acquisition of additional easement property
 - Once additional property is acquired, easement finalization will be needed for Tank design
 - We are currently awaiting signature of the easement documents
 - Grantor has requested an access easement up the via the existing road
 2. DMA meter existing pipe location:
 - It has been determined that potholing for DMA location 4 (Hwy 20 and Orchard Shores will take place during construction and will be included as a bid item

V. Budget Status and Added Scope Items

- With the completion of Addendum 2, this invoice and summary includes the addition of \$170,940.00 which includes the design of the Cerritos tank along with the upgrades to the Harvey Area distribution system. Included in the Harvey Area distribution system project is the upgrade of the pipeline that extends from Highway 20 to the Forest service building located on Spring Street. Extra work that was completed outside of the original scope included:
 1. Design of pipeline on Spring Street to the Forest service building (Approx. impact \$7,500)
 2. Development of individual customer meter location documents (Approx. impact \$5,000)
 3. Design of isolation valve at WTP to isolate clarifiers (Approx. impact \$1,500)
 4. Design of pipeline on Young Drive (Approx. impact \$500)
 5. Additional USDA grant/loan processing for added projects as noted in the Phase I deficit (\$8,018.57)
 6. **Easement Acquisition for Harvey (Approx. \$5,000)**

As noted above the total out of scope work is estimated at approximately **\$27,518.57**. We are currently over the original budget by **\$15,384.08**. Pending approval of the out of scope work, we would have a remaining budget of **\$12,134.49**. We anticipate needing this additional budget to complete the bidding phase.

Clearlake Oaks County Water District
Balance Sheet
 As of December 10, 2020

	Dec 10, 20
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	5,000.00
102.11 · PC ESCROW - 6184	182,704.82
102.10 · CRP PC - 6192	4,084.36
102.12 · WATER RESERVES- 8503	200,200.00
102.001 · GL - 9122 (Old Acct. # 053420019)	229,534.48
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other	868,756.36
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	1,057,756.36
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHEC...	88.98
102.02 · CRP Water - 6990	113,262.05
102.03 · CRP Sewer - 3745	88,190.83
Total Checking/Savings	1,880,821.88
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	29,609.68
130 · Const In Progress - Studies	134,657.50
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
Total Other Current Assets	1,763,857.03
Total Current Assets	3,644,678.91
Fixed Assets	
138 · USDA Water Improvements	619,372.98
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Ma...	3,899,746.37
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distrib...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distr...	150,784.44
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water di...	266,285.10
131 · Waste Water Plant	
131.1 · Pumps/Equipment	49,864.38
131 · Waste Water Plant - Other	57,768.09
Total 131 · Waste Water Plant	107,632.47
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	-523,819.00
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	182,836.13
127 · Water Plant - Other	211,458.66
Total 127 · Water Plant	444,277.93
120 · Distrct General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 101...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	5,056.51
120.90 · Vehicles/Generators/Trailers	691,610.28
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,008.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,740,556.10

Clearlake Oaks County Water District
Balance Sheet
 As of December 10, 2020

	Dec 10, 20
122 · Bldgs/Grounds Cap Improvements	8,535,149.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011...	
124.2 · GIS Online Mapping System	6,565.17
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	56,539.80
Total 124.30 · Lift Stations	122,582.03
124.50 · Mains	14,788.58
124.60 · Meters	24,010.72
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1...	3,166,870.22
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS...	3,375,431.76
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	16,427,505.56
TOTAL ASSETS	20,072,184.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
211 · WAB Credit Card	
211.16 · WAB - Francisco - 5312	1,405.90
211.15 · WAB - Kurt - 9133	453.61
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	1,787.98
211.13 · WAB - Jeremy - 2499	743.14
Total 211 · WAB Credit Card	4,390.63
Total Credit Cards	4,390.63
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal tax de...	-3,322.77
280 · Loan	
280.02 · KS State Bank - 2019 Vac-Con	332,670.25
280.12 · USDA Loan	1,012,320.41
Total 280 · Loan	1,344,990.66
221 · Health Ins - EE Portion	-2,224.83
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	-91.35
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE CO ...	4,334.70
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-3,998.83
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	335.87
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WA...	-12.40
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)	-2.90
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS ...	-442.65
223.80 · GASB 68 Pension (- WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WAS...	4,959.39
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYE...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or acc...	-1,897.07
Total Other Current Liabilities	1,672,782.70
Total Current Liabilities	1,677,173.33
Total Liabilities	1,677,173.33
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup post to this accoun...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 0...	12,877,705.60

12:13 PM
12/10/20
Cash Basis

Clearlake Oaks County Water District
Balance Sheet
As of December 10, 2020

	Dec 10, 20
Net Income	145,020.59
Total Equity	18,395,011.14
TOTAL LIABILITIES & EQUITY	20,072,184.47

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

	Nov 30, 20
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	5,000.00
102.11 · PC ESCROW - 6184	182,704.82
102.10 · CRP PC - 6192	4,084.36
102.12 · WATER RESERVES- 8503	200,200.00
102.001 · GL - 9122 (Old Acct. # 053420019)	286,182.37
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013...	868,756.36
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 10...	1,057,756.36
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERIC...	88.98
102.02 · CRP Water - 6990	113,262.05
102.03 · CRP Sewer - 3745	88,190.83
Total Checking/Savings	1,937,469.77
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	29,609.68
130 · Const In Progress - Studies	134,657.50
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1...	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WA...	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097...	15,474.00
Total Other Current Assets	1,763,857.03
Total Current Assets	3,701,326.80
Fixed Assets	
138 · USDA Water Improvements	619,372.98
128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation ...	3,899,746.37
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation o...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installatio...	150,784.44
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installa...	266,285.10
131 · Waste Water Plant	
131.1 · Pumps/Equipment	49,864.38
131 · Waste Water Plant - Other	57,768.09
Total 131 · Waste Water Plant	107,632.47
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	-523,819.00
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	182,836.13
127 · Water Plant - Other	211,458.66
Total 127 · Water Plant	444,277.93
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WAT...	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	5,056.51
120.90 · Vehicles/Generators/Trailers	691,610.28
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,008.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,740,556.10

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

	Nov 30, 20
122 · Bldgs/Grounds Cap Improvements	8,535,149.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEW...	
124.2 · GIS Online Mapping System	6,565.17
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	56,539.80
Total 124.30 · Lift Stations	122,582.03
124.50 · Mains	14,788.58
124.60 · Meters	24,010.72
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - S...	3,166,870.22
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - ...	3,375,431.76
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	16,427,505.56
TOTAL ASSETS	20,128,832.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 209...	23,645.80
Total Accounts Payable	23,645.80
Credit Cards	
211 · WAB Credit Card	
211.16 · WAB - Francisco - 5312	900.62
211.15 · WAB - Kurt - 9133	68.63
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	1,553.43
211.13 · WAB - Jeremy - 2499	433.33
Total 211 · WAB Credit Card	2,956.01
Total Credit Cards	2,956.01
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a...	-3,322.77
280 · Loan	
280.02 · KS State Bank - 2019 Vac-Con	339,132.61
280.12 · USDA Loan	1,012,320.41
Total 280 · Loan	1,351,453.02
221 · Health Ins - EE Portion	-3,590.42
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	-91.35
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHME...	4,157.59
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)...	-3,998.83
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW ...	158.76
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC ...	-5,654.30
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE...	-1,322.36
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL P...	-3,523.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYRO...	-1,353.95
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PA...	-454.99
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DED...	-759.60
223.80 · GASB 68 Pension (- WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS P...	4,884.39
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSA...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts ...	-1,898.08
Total Other Current Liabilities	1,665,016.10

12:14 PM
12/10/20
Cash Basis

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

	<u>Nov 30, 20</u>
Total Current Liabilities	1,691,617.91
Total Liabilities	1,691,617.91
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup post ...)	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corpo...)	12,877,705.60
Net Income	187,223.90
Total Equity	18,437,214.45
TOTAL LIABILITIES & EQUITY	20,128,832.36

Clearlake Oaks County Water District

Profit and Loss

12/10/20

July through November 2020

Accrual Basis

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income					
Income					
410 · Client Reg Pmt	0.00	397,063.38	533,683.02	930,746.40	930,746.40
420 · Connection Fees	0.00	0.00	10,396.00	10,396.00	10,396.00
430 · Penalty & Interest	0.00	4,898.08	7,770.68	12,668.76	12,668.76
440 · Misc Revenue	0.00	22,530.21	29,040.82	51,571.03	51,571.03
450 · Other - Non S/W Rev	0.00	11,738.46	12,442.01	24,180.47	24,180.47
Total Income	0.00	436,230.13	593,332.53	1,029,562.66	1,029,562.66
Total Income	0.00	436,230.13	593,332.53	1,029,562.66	1,029,562.66
Gross Profit	0.00	436,230.13	593,332.53	1,029,562.66	1,029,562.66
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	138,855.38	110,227.40	61,258.33	310,341.11	310,341.11
520 · FICA - District Share	10,360.45	8,086.65	4,375.45	22,822.55	22,822.55
530 · Medical Ins - Dist Share	35,375.73	39,112.63	17,698.47	92,186.83	92,186.83
540 · PERS - District Share	41,647.25	8,115.86	3,722.28	53,485.39	53,485.39
550 · Unemployment	11,549.88	0.00	0.00	11,549.88	11,549.88
560 · Workers Comp Ins	662.15	1,428.68	1,712.59	3,803.42	3,803.42
Total Salaries & EE Benefits	238,450.84	166,971.22	88,767.12	494,189.18	494,189.18
Services & Supplies					
610 · Bank Fees	10,056.48	0.00	0.00	10,056.48	10,056.48
620 · Communications & Internet	1,720.54	5,331.06	5,742.17	12,793.77	12,793.77
630 · Equip - Office	618.67	0.00	150.14	768.81	768.81
640 · Fuel & Oil	0.00	2,456.12	3,133.08	5,589.20	5,589.20
645 · Insurance	0.00	33,873.56	33,873.55	67,747.11	67,747.11
657 · Lab	0.00	7,237.17	6,774.87	14,012.04	14,012.04
660 · Memberships & Subscription	1,151.06	31,356.86	14,445.84	46,953.76	46,953.76
665 · Mileage Reimb	0.00	59.05	59.05	118.10	118.10
670 · Postage & Shipping	8,226.00	27.90	0.00	8,253.90	8,253.90
675 · Professional Services	5,869.08	4,413.20	6,562.61	16,844.89	16,844.89
685 · Rents	5,660.95	0.00	0.00	5,660.95	5,660.95
690 · Safety & Security	568.99	2,517.53	2,020.81	5,107.33	5,107.33
700 · Tools & Instruments	0.00	1,401.47	1,046.09	2,447.56	2,447.56
703 · Supplies - Clothing & Personal	0.00	632.78	334.62	967.40	967.40
705 · Supplies - Office	4,011.01	486.21	332.53	4,829.75	4,829.75
715 · Supplies-Chemicals-Operating	0.00	17,172.85	36,386.41	53,559.26	53,559.26
720 · Supplies - Inventory - Other	0.00	2,234.72	1,001.24	3,235.96	3,235.96
735 · Training/Classes/Certs/ClassB	225.00	345.00	1,576.28	2,146.28	2,146.28
750 · Utilities	2,432.75	40,355.40	84,611.77	127,399.92	127,399.92
760 · Waste Disposal	225.22	19,141.69	1,308.01	20,674.92	20,674.92
795 · Yolo Co	0.00	0.00	26,877.29	26,877.29	26,877.29
799 · Misc					
799.1 · Customer Refund - Acct close...	0.00	0.00	1,947.42	1,947.42	1,947.42
Total 799 · Misc	0.00	0.00	1,947.42	1,947.42	1,947.42
Total Services & Supplies	40,765.75	169,042.57	228,183.78	437,992.10	437,992.10
Repairs & Replacement					
810 · R&R Buildings & Grounds	857.74	413.26	214.21	1,485.21	1,485.21
840 · R&R Vehicles	0.00	1,275.31	1,230.28	2,505.59	2,505.59
Total Repairs & Replacement	857.74	1,688.57	1,444.49	3,990.80	3,990.80
Total Expense	280,074.33	337,702.36	318,395.39	936,172.08	936,172.08
Net Income	-280,074.33	98,527.77	274,937.14	93,390.58	93,390.58

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

5

Target % > **42%**

As of November 2020 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,217,554	507,314	593,333	49%	1,157,800	482,417	436,229	38%
Total Operating Expenses	1,039,017	432,924	458,430	44%	1,193,337	497,224	477,545	40%
Operating Balance (loss)	178,537	74,390	134,903		(35,537)	(14,807)	(41,316)	
420 Connection Fees	10,000	4,167	10,396	104%	10,000	4,167	-	0%
435								
450 Other - Non S/W Rev	100,000	41,667	12,442	12%	100,000	41,667	11,738	12%
Reserves	150,000	62,500	-	0%	-	-	-	0%
Net Change In Net Position (loss)	138,537	57,724	157,741		74,463	31,026	(29,578)	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$207,537.67
District CRP	\$191,776.07
Paradise Cove CRP	\$5,046.85
Paradise Cove Escrow	\$182,704.82
Water Reserve	\$212,700.00
Sewer Reserve	\$10,000.00
LAIF Account	\$1,057,756.36
Total	\$1,867,521.77

As of November 2020 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,182,554	492,731	533,683	45%	1,132,800	472,000	397,063	35%
430 Penalty & Interest	30,000	12,500	7,771	26%	25,000	10,417	4,898	20%
440 Misc	5,000	2,083	29,041	0%	0	0	22,530	0%
Total Revenue >	1,217,554	507,314	570,495	47%	1,157,800	482,417	424,491	37%

As of November 2020 Operating Expenses	Budget				Actual			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	% Spent
505 Salaries & Wages	318,237	132,599	130,686	41%	455,678	189,866	179,652	39%
520 FICA - District Share	26,341	10,975	9,555	36%	37,773	15,739	13,267	35%
530 Medical Ins - District Share	111,077	46,282	35,386	32%	166,616	69,423	56,801	34%
540 PERS - District Share	63,193	26,330	24,546	39%	73,976	30,823	28,940	39%
550 Unemployment	9,000	3,750	5,775	64%	9,000	3,750	5,775	64%
560 Workers Comp Ins	20,639	8,600	2,044	10%	26,543	11,060	1,760	7%
Salaries and Employee Benefits >	548,487	228,536	207,991	38%	769,587	320,661	286,194	37%

605 Advertising	200	83	-	0%	200	83	-	0%
610 Bank Fees	10,010	4,171	5,028	50%	10,000	4,167	5,028	50%
620 Communications & Internet	13,000	5,417	6,602	51%	10,000	4,167	6,192	62%
622 Board Exp	3,750	1,563	-	0%	3,750	1,563	-	0%
625 Equip - Field (\$300-\$4999)	2,500	1,042	-	0%	4,000	1,667	-	0%
630 Equip - Office	1,500	625	460	31%	2,000	833	310	15%
640 Fuel & Oil	15,020	6,258	3,133	21%	16,300	6,792	2,456	15%
645 Insurance	30,000	12,500	33,874	113%	26,250	10,938	33,874	129%
650 Interest	-	-	-	0%	-	-	-	0%

18

657	Lab	20,000	8,333	6,775	34%	15,000	6,250	7,237	48%
660	Memberships & Subscriptions	25,750	10,729	15,022	58%	29,750	12,396	31,933	107%
665	Mileage Reimb	750	313	59	8%	500	208	59	12%
670	Postage & Shipping	6,000	2,500	4,113	69%	6,000	2,500	4,141	69%
675	Professional Services	36,000	15,000	9,498	26%	19,000	7,917	7,348	39%
685	Rents	6,200	2,583	2,831	46%	6,200	2,583	2,831	46%
690	Safety & Security	2,500	1,042	2,306	92%	5,500	2,292	2,803	51%
700	Tools & Instruments	2,000	833	1,046	52%	2,500	1,042	1,401	56%
703	Supplies - Clothing & Personal	2,050	854	335	16%	2,300	958	633	28%
705	Supplies - Office	4,750	1,979	2,339	49%	5,250	2,188	2,492	47%
715	Treatment Chemicals	75,000	31,250	36,386	49%	48,000	20,000	17,173	36%
720	Supplies - Operating - Other	5,000	2,083	1,001	20%	22,000	9,167	2,235	10%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	3,750	1,563	1,689	45%	3,250	1,354	458	14%
745	Travel	1,000	417	-	0%	1,000	417	-	0%
750	Utilities	162,750	67,813	85,829	53%	125,750	52,396	41,572	33%
760	Waste Disposal	3,050	1,271	1,421	47%	52,250	21,771	19,255	37%
795	Yolo Co	48,000	20,000	26,877	56%				
799.1	Customer Refund	-	-	1,947	0%				0%
Services and Supplies >		480,530	200,221	248,566	52%	416,750	173,646	189,426	45%
810	R&R Buildings & Grounds	7,000	2,917	643	9%	4,500	1,875	842	19%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	1,250	1,230	41%	2,500	1,042	1,083	43%
850	Maintenance Reserve Account	-	-	-		-	-	-	
Repairs & Replacement >		10,000	4,167	1,873	19%	7,000	2,917	1,925	27%
Total Expenses >		1,039,017	432,924	458,430	44%	1,193,337	497,224	477,545	40%

5 Administration - Budget Variance Report July 1, 2020 through June 30, 2021 Target % > **41.7%** GL ADMIN

As of November 2020		2020-2021 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	375,051	156,271	138,855	37.0%	236,196	
520 FICA - District Share	31,190	12,996	10,360	33.2%	20,830	
530 Medical Ins - District Share	95,550	39,813	35,376	37.0%	60,174	
540 PERS-District Share (incl unfunded Liab, 14.5K)	108,563	45,235	41,647	38.4%	66,916	
550 Unemployment	18,000	7,500	11,550	64.2%	6,450	
560 Workers Comp Ins	8,913	3,714	662	7.4%	8,251	
Salaries and Employee Benefits >	637,268	265,528	238,450	37.4%	398,818	
605 Advertising	400	167	-	0.0%	400	
610 Bank Fees	20,000	8,333	10,056	50.3%	9,944	
620 Communications & Internet	7,000	2,917	1,721	24.6%	5,279	
622 Board Exp	7,500	3,125		0.0%	7,500	
625 Equip - Field (up to \$4999)	0	0		0.0%	0	
630 Equip - Office	2,000	833	619	31.0%	1,381	
640 Fuel & Oil	0	0		0.0%	0	
645 Insurance	0	0		0.0%	0	
650 Interest	0	0		0.0%	0	
657 Outsource Lab / Internal Lab	0	0		0.0%	0	
660 Memberships & Subscriptions	1,500	625	1,151	76.7%	349	
665 Mileage Reimb	500	208		0.0%	500	
670 Postage & Shipping	12,000	5,000	8,226	68.6%	3,774	
675 Professional Services (Legal, IT, CUSI annual)	22,000	9,167	5,869	26.7%	16,131	
685 Rents	12,400	5,167	5,661	45.7%	6,739	
690 Safety & Security (boots)	1,000	417	569	56.9%	431	
700 Tools & Instruments	0	0		0.0%	0	
703 Supplies - Clothing & Personal	600	250		0.0%	600	
705 Supplies - Office	7,500	3,125	4,011	53.5%	3,489	
715 Treatment Chemicals	0	0		0.0%	0	
720 Supplies - Operating - Other	0	0		0.0%	0	
730 Taxes - Licenses	0	0		0.0%	0	
735 Training, Certs (Classes, books)	3,500	1,458	225	6.4%	3,275	
745 Travel / Lodging	1,000	417		0.0%	1,000	
750 Utilities	5,500	2,292	2,433	44.2%	3,067	
760 Waste Disposal	500	208	225	45.0%	275	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
Services and Supplies >	104,900	43,708	40,766	38.9%	64,134	
810 R&R Buildings & Grounds	4,000	1,667	858	21.5%	3,142	
815 R & R Damage Claims	0	0		0.0%	0	
820 R&R Lift Stations	-	-		0.0%	-	
830 R&R Equipment	0	0		0.0%	0	
832 R&R Mains/Service Lines	0	0		0.0%	0	
840 R&R Vehicles (\$2k/vehicle)	0	0		0.0%	0	
Repairs & Replacement >	4,000	1,667	858	21.4%	3,142	
Total Expenses >	746,168	310,903	280,074	37.5%	466,094	

Expense Notes

505 Salaries & Wages - Three payrolls in the month of July

670 Postage - writing two checks per year instead of monthly checks

705 Office Supplies - Annual Billing Envelopes and paper

5 Sewer - Budget Variance Report July 1, 2020 through June 30, 2021		Target % >		41.7%	GL SEWER	
As of November 2020		2020-2021 Budget		%	Total	
Expenses		Annual	YTD	Actual YTD	Spent	Remaining
505	Salaries & Wages	268,152	111,730	110,224	41.1%	157,928
520	FICA - District Share	22,178	9,241	8,087	36.5%	14,091
530	Medical Ins - District Share	118,841	49,517	39,113	32.9%	79,728
540	PERS - District Share (\$14.5K Unfunded)	19,694	8,206	8,116	41.2%	11,578
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	22,087	9,203	1,429	6.5%	20,658
Salaries and Employee Benefits >		450,952	187,897	166,969	37.0%	283,983
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	1,667	5,331	133.3%	(1,331)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	625		0.0%	1,500
630	Equip - Office	1,000	417		0.0%	1,000
640	Fuel & Oil (Schaeffers)	13,500	5,625	2,456	18.2%	11,044
645	Insurance	26,250	10,938	33,874	129.0%	(7,624)
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	15,000	6,250	7,237	48.2%	7,763
660	Memberships & Subscriptions	29,000	12,083	31,357	108.1%	(2,357)
665	Mileage Reimb	250	104	59	23.6%	191
670	Postage & Shipping	0	0	28	279000.0%	(28)
675	Professional Services (SCADA)	8,000	3,333	4,413	55.2%	3,587
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	5,000	2,083	2,518	50.4%	2,482
700	Tools & Instruments	2,500	1,042	1,401	56.0%	1,099
703	Supplies - Clothing & Personal	2,000	833	633	31.7%	1,367
705	Supplies - Office	1,500	625	486	32.4%	1,014
715	Treatment Chemicals	48,000	20,000	17,173	35.8%	30,827
720	Supplies-Operating-Other-Titan Tubes	22,000	9,167	2,235	10.2%	19,765
730	Taxes - Licenses	-	-			-
735	Training, Certs (classes, books)	1,500	625	345	23.0%	1,155
745	Travel / Lodging	500	208		0.0%	500
750	Utilities	123,000	51,250	40,355	32.8%	82,645
760	Waste Disposal	52,000	21,667	19,142	36.8%	32,858
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
Services and Supplies >		356,500	148,542	169,043	47.4%	187,457
810	R&R Buildings & Grounds	2,500	1,042	413	16.5%	2,087
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0	-	0.0%	-
840	R&R Vehicles	2,500	1,042	1,083	43.3%	1,417
Repairs & Replacement >		5,000	2,083	1,496	29.9%	3,504
Total Expenses >		812,452	338,522	337,508	41.5%	474,945

Expense Notes

620 Communications and Internet

New Ipads w/monthly data for SCADA, drawings and Internet

675 Professional Services

Annual Audit 50% due now

5 Water - Budget Variance Report July 1, 2020 through June 30, 2021		2020-2021 Budget		Target % >	41.7%	GL WATER
As of November 2020				Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	130,712	54,463	61,258	46.9%	69,454
520	FICA - District Share	10,746	4,477	4,375	40.7%	6,371
530	Medical Ins - District Share	63,302	26,376	17,698	28.0%	45,604
540	PERS - District Share	8,911	3,713	3,722	41.8%	5,189
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	16,183	6,743	1,713	10.6%	14,470
Salaries and Employee Benefits >		229,853	95,772	88,766	38.6%	141,087
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	7,000	2,917	5,741	82.0%	1,259
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	208	150	30.0%	350
640	Fuel & Oil	12,220	5,092	3,133	25.6%	9,087
645	Insurance	30,000	12,500	33,874	112.9%	(3,874)
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	8,333	6,775	33.9%	13,225
660	Memberships & Subscriptions	25,000	10,417	14,446	57.8%	10,554
665	Mileage Reimb	500	208	59	11.8%	441
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	10,417	6,563	26.3%	18,437
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	2,000	833	2,021	101.1%	(21)
700	Tools & Instruments	2,000	833	1,046	52.3%	954
703	Supplies - Clothing & Personal	1,750	729	335	19.1%	1,415
705	Supplies - Office	1,000	417	333	33.3%	667
715	Treatment Chemicals	75,000	31,250	36,386	48.5%	38,614
720	Supplies - Operating - Other	5,000	2,083	1,001	20.0%	3,999
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	833	1,576	78.8%	424
745	Travel / Lodging	500	208		0.0%	500
750	Utilities	160,000	66,667	84,612	52.9%	75,388
760	Waste Disposal	2,800	1,167	1,308	46.7%	1,492
795	Yolo Co	48,000	20,000	26,877	56.0%	21,123
799	Misc	0	0		0.0%	0
799.1	Customer Refund			1,947		
Services and Supplies >		420,270	175,113	228,183	54.3%	192,087
810	R&R Buildings & Grounds	5,000	2,083	214	4.3%	4,786
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains	0	0		0.0%	-
840	R&R Vehicles	3,000	1,250	1,230	41.0%	1,770
Repairs & Replacement >		8,000	3,333	1,444	18.0%	6,556
Total Expenses >		658,123	274,218	318,393	48.4%	339,730

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

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment Plan)					
425.2 · Sewer	0.00	0.00	-34.84	-34.84	-34.84
425.1 · Water	0.00	-15.41	0.00	-15.41	-15.41
425 · CRP (Capital Replacment Plan) ...	7,853.03	160,415.73	147,148.24	315,417.00	315,417.00
Total 425 · CRP (Capital Replacment Plan)	7,853.03	160,400.32	147,113.40	315,366.75	315,366.75
430 · Penalty & Interest	77.39	-280.33	-825.33	-1,028.27	-1,028.27
Total Income	7,930.42	160,119.99	146,288.07	314,338.48	314,338.48
Total Income	7,930.42	160,119.99	146,288.07	314,338.48	314,338.48
Gross Profit	7,930.42	160,119.99	146,288.07	314,338.48	314,338.48
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	66,367.33	64,228.73	130,596.06	130,596.06
520 · FICA - District Share	0.00	4,938.41	4,750.05	9,688.46	9,688.46
530 · Medical Ins - Dist Share	0.00	7,797.55	8,316.71	16,114.26	16,114.26
540 · PERS - District Share	0.00	2,463.83	3,904.84	6,368.67	6,368.67
560 · Workers Comp Ins	0.00	1,312.62	1,312.62	2,625.24	2,625.24
Total Salaries & EE Benefits	0.00	82,879.74	82,512.95	165,392.69	165,392.69
Services & Supplies					
620 · Communications & Internet	0.00	605.30	605.23	1,210.53	1,210.53
640 · Fuel & Oil	0.00	4,693.27	4,693.20	9,386.47	9,386.47
657 · Lab	0.00	1,178.00	0.00	1,178.00	1,178.00
690 · Safety & Security	0.00	4,276.20	1,081.72	5,357.92	5,357.92
703 · Supplies - Clothing & Personal	0.00	349.94	300.00	649.94	649.94
715 · Supplies-Chemicals-Operating	0.00	1,473.23	0.00	1,473.23	1,473.23
735 · Training/Classes/Certs/ClassB	0.00	225.00	225.00	450.00	450.00
Total Services & Supplies	0.00	12,800.94	6,905.15	19,706.09	19,706.09
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	147.63	2,665.89	2,813.52	2,813.52
820 · R&R Lift Stations	0.00	0.00	1,560.25	1,560.25	1,560.25
830 · R&R Equipment	633.88	26,370.20	18,784.46	45,788.54	45,788.54
832 · R&R Mains and Sewer Lines	0.00	12,223.16	3,208.31	15,431.47	15,431.47
840 · R&R Vehicles	0.00	8,182.47	5,693.25	13,875.72	13,875.72
Total Repairs & Replacement	633.88	46,923.46	31,912.16	79,469.50	79,469.50
Total Expense	633.88	142,604.14	121,330.26	264,568.28	264,568.28
Net Income	7,296.54	17,515.85	24,957.81	49,770.20	49,770.20

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

5 As of November 2020 Target % > 41.7% CRP-PC

Summary	Budget Annual	YTD	Actual YTD Amount	%
PC CRP Revenue	19,536	8,140	7,930	40.6%
PC CRP Expenses	0	0	634	0.0%

Expenses	2020-2021 Budget Annual	YTD	Actual YTD	% Spent	Total emaining
Salaries and Employee Benefits >	-	-	-	0.0%	-
605 Advertising	-	-	-	0.0%	-
610 Bank Fees	-	-	-	0.0%	-
620 Communications & Internet	-	-	-	0.0%	-
622 Board Exp	-	-	-	0.0%	-
625 Equip - Field (up to \$4999)	-	-	-	0.0%	-
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	-	-	-	0.0%	-
645 Insurance	-	-	-	0.0%	-
650 Interest	-	-	-	0.0%	-
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	-	-	-	0.0%	-
670 Postage & Shipping	-	-	-	0.0%	-
675 Professional Services (SCADA)	-	-	-	0.0%	-
685 Rents	-	-	-	0.0%	-
690 Safety & Security (includes bc	-	-	-	0.0%	-
700 Tools & Instruments	-	-	-	0.0%	-
703 Supplies - Clothing & Personal	-	-	-	0.0%	-
705 Supplies - Office	-	-	-	0.0%	-
715 Treatment Chemicals	-	-	-	0.0%	-
720 Supplies - Operating - Other	-	-	-	0.0%	-
730 Taxes - Licenses	-	-	-	0.0%	-
735 Training, Certs (classes, book:	-	-	-	0.0%	-
745 Travel / Lodging	-	-	-	0.0%	-
750 Utilities	-	-	-	0.0%	-
760 Waste Disposal	-	-	-	0.0%	-
795 Yolo Co	-	-	-	0.0%	-
799 Misc	0	0	-	0.0%	0
Services and Supplies >	0	0	-	0.0%	0
810 R&R Buildings & Grounds	-	-	-	0.0%	-
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	-	-	-	0.0%	-
830 R&R Equipment	-	-	634	0.0%	(634)
832 R&R Mains/Laterals	-	-	-	0.0%	-
840 R&R Vehicles	-	-	-	0.0%	-
Repairs & Replacement >	0	0	634	0.0%	(634)
Total Expenses >	0	0	634	0.0%	(634)
830 Dosage tank repair, starters for booster pumps					

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

5 **SEWER-CRP** Target % > **41.7%** **CRP-SEWER**

As of November 2020

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	396,097	165,040	146,288	36.9%
SEWER CRP Expenses	430,722	179,467	121,330	28.2%
bridge Loan Interest	-	-	-	
USDA Annual Payment	105,280	43,867		
	-	-	-	
	-	-	-	
Operating Balance (loss)	(139,905)	(58,294)	24,958	

	Expenses	2020-2021 Budget		Actual YTD	%	Total Remaining
		Annual	YTD			
505	Salaries & Wages	210,135	87,556	64,229	30.6%	145,906
520	FICA - District Share	17,317	7,215	4,750	27.4%	12,567
530	Medical Ins - District Share	59,719	24,883	8,317	13.9%	51,402
540	PERS - District Share	7,884	3,285	3,905	49.5%	3,979
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	20,716	8,632	1,313	6.3%	19,403
	Salaries and Employee Benefits >	315,772	131,572	82,514	26.1%	233,258
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	2,083	605	12.1%	4,395
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	521	-	0.0%	1,250
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	6,500	2,708	4,693	72.2%	1,807
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	-	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services (SCADA)	0	0	-	0.0%	0
685	Rents	-	-	-	0.0%	-
690	Safety & Security (includes boots)	1,500	625	1,082	72.1%	418
700	Tools & Instruments	200	83	-	0.0%	200
703	Supplies - Clothing & Personal	300	125	300	100.0%	-
705	Supplies - Office	100	42	-	0.0%	100
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	7,500	3,125	-	0.0%	7,500
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	1,200	500	225	0.0%	975
745	Travel / Lodging	400	167	-	0.0%	400
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0	-	0.0%	0
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	23,950	9,979	6,905	28.8%	17,045
810	R&R Buildings & Grounds	10,000	4,167	2,666	26.7%	7,334
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	20,000	8,333	1,560	7.8%	18,440
830	R&R Equipment	25,000	10,417	18,784	75.1%	6,216
832	R&R Mains/Laterals	25,000	10,417	3,208	12.8%	21,792
840	R&R Vehicles	11,000	4,583	5,693	51.8%	5,307
		-	-	-	0.0%	-
	Repairs & Replacement >	91,000	37,917	31,911	35.1%	59,089
Expense Notes	Total Expenses >	430,722	179,467	121,330	28.2%	309,392

640 Back up generator ran during main breaker outage
830 Main Breaker failure and back up generator failure

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

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
08/03/2020	Badger Meter	2 ea. IR Communica...	Loan/Grant:...	195.87
10/07/2020	Badger Meter	Meters	Loan/Grant:...	3,679.39
10/07/2020	Badger Meter	Neters	Loan/Grant:...	2,618.45
Total 130 · Const In Progress - Studies				6,493.71
138 · USDA Water Improvements				
07/05/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	37,570.58
07/15/2020	BKF Engineers	Services May 25, 20...	Loan/Grant:...	960.00
08/01/2020	AES - Analytical Envir...	Professional service...	Loan/Grant:...	1,182.50
08/05/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	26,802.80
08/06/2020	BKF Engineers	Services 6/29/2020 -...	Loan/Grant:...	1,440.00
09/01/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	800.00
09/01/2020	AES - Analytical Envir...	Services thru 8/31/2...	Loan/Grant:...	291.90
09/05/2020	MC Engineering, Inc	USDA Water Project	Loan/Grant:...	31,641.59
10/01/2020	AES - Analytical Envir...	Professional service...	Loan/Grant:...	570.00
10/05/2020	MC Engineering, Inc	USDA Water	Loan/Grant:...	48,994.53
10/08/2020	First American Title C...	Preliminary report - ...	Loan/Grant:...	500.00
10/31/2020	AES - Analytical Envir...	10/31/2020	Loan/Grant:...	887.50
11/05/2020	MC Engineering, Inc	USDA Meters/Water...	Loan/Grant:...	48,004.91
11/06/2020	BKF Engineers	Harvey Tank Access...	Loan/Grant:...	1,200.00
11/19/2020	PG&E	2746605 - EP 9940 ...	Loan/Grant:...	2,500.00
11/29/2020	BKF Engineers	C20149030-30 - Har...	Loan/Grant:...	1,200.00
Total 138 · USDA Water Improvements				204,546.31
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
09/01/2020	MC Engineering, Inc	Inflow & Infiltration ...	Loan/Grant:...	168.66
09/28/2020		State of CA - State ...	Loan/Grant:...	-75,572.00
Total 128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				-75,403.34
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distrib...				
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
08/20/2020	Commercial Pump & ...	WWTP - Effluent Pu...	CRP:Sewer	9,680.00
09/27/2020	Leete Generators Inc	Repair backup gener...	CRP:Sewer	3,261.92
10/26/2020	Coastal Mountain Ele...	Emergency work - b...	CRP:Sewer	17,577.00
Total 131.1 · Pumps/Equipment				30,518.92
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				30,518.92
127 · Water Plant				
127.6 · Swan AMI Turbiwell Monitor				
Total 127.6 · Swan AMI Turbiwell Monitor				
127.5 · A/C installation for Filter Rm				
Total 127.5 · A/C installation for Filter Rm				
127.4 · PH System				
Total 127.4 · PH System				
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
11/24/2020	Instrument Technolog...	HL-7000 Electro-Aco...	CRP:Water	5,758.31
Total 127.1 · Major Equipment				5,758.31
127 · Water Plant - Other				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				5,758.31
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)				

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

12/10/20

Accrual Basis

Date	Name	Memo	Class	Amount
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
120.75 · SCADA				
Total 120.75 · SCADA				
120.90 · Vehicles/Generators/Trailers				
09/30/2020	101 Trailer & RV	2021 New Load trailer	GL:Sewer	3,886.82
09/30/2020	101 Trailer & RV	2021 New Load Trailer	GL:Water	3,886.81
10/06/2020				409,026.92
Total 120.90 · Vehicles/Generators/Trailers				416,800.55
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				416,800.55
122 · Bldgs/Grounds Cap Improvements				
Total 122 · Bldgs/Grounds Cap Improvements				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
08/04/2020	Southport Control Sol...	Lift station PLC and ...	CRP:Sewer	1,950.00
09/14/2020	Southport Control Sol...	9/2/2020 - L/S #12 u...	CRP:Sewer	1,372.00
09/14/2020	Southport Control Sol...	Remote service call ...	CRP:Sewer	237.00
09/14/2020	Southport Control Sol...	9/8/2020 - Service c...	CRP:Sewer	948.00
09/14/2020	Southport Control Sol...	Mileage 9/8/2020	CRP:Sewer	108.00
10/30/2020	Municipal Maintenanc...	Gamajet 8 Manhole ...	CRP:Sewer	5,660.32
Total 124.30 · Lift Stations				10,275.32
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
11/19/2020	Badger Meter	3 - Compound meter...	CRP:Water	14,010.38
Total 124 60 · Meters				14,010.38
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
07/28/2020	Pace	Hydrant supplies for ...	CRP:Water	3,612.17
07/28/2020	Pace	Fire hydrant	CRP:Water	3,233.20
07/30/2020	Mendo Mill	Repair hydrant in fro...	CRP:Water	124.32
07/31/2020	Mendo Mill	Paint for hydrant rep...	CRP:Water	91.70
09/01/2020	MC Engineering, Inc	Lead Pipe response	CRP:Water	2,937.50
09/01/2020	MC Engineering, Inc	Lead pipe response	CRP:Water	2,183.27
09/01/2020	Pace	Hydrant repairs	CRP:Water	7,160.57
10/23/2020	Pace	Hydrants for Orchard...	CRP:Water	6,555.89
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				25,898.62
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				50,184.32
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
TOTAL				638,898.78



Accounts

Transfer Settings

CRP PC *6192

Available	**\$5,046.85
Current	\$5,046.85

CRP SEWER *3745

Available	**\$99,672.18
Current	\$99,672.18

GENERAL LEDGER *9122

Available	**\$215,361.41
Current	\$207,537.67

PC ESCROW *6184

Available	**\$182,704.82
Current	\$182,704.82

PUBLIC REGULAR CHK *8503

Available	**\$212,700.00
Current	\$212,700.00

PUBLIC REGULAR CHK *9592

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

Make a Payment

Make paying bills fast and easy

Pay your bills on one screen in seconds.

[Sign up for payments](#)

Get Help with Taxes



We've teamed up with TurboTax to help you get your **maximum refund, guaranteed.**

[Start for free](#)

Purchase Rewards

You currently have no rewards available. Check back soon.

CRP WATER *6990

Available	**\$92,103.89
Current	\$92,103.89

*6192-CRP PC

[change account ▼](#)

[How does this work?](#)

BALANCE TOTALS

Total Deposit Accounts \$804,765.41

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

Money Management

Budgets made easy!



Every transaction is automatically categorized and put into a budget to help you stay on track.

[Start now](#)

Outside Accounts



No outside accounts added.

[Add account](#)

Banking on the Go with the Westamerica Mobile Banking App

Our mobile banking app makes it simple for you to check your account at any time so you can safeguard your finances and enjoy peace of mind knowing your money is always at your fingertips.

Simply use the same login and password you use for your desktop account and start enjoying the freedom of banking from your mobile device.

Enjoy the convenience of Banking on the Go and download the app today!

California State Treasurer *Fiona Ma, CPA*



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

December 14, 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

November 2020 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,057,756.34
Total Withdrawal:	0.00	Ending Balance:	1,057,756.34

Aged Accounts Receivable
As of 12/14/2020

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$109,249.87	\$35,213.33	\$16,937.18	\$17,057.91	\$207,364.67	<u>\$385,822.96</u>

Total number of accounts with open balances: 988

These totals include all accounts on the Tax Roll

Water	\$104,821.30
Water Penalty	\$8,344.35
Sewer	\$154,652.24
Sewer Penalty	\$10,552.55
CRP Water	\$44,290.96
CRP Water Penalty	\$2,234.12
CRP Sewer	\$56,853.81
CRP Sewer Penalty	\$3,316.02
CRP PC	\$733.64
CRP PC Penalty	\$23.97
Total Balance:	\$385,822.96

Clearlake Oaks County Water District
Payroll Summary
 November 2020

	Hours	Rate	Nov 20
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-49.5	39.48	-1,976.60
CTO Used	40.5	26.32	1,509.10
Holiday	114	26.09	3,307.36
Holiday Worked (x2.5)	6	87.95	400.20
Overtime (x1.5)	168.5	39.48	7,100.33
PTO	138.25	26.09	4,839.21
Straight	2,165.25	26.09	62,077.65
Board			700.00
Duty Pay			4,165.00
Total Gross Pay	2,583		82,122.25
Deductions from Gross Pay			
ACWA (pre-tax)			-2,731.18
AFLAC (pre-tax)			-505.02
AFLAC (taxable) AFTER TAX			-128.88
CALPers 457			-400.00
CALPers EE (Pretax)			-4,392.30
Total Deductions from Gross Pay			-8,157.38
Adjusted Gross Pay	2,583		73,964.87
Taxes Withheld			
Federal Withholding			-5,564.00
Medicare Employee			-1,143.87
Social Security Employee			-4,890.92
CA - Withholding			-1,809.10
CA - Disability			-788.87
Total Taxes Withheld			-14,196.76
Deductions from Net Pay			
Miscellaneous Deduction			-150.00
Wage Garnishment			-354.22
Total Deductions from Net Pay			-504.22
Net Pay	2,583		59,263.89
Employer Taxes and Contributions			
Medicare Company			1,143.87
Social Security Company			4,890.92
Total Employer Taxes and Contributions			6,034.79

Clearlake Oaks County Water District

Trial Balance

As of November 30, 2020

12/10/20

Accrual Basis

	Nov 30, 20	
	Debit	Credit
102.13 · SEWER RESERVES-9592	5,000.00	
102.11 · PC ESCROW - 6184	182,704.82	
102.10 · CRP PC - 6192	4,084.36	
102.12 · WATER RESERVES- 8503	200,200.00	
102.001 · GL - 9122	286,182.37	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	868,756.36	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	113,262.05	
102.03 · CRP Sewer - 3745	88,190.83	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	134,657.50	
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	619,372.98	
128 · Sewer Infstrcture & Rehab Proj	3,899,746.37	
121 · Wtr Dist & Wtr Storage Projects	150,784.44	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk P...	115,500.66	
131 · Waste Water Plant	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	49,864.38	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	211,458.66	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	182,836.13	
120 · District General CRP	95,008.57	
120 · District General CRP:120.01 · General Equipment/T...	1,921,549.25	
120 · District General CRP:120.60 · Office	27,331.49	
120 · District General CRP:120.75 · SCADA	5,056.51	
120 · District General CRP:120.90 · Vehicles/Generators/...	691,610.28	
122 · Bldgs/Grounds Cap Improvements	8,535,149.57	
124 · D/C System Cap Improvements	3,166,870.22	
124 · D/C System Cap Improvements:124.2 · GIS Online ...	6,565.17	
124 · D/C System Cap Improvements:124.30 · Lift Stations	56,539.80	
124 · D/C System Cap Improvements:124.30 · Lift Station...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	24,010.72	
124 · D/C System Cap Improvements:124.90 · Water Tanks	40,615.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		8,856,056.00
200 · ACCOUNTS PAYABLE		95,216.97
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		900.62
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133		68.63
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		1,553.43
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		433.33
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481	0.00	
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	

3A

Clearlake Oaks County Water District

Trial Balance

As of November 30, 2020

	Nov 30, 20	
	Debit	Credit
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - 7397	0.00	
210 · Cal Card:210.01 · Cal Card -	0.00	
210 · Cal Card:210.02 · Cal Card 0010	0.00	
210 · Cal Card:210.03 · Cal Card	0.00	
Annual Depreciation		249,035.55
224 · USDA Retainage		10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY	3,322.77	
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		339,132.61
280 · Loan:280.12 · USDA Loan		1,012,320.41
280 · Loan:280.10 · Bridge for I & I Rehab Project	0.00	
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	3,590.42	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments ...	0.00	
222 · Direct Deposit Liabilities	91.35	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP U...	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP ...	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP U...	0.00	
223.15 · GARNISHMENTS	3,998.83	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COU...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAK...		4,157.59
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacati...	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacati...	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	5,654.30	
223.50 · MEDICARE TAX PAYABLE	1,322.36	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	3,523.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	1,353.95	
223.65 · STATE DISABILITY PAYABLE	454.99	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	759.60	
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		4,884.39
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	1,898.08	
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		12,847,953.37
Income:410 · Client Reg Pmt		930,746.40
Income:420 · Connection Fees		10,396.00
Income:425 · CRP		315,417.00
Income:425 · CRP:425.2 · Sewer	34.84	
Income:425 · CRP:425.1 · Water	15.41	
Income:430 · Penalty & Interest		11,653.02
Income:435 · Loans/Grants:435-7 · Water Master Plan:43...		1,918.62
Income:440 · Misc Revenue		51,571.03
Income:450 · Other - Non S/W Rev		24,180.47
Salaries & EE Benefits:545 · CALPers 457		400.00

Clearlake Oaks County Water District

Trial Balance

As of November 30, 2020

	Nov 30, 20	
	Debit	Credit
Salaries & EE Benefits:505 · Salaries & Wages	440,937.17	
Salaries & EE Benefits:520 · FICA - District Share	32,511.01	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	108,301.09	
Salaries & EE Benefits:540 · PERS - District Share	59,854.06	
Salaries & EE Benefits:550 · Unemployment	11,549.88	
Salaries & EE Benefits:560 · Workers Comp Ins	6,428.66	
Services & Supplies:610 · Bank Fees	10,076.48	
Services & Supplies:620 · Communications & Internet	14,014.48	
Services & Supplies:630 · Equip - Office	768.81	
Services & Supplies:640 · Fuel & Oil	14,975.67	
Services & Supplies:645 · Insurance	67,747.11	
Services & Supplies:657 · Lab	15,190.04	
Services & Supplies:660 · Memberships & Subscription	46,953.76	
Services & Supplies:665 · Mileage Reimb	118.10	
Services & Supplies:670 · Postage & Shipping	8,253.90	
Services & Supplies:675 · Professional Services	16,844.89	
Services & Supplies:685 · Rents	5,660.95	
Services & Supplies:690 · Safety & Security	10,465.25	
Services & Supplies:700 · Tools & Instruments	2,447.56	
Services & Supplies:703 · Supplies - Clothing & Personal	1,617.34	
Services & Supplies:705 · Supplies - Office	4,829.75	
Services & Supplies:715 · Supplies-Chemicals-Operating	55,032.49	
Services & Supplies:720 · Supplies - Inventory - Other	3,235.96	
Services & Supplies:735 · Training/Classes/Certs/ClassB	2,596.28	
Services & Supplies:750 · Utilities	127,399.92	
Services & Supplies:760 · Waste Disposal	20,674.92	
Services & Supplies:795 · Yolo Co	26,877.29	
Services & Supplies:799 · Misc:799.1 · Customer Refund...	1,947.42	
Repairs & Replacement:810 · R&R Buildings & Grounds	4,298.73	
Repairs & Replacement:820 · R&R Lift Stations	1,560.25	
Repairs & Replacement:830 · R&R Equipment	45,788.54	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	15,431.47	
Repairs & Replacement:840 · R&R Vehicles	16,381.31	
66000 · Payroll Expenses	56.79	
TOTAL	31,319,837.83	31,319,837.83

8:33 AM

12/14/20

Clearlake Oaks County Water District
A/P Aging Summary
As of December 14, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alpha Analytical Labs	1,868.00	0.00	0.00	0.00	0.00	1,868.00
Big O Tires	276.05	0.00	0.00	0.00	0.00	276.05
Clearlake Lava	283.71	0.00	0.00	0.00	0.00	283.71
Coastal Mountain Electric	3,392.00	0.00	0.00	0.00	0.00	3,392.00
Deeper Cleaning	320.00	0.00	0.00	0.00	0.00	320.00
Elida Garibay	151.42	0.00	0.00	0.00	0.00	151.42
Grainger	644.57	0.00	0.00	0.00	0.00	644.57
Hasa Inc	3,977.40	0.00	0.00	0.00	0.00	3,977.40
Hayden Solar, LLC	3,343.03	0.00	0.00	0.00	0.00	3,343.03
KonocTees	4,613.70	0.00	0.00	0.00	0.00	4,613.70
Lake County Waste Solutions	706.61	0.00	0.00	0.00	0.00	706.61
Nave Law Office, P.C.	946.00	0.00	0.00	0.00	0.00	946.00
People Services Inc	140.00	0.00	0.00	0.00	0.00	140.00
PETTY CASH - Bailey Anderson	0.00	27.90	0.00	0.00	0.00	27.90
Telstar Instruments	2,142.16	0.00	0.00	0.00	0.00	2,142.16
TOTAL	<u>22,804.65</u>	<u>27.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>22,832.55</u>

Account Payable Breakdown

Date: 12/14/2020

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$208,021.79	\$207,537.67	\$215,361.41
CRP Water - 6990	\$92,103.89	\$92,103.89	\$92,103.89
CRP Sewer - 3745	\$94,672.18	\$99,672.18	\$99,672.18
CRP PC - 6192	\$5,046.85	\$5,046.85	\$5,046.85
PC Escrow	\$182,704.82	\$182,704.82	\$182,704.82
Water Reserve - 8503	\$212,700.00	\$212,700.00	\$212,700.00
Sewer Reserve - 9592	\$10,000.00	\$5,000.00	\$5,000.00
LAIF Balance	\$1,057,756.36	\$1,057,756.34	\$0.02 Laif dropped (.02)
Current A/P Aging	\$22,832.55		
Kansas State Bank-VacCon	\$7,421.47	EFT 12/15/2020	
ACWA - Health Ins	\$25,040.76		
Credit Card	\$4,567.34	Estimated	
TOTAL	\$59,862.12		

**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

**PUBLIC HEARING REGARDING ORDINANCE
NO. 83 AN ORDINANCE OF THE BOARD OF
DIRECTORS OF CLEARLAKE OAKS COUNTY
WATER DISTRICT REGARDING ITS WATER
CODE**

NOVEMBER 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 – Board Secretary
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. October 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 10/15/2020

4. **Bills**

- a. MC Engineering invoice number 2004, dated 11/05/2020, in the amount of \$48,004.91 for the USDA Water Projects
- b. Coastal Mountain Electric invoice number 8129, dated 10/26/2020, in the amount of \$17,577.00 for the emergency main breaker at the WWTP

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

5. **Agenda (New Business)**

- a. Discussion and consideration of purchasing a Portable Lateral and Mini-Mainline Push System camera not to exceed \$15,000 plus shipping and taxes

Action Taken: Motion to approve the purchase of a Portable Lateral and Mini-Mainline Push System camera not to exceed \$15,000, plus shipping and taxes
BOUCHER/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

- b. Discussion and consideration of delinquent sewer disconnection options

Action Taken: A recommendation was made by the Board to add sewer disconnection options to the Clearlake Oaks County Water District Sewer Code

- c. Discussion and consideration of purchasing 800 Gallons of Pro Pac 9890 from NTU Technologies in the amount of \$8,279.04, not including tax and shipping

Action Taken: Motion to approve the purchase of 800 Gallons of Pro Pac 9890 from NTU Technologies in the amount of \$8,279.04, plus tax and shipping
HERMAN/ARCHACKI M/S/C
AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN
NOES: NONE
ABSENT: NONE

- d. Discussion and approval of the contract renewal with Yolo County Flood Control & Water Conservation District

Action Taken: Motion to approve the addendum to the contract with Yolo County Flood Control & Water Conservation District

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

- e. Discussion and consideration of appeal request for 12332 Lakeview Drive, Clearlake Oaks

Action Taken: Motion to deny appeal request for 12332 Lakeview Drive, Clearlake Oaks

BOUCHER/HIGMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

- f. Discussion and consideration of Resolution 20-16 adopting the Clearlake Oaks County Water District Water Code

Action Taken: Motion to approve Resolution 20-16 adopting the Clearlake Oaks County Water District Water Code

HIGMAN/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HIGMAN/HERMAN

NOES: NONE

ABSENT: NONE

- g. First reading of Ordinance 83 regarding the Clearlake Oaks County Water District Water Code

Action Taken: The Board of Directors acknowledged the first reading of Ordinance 83

Adjournment

Time: 3:15 p.m.

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary



MC Engineering, Inc.


9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
12/5/2020	2015

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	1/4/2021	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	25.5	160.00	4,080.00	
Assistant Engineer, Jose Diaz-Mendez	19	105.00	1,995.00	
Project Engineer 2, Richard Relyea	88	130.00	11,440.00	
Project Manager, Mark Carey, PE	32	165.00	5,280.00	
Assistant Engineer, Jared P. Nelson	19	130.00	2,470.00	
Administrative Support	3	65.00	195.00	
EDEA Invoice 1094	1.13	5,238.50	5,919.51	
Mail Biz 11/16		160.20	160.20	
A and E Repro 11/16		192.44	192.44	
Sac Bee Notice 11/20		726.67	726.67	
237 mi @.575/mi 11/16 Mark	237	0.58	137.46	
373 mi @.575/mi 11/16 John	373	0.58	216.34	
240 mi @.575/mi 12/01 Mark	240	0.58	139.20	
OV Copy Inv 35947		2.48	2.48	
OV Copy Inv 36006		20.34	20.34	
OV Copy Inv 36159		1.49	1.49	
<i>138-46 USDA Water Proj</i>				
		Total	\$32,976.13	
		Payments/Credits	\$0.00	
		Balance Due	\$32,976.13	

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

42



LEETE GENERATORS

- EST 1908 -

3360 McMaude Place • Santa Rosa, CA 95407
Ph: 800-649-0484 • Fax: 707-545-8930

Invoice

Date
12/5/2020

Invoice #
42133

Bill To:

Clearlake Oaks County Water District
P.O. Box 709

Clearlake Oaks, CA 95423

Service Location:

Jensen Road Site Spectrum 400
13705 Jensen Road

Clearlake Oaks, CA 95423

Customer#
1878

Customer PO
Francisco

Work Order#
46529

Terms
Net 5 Days

Date Due
12/10/2020

Date	Description	Qty	Unit Amount	Trip Charge	Tax	Total
10/29/2020	Kit, Voltage Regulator - <i>Repair Part 3</i>	1	\$1,714.36		Y	\$1,714.36
10/29/2020	Freight	1	\$145.00		N	\$145.00
10/30/2020	Weekly Generator Rental - Single Shift - <i>Rental</i>	1	\$4,050.00		N	\$4,050.00
Duration: 10/24/2020 - 10/30/2020						
Start Hours: 1844.50 End Hours: 1891.70 Total Hours: 47.2						
10/30/2020	Includes 188 Dyed Diesel Fuel					
10/30/2020	Weekly Cable Rental 9 runs at 50ft each Includes 9 pigtails	9	\$32.00		N	\$288.00
10/30/2020	Subcontractor Labor Generator & Cable delivery & pickup fees	1	\$3,150.00		N	\$3,150.00
10/30/2020	Subcontractor Labor: Rental yard Open yard on Saturday morning, load cabling & prep generator for pickup by hauler	1	\$650.00		N	\$650.00
10/24/2020	Emergency Call includes Round Trip Travel	2.4	\$225.00	\$896.00	N	\$1,436.00

Disconnected building wiring from main generator circuit breaker and installed the Polaris connectors to the building wiring and attached to pigtails to each of the main phases. Connected neutral and ground wiring from distribution block to rental generator. Connected cabling from the rental to the building.
Disconnected remote start circuit from control panel and ran low voltage wiring from control panel to auto start terminal in rental unit. Connected extension cord from outlet on building to the generator battery charger. Connected test voltage regulator to existing generator and found it very hard to start due to the engine temp below 60 degrees. After the 4th attempt, the unit came up to speed and was able to adjust voltage to 480 and had only a quarter amp on the field circuit to excite the generator which is good for this unit all operated normally for a 15-minute run time. Verified proper rotation match from customer's generator to rental generator. Customer performed automatic test of their switchgear.

AB



Invoice

Date	Invoice #
12/5/2020	42133

Bill To:

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

Service Location:

Jensen Road Site Spectrum 400
 13705 Jensen Road
 Clearlake Oaks, CA 95423

Customer #	Customer PO	Work Order #	Terms	Date Due
1878	Francisco	46529	Net 5 Days	12/10/2020

Date	Description	Qty	Unit Amount	Trip Charge	Tax	Total
------	-------------	-----	-------------	-------------	-----	-------

10/29/2020	Rental unit operating properly. ML Replaced block heater fittings with shorter stack and 45° elbow to clearance fan housing. Reinstalled hoses, bled air from system and refilled customer's coolant.	5	\$150.00	\$332.00	N	\$1,082.00
------------	---	---	----------	----------	---	------------

Repair

Installed new digital voltage regulator and connected laptop. Programmed baseline settings at 480 volt and fine adjusted with unit running. Unit is starting very well and holding flawless voltage. Block heater was warming the engine quite well before firing it up. Customer performed transfer test and monitored all loads okay. Unit performs normally at this time.

Spoke with the reps on site about the other trailer mount unit they're having trouble with. They said the unit stalled out in the middle of the night and wouldn't restart but this morning when they went and tried it, the unit started just fine. When it wasn't starting, it wouldn't crank or make any kind of clicking noise or anything. Today while I was running the engine, I tried shaking the wiring harness and engine components and had no problem with it shutting down. Customer allowed me to take the unit with me to run tests.
ML

Hours on customer's unit: 608.5

1908-2020 Celebrating 112 Years. LIMITED GUARANTEE – Leete Generators guarantees labor for 30 days and parts for 60 days from the date of installation. This guarantee applies only to parts sold and installed by Leete Generators. Past due accounts are subject to a service charge of 1.5% per month (18% annual rate) on invoices over 30 days.	Lake County	Subtotal:	\$12,515.36
		7.25% Tax:	\$124.29
		Amount Paid:	\$0.00
		Amount Due:	\$12,639.65

44

CLEARLAKE OAKS COUNTY WATER DISTRICT

**P.O. Box 709, 12952 E. HWY. 20
CLEARLAKE OAKS, CA 95423
(707) 998-3322**

RESOLUTION NO. 20-17

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

WHEREAS, Clearlake Oaks County Water District is organized and existing pursuant to the County Water District Law, California Water Code section 30000, *et seq.* (the "Act");

WHEREAS, the District is authorized by the Act to set rates and establish rules and regulations for the provision of water service to District customers;

WHEREAS, the District desires has established a Water Code that contains the rates, rules, and regulations related to the receipt of water service from the District;

WHEREAS, the Board of Directors desires to make certain changes to the Water Code as set forth below

NOW, THEREFORE, BE IT RESOLVED:

1. The amendments to the Water Code specified in Exhibit 1, attached hereto and incorporated herein by reference, are hereby approved.
2. These amendment to the Water Code shall be effective as of December 17, 2020.

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 17th day of December 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

EXHIBIT 1

Amendments (noted in red) to the Water Code as approved on December __, 2020:

1. The page entitled "Purpose" is added to the Water Code.
2. Section 1-2.109(b), "Definitions," is amended to read as follows:

"Customer" refers to the property owner of record as verified by the Assessor's office of the County of Lake **or a tenant assigned to the service address.**"

3. Section 3-2.204 is amended as follows: The chart for costs and fees is revised to include costs and fees for 3" meters, which was inadvertently omitted.
4. Section 3-4.207 is amended to change "should" to "shall" in the first sentence:

"Customers desiring to discontinue billing in their name **shall** notify the District at least 24 hours prior to vacating the premises."

5. Section 3-6.103 is amended to read:

- (a) If the District takes steps to discontinue service for failure to comply with this Code, the customer shall pay the following additional charges before service is reinstated:
- (1) A \$25.00 **"Door Hanger Fee"** for each trip to the property to deliver notice of disconnection of service.
 - (2) A \$50.00 **"Turn On Fee"** for each trip to the property during regular business hours at the request of the customer to reactivate water service previously disconnected for nonpayment.
 - (3) A \$150.00 **"After Hours Service Fee"** for each trip made to the property after regular business hours at the request of the customer."

6. Section 3-7.104 is renumbered to be 3-6.104.

7. Section 3-6.104 is amended to include the following language in the middle column of the third row of the table: **"(If District has a Certified Backflow Tester, this fee will be charged to the customer's account)"**

8. Section 4-1.201 is amended to change the title to "Relief Valve Recommended" from "Relief Valve Required"

9. Section 4-1.202 is amended to read as follows:

"A customer shut-off valve **is recommended to be** installed within two feet of the meter box on the customer side, and it at the responsibility and sole expense of the customer."

Clearlake Oaks County Water District

WATER CODE



TABLE OF CONTENTS

Title 1 – General Provisions	4
Chapter 1 – Adoption of Code	4
Chapter 2 – Rules of Construction	5
Title 2 – District Policies	7
Title 3 – Potable Water Service	7
Chapter 1 – General	7
Chapter 2 – Commencement of Service	9
Article 1 – Application for Service	9
Article 2 – Fees and Deposits	11
Chapter 3 – Cross Connection Control Regulations	13
Article 1 – Definitions	13
Article 2 – Backflow Prevention	13
Article 3 – Protection of District Water Supply	14
Article 4 – Conditions Dictating Type of Device	14
Article 5 – Backflow Prevention Device Testing	15
Chapter 4 – Conditions of Service	15
Article 1 – General	15
Article 2 – Rates: Time and Manner of Payment	16
Chapter 5 – Delinquent Accounts	19
Chapter 6 – Fees	26
Title 4 – Water Conservation	27
Chapter 1 – General	27
Chapter 2 – Protective Measures	33

PURPOSE

The Clearlake Oaks County Water District formed and exists under the provisions of the County Water District Law, California Water Code, Division 12, section 30000, et seq. for the treatment and distribution of water. The purpose of this 'Code' is to form, regulate, organize and incorporate the charges designed for the use of water treatment facilities that have been constructed for the treatment and distribution of quality drinking water within its boundaries. The District shall require charges for use of water which is designed to recover the capital and operating costs. The regulations shall include provisions for enforcement and penalties for violations.

Our mission, to provide the best quality water and the safest, most efficient treatment and disposal of water at a reasonable cost.

Our vision, to provide high quality drinking water and environmentally safe disposal of wastewater.

This 'Code' requires no expiration date and is in full effect until amended, rescinded or superseded.

TITLE 1 - GENERAL PROVISIONS

Chapter 1 - Adoption of Code

1-1.101 TITLE

This Code shall be known as the “Clearlake Oaks County Water District Water Code.” Except as otherwise provided in this Code, this Code consists of regulatory, penal, and administrative rules related to the receipt of water service from Clearlake Oaks County Water District pursuant to the authority set forth in the County Water District Law, California Water Code, Division 12, section 30000, et seq.

1-1.102 EFFECTIVE CODE ON PAST ACTIONS AND OBLIGATIONS

Neither the adoption of this Code nor the repeal of any ordinance or resolution of the District by this Code shall in any manner affect the prosecution for violations of ordinances or resolutions, which violations were committed prior to the effective date of this Code, nor be construed as a waiver of any fee or penalty on such effective date due and unpaid under such ordinances or resolutions, nor be construed as affecting any of the provisions of such ordinances or resolutions relating to the collection of any such fees or penalties or the penal provisions applicable to the violation of such ordinances or resolutions, nor to effect the validity of any bond or cash deposit required to be posted, filed, or deposited pursuant to any ordinance or resolution, and all vested rights and obligations pertaining to such ordinances or resolutions shall continue in full force and effect.

1-1.103 REFERENCES TO SPECIFIC ORDINANCES

The provisions of this Code shall not in any manner effect deposits or other matters of record which refer to, or are otherwise connected with, ordinances or resolutions which are specifically designated by number or otherwise and which are included within this Code, but such references shall apply to the corresponding provisions set forth in this Code.

1-1.104 MAINTENANCE OF CODE

At least one copy of this Code, duly certified by the Secretary, shall be maintained on file in the District offices as the official copy of this Code. Additional copies of this Code shall be distributed to the departments of the District as directed by the General Manager.

A duly certified copy of each ordinance or resolution making a change in this Code shall be filed in the office of the Secretary in books for such purpose, properly indexed for ready reference.

At least quarterly, the Secretary shall cause the loose-leaf pages of this Code in which changes have been made to be reproduced, including a notation as to the ordinance or resolution number and date on which such change is adopted, and distributed so that the loose-leaf copies of this Code, prepared for the use and convenience of the officers and employees of the District and the general public may be brought up to date.

Chapter 2 - Rules of Construction

1-2.101 SCOPE

Unless the provisions of this Code otherwise specifically provide, or the context of this Code indicates to the contrary, the general provisions, rules of construction, and definitions set forth in this chapter shall govern the construction of this Code. The provisions of this Code and all proceedings under it are to be construed with a view to affect its object and to promote justice.

1-2.102 STATEMENT AND CONTINUATIONS

The provisions of this Code insofar as they are substantially the same as existing ordinances or resolutions relating to the same subject matter, shall be construed as restatements and continuations and not as new enactments; provided, the provisions of this Code shall govern over any differences between an ordinance or resolution existing at the time of adoption of this Code.

1-2.103 EFFECT OF HEADINGS

Title, Chapter, Article, and Section headings contained in this Code shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of any Title, Chapter, Article, or Section of this Code.

1-2.104 REFERENCES TO ACTS OR OMISSIONS WITHIN THE DISTRICT

The provisions of this Code shall refer only to the omission or commission of acts within the territorial limits of the District and to the territory outside the District over which the District has jurisdiction or control by virtue of the Constitution of the State or any law, or by reason of ownership or control of property.

1-2.105 REFERENCES TO ORDINANCES OR RESOLUTIONS

Whenever any reference in this Code is made to an ordinance or resolution, the reference shall apply to such ordinance or resolution of the District unless this Code expressly provides otherwise. Whenever any reference is made to any portion of this Code, or to any ordinance or resolution of the District, the reference shall apply to all amendments and additions made to this Code.

1-2.106 NOTICES

Whenever a notice is required to be given pursuant to the provisions of this Code, unless different provisions are otherwise specifically set forth in the text of this Code, such notice may be given either by personal delivery thereof to the person to be notified or by deposit in the United States Mail in a sealed envelope, postage prepaid, addressed to such person to be notified at his last known business or residence address as the same appears in the public records of the District or other records pertaining to the matter to which the notice is directed. Service by mail shall be deemed to have been completed at the time the notice is deposited in the Post Office.

1-2.107 SEVERABILITY

If any part of this Code is, for any reason, held to be invalid or unconstitutional, such decisions shall not affect the validity of the remaining portions of the Code. The Board hereby declares that it would have passed this Code by section, sub-section, sentence, clause, and phrase thereof, irrespective of the fact that any one or more other sections, sub-sections, sentences, clauses, or phrases be declared invalid or unconstitutional.

1-2.108 STATUTE OF LIMITATIONS

Whenever a limitation or a period of time prescribed in any existing ordinance, resolution, or statute for acquiring a right or buying a remedy, or for any other purpose, has begun to run before this Code goes into effect, the time which has already run shall be deemed a part of the time prescribed as such limitation.

1-2.109 DEFINITIONS

For the purposes of this Code, unless otherwise apparent from context, certain words and phrases use in this Code are defined as follows:

- (a) "Board" refers to the Board of Directors of the District.
- (b) "Customer" refers to the property owner of record as verified by the Assessor's office of the County of Lake or a tenant assigned to the service address.
- (c) "Director" refers to a member of the Board.
- (d) "District" refers to Clearlake Oaks County Water District.
- (e) "Employee" refers to a District employee.
- (f) "General Manager" refers to the General Manager of the District.
- (g) "Person" refers to any person, firm or corporation.
- (h) "President" refers to the President of the Board.
- (i) "Vice President" refers to the Vice President of the Board.
- (j) "Secretary" refers to the Secretary of the Board.
- (k) "State" shall mean the State of California.

- (l) "Section" shall mean a section of this code unless other source is specifically mentioned.
- (m) "Tenant" refers to the person who occupies land or property rented from a customer.
- (n) "Quarterly" where used to designate a period of time, shall mean the first three calendar months of any given year or any succeeding period of three calendar months.

TITLE 2 - DISTRICT POLICIES

2-1.101 GENERAL

The District shall, to the extent practicable, provide potable water service to District customers consistent with the County Water District Law and other State and Federal laws, rules, and regulations.

2-1.102 DISTRIBUTION AND SALE OF WATER

The Board has fixed the rates at which water shall be sold, and the regulations governing classes of service and the conditions of service. All water rates and regulations are set forth in this Code.

2-1.103 RATE REVIEW

At least annually, the Board shall review and confirm the rates, fees, and charges for potable water service. Adoption of the annual budget with rate assumptions included therein may constitute such review.

2-1.104 OPERATING COSTS

As near as practicable, the Board shall establish service charges at a level sufficient to recover the cost of operating and maintaining the service.

2-1.105 CAPITAL IMPROVEMENT COSTS

As near as practicable, the Board shall establish connection charges sufficient to recover the cost of constructing capital improvements required to provide service.

TITLE 3 - POTABLE WATER SERVICE

Chapter 1 - General

3-1.101 SCOPE

This Title applies to potable water service from the District; rates, fees and deposits to cover the cost thereof; the time and manner of payment for services rendered;

regulations regarding water usage; protection of the system from mechanical and health hazards; and rules and charges for connections to existing mains.

3-1.102 DEFINITIONS: GENERAL

The definitions in this Article shall be used to interpret this Title, unless otherwise apparent from the context.

3-1.103 SERVICE OR WATER SERVICE

“Service” or “Water Service” means the delivery of potable water through a meter turned on by the District for which fees and charges have been paid. “Service” does not refer to the system of pipes and appurtenances to deliver water.

3-1.104 APPLICANT

“Applicant” means a person applying for water service from the District.

3-1.105 CLASS OF SERVICE

"Class of Service" refers to the type of water service provided to a customer. There are three classes of service.

"Single-Family Class" refers to service to one residential unit; an in-law or other axillary unit, not used for commercial purposes being served through a dedicated water meter.

"Multi-family Class" refers to service to 2 or more combined residential units served by a single water meter.

"Commercial Class" refers to service to business, institution, or government agency.

3-1.106 CONNECTION FEES

“Connection Fees” means fees levied by the District to recover the cost of facilities needed to provide water service, including “Meter Fees” to pay for the cost of the lateral pipeline from the distribution pipeline and the meter.

3-1.107 CUSTOMER

“Customer” refers to the property owner of record as verified by the Assessor’s office of the County of Lake or a tenant assigned to the service address

BA

3-1.108 SERVICE FEES

“Service Fees” or “Miscellaneous Fees” means the fees levied to recover costs incurred to operate and maintain the water system

3-1.109 TYPES OF SERVICE

- (a) District provides permanent service only.
- (b) “Permanent Service” means service to property, parcel and/or lot with a service connection to the District with or without a structure.
- (c) “Sewer Service” – See Clearlake Oaks County Water District ‘Sewer’ Code

3-1.110 UNIT

“Unit” means one hundred cubic feet or 748 gallons.

Chapter 2 - Commencement of Service

Article 1 - Application for Service

3-2.101 COMMENCEMENT OF SERVICE: GENERAL

An applicant for water service or to change an existing water service shall: provide adequate property documentation, execute appropriate application process, pay the required service initiation fees, make the required deposits, and meet the conditions set forth herein.

- (a) No water service of the District shall be furnished to any premises or to any person free of charge except by authorization of the Board of Directors.
- (b) Each single-family dwelling shall be served through at least one water meter of at least 3/4" size.
- (c) Each unit of multi-family dwelling shall be served through at least one water meter of at least 5/8" in size.

3-2.102 COMMENCEMENT OF SERVICE: APPLICATIONS

- (a) The application for service shall include an agreement to abide by District regulations and such information as the General Manager may reasonably request. Such application shall be for service to a particular and identified property.
- (b) If the application is for service to property not previously served by the District, the applicant shall also present construction and/or site plans at the time the account is requested to be set up.
- (c) If the application is for an account in the name of a corporation or partnership, the applicant shall provide a personal guarantee from an owner or principal of the entity, regardless of the form of organization, as follows

3-2.103

APPLICANT'S RESPONSIBILITY

- (a) Multiple applicants for a commonly owned property shall be jointly and severally liable for water service. A single bill shall be sent to their designee.
- (b) Responsibility for service may be claimed by a customer as follows:
 - (1) An account can be changed from two spouses to one spouse with transfer of ownership paperwork, death certificate, or by written request signed by both owners of record.
 - (2) An account can be changed to a family member in "in care of" upon written request from the owner of record.
 - (3) A customer can direct billing information to a third party, and bills will be sent "in care of" the party who will make the payment.
 - (4) A tenant or lessee of a property with evidence of a valid lease agreement and a Tenant Transfer Authorization Form may apply for service, and the bill shall be sent to the tenant or lessee. The tenant or lessee is responsible for the payment of service fees and charges in accordance with District rules and regulations. The property owner shall be responsible for any unpaid service fees and charges of a tenant or lessee. Upon request by the property owner, the District will notify said owner and include the amounts owed and due dates. The District shall disclose whether or not an account held by a tenant or lessee is in good standing and, if there is an unpaid balance, the amount owed and due date.
 - (5) Interim non-owner transfer requests can be made on a case by case basis and must be approved by the General Manger. An agreement must be signed assuming responsibly of the bill upon transfer.
 - (6) Real Estate Agents may request to transfer service(s) into their name for which they are facilitating the sale of real property by providing a listing agreement.
 - (7) No customer shall supply water to any person, firm, or corporation other than the occupants of the premises of such customer.

3-2.104

METER REQUIRED

All water furnished by the District, except as provided in this Code, must pass through a meter. No by-pass or connection around a meter between the customers' plumbing and the District's main shall be made or maintained.

All meters, service connections, and other equipment furnished by the District shall be placed, maintained, and repaired by the District. The customer shall provide a space for and exercise proper care to protect the property of the District. In the event of loss or damage to the District's property arising from neglect or misuse by the customer, the cost of necessary repairs or replacement shall be paid for by the customer.

3-2.105 OWNERSHIP AND ACCESSIBILITY OF SERVICE CONNECTIONS

Service connections shall be kept safely and readily accessible for District personnel. The expense of maintenance, repairs, and renewal of such service connections and meters, due to normal wear and tear, shall be borne by the District. Water pipes and appurtenances downstream of the meter are the property of the customer who is responsible for operation and maintenance.

The District reserves the right to discontinue service which may seriously impair service to any other customer or to the District's service facilities.

Article 2 - Fees and Deposits

3-2.201 FEES AND DEPOSITS: GENERAL

An application shall pay the applicable fees and deposits as set forth in this herein.

3-2.202 SERVICE FROM EXISTING SERVICE CONNECTION

The applicant is not required to pay capital expansion fees if the applicant's property can be served from an existing service connection. Outstanding connection fees and service fees shall be paid if the applicant requests that a forfeited service be activated.

3-2.203 SERVICE FROM NEW SERVICE CONNECTION

If the applicant's property cannot be served from an existing connection but can be served from an existing water main, the applicant shall pay Capital Expansion Fees prior to the connection being made. Each service connection is specific to only one (1) individual dwelling of unit and accessory structures.

3-2.204 CAPITAL EXPANSION

A person may obtain a connection to an existing District main by paying a Capital Expansion Fee based upon the size of meter which is required for the service.

All new connections or upgrades are required to have a completed Capital Expansion Fee quote on file, and all costs associated with service connection must be paid in full prior to connection.

Capital Expansion Fees for mobile home parks, approved subdivisions, or any other type of multi-unit development shall be charged on a per mobile home or unit basis at the same rate as for a single-family dwelling.

All costs associated with the installation, maintenance, or repair of the aforementioned connection(s), along with inspection fees, shall be the sole responsibility of the property owner.

Meter Size	Capital Fee	Expansion	Administrative Fee	Inspection Fee	Total Installation Cost
1"	\$10,000.00		\$300.00	\$96.00	\$10,396.00
1 ½"	\$20,000.00		\$300.00	\$96.00	\$20,396.00
2"	\$27,000.00		\$300.00	\$96.00	\$27,396.00
3"	\$50,000.00		\$300.00	\$96.00	\$50,396.00
4"	\$85,000.00		\$300.00	\$96.00	\$85,396.00
6"	\$140,000.00		\$300.00	\$96.00	\$140,396.00

3-2.205 COMMENCEMENT

As used herein, "service commences" when a request for service has been completed and water can be delivered to the applicant's property through District facilities.

3-2.206 ASSURANCES OF SERVICE

When an applicant desires assurances (will-serve) that service will be provided at a future date, such assurances will be given only if the applicant agrees to be bound by District regulations, including regulations for the payment of connection fees existent when service commences, the applicant makes financial arrangements to pay connection fees in the future by depositing cash with the District, and the applicant agrees to be bound by the terms of the application for service.

Service connections installed by a customer are inspected prior to acceptance by the District to assure they meet District specifications. A person connecting to the system must do so in a business-like manner so that proper alignment of the facilities is in place.

3-2.207 DEPOSITS: SERVICE FROM EXISTING SERVICE CONNECTION

- (a) If the applicant has not promptly paid previous water bills or has a credit history indicating the applicant is a credit risk, the applicant shall make a cash deposit of twice the amount of the normal maximum bill for such property.



- (b) If the commercial applicant is not the owner of the property where service is requested, the applicant shall make a cash deposit of twice the amount of the normal maximum bill for such property.
- (c) A deposit shall be made by customers who have received a final notice five or more times within a two-year period, and from every customer whose service is disconnected for nonpayment of water charges. Deposits may be refunded to a customer after one year of service without more than one final notice. Refunds shall be made by check unless the customer expressly requests that the refund be made by crediting the amount of the deposit to the account.
- (d) Public agencies and public utilities are not required to make the deposits required by this section.

Chapter 3 - Cross Connection Control Regulations

Article 1 – Definitions

“Air Gap” refers to the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood level rim of said vessel. An approved air-gap shall be at least double the diameter of the supply pipe, measured vertically, above the top of the rim of the vessel, and, in no case less than one inch.

“Backflow” refers to the flow of water or other liquids, mixtures, or substances into the distribution pipe of a potable water supply from any source then the District’s source.

“Backflow Prevention Device” refers to the device or means designed to prevent backflow of water into the public drinking water supply

“Cross Connection” refers to any unprotected connection between any parts of the District’s water system and any source or system containing water or any other substance that is not or cannot be approved by the District as safe, wholesome and potable for human consumption

“Reduced Pressure Principle Device” refers to an assembly of two independently operating approved check valve, with an automatically operating differential relief valve, between the two check valves; tightly closing shut-off valves on either side of the check valves; plus properly located test cocks for the testing of the check and relief valves.

Article 2 – Backflow Prevention

Pursuant to State of California, Department of Health Services, Title 17, Chapter V, Sections 7583-7632, it is the responsibility of the District to protect its drinking water by instituting and enforcing a “Backflow Prevention” policy in order to

prevent the backflow of water into the public drinking water supply. Property receiving domestic water service with a secondary water source shall have an approved backflow prevention device.

- (a) A backflow prevention device is required to protect against contamination by a secondary water source, the customer shall pay an annual inspection fee set forth in Section 3-7.104 of this Code if the District has a certified Backflow Tester or hire an outside certified Backflow Prevention Device Tester.
- (b) The term “Approved Backflow Prevention Device” shall mean a device that has been manufactured in full confirmation with the standards established by the American Water Works Association entitles AWWA C506-679 or most current issue.
- (c) Backflow prevention devices shall be installed in the manner prescribed in the State Department of Health Services, Sanitary Engineering Branch’s “Manual of Cross Connection Procedures and Practices” or as prescribed by another acceptable authority and plans by which have been approved by the District.

Article 3 – Protection of the Districts Water Supply

No water service connection shall be installed or maintained by the District unless the District’s water supply is protected as required by State laws and regulations. If, in the sole judgement of the District, an approved backflow prevention device is required, but not installed, tested, and maintained, or if it is found that a device has been removed or by-passed, the District shall give notice in writing to said customer to install such approved device(s) at customer’s sole expense. Failure, refusal, or inability on the part of the customer to install said device(s) immediately shall constitute grounds for disconnecting water service to the premises until such device(s) have been properly installed or such conditions and defects have been corrected.

Article 4 – Conditions Dictating Type of Device

3-3.401 PROTECTION OF DISTRICT SYSTEM

If on any premises there is any material danger to health that is handled in such a fashion as to create an actual or potential hazard to the public water system, the District’s system shall be protected by an approved air-gap separation or an approved reduced pressure principle assembly device.

Special circumstances where approved backflow prevention assemblies are required:

- (a) If the nature and extent of any activity on the premises, or the materials used in connection with any activity on premises, could contaminate or pollute the drinking water supply in any way.
- (b) On premises having any cross connection, internal cross connections that are not correctable, or intricate plumbing arrangements that make it impractical to ascertain whether or not a cross connection exists
- (c) A repeated history of cross connections being established or re-established

An approved double check-valve assembly shall be used where water or other objectionable substances, but that not hazardous to health, could be introduced into the District's system.

3-3.402 STORAGE TANKS

If on any premises there is an auxiliary water supply or storage tank, the Districts system shall be protected by an approved air-gap separation or an approved reduced pressure principle assembly device, except single family residents shall be protected by an approved double check-valve assembly.

Article 5 – Backflow Prevention Device Testing

It shall be the duty of the owner of any premises where backflow prevention devices are installed to have a certified inspection and operational test completed annually. In those instances where there is a potential hazard, certified inspection at more frequent intervals may be required in the District's sole discretion. These inspections and tests shall be at the sole expense of the owner and shall be performed by a certified tester. These devices shall be repaired, overhauled, or replaced at the sole expense of the owner whenever said devices are found to be defective. Records of such tests, repairs, and overhaul shall be submitted to the District upon completion of testing.

Chapter 4 - Conditions of Service

Article 1 – General

3-4.101 GENERAL

The District will exercise reasonable diligence and care to deliver a continuous and adequate supply of water to the customer at a reasonable constant pressure and to avoid shortage or interruption in delivery. The District offers water at its system pressure, and the applicant must install adequate plumbing and protective devices in accordance with the current Uniform Plumbing Code in order to utilize the available water at whatever reasonable constant pressure is available in the system. The District is not responsible for the maintenance of pressure and reserves the right to discontinue service while making repairs required in the operation of the water

system. Customers depending upon a continuous supply should provide for their own emergency storage.

3-4.102 AREAS SERVED

Lands lying within the boundaries of the District are eligible to receive water service.

Article 2 - Rates: Time and Manner of Payment

3-4.201 CONTINUATION OF SERVICE

A customer shall be entitled to continue to receive water service from the District by compliance with the provisions of this Chapter. Customers shall pay the following monthly base rate regardless of usage.

Each customer shall pay a monthly usage charge based on the units of water delivered, as follows:

Meter Size	Commencing with meter reads on or after:				
	07/01/2020	07/01/2021	07/01/2022	07/01/2023	07/01/2024
3/4", 5/8", 1"	\$31.11				
5/8 x 3/4" C	\$53.51				
1" C	\$130.79				
1-1/2" C	\$259.32				
2" C	\$413.51				
3" C	\$773.51				
4" C	\$1287.82				
6" C	\$2573.39				

*C: Commercial

	Commencing with meter reads on or after:			
	07/01/2020			
Tier 1 (Up to 1,500 CF)	\$1.42			
Tier 2 (1,501-2,000 CF)	\$1.64			
Tier 3 (2,001+ CF)	\$2.19			

Each customer shall pay a monthly charge for the "Capital Replacement Project" for the repair and replacement of infrastructure within the District's boundaries.

	Commencing with meter reads on or after:			
	07/01/2020			
CRP Water	\$15.41			

02

3-4.202 BILLING ADJUSTMENTS

- (a) For the purpose of computing water charges, each meter upon the customer's premises will be computed separately.
- (b) Adjustments will be made when a billing error occurs.
- (c) The presence of a leak on the customer side does not qualify for a billing adjustment.

3-4.203 BILLS DUE WHEN PRESENTED

All bills and charges shall be due upon receipt, but are not considered late until after the specified due date on the statement. A late fee of \$10.00 or 10%; whichever is greater, will be applied to the account.

The District is authorized to provide to waive the late fee one time per billable account in a twelve-month period in the sole discretion of the General Manager.

3-4.204 PAYMENT OPTIONS

The District offers the following payment options for all customers:

- (a) Payments are accepted in person at the Administrative Office or over the phone. We accept cash, check, credit cards or money orders
- (b) Credit Card Payments: Visa, MasterCard and Discover are accepted
- (c) View and Pay your bill via credit card in office, online or with an automated phone system by dialing (707) 216-2006.
- (d) Payment by mail or drop box

3-4.205 BILLING FREQUENCY

All services will be billed monthly on or about the 25th of every month.

3-4.206 FAILURE TO RECEIVE A BILL

Customers are to notify the District if they haven't received a bill, failure to receive a bill does not relieve a customer of liability for payment.

Bills are sent via United States Postal Service. Customers can also opt-in to E-Bills along with paper bills or in place of paper bills

Bills will be addressed to the address on file from the application of service or grant deed. If a customer wishes to change their mailing address, a change of address form is available in office or on our website and all sections must be filled out.

3-4.207 NOTICE OF BILLING DISCONTINUANCE REQUIRED

Customers desiring to discontinue billing in their name shall notify the District at least 24 hours prior to vacating the premises.

Water service will not be interrupted during a transfer or ownership or change in tenancy, unless the service is off for delinquency.

3-4.208 MULTIPLE DISTRICT SERVICES

The rates and charges for all services and facilities furnished by the District shall be collected with its water rates and charges. All such charges shall be included within the same bill and collected as one item. In the event of failure to pay the whole or any part of the bill, the District may discontinue any or all service for which the bill is rendered.

3-4.209 PRORATION OF CHARGES FOR ODD PERIODS

Bills for water service for periods of time less than one month or a specified billing period will be prorated.

3-4.210 ESTIMATED BILLS

- (a) If a meter in working condition cannot be read for any reason, an estimate shall be made of the quantity of water used and a bill rendered for the estimated quantity. Should the succeeding reading indicate that the estimate is materially in error, an adjustment shall be made in the succeeding bill.
- (b) If a meter becomes inoperable, billing shall be based on the quantity used in a similar period, unless circumstances indicate clearly a material change in the rate of consumption, in which case the Billing Department shall estimate the quantity used, considering all pertinent factors, and render a bill accordingly.

3-4.211 CHANGE OF CUSTOMERS WITHOUT NOTICE

A person taking possession of premises and using water from an active connection without having made application to the District for water service, shall be held liable for the water delivered from the date of the last recorded reading, and if the meter is found inoperative, the quantity consumed will be estimated by the Billing Department. If proper application for water service is not made upon notification to do so by the District, and if accumulated bills for service and the fees herein provided are not paid immediately, the service may be discontinued by the District without further notice.

3-4.212 CHECK NOT HONORED BY BANK

Applicants or customers who pay bills rendered for service, fees, deposits or penalties by check or electronic funds transfer (EFT) will be held responsible for the payment being honored by the Bank upon which it is drawn. If a check or EFT transaction is refused for payment by the Bank, the writer, upon notification, will be charged a fee set forth in Section 3-7.104 of this Code, after which the customer will not be permitted to pay with a check for six months.

In the event the District receives a personal check to prevent a delinquent shut off is not honored by the bank, the District may terminate service immediately. Customer will be required to pay any outstanding balance listed on the account in order to have services reinstated in accordance with Chapter 5. Payments must be in the form of Credit Card, Cash, Money Order, or Cashier's Check

If any fee or charge is paid to the District by check and said check is not honored by a bank, a thirty-two dollar (\$32.00) charge, or the maximum amount allowed by law, will be charged to the account in addition to any other charges assessed to the District. The District may proceed with discontinuance of service upon receipt of a returned check.

Chapter 5 – Delinquent Accounts

3-5.101 APPLICATION OF DEPOSITS TO DELINQUENT ACCOUNTS

If a consumer who has made a deposit fails to pay his delinquent bill or bills, together with all added penalties, his deposit shall be applied on his account and the service may be discontinued until such time as the deposit is restored to the amount provided herein after all delinquencies and charges are paid.

3-5.102 DELINQUENT CUSTOMER AT SAME OR NEW ADDRESS

Should any customer fail, or refuse to pay for service furnished and charged for in accordance with the rates herein specified, the customer shall not again be furnished service at the same or any other location until all of his delinquent bills plus the fees and charges herein provided have been paid; and they shall be required to make a deposit sufficient to cover future services as provided herein.

3-5.103 GENERAL

- (a) The District shall provide an opportunity for customers who cannot pay their charges, in full or in part, to continue receiving service through such options as deferred or reduced payments or alternative payment schedules. In addition, the District shall provide a formal mechanism for a customer to contest or appeal a bill.

- (1) The District shall not discontinue residential service for nonpayment until a billing statement has been delinquent for at least 60 days.
 - (2) No less than seven business days before discontinuation of residential service for nonpayment, the District shall contact the customer named on the account by telephone or written notice.
- (b) If the District contacts the customer named on the account by telephone, it shall offer to provide in writing to the customer the District's policy on discontinuation of residential service for nonpayment. The District shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, minimum payments, and petition for bill review and appeal.
- (c) If the District contacts the customer named on the account by written notice, the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:
- (1) The customer's name and address.
 - (2) The amount of the delinquency.
 - (3) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
 - (4) A description of the process to apply for an extension of time to pay the delinquent charges.
 - (5) A description to petition for bill review an appeal.
 - (6) If the District is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the District's policy for discontinuation of residential service for nonpayment.
 - (7) All written notices shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the District's service area.
- (d) If an adult at the residence appeals the water bill to the general manager or any other administrative or legal body to which such an appeal may be lawfully taken, the District shall not discontinue residential service while the appeal is pending.
- (e) The District shall not discontinue residential service for nonpayment if all the following conditions are met:
- (1) The customer, or a tenant of the customer, submits to the General Manager the certification of a primary care provider, as defined in Welfare and Institutions Code section 14088 (b)(1)(A), that

discontinuation of residential service will be life threatening to, pose a serious threat to the health and safety of, a resident of the premises where residential service is provided; and

- (2) The customer demonstrates that he or she is financially unable to pay for residential service within the District's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the District's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level; and
 - (3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the District policies.
- (f) If the conditions listed in subdivision (a) are met, the District shall offer the customer one or more of the following options:
- (1) Amortization of the unpaid balance.
 - (2) Participation in an alternative payment schedule.
 - (3) Temporary deferral of payment.
- (g) The District may choose which of the payment options described in Section 3-5.105 the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.
- (h) Residential service may be discontinued no sooner than 5 business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:
- (1) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more; or
 - (2) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.
- (i) If the District discontinues residential service for nonpayment, it shall provide the customer with information on how to restore residential service.
- (j) If a residential customer demonstrates a household income below 200 percent of the federal poverty line, the District shall do both of the following:

- (1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, the District shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021; and
 - (2) Waive late fees on delinquent bills once every 12 months.
- (k) The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.
- (1) If the District furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobile home park, or permanent residential structure in a labor camp, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the District shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.
 - (2) The District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and District's rules and regulations. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's rules and regulations, the District shall make service available to those residential occupants who have met those requirements.
- (l) If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other credit obligation acceptable to the District for that period of time is a satisfactory equivalent.

- (m) In the case of a detached single-family dwelling, the District may do any of the following:
 - (1) Give notice of termination at least seven days prior to the proposed termination.
 - (2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Civil Code section 1962.

3-5.104 PAYMENT ARRANGEMENTS

A delinquent customer may request a payment arrangement, the payment arrangement shall not exceed 12 months. The customer must pay, in addition to payments under the plan, each month's charges during the period of the payment plan. The District will not charge late fees, unless a payment is not made by the stated due date in the plan. A payment arrangement will not be effective unless and until signed by the District and customer.

The billing department will establish payment arrangements at the request of the customer. A down payment will be required to establish said arrangement

3-5.105 APPEALS

The procedure to be used to appeal the amount set forth in any bill for residential water service is as follows:

- (a) Initial Appeal. Within ten (10) days of receipt of the bill for water service, the consumer has a right to initiate an appeal or review of any bill or charge rendered by the District. Such request must be made in writing and be delivered to the District's office. For so long as the consumer's appeal and any resulting investigation is pending, the District cannot discontinue water service to the consumer.
- (b) Overdue Notice Appeal. In addition to the appeal rights provided under subdivision (a), above, any consumer who receives an Overdue Notice may request an appeal or review of the bill to which the Overdue Notice relates at least five (5) business days after the date of the Overdue Notice. Any appeal or request for review under this subdivision must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal or review must be delivered to the District's office within that five (5) business day period. For so long as the consumer's appeal and any resulting investigation is pending, the District cannot discontinue water service to the consumer.

- (c) **Appeal Review.** Following the receipt and review of a request for an appeal, the appeal will be agendaized at the next regularly scheduled board meeting for review
- (1) If water charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within ten (10) calendar days of the invoice date for the revised charges. If the revised charges remain unpaid for more than sixty (60) calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of that sixty (60) calendar day period; provided that the District shall provide the consumer with the Overdue Notice. Water service will only be restored upon full payment of all outstanding water charges, penalties, and all applicable disconnection charges.
 - (2) If the water charges in question are determined to be correct, the water charges are due and payable within two (2) business days after the review by the Board of Directors.
 - (3) When a hearing before the Board of Directors is requested, such request shall be made in writing and delivered to the District's office. The consumer will be required to personally appear before the Board and present evidence and reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file with the District concerning the water charges in question, and render a decision as to the accuracy of said charges.
 - (a) If the Board finds the water charges in question are incorrect, the consumer will be invoiced for the revised charges. If the revised charges remain unpaid for more than sixty (60) calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of that sixty (60) calendar day period; provided that the District shall provide the consumer with the Overdue Notice. Water service will be restored only after outstanding water charges and any and all applicable disconnection charges are paid in full.
 - (b) If the water charges in question are determined to be correct, the water charges are due and payable within two (2) business days after the decision of the Board is rendered. In the event that charges are not paid in full within sixty (60) calendar days after the original billing date, then the District shall provide the consumer with an Overdue Notice and may proceed in potentially discontinuing water service to the consumer's property.
 - (c) Any overcharges will be reflected as a credit on the next regular bill to the consumer, or refunded directly to the consumer, at the sole discretion of the Board.

- (d) Water service to any consumer shall not be discontinued at any time during which the consumer's appeal to the District or its Board of Directors is pending.
- (e) The Board's decision is final and binding.
- (f) For an initial appeal under subdivision (a) of this section, above, if the consumer does not timely appeal to the District's Board of Directors, the water charges in question shall be immediately due and payable. In the event the charges are not paid in full within sixty (60) calendar days after the original billing date, then the District shall provide with the Overdue Notice, and may proceed to discontinuing service to the consumer's property.
- (g) For an Overdue Notice appeal under subdivision (b) of this section, above, if the consumer does not timely appeal to the District's Board of Directors, then the water service to the subject property may be discontinued on written or telephonic notice to the consumer to be given at least twenty-four (24) hours after the latter to occur of: (i) the expiration of the original sixty (60) calendar day notice period set forth in the Overdue Notice; or (ii) the expiration of the appeal period.

3-5.106 RESTORATION OF WATER SERVICE

When service is terminated for failure to comply with the District's rules and regulations other than payment of fees and charges, service shall not be restored to the former customer or property of the former customer until assurances satisfactory to the General Manager are provided that the customer will comply with District rules and regulations, and the District is reimbursed for costs incurred to terminate and restore service.

When service is terminated for failure to pay rates, fees, or charges, service shall not be restored to the former customer unless and until arrearages that resulted in the termination and costs incurred to terminate and restore service are paid to the District. Payment shall be by cash, credit or debit card, cashier's check, or money order.

The District will endeavor to make such reconnection as soon as practicable as a convenience to the consumer. The District shall make the reconnection no later than the end of the next regular working day following the consumer's request and payment of any applicable Disconnection Fee.

If a customer's delinquent account balance has been charged to the County of Lake Tax Roll, the customer is required to pay the County Tax Collector prior to restoration of services. The District will only restore services once the entire tax balance has been paid, confirmed by the County of Lake and the remaining balance owed to the District has been paid.

Chapter 6 - Fees

3-6.101 SCOPE

This Chapter applies to District fees, penalties, and deposits.

3-6.102 FEES: INSTALLATION CHARGES

A person may obtain a connection to an existing District main by paying to the District the following installation charges based upon the size of meter which is required for the service:

Size of Meter	Installation Charge July 1, 2020		
3/4" – 5/8"	\$269.00		
1"	\$269.00		
1-1/2" (or larger)	Actual Cost to District		

3-6.103 MISCELLANEOUS FEES

- (a) If the District takes steps to discontinue service for failure to comply with this Code, the customer shall pay the following additional charges before service is reinstated:
- (1) A \$25.00 "Door Hanger Fee" for each trip to the property to deliver notice of disconnection of service.
 - (2) A \$50.00 "Turn On Fee" for each trip to the property during regular business hours at the request of the customer to reactivate water service previously disconnected for nonpayment.
 - (3) A \$150.00 "After Hours Service Fee" for each trip made to the property after regular business hours at the request of the customer.

3-6.104 BILLABLE FEES

Administrative Fee	Minimum of \$100.00 or actual time at hourly rate	\$100.00
After Hours Service Fee		\$150.00
Backflow Device Inspection Fee	(If District has a Certified Backflow Tester, this fee will be charged to the customer's account)	\$45.00
Delinquent Turn Off Fee		\$100.00
Door Hanger Fee		\$25.00
Foilage Removal Fee		\$37.50
Grease Trap Reinspection Fee		\$70.00
Illegal Cross Connection Fee		\$500.00

Illegal Tamper Fee	Minimum of \$100.00 or actual repair or replacement	\$100.00
Inspection Fee		\$96.00
Penalty (Late) Fee	\$10.00 or 10.0% whichever is greater	
Lien-Property Tax Roll Fee		\$57.00
Meter Reset Fee	Minimum of \$100.00 or actual repair or replacement	\$100.00
Returned Check Fee		\$32.00
Service Forfeit Reconnect Fee	Minimum of \$100.00 or actual repair or replacement	\$100.00
Service Reduction Inspect Fee		\$96.00
Service Turn On Fee		\$50.00
Transfer Fee (New Owner/Tenant)		\$50.00

TITLE 4 – WATER CONSERVATION

Chapter 1 – General

4-1.101 USE OF WATER - SUPPLYING ANOTHER PERSON

Water shall not be supplied to any property other than described in the application for service except as provided in this section.

The General Manager may permit a customer to supply water to a holder of a public works contract or private contractor. Such permit shall be denied to any person who is indebted to the District for any prior water or damage charges, or who has failed to comply with the rules and regulations of the District or previously issued permit.

No customer of the District shall deliver or permit to be delivered any water outside of this District’s boundaries or for use outside of the boundaries, from a service connection, or other facilities connected to the District’s facilities, without the consent of the Board.

Service of water shall not be made through a single meter to two or more parcels of separately owned property. A temporary exception may be made to this rule if approved by the General Manager, provided that there is no main contiguous to the property from which separate service may be had, and provided further that the customer for whom the meter was installed shall give satisfactory guarantee of payment for all water delivered. Such service shall be charged as though separate meters existed for each separate use. Whenever a District main is installed from which separate service can be rendered, the General Manager will notify the parties and the common service will be discontinued after the time limit noted in the notices.

4-1.102

PENALTIES FOR WASTEFUL WATER USE

- (a) No customer shall knowingly permit waste or leaks of water. Where water is wastefully or negligently used on the customer's premises, the District may discontinue the service, if such conditions are not corrected within five days after the General Manager gives the customer written notice.
- (b) In the event of a water shortage, a water budget shall be established for each customer of the District, and customers shall be notified of the basis for calculating their water budgets. Water use exceeding twice a customer's water budget is a waste of water, a violation of the District's rules and regulations, and shall be subject to escalating administrative penalties.
- (c) For the first penalty, the customer shall receive a written warning from the District including the amount of the exceedance, the penalty that would have been levied absent the provision of a warning and notice that further exceedances will result in monetary penalties as described herein.
- (d) For the second penalty, the customer shall also receive a written warning from the District showing the amount of the penalty that will be levied on the same quantity of water in the event of a third exceedance.
- (e) Penalties shall be collected on the customer's water bill. Any penalties shall be the responsibility of the customer of record for the property where the violation occurred and shall be paid in addition to the fees the District imposes for the cost of water service to the property. Non-payment of penalties imposed pursuant to this section shall be subject to the same remedies as available to the District for the non-payment of fees for water service. The receipt of a water bill with any applicable penalties shall serve as notice of violation.
- (f) Penalties, including the written warning, may be appealed. A customer who wishes to appeal the imposition of a penalty shall:
 - (1) Pay all amounts stated on the bill except for the disputed penalties; and
 - (2) Submit a completed Appeal Request Form to the District within 15 calendar days of the date of the appellant's water bill for the billing cycle in which the penalty was imposed.
- (g) An appeal will be granted if the District finds that competent evidence supports a reasonable conclusion that:
 - (1) The excessive water use was the result of a malfunction of the District's water system or a billing error by the District;
 - (2) The water was needed for health or safety reasons; or
 - (3) A leak occurred on the property during the subject billing cycle.
- (h) The District will respond to appeals within 30 calendar days of receipt. The District may require additional documentation prior to making a decision on an appeal. In the event an appeal is denied, the appellant shall pay the District within 10 days of denial of the appeal.

74

4-1.103

UNAUTHORIZED USE OF FIRE HYDRANTS

Except as provided herein, no person shall use water from a fire hydrant for any purpose other than fire suppression, said person must have prior approval from the General Manager.

Water may be used to maintain or test a fire sprinkler system. Authorization to use water through a fire service connection for the purpose of maintaining or testing a fire sprinkler system will be granted up to four times per year with advance notification to the District. Exceptions may be made upon the estimated quantity of water to be used. The General Manager may restrict or prohibit such non-emergency flows as may be detrimental to the District's system.

When it is found that a fire service or a fire hydrant has been used for any purpose other than for suppression, or a single service has exceeded the allowable capacity of the by-pass meter, the District may charge the sum of \$200.00 for the first offense, \$300.00 for the second offense, and \$500.00 for the third and subsequent offenses; if warranted by the estimate of water usage for each and every incident of authorized use. (Each day of use may be construed as a separate incident.)

If the General Manager determines that leakage has occurred, totaling less than 0.03 units of water per period delivered during 3 consecutive billing periods to the customer's fire service or fire hydrants, the General Manager shall notify the customer of the usage and encourage customer to fix the leak.

If the General Manager determines that leakage has occurred, totaling less than 15 units but more than 0.03 units of water per period have been delivered to the customer's fire system or fire hydrant, the customer shall present satisfactory evidence that the leak has been repaired, or pay \$75.00 per billing period in addition to the regular charge described herein.

If the General Manager determines that leakage has occurred, totaling more than 15 units of water per period during three consecutive billing periods to the customer's fire service or fire hydrant, the customer shall be required either to present satisfactory evidence that the leakage has been fixed, or he must remove the detector check valve and purchase a water meter of the appropriate size. If the customer chooses to purchase a water meter, the customer shall pay all fees and charges normally associated with the purchase of the meter.

If repeated unauthorized use of a fire service or hydrant occurs, the General Manager shall notify the fire department and the occupant of the properties served by the fire service or fire hydrant that within 10 days the fire service or fire hydrant shall be disconnected until all charges for each violation have been paid and until assurances, satisfactory to the General Manager, have been given that no further unauthorized use will occur.

4-1.104 OPERATION OF DISTRICT FACILITIES RESTRICTED

No one except an employee or representative of the District shall at any time, in any manner, operate service valves, main valves or gates of the District's system, or interfere with meters or their connections, water mains or other parts of the District's water system.

4-1.105 DAMAGE TO PROPERTY

In no case will the District be liable for damages occasioned by water running from opened or faulty fixtures, or from opened or damaged pipes on the customer side of the meter. The customer shall be liable for any damage to the District's service facilities when such damage is from any act or omission of the customer or his family, tenants, agents, employees, contractors, licensees, or permittees.

4-1.106 FRAUD

Service may be discontinued, if necessary, to protect the District against fraud or abuse.

4-1.107 REQUIREMENTS

Customers shall conserve water supplied by the District by the prevention and elimination of all waste or leakage of water.

All fixtures must be approved by the State Department of Housing and Community Development, and toilets, urinals and showerheads must have a certification of volume by a reputable independent testing organization.

Where requirements of this subsection would cause hardship or if suitable fixtures are not available, hot water re-circulating systems or point of use hot water heaters may be substituted as water conserving measures for up to two toilet installations per single family dwelling.

In commercial uses, developers/owners may install fixtures that use up to 3.5 gallons per flush when rest room facilities must meet County handicapped use requirements and/or when vandalism of tank style toilets is likely. All water conserving fixture installations may be subject to compliance inspection, prior to issuance of final occupancy permits.

4-1.108

WATER CONSERVATION MEASURES

- (a) Customers shall comply with the following water conservation measures:
 - (1) Potable water shall not be used to clean or sweep hard surfaces such as sidewalks, walkways, driveways, or parking areas, and only as necessary to protect the public health and safety.
 - (2) Hotels, motels and other places for commercial transient occupancy shall offer guests who stay more than one night the opportunity to retain towels and linens during their stay.
 - (3) Car washing is permitted only with the use of a nozzle having an automatic shut-off.
 - (4) Fountains and other decorative water features shall recirculate water.
 - (5) Drinking water shall be served only upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.
 - (6) Limit the number of watering days, if and as determined by the Board, except that watering is permitted at any time with a hand-held hose equipped with an automatic shut-off, a faucet filled bucket of five gallons or less, or a drip irrigation system.
- (b) Customers shall use the following irrigation practices:
 - (1) Irrigation shall occur after 5:00 p.m. and before 10:00 a.m. No irrigation is permitted during and within 48 hours after measurable rainfall.
 - (2) Irrigation shall not run off to streets, gutters or adjacent properties.
- (c) The District shall assist in the promotion of water efficient irrigation practices under the Water Conservation in Landscaping Act.

4-1.109

CONSERVATION INCENTIVES

Customers are encouraged to make the most efficient use of the potable and recycled water supplies. The District may offer, when available, incentives to customers who replace high volume water use equipment, appliances, and devices with low volume water use equipment, appliances, and devices.

4-1.110

ENFORCEMENT

Customers shall be notified in writing when the first violation of this article is discovered by the District. The notice shall include a warning that further violations could result in stricter penalties as set forth below:

- (1) Customers who violate this article for a second time within a twelve-month period have committed an infraction punishable by a fine of up to \$100.
- (2) Customers who violate this article for a third time within a twelve-month period an infraction punishable by a fine of up to \$200.

- (3) Customers who violate this article for a fourth time within a twelve-month period have committed an infraction punishable by a fine of up to \$500.
- (4) The District may terminate service to customers who have violated provisions of this article five times within a twelve-month period.
- (5) Customers may appeal enforcement fines to the General Manager, to be reviewed by the Board of Directors at the first Regularly Scheduled Board Meeting following the date of the appeal.

4-1.111 WATER SHORTAGE RESPONSE – DROUGHTS AND EMERGENCIES

The District hereby establishes four stages of escalating response to a water shortage caused by droughts and emergencies. Each stage may be triggered by a declaration from federal or state authorities, or the District to address events that result in a water shortage.

Stage 1 – Water Shortage Alert

Stage 1 is a condition resulting in a 0 to 10% water shortage necessitating a voluntary water use reduction. The District will initiate a public information campaign to increase awareness of water conservation measures. Customers are expected to perform voluntary water use reductions and adhere to on-going water conservation measures.

Stage 2 – Water Shortage Warning

Stage 2 is a condition resulting in a 10 to 20% water shortage necessitating a higher level of voluntary water use reduction. The District will expand the public information campaign and step up enforcement of water conservation measures. Customers are expected to re-double voluntary water use reductions and strictly adhere to water conservation measures.

Stage 3 – Water Shortage Emergency

Stage 3 is a condition resulting in a 20 to 50% water shortage necessitating mandatory water use reductions. Depending on the severity of the shortage, the District will intensify the public information campaign and expand enforcement of water conservation measures. Additionally, the Board will determine the appropriate drought factor for water allotments if necessary.

Stage 4 – Critical Water Shortage Emergency

Stage 4 is a condition resulting in a 50% or higher water shortage necessitating prohibition of outdoor water use for irrigation, pools, and fountains. The District will implement crisis communications and activate its Emergency Operations. Customers shall be required to terminate all outdoor use except as necessary to protect public health and safety. Additionally, the Board will determine reduction in indoor water allotments if necessary.

Chapter 2 - Protective Measures

4-1.201 RELIEF VALVE RECOMENDED

To protect the customer's plumbing system, when pressure regulating valves or other protective devices are connected to a water heater of any type, a suitable pressure relief valve shall be installed and maintained by the customer, in accordance with the Uniform Plumbing Code.

4-1.202 SERVICE CONNECTION SHUT-OFF VALVES

A customer shut-off valve is recommended to be installed within two feet of the meter box on the customer side, and it at the responsibility and sole expense of the customer.

4-1.203 CROSS-CONNECTION PREVENTION: GENERAL

These regulations are intended to protect the District's potable water supply and are not intended for protection of users from the hazards of cross-connections within their own premises.

CLEARLAKE OAKS COUNTY WATER DISTRICT
COUNTY OF LAKE, STATE OF CALIFORNIA

ORDINANCE NO. 83

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
CLEARLAKE OAKS COUNTY WATER DISTRICT
REGARDING ITS WATER CODE**

THE BOARD OF DIRECTORS OF CLEARLAKE OAKS COUNTY WATER DISTRICT
ORDAINS AS FOLLOWS:

1. On or about November 19, 2020, the District adopted by resolution a Water Code that sets rates and establishes rules and regulations for the provision of potable water service to District customers.
2. All ordinances or parts of ordinances in conflict with the provisions of the Water Code are hereby repealed, including ordinance 1, 11, 13, 20, 21, 22, 25, 26, 27, 28, 35, 51, 56, 57, 64, 73, 74, 75, 76, 77, 78, and 81.
3. On or about May 21, 2015, the Board of Directors adopted Ordinance 81 that, in part, set the rates for water service, which are reaffirmed and readopted herein. To the extent Ordinance 81 contains terms other than water rates that differ from or conflict with the Water Code, the Water Code shall govern and supersede those terms in Ordinance 81.
3. This ordinance is effective upon its adoption.
4. If any section, provision, or part of this ordinance is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part not adjudged invalid or unconstitutional.

The foregoing ordinance was introduced before the Board of Directors of Clearlake Oaks County Water District at a public meeting on November 19, 2020, and adopted by the following vote on December 17, 2020, at the public meeting of the Board of Directors by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

Exhibit 1

Formatted: Font: Not Bold
Formatted: Indent: Left: 5"

Clearlake Oaks County Water District

SEWER CODE



Formatted: Font color: Auto

December 14, 2020

21

TABLE OF CONTENTS

Title 1 – General Provisions	4
Chapter 1 – Adoption of Code	4
Chapter 2 – Rules of Construction	5
Title 2 – District Policies	7
<u>Title 3 – Sewer Service</u>	<u>8</u>
Chapter <u>1</u> – <u>General</u>	<u>8</u>
<u>Chapter 2 – Commencement of Service</u>	<u>9</u>
Article 1 – <u>Application for Service</u>	<u>9</u>
Article 2 – <u>Fees and Deposits</u>	<u>11</u>
Chapter <u>3</u> – <u>Conditions of Service</u>	<u>13</u>
<u>Article 1 – General</u>	<u>13</u>
<u>Article 2 – Rates: Time and Manner of Payment</u>	<u>13</u>
Chapter <u>4</u> – <u>Delinquent Accounts</u>	<u>18</u>
Chapter <u>5</u> – <u>Fees</u>	<u>24</u>
Chapter <u>6</u> – <u>Sewer Cleanout Requirements</u>	<u>25</u>
Chapter <u>7</u> – <u>Nuisances</u>	<u>27</u>

Deleted: s

Deleted: 7

Deleted: 4

Deleted: Conditions of Service

Deleted: 7

Deleted: General

Deleted: Rates: Time and Manner of Payment

Deleted: 5

Deleted: Delinquent Accounts

Formatted: Indent: Left: 1"

Deleted: 6

Deleted: Fees

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

82

PURPOSE

The Clearlake Oaks County Water District was formed and exists under the provisions of the County Water District Law, California Water Code, Division 12, section 30000, et seq. Wastewater disposal facilities have been constructed for the interception, treatment and disposal of wastewater originating within its boundaries. The purpose of this Code is to regulate the disposal of wastewater, and to provide the maximum public benefit of the wastewater disposal facilities of the District.

Our mission, to provide the best quality water and the safest, most efficient treatment and disposal of wastewater at a reasonable cost.

Our vision, to provide high quality drinking water and environmentally safe disposal of wastewater.

This Code requires no expiration date and is in full effect until amended, rescinded or superseded.

Formatted: Font: 16 pt, Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Justified, Indent: Left: 0", Hanging: 0.5"

Formatted: Font: Not Bold, Highlight

Deleted: for wastewater disposal services within its boundaries

Formatted: Font: Not Bold

Deleted: *

Deleted: *

Deleted: interception

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Deleted: The regulations shall require charges for the use of wastewater disposal facilities of the District which are designed to recover achieve recovery of the capital and operating costs of such facilities. The regulations shall include provisions for enforcement and penalties for violations.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: 12 pt, Not Bold

Formatted: Justified

Formatted: Centered, Indent: Left: 0.56"

Formatted: Justified

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

TITLE 1 - GENERAL PROVISIONS

Chapter 1 - Adoption of Code

1-1.101 TITLE

This Code shall be known as the "Clearlake Oaks County Water District Sewer Code." Except as otherwise provided in this Code, this Code consists of regulatory, penal, and administrative rules related to the receipt of sewer service from Clearlake Oaks County Water District pursuant to the authority set forth in the County Water District Law, California Water Code, Division 12, section 30000, et seq.

1-1.102 EFFECT OF CODE ON PAST ACTIONS AND OBLIGATIONS

Neither the adoption of this Code nor the repeal of any ordinance or resolution of the District by this Code shall in any manner affect the prosecution for violations of ordinances or resolutions, which violations were committed prior to the effective date of this Code, nor be construed as a waiver of any fee or penalty on such effective date due and unpaid under such ordinances or resolutions, nor be construed as affecting any of the provisions of such ordinances or resolutions relating to the collection of any such fees or penalties or the penal provisions applicable to the violation of such ordinances or resolutions, nor to effect the validity of any bond or cash deposit required to be posted, filed, or deposited pursuant to any ordinance or resolution, and all vested rights and obligations pertaining to such ordinances or resolutions shall continue in full force and effect.

1-1.103 REFERENCES TO SPECIFIC ORDINANCES

The provisions of this Code shall not in any manner effect deposits or other matters of record which refer to, or are otherwise connected with, ordinances or resolutions which are specifically designated by number or otherwise and which are included within this Code, but such references shall apply to the corresponding provisions set forth in this Code.

1-1.104 MAINTENANCE OF CODE

At least one copy of this Code, duly certified by the Secretary, shall be maintained on file in the District offices as the official copy of this Code. Additional copies of this Code shall be distributed to the departments of the District as directed by the General Manager.

A duly certified copy of each ordinance or resolution making a change in this Code shall be filed in the office of the Secretary in books for such purpose, properly indexed for ready reference.

Deleted: ¶

¶
¶
¶
¶
¶

Formatted: Left

Deleted: ¶

¶
¶

Formatted: Font: Bold

Deleted: IVE

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

At least quarterly, the Secretary shall cause the loose-leaf pages of this Code in which changes have been made to be reproduced, including a notation as to the ordinance or resolution number and date on which such change is adopted, and distributed so that the loose-leaf copies of this Code, prepared for the use and convenience of the officers and employees of the District and the general public may be brought up to date.

Chapter 2 - Rules of Construction

1-2.101 SCOPE

Unless the provisions of this Code otherwise specifically provide, or the context of this Code indicates to the contrary, the general provisions, rules of construction, and definitions set forth in this chapter shall govern the construction of this Code. The provisions of this Code and all proceedings under it are to be construed with a view to affect its object and to promote justice.

1-2.102 STATEMENT AND CONTINUATIONS

The provisions of this Code insofar as they are substantially the same as existing ordinances or resolutions relating to the same subject matter, shall be construed as restatements and continuations and not as new enactments; provided, the provisions of this Code shall govern over any differences between an ordinance or resolution existing at the time of adoption of this Code.

1-2.103 EFFECT OF HEADINGS

Title, Chapter, Article, and Section headings contained in this Code shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of any Title, Chapter, Article, or Section of this Code.

1-2.104 REFERENCES TO ACTS OR OMISSIONS WITHIN THE DISTRICT

The provisions of this Code shall refer only to the omission or commission of acts within the territorial limits of the District and to the territory outside the District over which the District has jurisdiction or control by virtue of the Constitution of the State or any law, or by reason of ownership or control of property.

1-2.105 REFERENCES TO ORDINANCES OR RESOLUTIONS

Whenever any reference in this Code is made to an ordinance or resolution, the reference shall apply to such ordinance or resolution of the District unless this Code expressly provides otherwise. Whenever any reference is made to any portion of this Code, or to any ordinance or resolution of the District, the reference shall apply to all amendments and additions made to this Code.

Formatted: Font: Times New Roman, 10 pt, Not Bold

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

1-2.106 NOTICES

Whenever a notice is required to be given pursuant to the provisions of this Code, unless different provisions are otherwise specifically set forth in the text of this Code, such notice may be given either by personal delivery thereof to the person to be notified or by deposit in the United States Mail in a sealed envelope, postage prepaid, addressed to such person to be notified at his last known business or residence address as the same appears in the public records of the District or other records pertaining to the matter to which the notice is directed. Service by mail shall be deemed to have been completed at the time the notice is deposited in the Post Office.

1-2.107 SEVERABILITY

If any part of this Code is, for any reason, held to be invalid or unconstitutional, such decisions shall not affect the validity of the remaining portions of the Code. The Board hereby declares that it would have passed this Code by section, sub-section, sentence, clause, and phrase thereof, irrespective of the fact that any one or more other sections, sub-sections, sentences, clauses, or phrases be declared invalid or unconstitutional.

1-2.108 STATUTE OF LIMITATIONS

Whenever a limitation or a period of time prescribed in any existing ordinance, resolution, or statute for acquiring a right or buying a remedy, or for any other purpose, has begun to run before this Code goes into effect, the time which has already run shall be deemed a part of the time prescribed as such limitation.

1-2.109 DEFINITIONS

For the purposes of this Code, unless otherwise apparent from context, certain words and phrases use in this Code are defined as follows:

- (a) "Board" refers to the Board of Directors of the District.
- (b) "Customer" refers to the property owner of record as verified by the Assessor's office of the County of Lake or a tenant assigned to the service address.
- (c) "Director" refers to a member of the Board.
- (d) "District" refers to Clearlake Oaks County Water District.
- (e) "Employee" refers to a District employee.
- (f) "General Manager" refers to the General Manager of the District.
- (g) "Person" refers to any person, firm or corporation.
- (h) "President" refers to the President of the Board.
- (i) "Vice President" refers to the Vice President of the Board.
- (j) "Secretary" refers to the Secretary of the Board.

Deleted: "Customer" refers to the property owner of record as verified by the Assessor's office of the County of Lake.

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

210

- (k) "State" shall mean the State of California.
- (l) "Section" shall mean a section of this code unless other source is specifically mentioned.
- (m) "Tenant" refers to the person who occupies land or property rented from a customer.
- (n) "Quarterly" where used to designate a period of time, shall mean the first three calendar months of any given year or any succeeding period of three calendar months.

TITLE 2 - DISTRICT POLICIES

2-1.101 GENERAL

The District shall, to the extent practicable, collect Sewer from District customers consistent with the County Water District Law and other State and Federal laws, rules, and regulations.

2-1.102 COLLECTION OF SANITATION

The Board has fixed the rates at which sewer shall be collected, and the regulations governing classes of service and the conditions of service. All sewer rates and regulations are set forth in this Code.

2-1.103 RATE REVIEW

At least annually, the Board shall review and confirm the rates, fees, and charges for sewer service. Adoption of the annual budget with rate assumptions included therein may constitute such review.

2-1.104 OPERATING COSTS

As near as practicable, the Board shall establish service charges at a level sufficient to recover the cost of operating and maintaining the service.

2-1.105 CAPITAL IMPROVEMENT COSTS

As near as practicable, the Board shall establish connection charges sufficient to recover the cost of constructing capital improvements required to provide service.

Deleted: ¶
Deleted: 0
Formatted: Font: Times New Roman, 10 pt, Not Bold
Formatted: Font: Times New Roman, 10 pt, Not Bold

TITLE 3 - SEWER SERVICE

Chapter 1 - General

3-1.101 SCOPE

This Title applies to the collection of sewer from the District; rates, fees and deposits to cover the cost thereof; the time and manner of payment for services rendered; protection of the system from mechanical and health hazards; and rules and charges for connections to existing mains.

3-1.102 DEFINITIONS: GENERAL

The definitions in this Article shall be used to interpret this Title, unless otherwise apparent from the context.

3-1.103 SERVICE OR SEWER SERVICE

"Service" or "Sewer Service" means the collection of sewer through a lateral connection to the District's main pipe for which fees and charges have been paid,

3-1.104 APPLICANT

"Applicant" means a person applying for sewer service from the District.

3-1.105 CLASS OF SERVICE

Class of Service refers to the type of sewer service collected from a customer. There are three classes of service:

"Single-Family Class" refers to collection from one residential unit, including an in-law or other axillary unit, not used for commercial purposes being served through a dedicated sewer lateral.

"Multi-family Class" refers to service to 2 or more combined residential units served by a single lateral.

"Commercial Class" refers to service to a business, institution, or government agency.

3-1.106 CONNECTION FEES

"Connection Fees" means fees levied by the District to recover the cost of facilities needed to collect sewer, including "Inspection Fees" to inspect the lateral being connected to the main pipe.

Deleted: POTABLE WATER

Deleted: ANITATION

Deleted:

Deleted: WATER

Deleted: "Service" does not refer to the system of pipes and appurtenances to collect sewer.

Deleted: "

Deleted: "

Deleted: .

Deleted: .

Formatted: Indent: Left: 1", First line: 0"

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

3-1.107 CUSTOMER

“Customer” refers to the property owner of record as verified by the Assessor’s office of the County of Lake or a tenant assigned to the service address.

Formatted: Indent: Left: 1", First line: 0"

3-1.108 SERVICE FEES

“Service Fees” or “Miscellaneous Fees” means the fees levied to recover costs incurred to operate and maintain the sewer system

Deleted: “Customer” means the property owner of record as verified by the Assessor’s office of the County of Lake means a person or persons receiving sewer service from the District.¶

3-1.109 TYPES OF SERVICE

- (a) District provides permanent service only.
- (b) “Permanent Service” means service to property, parcel and/or lot, with or without a structure, with a service connection to the District,
- (c) “Water Service” means potable water service provided by the District under the “Clearlake Oaks County Water District Water Code.”

Deleted: with or without a structure

Deleted: (c)

Deleted: ©

Deleted: – See

Deleted: .

Deleted: .

Deleted: within the District boundaries.

Deleted: ¶

Chapter 2 - Commencement of Service

Article 1 - Application for Service

3-2.101 COMMENCEMENT OF SERVICE: GENERAL

An applicant for sewer service or to change an existing sewer service shall provide adequate property documentation, execute appropriate application process, pay the required service initiation fees, make the required deposits, and meet the conditions set forth herein.

Deleted: ;

No sewer service of the District shall be collected from any premises or to any person free of charge except by authorization of the Board of Directors as allowed by law.

3-2.102 COMMENCEMENT OF SERVICE: APPLICATIONS

- (a) The application for service shall include an agreement to abide by District regulations and such information as the General Manager may reasonably request. Such application shall be for service to a particular and identified property.
- (b) If the application is for service to property not previously served by the District, the applicant shall also present construction and/or site plans at the time the account is requested to be set up.
- (c) If the application is for an account in the name of a corporation or partnership, the applicant shall provide a personal guarantee from an owner or principal of the entity, regardless of the form of organization, as follows:

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

3-2.103

APPLICANT'S RESPONSIBILITY

- (a) Multiple applicants for a commonly owned property shall be jointly and severally liable for sewer service. A single bill shall be sent to their designee.
- (b) Responsibility for service may be claimed by a customer as follows:
 - (1) An account can be changed from two spouses to one spouse with transfer of ownership paperwork, death certificate, or by written request signed by both owners of record.
 - (2) An account can be changed to a family member in "in care of" upon written request from the owner of record.
 - (3) A customer can direct billing information to a third party, and bills will be sent "in care of" the party who will make the payment.
 - (4) A tenant or lessee of a property with evidence of a valid lease agreement and a Tenant Transfer Authorization Form may apply for service, and the bill shall be sent to the tenant or lessee. The tenant or lessee is responsible for the payment of service fees and charges in accordance with District rules and regulations. The property owner shall be responsible for any unpaid service fees and charges of a tenant or lessee. Upon request by the property owner, the District will notify said owner and include the amounts owed and due dates. The District shall disclose whether or not an account held by a tenant or lessee is in good standing and, if there is an unpaid balance, the amount owed and due date.
 - (5) Interim non-owner transfer requests can be made on a case by case basis and must be approved by the General Manger. An agreement must be signed assuming responsibly of the bill upon transfer.
 - (6) Real Estate Agents may request to transfer service(s) into their name for which they are facilitating the sale of real property by providing a listing agreement.

Deleted: ¶

3-2.104

LATERAL REQUIRED

- (a) Service installations will be made only to property abutting public streets or abutting a District collection main, as may be constructed in alleys or easements, at the convenience of the District.
- (b) Individuals may not sell sewer connections.
- (c) It is recommended that a sewer lateral clean out be installed at the customer's property line, following the regulations set forth in Section 3-6.101.
- (d) The customer is solely responsible for all costs associated with the installation, maintenance, and repair of the customer's sewer lateral and clean-out facility.
- (e) A customer must notify the District when experiencing a sewer blockage.

Deleted: (7) . No customer shall supply water to any person, firm, or corporation other than the occupants of the premises of such customer. ¶

Deleted: on

Deleted: on such distribution or

Deleted: s

Deleted: .

Deleted: ¶
Services installed in new subdivisions prior to the construction of streets or in advance of street improvements must be accepted by the applicant in locations determined by the District. ¶

Formatted: Indent: Left: 0"

Deleted: , unless sold with the parcel

Deleted: A

Deleted: must is recommended to

Deleted: .

Deleted: will be the sole burden of the customer

Commented [A4]: What does this mean?

Commented [A5R4]: This means the customer needs to call the District first to determine if the blockage is on the District side or the customer side

Commented [A6R4]: You don't want to do that. What if it's not the main and sewage is backing up into a house? Besides, if it's a lateral, it's not the District.

Deleted: w

Deleted: lateral

Deleted: the customer must first contact the District and advise of the blockage on the District's side of the lateral prior to contacting a plumber or contractor

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

- (f) The customer is responsible to insure minimal inflow and infiltration into the Districts sewer system from the customer side of the lateral.

All service connections, and other equipment furnished by the District shall be placed, maintained, and repaired by the District. The customer shall provide a space for and exercise proper care to protect the property of the District. In the event of loss or damage to the District's property arising from neglect or misuse by the customer, the cost of necessary repairs or replacement shall be paid for by the customer.

The District reserves the right to discontinue service which may seriously impair service to any other customer or to the District's service facilities.

Article 2 - Fees and Deposits

3-2.201 FEES AND DEPOSITS: GENERAL

An applicant shall pay the applicable fees and deposits as set forth herein.

3-2.202 SERVICE FROM EXISTING SERVICE CONNECTION

The applicant may not be required to pay capital expansion fees if the applicant's property can be served from an existing service connection. Connection fees and service fees shall be paid if the applicant requests that a forfeited service be activated.

3-2.203 SERVICE FROM NEW SERVICE CONNECTION

If the applicant's property cannot be served from an existing connection but can be served from an existing sewer main, the applicant shall pay Capital Expansion Fees prior to the connection being made. Each service connection is specific to only one (1) individual dwelling and accessory structures.

3-2.204 CAPITAL EXPANSION

A person may apply to obtain a connection to an existing District main by paying a Capital Expansion Fee based upon the class of service which is required for the service.

All new connections or upgrades are required to have a completed Capital Expansion Fee quote on file, and all costs associated with service connection must be paid in full prior to connection.

Formatted: Font: Times New Roman

Formatted: Left, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1.5"

Commented [A7]: What does this mean? Surely, you don't want water constantly running in the house.

Deleted: ¶

¶

¶

¶

Formatted: Indent: Left: 0"

Deleted: ¶

Formatted: Indent: Left: 1"

Deleted: ion

Deleted: in this

Deleted: is not

Deleted: Outstanding c

Commented [A8]: You can't require a new owner/customer pay amounts owed by another customer.

Deleted: of unit

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

Capital Expansion Fees for mobile home parks, approved subdivisions, or any other type of multi-unit development shall be charged on a per mobile home or unit basis at the same rate as for a single-family dwelling.

All costs associated with the installation, maintenance, or repair of the aforementioned connection(s), along with inspection fees, shall be the sole responsibility of the applicant.

Lateral Size	Capital Expansion Fee	Administrative Fee	Inspection Fee	Total Installation Cost
Residential	\$10,000.00	\$300.00	\$96.00	\$10,396.00
Commercial	\$12,000.00	\$300.00	\$96.00	\$12,396.00

Deleted: property owner
 Deleted:
 Formatted Table
 Formatted: Centered
 Formatted: Centered

3-2.205 COMMENCEMENT

As used herein, "service commences" when a request for service has been completed and sewage can be collected from the applicant's property through District facilities.

Deleted: sewer

3-2.206 ASSURANCES OF SERVICE

When an applicant desires assurances (will-serve) that service will be provided at a future date, such assurances will be given only if the applicant agrees to be bound by District regulations, including regulations for the payment of connection fees existent when service commences, the applicant makes financial arrangements to pay connection fees in the future by depositing cash with the District, and the applicant agrees to be bound by the terms of the application for service.

Service connections installed by a customer are inspected prior to acceptance by the District to assure they meet District specifications. A person connecting to the system must do so in a business-like manner so that proper alignment of the facilities is in place.

3-2.207 DEPOSITS: SERVICE FROM EXISTING SERVICE CONNECTION

- (a) If the applicant has not promptly paid previous sewer bills or has a credit history indicating the applicant is a credit risk, the applicant shall make a cash deposit of twice the amount of the normal maximum bill for such property.
- (b) If the commercial applicant is not the owner of the property where service is requested, the applicant shall make a cash deposit of twice the amount of the normal maximum bill for such property.

Deleted: 0
 Formatted: Font: Times New Roman, 10 pt, Not Bold
 Formatted: Font: Times New Roman, 10 pt, Not Bold

02

- (c) A deposit shall be made by customers who have received a final notice five or more times within a two-year period, and from every customer whose service is disconnected for nonpayment of sewer charges. Deposits may be refunded to a customer after one year of service without more than one final notice. Refunds shall be made by check unless the customer expressly requests that the refund be made by crediting the amount of the deposit to the account.
- (d) Public agencies and public utilities are not required to make the deposits required by this section.

Chapter 3 - Conditions of Service

Article 1 – General

3-3.101 GENERAL

The District will exercise reasonable diligence and care to continuously and adequately collect sewage,

3-3.102 AREAS SERVED

Lands lying within the boundaries of the District are eligible to receive sewer service.

Article 2 - Rates: Time and Manner of Payment

3-3.201 CONTINUATION OF SERVICE

A customer shall be entitled to continue to receive sewage collection from the District by compliance with the provisions of this Chapter. Customers shall pay the following monthly base rate,

Deleted: water

Deleted: 4

Deleted: 4

Deleted: er

Deleted: 4

Formatted: Indent: Left: 1", First line: 0"

Deleted: water

Deleted: ¶

Formatted: Left

Deleted: 4

Formatted: Indent: Left: 1"

Deleted: er

Deleted: ¶

Deleted: ¶

¶

¶

Each customer shall pay a monthly usage charge based on the units of water delivered, as follows:¶

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

93

Classification	Commencing with billing dates on or after:			
	07/01/2020	07/01/2021	07/01/2022	07/01/2023
SFD/MFD/MHD	\$45.77			
School- Per Student	\$1.44			
RV/Campsite (Per Space)	\$13.08			
Hotel/Motel (Per Room)	\$21.22			
Laundromat (Per Machine)	\$29.06			
Church	\$44.86			
Service/Gas Station (Per Restroom)	\$29.06			
Beauty/Barber Shop	\$44.89			
Restaurant	\$67.56			
Restaurant (With Bar)	\$114.48			
Bar	\$65.42			
Bar (With Kitchen/Food)	\$63.21			
Service Club	\$44.89			
Service Club (With Kitchen/Food)	\$63.21			
Commercial Office Space	\$44.89			
Community Beach (Per Restroom)	\$44.89			
Fire Protection	\$44.89			

Formatted Table
Deleted: ¶
¶
¶
¶
¶
¶
¶
Deleted: *

Deleted: *C: Commercial¶

Deleted: ¶
¶
¶
¶
¶
¶
¶
¶
Deleted: 0
Formatted: Font: Times New Roman, 10 pt, Not Bold
Formatted: Font: Times New Roman, 10 pt, Not Bold

AA

Each customer shall pay a monthly charge for the "Capital Replacement Project" for the repair and replacement of infrastructure within the District's boundaries.

Classification	Commencing with billing dates on or after:			
	07/01/2020	07/01/2021	07/01/2022	07/01/2023
CRP Sewer				
SFD/MFD/MHD	\$17.42			
School- Per Student	\$0.42			
RV/Campsite (Per Space)	\$5.58			
Hotel/Motel (Per Room)	\$7.73			
Laundromat (Per Machine)	\$9.81			
Church	\$14.00			
Service/Gas Station (Per Restroom)	\$9.81			
Beauty/Barber Shop	\$14.00			
Restaurant	\$20.00			
Restaurant (With Bar)	\$32.41			
Bar	\$19.42			
Bar (With Kitchen/Food)	\$18.83			
Service Club	\$14.00			
Service Club (With Kitchen/Food)	\$18.83			
Commercial Office Space	\$14.00			
Community Beach (Per Restroom)	\$14.00			
Fire Protection	\$14.00			

3-3.202 BILLING ADJUSTMENTS

- (a) Adjustments will be made when a billing error occurs.
- (b) The presence of a sewer blockage on the customer side of the sewer lateral does not qualify for a billing adjustment.

Formatted: Indent: Left: 0"

Deleted: *C: Commercial¶
Formatted Table

Deleted: * ... [1]

Deleted:

Deleted: er

Deleted: 0
Formatted: Font: Times New Roman, 10 pt, Not Bold
Formatted: Font: Times New Roman, 10 pt, Not Bold

95

3-3.203 **BILLS DUE WHEN PRESENTED**

All bills and charges shall be due upon receipt, but are not considered late until after the specified due date on the statement. A late fee of \$10.00 or 10%; whichever is greater, will be applied to the account.

The District may waive a late fee one time per billable account in a twelve-month period or in the sole discretion of the General Manager.

Deleted: 4

3-3.204 **PAYMENT OPTIONS**

The District offers the following payment options for all customers:

- (a) Payments are accepted in person at the Administrative Office or over the phone. We accept cash, check, credit cards or money orders
- (b) Credit Card Payments: Visa, MasterCard and Discover are accepted
- (c) View and Pay your bill via credit card in office, online or with an automated phone system by dialing (707) 216-2006.
- (d) Payment by mail or drop box

Deleted: is authorized to provide to

Deleted: the

Deleted: 4

3-3.205 **BILLING FREQUENCY**

All services will be billed monthly on or about the 25th of every month.

Deleted: 4

3-3.206 **FAILURE TO RECEIVE A BILL**

Customers are to notify the District if they haven't received a bill. Failure to receive a bill does not relieve a customer of liability for payment.

Bills are sent via United States Postal Service. Customers can also opt-in to E-Bills along with paper bills or in place of paper bills

Bills will be addressed to the address on file from the application of service or grant deed. If a customer wishes to change their mailing address, a change of address form is available in office or on our website and all sections must be filled out prior to submittal.

Deleted: 4

Deleted: ,

Deleted: f

3-3.207 **NOTICE OF BILLING DISCONTINUANCE REQUIRED**

Customers desiring to discontinue billing in their name should notify the District at least 24 hours prior to vacating the premises.

Sewer service will not be interrupted during a transfer or ownership or change in tenancy, unless the service is off for delinquency.

Deleted: .

Deleted: 4

Deleted: ¶

Formatted: Indent: Left: 1"

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

91

3-3,208 MULTIPLE DISTRICT SERVICES

The costs for all services and facilities furnished by the District shall be collected with its sewer rates and charges. All such charges shall be included within the same bill and collected as one item. In the event of failure to pay the whole or any part of the bill, the District may discontinue any or all service for which the bill is rendered in accordance with the provisions of this Code and law.

3-3,209 PRORATION OF CHARGES FOR ODD PERIODS

Bills for sewer service for periods of time less than one month or a specified billing period will be prorated.

3-3,210 CHANGE OF CUSTOMERS WITHOUT NOTICE

A person taking possession of premises and using an active sewer connection without having made application to the District for service, shall be held liable for the sewer charges from the date of the last billing cycle. If a customer fails to submit a proper application for service, and if sewer charges are not timely paid, the service may be discontinued by the District in accordance with the provisions in this Code and law.

3-3,211 CHECK NOT HONORED BY BANK

If a check or EFT transaction is refused for payment by the Bank, the payor will be charged the fee set forth in Section 3-5.103 of this Code, and the customer will not be permitted to pay by check for six months.

If the District receives a personal check to prevent a delinquent shut off that is not honored by the bank, the District may terminate service immediately. Customer will be required to pay any outstanding balance on the account in order to have services reinstated in accordance with Chapter 5. Payments must be in the form of Credit Card, Cash, Money Order, or Cashier's Check

If any fee or charge is paid to the District by check and said check is not honored by a bank, a thirty-two dollar (\$32.00) charge, or the maximum amount allowed by law, will be charged to the account in addition to any other charges assessed to the District. The District may proceed with discontinuance of service upon receipt of a returned check.

Deleted: 4

Deleted: rates and charges

Deleted: ¶

Formatted: Indent: Left: 1"

Deleted: 4

Deleted: ¶

Deleted: 4

Deleted: 1

Deleted: water from

Deleted: water

Deleted: collected

Deleted: water

Deleted: is not made upon notification to do so by the District

Deleted: accumulated bills for service and the fees herein provided

Deleted: immediately

Deleted: without further notice

Deleted: 4

Deleted: 2

Deleted: Applicants or customers who pay bills rendered for service, fees, deposits or penalties by check or electronic funds transfer (EFT) will be held responsible for the payment being honored by the Bank upon which it is drawn.

Deleted: writer, upon notification,

Deleted: a

Deleted: 7.104

Deleted: fter which

Deleted: with a

Deleted: n the event

Deleted: listed

Commented [A12]: This paragraph and first need to be reconciled

Deleted: ¶

Deleted: ¶
¶
¶
¶
¶

Formatted: Indent: Left: 1"

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

97

Chapter 4 – Delinquent Accounts

3-4.101 APPLICATION OF DEPOSITS TO DELINQUENT ACCOUNTS

If a consumer who has made a deposit fails to pay a delinquent bill(s), together with all added penalties, the deposit shall be applied against the account and the service may be discontinued until such time as the deposit is restored to the amount provided herein after all delinquencies and charges are paid.

3-4.102 DELINQUENT CUSTOMER AT SAME OR NEW ADDRESS

Should any customer fail, or refuse to pay for service furnished and charged for in accordance with this Code, the customer shall not be furnished service at the same or any other location until all delinquent bills plus the fees and charges herein provided have been paid; and the customer shall be required to make a deposit sufficient to cover the cost of future services as provided herein.

3-4.103 GENERAL

- (a) The District shall provide an opportunity for customers who cannot pay their charges, in full or in part, to continue receiving service through such options as deferred or reduced payments or alternative payment schedules. In addition, the District shall provide a formal mechanism for a customer to contest or appeal a bill.
- (1) The District shall not discontinue residential service for nonpayment until a billing statement has been delinquent for at least 60 days.
 - (2) No less than seven business days before discontinuation of residential service for nonpayment, the District shall contact the customer named on the account by telephone or written notice.
- (b) If the District contacts the customer named on the account by telephone, it shall offer to provide in writing to the customer the District's policy on discontinuation of residential service for nonpayment. The District shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, minimum payments, and petition for bill review and appeal.
- (c) If the District contacts the customer named on the account by written notice, the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:
- (1) The customer's name and address.

Deleted: 5

Deleted: 5

Deleted: his

Deleted: or bills

Deleted: his

Deleted: to on his

Deleted: ¶

¶

¶

Deleted: 5

Deleted: the rates herein specified

Deleted: again

Deleted: of his

Deleted: y

Deleted: 5

Deleted: ¶

The District utilizes a standard procedure for the collection of past due service accounts. At their time of discontinuance, the sewer lateral will be exposed by means of excavation at which time a disconnect valve will be placed in the customer's sewer lateral at the roads edge and property line side of the lateral ¶

The above mentioned procedure will be performed by the District, eEstimated charges are limited or equal to time and materials and use of the District's Vac-Con, said charges will be added to the customer's account. ¶

Formatted: Font: Not Bold

Deleted: ¶

¶

Formatted: Font: Not Bold

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

- (2) The amount of the delinquency.
 - (3) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
 - (4) A description of the process to apply for an extension of time to pay the delinquent charges.
 - (5) A description to petition for bill review an appeal.
 - (6) If the District is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the District's policy for discontinuation of residential service for nonpayment.
 - (7) All written notices shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the District's service area.
- (d) If the customer appeals the sewer bill to the General Manager or any other administrative or legal body to which such an appeal may be lawfully taken, the District shall not discontinue residential service while the appeal is pending.
 - (e) The District shall not discontinue residential service for nonpayment if all the following conditions are met:
 - (1) The customer, or a tenant of the customer, submits to the General Manager the certification of a primary care provider, as defined in Welfare and Institutions Code section 14088 (b)(1)(A), that discontinuation of residential service will be life threatening to, pose a serious threat to the health and safety of, a resident of the premises where residential service is provided; and
 - (2) The customer demonstrates that he or she is financially unable to pay for residential service within the District's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the District's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level; and
 - (3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the District policies.
 - (f) If the conditions listed in subdivision (a) are met, the District shall offer the customer one or more of the following options:
 - (1) Amortization of the unpaid balance.

Deleted: an adult at the residence

Deleted: water

Deleted: g

Deleted: m

Deleted: o

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

- (2) Participation in an alternative payment schedule.
- (3) Temporary deferral of payment.
- (g) The District may choose which of the payment options described in Section 3-5.103, the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.
- (h) Residential service may be discontinued no sooner than 5 business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:
 - (1) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more; or
 - (2) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.
- (i) If the District discontinues residential service for nonpayment, it shall provide the customer with information on how to restore residential service.
- (j) If a residential customer demonstrates a household income below 200 percent of the federal poverty line, the District shall do both of the following:
 - (1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, the District shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021; and
 - (2) Waive late fees on delinquent bills once every 12 months.
- (k) The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.
 - (1) If the District furnishes individually metered service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobile home park, or permanent residential

Deleted: 5

Deleted:

Deleted: residential
 Deleted: 0
 Formatted: Font: Times New Roman, 10 pt, Not Bold
 Formatted: Font: Times New Roman, 10 pt, Not Bold

structure in a labor camp, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the District shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

- (2) The District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and District's rules and regulations. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's rules and regulations, the District shall make service available to those residential occupants who have met those requirements.
- (l) If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other credit obligation acceptable to the District for that period of time is a satisfactory equivalent.
- (m) In the case of a detached single-family dwelling, the District may do any of the following:
 - (1) Give notice of termination at least seven days prior to the proposed termination.
 - (2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Civil Code section 1962.

3-4,104

PAYMENT ARRANGEMENTS

If a delinquent customer requests a payment arrangement, the payment arrangement shall not exceed 12 months. The customer must pay, in addition to payments under the plan, each month's charges during the period of the payment plan. The District will not charge late fees, unless a payment is not made by the stated due date in the plan. A payment arrangement will not be effective unless and until signed by the District and customer.

Deleted: 5

Deleted: A

Deleted: may

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

The billing department will establish payment arrangements at the request of the customer. A down payment will be required to establish said arrangement,

3-4,105

APPEALS

The procedure to be used to appeal the amount set forth in any bill for residential sewer service is as follows:

- (a) Initial Appeal. Within ten (10) days of receipt of the bill for sewer service, the consumer has a right to initiate an appeal or review of any bill or charge rendered by the District. Such request must be made in writing and be delivered to the District's office. For so long as the consumer's appeal and any resulting investigation is pending, the District cannot discontinue sewer service to the consumer.
- (b) Overdue Notice Appeal. In addition to the appeal rights provided under subdivision (a), above, any consumer who receives an Overdue Notice may request an appeal or review of the bill to which the Overdue Notice relates at least five (5) business days after the date of the Overdue Notice. Any appeal or request for review under this subdivision must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal or review must be delivered to the District's office within that five (5) business day period. For so long as the consumer's appeal and any resulting investigation is pending, the District cannot discontinue sewer service to the consumer.
- (c) Appeal Review. Following the receipt and review of a request for an appeal, the appeal will be aigenized at the next regularly scheduled board meeting for review
 - (1) If sewer charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within ten (10) calendar days of the invoice date for the revised charges. If the revised charges remain unpaid for more than sixty (60) calendar days after the corrected invoice is provided, sewer service will be disconnected, on the next regular working day after expiration of that sixty (60) calendar day period; provided that the District shall provide the consumer with the Overdue Notice. Sewer service will only be restored upon full payment of all outstanding sewer charges, penalties, and all applicable disconnection charges.
 - (2) If the sewer charges in question are determined to be correct, the sewer charges are due and payable within two (2) business days after the review by the Board of Directors.
 - (3) When a hearing before the Board of Directors is requested, such request shall be made in writing and delivered to the District's office. The consumer will be required to personally appear before the Board and present evidence and reasons as to why the sewer charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file

Deleted: ¶
Formatted: Indent: Left: 1"
Deleted: s

Deleted: water

Deleted: water

Deleted: water
Deleted: water
Deleted: water

Deleted: 0
Formatted: Font: Times New Roman, 10 pt, Not Bold
Formatted: Font: Times New Roman, 10 pt, Not Bold

102

with the District concerning the sewer charges in question, and render a decision as to the accuracy of said charges.

- (A) If the Board finds the sewer charges in question are incorrect, the consumer will be invoiced for the revised charges. If the revised charges remain unpaid for more than sixty (60) calendar days after the corrected invoice is provided, sewer service will be disconnected, on the next regular working day after expiration of that sixty (60) calendar day period; provided that the District shall provide the consumer with the Overdue Notice. Sewer service will be restored only after outstanding sewer charges and any and all applicable disconnection charges are paid in full.
- (B) If the sewer charges in question are determined to be correct, the sewer charges are due and payable within two (2) business days after the decision of the Board is rendered. In the event that charges are not paid in full within sixty (60) calendar days after the original billing date, then the District shall provide the consumer with an Overdue Notice and may proceed in potentially discontinuing sewer service to the consumer's property.
- (C) Any overcharges will be reflected as a credit on the next regular bill to the consumer, or refunded directly to the consumer, at the sole discretion of the Board.
- (D) Sewer service to any consumer shall not be discontinued at any time during which the consumer's appeal to the District or its Board of Directors is pending.
- (E) The Board's decision is final and binding.
- (F) For an initial appeal under subdivision (a) of this section, above, if the consumer does not timely appeal to the District's Board of Directors, the sewer charges in question shall be immediately due and payable. In the event the charges are not paid in full within sixty (60) calendar days after the original billing date, then the District shall provide with the Overdue Notice, and may proceed to discontinuing service to the consumer's property.
- (G) For an Overdue Notice appeal under subdivision (b) of this section, above, if the consumer does not timely appeal to the District's Board of Directors, then the sewer service to the subject property may be discontinued on written or telephonic notice to the consumer to be given at least twenty-four (24) hours after the latter to occur of: (i) the expiration of the original sixty (60) calendar day notice period set forth in the Overdue Notice; or (ii) the expiration of the appeal period.

Deleted: water

Deleted: water

Deleted: Water

Deleted: water

Deleted: water

Deleted: water

Deleted: water

Deleted: ¶

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

3-4.106

RESTORATION OF SEWER SERVICE

When service is terminated for failure to comply with the District's rules and regulations other than payment of fees and charges, service shall not be restored to the former customer or property of the former customer until assurances satisfactory to the General Manager are provided that the customer will comply with District rules and regulations, and the District is reimbursed for costs incurred to terminate and restore service.

When service is terminated for failure to pay rates, fees, or charges, service shall not be restored to the former customer unless and until arrearages that resulted in the termination and costs incurred to terminate and restore service are paid to the District in accordance with this Code. Payment shall be by cash, credit or debit card, cashier's check, or money order.

The District will endeavor to make such reconnection as soon as practicable as a convenience to the consumer. The District shall make the reconnection no later than the end of the next regular working day following the consumer's request and payment of any applicable Disconnection Fee.

If a customer's delinquent account balance has been charged to the County of Lake Tax Roll, the customer is required to pay the County Tax Collector prior to restoration of services. The District will only restore services once the entire tax balance has been paid, confirmed by the County of Lake, and any remaining balance owed to the District has been paid.

Chapter 5 - Fees

3-5.101

SCOPE

This Chapter applies to District fees, penalties, and deposits.

3-2.102

MISCELLANEOUS FEES

- (a) If the District takes steps to discontinue service for failure to comply with this Code, the customer shall pay the following additional charges before service is reinstated:
 - (1) A \$25.00 "Door Hanger Fee" for each trip to the property to deliver notice of disconnection of service.
 - (2) A \$50.00 "Turn on Fee" for each trip to the property during regular business hours at the request of the customer to reactivate sewer service previously disconnected for nonpayment.
 - (3) A \$150.00 "After Hours Service Fee" for each trip made to the property after regular business hours at the request of the customer.

Deleted: ¶
¶
¶
¶
¶
¶
¶

Deleted: 5

Deleted: WATER

Deleted: ¶
¶

Deleted: the

Deleted: 6

Deleted: 6

Deleted: ¶

Deleted: 6

Deleted: 3

Deleted:

Formatted: Indent: Left: 1.5", Hanging: 0.5"

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

104

3-5.103

BILLABLE FEES

Administrative Fee	Minimum of \$100.00 or actual time at hourly rate	\$100.00
After Hours Service Fee		\$150.00
Delinquent Turn Off Fee		\$100.00
Door Hanger Fee		\$25.00
Foliage Removal Fee		\$37.50
Illegal Cross Connection Fee		\$500.00
Illegal Tamper Fee	Minimum of \$100.00 or actual cost of repair/replacement	\$100.00
Inspection Fee		\$96.00
Penalty (Late) Fee	\$10.00 or 10.0% whichever is greater	
Lien-Property Tax Roll Fee		\$57.00
Returned Check Fee		\$32.00
Service Reduction Inspect Fee		\$96.00
Service Turn On Fee		\$50.00
Transfer Fee (New Owner/Tenant)		\$50.00

Chapter 6 – SEWER CLEANOUT REQUIREMENTS

3-6.101 GENERAL

The contractor shall perform all excavation of every description and of substances encounters, to depths indicated on the drawings or otherwise specified. During excavation, materials suitable for back filling shall be placed in an orderly manner a sufficient distance from the banks of the trench to avoid overloading and to prevent slides or cave-ins. All excavated materials not required or unsuitable for back-fill shall be removed. Such grading shall be done as necessary to prevent surface sewer from flowing back into trenches or other excavation, and any sewer accumulating therein shall be removed by pumping or by other approved methods. Such shedding and shoring shall be done for the protected of the work and for the safety of personnel.

Prior to the commencement of trench excavations exceeding five feet in depth, the contractor shall submit a trench safety plan describing shoring or other methods planned to meet OSHA requirements.

All main line and laterals from the main line to the lot or easement line, installed within public right of way or District easements, shall be constructed of poly vinyl chloride sewer pipe conforming to ASTM Designation D3034. The pipe shall be type PSM with a standard dimension diameter of 4 inches. The minimum pipe stiffness shall be 46 PSI. The pipe shall have an integrated bell gasket joint with the

Deleted: ¶
¶
¶
¶
¶
¶
¶
¶
¶

Deleted: ¶

Deleted: 7

Deleted: 4

Formatted Table

Deleted: um

Deleted: Foilage

Deleted:

Deleted:

Deleted:

Formatted: Left

Deleted: mum

Deleted: actual

Deleted: ¶
¶

Deleted: 7

Commented [A14]: Let's discuss

Deleted: ¶
¶
¶
¶
¶

Formatted: Indent: Left: 0"

Deleted: ¶

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

105

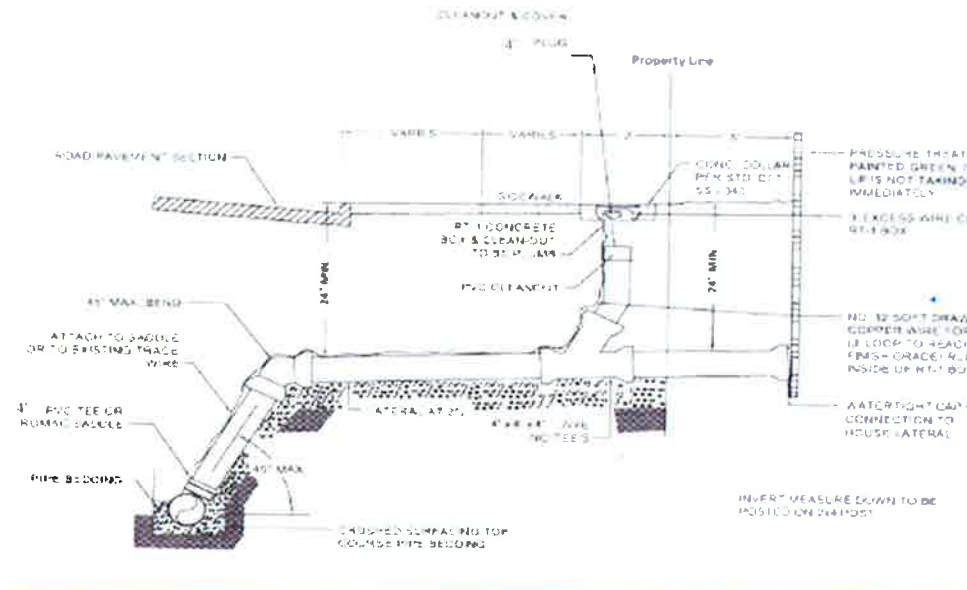
rubber ring factory installed. No solvent cement joint will be allowed. Pipe fittings shall be only those made with the rubber ring factory installed.

The minimum depth cover over main lines and laterals within easements or travelled right of ways shall be 30 inches for mains, 24 inches for laterals.

Clean-outs shall be brought to finish grade in a smooth turn having the same diameter as the sewer which they serve. Cast iron frames and covers having clear openings at least equal to the internal pipe diameter shall be independently supported over the clean-out opening, in accordance with the standard detail.

The trenches or excavation shall not be backfilled without prior inspection. Such inspection does not relieve contractor from compliance with the leakage test, which shall be conducted after final assemble of main line, laterals and man-holes.

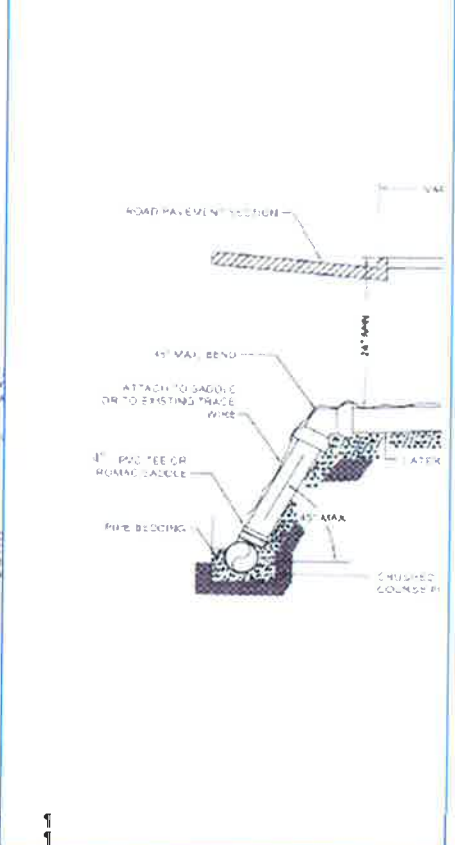
Any defective materials or workmanship which becomes evident within one year after the District assumes responsibility for the completed work shall be replaced or repaired without cost to the District.



Deleted: ¶

Formatted: Left

Deleted: ¶



Formatted: Left, Indent: Left: 1.5"

Deleted: 0

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold

100

Chapter 7 – NUISANCES

3-7.101 GENERAL

Wastewater may be discharged for interception, treatment and disposal by the District provided that such wastewater does not contain substances prohibited by this section or law, including hazardous materials.

No person shall discharge the following: adult diapers, infant diapers, cat litter, clothing, coffee grounds, cotton balls, egg shells, feminine products, hair, medication, needles, paper towels, plastic products, Q-Tips, rubber products, towels, rags, wipes, fats, oils, greases, or anything similar or equal to.

Discharges must not interfere with the collection or treatment of sanitary waste; including but not limited to: identified or potential hazardous waste, petroleum oil products, and substances with pH lower than the hazardous waste limit set forth by the EPA.

Deleted:

Formatted: Font: Not Bold

Deleted: ,

Deleted: set forth in

Deleted: e

Deleted: o

Commented [A15]: How will anyone know what this is?

Commented [A16R15]: Added: As set forth by the EPA.

Deleted: .

Deleted:

Formatted: Indent: Left: 0"

Deleted: o

Formatted: Font: Times New Roman, 10 pt, Not Bold

Formatted: Font: Times New Roman, 10 pt, Not Bold