

**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 15, 2021

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

- ☐ Mrs. Margaret Medeiros, President ☐ Mr. Stanley Archacki, Vice President
- ☐ Mr. Samuel Boucher, Director ☐ Mr. Michael Herman, Director ☐ Mr. James Burton, Director
- ☐ Mrs. Dianna Mann – General Manager ☐ Mrs. Olivia Mann – Board Secretary

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

Public comment on non-agenda items

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

Staff Written Operational Reports

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

Action Taken: _____

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. Financial Reports for review and approval

- a. March 2021, 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

2. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 03/18/2021
- b. Minutes of Special Meeting 03/18/2021
- c. Minutes of Special Meeting 03/30/2021

3. Bills

- a. MC Engineering invoice number 2056 dated 04/05/2021, in the amount of \$12,735.00 for the USDA Water Projects

Action Taken: _____

4. Agenda (Old Business)

- a. Discussion and update of the Prop 218 study

Action Taken: _____

5. Agenda (New Business)

- a. Discussion of Fire Hydrants in the District

Action Taken: _____

- b. Discussion and consideration of Resolution 21-13, Amending the Clearlake Oaks County Water District 'Sewer' Code

Action Taken: _____

- c. Discussion and consideration of Resolution 21-14, Approving the amended contract with AES for the USDA Water Improvement Project

Action Taken: _____

- d. Discussion of back flow devices installed prior to 2021

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 12, 2021

Administration

- ∂ Received \$29,341.93 in payments towards our <61-120, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts (Payments from escrow).
- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 12 accounts on payment arrangements
- ∂ In the past 30 days, we have sent out tenant collection letters as well as delinquency notices in order to lower our <61-120 aged receivables. This has so far been a continued success-
 - On 04/12/2021, 42 tenant collection letters were mailed to property owners
 - On 03/24/2021, 310 delinquency notices were mailed out totaling \$322,470.03. To date, we have received 101 payments totaling \$29,341.93
- ∂ The quarterly review of the Sewer Code has been amended to include 'Chapter 8- Grease Traps'
- ∂ Annual backflow letters were mailed out on 04/08/2021, admin is currently working on a new filing system for the 900+ backflow devices the district will keep records for
- ∂ 1st quarter reports were filed on 04/07/2021
- ∂ Dianna and I continue to work with RCAC on finalizing the Prop 218 study, the water report should be available to the board within the next couple of weeks

All the best,
Olivia Mann

Clearlake Oaks County Water District

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April 12, 2021

*Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423-0709*

RE: DC board letter,

Water distribution main & service lines:

*We replaced the three valves and installed a wharf head at Paradise tank.

*All of the staff helped out with the replacement of a hydrant on Bass and two on Keys Blvd. They also helped out with the installation of a new isolation valve at Spinnaker and Everglade.



Sample stations sites/Boil water notices:

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

*A BWN was given to the area of Everglade and all connecting streets due to replacement of hydrant and installing a valve where there was a coupler leak on the main. Lab results are pending at this time.

*A BWN was given to the end of Keys Blvd. due to hydrant replacements. Lab results are pending at this time.

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

A

Sewer collections and Lift station sites:

- *No new sewer spills to report.
- *Cleaned out grease from LS 10 & 12.
- *Developed and deployed a monthly program for preventive maintenance for our 12 lift stations, this includes alarm checks.

Staff updating:

- *DC crew includes;
 - Jeremy, Chief - OP 3, Class B license.
 - Jesse, Lead - OP 2, Class B license, Technician Ham license.
 - Hugo - DC OP 1, Class B license. Technician Ham license.
 - Jake - Utility Tech with I.T. knowledge. *"Out on workmen's comp"*
 - Gerald - *"Jerry"* Temporary Utility Tech.

District vehicles:

- *Our Dodge crane truck's AC went out.
- *The Chevy needs the passenger door handles replaced.

Miscellaneous:

- *I sincerely appreciate all the district staff for helping out with these long nights installing these valves and hydrants.

Thank You

Chief DC, Jeremy Backus

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February 10, 2021
Board letter

- ◆ March the lake NTU and charge has begun to trend up a little adjustments are being made and monitored
- ◆ Water production for the month was 17.8 MG.
- ◆ Continuing maintenance through the plant area.
Replaced a gauge on the ozone monitoring equipment.
Cleaned clarifier 2 drain and replumbed a section of the drain.

Ongoing weekly cleaning of the weirs and interior surfaces of the clarifiers has continued.

Paradise Tank has been recoated.

James and I helped DC with hydrant replacements.

Water sample list is attached

Treatment staff:
James Simons T2 Operator
Kurt Jensen T3, D2 Chief

Thank you,

Kurt Jensen

WTP Chief Plant Operator
k.jensen@clocwd.org

Margaret Medeiros
President

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Water Sample Testing

	DATE	DATE	DATE	A = Annually Q = Quarterly M = Monthly BW = Bi-weekly BA = Bi-annually
Bacti R(BW) & CW (M)	4/7/2021			
Bacti R (BW)	3/23/2021			
TOC ALK R (M)	3/23/2021			
TOC CW (M)	3/23/2021			
R & CW TCP123 (BA)				
Color / Odor (A)				
Bromate (Q)				
Perchlorate (A)				
TTHM (Q)				
HAA5 (Q)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Nitrate (A)				
Nitrite (A)				
Antimony (A)				
Arsenic(A)				
Barium(A)				
Beryllium(A)				
Cadmium(A)				
Chromium Total (A)				
Fluoride Natural(A)				
Mercury(A)				
Nickel(A)				
Selenium(A)				
Thallium(A)				
Simazine(A)				
Bicarbonate Alaklinity(A)				
Calcium(A)				
Carbonate Alakalinity(A)				
Chloride(A)				
Copper(A)				
Foaming Agents (MBAS)(A)				
Hardness Total as CaCO3(A)				
Hydroxide Alakalinity(A)				
Iron(A)				
Magnesium(A)				
Manganese(A)				
PH, Laboratory(A)				
Silver(A)				
Sodium(A)				
Specific Coductance(A)				
Sulfate(A)				

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

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April 12, 2021

Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423-0709

RE: March Board Report 2021

During the Month of March 2021 the Clearlake Oaks Waste Plant received a total influent flow of 8.1 MG averaging 262,000 gallons a day. The total amount of effluent sent through our effluent line treated and under compliance was 6.9 MG averaging 225,000 gallons a day (156 gpm). Clearlake level averaged at 1.14' Rumsey Gauge ending at 1.17' by the end of the month. There was some rain for this month. The total amount of rain was 1.05". Our Emergency Ponds remain free of any liquid at this time.

On March 1st I submitted our annual CERS report. No change within our Hazardous materials or quantity has changed. On March 24th we switched over our dosing to our new Chorine injection site. There are still some minor cosmetics we need to complete. I should be able to provide some pictures on next month's board letter. Our SEPS valve is in but the fail safe mechanism and existing actuator was removed and sent for repair. A new actuator was brought and installed. At this time we have control and status through our scada system. In the event of a high, high within our SPES, this valve will close automatically. As soon as the repairs are complete, our SEPS valve will be installed and operating as it was designed. I will also be providing some pictures when completed.

The utility worker, Josette Thurston, is signed up to test for the waste water certification grade 1. Our OIT, Anthony Casanova will be registering next week as well. I am hoping that both can pass the examination because it is important that I have certified operators at the plant. I will report on this matter as time goes by. All testing and maintenance was completed and was successful for the month.

Francisco Castro
Chief Plant Operator

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Clearlake Oaks County Water District
Board of Directors
Board Meeting April, 2021

Happy Spring Board Members,

Still a little crazy!! Continuing to notarize, answer questions, and field phone calls regarding the cross connection project. Board member Sam was in my office one day and witnessed how crazy it can get, and actually that was a slow day.

The new valve at the SEPS is now operating under SCADA, however, the fail-safe continues to mal-function. The good news is that the valve is actually operational, bad news is the actuator needed to be sent back for repair.

The public hearing for the 218 has been tentatively set for June 22nd, I am waiting to hear from Mary Margaret if that date is available for the Senior Center before the letters go out.

The USDA loan closed on March 26, however, we are crossing the last T's and dotting the last I's with all the paperwork including the contract with T & S and hoping to officially give them the Notice to Proceed this week.

The design has been officially completed and approved from PG&E regarding Lift Station 10. I should be receiving the contract any day and will start moving forward with the easements and electrical.

Regarding the ongoing issues with the fire hydrants, I have invited Fire Chief Mike Ciancio and Supervisor Crandell to attend this meeting so that we, as a community, can work together to achieve a very important goal of replacing the old hydrants. As of the date of this letter, the Fire Chief has confirmed, however, still waiting to hear from Supervisor Crandell.

Total hydrants replaced in the last 2.5 years: 21

I am sure there are a couple of other topics I can touch on, however, it has been a very long week and my brain has hit a wall. If I have missed anything, I will be sure to address them in my next letter.

Please refer to individual department letters for additional details.

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

Respectfully Submitted,
Dianna Mann
General Manager

Report Date: April 9, 2021

To: Dianna Mann, CLOCWD General Manager

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

RE: CLOCWD USDA Funded Water System Improvements Project

Billing Period: March, 2021

I. Project Status Update

Work on the project during March included the following

- Harvey tank easement acquisition (completed)
- Coordination and calls with USDA on funding options
- Contract facilitation and monthly invoicing
- Negotiations with USDA for additional \$1.1 million in grant related funding
- Preparation of resolution for board approval of additional CLOCWD funding obligations (\$190,000)
- Assistance with letters for the PRV related easements including GIS mapping and reconciliation with CLOCWD customer billing database
- Final acquisition of easement for Harvey Tank
- Support for CLOCWD for letters on BPA related easements
- Contract award related support
- Misc. correspondence
- Cost estimates for alternative meter and backflow installer
- Coordination with DDW on CT for temporary water tanks

II. Budget Status Update

Total Contract w/Design \$1,238,396.00

This Invoice: \$12,375
Cost to Date: \$685,695.53
Cost to Complete: \$552,700.47

III. Projected Tasks for April 2021

- Preconstruction Meeting
- Contract processing for T&S construction
- Project controls and project setup
- Mobilize trailer at RV park
- Initial weekly construction meetings
- Coordination with geotechnical subconsultant

8:22 AM

04/06/21

Accrual Basis

Clearlake Oaks County Water District
Summary Balance Sheet
As of March 31, 2021

	Mar 31, 21
ASSETS	
Current Assets	
Checking/Savings	2,502,789.02
Other Current Assets	1,754,096.63
Total Current Assets	4,256,885.65
Fixed Assets	16,679,046.70
TOTAL ASSETS	20,935,932.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	747.27
Credit Cards	457.39
Other Current Liabilities	2,388,270.30
Total Current Liabilities	2,389,474.96
Total Liabilities	2,389,474.96
Equity	18,546,457.39
TOTAL LIABILITIES & EQUITY	20,935,932.35

8:22 AM

04/06/21

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of March 31, 2021

	Mar 31, 21
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	25,000.00
102.11 · PC ESCROW - 6184	132,707.32
102.10 · CRP PC - 6192	9,615.95
102.12 · WATER RESERVES- 8503	250,200.00
102.001 · GL - 9122 (Old Acct. # 053420019)	878,596.48
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other	870,428.81
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	1,059,428.81
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHECKING - WAS 1...	88.98
102.02 · CRP Water - 6990	96,062.07
102.03 · CRP Sewer - 3745	51,089.41
Total Checking/Savings	2,502,789.02
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	29,609.68
130 · Const In Progress - Studies	124,897.10
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
Total Other Current Assets	1,754,096.63
Total Current Assets	4,256,885.65
Fixed Assets	
138 · USDA Water Improvements	803,013.51
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)	3,900,396.37
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes) ..	150,784.44
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pip...	266,285.10
131 · Waste Water Plant	
131.1 · Pumps/Equipment	99,784.99
131 · Waste Water Plant - Other	57,768.09
Total 131 · Waste Water Plant	157,553.08
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	-523,819.00
127 · Water Plant	
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	182,836.13
127 · Water Plant - Other	211,458.66
Total 127 · Water Plant	444,277.93
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)	1,921,549.25
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	22,386.51
120.90 · Vehicles/Generators/Trailers	691,610.28
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,008.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,757,886.10

14

8:22 AM

04/06/21

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of March 31, 2021

	Mar 31, 21
122 · Bldgs/Grounds Cap Improvements	8,535,149.57
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)	
124.2 · GIS Online Mapping System	6,565.17
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	56,539.80
Total 124.30 · Lift Stations	122,582.03
124.50 · Mains	14,788.58
124.60 · Meters	24,010.72
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other	3,166,870.22
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)	3,375,431.76
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
Total Fixed Assets	16,679,046.70
TOTAL ASSETS	20,935,932.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	747.27
Total Accounts Payable	747.27
Credit Cards	
211 · WAB Credit Card	
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	457.39
Total 211 · WAB Credit Card	457.39
Total Credit Cards	457.39
Other Current Liabilities	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal tax deposit on time)	-3,928.96
280 · Loan	
280.15 · USDA Water Improvement Project (USDA Wtr Improvement Proj total \$5 Million)	736,500.00
280.02 · KS State Bank - 2019 Vac-Con	313,173.31
280.12 · USDA Loan	1,012,320.41
Total 280 · Loan	2,061,993.72
221 · Health Ins - EE Portion	-1,455.74
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE CO SHERIFF - WA...	8,162.53
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-7,826.66
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	335.87
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WAS 2097110)	-12.40
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)	-2.90
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS 2097122)	-0.01
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS CO-PAY - WA...	-3,448.79
223.80 · GASB 68 Pension (- WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WAS 2097195)	5,804.71
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYEE BENEFITS - ...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not y...	-1,888.99
Total Other Current Liabilities	2,388,270.30
Total Current Liabilities	2,389,474.96
Total Liabilities	2,389,474.96
Equity	

9

8:22 AM

04/06/21

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of March 31, 2021

	Mar 31, 21
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup post to this account. The balance ...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/31/2011)	12,858,812.88
Net Income	315,359.56
Total Equity	18,546,457.39
TOTAL LIABILITIES & EQUITY	20,935,932.35

11:56 AM

Clearlake Oaks County Water District

04/05/21

Profit and Loss

Accrual Basis

July 2020 through March 2021

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Ordinary Income/Expense					
Income					
Income					
410 · Client Reg Pmt	0.00	742,432.06	945,249.43	1,687,681.49	1,687,681.49
420 · Connection Fees	0.00	0.00	10,396.00	10,396.00	10,396.00
430 · Penalty & Interest	0.00	12,410.41	17,053.50	29,463.91	29,463.91
440 · Misc Revenue	0.00	34,032.56	30,568.36	64,600.92	64,600.92
450 · Other - Non S/W Rev	0.00	63,430.46	64,134.01	127,564.47	127,564.47
Total Income	0.00	852,305.49	1,067,401.30	1,919,706.79	1,919,706.79
Total Income	0.00	852,305.49	1,067,401.30	1,919,706.79	1,919,706.79
Gross Profit	0.00	852,305.49	1,067,401.30	1,919,706.79	1,919,706.79
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	279,287.11	197,920.58	115,150.48	592,358.17	592,358.17
520 · FICA - District Share	20,858.57	14,550.08	8,334.49	43,743.14	43,743.14
530 · Medical Ins - Dist Share	63,964.89	68,886.31	32,701.31	165,552.51	165,552.51
540 · PERS - District Share	75,549.50	15,078.89	6,806.94	97,435.33	97,435.33
550 · Unemployment	11,549.88	0.00	0.00	11,549.88	11,549.88
560 · Workers Comp Ins	1,983.44	5,467.00	5,541.76	12,992.20	12,992.20
Total Salaries & EE Benefits	453,193.39	301,902.86	168,534.98	923,631.23	923,631.23
Services & Supplies					
605 · Advertising	400.58	0.00	0.00	400.58	400.58
610 · Bank Fees	18,230.11	0.00	0.00	18,230.11	18,230.11
620 · Communications & Internet	3,475.41	9,234.90	9,618.29	22,328.60	22,328.60
622 · Board Exp	33.95	0.00	0.00	33.95	33.95
630 · Equip - Office	618.67	0.00	150.14	768.81	768.81
640 · Fuel & Oil	0.00	3,700.47	5,295.35	8,995.82	8,995.82
645 · Insurance	0.00	33,873.56	33,873.55	67,747.11	67,747.11
657 · Lab	0.00	14,414.00	12,335.61	26,749.61	26,749.61
660 · Memberships & Subscription	2,905.10	31,505.23	20,041.21	54,451.54	54,451.54
665 · Mileage Reimb	0.00	59.05	59.05	118.10	118.10
670 · Postage & Shipping	13,226.00	27.90	0.00	13,253.90	13,253.90
675 · Professional Services	16,648.68	6,223.20	8,936.80	31,808.68	31,808.68
685 · Rents	9,613.41	0.00	0.00	9,613.41	9,613.41
690 · Safety & Security	682.99	4,720.46	5,054.07	10,457.52	10,457.52
700 · Tools & Instruments	0.00	1,920.14	2,289.67	4,209.81	4,209.81
703 · Supplies - Clothing & Personal	136.72	2,407.41	2,022.11	4,566.24	4,566.24
705 · Supplies - Office	5,886.53	792.44	698.52	7,377.49	7,377.49
715 · Supplies-Chemicals-Operating	0.00	45,824.90	39,047.95	84,872.85	84,872.85
720 · Supplies - Inventory - Other	0.00	3,932.09	1,408.64	5,340.73	5,340.73
735 · Training/Classes/Certs/ClassB	225.00	530.00	1,576.28	2,331.28	2,331.28
750 · Utilities	4,357.18	80,832.89	133,239.85	218,429.92	218,429.92
760 · Waste Disposal	441.08	28,742.39	2,610.03	31,793.50	31,793.50
795 · Yolo Co	0.00	0.00	43,181.93	43,181.93	43,181.93
799 · Misc					
799.1 · Customer Refund - Acct cl...	0.00	0.00	2,801.15	2,801.15	2,801.15
Total 799 · Misc	0.00	0.00	2,801.15	2,801.15	2,801.15
Total Services & Supplies	76,881.41	268,741.03	324,240.20	669,862.64	669,862.64
Repairs & Replacement					
810 · R&R Buildings & Grounds	1,811.33	546.26	876.22	3,233.81	3,233.81
840 · R&R Vehicles	0.00	1,960.95	1,810.93	3,771.88	3,771.88
Total Repairs & Replacement	1,811.33	2,507.21	2,687.15	7,005.69	7,005.69
Total Expense	531,886.13	573,151.10	495,462.33	1,600,499.56	1,600,499.56
Net Ordinary Income	-531,886.13	279,154.39	571,938.97	319,207.23	319,207.23
Net Income	-531,886.13	279,154.39	571,938.97	319,207.23	319,207.23

17

Clearlake Oaks Co Water District

PROJECTED BUDGET 2020-21

9

Target % > **75%**

		<u>WATER</u>				<u>SEWER</u>			
As of March 2021		Budget		Actual YTD		Budget		Actual YTD	
Summary		Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue		1,217,554	913,166	1,067,401	88%	1,157,800	868,350	852,305	74%
Total Operating Expenses		1,039,017	779,263	761,406	73%	1,193,337	895,002	839,092	70%
Operating Balance (loss)		178,537	133,903	305,996		(35,537)	(26,652)	13,213	
420	Connection Fees	10,000	7,500	10,396	104%	10,000	7,500	-	0%
435									
450	Other - Non S/W Rev	100,000	75,000	64,134	64%	100,000	75,000	63,430	63%
	Reserves	150,000	112,500	100,000	67%	-	-		0%
Net Change In Net Position (loss)		138,537	103,903	280,526		74,463	55,848	76,643	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$943,449.65
District CRP	\$147,151.48
Paradise Cove CRP	\$9,615.95
Paradise Cove Escrow	\$132,707.32
Water Reserve	\$250,200.00
Sewer Reserve	\$25,000.00
LAIF Account	\$1,059,428.81
Total	\$2,567,553.21

		<u>WATER</u>				<u>SEWER</u>			
As of March 2021		Budget		Actual YTD		Budget		Actual YTD	
Operating Revenue		Annual	YTD	Amount	%	Annual	YTD	Amount	%
410	Client Reg Pmt	1,182,554	886,916	945,249	80%	1,132,800	849,600	742,432	66%
430	Penalty & Interest	30,000	22,500	17,054	57%	25,000	18,750	12,410	50%
440	Misc	5,000	3,750	30,568	0%	0	0	34,033	0%
Total Revenue >		1,217,554	913,166	992,871	82%	1,157,800	868,350	788,875	68%

		Budget		Actual		Actual		% Spent	
As of March 2021		Annual	YTD	YTD		YTD			
Operating Expenses									
505	Salaries & Wages	318,237	238,678	254,794	80%	455,678	341,758	337,565	74%
520	FICA - District Share	26,341	19,756	18,764	71%	37,773	28,330	24,980	66%
530	Medical Ins - District Share	111,077	83,308	64,684	58%	166,616	124,962	100,869	61%
540	PERS - District Share	63,193	47,395	44,582	71%	73,976	55,482	52,854	71%
550	Unemployment	9,000	6,750	5,775	64%	9,000	6,750	5,775	64%
560	Workers Comp Ins	20,639	15,479	6,534	32%	26,543	19,907	6,459	24%
Salaries and Employee Benefits >		548,487	411,365	395,131	72%	769,587	577,190	528,500	69%
605	Advertising	200	150	201	100%	200	150	201	100%
610	Bank Fees	10,010	7,508	9,115	91%	10,000	7,500	9,115	91%
620	Communications & Internet	13,000	9,750	11,356	87%	10,000	7,500	10,973	110%
622	Board Exp	3,750	2,813	17	0%	3,750	2,813	17	0%
625	Equip - Field (\$300-\$4999)	2,500	1,875	-	0%	4,000	3,000	-	0%
630	Equip - Office	1,500	1,125	460	31%	2,000	1,500	310	15%
640	Fuel & Oil	15,020	11,265	5,295	35%	16,300	12,225	3,700	23%
645	Insurance	30,000	22,500	33,874	113%	26,250	19,688	33,874	129%
650	Interest	-	-	-	0%	-	-	-	0%

19

657	Lab	20,000	15,000	12,336	62%	15,000	11,250	14,414	96%
660	Memberships & Subscriptions	25,750	19,313	21,494	83%	29,750	22,313	32,958	111%
665	Mileage Reimb	750	563	59	8%	500	375	59	12%
670	Postage & Shipping	6,000	4,500	6,613	110%	6,000	4,500	6,641	111%
675	Professional Services	36,000	27,000	17,262	48%	19,000	14,250	14,548	77%
685	Rents	6,200	4,650	4,807	78%	6,200	4,650	4,807	78%
690	Safety & Security	2,500	1,875	5,396	216%	5,500	4,125	5,062	92%
700	Tools & Instruments	2,000	1,500	2,290	115%	2,500	1,875	1,920	77%
703	Supplies - Clothing & Personal	2,050	1,538	2,091	102%	2,300	1,725	2,476	108%
705	Supplies - Office	4,750	3,563	3,643	77%	5,250	3,938	3,736	71%
715	Treatment Chemicals	75,000	56,250	39,048	52%	48,000	36,000	45,825	95%
720	Supplies - Operating - Other	5,000	3,750	1,409	28%	22,000	16,500	3,932	18%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	3,750	2,813	1,689	45%	3,250	2,438	643	20%
745	Travel	1,000	750	-	0%	1,000	750	-	0%
750	Utilities	162,750	122,063	135,419	83%	125,750	94,313	83,012	66%
760	Waste Disposal	3,050	2,288	2,831	93%	52,250	39,188	28,963	55%
795	Yolo Co	48,000	36,000	43,182	90%				
799.1	Customer Refund	-	-	2,801	0%	-	-	-	0%
Services and Supplies >		480,530	360,398	362,682	75%	416,750	312,563	307,180	74%
810	R&R Buildings & Grounds	7,000	5,250	1,782	25%	4,500	3,375	1,452	32%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	2,250	1,811	60%	2,500	1,875	1,961	78%
850	Maintenance Reserve Account	-	-	-		-	-	-	
Repairs & Replacement >		10,000	7,500	3,593	36%	7,000	5,250	3,413	49%
Total Expenses >		1,039,017	779,263	761,406	73%	1,193,337	895,002	839,092	70%

Administration - Budget Variance Report July 1, 2020 through June 30, 2021

Target % >

75.0%

GL ADMIN

As of March 2021		2020-2021 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	375,051	281,288	279,287	74.5%	95,764
520	FICA - District Share	31,190	23,393	20,859	66.9%	10,331
530	Medical Ins - District Share	95,550	71,663	63,965	66.9%	31,585
540	PERS-District Share (incl unfunded Liab, 14.5K)	108,563	81,422	75,550	69.6%	33,013
550	Unemployment	18,000	13,500	11,550	64.2%	6,450
560	Workers Comp Ins	8,913	6,685	1,983	22.2%	6,930
Salaries and Employee Benefits >		637,268	477,951	453,194	71.1%	184,074
605	Advertising	400	300	401	100.3%	(1)
610	Bank Fees	20,000	15,000	18,230	91.2%	1,770
620	Communications & Internet	7,000	5,250	3,475	49.6%	3,525
622	Board Exp	7,500	5,625	34	0.5%	7,466
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	1,500	619	31.0%	1,381
640	Fuel & Oil	0	0		0.0%	0
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	0	0		0.0%	0
660	Memberships & Subscriptions	1,500	1,125	2,905	193.7%	(1,405)
665	Mileage Reimb	500	375		0.0%	500
670	Postage & Shipping	12,000	9,000	13,226	110.2%	(1,226)
675	Professional Services (Legal, IT, CUSI annual)	22,000	16,500	16,649	75.7%	5,351
685	Rents	12,400	9,300	9,613	77.5%	2,787
690	Safety & Security (boots)	1,000	750	683	68.3%	317
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	450	137	22.8%	463
705	Supplies - Office	7,500	5,625	5,887	78.5%	1,613
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	0	0		0.0%	0
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (Classes, books)	3,500	2,625	225	6.4%	3,275
745	Travel / Lodging	1,000	750		0.0%	1,000
750	Utilities	5,500	4,125	4,357	79.2%	1,143
760	Waste Disposal	500	375	441	88.2%	59
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		104,900	78,675	76,882	73.3%	28,018
810	R&R Buildings & Grounds	4,000	3,000	1,811	45.3%	2,189
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0		0.0%	0
840	R&R Vehicles (\$2k/vehicle)	0	0		0.0%	0
Repairs & Replacement >		4,000	3,000	1,811	45.3%	2,189
Total Expenses >		746,168	559,626	531,887	71.3%	214,281

Expense Notes

660 Memberships & Subscription - Quickbooks upgrade to 2021 covering all COVID related information - \$1,100

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

705 Office Supplies - Annual Billing Envelopes and paper

Sewer - Budget Variance Report July 1, 2020 through June 30, 2021

Target % >

75.0%

GL SEWER

As of March 2021

2020-2021 Budget

Actual

%

Total

Expenses	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	268,152	201,114	197,921	73.8%	70,231
520 FICA - District Share	22,178	16,634	14,550	65.6%	7,628
530 Medical Ins - District Share	118,841	89,131	68,886	58.0%	49,955
540 PERS - District Share (\$14.5K Unfunded)	19,694	14,771	15,079	76.6%	4,615
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	22,087	16,565	5,467	24.8%	16,620
Salaries and Employee Benefits >	450,952	338,214	301,903	66.9%	149,049
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	4,000	3,000	9,235	230.9%	(5,235)
622 Board Exp	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		0.0%	1,000
640 Fuel & Oil (Schaeffers)	13,500	10,125	3,700	27.4%	9,800
645 Insurance	26,250	19,688	33,874	129.0%	(7,624)
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	15,000	11,250	14,414	96.1%	586
660 Memberships & Subscriptions	29,000	21,750	31,505	108.6%	(2,505)
665 Mileage Reimb	250	188	59	23.6%	191
670 Postage & Shipping	0	0	28	279000.0%	(28)
675 Professional Services (SCADA)	8,000	6,000	6,223	77.8%	1,777
685 Rents	0	0		0.0%	0
690 Safety & Security (includes boots)	5,000	3,750	4,720	94.4%	280
700 Tools & Instruments	2,500	1,875	1,920	76.8%	580
703 Supplies - Clothing & Personal	2,000	1,500	2,407	120.4%	(407)
705 Supplies - Office	1,500	1,125	792	52.8%	708
715 Treatment Chemicals	48,000	36,000	45,825	95.5%	2,175
720 Supplies-Operating-Other-Titan Tubes	22,000	16,500	3,932	17.9%	18,068
730 Taxes - Licenses	-	-			-
735 Training, Certs (classes, books)	1,500	1,125	530	35.3%	970
745 Travel / Lodging	500	375		0.0%	500
750 Utilities	123,000	92,250	80,833	65.7%	42,167
760 Waste Disposal	52,000	39,000	28,742	55.3%	23,258
795 Yolo Co	0	0		0.0%	0
799 Misc	0	0		0.0%	0
799.1 Customer Refund					
Services and Supplies >	356,500	267,375	268,739	75.4%	87,761
810 R&R Buildings & Grounds	2,500	1,875	546	21.8%	1,954
815 R & R Damage Claims	0	0		0.0%	0
820 R&R Lift Stations	0	0		0.0%	0
830 R&R Equipment	0	0		0.0%	0
832 R&R Mains/Service Lines	0	0		0.0%	-
840 R&R Vehicles	2,500	1,875	1,961	78.4%	539
	-	-		0.0%	-
Repairs & Replacement >	5,000	3,750	2,507	50.1%	2,493
Total Expenses >	812,452	609,339	573,149	70.5%	239,304

Expense Notes

620 Communications and Internet

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

675 Professional Services

Annual Audit 50% due now

21

9	Water - Budget Variance Report July 1, 2020 through June 30, 2021				Target % >	75.0%	GL WATER
	As of March 2021		2020-2021 Budget		Actual	%	Total
	Expenses	Annual	YTD	YTD	Spent		Remaining
505	Salaries & Wages	130,712	98,034	115,150	88.1%		15,562
520	FICA - District Share	10,746	8,059	8,334	77.6%		2,412
530	Medical Ins - District Share	63,302	47,477	32,701	51.7%		30,601
540	PERS - District Share	8,911	6,683	6,807	76.4%		2,104
550	Unemployment	0	0		0.0%		0
560	Workers Comp Ins	16,183	12,137	5,542	34.2%		10,641
	Salaries and Employee Benefits >	229,853	172,390	168,534	73.3%		61,319
605	Advertising	0	0		0.0%		0
610	Bank Fees	0	0		0.0%		0
620	Communications & Internet	7,000	5,250	9,618	137.4%		(2,618)
622	Board Exp	0	0		0.0%		0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%		0
630	Equip - Office	500	375	150	30.0%		350
640	Fuel & Oil	12,220	9,165	5,295	43.3%		6,925
645	Insurance	30,000	22,500	33,874	112.9%		(3,874)
650	Interest	0	0		0.0%		0
657	Outside Lab / Internal Lab	20,000	15,000	12,336	61.7%		7,664
660	Memberships & Subscriptions	25,000	18,750	20,041	80.2%		4,959
665	Mileage Reimb	500	375	59	11.8%		441
670	Postage & Shipping	0	0		0.0%		0
675	Professional Services (SCADA, Mtce Prog)	25,000	18,750	8,937	35.7%		16,063
685	Rents	0	0		0.0%		0
690	Safety & Security (includes boots)	2,000	1,500	5,054	252.7%		(3,054)
700	Tools & Instruments	2,000	1,500	2,290	114.5%		(290)
703	Supplies - Clothing & Personal	1,750	1,313	2,022	115.5%		(272)
705	Supplies - Office	1,000	750	699	69.9%		301
715	Treatment Chemicals	75,000	56,250	39,048	52.1%		35,952
720	Supplies - Operating - Other	5,000	3,750	1,409	28.2%		3,591
730	Taxes - Licenses	0	0		0.0%		0
735	Training, Certs (classes, books)	2,000	1,500	1,576	78.8%		424
745	Travel / Lodging	500	375		0.0%		500
750	Utilities	160,000	120,000	133,240	83.3%		26,760
760	Waste Disposal	2,800	2,100	2,610	93.2%		190
795	Yolo Co	48,000	36,000	43,182	90.0%		4,818
799	Misc	0	0		0.0%		0
799.1	Customer Refund			2,801			
	Services and Supplies >	420,270	315,203	324,241	77.2%		96,029
810	R&R Buildings & Grounds	5,000	3,750	876	17.5%		4,124
815	R & R Damage Claims	0	0		0.0%		0
820	R&R Lift Stations	0	0		0.0%		0
830	R&R Equipment	0	0		0.0%		0
832	R&R Mains	0	0		0.0%		-
840	R&R Vehicles	3,000	2,250	1,811	60.4%		1,189
	Repairs & Replacement >	8,000	6,000	2,687	33.6%		5,313
	Total Expenses >	658,123	493,592	495,462	75.3%		162,661

690 Safety & Security - Lock and door repair at Admin - multiple HEP B shots

Clearlake Oaks County Water District
CRP/CIP Profit and Loss
July 2020 through March 2021

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Ordinary Income/Expense					
Income	14,370.88	303,415.23	280,811.89	598,598.00	598,598.00
Gross Profit	14,370.88	303,415.23	280,811.89	598,598.00	598,598.00
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	119,797.71	94,588.00	214,385.71	214,385.71
520 · FICA - District Share	0.00	8,936.24	6,996.04	15,932.28	15,932.28
530 · Medical Ins - Dist Share	0.00	22,593.79	10,836.01	33,429.80	33,429.80
540 · PERS - District Share	0.00	5,715.60	4,662.95	10,378.55	10,378.55
560 · Workers Comp Ins	0.00	6,772.09	3,182.97	9,955.06	9,955.06
Total Salaries & EE Benefits	0.00	163,815.43	120,265.97	284,081.40	284,081.40
Services & Supplies					
620 · Communications & Internet	0.00	1,062.45	1,062.37	2,124.82	2,124.82
640 · Fuel & Oil	0.00	7,498.72	7,498.65	14,997.37	14,997.37
650 · Interest	0.00	4,397.27	4,397.23	8,794.50	8,794.50
657 · Lab	0.00	2,736.00	0.00	2,736.00	2,736.00
685 · Rents	0.00	0.00	10,801.00	10,801.00	10,801.00
690 · Safety & Security	0.00	4,837.25	1,081.72	5,918.97	5,918.97
703 · Supplies - Clothing & Personal	0.00	1,635.08	300.00	1,935.08	1,935.08
715 · Supplies-Chemicals-Operating	0.00	1,473.23	0.00	1,473.23	1,473.23
720 · Supplies - Inventory - Other	0.00	0.00	726.01	726.01	726.01
735 · Training/Classes/Certs/ClassB	0.00	225.00	225.00	450.00	450.00
Total Services & Supplies	0.00	23,865.00	26,091.98	49,956.98	49,956.98
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	147.63	2,686.69	2,834.32	2,834.32
820 · R&R Lift Stations	0.00	0.00	5,170.25	5,170.25	5,170.25
830 · R&R Equipment	633.88	43,448.61	37,598.25	81,680.74	81,680.74
832 · R&R Mains and Sewer Lines	0.00	19,435.71	9,770.96	29,206.67	29,206.67
840 · R&R Vehicles	0.00	10,658.48	8,098.74	18,757.22	18,757.22
Total Repairs & Replacement	633.88	73,690.43	63,324.89	137,649.20	137,649.20
Total Expense	633.88	261,370.86	209,682.84	471,687.58	471,687.58
Net Ordinary Income	13,737.00	42,044.37	71,129.05	126,910.42	126,910.42
Net Income	<u>13,737.00</u>	<u>42,044.37</u>	<u>71,129.05</u>	<u>126,910.42</u>	<u>126,910.42</u>

Clearlake Oaks Co Water District

Budget Variance Report July 1, 2020 through June 30, 2021

9

Target % > 75.0% CRP-PC

As of March 2021

Summary	Budget Annual	YTD	Actual YTD Amount	%
PC CRP Revenue	19,536	14,652	14,371	73.6%
PC CRP Expenses	0	0	634	0.0%

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

830 Dosage tank repair, starters for booster pumps

24

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

Target % > 75.0% CRP-WATER

As of March 2021		WATER - CRP				
Summary		Budget		Actual YTD		
		Annual	YTD		Amount	%
WATER CRP Revenue		411,876	308,907	303,415	73.7%	0%
WATER CRP Expenses		265,148	198,861	261,371	98.6%	0%
USDA Payment 1st year		140,000	105,000			
Operating Balance		6,728	5,046	42,044		
	Expenses	2020-2021 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	91,124	68,343	119,798	131.5%	(28,674)
520	FICA - District Share	7,480	5,610	8,936	119.5%	(1,456)
530	Medical Ins - District Share	43,595	32,696	22,594	51.8%	21,001
540	PERS - District Share	6,670	5,003	5,716	85.7%	954
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,779	6,584	6,772	77.1%	2,007
	Salaries and Employee Benefits >	157,648	118,236	163,816	103.9%	(6,168)
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	3,750	1,062	21.2%	3,938
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	938		0.0%	1,250
630	Equip - Office	-	-			
640	Fuel & Oil	6,500	4,875	7,499	115.4%	(999)
645	Insurance	0	0		0.0%	0
650	Interest	0	0	4,397	0.0%	(4,397)
657	Outsource Lab / Internal Lab	2,500	1,875	2,736	0.0%	(236)
660	Memberships & Subscriptions	0	0		0.0%	0
665	Mileage Reimb	0	0		0.0%	0
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services Leak Chk	-	-		0.0%	-
685	Rents	0	0		0.0%	0
690	Safety & Sec (includes boots)	3,500	2,625	4,837	0.0%	(1,337)
700	Tools & Instruments	750	563		0.0%	750
703	Supplies - Clothing & Personal	1,500	1,125	1,635	0.0%	(135)
705	Supplies - Office	150	113		0.0%	150
715	Treatment Chemicals	0	0	1,473	0.0%	(1,473)
720	Supplies - Operating - Other	7,500	5,625		0.0%	7,500
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	750	563	225	0.0%	525
745	Travel / Lodging	600	450		0.0%	600
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
	Services and Supplies >	30,000	22,500	23,864	79.5%	6,136
810	R&R Buildings & Grounds	7,500	5,625	148	2.0%	7,352
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	18,750	43,449	173.8%	(18,449)
832	R&R Mains/Service Lines/Tanks	25,000	18,750	19,436	77.7%	5,564
840	R&R Vehicles	20,000	15,000	10,658	53.3%	9,342
	Repairs & Replacement >	77,500	58,125	73,691	95.1%	3,809
Expense Notes	Total Expenses >	265,148	198,861	261,371	98.6%	3,777
840 V-27 Transmission Repair						
830 Hydrant Replacement/Repair						
832 Excessive leaks in system						

25

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

9

SEWER-CRP

Target % > **75.0%** **CRP-SEWER**

As of March 2021

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	396,097	297,073	280,812	70.9%
SEWER CRP Expenses	430,722	323,041	209,682	48.7%
bridge Loan Interest	-	-	-	
USDA Annual Payment	-	-	-	
	-	-	-	
	-	-	-	
Operating Balance (loss)	(34,625)	(25,968)	71,130	

		2020-2021 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	210,135	157,601	94,588	45.0%	115,547
520	FICA - District Share	17,317	12,988	6,996	40.4%	10,321
530	Medical Ins - District Share	59,719	44,789	10,836	18.1%	48,883
540	PERS - District Share	7,884	5,913	4,663	59.1%	3,221
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	20,716	15,537	3,183	15.4%	17,533
	Salaries and Employee Benefits >	315,772	236,829	120,266	38.1%	195,506
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	3,750	1,062	21.2%	3,938
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	938	-	0.0%	1,250
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	6,500	4,875	7,499	115.4%	(999)
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	4,397	0.0%	(4,397)
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	-	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services (SCADA)	0	0	-	0.0%	0
685	Rents	-	-	10,801	0.0%	(10,801)
690	Safety & Security (includes boots)	1,500	1,125	1,082	72.1%	418
700	Tools & Instruments	200	150	-	0.0%	200
703	Supplies - Clothing & Personal	300	225	300	100.0%	-
705	Supplies - Office	100	75	-	0.0%	100
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	7,500	5,625	726	9.7%	6,774
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	1,200	900	225	0.0%	975
745	Travel / Lodging	400	300	-	0.0%	400
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0	-	0.0%	0
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	23,950	17,963	26,092	108.9%	(2,142)
810	R&R Buildings & Grounds	10,000	7,500	2,686	26.9%	7,314
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	20,000	15,000	5,170	25.9%	14,830
830	R&R Equipment	25,000	18,750	37,598	150.4%	(12,598)
832	R&R Mains/Laterals	25,000	18,750	9,771	39.1%	15,229
840	R&R Vehicles	11,000	8,250	8,099	73.6%	2,901
		-	-	-	0.0%	-
	Repairs & Replacement >	91,000	68,250	63,324	69.6%	27,676
	Total Expenses >	430,722	323,041	209,682	48.7%	221,040

Expense Notes

640 Back up generator ran during main breaker outage
830 Main Breaker failure and back up generator failure
685 Back up generator failed during PSPS - had to rent one at last minute
830 two out of three effluent pumps rebuilt

24

Clearlake Oaks County Water District

Capital Improvements

As of March 31, 2021

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
138 · USDA Water Improvements				
07/05/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	37,570.58
07/15/2020	BKF Engineers	Services May 25, 20...	Loan/Grant:...	960.00
08/01/2020	AES - Analytical Envir...	Professional service...	Loan/Grant:...	1,182.50
08/03/2020	Badger Meter	2 ea. IR Communica...	Loan/Grant:...	195.87
08/05/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	26,802.80
08/06/2020	BKF Engineers	Services 6/29/2020 - ...	Loan/Grant:...	1,440.00
09/01/2020	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	800.00
09/01/2020	AES - Analytical Envir...	Services thru 8/31/2...	Loan/Grant:...	291.90
09/05/2020	MC Engineering, Inc	USDA Water Project	Loan/Grant:...	31,641.59
10/01/2020	AES - Analytical Envir...	Professional service...	Loan/Grant:...	570.00
10/05/2020	MC Engineering, Inc	USDA Water	Loan/Grant:...	48,994.53
10/07/2020	Badger Meter	Meters	Loan/Grant:...	3,679.39
10/07/2020	Badger Meter	Meters	Loan/Grant:...	2,618.45
10/08/2020	First American Title C...	Preliminary report - ...	Loan/Grant:...	500.00
10/31/2020	AES - Analytical Envir...	10/31/2020	Loan/Grant:...	887.50
11/05/2020	MC Engineering, Inc	USDA Meters/Water...	Loan/Grant:...	48,004.91
11/06/2020	BKF Engineers	Harvey Tank Access...	Loan/Grant:...	1,200.00
11/19/2020	PG&E	2746605 - EP 9940 ...	Loan/Grant:...	2,500.00
11/29/2020	BKF Engineers	C20149030-30 - Har...	Loan/Grant:...	1,200.00
12/05/2020	MC Engineering, Inc	USDA Water Project	Loan/Grant:...	32,976.13
12/29/2020	Badger Meter	Meter reading for PC	Loan/Grant:...	74.76
01/05/2021	MC Engineering, Inc	USDA Water Project	Loan/Grant:...	18,146.38
02/05/2021	MC Engineering, Inc		Loan/Grant:...	26,028.08
02/15/2021	Badger Meter	15 ea - Install kits	Loan/Grant:...	3,536.77
02/22/2021	Geo Land	Legal description an...	Loan/Grant:...	2,500.00
02/22/2021	Badger Meter	Billing integration	Loan/Grant:...	965.25
02/23/2021	Badger Meter	12 - mobile read mo...	Loan/Grant:...	600.00
03/05/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	18,466.99
03/16/2021	Charles G May Jr	Harvey Tank Easem...	Loan/Grant:...	4,000.00
03/16/2021	Badger Meter	Drive-by tablet for m...	Loan/Grant:...	4,692.19
03/22/2021	Badger Meter	Mobil Data Collector	Loan/Grant:...	3,212.14
03/26/2021	The Weist Law Firm	5,000,000 Bond Cou...	Loan/Grant:...	42,700.00
03/26/2021	CA Municipal Public F...	Water System Impro...	Loan/Grant:...	5,000.00
03/30/2021	Badger Meter	Meter reading	Loan/Grant:...	121.93
Total 138 · USDA Water Improvements				374,060.64
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
09/01/2020	MC Engineering, Inc	Inflow & Infiltration ...	Loan/Grant:...	168.66
09/28/2020		State of CA - State ...	Loan/Grant:...	-75,572.00
02/05/2021	MC Engineering, Inc	Sewer Inflow/infiltera...	Loan/Grant:...	650.00
Total 128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				-74,753.34
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distrib...				
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
08/20/2020	Commercial Pump & ...	WWTP - Effluent Pu...	CRP:Sewer	9,680.00
09/27/2020	Leete Generators Inc	Repair backup gener...	CRP:Sewer	3,261.92
10/26/2020	Coastal Mountain Ele...	Emergency work - b...	CRP:Sewer	17,577.00
12/05/2020	Leete Generators Inc	Repair Generattor S...	CRP:Sewer	1,838.65
12/07/2020	Coastal Mountain Ele...	7576 GE Service Te...	CRP:Sewer	3,392.00
12/09/2020	Commercial Pump & ...	Rebuild Effluent Pu...	CRP:Sewer	30,167.24
01/19/2021	WECO Industries	Push Camera	GL:Sewer	14,522.72
Total 131.1 · Pumps/Equipment				80,439.53
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				80,439.53
127 · Water Plant				
127.6 · Swan AMI Turbiwell Monitor				
Total 127.6 · Swan AMI Turbiwell Monitor				
127.5 · A/C installation for Filter Rm				
Total 127.5 · A/C installation for Filter Rm				
127.4 · PH System				

Clearlake Oaks County Water District

Capital Improvements

As of March 31, 2021

Date	Name	Memo	Class	Amount
Total 127.4 · PH System				
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
11/24/2020	Instrument Technolog...	HL-7000 Electro-Aco...	CRP:Water	5,758.31
Total 127.1 · Major Equipment				5,758.31
127 · Water Plant - Other				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				5,758.31
120 · District General CRP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
120.75 · SCADA				
12/14/2020	Southport Control Sol...	IIFT sTATION 12 cO...	CRP:Sewer	17,330.00
Total 120.75 · SCADA				17,330.00
120.90 · Vehicles/Generators/Trailers				
09/30/2020	101 Trailer & RV	2021 New Load trailer	GL:Sewer	3,886.82
09/30/2020	101 Trailer & RV	2021 New Load Trailer	GL:Water	3,886.81
10/06/2020				409,026.92
Total 120.90 · Vehicles/Generators/Trailers				416,800.55
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				434,130.55
122 · Bldgs/Grounds Cap Improvements				
Total 122 · Bldgs/Grounds Cap Improvements				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
08/04/2020	Southport Control Sol...	Lift station PLC and ...	CRP:Sewer	1,950.00
09/14/2020	Southport Control Sol...	9/2/2020 - L/S #12 u...	CRP:Sewer	1,372.00
09/14/2020	Southport Control Sol...	Remote service call ...	CRP:Sewer	237.00
09/14/2020	Southport Control Sol...	9/8/2020 - Service c...	CRP:Sewer	948.00
09/14/2020	Southport Control Sol...	Mileage 9/8/2020	CRP:Sewer	108.00
10/30/2020	Municipal Maintenanc...	Gamajet 8 Manhole ...	CRP:Sewer	5,660.32
Total 124.30 · Lift Stations				10,275.32
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
11/19/2020	Badger Meter	3 - Compound meter...	CRP:Water	14,010.38
Total 124.60 · Meters				14,010.38
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
07/28/2020	Pace	Hydrant supplies for ...	CRP:Water	3,612.17
07/28/2020	Pace	Fire hydrant	CRP:Water	3,233.20
07/30/2020	Mendo Mill	Repair hydrant in fro...	CRP:Water	124.32
07/31/2020	Mendo Mill	Paint for hydrant rep...	CRP:Water	91.70
09/01/2020	MC Engineering, Inc	Lead Pipe response	CRP:Water	2,937.50
09/01/2020	MC Engineering, Inc	Lead pipe response	CRP:Water	2,183.27
09/01/2020	Pace	Hydrant repairs	CRP:Water	7,160.57
10/23/2020	Pace	Hydrants for Orchard...	CRP:Water	6,555.89
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				25,898.62

8:23 AM

04/06/21

Accrual Basis

Clearlake Oaks County Water District
Capital Improvements
As of March 31, 2021

Date	Name	Memo	Class	Amount
	Total 124 · D/C System Cap Improvements	(COLLECTION SYSTEM - SEWER - ...		50,184.32
	125 · Land - Dist. Cap. Improvements			
	Total 125 · Land - Dist. Cap. Improvements			
	129 · ALLOW. FOR DEPRECIATION			
	Total 129 · ALLOW. FOR DEPRECIATION			
TOTAL				869,820.01



Menu



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Accounts

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CRP PC *6192

Available ****\$9,615.95**

Current **\$9,615.95**

CRP SEWER *3745

Available ****\$51,089.41**

Current **\$51,089.41**

GENERAL LEDGER *9122

Available ****\$893,825.67**

Current **\$888,938.67**

PC ESCROW *6184

Available ****\$132,707.32**

Current **\$132,707.32**

PUBLIC REGULAR CHK *8503

Available ****\$250,200.00**

Current **\$250,200.00**

PUBLIC REGULAR CHK *9592

Available ****\$25,000.00**

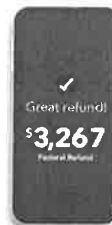
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Current \$25,000.00

CRP WATER *6990

Available **\$96,062.07

Current \$96,062.07

BALANCE TOTALS

Total Deposit Accounts \$1,453,613.42

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

*6192-CRP PC

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Sacramento, CA 94209-0001
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April 12, 2021

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[Yields](#)

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

[Tran Type Definitions](#)

Account Number: 90-17-001

March 2021 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,059,428.79
Total Withdrawal:	0.00	Ending Balance:	1,059,428.79

Aged Accounts Receivable

As of 04/12/2021

1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$112,891.97	\$27,981.92	\$17,233.24	\$14,931.08	\$230,699.40	<u>\$403,737.61</u>

Total number of accounts with open balances:

1071

These totals include all accounts on the Tax Roll

Water	\$107,078.72
Water Penalty	\$9,016.97
Sewer	\$162,496.32
Sewer Penalty	\$11,824.63
CRP Water	\$46,925.17
CRP Water Penalty	\$2,560.08
CRP Sewer	\$59,573.54
CRP Sewer Penalty	\$3,586.38
CRP PC	\$650.37
CRP PC Penalty	\$25.43

Total Balance: \$403,737.61

March statements are not due until April 19, 2021

Clearlake Oaks County Water District
Payroll Summary
March 2021

	Hours	Rate	Mar 21
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-43.25	39.48	-2,032.14
CTO Used	3.75	26.32	104.92
Overtime (x1.5)	99	39.48	4,488.09
PTO	175.75	26.09	7,655.59
Straight	2,171.25	23.10	64,764.89
Board			500.00
Duty Pay			4,200.00
COVID NPL			1,645.88
Total Gross Pay	2,406.5		81,327.23
Deductions from Gross Pay			
ACWA (pre-tax)			-2,174.20
AFLAC (pre-tax)			-505.02
AFLAC (taxable) AFTER TAX			-128.88
CALPers 457			-400.00
CALPers EE (Pretax)			-4,105.13
Total Deductions from Gross Pay			-7,313.23
Adjusted Gross Pay	2,406.5		74,014.00
Taxes Withheld			
Federal Withholding			-5,771.00
Medicare Employee			-1,140.39
Social Security Employee			-4,876.18
CA - Withholding			-2,018.65
CA - Disability			-943.77
Total Taxes Withheld			-14,749.99
Deductions from Net Pay			
Miscellaneous Deduction			-150.00
Wage Garnishment			-1,276.58
Total Deductions from Net Pay			-1,426.58
Net Pay	2,406.5		57,837.43
Employer Taxes and Contributions			
Medicare Company			1,140.39
Social Security Company			4,774.14
Total Employer Taxes and Contributions			5,914.53

8:25 AM

04/06/21

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of March 31, 2021

	Mar 31, 21	
	Debit	Credit
102.13 · SEWER RESERVES-9592	25,000.00	
102.11 · PC ESCROW - 6184	132,707.32	
102.10 · CRP PC - 6192	9,615.95	
102.12 · WATER RESERVES- 8503	250,200.00	
102.001 · GL - 9122	878,596.48	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	870,428.81	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	96,062.07	
102.03 · CRP Sewer - 3745	51,089.41	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	124,897.10	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CRP SEWER	983,511.67	
132 · CRP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CRP WATER	249,148.33	
135 · CRP WATER:135.02 · Aircon Project	0.00	
135 · CRP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CRP WATER:135.10 · High Valley Project 2013	0.00	
135 · CRP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	351,149.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	803,013.51	
128 · Sewer Infrstrcture & Rehab Proj	3,900,396.37	
121 · Wtr Dist & Wtr Storage Projects	150,784.44	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	99,784.99	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	211,458.66	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	182,836.13	
120 · District General CRP	95,008.57	
120 · District General CRP:120.01 · General Equipment/Tools	1,921,549.25	
120 · District General CRP:120.60 · Office	27,331.49	
120 · District General CRP:120.75 · SCADA	22,386.51	
120 · District General CRP:120.90 · Vehicles/Generators/Trailers	691,610.28	
122 · Bldgs/Grounds Cap Improvements	8,535,149.57	
124 · D/C System Cap Improvements	3,166,870.22	
124 · D/C System Cap Improvements:124.2 · GIS Online Mapping System	6,565.17	
124 · D/C System Cap Improvements:124.30 · Lift Stations	56,539.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	24,010.72	
124 · D/C System Cap Improvements:124.90 · Water Tanks	40,615.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		8,856,056.00
200 · ACCOUNTS PAYABLE		747.27
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312	0.00	
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		457.39
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499	0.00	
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481	0.00	
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	



8:25 AM

Clearlake Oaks County Water District

04/06/21

Trial Balance

Accrual Basis

As of March 31, 2021

	Mar 31, 21	
	Debit	Credit
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - 7397	0.00	
210 · Cal Card:210.01 · Cal Card -	0.00	
210 · Cal Card:210.02 · Cal Card 0010	0.00	
210 · Cal Card:210.03 · Cal Card	0.00	
Annual Depreciation		249,035.55
224 · USDA Retainage		10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.15 · USDA Water Improvement Project		736,500.00
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		313,173.31
280 · Loan:280.12 · USDA Loan		1,012,320.41
280 · Loan:280.10 · Bridge for I & I Rehab Project	0.00	
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	1,455.74	
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical	0.00	
222 · Direct Deposit Liabilities		383.04
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	7,826.66	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		8,162.53
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	12.40	
223.50 · MEDICARE TAX PAYABLE	2.90	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	0.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	0.01	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	3,448.79	
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		5,804.71
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	1,888.99	
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		5,956,568.19
304 · Opening Balance Equity		12,858,812.88
306 · Retained Earnings - OLD	584,283.24	
Income:410 · Client Reg Pmt		1,687,681.49
Income:420 · Connection Fees		10,396.00
Income:425 · CRP		587,400.08
Income:425 · CRP:425.2 · Sewer	34.84	
Income:425 · CRP:425.1 · Water	15.41	
Income:430 · Penalty & Interest		40,714.62
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3 · WTP, Meters, and Backflow		1,918.62
Income:440 · Misc Revenue		64,668.99
Income:450 · Other - Non S/W Rev		127,564.47

30

8:25 AM

Clearlake Oaks County Water District

04/06/21

Trial Balance

Accrual Basis

As of March 31, 2021

	Mar 31, 21	
	Debit	Credit
Loans/Grants:925 · PC Escrow Acct	99,995.00	
Salaries & EE Benefits:545 · CALPers 457		400.00
Salaries & EE Benefits:505 · Salaries & Wages	806,743.88	
Salaries & EE Benefits:520 · FICA - District Share	59,675.42	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	198,982.31	
Salaries & EE Benefits:540 · PERS - District Share	107,813.88	
Salaries & EE Benefits:550 · Unemployment	14,096.70	
Salaries & EE Benefits:560 · Workers Comp Ins	22,947.26	
Services & Supplies:605 · Advertising	400.58	
Services & Supplies:610 · Bank Fees	18,250.11	
Services & Supplies:620 · Communications & Internet	24,463.60	
Services & Supplies:622 · Board Exp	33.95	
Services & Supplies:630 · Equip - Office	768.81	
Services & Supplies:640 · Fuel & Oil	23,993.19	
Services & Supplies:645 · Insurance	67,747.11	
Services & Supplies:650 · Interest	35,934.50	
Services & Supplies:657 · Lab	29,561.61	
Services & Supplies:660 · Memberships & Subscription	54,451.54	
Services & Supplies:665 · Mileage Reimb	118.10	
Services & Supplies:670 · Postage & Shipping	13,253.90	
Services & Supplies:675 · Professional Services	31,808.68	
Services & Supplies:685 · Rents	20,414.41	
Services & Supplies:690 · Safety & Security	16,576.49	
Services & Supplies:700 · Tools & Instruments	4,209.81	
Services & Supplies:703 · Supplies - Clothing & Personal	6,501.32	
Services & Supplies:705 · Supplies - Office	7,377.49	
Services & Supplies:715 · Supplies-Chemicals-Operating	86,346.08	
Services & Supplies:720 · Supplies - Inventory - Other	6,066.74	
Services & Supplies:735 · Training/Classes/Certs/ClassB	2,781.28	
Services & Supplies:750 · Utilities	218,429.92	
Services & Supplies:760 · Waste Disposal	31,793.50	
Services & Supplies:795 · Yolo Co	43,181.93	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	2,801.15	
Repairs & Replacement:810 · R&R Buildings & Grounds	6,068.13	
Repairs & Replacement:820 · R&R Lift Stations	5,170.25	
Repairs & Replacement:830 · R&R Equipment	81,680.74	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	29,259.54	
Repairs & Replacement:840 · R&R Vehicles	22,529.10	
66000 · Payroll Expenses	166.97	
COVID-19 Expense Account	2,939.48	
TOTAL	33,124,039.75	33,124,039.75

3:18 PM

04/08/21

Clearlake Oaks County Water District
A/P Aging Summary
As of April 8, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alpha Analytical Labs	1,027.00	0.00	0.00	0.00	0.00	1,027.00
Badger Meter	121.93	0.00	0.00	0.00	0.00	121.93
California State Disbursement Unit	456.34	0.00	0.00	0.00	0.00	456.34
Clearlake Lava	1,213.28	0.00	0.00	0.00	0.00	1,213.28
Deeper Cleaning	350.00	0.00	0.00	0.00	0.00	350.00
Hayden Solar, LLC	5,148.80	0.00	0.00	0.00	0.00	5,148.80
Hugo Ramos.	200.00	0.00	0.00	0.00	0.00	200.00
Josie Thurston.	166.24	0.00	0.00	0.00	0.00	166.24
Lake County Waste Solutions	703.34	0.00	0.00	0.00	0.00	703.34
MC Engineering, Inc	1,310.00	0.00	0.00	0.00	0.00	1,310.00
Mendo Mill	10.42	0.00	0.00	0.00	0.00	10.42
Nave Law Office, P.C.	1,247.00	0.00	0.00	0.00	0.00	1,247.00
Pace	0.00	1,697.56	0.00	0.00	0.00	1,697.56
PETTY CASH - Bailey Anderson	100.29	0.00	0.00	0.00	0.00	100.29
Pitney Bowes, Inc	511.51	0.00	0.00	0.00	0.00	511.51
State of California - Franchise Tax Board	0.00	181.95	0.00	0.00	0.00	181.95
Tri-Cities Answering Service	181.30	0.00	0.00	0.00	0.00	181.30
Valdee Dryden	70.74	0.00	0.00	0.00	0.00	70.74
Yolo County Flood Control	0.00	4,013.15	0.00	0.00	0.00	4,013.15
TOTAL	12,818.19	5,892.66	0.00	0.00	0.00	18,710.85

30

Account Payable Breakdown

Date: 4/12/2021

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$943,449.65	\$888,938.67	\$893,825.67
CRP Water - 6990	\$96,062.07	\$96,062.07	\$96,062.07
CRP Sewer - 3745	\$51,089.41	\$51,089.41	\$51,089.41
CRP PC - 6192	\$9,615.95	\$9,615.95	\$9,615.95
PC Escrow	\$132,707.32	\$132,707.32	\$132,707.32
Water Reserve - 8503	\$250,200.00	\$250,200.00	\$250,200.00
Sewer Reserve - 9592	\$25,000.00	\$25,000.00	\$25,000.00
LAIF Balance	\$1,059,428.81	\$1,059,428.79	\$0.02 Laif dropped (.02)
Current A/P Aging	\$18,710.85		
Kansas State Bank-VacCon	\$7,421.47	EFT - 4/15/2021	
ACWA - Health Ins			
Credit Card	\$3,100.00	Estimate	
TOTAL	\$29,232.32		

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

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

March 18, 2021

This meeting will be conducted by Roberts Rule of Order.

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

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

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

Public comment on non-agenda items

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

AGENDA

Call to Order – 1:30 PM

Pledge of Allegiance

Roll Call

☐ Mrs. Margaret Medeiros, President ✓ Mr. Stanley Archacki, Vice President ✓ Mr. Samuel Boucher, Director, ✓ Mr. Michael Herman, Director ✓ Mr. James Burton, Director

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

New Business

- a. Discussion and consideration of Resolution 21-11, Approving Grant of Easement from the Harvey Boulevard Tank Site

Action Taken: Motion to approve Resolution 21-11, Approving Grant of Easement from the Harvey Boulevard Tank Site

ARCHACKI/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

Adjournment

Time: 1:41 p.m.

SIGNED: _____
Stanley Archacki, Vice President

ATTESTED TO: _____
Olivia Mann, Board Secretary

**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 18, 2021

This meeting will be conducted by Roberts Rule of Order.

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AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

✓ Mrs. Margaret Medeiros, President ✓ Mr. Stanley Archacki, Vice President
✓ Mr. Samuel Boucher, Director ✓ Mr. Michael Herman, Director ✓ Mr. James Burton, Director
✓ Mrs. Dianna Mann – General Manager ✓ Mrs. Olivia Mann – Board Secretary
✓ Mr. Francisco Castro, Wastewater ✓ Mr. Kurt Jensen, Water □ Mr. Jeremy Backus, Distribution, EXCUSED

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

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

Action Taken: Acknowledged staff written reports, reports will be relocated on the April regular meeting agenda.

2. Financial Reports for review and approval

- a. February 2021, QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 02/18/2021

4. Bills

- a. MC Engineering invoice number 2046 dated 03/05/2021, in the amount of \$18,466.99 for the USDA Water Projects

Action Take: Motion to accept the consent items

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

5. Agenda (Old Business)

- a. Discussion and review of the Prop 218 study

Action Taken: Motion to remove 'Bar w/ Kitchen' rate from the rate code list for both Water and Sewer
BOUCHER/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

Action Taken: Motion to proceed with Sewer Rate Option #1, CRP Sewer Rate Option #2, Water Rate Option #2 and proposed CRP Water Rate

BURTON/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

6. Agenda (New Business)

- a. Discussion and appointment of an Ad Hoc Committee for the 2021-2022 Budget

Action Taken: The Board appointed Director Archacki and Director Herman to serve on the 2021-2022 Budget Committee

- b. Discussion and consideration of Resolution 21-07, Intention to reimburse District from the proceeds of the tax-exempt obligations for the USDA Water Improvement Project

Action Taken: Motion to approve Resolution 21-07, Intention to reimburse District from the proceeds of the tax-exempt obligations for the USDA Water Improvement Project

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of Resolution 21-08, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 21-08, Amending the Employee Handbook

BURTON/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- d. Discussion and consideration of Resolution 12-09, Approving and Awarding the USDA Water Improvement Project to T&S Construction in the amount of \$6,034,124.00

Action Taken: Motion to approve Resolution 12-09, Approving and Awarding the USDA Water Improvement Project to T&S Construction in the amount of \$6,034,124.00

ARCHACKI/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- e. Discussion and consideration of Resolution 21-10, Amending the Clearlake Oaks County Water District 'Water' Code

Action Taken: Motion to approve Resolution 12-10, Amending the Clearlake Oaks County Water District 'Water' Code

BURTON/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

Adjournment

Time: 3:01 p.m.

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary

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

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

March 30, 2021

This meeting will be conducted by Roberts Rule of Order.

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Public comment on non-agenda items

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AGENDA

Call to Order – 11:30 AM

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Stanley Archacki, Vice President √ Mr. Samuel Boucher, Director,
□ Mr. Michael Herman, Director, **Absent** □ Mr. James Burton, Director, **Absent**

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

New Business

- a. Discussion and consideration of Resolution 21-12, revised additional USDA grant funding and CLOCWD local share participation

Action Taken: Motion to approve Resolution 21-12, revised additional USDA grant funding and CLOCWD local share participation

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER

NOES: NONE

ABSENT: HERMAN/BURTON

Adjournment

Time: 11:40 a.m.

SIGNED: _____
Margaret Medeiros, President

ATTESTED TO: _____
Olivia Mann, Board Secretary



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
4/5/2021	2056

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	5/5/2021	USDA Meters and Water Tank PER	
Description		Qty	Rate	Amount
Assistant Engineer, Jose Diaz-Mendez		24	105.00	2,520.00
Project Engineer 2, Richard Relyea		30	130.00	3,900.00
Operations Management Engineer, John Pedri, PE		24.5	160.00	3,920.00
Assistant Engineer, Jared P. Nelson		6	130.00	780.00
Project Manager, Mark Carey, PE		9	165.00	1,485.00
Administrative Support		2	65.00	130.00
138- 4/G USDA Wtr proj DM		Total		\$12,735.00
		Payments/Credits		\$0.00
		Balance Due		\$12,735.00

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

**CLEARLAKE OAKS COUNTY SEWER DISTRICT
RESOLUTION NO. 21-13**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. The amendments to the Sewer Code specified in Exhibit 1, attached hereto and incorporated herein by reference, are hereby approved.
2. These amendment to the Sewer Code shall be effective as of April 15, 2021.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Sewer District at a regular meeting thereof held on the 15th day of April 2021, by the following vote:

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY SEWER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

EXHIBIT 1

Amendments (noted in red) to the Sewer Code as approved on April 15, 2021

Chapter 8 – GREASE TRAPS

3-8.101 GENERAL

A grease trap is a plumbing device designed to intercept most greases and solids before they enter the wastewater collection system. The purpose of a grease trap is to prevent excessive discharge of fats, oil, and grease from commercial establishments.

The following definition are provided to facilitate consistency in communications regarding grease control and handling matters:

- (a) “Food Service Facility” refers to any facility that cuts, cooks, bakes, prepares or serves food. Such facilities will generally perform one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting or poaching. Also included are infrared heating, searing, barbecuing, and any other food preparation activity that results in hot, non-drinkable food product in or on a receptacle that requires washing.
- (b) “Grease Trap” refers to a device designed to separate and remove grease from wastewater installed inside of a facility. Grease traps are generally installed in kitchens under the floor or in close proximity to a sink. Grease traps are generally two types: 1) Manual units which have no electrical or mechanical moving parts and must be manually cleaned and maintained; and 2) electro-mechanical (automatic) units which are designed to automatically trap and remove grease using electric heater elements and dipper or skimming devices.

Article 1 – General Requirements

A grease trap is required when wastewater discharge from a premises includes, or can be expected to include fats, oil and grease. Any commercial establishment that engages in activities that may result in discharge is subject to the requirements of this section. The most common establishments are facilities that provide food services and/or preparation, including, but not limited to full service restaurants, commercial kitchens, cafeterias, delicatessens, meat packing and distributing facilities, grocery stores with food preparation//service areas, bakeries, caterers, residential facilities that prepare meals, and similar types of operations.

All food service facilities, both new and existing, for which a building permit is issued on or after this revision will be evaluated by District staff to determine if a grease trap needs to be installed. A grease trap may be required if the facility has the potential to discharge fats, oil and grease.

Article 2– Maintenance and Inspection

The user is responsible for ensuring that grease traps are operated and maintained properly at all times, at no expense to the District.

Grease traps must be cleaned on a regular basis, at a frequency such that the combined grease and solids accumulation does not exceed 25 percent of the total liquid depth of the interceptor, but less frequently than once every three months while the establishment is in operation. Cleaning shall consist of removal of the entire contents of the device, including liquids and solids.

The District follows a bi-annual maintenance schedule to inspect food service facilities, including visual inspection of any and all grease traps. If the District has cause to believe that a user is contributing to excessive grease build-up in the sewer system, either due to lack of appropriate grease control or maintenance, the District may order your interceptor to be cleaned within 30 days and a subsequent to be performed. The user is responsible for costs incurred by the District to perform additional inspections, if it is determined that the District must re-inspect the interceptor, a \$70.00 fee will be associated with the re-inspection.

Written maintenance records, including records and manifests of hauled waste and used cooking oil, are to be retained by the user for a minimum of three years and be available for inspection by the District.

Chapter 8 – GREASE TRAPS

3-8.101 GENERAL

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Written maintenance records, including records and manifests of hauled waste and used cooking oil, are to be retained by the user for a minimum of three years and be available for inspection by the District.

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 21-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF CLEARLAKE OAKS COUNTY WATER DISTRICT APPROVING A CONTRACT MODIFICATION NO. 6 WITH ANALYTICAL ENVIRONMENTAL SERVICES (AES) OF SACRAMENTO, CALIFORNIA TO PERFORM REQUIRED CONTRUSTION MITIGATION AND MONITORING FOR THE FOR THE CONSTRUCTION OF THE USDA WATER IMPROVEMENT PROJECT

WHEREAS, the Clearlake Oaks County Water District (District) has received approval for a USDA loan in the amount of \$5,000,000.00 and a USDA grant in the amount of \$3,024,128.00 along with the District match of \$258,302.00 for the Water Improvement Project (Project); and

WHEREAS, on May 30th, 2018, AES was contracted by the CLOCWD to provide all required environmental documents, both under NEPA and CEQA, as required by the USDA Rural Development with a Notice of Determination Filed with the State Clearinghouse on July 25, 2017; and

WHEREAS, the approved environmental documents required a Construction Mitigation Monitoring Plan for portions of the project that were considered sensitive; and

WHEREAS, AES has provided the necessary Scope of Work, as shown within Amendment No. 6, attached hereto; and

NOW THEREFORE, BE IT RESOLVED that the attached Contract Modification (Modification No. 6) to the existing Agreement with AES of Sacramento be hereby approved in the amount of \$12,744.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting held on the 15th day of April 2021 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Board Secretary

CONTRACT MODIFICATION #6
(AES Job #218539)

ANALYTICAL ENVIRONMENTAL SERVICES
1801 7TH STREET, SUITE 100
SACRAMENTO, CA 95811

THE ORIGINAL AGREEMENT, dated the **30th day of May 2018**, by and between Analytical Environmental Services, a California corporation (hereinafter referred to as "AES"), and the Clearlake Oaks County Water District (hereinafter referred to as "Client"), is hereby amended as follows this **8th day of March 2021** as follows:

1. SCOPE OF SERVICES

See Exhibit A

2. FEES AND PAYMENTS

The cost is amended as identified in Exhibit A. This estimated cost is based on the scope, including number of site visits, indicated in Exhibit A, should the construction schedule allow for site visits to be combined, the cost will be respectively less than quoted. Additional work under this Contract Modification shall be completed on a Time-and-Materials basis for an amount not to exceed **twelve thousand seven hundred and forty-four dollars (\$12,744)**.

Original Contract:	\$3,000.00
Modification No. 1	\$4,200.00
Modification No. 2	\$5,975.00
Modification No. 3	\$5,075.00
Modification No. 4	\$3,850.00
Modification No. 5	\$3,500.00
<u>Modification No. 6</u>	<u>\$12,744.00</u>
Total	\$38,344.00

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto, the day, month, and year so stated above.

CLIENT:

Clearlake Oaks County Water District
12592 East Highway 20
Clearlake Oaks, CA 95423

AES

Analytical Environmental Services
1801 7th Street, Suite 100
Sacramento, CA 95811

BY:

TITLE: Client

DATE: _____

BY:

TITLE:

DATE: _____

Exhibit A - Scope of Work

AES understands that Clearlake Oaks County Water District is preparing to initiate construction of portions of their water infrastructure upgrade project. The mitigation monitoring and reporting plan adopted for the project includes requirements for biological surveys and cultural monitoring to occur during construction of the various components. AES will conduct the necessary surveys and monitoring to fulfill the requirements of the following mitigation measures:

- BR-1 - Pre-construction Surveys: Requires a minimum of two trips. Ideally, one in April and one in June. This assumes no species are found and no mitigation/minimization/avoidance measures are necessary.
- BR-3 - Oak Planting, AES will use information collected for BR-1. Assumes AES will not conduct the plantings of the oak trees.
- BR-4 - Bird Surveys: Assumes no nesting birds are found. Must be performed within 14 days of construction start; therefore, this scope assumes that it would have to be a separate site visit than the survey for BR-1. However, this could be combined with BR-1 if the timing works out.
- CR-1 - Cultural Surveys: Assumes two days of monitoring needed for the installation of a vault.



Notice of Determination

Appendix D

To:

☒ Office of Planning and Research

U.S. Mail:

P.O. Box 3044

Sacramento, CA 95812-3044

Street Address:

1400 Tenth St., Rm 113

Sacramento, CA 95814

☒ County Clerk

County of: Lake

Address: 255 North Forbes St.

Lakeport, CA 95453

From:

Public Agency: Clearlake Oaks County Water Dist

Address: 12952 California HWY 20

Clearlake Oaks, CA 95423

Contact: Alan Gardner

Phone: 707-998-3322

Lead Agency (if different from above):

Address:

Contact:

Phone:

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

State Clearinghouse Number (if submitted to State Clearinghouse): 2014042074

Project Title: Clearlake Oaks County Water District Revised Water Infrastructure Rehabilitation Project

Project Applicant: Clearlake Oaks County Water District

Project Location (include county): Clearlake Oaks, Lake County

Project Description:

The Proposed Project consists of various improvements to the existing water treatment, storage, and conveyance facilities, including: 1) install equipment for the ozone treatment process, equalization tank, aeration system, backflow prevention, and acid feed system; 2) replace and/or upgrade High Service Pumps 2 and 3, 3) install piping for backwash flows and tank drainage; 4) maintain equipment with corrosion protection improvements; 5) replace the existing granular activated carbon filter; 6) install a heating, ventilation, and air conditioning system; 7) upgrade 6 existing tank sites with new tanks, new booster pumps, site stabilization, replacement of pumps, new paint, piping, etc.

This is to advise that the Clearlake Oaks County Water District ☒ Lead Agency or ☐ Responsible Agency has approved the above

described project on July 20, 2017 (date) and has made the following determinations regarding the above described project.

1. The project ☐ will ☒ will not have a significant effect on the environment.
2. ☐ An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
☒ A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures ☒ were ☐ were not made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan ☒ was ☐ was not adopted for this project.
5. A statement of Overriding Considerations ☐ was ☒ was not adopted for this project.
6. Findings ☒ were ☐ were not made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at:

Clearlake Oaks County Water District Offices: 12952 California HWY 20, Clearlake Oaks, CA 95423

Signature (Public Agency):

Title:

Date: 7/24/17

Date Received for filing at OPR:

Governor's Office of Planning & Research

Authority cited: Sections 21083, Public Resources Code.
Reference Section 21000-21174, Public Resources Code.

JUL 25 2017

Revised 2011

STATE CLEARINGHOUSE

OK