

# ***CLEARLAKE OAKS COUNTY WATER DISTRICT***

## **NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

Date: November 16, 2023

Time: 2:00 P.M.

Clearlake Oaks County Water District Administration Building  
12952 E. Hwy. 20 Clearlake Oaks, CA 95423

### **AGENDA**

#### **A. CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

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

#### **B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

#### **C. STAFF REPORTS**

1. Administration
2. Chief Distribution Operator
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. General Manager

#### **D. CONSENT ITEMS**

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

1. **Financial Reports for review and approval**
  - a. October 2023 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 10/19/2023 (*Page* )

**Action Taken:** \_\_\_\_\_

**E. OLD BUSINESS**

- 1. Discussion of Fire Protection

**Action Taken:** \_\_\_\_\_

**F. NEW BUSINESS**

- 1. Discussion and consideration of Evoqua Quote # 2023-636227 in the amount of \$11,954.25 for three reactor cells for Ozone at the Water Treatment Plant

**Action Taken:** \_\_\_\_\_

- 2. Discussion and approval of Francisco Castro and Jesse Seth becoming additional Legal Responsible Officials (LROs) for the District. Revising the District’s SSMP

**Action Taken:** \_\_\_\_\_

- 3. Discussion of the Water Code

**Action Taken:** \_\_\_\_\_

- 4. Discussion and approval of changing the Board’s Ruled and Regulations to Board By Laws

**Action Taken:** \_\_\_\_\_

- 5. Discussion and permission for the General Manager to plan a presentation from California CLASS during a subsequent Regular Meeting

**Action Taken:** \_\_\_\_\_

**ADJOURNMENT**

**Time:**

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 during the Board’s consideration of that agenda item. The President will call for comments at the appropriate time. Comments of individual speakers are limited to three minutes per agenda item.

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.

# 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](http://www.clocwd.org) (Website)

*November 12, 2023*

## *Administration*

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- ∂ We received 0 water quality complaints (WQC).
- ∂ We received 0 consumer/appeal claim(s).
- ∂ There are 9 accounts on payment arrangements.
- ∂ BPA testing is making slow progress, contractors have tested 816 devices, there are 132 devices remaining, testing will conclude on December 31, 2023.
  - Reminder letters went out last week
- ∂ We are still preparing what is \*hopefully\* the last round of Docufree shipment boxes. Once those boxes are shipped out and scanned in, the big clean up and organization of the platform will begin. I anticipate this taking hours, even spread out over some of the Admin staff.
  - Unfortunately we haven't had the chance to ship these remaining boxes out yet but we are looking to do so prior to the Thanksgiving break. We still have 3 boxes left to fill to send out a full shipment.
  - Additionally, while we await them to be scanned in, I will be making the file folders so Hugo can start to organize the filings as they come in.
  - The Water Code is on the agenda this month for discussion and review only. Scott and I made some restructuring and formatting changes. The changes are outlined for review. Our goal is to make both codes black and white, leaving no grey areas for questioning.
- ∂ The Boards Rules & Regulations are also on the agenda for discussion and review only, as we would like a motion to change the rules and regulations to by laws. Scott has previously brought this to our attention and it's something I wanted to complete after the Admin Code; however, after our CSDA training and last month's press release discussion, it seems to be something we should bring to the forefront now.
- ∂ With Susie's retirement, that moves Bailey to her own desk full time and Hugo at the front desk. It seems everyone is taking on new roles and settling in nicely, although it's only been a couple days. We will work together to iron out the kinks.

Olivia Mann  
Administrative Services Manager  
Board Secretary

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Stanley Archacki  
President

Michael Herman  
Vice President

Samuel Boucher  
Director

James Burton  
Director

William McHugh  
Director

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November 13, 2023

RE: DC board letter,

Water distribution main, service lines and tank sites:

- Our staff had discovered that someone had made an illegal connection to one of our unmetered connections.



- Case had helped us out with a main repair on the hwy between Orchard Shores and the Keys.
- There were a handful of service line repairs made. We ended up replacing 2 of them due to too many previous repairs on those lines.

Sewer collections and Lift station sites:

- We had to adjust LS 11 pressure switch a couple of times.

Sample station sites/Boil Water Notices, "BWN":

- DC crew is still collecting the routine BacT samples every Wednesday. All routine sample reports have come back absent for total Coliforms and E.Coli.
- The boil water samples for the main repair on the highway came back absent.

DC staff updating:

- Jeremy - Chief - OP 3, Class B license.
- Jesse - Lead - OP 3, Class B license.
- Heaven - DC OP 2, Safety coordinator.
- Chris - Utility Tech. "Temporary status"

*Jeremy Backus*  
*Clearlake Oaks County Water District*  
*Chief D/C OP.*

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Stanley Archacki  
President

Michael Herman  
Director

Samuel Boucher  
Director

James Burton  
Director

William McHugh  
Director

A

# Clearlake Oaks County Water District

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November 13, 2023  
October 2023  
Board letter

- ◆ Early October raw water NTU from the extended intake was fairly stable staying under 20 NTU as the temperatures have gone down the NTU have as well averaging in the 10-20 range. The PH level has been in the range 8.8 – 8.2 allowing for less coagulant use. Charge analyzer and jar testing are being done regularly; adjustments are being made and monitored to keep up with PH changes. October 25 we switched intakes back to the pier intake NTU did go up to the high teen's low 20s and PH remained the same. Late October 5<sup>th</sup> the lake dynamic changed and went to 120+ NTU and the plant alarmed out. Jar test where done adjustments were made. After a second high raw NTU call out early morning of November 6, we switched back over to the extended intake Raw NTUs have been between 15- 25 since. Pictures attached.
- ◆ The lake is currently at 2.14 down .14 ft from previous report.
- ◆ Water production for the month of Oct 2023 was 19.471 MG. Raw water intake was 24.741 MG. Up from July 2022 production of 18.574 MG. Production has gone down slightly over the last month and has been averaging 628,000 GPD production is expected to continue down as the weather gets cooler.
- ◆ We have gotten an increase in plant shut downs due to lower water demands.
- ◆ Treatment has been able to do the weekly tank runs for testing of chlorine residuals in all the tank locations.
- ◆ Continuing maintenance / cleanup through the plant area.
- ◆ Filters 2 and 3 continue online paired with the extended intake keeping NTU numbers down. Filter 1 was online with the pier intake and was taken back offline when the intake was switched back
- ◆ Water sample list is attached
- ◆ Attached also is a quote to replace bad ozone cells we have replaced.

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Stanley Archacki  
President

Michael Herman  
Vice President

Samuel Boucher  
Director

James Burton  
Director

William McHugh  
Director



Treatment staff:  
James Simons T3 Operator Class B License  
Kurt Jensen T3, D2 Chief Class B License  
Helping treatment also  
Jesse Seth T2 D3 operator

Thank you,

*Kurt Jensen*

WTP Chief Plant Operator  
k.jensen@clowd.org

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Stanley Archacki  
President

Michael Herman  
Vice President

Samuel Boucher  
Director

James Burton  
Director

William McHugh  
Director

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# Water Sample Testing

	DATE	DATE	DATE
Bacti R(BW) & CW (M)	9/6/2023	10/11/2023	
Bacti R (BW)	9/21/2023		
Bacti Tank Farm (once)			
R & CW TCP123 (BA)			
Color / Odor (A)			
Cyano Toxin(W)			
Bromate (Q)	9/27/2023		
Perchlorate (A)			
TTHM (Q)	9/27/2023		
HAA5 (Q)	9/27/2023		
Lead & Copper (A)(1)	Multiple dates taken in August		
Lead & Copper (A)(1)			
Lead & Copper (A)(1)			
TOC / ALK	9/27/2023		
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)			

A = Annually  
 Q = Quarterly  
 M = Monthly  
 W = Weekly

***Please note:  
 December is a  
 large sampling  
 month there will  
 many samples  
 taken this month***

Sulfate(A)				
Total Dissolved Solids(A)				
Turbidity, Laboratory(A)				
Zinc(A)				
Aluminum(A)				
MTBE(A)				
Color / Odor				
Asbestos				semi annually
Thiobencarb(A)				
Ethylene Dibromide				Every 9 Years
Heptachlor				Every 9 Years
Heptachlor Epoxide				Every 9 Years
BHC-Gamma				Every 9 Years
Methoxychlor				Every 9 Years
Toxaphene				Every 9 Years
Clearwell VOC				
Reg SOC 504 EDB				
Bacti clearwell				
Regulated SOC 504				
Thiobencarb				



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November 13, 2023

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

## ***RE: October Board Letter***

### **FLOWS FOR THE MONTH/CLEARLAKE LAKE LEVEL:**

- ❖ **INFLUENT: 10.389 MG (AVERAGE: 335,000 GPD)**
- ❖ **EFFLUENT: 9.035 MG (AVERAGE: 291,000 GPD/202 GPM)**
- ❖ **CLEARLAKE AVERAGE LEVEL: 2.34' RUMSEY GAUGE**

The month of October has gone fairly well. Flows are continuing to drop. There was 1" of rain this month. This reminds all about the wet winter that is expected this year. Preparations are beginning to take place for this event. Process at the plant has gone well. Solids are still noticeable from the water plant but it's expected for a reduction as winter kicks in. CERS inspection was conducted by the county during this month. Nothing major out of line was pinpointed. There should be a report on this inspection arriving any time soon.

Pump 3 in SEPS was removed for repair. Lead time on this repair is 4-6 weeks. The plumbing on the effluent line was replaced during this month. The new air valves should be arriving shortly for installation. The last 2 trucks were sent out with bio-solids on the 12<sup>th</sup> marking the conclusion of this year's sludge production haul. As expected the amount of trucks needed this year was double as compared to other normal years. All maintenance and testing have been achieved during this month.

Francisco Castro  
CPO Wastewater Plant

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Stanley Archacki  
President

Michael Herman  
Vice President

Samuel Boucher  
Director

James Burton  
Director

William McHugh  
Director

**Clearlake Oaks County Water District**  
**Board of Directors**  
**Board Meeting November 16, 2023**

Board of Directors,

By the time you read this, Olivia and I will have returned from our annual conference. We will be happy to share all the great things we learned. Both of us are looking forward to the new classes they have this year.

As you may or may not be aware, we had a leak just west of Orchard Shores on Hwy. 20. This required the water to be shut off to 365 customers. However, the water was only off for four hours. I think it took longer to hand out all the boil water notices than it did to fix the leak.

The Admin Staff welcomed Hugo on October 30<sup>th</sup> and the whole Staff celebrated Susie's retirement on November 2<sup>nd</sup>. I definitely have mixed feelings on this, I am so happy for her, yet I am going to miss her immensely. I want to wish her a happy retirement life from the bottom of my heart.

We have received \$303,711.04 from the Actiflo grant that will allow us to pay back the Water Reserves Account \$212,596.45. As mentioned in previous months, we left \$111,438.96 of the Actiflo grant on the table due to returning it earlier than anticipated. I worked with State and will get the cost of the redundancy pumps/compressors for Cerrito Tank reimbursed for \$27,070.98, however, unfortunately, State will not reimburse for the labor.

As always, I want to thank the staff for a job well done.

Dianna Mann  
General Manager



Clearlake Oaks County Water District  
**Summary Balance Sheet**  
As of October 31, 2023

	Oct 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	774,977.38
Accounts Receivable	204,087.00
Other Current Assets	2,951,564.62
<b>Total Current Assets</b>	<b>3,930,629.00</b>
Fixed Assets	23,284,421.97
<b>TOTAL ASSETS</b>	<b>27,215,050.97</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	73,036.26
Credit Cards	4,315.37
Other Current Liabilities	8,443,355.52
<b>Total Current Liabilities</b>	<b>8,520,707.15</b>
Long Term Liabilities	-539,066.91
<b>Total Liabilities</b>	<b>7,981,640.24</b>
Equity	19,233,410.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>27,215,050.97</b>

**Clearlake Oaks County Water District**  
**Balance Sheet**  
 As of October 31, 2023

	Oct 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102.14 · CalPERS RESERVE - 7355	8,351.17
102.13 · SEWER RESERVES-9592	42,994.43
102.10 · CRP PC - 6192	101,949.55
102.12 · WATER RESERVES- 8503	79,654.46
102.001 · GL - 9122 (Old Acct. # 053420019)	130,772.49
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 101355...	88,488.28
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013...</b>	<b>277,488.28</b>
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA ...	88.98
102.02 · CRP Water - 6990	46,823.25
102.03 · CRP Sewer - 3745	86,854.77
<b>Total Checking/Savings</b>	<b>774,977.38</b>
<b>Accounts Receivable</b>	
CUSI Accounts Receivable	204,087.00
<b>Total Accounts Receivable</b>	<b>204,087.00</b>
<b>Other Current Assets</b>	
139 · Docufree (Purchasing space on the Cloud xfering hard copies)	28,727.90
116 · DEFERRED OUTFLOW- PENSION	282,829.00
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	26,664.68
130 · Const In Progress - Studies	
130.97 · Const in Progress - Actiflo Pil (Actiflo Pilot Program)	3,280.00
130.96 · Const in Progress - WWP 2022 (Grant application for W...	4,670.00
130.95 · Source Capacity Studygrant prep	18,190.25
130 · Const In Progress - Studies - Other	688,182.94
<b>Total 130 · Const In Progress - Studies</b>	<b>714,323.19</b>
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 119...	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 119...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1...	650,661.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,392.00
<b>Total Other Current Assets</b>	<b>2,951,564.62</b>
<b>Total Current Assets</b>	<b>3,930,629.00</b>
<b>Fixed Assets</b>	
136 · CUSI Software (All expenses related to billing software)	13,172.00
138 · USDA Water Improvements	8,199,453.97
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of ...	3,890,219.87
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 installation ...	277,266.74
<b>Total 121 · Wtr Dist &amp; Wtr Storage Projects (Replacement or installatio...</b>	<b>392,767.40</b>
131 · Waste Water Plant	
131.1 · Pumps/Equipment	143,307.20
131 · Waste Water Plant - Other	230,059.50
<b>Total 131 · Waste Water Plant</b>	<b>373,366.70</b>
126 · Forcemain (phase 1) Cap. Imprv.	1,233,797.22
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

**Clearlake Oaks County Water District**  
**Balance Sheet**  
 As of October 31, 2023

	Oct 31, 23
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	357,521.21
127 · Water Plant - Other	211,458.66
<b>Total 127 · Water Plant</b>	<b>618,963.01</b>
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATE...	1,926,858.13
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	34,996.31
120.90 · Vehicles/Generators/Trailers	901,459.76
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,883.57
<b>Total 120 · District General CRP (EQUIPMENT - WAS 1011181)</b>	<b>2,986,529.26</b>
122 · Bldgs/Grounds Cap Improvements	8,547,329.06
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...	
124.2 · GIS Online Mapping System	8,277.92
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	83,302.80
<b>Total 124.30 · Lift Stations</b>	<b>149,345.03</b>
124.50 · Mains	14,788.58
124.60 · Meters	10,000.34
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SE...	3,146,777.14
<b>Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - S...</b>	<b>3,369,804.05</b>
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-10,382,491.00
<b>Total Fixed Assets</b>	<b>23,284,421.97</b>
<b>TOTAL ASSETS</b>	<b>27,215,050.97</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 20972...	73,036.26
<b>Total Accounts Payable</b>	73,036.26
<b>Credit Cards</b>	
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	198.47
211.16 · WAB - Francisco - 5312	968.07
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	2,478.04
211.13 · WAB - Jeremy - 2499	670.79
<b>Total 211 · WAB Credit Card</b>	4,315.37
<b>Total Credit Cards</b>	4,315.37
<b>Other Current Liabilities</b>	
800 · Bulk Water Deposit	2,000.00
Annual Depreciation	249,035.55
224 · USDA Retainage	99,265.05
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a fe...	-3,928.96
280 · Loan	
280.04 · 2021 Water Truck	60,201.15
280.15 · USDA Water Improvement Project (USDA Wtr Improv...	4,881,000.00
280.02 · KS State Bank - 2019 Vac-Con	101,185.08

**Clearlake Oaks County Water District**  
**Balance Sheet**  
 As of October 31, 2023

	Oct 31, 23
280.12 · USDA Loan for Sewer Clarifier	2,998,172.41
<b>Total 280 · Loan</b>	<b>8,040,558.64</b>
221 · Health Ins - EE Portion	-2,460.83
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.16 · GARNISHMENT - COURT DEBT ORDER (GARNISHME...	-134.76
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT...	19,178.95
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - ...	-18,312.32
<b>Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)</b>	<b>731.87</b>
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PA...	-6,548.20
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - ...	-1,531.42
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PA...	-5,541.73
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL...	-1,865.81
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYA...	-476.24
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDU...	-13,886.50
223.80 · GASB 68 Pension ( - WAS 2097190)	26,313.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAY...	8,011.12
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATE...	72,925.02
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts wit...	-19,628.08
<b>Total Other Current Liabilities</b>	<b>8,443,355.52</b>
<b>Total Current Liabilities</b>	<b>8,520,707.15</b>
<b>Long Term Liabilities</b>	
228 · FEMA Interest on Overpaymnt/Pen	-25,893.75
227 · FEMA Overpayment/Penalties	-1,174,862.75
295 · NET PWNSION LIABILITY	1,032,862.00
281 · BOND PAYABLE (GE LOAN - BOND PAYABLE 1975 WATER G...	-371,172.41
<b>Total Long Term Liabilities</b>	<b>-539,066.91</b>
<b>Total Liabilities</b>	<b>7,981,640.24</b>
<b>Equity</b>	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	3,357,835.60
304 · Opening Balance Equity (Opening balances during setup post to...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporat...	16,305,090.98
Net Income	154,767.39
<b>Total Equity</b>	<b>19,233,410.73</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>27,215,050.97</b>

## Clearlake Oaks County Water District

## Profit and Loss

July through October 2023

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Income</b>					
445 · Bulk Water	0.00	0.00	37,075.00	37,075.00	37,075.00
410 · Client Reg Pmt	0.00	371,220.78	505,997.81	877,218.59	877,218.59
430 · Penalty & Interest	0.00	11,449.21	14,067.34	25,516.55	25,516.55
450 · Other - Non S/W Rev	0.00	48,629.69	53,916.92	102,546.61	102,546.61
<b>Total Income</b>	0.00	431,299.68	611,057.07	1,042,356.75	1,042,356.75
<b>Total Income</b>	0.00	431,299.68	611,057.07	1,042,356.75	1,042,356.75
<b>Gross Profit</b>	0.00	431,299.68	611,057.07	1,042,356.75	1,042,356.75
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	168,070.59	99,730.83	62,666.80	330,468.22	330,468.22
520 · FICA - District Share	12,574.72	7,341.41	4,661.39	24,577.52	24,577.52
530 · Med/Life Insurance- Dist S...	29,067.94	24,631.71	10,153.92	63,853.57	63,853.57
540 · PERS - District Share	43,659.39	8,219.24	4,165.73	56,044.36	56,044.36
560 · Workers Comp Ins	2,646.44	6,496.82	5,565.06	14,708.32	14,708.32
<b>Total Salaries &amp; EE Benefits</b>	256,019.08	146,420.01	87,212.90	489,651.99	489,651.99
<b>Services &amp; Supplies</b>					
610 · Bank Fees	13,127.81	0.00	0.00	13,127.81	13,127.81
620 · Communications & Internet	2,917.65	3,411.79	3,575.08	9,904.52	9,904.52
622 · Board Exp	2,710.88	0.00	0.00	2,710.88	2,710.88
630 · Equip - Office	1,465.91	112.24	112.24	1,690.39	1,690.39
640 · Fuel & Oil	0.00	1,731.28	3,455.08	5,186.36	5,186.36
645 · Insurance	0.00	43,780.75	43,780.75	87,561.50	87,561.50
657 · Lab	0.00	6,517.90	8,759.74	15,277.64	15,277.64
660 · Memberships & Subscripti...	10,292.25	11,533.50	8,180.54	30,006.29	30,006.29
670 · Postage & Shipping	4,424.56	0.00	0.00	4,424.56	4,424.56
675 · Professional Services	16,625.16	1,414.91	710.00	18,750.07	18,750.07
685 · Rents	5,842.51	0.00	0.00	5,842.51	5,842.51
690 · Safety & Security	144.94	2,635.66	2,231.41	5,012.01	5,012.01
700 · Tools & Instruments	0.00	1,131.52	700.46	1,831.98	1,831.98
703 · Supplies - Clothing & Pers...	0.00	1,874.48	750.34	2,624.82	2,624.82
705 · Supplies - Office	1,807.62	679.44	332.21	2,819.27	2,819.27
715 · Supplies-Chemicals-Opera...	0.00	18,036.38	37,552.57	55,588.95	55,588.95
720 · Supplies - Inventory - Other	0.00	2,945.14	1,499.41	4,444.55	4,444.55
735 · Training/Classes/Certs/Cla...	0.00	84.00	83.99	167.99	167.99
750 · Utilities	2,627.01	38,360.88	103,399.21	144,387.10	144,387.10
760 · Waste Disposal	249.57	25,308.59	9,711.03	35,269.19	35,269.19
795 · Yolo Co	0.00	0.00	8,945.80	8,945.80	8,945.80
798 · Customer Refund (Discrep...	0.00	0.00	2,784.60	2,784.60	2,784.60
799 · Team Building	43.93	0.00	0.00	43.93	43.93
<b>Total Services &amp; Supplies</b>	62,279.80	159,558.46	236,564.46	458,402.72	458,402.72
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	380.78	702.48	0.00	1,083.26	1,083.26
840 · R&R Vehicles	0.00	66.28	0.00	66.28	66.28
<b>Total Repairs &amp; Replacement</b>	380.78	768.76	0.00	1,149.54	1,149.54
<b>Total Expense</b>	318,679.66	306,747.23	323,777.36	949,204.25	949,204.25
<b>Net Ordinary Income</b>	-318,679.66	124,552.45	287,279.71	93,152.50	93,152.50
<b>Net Income</b>	<b>-318,679.66</b>	<b>124,552.45</b>	<b>287,279.71</b>	<b>93,152.50</b>	<b>93,152.50</b>

## CLO Water and Wastewater District PROJECTED BUDGET 2023-2024

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Target % > **33%**

As of October 2023 Summary		<u>WATER</u>				<u>WASTEWATER</u>			
		Budget		Actual YTD		Budget		Actual YTD	
		Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>		1,336,960	445,653	611,057	46%	1,199,990	399,997	431,300	36%
<b>Total Operating Expenses</b>		1,316,662	438,887	480,333	36%	1,305,027	435,009	466,088	36%
<b>Operating Balance (loss)</b>		<b>20,298</b>	<b>6,766</b>	<b>130,724</b>		<b>(105,037)</b>	<b>(35,012)</b>	<b>(34,788)</b>	
420	Connection Fees	20,000	6,667	-	0%	20,000	6,667	-	0%
445	Bulk Water Sales	50,000		37,075					
450	Non S/W Rev - ATT Cell Lease	6,500	2,167	9,606		6,500	2,167	9,606	
450	Non S/W Rev - County Treasury	130,000	43,333	44,311	34%	130,000	43,333	39,024	30%
	Reserves	150,000	50,000	12,500	0%	50,000	16,667	5,000	0%
<b>Net Change In Net Position (loss)</b>			<b>8,933</b>	<b>162,535</b>		<b>1,463</b>	<b>488</b>	<b>8,842</b>	

**Current Revenue Notes:**

450 - Other - Non S/W Rev: ATT Lease and Tax Roll: 19,212.52 Att
58,184.61 tax roll
450 - Other - Non S/W Rev: \$19,062. Reimb for fraudulent check spilt 50/50 w/s
\$5,208. Reim for fire hydrant damage
\$16,736.86 reimbursed for water plant fence damage
\$4,898.03 from JPIA for hit & run 4/20/2022 at WTP

General Ledger	\$489,746.30
District CRP	\$133,678.02
Paradise Cove CRP	\$101,949.55
Water Reserve	\$79,654.46
Sewer Reserve	\$42,994.43
CalPERS Reserve	\$8,351.17
LAIF Account	\$283,266.05
<b>Total</b>	<b>\$649,893.68</b>

As of October 2023 Operating Revenue		<u>WATER</u>				<u>SEWER</u>			
		Budget		Actual YTD		Budget		Actual YTD	
		Annual	YTD	Amount	%	Annual	YTD	Amount	%
410	Client Reg Pmt	1,306,960	435,653	505,998	39%	1,166,990	388,997	371,221	32%
430	Penalty & Interest	30,000	10,000	14,067	47%	33,000	11,000	11,449	35%
440	Misc	-	-		0%	-	-		0%
<b>Total Revenue &gt;</b>		1,336,960	445,653	520,065	<b>39%</b>	1,199,990	399,997	382,670	<b>32%</b>

As of October 2023 Operating Expenses		<u>WATER</u>				<u>SEWER</u>			
		Budget		Actual		Budget		Actual	
		Annual	YTD	YTD	%	Annual	YTD	YTD	Spent
505	Salaries & Wages	442,680	147,560	146,703	33%	569,912	189,971	183,767	32%
520	FICA - District Share	36,806	12,269	10,949	30%	47,735	15,912	13,629	29%
530	Medical Ins - District Share	73,742	24,581	24,688	33%	115,507	38,502	39,166	34%
540	PERS - District Share	77,241	25,747	25,996	34%	91,971	30,657	30,049	33%
550	Unemployment	2,500	833	-	0%	2,500	833	-	0%
560	Workers Comp Ins	8,963	2,988	6,888	77%	10,284	3,428	7,820	76%
<b>Salaries and Employee Benefits &gt;</b>		641,933	213,978	215,223	34%	837,908	279,303	274,430	33%
605	Advertising	200	67	-	0%	200	67	-	0%
610	Bank Fees	16,510	5,503	6,564	40%	16,500	5,500	6,564	40%
620	Communications & Internet	19,000	6,333	5,034	26%	19,000	6,333	4,871	26%
622	Board Exp	3,500	1,167	1,356	39%	3,500	1,167	1,356	39%
625	Equip - Field (\$300-\$4999)	2,500	833	-	0%	4,000	1,333	-	0%
630	Equip - Office	1,500	500	845	56%	2,000	667	845	42%
640	Fuel & Oil	15,200	5,067	3,455	23%	12,500	4,167	1,731	14%
645	Insurance	42,000	14,000	43,781	104%	42,000	14,000	43,781	104%

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650	Interest	3,000	1,000	-	0%	3,000	1,000	-	0%
657	Lab	20,000	6,667	8,760	44%	13,500	4,500	6,518	48%
660	Memberships & Subscriptions	40,250	13,417	13,327	33%	41,250	13,750	16,680	40%
665	Mileage Reimb	750	250	-	0%	500	167	-	0%
670	Postage & Shipping	13,000	4,333	2,213	17%	13,000	4,333	2,213	17%
675	Professional Services	30,000	10,000	9,023	30%	25,000	8,333	9,728	39%
685	Rents	7,250	2,417	2,922	40%	7,250	2,417	2,922	40%
690	Safety & Security	5,250	1,750	2,304	44%	8,750	2,917	2,709	31%
700	Tools & Instruments	3,700	1,233	700	19%	2,500	833	1,132	45%
703	Supplies - Clothing & Personal	2,800	933	750	27%	3,100	1,033	1,874	60%
705	Supplies - Office	3,500	1,167	1,236	35%	3,500	1,167	1,583	45%
715	Treatment Chemicals	125,250	41,750	37,553	30%	55,000	18,333	18,036	33%
720	Supplies - Operating - Other	5,000	1,667	1,499	30%	25,000	8,333	2,945	12%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	2,250	750	84	4%	1,250	417	84	7%
745	Travel	1,000	333	-	0%	500	167	-	0%
750	Utilities	191,250	63,750	104,713	55%	108,250	36,083	39,675	37%
760	Waste Disposal	48,319	16,106	9,836	20%	48,319	16,106	25,434	53%
795	Yolo Co	61,000	20,333	8,946	15%				
799	Misc	1,750	583	22	0%	1,750	583	22	0%
Services and Supplies >		665,729	221,910	264,920	40%	461,119	153,706	190,700	41%
810	R&R Buildings & Grounds	6,000	2,000	191	3%	3,500	1,167	893	26%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	1,000	-	0%	2,500	833	66	3%
850	Maintenance Reserve Account	-	-	-	-	-	-	-	-
Repairs & Replacement >		9,000	3,000	191	2%	6,000	2,000	959	16%
<b>Total Expenses &gt;</b>		<b>1,316,662</b>	<b>438,887</b>	<b>480,333</b>	<b>36%</b>	<b>1,305,027</b>	<b>435,009</b>	<b>466,088</b>	<b>36%</b>

As of October 2023

		2023-2024 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	482,771	160,924	168,071	34.8%	314,700
520	FICA - District Share	40,446	13,482	12,575	31.1%	27,871
530	Medical Ins - District Share	79,552	26,517	29,068	36.5%	50,484
540	PERS-District Share (incl unfunded Liab, 78,867.)	129,630	43,210	43,659	33.7%	85,971
550	Unemployment	5,000	1,667		0.0%	5,000
560	Workers Comp Ins	3,348	1,116	2,646	79.0%	702
Salaries and Employee Benefits >		740,746	246,915	256,019	<b>34.6%</b>	484,727
605	Advertising	400	133	-	0.0%	400
610	Bank Fees	33,000	11,000	13,128	39.8%	19,872
620	Communications & Internet	7,000	2,333	2,918	41.7%	4,082
622	Board Exp	7,000	2,333	2,711	38.7%	4,289
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	667	1,466	73.3%	534
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	4,500	1,500	10,292	228.7%	(5,792)
665	Mileage Reimb	500	167		0.0%	500
670	Postage & Shipping	26,000	8,667	4,425	17.0%	21,575
675	Professional Services (Legal, IT, CUSI annual)	40,000	13,333	16,625	41.6%	23,375
685	Rents	14,500	4,833	5,843	40.3%	8,657
690	Safety & Security (boots)	1,500	500	145	9.7%	1,355
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	200		0.0%	600
705	Supplies - Office	5,000	1,667	1,808	36.2%	3,192
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)	500	167		0.0%	500
745	Travel / Lodging	1,000	333		0.0%	1,000
750	Utilities	6,500	2,167	2,627	40.4%	3,873
760	Waste Disposal	638	213	250	39.2%	388
795	Yolo Co	0	0		0.0%	0
798	Customer Refund					
799	Team Building	3,500	1,167	44	0.0%	3,456
Services and Supplies >		154,138	51,379	62,282	<b>40.4%</b>	91,856
810	R&R Buildings & Grounds	2,000	667	381	19.1%	1,619
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 >		2,000	667	381	<b>19.0%</b>	1,619
<b>Total Expenses &gt;</b>		<b>896,884</b>	<b>298,961</b>	<b>318,682</b>	<b>35.5%</b>	<b>578,202</b>

660-Cusi - \$5,313, Two yr docufree \$4,500

4 Wastewater Budget Variance Report July 1, 2023 through June 30, 2024		Target % >		33.3%	GL WASTEWATER
As of October 2023		2023-2024 Budget		Actual	%
Expenses	Annual	YTD	YTD	Spent	Total Remaining
505 Salaries & Wages	328,526	109,509	99,731	30.4%	228,795
520 FICA - District Share	27,512	9,171	7,341	26.7%	20,171
530 Medical Ins - District Share	75,731	25,244	24,632	32.5%	51,099
540 PERS - District Share (\$14.5K Unfunded)	27,156	9,052	8,219	30.3%	18,937
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	8,610	2,870	6,497	75.5%	2,113
Salaries and Employee Benefits >	467,535	155,845	146,420	<b>31.3%</b>	321,115
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	13,000	4,333	3,412	26.2%	9,588
622 Board Exp	0	0		0.0%	0
625 Equip - Field (up to \$4999)	1,500	500		0.0%	1,500
630 Equip - Office	1,000	333	112	11.2%	888
640 Fuel & Oil (Schaeffers)	7,500	2,500	1,731	23.1%	5,769
645 Insurance	42,000	14,000	43,781	104.2%	(1,781)
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	13,500	4,500	6,518	48.3%	6,982
660 Memberships/Subscriptions/Permits	39,000	13,000	11,534	29.6%	27,466
665 Mileage Reimb	250	83		0.0%	250
670 Postage & Shipping	0	0		0.0%	0
675 Professional Services (SCADA)	5,000	1,667	1,415	28.3%	3,585
685 Rents	0	0		0.0%	0
690 Safety & Security (includes boots)	8,000	2,667	2,636	33.0%	5,364
700 Tools & Instruments	2,500	833	1,132	45.3%	1,368
703 Supplies - Clothing & Personal	2,800	933	1,874	66.9%	926
705 Supplies - Office	1,000	333	679	67.9%	321
715 Treatment Chemicals	55,000	18,333	18,036	32.8%	36,964
720 Supplies-Operating-Other-Titan Tubes	25,000	8,333	2,945	11.8%	22,055
730 Taxes - Licenses	-	-			-
735 Training, Certs (classes, books)	1,000	333	84	8.4%	916
745 Travel / Lodging	-	-		0.0%	-
750 Utilities	105,000	35,000	38,361	36.5%	66,639
760 Waste Disposal	48,000	16,000	25,309	52.7%	22,691
795 Yolo Co	0	0		0.0%	0
798 Customer Refund					
799 Misc	0	0		0.0%	0
799.1 Team Building					
Services and Supplies >	371,050	123,683	159,559	<b>43.0%</b>	211,491
810 R&R Buildings & Grounds	2,500	833	702	28.1%	1,798
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	833	66	2.6%	2,434
	-	-		0.0%	-
Repairs & Replacement >	5,000	1,667	768	<b>15.4%</b>	4,232
<b>Total Expenses &gt;</b>	<b>843,585</b>	<b>281,195</b>	<b>306,747</b>	<b>36.4%</b>	<b>536,838</b>

Expense Notes

4	Water Budget Variance Report July 1, 2023 through June 30, 2024 As of October 2023	2023-2024 Budget		Target % >	33.3%	GL WATER
	Expenses	Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	201,295	67,098	62,667	31.1%	138,628
520	FICA - District Share	16,583	5,528	4,661	28.1%	11,922
530	Medical Ins - District Share	33,966	11,322	10,154	29.9%	23,812
540	PERS - District Share	12,426	4,142	4,166	33.5%	8,260
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	7,289	2,430	5,565	76.3%	1,724
	Salaries and Employee Benefits >	271,560	90,520	87,213	32.1%	184,347
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	4,333	3,575	27.5%	9,425
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	167	112	22.4%	388
640	Fuel & Oil	10,200	3,400	3,455	33.9%	6,745
645	Insurance	42,000	14,000	43,781	104.2%	(1,781)
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	6,667	8,760	43.8%	11,240
660	Memberships/Subscriptions/Permits	38,000	12,667	8,181	21.5%	29,819
665	Mileage Reimb	500	167		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	10,000	3,333	710	7.1%	9,290
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	4,500	1,500	2,231	49.6%	2,269
700	Tools & Instruments	3,700	1,233	700	18.9%	3,000
703	Supplies - Clothing & Personal	2,500	833	750	30.0%	1,750
705	Supplies - Office	1,000	333	332	33.2%	668
715	Treatment Chemicals	125,250	41,750	37,553	30.0%	87,697
720	Supplies - Operating - Other	5,000	1,667	1,499	30.0%	3,501
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	667	84	4.2%	1,916
745	Travel / Lodging	500	167		0.0%	500
750	Utilities	188,000	62,667	103,399	55.0%	84,601
760	Waste Disposal	48,000	16,000	9,711	20.2%	38,289
795	Yolo Co	61,000	20,333	8,946	14.7%	52,054
798	Customer Refund			2,785		
799	Team Building	0	0		0.0%	0
	Services and Supplies >	575,650	191,883	236,564	41.1%	339,086
810	R&R Buildings & Grounds	5,000	1,667		0.0%	5,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains	0	0		0.0%	-
840	R&R Vehicles	3,000	1,000		0.0%	3,000
	Repairs & Replacement >	8,000	2,667	-	0.0%	8,000
	<b>Total Expenses &gt;</b>	<b>855,210</b>	<b>285,070</b>	<b>323,777</b>	<b>37.9%</b>	<b>531,433</b>

Clearlake Oaks County Water District

CRP/CIP Profit and Loss

July through October 2023

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Income</b>					
425 · CRP (Capital Replacment Plan)	6,495.31	148,724.26	172,864.76	328,084.33	328,084.33
430 · Penalty & Interest	108.38	3,392.49	3,925.45	7,426.32	7,426.32
450 · Other - Non S/W Rev	0.00	21,634.89	0.00	21,634.89	21,634.89
<b>Total Income</b>	<b>6,603.69</b>	<b>173,751.64</b>	<b>176,790.21</b>	<b>357,145.54</b>	<b>357,145.54</b>
<b>Total Income</b>	<b>6,603.69</b>	<b>173,751.64</b>	<b>176,790.21</b>	<b>357,145.54</b>	<b>357,145.54</b>
<b>Gross Profit</b>	<b>6,603.69</b>	<b>173,751.64</b>	<b>176,790.21</b>	<b>357,145.54</b>	<b>357,145.54</b>
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	0.00	67,050.34	53,403.44	120,453.78	120,453.78
520 · FICA - District Share	0.00	4,978.64	3,927.47	8,906.11	8,906.11
530 · Med/Life Insurance- Dist Share	0.00	8,542.96	12,858.42	21,401.38	21,401.38
540 · PERS - District Share	0.00	4,541.88	4,823.66	9,365.54	9,365.54
560 · Workers Comp Ins	0.00	5,352.41	5,352.41	10,704.82	10,704.82
<b>Total Salaries &amp; EE Benefits</b>	<b>0.00</b>	<b>90,466.23</b>	<b>80,365.40</b>	<b>170,831.63</b>	<b>170,831.63</b>
<b>Services &amp; Supplies</b>					
620 · Communications & Internet	0.00	314.91	314.90	629.81	629.81
640 · Fuel & Oil	0.00	4,309.42	4,309.43	8,618.85	8,618.85
650 · Interest	0.00	1,098.42	1,098.36	2,196.78	2,196.78
657 · Lab	0.00	1,450.00	0.00	1,450.00	1,450.00
690 · Safety & Security	0.00	1,416.04	146.67	1,562.71	1,562.71
703 · Supplies - Clothing & Personal	0.00	622.08	886.96	1,509.04	1,509.04
720 · Supplies - Inventory - Other	0.00	129.56	129.56	259.12	259.12
<b>Total Services &amp; Supplies</b>	<b>0.00</b>	<b>9,340.43</b>	<b>6,885.88</b>	<b>16,226.31</b>	<b>16,226.31</b>
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	0.00	16,760.77	0.00	16,760.77	16,760.77
820 · R&R Lift Stations	0.00	0.00	883.64	883.64	883.64
830 · R&R Equipment					
830.1 · Hydrants	0.00	4,349.98	0.00	4,349.98	4,349.98
830 · R&R Equipment - Other	0.00	6,051.06	5,970.60	12,021.66	12,021.66
<b>Total 830 · R&amp;R Equipment</b>	<b>0.00</b>	<b>10,401.04</b>	<b>5,970.60</b>	<b>16,371.64</b>	<b>16,371.64</b>
832 · R&R Mains and Sewer Lines	0.00	2,578.04	2,608.31	5,186.35	5,186.35
840 · R&R Vehicles	0.00	9,596.50	9,072.92	18,669.42	18,669.42
<b>Total Repairs &amp; Replacement</b>	<b>0.00</b>	<b>39,336.35</b>	<b>18,535.47</b>	<b>57,871.82</b>	<b>57,871.82</b>
<b>Total Expense</b>	<b>0.00</b>	<b>139,143.01</b>	<b>105,786.75</b>	<b>244,929.76</b>	<b>244,929.76</b>
<b>Net Ordinary Income</b>	<b>6,603.69</b>	<b>34,608.63</b>	<b>71,003.46</b>	<b>112,215.78</b>	<b>112,215.78</b>
<b>Net Income</b>	<b>6,603.69</b>	<b>34,608.63</b>	<b>71,003.46</b>	<b>112,215.78</b>	<b>112,215.78</b>

Clearlake Oaks Co Water District  
**Budget Variance Report July 1, 2023 through June 30, 2024**

Target % > **33.3%** CRP-PC

4

As of October 2023

Summary		Budget Annual	YTD	Actual YTD		
				Amount	%	
<b>PC CRP Revenue</b>		19,536	6,512	6,604	33.8%	0%
<b>PC CRP Expenses</b>		0	0	-	0.0%	0%
Expenses		2023-2024 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
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 boots	-	-	-	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, books)	-	-	-	0.0%	-
745	Travel / Lodging	-	-	-	0.0%	-
750	Utilities	-	-	-	0.0%	-
760	Waste Disposal	-	-	-	0.0%	-
795	Yolo Co	-	-	-	0.0%	-
799	Team Building	0	0	-	0.0%	0
<b>Services and Supplies &gt;</b>		<b>0</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>	<b>0</b>
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/Laterals	-	-	-	0.0%	-
840	R&R Vehicles	-	-	-	0.0%	-
<b>Repairs &amp; Replacement &gt;</b>		<b>0</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>	<b>0</b>
<b>Total Expenses &gt;</b>		<b>0</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>	<b>0</b>

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Budget Variance Report July 1, 2023 through June 30, 2024

As of October 2023 Summary		WATER - CRP Budget			Actual YTD	
		Annual	YTD		Amount	%
WATER CRP Revenue		461,460	153,820	173,752	37.7%	0%
WATER CRP Expenses		411,094	137,031	139,143	33.8%	0%
Operating Balance		50,366	16,789	34,609		
Expenses		2020-2021 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	204,827	68,276	67,050	32.7%	137,777
520	FICA - District Share	17,051	5,684	4,979	29.2%	12,072
530	Medical Ins - District Share	28,192	9,397	8,543	30.3%	19,649
540	PERS - District Share	13,350	4,450	4,542	34.0%	8,808
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	6,525	2,175	5,352	82.0%	1,173
<b>Salaries and Employee Benefits &gt;</b>		<b>269,944</b>	<b>89,981</b>	<b>90,466</b>	<b>33.5%</b>	<b>179,478</b>
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	1,167	315	9.0%	3,185
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	417		0.0%	1,250
630	Equip - Office	-				
640	Fuel & Oil	14,400	4,800	4,309	29.9%	10,091
645	Insurance	0	0		0.0%	0
650	Interest	6,000	2,000	1,098	0.0%	4,902
657	Outsource Lab / Internal Lab	3,000	1,000	1,450	0.0%	1,550
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)	-	-	1,416	0.0%	(1,416)
700	Tools & Instruments	2,000	667		0.0%	2,000
703	Supplies - Clothing & Personal	1,500	500	622	0.0%	878
705	Supplies - Office	-	-		0.0%	-
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	3,000	1,000	130	0.0%	2,870
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	500	167		0.0%	500
745	Travel / Lodging	-	-		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	Team Building	0	0		0.0%	0
<b>Services and Supplies &gt;</b>		<b>35,150</b>	<b>11,717</b>	<b>9,340</b>	<b>26.6%</b>	<b>25,810</b>
810	R&R Buildings & Grounds	3,000	1,000	16,761	558.7%	(13,761)
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	35,000	11,667	6,051	17.3%	28,949
830.1	Hydrants	-		4,350		
832	R&R Mains/Service Lines/Tanks	50,000	16,667	2,578	5.2%	47,422
840	R&R Vehicles	18,000	6,000	9,597	53.3%	8,403
<b>Repairs &amp; Replacement &gt;</b>		<b>106,000</b>	<b>35,333</b>	<b>39,337</b>	<b>37.1%</b>	<b>66,663</b>
<b>Total Expenses &gt;</b>		<b>411,094</b>	<b>137,031</b>	<b>139,143</b>	<b>33.8%</b>	<b>271,951</b>

840: Repr of Dump Tr  
810: Repair of fence  
was reimb by insurance





**Clearlake Oaks County Water District**  
**Capital Improvements**  
 As of October 31, 2023

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)				
<b>138 · USDA Water Improvements</b>				
07/06/2023	MC Engineering, Inc	USDA Water Improv	Loan/Grant:...	2,106.27
07/12/2023		Deposit	Loan/Grant:...	-14,632.70
08/05/2023	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	390.00
Total 138 · USDA Water Improvements				-12,136.43
<b>128 · Sewer Infrstructure &amp; Rehab Proj (Phase 1 was the installation of the Force Main)</b>				
Total 128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation of the F...				
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distrib...				
<b>131 · Waste Water Plant</b>				
<b>131.1 · Pumps/Equipment</b>				
Total 131.1 · Pumps/Equipment				
<b>131 · Waste Water Plant - Other</b>				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
<b>127 · Water Plant</b>				
<b>127.7 · Ozone System</b>				
Total 127.7 · Ozone System				
<b>127.6 · Swan AMI Turbiwell Monitor</b>				
Total 127.6 · Swan AMI Turbiwell Monitor				
<b>127.5 · A/C installation for Filter Rm</b>				
Total 127.5 · A/C installation for Filter Rm				
<b>127.4 · PH System</b>				
Total 127.4 · PH System				
<b>127.2 · Harvy Vault Chlor Inject Proj</b>				
Total 127.2 · Harvy Vault Chlor Inject Proj				
<b>127.1 · Major Equipment</b>				
Total 127.1 · Major Equipment				
<b>127 · Water Plant - Other</b>				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				
<b>120 · District General CRP (EQUIPMENT - WAS 1011181)</b>				
<b>120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
<b>120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)</b>				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
<b>120.75 · SCADA</b>				
07/12/2023	Southport Control Sol...	Programming to add...	CRP:Water	740.00
07/12/2023	Southport Control Sol...	Service call 7/6/2023...	CRP:Sewer	2,167.00
09/27/2023	Southport Control Sol...	9/15/2023 - Scada fa...	CRP:Water	1,612.00
Total 120.75 · SCADA				4,519.00
<b>120.90 · Vehicles/Generators/Trailers</b>				
Total 120.90 · Vehicles/Generators/Trailers				
<b>120 · District General CRP (EQUIPMENT - WAS 1011181) - Other</b>				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				4,519.00
<b>122 · Bldgs/Grounds Cap Improvements</b>				

**Clearlake Oaks County Water District**  
**Capital Improvements**  
 As of October 31, 2023

Date	Name	Memo	Class	Amount
<b>Total 122 · Bldgs/Grounds Cap Improvements</b>				
<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>				
<b>124.2 · GIS Online Mapping System</b>				
Total 124.2 · GIS Online Mapping System				
124.30 · Lift Stations				
<b>124.50 · Mains</b>				
Total 124.50 · Mains				
<b>124.60 · Meters</b>				
Total 124.60 · Meters				
<b>124.90 · Water Tanks</b>				
Total 124.90 · Water Tanks				
<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				
<b>125 · Land - Dist. Cap. Improvements</b>				
Total 125 · Land - Dist. Cap. Improvements				
<b>129 · ALLOW. FOR DEPRECIATION</b>				
Total 129 · ALLOW. FOR DEPRECIATION				
<b>280 · Loan</b>				
<b>280.04 · 2021 Water Truck</b>				
07/15/2023	Kansas State Bank - ...	Payment #20	CRP:Water	756.35
07/15/2023	Kansas State Bank - ...	3359488	CRP:Sewer	756.35
08/20/2023	Kansas State Bank - ...	Payment #21	CRP:Water	758.83
08/20/2023	Kansas State Bank - ...	3359488	CRP:Sewer	758.83
09/15/2023	Kansas State Bank - ...	Payment #21	CRP:Water	758.83
09/15/2023	Kansas State Bank - ...	3359488	CRP:Sewer	758.83
10/16/2023	Kansas State Bank - ...	Payment #23	CRP:Water	763.82
10/16/2023	Kansas State Bank - ...	3359488	CRP:Sewer	763.82
Total 280.04 · 2021 Water Truck				6,075.66
<b>280.15 · USDA Water Improvement Project (USDA Wtr Improvement Proj total \$5 Million)</b>				
Total 280.15 · USDA Water Improvement Project (USDA Wtr Improvement Pr...				
<b>280.02 · KS State Bank - 2019 Vac-Con</b>				
07/15/2023	Kansas State Bank - ...	Pymt #43	CRP:Water	3,526.82
07/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,526.81
08/15/2023	Kansas State Bank - ...	Pymt #44	CRP:Water	3,536.79
08/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,536.79
09/15/2023	Kansas State Bank - ...	Pymt #45	CRP:Water	3,546.79
09/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,546.79
10/15/2023	Kansas State Bank - ...	Pymt #46	CRP:Water	3,556.82
10/15/2023	Kansas State Bank - ...	3343293	CRP:Sewer	3,556.83
Total 280.02 · KS State Bank - 2019 Vac-Con				28,334.44
Total 280 · Loan				34,410.10
<b>306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/31/2011)</b>				
Total 306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ...				
<b>Loans/Grants</b>				
<b>945 · Wastewater I and I Phase IV</b>				
07/15/2023	AES - Analytical Envir...	WWTP Phase 4	Loan/Grant:...	344.00
07/31/2023	Acorn Environmental	Service thru July 2023	Loan/Grant:...	4,107.50
08/15/2023	AES - Analytical Envir...	L/S 1 & 11 - Search f...	Loan/Grant:...	600.00
Total 945 · Wastewater I and I Phase IV				5,051.50
<b>940 · TA Grant</b>				
07/06/2023	MC Engineering, Inc	SWRCB TA Grant	Loan/Grant:...	1,577.50

10:40 AM

11/02/23

Accrual Basis

# Clearlake Oaks County Water District

## Capital Improvements

As of October 31, 2023

---

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
08/05/2023	MC Engineering, Inc	SWRCB Water TA ...	Loan/Grant:...	8,747.50
	Total 940 - TA Grant			10,325.00
	Total Loans/Grants			15,376.50
<b>TOTAL</b>				<b>42,169.17</b>

---

Current \$8,351.17

CRP WATER \*6990

Available \*\*\$46,823.25

Current \$46,823.25

### BALANCE TOTALS

Total Deposit Accounts \$499,446.66

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

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November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4



## Accounts

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

### CRP PC \*6192

Available **\*\*\$101,949.55**

Current **\$101,949.55**

### CRP SEWER \*3745

Available **\*\*\$86,854.77**

Current **\$86,854.77**

### GENERAL LEDGER \*9122

Available **\*\*\$449,170.86**

Current **\$132,819.03**

### PUBLIC REGULAR CHK \*8503

Available **\*\*\$79,654.46**

Current **\$79,654.46**

### PUBLIC REGULAR CHK \*9592

Available **\*\*\$42,994.43**

Current **\$42,994.43**

### PUBLIC REGULAR CHK \*7355

Available **\*\*\$8,351.17**

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## Money Management

California State Treasurer  
**Fiona Ma, CPA**



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

November 08, 2023

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

[Tran Type Definitions](#)



**Account Number:** 90-17-001

October 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/13/2023	10/12/2023	QRD	1740998	N/A	SYSTEM	5,777.77

**Account Summary**

Total Deposit:	5,777.77	Beginning Balance:	277,488.28
Total Withdrawal:	0.00	Ending Balance:	283,266.05

**Clearlake Oaks County Water District**  
**Payroll Summary**  
 October 2023

	Hours	Rate	Oct 23
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-27	67.05	-1,583.16
CTO Used	30.75	35.96	1,156.25
Holiday	121	30.89	4,565.85
Holiday Worked (x2.5)	6	111.75	534.00
Overtime (x1.5)	96.25	67.05	5,031.61
PTO	305.72	43.73	12,281.92
Straight Board	2,163.25	30.89	81,267.48
Duty Pay			500.00
			5,215.00
<b>Total Gross Pay</b>	<b>2,695.97</b>		<b>108,968.95</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-2,622.36
AFLAC (pre-tax)			-547.38
AFLAC (taxable) AFTER TAX			-154.08
CALPers 457			-800.00
CALPers EE (Pretax)			-6,552.42
<b>Total Deductions from Gross Pay</b>			<b>-10,676.24</b>
<b>Adjusted Gross Pay</b>	<b>2,695.97</b>		<b>98,292.71</b>
<b>Taxes Withheld</b>			
Federal Withholding			-8,574.00
Medicare Employee			-1,534.10
Social Security Employee			-6,559.54
CA - Withholding			-3,229.62
CA - Disability			-952.20
<b>Total Taxes Withheld</b>			<b>-20,849.46</b>
<b>Deductions from Net Pay</b>			
Miscellaneous Deduction			-168.94
Wage Garnishment			-269.52
<b>Total Deductions from Net Pay</b>			<b>-438.46</b>
<b>Net Pay</b>	<b>2,695.97</b>		<b>77,004.79</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			1,534.10
Social Security Company			6,559.54
<b>Total Employer Taxes and Contributions</b>			<b>8,093.64</b>

Clearlake Oaks County Water District

Trial Balance

As of October 31, 2023

	Oct 31, 23	
	Debit	Credit
102.14 · CalPERS RESERVE - 7355	8,351.17	
102.13 · SEWER RESERVES-9592	42,994.43	
102.11 · PC ESCROW - 6184	0.00	
102.10 · CRP PC - 6192	101,949.55	
102.12 · WATER RESERVES- 8503	79,654.46	
102.001 · GL - 9122	130,772.49	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	88,488.28	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	46,823.25	
102.03 · CRP Sewer - 3745	86,854.77	
CUSI Accounts Receivable	204,087.00	
139 · Docufree	28,727.90	
116 · DEFERRED OUTFLOW- PENSION	282,829.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	26,664.68	
130 · Const In Progress - Studies	688,182.94	
130 · Const In Progress - Studies:130.97 · Const in Progress - Actiflo Pil	3,280.00	
130 · Const In Progress - Studies:130.96 · Const in Progress - WWP 2022	4,670.00	
130 · Const In Progress - Studies:130.95 · Source Capacity Studygrant pr...	18,190.25	
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.	650,661.26	
115 · PRE-PAID INSURANCE	15,392.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
136 · CUSI Software	13,172.00	
138 · USDA Water Improvements	8,199,453.97	
128 · Sewer Infrstructure & Rehab Proj	3,890,219.87	
121 · Wtr Dist & Wtr Storage Projects	277,266.74	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District E...	115,500.66	
131 · Waste Water Plant	230,059.50	
131 · Waste Water Plant:131.1 · Pumps/Equipment	143,307.20	
126 · Forcemain (phase 1) Cap. Imprv.	1,233,797.22	
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	357,521.21	
120 · District General CRP	95,883.57	
120 · District General CRP:120.01 · General Equipment/Tools	1,926,858.13	
120 · District General CRP:120.60 · Office	27,331.49	
120 · District General CRP:120.75 · SCADA	34,996.31	
120 · District General CRP:120.90 · Vehicles/Generators/Trailers	901,459.76	
122 · Bldgs/Grounds Cap Improvements	8,547,329.06	
124 · D/C System Cap Improvements	3,146,777.14	
124 · D/C System Cap Improvements:124.2 · GIS Online Mapping System	8,277.92	
124 · D/C System Cap Improvements:124.30 · Lift Stations	83,302.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift St...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	10,000.34	
124 · D/C System Cap Improvements:124.90 · Water Tanks	40,615.04	



Clearlake Oaks County Water District

Trial Balance

As of October 31, 2023

	Oct 31, 23	
	Debit	Credit
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		10,382,491.00
200 · ACCOUNTS PAYABLE		73,036.26
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		198.47
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		968.07
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		2,478.04
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		670.79
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	
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	
800 · Bulk Water Deposit		2,000.00
Annual Depreciation		249,035.55
224 · USDA Retainage		99,265.05
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.04 · 2021 Water Truck		60,201.15
280 · Loan:280.15 · USDA Water Improvement Project		4,881,000.00
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		101,185.08
280 · Loan:280.12 · USDA Loan for Sewer Clarifier		2,998,172.41
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	2,460.83	
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	18,312.32	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	134.76	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		19,178.95
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	6,548.20	
223.50 · MEDICARE TAX PAYABLE	1,531.42	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	5,541.73	
223.60 · STATE PAYROLL TAX WITHHOLDING	1,865.81	
223.65 · STATE DISABILITY PAYABLE	476.24	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	13,886.50	
223.80 · GASB 68 Pension		26,313.00

10:42 AM

11/02/23

Accrual Basis

# Clearlake Oaks County Water District

## Trial Balance

As of October 31, 2023

	Oct 31, 23	
	Debit	Credit
223.85 · MISC DEDUCTIONS PAYABLE		8,011.12
223.90 · COMPENSATED EMPLOYEE BENEFITS		72,925.02
24000 · Payroll Liabilities	19,628.08	
228 · FEMA Interest on Overpaymnt/Pen	25,893.75	
227 · FEMA Overpayment/Penalties	1,174,862.75	
295 · NET PWNSION LIABILITY		1,032,862.00
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	371,172.41	
302 · RETAINED EARNINGS		3,357,835.60
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		16,305,090.98
Income:445 · Bulk Water		37,075.00
Income:410 · Client Reg Pmt		877,218.59
Income:425 · CRP		328,084.33
Income:430 · Penalty & Interest		32,942.87
Income:430 · Penalty & Interest:430.2 · Bank Interest		9.84
Income:450 · Other - Non S/W Rev		124,181.50
Loans/Grants:945 · Wastewater I and I Phase IV	5,051.50	
Loans/Grants:940 · TA Grant	10,325.00	
Salaries & EE Benefits:545 · CALPers 457	262.50	
Salaries & EE Benefits:505 · Salaries & Wages	450,922.00	
Salaries & EE Benefits:520 · FICA - District Share	33,483.63	
Salaries & EE Benefits:530 · Med/Life Insurance- Dist Share	87,227.93	
Salaries & EE Benefits:540 · PERS - District Share	65,409.90	
Salaries & EE Benefits:560 · Workers Comp Ins	25,413.14	
Services & Supplies:610 · Bank Fees	13,127.81	
Services & Supplies:620 · Communications & Internet	10,534.33	
Services & Supplies:622 · Board Exp	2,710.88	
Services & Supplies:630 · Equip - Office	1,690.39	
Services & Supplies:640 · Fuel & Oil	13,805.21	
Services & Supplies:645 · Insurance	87,561.50	
Services & Supplies:650 · Interest	32,703.03	
Services & Supplies:657 · Lab	16,727.64	
Services & Supplies:660 · Memberships & Subscription	30,006.29	
Services & Supplies:670 · Postage & Shipping	4,424.56	
Services & Supplies:675 · Professional Services	18,750.07	
Services & Supplies:675 · Professional Services:675-7 · MC On Call Servi...	2,492.50	
Services & Supplies:685 · Rents	5,842.51	
Services & Supplies:690 · Safety & Security	6,574.72	
Services & Supplies:700 · Tools & Instruments	1,831.98	
Services & Supplies:703 · Supplies - Clothing & Personal	4,133.86	
Services & Supplies:705 · Supplies - Office	2,819.27	
Services & Supplies:715 · Supplies-Chemicals-Operating	55,588.95	
Services & Supplies:720 · Supplies - Inventory - Other	4,703.67	
Services & Supplies:735 · Training/Classes/Certs/ClassB	167.99	
Services & Supplies:750 · Utilities	144,387.10	
Services & Supplies:760 · Waste Disposal	35,269.19	
Services & Supplies:795 · Yolo Co	8,945.80	
Services & Supplies:798 · Customer Refund	2,784.60	
Services & Supplies:799 · Team Building	43.93	
Repairs & Replacement:810 · R&R Buildings & Grounds	17,844.03	
Repairs & Replacement:820 · R&R Lift Stations	883.64	
Repairs & Replacement:830 · R&R Equipment	12,021.66	
Repairs & Replacement:830 · R&R Equipment:830.1 · Hydrants	4,349.98	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	5,186.35	
Repairs & Replacement:840 · R&R Vehicles	18,735.70	
<b>TOTAL</b>	<b>41,596,632.71</b>	<b>41,596,632.71</b>

3A

## Account Payable Breakdown

Date: 11/9/2023

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$489,746.30	\$132,819.03	\$449,170.86
CRP Water - 6990	\$46,823.25	\$46,823.25	\$46,823.25
CRP Sewer - 3745	\$86,854.77	\$86,854.77	\$86,854.77
CRP PC - 6192	\$101,949.55	\$101,949.55	\$101,949.55
Water Reserve - 8503	\$79,654.46	\$79,654.46	\$79,654.46
Sewer Reserve - 9592	\$42,994.43	\$42,994.43	\$42,994.43
CalPers Reserve - 7355	\$8,351.17	\$8,351.17	\$8,351.17
LAIF Balance	\$283,266.05	\$283,266.05	\$288,266.05
Current A/P Aging	\$90,546.97		
Kansas State Bank-VacCon	\$7,421.47	11/15/2023	
Kansas State Bank-Water Truck	\$1,730.25	11/20/2023	
<b>TOTAL</b>	<b>\$99,698.69</b>		
 <b>Paid On-line/Auto Out</b>			
11/3/2023 Cannon	\$464.66		
11/6/2023 PG&E	\$23,748.50		
11/7/2023 Credit Card	\$3,775.64		
11/6/2023 Mediacom	\$393.22		
<b>TOTAL-Paid On-line/Auto Out</b>	<b>\$28,382.02</b>		

## Clearlake Oaks County Water District A/P Aging Summary As of November 9, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ACWA/JPIA - W/C & Liab	0.00	54,534.00	0.00	0.00	0.00	54,534.00
Alpha Analytical Labs	1,760.00	0.00	0.00	0.00	0.00	1,760.00
American Water Works Association	0.00	501.00	0.00	0.00	0.00	501.00
Association of California Water Agencies	0.00	14,100.00	0.00	0.00	0.00	14,100.00
Badger Meter	0.00	0.00	0.00	0.00	-4,630.71	-4,630.71
California State Disbursement Unit	134.76	0.00	0.00	0.00	0.00	134.76
Clearlake Automotive	69.02	0.00	0.00	0.00	0.00	69.02
Clearlake Lava	402.19	0.00	0.00	0.00	0.00	402.19
Connie Schleuder	234.44	0.00	0.00	0.00	0.00	234.44
County of Lake - Health Services Departme	2,272.00	0.00	0.00	0.00	0.00	2,272.00
County of Lake - Special Districts	1,427.67	0.00	0.00	0.00	0.00	1,427.67
Dean A Enderlin, P.G.	882.74	0.00	0.00	0.00	0.00	882.74
Deeper Cleaning	490.00	0.00	0.00	0.00	0.00	490.00
Elizabeth Vanderaa	37.23	0.00	0.00	0.00	0.00	37.23
Grainger	2,283.79	-761.27	0.00	0.00	0.00	1,522.52
Hasa Inc	341.52	0.00	0.00	0.00	0.00	341.52
Hayden Solar, LLC	4,897.00	0.00	0.00	0.00	0.00	4,897.00
High Country Security	342.00	0.00	0.00	0.00	0.00	342.00
Lake County Waste Solutions	1,680.46	0.00	0.00	0.00	0.00	1,680.46
MCHC - Lakeview Health Center	317.00	0.00	0.00	0.00	0.00	317.00
Mendo Mill	19.55	0.00	0.00	0.00	0.00	19.55
Napa Auto Parts	457.14	0.00	0.00	0.00	0.00	457.14
Nave Law Office, P.C.	2,422.50	0.00	0.00	0.00	0.00	2,422.50
North Counties Development Corp.	0.00	1,072.50	0.00	0.00	0.00	1,072.50
On Site Safety Services, Inc	424.00	0.00	0.00	0.00	0.00	424.00
Pace	0.00	1,956.16	0.00	0.00	0.00	1,956.16
PG&E	34.80	0.00	0.00	0.00	0.00	34.80
Pollard Water	104.04	223.30	0.00	0.00	0.00	327.34
Quest Diagnostics	43.85	0.00	0.00	0.00	0.00	43.85
Quill	377.13	-34.31	0.00	0.00	0.00	342.82
Redwood Coast Fuels	0.00	1,799.47	0.00	0.00	0.00	1,799.47
United States Post Office	0.00	332.00	0.00	0.00	0.00	332.00
<b>TOTAL</b>	<b>21,454.83</b>	<b>73,722.85</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,630.71</b>	<b>90,546.97</b>

# ***CLEARLAKE OAKS COUNTY WATER DISTRICT***

## **NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

Date: October 19, 2023

Time: 2:00 P.M.

Clearlake Oaks County Water District Administration Building  
12952 E. Hwy. 20 Clearlake Oaks, CA 95423

### **MINUTES**

#### **A. CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

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

#### **B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

#### **C. STAFF REPORTS**

1. Administration
2. Chief Distribution Operator
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. General Manager

#### **D. CONSENT ITEMS**

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

##### **1. Financial Reports for review and approval**

- a. September 2023 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 09/21/2023 (Page 39)

Action Taken: Motion to approve the consent items

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

E. OLD BUSINESS

1. Discussion of Fire Protection

Action Taken: NO ACTION

F. NEW BUSINESS

1. Discussion of Press Release

Action Taken: Motion to approve the press release response as recommended by legal counsel.

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/BURTON/MCHUGH

NOES: BOUCHER

ABSENT: NONE

2. Discussion and consideration of Pace Quote # 1825673 in the amount of \$3,563.50 and Frank Olsen Company Quote # 21123 in the amount of \$5,644.02, for a collective total of \$9,207.52 to repair the Basin Pipeline running from Wastewater Treatment Plant to Clearlake (Page 42)

Action Taken: Motion to approve Quote #1825673 and Quote #21123 collectively, for a total amount of \$9,207.52 to repair the Basin Pipeline.

BURTON/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

ADJOURNMENT

Time: 3:04 PM

SIGNED: \_\_\_\_\_ ATTESTED TO: \_\_\_\_\_  
Stanley Archacki, Board President Olivia Mann, Board Secretary

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 during the Board's consideration of that

agenda item. The President will call for comments at the appropriate time. Comments of individual speakers are limited to three minutes per agenda item.

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.

Proposal For: CLEARLAKE OAKS COUNTY  
Kurt Jensen  
12545 E HIGHWAY 20  
CLEARLAKE OAKS, CA 95423  
Phone: (707) 998-3322  
k.jensen@clocwd.org

Joseph Bonessi  
Evoqua Water Technologies  
558 Clark Road  
Tewksbury, MA 01876  
joseph.bonessi@evoqua.com

Quote expires 11-17-23

New Reactors at discount due to current lead time in RMA Refurbishment process

### Item Pricing Summary

Item	Part No Description	Qty	Net Price	Ext. Price
1	<b>W3T497608</b> REACTOR CELL OZONE,60G/HR Reference #: M04002	3 EA	\$3,984.75	\$11,954.25

Currency: USD

**Total Net Price: \$11,954.25**





- Provide uninterrupted sanitary sewer service to meet customers' needs.
- Minimize the risk of Sanitary Sewer Overflows (SSOs) by using Best Management Practices (BMP's).
- Ensure adequate sewer capacity to address the District's growth.
- Maintain aging sewer infrastructure by implementing a proactive Asset Management and Capital Improvement Programs as funds allow.

It is the desire of the District to meet each of these goals in a timely manner as funding is allowed and allocated to assure its customers, the general public, and the State of California that the District is effectively managing its sewer system.

## Organization

The following criteria from the General Waste Discharge Requirements form the basis of the "Organization" section:

- (a) The plan shall include the name of the responsible or authorized representative as described in Section J of the General Order.*
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program.*
- (c) The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and*
- (d) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the authorized or responsible representative for reporting SSOs to the State Regional Water Board and other agencies.*

As required in section J of the General Order, and in item A of this element, a LRO has been designated and authorized by the district to report to the Regional Board.

- In February 2016 , Jason Mitchell, Dan Hodem, and Jeremy Backus were duly authorized to act as the District's LRO for all CIWQS and SSO reporting. As of November 2023, the new LROs for all of the CIWQS and SSO reporting is Jeremy Backus, Chief Operator of Collections, Francisco Castro, Chief Wastewater Operator, and Jesse Seth, Lead Operator of Collections. As such, they are responsible for compliance with all aspects of the General Order and the submittal of all necessary reports including those made to the CIWQS electronic site established by the Regional Board. Jeremy has since submitted reports to the CIWQS database and certified said reports. They are acting in this capacity under the authority of the General Manager and the District Board.
- As required in section B of this element, the names and emergency telephone numbers for management, administrative, and maintenance positions have been included in Appendix C. The Organizational structure is presented in this appendix also.

### Category 3 SSO Reporting Requirements

In the event of a Category 3 SSO the LRO is to submit a certified report within 30 calendar days of the end of month in which the SSO occurred.

### RECORD KEEPING REQUIREMENTS

Records shall be maintained by the District for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request. It is also required to maintain records to document compliance with all provisions of the SSS WDRs and this MRP.

SSO Records: The District shall maintain records for each SSO event, including but not limited to: Complaint records documenting how staff responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
- b. Date and time the complainant or informant first noticed the SSO.
- c. Narrative description of the complaint, including any information the caller was able to provide regarding whether or not the individual was aware if the SSO had reached surface waters, drainage canals, or storm drains.
- d. Follow-up contact information for the complainant or informant for each complaint received, if not reported anonymously.
- e. Final resolution of the complaint.
- f. Records documenting steps and/or remedial actions undertaken by the District. Records documenting how estimate(s) of volume(s) discharged and, volume(s) recovered were calculated.
- g. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
- h. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from Supervisory Control and Data Acquisition (SCADA) systems, Alarm system(s), and Flow monitoring device(s).

### REPORT CERTIFICATION

All information required to be reported into the CIWQS Online SSO Database shall be certified by a District representative designated and known as the Legally Responsible Official (LRO). The District has designated Jeremy Backus, Chief Collection System Operator, **Francisco Castro**,

Chief Wastewater Operator, and Jesse Seth, Lead Collection System Operator as the LROs and they have registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.

If authorized by the LRO, a Data Submitter (DS) may report an SSO using the CIWQS database. This person must also be registered with the State Water Board. Only LROs may certify reports in CIWQS. The District shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted to the State Water Board within 30 days of the change.

## FOG Control Program

The following criteria from the General Waste Discharge Requirements have been used to address the needs for a FOG Control Program:

**GWDR 2006-003 states:** *Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:*

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG*
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area*
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG*
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements*
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance*
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section*
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified above.*

The District recognizes the importance of clean water and the necessity of effective wastewater collection and disposal. The District has Authority under Ordinance 31, their NPDES permit, and other CRWQCB requirements to limit the deposits of fats, oils and grease (FOG) into the District's sanitary sewer collection system and Wastewater Treatment Plant.

Food Service Establishments (FSEs) are known to generate increased amounts of grease waste that, if improperly disposed of, may create a threat to the proper operation of the collection system. High amounts of FOG have the potential to create maintenance issues and increase

## Olivia Mann

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**From:** Scott Nave <snave@navelawoffices.com>  
**Sent:** Friday, November 10, 2023 3:48 PM  
**To:** Olivia Mann  
**Subject:** Water Code  
**Attachments:** Water Code 11-10-23 sn rev (clean).docx; Water Code 11-10-23 sn rev.docx

Attached is a redline and (revised) clean copy of the Water Code. There are some comments in the Code, and I didn't capitalize all the uses of "Customer."

I also changed the order to Title 3.

Chapter 1 – General – is still the same

Chapter 2 – Commencement of Service – is still the same

Chapter 3 is now Conditions of Service

Chapter 4 is now Installation and Miscellaneous Fees

Chapter 5 – Delinquent Accounts – is still the same, but I have divided up the subsection into what I think is a more intuitive structure.

Chapter 6 is now Cross Connections

This order of rules makes more sense to me than the current order, but if you don't like it, we don't have to use it.

Have a good weekend!

Scott C. Nave  
Nave Law Office, P.C.

Notice to recipient: This email is meant for only the intended recipient of the transmission, and may be a communication privileged by law. If you received this email in error, any review, use, dissemination, distribution, or copying of this email or any of the attachments is strictly prohibited. Please notify us immediately of the error by return email and please delete this message from your system. Thank you in advance for your cooperation.

### **IRS Circular 230 Disclosure**

**To ensure compliance with requirements imposed by the IRS, we inform you that any U.S. tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax related penalties under the Internal Revenue Code, or (ii) promoting, marketing or recommending to another party any tax-related matters addressed herein.**

# Clearlake Oaks County Water District

## WATER CODE



November 13, 2023

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## **PURPOSE**

The Clearlake Oaks County Water District was formed and exists under the provisions of the County Water District Law, California Water Code, Division 12, section 30000, et seq. The purpose of this Code is to form, regulate, organize, and incorporate the terms and charges for the distribution and use of potable water service. The District shall require charges for use of water which are designed to recover the capital and operating costs. The regulations shall include provisions for enforcement and penalties for violations.

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

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

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

# **TITLE 1 - GENERAL PROVISIONS**

## **CHAPTER 1 - ADOPTION OF CODE**

### **1-1.101 Title**

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

### **1-1.102 Effective Code On Past Actions And Obligations**

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

### **1-1.103 References To Specific Ordinances**

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

### **1-1.104 Maintenance Of Code**

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

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



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

## **CHAPTER 2 - RULES OF CONSTRUCTION**

### **1-2.101 Scope**

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

### **1-2.102 Statement And Continuations**

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

### **1-2.103 Effect Of Headings**

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

### **1-2.104 References To Acts Or Omissions Within The District**

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

### **1-2.105 References To Ordinances Or Resolutions**

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

**1-2.106 Notices**

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

**1-2.107 Severability**

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

**1-2.108 Statute Of Limitations**

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

**1-2.109 Definitions**

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

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

(m) “Tenant” refers to the person who occupies land or property rented from a Customer.

## **TITLE 2 - DISTRICT POLICIES**

### **2-1.101 General**

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

### **2-1.102 Distribution And Sale Of Water**

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

### **2-1.103 Rate Review**

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

### **2-1.104 Operating Costs**

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

### **2-1.105 Capital Improvement Costs**

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

## **TITLE 3 - POTABLE WATER SERVICE**

### **CHAPTER 1 - GENERAL**

#### **3-1.101 Scope**

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

**3-1.102 Definitions: General**

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

**3-1.103 Service Or Water Service**

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

**3-1.104 Applicant**

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

**3-1.105 Class Of Service**

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

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

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

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

**3-1.106 Connection Fees**

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

**3-1.107 Customer**

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

**3-1.108 Service Fees**

“Service Fees” or “Miscellaneous Fees” means the fees levied to recover costs incurred to operate and maintain the water system. All properties for which service

is readily available pay the base rate whether or not the property owner has applied for service.

**3-1.109 Types Of Service**

- (a) District provides permanent service only, except where the General Manager has expressly authorized in writing a specific temporary use, such as a construction project.
- (b) "Permanent Service" means service to a property, parcel, and/or lot with a service connection to the District with or without a structure.

"Residential" refers to a property, parcel, and/or lot with a service connection to the District with or without a structure. Said property, parcel, and/or lot will be billed a monthly residential base rate regardless of meter size as per the current enacted rate Ordinance. "Residential" includes Single Family, Multi-Family (including apartments, duplexes, etc.), and RV and Mobile Home Parks. Classification when in question is determined at the discretion of the General Manager.

"Commercial" refers to a property, parcel, and/or lot with a service connection to the District with or without a structure. Said property, parcel, and/or lot will be billed a monthly commercial base rate according to meter size as per the current enacted rate Ordinance. "Commercial" includes all uses of property not defined as "Residential.". Classification when in question is determined at the discretion of the General Manager.

**3-1.110 Unit**

"Unit" means one hundred cubic feet or 748 gallons.

**CHAPTER 2 - COMMENCEMENT OF SERVICE**

**ARTICLE 1 - APPLICATION FOR SERVICE**

**3-2.101 Commencement Of Service: General**

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

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

- (c) Each unit of multi-family dwelling shall be served through at least one water meter of at least 5/8" in size.

### **3-2.102 Application to Commence Service**

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

### **3-2.103 Applicant's Responsibility**

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

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- (7) No Customer shall supply water to any individual or person other than the occupants of the premises of such Customer.

**3-2.104 Meter Required**

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

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

All water passing through the meter is billable. If the meter cannot be read for any reason, usage will be billed as soon as practical.

**3-2.105 Ownership And Accessibility Of Service Connections**

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

Any person who covers or in any way obstructs Districts access to the water meter will be charged the base rate and any estimated usage calculated from 12-month prior usage charges or the start of their service, plus a Billing Obstruction Fee for each billing cycle the obstruction remains over the meter, as stated in Section 3-6.104.

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

It is unlawful for any plumber or other person to make connection with any District water main, or any conduit or pipe belonging to or under control of the District, without the prior approval of the District, or to make any such connection after service to the property has been disconnected, or to turn water service on or off to any property without permission of the District.

## **ARTICLE 2 – EXPANSION FEES AND DEPOSITS**

### **3-2.201 Fees And Deposits: General**

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

### **3-2.202 Service From Existing Service Connection**

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

### **3-2.203 Service From New Service Connection**

If the applicant's property cannot be served from an existing connection but can be served from an existing water main, the applicant shall pay Capital Expansion Fees prior to the connection being made.

### **3-2.204 Capital Expansion**

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

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

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

All costs associated with the installation, maintenance, or repair of the aforementioned connection(s), along with inspection fees, shall be the sole responsibility of the property owner/Customer. The District will provide an estimated cost sheet for the time and materials to install the connection, such fees will need to be paid prior to the connection.



Meter Size	Capital Expansion Fee	Administrative Fee	Account Fee	Inspection Fee	Total Installation Cost
1"	\$10,000.00	\$100.00	\$65.00	\$145.00	\$10,310.00
1 ½"	\$20,000.00	\$100.00	\$65.00	\$145.00	\$20,310.00
2"	\$27,000.00	\$100.00	\$65.00	\$145.00	\$27,310.00
3"	\$50,000.00	\$100.00	\$65.00	\$145.00	\$50,310.00
4"	\$85,000.00	\$100.00	\$65.00	\$145.00	\$85,310.00
6"	\$140,000.00	\$100.00	\$65.00	\$145.00	\$140,310.00

**3-2.205 Commencement**

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

**3-2.206 Assurances Of Service**

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

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

**3-2.207 Deposits: Service From Existing Service Connection**

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

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

## **CHAPTER 3 - CONDITIONS OF SERVICE**

### **ARTICLE 1 – GENERAL**

#### **3-3.101 General**

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

#### **3-3.102 Areas Served**

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

## **ARTICLE 2 - RATES: TIME AND MANNER OF PAYMENT**

#### **3-3.201 Continuation Of Service**

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

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

Rate Code	2021-2022 Adjusted Rate	2022-2023 Adjusted Rate	2023-2024 Adjusted Rate	2024-2025 Adjusted Rate	2025-2026 Adjusted Rate
USM 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WMF 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSF 5/8" & 3/4"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSF 1"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSF 1 1/2"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WS1 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 5/8" & 3/4"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 1 1/2"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 6"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WC 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WZR 5/8"	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
WSM 1"	\$99.84	\$102.34	\$104.89	\$107.52	\$110.20
WC 1"	\$99.84	\$102.34	\$104.89	\$107.52	\$110.20
WC 1 1/2"	\$199.57	\$204.56	\$209.67	\$214.92	\$220.29
WZR 1 1/2"	\$199.57	\$204.56	\$209.67	\$214.92	\$220.29
WMF 2"	\$319.21	\$327.19	\$335.37	\$343.75	\$352.35
WZR 2"	\$319.21	\$327.19	\$335.37	\$343.75	\$352.35
WC 2"	\$319.21	\$327.19	\$335.37	\$343.75	\$352.35
WC 3"	\$598.54	\$613.50	\$628.84	\$644.56	\$660.68
WZR 3"	\$598.54	\$613.50	\$628.84	\$644.56	\$660.68
WC 4"	\$997.60	\$1,022.54	\$1,048.10	\$1,074.31	\$1,101.16
WZR - 4"	\$997.60	\$1,022.54	\$1,048.10	\$1,074.31	\$1,101.16
VZX - 4"	\$997.60	\$1,022.54	\$1,048.10	\$1,074.31	\$1,101.16
<b>Usage Rate</b>	\$2.07	\$2.12	\$2.17	\$2.23	\$2.28

Each Customer shall pay a monthly charge for the “Capital Replacement Project” for the repair and replacement of infrastructure within the District’s boundaries.

Year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
CRW	\$15.80	\$16.20	\$16.61	\$17.03	\$17.46
C58	\$15.80	\$16.20	\$16.61	\$17.03	\$17.46
CRP PC	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
C1 - CRP Commercial	\$34.75	\$35.62	\$36.51	\$37.42	\$38.36
C15 - CRP Commercial	\$65.81	\$67.46	\$69.15	\$70.88	\$72.65
C2 – CRP Commercial	\$104.64	\$107.26	\$109.94	\$112.69	\$115.51
C3 - CRP Commercial	\$194.25	\$199.11	\$204.09	\$209.19	\$214.42
C4 - CRP Commercial	\$322.41	\$330.47	\$338.73	\$347.20	\$355.88

**3-3.202 Billing Adjustments**

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

**3-3.203 Bills Due When Presented**

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

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

**3-3.204 Payment Options**

The District offers the following payment options for all Customers:

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

**3-3.205 Billing Frequency**

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

**3-3.206 Failure To Receive A Bill**

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

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

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

**3-3.207 Notice Of Billing Discontinuance Required**

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

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

**3-3.208 Multiple District Services**

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

**3-3.209 Proration Of Charges For Odd Periods**

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

**3-3.210 Estimated Bills**

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

**3-3.211 Change Of Customers Without Notice**

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

**3-3.212 Check Not Honored By Bank**

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

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

If any fee or charge is paid to the District by check and said check is not honored by a bank, a forty-five dollar (\$45.00) charge, or the maximum amount allowed by law, will be charged to the account in addition to any other charges assessed to the District. The District may proceed with discontinuance of service upon receipt of a returned check.

**CHAPTER 4 – INSTALLATION AND MISCELLANEOUS FEES**

**3-3.401 Scope**

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

**3-3.402 Installation Charges**

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

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

**3-3.403      Miscellaneous Fees**

Account Fee	All new accounts, new or existing owner	\$65.00
Administrative Fee	Minimum of \$100.00 or actual time at hourly rate	\$100.00
After Hours Service Fee		\$175.00
Backflow Device Inspection Fee	(If District has a Certified Backflow Tester, this fee will be charged to the Customer's account)	\$45.00
Billing Obstruction Fee	Minimum of \$100.00 and actual repair or replacement	\$100.00
Delinquent Turn Off Fee		\$150.00
Door Hanger Fee		\$45.00
Foliage Removal Fee	Minimum of \$85.00 and actual repair or replacement	\$85.00
Grease Trap Reinspection Fee		\$115.00
Illegal Cross Connection Fee	Minimum of \$750.00 and actual repair or replacement	\$750.00
Illegal Tamper Fee	Minimum of \$350.00 and actual repair or replacement	\$350.00
Inspection Fee		\$145.00
Penalty (Late) Fee	\$10.00 or 10.0% whichever is greater	
Property Tax Roll Fee		\$85.00
Meter Reset Fee	Minimum of \$100.00 and actual repair or replacement	\$100.00
Returned Check Fee		\$45.00
Service Forfeit Reconnect Fee	Minimum of \$150.00 and actual repair or replacement	\$150.00
Service Reduction Inspect Fee		\$145.00
Service Turn On Fee		\$50.00
Transfer Fee (New Owner/Tenant)		\$65.00

**CHAPTER 5 – DELINQUENT ACCOUNTS**

**3-5.101      Application Of Deposits To Delinquent Accounts**

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

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

### **3-5.102 Delinquent Customer At Same Or New Address**

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

### **3-5.103 Notice of Delinquency**

- (a) General. The District shall not discontinue residential service for nonpayment until a billing statement has been delinquent for at least 60 days. In addition, not less than seven business days before discontinuation of residential service for nonpayment, the District shall contact the Customer named on the account by telephone or written notice.
- (b) Shut-off Notice by Telephone. If the District contacts the Customer named on the account by telephone, it shall offer to provide in writing to the Customer the District's policy on discontinuation of residential service for nonpayment. The District shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, minimum payments, and petition for bill review and appeal.
- (c) Written Shut-off Notice. If the District contacts the Customer named on the account by written notice, the written notice of payment delinquency and impending discontinuation shall be mailed to the Customer of the residence to which the residential service is provided. If the Customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:
  - (1) The Customer's name and address.
  - (2) The amount of the delinquency.
  - (3) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
  - (4) A description of the process to apply for an extension of time to pay the delinquent charges.
  - (5) A description to petition for bill review an appeal.

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If the District is unable to make contact with the Customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the District's policy for discontinuation of residential service for nonpayment.

All written notices shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the Customers in the District's service area.

### **3-5.104 Payment Plans.**

- (a) Conditions for Continued Service. The District shall not discontinue residential service for nonpayment if all the following conditions are met:
- (1) The Customer, or a tenant of the Customer, submits to the General Manager the certification of a primary care provider, as defined in Welfare and Institutions Code section 14088 (b)(1)(A), that discontinuation of residential service will be life threatening to, pose a serious threat to the health and safety of, a resident of the premises where residential service is provided; and
  - (2) The Customer demonstrates that he or she is financially unable to pay for residential service within the District's normal billing cycle. The Customer shall be deemed financially unable to pay for residential service within the District's normal billing cycle if any member of the Customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the Customer declares that the household's annual income is less than 200 percent of the federal poverty level; and
  - (3) The Customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with this Code and applicable District policies.
- (b) Types of Payment Plans. If the conditions listed in subdivision (a) are met, the District shall offer the Customer one or more of the following options:
- (1) Amortization of the unpaid balance.
  - (2) Participation in an alternative payment schedule.
  - (3) Temporary deferral of payment.

The District may choose which of the payment options described in this Section 3-5.104, the Customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. The District may grant a longer repayment period if it finds the longer period is



necessary to avoid undue hardship to the Customer based on the circumstances of the individual case.

- (c) Failure to Comply with Payment Plan. Residential service may be discontinued no sooner than 5 business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:
  - (1) The Customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more; or
  - (2) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the Customer does not pay his or her current residential service charges for 60 days or more.
- (d) Restoring Service. If the District discontinues residential service for nonpayment, it shall provide the Customer with information on how to restore residential service.
- (e) Customers below Federal Poverty Level. If a residential Customer demonstrates a household income below 200 percent of the federal poverty line, the District shall do both of the following:
  - (1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, the District shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021; and
  - (2) Waive late fees on delinquent bills once every 12 months.

The District shall deem a residential Customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the Customer declares that the household's annual income is less than 200 percent of the federal poverty level.

- (f) Notice to Tenants. If the District furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobile home park, or permanent residential structure in a labor camp, and the owner, manager, or operator of the dwelling, structure, or park is the Customer of record, the District shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become

Customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

- (1) Requirements for Occupant to Become a Customer. The District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and District's rules and regulations. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's rules and regulations, the District shall make service available to those residential occupants who have met those requirements.
  - (2) Alternative Qualification. If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other credit obligation acceptable to the District for that period of time is a satisfactory equivalent.
  - (3) Occupant of a Single Family Residence. In the case of a detached single-family dwelling, the District may do any of the following:
    - (A) Give notice of termination at least seven days prior to the proposed termination.
    - (B) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a Customer to verify that the delinquent account Customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Civil Code section 1962.
- (g) Limit. A delinquent Customer may request a payment arrangement that shall not exceed 12 months. The Customer must pay, in addition to payments under the plan, each month's charges during the period of the payment plan. The District will not charge late fees, unless a payment is not made by the stated due date in the plan. A payment arrangement will not be effective unless and until signed by the District and Customer.

### 3-5.105

#### Appeals

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

- (a) Initial Appeal. Within ten (10) days of receipt of the bill for water service, the Customer has a right to initiate an appeal or review of any bill or charge rendered by the District. Such request must be made in writing and be delivered to the District's office. For so long as the Customer's appeal and any resulting investigation is pending, the District cannot discontinue water service to the Customer.

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

- (B) If the water charges in question are determined to be correct, the water charges are due and payable within two (2) business days after the decision of the Board is rendered. In the event that charges are not paid in full within sixty (60) calendar days after the original billing date, then the District shall provide the Customer with an Delinquent Turn Off Notice and may proceed in potentially discontinuing water service to the Customer's property.
- (C) Any overcharges will be reflected as a credit on the next regular bill to the Customer, or refunded directly to the Customer, at the sole discretion of the Board.
- (4) Water service to any Customer shall not be discontinued at any time during which the Customer's appeal to the District or its Board of Directors is pending.
- (5) The Board's decision is final and binding.
- (6) For an initial appeal under subdivision (a) of this section, if the Customer does not timely appeal to the District's Board of Directors, the water charges in question shall be immediately due and payable. In the event the charges are not paid in full within sixty (60) calendar days after the original billing date, then the District shall provide with the Delinquent Turn Off Notice, and may proceed to discontinuing service to the Customer's property.
- (7) For an Delinquent Turn Off Notice appeal under subdivision (b) of this section, above, if the Customer does not timely appeal to the District's Board of Directors, then the water service to the subject property may be discontinued on written or telephonic notice to the Customer to be given at least twenty-four (24) hours after the latter to occur of: (i) the expiration of the original sixty (60) calendar day notice period set forth in the Delinquent Turn Off Notice; or (ii) the expiration of the appeal period.

**3-5.106 Restoration Of Water Service**

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

When service is terminated for failure to pay rates, fees, or charges, service shall not be restored to the former Customer unless and until arrearages that resulted in the termination and costs incurred to terminate and restore service are paid to the District. Payment shall be by cash, credit or debit card, cashier's check, or money order. Payment processing through Doxo Pay does not qualify for restoration of service until funds have been received by District.

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

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

## **CHAPTER 6 - CROSS CONNECTION CONTROL REGULATIONS**

### **ARTICLE 1 – DEFINITIONS**

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

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

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

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

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

## **ARTICLE 2 – BACKFLOW PREVENTION**

Pursuant to State of California, Department of Health Services, Title 17, Chapter V, Sections 7583-7632, it is the responsibility of the District to protect its drinking water by instituting and enforcing a “Backflow Prevention” program in order to prevent the backflow of water into the public drinking water supply. Property receiving domestic water service with a secondary water source shall have an approved backflow prevention device.

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

## **ARTICLE 3 – PROTECTION OF THE DISTRICTS WATER SUPPLY**

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

## **ARTICLE 4 – CONDITIONS DICTATING TYPE OF DEVICE**

### **3-6.401 Protection Of District System**

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

Special circumstances where approved backflow prevention assemblies are required:

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

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

### **3-6.402 Storage Tanks**

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

## **Article 5 – Backflow Prevention Device Testing**

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

Customers will receive an annual reminder notice during the first week of April, additional reminder notices will be mailed via United States Postal Service every 30-days the device remains untested. The Districts Backflow Testing Schedule remains open from April through October each year.



## TITLE 4 – WATER CONSERVATION

### CHAPTER 1 – GENERAL

#### 4-1.101 Use Of Water - Supplying Another Person

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

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

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

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

#### 4-1.102 Penalties For Wasteful Water Use

- (a) No Customer shall knowingly permit waste or water leaks. Where water is wastefully or negligently used on the Customer's premises, the District may discontinue the service, if such conditions are not corrected within five days after the General Manager gives the Customer written notice.
- (b) In the event of a water shortage, a water budget shall be established for each Customer of the District, and Customers shall be notified of the basis for calculating their water budget. Water use exceeding twice a Customer's water budget is a waste of water, a violation of the District's rules and regulations, and shall be subject to the penalties herein.
- (c) For the first penalty, the Customer shall receive a written warning from the District including the amount of the exceedance, the penalty that would have been levied absent the provision of a warning and notice that further exceedances will result in monetary penalties as described herein.

- (d) For the second penalty, the Customer shall also receive a written warning from the District showing the amount of the penalty that will be levied on the same quantity of water in the event of a third exceedance.
- (e) Penalties shall be collected on the Customer's water bill. Any penalties shall be the responsibility of the Customer of record for the property where the violation occurred and shall be paid in addition to the fees the District imposes for the cost of water service to the property. Non-payment of penalties imposed pursuant to this section shall be subject to the same remedies as available to the District for the non-payment of fees for water service. The receipt of a water bill with any applicable penalties shall serve as notice of violation.
- (f) Penalties, including the written warning, may be appealed. A Customer who wishes to appeal the imposition of a penalty shall:
  - (1) Pay all amounts stated on the bill except for the disputed penalties; and
  - (2) Submit a completed Appeal Request Form to the District within 15 calendar days of the date of the appellant's water bill for the billing cycle in which the penalty was imposed.
- (g) An appeal will be granted if the District finds that competent evidence supports a reasonable conclusion that:
  - (1) The excessive water use was the result of a malfunction of the District's water system or a billing error by the District;
  - (2) The water was needed for health or safety reasons; or
  - (3) A leak occurred on the property during the subject billing cycle, and the leak has been repaired.
- (h) The District will respond to appeals within 30 calendar days of receipt of an appeal. The District may require additional documentation prior to making a decision on an appeal. In the event an appeal is denied, the appellant shall pay the District within 10 days of denial of the appeal.

**4-1.103 Unauthorized Use Of Fire Hydrants**

Except as provided herein, no person shall use water from a fire hydrant for any purpose other than fire suppression, unless otherwise approved by the General Manager.

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

When it is found that a fire service or a fire hydrant has been used for any purpose other than for suppression, or a single service has exceeded the allowable capacity of the by-pass meter, the District may charge the sum of \$200.00 for the first offense,

\$300.00 for the second offense, and \$500.00 for the third and subsequent offenses; if warranted by the estimate of water usage for each and every incident of authorized use. (Each day of use may be construed as a separate incident.)

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

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

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

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

The District shall not be liable or responsible for any losses by fire by reason of any lack of supply of water or water pressure at the time of fire alarms or at any other time. Water is supplied for domestic purposes, not for fire protection to any Customer, and all contracts for water are made subject to this rule.

#### **4-1.104 Operation Of District Facilities Restricted**

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

Tampering with equipment or theft of service will be grounds for discontinuance of water service. Theft of service shall include, but not limited to the following:

- (a) Opening or closing valves at the curb or meter;
- (b) Breaking, picking, damaging, or cutting off locks;

- (c) Taking unmetered water from hydrants by anyone other than authorized official of a recognized fire department, fire insurance company or District personnel for any purpose other than fire protection;
- (d) Removing, disabling, or adjusting meter registers;
- (e) Connecting to or intentionally damaging water lines, valves, or other appurtenances for the purpose of stealing or damaging the Districts equipment;
- (f) Moving the meter or extending service without permission of the District;
- (g) Any other intentional act of defacement, destruction, or vandalism to District property or act that affects District;
- (h) Any intentional blockage or obstruction of District equipment;

A "Notice of violation" may be mailed or otherwise delivered at the discretion of the Districts General Manager if:

- (a) Evidence suggests the possibility of theft of water service at the Customer's property;
- (b) The violation does not constitute an immediate threat to safety or equipment integrity of the system

The Customer will be ordered to immediately cease any unlawful practice. In addition, the Customer will be subject to a \$100.00 Illegal Tampering Fee as well as any other time and materials charges as detailed by the District.

#### **4-1.105      Damage To Property**

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

The Customer shall be liable for any damage to the meter or other equipment or property owned by the District, which results from any intentional or negligent act by the Customer, their tenants, agents, employees, contractors or licensees. The District shall be reimbursed by the Customer for any such damage promptly on receipt of a District invoice. If an invoice remains unpaid for an excess of 60 days, the invoice shall be added to the Customer's monthly bill.

#### **4-1.106      Fraud**

Service may be discontinued, in the District's discretion, to protect the District against fraud or abuse.

**4-1.107 Requirements**

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

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

**4-1.108 Water Conservation Measures**

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

**4-1.109 Conservation Incentives**

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

#### **4-1.110 Enforcement**

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

- (1) Customers who violate this article for a second time within a twelve-month period have committed an infraction punishable by a fine of up to \$100.
- (2) Customers who violate this article for a third time within a twelve-month period an infraction punishable by a fine of up to \$200.
- (3) Customers who violate this article for a fourth time within a twelve-month period have committed an infraction punishable by a fine of up to \$500.
- (4) The District may terminate service to Customers who have violated provisions of this article five times within a twelve-month period.
- (5) Customers may appeal enforcement fines to the General Manager, to be reviewed by the Board of Directors at the first regularly scheduled Board Meeting following the date of the appeal.

#### **4-1.111 Water Shortage Response – Droughts And Emergencies**

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

1. Pursuant to Water Code section 376 and Government Code section 6061, the District shall publish in a newspaper of general circulation this resolution adopting a water conservation program within 10 days after its adoption; and
2. This resolution will establish regulations to be implemented during times of declared water shortages, or declared water shortage emergencies. It will establish four levels of drought response actions to be implemented in times of shortage, with increasing restrictions on water use in response to worsening drought conditions and decreasing available supplies; and
3. Pursuant to Water Code sections 351 and 352, District will hold a public meeting to discuss any declaration of Drought Response condition, the status of the District's water supply and further actions which need to be taken. District will publish in a newspaper of general circulation notice of the time and place of the public hearing at least seven days prior to the date of hearing, and
4. The four levels of drought response outlined in detail below (items 6-10) will be triggered by the following conditions to meet the specified goals as follows:

- Level 1: a) Lake Elevation is at or below +2.00 feet Rumsey on May 1<sup>st</sup> of the calendar year.  
 b) The recorded annual rainfall is at or below 20”  
 c) Clearlake Oaks County Water District’s Board of Directors has declared a Level 1 Drought Response condition.  
 GOAL: Voluntary measures to achieve 10% reduction in usage.
- Level 2: a) Lake Elevation is at or below +1.00 feet Rumsey on May 1<sup>st</sup> of the calendar year.  
 b) The recorded annual rainfall is at or below 20”,  
 c) Emergency conditions related to reduced source, raw water quality, and/or treatment capacity,  
 d) Clearlake Oaks County Water District’s Board of Directors has declared a Level 2 Drought Response condition.  
 GOAL: Voluntary measures to achieve 20% reduction in usage
- Level 3: a) Emergency conditions related to reduced source, raw water quality, and/or treatment capacity.  
 GOAL: Mandatory measures to achieve 30% reduction in usage.
- Level 4; a) Emergency conditions related to severely reduced source, raw water quality, and/or treatment capacity.  
 GOAL: Connection moratorium and further mandatory measures to achieve 40% reduction in usage.

5. During a Level 1 Drought Response condition, District will increase its public education and outreach efforts to emphasize increased public awareness of the need to implement the following voluntary water conservation practices:
- a. Stop washing down paved surfaces, including but not limited to sidewalks, driveways, parking lots, tennis courts, or patios, except when it is necessary to alleviate safety or sanitation hazards.
  - b. Stop water waste resulting from inefficient landscape irrigation, such as runoff, low head drainage, or overspray, etc. Similarly, stop water flows onto non-targeted areas, such as adjacent property, non-irrigated areas, hardscapes, roadways, or structures.
  - c. Irrigate residential and commercial landscape before 10 a.m. and after 6 p.m. only.
  - d. Use a hand-held hose equipped with a positive shut-off nozzle or bucket to water landscaped areas, including trees and shrubs located on residential and commercial properties that are not irrigated by a landscape irrigation system.
  - e. Irrigate nursery and commercial grower’s products before 10 a.m. and after 6 p.m. only. Watering is permitted at any time with a hand-held hose equipped with a positive shut-off nozzle, a bucket, or when a drip/micro-irrigation system/equipment is used. Irrigation of nursery propagation beds is permitted at any time. Watering of livestock is permitted at any time.
  - f. Use re-circulated water to operate ornamental fountains.

- g. Wash vehicles using a bucket and a hand-held hose with positive shut-off nozzle, mobile high pressure/low volume wash system, or at a commercial site that re-circulates (reclaims) water on-site. Avoid washing during hot conditions when additional water is required due to evaporation.
  - h. Serve and refill water in restaurants and other food service establishments only upon request.
  - i. Offer guests in hotels, motels, and other commercial lodging establishments the option of not laundering towels and linens daily.
  - j. Repair all water leaks within five (5) days of notification by the District unless other arrangements are made with the General Manager.
  - k. Use recycled or non-potable water for construction purposes when available.
6. During a Level 2 Drought Response condition, all persons District water will voluntarily use Level 1 Drought Response water conservation practices during a Level 2 Drought Alert, and will voluntarily use the following additional conservation measures:
- a. Limit residential and commercial landscape irrigation to no more than three assigned days per week on a schedule established by District. During the months of November through May, landscape irrigation is limited to no more than once per week on a schedule established by the General Manager and posted by the District. This section shall not apply to commercial growers or nurseries.
  - b. Limit lawn watering and landscape irrigation using sprinklers to no more than ten (10) minutes per watering station per day. This provision does not apply to landscape irrigation systems using water efficient devices, including but not limited to: weather based controllers, drip/micro-irrigation systems and stream rotor sprinklers.
  - c. Water landscaped areas, including trees and shrubs located on residential and commercial properties, and not irrigated by a landscape irrigation system governed by section 6 (b) (1), on the same schedule set forth in section 6 (b) (1) by using a bucket, hand-held hose with positive shut-off nozzle, or low-volume non-spray irrigation.
  - d. Repair all leaks within seventy-two (72) hours of notification by the District unless other arrangements are made with the General Manager.
  - e. Stop operating ornamental fountains or similar decorative water features unless recycled water is used.
7. During a Level 3 Drought Response condition, all persons using District water shall comply with Level 1 and Level 2 Drought Response conditions and shall also comply with the following additional mandatory conservation measure, along with a revised rate structure to financially discourage non-essential water use:
- a. Limit residential and commercial landscape irrigation to no more than two assigned days per week on a schedule established by the General Manager and posted by the District During the months of November through May, landscape irrigation is limited to no more than once per week on a schedule



established by the General Manager and posted by the District. This section shall not apply to commercial growers or nurseries.

- b. Water landscaped areas, including trees and shrubs located on residential and commercial properties, and not irrigated by a landscape irrigation system governed by section 7 (b) (1), on the same schedule set forth in section 7 (b) (1) by using a bucket, hand-held hose with a positive shut-off nozzle, or low-volume non-spray irrigation.
- c. Stop filling or re-filling ornamental lakes or ponds, except to the extent needed to sustain aquatic life, provided that such animals are of significant value and have been actively managed within the water feature prior to declaration of a drought response level under this resolution.
- d. Stop washing vehicles except at commercial carwashes that re-circulate water, or by high pressure/low volume wash systems.
- e. Repair all leaks within forty-eight (48) hours of notification by the District unless other arrangements are made with the General Manager.
- f. Tier one and tier 2 water rates subject to 15% and 25% increase respectively.
- g. Additionally, no new potable water service shall be provided, no new temporary meters or permanent meters shall be provided, and no statements of immediate ability to serve or provide potable water service (such as, will serve letters, certificates or letters of availability) shall be issued, except under the following circumstances:
  - i. A valid, unexpired building permit has been issued for the project; or
  - ii. The project is necessary to protect the public's health, safety, and welfare; or
  - iii. The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset prior to the provision of a new water meter(s) to the satisfaction of District

This provision shall not be construed to preclude the resetting or turn-on of meters to provide continuation of water service or to restore service that has been interrupted for a period of one year or less.

8. During a Level 4 Drought Response condition, all persons using District water shall comply with Level 1, Level 2, and Level 3 Drought Response conditions and shall also comply with the following additional mandatory conservation measures:
  - a. Stop all landscape irrigation, except crops and landscape products of commercial growers and nurseries. This restriction shall not apply to the following categories of use unless the District has determined that recycled water is available and may be lawfully applied to the use.
    - i. Maintenance of trees and shrubs that are watered on the same schedule set forth in section 7 (b) (1) by using a bucket, hand-held hose with a positive shut-off nozzle, or low-volume non-spray irrigation;
    - ii. Maintenance of existing landscaping necessary for fire protection as specified by the Fire Marshal of the local fire protection agency having jurisdiction over the property to be irrigated;

- iii. Maintenance of existing landscaping for erosion control;
  - iv. Maintenance of plant materials identified to be rare or essential to the wellbeing of rare animals;
  - v. Maintenance of landscaping within active public parks and playing fields, day care centers, school grounds, cemeteries, and golf course greens, provided that such irrigation does not exceed two (2) days per week according to the schedule established under section 7 (b) (1);
  - vi. Watering of livestock; and
  - vii. Public works projects and actively irrigated environmental mitigation projects.
- b. Repair all water leaks within twenty-four (24) hours of notification by the District unless other arrangements are made with the General Manager.
9. Violation of the mandatory requirements of the Water Conservation Program shall constitute a misdemeanor, subject to the following penalties:
- a. Each violation of this resolution may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days or by a fine not exceeding \$1,000, or by both as provided in Water Code section 377.
  - b. Each day that a violation of this resolution occurs is a separate offense.

Administrative penalties may be levied for each violation of a provision of this resolution in accordance with Water Code section 71590.

## **CHAPTER 2 - PROTECTIVE MEASURES**

### **4-1.201 Relief Valve Recommended**

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

### **4-1.202 Service Connection Shut-Off Valves**

A Customer shut-off valve is recommended to be installed within two feet of the meter box on the Customer side, this valve is at the sole expense of the Customer and is to be maintained by the Customer.

Customers are prohibited from operating the valve on the District side of the meter.

### **4-1.203 Cross-Connection Prevention: General**

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

**RULES AND REGULATIONS  
OF THE  
CLEARLAKE OAKS COUNTY WATER DISTRICT**

**ARTICLE I  
NAME AND POWERS**

**1. This governmental body shall** be known as the "**BOARD OF DIRECTORS**" of the **CLEARLAKE OAKS COUNTY WATER DISTRICT**, a County Water District formed pursuant to the provisions of the County Water District Code.

**2. All District powers shall** be those established by the County Water District Code, and shall be exercised by, under, and by virtue of the Board of Directors.

**ARTICLE II  
BOARD OF DIRECTORS**

**1. Membership.**

The Board of Directors shall consist of five Directors, elected as provided by law. Each Director shall be a resident of the District and shall be registered as a District voter at the time of their election and during their term of office.

**2. General Authority and Duties.**

The Board of Directors has general oversight responsibility for the management of the District's affairs. Except as otherwise specifically provided by law or by these Rules and Regulations, the Board collectively and individually shall have the following powers:

- attend regularly scheduled meetings;
- act with the highest ethical standards and good conduct, including compliance with all state and federal laws;
- participate in two tours of all facilities, one for water and one for wastewater;
- conduct business only as a Board;
- not act alone on any matter without a majority vote of the Board;
- not act alone to disrupt the work of, or request work from, or direct any member of the staff without a majority vote of the Board.
- observe basic sanitation and prepare for any meeting by being properly groomed and attired or be asked to leave the meeting by the President;
- prepare for any meeting by reviewing all relevant materials before the meeting;
- request the General Manager for any additional information directly related and necessary for consideration of any item on the agenda for the scheduled Board or Committee meeting;



- establish and set the District's mission, goals, rules and regulations, and guidelines for carrying out these directions;
- appoint the Board Secretary from the employees of the District;
- ensure compliance with all applicable federal, state and local laws and ordinances;
- set the rates charged for District water and wastewater, and impose rates and special assessments as may be necessary to cover planned, unplanned or unanticipated contingencies pursuant to the procedures and requirements of Article XIID of the California Constitution, and applicable statutory law;
- have the authority to levy fines to ratepayers who violate District rules as authorized by law;
- approve a budget consistent with District needs and resources by June 30<sup>th</sup>, the last day of the fiscal year;
- approve expenditures allocated to the Capital Replacement Project (CRP) accounts;
- all checks require two Directors signatures;
- ensure that all records, minutes and notices are created, maintained and made available according to federal and state laws;
- exercise rights and powers for, and on behalf of the District with diligence and care;
- ensure that the District's water and wastewater systems receives, records and spends funds in accordance with modern accounting, purchasing and record-keeping standards;
- assure that system revenue covers operations plus debt service plus reserves; and,
- hire, direct, evaluate, compensate, and terminate the General Manager.

### 3. Conflict of Interest.

- No Director or official of the District shall make, participate in making or in any way attempt to use his official position to influence a decision in which he knows or has reason to know he has a financial interest in accordance with the Government Code.
- Any contract, agreement or other financial arrangement made in violation of these provisions is void and unenforceable, and the party with whom the District contracts may not be entitled to any compensation, regardless of any work performed, service provided, or goods delivered.
- A financial interest of a director includes interests of the director's family and of any entity in which the director has an interest, as provided by law.
- Directors should take great care in avoiding even an appearance of impropriety, such that any potential conflict should be disclosed before a matter is brought before the Board for consideration.

### 4. Meetings.

- **Regular meetings** of the Board of Directors shall be held at the District Administrative Office Building on the third Thursday of the month at 4 pm. Notice shall be given 72

hours in advance to Board Members via email or text or voice, and the public by posting the agenda 72 hours in advance. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board 72 hours in advance including posting on the District website. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.

- **Special meetings** may be called at any time by the President or any two Directors. Whether the meetings are called by the President or by the Directors, notice shall be made 24 hours in advance to each Board Member via email or text or voice, and the public 24 hours in advance by posting the agenda. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board including posting on the District website 24 hours in advance. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Emergency meetings** may be called at any time by the President or any two Directors. Whether the meetings are called by the President or by the Directors, notice thereof shall be made 1 hour in advance to each Board Member via email or text or voice, and the public 1 hour in advance by posting the agenda. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board including posting on the District website 1 hour in advance. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Committee meetings** may be called as required without public notice and cannot include more than two Directors. Committee Reports and Recommendations will be presented to the Board for final approval.
- **Meetings are to be Open to the Public.** All of the sessions of the Board of Directors, whether regular, special or emergency, shall be open to the public. All non-agenda items shall be limited to a maximum of 3 minutes per Speaker.
- **Closed Sessions** of the Board of Directors are permitted during a regular or special meeting to consider any matter permitted under the Ralph M. Brown Act.
- **Meetings shall be held and conducted** pursuant to the agenda and notice requirements of the Ralph M. Brown Act and Roberts Rules of Order.

#### 5. **Quorum; Vote Necessary.**

- Three Directors shall constitute a quorum of the Board for the transaction of business. If only three Directors are at a meeting then all three shall be necessary and sufficient to determine any proposition or resolution presented.
- If more than three Directors are present then the vote of a majority of the Directors shall be necessary and sufficient to determine any proposition or resolution presented.

**6. Terms of Office.**

The term of office of each Director elected at a general District election is four years or until his or her successor qualifies and takes office. If a Director resigns, dies, or is otherwise ineligible to continue as a Member of the Board, the office of that Director shall be filled pursuant to the Government Code. No more than three Directors may stand for election at the same time in order to ensure terms are and remain staggered.

**7. Organization of the Board.**

At the December meeting of the Board in each calendar year, the Board shall organize and elect its officers. Interim reorganization may be undertaken by the Board as deemed necessary.

**8. Compensation.**

- Compensation shall be determined by Ordinance pursuant to the Water Code.

**9. Censure and Removal.**

- A Director may be recalled at a special or general election by resident voters as provided in the Uniform District Election Law.

**10. Hold harmless, Indemnify and Defend.**

- The District shall hold harmless, indemnify and defend any officer, Director or employee from a claim, complaint, cause of action or other proceedings arising out of, or relating to the lawful and official performance of such individuals duties as an officer, Director or employee of the Clearlake Oaks County Water District.
- As to any officer, Director or employee who is no longer associated or employed by the District at the time that such claim, complaint, cause of action, or other proceeding is brought, the District agrees to hold harmless, indemnify or defend such officer, Director or employee as to any such claim, complaint, cause of action or other proceedings arising out of or relating to a lawful and official act undertaken by such officer, Director or employee in the course of performance of his/her duties for the District.

**11. Insurance.**

The District shall procure and maintain insurance, including coverage under an Errors and Omissions Liability insurance policy covering acts performed in connection with duties, and such other insurance as is necessary to protect the officers, Directors and employees of the District.

**ARTICLE III  
ELECTIONS**

**1. General Election.**

The Directors shall be elected at the general election of the District, by resident voter election, and shall be held as provided in the Uniform District Election Law, and shall be consolidated with the Statewide general election in accordance with California Elections Code. The election shall be held in conformity with the provisions of the Uniform District Election Law, California Elections Code. No more than three Directors may stand for election at the same time in order to ensure terms are and remain staggered.

**2. Special Elections.**

The Board of Directors, by resolution, may call a special election on any proposition which the Board desires or is required to present to the voters of the District. Such special election shall be called in the manner and upon the notice prescribed by the County Water District Law and these Rules and Regulations and District Policies and Procedures.

**3. Time, Place and Manner of Conducting Elections.**

Notwithstanding any other provision of law, or the Rules and Regulations of the District, all elections within the District, including elections for Directors and elections that are required by law to authorize any special taxes or bonded indebtedness, shall be conducted as resident voter elections in accordance with this chapter. Nothing in this chapter shall be construed to require resident voter approval of bonds where voter approval is not required under the statutory or constitutional provisions in effect prior to January 1, 1994.

**4. Qualified Voters.**

Qualified voters within the District shall be residents of, and registered voters in the District.

**ARTICLE IV  
PRINCIPAL OFFICE**

**1. The principal office** of the District shall be located in the County of Lake, State of California, at a place designated from time to time by the Board of Directors by resolution entered in its minutes.

**2. The current principal office** of the District shall be located at Clearlake Oaks County Water District Administration Office at 12952 E. Hwy 20, Clearlake Oaks, CA 95423.

**ARTICLE V  
SEAL**

**The District shall have and maintain a seal**, described as follows:

IMPRINT SEAL BELOW

Two concentric circles, the outer circle being approximately one and one-half inches in diameter and the inner circle approximately one inch in diameter; with the words "CLEARLAKE OAKS COUNTY WATER" in the upper part of the space between the circles; with the word "CALIFORNIA" in the lower part of the inner circle; and with the words "Oct. 25, 1960" inside the inner circle above "CALIFORNIA". An impression of said seal appears in the margin hereof.

**ARTICLE VI  
OFFICERS, GENERAL MANAGER AND EMPLOYEES**

**1. Officers.**

In addition to the Directors, the officers of the District shall be: President, Vice President, and Secretary.

**2. President.**

The President shall be elected by the Board of Directors from among its members. The term of the President shall be for one year, or until the election and qualification of her/his successor. Nominations and election of the President shall be at the first regular meeting of the Board in December. The President is:

- responsible for leading the Board in its activities and for serving as the principal liaison between the Board and District management;
- primarily responsible, with the input of other Directors, for setting the agenda for regularly scheduled Board meetings consistent with these Rules and Regulations, and for determining whether and when special meetings should be held;
- responsible for presiding at and managing all meetings;
- responsible for coordinating Board representation for events and functions;
- expected to keep the Board apprised of his or her activities that have a material bearing on District affairs;
- to serve as the principal liaison between the Board and District management, and is expected to stay in regular contact with the Directors and officers of the Board, in accordance with the open meeting provisions of the Brown Act and to appraise the Board on important issues discussed with District management;



- not authorized to take unilateral action on any District matter or publicly represent the District on any issue without prior authorization of the Board in accordance with these Rules and Regulations;
- is expected to respect and reinforce the appropriate roles of the Board and District management, and to operate in a capacity as a member of the Board and not as a member of the District's management.
- shall sign all District contracts, except the General Manager may sign contracts up to the limit of delegated authority per project or purchase.

### **3. Vice President.**

The Vice President shall be elected by the Board of Directors from among its members, at the same time and for the same term as the President. In the absence of or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other duties and authority as may be assigned to him/her by the Board.

### **4. Secretary.**

The Board of Directors shall appoint a District employee to serve as the Secretary. Once designated the Secretary shall: administer the Oath of Office to the Directors; manage all agenda requirements; keep a record of all the proceedings at meetings of the Board; perform all required state and federal filings; maintain all documents pertaining to District affairs in an appropriate filing system and filed in the office of the District and shall be available for public inspection. The Secretary, in consultation with the General Manager, may be assigned other Secretarial duties to assist the Board in carrying out its role. The Board shall provide input to the General Manager for the Secretary's annual review.

### **5. Employees.**

The Board of Directors hires, directs, annually reviews in writing, compensates and terminates the General Manager. The General Manager is the sole District employee directly hired by the Board. The Board shall determine the spending and signing authority of the General Manager. The duty of the General Manager is to then manage the District consistent with the policies, procedures and guidance of the Board. The General Manager will provide a proposed budget working with a Board appointed Committee. The annual proposed budget will be presented to the Board for consideration and review by the April regular meeting, and present the revised budget by the June meeting for final approval. **Job descriptions and salary ranges are the responsibility of the General Manager and should be used to formulate the annual budget.** The District staff are hired, terminated, reviewed, compensated, and report to the General Manager. The General Manager will bring a new position that expands the number of employees beyond what was included in the authorized budget to the Board for approval. Board communication to employees is through the General Manager. Employee communication to the

Board is through the General Manager, except that an employee may direct a written statement to the President if it concerns misconduct by the General Manager. If the President is unavailable or the issue is with the President and General Manager, the employee may direct the written statement to the Vice President.

**ARTICLE VII  
FISCAL YEAR**

The fiscal year for the District shall begin on July 1st and end June 30th of the following year.

**ARTICLE VIII  
ANNUAL BUDGET**

The Board shall adopt by June 30 and publish an annual budget setting forth the estimated cost for all activities and programs of the District for the next fiscal year. The General Manager will include a page listing job positions and pay ranges as backup for the total employee budget allocation.

Adopted at the Regular Meeting of the Board of Directors on July 21, 2016, by the following vote:

**AYES: MEDEIROS/HOSIER/HEESZEL**

**NOES: BARRON/KUEHN**

**ABSTAIN: NONE**

**SIGNED:** Margaret Medeiros  
Margaret Medeiros, Board President

**ATTESTED TO:** Dianna Mann  
Dianna Mann, Board Secretary

## What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected with the goal of optimizing yields while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds help assist public agencies in strengthening and diversifying their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

## How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

## How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at [clientservices@californiaclass.com](mailto:clientservices@californiaclass.com). To obtain account forms and fund documents, visit [www.californiaclass.com/document-center/](http://www.californiaclass.com/document-center/).

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## CALIFORNIA CLASS FEATURES

As a California CLASS Participant, you have access to many convenient features:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Contributions by wire or ACH
- Ratings of 'AAA<sub>m</sub>' & 'AAA<sub>f</sub>/S1'
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No redemption notices for Prime Fund
- Participant-to-Participant transactions
- Dividends accrue daily and pay monthly
- No maximum or minimum transaction limits
- No maximum or minimum investment requirements
- No transaction fees\*
- Annual audit conducted by independent auditing firm\*\*
- Dedicated client service representatives available via phone or email on any business day

\*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.  
\*\*External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



## What are the objectives of California CLASS?

### Safety

The primary investment objective of the California CLASS Prime Fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

### Liquidity

When you invest in the California CLASS Prime Fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the online transaction portal. There are no redemption notices for the daily-liquid California CLASS Prime Fund. The California CLASS Enhanced Cash Fund is a variable NAV fund that provides next-day liquidity and requires a one-day notification of redemption.

### Competitive Returns

California CLASS strives to provide competitive yields while adhering to the objectives of safety and liquidity. Participants can benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. The portfolio performance objective is strengthened by the knowledge of

California public agency cash flows that the Public Trust team possesses.

### Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day via the California CLASS Online Transaction Portal at [www.californiaclass.com](http://www.californiaclass.com).

### Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, dividend accruals, and yield summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

### Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

**Have Questions?** Contact us or visit [www.californiaclass.com](http://www.californiaclass.com) for more information.



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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the California CLASS Information Statement(s) before investing. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the California CLASS Information Statement(s) before investing. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. The California CLASS Prime Fund is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit [www.spglobal.com](http://www.spglobal.com). The California CLASS Enhanced Cash Fund is rated by 'AAAf/Sl' by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'Sl' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'Sl' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit [www.fitchratings.com](http://www.fitchratings.com). Ratings are subject to change and do not remove credit risk.



## A JOINT POWERS AUTHORITY INVESTMENT POOL

### Client-First & User-Friendly Cash Management Solutions Designed for California Public Agencies of All Sizes

#### California CLASS provides Participants the following benefits:

- ✓ Convenient, modern transaction portal
- ✓ Dedicated client service team equally committed to all California public agencies
- ✓ Portfolios managed in accordance with California Government Code
- ✓ Transparent governance by Board of Trustees
- ✓ Portfolios marked-to-market with net asset value and yields posted to website daily

Fund Option	Prime	Enhanced Cash
<b>Portfolio Type</b>	Prime-style fund	Enhanced cash
<b>Purpose</b>	Operating Funds	Strategic Reserves
<b>Rating</b>	'AAAm'	'AAAf/S1'
<b>Min/Max Investment</b>	None	None
<b>Withdrawals</b>	Unlimited	Unlimited
<b>Investment Horizon</b>	Day-to-Day	12-18 Months
<b>Liquidity</b>	Same-Day	Next-Day
<b>WAM</b>	≤60 days	90-200 days
<b>Net Asset Value (NAV)</b>	Stable \$1.00 per share	Variable \$10.00 per share

Learn more about building an optimal liquidity portfolio for your public agency; contact us today.



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