

**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

**SEPTEMBER 16, 2021**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 2:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

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

**Public comment on non-agenda items**

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

**Staff Written Operational Reports**

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

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

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

- a. Minutes of Regular Meeting 08/19/2021

**3. Bills**

- a. MC Engineering invoice number 2095, dated 09/06/2021, in the amount of \$48,598.41 for the USDA Water Projects
- b. T & S Construction invoice number 4, dated 8/31/2021, in the amount of \$281,158.20 for the USDA Water Projects

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

**4. Agenda (Old Business)**

- a. Discussion and approval of an additional \$400.10 for the purchase of the Administration vehicle

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

**5. Agenda (New Business)**

- a. Discussion and consideration of Resolution 21-24, Approval and Authorization to Execute a Contract Between Leasing 2, Inc. and Clearlake Oaks County Water District

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

- b. Discussion and consideration of Resolution 21-25, Authorizing Representative for the DWR grant

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

- c. Discussion and consideration of Resolution 21-26, Amending the Employee Handbook

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

- d. Discussion and consideration of Resolution 21-27, Amending the "Policy Pertaining to Public Works" as it relates to emergencies

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

- e. Discussion and consideration of awarding T & S Construction the bid on the Emergency Intake Improvement Project not to exceed \$375,000.00

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

- f. Discussion and consideration of approving \$25,000 out of the Water Reserves Account to cover District's share of the Emergency Intake Improvement Project

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

- g. Discussion and consideration of granting permission to apply for a loan up to \$500,000 with USDA for the Lift Station 1 Gravity Pipeline/Manholes Rehabilitation Project. Estimated annual payment would be \$15-\$20,000 for 40 years

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

- h. Discussion and consideration of MC Engineering's contract for the Emergency Intake Improvement Project

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

- i. Discussion and consideration of MC Engineering's contract for the Lift Station 1 rehabilitation of four lift stations and exposed sewer pipe

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

- j. Discussion and consideration of approving CCTV and smoke testing for the four lift stations and exposed sewer lines just East of Lift Station 1 not to exceed \$12,000.

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

*September 13, 2021*

## ***Administration***

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- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 13 accounts on payment arrangements, 6 of those accounts are forfeiture payment arrangements and are not receiving a monthly statement
- ∂ The USDA meter change out is nearing, we only have approximately 35 meters remaining to be installed, a portion of which cannot be installed into the Harvey pipeline is complete.
- ∂ THE USDA Backflow Prevention Assembly (BPA) project is underway with just under 225 BPA's installed, we have approximately 556 remaining. Bailey has been extremely helpful with this project, thank you Bailey!
- ∂ The water shut off moratorium is still in place until September 30, 2021, this looks to be a firm date, I have tentatively scheduled shutoffs.
  - Shut Offs for non-payment will be approximately October 19, 2021
- ∂ The District continues to conduct its billing audit on vacant lots and unbilled properties within District boundaries. This will be an ongoing audit for at least 12-months.
- ∂ Processed write offs on September 8, 2021, 6 account balances were written off, totaling \$125.00
- ∂ Badger was here on September 9<sup>th</sup> to assist with technical problems we are having with meters, they did field work on approximately 17 meters, meter reading is scheduled for the morning of September 16<sup>th</sup>
- ∂ Kurt and I continue to submit the weekly drought reports to State, the office is currently monitoring usage and are going to send out the second round of high usage letters within the next 10 days.

All the best,  
Olivia Mann

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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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September 10, 2021

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

RE: DC board letter,

## **Water distribution main & service lines:**

\*T&S Construction are continuing with the back flow installs. T&S is finished with the new main line install on Spring Rd. Keep in mind that does not mean the mains are in use just installed in the ground.

\*As far as leak repairs go, we have 14 this month:

- 3 curb-stops and meter gaskets.
- 6 repaired service lines with repair clamps.
- 4 replaced entire service line due to the amount of previous repairs or in need of multiple repairs.
- 1 ¾" service line that decided to give up, and blew off the compression fitting in the middle of the night.
- 0 main repairs

## **13984 Chestnut, leak / 13324 Anchor, before & After service line that blew off and roots around line**



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Margaret Medeiros  
President

Stanley Archacki  
Vice President

Samuel Boucher  
Director

Michael Herman  
Director

James Burton  
Director

**Sample stations sites/Boil water notices:**

\*DC crew is still collecting the routine BacT samples every Wednesday. All reports have come back absent for total Coliforms and E.Coli. DC has also been helping out with tank runs.

**Sewer collections and Lift station sites:**

\*No new sewer spills to report.

\*On 9/6/21 from 4am-10pm we lost communications with SCADA for our lift station. After running a bunch of tests, it was determined that it was a connection on Verizon's end.

**Staff updating:**

\*DC crew includes;

- Jeremy, Chief – OP. 3, Class B license.
- Jesse, Lead – OP. 2, Class B license, Tech. Ham license. *"Waiting on D3 cert."*
- Hugo - DC OP. 2, Class B license. Tech. Ham license.
- Jerry - DC OP. 2, pending his 1 year of experience in water industry.
- Jake - Utility Tech with I.T. knowledge. *"Out on workmen's comp"*

\*Jesse has spent most of his time working with Kurt in the water plant. This month has been even more difficult for us. We didn't have Hugo for 2 weeks, so it was just Jerry and I doing everything. At one point we had to borrow Bailey from the Admin to help with traffic control.

\*DC crew took a 3 hour on-line course for, "collection 101". After taking the course I figured out that we have a lot of on the job knowledge. It appears that I need to seek out a more advanced course next time.

**District vehicles:**

\*Our Dodge crane truck's AC is still out, just have not had time to bring it in.

\*28 KW generator (G-8). The fan parts and radiator still need to be installed.

\*20 KW generator (G-7) A new alternator has been installed, but now the fuel pump is not working.

**Miscellaneous:**

\*

**Thank You**

**Chief DC, Jeremy Backus**

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July /Aug, 2021  
Board letter

- ◆ Julys and August raw water has become very difficult raw NTU has climbed at times to over 100 NTU. Charge analyzer and jar testing are being done regularly, adjustments are being made multiple times a day and monitored, and backwashes are a daily necessity.
- ◆ James and I have adjusted our schedule to keep the plant up as much as possible one of us come in for days and one for nights, We have been here 7 days a week Jesse from DC has also been training with us as he has his T2 license we plan to utilize him to give us breaks.
- ◆ Water production for the month of June was 28.72 MG.
- ◆ Due to high demand and heat the plant is running 24 hrs a day.
- ◆ DC has been doing the weekly tank runs for testing of chlorine residuals in all the tank locations.
- ◆ Continuing maintenance / cleanup through the plant area.
- ◆ I believe the floats around the dock intake do help with the larger algae, however when the in picks up over 15mph the algae does make it through.
- ◆ A new evaporative cooler for the filter / lab room was able to be installed, also we were able to install a gate on the pier entrance to help keep people off the pier.

Water sample list is attached

Treatment staff:

James Simons T2 Operator

Kurt Jensen T3, D2 Chief

Helping treatment also

Jesse Seth T2 operator

Thank you,

*Kurt Jensen*

WTP Chief Plant Operator

[k.jensen@clocwd.org](mailto:k.jensen@clocwd.org)

# Water Sample Testing

	DATE	DATE	DATE	
Bacti R(BW) & CW (M)	9/1/2021			A = Annually
Bacti R (BW)	8/25/2021			Q = Quarterly
TOC ALK R (M)	8/25/2021			M = Monthly
TOC CW (M)	8/25/2021			BW = Bi-weekly
R & CW TCP123 (BA)				BA = Bi-annually
Color / Odor (A)				
Cyano Toxin(W)	8/2/2021	8/27/2021	9/3/2021	9/10/2021
Bromate (Q)	8/25/2021			
Perchlorate (A)				
TTHM (Q)	upcoming			
HAA5 (Q)	upcoming			
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Nitrate (A)				
Nitrite (A)				
Antimony (A)				
Arsenic(A)				
Barium(A)				
Beryllium(A)				
Cadmium(A)				
Chromium Total (A)				
Fluoride Natural(A)				
Mercury(A)				
Nickel(A)				
Selenium(A)				
Thallium(A)				
Simazine(A)				
Bicarbonate Alaklinity(A)				
Calcium(A)				
Carbonate Alakalinity(A)				
Chloride(A)				
Copper(A)				
Foaming Agents (MBAS)(A)				
Hardness Total as CaCO3(A)				
Hydroxide Alakalinity(A)				
Iron(A)				
Magnesium(A)				
Manganese(A)				
PH, Laboratory(A)				
Silver(A)				
Sodium(A)				
Specific Coductance(A)				



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


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September 10, 2021

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

RE: August Board Letter

A total of 11.276 MG of influent came into the plant through our Headwork's averaging 364,000 gallons a day. The total amount of effluent that was sent over to South East Wastewater Plant through our effluent pipe was 9.595 MG averaging 310,000 gallons a day (215 gpm). As we all know we are experiencing a severe drought which is reflected on our lake. Clearlake averaged -1.27' Rumsey and ended the month at a level of -1.63' Rumsey. We have seen the effects here at the plant with the great amount of algae we receive from the water plant. It was necessary to drain our new clarifier to give the blanket time to settle. The lack of settling has been the major effect in our process due to the conditions that we are experiencing. Even though we are facing challenging time at the moment, all effluent discharge has been in compliance with our WDR.

On August 26 we conducted our 3<sup>rd</sup> quarter groundwater monitoring sampling. We were unable to sample well #2 again due to the lack of water in this well. Well #1 and #3 were sampled and sent over to Alpha Labs for analysis. I will be reporting more on this when results come in and the report pertaining this quarter is available. We have also begun disposing this seasons sludge. About 80% of our inventory has gone to Potrero Hills Landfill at this time. All waste activated sludge should be disposed completely by September 25<sup>th</sup>. It is always exciting to see this happen because it marks the end of a year of process at the waste plant. All maintenance and testing have been done for the month.

Francisco Castro  
Wastewater Chief Plant Operator

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Margaret Medeiros  
President

Stanley Archacki  
Vice President

Samuel Boucher  
Director

Michael Herman  
Director

James Burton  
Director

**Clearlake Oaks County Water District**  
**Board of Directors**  
**Board Meeting September 16, 2021**

Hello Board Members,

First, a big shout out to Directors Boucher and Herman for all their help and support installing the boom and aerator pump. An active Board makes for a successful District. It never fails, whenever the Staff asks for help all our Directors are eager to pitch in and help. It is greatly appreciated.

This District has been approved for a \$650,415 grant for the Emergency Intake Improvement Project that will consist of 1,000 to 1,500 feet of 8" pipe, VFD, self-cleaning screen, pump, SCADA, and all connections. MC Engineering, John Pedri, was an invaluable asset in assisting me with all the necessary equipment and material needed to make this project a success.

With the lake level so low, I believe now is the time to take advantage of rehabilitating four lift stations and some exposed sewer pipe that is usually under the water. I would like to perform some smoke testing and some CCTV work that will show some of our infiltration problems in that area. The four lift stations will need to be raised out of lake level along with piers that will allow staff to perform maintenance and prevent lake water from infiltrating our sewer system during high water times, along with incasing the exposed sewer pipe that is usually under water.

In addition to the above projects, I am working with John on updating all the grants that have been put on hold due to lack of funding in hopes we can move forward with additional major projects in the coming years.

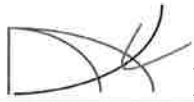
The District has also been working with the State Water Board regarding all the delinquent accounts due to COVID. I am not sure of the end game, however, I am optimistic that we might be receiving some relief money, possibly around \$150,000.

There have been a couple more fires near the District, however, neither have had an impact on our Water Plant. Speaking of the Water Plant, the Operators are still working long hours keeping up with the ever changing condition of the lake. Our D/C Operator, Jessc, has been temporarily transferred to the water department to give some relief to the Treatment Operators.

Please refer to the attached MC Engineering update on the USDA Project.

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

Respectfully Submitted,  
Dianna Mann  
General Manager



**Report Date:** September 8th, 2021

**To:** Dianna Mann, CLOCWD General Manager

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

**RE: CLOCWD USDA Funded Water System Improvements Project**

**Billing Period:** August, 2021

**I. Project Status Update**

Work on the project during August included the following:

- Contract facilitation and monthly invoicing
- Misc. correspondence with contractor
- Weekly meetings and minutes
- Meter location data analysis
- On site inspection services and data logging of meter and BPA installations
- Coordination with environmental
- Submittals Reviews (shop drawings)
- Coordination with RGH for testing backfill compaction

**II. Budget Status Update**

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

**This Invoice:                                \$48,598.41**

**Cost to Date:                                \$894,304.13**

**Cost to Complete:                        \$344,091.87**

**III. Projected Tasks for September 2021**

- Continue to conduct weekly construction meetings (agenda and minutes)
- Coordination with geotechnical subconsultant for compaction testing (potentially DMAs)
- Review of submittals
- Respond to RFIs and CCO
- Continue daily field inspections for meter installs, backflow preventers, and tank site improvements

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

09/10/21

Accrual Basis

	Aug 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	2,125,827.52
Other Current Assets	1,754,096.63
<b>Total Current Assets</b>	3,879,924.15
<b>Fixed Assets</b>	18,837,525.53
<b>TOTAL ASSETS</b>	<b>22,717,449.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	29,168.95
Credit Cards	3,670.45
Other Current Liabilities	3,929,690.39
<b>Total Current Liabilities</b>	3,962,529.79
<b>Total Liabilities</b>	3,962,529.79
<b>Equity</b>	18,754,919.89
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>22,717,449.68</b>

**Clearlake Oaks County Water District**  
**Balance Sheet**  
**As of August 31, 2021**

09/10/21

Accrual Basis

	Aug 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102.13 · SEWER RESERVES-9592	55,000.00
102.11 · PC ESCROW - 6184	65,824.82
102.10 · CRP PC - 6192	15,436.61
102.12 · WATER RESERVES- 8503	312,700.00
102.001 · GL - 9122 (Old Acct. # 053420019)	513,090.40
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 10135...)	872,452.15
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 10...</b>	<b>1,061,452.15</b>
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERIC...	88.98
102.02 · CRP Water - 6990	39,909.20
102.03 · CRP Sewer - 3745	62,325.36
<b>Total Checking/Savings</b>	<b>2,125,827.52</b>
<b>Other Current Assets</b>	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	29,609.68
130 · Const In Progress - Studies	124,897.10
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 11...	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 11...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS...	351,149.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 10978...	15,474.00
<b>Total Other Current Assets</b>	<b>1,754,096.63</b>
<b>Total Current Assets</b>	<b>3,879,924.15</b>
<b>Fixed Assets</b>	
138 · USDA Water Improvements	2,713,692.39
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation o...	4,151,269.78
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation...	150,784.44
<b>Total 121 · Wtr Dist &amp; Wtr Storage Projects (Replacement or installat...</b>	<b>266,285.10</b>
131 · Waste Water Plant	
131.1 · Pumps/Equipment	99,784.99
131 · Waste Water Plant - Other	57,768.09
<b>Total 131 · Waste Water Plant</b>	<b>157,553.08</b>
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
<b>USDA Project</b>	<b>-523,819.00</b>
127 · Water Plant	
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	182,836.13
127 · Water Plant - Other	211,458.66
<b>Total 127 · Water Plant</b>	<b>444,277.93</b>
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WAT...	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	691,610.28
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,008.57
<b>Total 120 · District General CRP (EQUIPMENT - WAS 1011181)</b>	<b>2,763,194.98</b>

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**Clearlake Oaks County Water District**  
**Balance Sheet**  
 As of August 31, 2021

	Aug 31, 21
122 · Bldgs/Grounds Cap Improvements	8,547,329.06
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEW...	
124.2 · GIS Online Mapping System	6,565.17
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	56,539.80
<b>Total 124.30 · Lift Stations</b>	<b>122,582.03</b>
124.50 · Mains	14,788.58
124.60 · Meters	24,010.72
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SE...	3,146,308.39
<b>Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - ...</b>	<b>3,354,869.93</b>
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-8,856,056.00
<b>Total Fixed Assets</b>	<b>18,837,525.53</b>
<b>TOTAL ASSETS</b>	<b>22,717,449.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 209...	29,168.95
<b>Total Accounts Payable</b>	29,168.95
<b>Credit Cards</b>	
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	500.78
211.16 · WAB - Francisco - 5312	2,191.96
211.13 · WAB - Jeremy - 2499	977.71
<b>Total 211 · WAB Credit Card</b>	3,670.45
<b>Total Credit Cards</b>	3,670.45
<b>Other Current Liabilities</b>	
Annual Depreciation	249,035.55
224 · USDA Retainage	10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a ...	-3,928.96
280 · Loan	
280.15 · USDA Water Improvement Project (USDA Wtr Impro...	2,379,182.81
280.02 · KS State Bank - 2019 Vac-Con	280,309.09
280.12 · USDA Loan	961,320.41
<b>Total 280 · Loan</b>	3,620,812.31
221 · Health Ins - EE Portion	739.40
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHME...	12,600.38
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) ...	-12,264.51
<b>Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)</b>	335.87
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC P...	-12.40
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE ...	-2.90
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAY...	-1.00
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DED...	-10,625.53
223.80 · GASB 68 Pension ( - WAS 2097190)	16,533.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PA...	6,636.14
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSAT...	54,922.20
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts w...	-15,136.33
<b>Total Other Current Liabilities</b>	3,929,690.39
<b>Total Current Liabilities</b>	3,962,529.79

Clearlake Oaks County Water District  
**Balance Sheet**  
As of August 31, 2021

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	<u>Aug 31, 21</u>
Total Liabilities	3,962,529.79
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	5,956,568.19
304 · Opening Balance Equity (Opening balances during setup post t...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corpor...	13,242,238.74
Net Income	140,396.20
Total Equity	<u>18,754,919.89</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>22,717,449.68</u></b>



Clearlake Oaks Co Water District  
PROJECTED BUDGET 2021-2022

2

Target % > 17%

As of August 2022 Summary	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,267,621	211,270	290,200	23%	1,292,200	215,367	209,723	16%
<b>Total Operating Expenses</b>	1,150,876	191,813	215,960	19%	1,269,661	211,610	192,644	15%
<b>Operating Balance (loss)</b>	<b>116,745</b>	<b>19,457</b>	<b>74,240</b>		<b>22,539</b>	<b>3,756</b>	<b>17,079</b>	
420 Connection Fees	10,000	1,667	10,419	104%	10,000	1,667	-	0%
435								
450 Other - Non S/W Rev	100,000	16,667	8,815	9%	100,000	16,667	8,797	9%
Reserves	150,000	25,000	12,500	0%	-	-		0%
<b>Net Change In Net Position (loss)</b>	<b>76,745</b>	<b>12,791</b>	<b>80,974</b>		<b>132,539</b>	<b>22,090</b>	<b>25,876</b>	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$589,294.35
District CRP	\$115,566.45
Paradise Cove CRP	\$17,153.42
Paradise Cove Escrow	\$65,824.82
Water Reserve	\$325,200.00
Sewer Reserve	\$60,000.00
LAIF Account	\$1,061,452.15
<b>Total</b>	<b>\$2,234,491.19</b>

As of August 2022 Operating Revenue	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,232,621	205,437	266,226	22%	1,267,200	211,200	197,643	16%
430 Penalty & Interest	30,000	5,000	4,730	16%	25,000	4,167	3,283	13%
440 Misc	5,000	833	10	0%	0	0	-	0%
<b>Total Revenue &gt;</b>	<b>1,267,621</b>	<b>211,270</b>	<b>270,966</b>	<b>21%</b>	<b>1,292,200</b>	<b>215,367</b>	<b>200,926</b>	<b>16%</b>

As of August 2022 Operating Expenses	WATER				SEWER			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	% Spent	Annual	YTD	YTD	% Spent
505 Salaries & Wages	357,579	59,596	87,332	24%	481,584	80,264	82,730	17%
520 FICA - District Share	29,824	4,971	6,603	22%	40,251	6,709	6,195	15%
530 Medical Ins - District Share	107,214	17,869	11,075	10%	159,912	26,652	22,035	14%
540 PERS - District Share	66,236	11,039	4,415	7%	77,083	12,847	6,053	8%
550 Unemployment	9,000	1,500	533	6%	9,000	1,500	533	6%
560 Workers Comp Ins	21,103	3,517	1,938	9%	25,370	4,228	2,121	8%
<b>Salaries and Employee Benefits &gt;</b>	<b>590,956</b>	<b>98,493</b>	<b>111,894</b>	<b>19%</b>	<b>793,201</b>	<b>132,200</b>	<b>119,665</b>	<b>15%</b>

605 Advertising	200	33	-	0%	200	33	-	0%
610 Bank Fees	12,430	2,072	2,358	19%	12,420	2,070	2,358	19%
620 Communications & Internet	19,000	3,167	2,391	13%	19,000	3,167	2,388	13%
622 Board Exp	3,750	625	-	0%	3,750	625	-	0%
625 Equip - Field (\$300-\$4999)	2,500	417	-	0%	4,000	667	-	0%
630 Equip - Office	1,500	250	97	6%	2,000	333	97	5%
640 Fuel & Oil	13,500	2,250	1,524	11%	15,000	2,500	1,783	12%
645 Insurance	35,000	5,833	9,909	28%	35,000	5,833	9,909	28%
650 Interest	3,000	500	-	0%	3,000	500	-	0%

7

657	Lab	20,000	3,333	2,275	11%	21,000	3,500	1,076	5%
660	Memberships & Subscriptions	26,500	4,417	203	1%	33,500	5,583	113	0%
665	Mileage Reimb	750	125	-	0%	500	83	-	0%
670	Postage & Shipping	2,000	333	-	0%	2,000	333	-	0%
675	Professional Services	54,000	9,000	20,131	37%	39,000	6,500	19,241	49%
685	Rents	6,550	1,092	1,275	19%	6,550	1,092	1,275	19%
690	Safety & Security	2,500	417	1,500	60%	7,500	1,250	1,375	18%
700	Tools & Instruments	2,000	333	11	1%	2,500	417	713	29%
703	Supplies - Clothing & Personal	2,500	417	469	19%	3,100	517	754	24%
705	Supplies - Office	3,500	583	415	12%	4,000	667	352	9%
715	Treatment Chemicals	75,000	12,500	34,422	46%	52,000	8,667	10,970	21%
720	Supplies - Operating - Other	5,000	833	239	5%	22,000	3,667	846	4%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	2,750	458	250	9%	2,250	375	375	17%
745	Travel	1,000	167	-	0%	1,000	167	-	0%
750	Utilities	190,900	31,817	19,867	10%	125,900	20,983	13,409	11%
760	Waste Disposal	3,090	515	365	12%	52,290	8,715	5,579	11%
795	Yolo Co	61,000	10,167	6,111	10%				
799	Misc	-	-	-	0%	-	-	-	0%
<b>Services and Supplies &gt;</b>		<b>549,920</b>	<b>91,653</b>	<b>103,809</b>	<b>19%</b>	<b>469,460</b>	<b>78,243</b>	<b>72,610</b>	<b>15%</b>
810	R&R Buildings & Grounds	7,000	1,167	55	1%	4,500	750	176	4%
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	500	202	7%	2,500	417	193	8%
850	Maintenance Reserve Account	-	-	-	0%	-	-	-	0%
<b>Repairs &amp; Replacement &gt;</b>		<b>10,000</b>	<b>1,667</b>	<b>257</b>	<b>3%</b>	<b>7,000</b>	<b>1,167</b>	<b>369</b>	<b>5%</b>
<b>Total Expenses &gt;</b>		<b>1,150,876</b>	<b>191,813</b>	<b>215,960</b>	<b>19%</b>	<b>1,269,661</b>	<b>211,610</b>	<b>192,644</b>	<b>15%</b>

2 Administration - Budget Variance Report July 1, 2021 through June 30, 2022		Target % >		16.7%	GL ADMIN	
As of August 2022		2020-2021 Budget		Actual	%	
Expenses		Annual	YTD	YTD	Spent	Total
						Remaining
505	Salaries & Wages	394,151	65,692	67,803	17.2%	326,348
520	FICA - District Share	33,421	5,570	5,071	15.2%	28,350
530	Medical Ins - District Share	109,031	18,172	14,295	13.1%	94,736
540	PERS-District Share (incl unfunded Liab, 78,867.)	112,884	18,814	5,816	5.2%	107,068
550	Unemployment	18,000	3,000	1,065	5.9%	16,935
560	Workers Comp Ins	8,035	1,339	750	9.3%	7,285
Salaries and Employee Benefits >		675,522	112,587	94,800	14.0%	580,722
605	Advertising	400	67	-	0.0%	400
610	Bank Fees	24,840	4,140	4,716	19.0%	20,124
620	Communications & Internet	7,000	1,167	1,097	15.7%	5,903
622	Board Exp	7,500	1,250		0.0%	7,500
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,000	333	193	9.7%	1,807
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	500	75	2.5%	2,925
665	Mileage Reimb	500	83		0.0%	500
670	Postage & Shipping	4,000	667		0.0%	4,000
675	Professional Services (Legal, IT, CUSI annual)	58,000	9,667	28,782	49.6%	29,218
685	Rents	13,100	2,183	2,549	19.5%	10,551
690	Safety & Security (boots)	1,000	167	114	11.4%	886
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	100		0.0%	600
705	Supplies - Office	5,000	833	703	14.1%	4,297
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	250		0.0%	1,500
745	Travel / Lodging	1,000	167		0.0%	1,000
750	Utilities	5,800	967	625	10.8%	5,175
760	Waste Disposal	580	97	56	9.7%	524
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		135,820	22,637	38,910	28.6%	96,910
810	R&R Buildings & Grounds	4,000	667	110	2.8%	3,890
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	667	110	2.7%	3,890
Total Expenses >		815,342	135,890	133,820	16.4%	681,522

505 = Three pay periods in the month of July

19

2	Sewer - Budget Variance Report July 1, 2021 through June 30, 2022	Target % >	16.7%	GL SEWER		
	As of August 2022	2020-2021 Budget	Actual	%		
	Expenses	Annual	YTD	% Spent	Total Remaining	
505	Salaries & Wages	284,509	47,418	48,828	17.2%	235,681
520	FICA - District Share	23,541	3,924	3,659	15.5%	19,882
530	Medical Ins - District Share	105,397	17,566	14,887	14.1%	90,510
540	PERS - District Share (\$14.5K Unfunded)	20,641	3,440	3,145	15.2%	17,496
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	21,353	3,559	1,746	8.2%	19,607
	Salaries and Employee Benefits >	455,440	75,907	72,265	15.9%	383,175
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	2,167	1,839	14.1%	11,161
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	250		0.0%	1,500
630	Equip - Office	1,000	167		0.0%	1,000
640	Fuel & Oil (Schaeffers)	10,000	1,667	1,783	17.8%	8,217
645	Insurance	35,000	5,833	9,909	28.3%	25,091
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	21,000	3,500	1,076	5.1%	19,924
660	Memberships & Subscriptions	32,000	5,333	75	0.2%	31,925
665	Mileage Reimb	250	42		0.0%	250
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA)	10,000	1,667	4,850	48.5%	5,150
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	7,000	1,167	1,318	18.8%	5,682
700	Tools & Instruments	2,500	417	713	28.5%	1,787
703	Supplies - Clothing & Personal	2,800	467	754	26.9%	2,046
705	Supplies - Office	1,500	250		0.0%	1,500
715	Treatment Chemicals	52,000	8,667	10,970	21.1%	41,030
720	Supplies-Operating-Other-Titan Tubes	22,000	3,667	846	3.8%	21,154
730	Taxes - Licenses	-	-			-
735	Training, Certs (classes, books)	1,500	250	375	25.0%	1,125
745	Travel / Lodging	500	83		0.0%	500
750	Utilities	123,000	20,500	13,096	10.6%	109,904
760	Waste Disposal	52,000	8,667	5,551	10.7%	46,449
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
	Services and Supplies >	388,550	64,758	53,155	13.7%	335,395
810	R&R Buildings & Grounds	2,500	417	121	4.8%	2,379
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	417	193	7.7%	2,307
		-	-		0.0%	-
	Repairs & Replacement >	5,000	833	314	6.3%	4,686
	<b>Total Expenses &gt;</b>	<b>848,990</b>	<b>141,498</b>	<b>125,734</b>	<b>14.8%</b>	<b>723,256</b>

**Expense Notes**

**715 Supplies - Chemicals**

**More chemicals required due to additional algae from WTP**

2	Water - Budget Variance Report July 1, 2021 through June 30, 2022		Target % >	16.7%	GL WATER	
	As of August 2022	2020-2021 Budget		Actual	%	
	Expenses	Annual	YTD	YTD	Spent	Total Remaining
505	Salaries & Wages	160,503	26,751	53,430	33.3%	107,073
520	FICA - District Share	13,114	2,186	4,067	31.0%	9,047
530	Medical Ins - District Share	52,698	8,783	3,927	7.5%	48,771
540	PERS - District Share	9,794	1,632	1,507	15.4%	8,287
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,086	2,848	1,563	9.1%	15,523
	Salaries and Employee Benefits >	253,195	42,199	64,494	25.5%	188,701
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	2,167	1,842	14.2%	11,158
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	83		0.0%	500
640	Fuel & Oil	8,500	1,417	1,524	17.9%	6,976
645	Insurance	35,000	5,833	9,909	28.3%	25,091
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	3,333	2,275	11.4%	17,725
660	Memberships & Subscriptions	25,000	4,167	165	0.7%	24,835
665	Mileage Reimb	500	83		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	25,000	4,167	5,740	23.0%	19,260
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	2,000	333	1,443	72.2%	557
700	Tools & Instruments	2,000	333	11	0.6%	1,989
703	Supplies - Clothing & Personal	2,200	367	469	21.3%	1,731
705	Supplies - Office	1,000	167	63	6.3%	937
715	Treatment Chemicals	75,000	12,500	34,422	45.9%	40,578
720	Supplies - Operating - Other	5,000	833	239	4.8%	4,761
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	333	250	12.5%	1,750
745	Travel / Lodging	500	83		0.0%	500
750	Utilities	188,000	31,333	19,554	10.4%	168,446
760	Waste Disposal	2,800	467	337	12.0%	2,463
795	Yolo Co	61,000	10,167	6,111	10.0%	54,889
799	Misc	0	0		0.0%	0
799.1	Customer Refund			1,626		
	Services and Supplies >	469,000	78,167	85,980	18.3%	383,020
810	R&R Buildings & Grounds	5,000	833		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	500	202	6.7%	2,798
		-	-			-
	Repairs & Replacement >	8,000	1,333	202	2.5%	7,798
	<b>Total Expenses &gt;</b>	<b>730,195</b>	<b>121,699</b>	<b>150,676</b>	<b>20.6%</b>	<b>579,519</b>

505 O.T. due to assisting at the 2nd & Hoover and Lakeview fires, working plant 24/7 due to drought conditions  
715 Higher chemical expense due to the unforeseen extreme condition of the lake due to drought

**Clearlake Oaks County Water District**  
**CRP/CIP Profit and Loss**  
**July through August 2021**

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Income</b>					
425 · CRP (Capital Replacment Plan)	3,252.22	74,917.68	76,335.69	154,505.59	154,505.59
430 · Penalty & Interest	109.41	1,821.12	1,363.92	3,294.45	3,294.45
<b>Total Income</b>	<u>3,361.63</u>	<u>76,738.80</u>	<u>77,699.61</u>	<u>157,800.04</u>	<u>157,800.04</u>
<b>Total Income</b>	<u>3,361.63</u>	<u>76,738.80</u>	<u>77,699.61</u>	<u>157,800.04</u>	<u>157,800.04</u>
<b>Gross Profit</b>	3,361.63	76,738.80	77,699.61	157,800.04	157,800.04
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	0.00	19,451.55	33,306.56	52,758.11	52,758.11
520 · FICA - District Share	0.00	1,442.97	2,468.27	3,911.24	3,911.24
530 · Medical Ins - Dist Share	0.00	5,233.38	5,043.36	10,276.74	10,276.74
540 · PERS - District Share	0.00	2,463.07	176.09	2,639.16	2,639.16
560 · Workers Comp Ins	0.00	1,463.67	1,463.66	2,927.33	2,927.33
<b>Total Salaries &amp; EE Benefits</b>	0.00	30,054.64	42,457.94	72,512.58	72,512.58
<b>Services &amp; Supplies</b>					
620 · Communications & Internet	0.00	119.34	119.35	238.69	238.69
625 · Equip - Field (\$300-\$4999)	0.00	2,110.68	0.00	2,110.68	2,110.68
640 · Fuel & Oil	0.00	2,731.33	2,731.30	5,462.63	5,462.63
650 · Interest	0.00	820.78	820.76	1,641.54	1,641.54
657 · Lab	0.00	342.00	0.00	342.00	342.00
720 · Supplies - Inventory - Other	0.00	575.84	1,030.16	1,606.00	1,606.00
<b>Total Services &amp; Supplies</b>	0.00	6,699.97	4,701.57	11,401.54	11,401.54
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	0.00	1,859.73	126.71	1,986.44	1,986.44
820 · R&R Lift Stations	0.00	0.00	1,171.91	1,171.91	1,171.91
830 · R&R Equipment					
830.1 · Hydrants	0.00	6,228.57	0.00	6,228.57	6,228.57
830 · R&R Equipment - Other	0.00	5,024.99	3,587.03	8,612.02	8,612.02
<b>Total 830 · R&amp;R Equipment</b>	0.00	11,253.56	3,587.03	14,840.59	14,840.59
832 · R&R Mains and Sewer Lines	0.00	1,656.23	2,002.71	3,658.94	3,658.94
840 · R&R Vehicles	0.00	134.44	134.42	268.86	268.86
<b>Total Repairs &amp; Replacement</b>	0.00	14,903.96	7,022.78	21,926.74	21,926.74
<b>Total Expense</b>	<u>0.00</u>	<u>51,658.57</u>	<u>54,182.29</u>	<u>105,840.86</u>	<u>105,840.86</u>
<b>Net Ordinary Income</b>	<u>3,361.63</u>	<u>25,080.23</u>	<u>23,517.32</u>	<u>51,959.18</u>	<u>51,959.18</u>
<b>Net Income</b>	<u><u>3,361.63</u></u>	<u><u>25,080.23</u></u>	<u><u>23,517.32</u></u>	<u><u>51,959.18</u></u>	<u><u>51,959.18</u></u>

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

2

Target % > **16.7%** CRP-PC

As of August 2022

Summary		Budget Annual	YTD	Actual YTD Amount %	
PC CRP Revenue		19,536	3,256	3,362	17.2% 0%
PC CRP Expenses		0	0	-	0.0% 0%

Expenses		2021-2022 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
605	Advertising	-	-	-	0.0%	-
610	Bank Fees	-	-	-	0.0%	-
620	Communications & Internet	-	-	-	0.0%	-
622	Board Exp	-	-	-	0.0%	-
625	Equip - Field (up to \$4999)	-	-	-	0.0%	-
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	-	-	-	0.0%	-
645	Insurance	-	-	-	0.0%	-
650	Interest	-	-	-	0.0%	-
657	Outsource Lab / Internal Lab	-	-	-	0.0%	-
660	Memberships & Subscriptions	-	-	-	0.0%	-
665	Mileage Reimb	-	-	-	0.0%	-
670	Postage & Shipping	-	-	-	0.0%	-
675	Professional Services (SCADA)	-	-	-	0.0%	-
685	Rents	-	-	-	0.0%	-
690	Safety & Security (includes boots)	-	-	-	0.0%	-
700	Tools & Instruments	-	-	-	0.0%	-
703	Supplies - Clothing & Personal	-	-	-	0.0%	-
705	Supplies - Office	-	-	-	0.0%	-
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	-	-	-	0.0%	-
730	Taxes - Licenses	-	-	-	0.0%	-
735	Training, Certs (classes, books)	-	-	-	0.0%	-
745	Travel / Lodging	-	-	-	0.0%	-
750	Utilities	-	-	-	0.0%	-
760	Waste Disposal	-	-	-	0.0%	-
795	Yolo Co	-	-	-	0.0%	-
799	Misc	0	0	-	0.0%	0
<b>Services and Supplies &gt;</b>		<b>0</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>	<b>0</b>
810	R&R Buildings & Grounds	-	-	-	0.0%	-
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	-	-	-	0.0%	-
832	R&R Mains/Laterals	-	-	-	0.0%	-
840	R&R Vehicles	-	-	-	0.0%	-
<b>Repairs &amp; Replacement &gt;</b>		<b>0</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>	<b>0</b>
<b>Total Expenses &gt;</b>		<b>0</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>	<b>0</b>

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

2

Target % > **16.7%** **CRP-WATER**

As of August 2022 Summary		WATER - CRP Budget			Actual YTD	
		Annual	YTD		Amount	%
<b>WATER CRP Revenue</b>		416,123	69,354	76,739	18.4%	0%
<b>WATER CRP Expenses</b>		371,599	61,933	51,658	13.9%	0%
<b>Operating Balance</b>		<b>44,524</b>	<b>7,421</b>	<b>25,081</b>		
Expenses		2020-2021 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	169,830	28,305	19,452	11.5%	150,378
520	FICA - District Share	13,910	2,318	1,443	10.4%	12,467
530	Medical Ins - District Share	64,088	10,681	5,233	8.2%	58,855
540	PERS - District Share	10,765	1,794	2,463	22.9%	8,302
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	15,006	2,501	1,464	9.8%	13,542
<b>Salaries and Employee Benefits &gt;</b>		<b>273,599</b>	<b>45,600</b>	<b>30,055</b>	<b>11.0%</b>	<b>243,544</b>
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	583	119	3.4%	3,381
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,250	208	2,111	168.9%	(861)
630	Equip - Office	-	-			
640	Fuel & Oil	12,000	2,000	2,731	22.8%	9,269
645	Insurance	0	0		0.0%	0
650	Interest	0	0	821	0.0%	(821)
657	Outsource Lab / Internal Lab	4,000	667	342	0.0%	3,658
660	Memberships & Subscriptions	0	0		0.0%	0
665	Mileage Reimb	0	0		0.0%	0
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services Leak Chk	-	-		0.0%	-
685	Rents	0	0		0.0%	0
690	Safety & Sec (includes boots)	1,500	250		0.0%	1,500
700	Tools & Instruments	750	125		0.0%	750
703	Supplies - Clothing & Personal	1,500	250		0.0%	1,500
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	83		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
<b>Services and Supplies &gt;</b>		<b>25,000</b>	<b>4,167</b>	<b>6,700</b>	<b>26.8%</b>	<b>18,300</b>
810	R&R Buildings & Grounds	5,000	833	1,860	37.2%	3,140
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	25,000	4,167	5,024	20.1%	19,976
830.1	Hydrants			6,229		
832	R&R Mains/Service Lines/Tanks	25,000	4,167	1,656	6.6%	23,344
840	R&R Vehicles	18,000	3,000	134	0.7%	17,866
<b>Repairs &amp; Replacement &gt;</b>		<b>73,000</b>	<b>12,167</b>	<b>14,903</b>	<b>20.4%</b>	<b>58,097</b>
<b>Total Expenses &gt;</b>		<b>371,599</b>	<b>61,933</b>	<b>51,658</b>	<b>13.9%</b>	<b>319,941</b>

625 - Aerator for intake pump at WTP

720 - Chemical Feed Tubes

29



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

2

**SEWER-CRP**

Target % > **16.7%** **CRP-SEWER**

As of August 2022

Summary	Budget	YTD		Actual YTD	
	Annual			Amount	%
<b>SEWER CRP Revenue</b>	551,245	91,874	77,700	14.1%	0%
<b>SEWER CRP Expenses</b>	376,230	62,705	54,182	14.4%	0%
USDA Annual Payment	105,280	17,547			
<b>Operating Balance (loss)</b>	<b>69,735</b>	<b>11,623</b>	<b>23,518</b>		

Expenses	2020-2021 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	180,886	30,148	33,307	18.4%	147,579
520 FICA - District Share	14,845	2,474	2,468	16.6%	12,377
530 Medical Ins - District Share	33,861	5,643	5,043	14.9%	28,818
540 PERS - District Share	10,466	1,744	176	1.7%	10,290
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	15,172	2,529	1,464	9.6%	13,708
<b>Salaries and Employee Benefits &gt;</b>	<b>255,230</b>	<b>42,538</b>	<b>42,458</b>	<b>16.6%</b>	<b>212,772</b>
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	833	119	2.4%	4,881
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	208	-	0.0%	1,250
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	12,000	2,000	2,731	22.8%	9,269
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	821	0.0%	(821)
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)	2,500	417	-	0.0%	2,500
700 Tools & Instruments	750	125	-	0.0%	750
703 Supplies - Clothing & Personal	1,500	250	-	0.0%	1,500
705 Supplies - Office	-	-	-	0.0%	-
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	-	-	1,030	0.0%	(1,030)
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	500	83	-	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
<b>Services and Supplies &gt;</b>	<b>23,500</b>	<b>3,917</b>	<b>4,701</b>	<b>20.0%</b>	<b>18,799</b>
810 R&R Buildings & Grounds	7,500	1,250	127	1.7%	7,373
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	3,333	1,172	5.9%	18,828
830 R&R Equipment	35,000	5,833	3,587	10.2%	31,413
832 R&R Mains/Laterals	25,000	4,167	2,003	8.0%	22,997
840 R&R Vehicles	10,000	1,667	134	1.3%	9,866
	-	-	-	0.0%	-
<b>Repairs &amp; Replacement &gt;</b>	<b>97,500</b>	<b>16,250</b>	<b>7,023</b>	<b>7.2%</b>	<b>90,477</b>
<b>Total Expenses &gt;</b>	<b>376,230</b>	<b>62,705</b>	<b>54,182</b>	<b>14.4%</b>	<b>322,048</b>

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 August 31, 2021**

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
<b>138 · USDA Water Improvements</b>				
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
07/29/2021	Badger Meter	Services for July 2021	Loan/Grant:...	123.71
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
08/30/2021	Badger Meter	Services for August ...	Loan/Grant:...	123.71
Total 138 · USDA Water Improvements				480,808.64
<b>128 · Sewer Infrstructure &amp; Rehab Proj (Phase 1 was the installation of the Force Main)</b>				
08/12/2021	T & S Construction Co...	Phase 2 Wastewater...	Loan/Grant:...	-81,787.15
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
Total 128 · Sewer Infrstructure & Rehab Proj (Phase 1 was the installation of the F...				172,291.41
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distrib...				
<b>131 · Waste Water Plant</b>				
<b>131.1 · Pumps/Equipment</b>				
Total 131.1 · Pumps/Equipment				
<b>131 · Waste Water Plant - Other</b>				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
<b>127 · Water Plant</b>				
<b>127.6 · Swan AMI Turbiwell Monitor</b>				
Total 127.6 · Swan AMI Turbiwell Monitor				
<b>127.5 · A/C installation for Filter Rm</b>				
Total 127.5 · A/C installation for Filter Rm				
<b>127.4 · PH System</b>				
Total 127.4 · PH System				
<b>127.2 · Harvy Vault Chlor Inject Proj</b>				
Total 127.2 · Harvy Vault Chlor Inject Proj				
<b>127.1 · Major Equipment</b>				
Total 127.1 · Major Equipment				
<b>127 · Water Plant - Other</b>				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				
<b>120 · District General CRP (EQUIPMENT - WAS 1011181)</b>				
<b>120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
<b>120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)</b>				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
<b>120.75 · SCADA</b>				
Total 120.75 · SCADA				
<b>120.90 · Vehicles/Generators/Trailers</b>				
Total 120.90 · Vehicles/Generators/Trailers				
<b>120 · District General CRP (EQUIPMENT - WAS 1011181) - Other</b>				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				
<b>122 · Bldgs/Grounds Cap Improvements</b>				

9:23 AM

09/10/21

Accrual Basis

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
07/21/2021	Arrow Fencing	Replace/Repair - Tre...	CRP:PC	12,179.49
	Total 122 · Bldgs/Grounds Cap Improvements			12,179.49
	<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>			
	124.30 · Lift Stations			
	<b>124.50 · Mains</b>			
	Total 124.50 · Mains			
	<b>124.60 · Meters</b>			
	Total 124.60 · Meters			
	<b>124.90 · Water Tanks</b>			
	Total 124.90 · Water Tanks			
	<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>			
	Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...			
	Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...			
	<b>125 · Land - Dist. Cap. Improvements</b>			
	Total 125 · Land - Dist. Cap. Improvements			
	<b>129 · ALLOW. FOR DEPRECIATION</b>			
	Total 129 · ALLOW. FOR DEPRECIATION			
<b>TOTAL</b>				<b>665,279.54</b>

27

## Clearlake Oaks County Water District

## Profit and Loss

09/10/21

July through August 2021

Accrual Basis

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Income</b>					
410 · Client Reg Pmt	0.00	197,642.75	266,225.73	463,868.48	463,868.48
420 · Connection Fees	0.00	0.00	10,419.00	10,419.00	10,419.00
430 · Penalty & Interest	0.00	3,282.50	4,730.43	8,012.93	8,012.93
440 · Misc Revenue	0.00	0.00	10.00	10.00	10.00
450 · Other - Non S/W Rev	0.00	8,796.74	8,815.48	17,612.22	17,612.22
<b>Total Income</b>	<b>0.00</b>	<b>209,721.99</b>	<b>290,200.64</b>	<b>499,922.63</b>	<b>499,922.63</b>
<b>Total Income</b>	<b>0.00</b>	<b>209,721.99</b>	<b>290,200.64</b>	<b>499,922.63</b>	<b>499,922.63</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>209,721.99</b>	<b>290,200.64</b>	<b>499,922.63</b>	<b>499,922.63</b>
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	67,802.60	48,828.21	53,429.54	170,060.35	170,060.35
520 · FICA - District Share	5,071.40	3,658.72	4,066.98	12,797.10	12,797.10
530 · Medical Ins - Dist Share	14,294.58	14,886.84	3,926.87	33,108.29	33,108.29
540 · PERS - District Share	5,816.10	3,144.61	1,506.84	10,467.55	10,467.55
550 · Unemployment	1,064.99	0.00	0.00	1,064.99	1,064.99
560 · Workers Comp Ins	749.55	1,746.00	1,563.36	4,058.91	4,058.91
<b>Total Salaries &amp; EE Benefits</b>	<b>94,799.22</b>	<b>72,264.38</b>	<b>64,493.59</b>	<b>231,557.19</b>	<b>231,557.19</b>
<b>Services &amp; Supplies</b>					
610 · Bank Fees	4,715.88	0.00	0.00	4,715.88	4,715.88
620 · Communications & Internet	1,096.74	1,838.95	1,842.42	4,778.11	4,778.11
630 · Equip - Office	193.04	0.00	0.00	193.04	193.04
640 · Fuel & Oil	0.00	1,783.31	1,524.38	3,307.69	3,307.69
645 · Insurance	0.00	9,909.05	9,909.04	19,818.09	19,818.09
657 · Lab	0.00	1,076.00	2,275.05	3,351.05	3,351.05
660 · Memberships & Subscription	75.14	75.00	164.68	314.82	314.82
675 · Professional Services	28,781.85	4,850.33	5,740.00	39,372.18	39,372.18
685 · Rents	2,549.00	0.00	0.00	2,549.00	2,549.00
690 · Safety & Security	114.00	1,318.41	1,443.04	2,875.45	2,875.45
700 · Tools & Instruments	0.00	712.84	10.86	723.70	723.70
703 · Supplies - Clothing & Perso...	0.00	753.78	469.22	1,223.00	1,223.00
705 · Supplies - Office	703.55	0.00	63.05	766.60	766.60
715 · Supplies-Chemicals-Operat...	0.00	10,970.12	34,421.62	45,391.74	45,391.74
720 · Supplies - Inventory - Other	0.00	845.67	238.47	1,084.14	1,084.14
735 · Training/Classes/Certs/Clas...	0.00	375.00	250.00	625.00	625.00
750 · Utilities	624.64	13,095.85	19,553.55	33,274.04	33,274.04
760 · Waste Disposal	55.93	5,551.04	337.35	5,944.32	5,944.32
795 · Yolo Co	0.00	0.00	6,111.12	6,111.12	6,111.12
799 · Misc					
799.1 · Customer Refund - Acc...	0.00	0.00	1,625.94	1,625.94	1,625.94
<b>Total 799 · Misc</b>	<b>0.00</b>	<b>0.00</b>	<b>1,625.94</b>	<b>1,625.94</b>	<b>1,625.94</b>
<b>Total Services &amp; Supplies</b>	<b>38,909.77</b>	<b>53,155.35</b>	<b>85,979.79</b>	<b>178,044.91</b>	<b>178,044.91</b>
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	110.00	121.31	0.00	231.31	231.31
840 · R&R Vehicles	0.00	192.50	202.42	394.92	394.92
<b>Total Repairs &amp; Replacement</b>	<b>110.00</b>	<b>313.81</b>	<b>202.42</b>	<b>626.23</b>	<b>626.23</b>
<b>Total Expense</b>	<b>133,818.99</b>	<b>125,733.54</b>	<b>150,675.80</b>	<b>410,228.33</b>	<b>410,228.33</b>
<b>Net Ordinary Income</b>	<b>-133,818.99</b>	<b>83,988.45</b>	<b>139,524.84</b>	<b>89,694.30</b>	<b>89,694.30</b>
<b>Net Income</b>	<b>-133,818.99</b>	<b>83,988.45</b>	<b>139,524.84</b>	<b>89,694.30</b>	<b>89,694.30</b>



## Accounts

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

### CRP PC \*6192

Available.....\*\*\$15,436.61

Current.....\$15,436.61

### CRP SEWER \*3745

Available.....\*\*\$62,325.36

Current.....\$62,325.36

### GENERAL LEDGER \*9122

Available.....\*\*\$754,329.74

Current.....\$746,594.00

### PC ESCROW \*6184

Available.....\*\*\$65,824.82

Current.....\$65,824.82

### PUBLIC REGULAR CHK \*8503

Available.....\*\*\$312,700.00

Current.....\$312,700.00

### PUBLIC REGULAR CHK \*9592

Available.....\*\*\$55,000.00

Current.....\$55,000.00

## Make a Payment

Make paying bills fast and easy

Pay your bills on one screen in seconds.



[Sign up for payments](#)

## Purchase Rewards

You currently have no rewards available. Check back soon.



\*6192-CRP PC

[change account](#) ▼

[How does this work?](#)

## Money Management

CRP WATER \*6990

Available **\*\*\$39,909.20**

Current **\$39,909.20**

### BALANCE TOTALS

Total Deposit Accounts **\$1,297,789.99**

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

## Budgets made easy!



### Banking on the Go with the Westamerica Mobile Banking App

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

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

### Outside Accounts



No outside accounts added.

Add account

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	<b>13</b>	14	15	16	17	18
19	20	21	22	23	24	25

California State Treasurer  
**Fiona Ma, CPA**



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

September 13, 2021

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

[Tran Type Definitions](#)

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

August 2021 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	1,061,452.15
Total Withdrawal:	0.00	Ending Balance:	1,061,452.15

**Aged Accounts Receivable**  
**As of 09/13/2021**

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$128,538.15	\$35,041.20	\$17,115.06	\$17,892.72	\$255,187.81	<u>\$453,774.94</u>

Total number of accounts with open balances: 1064

These totals include all accounts on the Tax Roll

<b>Water</b>	\$128,095.63
<b>Water Penalty</b>	\$10,889.72
<b>Sewer</b>	\$172,933.44
<b>Sewer Penalty</b>	\$13,116.57
<b>CRP Water</b>	\$51,983.79
<b>CRP Water Penalty</b>	\$3,381.45
<b>CRP Sewer</b>	\$68,563.96
<b>CRP Sewer Penalty</b>	\$4,323.07
<b>CRP PC</b>	\$474.20
<b>CRP PC Penalty</b>	\$13.11
<b>Total Balance:</b>	<b>\$453,774.94</b>

**\*\*August Statements are due September 15, 2021\*\***



**Clearlake Oaks County Water District**  
**Payroll Summary**  
**August 2021**

	Hours	Rate	Aug 21
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-37	43.04	-1,833.21
CTO Used	79.11	23.68	2,675.58
Overtime (x1.5)	397	35.52	18,632.85
PTO	91.64	23.68	2,334.51
Straight Board	2,096.25	23.68	65,999.38
Duty Pay			1,200.00
			4,270.00
<b>Total Gross Pay</b>	<b>2,627</b>		<b>93,279.11</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-2,260.92
AFLAC (pre-tax)			-482.82
AFLAC (taxable) AFTER TAX			-128.88
CALPers 457			-400.00
CALPers EE (Pretax)			-4,337.46
<b>Total Deductions from Gross Pay</b>			<b>-7,610.08</b>
<b>Adjusted Gross Pay</b>	<b>2,627</b>		<b>85,669.03</b>
<b>Taxes Withheld</b>			
Federal Withholding			-9,679.00
Medicare Employee			-1,312.76
Social Security Employee			-5,613.17
CA - Withholding			-3,353.83
CA - Disability			-1,086.44
<b>Total Taxes Withheld</b>			<b>-21,045.20</b>
<b>Deductions from Net Pay</b>			
Miscellaneous Deduction			-150.00
Wage Garnishment			-894.66
<b>Total Deductions from Net Pay</b>			<b>-1,044.66</b>
<b>Net Pay</b>	<b>2,627</b>		<b>63,579.17</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			1,312.76
Social Security Company			5,613.16
<b>Total Employer Taxes and Contributions</b>			<b>6,925.92</b>

## Clearlake Oaks County Water District

## Trial Balance

As of August 31, 2021

09/10/21

Accrual Basis

	Aug 31, 21	
	Debit	Credit
102.13 · SEWER RESERVES-9592	55,000.00	
102.11 · PC ESCROW - 6184	65,824.82	
102.10 · CRP PC - 6192	15,436.61	
102.12 · WATER RESERVES- 8503	312,700.00	
102.001 · GL - 9122	513,090.40	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	872,452.15	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	39,909.20	
102.03 · CRP Sewer - 3745	62,325.36	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	29,609.68	
130 · Const In Progress - Studies	124,897.10	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CRP SEWER	983,511.67	
132 · CRP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CRP WATER	249,148.33	
135 · CRP WATER:135.02 · Aircon Project	0.00	
135 · CRP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CRP WATER:135.10 · High Valley Project 2013	0.00	
135 · CRP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	351,149.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	2,713,692.39	
128 · Sewer Infrstrcture & Rehab Proj	4,151,269.78	
121 · Wtr Dist & Wtr Storage Projects	150,784.44	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - Di...	115,500.66	
131 · Waste Water Plant	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	99,784.99	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	211,458.66	
127 · Water Plant:127.7 · Ozone System	12,785.71	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	182,836.13	
120 · District General CRP	95,008.57	
120 · District General CRP:120.01 · General Equipment/Tools	1,926,858.13	
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	691,610.28	
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 ...	6,565.17	
124 · D/C System Cap Improvements:124.30 · Lift Stations	56,539.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 ...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	24,010.72	
124 · D/C System Cap Improvements:124.90 · Water Tanks	40,615.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		8,856,056.00
200 · ACCOUNTS PAYABLE		29,168.95
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		500.78
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		2,191.96
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226	0.00	
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		977.71
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	

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Clearlake Oaks County Water District

Trial Balance

As of August 31, 2021

09/10/21

Accrual Basis

	Aug 31, 21	
	Debit	Credit
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		10,000.00
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.15 · USDA Water Improvement Project		2,379,182.81
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		280,309.09
280 · Loan:280.12 · USDA Loan		961,320.41
280 · Loan:280.10 · Bridge for I & I Rehab Project	0.00	
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		739.40
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	12,264.51	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SH...		12,600.38
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	12.40	
223.50 · MEDICARE TAX PAYABLE	2.90	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	0.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	1.00	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	10,625.53	
223.80 · GASB 68 Pension		16,533.00
223.85 · MISC DEDUCTIONS PAYABLE		6,636.14
223.90 · COMPENSATED EMPLOYEE BENEFITS		54,922.20
24000 · Payroll Liabilities	15,136.33	
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		5,956,568.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		13,242,238.74
Income:410 · Client Reg Pmt		463,868.48
Income:420 · Connection Fees		10,419.00
Income:425 · CRP		154,505.59
Income:430 · Penalty & Interest		11,307.38
Income:440 · Misc Revenue		10.00
Income:450 · Other - Non S/W Rev		17,612.22
Salaries & EE Benefits:545 · CALPers 457		200.00
Salaries & EE Benefits:505 · Salaries & Wages	222,818.46	

## Clearlake Oaks County Water District

## Trial Balance

09/10/21

As of August 31, 2021

Accrual Basis

	Aug 31, 21	
	Debit	Credit
Salaries & EE Benefits:520 · FICA - District Share	16,708.34	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	43,385.03	
Salaries & EE Benefits:540 · PERS - District Share	13,106.71	
Salaries & EE Benefits:550 · Unemployment	1,064.99	
Salaries & EE Benefits:560 · Workers Comp Ins	6,986.24	
Services & Supplies:610 · Bank Fees	4,780.03	
Services & Supplies:620 · Communications & Internet	5,016.80	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	2,110.68	
Services & Supplies:630 · Equip - Office	193.04	
Services & Supplies:640 · Fuel & Oil	8,770.32	
Services & Supplies:645 · Insurance	19,818.09	
Services & Supplies:650 · Interest	1,641.54	
Services & Supplies:657 · Lab	3,693.05	
Services & Supplies:660 · Memberships & Subscription	314.82	
Services & Supplies:675 · Professional Services	39,372.18	
Services & Supplies:685 · Rents	2,549.00	
Services & Supplies:690 · Safety & Security	2,875.45	
Services & Supplies:700 · Tools & Instruments	723.70	
Services & Supplies:703 · Supplies - Clothing & Personal	1,223.00	
Services & Supplies:705 · Supplies - Office	766.60	
Services & Supplies:715 · Supplies-Chemicals-Operating	45,391.74	
Services & Supplies:720 · Supplies - Inventory - Other	2,690.14	
Services & Supplies:735 · Training/Classes/Certs/ClassB	625.00	
Services & Supplies:750 · Utilities	33,274.04	
Services & Supplies:760 · Waste Disposal	5,944.32	
Services & Supplies:795 · Yolo Co	6,111.12	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct cl...	1,625.94	
Repairs & Replacement:810 · R&R Buildings & Grounds	2,217.75	
Repairs & Replacement:820 · R&R Lift Stations	1,171.91	
Repairs & Replacement:830 · R&R Equipment	8,612.02	
Repairs & Replacement:830 · R&R Equipment:830.1 · Hydrants	6,228.57	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	3,658.94	
Repairs & Replacement:840 · R&R Vehicles	663.78	
7130 · Sewer Ops - Emp Bens -holid	469.13	
66000 · Payroll Expenses	924.00	
<b>TOTAL</b>	<b>33,241,106.02</b>	<b>33,241,106.02</b>

**Clearlake Oaks County Water District**  
**A/P Aging Summary**  
**As of September 13, 2021**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alpha Analytical Labs	647.00	114.00	0.00	0.00	0.00	761.00
Anthony Casanova.	200.00	0.00	0.00	0.00	0.00	200.00
AT & T - CalNet 3	158.19	0.00	0.00	0.00	0.00	158.19
Badger Meter	1,103.15	0.00	0.00	0.00	0.00	1,103.15
Barber Vernon	109.87	0.00	0.00	0.00	0.00	109.87
California State Disbursement Unit	530.76	0.00	0.00	0.00	0.00	530.76
Cathy Wilson	117.53	0.00	0.00	0.00	0.00	117.53
Cecilia Kerry	23.32	0.00	0.00	0.00	0.00	23.32
Clearlake Lava	218.79	0.00	0.00	0.00	0.00	218.79
County of Lake - Special Districts	2,074.67	0.00	0.00	0.00	0.00	2,074.67
Darryl Didier	217.07	0.00	0.00	0.00	0.00	217.07
Deeper Cleaning	405.00	0.00	0.00	0.00	0.00	405.00
Flo-Line Technology, Inc.	0.00	1,171.91	0.00	0.00	0.00	1,171.91
George Ramos	63.69	0.00	0.00	0.00	0.00	63.69
Hach	316.79	0.00	0.00	0.00	0.00	316.79
Hayden Solar, LLC	4,837.91	0.00	0.00	0.00	0.00	4,837.91
Helix Laboratories, Inc.	2,104.92	0.00	0.00	0.00	0.00	2,104.92
Henry Moitoso	219.42	0.00	0.00	0.00	0.00	219.42
James B Atkisson ET AL	195.20	0.00	0.00	0.00	0.00	195.20
Karola Kennedy	825.00	0.00	0.00	0.00	0.00	825.00
Lake County Electric Supply, Inc.	94.34	0.00	0.00	0.00	0.00	94.34
Lake County Waste Solutions	730.63	0.00	0.00	0.00	0.00	730.63
Lou's Gloves	588.00	0.00	0.00	0.00	0.00	588.00
Lynn Milano	175.96	0.00	0.00	0.00	0.00	175.96
MC Engineering, Inc	52,348.41	0.00	0.00	0.00	0.00	52,348.41
McMaster-Carr	117.06	0.00	0.00	0.00	0.00	117.06
Mendo Mill	209.96	0.00	0.00	0.00	0.00	209.96
Michael J Urban	97.82	0.00	0.00	0.00	0.00	97.82
Miguel Fejoo	211.21	0.00	0.00	0.00	0.00	211.21
Nave Law Office, P.C.	709.50	0.00	0.00	0.00	0.00	709.50
NTU Technologies, Inc	8,485.34	0.00	0.00	0.00	0.00	8,485.34
Pace	0.00	0.00	471.70	0.00	0.00	471.70
People Services Inc	110.00	0.00	0.00	0.00	0.00	110.00
PETTY CASH - Bailey Anderson	115.02	0.00	0.00	0.00	0.00	115.02
PG&E	23,654.24	0.00	0.00	0.00	0.00	23,654.24
Potrero Hills Landfill	1,042.12	0.00	0.00	0.00	0.00	1,042.12
Quackenbush MRRCF	22.23	0.00	0.00	0.00	0.00	22.23
Quill	155.63	-191.98	0.00	0.00	0.00	-36.35
Redwood Coast Fuels	0.00	4,563.50	0.00	0.00	0.00	4,563.50
Robert Hansten	23.32	0.00	0.00	0.00	0.00	23.32
Solenis LLC	1,843.63	0.00	0.00	0.00	0.00	1,843.63
State of California - Franchise Tax Board	0.00	363.90	0.00	0.00	0.00	363.90
Tri-Cities Answering Service	289.60	0.00	0.00	0.00	0.00	289.60
USA BlueBook	663.20	0.00	0.00	0.00	0.00	663.20
Yolo County Flood Control	0.00	5,965.72	0.00	0.00	0.00	5,965.72
<b>TOTAL</b>	<b>106,055.50</b>	<b>11,987.05</b>	<b>471.70</b>	<b>0.00</b>	<b>0.00</b>	<b>118,514.25</b>

## Account Payable Breakdown

Date: 9/13/2021

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$589,294.35	\$746,594.00	\$754,329.74
CRP Water - 6990	\$48,247.33	\$39,909.20	\$39,909.20
CRP Sewer - 3745	\$67,319.12	\$62,325.36	\$62,325.36
CRP PC - 6192	\$17,153.42	\$15,436.61	\$15,436.61
PC Escrow	\$65,824.82	\$65,824.82	\$65,824.82
Water Reserve - 8503	\$325,200.00	\$312,700.00	\$312,700.00
Sewer Reserve - 9592	\$60,000.00	\$55,000.00	\$55,000.00
LAIF Balance	\$1,061,452.15	\$1,061,452.15	
Current A/P Aging	\$118,514.25		
Kansas State Bank-VacCon	\$7,421.47	EFT - 9/15/2021	
Credit Card	\$5,254.46	Estimate	
TOTAL	\$131,190.18		

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

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

**AUGUST 19, 2021**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 2:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

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

**Public comment on non-agenda items**

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

**Staff Written Operational Reports**

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

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

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

- a. Minutes of Special Meeting 07/15/2021
- b. Minutes of Regular Meeting 07/15/2021

**3. Bills**

- a. MC Engineering invoice number 2085, dated 08/05/2021, in the amount of \$56,363.36 for the USDA Water Projects
- b. T & S Construction invoice number 3, dated 7/20/2021, in the amount of \$32,4597.90 for the USDA Water Projects
- c. T & S Construction invoice number 13, dated 5/19/21, in the amount of \$112,484.95 for the Inflow and Infiltration Const. Phase 3
- d. T & S Construction Retention Billing dated 5/19/21, in the amount of \$141,593.61 for the Inflow and Infiltration Const. Phase 3
- e. T & S Construction Credit Memo dated 8/12/21, in the amount of -\$81,787.15 for the Inflow and Infiltration Const. Phase 2

**Action Taken: Motion to approve the consent items**

**HERMAN/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

**4. Agenda (Old Business)**

- a. Discussion and breakdown of Paradise Cove's Escrow Account

**Action Taken: NO ACTION**

**5. Agenda (New Business)**

- a. Discussion and consideration of Resolution 21-20, Approving the Transfer of Delinquent Account Balances

**Action Taken: Motion to approve Resolution 21-20, Approving the Transfer of Delinquent Account Balances**

**BURTON/ARCHACKI M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- b. Discussion and consideration of Resolution of 21-21, Approving the Authorized Agent for the extension of the raw water intake pump per the Urgent Drinking Water Needs Funding Application through the Division of Drinking water (DDW)

**Action Taken: Motion to approve Resolution 21-21, Approving the authorized agent for the extension of the raw water intake pump per the Urgent Drinking Water Needs Funding Application through the Division of Drinking water (DDW)**

**HERMAN/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**



- c. Discussion and consideration of Customer Appeal for 10458 Chatten Court, Clearlake Oaks

**Action Taken: Motion to deny the customer appeal for 10458 Chatten Court, Clearlake Oaks**  
**BURTON/BOUCHER M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: NONE**

- d. Discussion and consideration of Customer Appeal for 12894 Island Circle, Clearlake Oaks

**Director Herman recused himself from discussion and action of item 5D due to a personal conflict of interest.**

**Action Taken: Motion to approve the customer appeal for 12894 Island Circle, Clearlake Oaks**  
**ARCHACKI/BURTON M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/BURTON**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: HERMAN**

- e. Discussion and consideration of Customer Appeal for 12505 Foothill Boulevard, Clearlake Oaks

**Action Taken: Motion to deny the customer appeal for 12505 Foothill Boulevard, Clearlake Oaks**  
**BOUCHER/ARCHACKI M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: NONE**

- f. Discussion and consideration of Customer Appeal for 12588 Acorn Street, Clearlake Oaks

**Action Taken: Motion to deny the customer appeal for 12588 Acorn Street, Clearlake Oaks**  
**BURTON/ARCHACKI M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: NONE**

- g. Discussion and consideration of Customer Appeal for Stubbs Island, Clearlake Oaks

**Action Taken: Motion to deny the customer appeal for Stubbs Island, Clearlake Oaks**  
**ARCHACKI/BOUCHER M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: NONE**

- h. Discussion and approval of the engagement letter from Pheling and Pheling CPA firm in the amount of \$8,470.00 for annual audit year ending June 30, 2021.

**Action Taken: Motion to approve engagement letter from Pheling and Pheling CPA firm in the amount \$8,470.00 for annual audit year ending June 30, 2021**  
**BOUCHER/ARCHACKI M/S/C**  
**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**  
**NOES: NONE**  
**ABSENT: NONE**

- i. Discussion and consideration of hiring T & S Construction to repair all asphalt and concrete jobs around the District. Total AC paving work will be \$32,586, total concrete work will be \$25,638

**Action Taken: Motion to approve bid from T&S Construction in the amount of \$32,586.00**

**BURTON/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- j. Discussion and consideration of purchasing a 2,000 gal water truck from Valew Quality Truck Bodies, to be purchased through Lease 2

**Action Taken: Motion to approve the purchase of a 2,000 gallon water truck from Leasing 2, Inc not to exceed \$120,000.00**

**BOUCHER/ARCHACKI M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- k. Discussion and consideration of Resolution 21-22, Amending the Clearlake Oaks County Water District 'Water' Code

**Action Taken: Motion to approve Resolution 21-22, Amending the Clearlake Oaks County Water District 'Water' Code**

**ARCHACKI/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

- l. Discussion and consideration of Resolution 21-23, Amending the Clearlake Oaks County Water District 'Sewer' Code, (Exhibit 1 will be emailed to board members and given as a handout)

**Action Taken: Motion to approve Resolution 21-23, Amending the Clearlake Oaks County Water District 'Sewer' Code**

**BURTON/BOUCHER M/S/C**

**AYES: MEDEIROS/ARCHACKI/BOUCHER/HERMAN/BURTON**

**NOES: NONE**

**ABSENT: NONE**

**Adjournment**

**Time: 3:16 PM**

**SIGNED: \_\_\_\_\_  
Stanley Archacki, Vice President**

**ATTESTED TO: \_\_\_\_\_  
Olivia Mann, Board Secretary**



MC Engineering, Inc.

9294 Madison Ave  
Orangevale, CA 95662

# Invoice

Date	Invoice #
9/6/2021	2095

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	10/6/2021	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Project Engineer 2, Richard Relyea	140	130.00	18,200.00	
Operations Management Engineer, John Pedri, PE	37	160.00	5,920.00	
Assistant Engineer, Jose Diaz-Mendez	85	105.00	8,925.00	
Assistant Engineer, Jared P. Nelson	53	130.00	6,890.00	
Project Manager, Mark Carey, PE	6	165.00	990.00	
Administrative Support	2	65.00	130.00	
RGH Consultants Inv 0721092	1.13	2,070.00	2,339.10	
RGH Consultants Inv 0721093	1.13	150.00	169.50	
EDEA Invoice 1115	1.13	505.00	570.65	
RV Rental August 2021	1	700.00	700.00	
Island Park RV	1	723.54	723.54	
Reimbursable Expenses		3,040.62	3,040.62	
<b>Total</b>			<b>\$48,598.41</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$48,598.41</b>	

*138-4/B USDA WTR LMP. Proj.*

*(Signature)*

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

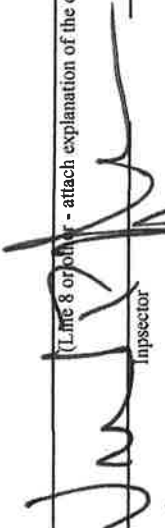


# Contractor's Application for Payment No. #4

Application Period:	8/1/2021 - 8/31/2021	Application Date:	8/31/2021
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	TOTALS
1. ORIGINAL CONTRACT PRICE				\$ 6,034,124.00
2. Net change by Change Orders				\$ -
3. Current Contract Price (Line 1 ± 2)				\$ 6,034,124.00
4. TOTAL COMPLETED AND STORED TO DATE				\$1,589,299.00
5. RETAINAGE:				
a. 5% X \$1,509,834.05 Work Completed				\$ 79,464.95
b. 5% X Stored Material				\$ 79,464.95
c. Total Retainage (Line 5a + Line 5b)				\$ 1,509,834.05
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)				\$ 1,228,675.85
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)				\$281,158.20
8. AMOUNT DUE THIS APPLICATION				\$4,524,289.95
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)				\$4,524,289.95

<p><b>Contractor's Certification</b></p> <p>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.</p>	Date: 8/31/2021
By: <i>Anthony Spavella</i>	

Payment of:	 Inspector	(Date) 9-9-21	
is recommended by:			
Payment of:	 Engineer	(Date) 9-9-21	
is recommended by:			
is approved by:	 Owner	(Date) 9-10-21	
Approved by:			Funding Agency (if applicable) _____ (Date)



**CLEARLAKE OAKS COUNTY WATER DISTRICT**

**P.O. Box 709, 12952 E. Hwy. 20**

**CLEARLAKE OAKS, CA 95423**

**(707) 998-3322**

**RESOLUTION NO. 21-24**

**THE BOARD OF DIRECTORS**

**OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT**

**A RESOLUTION OF DETERMINATION OF NEED AND APPROVAL AND  
AUTHORIZATION FOR THE PRESIDENT OF THE BOARD TO EXECUTE  
A CONTRACT BETWEEN LEASING 2 AND CLEARLAKE OAKS  
COUNTY WATER DISTRICT TO PURCHASE ONE (1) NEW MACK  
MD642R 2000 GALLON WATER TRUCK**

**LESSEE: CLEARLAKE OAKS COUNTY WATER DISTRICT**

At a duly called special meeting of the governing body of Lessee held on the 16<sup>th</sup> day of September, the following resolution was introduced and adopted.

**WHEREAS**, the governing body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described in the Lease-Purchase Agreement by and between Lessee and Leasing 2, Inc., and has further determined that the Equipment will be used solely for essential governmental functions and not for private business use.

**WHEREAS**, Lessee has taken the necessary steps, including, without limitation to compliance with legal bidding requirements, under applicable law to arrange for the acquisition of such Equipment.

**BE IT RESOLVED**, by the governing body of Lessee that the terms of said Proposal, Lease-Purchase Agreement and Escrow Agreement, if applicable, are in the best interest of Lessee for the acquisition of such Equipment, and the governing body of Lessee designates and confirms the following person to execute and deliver, the Lease-Purchase Agreement and Escrow Agreement and any related documents necessary to the consummation of the transactions contemplated by the Lease-Purchase Agreement and Escrow Agreement.

\_\_\_\_\_  
(Signature of Party to Execute  
Proposal, Lease-Purchase Agreement and Escrow Agreement)

Stanley Archacki, Vice President of the Board

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect and further certifies that the above and foregoing Lease-Purchase Agreement and Escrow Agreement is the same as presented at said meeting of the governing body of Lessee.

**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 16<sup>th</sup> day of September, 2021 by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

By: \_\_\_\_\_  
Stanley Archacki, Vice President

Attest: \_\_\_\_\_  
Olivia Mann, Board Secretary



# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 21-25

### AUTHORIZING REPRESENTATIVE FOR THE CALIFORNIA DEPARTMENT OF WATER RESOURCES FOR THE DROUGHT RELIEF PROGRAM

**WHEREAS**, Clearlake Oaks County Water District proposes to implement drought emergency work.

**WHEREAS**, drought emergency work is being implemented in response to a drought scenario, as defined by Water Code Section 1319(a) and is intended to: (1) address immediate impacts on human health and safety; (2) address immediate impacts on fish and wildlife resources; or (3) provide water to persons or communities that lose or are threatened with the loss or contamination of water supplies;

**WHEARAS**, Clearlake Oaks County Water District has the legal authority and is authorized to enter into a funding agreement with the State of California; and

**WHEARAS**, Clearlake Oaks County Water District intends to apply for grant funding from the California Department of Water Resources for the drought emergency work;

**THEREFORE, BE IT RESOLVED** by the Board of Directors of the Clearlake Oaks County Water District as follows:

1. That pursuant and subject to all of the terms and provisions of the Budget Act of 2021 (stats. 2021, ch. 69, Subsection 112), the Clearlake Oaks County Water District's General Manager, or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources, and take such other actions as necessary or appropriate to obtain grant funding.
2. The Clearlake Oaks County Water District's General Manager, or designee is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The Clearlake Oaks County Water District's General Manager, or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

**CERTIFICATION**, I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting held on 16<sup>th</sup> day of September 2121, motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, motion passed by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: \_\_\_\_\_  
Stanley Archacki, Vice President

Attest: \_\_\_\_\_  
Olivia Mann, Board Secretary

# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 21-26

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT

#### TO AMEND THE EMPLOYEE HANDBOOK

**WHEREAS**, Clearlake Oaks County Water District Board of Directors accepts all changes and modifications to the District Employee Handbook as provided herein.

**NOW, THEREFORE, BE IT RESOLVED**, the Clearlake Oaks County Water District Board of Directors do hereby approve the provisions of the herein Employee Handbook

1. The amendments to the Employee Handbook specified in Exhibit 1, attached hereto and incorporated herein by reference, are hereby approved.
2. These amendment to the Employee Handbook shall be effective as of September 16, 2021

**BE IT FURTHER RESOLVED** that except as expressly set forth herein, the Employee Handbook is reaffirmed and readopted.

**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 16th day of September 2021, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: \_\_\_\_\_  
Stanley Archacki, Vice President

Attest: \_\_\_\_\_  
Olivia Mann, Board Secretary

## EXHIBIT 1

Amendments (noted in red) to the Employee Handbook as approved on September 16, 2021

- Employees on **leave** of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
  - Employees with a release to return to work on a District observed holiday will be paid for the holiday.

### **2. Jury and Witness Duty**

The District encourages employees to fulfill their civic duties related to jury service. Employees summoned to jury duty are entitled to paid time off for the first 10 working days of jury service. For any additional service days, time off will be unpaid. However, exempt employees who work any portion of a work week in which they also serve on jury duty will receive their full salary for that work week. Employees may opt to use available accrued PTO or CTO in place of unpaid leave.

If you receive a jury summons, you must inform your supervisor immediately to determine if arrangements can be made to accommodate your leave. If the District cannot accommodate the leave, we will ask that you request a deferral to a more convenient date.

The District reserves the right to require employees to provide proof of jury summons prior to service date to the extent authorized by law. The District also requires a daily attendance slip from the court of service, summons and attendance slips must be provided to the payroll department. Employees are expected to return to work if excused from jury duty during regular working hours or released earlier than expected.



- If the holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the next Monday, unless otherwise noted.
- Employees on leave of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
  - Employees with a release to return to work on a District observed holiday will be paid for the holiday.
- If a holiday falls during your approved vacation period, you will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
- When computing overtime pay, you do not receive credit for hours worked on holidays that are not actually worked.
- In order to be paid for a holiday, you must have worked both the day before and the day after a holiday, unless scheduled/ planned time off was approved in advance (i.e., vacation). In the event of an emergency, (i.e., illness) please contact your General Manager.

## M. Other Leave Policies

### 1. Bereavement Leave

In the event of a death in your immediate family, the District **may** grant up to 40 hours for non-exempt employees or five (5) days for exempt employees of paid time away from work if you are a regular full-time employee.

**The intent of this benefit is to allow you to make arrangements for and/or to attend the funeral.** Additional time off in the form of paid leave of absence (i.e. PTO or CTO) may be granted for special circumstances with the General Manager's approval. Immediate family for the purpose of bereavement leave is defined as a mother, father, wife, husband, natural or adopted child, brother, sister, grandparent, grandchild, domestic partner, in-laws or current step-relatives.

### 2. Jury and Witness Duty

The District encourages employees to fulfill their civic duties related to jury service. Employees summoned to jury duty are entitled to paid time off for the first 10 working days of jury service. For any additional service days, time off will be unpaid. However, exempt employees who work any portion of a work week in which they also serve on jury duty will receive their full salary for that work week. Employees may opt to use available accrued PTO or CTO in place of unpaid leave.

If you receive a jury summons, you must inform your supervisor immediately to determine if arrangements can be made to accommodate your leave. If the District cannot accommodate the leave, we will ask that you request a deferral to a more convenient date.



The District reserves the right to require employees to provide proof of jury summons prior to service date to the extent authorized by law. The District also requires a daily attendance slip from the court of service, summons and attendance slips must be provided to the payroll department. Employees are expected to return to work if excused from jury duty during regular working hours or released earlier than expected.

If required by law to appear in court as a witness, you may be given paid time off up to a maximum of 16 hours for non-exempt (pro-rated for regular part-time) employees provided that you provide the District with reasonable advance notice and proof of such court order.

### **3. Military Leave**

A military leave, in accordance with Federal law, will be granted to those employees of a reserve component of the Armed Forces of the United States or National Guard.

If regular, full-time employees are called to active military duty training as members of the Armed Forces, Reserves, or National Guard, they may be eligible for full pay for military leaves for the first 30 days working days per calendar year provided that they are regular, full-time employees; ordered for purposes of military training, encampment, naval cruises, special exercises or like activity. Employees on military leave shall accrue PTO and seniority for the first 180 days of military duty, in accordance with applicable law. There is no accrual of PTO after the first 180 days unless expressly provided by District policy.

If regular, full-time employees are called to active duty during national or state emergencies, as members of the Armed Forces, Reserves, or National Guard, they shall be entitled to receive the difference between their regular rate of pay and their military rate of pay for the duration of their active duty call.

Military orders should be presented to your immediate manager and arrangements for leave made as early as possible before departure.

Should you either voluntarily or involuntarily leave your employment to serve in the armed services, you shall be entitled to reinstatement according to applicable State and Federal law in effect at the time of your release from active service. No one in this category should be denied re-employment without the District first consulting legal counsel.

### **4. Military Spouse Leave**

Employees that work more than 20 hours per week and have a spouse in the Armed Forces, National Guard, or Reserves that have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from military deployment. Employees must request this leave in writing to the General Manager within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 21-27

### A RESOLUTION OF THE BOARD OF DIRECTORS OF CLEARLAKE OAKS COUNTY WATER DISTRICT AMENDING THE “POLICY PERTAINING TO PUBLIC WORKS” AS IT RELATES TO EMEREGENCIES

**WHEREAS**, the State of California has declared a State of Emergency related to the current drought affecting many water supply systems throughout the State of California including Lake County, and

**WHEREAS**, Clearlake Oaks County Water District (“CLOCWD” or “District”) is currently facing serious existing and potential health and safety issues relating to both the quality and availability of drinking water due to the drought, and

**WHEREAS**, the District has had extreme difficulty with accumulations of algae from algal blooms thus affecting the filters and other water treatment plant components runtimes, and

**WHEREAS**, the projected lake levels could have an impact on the existing two intake pumps operations, with either pump required to produce an approximate amount of flow at up to 1000 GPM, and

**WHEREAS**, as the lake level drops the existing submersible pumps could be seriously impacted, and

**WHEREAS**, to supply the required raw water from the lake, CLOCWD is requesting that a new 8-inch HDPE intake pipe be extended a minimum of 1000LF into the lake to assure that water levels provide the necessary raw water for treatment and that a movable pump system be installed with connections to the existing pump pipelines feeding the clarifiers at the Wastewater Treatment Plant, and

**WHEREAS**, per Fish and Game restrictions, work that effects the bottom of the lake can only be performed during October 16 through December 31<sup>st</sup> due to Hitch, and

**WHEREAS**, this new intake pipeline will also meet the current California Fish and Wildlife requirements and be supplied with a self-cleaning fish screen, and District will be obtaining a Lake Bed Management Permit from the County of Lake, Water Resources, and

**WHEREAS**, any CEQA requirements will be waived under the CEQA Emergency Project exemption, 14 CCR 15269, and

**WHEREAS**, CLOCWD has recently applied for and was awarded a DDW Urgent Drinking Water Needs Funding to purchase and install pipeline material, new 75-100 HP electrical self-priming pump with a soft start VFD, and other appurtenances, and

**WHEREAS**, the proposed grant also allows for CLOCWD to rent equipment, if needed, while orders are being placed and received for installation, and

**WHEREAS**, these measures are considered emergency actions, and CLOCWD is requesting an emergency declaration to move forward expeditiously with the required improvements, and

**WHEREAS**, the District has adopted a Policy Pertaining to Public Works dated March 19, 2020, and

**WHEREAS**, the Board of Directors desires to amend the Policy Pertaining to Public Works, regarding the awarding of contracts during an emergency,

**NOW, THEREFORE, BE IT RESOLVED** that the “Policy Pertaining to Public Works” is amended as follows:

“Emergency purchases of \$8,000.00 or more may be made in accordance with this section.

- (a) If a meeting of the Board of Directors can be commenced in a timely manner, as determined by the General Manager and, if available, Board President, the Board may authorize the procurement of public works, professional services, or goods and services without bidding or requests for proposal. The minutes shall reflect the basis for the emergency. At the next regular meeting of the Board, the Board shall determine whether to continue or terminate the emergency authorization.
- (b) If a meeting of the Board of Directors cannot reasonably be commenced in a timely manner, the General Manager may authorize the procurement of public works, professional services or goods and services without bidding. The General Manager shall report to the Board within 10 days of the emergency and actions taken. At the next regular Board meeting, the Board shall determine whether to continue or terminate the emergency authorization.”

**THE ABOVE RESOLUTION** is hereby passed and adopted by the Board of Directors of Clearlake Oaks County Water District at a regular meeting thereof held on the 16th day of September 2021, by the following vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

By: \_\_\_\_\_  
Stanley Archacki, Vice President

Attest: \_\_\_\_\_  
Olivia Mann, Board Secretary

## **EMERGENCY AND ON-CALL SERVICES PROPOSAL FOR THE EMERGENCY PUMP AND PIPE INTAKE PURCHASE, INSTALLATION, AND RELATED ENGINEERING SUPPORT**

MC Engineering, Inc.

Clearlake Oaks County Water District

September 8, 2021

### **DESCRIPTION**

Clearlake levels have decreased to record lows in 2021. Ongoing operation of the existing Clearlake Oaks County Water District (CLOCWD/District) intake system will be threatened if drought conditions persist.

This project will include making various modifications and additions to the existing lake intake and pumping facilities to accommodate lower lake levels. The project scope includes a new emergency intake and pump system that will be connected to the existing piping along the dock/pier at the Water Treatment Plant (WTP). Included with the new intake pipe will be couplings (Bauer type) and flexible hosing at each end of HDPE. A new self-cleaning fish screen will be attached to the intake end of hose with a buoy marking the location for retrieving and removal. A new portable pump (skid or wheel mounted) will be purchased that will provide similar operating flows at required pressures (total developed head or TDH). Supervisory control and data acquisition (SCADA) upgrades will be designed and installed along with an emergency power connection to the existing source. Certain materials will be purchased by the CLOCWD and miscellaneous materials, along with miscellaneous appurtenances, will be purchased as a part of contractor's bid/quote. All Permits (including California Fish and Wildlife and County Shoreline) will be responsibility of CLOCWD with assistance from the Engineer.

MC Engineering is proposing to provide design and construction management services for this emergency project. It is assumed that the District will retain a pre-selected and qualified contractor that will work with MC Engineering collaboratively during the design-phase to expedite the construction of this project.

A detailed scope of work is presented below:

### **TASK 1, PROJECT MANAGEMENT**

This task will include regular communications with the CLOCWD General Manager and staff along with assistance and coordination as needed. This will also include monthly invoicing, partial pay estimates, progress reports, District staff reports and resolutions, and preparation of meeting minutes. Miscellaneous field and office coordination(s) with the District staff and the contractor will also be completed under this task.

### **TASK 2, FIELD SURVEY, CURSORY DRAWINGS, AND OUTLINE SPECIFICATIONS**

Under this task, MC Engineering will be preparing cursory drawings intended to convey the design intent to a pre-selected and qualified installation contractor. Where appropriate, hand drawings and details will be used in conjunction with manufacturer's data sheets to describe the work with the understanding that time is of the essence. Basic project specifications will be prepared with the understanding that the final installation means and methods will be at the discretion of the

contractor. Electrical drawings will be prepared for power and control conduits and wiring for the pumps with input from the District's system integrator, Southport Controls, that will be contracting directly with the District for all SCADA and control related work. Task 2 also includes field review, meetings, and site visits.

**TASK 3, MATERIALS PURCHASING**

MC Engineering will work with District staff and the General Manager to assist with procurement of pumps, piping, electrical, and mechanical equipment needed for the emergency intake. Where appropriate, prices will be negotiated in advance on behalf of the CLOCWD with qualified suppliers.

**TASK 4, CONSTRUCTION OBSERVATION AND SUPPORT SERVICES**

It is assumed that the District's WTP staff will provide continuous inspection of the related activities with close coordination with the contractor and MC Engineering team. MC Engineering staff will provide field notes and photo documentation as the work progresses and will conduct a weekly coordination meeting, as part of the monitoring and observation. Some field design revisions may be required based on differing site conditions and lack of existing mapping and drawings of the existing facilities. Startup observation is a part of this task.

**TASK 5, PREPARE RECORD DRAWINGS**

MC Engineering will prepare record drawings under this task. Record drawings will include a rough layout of the pipeline, electrical connection details, pipeline connection details, fish screen specifications, and connection details. All specs for pumps, VFDs, fish screens, and SCADA drawings are to be supplied by equipment manufacturers and subcontractors where appropriate.

**PROJECT TIME AND MATERIALS BUDGET**

All work will be performed on a time-and-materials basis with a total engineering fee not-to-exceed **\$29,600** without prior written authorization from the District. It is assumed that the District will hire the SCADA and control specialist directly under a separate agreement.

Cost Proposal - Soft Cost								
Work Items	Task No.	Team Members (Hrs)					Sub-Contractor	TOTALS
		Julia	Jose/Rick	Mark	John	ODC		
Project Management	1		2	6	6	\$810.00		\$3,180
GPS Locations Field Drawings/Sketches/Details/Specifications	2		16	2	24			\$6,480
Provide Electrical and SCADA Details <sup>(1)</sup>	2			8	8		\$5,000	\$7,840
Purchasing Assistance for Materials- Including Pump	3		2	4	10			\$2,710
CM Intallation Monitoring (Pump, Tees, Valves, Pipelines, Hoses, E/C, and Appurtanences)	4			12	24			\$5,640
As-builts and Specs Provided <sup>(1)</sup>	5	8	18	2	2			\$3,750
<b>Totals Hrs</b>		<b>8</b>	<b>50</b>	<b>22</b>	<b>74</b>			
<b>Total Cost</b>		<b>\$880</b>	<b>\$6,000</b>	<b>\$3,960</b>	<b>\$12,950</b>	<b>\$810</b>	<b>\$5,000</b>	<b>\$29,600</b>

Notes: (1) As-builts include rough layout of pipeline, electrical connection detail, pipeline connection details and fish screen and connection details. All specs for pumps, VFDs, fish screen, and SCADA drawing will be provided.  
 (2) Specifications will include drawings of POC at dock, couplings transitions from HDPE to Flex hose w/Bauer connections, electrical box with pig-tail, SCADA drawing, and plan view w/approx. profile of lake pipeline  
 (3) Electrical Engineer to inspect (E) power connection breaker and detail new connection for emergency pump. Does not include SCADA and controls by Southport Controls

Labor Rates	
Staff	Rate
Jose Rick	\$120
Mark	\$180
John	\$175
Misc (Julia)	\$110

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## PROJECT SCHEDULE AND GENERAL SCOPE OF WORK

Below is a preliminary project schedule that may be modified based on various circumstances beyond our control:

BRIEF DESCRIPTION OF SCOPE OF WORK						
Item No. and Description	Scope of Work Description (Prioritized)			Responsible Party	Completion Date	
1	Purchase 5-32" Fish Screen	Purchase self-cleaning fish screen from ISI Intake Screens. Water flows through the screen and spins the propeller unit and rotates the wedgewire cylinder against an external cleaning brush. Model No. D18-30TAS slide bearing drum screen which has a flow capacity of ≈1,740 GPM at 0.33 fps approach velocity. This unit made from 304 Stainless Steel and sells for \$18,000			Pac Machine	11/1/2021
2	2. Purchase Goodwin NC 150s-75Hp Pump	Purchase Goodwin pump from Pac Machine (negotiate price) pump lead time is 6-8 weeks. Verify existing flow rates and TDH.			Pac Machine	11/1/2021
3	Design and Install SCADA	Joe Matella will provide a quick design of SCADA with control set-points similar to existing intake pump ops. Flow rates per CLOCWD staff.			Matella	11/1/2021
4	Install Fish Screen w/ Skid	Pac Machine will install fish screen with skids on to flex hosing to be placed @ approx. 2- feet from lake bottom - All pipe to be installed by T&S.			Pac Machine	11/20/2021
5	Install Pipeline (HDPE)	T&S to install approx. 1000 LF of 8-inch HDPE w/ flange type connections for hoses- and sink with weighted concrete/straps to bottom. Place on lake bottom (min. of additional 6' of depth to (E) intake elevation) include flex hosing on each side of HDPE @ +/- 50' each side of HDPE.			T&S	12/15/2021
6	Install 2-inch SCADA Conduit	Provide Conduit for SCADA - Approx. 200 LF PVC - from Pump VFD tp WTP Scada/Pump Panel			T&S	12/15/2021
7	Install 6 or 8-inch DI Tee w/ GV and CVs	Intstall 8x8x8 DI Tee at specified location on west dock pipeline. Add check valves and gate valves. Must be located on lake-side of (E) flow meter and add 90* elbow to connect hose to (w/ Bauer type of connection) 6-inch tee may be possibly be used in place of 8-inch.			T&S	12/20/2021
8	Install/Provide 480 volt Connection to (E) Power on Dock for (N) Pump	Locate appropriate point of connection to existing power supply to pumps, panel, and switch.			T&S	12/20/2021
9	Install 6' High Chain Link Fencing with Gate (Removable)	Install protective chain link fence at 15'x15'x15'x15' w/ gate (vandalism and safety). The intent is to allow the pump located on shoreline to move if necessary with dropping of lake elevation.			T&S	12/22/2021
10	Provide Startup Procedures & Implement Recommendations	Set-up startup and testing procedures including pressure, flow rate and TDH, fish screen effectiveness, SCADA and controls, and other misc.			CLOCWD/ T&S/ Matella/ and MC Engrs	1/25/2021

**EMERGENCY AND ON-CALL ENGINEERING SERVICES PROPOSAL FOR THE LIFT  
STATION 1 - GRAVITY PIPELINE REHABILITATION PROJECT**

MC Engineering, Inc.

Clearlake Oaks County Water District

September 8, 2021

**DESCRIPTION**

Some portions of the existing 6-inch gravity sewer pipeline and manholes upstream of Lift Station No. 1 were constructed in Clear Lake and are completely submerged with very limited access to manholes in normal wet-years. This gravity pipeline and related appurtenances are a significant source of infiltration and may contribute to exfiltration of sewage into the lake. Due to the recent drought, this pipeline is visible on dry ground and manholes can be accessed without a boat, which leaves a short window of opportunity before winter rain to inspect and provide the necessary and recommended rehabilitation measures.

This project will include making various modifications to this pipeline to reduce infiltration and exfiltration. The work is anticipated to include manhole rehabilitation, pipeline repair in select locations, and new manhole access hatches designed to minimize infiltration and possible exfiltration into the lake while improving access for on-going operations.

MC Engineering is proposing to provide design and construction management services for this emergency project. It is assumed that the District will retain a pre-selected and qualified contractor that will work with MC Engineering collaboratively during the design-phase to expedite the construction of this project.

A detailed scope of work is presented below:

**TASK 1, PROJECT MANAGEMENT**

This task will include regular communications with the Clearlake Oaks County Water District (CLOCWD/District) General Manager and staff along with assistance and coordination as needed. This will also include monthly invoicing, progress reports, and preparation of meeting minutes. Miscellaneous coordination with the District staff and the contractor will also be completed under this task.

**TASK 2, DATA COLLECTION**

Under this task, MC Engineering will acquire documentation consisting of old maps, prior spills, callouts, excessive pump flows, customer complaints, and/or other repairs to justify the grant fund expenditures and related emergency retrofit needs.

**TASK 3, FIELD VERIFICATION AND CURSORY SURVEYING**

This task will include working collaborative with District staff and proposed third-party specialty contractors to collect all pertinent information, including photos of manholes and exposed pipelines, manhole elevations and depths, length of pipe between manholes, pipe type and diameter, etc. This information will be documented and included in a base drawing of the alignment that includes related manholes. MC Engineering staff will utilize either a portable GPS



device or other appropriate survey equipment to acquire coordinates of the manholes and pipeline alignments.

#### **TASK 4, CCTV AND SMOKE TESTING SUPPORT**

MC Engineering staff will support the District by scheduling and monitoring the collection of closed-circuit television (CCTV) data and smoke testing results that will be collected/conducted by specialty contractors under direct contract with the District.

#### **TASK 5, DATA REVIEW**

This task will include a review of the results of data collection, including CCTV and smoke testing. All information, as collected, will be reviewed by both the District and MC Engineering. This information will be used to provide a list of cost-effective rehabilitation measures that will eliminate potential future sewer spills along with eliminating infiltration that can have an adverse overall effect on the collection system.

#### **TASK 6, CURSORY DESIGN DOCUMENTS**

Given a critical need and limited time, informal drawings will be prepared solely for communicating the design intent to a pre-selected contractor/s for final pricing. The preliminary field drawings will include the location and type of rehabilitation, including any specifications for rehabilitation measures that will be deemed appropriate and cost-effective. These design documents will be used by the contractor, as chosen by the District, to perform the work. On-going collaboration between the contractor, engineer, and the District staff will be required.

#### **TASK 7, CUSTOMER COORDINATION**

It is assumed that CLOCWD will be providing all written notifications with input from MC Engineering to assist in property owner notification, including preparation of letters requesting access to critical points along the alignment.

#### **TASK 8, RECORD DRAWINGS**

Upon completion of the construction, MC Engineering will prepare record drawings of the modifications and provide these to the District in PDF format. Other information collected will include photos taken of all construction related work with CCTV logs and photos of all of the inflow sources as identified within the smoke testing program for future use.

#### **TASK 9, CONSTRUCTION OBSERVATION**

It is assumed that the CLOCWD staff will lead the oversight of the installation with periodic observations and input from the MC Engineering team in order to minimize inspection costs. It is further assumed that CLOCWD will be awarding the work to a prequalified contractor without the need for competitive bidding, based in part on pre-negotiated costs for construction. The estimated construction costs is (+/- 20%) \$ 119,000.

## PROJECT TIME-AND-MATERIALS BUDGET

The current project budget and scope are noted below:

### Clearlake Oaks County Water District LS No. 1 Pipelines Rehabilitation Projects

Cost Proposal - Soft Cost										
Proposed Manpower and Cost										
Work Items	Task Number	Completion Date	Team Members (Hrs)					MC Engrs Total	TOTALS	Sub-Contractor <sup>(1)(2)</sup>
			CLOCWD	Jose/Rick	Mark	John	ODC			
Project Management	1	12/25/2021			8	8		\$480.00	\$3,320	\$3,320
Data/Files Search	2		8	1		2			\$470	\$470
Field Inspection Verification/Measurements	3	10/7/2021	10	16		8			\$3,320	\$3,320
GPS Locations	3	10/7/2021	2	8		4			\$1,660	\$1,660
Smoke Testing/CCTV/Review Results/Recommendations (1)	4/5	10/25/2021	16			6			\$1,050	\$1,050
CCTV - Push Camera/Review Results/Recommendations (2)	4/5	10/20/2021	16		2	8			\$1,760	\$1,760
Preliminary Design	6	11/1/2021	4	12	4	24			\$6,360	\$6,360
Grant Application/Customer Coordination (3)	7	10/1/2021		4		8			\$1,880	\$1,880
As-builts (4)	8	1/15/2021		16	2	4			\$2,980	\$2,980
CM/Over-site	9	10/27-12/15/2021	16	8		8			\$2,360	\$2,360
<b>Totals Hrs</b>			72	65	16	80				
<b>Total Cost</b>				\$7,800	\$2,880	\$14,000	\$480.00		\$25,160	\$25,160

Notes:

- (1) CLOCWD to contract with smoke testing contractor to perform work with CLOCWD staff support
- (2) CLOCWD to contract with CCTV inspection contractor to perform work with CLOCWD staff support
- (3) Revise maps/add sketches/develop folder/materials/photos/logs
- (4) CLOCWD to assist in construction oversight - Declare Emergency/T&S Construction or other contractor

Labor Rates	
Staff	Rate
Jose Rick	\$120
Mark	\$180
John	\$175

The total MC Engineering time-and-materials compensation is **\$25,160**. This cost will not be exceeded without prior authorization from the District. It is assumed that the District will hire a sub-contractor directly to perform both smoke testing and CCTV inspections.

## PROJECT SCHEDULE AND GENERAL SCOPE OF WORK

Below is a preliminary project schedule that may be modified based on various circumstances beyond our control:

SCOPE OF WORK <sup>(1)</sup>		Proposed Schedule
A	Data Collection - Acquire documentation of old maps, prior spills, callouts, excessive pump flows, customer complaints, and/or other repairs	10/15/2021
B	Field Verifications - Jointly collect all pertinent information, including photos of manholes and exposed pipelines, manhole elevations and depths, length of pipe between manholes, pipe type and diameter	10/20/2021
C	Provide hand-held GPS updated information at all manholes and portions of the pipeline	10/25/2021
D	Schedule and monitor CCTV and smoke testing	10/20- 10/25/2021
E	Review all results of data collection, including CCTV and smoke testing results and provide a list of rehabilitation measures	10/26/2021
F	Provide preliminary field drawings with locations of type of rehabilitation, including any specifications for rehabilitation measures	11/5/2021
G	CLOCWD providing all written notifications w/ MC Engrs to assist in property owner notification and preparation of any required maps	10/20- 10/25/2021
H	Monitor all construction work- Project is assumed to be an emergency and requires no bidding	11/10- 12/10/2021
I	Provide as-built information using existing and updated GPS mapping	12/30/2021
J	Assist in grant applications and communication with the all federal and state agencies	9/20- 10/10/2021
K	General project administration to be provided by MC Engrs.	9/20- 12/30/2021

Note: (1) It is assumed that the CLOCWD will provide some staff support in collecting and providing all past operational data and will also be present with the MC Engineering staff to conduct field measurements and assessments, including CCTV and smoke testing inspections.

50