

**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

FEBRUARY 17, 2022

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

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

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

Public comment on non-agenda items

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

Staff Written Operational Reports

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

Consent Items

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

1. Financial Reports for review and approval

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

2. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 01/20/2022

3. Bills

- a. MC Engineering invoice number 2154, dated 2/5/2022, in the amount of \$35,791.91 for the USDA Water Projects
- b. T & S Construction invoice number 9, dated 1/31/2022, in the amount of \$220,125.92 for the USDA Water Projects

Action Taken _____

4. Agenda (Old Business)

- a. Discussion and update from the Yolo Ad Hoc Committee

Action Taken: _____

5. Agenda (New Business)

Action Taken: _____

- a. Discussion and approval of Contract for Legal Services with The Law Office of Nancy Harris

Action Taken: _____

- b. Discussion and consideration to surplus the redwood tank at the Pluth site by silent bid

Action Taken: _____

- c. Discussion and appointment of an Ad Hoc Committee for the 2022-2023 Budget

Action Taken: _____

- d. Discussion and approval of Board Employees' Job Descriptions

Action Taken: _____

- e. Discussion and approval of Contract with General Manager

Action Taken: _____

Adjournment

Time: _____

Clearlake Oaks County Water District

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

February 11, 2022

Administration

- ∂ We received 0 water quality complaints (WQC)
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 12 accounts on payment arrangements, 6 of those accounts are forfeiture payment arrangements and are not receiving a monthly statement
- ∂ The USDA meter change out has come to a final close! All District meters have been changed out and are either in use or ready for use.
 - The Backflow Project remains close to the end, there are approximately 20 backflows remaining to be installed after performing an internal audit, thank you to the admin staff for thoroughly assisting me with this project.
- ∂ The water shut off moratorium expired on December 31, 2021, the grant funding the District applied for has now been received as of 01/31/2021. I am currently in the process of applying the funds to customer accounts, this is a very time consuming project as we have to follow state guidelines on how the funds are applied. All funds should be applied by EOW and customers will be notified via mail. Each customer who qualifies for grant funding, has 30-days to enroll in a payment plan for the remaining balance on their account, once the 30-day period has expired, the District will perform the warranted shut offs.
 - On or about February 2022, the state will open the wastewater arrearages program, the District will also be participating in order to receive funds for delinquent balances.
- ∂ The District continues to conduct its billing audit on vacant lots and unbilled properties within District boundaries. This will be an ongoing audit for an unknown period of time as I rely heavily on the DC department for locating service connections. Currently, I am working on the creation of 17+ accounts from grant deeds we obtained from the County last week.
- ∂ The water and sewer code will be on the agenda next month for 1st quarter review and amendments.

All the best,

Olivia Mann
Administrative Services Manager
Board Secretary

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

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February 11, 2022

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

RE: DC board letter,

Water distribution main & service lines:

- *We had two main repairs completed on Lakeview, and a handful of service line repairs.
- * DC replaced an entire service line from main to meters, with new curb-stops and locks on Hickory Lane. We have plans to replace an additional service line on Apple Lane.

2nd Street leak repair



Lakeview bell cracked on main, leak repair



Sample stations sites/Boil water notices:

- *We were able to make main repairs without the need for a boil water notice.
- *DC crew is still collecting the routine BacT samples every Wednesday. All reports have come back absent for total Coliforms and E.Coli. We added the use of our new water truck when flushing the far end of Paradise so we get better chlorine residual.
- *DC has also been helping out with tank runs.

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

Sewer collections and Lift station sites:

*No new sewer spills to report.

*We have replaced or repaired a couple of sewer laterals and district approved clean outs.

Replaced district approved clean out



Replaced district lateral that was filled with roots



Staff updating:

*DC crew includes;

- Jeremy- Chief - OP 3, Class B license.
- Jesse- Lead – OP 3, Class B license, Tech. Ham license.
- Hugo - DC OP 2, Class B license. Tech. Ham license.
- Jake - Utility Tech with I.T. knowledge. "Out on workmen's comp".
- Jerry- DC OP 2, Class B license.
- Damien- Utility Tech Temp.
- Brandon- Utility Tech Temp with a Class B permit.

District vehicles:

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

*Hugo replaced front sway bar links on our crane Dodge.

Miscellaneous:

*DC has also put down a lot of cold patch to the roads where we had to excavate for distribution and collection repairs.

*Tracer wires for water and sewer were never originally installed except for the new pipe that T&S has placed in our district. We are now installing tracers on every new pipe and service now. This is for easier location of our buried infrastructure.

Thank You,

Chief DC, Jeremy Backus

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

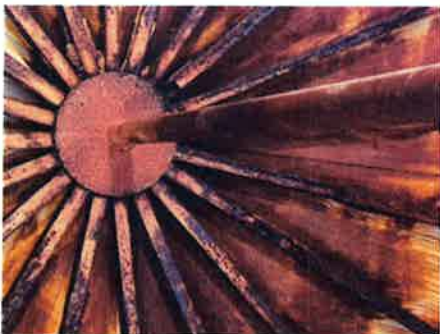
James Burton
Director

Clearlake Oaks County Water District

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Jan / Feb 2022
Board letter

- ◆ January raw water had been good NTU levels have been running between 2- 7. The ammonia level has dropped to zero in the raw water and we have been able to lower the chlorine dosage. Charge analyzer and jar testing are being done regularly; adjustments are being made and monitored. Filter backwashes continue to be every other or third day.
- ◆ Water production for the month of January was 22.36 MG up .452 MG from the previous month.
- ◆ We are still getting regular plant shut downs.
- ◆ Treatment has been able to do the weekly tank runs for testing of chlorine residuals in all the tank locations.
- ◆ Continuing maintenance / cleanup through the plant area
- ◆ James and I are moving forward with the process of getting filter 2 & 3 back online. Filter 2 has been backwashed during this process we discovered many of the actuator valves for the surface washers were leaking replacements have been ordered, also the supply lines for these need replacement as they have been weather beaten and are leaking or broken.
- ◆ We are currently running on the tank farm, the clearwell has been drained.



Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director



- ◆ James and I have changed the pre-chlorine line to a neat injection as we were having problems with the old line salting / calcifying to the point of no flow the old set up was running chase water.
- ◆ The Pluth wood tank has been taken offline in prep for eventual removal the Pluth location is now running off the steel tank only. Taking the wood tank offline has given us an additional foot of storage in the steel tank due to the wood tank leaking and approximately 2 ft in the shady steel tank.
- ◆ Water sample list is attached

Treatment staff:

James Simons T2 Operator
Kurt Jensen T3, D2 Chief
Helping treatment also
Jesse Seth T2 D3 operator

Thank you,

Kurt Jensen

WTP Chief Plant Operator
k.jensen@clocwd.org

Water Sample Testing

	DATE	DATE	DATE	
Bacti R(BW) & CW (M)	2/9/2022			A = Annually
Bacti R (BW)	2/9/2022			Q = Quarterly
Bacti Tank Farm (once)	1/26/2022			M = Monthly
TOC ALK R (M)	2/9/2022			BW = Bi-weekly
TOC CW (M)	2/9/2022			BA = Bi-annually
R & CW TCP123 (BA)				W = Weekly
Color / Odor (A)				
Cyano Toxin(W)				
Bromate (Q)				
Perchlorate (A)	2/9/2022			
TTHM (Q)				
HAA5 (Q)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Nitrate (A)	2/9/2022			
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)	1/13/2022			
Hardness Total as CACO3(A)				
Hydroxide Alakalinity(A)				
Iron(A)				
Magnesium(A)				
Manganese(A)				
PH, Laboratory(A)				
Silver(A)				
Sodium(A)				

Specific Conductance(A)			
Sulfate(A)			
Total Dissolved Solids(A)			
Turbidity, Laboratory(A)			
Zinc(A)			
Aluminum(A)	2/9/2022		
MTBE(A)			
Color / Odor			
Asbestos			
Thiobencarb(A)	2/9/2022		

semi annually

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February 14, 2022

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

RE: December Board Letter

The month of January has been a good month overall. There was 9.383MG of influent coming into our plant. The amount of treated effluent sent through our pipeline was 8.206MG averaging 265,000 gallons a day (184 gpm). Clearlake averaged at .41 and ended the month at .54 Rumsey Gauge. All results in-lab and out-sourced were in compliance with our WDR. As far as repairs goes we replaced the float in our scum pit that controls our pump. We also replaced the grease on aerators #1 and #2. We continued to spray the property for weed control. We have been cleaning our emergency ponds of brush and making piles to burn. The plant overall is functioning as expected.

We are foreseen another year as the previous one. I have planned to see if we can make one of our backup rotors available for the summer to assist with the D.O. depletion that was seen last summer. It would take some rebuilding and powering with one of our portable generator. I am anticipating the same issues and effects in our process if we don't get enough rain. In a good note things could be a bit different if the new intake installed in the lake brings better quality water to the plant. We got yet to see. We are always grateful with management and the board for the great work that makes our operations and visions possible.

Francisco Castro
Wastewater Chief Plant Operator

Margaret Medeiros
President

Stanley Archacki
Vice President

Samuel Boucher
Director

Michael Herman
Director

James Burton
Director

**Clearlake Oaks County Water District
Board of Directors
Board Meeting February 17, 2022**

Happy February Board Members,

After a few hiccups with the tank farm at the Water Plant, T & S Construction along with MC Engineering worked out a few kinks and the temporary water tanks went live the week of Jan. 7th. It was very interesting to



walk inside the Clear-well and look at it from the inside. I took the Administration Staff also so they too could have the experience. Considering how long it has been since it has been maintained, the interior does not look to bad. At least one of the ceiling beams and the ladder will have to be replaced, however, hopefully, most of the rust is just surface.

With the meter and backflow project coming to an end, and waiting on some parts for the Harvey tank, progress with the USDA project has slowed a bit.

Painters should be arriving to install scaffolding in the Clear-well on Monday. At this time the USDA project is approximately 54% complete.

On the agenda, I have asked the Board to approve the surplus of the hardwood tank located at our Pluth site. Upon approval, I will be placing an ad in the Record Bee and on our Website advertising a silent bid. The winner of the bid will be responsible for the cost of breakdown and removal of the tank.

I continue to work with MC Engineering on the source capacity study and our water loss model. The water loss study will be an on-going study over many months to determine exactly where our major areas are.

To recap, currently the District is managing an \$8.2 million dollar USDA project, \$640,000 DWR water intake extension project, working on a source capacity study, a water loss study, a couple of potential litigations, on-going drought conditions, negotiating a new Yolo contract, along with day to day business.

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: February 7th, 2022

To: Dianna Mann, CLOCWD General Manager

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

RE: CLOCWD USDA Funded Water System Improvements Project

Billing Period: January, 2022

I. Project Status Update

Work on the project during January included the following:

- Contract facilitation and monthly invoicing
- Misc. correspondence with contractor
- Weekly meetings and minutes
- Onsite inspection services
- Coordination with environmental
- Submittals reviews (shop drawings & and tank coating system)
- Coordination with contractor for implementing WTP temporary tank farm

II. Budget Status Update

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

This Invoice: \$35,791.91

Cost to Date: \$1,082,455.53

Cost to Complete: \$155,940.47

III. Projected Tasks for February 2022

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

Clearlake Oaks County Water District
Summary Balance Sheet
As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	1,899,223.69
Accounts Receivable	204,087.00
Other Current Assets	3,168,601.63
Total Current Assets	5,271,912.32
Fixed Assets	20,307,476.50
TOTAL ASSETS	25,579,388.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	267,100.61
Credit Cards	4,433.42
Other Current Liabilities	7,796,672.51
Total Current Liabilities	8,068,206.54
Long Term Liabilities	958,676.00
Total Liabilities	9,026,882.54
Equity	16,552,506.28
TOTAL LIABILITIES & EQUITY	25,579,388.82

Clearlake Oaks County Water District

Balance Sheet

As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
102.13 · SEWER RESERVES-9592	80,000.00
102.10 · CRP PC - 6192	23,365.88
102.12 · WATER RESERVES- 8503	75,200.00
102.001 · GL - 9122 (Old Acct. # 053420019)	508,931.08
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other	873,098.50
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	1,062,098.50
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHECKIN...	88.98
102.02 · CRP Water - 6990	44,144.68
102.03 · CRP Sewer - 3745	105,394.57
Total Checking/Savings	1,899,223.69
Accounts Receivable	
CUSI Accounts Receivable	204,087.00
Total Accounts Receivable	204,087.00
Other Current Assets	
116 · DEFERRED OUTFLOW- PENSION	236,756.00
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	47,897.68
130 · Const In Progress - Studies	1,084,096.10
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	551,411.26
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	15,474.00
Total Other Current Assets	3,168,601.63
Total Current Assets	5,271,912.32
Fixed Assets	
138 · USDA Water Improvements	4,743,379.90
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)	3,952,787.28
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distributio...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribu...	250,195.76
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distri...	365,696.42
131 · Waste Water Plant	
131.1 · Pumps/Equipment	99,784.99
131 · Waste Water Plant - Other	57,768.09
Total 131 · Waste Water Plant	157,553.08
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	-523,819.00
127 · Water Plant	
127.8 · Water Intake Pump Extension	379,572.92
127.7 · Ozone System	12,785.71
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	182,836.13
127 · Water Plant - Other	211,458.66
Total 127 · Water Plant	823,850.85
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)	1,926,858.13
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49

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Clearlake Oaks County Water District

Balance Sheet

As of January 31, 2022

	Jan 31, 22
120.75 · SCADA	22,386.51
120.90 · Vehicles/Generators/Trailers	753,972.38
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,008.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	2,825,557.08
122 · Bldgs/Grounds Cap Improvements	8,547,329.06
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)	
124.2 · GIS Online Mapping System	6,985.17
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	56,539.80
Total 124.30 · Lift Stations	122,582.03
124.50 · Mains	14,788.58
124.60 · Meters	10,000.34
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011...)	3,146,308.39
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 10...	3,341,279.55
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-9,745,066.00
Total Fixed Assets	20,307,476.50
TOTAL ASSETS	25,579,388.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	267,100.61
Total Accounts Payable	267,100.61
Credit Cards	
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	486.91
211.16 · WAB - Francisco - 5312	224.38
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3226)	1,357.80
211.13 · WAB - Jeremy - 2499	2,364.33
Total 211 · WAB Credit Card	4,433.42
Total Credit Cards	4,433.42
Other Current Liabilities	
Annual Depreciation	249,035.55
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal tax depos...	-3,928.96
280 · Loan	
280.04 · 2021 Water Truck	-2,232.70
280.15 · USDA Water Improvement Project (USDA Wtr Improvement Proj total...	4,188,957.54
280.02 · KS State Bank - 2019 Vac-Con	246,977.51
280.12 · USDA Loan	3,100,172.41
Total 280 · Loan	7,533,874.76
221 · Health Ins - EE Portion	289.49
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	383.04
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE CO SH...	7,348.24
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-6,830.42
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	517.82
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX WIT...	-1,050.73
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS 2097...	-1.00
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS CO...	-12,926.58
223.80 · GASB 68 Pension (- WAS 2097190)	26,313.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WAS 20...	5,400.87
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYEE B...	18,602.20

Clearlake Oaks County Water District
Balance Sheet
As of January 31, 2022

	Jan 31, 22
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrue...	-19,836.95
Total Other Current Liabilities	7,796,672.51
Total Current Liabilities	8,068,206.54
Long Term Liabilities	
295 · NET PWNSION LIABILITY	958,676.00
Total Long Term Liabilities	958,676.00
Total Liabilities	9,026,882.54
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	3,421,075.19
304 · Opening Balance Equity (Opening balances during setup post to this account. T...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/3...	13,242,512.58
Net Income	473,201.75
Total Equity	16,552,506.28
TOTAL LIABILITIES & EQUITY	25,579,388.82

Clearlake Oaks County Water District

Profit and Loss

July 2021 through January 2022

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL
Ordinary Income/Expense				
Income				
Income				
410 · Client Reg Pmt	0.00	694,008.36	890,789.47	1,584,797.83
420 · Connection Fees	0.00	0.00	10,419.00	10,419.00
430 · Penalty & Interest	0.00	10,965.94	14,907.80	25,873.74
440 · Misc Revenue	0.00	0.00	40.00	40.00
450 · Other - Non S/W Rev	28.90	17,640.91	17,659.65	35,329.46
Total Income	28.90	722,615.21	933,815.92	1,656,460.03
Total Income	28.90	722,615.21	933,815.92	1,656,460.03
Gross Profit	28.90	722,615.21	933,815.92	1,656,460.03
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	233,710.67	167,056.12	146,722.64	547,489.43
520 · FICA - District Share	17,398.35	12,356.47	11,052.03	40,806.85
530 · Med/Life Insurance- Dist Share	52,298.77	48,535.58	18,715.59	119,549.94
540 · PERS - District Share	46,699.41	11,655.99	5,650.65	64,006.05
550 · Unemployment	1,192.00	0.00	0.00	1,192.00
560 · Workers Comp Ins	1,248.16	3,047.94	3,466.07	7,762.17
Total Salaries & EE Benefits	352,547.36	242,652.10	185,606.98	780,806.44
Services & Supplies				
610 · Bank Fees	16,321.19	0.00	0.00	16,321.19
620 · Communications & Internet	2,816.88	6,767.90	6,526.24	16,111.02
622 · Board Exp	1,699.67	0.00	0.00	1,699.67
630 · Equip - Office	1,035.10	561.91	914.48	2,511.49
640 · Fuel & Oil	0.00	6,076.86	3,677.42	9,754.28
645 · Insurance	0.00	37,050.55	37,050.54	74,101.09
657 · Lab	0.00	6,388.74	10,460.37	16,849.11
660 · Memberships & Subscription	2,902.46	33,378.12	29,909.49	66,190.07
665 · Mileage Reimb	0.00	82.21	0.00	82.21
670 · Postage & Shipping	351.10	0.00	0.00	351.10
675 · Professional Services	43,410.18	12,099.24	19,818.04	75,327.46
685 · Rents	7,695.63	0.00	0.00	7,695.63
690 · Safety & Security	1,083.48	5,551.89	4,728.15	11,363.52
700 · Tools & Instruments	0.00	2,905.91	1,713.17	4,619.08
703 · Supplies - Clothing & Personal	444.11	2,369.06	2,084.50	4,897.67
705 · Supplies - Office	3,079.05	530.84	459.19	4,069.08
715 · Supplies-Chemicals-Operating	0.00	29,665.91	84,901.18	114,567.09
720 · Supplies - Inventory - Other	0.00	3,860.47	1,424.12	5,284.59
735 · Training/Classes/Certs/ClassB	0.00	753.08	524.44	1,277.52
745 · Travel / Lodging	0.00	0.00	35.90	35.90
750 · Utilities	2,144.22	38,525.84	66,178.76	106,848.82
760 · Waste Disposal	332.58	30,370.03	2,006.10	32,708.71
795 · Yolo Co	0.00	0.00	30,862.35	30,862.35
799 · Misc				
799.1 · Customer Refund - Acct clo...	0.00	4,402.70	4,903.86	9,306.56
Total 799 · Misc	0.00	4,402.70	4,903.86	9,306.56
Total Services & Supplies	83,315.65	221,341.26	308,178.30	612,835.21
Repairs & Replacement				
810 · R&R Buildings & Grounds	277.28	776.26	0.00	1,053.54
830 · R&R Equipment	0.00	0.00	0.00	0.00
840 · R&R Vehicles	0.00	1,174.56	1,164.92	2,339.48
Total Repairs & Replacement	277.28	1,950.82	1,164.92	3,393.02
Total Expense	436,140.29	465,944.18	494,950.20	1,397,034.67
Net Ordinary Income	-436,111.39	256,671.03	438,865.72	259,425.36
Net Income	-436,111.39	256,671.03	438,865.72	259,425.36

Clearlake Oaks Co Water District PROJECTED BUDGET 2021-2022

7

Target % > **58%**

As of January 2022 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,267,621	739,445	933,816	74%	1,292,200	753,783	722,615	56%
Total Operating Expenses	1,150,876	671,344	708,115	62%	1,269,661	740,636	679,612	54%
Operating Balance (loss)	116,745	68,101	225,702		22,539	13,148	43,004	
420 Connection Fees	10,000	5,833	10,419	104%	10,000	5,833	-	0%
435		-	-			-		
450 Other - Non S/W Rev	100,000	58,333	17,660	18%	100,000	58,333	17,641	18%
Reserves	150,000	87,500	50,000	0%	-	-		0%
Net Change In Net Position (loss)	76,745	44,768	203,781		132,539	77,314	60,645	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

General Ledger	\$531,505.17
District CRP	\$153,067.67
Paradise Cove CRP	\$24,916.99
Water Reserve	\$87,700.00
Sewer Reserve	\$85,000.00
LAIF Account	\$1,062,709.94
Total	\$1,944,899.77

As of January 2022 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,232,621	719,029	890,789	72%	1,267,200	739,200	694,008	55%
430 Penalty & Interest	30,000	17,500	14,908	50%	25,000	14,583	10,966	44%
440 Misc	5,000	2,917	40	0%	0	0	-	0%
Total Revenue >	1,267,621	739,445	905,737	71%	1,292,200	753,783	704,974	55%

As of January 2022 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	357,579	208,588	263,579	74%	481,584	280,924	283,912	59%
520 FICA - District Share	29,824	17,397	19,751	66%	40,251	23,480	21,055	52%
530 Medical Ins - District Share	107,214	62,541	44,866	42%	159,912	93,282	74,686	47%
540 PERS - District Share	66,236	38,638	29,001	44%	77,083	44,965	35,006	45%
550 Unemployment	9,000	5,250	596	7%	9,000	5,250	596	7%
560 Workers Comp Ins	21,103	12,310	4,090	19%	25,370	14,799	3,672	14%
Salaries and Employee Benefits >	590,956	344,724	361,882	61%	793,201	462,701	418,926	53%

605 Advertising	200	117	-	0%	200	117	-	0%
610 Bank Fees	12,430	7,251	8,161	66%	12,420	7,245	8,161	66%
620 Communications & Interne	19,000	11,083	7,935	42%	19,000	11,083	8,177	43%
622 Board Exp	3,750	2,188	850	23%	3,750	2,188	850	23%
625 Equip - Field (\$300-\$4999)	2,500	1,458	-	0%	4,000	2,333	-	0%
630 Equip - Office	1,500	875	1,432	95%	2,000	1,167	1,080	54%
640 Fuel & Oil	13,500	7,875	3,677	27%	15,000	8,750	6,077	41%
645 Insurance	35,000	20,417	37,051	106%	35,000	20,417	37,051	106%
650 Interest	3,000	1,750	-	0%	3,000	1,750	-	0%

657	Lab	20,000	11,667	10,460	52%	21,000	12,250	6,389	30%
660	Memberships & Subscriptic	26,500	15,458	31,360	118%	33,500	19,542	34,829	104%
665	Mileage Reimb	750	438	-	0%	500	292	82	16%
670	Postage & Shipping	2,000	1,167	176	9%	2,000	1,167	176	9%
675	Professional Services	54,000	31,500	41,523	77%	39,000	22,750	33,804	87%
685	Rents	6,550	3,821	3,848	59%	6,550	3,821	3,848	59%
690	Safety & Security	2,500	1,458	5,270	211%	7,500	4,375	6,094	81%
700	Tools & Instruments	2,000	1,167	1,713	86%	2,500	1,458	2,906	116%
703	Supplies - Clothing & Perso	2,500	1,458	2,307	92%	3,100	1,808	2,591	84%
705	Supplies - Office	3,500	2,042	1,999	57%	4,000	2,333	2,071	52%
715	Treatment Chemicals	75,000	43,750	84,901	113%	52,000	30,333	29,666	57%
720	Supplies - Operating - Othe	5,000	2,917	1,424	28%	22,000	12,833	3,860	18%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	2,750	1,604	524	19%	2,250	1,313	753	33%
745	Travel	1,000	583	36	4%	1,000	583	-	0%
750	Utilities	190,900	111,358	67,251	35%	125,900	73,442	39,598	31%
760	Waste Disposal	3,090	1,803	2,173	70%	52,290	30,503	30,537	58%
795	Yolo Co	61,000	35,583	30,862	51%				
799	Misc	-	-	-	0%	-	-	-	0%
	Services and Supplies >	549,920	320,787	344,930	63%	469,460	273,852	258,597	55%
810	R&R Buildings & Grounds	7,000	4,083	139	2%	4,500	2,625	915	20%
815	R & R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,000	1,750	1,165	39%	2,500	1,458	1,175	47%
850	Maintenance Reserve Acco	-	-	-		-	-	-	
	Repairs & Replacement >	10,000	5,833	1,304	13%	7,000	4,083	2,090	30%
	Total Expenses >	1,150,876	671,344	708,115	62%	1,269,661	740,636	679,612	54%

7 Administration - Budget Variance Report July 1, 2021 through June 30, 2022		Target % >		58.3%	GL ADMIN	
As of January 2022		2020-2021 Budget		Actual	Total	
Expenses		Annual	YTD	YTD	% Spent	Remaining
505	Salaries & Wages	394,151	229,922	233,711	59.3%	160,440
520	FICA - District Share	33,421	19,495	17,398	52.1%	16,023
530	Med - Life Insurance - District Share	109,031	63,602	52,299	48.0%	56,732
540	PERS-District Share (incl unfunded Liab, 78,867.)	112,884	65,849	46,699	41.4%	66,185
550	Unemployment	18,000	10,500	1,192	6.6%	16,808
560	Workers Comp Ins	8,035	4,687	1,248	15.5%	6,787
Salaries and Employee Benefits >		675,522	394,054	352,547	52.2%	322,975
605	Advertising	400	233	-	0.0%	400
610	Bank Fees	24,840	14,490	16,321	65.7%	8,519
620	Communications & Internet	7,000	4,083	2,817	40.2%	4,183
622	Board Exp	7,500	4,375	1,700	22.7%	5,800
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	2,000	1,167	1,035	51.8%	965
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	1,750	2,902	96.7%	98
665	Mileage Reimb	500	292	-	0.0%	500
670	Postage & Shipping	4,000	2,333	351	8.8%	3,649
675	Professional Services (Legal, IT, CUSI annual)	58,000	33,833	43,410	74.8%	14,590
685	Rents	13,100	7,642	7,696	58.7%	5,404
690	Safety & Security (boots)	1,000	583	1,083	108.3%	(83)
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	600	350	444	74.0%	156
705	Supplies - Office	5,000	2,917	3,079	61.6%	1,921
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	875	-	0.0%	1,500
745	Travel / Lodging	1,000	583	-	0.0%	1,000
750	Utilities	5,800	3,383	2,144	37.0%	3,656
760	Waste Disposal	580	338	333	57.4%	247
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	-	0.0%	0
Services and Supplies >		135,820	79,228	83,315	61.3%	52,505
810	R&R Buildings & Grounds	4,000	2,333	277	6.9%	3,723
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	2,333	277	6.9%	3,723
Total Expenses >		815,342	475,616	436,139	53.5%	379,203

505 = Three pay periods in the month of July

7	Sewer - Budget Variance Report July 1, 2021 through June 30, 2022	2020-2021 Budget		Actual	Target % >	58.3%	GL SEWER
As of January 2022		Annual	YTD	YTD	%	%	Total
Expenses		Annual	YTD	YTD	Spent		Remaining
505	Salaries & Wages	284,509	165,963	167,056	58.7%		117,453
520	FICA - District Share	23,541	13,732	12,356	52.5%		11,185
530	Medical Ins - District Share	105,397	61,481	48,536	46.1%		56,861
540	PERS - District Share (\$14.5K Unfunded)	20,641	12,041	11,656	56.5%		8,985
550	Unemployment	0	0		0.0%		0
560	Workers Comp Ins	21,353	12,456	3,048	14.3%		18,305
Salaries and Employee Benefits >		455,440	265,674	242,652	53.3%		212,788
605	Advertising	0	0		0.0%		0
610	Bank Fees	0	0		0.0%		0
620	Communications & Internet	13,000	7,583	6,768	52.1%		6,232
622	Board Exp	0	0		0.0%		0
625	Equip - Field (up to \$4999)	1,500	875		0.0%		1,500
630	Equip - Office	1,000	583	562	56.2%		438
640	Fuel & Oil (Schaeffers)	10,000	5,833	6,077	60.8%		3,923
645	Insurance	35,000	20,417	37,051	105.9%		(2,051)
650	Interest	0	0	-	0.0%		0
657	Outsource Lab / Internal Lab	21,000	12,250	6,389	30.4%		14,611
660	Memberships & Subscriptions	32,000	18,667	33,378	104.3%		(1,378)
665	Mileage Reimb	250	146	82	32.8%		168
670	Postage & Shipping	0	0		0.0%		0
675	Professional Services (SCADA)(CUSI Tech)	10,000	5,833	12,099	121.0%		(2,099)
685	Rents	0	0		0.0%		0
690	Safety & Security (includes boots)	7,000	4,083	5,552	79.3%		1,448
700	Tools & Instruments	2,500	1,458	2,906	116.2%		(406)
703	Supplies - Clothing & Personal	2,800	1,633	2,369	84.6%		431
705	Supplies - Office	1,500	875	531	35.4%		969
715	Treatment Chemicals	52,000	30,333	29,666	57.1%		22,334
720	Supplies-Operating-Other-Titan Tubes	22,000	12,833	3,860	17.5%		18,140
730	Taxes - Licenses	-	-				-
735	Training, Certs (classes, books)	1,500	875	753	50.2%		747
745	Travel / Lodging	500	292		0.0%		500
750	Utilities	123,000	71,750	38,526	31.3%		84,474
760	Waste Disposal	52,000	30,333	30,370	58.4%		21,630
795	Yolo Co	0	0		0.0%		0
799	Misc	0	0		0.0%		0
799.1	Customer Refund			4,403			
Services and Supplies >		388,550	226,654	221,342	57.0%		167,208
810	R&R Buildings & Grounds	2,500	1,458	776	31.0%		1,724
815	R & R Damage Claims	0	0		0.0%		0
820	R&R Lift Stations	0	0		0.0%		0
830	R&R Equipment	0	0		0.0%		0
832	R&R Mains/Service Lines	0	0		0.0%		-
840	R&R Vehicles	2,500	1,458	1,175	47.0%		1,325
Repairs & Replacement >		5,000	2,917	1,951	39.0%		3,049
Total Expenses >		848,990	495,244	465,945	54.9%		383,045

Expense Notes

675 half of CUSI membership/technical support

715 Supplies - Chemicals

More chemicals required due to additional algae from WTP

7	Water - Budget Variance Report July 1, 2021 through June 30, 2022			Target % >	58.3%	GL WATER
As of January 2022		2020-2021 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	160,503	93,627	146,723	91.4%	13,780
520	FICA - District Share	13,114	7,650	11,052	84.3%	2,062
530	Medical Ins - District Share	52,698	30,741	18,716	35.5%	33,982
540	PERS - District Share	9,794	5,713	5,651	57.7%	4,143
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	17,086	9,967	3,466	20.3%	13,620
Salaries and Employee Benefits >		253,195	147,697	185,608	73.3%	67,587
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	7,583	6,526	50.2%	6,474
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	292	914	182.8%	(414)
640	Fuel & Oil	8,500	4,958	3,677	43.3%	4,823
645	Insurance	35,000	20,417	37,051	105.9%	(2,051)
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	11,667	10,460	52.3%	9,540
660	Memberships & Subscriptions	25,000	14,583	29,909	119.6%	(4,909)
665	Mileage Reimb	500	292		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Prof Services (SCADA, Mtce Prog)(CUSI Tech)	25,000	14,583	19,818	79.3%	5,182
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	2,000	1,167	4,728	236.4%	(2,728)
700	Tools & Instruments	2,000	1,167	1,713	85.7%	287
703	Supplies - Clothing & Personal	2,200	1,283	2,085	94.8%	115
705	Supplies - Office	1,000	583	459	45.9%	541
715	Treatment Chemicals	75,000	43,750	84,901	113.2%	(9,901)
720	Supplies - Operating - Other	5,000	2,917	1,424	28.5%	3,576
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	2,000	1,167	524	26.2%	1,476
745	Travel / Lodging	500	292	36	7.2%	464
750	Utilities	188,000	109,667	66,179	35.2%	121,821
760	Waste Disposal	2,800	1,633	2,006	71.6%	794
795	Yolo Co	61,000	35,583	30,862	50.6%	30,138
799	Misc	0	0		0.0%	0
799.1	Customer Refund			4,904		
Services and Supplies >		469,000	273,583	308,176	65.7%	160,824
810	R&R Buildings & Grounds	5,000	2,917		0.0%	5,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains	0	0		0.0%	-
840	R&R Vehicles	3,000	1,750	1,165	38.8%	1,835
Repairs & Replacement >		8,000	4,667	1,165	14.6%	6,835
Total Expenses >		730,195	425,947	494,949	67.8%	235,246

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

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

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

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

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Ordinary Income/Expense					
Income					
Income					
425 · CRP (Capital Replacment Plan)	10,871.47	242,633.93	267,538.47	521,043.87	521,043.87
430 · Penalty & Interest	253.73	5,469.44	5,201.09	10,924.26	10,924.26
440 · Misc Revenue	0.00	62.07	62.07	124.14	124.14
Total Income	<u>11,125.20</u>	<u>248,165.44</u>	<u>272,801.63</u>	<u>532,092.27</u>	<u>532,092.27</u>
Total Income	11,125.20	248,165.44	272,801.63	532,092.27	532,092.27
Gross Profit	11,125.20	248,165.44	272,801.63	532,092.27	532,092.27
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	105,612.51	89,592.02	195,204.53	195,204.53
520 · FICA - District Share	0.00	7,827.78	6,643.18	14,470.96	14,470.96
530 · Med/Life Insurance- Dist Share	0.00	23,699.80	17,314.42	41,014.22	41,014.22
540 · PERS - District Share	0.00	5,446.31	3,961.87	9,408.18	9,408.18
560 · Workers Comp Ins	0.00	2,554.96	2,554.94	5,109.90	5,109.90
Total Salaries & EE Benefits	0.00	145,141.36	120,066.43	265,207.79	265,207.79
Services & Supplies					
620 · Communications & Internet	0.00	735.57	735.54	1,471.11	1,471.11
625 · Equip - Field (\$300-\$4999)	0.00	2,110.68	0.00	2,110.68	2,110.68
640 · Fuel & Oil	0.00	8,228.60	8,228.53	16,457.13	16,457.13
650 · Interest	0.00	3,322.57	3,322.54	6,645.11	6,645.11
657 · Lab	0.00	1,102.00	0.00	1,102.00	1,102.00
675 · Professional Services	0.00	1,633.30	1,633.30	3,266.60	3,266.60
690 · Safety & Security	0.00	0.00	370.00	370.00	370.00
700 · Tools & Instruments	0.00	312.26	571.45	883.71	883.71
703 · Supplies - Clothing & Personal	0.00	190.57	191.64	382.21	382.21
720 · Supplies - Inventory - Other	0.00	575.84	1,861.51	2,437.35	2,437.35
Total Services & Supplies	0.00	18,211.39	16,914.51	35,125.90	35,125.90
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	3,359.73	335.66	3,695.39	3,695.39
820 · R&R Lift Stations	0.00	0.00	18,102.37	18,102.37	18,102.37
830 · R&R Equipment					
830.1 · Hydrants	0.00	12,420.05	0.00	12,420.05	12,420.05
830 · R&R Equipment - Other	32.73	34,660.02	19,624.26	54,317.01	54,317.01
Total 830 · R&R Equipment	32.73	47,080.07	19,624.26	66,737.06	66,737.06
832 · R&R Mains and Sewer Lines	0.00	40,090.05	34,183.77	74,273.82	74,273.82
840 · R&R Vehicles	0.00	4,218.53	3,615.36	7,833.89	7,833.89
Total Repairs & Replacement	32.73	94,748.38	75,861.42	170,642.53	170,642.53
Total Expense	32.73	258,101.13	212,842.36	470,976.22	470,976.22
Net Ordinary Income	11,092.47	-9,935.69	59,959.27	61,116.05	61,116.05
Net Income	<u>11,092.47</u>	<u>-9,935.69</u>	<u>59,959.27</u>	<u>61,116.05</u>	<u>61,116.05</u>

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

Target % > **58.3%** **CRP-PC**

7

As of January 2022

Summary	Budget Annual	YTD		Actual YTD		Total
		Amount	%	Amount	%	
PC CRP Revenue	19,536	11,396	11,125	56.9%	0%	
PC CRP Expenses	0	0	33	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
Services and Supplies >		0	0	-	0.0%	0
810	R&R Buildings & Grounds	-	-	-	0.0%	-
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	-	-	33	0.0%	(33)
832	R&R Mains/Laterals	-	-	-	0.0%	-
840	R&R Vehicles	-	-	-	0.0%	-
Repairs & Replacement >		0	0	33	0.0%	(33)
Total Expenses >		0	0	33	0.0%	(33)

2A

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

7

Target % > **58.3%** **CRP-WATER**

As of January 2022		<u>WATER - CRP</u>				
Summary		Budget		Actual YTD		
		Annual	YTD	Amount	%	
WATER CRP Revenue		416,123	242,738	248,165	59.6%	0%
WATER CRP Expenses		356,883	208,182	258,104	72.3%	0%
Operating Balance		59,240	34,556	(9,939)		
Expenses		2020-2021 Annual	Budget YTD	Actual YTD	%	Total Remaining
505	Salaries & Wages	158,120	92,236	105,613	66.8%	52,507
520	FICA - District Share	12,939	7,547	7,828	60.5%	5,111
530	Medical Ins - District Share	64,088	37,384	23,700	37.0%	40,388
540	PERS - District Share	9,876	5,761	5,446	55.1%	4,430
550	Unemployment	0	0	0	0.0%	0
560	Workers Comp Ins	13,862	8,086	2,555	18.4%	11,307
Salaries and Employee Benefits >		258,883	151,015	145,142	56.1%	113,741
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	2,042	736	21.0%	2,764
622	Board Exp	0	0	0	0.0%	0
625	Equip - Field (up to \$4999)	1,250	729	2,111	168.9%	(861)
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	12,000	7,000	8,229	68.6%	3,771
645	Insurance	0	0	0	0.0%	0
650	Interest	0	0	3,323	0.0%	(3,323)
657	Outsource Lab / Internal Lab	4,000	2,333	1,102	0.0%	2,898
660	Memberships & Subscriptions	0	0	0	0.0%	0
665	Mileage Reimb	0	0	0	0.0%	0
670	Postage & Shipping	0	0	0	0.0%	0
675	Professional Services Leak Chk	-	-	1,633	0.0%	(1,633)
685	Rents	0	0	0	0.0%	0
690	Safety & Sec (includes boots)	1,500	875	0	0.0%	1,500
700	Tools & Instruments	750	438	312	0.0%	438
703	Supplies - Clothing & Personal	1,500	875	191	0.0%	1,309
705	Supplies - Office	-	-	0	0.0%	-
715	Treatment Chemicals	0	0	0	0.0%	0
720	Supplies - Operating - Other	-	-	576	0.0%	(576)
730	Taxes - Licenses	0	0	0	0.0%	0
735	Training, Certs (classes, books)	500	292	0	0.0%	500
745	Travel / Lodging	-	-	0	0.0%	-
750	Utilities	0	0	0	0.0%	0
760	Waste Disposal	0	0	0	0.0%	0
795	Yolo Co	0	0	0	0.0%	0
Services and Supplies >		25,000	14,583	18,213	72.9%	6,787
810	R&R Buildings & Grounds	5,000	2,917	3,360	67.2%	1,640
820	R&R Lift Stations	0	0	0	0.0%	0
830	R&R Equipment	25,000	14,583	34,660	138.6%	(9,660)
830.1	Hydrants	-	-	12,420	0.0%	-
832	R&R Mains/Service Lines/Tanks	25,000	14,583	40,090	160.4%	(15,090)
840	R&R Vehicles	18,000	10,500	4,219	23.4%	13,781
Repairs & Replacement >		73,000	42,583	94,749	129.8%	(21,749)
Total Expenses >		356,883	208,182	258,104	72.3%	98,779

625 - Aerator for intake pump at WTP

720 - Chemical Feed Tubes

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

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

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

7

SEWER-CRP

Target % > **58.3%** CRP-SEWER

As of January 2022

Summary	Budget		Actual YTD		
	Annual	YTD	Amount	%	
SEWER CRP Revenue	551,245	321,560	272,802	49.5%	0%
SEWER CRP Expenses	376,230	219,467	212,843	56.6%	0%
USDA Annual Payment	105,280	61,413			
Operating Balance (loss)	69,735	40,679	59,959		

Expenses	2020-2021 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	180,886	105,517	89,592	49.5%	91,294
520 FICA - District Share	14,845	8,659	6,643	44.8%	8,202
530 Medical Ins - District Share	33,861	19,752	17,314	51.1%	16,547
540 PERS - District Share	10,466	6,105	3,962	37.9%	6,504
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	15,172	8,850	2,555	16.8%	12,617
Salaries and Employee Benefits >	255,230	148,884	120,066	47.0%	135,164
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	2,917	736	14.7%	4,264
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	729	-	0.0%	1,250
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	12,000	7,000	8,229	68.6%	3,771
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	3,323	0.0%	(3,323)
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	1,633	0.0%	(1,633)
685 Rents	-	-	-	0.0%	-
690 Safety & Security (includes boots)	2,500	1,458	370	0.0%	2,130
700 Tools & Instruments	750	438	571	0.0%	179
703 Supplies - Clothing & Personal	1,500	875	192	0.0%	1,308
705 Supplies - Office	-	-	-	0.0%	-
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	-	-	1,862	0.0%	(1,862)
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	500	292	-	0.0%	500
745 Travel / Lodging	-	-	-	0.0%	-
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	23,500	13,708	16,916	72.0%	6,584
810 R&R Buildings & Grounds	7,500	4,375	336	4.5%	7,164
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	11,667	18,102	90.5%	1,898
830 R&R Equipment	35,000	20,417	19,624	56.1%	15,376
832 R&R Mains/Laterals	25,000	14,583	34,184	136.7%	(9,184)
840 R&R Vehicles	10,000	5,833	3,615	36.2%	6,385
	-	-	-	0.0%	-
Repairs & Replacement >	97,500	56,875	75,861	77.8%	21,639
Total Expenses >	376,230	219,467	212,843	56.6%	163,387

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

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

Clearlake Oaks County Water District
Capital Improvements
As of January 31, 2022

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)				
138 · USDA Water Improvements				
07/01/2021	AES - Analytical Envir...	June 2021 professio...	Loan/Grant:...	3,954.36
07/07/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	48,143.68
07/12/2021	Pace	150 ea Watts backfl...	Loan/Grant:...	22,361.63
07/19/2021	Pace	2 Watts backflow de...	Loan/Grant:...	298.16
07/22/2021	Badger Meter	2 meters, 2 endpoints	Loan/Grant:...	1,501.06
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
08/31/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	281,158.20
09/06/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	48,598.41
09/14/2021	Badger Meter	1 - 3" meter and 1-4"...	Loan/Grant:...	4,588.71
09/15/2021	Pace	2" backflow device - ...	Loan/Grant:...	772.90
09/28/2021	Pace	150 Watts backflow ...	Loan/Grant:...	22,361.63
09/29/2021	Badger Meter	Services for Septem...	Loan/Grant:...	126.38
09/30/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	342,679.25
10/05/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	43,940.92
10/06/2021	Badger Meter	Hydrant meter at Fir...	Loan/Grant:...	979.44
10/11/2021	Badger Meter	Bulk water meter for ...	Loan/Grant:...	979.63
10/13/2021	Pace	150 ea backflow devi...	Loan/Grant:...	22,361.63
10/31/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	282,270.65
11/05/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	35,787.36
11/15/2021	Pace	30 backflow devices	Loan/Grant:...	4,472.33
11/30/2021	Badger Meter	Services for Novemb...	Loan/Grant:...	126.38
11/30/2021	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	541,973.58
12/02/2021	Pace	1 - 2" backflow devis...	Loan/Grant:...	725.28
12/03/2021	BKF Engineers	Services from 10/25/...	Loan/Grant:...	1,104.00
12/03/2021	MC Engineering, Inc	USDA Water Improv...	Loan/Grant:...	43,202.49
12/08/2021	Pace	1 - Backflow device	Loan/Grant:...	271.12
12/21/2021	Badger Meter	1 meter	Loan/Grant:...	848.35
12/22/2021	Pace	1 backflow device	Loan/Grant:...	271.12
12/29/2021	Badger Meter	Services for Decemb...	Loan/Grant:...	126.38
12/30/2021	Pace	7 backflow devices	Loan/Grant:...	1,043.54
12/31/2021	T & S Construction Co...	12/1/2021 - 12/31/20...	Loan/Grant:...	233,348.38
01/05/2022	MC Engineering, Inc		Loan/Grant:...	29,428.72
01/31/2022	Badger Meter	Services thru 1/31/2...	Loan/Grant:...	126.38
01/31/2022	T & S Construction Co...	USDA Water Improv...	Loan/Grant:...	220,125.92
Total 138 · USDA Water Improvements				2,644,607.72
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the Force Main)				
08/13/2021	T & S Construction Co...	Phase 3 Invoice #13...	Loan/Grant:...	112,484.95
08/13/2021	T & S Construction Co...	Phase 3 Retention 5...	Loan/Grant:...	141,593.61
01/20/2022	MC Engineering, Inc	Inv. dated 3/5/2021 -...	Loan/Grant:...	5,604.50
Total 128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installation of the F...				259,683.06
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)				
09/29/2021	PG&E CFM/PPC Dep...	9940 Harvey Blvd.	Loan/Grant:...	99,411.32
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...				99,411.32
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
127 · Water Plant				
127.6 · Swan AMI Turbiwell Monitor				
Total 127.6 · Swan AMI Turbiwell Monitor				
127.5 · A/C installation for Filter Rm				

Clearlake Oaks County Water District
Capital Improvements
As of January 31, 2022

Date	Name	Memo	Class	Amount
Total 127.5 · A/C installation for Filter Rm				
127.4 · PH System				
Total 127.4 · PH System				
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
Total 127.1 · Major Equipment				
127 · Water Plant - Other				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				
120 · District General CRP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
120.75 · SCADA				
Total 120.75 · SCADA				
120.90 · Vehicles/Generators/Trailers				
09/11/2021	Matt Mazzei Chevrolet	2018 Acura - GM ve...	GL:Admin	25,400.10
11/05/2021	Matt Mazzei Chevrolet	2020 Dodge Ram for...	GL:Sewer	36,962.00
Total 120.90 · Vehicles/Generators/Trailers				
62,362.10				
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				
62,362.10				
122 · Bldgs/Grounds Cap Improvements				
07/21/2021	Arrow Fencing	Replace/Repair - Tre...	CRP:PC	12,179.49
Total 122 · Bldgs/Grounds Cap Improvements				
12,179.49				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
280 · Loan				
280.04 · 2021 Water Truck				
12/07/2021	Kansas State Bank - ...	Payment #1 - Water ...	CRP:Water	403.33
12/07/2021	Kansas State Bank - ...	3359488	CRP:Sewer	403.33
01/12/2022	Kansas State Bank - ...	2,000 gallon water tr...	CRP:Water	713.02
01/12/2022	Kansas State Bank - ...	3359488	CRP:Sewer	713.02
Total 280.04 · 2021 Water Truck				
2,232.70				
280.02 · KS State Bank - 2019 Vac-Con				
07/15/2021	Kansas State Bank - ...	Pymt #19	CRP:Water	3,295.69

Clearlake Oaks County Water District
Capital Improvements
As of January 31, 2022

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
07/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,295.69
08/15/2021	Kansas State Bank - ...	Pymt #20	CRP:Water	3,305.01
08/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,305.01
09/14/2021	Kansas State Bank - ...	Pymt #21	CRP:Water	3,314.36
09/14/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,314.36
10/15/2021	Kansas State Bank - ...	Pymt #22	CRP:Water	3,323.73
10/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,323.73
11/09/2021	Kansas State Bank - ...	Pymt #23	CRP:Water	3,333.13
11/09/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,333.13
12/15/2021	Kansas State Bank - ...	Pymt #24	CRP:Water	3,342.56
12/15/2021	Kansas State Bank - ...	3343293	CRP:Sewer	3,342.56
01/12/2022	Kansas State Bank - ...	Vacon Pymt #25	CRP:Water	3,352.01
01/12/2022	Kansas State Bank - ...	3356496	CRP:Sewer	3,352.01
Total 280.02 · KS State Bank - 2019 Vac-Con				46,532.98
Total 280 · Loan				48,765.68
TOTAL				<u>3,127,009.37</u>

Account Payable Breakdown

Date: 2/14/2022

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$531,505.17	\$517,185.88	\$523,156.25
CRP Water - 6990	\$38,296.91	\$38,296.91	\$38,296.91
CRP Sewer - 3745	\$114,770.76	\$114,770.76	\$114,770.76
CRP PC - 6192	\$24,916.99	\$24,916.99	\$24,916.99
Water Reserve - 8503	\$87,700.00	\$87,700.00	\$87,700.00
Sewer Reserve - 9592	\$85,000.00	\$85,000.00	\$85,000.00
LAIF Balance	\$1,062,709.94	\$1,062,709.84	\$1,062,709.84
Current A/P Aging	\$278,421.35		
ACWA/JPIA Ins.	\$24,994.32		
Kansas State Bank-VacCon	\$7,421.47	EFT - 02/15/2022	
Kansas State Bank-Water Truck	\$1,730.25	EFT - 02/20/2022	
Credit Card	\$5,463.61		
TOTAL	\$318,031.00		



Accounts

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

CRP PC *6192

Available ****\$24,916.99**

Current **\$24,916.99**

CRP SEWER *3745

Available ****\$114,770.76**

Current **\$114,770.76**

GENERAL LEDGER *9122

Available ****\$523,156.25**

Current **\$517,185.88**

PUBLIC REGULAR CHK *8503

Available ****\$87,700.00**

Current **\$87,700.00**

PUBLIC REGULAR CHK *9592

Available ****\$85,000.00**

Current **\$85,000.00**

CRP WATER *6990

Available ****\$38,296.91**

Current **\$38,296.91**

Make a Payment

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Get Help with Taxes



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Money Management

BALANCE TOTALS

Total Deposit Accounts ... \$867,870.54

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

Budgets made easy!



Outside Accounts



No outside accounts added.

Add account

Banking on the Go with the Westamerica Mobile Banking App

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

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

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5

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California State Treasurer **Fiona Ma, CPA**



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

February 14, 2022

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

[Tran Type Definitions](#)

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

//

Account Number: 90-17-001

January 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/14/2022	1/13/2022	QRD	1695069	N/A	SYSTEM	611.44

Account Summary

Total Deposit:	611.44	Beginning Balance:	1,062,098.50
Total Withdrawal:	0.00	Ending Balance:	1,062,709.94/

Clearlake Oaks County Water District
Payroll Summary
January 2022

	Hours	Rate	Jan 22
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-43.5	43.04	-2,148.31
CTO Used	53.75	39.73	1,768.66
Holiday	219.5	28.69	6,726.24
Holiday Worked (x2.5)	16.5	94.58	1,226.14
Overtime (x1.5)	129.75	43.04	6,037.28
PTO	239	26.75	7,354.27
Straight Duty Pay	2,233.75	26.75	67,765.65
			<u>4,095.00</u>
Total Gross Pay	2,848.75		92,824.93
Deductions from Gross Pay			
ACWA (pre-tax)			-3,042.30
AFLAC (pre-tax)			-469.62
AFLAC (taxable) AFTER TAX			-154.08
CALPers 457			-400.00
CALPers EE (Pretax)			-4,756.40
			<u>-8,822.40</u>
Total Deductions from Gross Pay			-8,822.40
Adjusted Gross Pay	2,848.75		84,002.53
Taxes Withheld			
Federal Withholding			-7,029.00
Medicare Employee			-1,295.04
Social Security Employee			-5,537.42
CA - Withholding			-2,632.00
CA - Disability			-982.45
			<u>-17,475.91</u>
Total Taxes Withheld			-17,475.91
Deductions from Net Pay			
Miscellaneous Deduction			-196.52
Wage Garnishment			-894.66
			<u>-1,091.18</u>
Total Deductions from Net Pay			-1,091.18
Additions to Net Pay			
Miscellaneous Addition			47.58
			<u>47.58</u>
Total Additions to Net Pay			47.58
Net Pay	2,848.75		65,483.02
Employer Taxes and Contributions			
Medicare Company			1,295.04
Social Security Company			5,537.42
			<u>6,832.46</u>
Total Employer Taxes and Contributions			6,832.46

9:00 AM

02/11/22

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of January 31, 2022

	Jan 31, 22	
	Debit	Credit
102.13 · SEWER RESERVES-9592	80,000.00	
102.11 · PC ESCROW - 6184	0.00	
102.10 · CRP PC - 6192	23,365.88	
102.12 · WATER RESERVES- 8503	75,200.00	
102.001 · GL - 9122	508,931.08	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	873,098.50	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	44,144.68	
102.03 · CRP Sewer - 3745	105,394.57	
CUSI Accounts Receivable	204,087.00	
116 · DEFERRED OUTFLOW- PENSION	236,756.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	47,897.68	
130 · Const In Progress - Studies	1,084,096.10	
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.	551,411.26	
115 · PRE-PAID INSURANCE	15,474.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
138 · USDA Water Improvements	4,743,379.90	
128 · Sewer Infrastructure & Rehab Proj	3,952,787.28	
121 · Wtr Dist & Wtr Storage Projects	250,195.76	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District E...	115,500.66	
131 · Waste Water Plant	57,768.09	
131 · Waste Water Plant:131.1 · Pumps/Equipment	99,784.99	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	211,458.66	
127 · Water Plant:127.8 · Water Intake Pump Extension	379,572.92	
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	753,972.38	
122 · Bldgs/Grounds Cap Improvements	8,547,329.06	
124 · D/C System Cap Improvements	3,146,308.39	
124 · D/C System Cap Improvements:124.2 · GIS Online Mapping System	6,985.17	
124 · D/C System Cap Improvements:124.30 · Lift Stations	56,539.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift St...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	
124 · D/C System Cap Improvements:124.60 · Meters	10,000.34	
124 · D/C System Cap Improvements:124.90 · Water Tanks	40,615.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		9,745,066.00
200 · ACCOUNTS PAYABLE		267,100.61
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		486.91
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		224.38
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		1,357.80
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		2,364.33
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481	0.00	

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Clearlake Oaks County Water District

Trial Balance

As of January 31, 2022

02/11/22

Accrual Basis

	Jan 31, 22	
	Debit	Credit
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - 7397	0.00	
210 · Cal Card:210.01 · Cal Card -	0.00	
210 · Cal Card:210.02 · Cal Card 0010	0.00	
210 · Cal Card:210.03 · Cal Card	0.00	
Annual Depreciation		249,035.55
224 · USDA Retainage	0.00	
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.04 · 2021 Water Truck	2,232.70	
280 · Loan:280.15 · USDA Water Improvement Project		4,188,957.54
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		246,977.51
280 · Loan:280.12 · USDA Loan		3,100,172.41
280 · Loan:280.10 · Bridge for I & I Rehab Project	0.00	
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		289.49
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	6,830.42	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		7,348.24
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	0.00	
223.50 · MEDICARE TAX PAYABLE	0.00	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	1,050.73	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	1.00	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	12,926.58	
223.80 · GASB 68 Pension		26,313.00
223.85 · MISC DEDUCTIONS PAYABLE		5,400.87
223.90 · COMPENSATED EMPLOYEE BENEFITS		18,602.20
24000 · Payroll Liabilities	19,836.95	
295 · NET PWNSION LIABILITY		958,676.00
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	0.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		3,421,075.19
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		13,242,512.58
Income:410 · Client Reg Pmt		1,584,885.83
Income:420 · Connection Fees		10,419.00
Income:425 · CRP		521,043.87
Income:430 · Penalty & Interest		36,802.59

9:00 AM

02/11/22

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of January 31, 2022

	Jan 31, 22	
	Debit	Credit
Income:435 · Loans/Grants:435-6 · I & I Const Grant		204,087.00
Income:440 · Misc Revenue		164.14
Income:450 · Other - Non S/W Rev		35,329.46
Salaries & EE Benefits:545 · CALPers 457		250.00
Salaries & EE Benefits:505 · Salaries & Wages	744,138.96	
Salaries & EE Benefits:520 · FICA - District Share	55,388.36	
Salaries & EE Benefits:530 · Med/Life Insurance- Dist Share	160,564.16	
Salaries & EE Benefits:540 · PERS - District Share	73,464.23	
Salaries & EE Benefits:550 · Unemployment	1,192.00	
Salaries & EE Benefits:560 · Workers Comp Ins	12,872.07	
Services & Supplies:610 · Bank Fees	16,385.34	
Services & Supplies:620 · Communications & Internet	17,582.13	
Services & Supplies:622 · Board Exp	1,699.67	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	2,110.68	
Services & Supplies:630 · Equip - Office	2,511.49	
Services & Supplies:640 · Fuel & Oil	26,211.41	
Services & Supplies:645 · Insurance	77,305.84	
Services & Supplies:650 · Interest	33,275.11	
Services & Supplies:657 · Lab	17,951.11	
Services & Supplies:660 · Memberships & Subscription	66,190.07	
Services & Supplies:665 · Mileage Reimb	82.21	
Services & Supplies:670 · Postage & Shipping	351.10	
Services & Supplies:675 · Professional Services	78,594.06	
Services & Supplies:675 · Professional Services:675-7 · MC On Call Serv...	18,558.90	
Services & Supplies:685 · Rents	7,695.63	
Services & Supplies:690 · Safety & Security	11,733.52	
Services & Supplies:700 · Tools & Instruments	5,502.79	
Services & Supplies:703 · Supplies - Clothing & Personal	5,279.88	
Services & Supplies:705 · Supplies - Office	4,069.08	
Services & Supplies:715 · Supplies-Chemicals-Operating	114,567.09	
Services & Supplies:720 · Supplies - Inventory - Other	7,721.94	
Services & Supplies:735 · Training/Classes/Certs/ClassB	1,277.52	
Services & Supplies:745 · Travel / Lodging	35.90	
Services & Supplies:750 · Utilities	106,848.82	
Services & Supplies:760 · Waste Disposal	32,708.71	
Services & Supplies:795 · Yolo Co	30,862.35	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	9,306.56	
Repairs & Replacement:810 · R&R Buildings & Grounds	4,748.93	
Repairs & Replacement:820 · R&R Lift Stations	18,102.37	
Repairs & Replacement:830 · R&R Equipment	54,317.01	
Repairs & Replacement:830 · R&R Equipment:830.1 · Hydrants	12,420.05	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	74,273.82	
Repairs & Replacement:840 · R&R Vehicles	10,173.37	
7130 · Sewer Ops - Emp Bens -holid	469.13	
66000 · Payroll Expenses	1,236.77	
TOTAL	38,399,144.54	38,399,144.54

9:30 AM

02/14/22

Clearlake Oaks County Water District
A/P Aging Summary
All Transactions

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alpha Analytical Labs	554.00	0.00	0.00	0.00	0.00	554.00
California State Disbursement Unit	265.38	0.00	0.00	0.00	0.00	265.38
Deeper Cleaning	405.00	0.00	0.00	0.00	0.00	405.00
High Country Security	342.00	0.00	0.00	0.00	0.00	342.00
Lake County Waste Solutions	719.18	0.00	0.00	0.00	0.00	719.18
MC Engineering, Inc	35,791.91	0.00	0.00	0.00	0.00	35,791.91
MCHC - Lakeview Health Center	418.00	0.00	0.00	0.00	0.00	418.00
Pac Machine Co., Inc.	0.00	12,888.50	0.00	0.00	0.00	12,888.50
Pace	0.00	820.98	0.00	0.00	0.00	820.98
People Services Inc	0.00	125.00	0.00	0.00	0.00	125.00
PETTY CASH - Bailey Johnson	0.00	15.79	12.33	0.00	0.00	28.12
Quest Diagnostics	150.00	0.00	0.00	0.00	0.00	150.00
State of California - Franchise Tax Board	0.00	181.95	0.00	0.00	0.00	181.95
T & S Construction Co. Inc.	220,125.92	0.00	0.00	0.00	0.00	220,125.92
Tri-Cities Answering Service	249.70	0.00	0.00	0.00	0.00	249.70
USA BlueBook	956.89	0.00	0.00	0.00	0.00	956.89
Yolo County Flood Control	0.00	4,398.82	0.00	0.00	0.00	4,398.82
TOTAL	<u>259,977.98</u>	<u>18,431.04</u>	<u>12.33</u>	<u>0.00</u>	<u>0.00</u>	<u>278,421.35</u>

**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

JANUARY 20, 2022

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 2:00 p.m.

Pledge of Allegiance

Roll Call

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

- ✓ Mr. 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

Mr. Ken Russell asked why the District does not inspect boats going into Clearlake since that is our source of water for treatment, General Manager advised that is not the Districts responsibility and to refer to the County of Lake. Mr. Ken Russell also asked why more of the public does not attend the Districts' Board Meetings.

Staff Written Operational Reports

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

Consent Items

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

1. Financial Reports for review and approval

- a. December 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 12/16/2021

3. Bills

- a. MC Engineering invoice number 2142, dated 1/5/2022, in the amount of \$29,428.72 for the USDA Water Projects
- b. T & S Construction invoice number 8, dated 1/5/2022, in the amount of \$233,348.38 for the USDA Water Projects

Action Taken: Motion to approve the consent items

BOUCHER/BURTON M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSENT: MEDEIROS

4. Agenda (New Business)

- a. Acknowledgement of the JPIA President's Special Recognition Award

Action Taken: NO ACTION

- b. Discussion and consideration of customer appeal for 12840 2nd Street, Clearlake Oaks

Action Taken: Motion to deny the customer appeal for 12840 2nd Street, Clearlake Oaks

BOUCHER/HERMAN M/S/C

AYES: BOUCHER/HERMAN/BURTON

NOES: NONE

ABSTAIN: ARCHACKI

ABSENT: MEDEIROS

- c. Discussion of consolidation and regionalization request from the State Water Resources Control Board (SWRCB)

Action Taken: NO ACTION

- d. Discussion of an Actiflo Filtration System

Action Taken: NO ACTION

- e. Discussion and consideration of Resolution 22-01, Authorizing Representative for the Urgent Drinking Water Needs Funding Grant

Action Taken: Motion to approve Resolution 22-01, Authorizing Representative for the Urgent Drinking Water Needs Funding Grant

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSTAIN:

ABSENT: MEDEIROS

- f. Discussion and consideration of applying for additional grants through all State programs to fund water treatment/waste water upgrades

Action Taken: Motion to direct the General Manager to apply for additional grants to fund water and waste water upgrades

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSTAIN:

ABSENT: MEDEIROS

- g. Discussion and consideration of Badger Meter Quote #3323647 in the amount of \$8,580.00, not including tax and freight to transition Paradise Cove from cellular transmitters to drive by transmitters

Action Taken: Motion to approve Badger Meter Quote #3323647 in the amount of \$8,580.00, not including tax and freight to transition Paradise Cove from cellular transmitters to drive by transmitters, this purchase is to be paid for by funds from the CRP PC account

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/BOUCHER/HERMAN/BURTON

NOES: NONE

ABSTAIN:

ABSENT: MEDEIROS

Closed Session

Time: 3:03 PM

- a. Pending Litigation: One Case
- b. Potential Litigation: One Case
- c. Medical update on Director

Open Session

Time: 3:26 PM

Action Taken in Closed Session: In closed session, the Board discussed one case of pending litigation and one medical update, no action was taken. One case of potential litigation was discussed, Director Archacki made a motion to have legal counsel address the potential litigation, this motion was seconded by Director Boucher. No other items were discussed.

Adjournment

Time: 3:27 PM

**SIGNED: _____
Stanley Archacki, Vice President**

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



MC Engineering, Inc.

9294 Madison Ave
Orangevale, CA 95662

Invoice

Date	Invoice #
2/5/2022	2154

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	3/7/2022	USDA Meters and Water Tank PER	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	108.5	130.00	14,105.00	
Operations Management Engineer, John Pedri, PE	18	160.00	2,880.00	
Assistant Engineer, Jose Diaz-Mendez	52	105.00	5,460.00	
Project Manager, Mark Carey, PE	37	165.00	6,105.00	
Assistant Engineering Tech, Julia Carey	22.5	75.00	1,687.50	
Administrative Support	2	65.00	130.00	
A and E Repro Inv 31867		7.00	7.00	
OV Copy Inv 39122		126.80	126.80	
OV Copy Inv 39128		51.69	51.69	
Island Park RV - Dec 2021 & Jan 2022		2,073.69	2,073.69	
RV Rental January 2022	1	700.00	700.00	
Reimbursable Expenses		1,812.65	1,812.65	
EDEA Inv 1124	1.13	577.50	652.58	
<i>138- 1/6 USDA WTR imp</i>			Total	\$35,791.91
<i>DM 1/6- USDA WTR</i>			Payments/Credits	\$0.00
			Balance Due	\$35,791.91

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

A2

Contractor's Application for Payment No. #9

Application Period:	1/1/2022 - 1/31/2022	Application Date:	1/31/2022
To (Owner):	CLOCWD	Via (Construction Manager):	Jared Nelson
Project:	USDA Water System Improvements	Engineer's Project No.:	USDA CFDA No. 10.760
Owner's Contract No.:	USDA CFDA No. 10.760	Contractor's Project No.:	20215

Application For Payment Change Order Summary			
Approved Change Orders	Number	Additions	Deductions
	1	\$16,009.53	
	2	\$22,623.87	
	3	\$2,011.49	
TOTALS			
NET CHANGE BY CHANGE ORDERS		\$40,644.89	

1. ORIGINAL CONTRACT PRICE.....	\$	6,034,124.00
2. Net change by Change Orders.....	\$	40,644.89
3. Current Contract Price (Line 1 ± 2).....	\$	6,074,768.89
4. TOTAL COMPLETED AND STORED TO DATE	\$	\$3,294,980.89
5. RETAINAGE:		
a. 5% <input checked="" type="checkbox"/> X \$3,294,980.89 Work Completed.....	\$	164,749.06
b. 5% <input checked="" type="checkbox"/> X Stored Material.....	\$	-
c. Total Retainage (Line 5a + Line 5b).....	\$	164,749.06
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	3,130,231.83
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	2,910,105.91
8. AMOUNT DUE THIS APPLICATION.....	\$	\$220,125.92
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	\$2,944,537.06

Contractor's Certification

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

Payment of:	\$ <u> </u>	(Line 8 or other - attach explanation of the other amount)
is recommended by:	<u> </u>	(Date) <u>2-8-22</u>
Payment of:	\$ <u> </u>	(Line 8 or other - attach explanation of the other amount)
is recommended by:	<u> </u>	(Date) <u>2-8-22</u>
is approved by:	<u> </u>	(Date) <u>2-8-22</u>
Approved by:	<u> </u>	(Date) <u> </u>

LEGAL SERVICES AGREEMENT

Between
Clearlake Oak County Water District
and
Law Office of Nancy Harris

1. **Scope of Engagement.** The Law Office of Nancy Harris (hereafter "we" or "the Firm") will provide the legal services reasonably required to represent and advise Clearlake Oaks County Water District (hereafter "you" or "the District") in connection with responding to certain Civil Investigative Demands served upon the District by the U.S. Attorney's Office, Northern District of California, Civil Division. We will also provide legal services for additional matters that you request of us, provided we agree to perform that additional work. A letter confirming such additional work shall bring such work within the scope of this Agreement.
2. **Fees and Personnel.** As compensation for our services, our fees will be based on our current standard billing rate for the personnel performing services under this agreement at the time such services are rendered. Our standard billing rates for attorneys and paralegals are attached as Attachment 1.

Nancy Harris will be the attorney in charge of representing your interests and will have primary responsibility for the matter. As of the date of this agreement, the Law Office of Nancy Harris is a sole practitioner but may in the future hire or engage other attorneys to work for the Firm. The Firm may use contract attorneys or paralegals to perform work for your matter. If other attorneys and/or paralegals are assigned to work on your matter, the then current hourly rate of those individuals will be utilized. This agreement retains the legal services of the Firm and not of a particular attorney. Hourly rates are subject to reasonable change, usually at the beginning of each calendar year.

3. **Disbursements and Expenses.** In addition to hourly fees, we may incur out-of-pocket expenses related to your representation. The Firm will be reimbursed for all outside services incurred in the course of providing legal services to the District. Outside services will include, but are not limited to, all third-party expenses, delivery charges, travel expenses, outside research services, filing fees, expert witness and expert consultant fees.
4. **Billing and Payment Responsibilities.** We will send monthly statements which are due within thirty (30) days of receipt. If you have any questions about an invoice, please promptly telephone or write me so that we may discuss these matters. A late charge will be assessed on statements not paid within thirty (30) days. The maximum monthly late payment charge will be 1.5% per month. In the unlikely event we are required to institute legal proceedings to collect fees and costs, the prevailing party will be entitled to reasonable attorney's fees and other costs of collection.

LEGAL SERVICES AGREEMENT

- 5. Termination of Services.** You may terminate our services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to your new counsel.

We may terminate our services at any time with your consent or for good cause. Good cause exists if (a) any statement is not paid within 60 days of its date; (b) you fail to meet any other obligation under this agreement and continue in that failure for 15 days after we sent written notice to you; (c) you have misrepresented or failed to disclose material facts to us, refused to cooperate with us, refused to follow our advice on a material matter, or otherwise made our representation unreasonably difficult; or (d) any other circumstances exists in which ethical rules of the legal profession mandate or permit termination, including situations where a conflict of interest arises. If we terminate our services, you agree to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

Termination of our services, whether by you or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

- 6. Insurance.** During the term of this engagement, this law firm shall take out and maintain professional errors and omissions insurance, in amounts not less than \$1,000,000 per occurrence and \$1,000,000 aggregate, which insurance may not be canceled or reduced in required limits of liability unless at least ten days advance written notice be given to you.
- 7. No Guarantee of Outcome.** Any comments made by us about the potential outcome of this matter are expressions of opinion only and are not guarantees or promises about any outcome or results.
- 8. Dispute Resolution.** In the event you become dissatisfied with any aspect of our relationship, we encourage you to bring such concerns to our attention immediately. If we are unable to resolve any dispute, either arising out of or in connection with this Agreement or relating to the services performed by the Firm or any of its attorneys, to our mutual satisfaction, our firm will first comply with any mandatory dispute resolution procedures that may apply to any such dispute.

If we are unable to resolve any dispute, and after mandatory dispute resolution procedures have been waived or exhausted, the parties shall submit such dispute to final and binding arbitration in Oakland, CA by a single neutral arbitrator who is an attorney or retired judge, mutually acceptable to us or appointed by the Judicial Arbitration and Mediation Service (JAMS). The Comprehensive Arbitration Rules and Procedures of JAMS shall apply to any dispute. It is further agreed that neither you nor the Firm may appeal the arbitrator's decision, unless the award is in excess of \$200,000. All such appeals must be pursuant to JAMS' Optional Arbitration Appeal Procedures.

By signing this agreement, you acknowledge and agree that you have read and understand this arbitration provision. You understand that by agreeing to arbitration we each give up the right

LEGAL SERVICES AGREEMENT

to present our claims or defenses for trial by a judge or jury, and we also give up the right to an appeal. The initial resort to the courts by either party shall not be considered a waiver of that party's right to compel binding arbitration under this provision. This agreement shall be governed by and construed in accordance with the laws of the State of California without regard to principals of conflicts of laws.

- 9. **Joint Representation.** Our firm may enter into of counsel agreements with certain legal specialists. Because these individuals are deemed independent contractors under the applicable provisions of the tax laws and not employees of the firm, it is necessary that you consent to dual representation by the firm and the specialists in the event the matter which you have engaged us to handle requires the use of that specialist. This arrangement has no effect whatsoever on the cost of your legal services, rather it is an ethical requirement that we disclose this fact and that you consent. You are consenting by signing this letter.

- 10. **Authority.** All the persons signing this letter agreement represent and warrant unconditionally that he, she or they, as may be appropriate, have the full power and authority to execute this letter agreement and that the terms of this letter agreement are binding on you.

- 11. **Entire Agreement; Full Understanding; Modifications in Writing.** This letter contains our entire agreement about our representation. Any modification or additions to this letter agreement must be made in writing.

DATED: _____	_____ Dianna Mann General Manager Clearlake Oaks County Water District
DATED: _____	_____ Nancy Harris Law Office of Nancy Harris



LEGAL SERVICES AGREEMENT

ATTACHMENT 1

LAW OFFICE OF NANCY HARRIS

RATE SHEET

TITLE	HOURLY RATE
Principal - Nancy Harris	\$460
Other Attorneys	\$350-425
Paralegal	\$185

h



Clearlake Oaks County Water District

Job Description

ADMINISTRATIVE SERVICES MANAGER

Administration

Status: Non-Exempt

Salary Range: \$38.69- \$53.87

Titles covered by Administrative Services Manager

Board Secretary

Billing Manager

Compliance Coordinator

- Certifications, CEU, DOT, Training

Human Resources Coordinator

- Medical, Liabilities, Payroll, Workman's Compensation

Water Quality Coordinator

- Backflow, Cross Connection

Yolo County Coordinator

Conditions of Employment: This position is an "at will" basis, meaning you may resign at any time and that the Board of Directors may terminate your employment at any time, with or without cause. This position reports directly to and receives general supervision from the Board of Directors.

Definition/Summary: Administrative Services Manager is classified as Regular Full Time, under the direction of the Board of Directors. This position requires the status of Customer Service Rep III with knowledge of all front office positions, directs Customer Service staff and insures quality customer service is provided at all times. This position is responsible for assisting in the development and implementation of policies and procedures essential to maximizing the efficiency of the administration office. This position is distinguished by a high level of understanding of District policies and customer service procedures. Performance of basic to complex customer service functions, including but not limited to: directing customer service staff as needed, process all customer billing, account adjustments, service terminations, delinquent collections, opening and closing customer accounts, handles new service installations, quotes for connection, customer complaints and maintenance of property master files; cash receipts, post payments as needed, insures phones are answered in a timely manner; prepare, process and record work orders; post information to the District website, investigates, answers, and records all water quality complaints, calculate monthly Yolo statement, maintain and add delinquent accounts to the Lake County Tax Roll, provides a monthly activities/status report to the Board of Directors.

Manages payroll and all payroll liabilities, (including CALPers, AFLAC, quarterlies, etc). Assists with human resources recruitment and orientation, record maintenance and retention, provides clerical support to all employees. Assists with projected District budget for new fiscal year, assists accounts payables with job coding and assist the General Manager in planning, organizing, and coordinating the activities of the District and provides confidential support in areas of expertise.

Schedules and coordinates all personnel training; included but not limited to: Target Solutions, CEU courses, refresher courses, etc. Insures all district staff are compliant with regulations, courses are assigned upon hiring. The training

coordinator will schedule all classes, lodging and ensure tuition agreements are in place. All training must be supervisor and/or General Manager approved prior to scheduling.

In addition to the administrative and billing requirements, this position also serves as Secretary to the Board. These duties include, but are not limited to, preparing agendas, board agenda packets, meeting minutes, elections, employee contracts, updating Board information on website, and maintaining compliance with all County/State requirements. This position requires attending Board meetings and activities, along with assisting the Board members on committees or tasks as directed by the Board. This position requires annual or bi-annual CSDA Board Certification at the discretion of the Board and based on District needs.

This position ensures Customer Service Representatives I and II are crossed trained in specific areas to ensure District coverage.

This position requires a high level of independent judgment and the ability to work independently with little or no supervision.

Minimum Requirements:

Education: High School Graduate or equivalent. Supplemental education in business administration or administrative experience desired. Must possess a valid California Driver License

Experience: Three years of customer service, computerized bookkeeping/accounting/billing and public agency experience desired.

Knowledge of: District policies and procedures related to water and sewer service installations, a high level of understanding of District customer data programs and filing procedures. Special District governance; modern principles practices and methods of public-sector administration; principles and methods of effective communication; principles, practices, and methods of project management; organizational and management practices as applied and evaluation of projects, programs, policies, procedures, and operational needs, applicable federal, state and local laws, regulatory codes. Must be proficient with QuickBooks and Microsoft Word and Excel, and have knowledge of administrative and clerical procedures.

Ability To: Understand and follow oral and written instruction; communicate District policy to the public; work cooperatively with coworkers, developers, and the general public; keep accurate records; work independently with little supervision. Type 25 words per minute and use a ten key numeric pad. Ability to respond to public inquires and complaints in a tactful and courteous manner while maintaining a good working relationship with fellow employees. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for.

Physical Requirements: This position requires prolonged sitting, standing, walking, twisting, turning, kneeling, bending, squatting, stooping, extended computer monitor exposure, and repetitive hand motion, reaching, reading, writing, typing and lifting up to 25 pounds in performance of daily activities. Additionally, the position requires the ability to read correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person the position requires responding to public inquiries and complaints in a tactful and courteous manner

Employee Signature: Date

Board President Date



Clearlake Oaks County Water District

Job Description

GENERAL MANAGER

Administration

Status: Exempt

Salary Range: \$98,000-\$150,000 DOQ

Conditions of Employment: Under the direction of the Board of Directors, the General Manager serves as agent of the Board of Directors in planning, directing, managing, and overseeing the services, activities, and operations of the District including Administration, Finance, Operations, Human Resources, Customer Service and Community Relations; serves as Financial Officer of the District ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of the District goals and objectives; and provides thorough administrative support to the Board of Directors.

This position is "at will" and is classified as an Exempt/Salaried management employee who reports directly to, and receives general supervision from the District Board of Directors. The General Manager shall be responsible for the supervision and administration of the Water and Wastewater system operation, and maintenance activities according to the standards set by the California State Water Code and the District Board of Directors.

Minimum Requirements:

Education: Equivalent to graduation from an accredited two (2) year college, with experience in Business Administration and Finance. Qualifying experience may be substituted for education.

Certification in advanced Water and Waste Water Technology.

Certification in advanced Water Distribution Technology.

Experience: Six years of increasingly responsible experience in the area of Business Administration and Public Administration. The last two years of which must be in a management capacity.

Example of Duties: Serve as General Manager of the Clearlake Oaks County Water District; assume full management responsibilities for the District operations, services, and activities; plan, direct, manage, and oversee the activities and operations of the District including Administration, Finance, Operations, Human Resources, Customer Service and Community Relations.

Facilitate the development, implementation, and administration of District goals and objectives; interpret and implement policies and goals set by the Board of Directors; provide for adequate guidelines for management to implement new or revised policies or procedures.

Direct and participate, with field supervisor's cooperation, in the development and administration of the District's budget; prepare long-term plans of capital improvements and repair and replacement of District facilities, including financial plans; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.



CLEARLAKE OAKS COUNTY WATER DISTRICT
GENERAL MANAGER EMPLOYMENT CONTRACT

This Contract is made by and between Clearlake Oaks County Water District ("District") and Dianna Mann ("Employee"), as of March 17, 2022.

RECITALS

WHEREAS, District is a political subdivision of the State of California formed and existing pursuant to the County Water District Law, California Water Code section 30000;

WHEREAS, Employee has served as the District's General Manager since October 2019, and the District wishes to continue Employee's employment, and to pay such compensation as determined by the Board; and

WHEREAS, Employee represents that she has read the functions, responsibilities, and duties set forth and incorporated herein.

NOW, THEREFORE, in consideration of the above recitals and mutual covenants herein contained, the parties hereto agree as follows:

Section One: Duties

- 1.1 District hereby employs Employee as District General Manager to serve at the pleasure of the Board.
- 1.2 Employee shall perform the functions and duties of the General Manager on a full-time basis and be available as needed to properly perform such services, including attendance at after-hours meetings as needed for conducting District business.
- 1.3 Employee shall devote such time, interest, and effort to the performance of the duties as may reasonably be necessary to fulfill the above referenced requirements.

Section Two: Compensation, Hours, and Benefits

- 2.1 **Salary:** Employee shall receive a salary within the range of the Board approved job description, dated February 17, 2022, payable at the regular District pay periods, during her employment term.
- 2.2 **Expenses:** Employee shall be entitled to the same reimbursement for out-of-pocket expenses incurred on District Business, on the same terms and conditions, as authorized for other District personnel.
- 2.3 **Hours of Work:** Employee shall report to District's offices for work four (4) days per week during normal business hours and remote in from home one (1) day of the week. It is recognized that the General Manager must devote a great deal of time outside the normal hours of business for the District, and to that end, the Employee shall establish an appropriate work schedule. The schedule shall be appropriate to the needs of the District and shall allow the Employee to faithfully

perform the assigned duties and responsibilities. Employee shall maintain a continuous presence of means of communication with District staff at all times, either in person or via telephone, cell phone, or email. When unavailable, Employee shall ensure that the duties have been properly and appropriately delegated to qualified District staff. If District is unable to contact Employee in a reasonable time for reasons beyond the Employees control, such as on-duty or off-duty air travel, areas without cellular phone services, email access, international travel or other similar circumstances, Employee's inability to maintain continuous availability shall not be considered a breach of Contract or grounds for termination for cause.

- 2.4 Transportation: District will supply Employee with a vehicle as it does all 24/7 employees. The vehicle will serve as the administration vehicle for District business that requires traveling.
- 2.5 Benefits: Employee will receive all benefits, including sick and paid time off (PTO), at the same rate and on the same terms as are afforded all other employees of the District as set forth in District policies, which policies may be amended from time to time. Employee has the discretion to schedule her vacation so long as that vacation is scheduled in such a way as to avoid unnecessary detriment to the District's operations.
- 2.6 Retirement: Employee shall be a member of District's retirement plan adopted and existing pursuant to Contract with the State of California Public Employees' Retirement System ("CalPERS") in accordance with plan documents and District policies, which may be subject to amendment from time to time in the future.

Section Three: Performance Evaluations

- 3.1 The Board may conduct an annual evaluation with the Employee.
- 3.2 It shall be the Employee's duty, as a condition precedent to the Board's obligation to annually evaluate the Employee's performance under this paragraph, to notify the District's Board in writing not less than 30 or more than 45 days in advance of each annual review period of the Board's obligation to conduct the evaluation.

Section Four: Term

- 4.1 This Contract shall become effective March 17, 2022, and remain in effect until terminated as provided herein or until midnight on _____, whichever comes first.

Section Five: Termination

- 5.1 Expiration of Term: At the expiration of this contract, this Contract will terminate, unless the parties mutually agree in writing to renew the Contract.
- 5.2 Termination without Cause by District: Employee's employment is at-will. The Board may terminate Employee's employment with the District, and thereby terminate this Contract, at any time by a majority vote of the board. It is understood and agreed that Employee serves at the pleasure of the Board. As such, Employee's employment may be terminated without cause with a severance pay

equaled to 18 months of salary at the time of termination.

- 5.3 Termination for Cause: The Board may terminate Employee's employment at any time for Cause. In the event Employee is terminated for Cause, Employee shall not be entitled to any severance compensation or any other compensation from the District, except for such salary and benefits as she may have earned prior to termination. "Cause" shall mean serious abuse, such as fraud, embezzlement, misappropriation of District property, or undue use of influence as a District Official, conviction of criminal activities, Employee's repeated failure to perform the essential functions of the job in a satisfactory fashion, including the use of illegal drugs or abuse of legal drugs, including alcohol, in accordance with law.
- 5.4 Termination Without Cause by Employee: Employee may resign and thereby terminate this Contract at any time upon giving written notice to the Board. Upon such termination, Employee shall be entitled to receive only such accrued benefits that may be due and payable at the time of her termination, but is not entitled to any severance pay or other compensation.

Section Six: Work Product

- 6.1 Work Product: Except as otherwise agreed in writing by the parties, all forms of expression of ideas relating to the Employee's performance of this Contract shall be the property of the District. The Employee shall provide all such work product produced through the date of termination, whether complete or incomplete, to District, free of any and all claims, liens, and/or encumbrances, to be used by District for any purpose.

Section Seven: Licenses

- 7.1 Licenses: Employee shall secure and maintain a valid California Driver's License.

Section Eight: Standard of Performance

- 8.1 Employee shall perform the services described in a professional, first-class, and businesslike manner in accordance with standards of quality satisfactory to District's Board in their sole discretion. Unless specifically accepted herein, Employee shall be subject to all codes of conduct and all personnel policies applicable to other District employees.

Section Nine: Assignment of Contract; Subcontracting

- 9.1 This employment Contract is personal to Dianna Mann, based upon her unique training, background, and experience. Employee may not assign or subcontract any of her duties or benefits under this Contract without the District's prior written consent, which the District may withhold at its absolute discretion for any reason.

Section Ten: Paragraph Headings

- 10.1 The paragraph headings contained herein are for convenience and reference only and are not intended to define or limit the scope of this Contract.

Section Eleven: Notice

- 11.1 Whenever notice to a party is required by this Contract, it shall be deemed given when deposited with proper address and postage in the U.S. Mail or when personally delivered as follows or at such other address or place either party may designate in writing from time to time:

District:

Clearlake Oaks County Water District
Attn: Board President
P.O. Box 709
12952 E. Hwy. 20
Clearlake Oaks, CA 95423

Employee:

Mrs. Dianna Mann

Section Twelve: Waiver or Modification

- 12.1 No waiver, alteration, or modification of any of the provisions of this Contract shall be binding unless in writing and signed by a duly authorized representative of both parties to this Contract. Any document which modifies this Contract shall be appended to the original of this Contract, and copies of such documentation shall be provided to all parties to this Contract. No changes shall be implied. If there is any ambiguity or lack of clarity or uncertainty in or by reason of the language of any amendment, the language of the Contract shall control the interpretation of the Contract and any amendment.

Section Thirteen: General Provisions

- 13.1 Governing Law. This Contract shall be governed by the laws of the State of California.
- 13.2 Jurisdiction and Venue. This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue of any action or proceeding regarding this Contract or performance thereof shall be in Lake County, California.
- 13.3 Duplicate Originals. This Contract may be executed in one or more duplicate originals bearing the original signature of both parties and when so executed any such duplicate original shall be admissible as proof of the existence and terms, of the Contract between the parties.
- 13.4 Previous Agreements Integrated: Any and all existing understandings and agreements whether oral or written or renewals thereof, between the parties hereto, covering the same subject matter, are hereby integrated within and superseded by this Contract, and shall have no further force or effect.

THE ABOVE CONTRACT 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 17th day of March, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Clearlake Oaks County Water District

Employee

Stanley Archacki
Vice President of the Board

Dianna Mann