

**CLEARLAKE OAKS COUNTY WATER DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS**

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

MAY 19, 2022

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

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

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

Public comment on non-agenda items

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

Staff Written Operational Reports

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

Consent Items

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

1. Financial Reports for review and approval

- a. April 2022, 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 04/21/2022
- b. Minutes of Special Meeting 05/05/2022

3. Bills

- a. MC Engineering invoice number 2185, dated 5/5/2022, in the amount of \$14,780.04 for the USDA Water Improvements Project
- b. T & S Construction invoice number 12, dated 4/30/2022, in the amount of \$465,081.53 for the USDA Water Improvements Project

Action Taken _____

4. Agenda (New Business)

- a. Discussion and review of 2022-2023 Annual Budget

Action Taken: _____

- b. Discussion and consideration of Resolution 22-05, Authorizing Representative for the SWRCB Wastewater Rehabilitation and Infrastructure Project, Phase 4

Action Taken: _____

- c. Discussion and consideration of Resolution 22-06, Reimbursement to SWRCB for the Wastewater Rehabilitation and Infrastructure Project, Phase 4

Action Taken: _____

- d. Discussion and review of the Memorandum of Agreement Regarding Contracting from Sanitary and Source Water Assessment Survey of the Clear Lake4 Watershed Area

Action Taken: _____

- e. Discussion and approval of Telework Policy and Agreement

Action Taken: _____

Adjournment **Time:** _____

Clearlake Oaks County Water District

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

May 13, 2022

Administration

- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 21 accounts on payment arrangements.
- ∂ The District continues to conduct its billing audit on vacant lots and unbilled properties within District boundaries. This will be an ongoing audit for an unknown period of time as I rely heavily on the DC and the rest of the Admin department for locating service connections.
- ∂ The Wastewater Arrearages Grant is moving right along, I spoke with SWRCB last week and we are in the final stages, hopefully we will receive payment within the next 30-45 days, these payments should reflect on the current budget. Once received, we will start processing payments and notification letters.
 - Please find the attached approved Disbursement Request Form
- ∂ Last month, the agenda featured a quote from Docufree for cloud based access to the District files. I was hoping to have another quote in time for this agenda; however, the 2nd company we are attempting to obtain a quote from outsources the scanning and has to locate a scanning company in Northern California that can assist with this style of project, IE: Map sizing, file sizing (postcards, legal), ETC. I responded to their inquiry last Friday, but I have not heard back yet.
- ∂ The CSDA Board Secretary Conference is upon us! We have not been certified since 2019, I spoke with them last week, and they will have the brochure out next month, so that may be featured at the June Regular Meeting depending on when they release it.
- ∂ The Electronic Annual Report is due on May 21st, Kurt and I are about 95% done with the report, I am making the final adjustments this week and hoping to submit by Thursday.
- ∂ Annual Backflow Testing has begun. We had a slight hiccup with notification letters this year as we are trying to navigate all the new installs; however, we are trying to correct that for the next round. T&S has turned in approximately 200 test results for devices they installed under the USDA Water Improvements Project.
- ∂ 1st Quarter Financial Reports have been submitted

All the best,

Olivia Mann
Administrative Services Manager
Board Secretary

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

STATE WATER RESOURCES CONTROL BOARD

**CALIFORNIA WATER AND WASTEWATER ARREARAGES PAYMENT PROGRAM
WASTEWATER ARREARAGES DISBURSEMENT REQUEST FORM**

APPLICANT NAME: CLEARLAKE OAKS COUNTY WATER DISTRICT
LEGAL ENTITY NAME: CLEARLAKE OAKS COUNTY WATER DISTRICT
REMIT PAYMENT TO ENTITY (select one):

Wastewater Treatment Provider **Wastewater Billing Entity**

REMIT TO ADDRESS: P.O. BOX 709
 CLEARLAKE OAKS, CA 95423

	NO. OF ACCOUNTS	PAYMENT AMOUNT REQUESTED
RESIDENTIAL	133	81892.37
COMMERCIAL	1	2041.17
SUBTOTAL	134	83933.54
ADMINISTRATIVE COSTS (Maximum of 3% OF SUBTOTAL UP TO \$1 MILLION)		2518.01
GRAND TOTAL OF PAYMENT AMOUNT REQUESTED		86451.55

CERTIFICATION: I have read and signed the Conditions of Payment Form and understand that this Disbursement Request Form **CANNOT BE PROCESSED** unless a complete and accurate Conditions of Payment Form is currently on file with the State Water Resources Control Board.

The arrearages claimed in this Disbursement Request Form have been incurred and remain unpaid by customers of the Wastewater Treatment Provider and any payments received from the State Water Resources Control Board will be allocated as bill credits within sixty (60) days of receipt of the funds requested in accordance with the California Water and Wastewater Arrearages Payment Program Guidelines and will return any moneys not credited to the State Water Resources Control Board within six months of receipt.

AUTHORIZED REPRESENTATIVE OR DESIGNEE SIGNATURE:

DATE:

Olivia Mann

May 4, 2022

Olivia Mann (May 4, 2022 09:28 PDT)

Adobe Acrobat Sign Transaction Number: CBJCHBCAABAAqJx8YuzQI7ZthZ1QYGRGB40YTWlvXnk

FOLLOWING SECTION IS FOR STATE USE ONLY

PAYMENT INVOICE NO.: 214812-01

INVOICE DATE: 04/04/2022

**CALIFORNIA WATER AND WASTEWATER ARREARAGES PAYMENT PROGRAM
WASTEWATER ARREARAGES DISBURSEMENT REQUEST FORM**

APPLICANT NAME: CLEARLAKE OAKS COUNTY WATER DISTRICT
 LEGAL ENTITY NAME: CLEARLAKE OAKS COUNTY WATER DISTRICT
 REMIT PAYMENT TO ENTITY (select one):

Wastewater Treatment Provider Wastewater Billing Entity

FOLLOWING SECTION IS FOR STATE USE ONLY

PAYMENT INVOICE NO.: 214812-01
 INVOICE DATE: 04/04/2022

PAYMENT REQUEST AMOUNT	\$ 86,451.55
ADJUSTMENT	\$ 0.00
AMOUNT DUE	\$ 86,451.55

ADJUSTMENT COMMENTS:



FISCAL SUPPLIER ID: 0000032386 ADDRESS ID: 1

FUND TITLE		ITEM	FY	CHAPTER	STATUTE
Coronavirus Fiscal Recovery Fund of 2021		3940-162-8506	21/22	21/21	2021
PROGRAM	REPORTING STRUCTURE	ACCOUNT	ALT ACCOUNT	PROJECT #	PROJECT ACTIVITY #
3560000C25	39400556	5432600	5432600000	3940COVIDARREAR	L/A

STATUTE LANGUAGE:

Per California Health and Safety Code 116773.4(b)(4)(B), the board provides financial assistance to wastewater treatment providers or their wastewater billing entities for the purpose of assisting customers with past-due bills accrued during the COVID-19 pandemic bill relief period from March 4, 2020 to June 15, 2021.

SIGNATURES FOR APPROVAL OF PAYMENT

	Analyst	<u>5-4-2022</u>
Reviewed By: _____	Title: _____	Date: _____
	Manager	<u>5/10/2022</u>
Reviewed By: _____	Title: _____	Date: _____

Clearlake Oaks County Water District

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May 16, 2022

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

DC board letter,

Water distribution main & service lines:

*As far as leak repairs go, we had 16 repairs this month. 2 having been mainline repairs.

Jetting sewer line on Lakeview



Leaking Saddle/ Main Repair



Main repair on Marina



Sample stations sites/Boil water notices:

*DC crew is collecting the routine BacT samples every Wednesday. All Samples have come back negative. Boil Water Bac T Samples have all come back negative.

Sewer collections and Lift station sites:

*Weekly testing of lift station alarms, and inspections are all being completed as scheduled.
DC Crew Jetted sewer main on west side of Lakeview Dr.

Staff updating:

*DC crew includes;

- Jeremy, Chief – OP. 3, Class B license.
- Jesse, Lead – OP. 3, Class B license, Tech. Ham license.
- Garrett - DC OP. 2, Has D3 and T2 Cert, B license.
- Hugo - DC OP. 2, Class B license. Tech. Ham license.
- Jerry - DC OP. 2, Class B license.

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

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District vehicles:

*No repairs on district vehicles this month.

Miscellaneous:

- * Spring St to Hwy 20 mainline tie-in has been completed.
- * DC has placed locks on more fire hydrants in district to prevent theft.
- * DC has continued to Replace curb stops that do not lock in district.

Thank You
Chief DC, Jeremy Backus

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

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April / May 2022
Board letter

- ◆ May raw water NTU have been getting progressively worse from high wind and more sun NTU levels have been running between 7-20. The ammonia level has continued to be at zero in the raw water. Charge analyzer and jar testing are being done regularly; adjustments are being made and monitored. Filter backwashes continue to be every other or third day.
- ◆ Water production for the month of March was 19.342 MG. Raw water intake is 20.764 MG
- ◆ We are still getting regular plant shut downs.
- ◆ 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 & 3 are still in operation while repair work was being done on filter 1. We are in progress of getting filter 1 back on line thru super chlorinating and backwashing to get it back in spec to be able to put it back in full service
- ◆ We are currently still running on the tank farm, the clearwell headers have been installed, the roof, walls and floor have been painted. Work on the cathodic protection and the aeration equipment has begun.
- ◆ The emergency pump has been brought online and we ran the plant on it for approximately 36 hrs without any problems. The lake was very windy making NTU values inaccurate to compare from.
- ◆ The motor on the flash mixer failed after 3 ½ years we were able to get 2 motors one for replacement and one for the shelf.
- ◆ I will be on vacation from 5-10-22 thru 5-23-22.

Water sample list is attached

Treatment staff:

James Simons T2 Operator Class B permit

Kurt Jensen T3, D2 Chief Class B permit

Helping treatment also

Jesse Seth T2 D3 operator

Thank you,

Kurt Jensen

WTP Chief Plant Operator

k.jensen@clocwd.org

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Clearlake Oaks County Water District

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May 16, 2022

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

RE: April Board Letter

FLWS FOR THE MONTH/CLEARLAKE LAKE LEVEL:

- ❖ **INFLUENT: 7.032 MG (AVERAGE: 234,000 GPD)**
- ❖ **EFFLUENT: 6.082 MG (AVERAGE: 203,000 GPD/140 GPM)**
- ❖ **CLEARLAKE AVERAGE DAILY LEVEL: .34' RUMSEY GAUGE**

The plant process during this month was good. All testing in-lab and out-sourced results were in compliance with our WDR. All 4 emergency ponds are free of any liquid. We are preparing for what seems to be a bad summer this year. The lake level is in a worse position as compared to last year. At this time we are beginning to see the algae reach our headwork. We are anticipating the same affects in our process like last summer. This is the reason we have added an extra brush rotor as seen on the fist 2 pictures. The bearing was replaced on one of the existing rotors as seen in the 3rd picture.



Groundwater monitoring report 1st quarter was submitted to the state during this month as well. We were unable to sample well #2 again. At this point drilling a new well is imminent. This has been triggered because of the consecutive times well #2 has not been sampled (Please see Work Plan attached). All maintenance and testing has been completed for the month.

Francisco Castro
Wastewater Chief Plant Operator

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Monitoring Report Submittal Transmittal Form

Attn: Guy Childs (916) 464-4648
Central Valley Regional Water Quality Control Board
11020 Sun Center Drive #200
Rancho Cordova, CA 95670-6114

Discharger: Clearlake Oaks Cnty Water District
Name of Facility: Clearlake Oaks Co. WTR District WWTP
WDRs Order Number: 98-211
WDID: 5A170100002
County: Lake

I am hereby submitting to the Central Valley Water Board the following information:

Check all that apply: *2022 Groundwater Monitoring Well Disinfection and Re-development Work Plan

Monthly Monitoring Report for the month of N/A

1st / 2nd / 3rd / 4th (circle one) Quarterly Monitoring Report for the year of N/A

1st / 2nd (circle one) Semi-annual Monitoring Report for the year N/A

Annual Monitoring Report for the year N/A

Violation Notification

During the monitoring period, there were were not (circle one) any violations of the WDRs.

1. The violations were: N/A

2. Have the violations been corrected? Yes / No. If no, what will be done to correct the violations: N/A

Certification Statement

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

Signature: 

Phone: 707.998.1468

Printed Name: FRANCISCO J. CASTRO

Date: 5.9.22

CLEARLAKE OAKS COUNTY WATER DISTRICT
13705 Jensen Road, P.O. Box 709
Clearlake Oaks, CA 95423
Phone: (707) 998-1468 Fax: (707) 998-9783 Mobile: (707) 350-0719
Website: www.clocwd.com **e-mail:** f.castro@clocwd.org
Waste Water Treatment Plant

May 9, 2022

Guy Childs, Associate Engineering Geologist
State of California
Central Valley Regional Water Quality Control Board
11020 Sun Center Drive, #200
Rancho Cordova, CA 95870-6114

Dear Mr. Childs;

Along with this email you will find the 2022 Groundwater Monitoring Well Disinfection and Re-developing Workplan. This plan is submitted to fulfill the order given in regards to the report of 20 October 2021 Inspection. It stated that a workplan was to be submitted not later than May 10th to meet compliance. Our Professional Engineer has prepared our plan addressing our coliform hits history and concerns over our lack of sampling from well #2.

If there are any questions or concerns, please feel free to contact me using the contact information provided.

Francisco Castro
CPO
Clearlake Oaks WWTP
Phone: (707) 998-1468
Fax: (707) 998-9783
Mobile: (707) 350-0719
E-mail: f.castro@clocwd.org

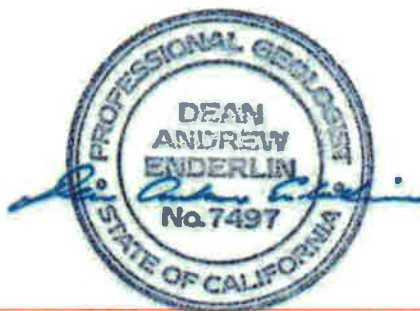
Groundwater Monitoring Well Disinfection and Re-Development Workplan

Clearlake Oaks Wastewater Treatment Plant

Prepared for
Clearlake Oaks County Water District

12952 East Highway 20
Clearlake Oaks, California 95423

May 2022



Expires Sept. 30, 2023

Prepared by

Dean A. Enderlin, P.G.

2950 Lake County Highway
Calistoga, California 94515

Acronyms and Abbreviations

bgs	below ground surface
CLOCWD	Clearlake Oaks County Water District
DWR	California Department of Water Resources
mg/L	milligrams per liter
mL	milliliter
MPN	Most Probable Number
MRP	Monitoring and Reporting Plan
NTU	Nephelometric Turbidity Unit
RWQCB	California Regional Water Quality Control Board
WWTP	wastewater treatment plant

1.0 Introduction

This report presents a Workplan for future courses of action regarding the detection of total coliform organisms in groundwater monitoring wells at the Clearlake Oaks County Water District (CLOCWD) Wastewater Treatment Plant (WWTP) in Lake County, California. The report also reviews the performance of groundwater monitoring well WWTP-02MW.

This report is organized into the following sections and appendices:

- **Section 1.0 - Introduction.** Provides a description and organization of this report.
- **Section 2.0 - Background and Purpose.** Describes the purpose of this report.
- **Section 3.0 - Historical Sampling Results.** Total coliform sampling results, 2004-date.
- **Section 4.0 - Disinfection Methodology.** Standard procedures for well disinfection, etc.
- **Section 5.0 - Well Development Methodology.** Procedures for well development.
- **Section 6.0 - Groundwater Monitoring Well WWTP-02MW.** A review of the performance of Groundwater Monitoring Well WWTP-02MW.

2.0 Background and Purpose

This Workplan was prepared for CLOCWD, in response to a request for the submittal of a *Well Disinfection and Re-Development Workplan* in a report from the Central Valley RWQCB to the General Manager of the CLOCWD, dated 10 March 2022, titled "Report of 20 October 2021 Inspection, Clearlake Oaks County Water District Wastewater Treatment Facility, Lake County " (RWQCB, 2022).

The above report requests the following submittal:

By **10 May 2022**, please submit a Well Disinfection and Re-Development Workplan that describes the measures to be taken to address the total coliform organisms reported in the monitoring wells (MWs) 2 and 3. In addition, please provide an explanation regarding how CLOCWD intends to comply with the groundwater monitoring requirements if MW-2 is dry.

Be advised that if groundwater samples cannot be consistently collected from MW-2, then the well will need to be replaced and developed. Prior to installing the well, a Groundwater Monitoring Well Installation Workplan will need to be prepared in accordance with, and include the items listed in, the first section of the enclosure: "Requirements for Monitoring Well Installation Workplans and Monitoring Well Installation Reports". The workplan will need to be prepared under the supervision of a California Registered Engineer or Professional Geologist and stamped/signed by the professional.

The requests are similar to those addressed in a Groundwater Monitoring Well Disinfection and Re-Development Workplan prepared in 2019 (Enderlin, 2019a). With three years of additional observations and data to draw upon, this Workplan will serve to expand on the information provided in 2019, with revised recommendations based on the additional information gathered over the last three years.

Groundwater monitoring wells WWTP-01MW, WWTP-02MW and WWTP-03MW were installed in 2004 to replace inadequately designed monitoring wells that had been used for the CLOCWB Monitoring and Report Program (MRP) from 1998 to 2003. The new groundwater monitoring wells were installed according to California Water Well Standards (DWR, 1981; DWR, 1991) in May 2004, and placed into service in the third quarter of 2004.

Additional information on the history and performance of the monitoring wells is available in the following reports:

- California Regional Water Quality Control Board (RWQCB), November 2003, *Revised Monitoring and Reporting Program, Clearlake Oaks County Water District, Lake County*. (RWQCB, 2003). Revised MRP under Order No. 98-211, Waste Discharge Requirements, for Clearlake Oaks County Water District Wastewater Treatment Plant, Lake County, includes requirements for groundwater monitoring (p. 3), groundwater quarterly reporting (p. 5), and groundwater annual reporting (p. 6).

- CH2M-HILL, January 2004, *Groundwater Sampling and Analysis Plan for Clearlake Oaks Wastewater Treatment Plant*. (CH2M-HILL, 2004a). Specifications for the current groundwater monitoring program at Clearlake Oaks Wastewater Treatment Plant.
- CH2M-HILL, July 2004, *Groundwater Monitoring Well Installation Report of Results*. (CH2M-HILL, 2004b). Drill and casing logs and as-built specifications for groundwater monitoring wells WWTP-01MW, WWTP-02MW, and WWTP-03MW.
- Enderlin, Dean, November 2014, *Groundwater Monitoring Well Disinfection and Development Workplan, Clearlake Oaks Wastewater Treatment Plant* (Enderlin, 2014). Prepared in response to Finding No. 23 (p. 6) and Task Order No. 8 specified in Cleanup and Abatement Order (CAO) R5-2014-0707: A technical report to address total coliform detections in wells WWTP-01MW, WWTP-02MW and WWTP-03MW.
- Enderlin, Dean, February 2015, *Groundwater Monitoring Well Disinfection and Development Completion Report, Clearlake Oaks Wastewater Treatment Plant* (Enderlin, 2015). Prepared in response to Finding No. 23 (p. 6) and Task Orders No. 8 and No. 9, specified in Cleanup and Abatement Order (CAO) R5-2014-0707: Follow-up completion report to the November 2014 *Well Disinfection and Development Workplan*.
- Enderlin, Dean, February 2016, *Groundwater Monitoring Well Evaluation Report, Clearlake Oaks Wastewater Treatment Plant* (Enderlin, 2016a). Prepared in response to Finding No. 23 (p. 6) and Task Order No. 10, specified in Cleanup and Abatement Order (CAO) R5-2014-0707: Evaluates total coliform levels in the wells, both before and after the wells were disinfected and re-developed. Presents options for use of the wells.
- Enderlin, Dean. March 2019. *Groundwater Monitoring Well Disinfection and Re-Development Workplan, Clearlake Oaks Wastewater Treatment Plant*. (Enderlin, 2019a). Prepared in response to a request for the submittal of a *Well Disinfection and Re-Development Workplan* in a letter from the Central Valley RWQCB to the General Manager of the CLOCWD, dated 28 March 2019, titled "Notice of Violation and Report of 27 February 2019 Inspection, Clearlake Oaks County Water District Wastewater Treatment Facility, Lake County": A technical report to address total coliform detections in wells WWTP-02MW and WWTP-03MW.

2.1 Description of Monitoring Wells

The CLOCWD groundwater monitoring program (MRP) relies on three monitoring wells that were installed in 2004. These serve as the quarterly sampling points for the MRP, replacing the older wells (named Facility, Pluth and Davis) that were determined to be inadequate for monitoring purposes. A description of each new well follows:

WWTP-01MW. Located on a levee at the eastern boundary of the WWTP. It is uphill and hydraulically upgradient from the most active parts of the WWTP. Total depth of boring was 32 feet bgs. The boring log indicates that the hole was collared in sandy silt (fill material). Soil (brown sandy silt with gravel) was encountered at about 15 feet. Bedrock

(volcanic tuff) was encountered at about 30 feet. The well is cased to a depth of 31.5 feet bgs, with a screened interval extending from 11.5 feet bgs to the hole bottom. The annular surface seal extends to 10 feet bgs.

WWTP-02MW. Located on a levee immediately downgradient (west) from the chlorine contact basin and partially mixed lagoons. Total depth of boring was 38 feet bgs. The boring log indicates that the hole was collared in levee fill (silty sand and gravel). The base of fill was encountered at about 15 feet, where mottled brown silty sand and gravel were encountered. Poor recovery was encountered from 32 to 36 feet. Silt, sandy clay, and clayey sand were encountered in the remaining two feet of the hole. The well is cased to a depth of 38 feet bgs, with a screened interval from 17.5 feet bgs to the hole bottom. The annular surface seal extends to 15 feet bgs.

WWTP-03MW. Located near the northwest corner of the WWTP and downgradient from the sludge drying beds and oxidation ditch. The boring log indicates that the well was collared in brown silty sand. It passed through intervals of brown silty sand and gravel to a final depth of 28 feet bgs. The well is cased to a depth of 27.5 feet bgs, with a screened interval from 12 feet bgs to 27 feet bgs. The annular surface seal extends to 9.2 feet bgs.

3.0 Historical Sampling Results

3.1 Historical Results

The current monitoring wells were put into service in July 2004, and have been sampled on a quarterly basis since then. Table 3.1 summarizes the total and fecal coliform sampling results for the revised MRP since its inception. Well disinfection and development dates are also shown. Although not a requirement of the MRP, fecal coliform was added to routine analyses in late 2004 to aid in interpreting total coliform results.

Sample Date	Total Coliform (MPN/100 mL)			Fecal Coliform (MPN/100 mL)		
	WWTP-01MW	WWTP-02MW	WWTP-03MW	WWTP-01MW	WWTP-02MW	WWTP-03MW
07/14/04	<1	30	20,000	--	--	--
10/27/04	Disinfected	Disinfected	Disinfected	Disinfected	Disinfected	Disinfected
11/18/04	<1	6,700	<1	<1	2,000	<1
02/08/05	Developed	Developed	--	Developed	Developed	--
02/22/05	10	220	<1	<1	<1	<1
05/24/05	<1	9	5	<1	<1	<1
08/23/05	<1	3,000	<1	<1	<1	<1
11/22/05	<1	700	2,400	<1	<1	80
02/06/06	--	Developed	--	--	Developed	--
02/07/06	--	--	Developed	--	--	Developed
02/22/06	<1	6	<1	<1	<1	<1
04/24/06	--	Disinfected	--	--	Disinfected	--
05/23/06	<1	190	440	<1	<1	20
08/22/06	<1	<1	800	<1	<1	10
11/07/06	--	--	Disinfected	--	--	Disinfected
11/21/06	<1	<1	<1	<1	<1	<1
02/23/07	<1	250	<1	<1	<1	<1
05/30/07	<1	<1	<1	<1	<1	<1
08/23/07	<1	<1	20	<1	<1	<1
11/20/07	<1	--	<1	<1	--	<1
02/21/08	<1	<1	<1	<1	<1	<1
05/22/08	<1	<1	<1	<1	<1	<1
08/21/08	<1	--	20	<1	--	<1
11/20/08	<1	--	<1	<1	--	<1
02/19/09	27	>200.5	48	<1	<1	<1
05/28/09	<1	<1	<1	<1	<1	<1
08/20/09	15	--	8	<1	--	<1
11/19/09	>200.5	--	29	<1	--	<1
02/25/10	>24196	>24196	410	<1	<1	<1
05/07/10	Disinfected	Disinfected	Disinfected	Disinfected	Disinfected	Disinfected
05/27/10	23	>2419	128	<1	<1	<1
08/20/10	<1	>2419	14	<1	<1	<1
11/18/10	<1	--	>200.5	<1	--	<1
02/02/11	--	Disinfected	Disinfected	--	Disinfected	Disinfected
02/17/11	<1	<1	50	<1	<1	<1
05/26/11	1	<1	575	<1	<1	13
08/18/11	>200.5	>200.5	38	<1	<1	<1
11/17/11	>2419.6	>2419.6	>2419.6	<1	<1	<1
02/16/12	127	914	5	<1	<1	<1
05/10/12	2	12	61	<1	<1	<1
08/16/12	<1	479	2	<1	<1	<1
11/15/12	2	--	260	<1	--	<1
02/21/13	9	91	68	<1	<1	<1
05/16/13	<1	222.4	67.7	<1	<1	<1
08/22/13	4.1	--	2.0	<1	--	<1

Sample Date	Total Coliform (MPN/100 mL)			Fecal Coliform (MPN/100 mL)		
	WWTP-01MW	WWTP-02MW	WWTP-03MW	WWTP-01MW	WWTP-02MW	WWTP-03MW
11/21/13	3.1	--	2.0	<1	--	<1
02/13/14	4	>1800	49	<2	<2	<2
05/15/14	<2	--	<2	<2	--	<2
08/14/14	26	--	<1	<1	--	<1
11/20/14	<1.8	--	<1.8	<1.8	--	<1.8
02/10/15	Developed	Developed	Developed	Developed	Developed	Developed
02/12/15	Disinfected	Disinfected	--	Disinfected	Disinfected	--
02/13/15	Developed	Developed	--	Developed	Developed	--
02/17/15	--	Developed	Disinfected	--	Developed	Disinfected
02/18/15	--	--	Developed	--	--	Developed
03/20/15	6.8	350	<1.8	<1.8	<1.8	<1.8
03/24/15	Developed	Developed	--	Developed	Developed	--
05/27/15	2	--	280	<1.8	--	<1.8
08/20/15	<1.8	--	11	<1.8	--	<1.8
11/19/15	<1.8	--	<1.8	<1.8	--	<1.8
02/03/16	Disinfected	Disinfected	Disinfected	Disinfected	Disinfected	Disinfected
02/04/16	Developed	Developed	Developed	Developed	Developed	Developed
02/25/16	<1.8	--	<1.8	<1.8	--	<1.8
05/26/16	<1.8	<1.8	<1.8	<1.8	<1.8	<1.8
08/25/16	<1.8	--	<1.8	<1.8	--	<1.8
11/17/16	<1.8	540	2	<1.8	<1.8	<1.8
03/23/17	2.0	240	17	<1.8	79	2.0
05/11/17	<1.8	2	<1.8	<1.8	<1.8	<1.8
06/22/17	<1.8	4	<1.8	<1.8	<1.8	<1.8
08/24/17	<1.8	<1.8	4.5	<1.8	<1.8	<1.8
11/16/17	<1.8	<1.8	7.8	<1.8	<1.8	<1.8
02/22/18	<1.8	7.8	<1.8	<1.8	<1.8	<1.8
05/24/18	<1.8	6.8	<1.8	<1.8	<1.8	<1.8
08/22/18	<1.8	>1800	17	<1.8	<1.8	6.8
11/26/18	<1.8	--	<1.8	<1.8	--	<1.8
02/21/19	<1.8	79	2.0	<1.8	<1.8	<1.8
05/08/19	--	Disinfected	Disinfected	--	Disinfected	Disinfected
05/23/19	2	<1.8	<1.8	<1.8	<1.8	<1.8
08/22/19	<1.8	<1.8	<1.8	<1.8	<1.8	<1.8
11/21/19	<1.8	>1800	<1.8	<1.8	<1.8	<1.8
02/20/20	<1.8	130	1.8	<1.8	<1.8	<1.8
05/21/20	<1.8	540	<1.8	<1.8	<1.8	<1.8
08/20/20	<1.8	540	540	<1.8	<1.8	<1.8
11/19/20	<1.8	--	<1.8	<1.8	--	<1.8
02/25/21	<1.8	>1800	41	<1.8	<1.8	<1.8
05/04/21	--	--	Disinfected	--	--	Disinfected
05/20/21	<1.8	--	<1.8	<1.8	--	<1.8
08/26/21	<1.8	--	33	<1.8	--	<1.8
11/19/21	<1.8	--	<1.8	<1.8	--	<1.8
02/24/22	<1.8	--	<1.8	<1.8	--	<1.8

Prior to August 2013, coliform organisms in groundwater samples from the monitoring wells were analyzed by Lake Labs, based in Nice, California, using Method 9222B (membrane filtration, MF). Since the closure of Lake Labs in August 2013, coliform organisms in groundwater samples have been analyzed by Alpha Analytical Labs, Inc, based in Ukiah, California, where Method SM 9223 (multi-tube/multi-well fermentation, enumeration, using Quanti-Tray) is utilized. A recommendation to change the lab and methodology appears in the Third Quarter 2013 Quarterly Monitoring Report (Enderlin, 2013).

Analysis for fecal coliform organisms, although not a requirement of the MRP, has proven to be a useful addition to routine sampling and interpretation of monitoring well results. Fecal coliform analyses became a routine component of the MRP in the Fourth Quarter 2004. The results of fecal coliform analyses have been included in quarterly groundwater monitoring reports since then.

4.0 Disinfection Methodology

4.1 History and Recommendations

As indicated in Table 3.1, efforts have been made over the years to disinfect some or all of the groundwater monitoring wells, based on the evaluation of data and recommendations made in quarterly monitoring reports. The disinfection procedure generally follows suggested procedures for disinfecting wells presented in Appendix C of Department of Water Resources Bulletin 74-81 (DWR, 1981).

The procedure is summarized below:

"A solution of chlorine bleach and tap water is added to the monitoring well to produce at least 150 milligrams per liter (mg/L) of residual chlorine within the well casing and gravel pack. The water and bleach solution is poured down the inside of the well along the edge of the casing and agitated within the well. The following day, the pump for the well is disinfected, returned to the well, and operated until no chlorine can be detected in the purge water."

Past practice has shown that a black, presumably bacteria-rich, deposit tends to build up on downhole well equipment (i.e., tubing, cables, and pump) through time. Such deposits are invariably an indicator of the need to disinfect the well, and when removed, total coliform organism counts in follow-up samples tend to drop. Factors influencing the rate of build-up of these organic deposits appear to include 1) Prolonged low water levels in the well; 2) Higher seasonal temperatures in the soil, and 3) Time since the last disinfection event.

The most recent disinfection efforts are summarized in the following reports:

2010: Appendix "C," Second Quarter 2010 Groundwater Monitoring Report (Enderlin, 2010).

2011: Appendix "C," First Quarter 2011 Groundwater Monitoring Report (Enderlin, 2011).

2015: Groundwater Monitoring Well Disinfection and Development Completion Report (Enderlin, 2015).

2016: Appendix "C," First Quarter 2016 Groundwater Monitoring Report (Enderlin, 2016b).

2019: Appendix "C," Second Quarter 2019 Groundwater Monitoring Report (Enderlin, 2019b).

2021: Appendix "C," Second Quarter 2021 Groundwater Monitoring Report (Enderlin, 2021).

Review:

Total coliform organism counts vary widely in each monitoring well from quarter to quarter, with no clear pattern or trend indicated. Results for each of the three wells range from below detection to the extremes shown in Table 4.1. Unusually high counts in the 2004–2009 period were attributed to what was believed to have been introduced contamination. Laboratory and/or handling error was also suspected in a few of the early extreme cases. Disinfection has successfully reduced coliform organism counts in most cases. Disinfection is typically prescribed every two to five years to counter natural increases in bacterial activity in each well, and was last applied to all three groundwater monitoring in the First Quarter 2016. Monitoring wells WWTP-02MW and WWTP-03MW were disinfected in the Second Quarter 2019, and monitoring well WWTP-03MW was singularly disinfected in the Second Quarter 2021. Prevailing drought conditions in the 2019 and 2021 disinfection events limited the effectiveness

of disinfection due to extremely low water levels in the wells. Disinfection is most effective when the water column is at seasonal maximum, permitting chlorine contact with a greater area of the well wall and filter pack. Significant seasonal recharge of groundwater has not been observed in the groundwater monitoring wells since early 2019, resulting in groundwater levels that are unfavorable for achieving disinfection goals.

Fecal coliform, when detected in the groundwater monitoring wells from 2010–2022, has been a more reliable indicator of changes in groundwater conditions than total coliform. Unlike total coliform, which is naturally occurring in the soil and tends to develop rising concentrations in each well with time, fecal coliform is generally below detection unless influenced by external factors. For this reason, concerns and recommended actions expressed in past groundwater monitoring reports for CLOCWD have been based largely on fecal coliform activity, although total coliform is the required constituent of concern of the MRP.

As noted in the recently received Report of 20 October 2021 Inspection (RWQCB, 2022), three instances of detectable total coliform organisms were reported in groundwater monitoring well WWTP-03MW in 2020-2021, and two instances of detectable total coliform organisms were reported in groundwater monitoring well WWTP-02MW in that same period. In each instance, the corresponding fecal coliform organism count (which was co-sampled and reported along with total coliform organisms) was below detection (<1.8 MPN/100mL). The absence of detectible fecal coliform organisms, even in cases where total coliform counts are high, supports the conclusion that the localized bacterial activity is not associated with WWTP waste treatment operations. Rapid reduction of bacterial counts in response to disinfection further supports the conclusion that the cyclic bacterial activity in these shallow wells is occurring internally to each well, and is independent of overall aquifer conditions. The behavior of coliform bacteria in the wells also doesn't appear to correlate with changes to concentrations of other chemical constituents in the water samples, as would be expected in the case of a discharge. Taken as a whole, the conclusion continues to point to naturally occurring common bacterial activity in soils proximal to each well and filter pack.

Table 4.1 – Maximum Measured Values, Total and Fecal Coliform Organisms

Monitoring Well	Total Coliform (MPN/100 mL)				Fecal Coliform (MPN/100 mL)			
	Maximum 2004 - 2009	Maximum 2010 - 2014	Maximum 2015 - 2019	Maximum 2020 - 2022	Maximum 2004 - 2009	Maximum 2010 - 2014	Maximum 2015 - 2019	Maximum 2020 - 2022
WWTP-01MW	>200.5	>24,198*	6.8	<1.8	<1	<2	<1.8	<1.8
WWTP-02MW	6,700	>24,198*	>1,600	>1,600	2,000	<2	79	<1.8
WWTP-03MW	20,000	>2,149.6*	280	540	80	<2	6.8	<1.8

* Possibly laboratory or handling error.

Recommended Actions:

A recommendation made in the 2014 *Groundwater Monitoring Well Disinfection and Development Workplan* (Enderlin, 2014) and in the 2019 *Groundwater Monitoring Well Disinfection and Re-Development Workplan* (Enderlin, 2019a) is reiterated here: "In the event that total coliform counts measured in any of the three monitoring wells are deemed to be excessive in the future, it is recommended that follow-up disinfection be implemented using the procedure summarized above."

Limitations to the effectiveness of standard disinfection methods have arisen since early 2019 due to persistent severe drought conditions, which have prevented wet season groundwater table recovery. As a result, recent disinfection efforts have tended to be only partially effective, due to incomplete chlorine contact with the well walls and filter pack. According to the U.S. Drought Monitor (Hartman, 2022), Lake County, California, continues in a multi-year drought, which has ranged between Category D2 (Severe Drought) to Category D4 (Exceptional Drought). As long as these conditions persist, it is unlikely that complete disinfection of any of the three groundwater quality monitoring wells can be successfully accomplished. Recommendations in recent quarterly groundwater monitoring reports have emphasized this issue, and will continue to do so until disinfection can be successfully accomplished post-drought. Given the approaching end of the 2021-2022 water year, the likelihood of a reversal of the drought, with corresponding recovery of groundwater levels to a typical condition, is unlikely until the 2022-2023 water year. Recommendations made in quarterly groundwater monitoring reports will continue to assess the drought situation and provide guidance based on forecast conditions.

Typical practice when purging each of the groundwater monitoring wells prior to sampling, is to calculate the number of gallons necessary to pump three equivalent well volumes from each well prior to sampling. This is a minimum required amount. As noted in the Groundwater Sampling and Analysis Plan for Clearlake Oaks WWTP (CH2M-HILL, 2004a), up to five well volumes may be purged prior to conventional sampling. To reduce the likelihood of residual bacteria persisting in the water prior to sampling, it is recommended that purging be increased to four or five well volumes prior to sampling, particularly for groundwater monitoring well WWTP-03MW.

It is also recommended that the groundwater sampling event schedule be adjusted to take place in the first month of each quarter (sampling is currently done in the second month of each quarter). This recommendation is consistent with the Groundwater Sampling and Analysis Plan for Clearlake Oaks WWTP, Section 4.0 (CH2M-HILL, 2004a), which specifies in the sampling schedule that "each quarterly groundwater sampling event should be planned for the first or second month of the quarter." This schedule adjustment will allow better turn-around time in order to evaluate laboratory results and - if deemed necessary - collect verification samples in instances where handling or laboratory errors are suspected. In instances where total and/or fecal coliform organisms are identified as measurable in a given laboratory report for a given groundwater monitoring well, the earlier turn-around period will permit the timely collection and analysis of verification samples from that well. The results of verification sampling will be reported in addition to the regular quarterly samples, and a comparison of the results provided in the quarterly groundwater sampling report. The verification samples will not be used to validate or invalidate other sampling results, but will instead serve as a means to identify potential reproducibility issues with reported coliform organism results.

5.0 Well Development Methodology

5.1 History and Recommendations

Review:

Well Development logs are presented in Appendix "C" of the Clearlake Oaks Wastewater Treatment Plant Monitoring Well Installation Report of Results (CH2M-HILL, 2004b). Initial development was conducted using the surging method. As noted in the 2004 CLOCWD Annual Groundwater Monitoring Report (CH2M-HILL, 2004c), only the bottom few feet of the screened interval in each well was saturated when the wells were drilled in May/June 2004. As a result, portions of the screened interval were not completely developed. It was recommended that follow-up development be conducted in the spring of 2005, when water levels would be at the seasonal high in each well.

Follow-up well development was conducted by CLOCWD staff in the First Quarter 2005, First Quarter 2006, First Quarter 2015, Second Quarter 2015, and First Quarter 2016 using the overpumping method. In each case, development was timed to coincide with seasonally high water levels in the wells.

Table 5.1 presents a comparison of field measured turbidity for the first five quarters of the CLOCWD groundwater monitoring program versus the most recent five quarters. The most recent measurements support the conclusion that all three wells have benefited from follow-up development.

Samples from all three groundwater monitoring wells continue to show elevated turbidity during sampling, although the range is much improved from when sampling first began in 2004-2005. In past practice, average turbidity was reduced to the greatest degree in each well when development was conducted during the first quarter of the year (when groundwater levels are at their seasonal high). A review of the data presented in the Table 5.1 results suggests that all three groundwater monitoring wells might benefit from additional development, preferably at the peak of the next average rainfall season (January or February 2023). The objective would be to reduce turbidity to 1 NTU or less in each well.

Note that a recommendation was made in the 2019 *Groundwater Monitoring Well Disinfection and Re-Development Workplan* (Enderlin, 2019a) to conduct additional well development for groundwater monitoring wells WWTP-01MW and WWTP-02MW at the peak of the 2019-2020 rainfall season (preferably January or February, 2020). Prevailing severe to exceptional drought conditions prevented further action on that recommendation, pending a recovery of groundwater levels to favorable conditions.

Table 5.1 – Field Measured Turbidity Comparison, 2004-2005 vs. 2021-2022			
Sample Date	Measured Turbidity (NTU) at the Time of Sampling		
	WWTP-01MW	WWTP-02MW	WWTP-03MW
07/04/2004	80	~50	~20
11/16/2004	54	372	8.1
02/22/2005	>9.99	>9.99	0.80
05/24/2005	7.11	2.23	0.61
08/23/2005	50.5	48.0	3.2
02/25/2021	2.47	33.5*	3.56
05/20/2021	6.78	11.3*	8.96
08/26/2021	7.52	(No Sample)	20.6
11/19/2021	4.70	16.2*	2.45
02/24/2022	0.96	17.1*	7.09

* Turbidity did not stabilize prior to sampling.

Recommended Actions:

It is recommended that well re-development in groundwater monitoring wells WWTP-01MW, WWTP-02MW, and WWTP-03MW be conducted when groundwater levels return to their seasonal high (preferably January or February 2023, conditions permitting). Action on this recommendation is conditional on a reversal of the current severe drought conditions, which is unlikely in the current water year. The overpumping method is recommended.

Results and follow-up recommendations for well development will be presented in future quarterly groundwater monitoring reports.

6.0 Groundwater Monitoring Well WWTP-02MW

6.1 History and Recommendations

Review:

Since its completion, groundwater monitoring well WWTP-02MW has not performed to expectations. As concluded in the Groundwater Monitoring Well Evaluation Report, Clearlake Oaks Wastewater Treatment Plant (Enderlin, 2016a), the depth of the borehole is marginal to inadequate, the depth of the annular seal is substandard, initial well development was ineffective, and the overall performance of the well is marginal to inadequate. A detailed discussion of the condition and performance of the well was provided in the above 2016 Monitoring Well Evaluation Report (Enderlin, 2016a), so is not repeated here. Figure 6.1 (Cross-Section of Groundwater Monitoring Wells) is provided for reference. The figure was originally presented in the 2016 Monitoring Well Evaluation Report (Enderlin, 2016a), and illustrates the limited effective depth of groundwater monitoring well WWTP-02MW.

Of thirty-five quarterly sampling events since the second quarter of 2013, fifteen (43%) were unsuccessful in efforts to collect samples from groundwater monitoring well WWTP-02MW. In those cases where sampling was successful, there were several instances in which a full purge volume could not be completed prior to sampling. Efforts to allow the well to recover over the course of several days of purging were generally unsuccessful. The poor performance of this well is attributed to its inadequate depth and relatively slow groundwater recovery rate, which results in the well frequently going dry, particularly during the dry season and during low rainfall years when the groundwater table is depressed. Given the apparent increase in frequency of droughts in recent years, the likelihood of an overall improvement in this well's performance is low.

Given the seventeen year track record of difficulty in developing, purging, and obtaining adequate sample from groundwater monitoring well WWTP-02MW, it is evident that action must be taken in order to maintain compliance with the revised MRP (RWQCB, 2003).

Recommended Actions:

As requested, in the "Report of 20 October 2021 Inspection, Clearlake Oaks County Water District Wastewater Treatment Facility, Lake County " (RWQCB, 2022), this Workplan presents an explanation regarding how CLOCWD intends to comply with the groundwater monitoring requirements if groundwater monitoring well WWTP-02MW remains dry.

As recommended in the 2016 Well Evaluation Report (Enderlin, 2016a), one of two potential courses of action can be taken with groundwater monitoring well WWTP-02MW:

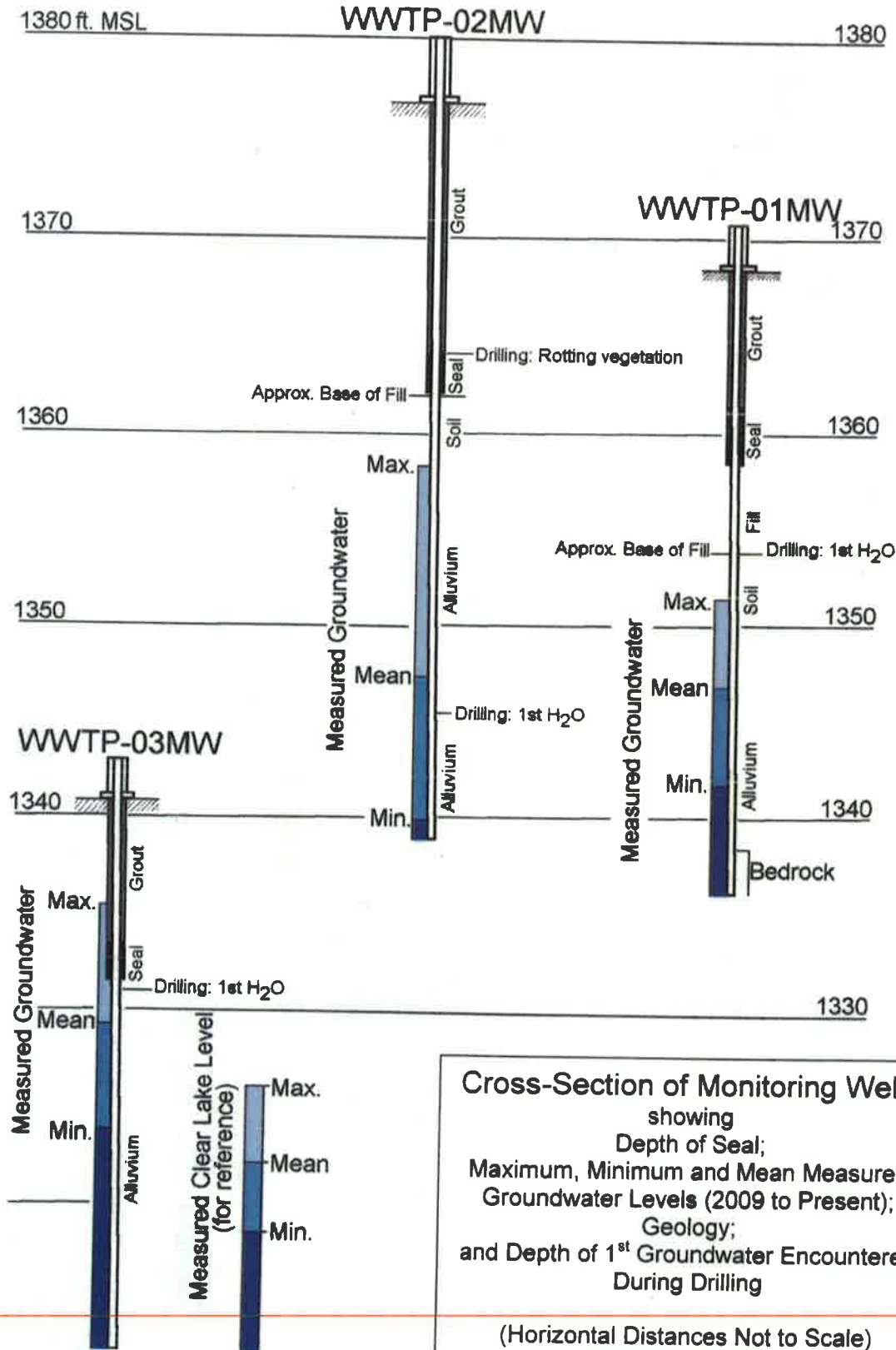
Option 1: Allow the well to perform as designed, with the understanding that samples will be unavailable during drier periods. In dry periods, the low water level in the well is measurable but there is insufficient water to pump for purging and sample collection.

Option 2: Abandon the current well and bore a replacement monitoring well, increasing the length of the new bore hole to a greater depth below the groundwater table and extending the annular seal to at least 25 feet. This may require specialized drilling equipment due to the difficult drilling conditions encountered while boring well WWTP-02MW.

Option 1 has been followed since the 2016 recommendation, but after over five years of continued poor performance, it is evident that Option 2 must be considered in order to consistently collect groundwater samples from that location. Well replacement is advised. It is recommended that a draft Monitoring Well Installation Workplan be prepared by a California Professional Engineer and/or California Professional Geologist in accordance with the guidance provided in the "Report of 20 October 2021 Inspection, Clearlake Oaks County Water District Wastewater Treatment Facility, Lake County " (RWQCB, 2022).

It is further recommended that well WWTP-02MW remain in service for at least one year after the completion and activation of the replacement well. Quarterly sampling of both the original and replacement well should continue over that period to provide continuity in the MRP, and allow for comparison of results.

Figure 6.1 – Cross-Section of Groundwater Monitoring Wells



Cross-Section of Monitoring Wells
 showing
 Depth of Seal;
 Maximum, Minimum and Mean Measured
 Groundwater Levels (2009 to Present);
 Geology;
 and Depth of 1st Groundwater Encountered
 During Drilling
 (Horizontal Distances Not to Scale)
 From Enderlin, 2016a

7.0 Works Cited

- California Department of Water Resources (DWR). 1991. *California Well Standards – Bulletin 74-90*. June.
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- California Regional Water Quality Control Board (RWQCB). 2003. *Revised Monitoring and Reporting Program, Clearlake Oaks County Water District, Lake County*. November.
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- CH2M-HILL. 2004a. Final. *Groundwater Sampling and Analysis Plan for Clearlake Oaks Wastewater Treatment Plant*. January.
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- Enderlin, Dean. 2015. *Groundwater Monitoring Well Disinfection and Development Completion Report, Clearlake Oaks Wastewater Treatment Plant*. February 2015.
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Enderlin, Dean. 2021. *Groundwater Monitoring Second Quarter Report of Results for Clearlake Oaks Wastewater Treatment Plant*. July.

Hartman, Adam, 2022, U.S. Drought Monitor: California. National Drought Mitigation Center (NDMC), University of Nebraska-Lincoln. April 2022.

Clearlake Oaks County Water District
Board of Directors
Board Meeting May 19, 2022

Hello Board Members,

The emergency water intake pump, after a few hiccups, was successfully started and is working as expected. If the budget allows, I do plan on purchasing an additional pump for back up purposes.



The permit was finally received from Cal-Trans that allowed T & S to complete the tie-in on Spring Road on May 10th, with the Harvey tie-in scheduled for May 24th.

The deadline to hook into the new main is June 4th, with the District abandoning the old main on June 6th. With these new tie-ins, I am approximating a water savings of over 100 gpm. The temporary tank farm will start dismantling at the end of the month and will



move to the Cerritos tank site. I am hoping to have a proposal to the Board next month for purchasing six, 10,000 gal holding tanks. Three to be left at the water plant and three to be installed at the waste plant.

As of this date, the USDA Water Improvement Project is at 65% complete.

I am getting closer to submitting the grant for over \$17M to the SWRCB. A couple of required resolutions are agenzized for this meeting.

The work on Filter #1 at the water plant has now been completed.

The annual backflow letters have started to out to our rate payers.

I am continuing to field calls from upset ratepayers that do not understand the necessity of shutting off water for the new tie-ins and others who are upset about their backflows.



D/C crew continues to fix leaks around the District, however, honestly, this will be a never ending job.

Mary returns to the office on May 16th, I would like to welcome her back.

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

Respectfully Submitted,

Dianna Mann
General Manager



Report Date: May 9th, 2022

To: Dianna Mann, CLOCWD General Manager

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

RE: CLOCWD USDA Funded Water System Improvements Project

Billing Period: April, 2022

I. Project Status Update

Work on the project during April included the following:

- Contract facilitation and monthly invoicing
- Misc. correspondence with contractor
- Weekly meetings and minutes
- Onsite inspection services
- Coordination with environmental

II. Budget Status Update

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

This Invoice: **\$14,780.04**

Cost to Date: **\$1,150,011.75**

Cost to Complete: **\$88,384.25 (not including "Additional Services" budget)**

III. Projected Tasks for May 2022

- Continue to conduct weekly construction meetings (agenda and minutes)
- Coordination with geotechnical subconsultant for materials testing as required
- Review of submittals
- Respond to and process RFIs and CCOs
- Continue daily field inspections for WTP, Harvey site, and distribution tie-ins
- Review of contractor's monthly pay request

Clearlake Oaks County Water District
Summary Balance Sheet
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	2,250,285.55
Accounts Receivable	204,087.00
Other Current Assets	3,204,809.53
Total Current Assets	5,659,182.08
Fixed Assets	21,256,765.69
TOTAL ASSETS	26,915,947.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	558,047.58
Credit Cards	5,832.62
Other Current Liabilities	8,317,089.39
Total Current Liabilities	8,880,969.59
Long Term Liabilities	958,676.00
Total Liabilities	9,839,645.59
Equity	17,076,302.18
TOTAL LIABILITIES & EQUITY	26,915,947.77

Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	95,000.00
102.10 · CRP PC - 6192	28,053.01
102.12 · WATER RESERVES- 8503	412,700.00
102.001 · GL - 9122 (Old Acct. # 053420019)	478,825.86
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other	873,709.94
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	1,062,709.94
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHE...	88.98
102.02 · CRP Water - 6990	22,567.77
102.03 · CRP Sewer - 3745	150,339.99
Total Checking/Savings	2,250,285.55
Accounts Receivable	
CUSI Accounts Receivable	204,087.00
Total Accounts Receivable	204,087.00
Other Current Assets	
116 · DEFERRED OUTFLOW- PENSION	236,756.00
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	47,897.68
130 · Const In Progress - Studies	
130.97 · Const in Progress - Actiflo Pil (Actiflo Pilot Program)	3,569.45
130.96 · Const in Progress - WWP 2022 (Grant application for WWTP for all...	6,402.50
130.95 · Source Capacity Studygrant prep	23,965.95
130 · Const In Progress - Studies - Other	1,086,366.10
Total 130 · Const In Progress - Studies	1,120,304.00
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	551,411.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
Total Other Current Assets	3,204,809.53
Total Current Assets	5,659,182.08
Fixed Assets	
138 · USDA Water Improvements	5,584,447.33
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force ...	3,952,787.28
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distri...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water di...	250,195.76
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...	365,696.42
131 · Waste Water Plant	
131.1 · Pumps/Equipment	99,784.99
131 · Waste Water Plant - Other	57,768.09
Total 131 · Waste Water Plant	157,553.08
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	-523,819.00
127 · Water Plant	
127.8 · Water Intake Pump Extension	464,216.68
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	182,836.13

Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2022

	Apr 30, 22
127 · Water Plant - Other	211,458.66
Total 127 · Water Plant	908,494.61
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 10...	1,926,858.13
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	22,386.51
120.90 · Vehicles/Generators/Trailers	753,972.38
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,883.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,826,432.08
122 · Bldgs/Grounds Cap Improvements	8,547,329.06
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 10...	
124.2 · GIS Online Mapping System	6,985.17
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	79,242.80
Total 124.30 · Lift Stations	145,285.03
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 - SEWER - WAS ...	3,146,308.39
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - W...	3,363,982.55
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-9,745,066.00
Total Fixed Assets	21,256,765.69
TOTAL ASSETS	26,915,947.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	558,047.58
Total Accounts Payable	558,047.58
Credit Cards	
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	137.43
211.16 · WAB - Francisco - 5312	202.71
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	2,270.86
211.13 · WAB - Jeremy - 2499	3,221.62
Total 211 · WAB Credit Card	5,832.62
Total Credit Cards	5,832.62
Other Current Liabilities	
Annual Depreciation	249,035.55
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal tax d...	-3,928.96
280 · Loan	
280.04 · 2021 Water Truck	-6,529.56
280.15 · USDA Water Improvement Project (USDA Wtr Improvement Proj...	4,735,107.81
280.02 · KS State Bank - 2019 Vac-Con	226,789.55
280.12 · USDA Loan for Sewer Clarifier	3,100,172.41
Total 280 · Loan	8,055,540.21
221 · Health Ins - EE Portion	-1,595.60
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE C...	9,122.47
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-8,786.60
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	335.87

Balance Sheet

As of April 30, 2022

	Apr 30, 22
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TA...	-1,050.73
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS...	-1.00
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - IN...	-12,302.88
223.80 · GASB 68 Pension (- WAS 2097190)	26,313.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - W...	5,629.75
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOY...	18,602.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or a...	-19,871.06
Total Other Current Liabilities	8,317,089.39
Total Current Liabilities	8,880,969.59
Long Term Liabilities	
295 · NET PWNSION LIABILITY	958,676.00
Total Long Term Liabilities	958,676.00
Total Liabilities	9,839,645.59
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	3,421,075.19
304 · Opening Balance Equity (Opening balances during setup post to this accou...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS...	13,242,390.65
Net Income	997,119.58
Total Equity	17,076,302.18
TOTAL LIABILITIES & EQUITY	26,915,947.77

Clearlake Oaks County Water District

05/13/22

Profit and Loss

Accrual Basis

July 2021 through April 2022

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL
Ordinary Income/Expense				
Income				
Income				
410 · Client Reg Pmt	0.00	910,994.70	1,176,986.92	2,087,981.62
420 · Connection Fees	0.00	0.00	10,419.00	10,419.00
430 · Penalty & Interest	0.00	19,574.78	24,648.54	44,223.32
440 · Misc Revenue	0.00	0.00	40.00	40.00
450 · Other - Non S/W Rev	28.90	83,256.67	87,883.64	171,169.21
Total Income	28.90	1,013,826.15	1,299,978.10	2,313,833.15
Total Income	28.90	1,013,826.15	1,299,978.10	2,313,833.15
Gross Profit	28.90	1,013,826.15	1,299,978.10	2,313,833.15
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	327,006.82	232,832.69	181,012.73	740,852.24
520 · FICA - District Share	24,262.51	17,213.70	13,565.93	55,042.14
530 · Med/Life Insurance- Dist Share	68,749.38	65,513.30	34,470.97	168,733.65
540 · PERS - District Share	74,046.39	16,441.89	7,910.91	98,399.19
550 · Unemployment	1,192.00	0.00	0.00	1,192.00
560 · Workers Comp Ins	1,792.91	4,443.22	5,136.21	11,372.34
Total Salaries & EE Benefits	497,050.01	336,444.80	242,096.75	1,075,591.56
Services & Supplies				
610 · Bank Fees	20,676.55	0.00	0.00	20,676.55
620 · Communications & Internet	5,034.47	9,856.13	9,551.33	24,441.93
622 · Board Exp	1,699.67	0.00	0.00	1,699.67
630 · Equip - Office	1,048.76	623.98	1,047.63	2,720.37
640 · Fuel & Oil	0.00	9,691.17	5,474.59	15,165.76
645 · Insurance	0.00	37,050.55	37,050.54	74,101.09
657 · Lab	0.00	9,525.30	15,704.32	25,229.62
660 · Memberships & Subscription	3,882.65	33,378.12	31,234.98	68,495.75
665 · Mileage Reimb	0.00	82.21	0.00	82.21
670 · Postage & Shipping	622.09	0.00	0.00	622.09
675 · Professional Services	78,462.12	16,220.42	20,524.43	115,206.97
685 · Rents	10,253.16	0.00	0.00	10,253.16
690 · Safety & Security	1,494.13	7,379.36	5,952.86	14,826.35
700 · Tools & Instruments	0.00	5,385.38	4,339.59	9,724.97
703 · Supplies - Clothing & Personal	444.11	2,542.82	2,258.26	5,245.19
705 · Supplies - Office	4,619.22	813.55	801.66	6,234.43
715 · Supplies-Chemicals-Operating	0.00	42,351.45	87,721.69	130,073.14
720 · Supplies - Inventory - Other	0.00	27,194.48	4,052.75	31,247.23
735 · Training/Classes/Certs/ClassB	0.00	815.04	696.40	1,511.44
745 · Travel / Lodging	0.00	0.00	35.90	35.90
750 · Utilities	4,823.86	90,671.15	148,923.35	244,418.36
760 · Waste Disposal	497.76	37,590.22	3,002.28	41,090.26
795 · Yolo Co	0.00	0.00	42,264.80	42,264.80
799 · Misc				
799.1 · Customer Refund - Acct clos...	0.00	4,402.70	7,228.16	11,630.86
Total 799 · Misc	0.00	4,402.70	7,228.16	11,630.86
Total Services & Supplies	133,558.55	335,574.03	427,865.52	896,998.10
Repairs & Replacement				
810 · R&R Buildings & Grounds	460.01	1,169.23	817.68	2,446.92
840 · R&R Vehicles	0.00	1,584.40	1,574.76	3,159.16
Total Repairs & Replacement	460.01	2,753.63	2,392.44	5,606.08
Total Expense	631,068.57	674,772.46	672,354.71	1,978,195.74
Net Ordinary Income	-631,039.67	339,053.69	627,623.39	335,637.41
Net Income	-631,039.67	339,053.69	627,623.39	335,637.41

Clearlake Oaks Co Water District PROJECTED BUDGET 2021-2022

10

Target % > **83%**

As of April 2022 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,267,621	1,056,351	1,299,979	103%	1,292,200	1,076,833	1,013,827	78%
Total Operating Expenses	1,150,876	959,063	980,663	85%	1,269,661	1,058,051	985,902	78%
Operating Balance (loss)	116,745	97,287	319,317		22,539	18,782	27,925	
420 Connection Fees	10,000	8,333	10,419	104%	10,000	8,333	-	0%
435		-	-			-		
450 Other - Non S/W Rev	100,000	83,333	87,884	88%	100,000	83,333	83,257	83%
Reserves	150,000	125,000	100,000	0%	-	-		0%
Net Change In Net Position (loss)	76,745	63,954	317,620		132,539	110,449	111,182	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$488,890.78
District CRP	\$172,907.76
Paradise Cove CRP	\$28,053.01
Water Reserve	\$412,700.00
Sewer Reserve	\$95,000.00
LAIF Account	\$1,063,547.38
Total	\$2,261,098.93

As of April 2022 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,232,621	1,027,184	1,176,987	95%	1,267,200	1,056,000	910,995	72%
430 Penalty & Interest	30,000	25,000	24,649	82%	25,000	20,833	19,575	78%
440 Misc	5,000	4,167	40	0%	0	0	-	0%
Total Revenue >	1,267,621	1,056,351	1,201,676	95%	1,292,200	1,076,833	930,570	72%

As of April 2022 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	357,579	297,982	344,517	96%	481,584	401,320	396,337	82%
520 FICA - District Share	29,824	24,853	25,698	86%	40,251	33,543	29,346	73%
530 Medical Ins - District Share	107,214	89,345	68,846	64%	159,912	133,260	99,888	62%
540 PERS - District Share	66,236	55,197	44,934	68%	77,083	64,236	53,465	69%
550 Unemployment	9,000	7,500	596	7%	9,000	7,500	596	7%
560 Workers Comp Ins	21,103	17,586	6,033	29%	25,370	21,142	5,340	21%
Salaries and Employee Benefits >	590,956	492,463	490,622	83%	793,201	661,001	584,970	74%

605 Advertising	200	167	-	0%	200	167	-	0%
610 Bank Fees	12,430	10,358	10,339	83%	12,420	10,350	10,339	83%
620 Communications & Interne	19,000	15,833	12,068	64%	19,000	15,833	12,373	65%
622 Board Exp	3,750	3,125	850	23%	3,750	3,125	850	23%
625 Equip - Field (\$300-\$4999)	2,500	2,083	-	0%	4,000	3,333	-	0%
630 Equip - Office	1,500	1,250	1,573	105%	2,000	1,667	1,149	57%
640 Fuel & Oil	13,500	11,250	5,475	41%	15,000	12,500	9,691	65%
645 Insurance	35,000	29,167	37,051	106%	35,000	29,167	37,051	106%
650 Interest	3,000	2,500	-	0%	3,000	2,500	-	0%



657	Lab	20,000	16,667	15,704	79%	21,000	17,500	9,525	45%
660	Memberships & Subscriptio	26,500	22,083	33,177	125%	33,500	27,917	35,320	105%
665	Mileage Reimb	750	625	-	0%	500	417	82	16%
670	Postage & Shipping	2,000	1,667	311	16%	2,000	1,667	311	16%
675	Professional Services	54,000	45,000	59,755	111%	39,000	32,500	55,451	142%
685	Rents	6,550	5,458	5,127	78%	6,550	5,458	5,127	78%
690	Safety & Security	2,500	2,083	6,700	268%	7,500	6,250	8,126	108%
700	Tools & Instruments	2,000	1,667	4,340	217%	2,500	2,083	5,385	215%
703	Supplies - Clothing & Perso	2,500	2,083	2,480	99%	3,100	2,583	2,765	89%
705	Supplies - Office	3,500	2,917	3,112	89%	4,000	3,333	3,124	78%
715	Treatment Chemicals	75,000	62,500	87,722	117%	52,000	43,333	42,351	81%
720	Supplies - Operating - Othe	5,000	4,167	4,053	81%	22,000	18,333	27,194	124%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	2,750	2,292	696	25%	2,250	1,875	815	36%
745	Travel	1,000	833	36	4%	1,000	833	-	0%
750	Utilities	190,900	159,083	151,335	79%	125,900	104,917	93,083	74%
760	Waste Disposal	3,090	2,575	3,251	105%	52,290	43,575	37,839	72%
795	Yolo Co	61,000	50,833	42,265	69%				
799	Misc	-	-	-	0%	-	-	-	0%
	Services and Supplies >	549,920	458,267	487,418	89%	469,460	391,217	397,949	85%
810	R&R Buildings & Grounds	7,000	5,833	1,048	15%	4,500	3,750	1,399	31%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	2,500	1,575	53%	2,500	2,083	1,584	63%
850	Maintenance Reserve Acco	-	-	-		-	-	-	
	Repairs & Replacement >	10,000	8,333	2,623	26%	7,000	5,833	2,983	43%
	Total Expenses >	1,150,876	959,063	980,663	85%	1,269,661	1,058,051	985,902	78%

10 Administration - Budget Variance Report July 1, 2021 through June 30, 2022		Target % >		83.3%	GL ADMIN	
As of April 2022		2020-2021 Budget		Actual	Total	
Expenses		Annual	YTD	YTD	% Spent	Remaining
505	Salaries & Wages	394,151	328,459	327,007	83.0%	67,144
520	FICA - District Share	33,421	27,850	24,263	72.6%	9,158
530	Med - Life Insurance - District Share	109,031	90,859	68,749	63.1%	40,282
540	PERS-District Share (incl unfunded Liab, 78,867.)	112,884	94,070	74,046	65.6%	38,838
550	Unemployment	18,000	15,000	1,192	6.6%	16,808
560	Workers Comp Ins	8,035	6,696	1,793	22.3%	6,242
Salaries and Employee Benefits >		675,522	562,935	497,050	73.6%	178,472
605	Advertising	400	333	-	0.0%	400
610	Bank Fees	24,840	20,700	20,677	83.2%	4,163
620	Communications & Internet	7,000	5,833	5,034	71.9%	1,966
622	Board Exp	7,500	6,250	1,700	22.7%	5,800
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	1,667	1,049	52.5%	951
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	3,000	2,500	3,883	129.4%	(883)
665	Mileage Reimb	500	417		0.0%	500
670	Postage & Shipping	4,000	3,333	622	15.6%	3,378
675	Professional Services (Legal, IT, CUSI annual)	58,000	48,333	78,462	135.3%	(20,462)
685	Rents	13,100	10,917	10,253	78.3%	2,847
690	Safety & Security (boots)	1,000	833	1,494	149.4%	(494)
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	500	444	74.0%	156
705	Supplies - Office	5,000	4,167	4,619	92.4%	381
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)	1,500	1,250		0.0%	1,500
745	Travel / Lodging	1,000	833		0.0%	1,000
750	Utilities	5,800	4,833	4,824	83.2%	976
760	Waste Disposal	580	483	498	85.9%	82
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		135,820	113,183	133,559	98.3%	2,261
810	R&R Buildings & Grounds	4,000	3,333	460	11.5%	3,540
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0		0.0%	0
840	R&R Vehicles (\$2k/vehicle)	0	0		0.0%	0
Repairs & Replacement >		4,000	3,333	460	11.5%	3,540
Total Expenses >		815,342	679,451	631,069	77.4%	184,273

505 = Three pay periods in the month of July

Sewer - Budget Variance Report July 1, 2021 through June 30, 2022

Target % >

83.3%

GL SEWER

As of April 2022		2020-2021 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	284,509	237,091	232,833	81.8%	51,676
520	FICA - District Share	23,541	19,618	17,214	73.1%	6,327
530	Medical Ins - District Share	105,397	87,831	65,513	62.2%	39,884
540	PERS - District Share (\$14.5K Unfunded)	20,641	17,201	16,442	79.7%	4,199
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	21,353	17,794	4,443	20.8%	16,910
Salaries and Employee Benefits >		455,440	379,534	336,445	73.9%	118,995
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	10,833	9,856	75.8%	3,144
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	1,250		0.0%	1,500
630	Equip - Office	1,000	833	624	62.4%	376
640	Fuel & Oil (Schaeffers)	10,000	8,333	9,691	96.9%	309
645	Insurance	35,000	29,167	37,051	105.9%	(2,051)
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	21,000	17,500	9,525	45.4%	11,475
660	Memberships & Subscriptions	32,000	26,667	33,378	104.3%	(1,378)
665	Mileage Reimb	250	208	82	32.8%	168
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)(CUSI Tech)	10,000	8,333	16,220	162.2%	(6,220)
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	7,000	5,833	7,379	105.4%	(379)
700	Tools & Instruments	2,500	2,083	5,385	215.4%	(2,885)
703	Supplies - Clothing & Personal	2,800	2,333	2,543	90.8%	257
705	Supplies - Office	1,500	1,250	814	54.3%	686
715	Treatment Chemicals	52,000	43,333	42,351	81.4%	9,649
720	Supplies-Operating-Other-Titan Tubes	22,000	18,333	27,194	123.6%	(5,194)
730	Taxes - Licenses	-	-			-
735	Training, Certs (classes, books)	1,500	1,250	815	54.3%	685
745	Travel / Lodging	500	417		0.0%	500
750	Utilities	123,000	102,500	90,671	73.7%	32,329
760	Waste Disposal	52,000	43,333	37,590	72.3%	14,410
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund			4,403		
Services and Supplies >		388,550	323,792	335,572	86.4%	52,978
810	R&R Buildings & Grounds	2,500	2,083	1,169	46.8%	1,331
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	2,083	1,584	63.4%	916
Repairs & Replacement >		5,000	4,167	2,753	55.1%	2,247
Total Expenses >		848,990	707,492	674,770	79.5%	174,220

Expense Notes

675 half of CUSI membership/technical support

715 Supplies - Chemicals

More chemicals required due to additional algae from WTP

10	Water - Budget Variance Report July 1, 2021 through June 30, 2022 As of April 2022	2020-2021 Budget	Actual	Target % > 83.3%	GL WATER	
	Expenses	Annual	YTD	% Spent	Total Remaining	
505	Salaries & Wages	160,503	133,753	181,013	112.8%	(20,510)
520	FICA - District Share	13,114	10,928	13,566	103.4%	(452)
530	Medical Ins - District Share	52,698	43,915	34,471	65.4%	18,227
540	PERS - District Share	9,794	8,162	7,911	80.8%	1,883
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,086	14,238	5,136	30.1%	11,950
	Salaries and Employee Benefits >	253,195	210,996	242,097	95.6%	11,098
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	10,833	9,551	73.5%	3,449
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	417	1,048	209.6%	(548)
640	Fuel & Oil	8,500	7,083	5,475	64.4%	3,025
645	Insurance	35,000	29,167	37,051	105.9%	(2,051)
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	16,667	15,704	78.5%	4,296
660	Memberships & Subscriptions	25,000	20,833	31,235	124.9%	(6,235)
665	Mileage Reimb	500	417		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Prof Services (SCADA, Mtce Prog)(CUSI Tech)	25,000	20,833	20,524	82.1%	4,476
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	2,000	1,667	5,953	297.7%	(3,953)
700	Tools & Instruments	2,000	1,667	4,340	217.0%	(2,340)
703	Supplies - Clothing & Personal	2,200	1,833	2,258	102.6%	(58)
705	Supplies - Office	1,000	833	802	80.2%	198
715	Treatment Chemicals	75,000	62,500	87,722	117.0%	(12,722)
720	Supplies - Operating - Other	5,000	4,167	4,053	81.1%	947
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	1,667	696	34.8%	1,304
745	Travel / Lodging	500	417	36	7.2%	464
750	Utilities	188,000	156,667	148,923	79.2%	39,077
760	Waste Disposal	2,800	2,333	3,002	107.2%	(202)
795	Yolo Co	61,000	50,833	42,265	69.3%	18,735
799	Misc	0	0		0.0%	0
799.1	Customer Refund			7,228		
	Services and Supplies >	469,000	390,833	427,866	91.2%	41,134
810	R&R Buildings & Grounds	5,000	4,167	818	16.4%	4,182
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains	0	0		0.0%	-
840	R&R Vehicles	3,000	2,500	1,575	52.5%	1,425
	Repairs & Replacement >	8,000	6,667	2,393	29.9%	5,607
	Total Expenses >	730,195	608,496	672,356	92.1%	57,839

505 O.T. due to assisting at the 2nd & Hoover and Lakeview fires, working plant 24/7 due to drought conditions

675 half of CUSI annual membership/technical support, SCADA for Coagulant pump

715 Higer chemical expense due to the unforeseen extreme condition of the lake due to drought

AL

Clearlake Oaks County Water District
CRP/CIP Profit and Loss
 July 2021 through April 2022

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Ordinary Income/Expense					
Income					
Income					
425 · CRP (Capital Replacment Plan)	15,955.79	360,959.09	400,483.72	777,398.60	777,398.60
430 · Penalty & Interest	403.83	8,562.59	9,037.80	18,004.22	18,004.22
440 · Misc Revenue	0.00	62.07	62.07	124.14	124.14
Total Income	<u>16,359.62</u>	<u>369,583.75</u>	<u>409,583.59</u>	<u>795,526.96</u>	<u>795,526.96</u>
Total Income	<u>16,359.62</u>	<u>369,583.75</u>	<u>409,583.59</u>	<u>795,526.96</u>	<u>795,526.96</u>
Gross Profit	<u>16,359.62</u>	<u>369,583.75</u>	<u>409,583.59</u>	<u>795,526.96</u>	<u>795,526.96</u>
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	160,109.25	122,663.21	282,772.46	282,772.46
520 · FICA - District Share	0.00	11,829.60	9,135.40	20,965.00	20,965.00
530 · Med/Life Insurance- Dist Share	0.00	34,836.34	24,373.45	59,209.79	59,209.79
540 · PERS - District Share	0.00	7,097.17	7,015.96	14,113.13	14,113.13
560 · Workers Comp Ins	0.00	3,891.70	3,891.67	7,783.37	7,783.37
Total Salaries & EE Benefits	<u>0.00</u>	<u>217,764.06</u>	<u>167,079.69</u>	<u>384,843.75</u>	<u>384,843.75</u>
Services & Supplies					
620 · Communications & Internet	0.00	1,175.79	1,175.80	2,351.59	2,351.59
625 · Equip - Field (\$300-\$4999)	0.00	2,110.68	0.00	2,110.68	2,110.68
640 · Fuel & Oil	0.00	12,730.01	12,721.35	25,451.36	25,451.36
650 · Interest	0.00	4,807.77	4,807.68	9,615.45	9,615.45
657 · Lab	0.00	1,672.00	0.00	1,672.00	1,672.00
675 · Professional Services	0.00	1,633.30	1,633.30	3,266.60	3,266.60
690 · Safety & Security	0.00	132.99	502.99	635.98	635.98
700 · Tools & Instruments	0.00	312.26	571.45	883.71	883.71
703 · Supplies - Clothing & Personal	0.00	190.57	191.64	382.21	382.21
720 · Supplies - Inventory - Other	0.00	575.84	2,093.65	2,669.49	2,669.49
Total Services & Supplies	<u>0.00</u>	<u>25,341.21</u>	<u>23,697.86</u>	<u>49,039.07</u>	<u>49,039.07</u>
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	3,989.73	372.57	4,362.30	4,362.30
820 · R&R Lift Stations	0.00	0.00	18,571.80	18,571.80	18,571.80
830 · R&R Equipment					
830.1 · Hydrants	0.00	22,027.13	0.00	22,027.13	22,027.13
830 · R&R Equipment - Other	32.73	40,106.65	21,173.97	61,313.35	61,313.35
Total 830 · R&R Equipment	<u>32.73</u>	<u>62,133.78</u>	<u>21,173.97</u>	<u>83,340.48</u>	<u>83,340.48</u>
832 · R&R Mains and Sewer Lines	0.00	50,733.78	36,012.60	86,746.38	86,746.38
840 · R&R Vehicles	0.00	10,558.52	10,187.14	20,745.66	20,745.66
Total Repairs & Replacement	<u>32.73</u>	<u>127,415.81</u>	<u>86,318.08</u>	<u>213,766.62</u>	<u>213,766.62</u>
Total Expense	<u>32.73</u>	<u>370,521.08</u>	<u>277,095.63</u>	<u>647,649.44</u>	<u>647,649.44</u>
Net Ordinary Income	<u>16,326.89</u>	<u>-937.33</u>	<u>132,487.96</u>	<u>147,877.52</u>	<u>147,877.52</u>
Net Income	<u><u>16,326.89</u></u>	<u><u>-937.33</u></u>	<u><u>132,487.96</u></u>	<u><u>147,877.52</u></u>	<u><u>147,877.52</u></u>

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2021 through June 30, 2022

Target % > **83.3%** CRP-PC

10

As of April 2022

Summary	Budget Annual	YTD		Actual YTD		Total
		Amount	%	Amount	%	
PC CRP Revenue	19,536	16,280	16,360	83.7%	0%	
PC CRP Expenses	0	0	33	0.0%	0%	

Expenses	2021-2022 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
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 Misc	0	0	-	0.0%	0
Services and Supplies >	0	0	-	0.0%	0
810 R&R Buildings & Grounds	-	-	-	0.0%	-
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	-	-	-	0.0%	-
830 R&R Equipment	-	-	33	0.0%	(33)
832 R&R Mains/Laterals	-	-	-	0.0%	-
840 R&R Vehicles	-	-	-	0.0%	-
Repairs & Replacement >	0	0	33	0.0%	(33)
Total Expenses >	0	0	33	0.0%	(33)

AA

Budget Variance Report July 1, 2021 through June 30, 2022

As of April 2022 Summary		WATER - CRP Budget			Actual YTD	
		Annual	YTD		Amount	%
WATER CRP Revenue		416,123	346,769	369,584	88.8%	0%
WATER CRP Expenses		356,883	297,403	370,523	103.8%	0%
Operating Balance		59,240	49,366	(939)		
Expenses		2020-2021 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	158,120	131,766	160,109	101.3%	(1,989)
520	FICA - District Share	12,939	10,782	11,830	91.4%	1,109
530	Medical Ins - District Share	64,088	53,406	34,836	54.4%	29,252
540	PERS - District Share	9,876	8,230	7,097	71.9%	2,779
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	13,862	11,551	3,892	28.1%	9,970
Salaries and Employee Benefits >		258,883	215,736	217,764	84.1%	41,119
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	2,917	1,176	33.6%	2,324
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	1,042	2,111	168.9%	(861)
630	Equip - Office	-	-			
640	Fuel & Oil	12,000	10,000	12,730	106.1%	(730)
645	Insurance	0	0		0.0%	0
650	Interest	0	0	4,808	0.0%	(4,808)
657	Outsource Lab / Internal Lab	4,000	3,333	1,672	0.0%	2,328
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	-	-	1,633	0.0%	(1,633)
685	Rents	0	0		0.0%	0
690	Safety & Sec (includes boots)	1,500	1,250	133	0.0%	1,367
700	Tools & Instruments	750	625	312	0.0%	438
703	Supplies - Clothing & Personal	1,500	1,250	191	0.0%	1,309
705	Supplies - Office	-	-		0.0%	-
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	-	-	576	0.0%	(576)
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	500	417		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
Services and Supplies >		25,000	20,833	25,342	101.4%	(342)
810	R&R Buildings & Grounds	5,000	4,167	3,990	79.8%	1,010
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	20,833	40,107	160.4%	(15,107)
830.1	Hydrants			22,027		
832	R&R Mains/Service Lines/Tanks	25,000	20,833	50,734	202.9%	(25,734)
840	R&R Vehicles	18,000	15,000	10,559	58.7%	7,441
Repairs & Replacement >		73,000	60,833	127,417	174.5%	(54,417)
Total Expenses >		356,883	297,403	370,523	103.8%	(13,640)

625 - Aerator for intake pump at WTP

720 - Chemical Feed Tubes

830 - Xfer switch and new starter @ High Valley Booster pump, repair clamps/corp stops

832 - Repair of all asphalt/driveways throughout District - Approved in prev Board Mtg



Clearlake Oaks Co Water District
Budget Variance Report July 1, 2021 through June 30, 2022

10

SEWER-CRP

Target % > **83.3%** CRP-SEWER

As of April 2022

Summary	Budget	YTD		Actual YTD	%
	Annual			Amount	
SEWER CRP Revenue	551,245	459,371	409,584	74.3%	0%
SEWER CRP Expenses	376,230	313,525	277,096	73.7%	0%
USDA Annual Payment	105,280	87,733			
Operating Balance (loss)	69,735	58,113	132,488		

Expenses	2020-2021 Budget		Actual	%	Total
	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	180,886	150,739	122,663	67.8%	58,223
520 FICA - District Share	14,845	12,371	9,135	61.5%	5,710
530 Medical Ins - District Share	33,861	28,217	24,373	72.0%	9,488
540 PERS - District Share	10,466	8,721	7,016	67.0%	3,450
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	15,172	12,643	3,892	25.7%	11,280
Salaries and Employee Benefits >	255,230	212,691	167,079	65.5%	88,151
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	4,167	1,176	23.5%	3,824
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	1,042	-	0.0%	1,250
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	12,000	10,000	12,721	106.0%	(721)
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	4,808	0.0%	(4,808)
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	1,633	0.0%	(1,633)
685 Rents	-	-	-	0.0%	-
690 Safety & Security (includes boots)	2,500	2,083	503	0.0%	1,997
700 Tools & Instruments	750	625	571	0.0%	179
703 Supplies - Clothing & Personal	1,500	1,250	192	0.0%	1,308
705 Supplies - Office	-	-	-	0.0%	-
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	-	-	2,094	0.0%	(2,094)
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	500	417	-	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 Misc	0	0	-	0.0%	0
Services and Supplies >	23,500	19,583	23,698	100.8%	(198)
810 R&R Buildings & Grounds	7,500	6,250	373	5.0%	7,127
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	16,667	18,572	92.9%	1,428
830 R&R Equipment	35,000	29,167	21,174	60.5%	13,826
832 R&R Mains/Laterals	25,000	20,833	36,013	144.1%	(11,013)
840 R&R Vehicles	10,000	8,333	10,187	101.9%	(187)
	-	-	-	0.0%	-
Repairs & Replacement >	97,500	81,250	86,319	88.5%	11,181
Total Expenses >	376,230	313,525	277,096	73.7%	99,134

832-Repair of all asphalt and driveway, approved in previous board meeting

OT due to assisting at Hoover & 2nd and Lakeview fires, Jesse is assisting @ WTP to give relief to Operators

Clearlake Oaks County Water District
Capital Improvements
As of February 28, 2022

05/13/22

Accrual Basis

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
12/03/2021	MC Engineering, Inc	On Call Services	GL:Water	2,270.00
Total 130 · Const In Progress - Studies				2,270.00
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)				
138 · USDA Water Improvements				
07/01/2021	AES - Analytical Envir...	June 2021 professio...	Loan/Grant:...	3,954.36
07/07/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	48,143.68
07/12/2021	Pace	150 ea Watts backfl...	Loan/Grant:...	22,361.63
07/19/2021	Pace	2 Watts backflow de...	Loan/Grant:...	298.16
07/22/2021	Badger Meter	2 meters, 2 endpoints	Loan/Grant:...	1,501.06
08/05/2021	MC Engineering, Inc	USDA Improvements	Loan/Grant:...	56,363.36
08/05/2021	T & S Construction Co...	7/1/2021 - 7/20/2021	Loan/Grant:...	324,597.90
08/09/2021	Pace	150 Watts backflow ...	Loan/Grant:...	22,361.63
08/24/2021	Badger Meter	12655 E Hwy 20 Fire...	Loan/Grant:...	979.44
08/31/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	281,158.20
09/06/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	48,598.41
09/14/2021	Badger Meter	1 - 3" meter and 1-4"...	Loan/Grant:...	4,588.71
09/15/2021	Pace	2" backflow device - ...	Loan/Grant:...	772.90
09/28/2021	Pace	150 Watts backflow ...	Loan/Grant:...	22,361.63
09/30/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	342,679.25
10/05/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	43,940.92
10/06/2021	Badger Meter	Hydrant meter at Fir...	Loan/Grant:...	979.44
10/11/2021	Badger Meter	Bulk water meter for ...	Loan/Grant:...	979.63
10/13/2021	Pace	150 ea backflow devi...	Loan/Grant:...	22,361.63
10/31/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	282,270.65
11/05/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	35,787.36
11/15/2021	Pace	30 backflow devices	Loan/Grant:...	4,472.33
11/30/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	541,973.58
12/02/2021	Pace	1 - 2" backflow devis...	Loan/Grant:...	725.28
12/03/2021	BKF Engineers	Services from 10/25/...	Loan/Grant:...	1,104.00
12/03/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	43,202.49
12/08/2021	Pace	1 - Backflow device	Loan/Grant:...	271.12
12/21/2021	Badger Meter	1 meter	Loan/Grant:...	848.35
12/22/2021	Pace	1 backflow device	Loan/Grant:...	271.12
12/30/2021	Pace	7 backflow devices	Loan/Grant:...	1,043.54
12/31/2021	T & S Construction Co...	12/1/2021 - 12/31/20...	Loan/Grant:...	233,348.38
01/05/2022	MC Engineering, Inc		Loan/Grant:...	29,428.72
01/31/2022	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	220,125.92
02/05/2022	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	35,791.91
02/15/2022	AES - Analytical Envir...	Services through Ja...	Loan/Grant:...	156.25
02/28/2022	T & S Construction Co...	Invoice #10 Februar...	Loan/Grant:...	105,546.43
Total 138 · USDA Water Improvements				2,785,349.37
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
08/13/2021	T & S Construction Co...	Phase 3 Invoice #13...	Loan/Grant:...	112,484.95
08/13/2021	T & S Construction Co...	Phase 3 Retention 5...	Loan/Grant:...	141,593.61
01/20/2022	MC Engineering, Inc	Inv. dated 3/5/2021 -...	Loan/Grant:...	5,604.50
Total 128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				259,683.06
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)				
09/29/2021	PG&E CFM/PPC Dep...	9940 Harvey Blvd.	Loan/Grant:...	99,411.32
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...				99,411.32
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
127 · Water Plant				
127.6 · Swan AMI Turbiwell Monitor				
Total 127.6 · Swan AMI Turbiwell Monitor				
127.5 · A/C installation for Filter Rm				
Total 127.5 · A/C installation for Filter Rm				

M

Clearlake Oaks County Water District
Capital Improvements
 As of February 28, 2022

Date	Name	Memo	Class	Amount
127.4 · PH System				
Total 127.4 · PH System				
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
Total 127.1 · Major Equipment				
127 · Water Plant - Other				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				
120 · District General CRP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
120.75 · SCADA				
Total 120.75 · SCADA				
120.90 · Vehicles/Generators/Trailers				
09/11/2021	Matt Mazzei Chevrolet	2018 Acura - GM ve...	GL:Admin	25,400.10
11/05/2021	Matt Mazzei Chevrolet	2020 Dodge Ram for...	GL:Sewer	36,962.00
Total 120.90 · Vehicles/Generators/Trailers				
62,362.10				
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				
62,362.10				
122 · Bldgs/Grounds Cap Improvements				
07/21/2021	Arrow Fencing	Replace/Repair - Tre...	CRP:PC	12,179.49
Total 122 · Bldgs/Grounds Cap Improvements				
12,179.49				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
01/20/2022	MC Engineering, Inc	Inv dated 8/5/2021 - ...	GL:Water	1,360.00
Total 124.30 · Lift Stations				
1,360.00				
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				
1,360.00				
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				

Clearlake Oaks County Water District
Capital Improvements
As of February 28, 2022

Date	Name	Memo	Class	Amount
280 · Loan				
280.04 · 2021 Water Truck				
12/07/2021	Kansas State Bank - ...	Payment #1 - Water ...	CRP:Water	403.33
12/07/2021	Kansas State Bank - ...	3359488	CRP:Sewer	403.33
01/12/2022	Kansas State Bank - ...	2,000 gallon water tr...	CRP:Water	713.02
01/12/2022	Kansas State Bank - ...	3359488	CRP:Sewer	713.02
02/17/2022	Kansas State Bank - ...	Payment #3	CRP:Water	715.36
02/17/2022	Kansas State Bank - ...	3359488	CRP:Sewer	715.36
Total 280.04 · 2021 Water Truck				3,663.42
280.02 · KS State Bank - 2019 Vac-Con				
07/15/2021	Kansas State Bank - ...	Pymt #19	CRP:Water	3,295.69
07/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,295.69
08/15/2021	Kansas State Bank - ...	Pymt #20	CRP:Water	3,305.01
08/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,305.01
09/14/2021	Kansas State Bank - ...	Pymt #21	CRP:Water	3,314.36
09/14/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,314.36
10/15/2021	Kansas State Bank - ...	Pymt #22	CRP:Water	3,323.73
10/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,323.73
11/09/2021	Kansas State Bank - ...	Pymt #23	CRP:Water	3,333.13
11/09/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,333.13
12/15/2021	Kansas State Bank - ...	Pymt #24	CRP:Water	3,342.56
12/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,342.56
01/12/2022	Kansas State Bank - ...	Vacon Pymt #25	CRP:Water	3,352.01
01/12/2022	Kansas State Bank - ...	3356496	CRP:Sewer	3,352.01
02/15/2022	Kansas State Bank - ...	Pymt #26	CRP:Water	3,361.49
02/15/2022	Kansas State Bank - ...	3343293	CRP:Sewer	3,361.49
Total 280.02 · KS State Bank - 2019 Vac-Con				53,255.96
Total 280 · Loan				56,919.38
TOTAL				3,279,534.72



Accounts

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

CRP PC *6192

Available **\$28,053.01

Current \$28,053.01

CRP SEWER *3745

Available **\$150,339.99

Current \$150,339.99

GENERAL LEDGER *9122

Available **\$499,905.99

Current \$499,319.22

PUBLIC REGULAR CHK *8503

Available **\$412,700.00

Current \$412,700.00

PUBLIC REGULAR CHK *9592

Available **\$95,000.00

Current \$95,000.00

CRP WATER *6990

Available **\$22,567.77

Current \$22,567.77

Make a Payment

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Pay your bills on one screen in seconds.



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Get Help with Taxes



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

[Start for free](#)

Money Management



BALANCE TOTALS

Total Deposit Accounts \$1,207,979.99

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

Budgets made easy!



Outside Accounts



No outside accounts added.

Add account

Banking on the Go with the Westamerica Mobile Banking App

Our mobile banking app makes it simple for you to check your account at any time so you can safeguard your finances and enjoy peace of mind knowing your money is always at your fingertips. Simply use the same login and password you use for your desktop account and start enjoying the freedom of banking from your mobile device.

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< May 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

California State Treasurer *Fiona Ma, CPA*



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

May 16, 2022

[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](#)

4

Account Number: 90-17-001

April 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/15/2022	4/14/2022	QRD	1702120	N/A	SYSTEM	837.44

Account Summary

Total Deposit:	837.44	Beginning Balance:	1,062,709.94
Total Withdrawal:	0.00	Ending Balance:	1,063,547.38

Clearlake Oaks County Water District
Payroll Summary
April 2022

	Hours	Rate	Apr 22
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-41	56.79	-1,823.52
CTO Used	44.5	28.69	1,679.44
Overtime (x1.5)	95.75	43.04	4,261.34
PTO	450.25	26.75	17,236.18
Straight Board Duty Pay	2,430.5	26.75	74,662.93
			500.00
			4,655.00
Total Gross Pay	2,980		101,171.37
Deductions from Gross Pay			
ACWA (pre-tax)			-3,042.30
AFLAC (pre-tax)			-469.62
AFLAC (taxable) AFTER TAX			-154.08
CALPers 457			-400.00
CALPers EE (Pretax)			-5,069.92
Total Deductions from Gross Pay			-9,135.92
Adjusted Gross Pay	2,980		92,035.45
Taxes Withheld			
Federal Withholding			-6,364.00
Medicare Employee			-1,416.06
Social Security Employee			-6,054.88
CA - Withholding			-2,206.06
CA - Disability			-1,074.23
Total Taxes Withheld			-17,115.23
Deductions from Net Pay			
Miscellaneous Deduction			-49.61
Wage Garnishment			-894.66
Total Deductions from Net Pay			-944.27
Net Pay	2,980		73,975.95
Employer Taxes and Contributions			
Medicare Company			1,416.06
Social Security Company			6,054.88
Total Employer Taxes and Contributions			7,470.94

10:10 AM

05/13/22

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of April 30, 2022

	Apr 30, 22	
	Debit	Credit
102.13 · SEWER RESERVES-9592	95,000.00	
102.11 · PC ESCROW - 6184	0.00	
102.10 · CRP PC - 6192	28,053.01	
102.12 · WATER RESERVES- 8503	412,700.00	
102.001 · GL - 9122	478,825.86	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	873,709.94	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	22,567.77	
102.03 · CRP Sewer - 3745	150,339.99	
CUSI Accounts Receivable	204,087.00	
116 · DEFERRED OUTFLOW- PENSION	236,756.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	47,897.68	
130 · Const In Progress - Studies	1,086,366.10	
130 · Const In Progress - Studies:130.97 · Const in Progress - Actiflo Pii	3,569.45	
130 · Const In Progress - Studies:130.96 · Const in Progress - WWP 2022	6,402.50	
130 · Const In Progress - Studies:130.95 · Source Capacity Studygrant prep	23,965.95	
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.	551,411.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	5,584,447.33	
128 · Sewer Infrstrcture & Rehab Proj	3,952,787.28	
121 · Wtr Dist & Wtr Storage Projects	250,195.76	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	99,784.99	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	211,458.66	
127 · Water Plant:127.8 · Water Intake Pump Extension	464,216.68	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	182,836.13	
120 · District General CRP	95,883.57	
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	22,386.51	
120 · District General CRP:120.90 · Vehicles/Generators/Trailers	753,972.38	
122 · Bldgs/Grounds Cap Improvements	8,547,329.06	
124 · D/C System Cap Improvements	3,146,308.39	
124 · D/C System Cap Improvements:124.2 · GIS Online Mapping System	6,985.17	
124 · D/C System Cap Improvements:124.30 · Lift Stations	79,242.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	10,000.34	
124 · D/C System Cap Improvements:124.90 · Water Tanks	40,615.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		9,745,066.00
200 · ACCOUNTS PAYABLE		558,047.58
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		137.43
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		202.71
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	

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Clearlake Oaks County Water District

Trial Balance

As of April 30, 2022

	Apr 30, 22	
	Debit	Credit
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		2,270.86
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		3,221.62
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	
Annual Depreciation		249,035.55
224 · USDA Retainage	0.00	
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.04 · 2021 Water Truck	6,529.56	
280 · Loan:280.15 · USDA Water Improvement Project		4,735,107.81
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		226,789.55
280 · Loan:280.12 · USDA Loan for Sewer Clarifier		3,100,172.41
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	1,595.60	
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	8,786.60	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		9,122.47
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	0.00	
223.50 · MEDICARE TAX PAYABLE	0.00	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	1,050.73	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	1.00	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	12,302.88	
223.80 · GASB 68 Pension		26,313.00
223.85 · MISC DEDUCTIONS PAYABLE		5,629.75
223.90 · COMPENSATED EMPLOYEE BENEFITS		18,602.20
24000 · Payroll Liabilities	19,871.06	
295 · NET PWNSION LIABILITY		958,676.00
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		3,421,075.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		13,242,390.65
Income:410 · Client Reg Pmt		2,088,069.62



Trial Balance

As of April 30, 2022

Apr 30, 22

	Debit	Credit
Income:420 · Connection Fees		10,419.00
Income:425 · CRP		777,398.91
Income:430 · Penalty & Interest		62,232.13
Income:430 · Penalty & Interest:430.2 · Bank Interest		72.43
Income:435 · Loans/Grants:435-8 · Intake Pump Extension		342,984.01
Income:435 · Loans/Grants:435-6 · I & I Const Grant		204,087.00
Income:440 · Misc Revenue		164.14
Income:450 · Other - Non S/W Rev		171,169.21
Salaries & EE Benefits:545 · CALPers 457		250.00
Salaries & EE Benefits:505 · Salaries & Wages	1,025,069.70	
Salaries & EE Benefits:520 · FICA - District Share	76,117.69	
Salaries & EE Benefits:530 · Med/Life Insurance- Dist Share	227,943.44	
Salaries & EE Benefits:540 · PERS - District Share	112,562.32	
Salaries & EE Benefits:550 · Unemployment	1,192.00	
Salaries & EE Benefits:560 · Workers Comp Ins	19,155.71	
Services & Supplies:610 · Bank Fees	20,740.70	
Services & Supplies:620 · Communications & Internet	26,793.52	
Services & Supplies:622 · Board Exp	1,699.67	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	2,110.68	
Services & Supplies:630 · Equip - Office	2,720.37	
Services & Supplies:640 · Fuel & Oil	40,617.12	
Services & Supplies:645 · Insurance	77,305.84	
Services & Supplies:650 · Interest	36,245.45	
Services & Supplies:657 · Lab	26,901.62	
Services & Supplies:660 · Memberships & Subscription	68,495.75	
Services & Supplies:665 · Mileage Reimb	82.21	
Services & Supplies:670 · Postage & Shipping	622.09	
Services & Supplies:675 · Professional Services	118,473.57	
Services & Supplies:685 · Rents	10,253.16	
Services & Supplies:690 · Safety & Security	15,462.33	
Services & Supplies:700 · Tools & Instruments	10,608.68	
Services & Supplies:703 · Supplies - Clothing & Personal	5,627.40	
Services & Supplies:705 · Supplies - Office	6,234.43	
Services & Supplies:715 · Supplies-Chemicals-Operating	130,073.14	
Services & Supplies:720 · Supplies - Inventory - Other	33,916.72	
Services & Supplies:735 · Training/Classes/Certs/ClassB	1,511.44	
Services & Supplies:745 · Travel / Lodging	35.90	
Services & Supplies:750 · Utilities	244,418.36	
Services & Supplies:760 · Waste Disposal	41,090.26	
Services & Supplies:795 · Yolo Co	42,264.80	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	11,630.86	
Repairs & Replacement:810 · R&R Buildings & Grounds	6,809.22	
Repairs & Replacement:820 · R&R Lift Stations	18,571.80	
Repairs & Replacement:830 · R&R Equipment	61,313.35	
Repairs & Replacement:830 · R&R Equipment:830.1 · Hydrants	22,027.13	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	86,746.38	
Repairs & Replacement:840 · R&R Vehicles	23,904.82	
7130 · Sewer Ops - Emp Bens -holid	469.13	
66000 · Payroll Expenses	1,908.11	
TOTAL	40,482,909.27	40,482,909.27

Account Payable Breakdown

Date: 5/16/2022

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$488,890.78	\$499,319.22	\$499,905.99
CRP Water - 6990	\$22,567.77	\$22,567.77	\$22,567.77
CRP Sewer - 3745	\$150,339.99	\$150,339.99	\$150,339.99
CRP PC - 6192	\$28,053.01	\$28,053.01	\$28,053.01
Water Reserve - 8503	\$412,700.00	\$412,700.00	\$412,700.00
Sewer Reserve - 9592	\$95,000.00	\$95,000.00	\$95,000.00
LAIF Balance	\$1,063,547.38	\$1,063,547.38	\$1,063,547.38
Current A/P Aging	\$530,865.25		
ACWA/JPIA W/C	\$5,040.85		
Kansas State Bank-VacCon	\$7,421.47	5/15/2022	
Kansas State Bank-Water Truck	\$1,730.25	5/20/2022	
Credit Card	\$6,900.00	Estimate	
TOTAL	\$551,957.82		

57

10:02 AM

05/16/22

Clearlake Oaks County Water District
A/P Aging Summary
As of May 16, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alpha Analytical Labs	946.00	0.00	0.00	0.00	0.00	946.00
Badger Meter	125.49	0.00	0.00	0.00	0.00	125.49
Dean A Enderlin, P.G.	1,874.79	0.00	0.00	0.00	0.00	1,874.79
Deeper Cleaning	350.00	0.00	0.00	0.00	0.00	350.00
EDD - Unemployment	2,195.00	0.00	0.00	0.00	0.00	2,195.00
Hasa Inc	2,820.51	0.00	0.00	0.00	0.00	2,820.51
Hayden Solar, LLC	5,381.57	0.00	0.00	0.00	0.00	5,381.57
High Country Security	342.00	0.00	0.00	0.00	0.00	342.00
Lake County Waste Solutions	729.63	0.00	0.00	0.00	0.00	729.63
MC Engineering, Inc	20,592.54	0.00	0.00	0.00	0.00	20,592.54
Mendo Mill	124.29	0.00	0.00	0.00	0.00	124.29
Napa Auto Parts	183.82	-18.00	0.00	0.00	0.00	165.82
People Services Inc	95.00	0.00	0.00	0.00	0.00	95.00
PG&E	0.00	0.00	0.00	22,345.83	0.00	22,345.83
Redwood Coast Fuels	1,085.12	1,696.50	0.00	0.00	0.00	2,781.62
SWRCB- Wastewater Operator Certification	120.00	0.00	0.00	0.00	0.00	120.00
T & S Construction Co. Inc.	465,081.53	0.00	0.00	0.00	0.00	465,081.53
Terminix	194.00	0.00	0.00	0.00	0.00	194.00
USA BlueBook	750.58	0.00	0.00	0.00	0.00	750.58
Yolo County Flood Control	0.00	3,849.05	0.00	0.00	0.00	3,849.05
TOTAL	502,991.87	5,527.55	0.00	22,345.83	0.00	530,865.25

**CLEARLAKE OAKS COUNTY WATER DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS**

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

APRIL 21, 2022

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

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

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

Public comment on non-agenda items

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

Staff Written Operational Reports

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

Consent Items

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

1. Financial Reports for review and approval

- a. March 2022, QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

2. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 03/17/2022
- b. Minutes of Special Meeting 04/07/2022

3. Bills

- a. MC Engineering invoice number 2174, dated 4/5/2022, in the amount of \$25,843.24 for the USDA Water Projects
- b. T & S Construction invoice number 11, dated 3/30/2022, in the amount of \$180,500.00 for the USDA Water Projects
- c. Southport Control Solutions, number 220302, dated 3/15/2022, in the amount of \$9,859.00 for the Source Capacity Study (weekly water loss reports)

Action Taken: Motion to approve the consent items.

BURTON/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

4. Agenda (New Business)

- a. Discussion of purchasing a Message Board from Hi Way Safety

Action Taken: NO ACTION

- b. Discussion and acceptance of the 2020-2021 Audit

Action Taken: Motion to approve and accept the 2020-2021 Audit

ARCHACKI/BOUCHER M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- c. Discussion and consideration of Quote # CLOCWD-001 from DocuFree in the amount of \$22,436.00 for the transition to a cloud based filing system (See all attachments for quote breakdown)

Action Taken: NO ACTION

- d. Discussion and consideration of enacting Stage 3 of the Water Conservation Plan

Action Taken: NO ACTION

- e. Discussion and consideration of Resolution 22-02, Amending the District Water Code

Action Taken: Motion to approve Resolution 22-02, Amending the District Water Code

HERMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- f. Discussion and consideration of Resolution 22-04, Amending the Employee Handbook

Action Taken: Motion to approve Resolution 22-04, Amending the Employee Handbook

ARCHACKI/BURTON M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- g. Discussion of Amendment #1 to the DWR Intake Pump Extension Project and to approve an additional \$5,000 to the District share if necessary

Action Taken: Motion to approve Amendment #1 to the DWR Intake Pump Extension Project and to approve an additional \$5,000 to the District share if necessary

BOUCHER/HERMAN M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

- h. Discussion of consideration of appeal for 13288 Driftwood Village, Clearlake Oaks

Action Taken: Motion to deny appeal for 13288 Driftwood Village, Clearlake Oaks

HERMAN/ARCHACKI M/S/C

AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: NONE

Adjournment

Time: 3:13 PM

**SIGNED: _____
Margaret Medeiros, President**

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

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

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

May 5, 2022

This meeting will be conducted by Roberts Rule of Order.

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

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

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

Public comment on non-agenda items

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

AGENDA

Call to Order – 10:00 a.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President, **EXCUSED** ✓ Mr. Stanley Archacki, Vice President
- ✓ Mr. Samuel Boucher, Director ✓ Mr. Michael Herman, Director ✓ Mr. James Burton, Director
- ✓ Mrs. Dianna Mann – General Manager ✓ Mrs. Olivia Mann – Board Secretary ✓ Mr. Kurt Jensen, Water

New Business

- a. Discussion and update of quotes from ERS for replacing the media in Filter #1

Action Taken: Motion to approve Quote #COC030922PC01-1Q and Quote #COC030922-1Q, totaling the amount of \$166,030.00, to be paid out of the Water Reserves Account.

ARCHACKI/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

- b. Discussion and consideration of Telework Agreement and Policy

Action Taken: Action Taken: Motion to approve telework agreement and policy with noted revisions and additions, with final approve at the May 19, 2022 Regular Meeting.

ARCHACKI/BURTON M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

Adjournment

Time: 10:53 AM

SIGNED: _____
Stanley Archacki, Vice President

ATTESTED TO: _____
Olivia Mann, Board Secretary



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
5/5/2022	2185

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	6/4/2022	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Assistant Engineering Tech, Julia Asbenson	44.5	85.00	3,782.50	
Operations Management Engineer, John Pedri, PE	7.5	160.00	1,200.00	
Project Manager, Mark Carey, PE	4.5	165.00	742.50	
Project Engineer, Jared P. Nelson	41.5	130.00	5,395.00	
Administrative Support	2	65.00	130.00	
RGH Consultants Inv 0322141	1.13	782.50	884.23	
OV Copy Inv 39520		3.10	3.10	
Island Park RV - Apr 2022 FINAL		72.37	72.37	
EDEA Invoice 1127	1.13	495.00	559.35	
Clearlake Cottages 04/04		131.50	131.50	
Clearlake Cottages 04/18		131.50	131.50	
Reimbursable Expenses		1,747.99	1,747.99	
		Total	\$14,780.04	
		Payments/Credits	\$0.00	
		Balance Due	\$14,780.04	

*138- 4/6 USDA water imp proj
QR-W*

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

UA

Contractor's Application for Payment No. #12

Application Period:	4/1/2022 - 4/30/2022	Application Date:	4/30/2022
To (Owner):	CLOCWD	Via (Construction Manager):	Jared Nelson
Project:	USDA Water System Improvements	Contractor's Project No.:	20215
Owner's Contract No.:	USDA CFDA No. 10.760	Engineer's Project No.:	USDA CFDA No. 10.760

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions	
	1	\$16,009.53		\$ 6,034,124.00
	2	\$22,623.87		\$ 213,027.89
	3	\$2,011.49		\$ 6,247,151.89
	4	\$7,269.00		\$4,085,641.89
	5	\$110,978.00		
	6	\$54,136.00		
TOTALS				
NET CHANGE BY CHANGE ORDERS				\$213,027.89

1. ORIGINAL CONTRACT PRICE..... \$ 6,034,124.00
2. Net change by Change Orders..... \$ 213,027.89
3. Current Contract Price (Line 1 ± 2)..... \$ 6,247,151.89
4. TOTAL COMPLETED AND STORED TO DATE..... \$4,085,641.89
5. RETAINAGE:
 - a. 5% X \$4,085,641.89 Work Completed..... \$ 204,282.10
 - b. 5% X Stored Material..... \$ -
 - c. Total Retainage (Line 5a + Line 5b)..... \$ 204,282.10
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 3,881,359.79
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 3,416,278.26
8. AMOUNT DUE THIS APPLICATION..... \$ \$465,081.53
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)..... \$2,365,792.10

Contractor's Certification

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

By: Anthony Spavella Date: 4/30/2022

Payment of: \$ Jared Nelson (Date) 5-6-22
Line 8 or other - attach explanation of the other amount

is recommended by: _____ (Date) _____

Payment of: \$ _____ (Date) _____
Line 8 or other - attach explanation of the other amount

is recommended by: Dana Mann (Date) 5-9-22
Engineer

is approved by: _____ (Date) _____
Owner

Approved by: _____ (Date) _____
Funding Agency (if applicable)

138 1/6 USDA WTR CMP PROJ
 JL-W

Clearlake Oaks Co Water District PROJECTED BUDGET 2022-2023

1

Target % > **8%**

As of July 2022 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,298,210	108,184	-	0%	1,095,922	91,327	-	0%
Total Operating Expenses	1,238,590	103,216	-	0%	1,263,969	105,331	-	0%
Operating Balance (loss)	59,620	4,968	-		(168,047)	(14,004)	-	
420 Connection Fees	20,000	1,667	-	0%	20,000	1,667	-	0%
435		-	-			-	-	
450 Other - Non S/W Rev	100,000	8,333	-	0%	150,000	12,500	-	0%
Reserves	150,000	12,500	-	0%	-	-	-	0%
Net Change In Net Position (loss)	29,620	2,468	-		1,953	163	-	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	
District CRP	
Paradise Cove CRP	
Paradise Cove Escrow	
Water Reserve	
Sewer Reserve	
LAIF Account	
Total	\$0.00

As of July 2022 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,268,210	105,684		0%	1,068,422	89,035		0%
430 Penalty & Interest	30,000	2,500		0%	27,500	2,292		0%
440 Misc	-	-		0%	0	0		0%
Total Revenue >	1,298,210	108,184	-	0%	1,095,922	91,327	-	0%

As of July 2022 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	Spent
505 Salaries & Wages	420,407	35,034	-	0%	515,299	42,942	-	0%
520 FICA - District Share	35,241	2,937	-	0%	43,454	3,621	-	0%
530 Medical Ins - District Share	85,310	7,109	-	0%	128,824	10,735	-	0%
540 PERS - District Share	73,264	6,105	-	0%	83,236	6,936	-	0%
550 Unemployment	2,500	208	-	0%	2,500	208	-	0%
560 Workers Comp Ins	8,805	734	-	0%	9,102	759	-	0%
Salaries and Employee Benefits >	625,526	52,127	-	0%	782,415	65,201	-	0%

605 Advertising	200	17	-	0%	200	17	-	0%
610 Bank Fees	13,424	1,119	-	0%	13,414	1,118	-	0%
620 Communications & Internet	19,000	1,583	-	0%	19,000	1,583	-	0%
622 Board Exp	3,500	292	-	0%	3,500	292	-	0%
625 Equip - Field (\$300-\$4999)	2,500	208	-	0%	4,000	333	-	0%
630 Equip - Office	1,500	125	-	0%	2,000	167	-	0%
640 Fuel & Oil	13,500	1,125	-	0%	15,000	1,250	-	0%
645 Insurance	38,000	3,167	-	0%	38,000	3,167	-	0%
650 Interest	3,000	250	-	0%	3,000	250	-	0%

WU

657	Lab	20,000	1,667	-	0%	11,000	917	-	0%
660	Memberships & Subscriptions	32,000	2,667	-	0%	35,400	2,950	-	0%
665	Mileage Reimb	750	63	-	0%	500	42	-	0%
670	Postage & Shipping	6,500	542	-	0%	6,500	542	-	0%
675	Professional Services	54,000	4,500	-	0%	39,000	3,250	-	0%
685	Rents	7,250	604	-	0%	7,250	604	-	0%
690	Safety & Security	5,250	438	-	0%	10,250	854	-	0%
700	Tools & Instruments	3,700	308	-	0%	2,500	208	-	0%
703	Supplies - Clothing & Personal	2,800	233	-	0%	3,100	258	-	0%
705	Supplies - Office	3,500	292	-	0%	4,000	333	-	0%
715	Treatment Chemicals	110,250	9,188	-	0%	52,000	4,333	-	0%
720	Supplies - Operating - Other	5,000	417	-	0%	25,000	2,083	-	0%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	2,250	188	-	0%	1,750	146	-	0%
745	Travel	1,000	83	-	0%	1,000	83	-	0%
750	Utilities	190,900	15,908	-	0%	125,900	10,492	-	0%
760	Waste Disposal	3,290	274	-	0%	52,290	4,358	-	0%
795	Yolo Co	61,000	5,083	-	0%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		604,064	50,339	-	0%	475,554	39,629	-	0%
810	R&R Buildings & Grounds	6,000	500	-	0%	3,500	292	-	0%
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	250	-	0%	2,500	208	-	0%
850	Maintenance Reserve Account	-	-	-	0%	-	-	-	0%
Repairs & Replacement >		9,000	750	-	0%	6,000	500	-	0%
Total Expenses >		1,238,590	103,216	-	0%	1,263,969	105,331	-	0%

1

Administration - Budget Variance Report July 1, 2021 through June 30, 2022

Target % >

8.3%

GL ADMIN

As of July 2022		2020-2021 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	424,702	35,392		0.0%	424,702
520	FICA - District Share	36,577	3,048		0.0%	36,577
530	Medical Ins - District Share	95,918	7,993		0.0%	95,918
540	PERS-District Share (incl unfunded Liab, 78,867.)	122,615	10,218		0.0%	122,615
550	Unemployment	5,000	417		0.0%	5,000
560	Workers Comp Ins	2,982	248		0.0%	2,982
Salaries and Employee Benefits >		687,793	57,316	-	0.0%	687,793
605	Advertising	400	33	-	0.0%	400
610	Bank Fees	27,000	2,250		0.0%	27,000
620	Communications & Internet	7,000	583		0.0%	7,000
622	Board Exp	7,000	583		0.0%	7,000
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	167		0.0%	2,000
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	4,000	333		0.0%	4,000
665	Mileage Reimb	500	42		0.0%	500
670	Postage & Shipping	13,000	1,083		0.0%	13,000
675	Professional Services (Legal, IT, CUSI annual)	58,000	4,833		0.0%	58,000
685	Rents	14,500	1,208		0.0%	14,500
690	Safety & Security (boots)	1,500	125		0.0%	1,500
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	50		0.0%	600
705	Supplies - Office	5,000	417		0.0%	5,000
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	42		0.0%	500
745	Travel / Lodging	1,000	83		0.0%	1,000
750	Utilities	5,800	483		0.0%	5,800
760	Waste Disposal	580	48		0.0%	580
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		148,380	12,365	-	0.0%	148,380
810	R&R Buildings & Grounds	2,000	167		0.0%	2,000
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	167	-	0.0%	2,000
Total Expenses >		838,173	69,848	-	0.0%	838,173

1	Sewer - Budget Variance Report July 1, 2021 through June 30, 2022	Target % >	8.3%	GL SEWER		
	As of July 2022	2020-2021 Budget	Actual	%		
	Expenses	Annual	YTD	Spent		
			YTD	Total		
				Remaining		
505	Salaries & Wages	302,948	25,246	0.0%	302,948	
520	FICA - District Share	25,165	2,097	0.0%	25,165	
530	Medical Ins - District Share	80,865	6,739	0.0%	80,865	
540	PERS - District Share (\$14.5K Unfunded)	21,928	1,827	0.0%	21,928	
550	Unemployment	0	0	0.0%	0	
560	Workers Comp Ins	7,611	634	0.0%	7,611	
	Salaries and Employee Benefits >	438,518	36,543	-	0.0%	438,518
605	Advertising	0	0	0.0%	0	
610	Bank Fees	0	0	0.0%	0	
620	Communications & Internet	13,000	1,083	0.0%	13,000	
622	Board Exp	0	0	0.0%	0	
625	Equip - Field (up to \$4999)	1,500	125	0.0%	1,500	
630	Equip - Office	1,000	83	0.0%	1,000	
640	Fuel & Oil (Schaeffers)	10,000	833	0.0%	10,000	
645	Insurance	38,000	3,167	0.0%	38,000	
650	Interest	0	0	0.0%	0	
657	Outsource Lab / Internal Lab	11,000	917	0.0%	11,000	
660	Memberships/Subscriptions/Permits	33,400	2,783	0.0%	33,400	
665	Mileage Reimb	250	21	0.0%	250	
670	Postage & Shipping	0	0	0.0%	0	
675	Professional Services (SCADA)	10,000	833	0.0%	10,000	
685	Rents	0	0	0.0%	0	
690	Safety & Security (includes boots)	9,500	792	0.0%	9,500	
700	Tools & Instruments	2,500	208	0.0%	2,500	
703	Supplies - Clothing & Personal	2,800	233	0.0%	2,800	
705	Supplies - Office	1,500	125	0.0%	1,500	
715	Treatment Chemicals	52,000	4,333	0.0%	52,000	
720	Supplies-Operating-Other-Titan Tubes	25,000	2,083	0.0%	25,000	
730	Taxes - Licenses	-	-		-	
735	Training, Certs (classes, books)	1,500	125	0.0%	1,500	
745	Travel / Lodging	500	42	0.0%	500	
750	Utilities	123,000	10,250	0.0%	123,000	
760	Waste Disposal	52,000	4,333	0.0%	52,000	
795	Yolo Co	0	0	0.0%	0	
799	Misc	0	0	0.0%	0	
799.1	Customer Refund					
	Services and Supplies >	388,450	32,371	-	0.0%	388,450
810	R&R Buildings & Grounds	2,500	208	0.0%	2,500	
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	208	0.0%	2,500	
	Repairs & Replacement >	5,000	417	-	0.0%	5,000
	Total Expenses >	831,968	69,331	-	0.0%	831,968

Expense Notes

69

1	Water - Budget Variance Report July 1, 2021 through June 30, 2022 As of July 2022	2020-2021 Budget		Target % >	8.3%	GL WATER
	Expenses	Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	208,056	17,338		0.0%	208,056
520	FICA - District Share	16,952	1,413		0.0%	16,952
530	Medical Ins - District Share	37,351	3,113		0.0%	37,351
540	PERS - District Share	11,956	996		0.0%	11,956
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	7,314	609		0.0%	7,314
	Salaries and Employee Benefits >	281,629	23,469	-	0.0%	281,629
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	1,083		0.0%	13,000
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	42		0.0%	500
640	Fuel & Oil	8,500	708		0.0%	8,500
645	Insurance	38,000	3,167		0.0%	38,000
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	1,667		0.0%	20,000
660	Memberships/Subscriptions/Permits	30,000	2,500		0.0%	30,000
665	Mileage Reimb	500	42		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	2,083		0.0%	25,000
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	4,500	375		0.0%	4,500
700	Tools & Instruments	3,700	308		0.0%	3,700
703	Supplies - Clothing & Personal	2,500	208		0.0%	2,500
705	Supplies - Office	1,000	83		0.0%	1,000
715	Treatment Chemicals	110,250	9,188		0.0%	110,250
720	Supplies - Operating - Other	5,000	417		0.0%	5,000
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	167		0.0%	2,000
745	Travel / Lodging	500	42		0.0%	500
750	Utilities	188,000	15,667		0.0%	188,000
760	Waste Disposal	3,000	250		0.0%	3,000
795	Yolo Co	61,000	5,083		0.0%	61,000
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	516,950	43,079	-	0.0%	516,950
810	R&R Buildings & Grounds	5,000	417		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	250		0.0%	3,000
		-	-			-
	Repairs & Replacement >	8,000	667	-	0.0%	8,000
	Total Expenses >	806,580	67,215	-	0.0%	806,580

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2021 through June 30, 2022

1 Target % > **8.3%** **CRP-PC**

As of July 2022

Summary		Budget Annual	YTD	Actual YTD Amount	%	
PC CRP Revenue		19,536	1,628	-	0.0%	0%
PC CRP Expenses		0	0	-	0.0%	0%

Expenses		2021-2022 Budget		Actual YTD	% Spent	Total Remaining
		Annual	YTD	YTD		
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	Misc	0	0	-	0.0%	0
Services and Supplies >		0	0	-	0.0%	0
810	R&R Buildings & Grounds	-	-	-	0.0%	-
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	-	-	-	0.0%	-
832	R&R Mains/Laterals	-	-	-	0.0%	-
840	R&R Vehicles	-	-	-	0.0%	-
Repairs & Replacement >		0	0	-	0.0%	0
Total Expenses >		0	0	-	0.0%	0

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2021 through June 30, 2022

1

Target % > **8.3%** **CRP-WATER**

As of July 2022 Summary		WATER - CRP Budget		Actual YTD		
		Annual	YTD	Amount	%	
WATER CRP Revenue		439,444	36,620	0.0%	0%	
WATER CRP Expenses		416,678	34,723	0.0%	0%	
Operating Balance		22,766	1,897	-	-	
Expenses		2020-2021 Budget Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	194,369	16,197	-	0.0%	194,369
520	FICA - District Share	15,943	1,329	-	0.0%	15,943
530	Medical Ins - District Share	50,729	4,227	-	0.0%	50,729
540	PERS - District Share	12,390	1,033	-	0.0%	12,390
550	Unemployment	0	0	-	0.0%	0
560	Workers Comp Ins	6,096	508	-	0.0%	6,096
Salaries and Employee Benefits >		279,528	23,294	-	0.0%	279,528
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	292	-	0.0%	3,500
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	104	-	0.0%	1,250
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	14,400	1,200	-	0.0%	14,400
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	3,000	250	-	0.0%	3,000
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)	-	-	-	0.0%	-
700	Tools & Instruments	2,000	167	-	0.0%	2,000
703	Supplies - Clothing & Personal	1,500	125	-	0.0%	1,500
705	Supplies - Office	-	-	-	0.0%	-
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	3,000	250	-	0.0%	3,000
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	500	42	-	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	Misc	0	0	-	0.0%	0
Services and Supplies >		29,150	2,429	-	0.0%	29,150
810	R&R Buildings & Grounds	5,000	417	-	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	35,000	2,917	-	0.0%	35,000
830.1	Hydrants	-	-	-	0.0%	-
832	R&R Mains/Service Lines/Tanks	50,000	4,167	-	0.0%	50,000
840	R&R Vehicles	18,000	1,500	-	0.0%	18,000
Repairs & Replacement >		108,000	9,000	-	0.0%	108,000
Total Expenses >		416,678	34,723	-	0.0%	416,678

12

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2021 through June 30, 2022

1

SEWER-CRP

Target % > **8.3%** CRP-SEWER

As of July 2022

Summary	Budget		Actual YTD	
	Annual	YTD	Amount	%
SEWER CRP Revenue	509,022	42,419	0.0%	0%
SEWER CRP Expenses	466,227	38,852	0.0%	0%
	-	-	-	-
	-	-	-	-
	-	-	-	-
Operating Balance (loss)	42,795	3,566		

	Expenses	2020-2021 Budget		Actual YTD	%	Total Remaining
		Annual	YTD			
505	Salaries & Wages	253,805	21,150		0.0%	253,805
520	FICA - District Share	21,334	1,778		0.0%	21,334
530	Medical Ins - District Share	42,442	3,537		0.0%	42,442
540	PERS - District Share	15,486	1,290		0.0%	15,486
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	8,010	668		0.0%	8,010
	Salaries and Employee Benefits >	341,077	28,423	-	0.0%	341,077
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	417		0.0%	5,000
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	104		0.0%	1,250
630	Equip - Office	-	-		0.0%	-
640	Fuel & Oil	14,400	1,200		0.0%	14,400
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	0	0		0.0%	0
660	Memberships & Subscriptions	0	0		0.0%	0
665	Mileage Reimb	0	-		0.0%	0
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)	0	0		0.0%	0
685	Rents	-	-		0.0%	-
690	Safety & Security (includes boots)	-	-		0.0%	-
700	Tools & Instruments	2,000	167		0.0%	2,000
703	Supplies - Clothing & Personal	1,500	125		0.0%	1,500
705	Supplies - Office	-	-		0.0%	-
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	3,000	250		0.0%	3,000
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	500	42		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	Misc	0	0	-	0.0%	0
	Services and Supplies >	27,650	2,304	-	0.0%	27,650
810	R&R Buildings & Grounds	7,500	625		0.0%	7,500
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	20,000	1,667		0.0%	20,000
830	R&R Equipment	35,000	2,917		0.0%	35,000
832	R&R Mains/Laterals	25,000	2,083		0.0%	25,000
840	R&R Vehicles	10,000	833		0.0%	10,000
		-	-		0.0%	-
	Repairs & Replacement >	97,500	8,125	-	0.0%	97,500
	Total Expenses >	466,227	38,852	-	0.0%	466,227

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

RESOLUTION NO. 22 - 05

A RESOLUTION OF THE BOARD OF DIRECTORS OF CLEARLAKE OAKS COUNTY WATER DISTRICT AUTHORIZING A REPRESENTATIVE FOR THE FINANCING AGREEMENT FROM THE STATE WATER RESOURCES CONTROL BOARD FOR THE WASTEWATER REHABILITATION AND INFRASTRUCTURE PROJECT – PHASE 4

WHEREAS, the General Manager (“the Authorized Representative”) or his/her designee is hereby authorized and directed to sign and file, for and on behalf of the District, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of Clearlake Oaks County Water District’s (“District’s”) Wastewater Rehabilitation and Infrastructure Project, Phase 4; and

WHEREAS, this Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto; and

BE IT FURTHER RESOLVED, the Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the District, in compliance with applicable state and federal laws.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 19th day of May, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Board Secretary

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

RESOLUTION NO. 22 - 06

A RESOLUTION OF THE BOARD OF DIRECTORS OF CLEARLAKE OAKS COUNTY WATER DISTRICT TO PROVIDE REINBURSEMENT TO THE STATE WATER RESOURCES CONTROL BOARD FOR THE WASTEWATER REHABILITATION AND INFRASTRUCTURE PROJECT – PHASE 4

WHEREAS, the Clearlake Oaks County Water District (District) desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its water and wastewater system, including certain treatment facilities, pipelines and other infrastructure (the "Project"); and

WHEREAS, the Agency intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board (SWRCB); and

WHEREAS, the SWRCB may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"), and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the Agency desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the Agency; and

WHEREAS, the Agency has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Agency for the Expenditures from the proceeds of the Obligations, and

WHEREAS, the District is eligible for 100% Grant funding as an "extreme disadvantage community".

BE IT FURTHER RESOLVED;

SECTION 1: The Agency hereby states its intention and reasonably expects to reimburse expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.

SECTION 2: The reasonably expected maximum principal amount of the Project Funds is \$ 17,170,010

SECTION 3: This resolution is being adopted no later than 60 days after the date on which the Agency will expend moneys for the construction portion of the Project costs to be reimbursed with Project Funds.

SECTION 4: Each Agency expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

~~**SECTION 5:** To the best of our knowledge, this Agency is not aware of the previous adoption of official intents by the Agency that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.~~

SECTION 6: This resolution is adopted as official intent of the Agency in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

SECTION 7: All the recitals in this Resolution are true and correct and this Agency so finds, determines and represents.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 19th day of May, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Olivia Mann, Board Secretary

**MEMORANDUM OF AGREEMENT
REGARDING CONTRACTING FOR
SANITARY AND SOURCE WATER ASSESSMENT SURVEY OF
THE CLEAR LAKE WATERSHED AREA**

This Memorandum of Agreement (hereinafter "MOA") is made effective on [Month, day], 2022, and it is made by and between the Buckingham Park Water District (hereinafter "Buckingham"), Cache Creek Mobile Home Park (hereinafter "Cache Creek"), Golden State Water Company (hereinafter "Golden State Water"), California Water Service Company (hereinafter "Cal Water"), Clearlake Oaks County Water District (hereinafter "The Oaks"), Clearwater Mutual Water Company (hereinafter "Clearwater"), Crescent Bay Improvement Company (hereinafter "Crescent Bay"), Highlands Mutual Water District (hereinafter "Highlands"), Konocti County Water District (hereinafter "Konocti County"), Konocti Harbor Resort & Spa (hereinafter "Konocti Harbor"), County of Lake Special Districts (hereinafter "County"), City of Lakeport (hereinafter "Lakeport"), Mt. Konocti Mutual Water Company (hereinafter "Konocti Mutual"), Nice Mutual Water Company (hereinafter "Nice"), Richmond Park Resort (hereinafter "Richmond Park"), Harbor View Mutual Water Company (hereinafter "Harbor View"), and Westwind Mobile Home Park (hereinafter "Westwind") (individually referred to as a "Party" and collectively referred to as the "Parties").

RECITALS

Whereas, the Parties each provide public water service to customers within the general Clear Lake watershed area;

Whereas, the Parties each are required by the California State Water Resources Control Board's Division of Drinking Water (DDW) to complete a sanitary survey (Survey) at least every five years, the next Survey by December 2022.

Whereas, the Parties believe it to be in their best interest, as well as the public's best interest, to share in the cost of hiring an expert consulting firm to conduct the required Survey and thereby achieve enhanced cost, schedule and technical effectiveness.

NOW THEREFORE, in consideration of the mutual obligations set forth herein the Parties agree as above and as follows:

AGREEMENTS AND UNDERSTANDINGS

1. Purpose: The purpose of this MOA is to memorialize an agreement and the understandings of all of the Parties to collectively hire and share the costs of completing the Survey.
2. Advisory Committee: The Parties hereby agree to participate in an Advisory Committee consisting of one representative of each of the Parties, as described on the list titled "Clear Lake Watershed Survey Advisory Committee" attached as Exhibit "A". Each Party shall designate, and may change from time to time in its sole discretion, its

representative on the Advisory Committee. The Advisory Committee shall: a) develop the scope of work and evaluation criteria such as cost, qualifications, past performance and experience and technical aspects, to be included in the anticipated Request for Proposal described below; b) solicit and select one or more qualified individuals or firms to properly perform the Survey; c) carryout such other acts reasonably necessary and related to the successful completion of the Survey. The Advisory Committee shall meet as required at a location determined by the Advisory Committee, or at such times and places as the Advisory Committee may agree. Golden State shall provide necessary administrative support to the Advisory Committee and to the Parties in carrying out administrative activities under this MOA.

3. Decisions of Advisory Committee: To the extent practical, the decisions of the Advisory Committee shall be made by consensus. If the Parties are unable to reach a consensus on an issue, action may be taken after approval based on a weighted majority vote. In the weighted majority vote, each Party shall have votes equivalent to that Party's share of the costs (as designated in paragraph 5, below) associated with the Survey issue being voted upon.

4. Contract Administration: Although each Party shall be responsible for its respective cost allocation as designated in paragraph 5, Golden State Water will serve as the contracting Party for the purpose of efficiently administering the anticipated contract entered into with one or more individuals or consultants selected by the Advisory Committee to complete the Survey Contract.

5. Cost Sharing, Invoices: Each Party shall be responsible for a portion of all of the costs of the Contract based upon the following formula for each contract task:

a. Task 1 Watershed Sanitary Survey 2022 Update

Each Party's share of the Parties' total service connections reported to the DDW as of December 31, 2021.

Based on the above formula, it is agreed and accepted by each Party that the percentage of the costs allocated to each Party for the task is as listed in the table titled "Cost Allocations" and attached as Exhibit B.

In no case shall the total value of goods or services procured pursuant to this MOA exceed \$30,000.00 for Task 1, except by written Amendment to this MOA. Upon receipt of an invoice(s) for Survey services, Golden State Water will forward a copy of the Survey invoice(s) to the other Parties, who shall promptly, and in any event not later than within thirty (30) days after receiving such invoice(s) remit their respective percentage share of said invoice(s), to Golden State Water for payment. In the event one or more Parties reasonably and in good-faith believes an invoice(s) should not be paid in whole or in part, then the dispute shall be promptly resolved by the Advisory Committee in its discretion; provided, however, that notwithstanding any provision herein, Golden State Water shall be promptly reimbursed by each of the other Parties for their respective percentage share of all monies ultimately paid to the individual(s) or consultant(s) by Golden State Water in the exercise of its discretion.

6. The Parties agree to actively and timely cooperate with Golden State Water to exercise good faith and diligence in all aspects of this MOA including in the resolution of any disputed invoice(s) amounts.
7. Administrative Costs: In order to help reimburse Golden State Water for the estimated costs of administering this MOA and the resultant Survey Contract, each Party with 100 or less service connections shall deposit \$500.00 and each Party with more than 100 service connections shall deposit \$1,500.00 with Golden State Water contemporaneously upon its execution of this MOA. Golden State Water shall establish a special segregated fund to account for these funds. Golden State Water shall use these funds for the estimated costs of administering this MOA and the resultant Survey Contract. After the conclusion of this MOA and the resultant Survey Contract, any funds remaining in this special account shall be promptly returned to the Parties at the same percentage as paid. Golden State Water shall provide to the Advisory Committee a report of the estimated costs and expenditures relating to the MOA and the resultant Contract on a quarterly basis, or more frequently, as deemed desirable by Golden State Water.
8. Notices: Any invoice, payment notice or other written communication related to this MOA will be provided to each Party as identified on Exhibit "A" and may be done so by confirmed electronic means including by email or by facsimile transmission.
9. Term of MOA: This MOA shall be effective as of the effective date written above and shall remain in force until all services and contracts covered by this MOA have been completed and performed, and all payments required under this MOA and resultant Survey Contract have been made to Golden State Water. However, in the event that the administration, resolution of any disputes or funding of the administration of the MOA becomes impracticable to Golden State Water, then Golden State Water may terminate this MOA effective upon written notice to each Party hereto and equitably and reasonably reimburse itself for its estimated costs to date and return any unused remaining funds to each of the Parties in their pro rata share.
10. Amendments: This MOA and any of its Exhibits hereto constitute the entire MOA between the parties concerning the subject matter hereof. Any amendments to this MOA must be in writing and executed by all Parties.
11. No Agency Established: Each Party understands and agrees that there is no agency or joint venture relationship between the Parties. It is further understood and agreed by the Parties that notwithstanding anything contained herein, the employees of each Party shall continue to be entirely and exclusively under the direction, supervision and control of the employing Party.
12. Individual Costs and Expenses: Each Party understands and agrees that any internal, in-house or administrative costs or expenses incurred by any Party related to that Party's obligations under this MOA, excepting only the estimated administration costs and expenses incurred by Golden State Water as provided for in paragraph 5, shall be the sole responsibility of the Party incurring any of said costs and expenses.
13. Counterparts: This MOA may be executed in counterparts to the original.

Duly authorized representatives of each of the Parties hereby agree and accept this MOA, as indicated by their signature below. This MOA shall have no force or effect unless all of the Parties hereto have executed a counterpart of this MOA and returned it along with its pro rata deposit amount to Golden State Water.

Buckingham Park Water District
George Hawley, Vice President

Golden State Water Company
Paul Schubert, General Manager

Cache Creek Mobile Home Park
Lee Burgess, Owner

Clearlake Oaks County Water District
Diana Mann, General Manager

Clearwater Mutual Water Co.
John Unger, Board President

Lake County Special District
Jan Coppinger, Administrator

Crescent Bay Improvement Company
Mary Benson, Manager

Westwind Mobile Home Park
Bill Lee, Owner

Highlands Mutual Water Company
Jeff Davis, General Manager

Konocti County Water District
Frank Costner, General Manager

Konocti Harbor Resort & Spa
Greg Bennett, President and Gen. Mgr.

City of Lakeport
Margaret Silveira, City Manager

California Water Service Company-
Lucerne
Darin McCosker, Local Manager

Mt. Konocti Mutual Water Company
Alan Farr, General Manager

Nice Mutual Water Company
David Fultz, General Manager

Richmond Park Resort
Carl Olson, Owner

Harbor View Mutual Water Company
Jeremiah Fossa, Lead Water Operator

EXHIBIT A

**CLEAR LAKE WATERSHED SURVEY
ADVISORY COMMITTEE**

Buckingham Park Water District
2880 Eastlake Drive
Kelseyville, CA 95451
Attention: Nakia Foskett
Ph: 707.279.8568
Fax: 707.279.2947
gm@buckinghamparkwater.com

Highlands Mutual Water District
P.O. Box 1090
Clearlake, CA 95422
Attention: Jeff Davis
Ph: 707.994.2393 707.994.8676
Fax: 707.994.1308
jdavis@highlandswater.com

Golden State Water Co.
3005 Gold Canal Drive
Rancho Cordova, CA 95670
Attention: Lisa Miller
Ph: 916.853.3632
Fax: 916.852.0142
lmiller@gswater.com

Konocti County Water District
15844 35th Avenue
Clearlake, CA 95422
Attention Frank Costner
Ph: 707.994.2561
Fax: 707.994.1107
kcwd@mchsi.com

Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423
Attention: Dianna Mann
Ph: 707.998.3322
d.mann@clocwd.org

Lake County Special Districts
230 North Main Street
Lakeport, CA 95453
Attention: Jan Coppinger
Ph: 707.263.0119
Fax: 707.263.3836
janet.coppinger@lakecountyCA.gov

Clearwater Mutual Water Co.
4151 Osceola Avenue
Kelseyville, CA 95451
Attention: John Unger
clearwtr.water@sbcglobal.net
johnun4143@att.net

City of Lakeport
591 Martin Street
Lakeport, CA 95453
Attention: Paul Harris
Ph: 707.263.6217
Fax: 707.263.1514
pharris@cityoflakeport.com

Crescent Bay Improvement Co.
12820 Anderson Road
Lower Lake, CA 95457
Attention: Mary Benson
Ph: 707.994.1005
Fax: 707.676.1182
mary.benson.ca@gmail.com

Nice Mutual Water Co.
P.O. Box 578
Nice, CA 95464
Attention: David Fultz
Ph: 707.274.1149
Fax: 707.274.3345
nicemwmng@mchsi.com

EXHIBIT A
(continued)

Cache Creek Mobile Home Park
P.O. Box 200
Redwood Valley, CA 95470
Attention: Lee Burgess
Ph: 707.485.8072 / 707-485-1377
Fax:
leeburgess@willitsonline.com

Richmond Park Resort
55 West Oak Knoll Drive
San Anselmo, CA 94960
Attention: Carl Olson
Ph: 415-721-0772
Fax: 415-456-8227
cedolson@yahoo.com

California Water Service Co. - Lucerne
P.O. Box 1133
Lucerne, CA 95458
Attention: Tarrah Henrie or
Meaghann Tenuta
Ph: 707.274.6624
Fax: 707.274.2612
thenrie@calwater.com
mtenuta@calwater.com

Harbor View Mutual Water Co.
8475 Harbor View Drive
Kelseyville, CA 95451
Attention: Jeremiah Fossa
Ph: 707.279.4143
Fax:
jeremiahfossa@yahoo.com

Mt. Konocti Mutual Water Co.
9733 Soda Bay Rd.
Kelseyville, CA 95451
Attention: Alan Farr
Ph: 707.277.7466
Fax: 707.277.7467
mkonocti@yahoo.com

Westwind Mobile Home Park
4050 Upper Drive
Lake Oswego, OR 97035
Attention: Bill Lee
Ph: 503-329-5325
Fax: 888-463-4093
kim@tri-leehomes.com

Konocti Harbor Resort
(owned by Clear Lake Resort Services, LLC)
Mail Address: 8727 Soda Bay Rd.
Kelseyville, CA 95451
Attn: Russ Hamel, Managing Director
Ph: 707.281.6202

EXHIBIT B
COST ALLOCATIONS

Watershed Sanitary Survey 2022 Update			
PARTY	Active Services (2021)¹	Percent of Services	Portion of \$30,000²
Buckingham Park Water District	455		
Cache Creek Mobile Home Park	42		
Golden State Water Company-Clearlake	2,174		
California Water Service - Lucerne	1173		
Clearlake Oaks County Water District	1796		
Clearwater Mutual Water Company	94		
Crescent Bay Improvement Company	24		
Highlands Mutual Water Company	2836		
Konocti County Water District	1922		
Konocti Harbor Resort & Spa	33		
Lake County Special Districts-N. Lakeport	1885		
Lake County Special Districts-Soda Bay	679		
Lakeport, City of	2252		
Mt. Konocti Mutual Water Company	1567		
Nice Mutual Water Company	1,064		
Richmond Park Resort	30		
Harbor View Mutual Water Company	235		
Westwind Mobile Home Park	38		
TOTALS	18,299	100	\$30,000

Notes: ¹ Active service connections reported to DDW in 2021 Annual Report
² Amount does not include deposit to cover GSWC administrative costs

Clearlake Oaks County Water District Telework Policy

Purpose

The telework program at the District is an experiment to see how well the work-at-home concept works for the District and its employees. We expect to continue with telecommuting as long as the results are satisfactory, and there is no definite ending date set at this time. However, we expect the pilot program to last approximately six months.

Teleworking is not an employee benefit intended to be available to the entire District at this time. As such, no District employee is entitled to, or guaranteed the opportunity to participate in the telework program.

Responsibilities and Approvals

All telework schedules will be conditionally approved for a trial period. The trial period should allow sufficient time to determine what impact the scheduling change may have on meeting workload commitments, as well as allowing the employee and District to determine whether the new work schedule will meet the needs of the employee and District.

Any adjustments to the employee's original request should be discussed to develop a work schedule that is agreeable to both the District and the employee. Adjustments to the original agreement must be documented.

Telework Daily Documentation

Employees working in the telework program must document their work daily with a daily synopsis of work completed with pertinent back up documents attached to employee's timecard.

Mitigation measures to compensate for the absences of in-person communication and visual context is essential to a successful telework program. Teleworking employees are expected to communicate project status, unforeseen impediments, and similar information to their supervisor and, as appropriate, their co-workers. Emails, texts, and phone calls are the preferred modes of communicating such information. Employees who insufficiently communicate project/assignment status on a regular basis may have their telework assignment suspended or revoked.

All works documents and records are subject to the California Public Records Act requests, therefore it is imperative that telework employees use only their District-assigned email address. Use of personal email accounts for District business is expressly prohibited.

Telework Schedule

The District and employee will establish a telework schedule that meets the needs of the District while accommodating the employee. Employees must be available and accessible by phone and email during regular business hours.

Regular Telework Schedule

Any change in the agreed upon schedule must be approved by the District, and documented and appended to the Telework Agreement. Schedule changes must be communicated to the employee's supervisor and General Manager.

Employee must forgo telework if needed in the office on a regularly scheduled telework day. The employee may be called in to the office when necessary to meet operational needs. The District should provide reasonable notice whenever possible. However, the employee may be required to report to the office without advance notice, as needed. While working away from the office, employee must be accessible for communication (e.g., telephone, e-mail, etc.). Specific requirements are subject to the needs of the District.

Full-time telework is permissible only when necessary and justified (e.g., to accommodate medical restrictions, disabilities, or mandated health orders), and depends on the needs of the job and demonstration of a clear benefit to District objectives and operations.

Telework Agreement

The District has a telework agreement that employees must agree to in order to participate in the telework program. The agreement describes the rights and duties of the District and employee, including use of equipment, protection of District property and records, and rules of conduct.

Alterations, Amendments, and Review

If at any time the District or the Employee deems necessary to alter, amend, or review the telework agreement, said agreement will be placed on the agenda for the Board of Directors to review and take action if necessary.

Termination of Telework Participation

A Telework Agreement may be cancelled at any time by either the employee or District by written notification.

TELEWORK AGREEMENT

This Telework Agreement is made by Clearlake Oaks County Water District, a public agency (“District”), and Olivia Mann, employee of District (“Employee”) as of May 16, 2022.

1. Voluntary Participation.

Employee voluntarily agrees to work at the District-approved alternative workplace indicated below and to follow all applicable policies and procedures. Employee recognizes that the telework arrangement is not an Employee entitlement but an additional method the District may approve to accomplish work. In addition, this Agreement does not constitute as an employment contract, but simply memorializes the terms and conditions of Employee working at an alternative workplace. Employee’s employment with District is based on statute and District policies and procedures.

2. Trial Period.

Employee and District agree to try out the arrangement for at least *[SIX]* months unless unforeseeable difficulties require earlier cancellation.

3. Salary and Benefits.

District agrees that a telework arrangement is not a basis for changing the Employee's salary or benefits.

4. Duty Station and Alternative Workplace.

District and Employee agree that the Employee's official workplace is at the District business office and the Employee's approved alternative workplace is: *[Address of employee]*.

For health and safety reasons, you are required to maintain a separate, designated work area at home. District has the right to visit your home work area to see if it meets District safety standards; such visits will be scheduled with at least 24 hours' advance notice.

5. Official Duties.

Unless otherwise instructed, Employee agrees to perform official duties only at the regular office or District-approved alternative workplace. Employee agrees not to conduct personal business while in official duty status at the alternative workplace. Telecommuting is not to be viewed as a substitute for dependent care. District expects that you will make arrangements for someone to care for your children or other dependents (if applicable) if needed. The District recognizes that one advantage of working at home is the opportunity to have more time with dependents, but it is your responsibility to insure that you are fully able to complete your work assignments on time.

6. Work Schedule.

District and Employee agree the Employee will work Monday and Thursday at the District office and Tuesday, Wednesday and Friday at the alternative workplace. There may be times when you will be requested to come into the office on a day that you might have planned to spend at home. District and your supervisor will try to minimize these unplanned office visits, but we ask that you recognize the need for them and agree to come in when requested. Similarly, there may be weeks when you have to spend more time than planned (up to the full five days) in the office when the

nature of the workload requires it. It will be your responsibility to come into the office as requested during these times.

7. Time and Attendance.

Employee shall certify the time and attendance for hours worked at the District office and the alternative workplace, which shall be reviewed at the end of each pay period by Employee's supervisor.

8. Leave.

Employee agrees to follow established office procedures for requesting and obtaining approval of leave.

9. Overtime.

Employee agrees to work overtime only when ordered and approved by the supervisor in advance and understands that overtime work without such approval may be subject to termination of the telework privilege and/or other appropriate action.

10. Equipment/Supplies.

Employee agrees to protect any District-owned equipment and to use the equipment only for official purposes. The District agrees to install, service, and maintain any District-owned equipment issued to the telework Employee. The Employee agrees to install, service, and maintain any personal equipment used. The District agrees to provide the Employee with all necessary office supplies and also reimburse the Employee for business-related long distance phone calls. Please see Exhibit 1 for District-provided equipment to be used at the alternative workplace.

11. Security.

If the District provides computer equipment for the alternative workplace, Employee agrees to the following security provisions:

You are expected to take reasonable precautions to protect the equipment from theft, damage, or misuse. You are required to contact your homeowner's insurance carrier to determine to what extent this property is covered under your homeowner's policy. If the District property is NOT covered, you agree to notify your supervisor and, if requested, take out additional coverage at District's expense to cover the property.

Security of confidential information is of primary concern and importance to the District. Teleworkers, like all District employees, are expected to adhere to all applicable laws, rules, regulations, policies, and procedures regarding information security: The following are basic information security guidelines:

- Use District information assets only for authorized purposes and ensure that confidential information is not disclosed to any unauthorized person.
- Back up critical information on a regular basis to assure the information can be recovered if the primary source is damaged or destroyed.
- Return material (paper documents, etc.) containing all confidential information to the District for proper handling or disposal, if necessary.

- Adhere to copyright law by not copying or sharing any District owned software utilized by teleworkers, and when no longer employed by the District, remove all such software from the home computer and return any software media to the District.
- Ensure internet connections are secure within the telework location

12. Liability.

The Employee understands that the District will not be liable for damages to an Employee's personal or real property while the Employee is working at the approved alternative workplace.

13. Work Area.

The Employee agrees to provide a work area adequate for performance of official duties.

14. Worksite Inspection.

The Employee agrees to permit the District to inspect the alternative workplace during the Employee's normal working hours to ensure proper maintenance of District-owned property and conformance with safety standards.

15. Alternative Workplace Costs.

The Employee understands that the District will not be responsible for any operating costs that are associated with the Employee using his or her home as an alternative worksite, for example, home maintenance, insurance, or utilities. The Employee understands he or she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the District as provided for by statute and regulations.

Office supplies as needed will be provided by District; your out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of your supervisor. Also, District will not reimburse you for travel expenses to and from the office on days when you come into the office, nor for any home-related expenses such as construction, renovations, heating/air conditioning, lighting, or electricity.

16. Injuries.

Employee understands they are covered under California's workers compensation law if injured in the course of actually performing official duties at the District office or the alternative workplace. The Employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative workplace and to complete any required forms. The supervisor agrees to investigate such a report immediately.

17. Work Assignments/Performance.

Employee agrees to complete all assigned work according to District policies and procedures and as mutually agreed upon by the Employee and the supervisor in an Employee performance plan. The Employee agrees to provide regular reports if required by the supervisor to help judge performance. The Employee understands that a decline in performance may be grounds for canceling the alternative workplace arrangement.

18. Standards of Conduct.

Employee agrees he or she is bound by District standards of conduct while working at the alternative worksite.

19. Cancellation.

District agrees to let the Employee resume their regular schedule at the District office after notice to the supervisor. Employee understands that the District may cancel the telework arrangement and instruct the Employee to resume working at the District office.

20. Other Action.

Nothing in this agreement precludes the District from taking any appropriate disciplinary or adverse action against an Employee who fails to comply with the provisions of this agreement.

21. Taxes.

It will be your responsibility to determine any income tax implications of maintaining a home office area. District will not provide tax guidance nor will the District assume any additional tax liabilities. You are encouraged to consult with a qualified tax professional to discuss income tax implications.

IN WITNESS THEREOF, the parties hereto have executed this agreement on this day and year first written above.

Clearlake Oaks County Water District

Employee

Margaret Medeiros, President

Olivia Mann

Clearlake Oaks County Water District

Stanley Archacki, Vice President

EXHIBIT 1

Telework Environment

In addition, the selection, installation, maintenance, repair or replacement of employee-owned equipment and software is the responsibility of the employee. Computer equipment should have a configuration that is compatible with the Districts Information Technology (IT) infrastructure. In the event of equipment malfunction, the teleworker must notify their supervisor immediately. If repairs will take some time, the teleworker may be asked to report to the District office until the equipment is usable.

Equipment Inventory:

Equipment	Supplied By District	Supplied By Employee
<u>Laptop/ Desktop</u>	<u>x</u>	
<u>Printer & Scanner</u>	<u>x</u>	
<u>Cell Phone</u>		<u>x</u>
<u>Internet Connection</u>		<u>x</u>

Setting Up a Home Office

It is important for all employees to maintain a healthy, safe and ergonomically sound work environment while working in the office or at a remote location. The major difference between the District's office and the home office is ownership and control over the workplace

Exhibit 1 – SAFETY CHECKLIST/ACKNOWLEDGEMENT

The following checklist must be completed for any in-home telework site and reviewed annually. All items must be evaluated by the employee as being satisfactory, and shall be installed and maintained in accordance with guidelines in “Setting Up An In-home Office.

Electrical

	Yes	No
A. All electrical outlets in the work area are permanent in nature and properly grounded.	<input type="checkbox"/>	<input type="checkbox"/>
B. There are an adequate number of electrical outlets to support equipment in the work area.	<input type="checkbox"/>	<input type="checkbox"/>
C. Electrical cords are not frayed or otherwise damaged.	<input type="checkbox"/>	<input type="checkbox"/>
D. Extension cords are not being used as a permanent source of electricity.	<input type="checkbox"/>	<input type="checkbox"/>
E. Electrical equipment and tools are properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
F. A power strip is to be utilized if multiple power sources are connected	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Procedures

	Yes	No
A. There is more than one way out of the work area (e.g., doors/ windows)	<input type="checkbox"/>	<input type="checkbox"/>

B. A first aid kit is on site.

Environment

Yes No

A. The work area is free of tripping hazards and is uncluttered.

B. All equipment is adequately supported and free from the danger of falling.

C. The work area has adequate lighting.

D. Potentially hazardous chemicals are not stored in, or around, the work area.

ATTACHMENT A – SETTING UP AN IN-HOME OFFICE

In setting up a home office, select a location that is safe, efficient, and comfortable. Observe “travel patterns” in and around the work area and avoid high traffic areas.

The main considerations in designing an in-home office are:

Desk	Your desk should be sturdy and able to handle the weight of any peripheral equipment (computers, printers, fax machines and/or telephones). <ul style="list-style-type: none">• Conventional desks are typically 29” high.• Computing surfaces are usually 26” high.
Chair	Your seat should be adjustable, including the headrest. <ul style="list-style-type: none">• Height of top of seat to floor should be between 15 and 25 inches.• Back tilt on chair/lumbar support should be 15 degrees.
Lighting	Your work lighting should be directed toward the side or behind the line of vision. <ul style="list-style-type: none">▪ Bright light sources can bounce off working surfaces and diminish the sense of contrast.
Electricity	You should have enough electrical outlets in the room to avoid overloading any circuits. If necessary, consult your local power utility. <ol style="list-style-type: none">1. To avoid tripping hazard, cover interconnecting cables or place them out of the way.2. Position equipment close to electrical outlets.3. Make sure electrical outlets are grounded.