

**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

August 18, 2016

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 – 4:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President Mr. Karl Hosier, Vice President
- Mrs. Judy Heeszal, Director Ms. Dena Barron, Director Mr. Richard Kuehn, Director
- Mr. Alan Gardner – General Manager Mr. Jason Mitchell – Operations Manager
- Mrs. Dianna Mann - Secretary to the Board

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

- a. Grants/Administration
- b. Customer Service
- c. Water Plant Operator (absent)
- d. Waste Treatment Plant Operator
- e. Operations Manager (verbal)
- f. General Manager

2. Financial Reports for review and approval

- a. July 2016 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, A/P Breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Special Meeting 6-22-16
- b. Minutes of Regular Meeting 7-21-16
- c. Minutes of Special Meeting 7-28-16
- d. Minutes of Emergency Meeting 08-10-16
- e. Minutes of Special Meeting 8-11-16

4. Bills

- a. MC Engineering Invoice No. 1389, dated 07/31/16, in the amount of \$36,205.54, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1390, dated 07/31/16, in the amount of \$21,553.50, for the USDA Wastewater Treatment Plant Project
- c. MC Engineering Invoice No. 1391, dated 07/31/16, in the amount of \$22,534.75, for the Water Distribution Study (Water Master Plan)

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: _____

- b. Discussion and consideration of excising option to purchase and finalize an easement agreement with the owner for the Harvey Blvd Tank Site, which expires on August 28, 2016

Action Taken: _____

- c. Discussion and update of CSA 16 Annexation progress

Action Taken: _____

- d. Discussion and consideration of adopting Policy Pertaining to Surplus Sale of Equipment or Materials

Action Taken: _____

- e. Discussion and consideration of sales process for District Property on at 12586 Foothill Blvd (APN 035-152-43)

Action Taken: _____

- f. Discussion and update of County sidewalk project in Clearlake Oaks

Action Taken: _____

- g. Discussion and consideration of Salary Compensation Comparison Bids, first one from Payscale and the second one from Intelligent Compensation LL

Action Taken: _____

- h. Discussion and consideration of approving job descriptions and employee salary ranges

Action Taken: _____

- i. Discussion and consideration of rejecting all tree removal bids and using an alternative

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and update of Lift Station 10

Action Taken: _____

- b. Discussion and update of status of compliance with Cleanup and Abatement Order R5-2014-0707

Action Taken: _____

Adjournment

Time: _____

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**Clearlake Oaks County Water District
Administrative Assistant Report
August 18, 2016**

Administrative/Grant Status:

- **State Water Resources Control Board (SWRCB) Wastewater Collection System Mapping and Infiltration and Inflow Construction** – Environmental packet has been completed and turned in to the State
- **Department of Water Resources (DWR), Distribution System Study**
Amount Approved: \$400,000.00. MC Engineering is approx 67% complete as of the end of July, with status report attached.
- **State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study** **Amount Requested: \$299,640.** MC Engineering is approx 38% complete, and we are at 22% of the time allotment. Status report is attached.
- **USDA Waste Water Treatment Plant (loan) \$2.8M,** MC is holding a status phone meeting once a month, along with a face-to-face meeting every third Thursday of the month. One board member will be present on the monthly third Thursday meeting if possible. Status report is attached.
- **USDA Waste Water Treatment Plant (grant) \$1M,** this grant will become available once the loan has been disbursed.
- **Yearend** is here and Admin staff will be preparing for annual audit

Respectfully submitted,
Dianna Mann

CLOCWD Water Planning Grant Project Monthly Status Update and Projected Tasks

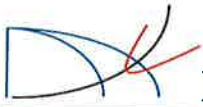
Reporting Period: July, 2016

I. Project Status Update and Work Accomplished to Date

- Work during July included items under Task A, 2.2, 2.3, Task 4.1, 4.2 and 5.1. These are addressed separately below.
- Task A related work included invoicing, summary reporting and workshop and meeting preparation
- Task 2.2 related work completed in July included:
 - Reviewed model results and incorporated them into an overall matrix aimed at ranking deficiencies and estimating costs for replacement based on a prioritized list.
 - Meetings with modeling staff to review results and analyze fire flow capabilities.
 - Additional adjustments to model and compiling of various historical runs and results.
- Task 2.3 related work completed in July included:
 - Refined maps depicting deficiencies and adjusted costs.
 - Expanded the scope of the deficiency matrix to include all pipes in the system in order to develop a system-wide replacement program.
- Task 4.1 related work completed in July included:
 - Cost estimating for distribution main replacement program
- Task 4.2 related work completed in July included:
 - Began compiling various sections based on prior technical memos.
 - Retained Hydros Consulting to review prior booster pump station and storage memo, review needs at WTP, and assist with addressing regulatory requirements.
 - Conducted additional investigations on DBP treatment, cyanotoxins, and other pending regulatory requirements as they may impact future WTP improvements and costs.
- Task 5.1 related work completed in July included:
 - Assigned dedicated staff member to begin compiling final master plan and report. Researched State format requirements and refined outline.
 - Worked on Engineer's report in conjunction with master plan document to meet State guidelines with one comprehensive document.

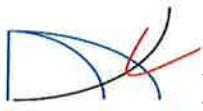
Budget Status Update

Total Budget: \$400,000.00
This Invoice: \$22,534.75
Cost to Date: \$265,586.36
Cost to Complete: \$134,413.64



II. Projected Tasks for July, 2016

- Work on draft report incorporating all work to date
- Finalize work with Hydros Consulting related to WTP needs and incorporate into report
- Address any comments from Hydros Consulting based on their review of booster and storage tank TM
- Continue work on cost estimates
- Meet with environmental consultants and get them under contract to revise previous environmental document that was prepared concurrent with the original PER. New environmental report needs to include Harvey tank and final list of main replacement projects
- Finalize first cut at main replacement program
- Meet with district staff to review main replacement program
- Modify main replacement costs as needed based on District review of all costs in late August/early September.



CLOCWD SWRCD Wastewater Reclamation Study Planning Grant Status Report

Report for the Month of July 2016

- I. **Project Status Update and Work Accomplished to Date:** Work completed this period was focused on the improvements at the WWTP needed to for both the USDA related improvements and future reclamation plant. Specific tasks included misc. Project Management functions (Task A), Task 1.1, 1.2, 2.1, 2.2 , 2.3, 3.2, 4.1, 6.1, 6.2, 6.3, 6.4, and 6.5. Specific work associated with these tasks is summarized below:
- Project Management and Administration included invoicing reporting, meeting attendance and coordination
 - Task 1.1, Records Search: Researched record drawings and site piping in meetings with staff. Researched offsite County facilities.
 - Task 1.2, Operations Review: Field meetings with operators to review proposed operating strategies
 - Task 2.1, Aerial Survey and Mapping: Mapped misc. sections in the collection system in order to verify system configuration and related flows at the WWTP from each shed area.
 - Tasks 2.2, Process Analysis and Lab Testing: Analyzed process flows and related piping and hydraulic capacities.
 - Task 2.3, Process Data Collection, Analysis and Modeling: Stantec completion of overall plant process model and solids balance. Prepared memo summarizing results and submitted to Stantec for review along with recommendations for 65' diameter clarifier, sludge storage basins, RAS and WAS pump stations, and related yard piping.
 - Task 3.2, Equipment Condition Assessment: Reviewed piping and existing SCADA capabilities
 - Task 4.1, Unit Process Deficiencies: Researched headworks and related deficiencies.
 - Task 6.1, Additional Maps and Study Area Evaluations: Refined offsite reclamation site maps.
 - Task 6.2, Water Balance, Supply Characteristics, and Related Facilities: Modified initial water balance and refined storage requirements.
 - Task 6.3, Wastewater Treatment Plant Requirements and Additional Process Analysis: Reviewed sludge drying bed requirements and related details with plant staff.
 - Task 6.4, Recycled Water Market Evaluation: Met with Shannon Ranch owner to review potential storage and reclamation sites for subsequent market analysis.
 - Task 6.5, Alternatives Analysis: Analyzed various options for clarifiers and related RAS pumping needs.
 - See USDA Monthly Summary Report for additional detail.

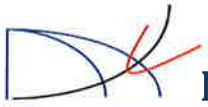


II. Budget Status Update

Total Budget: \$299,640.00
This Invoice: \$36,205.54
Cost to Date: \$113,686.40
Cost to Complete: \$185,953.60

III. Projected Tasks for July, 2016

- Prepare a TM for proposed phase I plant improvements
- Develop cost estimates for phase I plant improvements
- Identify future process needs for full Title 22 reclamation (filtration and disinfection)
- Compile results for Shannon Ranch storage and reclamation site
- Estimate costs for pipeline and storage to serve Shannon Ranch and High Valley
- Evaluate other offsite reclamation areas
- Solicit review from Stantec on Water Balance
- Estimate Clarifier and RAS/WAS pumping costs
- Finalize Phase I yard piping plan
- Develop initial clarifier layout



**CLOCWD USDA Wastewater Facility Improvements Project Monthly Status Update and
Projected Tasks
Reporting Period: July, 2016**

I. Project Status Update

- Completed pre-design of lift station control panels, including new flow meters and SCADA for each lift station (USDA funded) and include proposed SCADA improvements at the WWTP
- Prepare initial site plan for WWTP showing location of new clarifier and various yard piping
- Worked with pump supplier to identify options for RAS and WAS pumps
- Continued analysis of discharge options and related WWTP facility improvements (SWRCB)
- Worked with staff to prioritize USDA funded improvements for sludge drying beds, SCADA, etc. (SWRCB/USDA)
- Prepared cost estimates for various equipment item replacements for the WWTP as required under SWRCB grant
- Continued with preparation of summary predesign report and related cost estimates
- Related work at the lift stations was completed by Southport Control Solutions (Joe Matella) and their registered electrical engineer subcontractor. Their work included preparing a typical control panel drawing and cost estimates for control and SCADA upgrades for various lift stations. The work by Southport Controls is being coordinated with related work by MCE on meters and overall lift station site improvements for the predesign report and associated cost estimates.
- Monthly invoicing was completed under the Project Management task along with coordination and scheduling with the District as agreed previously. An on-site meeting was held at the District office to review the project status as it relates to both the USDA funded portions and related studies covered under the current reclamation grant program.
- An additional review meeting was held with Stantec engineers to review initial process model results which included yard piping, sludge storage beds, RAS and WAS pump station for the recommended 65 foot diameter clarifier.

II. Budget Status Update

The total billed by MC Engineering for April was

Total Budget: \$710,847

This Invoice: \$21,553.50

Cost to Date: \$80,647.50 (note that this includes the \$20,822.00 for the original PER)

Cost to Complete: \$630,199.61



III. Projected Tasks for August and September

- Finalize lift station designs and related cost estimates
- Finalize initial site plan for WWTP showing location of new clarifier and various yard piping
- Prepare draft requirements for RAS and WAS pumps
- Continue analysis of discharge options and related WWTP facility improvements (SWRCB)
- Finalize plan for USDA funded improvements for sludge drying beds, SCADA, etc. (SWRCB/USDA)
- Prepare cost estimates for various equipment item replacements for the WWTP as required under SWRCB grant
- Preparation of draft summary predesign report and related cost estimates
- Begin preparation of final engineering Scope of Work and revised overall project budget

Clearlake Oaks County Water District Customer Service Report

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August 18, 2016

To: Clearlake Oaks County Water District, Board of Directors

From: Rachel Schainblatt, Customer Service

RE: August 2016 Meeting Update

***Liens and Releases:** A few more releases have been processed. Unfortunately, we will not be processing any liens.

***New Rates:** The implementation of the new rate has been processed smoothly within the office, but has not gone unnoticed by customers. We have received multiple complaints about the rate increase.

***Other Information:** The complaints about the drop box don't seem to be as frequent, but we are still receiving them. There has been far more complaints regarding the rate increase. There is a general want for some type of low income/senior assistance program.

Submitted By:

Rachel Schainblatt
Customer Service

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CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
AUGUST 2016

Reporting Period: July, 2016

From: Pam Parker, Supervisor/Lead Plant Operator WWTP

To: Clearlake Oaks County Water District Board of Directors

August 12, 2016

Influent flows to the Wastewater Treatment Plant averaged 351,000 gallons per day in the month of July. With the daily recordings, the current lake level is 3.31 feet at the Rumsey Gauge. We received no rain and the average lake level was 4.45 feet at the Rumsey Gauge, however July 2015; the monthly average was 2.60feet at Rumsey.

We started dredging Pond 1 on July 19th, and completed dredge on August 10th. The total hours for Pond 1 were 112.1 hours for 2016. We immediately started prep work for dredging the CCC (chlorine contact chamber), and dredged on August 11th. Officially dredge season is over for 2016, and we are filling the last two components. We should be online with the CCC by the end of day August 12th. We will finish filling Pond 1 when CCC is online.

I received the officially certified copy of the 2nd quarter GWM (ground water monitoring) report from Dean Enderlin. We conducted quality control for the year, and he has no recommendations for next quarter GWM. We will be conducting 3rd quarter GWM on August 25th. He also wrote in his report that he prepared and submitted to the RWQCB a Groundwater Monitoring Well Evaluation Report in March 2016, based on the CAO order.

All routine maintenance has been performed; emergency alarms checked and verified operating correctly.

Thank you,
Pam Parker
Supervisor/Lead Operator



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August 12, 2016

General Manager's Board Letter

Loans/Grants/ Accounting:

See Dianna's Report

Items done since the last Board Meeting:

- Field customer phone calls and meeting personally with any and all customers on questions regarding the rate changes and forfeiture agreements.
- **Staff changes:** No change in total authorized staff. Frank will be out for 6 approximately weeks.

Water Plant Generator:

- The new generator is estimated to arrive 9/5-9/9. HD wants to remove the old one at the same time to split the cost of the crane. I have checked with the Air Board and they are OK with removing the disconnected old one when the new one arrives. They are also OK with placing the new one on the base as long as it is not connected.
- All wiring upgrades for the new one are done.
- We have filed to take the old generator off our permit and add the new one. The Air Board anticipates approval by the time the new one arrives.

Repair of pressure valves:

- The work repairing the Cla-Vals will be completed by the Board meeting.

CSA 16:

- The owner has signed off on the easement and driveway plan. The County is designing and will be responsible for building the driveway. The County is doing the descriptions for the easement.
- Need to approve exercising the option on the Agenda. The Option is set to expire on 8-28. Only another \$1000 to her plus the two connections. We will have a pipe run under the roadbed and stubbed off to make ultimate implementation easier. Note: so long as the value received by the District is equal to or greater than the two connections it is not a gift of public funds.
- We may have to do a survey to record the easement because of a specific state statute requiring measurements from a marker, i.e.:

8762. Records of survey

- (a) Except as provided in subdivision (b), after making a field survey in conformity with the practice of land surveying, the licensed surveyor or licensed civil engineer may file with the county surveyor in the county in which the survey was made, a record of the survey.

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- (b) Notwithstanding subdivision (a), after making a field survey in conformity with the practice of land surveying, the licensed land surveyor or licensed civil engineer shall file with the county surveyor in the county in which the field survey was made a record of the survey relating to land boundaries or property lines, if the field survey discloses any of the following:
 - (1) Material evidence or physical change, which in whole or in part does not appear on any subdivision map, official map, or record of survey previously recorded or properly filed in the office of the county recorder or county surveying department, or map or survey record maintained by the Bureau of Land Management of the United States. (Emphasis added)

Once exercising the option is approved, I will double check the need for the survey with counsel.

- Special Districts is progressing on the rights of way to the Harvey site.
- Special Districts needs District Board approval to exercise the option before they will put down the \$10,000 non-refundable deposit to PGE to bring the power to the site.
- The clay valve design continues to progress and Special Districts provided some money for MC to review the design.
- Water service to CSA 16 continues to be estimated for December, but I am a bit concerned it may slip past the first of the year.

Lift Stations:

- **Re 7**
 - Counsel has been advised to proceed with eminent domain.
- **Re 10**
 - See the attached report provided to Guy Childs at the SWRCB.

Tree removal in ponds:

- The project was rebid to add a performance bond and ensure the use of prevailing wage, which were not in the original advertisement.
- Since re-advertising Hop and Pam advised that County work camp inmates may be able to do the work at NO charge since we are a County Agency. Hop previously used inmates and was satisfied with the result. They do not remove stumps, but we have options concerning them.
- We inquired about inmate assistance, and if we can wait until the end of fire season we can take advantage of this no cost option.
- I intend to use the FREE option and re-evaluate the need for any contractor help once that is completed.

SWQCB Abatement Order:

- We have been requested to update our 8-1-15 report on paragraphs 15 and 20, i.e., lift stations and WWTP respectively, of the Abatement Order. I have reviewed all of the required items. We will be filing the update ASAP demonstrating our progress since the last report. Guy was pleased

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with the verbal report on the work already done on the lift stations. I do not anticipate any problems from the SWQCB with the update. Mr. Childs gave a verbal ok with the estimated start of construction next summer.

- Please note our discharge permit was granted in 1998, No. 98-211. With all of the upgrades to the WWTP we will need to file for a new one. There was a preliminary discussion about filing for the new permit with Guy Childs today, and we don't anticipate any serious problems.

Sidewalks:

- About two years ago the County notified the District of the project, received our As-Builts, and told the District's Board, while Steele was on it, that there was no conflict on the north side of Hwy 20. We don't have a record of any discussions concerning the south side.
- Bassett was notified of subsequent meetings but did not attend or send anyone.
- The project changed so that the north side of Hwy 20 now covers most of our pipes.
- The total coverage of our pipes by both of the sidewalks is 80%.
- Obviously the District did not have the money to move anything until recently with the mapping done and master water plan that will help obtain loans and grants. We couldn't comply with the County's mandated timeline before their money goes away. This money must be spent to access the cascade of other projects' funding including fire damage etc.
- I appeared before the Board of Supervisors on August 9th and discussed the situation. Before appearing I worked with MC to see how the projects might work together. I obtained County agreement from Public Works and Special Districts to walk the area on August 10.
- We determined that the north side project can be accommodated without damage to our new construction. We can either fit in the Hwy apron or along the frontage road which is within the right of way and has no conflicting utilities. However, any breaks in the old lines until replaced will cause cuts in the new sidewalk. I previously declined liability for the need to cut to repair.
- The south side of the Hwy has 14 points of conflict. We determined that 3 should be Ok if the County and perhaps Caltrans agree. We determined that IF the County will extend the dragon's tooth design used to accommodate PacBell and PGE, we can eliminate the other 11 conflicts too.
- I informed Supervisors Jim Steele and President of the Board Rob Brown of the progress and they were pleased.
- On August 11 I met with public works and provided our solutions. They will investigate and get back to me. If they concur we can then handle laying new pipes on both sides of Hwy 20.
- If we choose to add chase ways on the south side, neither the County nor a federal or state grant will pay for them. We are determining how chase ways many we need or to proceed differently. The proposed chase ways would be 7' 1 1/2" pipes capped at each end. Once we have a drawing Public Works will check with Caltrans and their contractor.
- If the County agrees on the dragon's teeth then, even without the chase ways, don't have to do anything now and can always use a mole to go under the sidewalk.
- Note, regardless of what we might prefer, Caltrans may require us to fix the sidewalk if we break or cut it since it's in the right of way, and they control what happens there. We are also likely to

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be required to replace what we cut from expansion joint to expansion joint rather than repair the 2"-3" cut. This requirement is to prevent erosion of the repair.

Backflows:

- MC's memo of August 9, copy attached, suggests process, costs and including it with the meters in one grant. The current estimated cost of the backflow program is \$708,606.

Easement access problem:

- Staff had a problem with entry to our 5' easement to repair a pipe estimated at the time to be leaking 50 gpm. The pipe was in a 5' easement down between the backyards of Mitchell Road and Terry Drive. The leak was between 9996 Mitchell Road and 9973 Terry Drive.
- The owner of 996 Mitchell strenuously objected to our entry. When I mentioned that this was an urgent situation and we would request a sheriff's deputy, if necessary to enforce access, he became cooperative.
- The other homeowner at 9973 Terry made even stronger objections. Her prior owner had extended their yard over our easement and placed concrete and bricks. She objected to any entry. She had double locked her gate and left a potentially dangerous dog in the yard.
- I double checked with Scott Nave while staff waited in the field about how to proceed. This required several calls in a short period of time. He suggested checking to see if we had any written easement, and there was a reference to one in a deed. He said under the circumstances there was sufficient physical and probably written notice, including several of our meters in her yard, i.e. the meters were in what had been the 5' alleyway that we could enter and fix the pipe.
- Staff was able to fix the leak without breaking the Terry yard's concrete, but the old 2" steel line is rotten and needs to be replaced.
- I talked to the 9973 Terry homeowner and defused the immediate situation. I will be making an appointment to discuss our continuing need for access since despite having 3-5 radio meters located in our easement in her yard, we do have to do rereads, and will need to improve the line.

Foothill Property:

- After the Board meeting it occurred to me that if we have to advertise an old hose before selling it, then shouldn't the same rule apply to this property even though Lakeshore Realty thought it's essentially unbuildable and we'd be lucky to get \$2000. It's on the agenda for reconsideration.

Alan Gardner, GM



Date: August 9, 2016

To: Alan Gardner, CLOCWD General Manager

From: Mark Carey, PE, MC Engineering, Inc.

RE: Future Backflow Prevention Program

Background

Title 17 of the California Code of Regulations (CCR) requires that water suppliers protect the water supply by implementation of a cross connection control program for the purposes of addressing sections 7585 through 7605 of the CCR. A backflow survey completed in May of 2011 identified a total of 100 backflow devices in the CLOCWD at that time. Testing data was provided with the most recent results presented from April 2015. The District issued Ordinance 76 in October of 2013 to comply with the current regulations and made several key findings pursuant to the Title 17 requirements. The provisions of the District's Ordinance 76 included:

- Evaluation criteria and conditions requiring the installation of a backflow prevention device
- Installation requirements to be met prior to the to the installation of an auxiliary water source
- Installation, Testing, and Reporting Standards for backflow devices
- Requirements for periodic surveys and customer notifications
- Conditions potentially resulting in a disruption of service by the District for non-compliance
- Timelines and over-riding considerations relative to past ordinances

A complete copy of Ordinance 76 can be found in the Appendix.

According to District records, a survey was performed on July 3, 2010 and suspended due to thick algae in the Keys prohibiting access. The survey was completed on May 27, 2011. A district truck followed boats and logged addresses when pumps and pipes were observed on the backside of residences facing the lake. A total of 204 locations were identified which required further investigation. Subsequent to the initial inspection a cross-connection control inspection report was submit to the CLOCWD General Manager recommending that all properties backing up to the Keys and/or Clear Lake be required to install an approved backflow device to prevent a potential unprotected connection to the District's distribution system.

Proposed Backflow Prevention Project

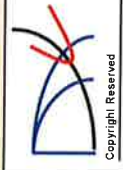
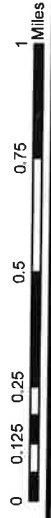
Installing backflow devices is a costly proposition and creates a financial burden for the District's customers, many of which are living on very limited fixed incomes. The number of residences backing up to Clear Lake or the Keys is estimated at XXX. These properties, as well as those currently participating in annual backflow testing as identified in District reports, are presented graphically below in Figure 1.

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Legend

- ▲ Not Billed
- Backflow Prevention Needed
- ▲ Pre-Existing Backflow Prevention



MC Engineering, Inc.
 6917 OHANA PLACE
 Clearlake, CA 95623-3828
 Tel: 916-223-3828
 Fax: 916-860-1663
 www.mcarey-eng.com

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Client/Project
 CLEARLAKE OAKS COUNTY WATER DISTRICT
 WATER SYSTEM MASTER PLAN

Figure 1:
 Residential and Commercial Backflow Prevention Devices

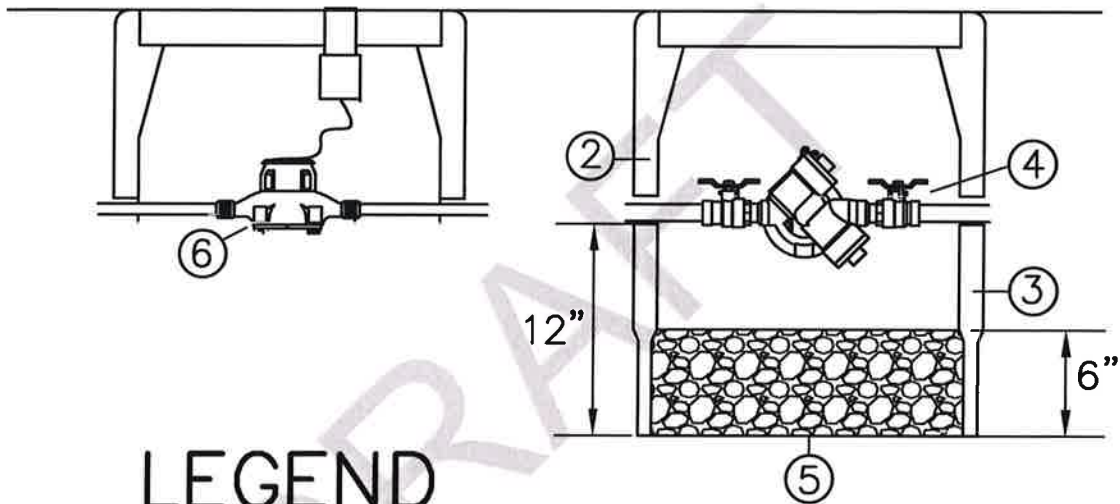
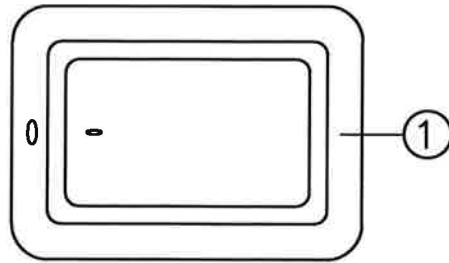
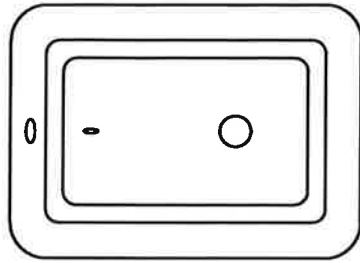


With the annexation of the Paradise Cove service area the District is facing additional challenges for preventing cross connections and backflows into the distribution system since there are currently an estimated 74 residences served by a dual system involving irrigation from lake water. The water drawn from the lake in Paradise Cove is screened with a drum type filter prior to conveyance into a separate system owned and operated by the Paradise Cove Homeowner's Association (HOA). All homes in the Paradise Cove service area reportedly have a backflow device, however this could not be confirmed at the time this report was prepared since the annexation was still pending. It is recommended that the District inspect and verify each private backflow device in addition to implementing a recurring cross connection testing program throughout the service area.

Due to the topography in the CLOCWD system, services in higher elevations are susceptible to introducing backflows from swimming pools, hot tubs, etc. in the event of a line break or pressure loss. At a minimum, these residences should be required to install backflow devices on hose-bibs and services where deemed necessary by the CLOCWD. A related concern involves the relatively high water loss in the CLOCWD system suggesting that there are several leaks and potential pipe breaks and cracks that could result in cross contamination in the event of a pressure loss or vacuum condition in the distribution system. Mitigation of water loss and related pipe and service replacements are discussed elsewhere in the Water Master Plan.

The proposed backflow program will involve installing a new B09 box and related backflow device on select residential and commercial properties. A typical installation detail is presented below in Figure 2. It is proposed that the District contract out the installation of the backflow devices concurrent with the proposed meter replacement program. Regular testing would ideally be performed by the property owner. However, given the demographics and high number of vacation homes it is recommended that the District perform the testing service and bill customers accordingly as an added surcharge to select accounts.

1.1.7



LEGEND

- ① Christy BX09 Concrete Lid
- ② Christy BX09 Box
- ③ Christy BX09 Extension
- ④ Febco LF825Y Backflow Preventor
- ⑤ 3/4" Crushed Gravel
- ⑥ Pre existing 3/4" Badger Meter

3/4" Backflow Prevention Device

Figure 2



MC Engineering, Inc.

6917 OHANA PLACE

Orangevale, CA 95662

Tel.: 916.223.3828

Fax: 916.860.1863

www.mc-engineers.com

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Opinion of Probable Construction Costs

A preliminary opinion of probable construction costs is presented below in Table 1. It is proposed that the District pursue grant funding for the backflow devices concurrent with the meter replacement program.

Table 1 CLOCWD Backflow Device Opinion of Construction Cost

Line Item	Cost
Single Backflow Install	
B9 Box	\$27.59
B9 Lid	\$19.86
B9 Extension	\$21.54
Crushed Rock	\$38.00
Febco LF825Y	\$249.99
Labor	\$350.00
Total =	\$706.98
771 Backflow Installations = \$706.98 x 771 =	\$545,081.58
Engineering & Administration (20%)	\$109,016.32
Contingencies (10%)	\$54,508.10
Total Project Cost	\$708,606.00

DRAFT

2.a

Revenue Totals Up To July 2016

	2014 - 2015		2015		2014		2015		2014		2015		Total	YTD Totals						
	2014 - 2015	2015 - 2016	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct			Nov	Dec	Jan	Feb	Mar	Apr
Water	103,765.21	103,752.19	104,908.97	104,913.13	82,587.63	96,852.97	93,119.95	83,684.05	89,224.57	87,108.42	86,960.96	92,470.19	101,427.67							
Water Penalty	2,403.23	2,032.29	2,458.51	2,648.31	1,923.14	2,944.52	3,030.7	2,361.12	2,351.69	2,526.65	2,466.15	2,551.47	2,796.05							
Water Int	0.00	0.27	0	0	0	0.41	0	0	0	0	0	0	0							
Water Misc	5,418.20	2,806.61	3,064.29	3,600.69	2,500.19	4,739.79	3,711.7	3,167.76	3,596.36	3,782.44	8,734.04	4,888.59	3,612.29							
Water Redist	-8,517.67	-7,680.55	-7,128.15	-7,220.7	-7,143.8	-6,959.1	-6,647.9	-7,757.57	-8,279.88	-7,292.2	-7,379.27	-7,350.32	-9,448.87							
Water CRP	0.00	0	0	0	0	0	0	0	0	0	0	0	3,226.85							
Water CRP Penalty	0.00	0	0	0	0	0	0	0	0	0	0	0	0							
Water Total	\$103,068.97	\$100,910.81	\$103,303.62	\$136,345.43	\$79,867.16	\$97,578.59	\$93,214.45	\$81,455.36	\$86,892.74	\$86,125.31	\$90,781.88	\$92,559.93	\$101,613.99	\$204,682.96						
Sewer	77,711.39	74,085.18	77,407.62	82,301.67	66,315.8	83,654.92	80,619.34	72,013.88	79,465.51	81,958.73	73,469.09	82,337.52	81,702.36							
Sewer Surchg	2,109.87	2,537.32	2,426.8	2,391.78	1,965.86	1,572.7	1,513.36	1,255.87	1,285.63	1,292.57	1,487.21	1,469.41	1,653.84							
Sewer Penalty	354.22	314.84	619.92	492.95	304.41	286.09	398.91	259.99	319.84	368.63	357.93	200.39	320.13							
Sewer Int	0.00	0.23	0	0	0	0.58	0	0	0	0	0	0	0							
Swr Surchg Penalty	771.75	740	950	840	620	519.6	400	390	420.4	400	350	540	670							
Sewer Surchg Int	0.00	0.01	0	0	0	0	0	0	0	0	0	0	0							
Sewer Misc	0.00	0	0	0	0	10.36	0	0	0	0	0	0	0							
Sewer Redist	-97.73	-97.73	-148.91	-154.91	-148.91	-115.97	-154.73	-53.38	-51.18	-51.18	-51.18	-102.36	-159.9							
Sewer CRP	0.00	0	0	0	0	0	0	0	0	0	0	0	293.687							
Sewer CRP Penalty	0.00	0	0	0	0	0	0	0	0	0	0	0	0							
Sewer Total	\$80,849.50	\$77,579.85	\$81,255.43	\$85,871.49	\$69,053.16	\$85,928.28	\$82,776.88	\$73,866.36	\$81,440.20	\$83,968.75	\$75,613.05	\$84,444.96	\$71,23.3	\$167,972.80						
Total Revenue	\$183,918.47	\$178,490.66	\$184,559.05	\$222,216.92	\$148,920.32	\$183,506.87	\$175,991.33	\$155,321.72	\$168,332.94	\$170,094.06	\$166,394.93	\$177,004.89	\$188,737.29	\$360,923.36						
Water	101,269.59	88,979.72	85,263.78	87,145.14	81,115.19	84,341.19	85,509.06	79,224.22	83,858.14	81,316.19	77,569.75	86,101.06	85,218.84							
Water Penalty	2,786.05	1,778.13	1,819.99	2,586.1	2,396.41	2,290.32	3,025.67	2,424.14	2,841.63	2,602.07	1,684.84	2,784.03	2,275.42							
Water Int	0	0	0	0	0	0	0	0	0	0	0	0	0							
Water Misc	3,612.29	3,078.86	4,746.88	3,327.4	2,738.52	3,732.85	5,465.33	3,956.24	3,008.13	2,976.13	5,259.64	4,042.42	2,612.44							
Water Redist	-9,448.87	-8,252.91	-9,132.11	-8,007.98	-8,389.71	-6,558.7	-8,179.97	-8,832.76	-8,783.71	-8,497.58	-8,331.66	-9,930.58	-8,700.79							
Water CRP	3,226.85	1,650.2	1,869.86	1,948.9	1,954.68	2,083.61	1,958.26	1,986.31	2,132.08	1,973.91	1,989.89	2,090.08	1,950.675							
Water CRP Penalty	0	326.14	893.09	1,159.82	1,092.34	736.32	762.21	687.2	640.15	600.47	523.68	844.22	897.84							
Water Total	\$101,445.91	\$102,460.14	\$102,290.29	\$105,709.98	\$98,498.93	\$105,373.59	\$105,940.56	\$97,322.05	\$102,885.02	\$98,732.29	\$96,606.14	\$104,750.37	\$101,810.5	\$1,323,829.17						
Sewer	8,133.09	7,886.312	7,625.193	7,483.751	7,590.717	8,068.65	7,468.569	7,798.935	8,184.73	7,716.207	7,541.794	8,154.63	7,404.304							
Sewer Surchg	1,648.81	460.96	1,411.11	23.96	0.36	0	40.44	7.57	0	42	0	10.7	3.75							
Sewer Penalty	320.73	180.33	230	333.19	401.9	363.71	314.69	476.76	263.71	404.71	247.35	371.55	257.96							
Sewer Int	0	0	0	0	0	0	0	0	0	0	0	0.19	0							
Swr Surchg Penalty	670	250	20	20	0	0	0	0	0	0	0	15	0							
Sewer Surchg Int	0	0	0	0	0	0	0	0	0	0	0	0	0							
Sewer Redist	-159.9	-113.28	-111.42	-53.3	-53.35	-58.3	-54.42	0	-53.3	-89.72	-80.28	-106.6	-113.12							
Sewer CRP	2,936.87	1,661.79	1,970.47	1,970.368	2,032.613	2,194.63	1,926.411	2,105.16	2,162.86	2,036.84	2,099.71	2,154.618	1,970.87							
Sewer CRP Penalty	0	80.88	123.19	269.17	334.33	233.56	217.48	300.84	159.58	222	194.1	100	212.24							
Sewer Misc	0	0	0	0	0	0	0	0	0	0	0	0	0							
Sewer Total	\$86,747.41	\$96,341.80	\$96,445.28	\$95,136.21	\$96,916.54	\$103,167.45	\$94,567.99	\$99,772.82	\$103,176.58	\$98,109.30	\$98,645.11	\$103,708.99	\$94,322.57	\$1,267,058.05						
Total Revenue	\$188,193.32	\$198,801.94	\$198,735.57	\$200,845.59	\$195,415.47	\$208,541.04	\$200,508.55	\$197,094.87	\$206,061.60	\$196,845.59	\$195,251.25	\$208,459.36	\$196,133.07	\$2,590,887.22						

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9:07 AM

08/12/16

Accrual Basis

Clearlake Oaks County Water District
Summary Balance Sheet
As of July 31, 2016

L.A.I.

	<u>Jul 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	1,020,703.66
Other Current Assets	662,241.00
Total Current Assets	<u>1,682,944.66</u>
Fixed Assets	<u>6,057,850.77</u>
TOTAL ASSETS	<u><u>7,740,795.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	95,411.48
Credit Cards	4,721.58
Other Current Liabilities	126,212.46
Total Current Liabilities	<u>226,345.52</u>
Total Liabilities	<u>226,345.52</u>
Equity	<u>7,514,449.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,740,795.43</u></u>

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Clearlake Oaks County Water District
Balance Sheet
 As of July 31, 2016

J.A.2

	<u>Jul 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
102.04 · DWR - CHECKING	400.00
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	292,142.51
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	481,142.51
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHE...	108,384.30
102.02 · WAB SAVINGS - CRP WATER	214,009.29
102.03 · WAB SAVINGS - CRP SEWER	217,421.25
Total Checking/Savings	1,021,357.35
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	300.00
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	74,033.00
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	23,357.00
Total Other Current Assets	662,241.00
Total Current Assets	1,683,598.35
Fixed Assets	
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 10111...	1,821,224.46
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	1,821,224.46
122 · Buildings (OFFICE BUILDING - WAS 1011180)	8,475,638.00
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	22,682.50
Total 124.30 · Lift Stations	88,724.73
124.50 · Mains	5,526.58
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other	3,136,437.00
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	3,230,688.31
125 · Land	277,470.00
129 · ALLOW. FOR DEPRECIATION	-7,747,170.00
Total Fixed Assets	6,057,850.77
TOTAL ASSETS	<u>7,741,449.12</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	95,411.48
Total Accounts Payable	95,411.48

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08/12/16

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of July 31, 2016

20.3

	<u>Jul 31, 16</u>
Credit Cards	
210 · Cal Card	
210.05 · Cal Card - Dan - 4075	-0.12
210.04 · Cal Card - Alan - 4000	4,721.70
Total 210 · Cal Card	<u>4,721.58</u>
Total Credit Cards	4,721.58
Other Current Liabilities	
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become availab...	20,000.00
280.01 · Kansas State Bk - VACON	47,894.04
280.03 · Kansas State Bk - Camera Traile	20,832.53
Total 280 · Loan	<u>88,726.57</u>
221 · Health Ins - EE Portion	-10,917.20
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	-2,051.10
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE CO ...	632.67
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-411.69
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	<u>220.98</u>
223.40 · ACCRUED PAYROLL (ACCRUED PAYROLL - WAS 2097105)	2,051.10
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WA...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX ...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WITH...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS ...	-24.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS...	-757.01
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WA...	800.00
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYE...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or ac...	24.07
Total Other Current Liabilities	<u>126,212.46</u>
Total Current Liabilities	<u>226,345.52</u>
Total Liabilities	226,345.52
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this accou...	328,889.15
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS...	1,085,428.14
Net Income	91,070.70
Total Equity	<u>7,515,103.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,741,449.12</u></u>

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11:38 AM

Clearlake Oaks County Water District

Profit and Loss

08/15/16

July 2016 through July 2016

Accrual Basis

2,904

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income						
Income						
410 · Client Reg Prmt	0.00	0.00	71,255.10	83,487.86	154,742.96	154,742.96
420 · Connection Fees	0.00	0.00	1,896.00	1,673.00	3,569.00	3,569.00
430 · Penalty & Interest	0.00	0.00	796.77	3,500.11	4,296.88	4,296.88
440 · Misc Revenue	0.00	0.00	0.00	1,564.00	1,564.00	1,564.00
450 · Other - Non S/W Rev	0.00	0.00	11,281.19	25,399.10	36,680.29	36,680.29
Total Income	0.00	0.00	85,229.06	115,624.07	200,853.13	200,853.13
Total Income	0.00	0.00	85,229.06	115,624.07	200,853.13	200,853.13
Gross Profit	0.00	0.00	85,229.06	115,624.07	200,853.13	200,853.13
Expense						
Salaries & EE Benefits						
505 · Salaries & Wages	24,167.71	2,202.38	12,471.31	13,376.77	52,218.17	52,218.17
520 · FICA - District Share	1,792.29	168.49	906.71	1,017.08	3,884.57	3,884.57
530 · Medical Ins - Dist Share	5,936.44	2,085.39	3,732.56	1,457.34	13,211.73	13,211.73
540 · PERS - District Share	2,111.95	296.88	727.78	1,243.44	4,380.05	4,380.05
Total Salaries & EE Benefits	34,008.39	4,753.14	17,838.36	17,094.63	73,694.52	73,694.52
Services & Supplies						
610 · Bank Fees	54.00	0.00	0.00	0.00	54.00	54.00
620 · Communications & Internet	614.59	0.00	268.83	210.24	1,093.66	1,093.66
630 · Equip - Office	75.51	0.00	0.00	0.00	75.51	75.51
640 · Fuel & Oil	0.00	297.09	0.00	386.64	683.73	683.73
650 · Interest	0.00	80.37	0.00	0.00	80.37	80.37
657 · Lab	0.00	0.00	923.98	1,568.63	2,492.61	2,492.61
665 · Mileage Reimb	204.77	0.00	0.00	0.00	204.77	204.77
670 · Postage & Shipping	1,223.03	20.41	0.00	0.00	1,243.44	1,243.44
675 · Professional Services	1,992.65	0.00	1,167.76	335.60	3,496.01	3,496.01
685 · Rents	707.25	0.00	0.00	0.00	707.25	707.25
690 · Safety & Security	66.00	243.94	1,333.63	996.63	2,640.20	2,640.20
700 · Tools & Instruments	0.00	0.00	821.30	529.18	1,350.48	1,350.48
705 · Supplies - Office	499.00	0.00	0.00	0.00	499.00	499.00
715 · Supplies-Chemicals-Opera...	0.00	0.00	11,064.88	1,225.98	12,290.86	12,290.86
720 · Supplies - Inventory - Other	0.00	420.20	2,543.54	958.19	3,921.93	3,921.93
730 · Taxes - Licenses	0.00	0.00	0.00	105.00	105.00	105.00
735 · Training (Classes, books, e...	0.00	125.00	250.00	0.00	375.00	375.00
745 · Travel / Lodging	0.00	79.99	210.57	0.00	290.56	290.56
750 · Utilities	571.88	0.00	2,203.11	11,830.10	14,605.09	14,605.09
760 · Waste Disposal	35.24	0.00	3,719.70	0.00	3,754.94	3,754.94
795 · Yolo Co	0.00	0.00	0.00	2,911.41	2,911.41	2,911.41
Total Services & Supplies	6,043.92	1,267.00	24,507.30	21,057.60	52,875.82	52,875.82
Repairs & Replacement						
810 · R&R Buildings & Grounds	150.00	0.00	85.00	2,247.18	2,482.18	2,482.18
830 · R&R Equipment	0.00	0.00	-52.44	-52.44	-104.88	-104.88
840 · R&R Vehicles	0.00	0.00	110.59	110.59	221.18	221.18
Total Repairs & Replacement	150.00	0.00	143.15	2,305.33	2,598.48	2,598.48
Total Expense	40,202.31	6,020.14	42,488.81	40,457.56	129,168.82	129,168.82
Net Income	-40,202.31	-6,020.14	42,740.25	75,166.51	71,684.31	71,684.31

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Clearlake Oaks County Water District
CRP/CIP Profit and Loss
 July 2016

2.9.5

	<u>Water (CRP)</u>	<u>Sewer (CRP)</u>	<u>Total CRP</u>	<u>TOTAL</u>
Income				
Income				
425 · CRP (Capital Replacment Plan)	18,615.09	19,027.86	37,642.95	37,642.95
Total Income	<u>18,615.09</u>	<u>19,027.86</u>	<u>37,642.95</u>	<u>37,642.95</u>
Total Income	<u>18,615.09</u>	<u>19,027.86</u>	<u>37,642.95</u>	<u>37,642.95</u>
Gross Profit	<u>18,615.09</u>	<u>19,027.86</u>	<u>37,642.95</u>	<u>37,642.95</u>
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	2,119.68	6,545.22	8,664.90	8,664.90
520 · FICA - District Share	147.78	497.53	645.31	645.31
Total Salaries & EE Benefits	<u>2,267.46</u>	<u>7,042.75</u>	<u>9,310.21</u>	<u>9,310.21</u>
Services & Supplies				
640 · Fuel & Oil	148.54	148.54	297.08	297.08
650 · Interest	0.00	80.36	80.36	80.36
690 · Safety & Security	121.98	121.96	243.94	243.94
720 · Supplies - Inventory - Other	204.42	204.42	408.84	408.84
735 · Training (Classes, books, etc)	62.50	62.50	125.00	125.00
745 · Travel / Lodging	39.99	39.99	79.98	79.98
Total Services & Supplies	<u>577.43</u>	<u>657.77</u>	<u>1,235.20</u>	<u>1,235.20</u>
Repairs & Replacement				
830 · R&R Equipment	6,992.57	0.00	6,992.57	6,992.57
840 · R&R Vehicles	464.83	464.83	929.66	929.66
Total Repairs & Replacement	<u>7,457.40</u>	<u>464.83</u>	<u>7,922.23</u>	<u>7,922.23</u>
Total Expense	<u>10,302.29</u>	<u>8,165.35</u>	<u>18,467.64</u>	<u>18,467.64</u>
Net Income	<u><u>8,312.80</u></u>	<u><u>10,862.51</u></u>	<u><u>19,175.31</u></u>	<u><u>19,175.31</u></u>

Clearlake Oaks Co Water District
APPROVED BUDGET 2016-2017

2.0.16

1

Target % > **8%**

Thru End of July 2016 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,067,122	88,927	115,297	11%	969,433	80,786	84,902	9%
Total Operating Expenses	907,153	75,596	63,569	7%	949,742	79,145	75,514	8%
Operating Balance (loss)	159,969	13,331	51,728		19,691	1,641	9,388	
420 Connection Rev			1,673				1,896	
435 Loan/Grant Rev			-				-	
450 Other - Non S/W Rev	96,000	8,000	25,399	26%	85,000	7,083	11,281	13%
Depreciation Exp	194,168	16,181		0%	135,786	11,316		0%
Net Change In Net Position (loss)	61,801	5,150	78,800		(31,095)	(2,591)	22,565	

Report Revenue Notes:

WestAmer Op	\$	236,436
WestAmer CRP		446,738
LAIF		481,143
Total	\$	1,164,317
Previous month		-
Beginning fiscal year		-

Thru End of July 2016 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,037,122	86,427	83,488	8%	955,933	79,661	71,255	7%
430 Penalty & Interest	30,000	2,500	3,173	11%	13,500	1,125	470	3%
440 Misc	0	0	1,564	15640000%	0	0	-	0%
Total Revenue >	1,067,122	88,927	88,225	8%	969,433	80,786	71,725	7%

Thru End of July 2016 Operating Expenses	Budget				Actual			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
505 Salaries & Wages	337,881	28,157	26,562	8%	364,297	30,358	25,656	7%
510 Contracted Labor	-	-	-	0%	28,000	2,333	-	0%
520 FICA - District Share	28,024	2,335	1,998	7%	29,977	2,498	3,885	13%
530 Medical Ins - District Share	65,762	5,480	5,468	8%	94,430	7,869	13,210	14%
540 PERS - District Share	36,003	3,000	2,448	7%	29,324	2,444	4,380	15%
550 Unemployment	6,000	500	-	0%	6,000	500	-	0%
560 Workers Comp Ins	17,599	1,467	-	0%	15,288	1,274	-	0%
Salaries and Employee Benefits >	491,268	40,939	36,475	7%	567,317	47,276	47,131	8%

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2,9.7

605 Advertising	125	10	-	0%	125	10	-	0%
610 Bank Fees	2,810	234	27	1%	2,800	233	27	1%
620 Communications & Internet	5,650	471	518	9%	4,650	388	577	12%
622 Board Exp	250	21	38	15%	250	21	38	15%
625 Equip - Field (\$300-\$4999)	1,250	104	-	0%	3,250	271	-	0%
630 Equip - Office	850	71	-	0%	1,350	113	-	0%
640 Fuel & Oil	14,000	1,167	536	4%	2,250	188	149	7%
645 Insurance	38,500	3,208	-	0%	38,500	3,208	-	0%
650 Interest	1,175	98	40	3%	1,925	160	40	2%
657 Lab	16,000	1,333	1,569	10%	21,000	1,750	924	4%
660 Memberships & Subscriptions	28,450	2,371	-	0%	5,450	454	-	0%
665 Mileage Reimb	1,625	135	103	6%	1,625	135	103	6%
670 Postage & Shipping	4,825	402	622	13%	4,775	398	622	13%
675 Professional Services	35,000	2,917	1,333	4%	23,000	1,917	2,165	9%
685 Rents	5,950	496	354	6%	3,950	329	354	9%
690 Safety & Security	3,075	256	1,152	37%	9,075	756	1,489	16%
700 Tools & Instruments	3,875	323	529	14%	4,875	406	821	17%
703 Supplies - Clothing & Personal	1,575	131	-	0%	2,075	173	-	0%
705 Supplies - Office	3,225	269	-	0%	3,825	319	-	0%
715 Treatment Chemicals	47,000	3,917	1,476	3%	65,000	5,417	11,315	17%
720 Supplies - Operating - Other	11,525	960	1,168	10%	11,525	960	2,754	24%
730 Taxes - Licenses	1,750	146	105	6%	2,550	213	-	0%
735 Training	4,625	385	63	1%	4,625	385	313	7%
745 Travel	3,000	250	40	1%	2,500	208	251	10%
750 Utilities	112,600	9,383	12,116	11%	72,600	6,050	2,489	3%
760 Waste Disposal	550	46	18	3%	60,250	5,021	3,738	6%
795 Yolo Co	42,000	3,500	2,911	7%				
799 Misc	5,375	448	-	0%	5,375	448	-	0%
Services and Supplies >	396,635	33,053	24,714	6%	359,175	29,931	28,165	8%
810 R&R Buildings & Grounds	7,000	583	2,322	33%	7,000	583	160	2%
815 R & R Damage Claims	5,000	417	-	0%	5,000	417	-	0%
820 R&R Lift Stations	-	-	-	0%	-	-	-	0%
830 R&R Equipment	2,000	167	(52)	-3%	6,000	500	(52)	-1%
832 R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840 R&R Vehicles (\$2k/vehicle)	5,250	438	111	2%	5,250	438	111	2%
Repairs & Replacement >	19,250	1,604	2,381	12%	23,250	1,938	219	1%
Total Expenses >	907,153	75,596	63,569	7%	949,742	79,145	75,514	8%

Report Expense Notes:

690 Safety and Security

New work boots for staff

750 Utilities

Severe lake conditions

810W Tank Rental

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1 Administration - Budget Variance Report Jul 2016		2016 - 2017 Budget		Target % >	8.3%	2.A.P
Thru End of July 2016		Annual	YTD	Actual YTD	% Spent	Total Remaining
Expenses						
505	Salaries & Wages	365,469	30,456	24,168	6.6%	341,301
510	Contracted Labor	-	-			-
520	FICA - District Share	30,241	2,520	1,792	5.9%	28,449
530	Medical Ins - District Share	74,799	6,233	5,936	7.9%	68,863
540	PERS - District Share	37,160	3,097	2,112	5.7%	35,048
550	Unemployment	12,000	1,000		0.0%	12,000
560	Workers Comp Ins	10,415	868		0.0%	10,415
Salaries and Employee Benefits >		530,085	44,174	34,008	6.4%	496,077
605	Advertising	250	21		0.0%	250
610	Bank Fees	5,600	467	54	1.0%	5,546
620	Communications & Internet	3,300	275	615	18.6%	2,685
622	Board Exp	500	42	76	15.2%	424
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	700	58		0.0%	700
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	900	75		0.0%	900
665	Mileage Reimb	2,000	167	205	10.3%	1,795
670	Postage & Shipping	9,400	783	1,223	13.0%	8,177
675	Professional Services (Legal, IT, etc)	20,000	1,667	1,993	10.0%	18,007
685	Rents	7,400	617	707	9.6%	6,693
690	Safety & Security (boots)	2,000	167	66	3.3%	1,934
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	400	33		0.0%	400
705	Supplies - Office	5,000	417		0.0%	5,000
715	Treatment Chemicals	-	-	499	0.0%	(499)
720	Supplies - Operating - Other	50	4		0.0%	50
730	Taxes - Licenses	0	0		0.0%	0
735	Training (Classes, books)	2,500	208		0.0%	2,500
745	Travel / Lodging	2,500	208		0.0%	2,500
750	Utilities	5,200	433	572	11.0%	4,628
760	Waste Disposal	500	42	35	7.0%	465
795	Yolo Co	0	0		0.0%	0
799	Misc	500	42		0.0%	500
Services and Supplies >		68,700	5,725	6,045	8.8%	62,655
810	R&R Buildings & Grounds	4,000	333	150	3.8%	3,850
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	2,000	167		0.0%	2,000
832	R&R Mains/Service Lines	0	0		0.0%	0
840	R&R Vehicles (\$2k/vehicle)	2,500	208		0.0%	2,500
Repairs & Replacement >		8,500	708	150	1.8%	8,350
Total Expenses >		607,285	50,607	40,203	6.6%	567,082

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1 D\C - Budget Variance Report Jul 2016		2016 - 2017 Budget		Actual	Target % >	8.3%
Thru End of July 2016		Annual	YTD	YTD	% Spent	Total Remaining
Expenses						
505	Salaries & Wages	63,954	5,329	2,202		61,752
510	Contracted Labor	-	-		3.4%	-
520	FICA - District Share	5,221	435	169	3.2%	5,052
530	Medical Ins - District Share	20,000	1,667	2,085	10.4%	17,915
540	PERS - District Share	3,159	263	297	9.4%	2,862
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	3,339	278		0.0%	3,339
Salaries and Employee Benefits >		95,671	7,973	4,753	5.0%	90,918
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)	2,500	208		0.0%	2,500
630	Equip - Office	-	-		0.0%	-
640	Fuel & Oil	4,000	333	297	7.4%	3,703
645	Insurance	-	-		0.0%	-
650	Interest	1,750	146	80	4.6%	1,670
657	Outsource Lab / Internal Lab	-	-		0.0%	-
660	Memberships & Subscriptions	-	-		0.0%	-
665	Mileage Reimb	250	21		0.0%	250
670	Postage & Shipping	50	4	20	0.0%	30
675	Professional Services (SCADA)	-	-		0.0%	-
685	Rents	500	42		0.0%	500
690	Safety & Security (boots)	2,150	179	244	11.3%	1,906
700	Tools & Instruments	3,750	313		0.0%	3,750
703	Supplies - Clothing & Personal	750	63		0.0%	750
705	Supplies - Office	250	21		0.0%	250
715	Treatment Chemicals	-	-		0.0%	-
720	Supplies - Operating - Other	13,000	1,083	420	3.2%	12,580
730	Taxes - Licenses	500	42		0.0%	500
735	Training (classes, books)	750	63	125	16.7%	625
745	Travel / Lodging	500	42	80	16.0%	420
750	Utilities	-	-		0.0%	-
760	Waste Disposal	-	-		0.0%	-
795	Yolo Co	-	-		0.0%	-
799	Misc	250	21		0.0%	250
Services and Supplies >		30,950	2,579	1,266	4.1%	29,684
810	R&R Buildings & Grounds	-	-		0.0%	-
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	-	-		0.0%	-
832	R&R Mains/Service Lines	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	-	-	-	0.0%	-
Repairs & Replacement >		0	0	-	0.0%	0
Total Expenses >		126,621	10,552	6,019	4.8%	120,602

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Sewer - Budget Variance Report Jul 2016

Target % > 8.3%

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Thru End of July 2016		2016 - 2017 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	149,586	12,465	12,471	8.3%	137,115
510	Contracted Labor	28,000	2,333			28,000
520	FICA - District Share	12,246	1,021	907	7.4%	11,339
530	Medical Ins - District Share	47,030	3,919	3,732	7.9%	43,298
540	PERS - District Share	9,165	764	728	7.9%	8,437
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,411	701		0.0%	8,411
Salaries and Employee Benefits >		254,439	21,203	17,838	7.0%	236,601
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	3,000	250	269	9.0%	2,731
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	2,000	167		0.0%	2,000
630	Equip - Office	1,000	83		0.0%	1,000
640	Fuel & Oil (Schaeffers)	250	21		0.0%	250
645	Insurance	38,500	3,208		0.0%	38,500
650	Interest	1,050	88		0.0%	1,050
657	Outsource Lab / Internal Lab	21,000	1,750	924	4.4%	20,076
660	Memberships & Subscriptions	5,000	417		0.0%	5,000
665	Mileage Reimb	500	42		0.0%	500
670	Postage & Shipping	50	4		0.0%	50
675	Professional Services (SCADA)	13,000	1,083	1,168	9.0%	11,832
685	Rents	-	-		0.0%	-
690	Safety & Security (boots)	7,000	583	1,334	19.1%	5,666
700	Tools & Instruments	3,000	250	821	27.4%	2,179
703	Supplies - Clothing & Personal	1,500	125		0.0%	1,500
705	Supplies - Office	1,200	100		0.0%	1,200
715	Treatment Chemicals	65,000	5,417	11,065	17.0%	53,935
720	Supplies- Operatiang - Other	5,000	417	2,544	50.9%	2,456
730	Taxes - Licenses	2,300	192		0.0%	2,300
735	Training (classes, books)	3,000	250	250	8.3%	2,750
745	Travel / Lodging	1,000	83	211	21.1%	789
750	Utilities	70,000	5,833	2,203	3.1%	67,797
760	Waste Disposal	60,000	5,000	3,720	6.2%	56,280
795	Yolo Co	0	0		0.0%	0
799	Misc	5,000	417		0.0%	5,000
Services and Supplies >		309,350	25,779	24,509	7.9%	284,841
810	R&R Buildings & Grounds	5,000	417	85	1.7%	4,915
815	R & R Damage Claims	5,000	417		0.0%	5,000
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	5,000	417	(52)	-1.0%	5,052
832	R&R Mains/Service Lines	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	333	111	2.8%	3,889
Repairs & Replacement >		19,000	1,583	144	0.8%	18,856
Total Expenses >		582,789	48,566	42,491	7.3%	540,298

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Water - Budget Variance Report July 2016

Target % > **8.3%**

J.A.H

Thru End of July 2016		2016 - 2017 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	123,169	10,264	13,377	10.9%	109,792	
510 Contracted Labor	-	-			-	
520 FICA - District Share	10,293	858	1,017	9.9%	9,276	
530 Medical Ins - District Share	18,362	1,530	1,457	7.9%	16,905	
540 PERS - District Share	15,844	1,320	1,243	7.8%	14,601	
550 Unemployment	0	0		0.0%	0	
560 Workers Comp Ins	10,722	894		0.0%	10,722	
Salaries and Employee Benefits >	178,390	14,866	17,094	9.6%	161,296	
605 Advertising	0	0		0.0%	0	
610 Bank Fees	0	0		0.0%	0	
620 Communications & Internet	4,000	333	210	5.3%	3,790	
622 Board Exp	0	0		0.0%	0	
625	0	0		0.0%	0	
630 Equip - Office	500	42		0.0%	500	
640 Fuel & Oil	12,000	1,000	387	3.2%	11,613	
645 Insurance	38,500	3,208		0.0%	38,500	
650 Interest	300	25		0.0%	300	
657 Outside Lab / Internal Lab	16,000	1,333	1,569	9.8%	14,431	
660 Memberships & Subscriptions	28,000	2,333		0.0%	28,000	
665 Mileage Reimb	500	42		0.0%	500	
670 Postage & Shipping	100	8		0.0%	100	
675 Professional Services (SCADA)	25,000	2,083	336	1.3%	24,664	
685 Rents	2,000	167		0.0%	2,000	
690 Safety & Security (boots)	1,000	83	997	99.7%	3	
700 Tools & Instruments	2,000	167	529	26.5%	1,471	
703 Supplies - Clothing & Personal	1,000	83	-	0.0%	1,000	
705 Supplies - Office	600	50		0.0%	600	
715 Treatment Chemicals	47,000	3,917	1,226	2.6%	45,774	
720 Supplies - Operating - Other	5,000	417	958	19.2%	4,042	
730 Taxes - Licenses	1,500	125	105	7.0%	1,395	
735 Training (classes, books)	3,000	250		0.0%	3,000	
745 Travel / Lodging	1,500	125		0.0%	1,500	
750 Utilities	110,000	9,167	11,830	10.8%	98,170	
760 Waste Disposal	300	25		0.0%	300	
795 Yolo Co	42,000	3,500	2,911	6.9%	39,089	
799 Misc	5,000	417		0.0%	5,000	
Services and Supplies >	346,800	28,900	21,058	6.1%	325,742	
810 R&R Buildings & Grounds	5,000	417	2,247	44.9%	2,753	
815 R & R Damage Claims	5,000	417		0.0%	5,000	
820 R&R Lift Stations	-	-			-	
830 R&R Equipment	1,000	83	(52)	-5.2%	1,052	
832 R&R Mains/Service Lines	-	-		0.0%	-	
840 R&R Vehicles (\$2k/vehicle)	4,000	333	111	2.8%	3,889	
Repairs & Replacement >	15,000	1,250	2,306	15.4%	12,694	
Total Expenses >	540,190	45,016	40,458	7.5%	499,732	

810 Tank Rental

8/15/2016 \\Server\cloud\Admin\Budget\Budget 2017\Budget 2016 (07-2016)

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**Clearlake Oaks Co Water District
Budget Variance Report July 2016**

1

Target % > **8%**

Thru End of July 2016

SEWER -CRP

Summary	Budget		Actual YTD		
	Annual	YTD	Amount	%	
SEWER CRP Revenue	297,440	24,787	19,026	6.4%	0%
SEWER CRP Expenses	165,998	13,833	8,165	4.9%	0%
(1/2 Vac all Camera) Debt Service Exp	47,961	3,997	3,997		
USDA Annual Payment	129,000	10,750			
I & I/Lift Station Rehab Improvements	42,000	3,500			
Short term depreciation reserve	30,000	2,500	2,500		
Previous Year Balance	208,351				
Operating Balance (loss)	90,832	7,569	4,364		

1

Thru End of July 2016

CRP Sewer Budget Variance Report Jul 2016

Target % > **8.3%**

Expenses	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	31,977	2,665	6,545	20.5%	25,432
510 Contracted Labor	-	-	-		-
520 FICA - District Share	2,610	218	498	19.1%	2,112
530 Medical Ins - District Share	10,000	833	-	0.0%	10,000
540 PERS - District Share	1,580	132	-	0.0%	1,580
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	1,669	139	-	0.0%	1,669
Salaries and Employee Benefits >	47,836	3,986	7,043	14.7%	40,793
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	0	0	-	0.0%	0
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	104	-	0.0%	1,250
640 Fuel & Oil	2,000	167	149	7.4%	1,852
645 Insurance	-	-	-	0.0%	-
650 Interest	875	73	80	9.1%	795
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	125	10	-	0.0%	125
670 Postage & Shipping	25	2	-	0.0%	25
675 Professional Services (SCADA)	-	-	-	0.0%	-
685 Rents	250	21	-	0.0%	250
690 Safety & Security (boots)	1,075	90	122	11.3%	953
700 Tools & Instruments	1,875	156	-	0.0%	1,875

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703	Supplies - Clothing & Personal	375	31	-	0.0%	375
705	Supplies - Office	125	10	-	0.0%	125
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	6,500	542	204	3.1%	6,296
730	Taxes - Licenses	250	21	-	0.0%	250
735	Training (classes, books)	375	31	63	16.7%	313
745	Travel / Lodging	250	21	40	16.0%	210
750	Utilities	-	-	-	0.0%	-
760	Waste Disposal	-	-	-	0.0%	-
795	Yolo Co	-	-	-	0.0%	-
799	Misc	125	10	-	0.0%	125
Services and Supplies >		15,475	1,290	657	4.2%	14,818
810	R&R Buildings & Grounds	25,000	2,083	-	0.0%	25,000
815	R & R Damage Claims	-	-	-	0.0%	-
820	R&R Lift Stations	10,000	833	-	0.0%	10,000
830	R&R Equipment	5,000	417	-	0.0%	5,000
832	R&R Mains/Service Lines	50,000	4,167	-	0.0%	50,000
840	R&R Vehicles (\$2k/vehicle)	12,500	1,042	465	3.7%	12,035
Repairs & Replacement >		102,500	8,542	465	0.5%	102,035
Total Expenses >		165,811	13,818	8,165	4.9%	157,646

2.9.14

Clearlake Oaks Co Water District
Budget Variance Report July 2016

1

Target % > **8%**

Thru End of July 2016 Summary	<u>WATER - CRP</u> Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	287,532	23,961	18,615	6.5%
WATER CRP Expenses	165,998	13,833	10,303	6.2%
(1/2 Vac Con) Debt Service Exp	26,079	2,173	2,173	
**Previous Year Balance	167,406			
Operating Balance (loss)	262,861	21,905	8,312	

**** this amount reflects \$40,000 taken from last years CRP for Generator**

1

Thru End of July 2016

CRP Water Budget Variance Report Jul 2016

Target % > **8.3%**

Expenses	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	31,977	2,665	2,120	6.6%	29,857
510 Contracted Labor	-	-	-		-
520 FICA - District Share	2,610	218	148	5.7%	2,462
530 Medical Ins - District Share	10,000	833	-	0.0%	10,000
540 PERS - District Share	1,580	132	-	0.0%	1,580
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	1,669	139	-	0.0%	1,669
Salaries and Employee Benefits >	47,836	3,986	2,268	4.7%	45,568
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	0	0	-	0.0%	0
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	104	-	0.0%	1,250
640 Fuel & Oil	2,000	167	149	7.4%	1,852
645 Insurance	-	-	-	0.0%	-
650 Interest	875	73	-	0.0%	875
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	125	10	-	0.0%	125
670 Postage & Shipping	25	2	-	0.0%	25
675 Professional Services (SCADA)	-	-	-	0.0%	-
685 Rents	250	10	-	0.0%	250
690 Safety & Security (boots)	1,075	90	122	11.3%	953
700 Tools & Instruments	1,875	156	-	0.0%	1,875
703 Supplies - Clothing & Personal	375	31	-	0.0%	375
705 Supplies - Office	125	10	-	0.0%	125
715 Treatment Chemicals	-	-	-	0.0%	-

30

2.9.15

720	Supplies - Operating - Other	6,500	542	204	3.1%	6,296
730	Taxes - Licenses	250	21	-	0.0%	250
735	Training (classes, books)	375	31	63	16.7%	313
745	Travel / Lodging	250	21	40	16.0%	210
750	Utilities	-	-	-	0.0%	-
760	Waste Disposal	-	-	-	0.0%	-
795	Yolo Co	-	-	-	0.0%	-
799	Misc	250	10	-	0.0%	250
Services and Supplies >		15,600	1,279	577	3.7%	15,023
810	R&R Buildings & Grounds	25,000	2,083	6,993	28.0%	18,007
815	R & R Damage Claims	-	-	-	0.0%	-
820	R&R Lift Stations	10,000	833	-	0.0%	10,000
830	R&R Equipment	5,000	417	-	0.0%	5,000
832	R&R Mains/Service Lines	50,000	4,167	-	0.0%	50,000
840	R&R Vehicles (\$2k/vehicle)	12,500	1,042	465	3.7%	12,035
Repairs & Replacement >		102,500	8,542	7,458	7.3%	95,042
Total Expenses >		165,936	13,807	10,303	6.2%	155,633

37

9:10 AM

08/12/16

Accrual Basis

Clearlake Oaks County Water District

Capital Improvements

As of July 31, 2016

2,9.16

Date	Name	Memo	Amount
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)			
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 10...			
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			
122 · Buildings (OFFICE BUILDING - WAS 1011180)			
Total 122 · Buildings (OFFICE BUILDING - WAS 1011180)			
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			
124.30 · Lift Stations			
124.31 · Lift Station 7 Bypass			
07/12/2016	Pace	Returned PVC pipe	-1,275.84
Total 124.31 · Lift Station 7 Bypass			-1,275.84
124.30 · Lift Stations - Other			
Total 124.30 · Lift Stations - Other			
Total 124.30 · Lift Stations			-1,275.84
124.50 · Mains			
Total 124.50 · Mains			
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			-1,275.84
125 · Land			
Total 125 · Land			
TOTAL			-1,275.84

38

2,6

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

www.treasurer.ca.gov/pmia-laif/laif.asp

August 12, 2016

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

Account Number:
 90-17-001

Tran Type Definitions

July 2016 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/15/2016	7/14/2016	QRD	1507853	SYSTEM	653.69

Account Summary

Total Deposit:	653.69	Beginning Balance:	480,488.82
Total Withdrawal:	0.00	Ending Balance:	481,142.51

39

MY ACCOUNTS

BILL PAY

TRANSFER FUNDS

MANAGE MONEY

2.6.1

(LAUNCHAPP?APPCODE=MY+ACCOUNTS)

(LAUNCHAPP?APPCODE=BILL+PAY)

ADDITIONAL SERVICES

CREDIT CARD APPLICATION

ESTATEMENTS

My Accounts

DEPOSIT ACCOUNTS

[Manage mobile alerts](#)

Make a transfer

PUBLIC REGULAR CHK

Checking *3745

[Quick peek](#)

\$236,435.52

**Available \$236,435.52

PUBLIC REGULAR CHK

Checking *3786

[Quick peek](#)

\$200.00

**Available \$200.00

PUBLIC REGULAR CHK

Checking *0019

[Quick peek](#)

\$214,122.93

**Available \$215,717.54

REGULAR SAVINGS

Savings *6990

[Quick peek](#)

\$232,614.97

**Available \$232,614.97

TOTAL DEPOSIT ACCOUNTS

\$683,373.42

TIERED COMMERCIAL LOANS

Credit Line

TCL Credit Line *1999

[Quick peek](#)

\$0.00

Available credit **\$440,000.00**

Note

TCL Note *1001

[Quick peek](#)

\$60,000.00

\$218.75 due 08/31/2016
pay

TOTAL TIERED COMMERCIAL LOANS

\$60,000.00

Make a Payment

Pay to

Select a person

Pay from checking x4567

View My Spending

All categories



- Uncategorized
- Household
- Tax Payment
- Insurance
- Bank Fee

Outside Accounts

MY FINANCIAL INSTITUTION

Checking

[Quick peek](#)

Savings

[Quick peek](#)

TOTAL

Add Outside Accounts

Keep track of all your other accounts and credit cards here.

[Add outside accounts](#)

40

2,6.2

Aged Accounts Receivable

As of 8/12/16

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
76357.76	16147.95	2381.97	2892.31	32609.81	
					<u>\$130,389.80</u>

Total number of accounts with open balances: 933

These totals include all accounts on the Tax Roll

41

9:14 AM

08/12/16

Clearlake Oaks County Water District Payroll Summary July 2016

2.0

	Hours	Rate	Jul 16
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-29.33	40.97	-1,117.08
CTO Used	32	23.73	753.52
Holiday	76	16.07	1,594.84
Holiday Worked (x2.5)	4	44.38	177.52
Overtime (x1.5)	136	22.95	4,768.35
PTO	420.56	15.95	8,462.59
Straight	1,983	16.07	41,873.33
Board			1,500.00
Duty Pay			2,870.00
Total Gross Pay	2,622.23		60,883.07
Deductions from Gross Pay			
ACWA (pre-tax)			-1,358.17
AFLAC (pre-tax)			-310.94
AFLAC (taxable) AFTER TAX			-82.72
CALPers EE (Pretax)			-1,722.52
Total Deductions from Gross Pay			-3,474.35
Adjusted Gross Pay	2,622.23		57,408.72
Taxes Withheld			
Federal Withholding			-5,232.00
Medicare Employee			-858.61
Social Security Employee			-3,671.27
CA - Withholding			-1,398.33
CA - Disability			-532.90
Total Taxes Withheld			-11,693.11
Deductions from Net Pay			
Miscellaneous Deduction			-100.00
Wage Garnishment			-220.98
Total Deductions from Net Pay			-320.98
Net Pay	2,622.23		45,394.63
Employer Taxes and Contributions			
Medicare Company			858.61
Social Security Company			3,671.27
Total Employer Taxes and Contributions			4,529.88

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9:15 AM

08/12/16

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of July 31, 2016

2.d

	Jul 31, 16	
	Debit	Credit
102.04 · DWR - CHECKING	400.00	
101 · LAIF - CASH IN BANK	292,142.51	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	108,384.30	
102.02 · WAB SAVINGS - CRP WATER	214,009.29	
102.03 · WAB SAVINGS - CRP SEWER	217,421.25	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	300.00	
104 · COUNTY TREASURY	21,680.00	
130 · CIP	0.00	
130 · CIP:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
USDA Project	0.00	
120 · EQUIPMENT:120.01 · GENERAL EQUIPMENT	1,821,224.46	
120 · EQUIPMENT:120.60 · Office	0.00	
120 · EQUIPMENT:120.75 · SCADA	0.00	
120 · EQUIPMENT:120.90 · Vehicles	0.00	
122 · Buildings	8,475,638.00	
124 · D/C System	3,136,437.00	
124 · D/C System:124.30 · Lift Stations	22,682.50	
124 · D/C System:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System:124.50 · Mains	5,526.58	
125 · Land	277,470.00	
129 · ALLOW. FOR DEPRECIATION		7,747,170.00
200 · ACCOUNTS PAYABLE		95,411.48
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.12	
210 · Cal Card:210.04 · Cal Card - Alan - 4000		4,721.70
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988	0.00	
280 · Loan:280.05 · USDA Bridge Loan		20,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		47,894.04
280 · Loan:280.03 · Kansas State Bk - Camera Traile		20,832.53
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	10,917.20	
222 · Direct Deposit Liabilities	2,051.10	
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	411.69	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		632.67
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		2,051.10
223.45 · FICA & SOCIAL SEC PAYABLE	340.68	

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9:15 AM

08/12/16

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of July 31, 2016

2.d.1

	Jul 31, 16	
	Debit	Credit
223.50 · MEDICARE TAX PAYABLE	160.05	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	377.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	84.49	
223.65 · STATE DISABILITY PAYABLE	24.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	757.01	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		800.00
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities		24.07
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		328,889.15
306 · Retained Earnings - OLD		1,085,428.14
Income:410 · Client Reg Pmt		154,653.98
Income:420 · Connection Fees		3,569.00
Income:425 · CRP		37,619.95
Income:430 · Penalty & Interest		4,296.88
Income:435 · Loans/Grants:435-4 · USDA Contruction Loan:435-4.1 · Bridge Loan	90.41	
Income:435 · Loans/Grants:435-2 · Water Distribution Study		83,549.51
Income:440 · Misc Revenue		1,564.00
Income:450 · Other - Non S/W Rev		36,680.29
Loans/Grants:915 · USDA Construction Loan:915.1 · Adams and Ashby Group	540.00	
Loans/Grants:910 · MC USDA Construction Loan	21,553.50	
Loans/Grants:905 · MC WWTP Reclamation	36,205.54	
Loans/Grants:900 · MC Water Distribution Study	22,534.75	
Salaries & EE Benefits:505 · Salaries & Wages	60,883.07	
Salaries & EE Benefits:520 · FICA - District Share	4,529.88	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	13,211.73	
Salaries & EE Benefits:540 · PERS - District Share	6,662.77	
Salaries & EE Benefits:560 · Workers Comp Ins	0.00	
Services & Supplies:610 · Bank Fees	955.75	
Services & Supplies:620 · Communications & Internet	1,093.66	
Services & Supplies:630 · Equip - Office	75.51	
Services & Supplies:640 · Fuel & Oil	980.81	
Services & Supplies:650 · Interest	160.73	
Services & Supplies:657 · Lab	2,492.61	
Services & Supplies:665 · Mileage Reimb	204.77	
Services & Supplies:670 · Postage & Shipping	1,243.44	
Services & Supplies:675 · Professional Services	3,496.01	
Services & Supplies:685 · Rents	707.25	
Services & Supplies:690 · Safety & Security	2,818.14	
Services & Supplies:700 · Tools & Instruments	529.18	
Services & Supplies:705 · Supplies - Office	499.00	
Services & Supplies:715 · Supplies-Chemicals-Operating	12,290.86	
Services & Supplies:720 · Supplies - Inventory - Other	4,330.77	
Services & Supplies:730 · Taxes - Licenses	105.00	
Services & Supplies:735 · Training (Classes, books, etc)	500.00	
Services & Supplies:745 · Travel / Lodging	370.54	
Services & Supplies:750 · Utilities	14,605.09	
Services & Supplies:760 · Waste Disposal	3,760.02	
Services & Supplies:795 · Yolo Co	2,911.41	
Repairs & Replacement:810 · R&R Buildings & Grounds	2,482.18	
Repairs & Replacement:830 · R&R Equipment	6,887.69	
Repairs & Replacement:840 · R&R Vehicles	1,150.84	
TOTAL	15,734,606.10	15,734,606.10

44

9:16 AM

08/12/16

Clearlake Oaks County Water District
A/P Aging Summary
As of August 12, 2016

2.2

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alan Gardner	29.70	0.00	0.00	0.00	0.00	29.70
Alpha Analytical Labs	165.00	0.00	0.00	0.00	0.00	165.00
EEL River Fuels Inc	553.23	0.00	0.00	0.00	0.00	553.23
Four Corners True Value	0.00	0.00	0.00	-18.50	0.00	-18.50
Grainger	344.59	0.00	0.00	0.00	0.00	344.59
MC Engineering, Inc	57,759.04	0.00	0.00	0.00	0.00	57,759.04
Mediacom - WWTP 1294	149.38	0.00	0.00	0.00	0.00	149.38
Municipal Maintenance Equipment	0.00	-104.88	0.00	0.00	0.00	-104.88
TOTAL	<u>59,000.94</u>	<u>-104.88</u>	<u>0.00</u>	<u>-18.50</u>	<u>0.00</u>	<u>58,877.56</u>

45

2.e.1

Account Payable Breakdown

Date: 8/12/2016

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Checking	\$108,455.56	\$214,122.93	\$215,717.54
Water CRP	\$232,614.97	\$232,614.97	\$232,614.97
Sewer CRP	\$236,435.52	\$236,435.52	\$236,435.52
DWR Checking	\$400.00	\$200.00	\$200.00
Current A/P Aging	\$58,877.56		

NOTES:

DWR Checking account: We are looking into the surcharges with this account and the overall history to find the discrepancies. Should be \$200.00 will check with Accountant to adjust.

46

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. (3:44) Staff Written Operational Reports

- a. Grants/Administration
- b. Customer Service
- c. Water Plant Operator
- d. Waste Treatment Plant Operator
- e. Operations Manager
- f. General Manager

2. Financial Reports for review and approval

- a. June 2016 QB balance sheet and profit & loss statements
- b. Bank account balances, accounts receivable, and check register
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 6-16-16
- b. Minutes of Special Meeting 6-22-16
- c. Minutes of Special Meeting 7-07-16

4. Bills

- a. MC Engineering Invoice No. 1382, dated 06/30/16, in the amount of \$31,622.66, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1383, dated 06/30/16, in the amount of \$7,410.00, for the USDA Wastewater Treatment Plant Project
- c. MC Engineering Invoice No. 1384, dated 06/30/16, in the amount of \$19,384.85, for the Water Distribution Study (Water Master Plan)

Action Taken: Motion to accept with corrections to minutes 6/16 and 7/7/16

HOSIER/HEESZEL M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

5. Agenda (Old Business)

- a. (24:55) Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: No Action

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. Discussion and consideration of quote for rebuilding pressure reducing valves

Action Taken: (49:59) Motion to accept the bid for \$14,001.52 with the stipulation that the District will receive some basic training on valves

KUEHN/HOSIER M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

- d. Discussion and consideration of upgrading security at Water Plant

Action Taken: (54:15) Motion to Accept High Valley Bid
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE

- e. Discussion and consideration to authorize engagement letter from Pehling & Pehling, CPAs, for fiscal year end Audit 2016, including Invoice No. 672 in the amount of \$3,475.00, for 50% down payment

Action Taken: (1:02:29) Motion to approve engagement letter from Pheling & Pheling, CPA's with the stipulation that bids go out next year in advance with a scope of work
KUEHN/HOSIER M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE

- f. Discussion and consideration of adopting the original Rules and Regulations as presented on the 4-21-16 agenda

Action Taken: (1:03:28) Motion to accept Rules and Regulations as presented
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN

- g. Discussion and consideration of approving positions on Organization Chart

Action Taken: (1:38:15) Motion to approve Organization Chart with the deletion of director names and Customer Service Rep classes (i.e., I, II, III)
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN

- h. Discussion and consideration of approving employee salary ranges

Action Taken: (1:47:00) Motion to receive bids from salary comparison companies that will compare the whole county and include Williams and Willits
HOSIER/KUEHN M/S/C
EYES: MEDEIROS/HOSIER/BARRON/KUEHN
NOES: HEESZEL

- i. Discussion and consideration of finalizing an easement agreement with the owner for the Harvey Blvd Tank Site

Action Taken: (2:26:30) No Action

6. Agenda (New Business)

- a. Discussion and consideration of disposition of District property located at 12586 Foothill Blvd (APN 035-152-43)

Action Taken: (2:30:51) Motion to authorize General Manager to meet with owner of B&B and offer property for \$2,000.00 with the stipulation that District will retain all rights to exercise easements through the property in the future.
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE

- b. Discussion and consideration of approving Ordinance 82.1, an amendment to Ordinance 82 to clarify what events qualify for board member compensation and reimbursement

Action Taken: No Action, Board directed General Manger to write a policy

- c. Discussion and consideration to purchase replacement parts for the Ozone Generator at the WTP from Pacific Ozone for the amount of \$8,378.14

**Action Taken: (2:26:25) Motion to purchase reactor and control, however, not the detector
HOSIER/KUEHN M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE**

- d. (2:43:28) Discussion and consideration of adopting Policy Pertaining to Surplus Sale of Equipment or Materials

Action Taken: No Action

- e. (2:51:59) Discussion and consideration and approval of having counsel attend board meetings by telephone, or in person if requested

**Action Taken: (2:59:30) Motion to have counsel present for one board meeting
BARRON/KUEHN M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE**

Motion to adjourn made by Barron and seconded by Hosier

Adjournment Time: 7:34 p.m.

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

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

3.d

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

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

August 10, 2016

This meeting will be conducted by Roberts Rule of Order.

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

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

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

Public comment on non-agenda items

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

AGENDA

Call to Order – 11 a.m.

Pledge of Allegiance

Roll Call

✓ Mrs. Margaret Medeiros, President ✓ Mr. Karl Hosier, Vice President

✓ Mrs. Judy Heeszal, Director □ Ms. Dena Barron, Director, ABSENT

□ Mr. Richard Kuehn, Director, ABSENT

✓ Mr. Alan Gardner – General Manager ✓ Mrs. Dianna Mann - Secretary to the Board

□ Mr. Jason Mitchell – Operations Manager, EXCUSED ABSENCE

1. Agenda – New Business

a. Discussion and consideration of replacing two (2) pumps for Lift Station 10

Action Taken: Motion to purchase two (2) Flyght 3201 pumps for Lift Station 10 for a total of \$30,000.00 plus tax and freight using CRP Sewer

EYES: MEDEIROS/HOSIER/HEESZEL

NOES: NONE

ABSENT: BARRON/KUEHN

Adjournment

Time: 11:12 a.m.

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

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

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4.a



MC Engineering, Inc.
 6917 Ohana Place
 Orangevale, CA 95662

Invoice

Date	Invoice #
07/31/2016	1389

Bill To

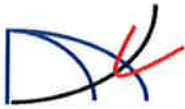
Clearlake Oaks Water District
 12545 Highway 20
 Clearlake Oaks, CA 95423

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	08/30/2016		Reclamation Eval...
Description	Qty	Rate	Amount	
Engineering Tech, Jose Diaz-Mendez	30	85.00	2,550.00	
Operations Management Engineer, John Pedri, PE	37	145.00	5,365.00	
Operations Specialist, Doyle Champlain	27	90.00	2,430.00	
Project Manager, Mark Carey, PE	38	150.00	5,700.00	
Project Engineer 2, Richard Relyea	14	105.00	1,470.00	
Assistant Engineer, Jared P. Nelson	74	95.00	7,030.00	
6/30/16-07/01/16 Doyle Champlain Travel Mileage	235	0.54	126.90	
07/14/16 Travel Mileage John Pedri	212	0.54	114.48	
7/21/16 Travel Mileage Mark Carey	230	0.54	124.20	
07/26/16 Travel Mileage Mark Carey	38	0.54	20.52	
Orangevale Copy	1	6.16	6.16	
Stantec Consulting Invoice #1075777	1	11,041.23	11,041.23	
Travel Reimbursement Lodging	1	86.21	86.21	
Travel Meal Reimbursement Jose Diaz 10.95, 19.89	1	30.84	30.84	
Administrative Support	2	55.00	110.00	
Total			\$36,205.54	
Payments/Credits			\$0.00	
Balance Due			\$36,205.54	

Phone #	Fax #	E-mail
916-223-3828	916-860-1863	markacarey@msn.com

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4.6



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
07/31/2016	1390

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	08/30/2016		USDA Wastewat...
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	20	135.00	2,700.00	
Project Manager, Mark Carey, PE	11	135.00	1,485.00	
Assistant Engineer, Jared P. Nelson	45	95.00	4,275.00	
Operations Specialist, Doyle Champlain	21.1	85.00	1,793.50	
Southport Controls Invoice #160705	1	11,300.00	11,300.00	
Total			\$21,553.50	
Payments/Credits			\$0.00	
Balance Due			\$21,553.50	

Phone #	Fax #	E-mail
916-223-3828	916-860-1863	markacarey@msn.com

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4.c



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
07/31/2016	1391

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	08/30/2016		Water Master Plan
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	37.5	140.00	5,250.00	
Project Manager, Mark Carey, PE	29.15	145.00	4,226.75	
Assistant Engineer, Jared P. Nelson	13	95.00	1,235.00	
Engineering Tech, Jose Diaz-Mendez	41	85.00	3,485.00	
Project Engineer 2, Richard Relyea	54	95.00	5,130.00	
Assistant Engineer, Christopher Inferrera	31.83	95.00	3,023.85	
Travel Mileage 6/16, John Pedri	113.4	0.54	61.24	
Travel Meal Reimbursement, 7/14/16 John Pedri	1	12.91	12.91	
Administrative Support	2	55.00	110.00	
Total			\$22,534.75	
Payments/Credits			\$0.00	
Balance Due			\$22,534.75	

Phone #	Fax #	E-mail
916-223-3828	916-860-1863	markacarey@msn.com

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Date: August 11, 2016

To: Alan Gardner, CLOCWD General Manager

From: Mark Carey, PE, MC Engineering, Inc.

RE: District Utilization of Proposed Harvey Tank

Background

The proposed Harvey tank has been planned in response to a need to assist in providing fire flows to the Paradise Cove annexation area. The tank will also have several benefits to the CLOCWD by improving the existing system operations. This memo was prepared to provide a brief overview of how the tank will benefit the CLOCWD existing system in the future based on the following:

- Additional fire flow storage for the existing CLOCWD east of the proposed Harvey tank site
- Improved service to accommodate outages in the westerly portions of the CLOCWD distribution system
- Ability to provide future fire flow capacity to potential annexation areas that might include the Glenhaven area or other areas west of the proposed Harvey tank site

Although the precise percent allocation of benefits is somewhat subjective, District staff has indicated that the benefits of the proposed tank can be considered 75% in favor of the CLOCWD. MC Engineering was asked to provide a more objective breakdown of this benefit which is included below based on the three areas of benefit listed above.

Future Benefits of Harvey Tank to CLOCWD

When considering fire flow capacity, hydraulic modeling indicates that approximately 450 gpm of the required 1200 gpm Paradise Cove fire flow will be fed from the Harvey tank in the future. Based on a duration of 2 hours this will, ideally, only impact approximately 54,000 gallons of the planned 200,000 gallon capacity of the future Harvey tank. In this instance 73% of the remaining capacity (146,000 gallons) will remain available to the District by utilizing the proposed booster pumps that will be designed to convey flow back to the CLOCWD Zone 1 service area.

Additional benefits, though somewhat subjective, include the fact that up 100% of the Harvey tank storage could serve the District in the event of a line break on the relatively vulnerable 6" line feeding the Harvey Blvd area. The tank can provide similar 100% benefit to the District in the event supplemental storage is needed to meet fire flows in the existing CLOCWD system.

Other factors to consider is that existing grading of the Harvey tank site will likely result in requiring less environmental impacts than other sites that were evaluated as well as lower capital costs. Drawbacks to the site include the relatively steep access road that may impede access and pose additional risks during winter months. These factors have reportedly been considered by the local Fire official, District staff, and the County and the site determined to be acceptable based on consideration of the above benefits.

5.2

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO SURPLUS SALE OF EQUIPMENT OR MATERIALS

From this date forth all surplus sale of equipment or materials will be adhered to by the following:

1. All equipment will be advertised on Craigslist and CLOCWD website under the Surplus tab with a minimum bid and a deadline for bids posted
2. All bids will sealed
3. All bids will be collected at the Administration building
4. Items sold for surplus will be recommended by Operations Manager and approved by the General Manager via a list that will be approved by the Board of Directors
5. Surplus items must be deemed old and toward end of useful life or exceeds reasonable cost to maintain
6. All bids will be opened and witnessed by two employees
7. Awarded bids will be logged
8. General Manager will notify winner and arrange for payment and pick-up of equipment
9. Income from Surplus will be coded 450, Other – Non S/W Revenue

The above policy 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 21st day of July, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Board Secretary

Dianna Mann

5.9

From: Ryan Sytsma [RyanS@payscale.com]
Sent: Tuesday, July 26, 2016 8:37 AM
To: Dianna Mann
Subject: RE: PayScale Follow Up

Hi Diana,

Thanks for the message, and a position within PayScale is defined as a unique job title paired up with a unique labor market (in your case, each location). Since you have 4 different types of positions in your office, and if you want to evaluate them in 7 unique locations, then you would have a total of 28 different reports that we would be running. This would fit within the 30 position bracket.

I hope that this helps clarify matters, though if you have any questions feel free to reach out.

Thanks,

Ryan



Ryan Sytsma

Senior Account Executive | Seattle

Direct: 206-753-4091

[Click Here to View My Availability](#)

From: Dianna Mann [mailto:d.mann@clocwd.org]
Sent: Tuesday, July 26, 2016 8:24 AM
To: Ryan Sytsma <RyanS@payscale.com>
Subject: RE: PayScale Follow Up

Good Morning Ryan,

So to make sure I understand this, our 13 position office would be billed at a 30 position level, I don't understand, could you please clarify. Thanks, Dianna

From: Ryan Sytsma [mailto:RyanS@payscale.com]
Sent: Monday, July 25, 2016 1:51 PM
To: Dianna Mann
Subject: RE: PayScale Follow Up

Hi Dianna,

Thanks for the message, and from what I understand we are looking 4 different types of positions in either 7 or 9 locations (depending on if we include Willits and Williams). Based on this, for the one-time project level of service that we were talking about, we have two pricing options. With both of these we will benchmark the positions for you, based

5.g.1

on the job description that you send over, and the data will live in your account for one year so that you may refresh it at any time.

If you wanted to exclude Willits and Williams, we could fit everyone into our 30 position level, which would cost \$4,900.

To include Willits and Williams we would be in the next price bracket of up to 50 positions, which would cost \$7,600.

I hope that this helps, and if you need anything else please feel free to reach out.

Thanks!

Ryan



Ryan Sytsma
Senior Account Executive | Seattle
Direct: 206-753-4091

[Click Here to View My Availability](#)

From: Dianna Mann [<mailto:d.mann@clowwd.org>]
Sent: Monday, July 25, 2016 1:37 PM
To: Ryan Sytsma <RyanS@payscale.com>
Subject: RE: PayScale Follow Up

Hi Ryan,

Thank you for your patience in this matter, per our telephone conversation, please be advised that Clearlake Oaks County Water District has 9 field positions, 3 customer service Rep positions and 1 Administrative Services Manager/Board Secretary, for a total of 13.

Lake County has many little towns and the Board would like to see most of the Districts in Lake County Represented. Lakeport (Special District), Buckingham, Riviera Heights, Clearlake Riviera (Mt. Konocti Mutual Water Co), Lowerlake, Middletown and Hidden Valley Lake, and possibly Willits and Williams.

If you have any questions, please do hesitate to call.

Thank you,

*Dianna Mann
Administrative Services Manager
Clearlake Oaks County Water
707-998-3322*

From: Ryan Sytsma [<mailto:RyanS@payscale.com>]
Sent: Tuesday, June 07, 2016 2:19 PM

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5.9.2

To: d.mann@clowd.org
Subject: RE: PayScale Follow Up

Hi Dianna,

Hope you're doing well and that your June is off to a great start! It's been awhile since we last connected and I'm curious if now would be a better time to make a proposal to the board. Should we set aside a few minutes to get on the same page?

Thanks!

Ryan



Ryan Sytsma
Account Executive | Seattle
Direct: 206-753-4091

[Click Here to View My Availability](#)

From: Ryan Sytsma
Sent: Monday, May 02, 2016 11:37 AM
To: d.mann@clowd.org
Subject: PayScale Follow Up

Hi Diana,

Thanks again for talking with me today and going through the details on how PayScale can support both you and Clearlake Oaks County Water District. With your goal of using solid data to benchmark your positions and set pay ranges, we are well suited to help you accomplish this and I appreciate the opportunity to present us as a resource.

I've attached here a Powerpoint that gives an overview of how PayScale can support your organization's goals, and at the end you will see a breakdown of our pricing: [Proposal and Pricing](#).

At the moment we have nearly 4,000 clients that we work with, and to demonstrate what it's like to partner with us we have a customer video at [ChoiceLunch Customer Video](#), and we recently published a fantastic "[Why PayScale?](#)" video. One of our executives also wrote an article for the Harvard Business Review talking about the need to effectively communicate compensation that I think you'd enjoy: [Most People Have No Idea Whether They're Paid Fairly](#)

If you have any questions or if anyone else would like to see the platform feel free to reach out and I will help in any way I can.

If you have any questions feel free to reach out, and I look forward to talking again on Wednesday

Ryan

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**Clearlake Oaks County Water District (District)
Base Cash Compensation Market Study**

Presented By:

**Bob Cartwright, SPHR / SHRM-SCP
President / CEO**

INTELLIGENT COMPENSATION, LLC

P.O. Box 1703

Pflugerville, Texas 78691

512-415-8080

bob.cartwright@intelligentcomp.net

www.intelligentcomp.net

August 5, 2016



August 5, 2016

Ms. Dianna Mann
Administrative Services Manager
Clearlake Oaks County Water District
12952 State Hwy 20
Clearlake Oaks, CA 95423

Dear Ms. Mann:

I hope this note finds you well and it was a pleasure speaking with you last week. Thank you for reaching out to me and for sending the budget information on your organization and the jobs the **District** is interested in conducting a competitive base cash market study. This information was very helpful towards formulating our proposal to provide consulting services for the **Clearlake Oaks County Water District**.

The information below explains my understanding of the assignment based on our recent conversation and the estimated fees associated with this important engagement.

Project Background / Scope of Work

The **Clearlake Oaks County Water District** Board of Directors is interested in engaging a third party compensation consulting firm to assist with conducting a base cash market study on **District** jobs. This would include:

- Serving as a third party provider to conduct a compensation survey on behalf of **Clearlake Oaks** to capture competitive compensation data on 11 similar positions found in select Water District organizations in the surrounding area;
- Compiling data captured from the Compensation Survey of select Water District Organizations and reporting the findings to both the **Clearlake Oaks County Water District** and to the participating Water Districts;
- Conducting a base cash compensation market analysis on approximately 11 Clearlake Oaks County Water District positions utilizing industry specific and geographically relevant salary survey data to compare to both District jobs and employee compensation;
- Utilizing data from both the **Clearlake Oaks County Water District** sponsored Compensation Survey and the market analysis conducted using industry specific and geographically relevant market survey data, conduct a competitive analysis of **Clearlake Oaks** jobs and employee pay;
- Report findings of this study to the **Clearlake Oaks County Water District** Board of Directors.

5.g.4

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5.9.5

With information obtained from the above effort, the **Clearlake Oaks County Water District** is interested in updating their cash compensation program to ensure that they have a competitive and strategically aligned program that attracts, retains, and motivates employee's at all organizational levels within the **District**.

Assignment Fees – Consultant fees are compensated on a time and expense basis. Consulting Fees for this assignment will be billed at \$195.00 per hour. Time estimates are predicated upon the probable time required to complete each assignment and deliverable as outlined below. Fees will only be charged for work performed.

Project Activity	Estimated Project Activity Time (Hrs)	
	From	To
5A. Planning/Data Accumulation/Audit Current Compensation Programs	8	10
5B. As necessary, conduct one on one interviews with select leadership and Board members to assess organizational culture and determine strategic pay direction.	4	6
5C. Develop and execute a customized salary survey for Clearlake Oaks. Create a survey document to utilize in distributing to approximately 8 or 9 select Water District organizations. Obtain participation from invitees and capture data. Analyze captured data and findings and develop a survey report to share with participants.	20	26
5D. Benchmark approximately 11 jobs. Conduct market analysis utilizing an array of industry and geographically relevant survey sources. Conduct competitive review of Clearlake Oaks jobs and staff pay based on market analysis.	18	22
5E. Document and provide overall final report to the Clearlake Oaks County Water District's Board of Directors and provide recommendations as appropriate	12	14
Total Projected Hours	62	78

Total estimated cost for the deliverables described above range from \$12,090 to \$15,210. Unless otherwise noted, meeting time is not included in the estimated project hours listed above and will be billed by the hour.

If requested to meet with the Board or Clearlake Oaks leadership team, travel time for consulting work outside of the Greater Austin, Texas area will be billed at our daily rate of \$1,800. Travel expenses to and from Clearlake Oaks, California will be reasonable and billed at cost. **Please Note: These Costs are not included in the total estimated fees for this project.**

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5.9.6

It is our full intention to complete this project at or below the maximum cost we have estimated. However, changes in scope or complexity of the project may require us to adjust the amount of fees necessary for us to provide the **District** with the quality of services it deserves. In the event this occurs, we will notify the **District's** Administrative Services Manager immediately to review changes in scope and/or complexity of the assignment, and to discuss any adjustments to estimated fees that might be required to successfully complete the project.

Any work requested by the **District** outside of the scope of this project will be billed at our hourly rate.

Project Schedule:

We can begin work within 3 business days upon project award.

General Administrative Information:

Our Consulting Firm - Intelligent Compensation, LLC is a compensation and human resource management consulting company and is considered a separate business entity from the **Clearlake Oaks County Water District**. **Intelligent Compensation, LLC** has other clients, a specific work facility, and owns the necessary tools and equipment to perform the work described. For this reason, the **Clearlake Oaks County Water District** is not considered the employer, and is not responsible for any taxes, insurance or benefits for Bob Cartwright, SPHR / SHRM-SCP, **Intelligent Compensation** employees or any subcontractor hired by **Intelligent Compensation, LLC** to perform work for the **District**. All monetary obligations will be in the form of invoices submitted for services provided.

Any information in regard to the **District** including business operations, methods, techniques, plans, programs, systems, costs, equipment or customers which may be obtained through project work with the **District** is considered confidential and shall not be disclosed for any reason. This obligation will survive the termination of any working relationship between **Intelligent Compensation, LLC** and the **Clearlake Oaks County Water District** in the future.

Intelligent Compensation, LLC is located in Pflugerville, Texas and is a "Small Business Entity (SBE)". The company's NAICS code is 541612.

Termination - This Proposal shall be terminated automatically upon completion by **Intelligent Compensation** of the services described in this Proposal / Agreement or by either party upon fifteen (15) days written notice to the other party. Upon termination of this Proposal / Agreement, **Intelligent Compensation, LLC** shall be entitled to payments for services performed and for associated expenses incurred prior to termination.

General Agreement - Consulting and advisory services are not intended to be a substitute for legal or financial advice. Thus, by signing this Proposal / Agreement, the **District** agrees to hold **Intelligent Compensation, LLC** harmless from any claims of liability for any omissions, deletions or errors in information supplied. The **Clearlake Oaks County Water District** may wish to confer with legal and/or financial counsel on any final work provided.

LOK



5.9.17

Entire Proposal / Agreement - This document contains the entire Proposal / Agreement and supersedes any prior written or oral agreements between the parties.

Amendments - This Proposal / Agreement may be modified or amended as required if the amendment is made in writing and is signed by both parties.

Applicable Law - The laws of the State of Texas shall govern this Proposal.

Consultant Qualifications / Client References

Bob Cartwright, SPHR / SHRM-SCP

Bob Cartwright, (SPHR / SHRM-SCP), is President and CEO of Intelligent Compensation, LLC, a compensation and performance management consulting firm located in the greater Austin, Texas area. Mr. Cartwright has 30+ years of diversified experience in compensation and total rewards, human resource management, and strategic/business planning and he works with for-profit companies covering the spectrum of industries and not-for-profit organizations across the country including business associations, charities, foundations, trade and membership associations, utilities and credit unions. Mr. Cartwright has managed numerous assignments for a wide variety of clients throughout the Country including the Better Business Bureau, St. David's Foundation, Texas Medical Association, M2 Global Technologies, TMF Health Quality Institute, City of Lakeway, City of Pflugerville, LifeWorks, Ultra Electronics – Advanced Tactical Systems, and Methodist Healthcare Ministries to name a few.

Bob speaks throughout the U.S. and he is often quoted as a business / compensation expert in newspapers and print media around the country. He has authored and co-authored articles on various compensation and human resource topics.

Mr. Cartwright's current professional affiliations include; Board Member and At-Large District Director - Texas SHRM State Council; Board Officer and Chair of the Governance Committee for the Texas Association of Business; National Volunteer Leader for SHRM on Veteran employment and community engagement issues. Bob is also a member of SHRM, World-at-Work, American Society of Association Executives and other HR Management and Compensation Associations in Texas. Over the past few years, Mr. Cartwright has been very active to develop partnerships and programs to engage employers to seek and hire Veteran Talent in Texas and throughout the Country and in 2013, he was named Volunteer of the Year by Texas SHRM at the HR Southwest Conference.

CLIENT REFERENCES

Mr. Doug Carlberg, CEO, M2 Global Technologies – 210-872-7407

Ms. Carrie Hurt, President / CEO, Central, Coastal & Southwest Texas BBB, 512-206-2801

Mr. Earl Maxwell, Chief Executive Officer, St. David's Foundation, 512-879-6600

Ms. Jeppe Gustin Ross, VP Human Resources, Texas Medical Association, 512-370-1555

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5.9.8

Dianna, I appreciate the opportunity to propose on this important assignment and look forward to being of service to you and the **Clearlake Oaks County Water District**. Please call me should you have any questions concerning our submission. Otherwise, I will call you soon to follow up.

Very Truly Yours,

Bob Cartwright, SPHR / SHRM-SCP
President / CEO
Intelligent Compensation, LLC
P.O. Box 1703
Pflugerville, Texas 78691
512-415-8080

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Clearlake Oaks County Water District

Job Description

5.1

CUSTOMER SERVICE REP I

Administration

Status: Non-Exempt

Salary Range: \$14.53 - \$18.94

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

Definition/Summary: Customer Service Rep I is classified as Regular Full Time and is under the direction of the General Manager. This position requires a variety of clerical and customer service tasks including but not limited to answering phones, directing calls, taking messages, process customer payments, maintaining a balanced cash drawer, process service work orders, receives, screens and responds to visitors and callers using the District's general guidelines, receive and post cash receipts, process service applications, closing accounts upon transfer of ownership, tracking and collection of potential delinquency problems, assists in processing service terminations, assists in the day to day customer inquiries and customer relations in general, provides a high level of proficiency at filing, organizing, prioritizing tasks and accomplishing a wide variety of tasks as efficiently as possible, opens and sorts mail, scanning and organizing documents and performs all other duties and special projects as assigned by the General Manager.

To ensure District coverage at all times, this position also requires cross training for specific tasks for Customer Service Reps II and III.

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: Minimum of one year customer service experience. Computerized bookkeeping/accounting/billing experience desired.

Knowledge of: Must be proficient in 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 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.

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5.1

Physical

Requirement

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

Employee Signature:

Date

General Manager Signature

Date

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Clearlake Oaks County Water District

Job Description

5.1.2

CUSTOMER SERVICE REP II

Administration

Status: Non-Exempt

Salary Range: \$17.75 - \$22.49

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

Definition/Summary: Customer Service Rep II is classified as Regular Full Time and is under the direction of the General Manager. This position works closely with the General Manager with Bookkeeping duties for administrative and operational staff. This position requires a high level of independent judgment and the ability to work with little supervision. Duties include managing accounts payables, entering daily deposits and transfers from all District bank accounts, including bank reconciliations, in addition to performing other tasks assigned by the General Manager.

As part of the customer service team this position performs duties pertinent to general office procedures. This position requires a variety of clerical and customer service tasks including but not limited to answering phones, exercises considerable judgment while providing information in response to a wide variety of inquires, composes correspondence on routine and complex matters requiring tact and direction; provides a high level of proficiency at letter writing, organizing, and prioritizing a variety of tasks as efficiently as possible. Assists in preparing, processing and recording work orders, maintains customer master files, maintain records of water and sewer service installations, exercises considerable judgment while providing information in response to a wide variety of inquires, composes correspondence on routine and complex matters requiring tact and direction.

This position also manages the Backflow Prevention Program with direction from the Operations Manager.

Customer Service Rep II will fulfill Customer Service Rep I duties when vacant, and will be crossed trained in specific tasks for Customer Service Rep III

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: Two years of customer service experience and two years computer bookkeeping or accounting experience. Experience working for a public agency is highly desirable.

Knowledge of: Modern office procedures and office equipment including networked computers and printers, Quickbooks and Microsoft Word and Excel. Principles and practices of fiscal, statistical and administrative research and report preparation; English usage, grammar, spelling and punctuation; principles and procedures of filing and record keeping; methods and techniques of public relations and customer service, basic mathematical principles; operations, services and activities of a municipality; techniques of business letter writing and report preparation. District policies and procedures related to water and sewer service installations, backflow prevention, purchase orders, customer service, accounts receivable, and collections.



Clearlake Oaks County Water District

Job Description

5.L.4

CUSTOMER SERVICE REP III

Administration

Status: Non-Exempt

Salary Range: \$21.05 - \$26.59

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

Definition/Summary: Customer Service Rep III is classified as Regular Full Time, under the direction of the General Manager. This position 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, calculate monthly Yolo statement, process liens and releases as needed, maintain and add delinquent accounts to the Lake County Tax Roll, provides a monthly activities/status report to the Board of Directors and performs all other duties and special projects as assigned by the General Manager.

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

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. Must be proficient in Microsoft Word and Excel.

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 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.

5.1.5

Physical

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

Employee Signature: Date

General Manager Signature Date

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Clearlake Oaks County Water District

5.1.16

Job Description

ADMINISTRATIVE SERVICES MANAGER / BOARD SECRETARY

Administration

Status: Non-Exempt

Salary Range: \$24.87 - \$31.05

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

Definition/Summary: This position is classified as Regular Full Time. Under direction from the General Manager, the Administrative Services Manager plans, organizes, directs and reviews the administrative activities and operations for the District. Manages human resources, including but not limited to medical, dental, and vision benefits, new hire packets and requirements, workman's compensation claims, and safety training programs. Manages payroll and all payroll liabilities, (including CALPers, AFLAC, quarterlies, etc). Prepares projected District budget for new fiscal year, will facilitate accounts payables with job coding and assist the General Manager in planning, organizing, staffing and coordinating the activities of the District and provides confidential support in areas of expertise.

Duties also include writing and acquiring grants/loans through state and federally funded programs. Oversee contracts, auditing of subcontractors, disbursements, progress reports, state and federal compliance, and engineering assistance. Provides a monthly progress/status report to the Board of Directors.

In addition to the administrative and grant 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 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 business / administration experience desired. A California Notary within the first year of employment and must possess a valid California Drivers License.

Experience: Minimum of three years administrative experience, Human Resources, and payroll. Grant writing experience desired.

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Clearlake Oaks County Water District

Job Description

5.1.8

OPERATOR I

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: \$14.53 - \$18.94

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

Definition/Summaries: Under general supervision, performs a variety of maintenance, repair and operations work and performs related tasks as required. Operator I is expected to carry out maintenance and operations duties in accordance with stated operations procedures and instructions.

Makes inspections and performs preventive maintenance on sewer or water plant, pump station machinery control, and equipment; takes and records readings of gauges, meters, charts and records results in operating logs; repairs and maintains pumps, motors, generators and other equipment; makes minor electrical repairs; inspects and repairs and replaces water or sewer lines; performs plumbing and electrical, carpentry and painting tasks; operates and maintains equipment such as backhoe, trencher, loaders and sewer cleaning equipment; reports operating problems to the Operations Supervisor; adheres to State safety procedures; handles chemicals related to the water treatment or sewer plant; assists in the day to day operations of the water or wastewater systems; other duties as assigned by Chief Operator(s) or the General/Operations Manager.

Minimum Requirements:

Education: High School Graduate or equivalent.

Certifications/

Licenses: Grade I California Water Distribution Operator Certification, Grade I California Water Treatment Operator Certification or Grade I California Wastewater Operator Certification and conversion from Class C to Class B California Motor Vehicle Operators License, with air break and tank endorsement, within six (6) months of employment.

Experience: Any combination of education and experience equivalent to completion of High School and two years experience in construction, repair and maintenance of sewer and water lines, pumping stations and related facilities.

Knowledge of: Methods, materials, and equipment used in the operation and maintenance of water and/or wastewater treatment facilities or pipelines.

Ability To: Make the most efficient use of time and achieve the highest quality workmanship. Work with limited supervision; keep accurate records follow oral and written instruction; make emergency repairs within the collection and distribution systems and to District equipment; work cooperatively with others; exercise independent judgment and safety precautions; physical strength and agility are required. Ability to maintain good working relationships with fellow employees and to maintain good public relations.



Clearlake Oaks County Water District

5.2.10

Job Description

OPERATOR II

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: \$17.75 - \$22.49

Definition/Summary: Under general supervision, performs a variety of maintenance, repair and operations work and performs related tasks as required. Operator II is expected to carry out maintenance and operations duties in accordance with stated operations procedures and instructions.

Makes inspections and performs preventive maintenance on sewer or water plant, pump station machinery control, and equipment; takes and records readings of gauges, meters, charts and records results in operating logs; repairs and maintains pumps, motors, generators and other equipment; makes minor electrical repairs; inspects and repairs and replaces water or sewer lines; performs plumbing and electrical, carpentry and painting tasks; operates and maintains equipment such as backhoe, trencher, loaders and sewer cleaning equipment; reports operating problems to the Operations Supervisor; adheres to State safety procedures; handles chemicals related to the water treatment plant or sewer plant; assists in the day to day operations of the water or wastewater systems; other duties as assigned by Chief Operator(s) or the General/Operations Manager.

Minimum Requirements:

Education: High School Graduate or equivalent.

Certificates/

Licenses: Grade II California Water Distribution Operator Certification, Grade II California Water Treatment Operator Certification or Grade II California Wastewater Operator Certification and conversion from Class C to Class B California Motor Vehicle Operators License, with air break and tank endorsement, within six (6) months of employment.

Experience: Any combination of education and experience equivalent to completion of High School and two years experience in construction, repair and maintenance of sewer and water lines, pumping stations and related facilities.

Knowledge of: Methods, materials, and equipment used in the operation and maintenance of water and/or wastewater treatment facilities or pipelines.

Ability To: Make the most efficient use of time and achieve the highest quality workmanship. Work with limited supervision; keep accurate records follow oral and written instruction; make emergency repairs within the collection and distribution systems and to District equipment; work cooperatively with others; exercise independent judgment and safety precautions; physical strength and agility are required.

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5.2.11

Physical

Requirements: Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to do a Self Contained Breathing Apparatus and or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

Employee Signature: _____ Date _____

Supervisor Signature _____ Date _____

General Manager Signature _____ Date _____

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5.1.12



Clearlake Oaks County Water District

Job Description

OPERATOR III
Treatment or Distribution or Water
Status: Non-Exempt
Salary Range: \$21.05 - \$26.59

Conditions of Employment: This position is an "at will" basis, meaning you may resign at any time and that the General Manager may terminate your employment at any time, with or without cause. This position is classified as a Non-Exempt/Hourly Employee and reports directly to and receives general supervision from the Operations Manager.

Definition/Summary: Under the general supervision of the Chief Plant Operator(s)/Supervisor(s), performs skilled maintenance of the Water or Wastewater Systems and related tasks as required and assists in the supervision of Operator I and Operator II. Operator III is distinguished from Operator I and II by the degree of skill, certifications and independent judgment required; responsibility for supervising operation of equipment such as backhoe, loaders and VACCON trucks, coordinates all field staff training, serves as an advisor on various projects and issues as assigned, may represent the District at meetings or organizations as assigned, and at the request of the position operator may serve as temporary Chief Plant Operator or temporary Operations Manger and Chief Distribution Manager.

Performs the day to day controlling operations of the water or wastewater treatment plants; makes inspections and performs preventive maintenance on sewer or water treatment plant or pump station machinery, control and equipment; takes and records readings of gauges, meters, and charts, and records results in operating logs and HMI Monitoring Reports prepared with Microsoft Excel; repairs and maintains pumps, motors, generators, and other equipment, makes minor electrical repairs: inspects and repairs and replaces water or sewer lines; performs plumbing, electrical, carpentry, and painting tasks; supervises operation and maintenance of equipment such as backhoe, trucks, loaders, sewer cleaning equipment; adheres to and enforces State Safety procedures; reports operating problems to the Chief Plant Operator(s)/Supervisor(s); handles chlorine; may be assigned responsibility for mechanical repair and maintenance of vehicles-electrical equipment repair and maintenance of control panels; alarm systems, wiring, lighting; performs laboratory analysis as required; assists other departments when necessary. Other duties as assigned by Chief Operator(s) or the General/Operations Manager.

Minimum Requirements:

Education: High School Graduate or equivalent.

Certificates/

Licenses: Grade III California Water Distribution Operator Certification, Grade III California Water Treatment Operator Certification or Grade III California Wastewater Operator Certification and conversion from Class C to Class B California Motor Vehicle Operators License, with air break and tank endorsement, within six (6) months of employment.

Experience: Any combination of education and experience equivalent to completion of High School and two years experience in construction, repair and maintenance of sewer and water lines, pumping stations and related facilities. Three years as an Operator II fulfill this requirement.

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5.1.13

Knowledge of: Methods, materials, and equipment used in the operation and maintenance of water and/or wastewater treatment facilities

Ability To: Make the most efficient use of time and achieve the highest quality workmanship. Work without immediate supervision; keep records and prepare reports; follow oral and written instruction; make emergency minor treatment adjustments; repairs to equipment; work cooperatively with others; exercise independent judgment and safety precautions. Ability to maintain good working relationships with fellow employees and to maintain good public relations. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for. Must be able to take duty shifts as scheduled and respond within one (1) hour of a callout.

Physical

Requirements: Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person. The Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and/or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include physical exertion on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

Employee Signature: _____ Date _____

Supervisor Signature _____ Date _____

General Manager Signature _____ Date _____

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5.1.14



Clearlake Oaks County Water District

Job Description

LEAD DISTRIBUTION & COLLECTION OPERATOR

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: \$24.87 - \$31.05

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

Definition/Summary: Under direction of the Operations Manager, plans, coordinates, directs, and supervises a variety of construction and electrical maintenance and repair, ensures work is performed in a manner consistent with the established District goals and objectives; performs related duties as required by Operations Manager. This position is responsible for the supervision of assigned personnel and coordinates the work force through the Operations Manager as needed.

Coordinates, supervises, participates, and inspects the work of others engaged in the repair, construction and maintenance of the District's water distribution and wastewater collection systems; implements Department of Health Services guidelines and requirements related to the District's water distribution system; implements, and enforces operating and safety procedures to ensure compliance with related laws, ordinances, rules and regulations; coordinates and participates in various programs including, but not limited to, Underground Service Alert, valve operations, large meter replacement, fire hydrant operation, flow test and documentation; ensures accurate updates to system maps and record drawings; assists in staff training and development programs; participates in evaluating contractor performance and in construction contract modifications and communicates and coordinates work with other departments explains the effect of work projects to adjacent property owners; addresses developer and consumer concerns and inquiries regarding the water distribution and wastewater collection system; responds to emergency situations during scheduled and unscheduled work hours. Ensures that all assigned personnel make the most efficient use of their time. Any other duties as required by the Operations Manager.

Minimum Requirements:

Education: High School Graduate or equivalent.

Certificates/

Licenses: Grade II California Water Distribution Operator Certification. Grade II California Water Treatment or Waste Water Certifications and conversion from Class C to Class B California Motor Vehicle Operators License, with air break and tank endorsement, within six (6) months of employment.

Electrical journeyman's license highly desirable.

Experience: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Any specialized training in the construction and maintenance of water distribution and wastewater collection systems and 1 year of progressively responsible experience in the construction and maintenance of water distribution and wastewater systems.

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Knowledge of: Methods, materials, and equipment used in the repair and maintenance of water and wastewater systems; effective and efficient methods and procedures for work of water and wastewater repair and maintenance personnel; pertinent laws, codes, safety orders, and safe operating practices and procedures related to the repair and maintenance of water and wastewater systems; principles and techniques of organization; effective customer relations.

Ability To: Communicate clearly and concisely, both orally and in writing; prepare reports and keep accurate records; maintain and analyze data and information and draw logical conclusions; train and supervise employees; train personnel on procedures and regulations; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written directions; use and care of a variety of tools, materials, and equipment common to the repair and maintenance of water distribution and wastewater collection systems; plan, assign and inspect the work of assigned personnel; allocate equipment, materials, and personnel in a cost effective manner; read and interpret blueprints and building plans; meet the physical requirements established by the District. Safely operate heavy construction and repair equipment; a variety of hand and power tools, an office computer, and a variety of word processing, data management and other software applications. Ability to maintain good working relationships with fellow employees and to maintain good public relations. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for. Must be able to take duty shifts as scheduled and respond within one (1) hour of a callout.

Physical

Requirements: Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Lead Collections/Distribution Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and/or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

Employee Signature: _____ Date _____

Supervisor Signature _____ Date _____

General Manager Signature _____ Date _____

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5.1.15



Clearlake Oaks County Water District

Job Description

OPERATIONS MANAGER

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: \$30.00 – \$37.57

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

Definition/Summary: This is an administrative position which requires the ability to plan, organize, supervise and administer all aspects of water and waste water maintenance; operations; planning; regulatory compliance; budgetary and construction activities.

The Operations Manager will administer the water and waste water divisions to assure compliance with all regulatory agencies; supervise the operations and maintenance of the water, waste water and Collections/Distribution systems; administer training for water and waste water staff; prepare written and oral reports; assist in the operations and maintenance of the water and waste water facilities; develop work plans and make work assignments; establish maintenance schedules; and performs all other duties as assigned.

Develops, implements and monitors operating and maintenance procedures and recommends alterations in the water and waste water facilities and procedures to improve effectiveness and efficiency; assists in the planning and development of new facilities and equipment; recommends equipment specifications. Ensures that safe working practices are followed and directs the proper maintenance of all equipment, tools and facilities. Prepares and maintains records of facility locations, sizes, model numbers, material types, maintenance activities, performance evaluations, monitoring reports, compliance reports, laboratory tests, etc. Directs, supervises and assists in the installation of pipelines, pumps, treatment facilities and other ancillary equipment and materials used in the water and waste water divisions. Investigates malfunctions in water and waste water facilities and directs troubleshooting and repair activities. Participates in the financial and physical operations and maintenance of the all District facilities. Assists the General Manager in preparing the operating budget for the water and waste water divisions. Prepares cost estimates for maintenance and repair. Assists in the preparation of the capital budgets and capital improvement programs for the water and waste water divisions. Is expected to look for cost saving measures, including but is not limited to, projecting costs, negotiating with vendors and reviewing invoices. Prepares reports concerning water and waste water facilities. Attends and participates in meetings as a representative of the water and waste water divisions. Supervises the maintenance of an inventory of materials and equipment needed to make repairs to District property and facilities. Reviews time sheets, work orders, and related records. Supervises and controls the emergency callouts by the water and waste water division staffs. Authorizes the purchase of budgeted equipment, materials and supplies. Investigates and responds to complaints regarding the water and waste water facilities. Coordinates and administers various water and waste water programs such as backflow prevention, water conservation, and wastewater monitoring. Works evenings and weekends as required. Coordinates with and assists other County departments and divisions, as needed, in the maintenance, repair and operations of all District facilities.

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5.1.16

Minimum Requirements:

Education: High School Graduate or equivalent.

Certifications/

Licenses: Grade III California Water Distribution Operator Certification, Grade II California Water Treatment or Wastewater Operator Certification.

Experience: Minimum of six years combined work experience in both water and wastewater operations and maintenance. Minimum of three years experience as a supervisor in water and wastewater.

Knowledge of: Report writing, supervision, budget preparation, capital improvement program development, and cost estimating. Extensive knowledge of methods, equipment, processes and tools used in the operation and maintenance of water and wastewater facilities. Regulatory requirements for water and wastewater systems along with safe working procedures.

Ability To: Supervise and carry out assigned duties with minimal supervision. To operate and maintain water and wastewater facilities including, but not limited to: collection, storage, treatment, distribution, disposal, well, and laboratory facilities. Perform heavy manual labor along with conducting laboratory tests and interpret the results of laboratory tests. Operate various construction and maintenance equipment. Communicate effectively, prepare both written and oral reports and to keep complete and accurate records in a well organized fashion. Maintain good working relationships with fellow employees and to maintain good public relations, in addition to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for.

Physical

Requirements: Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires extended periods of time using near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and this position requires responding to public inquiries and complaints in a tactful and courteous manner. The Operations Manager participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and/or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting objects greater than 50lbs. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

Employee Signature: Date

General Manager Signature Date

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