

**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

APRIL 18, 2019

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President Mr. Karl Hosier, Vice President
- Mr. Samuel Boucher, Director Mr. Stanley Archacki, Director, Mrs. Barbara Higman, Director

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

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

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

- a. Minutes of Regular Meeting 03-21-19

4. **Bills**

- a. MC Engineering invoice number 1739, dated 4/5/19, in the amount of \$9,076.74, for the Waste Water Infrastructure Improvements

Action Taken: _____

5. **Agenda (Old Business)**

- a. Discussion and update from CSA 16 committee regarding annexation progress

Action Taken: _____

6. **Agenda (New Business)**

- a. Discussion and consideration of appointing a board member to serve on the JPIA Board, along with an alternate. Alternate does not have to be a Director

Action Taken: _____

- b. Discussion and approval of audit ending June 30, 2018

Action Taken: _____

- c. Discussion and consideration of allowing an easement for electrical service for new construction at 12650 High Valley Road

Action Taken: _____

- d. Discussion and consideration of a Prop 218 Rate Study, see attached bid from Pace Engineering

Action Taken: _____

- e. Discussion and consideration of purchasing an aerator system for Paradis Cove's Water Tank using either remaining escrow funds from CSA 16 or CRP-PC in the amount of \$40,386.00

Action Taken: _____

- f. Discussion and notification of ***Violation and Report of 27 February 2019 Inspection, Clearlake Oaks County Water District Wastewater Treatment Facility, Lake County***

Action Taken: _____

Adjournment

Time: _____

Clearlake Oaks County Water District

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

April 18th, 2019 - Board Letter

Billing Department

- ∂ Received \$2849.00 in SEWER payments towards our <120 Aged Receivables this past month, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts (Payments from escrow).
- ∂ Entering in all CSA 16 (Paradise Cove) billing accounts, and preparing meter installation work orders, new owner packets, and notices.
- ∂ The 2nd round of backflow letters will be going out this week, to date, we have received 55 completed tests out of 101.

Administration

- ∂ Currently working on closing/finalizing past encroachment permits with County of Lake to insure compliance.
- ∂ Reviewing billing data to ensure all base rates for both Water & Sewer are accurate while helping Dianna prepare the 2019-2020 Budget.
- ∂ Recently have taken over Training Compliance, and am working with JPIA for our April Annual Training. This training is scheduled for the 24th-25th of this month and will include: ACP Refresher (Asbestos Cement Pipe), IIPP, Trench Excavation and Silica.
- ∂ Quarterly reports have been submitted for 1st quarter payroll and Workman's Comp.

Respectfully,
Olivia Mann
Customer Service Lead

April 15, 2019

D/C Board Letter for March 2019

Dear Board members of CLOCWD:

All the visqueen and barricades that were installed in the Keys for flooding purposes, has been removed.

On March 26, 2019, we turned the lift stations back on that were turned off due to high I&I when lake level was above flood stage. We also turned the emergency pump off. The Rumsey level was at 8.65'.

The tree roots and stump over our water main on Surf was removed. This tree was causing our main repair to leak. Now that this pressure is off the main it is not leaking anymore.

D/C crew did cold patch repairs over 5 of our old water main/service repairs in the Keys.

Some of the D/C crew assisted Dan with the flushing of the Paradise Cove main,"CA16".

Some repairs and a good cleaning were done on the Vaccon.

We had a 4" main break on Short street, just left of the boat launch. We ended up having to replace 4' of pipe with C900 pipe.

A large service line leak on Apple lane was repair, along with 7 other medium to small service line repairs.

We found and plugged a wide open 3" sewer lateral at ground level on Center Street.

Sincerely,

Jeremy Backus

Chief Distribution & Collection

A

Clearlake Oaks County Water District

Water Treatment Plant

We are quickly coming up on a new fiscal year with a handful of new projects to improve both the operation of our facility and the quality of the water we provide to our rate payers. But before we tackle the 'New', I think we should reflect on what we were able to accomplish this past year. I have kept you apprised though-out the year as we completed the many tasks which were vital to bringing our facility into compliance and meeting the needs of our customers. We should take great pride in what we have been able to accomplish in such a short period of time and on that note, I would like to briefly highlight these accomplishments;

- Flash Mixer- New Flash Mixer to replace inoperable unit improving the flocculation in the Clarifiers by adequately mixing the coagulant.
- New Ozone Generator
- Reconditioned Ozone Generator
- High Service Pump #1- Both motor and pump have been reconditioned. The unit is controlled by SCADA via a new VFD (Variable Frequency Drive.)
- High Service Pump #2- Motor has been replaced.
- Swan Turbiwells- New low maintenance turbidity monitoring equipment to replace the Hach units monitoring the Clarifiers.
- Filter #1 Backwash Actuators- New actuators installed to replace sticking and failing actuators.
- Filters #1, #2, #3 Flow Meters- New flowmeters installed to replace failing, inaccurate meters.
- East Lake Intake Flow Meter- New flowmeter installed to replace failing, inaccurate meter.
- West Lake Intake Pump- New pump and motor purchased to replace nonfunctioning unit (Will be installed in this month or early next month).

- Lab rehabilitation- Work in progress.
- Chlorine Pump Room- Increased Day Tank capacity to 250 gallons and installed new peristaltic pumps.
- Coagulant Pump Room- Increased Day Tank capacity to 100 gallons and installed new peristaltic pumps for the 9800 and 9890.
- Equipment Room-Work in Progress.
- Harvey Vault- Installed remote chlorination point for Paradise Cove annexation.
- Paradise Cove Annexation- The pipeline is finally disinfected and ready for final connection after the final flush and Bacteriological testing by Alpha Labs.
- Baker Tanks- Should be delivered this week.

It is also noteworthy to highlight our new proactive rather than reactive approach to operating the plant and the treatment processes. As operators our greatest fear is being unable to provide water to our customers because;

1. Losing critical systems and the redundant systems are inoperable or non-existent.
2. The turnaround time for repairs are days or even weeks.
3. Replacement parts are not on hand in our inventory.

We have addressed each of these scenarios by ensuring redundant systems are operational and available, replacement parts and/or equipment is in our inventory, and repair procedures and manuals are readily available to personnel (the latter is work in progress). Some specific examples include;

1. Increasing day tank capacity for both the sodium hypochlorite (Chlorine) and Aluminum chlorohydrate (ACH) to meet the high demand during the summer months minimizing call-backs to refill tanks. (Work in progress)
2. Replaced the majority of our diaphragm chemical pumps with low maintenance peristaltic pumps. We also have replacements for each model of pump and the primary replacement parts in inventory.

3. Anticipating the eventual failure of our older filter pump motors and/or VFD controllers, we now have a replacement for each model of both the motors and VFDs in inventory.
4. Enhanced our Laboratory equipment and processes to better diagnose the ever-changing conditions of the lake and demands on our treatment process. (Note: Jar Testing on a regular basis is a significant process used to keep-up with the ever-changing conditions of the lake. We have had several experts at the facility to train our personnel on new approaches and expanded testing techniques to enhance our processes.)

Redundant systems replaced, repaired or installed include;

1. East and West Lake Intake pumps- these will be alternately put in service on a bi-annual schedule and tested quarterly to ensure they are both operational and in good condition.
2. Ozone Towers- either tower can be put into service with a quick reconfiguration of valving regardless of which intake pump is being used.
3. Ozone Generators- both generators are operational, Generator #2 still need to be commissioned by Pacific Ozone. (We are still evaluating the operational configuration for the over all system and how they are configured with the towers.)
4. High Service Pumps #1, #2, and #3- All three pumps are operational and can be put into service at any time. HSP #1 has been configured with a VFD giving us a multitude of flow capacities.
5. Filters #1 and [#2 and #3]- Filters #2 and #3 are on-line and working great. Filter #1 is off-line so the new backwash actuators could be installed. We have kept the filter off-line so we could evaluate the condition of the media and make any repairs if needed.

Now looking forward, these are some of the projects we will be pursuing for the next fiscal year;

1. PH control during Summer months.
2. Replace Clarifier Flowmeters.
3. Replace the remaining antiquated Hach turbidity monitors with new state-of-the-art Swan monitors.

4. Upgrade Oxygen Generators to provide adequate Oxygen supply to optimize Ozone Generators.
5. Laboratory Building Ductless heating and cooling system.
6. Inventorying critical SCADA components and devices.
7. Bury piping and electrical service to the new Baker Tanks.
8. Assist in establishing a comprehensive Valve Exercising program.
9. Assist in establishing a tank maintenance/Inspection program.
10. Address our water losses and pressure issues using our GE portable Flow-meter and Global Water Hydrant Loggers to isolate suspected areas in the Distribution system.
11. Reading and diagnosing the entire "Water Master Plan and Engineering Report."
12. Assist MC Engineering with some of our larger infrastructure projects including, but not limited to, the water meter program.

This month we were proud to welcome John Hamner and his students enrolled in the Water program at Yuba College. These students were able to witness the practical application of the science discussed in their textbooks for producing safe, reliable drinking water. Our tried-and-true technologies are still quite impressive, and are the textbook example of a "Conventional Water Treatment Plant."

This year we have also earned renewed credibility with our customers, the State of California, and our peers around the Lake. The committed professionalism of our Tradesmen, Operators, and Administrative personnel, the hands-on, in-the-trench leadership of our Management team, and the unwavering, steadfast commitment to our Rate Payers and staff, by the Board of Directors, have all contributed to a very successful year for Clearlake Oaks County Water District (CLOCWD).

Daniel Larson- CPO

April 2019 Letter to the Board

ATTACHMENT:



High Service Pump #1



HSP #1 VFD and Cabinet



High Service Pump #2

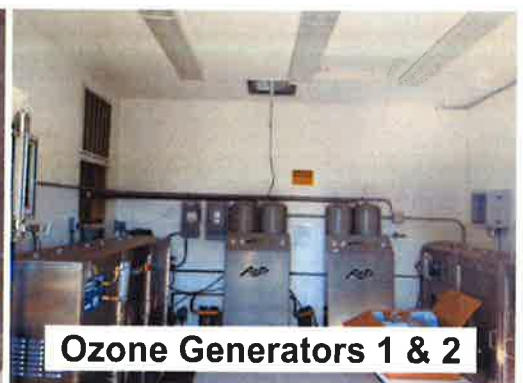
We now have three operational pumps available to provide water from the Plant to Distribution. High Service Pump #2 has a new motor, High Service Pump #1 has been completely reconditioned (both pump and motor), High Service Pump #1 is controlled with a Cutler-Hammer VFD (Variable Frequency Drive) giving the operators flexibility with output flows. High Service Pump #3 is slated to be reconditioned this Spring. (Not shown)



Filter #1 Actuators

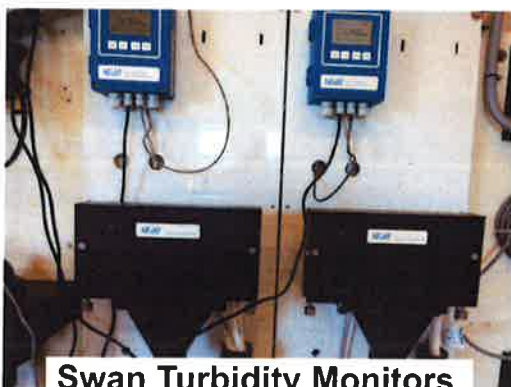


Flash Mixer

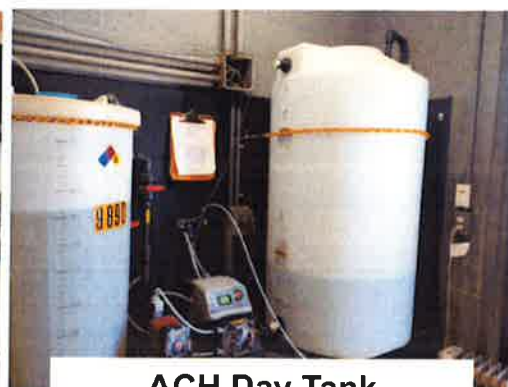


Ozone Generators 1 & 2

The Backwash Actuators for Filter #1 were sticking and failing to close completely which effected the efficiency of the Backwash. The replacement of these failing and antiquated units will enhance the backwash process. The new Flash Mixer is doing it's job flawlessly. The two Ozone Generators are in place and operational. Ozone Generator #2 is currently being used as a redundant back-up.



Swan Turbidity Monitors



ACH Day Tank



Filter #3 Flowmeter

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
APRIL 2019

Reporting Period: March 2019

From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors

April 11, 2019

The total Influent gallons for the month of March that were registered through our Headworks were 78.065 MG averaging 2.518 MGD. The total gallons that left the plant through our effluent line were 47.458 MG averaging 1.531 MGD. These flows calculated to 1063 GPM. All effluent discharged was in compliance with our WDR. We received a total of 8.5" of rain that raised our lake level to 9.91' Rumsey gauge. As reported on last months report this level caused major I&I entering our collection system. Thanks to the improvement of adding an additional force main parallel to the existing force main from Lift 7, we were able to bring the excess influent to the plant using the lift station and a rental pump. Again, due to the improvements, we had the ability to divert the excess influent to our old clarifier and pump up to emergency pond #1. It was estimated a excess of 18-20 MG came into the plant some of which were registered through our headworks and some that were unregistered that went directly into pond 1 from our old clarifier. On the 15th, pumping to emergency pond one was stopped. On the 7th we had already began pumping down to our oxidation ditch from pond 1 an ability that was also part of our plants improvements. By the 29th we had completely drained Emergency Pond #1 into our ditch for processing. All reports and monitoring that the state required due to activating one of our emergency ponds were submitted.

On March 28th we received a Notice of Violation. This was due to coliform hits in Well 2 and 3 and being unable to sample well 2. Dianna and I are working closely with our Professional Geologist to address the matter. As for now Dean Enderlin will be writing up a Well Disinfection and Re-Development Work plan to disinfect all three wells prior to 2nd quarter Ground Water Monitoring. It has been advised that we start to approach the issue with well #2. Further reporting of this matter will be addressed in the following board letters as progress continues. All maintenance and testing was completed for the month.

Thank you,
Francisco Castro/CPO

Clearlake Oaks County Water District

April 18, 2019

Another month has flown by and the first quarter of the year is already over. As most of you already know, the biggest project in March was pressurizing and disinfecting the eight mile pipeline to CSA 16. Staff worked two graveyard shifts to do this, and I am happy to say it went off without any problems to our system. While pressurizing the pipeline the highest point in our west end maintained a pressure of 60 psi. As of the date of this board letter the system remains pressurized and sanitized and the District is awaiting instructions from the State to move forward. I would like to thank Dan and the staff who pulled two graveyard shifts and made all this happen.

Sand bags, barricades, and most of the plastic have been removed from the manholes. The trash pump from Lift Station 7 was picked up on March 11th, leaving the District back to normal operations. Again, the staff was amazing through the flood situation leaving the District un-scarred from the rising waters.

I have been working with the budget committee preparing the projected budget for 2019-2020 and it will be ready for first review by Mays' board meeting.

Mr. John Hamner, the instructor for Waste, Treatment, and Distribution at the Lake County Campus of Woodland Community College asked to use both our plants for a tour to show his students how plants operate. I am excited to say that both our plants are now in great shape and we are proud to have tours through our facilities.

JPIA will be here toward the end of April to hold a two day training program for field staff to continue compliance with our training program.

Please refer to individual department letters for additional details.

GRANTS:

- ❖ Our first Construction meeting for both phases of the Waste Infrastructure Project was held on March 12th. Moving forward we will be holding construction meetings at the waste plant bi-monthly, with phone conferences the other weeks. Mobilization should be happening toward the end of April or early May.
- ❖ I have been working with MC Engineering to start the procedures for applying for the USDA Water Project.

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

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

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	1,853,733.61
Accounts Receivable	-6.00
Other Current Assets	788,907.73
Total Current Assets	<u>2,642,635.34</u>
Fixed Assets	<u>12,966,201.26</u>
TOTAL ASSETS	<u><u>15,608,836.60</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,483.41
Credit Cards	2,856.86
Other Current Liabilities	2,704,389.53
Total Current Liabilities	<u>2,730,729.80</u>
Total Liabilities	2,730,729.80
Equity	<u>12,878,106.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,608,836.60</u></u>

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

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	186,968.70
102.04 · DWR - CHECKING	200.00
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...	985,140.40
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 10...	1,174,140.40
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERIC...	88.98
102.02 · CRP Water - 6990	162,906.35
102.03 · CRP Sewer - 3745	329,429.18
Total Checking/Savings	1,853,733.61
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
130 · Const In Progress - Studies	126,505.10
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 11...	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 11...	74,033.00
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 1057100)	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WA...	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097...	23,357.00
Total Other Current Assets	788,907.73
Total Current Assets	2,642,635.34
Fixed Assets	
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation o...	288,717.18
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installatio...	153,927.77
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installat...	269,428.43
131 · Waste Water Plant	
131.1 · Pumps/Equipment	9,889.91
131 · Waste Water Plant - Other	1,532.18
Total 131 · Waste Water Plant	11,422.09
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,189,959.70
127 · Water Plant	
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Repair of Major Equipment	172,281.12
127 · Water Plant - Other	258,718.50
Total 127 · Water Plant	432,408.23
120 · District General CIP (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
120.90 · Vehicles/Generators/Trailers	202,254.54
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	13,500.00
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)	2,164,635.28
122 · Bldgs/Grounds Cap Improvements	8,529,449.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEW...	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23

Clearlake Oaks County Water District

Balance Sheet

As of March 31, 2019

	Mar 31, 19
124.30 · Lift Stations - Other	46,264.48
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	14,788.58
124.60 · Meters	700.00
124.90 · Water Tanks	5,215.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SE...	3,140,971.60
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - ...	3,273,981.93
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-7,747,170.00
Total Fixed Assets	12,966,201.26
TOTAL ASSETS	15,608,836.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 209...	23,483.41
Total Accounts Payable	23,483.41
Credit Cards	
210 · Cal Card	
210.13 · WAB - Jeremy - 2499	1,142.72
210.12 · WAB- Francisco - 2481	100.00
210.11 · WAB - Dan - 2507	713.62
210.10 · WAB - Dianna - 2473	900.52
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,622.74
Total 210 · Cal Card	2,856.86
Total Credit Cards	2,856.86
Other Current Liabilities	
224 · USDA Retainage	141,412.85
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a ...	-322.01
280 · Loan	
280.12 · USDA Loan	2,537,248.61
280.07 · Bridge Loan for Forced Main (will be reimbursed fr...	-5,650.96
280.05 · USDA Bridge Loan (Bridge loan until USDA funds b...	-2,282.35
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	2,532,122.59
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments for ...	5,436.57
221 · Health Ins - EE Portion - Other	546.13
Total 221 · Health Ins - EE Portion	5,982.70
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHME...	1,895.77
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) ...	-5,694.50
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW G...	-3,798.73
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC P...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE ...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL P...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYRO...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAY...	-1,283.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DED...	-2,884.66
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS P...	825.22
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSAT...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts ...	-15,804.48
Total Other Current Liabilities	2,704,389.53

1A

Clearlake Oaks County Water District

Balance Sheet

04/08/19

As of March 31, 2019

Accrual Basis

	<u>Mar 31, 19</u>
Total Current Liabilities	2,730,729.80
Total Liabilities	2,730,729.80
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post ...)	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corpor...)	6,011,434.96
Net Income	530,343.92
Total Equity	12,878,106.80
TOTAL LIABILITIES & EQUITY	<u>15,608,836.60</u>

Clearlake Oaks County Water District

Profit and Loss

04/05/19

July 2018 through March 2019

Accrual Basis

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL
Income					
Income					
410 · Client Reg Pmt	0.00	0.00	711,476.46	874,118.39	1,585,594.85
430 · Penalty & Interest					
430.1 · Condemnation Fund (589 K...	0.00	0.00	301.40	0.00	301.40
430 · Penalty & Interest - Other	0.00	0.00	22,194.89	22,019.14	44,214.03
Total 430 · Penalty & Interest	0.00	0.00	22,496.29	22,019.14	44,515.43
440 · Misc Revenue	0.00	0.00	3,590.05	10,173.22	13,763.27
450 · Other - Non S/W Rev	0.00	0.00	78,858.74	78,999.14	157,857.88
Total Income	0.00	0.00	816,421.54	985,309.89	1,801,731.43
Total Income	0.00	0.00	816,421.54	985,309.89	1,801,731.43
Gross Profit	0.00	0.00	816,421.54	985,309.89	1,801,731.43
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	264,689.18	90,458.38	151,018.60	132,222.22	638,388.38
520 · FICA - District Share	21,805.36	6,583.56	11,007.70	10,096.87	49,493.49
530 · Medical Ins - Dist Share	53,597.88	19,999.68	46,674.17	18,011.78	138,283.51
540 · PERS - District Share	20,418.96	11,662.45	15,511.81	12,432.85	60,026.07
550 · Unemployment	7,200.02	0.00	0.00	0.00	7,200.02
560 · Workers Comp Ins	4,394.77	5,662.76	9,814.69	10,863.19	30,735.41
Total Salaries & EE Benefits	372,106.17	134,366.83	234,026.97	183,626.91	924,126.88
Services & Supplies					
605 · Advertising	315.00	0.00	0.00	0.00	315.00
610 · Bank Fees	13,856.47	0.00	0.00	0.00	13,856.47
620 · Communications & Internet	5,887.05	0.00	5,993.76	5,605.65	17,486.46
622 · Board Exp	5,362.60	0.00	0.00	0.00	5,362.60
625 · Equip - Field (\$300-\$4999)	0.00	108.58	0.00	0.00	108.58
630 · Equip - Office	2,349.83	229.28	236.90	767.16	3,583.17
640 · Fuel & Oil	0.00	1,221.48	3,685.04	2,683.22	7,589.74
645 · Insurance	0.00	0.00	22,272.50	22,272.50	44,545.00
657 · Lab	0.00	0.00	10,216.29	15,661.72	25,878.01
660 · Memberships & Subscription	774.34	0.00	27,181.12	14,497.90	42,453.36
665 · Mileage Reimb	585.67	0.00	111.01	0.00	696.68
670 · Postage & Shipping	7,508.74	0.00	56.19	234.06	7,798.99
675 · Professional Services	35,172.24	0.00	5,166.84	4,361.67	44,700.75
685 · Rents	7,297.13	0.00	8,883.72	0.00	16,180.85
690 · Safety & Security	1,427.93	3,935.55	5,274.17	6,263.22	16,900.87
700 · Tools & Instruments	0.00	645.84	252.70	1,446.72	2,345.26
703 · Supplies - Clothing & Personal	183.35	1,545.77	2,201.51	1,715.17	5,645.80
705 · Supplies - Office	5,283.83	280.42	1,329.29	1,842.09	8,735.63
715 · Supplies-Chemicals-Operating	0.00	0.00	25,887.39	55,330.94	81,218.33
720 · Supplies - Inventory - Other	0.00	1,263.18	20,731.33	1,991.02	23,985.53
735 · Training/Classes/Certs/ClassB	1,784.63	1,813.82	2,316.82	4,391.13	10,306.40
745 · Travel / Lodging	340.11	1,453.56	624.28	1,038.04	3,455.99
750 · Utilities	3,465.14	0.00	50,967.62	86,080.37	140,513.13
760 · Waste Disposal	398.56	0.00	38,477.85	1,166.66	40,043.07
795 · Yolo Co	0.00	0.00	0.00	34,073.84	34,073.84
Total Services & Supplies	91,992.62	12,497.48	231,866.33	261,423.08	597,779.51
Repairs & Replacement					
810 · R&R Buildings & Grounds	2,233.11	0.00	975.96	1,030.85	4,239.92
840 · R&R Vehicles	10.00	1,109.81	3,946.24	2,189.34	7,255.39
Total Repairs & Replacement	2,243.11	1,109.81	4,922.20	3,220.19	11,495.31
Total Expense	466,341.90	147,974.12	470,815.50	448,270.18	1,533,401.70
Net Income	-466,341.90	-147,974.12	345,606.04	537,039.71	268,329.73

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**Clearlake Oaks Co Water District
PROJECTED BUDGET 2018-2019**

As of March 2019 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,197,975	898,481	985,309	82%	1,027,946	770,960	816,120	79%
Total Operating Expenses	1,042,052	781,539	755,329	72%	1,065,195	798,896	777,873	73%
Operating Balance (loss)	155,923	116,942	229,980		(37,249)	(27,936)	38,247	
420 Connection Rev			-				-	
435			-				-	
450 Other - Non S/W Rev	96,000	72,000	78,999	82%	85,000	63,750	78,859	93%
Depreciation Exp	125,000	93,750	93,750	75%	80,000	60,000	60,000	75%
Net Change In Net Position (loss)	126,923	95,192	215,229		(32,249)	(24,186)	57,106	

Past Revenue Notes:

440- Misc Water = Bulk Water - We have stopped selling bulk wtr as of Sept.
 450 - Other - Non S/W Rev: ATT Lease & Tax Roll
 440 Surplus of old back hoe

WestAmer Op	\$	188,172
WestAmer CRP		508,077
LAIF		1,174,140
Total	\$	1,870,389

Current Revenue Notes

450 Tax Roll Check was received

As of March 2019 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,137,975	853,481	874,118	77%	1,014,446	760,835	711,476	70%
430 Penalty & Interest	30,000	22,500	22,019	73%	13,500	10,125	22,195	164%
440 Misc	30,000	22,500	10,173	34%	0	0	3,590	0%
Total Revenue >	1,197,975	898,481	906,310	76%	1,027,946	770,960	737,261	72%

As of March 2019 Operating Expenses	Budget				Actual YTD	%		
	Annual	YTD	Amount	%				
505 Salaries & Wages	403,406	302,554	309,796	77%	411,575	308,681	328,593	80%
510 Contracted Labor	-	-	-	0%	-	-	-	0%
520 FICA - District Share	31,879	23,909	24,292	76%	32,719	24,539	25,203	77%
530 Medical Ins - District Share	79,544	59,658	54,811	69%	108,002	81,002	83,473	77%
540 PERS - District Share	46,151	34,613	28,474	62%	48,788	36,591	31,553	65%
550 Unemployment	2,500	1,875	3,600	144%	2,500	1,875	3,600	144%
560 Workers Comp Ins	27,587	20,690	15,893	58%	22,985	17,239	14,844	65%
Salaries and Employee Benefits >	591,067	443,300	436,865	74%	626,570	469,927	487,265	78%
605 Advertising	200	150	158	79%	200	150	158	79%
610 Bank Fees	9,010	6,758	6,928	77%	9,000	6,750	6,928	77%
620 Communications & Internet	10,000	7,500	8,551	86%	9,500	7,125	8,938	94%
622 Board Exp	5,000	3,750	2,682	54%	5,000	3,750	2,682	54%
625 Equip - Field (\$300-\$4999)	2,500	1,875	55	2%	4,000	3,000	55	1%
630 Equip - Office	3,000	2,250	2,057	69%	3,500	2,625	1,527	44%
640 Fuel & Oil	6,500	4,875	3,294	51%	4,000	3,000	4,296	107%
645 Insurance	40,000	30,000	22,273	56%	40,000	30,000	22,273	56%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	20,000	15,000	15,662	78%	25,000	18,750	10,216	41%
660	Memberships & Subscriptions	28,500	21,375	14,885	52%	25,500	19,125	27,568	108%
665	Mileage Reimb	2,250	1,688	293	13%	2,250	1,688	404	18%
670	Postage & Shipping	6,100	4,575	3,989	65%	6,050	4,538	3,811	63%
675	Professional Services	20,000	15,000	21,948	110%	20,000	15,000	22,753	114%
685	Rents	5,700	4,275	3,649	64%	15,700	11,775	12,533	80%
690	Safety & Security	4,125	3,094	8,945	217%	8,125	6,094	7,956	98%
700	Tools & Instruments	2,250	1,688	1,770	79%	5,250	3,938	576	11%
703	Supplies - Clothing & Personal	2,175	1,631	2,580	119%	2,175	1,631	3,067	141%
705	Supplies - Office	4,625	3,469	4,624	100%	5,125	3,844	4,111	80%
715	Treatment Chemicals	52,000	39,000	55,331	106%	53,000	39,750	25,887	49%
720	Supplies - Operating - Other	9,250	6,938	2,520	27%	20,750	15,563	21,260	102%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	7,250	5,438	6,191	85%	10,250	7,688	4,117	40%
745	Travel	2,000	1,500	1,935	97%	2,000	1,500	1,521	76%
750	Utilities	135,650	101,738	87,814	65%	97,750	73,313	52,701	54%
760	Waste Disposal	550	413	1,367	248%	52,250	39,188	38,678	74%
795	Yolo Co	54,600	40,950	34,074	62%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		433,235	324,926	313,568	72%	426,375	319,781	284,009	67%
810	R&R Buildings & Grounds	7,500	5,625	2,148	29%	7,500	5,625	2,093	28%
815	R & R Damage Claims	5,000	3,750	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	1,500	-	0%	500	375	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	2,438	2,749	85%	4,250	3,188	4,507	106%
Repairs & Replacement >		17,750	13,313	4,897	28%	12,250	9,188	6,600	54%
Total Expenses >		1,042,052	781,539	755,329	72%	1,065,195	798,896	777,873	73%

AB

As of March 2019		2018-2019 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	478,396	358,797	264,689	55.3%	213,707
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	36,932	27,699	21,805	59.0%	15,127
530	Medical Ins - District Share	99,404	74,553	53,598	53.9%	45,806
540	PERS-District Share (incl unfunded Liab, 14.5K)	51,119	38,339	20,419	39.9%	30,700
550	Unemployment	5,000	3,750	7,200	144.0%	(2,200)
560	Workers Comp Ins	17,202	12,902	4,395	25.5%	12,807
Salaries and Employee Benefits >		688,053	516,040	372,106	54.1%	315,947
605	Advertising	400	300	315	78.8%	85
610	Bank Fees	18,000	13,500	13,856	77.0%	4,144
620	Communications & Internet	7,000	5,250	5,887	84.1%	1,113
622	Board Exp	10,000	7,500	5,363	53.6%	4,637
625	Equip - Field (up to \$4999)	0	0	0	0.0%	0
630	Equip - Office	2,500	1,875	2,350	94.0%	150
640	Fuel & Oil	0	0	0	0.0%	0
645	Insurance	0	0	0	0.0%	0
650	Interest	0	0	0	0.0%	0
657	Outsource Lab / Internal Lab	0	0	0	0.0%	0
660	Memberships & Subscriptions	1,000	750	774	77.4%	226
665	Mileage Reimb	3,000	2,250	586	19.5%	2,414
670	Postage & Shipping	12,000	9,000	7,509	62.6%	4,491
675	Professional Services (Legal, IT, etc)	20,000	15,000	35,172	175.9%	(15,172)
685	Rents	7,400	5,550	7,297	98.6%	103
690	Safety & Security (boots)	2,500	1,875	1,428	57.1%	1,072
700	Tools & Instruments	0	0	0	0.0%	0
703	Supplies - Clothing & Personal	600	450	183	30.5%	417
705	Supplies - Office	7,000	5,250	5,284	75.5%	1,716
715	Treatment Chemicals	0	0	0	0.0%	0
720	Supplies - Operating - Other	0	0	0	0.0%	0
730	Taxes - Licenses	0	0	0	0.0%	0
735	Training, Certs (Classes, books)	3,500	2,625	1,785	51.0%	1,715
745	Travel / Lodging	2,000	1,500	340	17.0%	1,660
750	Utilities	5,500	4,125	3,465	63.0%	2,035
760	Waste Disposal	500	375	399	79.8%	101
795	Yolo Co	0	0	0	0.0%	0
799	Misc	0	0	0	0.0%	0
Services and Supplies >		102,900	77,175	91,993	89.4%	10,907
810	R&R Buildings & Grounds	5,000	3,750	2,233	44.7%	2,767
815	R & R Damage Claims	0	0	0	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	1,000	750	0	0.0%	1,000
832	R&R Mains/Service Lines	0	0	0	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	500	375	10	2.0%	490
Repairs & Replacement >		6,500	4,875	2,243	34.5%	4,257
Total Expenses >		797,453	598,090	466,342	58.5%	331,111

622 Legal fees for Solar, GM, board mtgs. Secretary Training

630 GM's new desk, monitors, file cabinets

675 Legal Fees 589/Personnel/Federal Line Audit for Grants

705 Billing Envelopes, checks and deposit slips

D\C - Budget Variance Report July 1, 2018 though June 30, 2019

Target % >

75.0%

As of March 2019

2018-2019 Budget**Actual****%****Total****Expenses****Annual****YTD****YTD****Spent****Remaining**

	Annual	YTD	Actual YTD	% Spent	Total Remaining
505 Salaries & Wages	110,068	82,551	90,458	82.2%	19,610
510 Contracted Labor	-	-	-		-
520 FICA - District Share	9,036	6,777	6,584	72.9%	2,452
530 Medical Ins - District Share	29,843	22,382	20,000	67.0%	9,843
540 PERS - District Share	21,143	15,857	11,662	55.2%	9,481
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	11,194	8,395	5,663	50.6%	5,531
Salaries and Employee Benefits >	181,282	135,962	134,367	74.1%	46,915
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	0	0	-	0.0%	0
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	0	0	109	1090000.0%	(109)
630 Equip - Office	0	0	229	0.0%	(229)
640 Fuel & Oil	1,500	1,125	1,221	81.4%	279
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	0	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	0	0	-	0.0%	0
690 Safety & Security (boots)	3,750	2,813	3,936	105.0%	(186)
700 Tools & Instruments	3,750	2,813	645	17.2%	3,105
703 Supplies - Clothing & Personal	750	563	1,546	206.1%	(796)
705 Supplies - Office	250	188	280	112.0%	(30)
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	1,500	1,125	1,263	84.2%	237
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Classes, Certs, Class B	3,000	2,250	1,814	60.5%	1,186
745 Travel / Lodging	1,000	750	1,454	145.4%	(454)
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 >	15,500	11,625	12,497	80.6%	3,003
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	-	-	-	0.0%	-
832 R&R Mains/Service Lines	-	-	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	2,500	1,875	1,110	0.0%	1,390
Repairs & Replacement >	2,500	1,875	1,110	44.4%	1,390
Total Expenses >	199,282	149,462	147,974	74.3%	51,308

Expense Notes**505 Salaries & Wages**

Lift Station 7 24/monitoring also 3 pay periods is Aug, will even out over time, continual rag clogging at LS 7

690 Safety and Security

Boots and Hep B shots for all new hires

703 Supplies Clothing & Personal

B4 resigning previous Ops Mgr ordered 8 pairs of pants for each staff

735 Training

Supv. Training, backflow, certification, hydrant valving

9 Sewer - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **75.0%**

As of March 2019		2018-2019 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	172,377	129,283	151,019	87.6%	21,358	
510 Contracted Labor	-	-	-			
520 FICA - District Share	14,253	10,690	11,008	77.2%	3,245	
530 Medical Ins - District Share	58,300	43,725	46,674	80.1%	11,626	
540 PERS - District Share (\$14.5K Unfunded)	23,229	17,421	15,512	66.8%	7,717	
550 Unemployment	0	0	0	0.0%	0	
560 Workers Comp Ins	14,384	10,788	9,815	68.2%	4,569	
Salaries and Employee Benefits >	282,543	211,907	234,028	82.8%	48,515	
620 Communications & Internet	3,500	2,625	5,994	171.3%	(2,494)	
622 Board Exp	0	0	0	0.0%	0	
625 Equip - Field (up to \$4999)	1,500	1,125		0.0%	1,500	
630 Equip - Office	1,000	750	237	23.7%	763	
640 Fuel & Oil (Schaeffers)	1,500	1,125	3,685	245.7%	(2,185)	
645 Insurance	40,000	30,000	22,273	55.7%	17,727	
650 Interest	0	0	0	0.0%	0	
657 Outsource Lab / Internal Lab	25,000	18,750	10,216	40.9%	14,784	
660 Memberships & Subscriptions	25,000	18,750	27,181	108.7%	(2,181)	
665 Mileage Reimb	500	375	111	22.2%	389	
670 Postage & Shipping	50	38	56	112.0%	(6)	
675 Professional Services (SCADA)	10,000	7,500	5,167	51.7%	4,833	
685 Rents	12,000	9,000	8,884	74.0%	3,116	
690 Safety & Security (boots)	5,000	3,750	5,274	105.5%	(274)	
700 Tools & Instruments	5,000	3,750	253	5.1%	4,747	
703 Supplies - Clothing & Personal	1,500	1,125	2,202	146.8%	(702)	
705 Supplies - Office	1,500	1,125	1,329	88.6%	171	
715 Treatment Chemicals	53,000	39,750	25,887	48.8%	27,113	
720 Supplies-Operating-Other-Titan Tubes	20,000	15,000	20,628	103.1%	(628)	
730 Taxes - Licenses	-	-	-	0.0%	-	
735 Training, Classes, Certs, Class B	7,000	5,250	2,317	33.1%	4,683	
745 Travel / Lodging	500	375	624	124.8%	(124)	
750 Utilities	95,000	71,250	50,968	53.7%	44,032	
760 Waste Disposal	52,000	39,000	38,478	74.0%	13,522	
799 Misc	0	0	0	0.0%	0	
Services and Supplies >	360,550	270,413	231,764	64.3%	128,786	
810 R&R Buildings & Grounds	1,500	1,125	976	65.1%	524	
815 R & R Damage Claims	0	0	0	0.0%	0	
820 R&R Lift Stations	0	0	0	0.0%	0	
830 R&R Equipment	0	0	0	0.0%	0	
832 R&R Mains/Service Lines	0	0	0	0.0%	0	
840 R&R Vehicles (\$2k/vehicle)	4,000	3,000	3,947	98.7%	53	
Repairs & Replacement >	5,500	4,125	4,923	89.5%	577	
Total Expenses >	648,593	486,445	470,715	72.6%	177,878	

Expense Notes

- 505 Salaries & Wages Board approved additional position
- 703 Supplies - Clothing & Personal 6 pairs of work pants each
- 705 Supplies - Office Toner
- 830 R & R Equipment LEETE Generator Maintenance
- 840 R & R Vehicles V-15 - Tire Rods, wheel alignment, lower ball joints
- 620 Communications - Internet I pads
- 690 Safety and Security New Hire Hep shots, drug test

9 Water - Budget Variance Report July 1, 2018 through June 30, 2019		2018-2019 Budget		Target % >	75.0%	
As of March 2019		Annual	YTD	Actual	%	Total
Expenses				YTD	Spent	Remaining
505	Salaries & Wages	164,208	123,156	132,222		31,986
510	Contracted Labor	0	0		80.5%	0
520	FICA - District Share	13,413	10,059	10,097	75.3%	3,316
530	Medical Ins - District Share	29,843	22,382	18,012	60.4%	11,831
540	PERS - District Share	20,591	15,444	12,433	60.4%	8,158
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	18,986	14,239	10,864	57.2%	8,122
Salaries and Employee Benefits >		247,040	185,280	183,628	74.3%	63,412
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	3,000	5,607	140.2%	(1,607)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	375	767	153.4%	(267)
640	Fuel & Oil	4,000	3,000	2,683	67.1%	1,317
645	Insurance	40,000	30,000	22,273	55.7%	17,727
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	15,000	15,662	78.3%	4,338
660	Memberships & Subscriptions	28,000	21,000	14,498	51.8%	13,502
665	Mileage Reimb	500	375		0.0%	500
670	Postage & Shipping	100	75	234	234.0%	(134)
675	Professional Services (SCADA)	10,000	7,500	4,362	43.6%	5,638
685	Rents	2,000	1,500		0.0%	2,000
690	Safety & Security (boots)	1,000	750	6,263	626.3%	(5,263)
700	Tools & Instruments	2,000	1,500	1,447	72.4%	553
703	Supplies - Clothing & Personal	1,500	1,125	1,715	114.3%	(215)
705	Supplies - Office	1,000	750	1,842	184.2%	(842)
715	Treatment Chemicals	52,000	39,000	55,331	106.4%	(3,331)
720	Supplies - Operating - Other	8,500	6,375	1,888	22.2%	6,612
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Classes, Certs, Class B	4,000	3,000	4,391	109.8%	(391)
745	Travel / Lodging	500	375	1,038	207.6%	(538)
750	Utilities	132,900	99,675	86,081	64.8%	46,819
760	Waste Disposal	300	225	1,167	389.0%	(867)
795	Yolo Co	54,600	40,950	34,074	62.4%	20,526
799	Misc	0	0		0.0%	0
Services and Supplies >		367,400	275,550	261,323	71.1%	106,077
810	R&R Buildings & Grounds	5,000	3,750	1,031	20.6%	3,969
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	1,500	1,125		0.0%	1,500
832	R&R Mains/Service Lines	0	0		0.0%	
840	R&R Vehicles (\$2k/vehicle)	3,000	2,250	2,189	73.0%	811
Repairs & Replacement >		9,500	7,125	3,220	33.9%	6,280
Total Expenses >		623,940	467,955	448,171	71.8%	175,769
690 Safety & Security	Purchase of Abestos storage bin for disposal of all old water pipes \$1,989.42					
840 R & R Vehicles	V-27 brakes and rotors					
620 Communications - Internet	I pads for new billing software					
690 Safety & Security	Abestos Storage, new locks for plant doors					

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Clearlake Oaks County Water District

CRP/CIP Profit and Loss

July 2018 through March 2019

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment Plan)	0.00	276,051.30	264,625.51	540,676.81	540,676.81
430 · Penalty & Interest	0.00	4,573.31	5,934.61	10,507.92	10,507.92
Total Income	0.00	280,624.61	270,560.12	551,184.73	551,184.73
Total Income	0.00	280,624.61	270,560.12	551,184.73	551,184.73
Gross Profit	0.00	280,624.61	270,560.12	551,184.73	551,184.73
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	66,537.37	47,717.31	114,254.68	114,254.68
520 · FICA - District Share	0.00	5,078.06	3,650.38	8,728.44	8,728.44
530 · Medical Ins - Dist Share	0.00	12,422.98	7,669.15	20,092.13	20,092.13
540 · PERS - District Share	0.00	6,559.75	6,493.95	13,053.70	13,053.70
560 · Workers Comp Ins	0.00	3,187.57	4,112.35	7,299.92	7,299.92
Total Salaries & EE Benefits	0.00	93,785.73	69,643.14	163,428.87	163,428.87
Services & Supplies					
620 · Communications & Internet	0.00	201.59	201.57	403.16	403.16
625 · Equip - Field (\$300-\$4999)	0.00	647.80	27.60	675.40	675.40
640 · Fuel & Oil	0.00	7,197.27	7,150.12	14,347.39	14,347.39
675 · Professional Services	0.00	12,509.54	75.00	12,584.54	12,584.54
685 · Rents	0.00	1,262.88	0.00	1,262.88	1,262.88
690 · Safety & Security	0.00	763.11	331.97	1,095.08	1,095.08
700 · Tools & Instruments	0.00	2.17	2.17	4.34	4.34
715 · Supplies-Chemicals-Operating	630.05	0.00	0.00	630.05	630.05
720 · Supplies - Inventory - Other	0.00	7,923.66	3,125.05	11,048.71	11,048.71
Total Services & Supplies	630.05	30,508.02	10,913.48	42,051.55	42,051.55
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	9,522.36	202.42	9,724.78	9,724.78
820 · R&R Lift Stations	0.00	0.00	2,000.16	2,000.16	2,000.16
830 · R&R Equipment	2,262.29	34,775.01	4,886.11	41,923.41	41,923.41
832 · R&R Mains and Sewer Lines	0.00	6,341.09	983.41	7,324.50	7,324.50
840 · R&R Vehicles	0.00	4,505.72	5,453.26	9,958.98	9,958.98
Total Repairs & Replacement	2,262.29	55,144.18	13,525.36	70,931.83	70,931.83
Total Expense	2,892.34	179,437.93	94,081.98	276,412.25	276,412.25
Net Income	-2,892.34	101,186.68	176,478.14	274,772.48	274,772.48

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2018 through June 30, 2019

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SEWER-CRP

Target % > **75.0%**

As of March 2019

Summary	Annual	YTD	Actual YTD		
			Amount	%	%
SEWER CRP Revenue	392,097	294,073	270,560	69.0%	0%
SEWER CRP Expenses	202,488	151,866	94,080	46.5%	0%
USDA Annual Payment	129,000	96,750	28,110	next installment will be 6/1/19	
Short term depreciation reserve	30,000	22,500	22,500		
Operating Balance (loss)	30,609	22,957	125,870		

Expenses		2018 - 2019 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	45,929	34,447	47,717	103.9%	(1,788)
510	Contracted Labor	-	-			-
520	FICA - District Share	3,762	2,822	3,650	97.0%	112
530	Medical Ins - District Share	10,571	7,928	7,669	72.5%	2,902
540	PERS - District Share	2,629	1,972	6,494	247.0%	(3,865)
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	4,596	3,447	4,112	89.5%	484
	Salaries and Employee Benefits >	67,488	50,616	69,642	103.2%	(2,154)
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	3,750	202	4.0%	4,798
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	2,500	1,875	28	1.1%	2,472
630	Equip - Office	2,500	1,875		0.0%	2,500
640	Fuel & Oil	5,000	3,750	7,150	143.0%	(2,150)
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	75	0.0%	(75)
685	Rents	-	-		0.0%	-
690	Safety & Security (boots)	0	0	332	0.0%	(332)
700	Tools & Instruments	0	0	2	0.0%	(2)
703	Supplies - Clothing & Personal	0	0		0.0%	0
705	Supplies - Office	0	0		0.0%	0
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	8,500	6,375	3,125	36.8%	5,375
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	0	0		0.0%	0
745	Travel / Lodging	0	0		0.0%	0
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 >	23,500	17,625	10,914	46.4%	12,586
810	R&R Buildings & Grounds	35,000	26,250	202	0.6%	34,798
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	20,000	15,000	2,000	10.0%	18,000
830	R&R Equipment	5,000	3,750	4,886	97.7%	114
832	R&R Mains/Service Lines	25,000	18,750	983	3.9%	24,017
840	R&R Vehicles (\$2k/vehicle)	26,500	19,875	5,453	20.6%	21,047
	Repairs & Replacement >	111,500	83,625	13,524	12.1%	97,976
	Total Expenses >	202,488	151,866	94,080	46.5%	108,408

690 Safety Cones for road work

830 Replacement of Rotors 1 & 2 bearings

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Clearlake Oaks Co Water District
Budget Variance Report July 1, 2018 through June 30, 2019

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WATER - CRP

Target % > **75.0%**

As of March 2019 Summary	Annual	YTD	280,625	Actual YTD	
				Amount	%
WATER CRP Revenue	394,332	295,749	280,625	71.2%	0%
WATER CRP Expenses	166,911	125,183	179,439	107.5%	0%
Short term depreciation reserve	30,000	22,500	22,500		
Operating Balance	197,421	148,066	78,686		

Expenses	2018 - 2019 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
505 Salaries & Wages	41,508	31,131	66,537		(25,029)
510 Contracted Labor	0	0		160.3%	0
520 FICA - District Share	3,396	2,547	5,078	149.5%	(1,682)
530 Medical Ins - District Share	10,571	7,928	12,423	117.5%	(1,852)
540 PERS - District Share	2,327	1,745	6,560	281.9%	(4,233)
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	4,110	3,082	3,188	77.6%	922
Salaries and Employee Benefits >	61,911	46,433	93,786	151.5%	(31,875)
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	3,750	202	4.0%	4,798
622 Board Exp	0	0		0.0%	0
625 Equip - Field (up to \$4999)	2,500	1,875	648	25.9%	1,852
630 Equip - Office	2,500				
640 Fuel & Oil	5,000	3,750	7,197	143.9%	(2,197)
645 Insurance	0	0		0.0%	0
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	0	0		0.0%	0
660 Memberships & Subscriptions	0	0		0.0%	0
665 Mileage Reimb	0	0		0.0%	0
670 Postage & Shipping	0	0		0.0%	0
675 Professional Services Leak Chk	10,000	7,500	12,510	0.0%	(2,510)
685 Rents	0	0	1,263	0.0%	(1,263)
690 Safety & Security (boots)	0	0	763	0.0%	(763)
700 Tools & Instruments	0	0	2	0.0%	(2)
703 Supplies - Clothing & Personal	0	0		0.0%	0
705 Supplies - Office	0	0		0.0%	0
715 Treatment Chemicals	0	0		0.0%	0
720 Supplies - Operating - Other	8,500	6,375	7,924	93.2%	576
730 Taxes - Licenses	0	0		0.0%	0
735 Training, Certs (classes, books)	0	0		0.0%	0
745 Travel / Lodging	0	0		0.0%	0
760 Waste Disposal	0	0		0.0%	0
799 Misc	0	0		0.0%	0
Services and Supplies >	33,500	23,250	30,509	91.1%	2,991
810 R&R Buildings & Grounds	15,000	11,250	9,522	63.5%	5,478
815 R & R Damage Claims	0	0		0.0%	0
820 R&R Lift Stations	0	0		0.0%	0
830 R&R Equipment	5,000	3,750	34,775	695.5%	(29,775)
832 R&R Mains/Service Lines	25,000	18,750	6,341	25.4%	18,659
840 R&R Vehicles (\$2k/vehicle)	26,500	19,875	4,506	17.0%	21,994
Repairs & Replacement >	71,500	53,625	55,144	77.1%	16,356
Total Expenses >	166,911	123,308	179,439	107.5%	(12,528)

675 Professional Services	Leak Detection
685 Rents	Scaffolding for Flash Mixer Repair
690 Safety & Security	safety harnesses for all water tanks & Cones for road work
830 R & R Equipment	Mtc & calibration of all eqpmt/not been done since 2011
830 R & R Equipment	Mtc on all Leete Generators, Booster pp repair, install fan and stat in VFD cabinet = \$13,944.28

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

04/08/19

Accrual Basis

Date	Name	Memo	Class	Amount
130 - Const In Progress - Studies				
07/31/2018	Badger Meter	22759	Loan/Grant:...	33.00
08/31/2018	Badger Meter	22759	Loan/Grant:...	33.00
09/29/2018	Badger Meter		Loan/Grant:...	33.00
10/31/2018	Badger Meter	22759	Loan/Grant:...	33.00
10/31/2018	AES - Analytical Envir...	Water Reclamation ...	Loan/Grant:...	962.50
11/30/2018	Badger Meter		Loan/Grant:...	33.00
11/30/2018	Badger Meter	3 additional meter p...	Loan/Grant:...	216.00
12/15/2018	AES - Analytical Envir...	Services thru 11/30/18	Loan/Grant:...	1,157.50
12/27/2018	Badger Meter	Pilot mtr units	Loan/Grant:...	249.00
12/31/2018	Lake Co Record-Bee	Classified ad - Notic...	Loan/Grant:...	195.49
01/01/2019	AES - Analytical Envir...	Services through 12/...	Loan/Grant:...	853.65
01/07/2019	MC Engineering, Inc	Last of Env. Study fo...	Loan/Grant:...	320.00
01/30/2019	Badger Meter	Services for January...	Loan/Grant:...	249.00
02/26/2019	County of Lake - Clerk	CDFW filing fee - No...	CRP:Sewer	2,404.75
02/28/2019	Badger Meter	Service for February ...	Loan/Grant:...	249.00
03/29/2019	Badger Meter	March 2019 - Test M...	Loan/Grant:...	249.00
Total 130 - Const In Progress - Studies				7,270.89
131 - Waste Water Plant				
131.1 - Pumps/Equipment				
07/05/2018	Southwest Products	Water pump, fan pull...	CRP:Sewer	572.16
08/13/2018	MROSUPPLY	ROTOR #1 TAPER ...	CRP:Sewer	2,017.24
09/04/2018	ECS House Industries...	Replace rotor #2 bea...	CRP:Sewer	1,017.85
11/09/2018	Industrial Electric Mot...	Dredging pump - em...	CRP:Sewer	6,282.66
Total 131.1 - Pumps/Equipment				9,889.91
131 - Waste Water Plant - Other				
12/11/2018	Pace	Misc SS fittings - in...	CRP:Sewer	773.40
12/14/2018	Pace	Misc SS fittings	CRP:Sewer	-392.86
12/19/2018	Pace		CRP:Sewer	-2.32
01/02/2019	ECS House Industries...	Replaced gearbox o...	CRP:Sewer	1,153.96
Total 131 - Waste Water Plant - Other				1,532.18
Total 131 - Waste Water Plant				11,422.09
126 - Forcemain (phase 1) Cap. Imprv.				
Total 126 - Forcemain (phase 1) Cap. Imprv.				
123 - USDA - Sewer Plant Cap Imprvmt				
07/02/2018	Adams Ashby	May - General admin...	Loan/Grant:...	540.00
07/02/2018	Adams Ashby	USDA SEWER - JU...	Loan/Grant:...	1,980.00
07/07/2018	MC Engineering, Inc	USDA Wastewater E...	Loan/Grant:...	30,760.88
07/24/2018	T & S Construction Co...		Loan/Grant:...	301,356.68
08/01/2018	Adams Ashby	Payment Processing...	Loan/Grant:...	810.00
08/03/2018	MC Engineering, Inc		Loan/Grant:...	24,600.66
08/24/2018	T & S Construction Co...	Payment #12	Loan/Grant:...	91,627.50
09/01/2018	Adams Ashby	August 2018	Loan/Grant:...	945.00
09/17/2018	MC Engineering, Inc	USA Wastewater En...	Loan/Grant:...	16,687.10
09/30/2018	T & S Construction Co...	Pynt #13	Loan/Grant:...	261,292.60
10/01/2018	Adams Ashby	September chgs	Loan/Grant:...	765.00
10/01/2018	T & S Construction Co...		Loan/Grant:...	249,460.76
10/05/2018	MC Engineering, Inc	USDA Wastewater E...	Loan/Grant:...	11,883.67
11/01/2018	Adams Ashby	October service	Loan/Grant:...	1,080.00
11/03/2018	MC Engineering, Inc	USDA Wastewater E...	Loan/Grant:...	10,398.38
11/27/2018	T & S Construction Co...	10/27/18 thru 11/27/...	Loan/Grant:...	57,237.50
12/01/2018	USDA Rural Develop...	USDA - Payment #3 ...	Loan/Grant:...	33,764.08
12/01/2018	Adams Ashby	Nov 2018 service for...	Loan/Grant:...	1,440.00
12/04/2018	MC Engineering, Inc	USDA -Sewer Plant ...	Loan/Grant:...	11,107.55
01/01/2019	Adams Ashby	December 2018	Loan/Grant:...	1,170.00
01/04/2019	MC Engineering, Inc	USDA Wasterwater ...	Loan/Grant:...	2,165.58
01/31/2019		Adams Ashby Inv. #...	Loan/Grant:...	-1,080.00
01/31/2019		MC Engineering Inv. ...	Loan/Grant:...	-10,398.38
01/31/2019		T&S Const - Inv. #15	Loan/Grant:...	-57,237.50
02/01/2019	Adams Ashby	January service	Loan/Grant:...	3,195.00
02/01/2019	T & S Construction Co...	WWTP - Retention ...	Loan/Grant:...	191,990.49
02/07/2019		Adams Ashby Inv #2...	Loan/Grant:...	-1,440.00
02/07/2019		Adams Ashby Inv. #...	Loan/Grant:...	-1,170.00
02/07/2019		MC Engineering Inv ...	Loan/Grant:...	-11,107.55
02/07/2019		MC Engineering Inv. ...	Loan/Grant:...	-2,165.58

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Clearlake Oaks County Water District

Capital Improvements

As of March 31, 2019

04/08/19

Accrual Basis

Date	Name	Memo	Class	Amount
02/07/2019		T & S Inv. #16 (Rete...	Loan/Grant:...	-191,990.49
Total 123 - USDA - Sewer Plant Cap Imprvmt				1,029,668.93
127 - Water Plant				
127.1 - Repair of Major Equipment				
07/06/2018	Williams Radiator	New core for 25K Ge...	CRP:Sewer	612.68
07/11/2018	Amazon	113-0986928-61450...	CRP:Water	369.06
07/12/2018	ECS House Industries...	Stubshaft, plate seal	CRP:Sewer	484.61
07/12/2018	ECS House Industries...	Over pay check #32...	CRP:Sewer	-152.65
07/12/2018	Santa Clara Systems	Replacement drive ...	CRP:Water	2,409.34
08/03/2018	EASA Industrial Electr...	Rebuild motor WTP	CRP:Water	3,992.59
08/21/2018	Pace	P.O. #4543 - WELL ...	CRP:Water	467.21
09/05/2018	CineMeade Engineering	Repair of Flsh mixer	CRP:Water	619.00
09/12/2018	J&J Pumps	Pump Inspection- R...	CRP:Water	800.00
09/28/2018	Pacific Ozone	Approved SM 9/6/18...	CRP:Water	50,279.26
09/28/2018	J&J Pumps	Hi Service PP #1 scr...	CRP:Water	800.00
10/17/2018	Lake County Electric ...	VFP for high service ...	CRP:Water	3,785.93
10/17/2018	Lake County Electric ...	Starter	CRP:Water	1,627.83
10/18/2018	Ozone Water System...	Repair/Service AirSe...	CRP:Water	12,465.02
10/24/2018	Instrumart	Ultrasonic Flow Mete...	CRP:Water	9,523.80
11/09/2018	Lake County Electric ...	Starter transformer ...	CRP:Water	1,809.43
12/04/2018	USA BlueBook	Colormeter Assembl...	GL:Sewer	549.62
12/06/2018	Pace	Adapter, bolt, gasket...	CRP:Water	820.56
12/12/2018	Williamson Engineering	Neptune motor - pol...	CRP:Water	818.32
12/13/2018	Lake County Electric ...	Shady VFO-Electric...	CRP:Water	1,362.08
12/17/2018	Mendo Mill	Flashmixer	CRP:Water	174.78
12/18/2018	Mendo Mill	Tools for flashmixer ...	CRP:Water	130.65
12/18/2018	Mendo Mill	Flashmixer	CRP:Water	60.81
01/10/2019	Commercial Pump & ...	Sand blast/powder c...	CRP:Water	960.00
01/10/2019	Commercial Pump & ...	Repair HSP1 Pump/...	CRP:Water	10,364.50
02/01/2019	Lake County Electric ...	High service pump &...	CRP:Water	6,595.88
02/14/2019	Commercial Pump & ...	Replacement motor f...	CRP:Water	7,566.22
02/27/2019	Telstar Instruments	Flow meter for filter ...	CRP:Water	9,793.66
02/27/2019	Telstar Instruments	Acuators for backwa...	CRP:Water	22,392.46
02/28/2019	Pacific Ozone	Repair of Ozone Ge...	CRP:Water	11,719.81
02/28/2019	Pacific Ozone	Repair Ozone Gener...	CRP:Water	1,856.44
03/20/2019	Commercial Pump & ...	Replace West Intake...	CRP:Water	7,222.22
Total 127.1 - Repair of Major Equipment				172,281.12
127 - Water Plant - Other				
11/26/2018	Pacific Ozone	Approved SM 9/6/18	CRP:Water	1,481.80
11/27/2018	Pacific Ozone	Ozone Sam Photom...	CRP:Water	451.53
11/30/2018	Pace	Install flash mixer	CRP:Water	220.55
12/03/2018	Muniquip, LLC	Flash Mixer	CRP:Water	26,598.00
02/01/2019	Telstar Instruments	Furnish/install flow ...	CRP:Water	5,869.69
02/01/2019	Telstar Instruments	Calibration of flowm...	CRP:Water	1,440.00
Total 127 - Water Plant - Other				36,061.57
Total 127 - Water Plant				208,342.69
120 - District General CIP (EQUIPMENT - WAS 1011181)				
120.01 - General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
09/29/2018	Verizon Wireless	X2 Ipads, cases, pro...	GL:Water	1,281.94
09/29/2018	Verizon Wireless	X2 Ipads, cases, pro...	GL:Water	1,165.41
09/29/2018	Verizon Wireless	X2 Ipads, cases, pro...	GL:Sewer	1,165.41
09/29/2018	Verizon Wireless	X1 Ipad, cases, prot...	GL:Water	510.67
10/02/2018	Verizon Wireless	842219116-00001	GL:Water	-225.30
10/02/2018	Verizon Wireless	842219116-00001	GL:Sewer	-225.29
10/15/2018	Grainger	Cerrito surge tank co...	CRP:Water	1,396.93
12/13/2018	Pace	Pipe cutting system f...	CRP:Water	4,341.68
Total 120.01 - General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				9,411.45
120.60 - Office (OFFICE EQUIPMENT - WAS 1011192)				
09/28/2018	Nor-Cal Telecom	New phone system	GL:Admin	3,411.49
Total 120.60 - Office (OFFICE EQUIPMENT - WAS 1011192)				3,411.49
120.90 - Vehicles/Generators/Trailers				
12/04/2018	HOLT AG SOLUTIONS	KUBOTA 4WD Utilit...	CRP:Sewer	13,728.00
01/18/2019	Greenbergs Quality M...	Used - 2016 Chevy ...	CRP:Sewer	24,900.00

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

Date	Name	Memo	Class	Amount
01/18/2019	Greenbergs Quality M...	Used - 2016 Chevy ...	CRP:Water	12,750.00
01/18/2019	Greenbergs Quality M...	Used - 2015 Chevy ...	CRP:Water	19,000.00
01/18/2019	Greenbergs Quality M...	Used - 2016 Chevy ...	CRP:Sewer	12,750.00
Total 120.90 · Vehicles/Generators/Trailers				83,128.00
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				
10/12/2018	CUSI	Additional field and a...	GL:Sewer	750.00
10/12/2018	CUSI		GL:Water	750.00
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				1,500.00
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				97,450.94
122 · Bldgs/Grounds Cap Improvements				
10/20/2018	Frontier Farm and Lan...	Landscaping Admin ...		5,990.00
Total 122 · Bldgs/Grounds Cap Improvements				5,990.00
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
124.31 · Lift Station 7 Bypass				
Total 124.31 · Lift Station 7 Bypass				
124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations				
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
08/14/2018	Pace	WELL HEAD REPL...	CRP:Water	2,543.55
09/28/2018	Pollard Water	20 - Hydrant locks	CRP:Water	1,991.05
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				4,534.60
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				4,534.60
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
210 · Cal Card				
08/30/2018		Funds Transfer		3,080.42
08/30/2018		Funds Transfer		8,345.43
09/30/2018				-11,129.64
Total 210 · Cal Card				296.21
TOTAL				1,364,976.35



Menu



Accounts

Transfers

Bill Pay

File by April 15th with TurboTax and get your maximum refund, guaranteed. [Finish now!](#)

Accounts

Transfer Settings

CRP PC *6192

Current	\$0.00
Available	**\$0.00

CRP SEWER *3745

Current	\$344,611.36
Available	**\$344,611.36

GENERAL LEDGER *9122

Current	\$184,084.83
Available	**\$188,172.01

PC ESCROW *6184

Current	\$0.00
Available	**\$0.00

CRP WATER *6990

Current	\$163,465.66
Available	**\$163,465.66

BALANCE TOTALS

Total Deposit Accounts	\$692,161.85
------------------------	--------------

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

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You currently have no rewards available. Check back soon.



CRP PC [change account](#) ▼

[How does this work?](#)

April 2019					
Su	Mo	Tu	We	Th	Fr
31	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	1	2	3

4/15 - Last day to file 2018 taxes

Outside Accounts



No outside accounts added.

[Add account](#)

Money Management

Budgets made easy!



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

www.treasurer.ca.gov/pmia-laif/laif.asp
April 15, 2019

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

Account Number:
90-17-001

Tran Type Definitions

March 2019 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,174,140.40
Total Withdrawal:	0.00	Ending Balance:	1,174,140.40

Aged Accounts Receivable

As of 04/15/2019

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
\$84,285.78	\$29,234.93	\$9,579.56	\$7,612.06	\$125,098.65	<u>\$255,810.98</u>

Total number of accounts with open balances: 879

These totals include all accounts on the Tax Roll

****BILLS ARE DUE TODAY APRIL 15, 2019****

Clearlake Oaks County Water District
Payroll Summary
March 2019

	<u>Hours</u>	<u>Rate</u>	<u>Mar 19</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Overtime (x1.5)	362.75	38.46	12,821.25
PTO	209.53	30.00	5,171.68
Straight	2,441.75	25.64	58,998.36
Board			600.00
Duty Pay			3,885.00
Total Gross Pay	<u>3,014.03</u>		<u>81,476.29</u>
Deductions from Gross Pay			
ACWA (pre-tax)			-1,815.30
AFLAC (pre-tax)			-254.16
AFLAC (taxable) AFTER TAX			-235.20
CALPers 457			-450.00
CALPers EE (Pretax)			-3,093.58
Total Deductions from Gross Pay			<u>-5,848.24</u>
Adjusted Gross Pay	<u>3,014.03</u>		<u>75,628.05</u>
Taxes Withheld			
Federal Withholding			-4,135.00
Medicare Employee			-1,151.40
Social Security Employee			-4,923.22
CA - Withholding			-1,355.27
CA - Disability			-753.37
Total Taxes Withheld			<u>-12,318.26</u>
Deductions from Net Pay			
Miscellaneous Deduction			-10.00
Total Deductions from Net Pay			<u>-10.00</u>
Net Pay	<u><u>3,014.03</u></u>		<u><u>63,299.79</u></u>
Employer Taxes and Contributions			
Federal Unemployment			30.32
Medicare Company			1,151.40
Social Security Company			4,923.22
CA - Unemployment			33.46
Total Employer Taxes and Contributions			<u><u>6,138.40</u></u>

Clearlake Oaks County Water District

Trial Balance

As of March 31, 2019

04/08/19
Accrual Basis

	Mar 31, 19	
	Debit	Credit
102.001 · GL - 9122	186,968.70	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	985,140.40	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	162,906.35	
102.03 · CRP Sewer - 3745	329,429.18	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · Const In Progress - Studies	126,505.10	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
128 · Sewer Infrstructure & Rehab Proj	288,717.18	
121 · Wtr Dist & Wtr Storage Projects	153,927.77	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - Dist...	115,500.66	
131 · Waste Water Plant	1,532.18	
131 · Waste Water Plant:131.1 · Pumps/Equipment	9,889.91	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,189,959.70	
USDA Project	0.00	
127 · Water Plant	258,718.50	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Repair of Major Equipment	172,281.12	
120 · District General CIP	13,500.00	
120 · District General CIP:120.01 · General Equipment/Tools	1,921,549.25	
120 · District General CIP:120.60 · Office	27,331.49	
120 · District General CIP:120.75 · SCADA	0.00	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	202,254.54	
122 · Bldgs/Grounds Cap Improvements	8,529,449.57	
124 · D/C System Cap Improvements	3,140,971.60	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · L...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	5,215.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		7,747,170.00
200 · ACCOUNTS PAYABLE		23,483.41
210 · Cal Card	1,622.74	
210 · Cal Card:210.13 · WAB - Jeremy - 2499		1,142.72
210 · Cal Card:210.12 · WAB- Francisco - 2481		100.00
210 · Cal Card:210.11 · WAB - Dan - 2507		713.62
210 · Cal Card:210.10 · WAB - Dianna - 2473		900.52
210 · Cal Card:210-09 · Cal Card - Francisco - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - Dan - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card - Jeremy - 5863	0.00	
210 · Cal Card:210.06 · Cal Card - Jason 3879	0.00	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	0.00	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
224 · USDA Retainage		141,412.85
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.12 · USDA Loan		2,537,248.61
280 · Loan:280.07 · Bridge Loan for Forced Main	5,650.96	

Clearlake Oaks County Water District

Trial Balance

As of March 31, 2019

	Mar 31, 19	
	Debit	Credit
280 · Loan:280.05 · USDA Bridge Loan	2,282.35	
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		546.13
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical		5,436.57
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	5,694.50	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT O...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERI...		1,895.77
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	340.68	
223.50 · MEDICARE TAX PAYABLE	160.05	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	377.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	84.49	
223.65 · STATE DISABILITY PAYABLE	1,283.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	2,884.66	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		825.22
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	15,804.48	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		6,011,434.96
500 · 2017 Storms:500.4 · CalOES Payment		727.00
Income:410 · Client Reg Pmt		1,585,719.41
Income:425 · CRP		542,644.81
Income:430 · Penalty & Interest		54,721.95
Income:430 · Penalty & Interest:430.1 · Condemnation Fund (589 Ke...		301.40
Income:435 · Loans/Grants:435-6 · Inflow & Infiltration Construct		67,858.00
Income:435 · Loans/Grants:435-5 · USDA Contruction Grant	0.00	
Income:440 · Misc Revenue		13,763.27
Income:450 · Other - Non S/W Rev		157,857.88
140 · Flood 2019	26,733.49	
134 · WTP Meter & X-Connection Proj.	3,143.34	
133 · Harvey Storage Tank - Water	3,293.33	
Loans/Grants:903 · WTP, Meters, and Backflow	1,475.08	
Salaries & EE Benefits:507 · Severence Pay	26,640.00	
Salaries & EE Benefits:545 · CALPers 457		375.00
Salaries & EE Benefits:505 · Salaries & Wages	752,643.06	
Salaries & EE Benefits:520 · FICA - District Share	58,221.93	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	158,375.64	
Salaries & EE Benefits:540 · PERS - District Share	73,079.77	
Salaries & EE Benefits:550 · Unemployment	7,200.02	
Salaries & EE Benefits:560 · Workers Comp Ins	38,035.33	
Services & Supplies:605 · Advertising	315.00	
Services & Supplies:610 · Bank Fees	13,856.47	
Services & Supplies:620 · Communications & Internet	17,889.62	
Services & Supplies:622 · Board Exp	5,362.60	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	783.98	
Services & Supplies:630 · Equip - Office	3,583.17	
Services & Supplies:640 · Fuel & Oil	21,937.13	

Clearlake Oaks County Water District

Trial Balance

As of March 31, 2019

	Mar 31, 19	
	Debit	Credit
Services & Supplies:645 · Insurance	44,545.00	
Services & Supplies:657 · Lab	25,878.01	
Services & Supplies:660 · Memberships & Subscription	42,453.36	
Services & Supplies:665 · Mileage Reimb	696.68	
Services & Supplies:670 · Postage & Shipping	7,798.99	
Services & Supplies:675 · Professional Services	57,285.29	
Services & Supplies:685 · Rents	17,443.73	
Services & Supplies:690 · Safety & Security	17,995.95	
Services & Supplies:700 · Tools & Instruments	2,349.60	
Services & Supplies:703 · Supplies - Clothing & Personal	5,645.80	
Services & Supplies:705 · Supplies - Office	8,735.63	
Services & Supplies:715 · Supplies-Chemicals-Operating	81,848.38	
Services & Supplies:720 · Supplies - Inventory - Other	35,034.24	
Services & Supplies:735 · Training/Classes/Certs/ClassB	10,306.40	
Services & Supplies:745 · Travel / Lodging	3,455.99	
Services & Supplies:750 · Utilities	140,513.13	
Services & Supplies:760 · Waste Disposal	40,043.07	
Services & Supplies:795 · Yolo Co	34,073.84	
Services & Supplies:799 · Misc	11,129.64	
Services & Supplies:799 · Misc:799.2 · Cust. Refund - Escrow Overp...	85.30	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	1,910.62	
Repairs & Replacement:850 · CRP:850.3 · Paradise Cove	2,156.22	
Repairs & Replacement:810 · R&R Buildings & Grounds	14,083.70	
Repairs & Replacement:820 · R&R Lift Stations	2,000.16	
Repairs & Replacement:830 · R&R Equipment	47,424.44	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	7,948.63	
Repairs & Replacement:840 · R&R Vehicles	17,510.26	
66000 · Payroll Expenses	703.78	
TOTAL	25,286,157.84	25,286,157.84

350

9:37 AM

04/15/19

Clearlake Oaks County Water District
A/P Aging Summary
As of April 15, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Action Sanitary, Inc	0.00	160.88	0.00	0.00	0.00	160.88
ACWA/JPIA - W/C & Liab	14,678.99	0.00	0.00	0.00	0.00	14,678.99
Alpha Analytical Labs	647.00	1,140.00	0.00	0.00	0.00	1,787.00
Big O Tires	17.00	0.00	0.00	0.00	0.00	17.00
CASH	7.82	0.00	0.00	0.00	0.00	7.82
Clearlake Lava	274.57	0.00	0.00	0.00	0.00	274.57
DenBeste Water Solutions	2,450.00	0.00	0.00	0.00	0.00	2,450.00
Hach	934.07	0.00	0.00	0.00	0.00	934.07
Hasa Inc	2,893.09	0.00	0.00	0.00	0.00	2,893.09
High Country Security	1,186.31	0.00	0.00	0.00	0.00	1,186.31
Integra Chemical Company	1,892.15	0.00	0.00	0.00	0.00	1,892.15
Lake County Waste Solutions	587.69	0.00	0.00	0.00	0.00	587.69
MC Engineering, Inc	9,076.74	2,812.50	0.00	0.00	0.00	11,889.24
Mediacom - WWTP 1294	231.54	0.00	0.00	0.00	0.00	231.54
Mendo Mill	526.57	0.00	0.00	0.00	0.00	526.57
Napa Auto Parts	254.92	0.00	0.00	0.00	0.00	254.92
Nave & Cortell, LLP	107.50	0.00	0.00	0.00	0.00	107.50
Northern Safety & Industrial	210.48	0.00	0.00	0.00	0.00	210.48
Pace	0.00	2,428.00	-11,024.21	0.00	0.00	-8,596.21
PG&E	0.00	26,397.57	0.00	0.00	0.00	26,397.57
Pitney Bowes, Inc	0.00	511.51	0.00	0.00	0.00	511.51
Redwood Coast Fuels	0.00	1,282.18	0.00	0.00	0.00	1,282.18
Southport Control Solutions	2,557.00	0.00	0.00	0.00	0.00	2,557.00
Swan Analytical Instruments	5,248.60	0.00	0.00	0.00	0.00	5,248.60
T & S Construction Co. Inc.	0.00	0.00	10,000.00	0.00	0.00	10,000.00
Tri-Cities Answering Service	167.45	0.00	0.00	0.00	0.00	167.45
Yolo County Flood Control	0.00	3,796.17	0.00	0.00	0.00	3,796.17
TOTAL	43,949.49	38,528.81	-1,024.21	0.00	0.00	81,454.09

Account Payable Breakdown

Date: 4/15/2019

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$219,072.48	\$184,084.83	\$188,172.01
CRP Water	\$163,465.66	\$163,465.66	\$163,465.66
CRP Sewer	\$344,611.36	\$344,611.36	\$344,611.36
CRP PC	\$0.00	\$0.00	\$0.00
PC Escrow	\$0.00	\$0.00	\$0.00
 LAIF Balance	 \$1,174,140.40		
 Current A/P Aging	 \$81,454.09		
ACWA Health Ins	\$12,717.93		
WAB Credit Card			
TOTAL	\$94,172.02		

NOTES:

**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

MARCH 21, 2019

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President
√ Mr. Samuel Boucher, Director √ Mr. Stanley Archacki, Director, √ Mrs. Barbara Higman, Director

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

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

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

- a. Minutes of Regular Meeting 02-21-19

4. **Bills**

- a. MC Engineering invoice number 1731, dated 3/5/19, in the amount of \$11,784.88, for the Waste Water Infrastructure Improvements
- b. Roto Rooter invoice number 57983A, dated 2/15/19 in the amount of \$8,287.50 for pumper trucks

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

5. **Agenda (Old Business)**

- a. Discussion and update from CSA 16 committee regarding annexation progress

Action Taken: No Action

6. **Agenda (New Business)**

- a. Discussion and consideration of purchasing two (2) Baker Tanks from Rain for Rent not to exceed \$30,000

Action Taken: Motion to purchase two (2) Baker Tanks from Rain for Rent not to exceed \$30,000, to be coded 810 50/50 CRP Water/Sewer
BOUCHER/ARCHACKI M/S/C
AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI/MEDEIROS
NOES: NONE
ABSENT: NONE

- b. Discussion and consideration to allow staff to apply for a USDA grant/loan for water projects

Action Taken: Motion to allow staff to pursue funding for USDA grant/loan for Water projects and authorize MC Engineering to begin design Phases 1 & 2
HIGMAN/ARCHACKI M/S/C
AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI/MEDEIROS
NOES: NONE
ABSENT: NONE

- c. Discussion and consideration of the Regular Meeting held on the third Thursday of every month to start at 2 pm instead of 4 pm.

Action Taken: Motion to move the Regular Meeting held on the third Thursday of every month to start at 2 pm instead of 4 pm.
HOSIER/BOUCHER M/S/C
AYES: HOSIER/HIGMAN/BOUCHER/ARCHACKI/MEDEIROS
NOES: NONE
ABSENT: NONE

Motioned to adjourn at 5:01 PM by Director Hosier

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary

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MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
4/5/2019	1739

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	5/5/2019	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	16.5	165.00	2,722.50	
Assistant Engineer, Jared P. Nelson	27	120.00	3,240.00	
Operations Management Engineer, John Pedri, PE	13.5	160.00	2,160.00	
Administrative Support	2	65.00	130.00	
EDEA Inv 1023		593.25	593.25	
OV Copy Inv 31751		103.46	103.46	
234mi @ \$0.545mi 3/21 Mark	234	0.545	127.53	
<i>128 - 4/6 inflow & infiltration</i>				
			Total	\$9,076.74
			Payments/Credits	\$0.00
			Balance Due	\$9,076.74

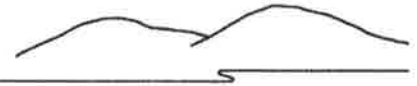
Phone #	Fax #	E-mail
916-223-3828	916-860-1863	markacarey@msn.com

Clearlake Oaks County Water District

FINANCIAL STATEMENTS

AUDIT REPORT

June 30, 2018



January 25, 2019

Clearlake Oaks County Water District

Clearlake Oaks, CA

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of Clearlake Oaks County Water District as of and for the year-ended June 30, 2018, as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free of material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America applicable to financial audits contained in Governmental Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that our audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Clearlake Oaks County Water District as of June 30, 2018, and the respective



changes in financial position, and cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

Other Matters

The District has not presented Management’s Discussion and Analysis or budgetary comparison information that accounting principles generally accepted in the United States of America require be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Clearlake Oaks County Water District’s basic financial statements. The Schedule of Expenditures of Federal Awards, as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated **January 25, 2019**, on our consideration of the Clearlake Oaks County Water District’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Zach Pehling, CPA

Clearlake Oaks County Water District

**Audit Report
June 30, 2018**

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Clearlake Oaks County Water District

**Statement of Net Position
June 30, 2018**

ASSETS

Current Assets:

Cash	\$ 1,971,263
CRP Restricted Cash	675,162
Accounts Receivable	589,862
Deposits & Prepaid Expenses	15,474
Total Current Assets	<u>3,251,761</u>

Capital Assets:

Land	299,770
Buildings, Improvements & Equipment	15,483,988
Construction in Progress	5,014,455
Less: Accumulated Depreciation	<u>(8,736,056)</u>
Total Capital Assets	<u>12,062,157</u>

TOTAL ASSETS 15,313,918

DEFERRED OUTFLOW

GASB 68 Pension 253,182

TOTAL DEFERRED OUTFLOW 253,182

TOTAL ASSETS AND DEFERRED OUTFLOWS 15,567,100

LIABILITIES

Current Liabilities:

Accounts Payable	1,052,122
Current Portion	56,220
Accrued Compensated Absences	54,922
Total Current Liabilities	<u>1,163,264</u>

Long-term Liabilities:

Note Payable	2,754,780
Net Pension Liability	877,205
Total Long-term Liabilities	<u>3,631,985</u>

TOTAL LIABILITIES 4,795,249

DEFERRED INFLOWS

USDA Construction Retainage	141,413
GASB 68 Pension	60,975

TOTAL DEFERRED INFLOWS 202,388

TOTAL LIABILITIES AND DEFERRED INFLOWS 4,997,637

NET POSITION

Net Investment in Capital Assets	9,251,157
Unrestricted	<u>1,318,306</u>

TOTAL NET POSITION \$ 10,569,463

The accompanying notes are an integral part of these financial statements.

Clearlake Oaks County Water District
Statement of Activities
For the Year-Ended
June 30, 2018

	Expenses	Charges for Services	Capital Grants and Contributions	Excess of Revenues/(Expenses)
<u>Governmental Activities</u>				
Water	1,468,541	1,584,720	-	116,179
Sewer	1,569,745	2,959,768	2,085,234	3,475,257
Total Governmental Activities				3,591,436
General Revenues:				
Tax Revenue				189,506
Interest & Investment Earnings				412
Total General Revenues				189,918
NET CHANGE IN NET POSITION				3,781,354
NET POSITION, BEGINNING OF YEAR				6,788,109
NET POSITION, END OF YEAR				\$ 10,569,463

The accompanying notes are an integral part of these financial statements.

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Clearlake Oaks County Water District

**Statement of Revenues, Expenses & Change in Fund Net Position
For the Year Ended
June 30, 2018**

<u>OPERATING REVENUE</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Charges for Service	\$ 1,249,049	\$ 1,090,773	\$ 2,339,822
CRP Charges	313,697	325,601	639,298
Connection Fee	-	-	-
Misc Revenue	21,974	13,309	35,283
Storm Disaster	-	1,530,085	1,530,085
TOTAL OPERATING REVENUE	1,584,720	2,959,768	4,544,488
<u>OPERATING EXPENSES</u>			
Depreciation	256,159	146,056	402,215
Insurance	23,241	23,241	46,482
Repairs & Maintenance	63,770	72,528	136,298
Salaries and Employee Benefits	669,658	680,676	1,350,334
Services, Supplies and Refunds	274,662	326,720	601,382
Professional Fees	58,064	146,411	204,474
Storm Disaster Expense	-	31,025	31,025
Utilities	122,988	116,578	239,565
TOTAL OPERATING EXPENSES	1,468,541	1,543,234	3,011,775
OPERATING INCOME (Loss)	116,179	1,416,534	1,532,713
<u>NON-OPERATING REVENUES/EXPENSES</u>			
Interest Income	206	206	412
Grants & Contributions	-	2,085,234	2,085,234
Property Taxes	94,735	94,771	189,506
Interest Expense	-	(26,511)	(26,511)
TOTAL NON-OPERATING REVENUES/EXPENSES	94,941	2,153,700	2,248,641
<u>CHANGE IN NET POSITION</u>	\$ 211,120	\$ 3,570,234	\$ 3,781,354

The accompanying notes are an integral part of these financial statements.

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Clearlake Oaks County Water District
Statement of Cash Flows
For the Year-Ended
June 30, 2018

	Water	Sewer	Total
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>			
Cash Received from Charges for Service	\$ 1,475,566	\$ 1,329,194	\$ 2,804,760
Cash Received from Grants & Contributions	-	-	-
Cash Received from Other Income	21,974	1,543,394	1,565,368
Deduct: Cash paid for Operating Expenses	(1,220,335)	(1,405,130)	(2,625,465)
NET CASH FLOWS FROM OPERATING ACTIVITIES	277,205	1,467,458	1,744,663
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</u>			
Interest Expense	-	(26,511)	(26,511)
Line of Credit	-	(466,000)	(466,000)
USDA Draws	-	2,831,000	2,831,000
Capital Contributions	-	2,085,234	2,085,234
Notes Payable	-	(20,000)	(20,000)
Purchase of Capital Assets	(266,097)	(4,361,804)	(4,627,901)
NET CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	(266,097)	41,919	(224,178)
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</u>			
Property Tax Receipts	94,735	94,771	189,506
NET CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	94,735	94,771	189,506
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
Interest Receipts	206	206	412
NET CASH FLOWS FROM INVESTING ACTIVITIES	206	206	412
<u>NET INCREASE (DECREASE) IN CASH</u>	106,049	1,604,354	1,710,403
<u>CASH, BEGINNING OF YEAR</u>	1,807,728	(871,706)	936,022
<u>CASH, END OF YEAR</u>	\$ 1,913,777	\$ 732,648	\$ 2,646,425
<u>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</u>			
Operating Income (Loss)	\$ 116,179	\$ 1,416,534	\$ 1,532,713
Adjustments to reconcile operating income to net cash provided by operating activities			
Add back depreciation	256,159	146,056	402,215
(Increase) Decrease in Operating Accounts Receivable	(87,180)	(87,180)	(174,360)
(Increase) Decrease in Prepaid	3,139	3,139	6,278
Increase (Decrease) in Accounts Payable	(37,943)	(37,943)	(75,886)
Increase (Decrease) in Pension Obligation	8,267	8,267	16,534
Increase (Decrease) in Current Liabilities	18,584	18,585	37,169
Net Cash Provided by Operating Activities	\$ 277,205	\$ 1,467,458	\$ 1,744,663

The accompanying notes to the financial statements are an integral part of this statement.

Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Clearlake Oaks County Water District (the District) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

A. Description of the Reporting Entity

The District was established in 1960, under the California State Government Code. The District currently provides water and sewer services throughout the un-incorporated area of the Clearlake Oaks Community in Lake County.

The District is a governed entity administered by a Board of Directors (Board) that acts as the authoritative and legislative body of the entity. The Board is comprised of five board members who are elected by voters living within the District's boundaries. Elections are held within the Board to appoint the President. The President's responsibilities are to preside at all meetings of the Board; be the chief officer of the District; perform all duties commonly incident to the position of presiding officer of a board, commission, or business organization; and exercise supervision over the business of the District, its officers, and its employees.

The accompanying general-purpose financial statements comply with the provisions of GASB Statement No. 14, "*The Financial Reporting Entity*," in that the financial statements include all organizations, activities, and functions that comprise the District. Component units are legally separate entities for which the District (the primary entity) is financially accountable. Financial accountability is defined as the ability to appoint a voting majority of the organization's governing body and either (1) the District's ability to impose its will over the organization or (2) the potential that the organization will provide a financial benefit to, or impose a financial burden on, the District. Using these criteria, the District has no component units.

B. Basis of Accounting/Measurement Focus

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, revenues, expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

C. Government-Wide Financial Statements

The District Government-Wide Financial Statements include a Statement of Net Position and a Statement of Revenues, Expenses and Changes in Net Position. These statements present summaries of Governmental and Business-Type Activities for the District accompanied by a total column. These statements are presented on an "economic resources" measurement focus and the accrual basis of

Clearlake Oaks County Water District

NOTES TO FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2018

accounting. Accordingly, all of the District's assets and liabilities, including capital assets as well as infrastructure assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Revenues, Expenses and Changes presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The types of transactions reported as operating revenues for the District are reported as charges for services.

Certain eliminations have been made as prescribed by GASB Statement No. 34 in regards to interfund activities, payables and receivables. All internal balances in the Statement of Net Position have been eliminated except those representing balances between the governmental activities and the business-type activities, which are presented as internal balances and eliminated in the total primary government column.

Operating revenues include (1) charges paid by the recipients of services offered by the program and (2) grants and contributions that are restricted to meeting the operational or capital requirements if a particular program. Revenues that are not classified as program revenues, including taxes are presented instead as non-operating revenues.

Enterprise Funds – The enterprises funds are used to account for all the financial resources of the District. The enterprise net assets is available to the District for any purpose, provided it is expended or transferred according to the general laws of California and the bylaws of the District. The District maintains separate funds for Water, and Sewer.

Exchange and Non-Exchange Transactions of Revenues – Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. Non-exchange transactions, in which the District receives value without directly giving value in return, include taxes and donations. Revenues are recognized when susceptible to accrual, when they become both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The District considers property taxes as available if they are collected within 60 days after year-end. The assessor of the County determines the assessed valuations of such property and the tax collector of the County collects the taxes. On an accrual basis, revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the District must provide local resources to be used for a specific purpose, and expenditure requirements, in which the resources are provided to the District on a reimbursement basis.

Expenses - On an accrual basis of accounting, expenses are recognized at the time they are incurred.

D. Funds on Deposit, County and Bank

The District maintains its cash in a pool managed by the County Treasury. The County Treasury, in turn, invests its cash with the State of California in the local agency investment fund as well as other banking institutions. The District does not own any specific identifiable investments in the pool. The risk of loss is minimal.

Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

As of, the primary government had the following investments:

	<u>Fair Value</u>	<u>Rating</u>	<u>Rating Agency</u>
Cash in County Treasury	\$29,610	Unrated	NA
Cash in Local Bank	\$1,341,176	FDIC ins.	NA
Cash in LAIF	\$1,275,333	Unrated	NA
Petty Cash	\$307		
Total Cash	\$2,646,425		

Interest rate risk. - The District does not currently have a policy regarding interest rate risk.

Credit risk. - The District does not have a formal policy regarding credit risk

Custodial credit risk. -The District's investment in the State and County Treasurer's investment pools represents a proportionate interest in the pool's portfolio; however, the District's portion is not identified with specific investments and is not subject to custodial credit risk. Cash in local bank is covered by federal depository insurance.

Concentration of credit risk. - The District does not have a policy for concentration of credit risk.

E. Accounts Receivable

Accounts receivable are recorded at their gross value, where appropriate are reduced by the portion that is considered uncollectable. Accounts receivable consists primarily of service fees that have been billed but not paid as of year-end. Management believes its receivables to be fully collectable due to the ability to place a lien against property for unpaid receivables and, accordingly no allowance for doubtful accounts is necessary.

F. Prepaid Expenses

Certain payments to vendors reflect costs applicable to future accounting periods are recorded as prepaid items.

G. Fixed Assets

Capital assets, which include property, plant, and equipment, infrastructure assets and intangible are reported in the applicable governmental -type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an estimated useful life in excess of one year. Property, plant and equipment purchased or acquired is carried at historical cost or estimated historical cost. Donated or contributed capital assets are recorded at their estimated fair value on the date received. The current capitalization threshold is \$5,000 for an individual item.

The costs of normal maintenance and repairs are charged to operations as incurred. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable.

Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

H. Accounts Payable

On an accrual basis, expenses are recognized in the fiscal year in which the goods or services are received. Payables are liabilities of the District based upon current year charges for goods or services received but not paid in the current year.

I. Accrued Expenses

The District's employees accrue PTO after 90 days of employment at varying levels depending on years of service. Employees are allowed to accumulate up to 320 hours of PTO hours. Any accumulated PTO leave is paid-out to employees at their most recent rate of pay upon termination. The District records a liability for compensated absences based upon total PTO and CTO.

Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

J. USDA Loan

Section 2.03. Principal; Interest; Maturity. The Certificate shall mature on June 1 in the years and in the principal amounts as shown below (each, a "Principal Component Payment"). Interest with respect thereto shall be computed at the Interest Rate of 2.00% per annum, calculated on the basis of a 365-day year. The annual Principal Component Payments are as follows:

<u>Maturity Date</u>	<u>Principal</u>	<u>Annual Interest Rate</u>	<u>Maturity Date</u>	<u>Principal</u>	<u>Annual Interest Rate</u>
06/01/2018	\$20,000	2.00%	06/01/2038	\$71,000	2.00%
06/01/2019	46,000	2.00%	06/01/2039	72,000	2.00%
06/01/2020	51,000	2.00%	06/01/2040	72,000	2.00%
06/01/2021	51,000	2.00%	06/01/2041	76,000	2.00%
06/01/2022	51,000	2.00%	06/01/2042	76,000	2.00%
06/01/2023	51,000	2.00%	06/01/2043	77,000	2.00%
06/01/2024	52,000	2.00%	06/01/2044	79,000	2.00%
06/01/2025	56,000	2.00%	06/01/2045	81,000	2.00%
06/01/2026	56,000	2.00%	06/01/2046	82,000	2.00%
06/01/2027	56,000	2.00%	06/01/2047	82,000	2.00%
06/01/2028	56,000	2.00%	06/01/2048	87,000	2.00%
06/01/2029	61,000	2.00%	06/01/2049	87,000	2.00%
06/01/2030	61,000	2.00%	06/01/2050	87,000	2.00%
06/01/2031	61,000	2.00%	06/01/2051	92,000	2.00%
06/01/2032	62,000	2.00%	06/01/2052	92,000	2.00%
06/01/2033	63,000	2.00%	06/01/2053	96,000	2.00%
06/01/2034	66,000	2.00%	06/01/2054	97,000	2.00%
06/01/2035	66,000	2.00%	06/01/2055	97,000	2.00%
06/01/2036	67,000	2.00%	06/01/2056	102,000	2.00%
06/01/2037	71,000	2.00%	06/01/2057	102,000	2.00%

Section 2.04. Interest. The interest evidenced and represented by the Certificate shall be payable on June 1 and December 1 of each year (each, an "Interest Payment Date"), commencing on December 1, 2017 and continuing to and including the Certificate Maturity Date or upon prepayment prior thereto, and shall evidence and represent the sum of the portions of the Installment Payments designated as interest components (each, an "Interest Component Payment") coming due on the Interest Payment Dates during the interest period immediately preceding each of the Interest Payment Dates. Interest shall accrue with respect to the Original

K. Property Tax Revenue

The County, through the Auditor-Controller's Office and the Treasury-Tax Collector, is responsible for collecting and distributing property taxes according to the alternative method of distributing known as the Teeter Plan. Under the Teeter Plan, the current year's secured property tax levy is distributed to participating agencies with the County without consideration of whether the tax has been collected.

Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

L. Net Position

The District's net position represents the difference between its assets and liabilities in the statement of net position. Net position is reported as restricted when there are legal limitations imposed on their use by their source. Portions of the unreserved net position or fund balance may be designated to indicate tentative plans for financial resources utilization in a future period, such as for general contingencies, purchase of capital assets, or debt service. Such plans or intent are subject to change and may never be legally authorized or result in expenditures.

	Water	Sewer
Net Position 6/30/17	\$3,280,580	\$ 3,507,529
Net Change in Net Position	<u>211,120</u>	<u>3,570,234</u>
Net Position 6/30/18	<u>\$3,491,700</u>	<u>\$ 7,077,763</u>

M. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2: RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; damage to, and theft or destruction of assets; errors and omissions; injuries to employees; and natural disasters. During 2018, the District contracted with private insurance agencies for liability, property, crime damage, and employee and director insurances.

NOTE 3: DEFINED BENEFIT PENSION PLAN

The District entered into the Public Employees Retirement System (PERS). Qualified employees are covered under a multiple-employer defined benefit pension plan maintained by an agency of the State of California. Employees are members of the Public Employees' Retirement System.

Plan Description: The District contributes to the PERS, an agent multiple- employer public employee defined benefit plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and district ordinance. Copies of PERS' annual financial report may be obtained from their Executive Office, 400 P Street, Sacramento, CA 95814.

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the PERS and additions to/deductions from PERS' fiduciary net position have been determined on the



Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Summary of Significant Accounting Policies

For Purposes of Measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this Purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications.

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report the following timeframes are used.

Validation Date (VD)	June 30, 2016
Measurement Date (MD)	June 30, 2017
Measurement Period (MP)	July 1, 2016 to June 30, 2017

General Information about the Pension Plan

Plan Description, Benefits Provided and Employees Covered

The Plan is a cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). A full description of the pension plan benefit provisions, assumptions for funding purposes but not accounting purposes, and membership information is listed in the June 30, 2014 actuarial valuation report. This report is a publicly available valuation report that can be obtained at CalPERS' website under Forms and Publications.

Contribution Description

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS' annual actuarial valuation process. For Public agency cost-sharing plans covered by either the Miscellaneous, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by the employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees
Actuarial Methods and Assumptions Used to determine Total Pension Liability

For the measurement period ending June 30, 2017 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2017 total pension liability. Both the June 30, 2016 total



Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

pension liability and the June 30, 2017 total pension liability were based on the following actuarial methods and assumptions:

The total pension liability was determined by rolling forward the total pension liability determined in the June 30, 2016, actuarial accounting valuation to June 30, 2017. The June 30, 2017, total pension liability was based on the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions	
Discount Rate	7.15%
Inflation	2.75%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table ¹	Derived using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

¹ The mortality table used was developed based on CalPERS-specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the April 2014 CalPERS Experience Study and Review of Actuarial Assumptions report (based on CalPERS demographic data from 1997 to 2011) available online at <https://www.calpers.ca.gov/docs/forms-publications/calpers-experience-study-2014.pdf>.

Other significant actuarial assumptions used in the June 30, 2016, valuations were based on the results of the actuarial experience study for the period from 1997 to 2011.

Discount Rate

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.



Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

Pension Plan Fiduciary Net Position

The plan fiduciary net position disclosed in your GASB 68 accounting valuation report may differ from the plan assets reported in your funding actuarial valuation report due to several reasons. First, for the accounting valuations, CalPERS must keep items such as deficiency reserves, fiduciary self-insurance and OPEB expense included in fiduciary net position. These amounts are excluded for rate setting purposes in your funding actuarial valuation. In addition, differences may result from early CAFR closing and final reconciled reserves.

The following table shows the Plan's proportionate share of the risk pool collective net pension liability over the measurement period.

The first amortized amounts are recognized in pension expense for the year gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pension and are to be recognized in future pension expense.

The amortization period differs depending on the source of the gain or loss:

Difference between projected and actual earnings	5 year straight-line amortization
All other amounts	Straight-line amortization over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period

The expected average remaining service lifetime (EARSL) is calculated by dividing the total future service years by the total number of participants (active, inactive and retired) in PERF C.

The EARSL for the 2013-14 measurement period is 3.8 years, which was obtained by dividing total service years 460,700 (the sum of remaining service lifetimes of the active employees) by 122,789 (the total number of participants: active, inactive, and retired). Note that inactive employees are retirees have remaining service lifetimes equal to 0. Also, note that total future service is based on the members' probability of decrementing due to an event other than receiving a cash refund.

Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

Ending Balances - Net Pension Liability & Deferred Outflows/Deferred Inflows of Resources Related to Pensions - 6/30/2018 Reporting Date:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	136,625	-
Differences between Expected and Actual Experience	-	15,886
Differences between Projected and Actual Investment Earnings	33,450	-
Differences between Employer's Contributions and Proportionate Share of Contributions	-	42,042
Change in Employer's Proportion	-	3,047
Pension Contributions Made Subsequent to Measurement Date	83,108	-
	<u>253,182</u>	<u>60,975</u>
Net Pension Liability as of 6/30/2018	<u>877,205</u>	

NOTE: Detailed breakdown of ending balances by Miscellaneous vs Safety can be found in the [Jul 2017-Jun 2018 JE Flow](#) worksheet



Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

Pension Expense as of June 30, 2018 126,376			
At 6/30/2018, proportionate shares of Net Pension Liability/(Asset) by plan(s):			
	Proportionate Share of Net Pension Liability/(Asset)		
Miscellaneous	877,205		
Safety	-		
Total	877,205		
Proportionate share of the Net Pension Liability/(Asset) for the Plan as of 6/30/2017 and 6/30/2018:			
	Miscellaneous	Safety	Total
Proportion - June 30, 2017	0.02090%	0.00000%	0.00839%
Proportion - June 30, 2018	0.02225%	0.00000%	0.00885%
Change - Increase/(Decrease)	0.00135%	0.00000%	0.00045%
Note: Due to the nature of calculating proportionate share of the Net Pension Liability/(asset), total proportion for all employer plans will not equal the sum of the miscellaneous proportion % and the safety proportion %			
Other deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:			
Fiscal Year Ending June 30:	Miscellaneous	Safety	Total
2019	\$ 3,598	\$ -	\$ 3,598
2020	79,836	-	79,836
2021	45,525	-	45,525
2022	(19,860)	-	(19,860)
2023	-	-	-
Thereafter	-	-	-
	109,099	-	\$ 109,099
Sensitivity of the Proportionate Share of the Net Pension Liability/(Asset) to Changes in the Discount Rate:			
	Discount Rate -1% 6.15%	Current Discount Rate 7.15%	Discount Rate +1% 8.15%
Employer's Net Pension Liability/(Asset) - Miscellaneous	1,364,735	877,205	473,424
Employer's Net Pension Liability/(Asset) - Safety	-	-	-
Employer's Net Pension Liability/(Asset) - Total	1,364,735	877,205	473,424

NOTE 3: USE OF RESTRICTED/UNRESTRICTED NET POSITION

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the District's policy is to apply restricted net position first.

NOTE 4: COMPARATIVE DATA AND RECLASSIFICATIONS

Comparative data for the prior year have been presented in certain sections of the accompanying financial statements in order to provide an understanding of changes in the District's financial position and operations. Also, certain amounts presented in the prior year data have been reclassified in order to be consistent with current year's presentation.

Clearlake Oaks County Water District

**NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

NOTE 5 JOINT POWERS INSURANCE AUTHORITY

The District participates in a joint venture under a joint agreement (JPA) with the Association of California Water Agencies (ACWA). The relationship between the District and the JPA is such that is not a component unit of the District and the JPA is not a component unit of the District for financial reporting purposes.

The JPA'S purpose is to jointly fund and develop programs to provide comprehensive and economical funding of property, workers compensation and employers liability coverage's for bodily injury by accident or by disease, including resulting from death, arising out of and in the course of an employee's employment with the District. This program is provided through collective self-insurance; the purchase of insurance benefit's; or a combination thereof. Copies of ACWA annual financial reports may be obtained from their executive office at 25620 Birdcage Street, Suite 200, Citrus Heights, CA.

NOTE 6: CONTIGENCIES

As of June 30, 2018, the District did not have any pending litigation or potential nondisclosed liabilities that management believes would have a material effect on the financial statements.

NOTE 7: DATE OF MANAGEMENT'S REVIEW

Subsequent events have been evaluated through **January 25, 2019**, which is the date the financial statements were available to be issued. The waste water treatment plant improvement project funded through USDA was completed and November 20, 2018.



Clearlake Oaks County Water District

Supplemental Information

June 30, 2018

Clearlake Oaks County Water District

**Schedule of Expenditures of Federal Awards
For the Year-Ended June 30, 2018**

<u>Federal Grantor Pass-Through Grantor Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
USDA			
Water and Waste Disposal Systems for Rural Communities	10.760		\$ 3,001,809
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 3,001,809

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Harbor View Mutual Water Company and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the general purpose financial statements.

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January 25, 2019

Board of Directors
Clearlake Oaks County Water District

Clearlake Oaks, CA

INDEPENDENT REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited the financial statements of Clearlake Oaks County Water District as of and for the year ended June 30, 2018, and have issued our report thereon dated **January 25, 2019**. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

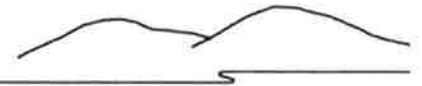
Management of Clearlake Oaks County Water District is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Clearlake Oaks County Water District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Clearlake Oaks County Water District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

Our consideration of the internal controls over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal controls such there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency in internal control is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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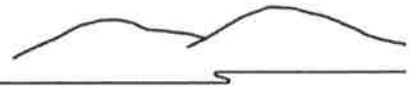
INDEPENDENT REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS
(continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Clearlake Oaks County Water District's general-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the audit committee, management, others within the organization, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Zach Pehling, CPA



**INDEPENDENT REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND
REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE
UNIFORM GUIDANCE**

Board of Directors
Clearlake Oaks County Water District

Report on Compliance for Each Major Federal Program

We have audited Clearlake Oaks County Water District's compliance with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of Clearlake Oaks County Water District's major federal programs for the year ended June 30, 2018. Clearlake Oaks County Water District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and terms and conditions of federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Clearlake Oaks County Water District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Clearlake Oaks County Water District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Clearlake Oaks County Water District's compliance.

Opinion on Each Major Federal Program

In our opinion, Clearlake Oaks County Water District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

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Report on Internal Control over Compliance

Management of Clearlake Oaks County Water District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Clearlake Oaks County Water District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Clearlake Oaks County Water District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.²

Zach Pehling, CPA

January 25, 2019

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SCHEDULE OF FINDINGS AND QUESTIONED COSTS (UNIFORM GUIDANCE)

Section I: Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: *unmodified*,

Internal control over financial reporting:

Material weaknesses identified?	___ Yes	_x_ No
Significant deficiencies identified?	___ Yes	_x_ None Reported
Noncompliance material to financial statements noted?	___ Yes	_x_ No

Federal Awards

Internal control over major federal programs:

Material weaknesses identified?	___ Yes	_x_ No
Significant deficiencies identified?	___ Yes	_x_ None reported
Type of auditor's report issued on compliance for major federal programs: <i>unmodified</i> ,		
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	___ Yes	_x_ No
Identification of major federal programs:		
CFDA Number(s)	10.760 Water and Waste Disposal Systems for Rural Communities	
Dollar threshold used to distinguish between type A and type B programs:	\$ <u>750,000</u>	
Auditee qualified as a low-risk auditee?	___ Yes	_x_ No

Section II: Financial Statement Findings

None noted

Amount of Questioned Cost, How Computed and Prevalence

None noted

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Section III: Federal Awards Findings

None noted

Internal Control - Significant Deficiencies that are not Material Weaknesses

None noted

Material Non-Compliance with Laws and Regulations

None noted

Non-Material Non-Compliance with Laws and Regulations

None noted

Dianna Mann

From: Grosskopf, Clay <CWG8@pge.com>
Sent: Wednesday, February 13, 2019 1:42 PM
To: d.mann@clowd.org
Subject: HIGH VALLEY RD CLEARLAKE OAKS

Hi Dianna,

I have a customer who purchased a lot adjacent to a well site owned by Clearlake Oaks Water District up on High Valley Rd. He would like to work with the district to get an easement so we can serve power to his property. PG&E would handle all the surveying and documentation, the district who need to give a verbal ok for us to move forward and then sign the documentation once it is written up. Who would we speak to at the district regarding this?

Thank you for your assistance!

Clay Grosskopf
Service Planning Representative
Pacific Gas and Electric Company
2641 N. State St. Ukiah Ca
Cell: 707-391-4106
Email: Clay.Grosskopf@PGE.COM

Click here to access the [PG&E Greenbook](#)

Click here to [Submit an Application](#)

Click here to access [Customer Connections Online](#)



Safety / Service

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12650 HIGH VALLEY RD CLEARLAKE OAKS

PROPOSED SERVICE PATH

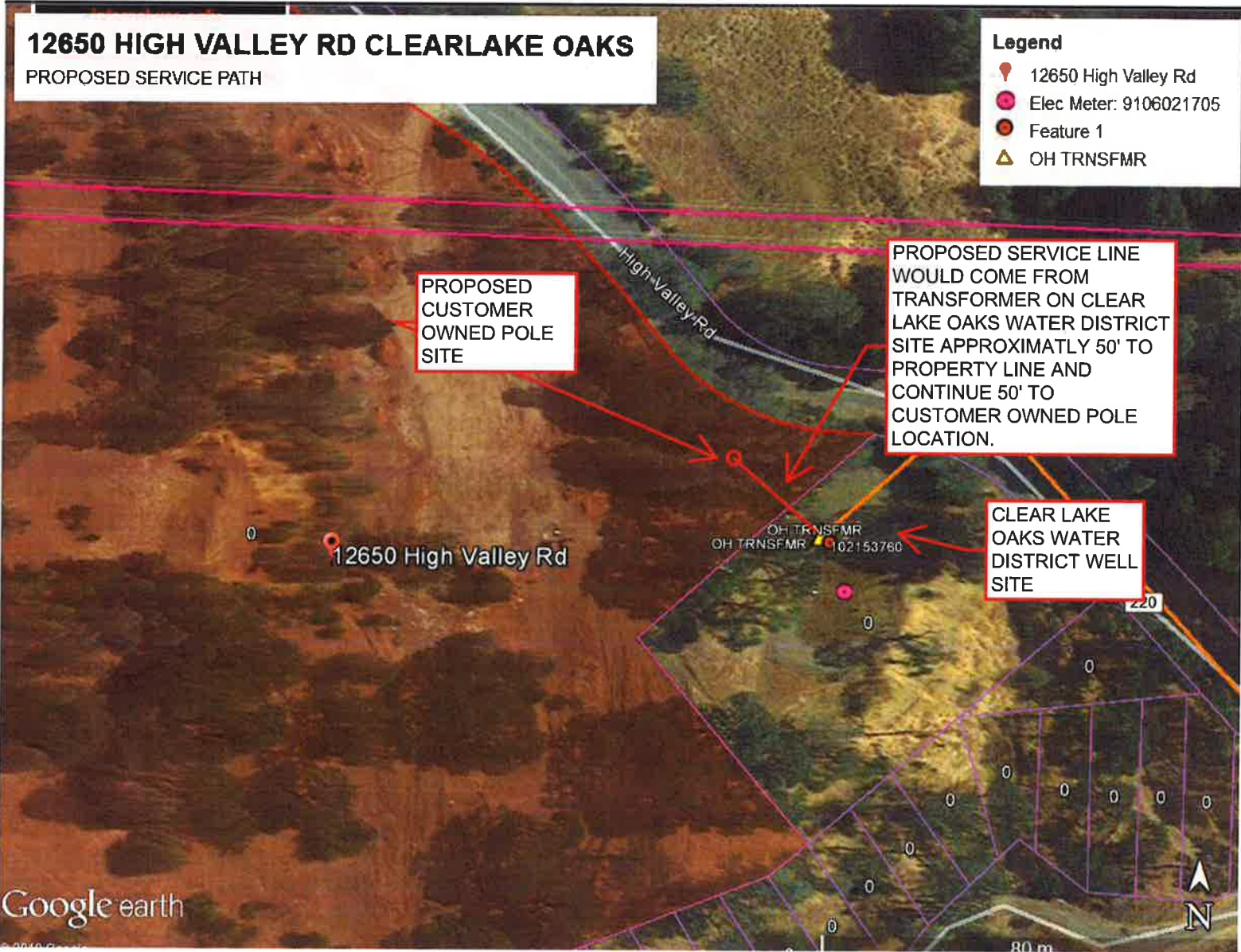
Legend

- 📍 12650 High Valley Rd
- 🔴 Elec Meter: 9106021705
- 🟡 Feature 1
- 🟡 OH TRNSFMR

PROPOSED CUSTOMER OWNED POLE SITE

PROPOSED SERVICE LINE WOULD COME FROM TRANSFORMER ON CLEAR LAKE OAKS WATER DISTRICT SITE APPROXIMATELY 50' TO PROPERTY LINE AND CONTINUE 50' TO CUSTOMER OWNED POLE LOCATION.

CLEAR LAKE OAKS WATER DISTRICT WELL SITE





March 27, 2019

0.04

SENT BY EMAIL ONLY

o.mann@clocwd.org

Olivia Mann, Secretary of the Board
Clearlake Oaks County Water District
12952 E. Hwy 20
Clearlake Oaks, CA 95423

Dear Ms. Mann,

Subject: Clearlake Oaks County Water District
PROPOSAL FOR ENGINEERING SERVICES
Water and Sewer Utility Rate Study

The Clearlake Oaks County Water District (District) desires to complete a water and sewer utility rate study for the purpose of establishing a fair apportionment of costs to its customers. It is understood the District does not anticipate major changes to the existing rate structures, such as consideration of low-income or drought-restrictive rates, etc. As such, the Scope of Work proposed herein does not include this level of consideration.

Review of the District's current water rate structure indicates tiered usage water rates are employed. If additional operations and maintenance (O&M) expenses are required to provide upper-tier water, this is acceptable. Otherwise, it is recommended usage rates be adjusted to be uniform regardless of how much water is used, which would be consistent with recent court decisions. Additionally, for non-residential sewer customers, it appears current rates are based on specific user types. In recent years, public agencies have been moving away from this type of approach and are instead determining sewer rates based on actual average wintertime water consumption. It is recommended the basis of the specific user types be evaluated. These are a few things that are anticipated to be addressed in the proposed water and sewer utility rate study if so desired by the District. The Scope of Work described herein does include consideration of these items.

The following Scope of Work proposed herein by PACE Engineering, Inc. (PACE) for performing a water and sewer utility rate study includes two workshops with a Board-appointed technical advisory committee.

SCOPE OF WORK

Task 1 – Gather Information and Kick-Off Meeting: Review all background data including the following:

- District’s current water and sewer rate structures and basis.
- FY 2017-18 & FY 2018-19 budgets.
- FY 2018-19 budget actual versus budgeted numbers.
- Audited FY 2017-18 financial statement if available.
- Five years water consumption, by customer.
- Five years of sewer rates, by customer.
- Recently completed utility capital improvement plans.

PACE shall attend an initial project coordination meeting with District staff, and the committee if so desired, to outline the approach and goals for completion of the final rate study. At this meeting, ideas for funding future capital improvements through use of utility rates and capacity charges will be discussed. For example, what percentage of future improvements will the District accumulate funds to perform improvements on their own, versus allowances built into the rates to make debt service payments on future long-term loans to fund future improvements.

Task 2 – Evaluate Financials and Budgets: Based on past and future budgets, audited financials, and input from District staff and the committee, PACE will prepare a spreadsheet summary of the District’s current financial position based on the District’s current rate structures, utility fees, operation expenses, capital costs, revenue streams, reserve funds, and billing systems.

PACE will review at least five prior years of actual expenses in the utilities and determine respective annual inflation amounts. Using this information, and input from the committee, a reasonable inflation amount will be determined to assign to future expenses.

Task 3 – Evaluate Current and Potential Rate Structures: Using the District’s recent water consumption data, up to four scenarios for future potential revenue accumulation will be prepared based on rate structures from similar facilities. Once these draft scenarios are completed, PACE will meet with District staff and the committee to discuss and evaluate. The scenarios may be modified based on District input, but the hope will be that a collective agreement can be made on one or two scenarios to present in a public workshop, if so desired, by the District. It will also be used to determine revenue projections for final proposed rate structures.

Factors that will be considered in developing the rate structure scenarios are as follows:

Water Rate Considerations

- How much water and associated charges to include in the base water rate?
 - Consider impacts to low-use water customers if the base rate is too high.
 - Consider differences between residential and commercial customers.
- Evaluate impacts to revenue streams by modifying the base and usage water rates.
- Consideration of a water rate base charge based on meter size, using a “meter capacity” or “meter cost” approach.

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- Consideration of a consumption rate schedule that considers a “uniform” rather than “increasing” tiered rate structure.
- Provide comparison data of the District’s current and future water rates relative to similar agencies in northern California.
- Develop a financial plan to implement capital improvements within the water utility. The recent water capital improvement plan will be used for this purpose, along with input from District staff.
- Evaluate strategies for funding O&M, capital, and debt service reserves.

Sewer Rate Considerations

- Consider using wintertime or annual water consumption to determine non-residential sewer rates.
 - Consider seasonal variances in occupancy or patronage.
 - Consider impacts of landscaping water use.
- Evaluate impacts to local businesses.
- Provide comparison data of the District’s current and future sewer rates relative to similar agencies in northern California.
- Develop a financial plan to implement capital improvements within the sewer utility. The recent sewer capital improvement plan will be used for this purpose, along with input from District staff.
- Evaluate strategies for funding O&M, capital, and debt service reserves.

The goal for this effort will be to work closely with District staff and the committee so the final study results are meaningful to the District.

The financial plan is the key component of the rate study. It is anticipated the District will consider adopting a five-year plan. Using the current adopted budget, PACE will develop a five-year projection of expenditures considering the annual inflation factor. It is understood recent updated capital improvements plans are available for both water and sewer. As such, costs are not included herein to develop such plans, and those already developed will be utilized in the five-year schedule.

A “price elasticity” factor, typically 10 to 30 percent, will be considered if needed to reflect the reduction in revenue due to anticipated reductions in water consumption as customers try to mitigate increased rates and/or drought conditions by using less water. PACE will review the District’s financials to estimate price elasticity resulting from past rate increases. Revenue projections will reflect growth projections established in recent capital improvement plans; although, to be conservative, the District may consider assuming zero growth over the five-year planning period.

The financial plan typically reflects full fiscal years for planning purposes. It is not likely the rate study, and subsequent Proposition 218 proceedings, can be completed by the end of the current fiscal year. Therefore, we anticipate the first year of the proposed financial plan will reflect new rates going into effect at the end of the second quarter of FY 2019-20, or January 1, 2020. This will be verified before preparation of the financial plan.

Task 4 – Public Workshops: PACE will attend up to two public workshops with the committee throughout development of the rate study. PACE will assist the District with preparing applicable agendas for each meeting. PowerPoint or other visual aid tools will be utilized during the workshops. The information will be presented in graphical as well as tabular form to make it as clear as possible to the committee and attendees. Public comment and suggestions will be taken and noted. The proposed Scope of Work also includes an additional follow-up workshop with District staff, a presentation to District Board of Directors, and a final public presentation approximately halfway through the public review period prior to the Proposition 218 protest hearing. Any or all of these can be removed from the Scope of Work as desired by the District, further described in the Fee Amount section herein.

Task 5 – Draft Rate Study Report: Based on public comments and subsequent direction from District staff and the committee, a written report shall be provided to the District for final comment. Ten copies of the draft report will be submitted for review. PACE will incorporate comments in the draft and prepare a final report. The report will generally contain the following elements:

- Current and historical utility rates and expenditures
- Utility Rate Development
 - Revenue requirements
 - Cost of service analysis
 - Utility rate design
 - Multi-year financial plan guidelines
 - Proposed rates

Task 6 – District Board Meeting Presentation: PACE will attend one District Board meeting and present findings and recommendations of the final rate study. The presentation will be in PowerPoint format with tables and figures. Presumably, the Board will direct District staff to proceed with Proposition 218 proceedings.

Task 7 – Final Rate Study Report: PACE will incorporate comments in the draft and prepare a final report. Twenty copies of the final report will be provided.

Task 8 – Proposition 218 Proceedings: After acceptance of the rate study by the District Board, Proposition 218 proceedings will be initiated. The process will require preparation of a public notification describing the intent and justification for the proposed new rates, as well as a summary of the proposed rate schedule. The District's attorney will need to participate in this effort. The notice, along with protest instructions, will be conveyed to the ratepayers, along with scheduled dates for 1) a public workshop and 2) a public hearing.

Public Workshop: The committee and PACE will host a public workshop approximately halfway through the public review period to 1) present results and recommendations from the rate study and 2) answer questions from the public. PACE will prepare a presentation of findings to convey at this meeting.

Public Hearing: PACE and the District's legal counsel will attend the public hearing and be available to answer any questions from the public and Board of Directors. It is not anticipated a formal presentation will be delivered at this meeting.

FEE AMOUNT

The proposed fee for performing the above-described Scope of Work is \$54,000 as shown in the enclosed Table 1. Many components of the proposed Scope of Work can be revised as desired by the District including, but not limited to, the number of public workshops, presentations at various phases, and depth of review and analysis of existing rate structures. The proposed fee is on a time-and-expense basis. As such, the number of required work-hours and fee can be adjusted accordingly. PACE's hourly rates are shown on the enclosed Exhibit A Standard Charges for Professional Services.

SCHEDULE

PACE is prepared to begin work immediately on the subject project once authorized by the District. The overall project schedule will be somewhat dependent on the District and PACE's collective ability to schedule workshops throughout study development. The schedule below presents estimated times required to complete the major tasks identified in Table 1. The noted timeframes do not include the time needed to facilitate workshops with District staff, nor the time required for advertising District Board meetings and subsequent Proposition 218 proceedings.

Task 1 – Gather Information and Kick-Off Meeting:	30 days
Task 2 – Evaluate Financials and Budgets:	30 days
Task 3 – Evaluate Current and Potential Rate Structures:	30 days
Task 5 – Draft Rate Study Report:	30 days
Task 7 – Final Rate Study Report:	30 days

We appreciate the District reaching out to PACE and welcome the possibility of working with the District on this project.

Sincerely,



Laurie McCollum, P.E.
Senior Engineer

Enclosures

M:\Jobs\00.04\2019\Clearlake Oaks County Water District\Water and Wastewater Rate Study\Proposal Ltr_Rate Study.docx

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TABLE 1
CLEARLAKE OAKS COUNTY WATER DISTRICT
WATER AND SEWER UTILITY RATE STUDY
SCOPE OF WORK, PERSON-DAY AND FEE BREAKDOWN

WORK TASK	WORK DAYS			Category Subtotal
	T. Warnock Principal Engr	L. McCollum Senior Engr	Office Staff	
1. GATHER INFORMATION AND KICK-OFF MEETING				
a. Meeting with District staff & Committee	1.0	1.0		\$3,096
b. Review & evaluate existing rate & fee structures	0.25	1.0		\$1,890
c. Review District financial documents		1.0		\$1,488
d. Review/Evaluate operating costs for both Water and Sewer Funds		0.5		\$744
e. Review District reserve account balances and evaluate future reserve account balance needs	0.25	0.5		\$1,146
Subtotal	1.5	4.0	0	\$8,364
2. EVALUATE WATER & SEWER FINANCIALS AND BUDGETS				
a. Summarize current financial documents		0.5		\$744
b. Prepare tabulation of District's current financial position		0.5		\$744
Subtotal	0	1.0	0	\$1,488
3. EVALUATE CURRENT AND POTENTIAL RATE STRUCTURES				
a. Develop water rate scenarios	0.25	0.5		\$1,146
b. Develop sewer rate scenarios	0.25	0.5		\$1,146
c. Prepare recommendations/scenarios for base and tiered water rates		0.5		\$744
d. Prepare recommendations/scenarios for sewer rates, including non-residential		0.5		\$744
e. Compare water base rate differences for "hydraulic" vs. "meter cost" base rates		0.5		\$744
f. Evaluate "uniform" and "increasing" block tiered water rate structure		0.5		\$744
g. Evaluate need for water and sewer modification/stand-by fee		0.5		\$744
h. Develop utility rate comparison data with other water and sewer agencies		0.5		\$744
i. Evaluate options for funding future capital improvements for both enterprises	0.25	0.5		\$1,146
j. Strategies for funding O&M, capital, and debt service reserves	0.25	0.5		\$1,146
Subtotal	1.00	5.0	0	\$9,048
4. PUBLIC WORKSHOPS				
a. Preparation for attending up to two public workshops		1.0	0.5	\$1,800
b. Attend up to two public workshops	2.0	2.0		\$6,192
c. Attend subsequent workshop with District staff	1.0	1.0		\$3,096
Subtotal	3.0	4.0	0.5	\$11,088
5. PREPARE DRAFT RATE STUDY REPORT				
a. Prepare draft report (10 copies to District and PDF copy)	1.0	3.0	1.0	\$6,696
Subtotal	1.0	3.0	1.0	\$6,696
6. DISTRICT BOARD MEETING PRESENTATION				
a. Prepare for public presentation to District Board of Directors		0.5	0.25	\$900
b. Attend presentation to District Board of Directors	1.0	1.0		\$3,096
Subtotal	1.0	1.5	0.25	\$3,996
7. PREPARE FINAL RATE STUDY REPORT				
a. Incorporate comments on draft report		2.0		\$2,976
b. Prepare final report (20 copies to District and PDF copy)	0.5	0.5	0.5	\$1,860
Subtotal	0.50	2.5	0.5	\$4,836
8. ASSISTANCE WITH PROPOSITION 218 PROCEEDINGS				
a. Assist District legal counsel with notification and protest ballot development	0.25	0.5		\$1,146
b. Prepare for public presentation prior to public hearing		0.5	0.25	\$900
c. Attend public presentation prior to public hearing	1.0	1.0		\$3,096
d. Attend Proposition 218 protest hearing	1.0	1.0		\$3,096
Subtotal	2.25	3.0	0.25	\$8,238
TOTAL PERSON-DAYS	10.25	24.0	2.5	
LABOR \$/DAY	\$1,608	\$1,488	\$624	
LABOR COST PER CLASSIFICATION	\$16,482	\$35,712	\$1,560	
TOTAL FEE AMOUNT:				\$53,754
USE:				\$54,000

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Exhibit A

STANDARD CHARGES FOR PROFESSIONAL SERVICES
Effective through December 31, 2019

LABOR CLASSIFICATION		HOURLY RATE
Senior Engineering Consultant	E8	\$214
Managing Engineer	E7	\$214
Principal Engineer	E6	\$201
Senior Engineer	E5	\$186
Associate Engineer	E4	\$166
Staff Engineer/Grade 3	E3	\$149
Staff Engineer/Grade 2	E2	\$140
Staff Engineer/Grade 1	E1	\$127
Engineering Technician 4	T4	\$140
Engineering Technician 3	T3	\$126
Engineering Technician 2	T2	\$114
Engineering Technician 1	T1	\$98
One-Man Survey Crew	SC1	\$236
Two-Man Survey Crew	SC2	\$300
Two-Man Survey Crew (O/T)	SC2x	\$355
Three-Man Survey Crew	SC3	\$370
Survey Supervisor	SS1	\$173
Licensed Land Surveyor	LS1	\$156
Admin. Clerk III	AD3	\$78
Admin. Clerk II	AD2	\$69
Admin. Clerk I	AD1	\$62

EXPENSES

- Meals and Lodging: At cost (out-of-town and overnight work only)
- Vehicle Transportation: Included in hourly rates, unless specifically indicated otherwise in Agreement. Hourly labor rates are applicable during travel to and from job site.
- Express Mail/Federal Express: At cost
- Outside Services & Fees: At cost plus 10% administrative fee
- Computers, Plotters and Electronic Distance Measuring Instruments: Included in hourly rate.

Rates for expert witness services will be as set forth in the Engineering Agreement.

Rates are established on an annual basis and are subject to change from year to year.

Refer to Exhibit A-1 for hourly rates on prevailing wage projects.

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Quotation for *GridBee*TM Trihalomethane (THM) Removal Equipment for Clearlake Oaks County Water District

Date: April 8, 2019

Project #: 8990

To: Dan Larson - Clearlake Oaks County Water District
d.larson@clocwd.org • 707-998-3322

From: Harvey Hibel, Medora Corporation West U.S. Manager, Offices in: AZ, CO, OR
harvey.hibel@medoraco.com • 303-887-5323

Courtney Pankowski, Medora Corporation Engineered Sales Dept., Dickinson, ND
Courtney.Pankowski@medoraco.com • 866-437-8076

1. Location Information

Tank Name: Unknown	Tank Volume: 100,000
Address: Unknown	Height (ft): 20'
GPS: Unknown	Diameter (ft): 30' (estimate)
Tank Style: Steel Ground Storage	Hatch (in): (2) 30" and (1) vent
Inlet/Outlet Pipe: Unknown	Power Available: 3 Phase 240v

Note: If this tank has a single inlet/outlet; THM removal percentages are only applicable to the water that is treated in this tank only. THM concentrations that may occur downstream of the tank where treated and untreated water come together can not be predicted.

2. SN1 THM System Design

Designed to treat up to 75,000 GPD with a THM / VOC removal rate of 40%
Designed to treat up to 150,000 GPD with a THM / VOC removal rate of 20%

Please request a new quotation if any other design parameters are desired.

THM Removal Efficiency: THM removal efficiency is impacted by the following: the starting THM levels, the water temperature and the flows through the system. THM removal efficiency can be increased by lower flows, higher starting THM levels, and higher temperatures then were used as design parameters. THM removal efficiency can drop with higher flows, lower starting THM levels, and lower temperatures then were used as design parameters.

3. Equipment Cost - See Section 4 below for Equipment Details.

Quantity	Equipment Description	Purchase Cost Each	Purchase Cost Total
1	GridBee SN1 THM / VOC Removal System Includes: SN1 Floating Unit with 40' of intake hose, blower unit and placement kit.	\$18,610	\$18,610
2	240v Control Panels for SN1 and blower.	\$1,500	\$3,000
Equipment Subtotal:			\$21,610
Applicable Taxes (Estimated at 8.75%, please confirm rate when placing an order):			\$1,891

Choose Only One (1) of the Following:

	Project Total
Option #1: Shipping Cost Prepaid & Add: \$1,200	\$24,701
Option #2: Factory Delivery and Placement with On-Site Training (Startup if customer supplied power is available): \$16,885	\$40,386

OPTION 1: Scope of Supply if Customer/Contractor Placement is Chosen

Medora Scope of Supply: Furnish, crate and ship the above equipment.

Customer/Contractor Scope of Supply: Placement of the SN1 System is well within the scope of work most cities or contractors can perform. An O&M manual is provided with all machines. Anything not supplied or listed in Medora Corporation's Scope to be supplied by others.

OPTION 2: Scope of Supply if Factory Delivery and Placement is Chosen

Medora Scope of Supply for delivery and placement of this equipment:

- Manufacture, deliver and place the above equipment into the tank; including supplying any crane or lifting assistance that may be needed. Mount the air through-wall fitting through the roof of the tank.
- Bring the electric cord from each piece of equipment to the outside of the tank, via a Medora supplied through-wall fitting and bring the electrical cord through a tank wall, roof, or vertical side of a raised hatch. The top of the through wall fitting contains 3/4" NPT internal threads for conduit connection.
- If the City electrician connects this equipment to the power system while Medora's crew that is placing the equipment is still on site, Medora's crew will assist in startup of this equipment to check for proper motor rotation and to confirm the equipment is operating correctly. If the City electrician cannot make the final electrical connection to this equipment while Medora's crew is on site, then the City will need to start up the equipment without Medora present, which is generally not a problem. However, if the City requests Medora to make a special trip for system startup, then the City must issue a separate purchase order to cover Medora's cost for the special trip.

Customer Scope of Supply for Medora delivery and placement of the above equipment:

Below is a standard scope of supply based on general tanks of this construction. Scope may change due to unique tank conditions.

- Confirm in advance that the roof can handle the weight loading of the blower(s).
- Supply source power up to the point of Medora's termination on the tank roof.
- Provide and Install the motor control panels and all associated electrical connections.
- Anything not supplied or listed in Medora Corporation's Scope to be supplied by others.

4. Equipment Description

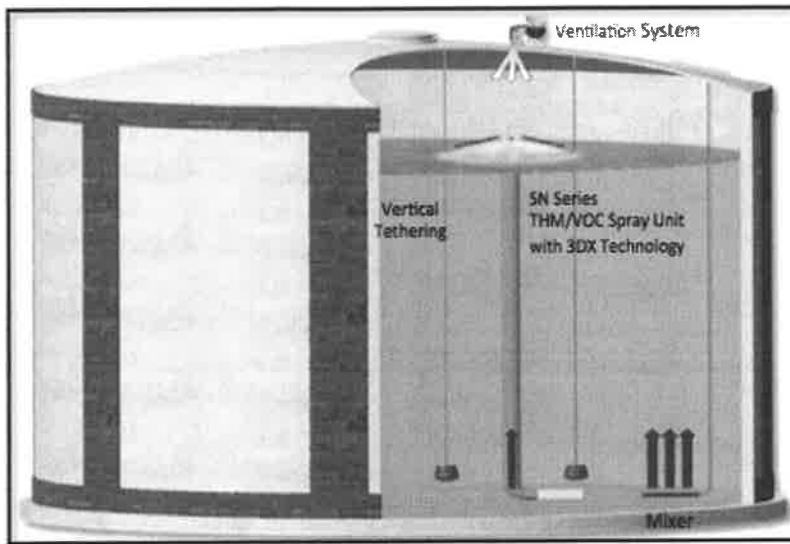
Operational Design Note: See the System Summary above. During off-peak THM season when maximum THM removal is no longer needed, to save energy the Floating Spray Nozzle equipment can be operated at less intensity, only as needed for compliance, while keeping the low-energy Tank Mixing equipment operating continuously to mix the untreated water with the treated water and to ensure that no untreated water ever leaves the tank.



SN1: 1.5-hp floating, grid powered, circulation and Trihalomethane (THM) removal equipment for potable water tanks and reservoirs. 316 stainless construction. Designed for continuous operation and placed into the tank through an 18-inch minimum clear roof opening. Blower Motor - 0.5HP TEFC motor, designed for continuous operation, low power requirement, direct drive, no gearbox and no lubrication schedule required. Sealed Penetration Fitting - T316 stainless steel tank fitting with a 3/4" NPT female connection. Not designed as a submersible penetration. Requires 230vAC, 1-PH, 60Hz power. Medora recommends secondary disconnect to be located near equipment access hatch. Operating footprint: 80 inches diameter and a minimum 18 inches headspace required.. Shipping crate size: 72 inches length x 48 inches width x 48 inches height. Shipping weight: 400 lbs.

Medora can offer the City the following motor control panels and motor protectors for this project. This equipment has a standardized design that meets the basic needs of most industrial users. Because of the standardized design, requests for modifications cannot be accommodated by Medora, though Medora will refer the City to other electrical supply vendors that could possibly accommodate any special requests by the City.

240v GS Series Control Panel with SCADA Monitoring: Completely assembled, Carlon NEMA 4X enclosure, Hand-Off-Auto switch, contactor for mixer or blower control, run indicator light on exterior of door, grounding lug, and locking latch for security. SCADA: 4-20 mA current transducer provides analog output for motor current which allows for monitoring proper operation, and a 24 VDC relay for remote on/off control of the mixer or blower. Complete panel as shipped is UL508A certified. Dimensions: 10"H x 8"W x 4"D



Note: To the left, for illustrative purposes only, is a schematic diagram of a THM Removal System. This quotation is only the in-tank water-handling equipment, namely the Floating Spray Nozzle equipment, any Tank Mixing equipment required and the Ventilation System.

Sales Terms.

The below sales terms apply to this quote in its entirety:

A. Material Supplier only. This quote is to supply materials only. No contracting or construction work of any type is being offered or will be performed by Medora Corporation (Medora) at the jobsite or at any Medora location or factory.

1) To order the materials in this quote, the purchaser should use the same type of purchase order as would be used to order other materials; for example, a desk or a forklift. Please do not attempt to order the equipment quoted here with a "contractor" or "subcontractor" agreement of any sort, because Medora is strictly a material supplier, not a contractor, and would have to reject that type of agreement.

2) The US Department of Labor clearly defines a Material Supplier, such as Medora, and its allowable activities. All activities by Medora factory personnel to transport, place and start up the Medora equipment are incidental to Medora being a Material Supplier, and Medora will not perform contracting or construction work of any type for any project. Also, no local, state, or federal laws regarding contractors or construction projects, or Davis Bacon or similar reporting requirements, are applicable to this quote because Medora is not a contractor and does not perform any construction activities.

3) It is the responsibility of the purchaser of Medora's equipment to determine in advance whether there are any contracting or construction activities required in order for Medora's equipment to be made operational. Usually there aren't any such activities; but if there are, it is the purchaser's sole responsibility, at its sole cost, to perform all of those activities in advance of Medora's equipment arriving at the jobsite.

B. Assumptions: This quote may be based on worksheets, calculations or other information that has been provided by the City. The City should bring to Medora's attention any discrepancies, errors in data, or false assumption that Medora may have made while preparing this quote.

C. Expiration: This quote expires in 90 days, or on the date of any new quote for this project, whichever is sooner.

D. Delivery Time: Delivery is scheduled at time of order, and is usually between 6 to 12 weeks.

E. Payment Terms: For a federal, state, or local government purchaser with a good credit rating, full payment is due in US dollars 30 days after invoice date, which is generally the date when the goods leave the Medora factory. For a non-government purchaser, full payment must be made by credit card or cashier's check before the goods leave the Medora factory though, in some cases, based on availability of a payment bonding or a bank Letter of Credit, 30 day credit terms may be extended upon special request by the purchaser. If there are any issues with these payment terms, please do not rely on this quote until the issues have been resolved with Medora.

F. Add for Taxes and Any Governmental Fees: Except as indicated above, no taxes, tariffs or other governmental fees are included in the quote shown above, nor are there any costs added for special insurance coverage the customer may require. It is the customer's responsibility to pay all local, state, and federal taxes, including, sales and use taxes, business privilege taxes, and fees of all types relating to this sale, whether they are imposed on either Medora or the customer, or whether these taxes and fees are learned about after the customer orders the equipment. The customer's purchase order should indicate any taxes or fees due on equipment and/or services, and whether the customer will pay them directly to the governing body or include the tax payment with the purchase for Medora to submit them to the governing body.

G. Add for Special Insurance Requirements: Medora Corporation maintains adequate liability and workman's compensation insurance to generally comply with its requirements for doing business in all fifty U.S. states, and will provide at no charge certificates of insurance when requested. However, if additional insurance or endorsements beyond the company's standard policy are required by the customer, then the costs of those additional provisions and/or endorsements will be invoiced to the customer after the costs become known.

H. Add for Special Training, Safety, Signage, or Other Requirements: Medora has a very strong safety training program for its employees. If any special training classes for Medora personnel are required by the customer, please notify Medora well in advance. The cost of this training will be added to this quote or invoiced to the customer separately. The same applies to any other special requirements the customer may have, including providing of project signage or any other requirement.

I. Safe and Accessible Tank Condition Required. This quote is based on the best information made available to us by the above date. If this equipment is ordered, Medora's engineering team will need detail information and photographs to plan the equipment placement. If the detail information changes the scope significantly, Medora reserves the right to withdraw or alter this quote, even if the equipment has already been ordered. To avoid surprises, the City should supply detailed tank information and photos as soon as possible. To ensure the safety of Medora's crews, it is the City's responsibility to make sure that all antennas (radio, cell phone, other) located at or near the tank site are inactivated during the placement of this equipment.

J. Customer to Follow Medora's Maintenance and Safety Guidelines: The customer agrees to follow proper maintenance, operating, and safety instructions regarding the equipment as contained in the safety manual that accompanies the equipment or is sent to the customer's address.

K. Regulatory Compliance. The customer must comply with all applicable Federal and State governmental regulations. It is the customer's sole responsibility to inquire about governmental regulations and ensure that GridBee and SolarBee equipment is deployed and maintained so as to remain in compliance with these regulations and guidelines, and to hold Medora harmless from any liability caused by non-compliance with these regulations and guidelines.

L. Medora Corporation's Limited Replacement Warranty: Medora Corporation has the best parts and labor warranties that we are aware of in the industry. The details of the Warranty which applies to this project are either attached to this document or are available at: <https://www.medoraco.com/resources/warranty-information>.

5. To Accept This Quotation

To order the equipment, please issue a purchase order to Medora Corporation, 3225 Hwy. 22, Dickinson, ND 58601. The purchase order can be mailed to the address above, faxed to 866-662-5052, or emailed to the home office at orderprocessing@medoraco.com.

This Medora Corp. quotation should be attached to the purchase order, and the purchase order should refer to the Medora Corp. quotation by date, and should accept the quotation in its entirety. Acceptable language on the purchase order would be " Quantity: 1. Description: "Equipment per the attached quotation from Medora Corp dated _____, including all terms shown on that quotation. " If there is any language missing, or extra language in the purchase order such as a referral to specifications, then Medora Corp. will not be able to accept the purchase order.

If a purchase orders is not utilized, please sign and date below, provide billing information, and fax to 866-662-5052 or email to orderprocessing@medoraco.com.

Signing below acknowledges acceptance of this quotation. Please indicate which of the following options have been chosen:

Proposal Date: April 8, 2019

Project #: 8990

SN1 THM Removal System

Option #1: Shipping Cost Prepaid & Add

Option #2: Factory Delivery and Placement with On-Site Training:

Signature

Date

Printed Name

Title



Central Valley Regional Water Quality Control Board

28 March 2019

Dianna Mann
Clearlake Oaks County Water District
P.O. Box 736
Clearlake Oaks, California 95423

CERTIFIED MAIL
91 7199 9991 7039 6993 0325

NOTICE OF VIOLATION AND REPORT OF 27 FEBRUARY 2019 INSPECTION, CLEARLAKE OAKS COUNTY WATER DISTRICT WASTEWATER TREATMENT FACILITY, LAKE COUNTY

The Clearlake Oaks County Water District Wastewater Treatment Facility (WWTF) is owned and operated by Clearlake Oaks County Water District (Discharger) and regulated by the Central Valley Water Board under Discharge Requirements (WDRs) Order 98-211, revised Monitoring and Reporting Program 98-211, and Cleanup and Abatement Order R5-2014-0707.

The WWTF consists of a headworks with grinder and bar screen for screening solids, an oxidation ditch with two brush aerators, a clarifier, two lined facultative ponds, and a chlorine contact chamber. Disinfected wastewater from the chlorine contact chamber is pumped into a pipeline that is connected to the Lake County Sanitation District Southeast Regional Wastewater storage pond. From the pond, effluent is pumped into the geyser pipeline which is eventually injected into the Calpine Geysers. In addition, there are four emergency storage ponds at the plant. A location map of the facility is shown in Figure 1.

On 27 February 2019, Board staff conducted an inspection of the Clearlake Oaks County Water District WWTF and was accompanied by Ms. Dianna Mann (General Manager), and Mr. Francisco Castro the Grade 3 Wastewater Treatment Plant Operator. A site inspection photograph log is enclosed with this letter.

The following summarizes the observations made and information obtained from the Discharger during the inspection:

- The WWTF was fenced, gated, and had appropriate signage.
- The WWTF receives domestic wastewater from Clearlake Oaks, Orchard Shores, Heritage and the Key. The influent flows to the plant are measured using an ultrasonic flow metering device (Photo 2). Mr. Castro indicated that the meter was last calibrated on 29 November 2018 by Telstar Instruments. Mr. Castro also indicated that the meter is calibrated annually.
- Mr. Castro indicated that the brush aerators in the oxidation ditch typically operate 18 hours per day and seven days per week (Photo 3).

KARL E. LONGLEY ScD, P.E., CHAIR | PAMELA C. CREEDON P.E., BCEE, EXECUTIVE OFFICER

11020 Sun Center Drive #200, Rancho Cordova, CA 95670 | www.waterboards.ca.gov/centralvalley

OK

- Two Geobags™ containing sludge from the plant were observed in the sludge drying beds. Mr. Castro indicated that the wasted sludge from the plant is pumped into the bags and during the summer months the sludge is then transported offsite for disposal by a licensed hauler to Petrero Hills landfill in Solano County (Photo 8).
- Freeboard in the two lined facultative ponds was 2.8 feet. The aerators in these ponds operate 24 hours per day and 7 days per week (Photos 15 and 16).
- Board staff did not observe any wastewater in the four emergency storage basins. Stockpiled brush was observed in one of the four emergency storage ponds. Mr. Castro indicated that they were planning to burn this material under a permit issued by the fire department (Photos 17 and 18).
- Mr. Castro indicated that the backup diesel generator located near the effluent pumping station is tested on a monthly basis.
- No odors were noted from the WWTF.

Monitoring and Reporting Program

Board staff has reviewed monthly monitoring reports submitted for the period of December 2018 through December 2019, the fourth quarter 2017 through fourth quarter 2018 reports, and the 2017 and 2018 annual monitoring reports. The following violations were identified during the review.

Quarterly Groundwater Monitoring Violations

- Total coliform organisms have been reported in groundwater monitoring wells in violation of Groundwater Limitations D of the WDRs, which states: *"The discharge shall not cause underlying groundwater to be degraded."* The violations are shown in the table below:

Total Coliform Organisms Reported in Groundwater			
Monitoring Well	Date of Violation	Monitoring Quarter	Total Coliform Value (MPN/100 mL)
MW-2	22 February 2018	First Quarter 2018	7.8
MW-2	24 May 2018	Second Quarter 2018	6.8
MW-2	22 August 2018	Third Quarter 2018	>1600
MW-3	22 August 2018	Third Quarter 2018	17
Note: Groundwater samples were not collected from MW-2 during the fourth quarter sampling event because of the insufficient water in the well.			

Requested Submittal

By **15 May 2019**, please submit a *Well Disinfection and Re-Development Workplan* that describes the measures to be taken to address the total coliform organisms reported in the monitoring wells (MWs) 2 and 3.

Further, be advised that if groundwater samples cannot be consistently collected from MW-2, then the well will need to be replaced and developed. Prior to installing the well, a *Groundwater Monitoring Well Installation Workplan* will need to be prepared in accordance with, and include the

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items listed in, the first section of the enclosure: "*Requirements for Monitoring Well Installation Workplans and Monitoring Well Installation Reports*". The workplan will need to be prepared under the supervision of a California Registered Engineer or Professional Geologist, and stamped/signed by the professional.

The requested submittal shall be converted to a searchable Portable Document Format (PDF) and e-mailed to centralvalleysacramento@waterboards.ca.gov. The e-mail shall contain the following: (a) Clearlake Oaks County Water District, (b) Clearlake Oaks County Water District WWTF, (c) Title and Date of the Report, and (d) CIWQS Place ID No. 214812. Documents that are 50 MB or larger should be transferred to a CD, DVD, or flash drive and mailed to our office, attention "ECM Mailroom."

If you have any questions or comments about this inspection report or Notice of Violation, please contact Guy Childs at (916) 464-4648 or at guy.childs@waterboards.ca.gov.



HOWARD HOLD, P.G. #7466
Senior Engineering Geologist
WDR Compliance and Enforcement Section

Encl. Inspection Photographs

cc: Lake County Environmental Health Department, Lakeport
 Requirements for Monitoring Well Installation Workplans and Monitoring Well
 Installation Reports

CIWQS Inspection No. 35627336

CIWQS Violation ID Nos: 1057118, 1057119, 1057120, 1057121

28 Mar-19





Figure 1 – Location Map of the Facility (Source: Google Maps)

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Photo No. 1: Headworks and bar screen.



Photo No. 2: Influent flow meter.



Photo No. 3: Aeration basin race track with two brush aerators.



Photo No. 4: Flow splitter box at the treatment plant.

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Photo No. 5: Looking east at the newly constructed clarifier.



Photo No. 6: Clarifier effluent pump station.



Photo No. 7: One of the portable generators used at the facility.



Photo No. 8: One of the four sludge drying beds at the facility.

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Photo No. 9: Looking west at Geotube bags located within the sludge drying beds.



Photo No. 10: Rainwater in one of the sludge drying beds. The water was to be pumped in the treatment plant.



Photo No. 11: Sodium hypochlorite used for disinfection.



Photo No. 12: Chlorine injector pumps.



Photo No. 13: Looking south at the chlorine contact ditch.



Photo No. 14: One of the groundwater monitoring wells located at the facility.



Photo No. 15: Looking east at wastewater aeration pond no. 1.



Photo No. 16: Looking east at wastewater aeration pond no. 2.



Photo No. 17: Rainwater in one of the four emergency wastewater storage ponds.



Photo No. 18: Looking northeast at one of the four emergency wastewater storage ponds.



Photo No. 19: Backup diesel generator located near the effluent pumping station.



Photo No. 20: Effluent pumping station for transporting treated wastewater to the southeast geyser pipeline for disposal.

Guy Childs, P.G., Engineering Geologist

02

**REQUIREMENTS FOR
MONITORING WELL INSTALLATION WORKPLANS AND
MONITORING WELL INSTALLATION REPORTS**

Prior to installation of groundwater monitoring wells, the Discharger shall submit a workplan containing, at a minimum, the information listed in Section 1, below. Wells may be installed after staff approves the workplan. Upon installation of the monitoring wells, the Discharger shall submit a well installation report which includes the information contained in Section 2, below. All workplans and reports must be prepared under the direction of, and signed/stamped by, a professional geologist or civil engineer licensed by the State of California.

**SECTION 1 - Monitoring Well Installation Workplan and
Groundwater Sampling and Analysis Plan**

The monitoring well installation workplan shall contain the following minimum information:

A. General Information:

- Purpose of the well installation project
- Brief description of local geologic and hydrogeologic conditions
- Proposed monitoring well locations and rationale for well locations
- Topographic map showing facility location, roads, and surface water bodies
- Large scaled site map showing all existing on-site wells, proposed wells, surface drainage courses, surface water bodies, buildings, waste handling facilities, utilities, and major physical and man-made features

B. Drilling Details:

- On-site supervision of drilling and well installation activities
- Description of drilling equipment and techniques
- Equipment decontamination procedures
- Soil sampling intervals (if appropriate) and logging methods

C. Monitoring Well Design (in narrative and/or graphic form):

- Diagram of proposed well construction details
 - Borehole diameter
 - Casing and screen material, diameter, and centralizer spacing (if needed)
 - Type of well caps (bottom cap either screw on or secured with stainless steel screws)
 - Anticipated depth of well, length of well casing, and length and position of perforated interval
 - Thickness, position and composition of surface seal, sanitary seal, and sand pack
 - Anticipated screen slot size and filter pack

D. Well Development (not to be performed until at least 48 hours after sanitary seal placement):

- Method of development to be used (i.e., surge, bail, pump, etc.)
- Parameters to be monitored during development and record keeping technique
- Method of determining when development is complete

- Disposal of development water
- E. Well Survey (precision of vertical survey data shall be at least 0.01 foot):
Identify the Licensed Land Surveyor or Civil Engineer that will perform the survey
Datum for survey measurements
List well features to be surveyed (i.e. top of casing, horizontal and vertical coordinates, etc.)
- F. Schedule for Completion of Work
- G. **Appendix: Groundwater Sampling and Analysis Plan (SAP)**
The Groundwater SAP shall be included as an appendix to the workplan, and shall be utilized as a guidance document that is referred to by individuals responsible for conducting groundwater monitoring and sampling activities.

Provide a detailed written description of standard operating procedures for the following:

- Equipment to be used during sampling
- Equipment decontamination procedures
- Water level measurement procedures
- Well purging (include a discussion of procedures to follow if three casing volumes cannot be purged)
- Monitoring and record keeping during water level measurement and well purging (include copies of record keeping logs to be used)
- Purge water disposal
- Analytical methods and required reporting limits
- Sample containers and preservatives
- Sampling
 - General sampling techniques
 - Record keeping during sampling (include copies of record keeping logs to be used)
 - QA/QC samples
- Chain of Custody
- Sample handling and transport

SECTION 2 - Monitoring Well Installation Report

The monitoring well installation report must provide the information listed below. In addition, the report must also clearly identify, describe, and justify any deviations from the approved workplan.

A. General Information:

Purpose of the well installation project

Brief description of local geologic and hydrogeologic conditions encountered during installation of the wells

Number of monitoring wells installed and copies of County Well Construction Permits

AA

Topographic map showing facility location, roads, surface water bodies
Scaled site map showing all previously existing wells, newly installed wells, surface water bodies, buildings, waste handling facilities, utilities, and other major physical and man-made features.

B. Drilling Details (in narrative and/or graphic form):

On-site supervision of drilling and well installation activities

Drilling contractor and driller's name

Description of drilling equipment and techniques

Equipment decontamination procedures

Soil sampling intervals and logging methods

Well boring log

- Well boring number and date drilled
- Borehole diameter and total depth
- Total depth of open hole (same as total depth drilled if no caving or back-grouting occurs)
- Depth to first encountered groundwater and stabilized groundwater depth
- Detailed description of soils encountered, using the Unified Soil Classification System

C. Well Construction Details (in narrative and/or graphic form):

Well construction diagram, including:

- Monitoring well number and date constructed
- Casing and screen material, diameter, and centralizer spacing (if needed)
- Length of well casing, and length and position of perforated interval
- Thickness, position and composition of surface seal, sanitary seal, and sand pack
- Type of well caps (bottom cap either screw on or secured with stainless steel screws)

E. Well Development:

Date(s) and method of development

How well development completion was determined

Volume of water purged from well and method of development water disposal

Field notes from well development should be included in report

F. Well Survey (survey the top rim of the well casing with the cap removed):

Identify the coordinate system and datum for survey measurements

Describe the measuring points (i.e. ground surface, top of casing, etc.)

Present the well survey report data in a table

Include the Registered Engineer or Licensed Surveyor's report and field notes in appendix