

**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

October 20, 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

Counsel to the Board, Steve Nave, is on phone speaker

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
 - d. Waste Treatment Plant Operator
 - e. Operations Manager
 - f. General Manager
2. **Financial Reports for review and approval**
 - a. Sept. 2016 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable and check register
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 09-15-16
- b. Minutes of Special Meeting 09-29-16

4. Bills

- a. MC Engineering Invoice No. 1406, dated 09/30/16, in the amount of \$15,057.50, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1408, dated 09/30/16, in the amount of \$35,886.53, 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 update of CSA 16 Annexation progress

Action Taken: _____

6. Agenda (New Business)

- a. Annual evaluation of General Manager, General Manager has requested evaluation be held in Open Session

Action Taken: _____

- b. Discussion and consideration of General Manager taking vacation the week of October 31st through November 4th

Action Taken: _____

- c. Discussion and consideration of paying for General Manager's private health insurance in-lieu of District issued health insurance

Action Taken: _____

- d. Discussion and consideration of Consumer Claim for 13823 Lemon Circle

Action Taken: _____

- e. Discussion and consideration of approving Resolution 16-11 for adoption of an additional deferred compensation plan that is strictly employee funded, no expense to the District

Action Taken: _____

- f. Discussion and consideration of approving Resolution 16-12 to amend the Employee Handbook

Action Taken: _____

- g. Discussion and consideration of payment of \$17,266.40 for Geo-Technical Report, to be paid out of CRP-S account

Action Taken: _____

- h. Discussion and update of spill at BSG

Action Taken: _____

Adjournment

Time: _____

Clearlake Oaks County Water District
Administrative Services Manager
October 20, 2016

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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 86% complete as of the end of September, with status report attached.
- **State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study** **Amount Requested: \$299,640.** MC Engineering is approx 51% complete, and we are at 39% 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.
- **Third Quarter** Reports for payroll have been completed and sent to IRS and the State of California, along with third quarter report sent to Guy Childs regarding the CAO.
- **Yearend** is here and Admin staff will be preparing for annual audit

Respectfully submitted,
Dianna Mann

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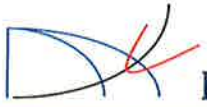
Report Date: October 6, 2016

RE: CLOCWD Water Planning Grant Project Monthly Status Update and Projected Tasks

Billing Period: September, 2016

I. Project Status Update and Work Accomplished to Date

- Work during July included items under Task A, 1.1, 1.5, 2.1, 2.2, 2.3, 3.1, 3.2, 3.4, 4.1, 4.2, 4.3 and 5.1. These are addressed separately below.
- Task A related work included invoicing, summary reporting and workshop and meeting preparation
- Task 1.1 related work included collecting additional operating data for the WTP related to water quality issues
- Task 1.5 related work included minor adjustments to the base water distribution system maps
- Task 2.1 related work included on-going review of DBP mitigation issues including addressing potential aeration systems and other mitigating options for DBP control
- Task 2.2 related work completed in September included:
 - Continued to review and compiled model results and incorporated them into an overall matrix aimed at ranking deficiencies and estimating costs for pipe replacement based on a prioritized list
 - Additional hand calculations to approximate conditions that were not modeled with the hydraulic model
 - Meetings with CLOCWD staff and GM to review ranking criteria developed based on model results and hand calculations
- Task 2.3 related work completed in September included:
 - Adjusted maps depicting deficiencies based on comments from review meeting with District staff and GM and adjusted costs
- Task 3.4 related work completed in September included:
 - Re-allocated costs for prioritizing pipe replacements and evaluated cost/benefit analysis of all projects collectively based on staff and GM input in order to prioritize initial phase and long-term projects
- Task 4.1 related work completed in September t included:
 - Developed additional costs for PAX treatment system, clearwell and tank rehab, and other maintenance related items. Met with Suez to review their tank analysis and associated rehab costs and DBP mitigation strategies
- Task 4.2 related work completed in September included:
 - Continued compiling various sections or report based on prior technical memos and reviewed draft WMP report
 - Re-drafted tank and booster sites to depict buildings rather than shade structures per staff review comments. Developed building floor plans, elevations, and revised site plan showing welded rather than bolted tanks at each new tank site.
 - Continued coordinating with vendors that supply DBP tank aeration systems (PAX) and included recommendations for installing mitigation at tank sites
- Task 4.3 related work completed in September included:
 - Coordinated with environmental consultant and supplied them with various information needed for the CEQA and NEPA updates
- Task 5.1 related work completed in September included:
 - Continued work 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
This Invoice: \$35,886.53
Cost to Date: \$343,466.64
Cost to Complete: \$56,533.36

II. Projected Tasks for July, 2016

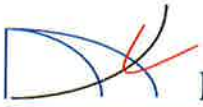
- Submit rough draft report incorporating all work to date
- Additional work with Hydros Consulting related to identifying more details regarding post ozonation and acid feed system to refine these costs in more detail
- Refine and finalize initial cost estimates and incorporate into Sections 6 and 7 of the project report
- Continue to coordinate 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 main replacement program and related costs based on prioritization from staff and GM
- Support environmental consultant
- Modify main replacement costs as needed based on District review of all costs in early September
- Prepare final draft report and recommended CIP program
- Present draft report to staff



Report Date: October 6, 2016

RE: CLOCWD SWRCD Wastewater Reclamation Study Planning Grant Status Report

- 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 2.2 , 2.3, 2.4, 4.1, 4.2, 5.1, 5.2, 6.3, 6.5, and 6.7. Specific work associated with these tasks is summarized below:
- Project Management and Administration included invoicing reporting, meeting attendance and coordination
 - Tasks 2.2, Process Analysis and Lab Testing: Analyzed alternative plant loading based on number of paid connections versus population projections. Prepared new table of projected loadings for review by process engineer and additional modeling of higher projected loadings.
 - Task 2.3, Process Data Collection, Analysis and Modeling: Reviewed new model results provided by Stantec based on higher loading rates recommended by Dave Pivetti of EDEA subsequent to his review of TM 1.
 - Task 3.1, Prepare Equipment Inventory: Researched existing equipment at polishing clarifiers (proposed sludge storage basins), drying beds, and related instrumentation and control based on CH2M Hill SCADA design.
 - Task 4.1, Unit Process Deficiencies: Reviewed existing ponds and related options for conveying flows back to oxidation ditch.
 - Task 4.2, Prepare Deficiency Report and related recommendations: Incorporated deficiencies of beds and related plant facilities into a separate TM (TM 1) and submitted to CLOCWD staff for review.
 - Task 5.1, Cost Estimating: Revised costs for various Phase I improvements and developed a list of bid alternatives. Prepared a brief summary of TM 1 and TM 2 in the context of initial USDA funded project.
 - Task 5.2, Draft Report: Prepared TM 1 and submitted to CLOCWD to define proposed clarifier and related Phase I facilities.
 - Task 6.3, Additional Process Analysis: Revised plant solids loads and included in TM 1.
 - Task 6.5, Alternatives Analysis: Investigated options for future filtration needs including Dynasand filters and Aqua Aerobics cloth filters.
 - Task 6.7, Implementation and Operational Plans: Coordinated with RWQCB and investigated potential requirements for new ROWD based on letter from RWQCB.
 - See USDA Monthly Summary Report for additional detail.
- II. Budget Status Update**
Total Budget: \$299,640.00
This Invoice: \$15,057.50
Cost to Date: \$151,466.11
Cost to Complete: \$148,173.89
- III. Projected Tasks for October, 2016**
- Prioritize projects based on budget for proposed phase I plant improvements after proposed meeting with staff to solicit input on TM 1
 - Revise cost estimates for phase I plant improvements as needed based on staff input
 - Continue to investigate filtration and disinfection alternatives
 - Continue to develop site plan for future process needs for full Title 22 reclamation (filtration and disinfection)



- Solicit input from Shannon Ranch for offsite storage and reclamation sites
- 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
- Investigate implications of possible new ROWD with RWQCB

Report Date: October 10, 2016

RE: CLOCWD USDA Wastewater Facility Improvements Project Monthly Status Update and Projected Tasks
Billing Period: September, 2016

I. Project Status Update

- Minor modifications to pre-design for lift stations
- Received and reviewed proposal from EDEA for SCADA and electrical needs at WWTP and Lift Stations
- Provided additional support for Lift Station 10 pump replacements
- Updated anticipated costs for lift station improvements
- Finalized TM 1 related to WWTP improvements
- Completed summary predesign report/TM incorporating TM 1 and TM 2 and related cost estimates
- Submitted summary TM of costs to GM for review
- Solicited, received, and reviewed proposal from RGH for geotechnical report to be completed as Additional Services
- 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.

II. Budget Status Update

Total Budget: \$710,847

This Invoice: \$1,254.18

Cost to Date: \$96,437.82 (note that this includes the \$20,822.00 for the original PER)

Cost to Complete: \$614,409.18

III. Projected Tasks for October

- Meet and review overall USDA budget and project priority list with District staff
- Finalize MC Engineering design proposal based on staff feedback
- Revise priority project list and costs as directed by CLOCWD
- Provide Notice to Proceed for geotechnical consultant to prepare geotechnical report
- Begin design of proposed lift station and WWTP improvements

**Clearlake Oaks County Water District
Customer Service Report**

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October 13, 2016

To: Clearlake Oaks County Water District, Board of Directors

From: Magen Estep, Customer Service Rep III

RE: October 2016 Meeting Update

As this is my first week back I am getting brought up to speed on the last few months. Mary and Rachel did a great job in my absence.

Upcoming: We will be working on getting liens and releases up to date along with getting our over 120 aging down.

Other: Bulk water has become more of a demand in the last two years. With this we are seeing higher foot traffic in the office and increased administrative tracking. The procedures, location and cost of this service will need to be reviewed before early spring to insure we are prepared for the next rush.

Magen Estep
Customer Service Rep III

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Clearlake Oaks County Water District

12952 East Highway 20, P.O. Box 709
Clearlake Oaks, CA 95423
(707) 998-4758 Phone (707) 998-1245 Fax
www.clocwd.org website f.trujillo@clocwd.org e-mail

This is a brief report of notable events for the month of September, 2016

A Plant Report to SWRCB was completed, and was sent to Amy Little @ SWRCB via EDT on October 3, 2016. A copy was filed at the water plant

Water produced in the month of September 2016 was 20.122 mg; at this time last year the production was 17.660 mg. This month's production is 2.462 mg higher than last year, or a 13.5% increase in production.

Our chemical consumption for this period was 6% over last year. Primarily due to less an increase in our coagulant dosage both primary and coagulant aid. Some of this can be attributed to lake conditions but the main reason is the significant increase in production. There is still the issue of a leak at the west end of the district that has not been located. High chlorine residuals and low DBP levels at sampling site #1 verify this.

As of this month as per Dan's suggestion we will be including an inventory of the chemical values of the inventory that we have on a month to month basis.

9800 Primary Couagulant	\$8403.68
9890 Coagulant Aid	\$1651.2
Zinc Corrosion Control	\$3851
NaOCl. Disinfection	\$1,436.4
Total value	\$15342.28

There are no other issues that come to mind at this time.

Thank you,



Frank Trujillo, Chief Operator

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CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
OCTOBER 2016

Reporting Period: September, 2016
From: Pam Parker, Supervisor/Lead Plant Operator WWTP

To: Clearlake Oaks County Water District Board of Directors

October 11, 2016

Influent flows to the Wastewater Treatment Plant averaged 289,000 gallons per day in the month of September. With the daily recordings, the current lake level is 1.29 feet at the Rumsey Gauge. We received no rain and the average lake level was 1.96 feet at the Rumsey Gauge, however September 2015; the monthly average was 1.10 feet at Rumsey.

I have sampled and received results for the annual Pond 1&2 sludge. I have also updated my permit for disposal with Potrero Hills Landfill. We started the hauling of the bio-solids in September with 9 transfers going out, and October we are scheduled to send 6 more this week. I estimate 2 more should finish this year's disposal.

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

Thank you,
Pam Parker
Supervisor/Lead Operator



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Clearlake Oaks County Water District

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

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October 14, 2016

Dear Board of Directors,

I have plenty of good news this month.

Lift Station 10 is back up and running with new pumps, gate valves & check valves. We narrowly avoided a 3rd spill by checking the lift station twice a day with the old equipment due to the incredible amount of ragging coming from Orchard Shores and Lake Village Estates. With the new pumps the ragging should not be such an issue but ideally we would like to see no ragging seeing as it is also hard for the waste plant to deal with. I expect many years of trouble free service with the update at LS10

Shady tank also received an update. South Port Controls was brought in to tie the onsite Water Meter with the Variable Frequency Drive and make them controllable from the plant. This was done for a few reasons.

Shady used to use a manual valve to control flow it was throttled back to approximately 200 GPM but the pump was running at 100% when shady was revamped a few years ago a VFD was installed to help replace an antiquated flow valve

The biggest reason was savings, by not running the pump at maximum, there will be cost savings from the electrical stand point

The next reason is fire flows, if there were to be a situation on the west end we can now remotely change the settings at Shady and fill Konocti tank at approximately 500GPM.

This is done by ramping up the drive.

While I was at the Wine Country Water Works event a few months ago I talked with a company that makes repairs to redwood tanks. I contacted them afterwards and as of 10/13 a considerable leak at Cerrito has been corrected. This was a difficult leak due to the location. It was under the tank almost in the center, not a location that was safe for an operator to be in with 100,000 gallons of water on top of them. Aqua-Tech was able to dive the tank and make two repairs for a very reasonable cost. The repair was noticed immediately on the trends, and appears to be money well spent.

There was a small main break in Venus Village in the early hours of 10/7 that resulted in a boil water notice that was lifted on 10/10. It would have been lifted on 10/9 had the lab been open.

There were no sewer spills to report since the last board meeting.

Jason Mitchell

Mary Margaret
Medeiros
President

Karl Hosier
Vice President

Judith Heeszal
Director

Dena Barron
Director

Richard Kuehn
Director

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October 10, 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 has returned part time.

Water Plant Generator:

- The new generator is in place and Coastal Mountain has performed the electrical connections.
- The only remaining item is hooking up the safety shutoff in case the diesel tank ruptures, which has to be done by the supplier per the warranty. We are scheduling that final work.
- We have another 5 months to test the generator before filing for our final permit with the Air Board.

WWTP Generator:

- The operating permit has been renewed by the Air Board.

Lift Stations:

- **Re 10**
 - The repairs and installation of new pumps has been completed.

Sidewalks:

- Despite several calls to the County, as of the date of this letter we have still not been advised whether our suggested resolution of using dragon's teeth to eliminate infrastructure conflicts for the south side has been accepted.

Backflows:

- No change since last month. MC's memo of August 9 was provided suggesting we include it with the meters in one grant. The current estimated cost of the backflow program is \$708,606.

Solar:

- Pursuing review of the contract and obtaining an opinion letter.

Alan Gardner, GM

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Revenue Totals Through September 2016

	2015-2016		Water		Sewer		Total		2016											
	2015-2016	2016-2017	2015	2016	2015	2016	2015	2016	Jan	Feb	March	April	May	June	YTD Totals					
Water	101,427.67	85,414.28	85,414.28	87,354.62	81,183.77	84,563.69	85,509.06	76,112.73	83,858.14	81,316.19	77,600.12	86,101.06	86,101.06							
Water CRP	3,226.85	1,873.63	1,873.63	1,948.9	1,956.25	2,084.02	1,935.26	1,904.638	2,132.068	1,973.901	1,990.93	2,090.08	2,090.08							
Water Penalty	27,960.05	1,778.13	1,778.13	2,586.1	2,406.41	2,290.32	3,025.67	2,254.69	2,841.63	2,602.07	1,684.84	2,784.03	2,784.03							
Water CRP Penalty	0	903.09	903.09	1,159.82	1,102.34	736.32	762.21	655.56	640.15	600.47	523.68	844.22	844.22							
Water Misc	361.29	3,078.86	3,078.86	4,746.88	2,738.52	3,732.85	5,465.33	3,856.24	3,008.13	2,976.13	5,259.64	4,042.42	4,042.42							
Water Redist	-9,448.87	-8,252.91	-8,252.91	-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	-9,930.58							
Water Int	0	0	0	0	0	0	0	0	0	0	0	0.14	0.14							
Water Total	\$101,613.99	\$102,498.43	\$102,498.43	\$105,918.86	\$98,602.58	\$105,605.50	\$105,940.56	\$93,092.84	\$102,885.02	\$98,736.29	\$96,645.92	104,750.37	104,750.37		\$1,219,070.87					
Sewer	81,702.36	78,946.88	74,837.51	74,837.51	75,990.93	80,728.73	74,685.69	74,482.07	81,084.73	77,162.07	75,459.82	81,546.3	81,546.3							
Sewer Surchg	1,653.84	460.98	1,411.11	23.96	0.36	0	40.44	7.57	0	42	0	10.7	10.7							
Sewer CRP	293,687	1,664,63	1,982,615	1,970,368	2,034,255	2,193,305	1,936,411	2,036,695	2,162,186	2,036,824	2,101,101	2,154,618	2,154,618							
Sewer Penalty	320.73	180.33	230	335.19	401.9	363.71	314.69	384.86	263.71	404.71	247.35	371.55	371.55							
Swr Surchg Penalty	670	250	20	20	0	0	0	0	0	0	0	15	15							
Sewer CRP Penalty	0	80.88	123.19	269.17	334.5	233.56	217.48	252.4	159.58	222	119.39	225.67	225.67							
Sewer Misc	0	0	0	0	0	0	0	0	100	0	1941	100	100							
Sewer Int	0	0	0	0	0	0	0	0	0	0	0	0.19	0.19							
Sewer Surchg Int	0	0	0	0	0	0	0	0	0	0	0	0	0							
Sewer Redist	-159.9	-113.28	-113.28	-53.3	-53.35	-58.3	-54.42	-53.3	-53.3	-89.72	-80.28	-106.6	-106.6							
Sewer Total	\$87,123.90	\$96,448.42	\$96,648.48	\$95,136.21	\$97,016.89	\$103,220.75	\$94,567.99	\$95,440.55	\$103,176.58	\$101,751.69	\$98,698.29	103,708.99	103,708.99		\$1,172,938.74					
Total Revenue	\$188,737.89	\$199,228.93	\$199,146.91	\$201,055.07	\$195,619.47	\$208,826.25	\$200,508.55	\$188,533.39	\$206,061.60	\$200,487.98	\$195,344.21	\$208,459.36	\$208,459.36		\$2,392,009.61					

	2016-2017		Water		Sewer		Total		2017											
	2016-2017	2017-2018	2016	2017	2016	2017	2016	2017	Jan	Feb	March	April	May	June	YTD Totals					
Water	8521.84	9,728.57	8,952.88	9,728.57	8,952.88	9,728.57	8,952.88	9,728.57	8,952.88	9,728.57	8,952.88	9,728.57	8,952.88	8,952.88	8,952.88					
Water CRP	1,950.675	2,497.716	2,156.479	2,497.716	2,156.479	2,497.716	2,156.479	2,497.716	2,156.479	2,497.716	2,156.479	2,497.716	2,156.479	2,156.479	2,156.479					
Water Penalty	2,275.45	1,665.53	1,451.04	1,665.53	1,451.04	1,665.53	1,451.04	1,665.53	1,451.04	1,665.53	1,451.04	1,665.53	1,451.04	1,451.04	1,451.04					
Water CRP Penalty	897.84	1,690.66	941.11	1,690.66	941.11	1,690.66	941.11	1,690.66	941.11	1,690.66	941.11	1,690.66	941.11	941.11	941.11					
Water Misc	2,612.44	3,355.4	2,574.44	3,355.4	2,574.44	3,355.4	2,574.44	3,355.4	2,574.44	3,355.4	2,574.44	3,355.4	2,574.44	2,574.44	2,574.44					
Water Redist	-8,700.79	-8,900.66	-8,470.72	-8,900.66	-8,470.72	-8,900.66	-8,470.72	-8,900.66	-8,470.72	-8,900.66	-8,470.72	-8,900.66	-8,470.72	-8,470.72	-8,470.72					
Water Int	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Water Total	\$101,810.53	\$120,416.66	\$107,589.46	\$120,416.66	\$107,589.46	\$120,416.66	\$107,589.46	\$120,416.66	\$107,589.46	\$120,416.66	\$107,589.46	\$120,416.66	\$107,589.46	\$107,589.46	\$1,219,070.87					
Sewer	7,404.304	8,353.43	7,723.78	8,353.43	7,723.78	8,353.43	7,723.78	8,353.43	7,723.78	8,353.43	7,723.78	8,353.43	7,723.78	7,723.78	7,723.78					
Sewer Surchg	3.75	0	7.13	0	7.13	0	7.13	0	7.13	0	7.13	0	7.13	7.13	7.13					
Sewer CRP	1,970.87	2,578.85	2,362.412	2,578.85	2,362.412	2,578.85	2,362.412	2,578.85	2,362.412	2,578.85	2,362.412	2,578.85	2,362.412	2,362.412	2,362.412					
Sewer Penalty	257.96	1,93.37	1,113.37	1,93.37	1,113.37	1,93.37	1,113.37	1,93.37	1,113.37	1,93.37	1,113.37	1,93.37	1,113.37	1,113.37	1,113.37					
Swr Surchg Penalty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Sewer CRP Penalty	212.24	327.74	339.52	327.74	339.52	327.74	339.52	327.74	339.52	327.74	339.52	327.74	339.52	339.52	339.52					
Sewer Misc	210	200	0	200	0	200	0	200	0	200	0	200	0	200	200					
Sewer Int	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Sewer Surchg Int	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Sewer Redist	-113.12	-113.12	-66.92	-113.12	-66.92	-113.12	-66.92	-113.12	-66.92	-113.12	-66.92	-113.12	-66.92	-66.92	-66.92					
Sewer Total	\$94,322.57	\$109,928.27	\$102,249.00	\$109,928.27	\$102,249.00	\$109,928.27	\$102,249.00	\$109,928.27	\$102,249.00	\$109,928.27	\$102,249.00	\$109,928.27	\$102,249.00	\$102,249.00	\$1,219,070.87					
Total Revenue	\$196,133.10	\$230,344.93	\$209,838.46	\$230,344.93	\$209,838.46	\$230,344.93	\$209,838.46	\$230,344.93	\$209,838.46	\$230,344.93	\$209,838.46	\$230,344.93	\$209,838.46	\$209,838.46	\$2,392,009.61					

2.a

\$306,499.84
\$636,316.49

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9:30 AM
10/12/16
Accrual Basis

Clearlake Oaks County Water District
Summary Balance Sheet
As of September 30, 2016

2.a.1

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	1,051,796.48
Other Current Assets	662,241.00
Total Current Assets	<u>1,714,037.48</u>
Fixed Assets	6,112,308.89
TOTAL ASSETS	<u><u>7,826,346.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	101,976.54
Credit Cards	-0.12
Other Current Liabilities	155,155.69
Total Current Liabilities	<u>257,132.11</u>
Total Liabilities	257,132.11
Equity	7,569,214.26
TOTAL LIABILITIES & EQUITY	<u><u>7,826,346.37</u></u>

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Clearlake Oaks County Water District
Balance Sheet
 As of September 30, 2016

2,912

	Sep 30, 16
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 CHECKIN...	80,413.72
102.02 · WAB SAVINGS - CRP WATER	237,699.10
102.03 · WAB SAVINGS - CRP SEWER	252,141.15
Total Checking/Savings	1,051,796.48
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	1,714,037.48
Fixed Assets	
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)	1,851,100.60
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	1,851,100.60
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	46,264.48
Total 124.30 · Lift Stations	112,306.71
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)	3,254,270.29
125 · Land	278,470.00
129 · ALLOW. FOR DEPRECIATION	-7,747,170.00
Total Fixed Assets	6,112,308.89
TOTAL ASSETS	7,826,346.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	101,976.54
Total Accounts Payable	101,976.54
Credit Cards	
210 · Cal Card	
210.05 · Cal Card - Dan - 4075	-0.12
Total 210 · Cal Card	-0.12
Total Credit Cards	-0.12

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9:31 AM

10/12/16

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of September 30, 2016

2.9.3

	<u>Sep 30, 16</u>
Other Current Liabilities	
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become available to...	60,000.00
280.01 · Kansas State Bk - VACON	35,116.08
280.03 · Kansas State Bk - Camera Traile	20,832.53
Total 280 · Loan	<u>115,948.61</u>
221 · Health Ins - EE Portion	-9,871.50
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 SHE...	1,232.67
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-1,232.67
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	<u>0.00</u>
223.40 · ACCRUED PAYROLL (ACCRUED PAYROLL - WAS 2097105)	2,051.10
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WAS 20...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX WIT...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WITHHOLD...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS 2097...	-24.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS CO-...	-1,162.49
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WAS 209...	1,146.12
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYEE B...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued...	979.90
Total Other Current Liabilities	<u>155,155.69</u>
Total Current Liabilities	<u>257,132.11</u>
Total Liabilities	257,132.11
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this account. T...	328,889.15
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/3...	1,085,299.93
Net Income	145,309.57
Total Equity	<u>7,569,214.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,826,346.37</u></u>

Clearlake Oaks County Water District

10/12/16

Profit and Loss

Accrual Basis

July 2016 through September 2016

2.9.4

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income						
Income						
410 · Client Reg Pmt	0.00	0.00	223,198.31	271,037.67	494,235.98	494,235.98
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	2,251.94	7,677.10	9,929.04	9,929.04
440 · Misc Revenue	180.96	0.00	0.00	7,284.10	7,465.06	7,465.06
450 · Other - Non S/W Rev	0.00	0.00	11,281.19	26,351.34	37,632.53	37,632.53
Total Income	180.96	0.00	238,627.44	314,023.21	552,831.61	552,831.61
Total Income	180.96	0.00	238,627.44	314,023.21	552,831.61	552,831.61
Gross Profit	180.96	0.00	238,627.44	314,023.21	552,831.61	552,831.61
Expense						
Salaries & EE Benefits						
505 · Salaries & Wages	85,205.91	16,737.95	43,629.49	31,567.29	177,140.64	177,140.64
510 · Contract Labor	0.00	0.00	2,000.00	0.00	2,000.00	2,000.00
520 · FICA - District Share	6,345.86	1,269.30	3,191.65	2,395.61	13,202.42	13,202.42
530 · Medical Ins - Dist Share	19,075.71	2,186.01	11,197.69	4,372.02	36,831.43	36,831.43
540 · PERS - District Share	7,664.57	555.96	2,204.94	3,005.33	13,430.80	13,430.80
550 · Unemployment	1,301.97	0.00	0.00	0.00	1,301.97	1,301.97
560 · Workers Comp Ins	1,906.12	1,296.67	3,387.48	3,426.40	10,016.67	10,016.67
Total Salaries & EE Benefits	121,500.14	22,045.89	65,611.25	44,766.65	253,923.93	253,923.93
Services & Supplies						
610 · Bank Fees	94.00	0.00	0.00	0.00	94.00	94.00
620 · Communications & Internet	1,376.12	0.00	814.95	784.63	2,975.70	2,975.70
625 · Equip - Field (\$300-\$4999)	0.00	0.00	857.70	0.00	857.70	857.70
630 · Equip - Office	75.51	0.00	14.36	0.00	89.87	89.87
640 · Fuel & Oil	0.00	1,471.63	86.03	2,209.89	3,767.55	3,767.55
645 · Insurance	0.00	0.00	25,660.80	25,660.80	51,321.60	51,321.60
650 · Interest	0.00	211.26	0.00	-23.33	187.93	187.93
657 · Lab	0.00	0.00	4,200.47	4,461.56	8,662.03	8,662.03
660 · Memberships & Subscription	170.39	0.00	0.00	0.00	170.39	170.39
665 · Mileage Reimb	704.92	167.94	0.00	0.00	872.86	872.86
670 · Postage & Shipping	2,229.50	1.20	7.30	0.00	2,238.00	2,238.00
675 · Professional Services	14,769.11	0.00	1,167.76	1,155.60	17,092.47	17,092.47
685 · Rents	1,539.65	0.00	0.00	0.00	1,539.65	1,539.65
690 · Safety & Security	451.00	332.06	1,920.52	10,310.41	13,013.99	13,013.99
700 · Tools & Instruments	0.00	64.26	594.79	2,076.48	2,735.53	2,735.53
703 · Supplies - Clothing & Personal	289.00	537.18	305.55	203.70	1,335.43	1,335.43
705 · Supplies - Office	1,673.67	0.00	187.63	686.72	2,548.02	2,548.02
715 · Supplies-Chemicals-Operating	0.00	0.00	16,382.07	3,730.68	20,112.75	20,112.75
720 · Supplies - Inventory - Other	0.00	2,029.13	3,502.17	2,894.25	8,425.55	8,425.55
730 · Taxes - Licenses	0.00	0.00	460.00	105.00	565.00	565.00
735 · Training (Classes, books, etc)	0.00	385.00	430.00	0.00	815.00	815.00
745 · Travel / Lodging	0.00	251.53	210.57	0.00	462.10	462.10
750 · Utilities	1,601.19	0.00	17,471.05	36,644.63	55,716.87	55,716.87
760 · Waste Disposal	108.52	0.00	11,731.66	0.00	11,840.18	11,840.18
795 · Yolo Co	0.00	0.00	0.00	12,581.66	12,581.66	12,581.66
Total Services & Supplies	25,082.58	5,451.19	86,005.38	103,482.68	220,021.83	220,021.83
Repairs & Replacement						
810 · R&R Buildings & Grounds	786.00	0.00	258.10	3,584.47	4,628.57	4,628.57
830 · R&R Equipment	0.00	0.00	3,707.94	430.65	4,138.59	4,138.59
840 · R&R Vehicles	100.46	2.58	234.51	1,848.46	2,186.01	2,186.01
Total Repairs & Replacement	886.46	2.58	4,200.55	5,863.58	10,953.17	10,953.17
Total Expense	147,469.18	27,499.66	155,817.18	154,112.91	484,898.93	484,898.93
Net Income	-147,288.22	-27,499.66	82,810.26	159,910.30	67,932.68	67,932.68

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Clearlake Oaks Co Water District
APPROVED BUDGET 2016-2017

2.9.5

Target % > **25%**

Thru End of September 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	266,781	314,023	29%	969,433	242,358	238,627	25%
Total Operating Expenses	906,028	226,507	241,601	27%	948,617	237,154	243,303	26%
Operating Balance (loss)	161,094	40,273	72,422		20,816	5,204	(4,676)	
420 Connection Rev			1,673				1,896	
435 Loan/Grant Rev			-				-	
450 Other - Non S/W Rev	96,000	24,000	26,351	27%	85,000	21,250	11,281	13%
Depreciation Exp	194,168	48,542	48,542	25%	135,786	33,947	-	0%
Net Change In Net Position (loss)	62,926	15,731	51,904		(29,970)	(7,492)	8,501	

Current Revenue Notes:

WestAmer Op	\$	189,669
WestAmer CRP		497,283
LAIF		481,143
Total	\$	1,168,094

Past Revenue Notes

450-W \$11,491.27 from Tax Roll, and \$14,117.91 from tower lease

450-S \$11,281 from Tax Roll

440-W Bulk Water Sales

Thru End of September 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	259,281	271,038	26%	955,933	238,983	223,198	23%
430 Penalty & Interest	30,000	7,500	7,677	26%	13,500	3,375	2,252	17%
440 Misc	0	0	7,284	72840000%	0	0	-	0%
Total Revenue >	1,067,122	266,781	285,999	27%	969,433	242,358	225,450	23%

Thru End of September 2016 Operating Expenses	Budget				Actual			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	337,881	84,470	82,539	24%	364,297	91,074	94,602	26%
510 Contracted Labor	-	-	-	0%	28,000	7,000	2,000	7%
520 FICA - District Share	28,024	7,006	6,204	22%	29,977	7,494	7,000	23%
530 Medical Ins - District Share	65,762	16,440	15,003	23%	94,430	23,607	21,829	23%
540 PERS - District Share	36,003	9,001	7,116	20%	29,324	7,331	6,316	22%
550 Unemployment	6,000	1,500	651	11%	6,000	1,500	651	11%
560 Workers Comp Ins	17,599	4,400	5,027	29%	15,288	3,822	4,988	33%

Salaries and Employee Benefits > 491,268 122,817 116,539 24% 567,317 141,829 137,385 24%

605 Advertising	125	31	-	0%	125	31	-	0%
610 Bank Fees	2,810	703	47	2%	2,800	700	47	2%
620 Communications & Internet	5,650	1,413	1,473	26%	4,650	1,163	1,503	32%
622 Board Exp	250	63	-	0%	250	63	-	0%
625 Equip - Field (\$300-\$4999)	1,250	313	-	0%	3,250	813	856	26%
630 Equip - Office	850	213	38	4%	1,350	338	52	4%

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2.a.6

640	Fuel & Oil	14,000	3,500	2,946	21%	2,250	563	822	37%
645	Insurance	38,500	9,625	25,661	67%	38,500	9,625	25,661	67%
650	Interest	1,175	294	83	7%	1,925	481	106	5%
657	Lab	16,000	4,000	4,462	28%	21,000	5,250	4,200	20%
660	Memberships & Subscriptions	28,450	7,113	85	0%	5,450	1,363	85	2%
665	Mileage Reimb	1,500	375	437	29%	1,500	375	437	29%
670	Postage & Shipping	4,825	1,206	1,116	23%	4,775	1,194	1,123	24%
675	Professional Services	35,000	8,750	8,541	24%	23,000	5,750	8,553	37%
685	Rents	5,950	1,488	770	13%	3,950	988	770	19%
690	Safety & Security	3,075	769	10,703	348%	9,075	2,269	2,313	25%
700	Tools & Instruments	3,875	969	2,109	54%	4,875	1,219	627	13%
703	Supplies - Clothing & Personal	1,200	300	617	51%	1,700	425	719	42%
705	Supplies - Office	3,225	806	1,524	47%	3,825	956	1,025	27%
715	Treatment Chemicals	47,000	11,750	3,731	8%	65,000	16,250	16,382	25%
720	Supplies - Operating - Other	11,525	2,881	3,909	34%	11,525	2,881	4,517	39%
730	Taxes - Licenses	1,750	438	105	6%	2,550	638	460	18%
735	Training	4,250	1,063	193	5%	4,250	1,063	623	15%
745	Travel	2,750	688	126	5%	2,250	563	337	15%
750	Utilities	112,600	28,150	37,446	33%	72,600	18,150	18,272	25%
760	Waste Disposal	550	138	55	10%	60,250	15,063	11,787	20%
795	Yolo Co	42,000	10,500	12,582	30%				
799	Misc	5,375	1,344	-	0%	5,375	1,344	-	0%
	Services and Supplies >	395,510	98,878	118,755	30%	358,050	89,513	101,273	28%
810	R&R Buildings & Grounds	7,000	1,750	3,977	57%	7,000	1,750	651	9%
815	R & R Damage Claims	5,000	1,250	-	0%	5,000	1,250	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	500	431	22%	6,000	1,500	3,708	62%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	5,250	1,313	1,900	36%	5,250	1,313	287	5%
	Repairs & Replacement >	19,250	4,813	6,308	33%	23,250	5,813	4,646	20%
	Total Expenses >	906,028	226,507	241,601	27%	948,617	237,154	243,303	26%

Administration - Budget Variance Report Jul 2016

Target % > **25.0%**

2.9.7

Thru End of September 2016		2016 - 2017 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	365,469	91,367	85,206	23.3%	280,263	
510 Contracted Labor	-	-	-		-	
520 FICA - District Share	30,241	7,560	6,346	21.0%	23,895	
530 Medical Ins - District Share	74,799	18,700	19,076	25.5%	55,723	
540 PERS - District Share	37,160	9,290	7,665	20.6%	29,495	
550 Unemployment	12,000	3,000	1,302	10.9%	10,698	
560 Workers Comp Ins	10,415	2,604	1,906	18.3%	8,509	
Salaries and Employee Benefits >	530,085	132,521	121,501	22.9%	408,584	
605 Advertising	250	63	-	0.0%	250	
610 Bank Fees	5,600	1,400	94	1.7%	5,506	
620 Communications & Internet	3,300	825	1,376	41.7%	1,924	
622 Board Exp	500	125	-	0.0%	500	
625 Equip - Field (up to \$4999)	0	0	-	0.0%	0	
630 Equip - Office	700	175	76	10.9%	624	
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	225	170	18.9%	730	
665 Mileage Reimb	2,000	500	705	35.3%	1,295	
670 Postage & Shipping	9,400	2,350	2,230	23.7%	7,170	
675 Professional Services (Legal, IT, etc)	20,000	5,000	14,769	73.8%	5,231	
685 Rents	7,400	1,850	1,540	20.8%	5,860	
690 Safety & Security (boots)	2,000	500	451	22.6%	1,549	
700 Tools & Instruments	0	0	-	0.0%	0	
703 Supplies - Clothing & Personal	400	100	289	72.3%	111	
705 Supplies - Office	5,000	1,250	1,674	33.5%	3,326	
715 Treatment Chemicals	-	-	-	0.0%	-	
720 Supplies - Operating - Other	50	13	-	0.0%	50	
730 Taxes - Licenses	0	0	-	0.0%	0	
735 Training (Classes, books)	2,500	625	-	0.0%	2,500	
745 Travel / Lodging	2,500	625	-	0.0%	2,500	
750 Utilities	5,200	1,300	1,601	30.8%	3,599	
760 Waste Disposal	500	125	109	21.8%	391	
795 Yolo Co	0	0	-	0.0%	0	
799 Misc	500	125	-	0.0%	500	
Services and Supplies >	68,700	17,175	25,084	36.5%	43,616	
810 R&R Buildings & Grounds	4,000	1,000	786	19.7%	3,214	
815 R & R Damage Claims	0	0	-	0.0%	0	
820 R&R Lift Stations	-	-	-	0.0%	-	
830 R&R Equipment	2,000	500	-	0.0%	2,000	
832 R&R Mains/Service Lines	0	0	-	0.0%	0	
840 R&R Vehicles (\$2k/vehicle)	2,500	625	100	4.0%	2,400	
Repairs & Replacement >	8,500	2,125	886	10.4%	7,614	
Total Expenses >	607,285	151,821	147,471	24.3%	459,814	

Expense Notes

620 Communications & Internet	Increased speed of internet, increasing expense
675 Professional Services	Attorney Fees for easements concerning Director Kuehn
703 Supplies - Clothing & Personal	New staff shirts
705 Supplies - Office	Purchase of new year calendars and bulk envelopes
750 Utilities	PG&E

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D\C - Budget Variance Report Jul 2016

Target % >

25.0%

2,018

Thru End of September 2016

2016 - 2017 Budget

Actual

%

Total

Expenses	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	63,954	15,988	16,738	26.2%	47,216
510 Contracted Labor	-	-	-	-	-
520 FICA - District Share	5,221	1,305	1,269	24.3%	3,952
530 Medical Ins - District Share	20,000	5,000	2,186	10.9%	17,814
540 PERS - District Share	3,159	790	556	17.6%	2,603
550 Unemployment	0	0	-	0.0%	0
560 Workers Comp Ins	3,339	835	1,297	38.8%	2,042
Salaries and Employee Benefits >	95,671	23,918	22,046	23.0%	73,625
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	625	-	0.0%	2,500
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	4,000	1,000	1,472	36.8%	2,528
645 Insurance	-	-	-	0.0%	-
650 Interest	1,750	438	211	12.1%	1,539
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	500	125	168	33.6%	332
670 Postage & Shipping	50	13	1	2.0%	49
675 Professional Services (SCADA)	-	-	-	0.0%	-
685 Rents	500	125	-	0.0%	500
690 Safety & Security (boots)	2,150	538	332	15.4%	1,818
700 Tools & Instruments	3,750	938	64	1.7%	3,686
703 Supplies - Clothing & Personal	1,500	375	537	35.8%	963
705 Supplies - Office	250	63	-	0.0%	250
715 Treatment Chemicals	-	-	-	0.0%	-
720 Supplies - Operating - Other	13,000	3,250	2,029	15.6%	10,971
730 Taxes - Licenses	500	125	-	0.0%	500
735 Training (classes, books)	1,500	375	385	25.7%	1,115
745 Travel / Lodging	1,000	250	252	25.2%	748
750 Utilities	-	-	-	0.0%	-
760 Waste Disposal	-	-	-	0.0%	-
795 Yolo Co	-	-	-	0.0%	-
799 Misc	250	63	-	0.0%	250
Services and Supplies >	33,200	8,300	5,451	16.4%	27,749
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)	-	-	3	0.0%	(3)
Repairs & Replacement >	0	0	3	30000.0%	(3)
Total Expenses >	128,871	32,218	27,500	21.3%	101,371

Expense Notes

703 Supplies - Clothing & Personal

New Pants for DC Crew

735 Training

Eric Luna T-2, Jeremy Backus Wtr Dist Trtment Review

22

Thru End of September 2016	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining
	Expenses	Annual			
505 Salaries & Wages	149,586	37,396	43,630	30.5%	105,956
510 Contracted Labor	28,000	7,000	2,000		26,000
520 FICA - District Share	12,246	3,062	3,192	26.1%	9,054
530 Medical Ins - District Share	47,030	11,758	11,198	23.8%	35,832
540 PERS - District Share	9,165	2,291	2,205	24.1%	6,960
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	8,411	2,103	3,387	40.3%	5,024
Salaries and Employee Benefits >	254,439	63,610	65,612	25.8%	188,827
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	3,000	750	815	27.2%	2,185
622 Board Exp	0	0		0.0%	0
625 Equip - Field (up to \$4999)	2,000	500	856	42.8%	1,144
630 Equip - Office	1,000	250	14	1.4%	986
640 Fuel & Oil (Schaeffers)	250	63	86	34.4%	164
645 Insurance	38,500	9,625	25,661	66.7%	12,839
650 Interest	1,050	263		0.0%	1,050
657 Outsource Lab / Internal Lab	21,000	5,250	4,200	20.0%	16,800
660 Memberships & Subscriptions	5,000	1,250		0.0%	5,000
665 Mileage Reimb	500	125		0.0%	500
670 Postage & Shipping	50	13	7	14.0%	43
675 Professional Services (SCADA)	13,000	3,250	1,168	9.0%	11,832
685 Rents	-	-	-	0.0%	-
690 Safety & Security (boots)	7,000	1,750	1,921	27.4%	5,079
700 Tools & Instruments	3,000	750	595	19.8%	2,405
703 Supplies - Clothing & Personal	1,500	375	306	20.4%	1,194
705 Supplies - Office	1,200	300	188	15.7%	1,012
715 Treatment Chemicals	65,000	16,250	16,382	25.2%	48,618
720 Supplies- Operating - Other	5,000	1,250	3,502	70.0%	1,498
730 Taxes - Licenses	2,300	575	460	20.0%	1,840
735 Training (classes, books)	3,000	750	430	14.3%	2,570
745 Travel / Lodging	1,000	250	211	21.1%	789
750 Utilities	70,000	17,500	17,471	25.0%	52,529
760 Waste Disposal	60,000	15,000	11,732	19.6%	48,268
795 Yolo Co	0	0		0.0%	0
799 Misc	5,000	1,250		0.0%	5,000
Services and Supplies >	309,350	77,338	86,005	27.8%	223,345
810 R&R Buildings & Grounds	5,000	1,250	258	5.2%	4,742
815 R & R Damage Claims	5,000	1,250		0.0%	5,000
820 R&R Lift Stations	-	-		0.0%	-
830 R&R Equipment	5,000	1,250	3,708	74.2%	1,292
832 R&R Mains/Service Lines	-	-		0.0%	-
840 R&R Vehicles (\$2k/vehicle)	4,000	1,000	235	5.9%	3,765
Repairs & Replacement >	19,000	4,750	4,201	22.1%	14,799
Total Expenses >	582,789	145,697	155,818	26.7%	426,971

Expense Notes

625 Equip - Field (\$399 - \$4999)	Needle valves for effluent pps 1 & 3
645 Insurance	Annual Auto/General Liability to JPIA
690 Safety and Security	Multible months of Protective Gloves
715 Supplies - Chemicals	Plymer
720 Supplies - Operating - Other	Gate Valve, materials to rebuild Chlorine Feed Pumps
750 Utilities	Monthly PG&E bill averages \$2,200 with Hayden Solar equalling \$5,743
830 R&R Equipment	Sewer Tractor Cameras, Chlorine Feed Pump

2.9.10

3 Water - Budget Variance Report July 2016 Target % > 25.0%

Expenses	2016 - 2017 Budget		Actual	%	Total
	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	123,169	30,792	31,567	25.6%	91,602
510 Contracted Labor	-	-	-		-
520 FICA - District Share	10,293	2,573	2,396	23.3%	7,897
530 Medical Ins - District Share	18,362	4,591	4,372	23.8%	13,990
540 PERS - District Share	15,844	3,961	3,005	19.0%	12,839
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	10,722	2,681	3,426	32.0%	7,296
Salaries and Employee Benefits >	178,390	44,598	44,766	25.1%	133,624
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	4,000	1,000	785	19.6%	3,215
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (\$300 - \$4999)	0	0	-	0.0%	0
630 Equip - Office	500	125	-	0.0%	500
640 Fuel & Oil	12,000	3,000	2,210	18.4%	9,790
645 Insurance	38,500	9,625	25,661	66.7%	12,839
650 Interest	300	75	(23)	-7.7%	323
657 Outside Lab / Internal Lab	16,000	4,000	4,462	27.9%	11,538
660 Memberships & Subscriptions	28,000	7,000	-	0.0%	28,000
665 Mileage Reimb	500	125	-	0.0%	500
670 Postage & Shipping	100	25	-	0.0%	100
675 Professional Services (SCADA)	25,000	6,250	1,156	4.6%	23,844
685 Rents	2,000	500	-	0.0%	2,000
690 Safety & Security (boots)	1,000	250	10,311	1031.1%	(9,311)
700 Tools & Instruments	2,000	500	2,077	103.9%	(77)
703 Supplies - Clothing & Personal	1,000	250	204	20.4%	796
705 Supplies - Office	600	150	687	114.5%	(87)
715 Treatment Chemicals	47,000	11,750	3,731	7.9%	43,269
720 Supplies - Operating - Other	5,000	1,250	2,894	57.9%	2,106
730 Taxes - Licenses	1,500	375	105	7.0%	1,395
735 Training (classes, books)	3,000	750	-	0.0%	3,000
745 Travel / Lodging	1,500	375		0.0%	1,500
750 Utilities	110,000	27,500	36,645	33.3%	73,355
760 Waste Disposal	300	75	-	0.0%	300
795 Yolo Co	42,000	10,500	12,582	30.0%	29,418
799 Misc	5,000	1,250		0.0%	5,000
Services and Supplies >	346,800	86,700	103,487	29.8%	243,313
810 R&R Buildings & Grounds	5,000	1,250	3,584	71.7%	1,416
815 R & R Damage Claims	5,000	1,250	-	0.0%	5,000
820 R&R Lift Stations	-	-	-		-
830 R&R Equipment	1,000	250	431	43.1%	569
832 R&R Mains/Service Lines	-	-	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	4,000	1,000	1,848	46.2%	2,152
Repairs & Replacement >	15,000	3,750	5,863	39.1%	9,137
Total Expenses >	540,190	135,048	154,116	28.5%	386,074

Expense Notes:

- 645 Insurance Annual Auto/General Liability to JPIA
- 690 Safety and Security Upgrade security system \$9,429, approved 7/21/16 Regular Board Mtg ,New Fire Extinguishers \$780.00
- 700 Tools & Instruments Ozone Leak Detector and microscope \$1,478
- 705 Supplies - Office Toner for new printer
- 720 Supplies - Inventory Rebuild kits for Oxygen Generator \$1,255
- 750 Utilities Monthly PG&E bill is averaging \$11,900, until September Bill \$12,828
- 810 R&R Buildings & Grounds Tank Rental (\$1,324) Clear PVC piping (\$794) Generator Oil
- 840 R&R Vehicles Pwr steering pp, A/C, whl algnmnt for Ford Ranger & new tires for Chevy

24

12:52 PM

10/17/16

Accrual Basis

Clearlake Oaks County Water District

CRP/CIP Profit and Loss

July through September 2016

2.9.11

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income				
Income				
425 · CRP (Capital Replacment Plan)	66,437.66	65,735.79	132,173.45	132,173.45
Total Income	66,437.66	65,735.79	132,173.45	132,173.45
Total Income	66,437.66	65,735.79	132,173.45	132,173.45
Gross Profit	66,437.66	65,735.79	132,173.45	132,173.45
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	10,445.28	8,504.27	18,949.55	18,949.55
520 · FICA - District Share	726.24	650.59	1,376.83	1,376.83
530 · Medical Ins - Dist Share	4,070.14	2.35	4,072.49	4,072.49
540 · PERS - District Share	372.58	385.69	758.27	758.27
560 · Workers Comp Ins	1,296.67	1,296.66	2,593.33	2,593.33
Total Salaries & EE Benefits	16,910.91	10,839.56	27,750.47	27,750.47
Services & Supplies				
625 · Equip - Field (\$300-\$4999)	0.00	810.17	810.17	810.17
640 · Fuel & Oil	269.80	269.80	539.60	539.60
650 · Interest	70.43	140.82	211.25	211.25
690 · Safety & Security	121.98	121.96	243.94	243.94
720 · Supplies - Inventory - Other	2,805.83	506.48	3,312.31	3,312.31
Total Services & Supplies	3,268.04	1,849.23	5,117.27	5,117.27
Repairs & Replacement				
810 · R&R Buildings & Grounds	3,945.00	622.55	4,567.55	4,567.55
820 · R&R Electronics	0.00	3,428.01	3,428.01	3,428.01
830 · R&R Equipment	6,992.57	0.00	6,992.57	6,992.57
832 · R&R D/C	16,097.91	0.00	16,097.91	16,097.91
840 · R&R Vehicles	727.22	727.22	1,454.44	1,454.44
Total Repairs & Replacement	27,762.70	4,777.78	32,540.48	32,540.48
Total Expense	47,941.65	17,466.57	65,408.22	65,408.22
Net Income	18,496.01	48,269.22	66,765.23	66,765.23

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Clearlake Oaks Co Water District

Budget Variance Report August 2016

SEWER-CRP

Target % > **25.0%**

2.9.12

3

Thru End of September 2016

Summary	Budget Annual	YTD	Actual YTD Amount %	
SEWER CRP Revenue	297,440	74,360	65,736	22.1%
SEWER CRP Expenses	164,686	41,171	17,507	10.6%
(1/2 Vac all Camera) Debt Service Exp	47,961	11,990	11,990	
USDA Annual Payment	129,000	32,250		
I & I/Lift Station Rehab Improvements	42,000	10,500		
Short term depreciation reserve	30,000	7,500	7,500	
Previous Year Balance	208,351			
Operating Balance (loss)	92,144	23,036	28,739	

	Expenses	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining
		Annual	YTD			
505	Salaries & Wages	31,977	7,994	8,504	26.6%	23,473
510	Contracted Labor	-	-	-		-
520	FICA - District Share	2,610	653	651	24.9%	1,959
530	Medical Ins - District Share	10,000	2,500	2	0.0%	9,998
540	PERS - District Share	1,580	395	386	24.4%	1,194
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	1,669	417	1,297	77.7%	372
	Salaries and Employee Benefits >	47,836	11,959	10,840	22.7%	36,996
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	313	810	64.8%	440
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	2,000	500	270	13.5%	1,730
645	Insurance	-	-	-	0.0%	-
650	Interest	875	219	141	16.1%	734
657	Outsource Lab / Internal Lab	-	-	-	0.0%	-
660	Memberships & Subscriptions	-	-	-	0.0%	-
665	Mileage Reimb	-	-	-	0.0%	-
670	Postage & Shipping	25	6	-	0.0%	25
675	Professional Services (SCADA)	-	-	-	0.0%	-
685	Rents	250	63	-	0.0%	250
690	Safety & Security (boots)	1,075	269	122	11.3%	953
700	Tools & Instruments	1,875	469	-	0.0%	1,875
703	Supplies - Clothing & Personal	-	-	-	0.0%	-
705	Supplies - Office	125	31	-	0.0%	125
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	6,500	1,625	507	7.8%	5,993
730	Taxes - Licenses	250	63	-	0.0%	250
735	Training (classes, books)	-	-	-	0.0%	-
745	Travel / Lodging	-	-	-	0.0%	-
750	Utilities	-	-	-	0.0%	-
760	Waste Disposal	-	-	-	0.0%	-
795	Yolo Co	-	-	-	0.0%	-
799	Misc	125	31	-	0.0%	125
	Services and Supplies >	14,350	3,588	1,850	12.9%	12,500
810	R&R Buildings & Grounds	25,000	6,250	623	2.5%	24,377
815	R & R Damage Claims	-	-	-	0.0%	-
820	R&R Lift Stations	10,000	2,500	3,428	34.3%	6,572
830	R&R Equipment	5,000	1,250	-	0.0%	5,000
832	R&R Mains/Service Lines	50,000	12,500	-	0.0%	50,000
840	R&R Vehicles (\$2k/vehicle)	12,500	3,125	727	5.8%	11,773
	Repairs & Replacement >	102,500	25,625	4,778	4.7%	97,722
	Total Expenses >	164,686	41,171	17,468	10.6%	147,218

Expense Notes

625 Field Equip
820 R&R Lift Stations

Down hole roller for camera trailer
LS # 10 Repairs to Action \$2,100, Check Valves for LS 10 \$1,188

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Clearlake Oaks Co Water District
Budget Variance Report August 2016

3

Target % > 25.0%

2.9.13

Thru End of September 2016 Summary	WATER - CRP Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	287,532	71,883	66,438	23.1%
WATER CRP Expenses	164,686	41,171	47,982	29.1%
(1/2 Vac Con) Debt Service Exp	26,079	6,520	6,520	
**Previous Year Balance	167,406			
Operating Balance (loss)	264,173	66,043	11,936	

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

Revenue is down 2% due to rate increase did not reflect until August, with billing being a month behind

Expenses		2016 - 2017 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	31,977	7,994	10,445	32.7%	21,532
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	2,610	653	726	27.8%	1,884
530	Medical Ins - District Share	10,000	2,500	4,070	40.7%	5,930
540	PERS - District Share	1,580	395	373	23.6%	1,207
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	1,669	417	1,297	77.7%	372
Salaries and Employee Benefits >		47,836	11,959	16,911	35.4%	30,925
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	313	-	0.0%	1,250
640	Fuel & Oil	2,000	500	270	13.5%	1,730
645	Insurance	-	-	-	0.0%	-
650	Interest	875	219	70	8.0%	805
657	Outsource Lab / Internal Lab	-	-	-	0.0%	-
660	Memberships & Subscriptions	-	-	-	0.0%	-
665	Mileage Reimb	-	-	-	0.0%	-
670	Postage & Shipping	25	6	-	0.0%	25
675	Professional Services (SCADA)	-	-	-	0.0%	-
685	Rents	250	31	-	0.0%	250
690	Safety & Security (boots)	1,075	269	122	11.3%	953
700	Tools & Instruments	1,875	469	-	0.0%	1,875
703	Supplies - Clothing & Personal	-	-	-	0.0%	-
705	Supplies - Office	125	31	-	0.0%	125
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	6,500	1,625	2,805	43.2%	3,695
730	Taxes - Licenses	250	63	-	0.0%	250
735	Training (classes, books)	-	-	-	0.0%	-
745	Travel / Lodging	-	-	-	0.0%	-
750	Utilities	-	-	-	0.0%	-
760	Waste Disposal	-	-	-	0.0%	-
795	Yolo Co	-	-	-	0.0%	-
799	Misc	125	16	-	0.0%	125
Services and Supplies >		14,350	3,541	3,267	22.8%	11,083
810	R&R Buildings & Grounds	25,000	6,250	3,945	15.8%	21,055
815	R & R Damage Claims	-	-	-	0.0%	-
820	R&R Lift Stations	10,000	2,500	-	0.0%	10,000
830	R&R Equipment	5,000	1,250	6,993	139.9%	(1,993)
832	R&R Mains/Service Lines	50,000	12,500	16,098	32.2%	33,902
840	R&R Vehicles (\$2k/vehicle)	12,500	3,125	727	5.8%	11,773
Repairs & Replacement >		102,500	25,625	27,763	27.1%	74,737
Total Expenses >		164,686	41,125	47,941	29.1%	116,745

Expense Notes

- 720 Supplies - inventory 18 meters for inventory \$1,393,
- 830 R&R Equipment Controller and Reactor Replacement for 03 Generator, approved at 7-21-16 RM
- 832 R&R mains / Service Lines Clay Valves, \$14,855 Board approved

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4:20 PM
10/12/16
Accrual Basis

Clearlake Oaks County Water District
Capital Improvements
As of September 30, 2016

2.9.14

Date	Name	Memo	Amount
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)			
08/08/2016	Power Plus	2016 Cummins 250 kw Tier 3 Generator	29,876.14
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 10...			29,876.14
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			29,876.14
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			
09/19/2016	Shape Inc.	2 pumps for Lift Station #10 - Approved Eme...	23,581.98
Total 124.30 · Lift Stations - Other			23,581.98
Total 124.30 · Lift Stations			22,306.14
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)			22,306.14
125 · Land			
09/13/2016	TERESA FEDERIGI	Final pymt. for Harvey Blvd. tank easement	1,000.00
Total 125 · Land			1,000.00
TOTAL			53,182.28

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

October 14, 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

September 2016 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	481,142.51
Total Withdrawal:	0.00	Ending Balance:	481,142.51

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MY ACCOUNTS

BILL PAY

TRANSFER FUNDS

MANAGE MONEY

2,611

(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](#)

\$265,549.20

**Available \$265,549.20

PUBLIC REGULAR CHK

Checking *3786

[Quick peek](#)

\$200.00

**Available \$200.00

PUBLIC REGULAR CHK

Checking *0019

[Quick peek](#)

\$189,668.74

**Available \$201,432.64

REGULAR SAVINGS

Savings *6990

[Quick peek](#)

\$231,733.34

**Available \$231,733.34

TOTAL DEPOSIT ACCOUNTS

\$687,151.28

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

\$271.25 due 10/31/2016
pay

TOTAL TIERED COMMERCIAL LOANS

\$60,000.00

Make a Payment

Pay to

Select a payee

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](#)

Aged Accounts Receivable

As of 10/13/16

2,62

<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>
\$81,047.92	\$20,910.75	\$3,296.91	\$1,269.83	\$34,618.52	<u>\$141,143.93</u>

Total number of accounts with open balances: 914

These totals include all accounts on the Tax Roll

Clearlake Oaks County Water District

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Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 09/01/2016 through 09/30/2016

Sorted by: Date, Type, Number/Ref

2,63

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/01/2016		Bluefin	-split-	Deposit	X		1,873.61	127,806.02
09/01/2016			-split-	Deposit	X		5,398.07	133,204.09
09/01/2016			-split-	Deposit	X		2,486.72	135,690.81
09/01/2016			-split-	Deposit	X		4,986.37	140,677.18
09/01/2016			Income:440 · Misc Rev...	Deposit	X		79.30	140,756.48
09/01/2016			Income:440 · Misc Rev...	Deposit	X		10.00	140,766.48
09/01/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	1,033.32	X		139,733.16
09/01/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	7,017.82	X		132,715.34
09/01/2016	DD1543	Dena Barron	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1544	Judith A Heeszal	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1545	Karl L Hosier	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1546	Mary M Medeiros	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1547	Alan J Gardner	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1548	Andrew J. Mitchell	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1549	Dan Hodem	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1550	David Valerga	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1551	Dianna L Mann	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1552	Eric W Luna	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1553	Francisco J Castro	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1554	Jason Mitchell	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1555	Jeremy J Backus	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1556	Mary Johnson	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1557	Pamela J Parker	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1558	Rachel A Schainblatt	-split-	Direct Deposit		X		132,715.34
09/01/2016	DD1559	Steve R Bonge	-split-	Direct Deposit		X		132,715.34
09/01/2016	30820	Richard A Kuehn	-split-		91.45	X		132,623.89
09/02/2016		Bluefin	-split-	Deposit	X		2,485.30	135,109.19
09/02/2016			-split-	Deposit	X		3,094.29	138,203.48
09/02/2016			-split-	Deposit	X		1,681.40	139,884.88
09/02/2016			-split-	Deposit	X		2,138.76	142,023.64
09/02/2016			Income:440 · Misc Rev...	Deposit	X		180.96	142,204.60
09/02/2016			Income:440 · Misc Rev...	Deposit	X		10.00	142,214.60
09/02/2016		CalPers	-split-	4751900248	2,935.56	X		139,279.04
09/02/2016		Bluefin		Services & Supplies:61...	979.36	X		138,299.68
09/02/2016				Services & Supplies:61...	20.00	X		138,279.68
09/03/2016		Bluefin	-split-	Deposit	X		194.19	138,473.87
09/04/2016		Bluefin	-split-	Deposit	X		249.74	138,723.61
09/04/2016		Bluefin	-split-	Deposit	X		1,185.44	139,909.05
09/06/2016		Bluefin	-split-	Deposit	X		3,440.72	143,349.77
09/06/2016			-split-	Deposit	X		5,143.62	148,493.39

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Clearlake Oaks County Water District

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From 09/01/2016 through 09/30/2016

Sorted by: Date, Type, Number/Ref

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/06/2016			-split-	Deposit		X	3,851.50	152,344.89
09/06/2016			-split-	Deposit		X	5,921.30	158,266.19
09/06/2016			-split-	Deposit		X	1,775.22	160,041.41
09/06/2016			-split-	Deposit		X	3,379.37	163,420.78
09/06/2016			-split-	Deposit		X	3,258.72	166,679.50
09/06/2016			Income:440 · Misc Rev...	Deposit		X	10.00	166,689.50
09/06/2016			Income:440 · Misc Rev...	Deposit		X	23.70	166,713.20
09/06/2016			Income:410 · Client Re...	Deposit		X	0.03	166,713.23
09/07/2016		Bluefin	-split-	Deposit		X	14,297.68	181,010.91
09/07/2016			-split-	Deposit		X	6,289.43	187,300.34
09/07/2016			Income:440 · Misc Rev...	Deposit		X	10.00	187,310.34
09/07/2016	30821	Alpha Analytical Labs	200 · ACCOUNTS PA...		406.00	X		186,904.34
09/07/2016	30822	ARIES INDUSTRIES	200 · ACCOUNTS PA...		810.17	X		186,094.17
09/07/2016	30823	AT & T - CalNet 3	200 · ACCOUNTS PA...	7/16/16-8/18/16	158.01	X		185,936.16
09/07/2016	30824	Brelje and Race Labo...	200 · ACCOUNTS PA...	Sample 8/2/16	105.00	X		185,831.16
09/07/2016	30825	Coastal Mountain El...	200 · ACCOUNTS PA...		2,654.00			183,177.16
09/07/2016	30826	Deeper Cleaning	200 · ACCOUNTS PA...	August	320.00	X		182,857.16
09/07/2016	30827	EEL River Fuels Inc	200 · ACCOUNTS PA...		1,183.98	X		181,673.18
09/07/2016	30828	ENTERPRISE TOW...	200 · ACCOUNTS PA...	V-14 - Lock out	61.00	X		181,612.18
09/07/2016	30829	Grainger	200 · ACCOUNTS PA...		166.72	X		181,445.46
09/07/2016	30830	Hach	200 · ACCOUNTS PA...		205.55	X		181,239.91
09/07/2016	30831	Hasa Inc	200 · ACCOUNTS PA...	IN31153	3,143.60	X		178,096.31
09/07/2016	30832	Hayden Solar, LLC	200 · ACCOUNTS PA...	August solar el...	5,424.53	X		172,671.78
09/07/2016	30833	Jason Mitchell.	200 · ACCOUNTS PA...		132.00	X		172,539.78
09/07/2016	30834	John Hopkins.	200 · ACCOUNTS PA...	Aug.	1,000.00	X		171,539.78
09/07/2016	30835	Katzoff & Riggs LLP	200 · ACCOUNTS PA...		2,805.87	X		168,733.91
09/07/2016	30836	Lake County Waste ...	200 · ACCOUNTS PA...		257.62	X		168,476.29
09/07/2016	30837	Mark Freeman, MD	200 · ACCOUNTS PA...	78950153 - Fra...	100.00	X		168,376.29
09/07/2016	30838	Mendo Mill	200 · ACCOUNTS PA...		623.28	X		167,753.01
09/07/2016	30839	Napa Auto Parts	200 · ACCOUNTS PA...		588.58	X		167,164.43
09/07/2016	30840	Nave & Cortell, LLP	200 · ACCOUNTS PA...	Services thru 8/...	960.00	X		166,204.43
09/07/2016	30841	Northern Safety & In...	200 · ACCOUNTS PA...		394.13	X		165,810.30
09/07/2016	30842	Pace	200 · ACCOUNTS PA...		80.87	X		165,729.43
09/07/2016	30843	Petty Cash - Rachel ...	200 · ACCOUNTS PA...		102.78	X		165,626.65
09/07/2016	30844	PG&E	200 · ACCOUNTS PA...	1324698179-2	14,814.11	X		150,812.54
09/07/2016	30845	Rachel Schainblatt	200 · ACCOUNTS PA...		123.39	X		150,689.15
09/07/2016	30846	Tri-Cities Answering...	200 · ACCOUNTS PA...	8/14 thru 9/13/16	215.00	X		150,474.15
09/07/2016	30847	United States Post Of...	200 · ACCOUNTS PA...		500.00	X		149,974.15
09/07/2016	30848	US Bank	210 · Cal Card:210.04 ...	4246 0445 556...	3,333.06	X		146,641.09
09/07/2016			102.02 · WAB SAVIN...	Funds Transfer	24,945.42	X		121,695.67

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Clearlake Oaks County Water District

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From 09/01/2016 through 09/30/2016

2,615

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/07/2016			102.03 · WAB SAVIN...	Funds Transfer	24,369.06	X		97,326.61
09/08/2016		Bluefin	-split-	Deposit		X	925.31	98,251.92
09/08/2016			-split-	Deposit		X	3,164.20	101,416.12
09/08/2016			-split-	Deposit		X	2,869.99	104,286.11
09/08/2016			Income:450 · Other - N...	Deposit		X	738.00	105,024.11
09/08/2016			Income:440 · Misc Rev...	Deposit		X	10.00	105,034.11
09/08/2016			Income:440 · Misc Rev...	Deposit		X	10.00	105,044.11
09/08/2016			-split-	Deposit		X	93.11	105,137.22
09/09/2016		Bluefin	-split-	Deposit		X	1,579.08	106,716.30
09/09/2016			-split-	Deposit		X	2,287.28	109,003.58
09/09/2016			-split-	Deposit		X	8,245.06	117,248.64
09/09/2016			Income:440 · Misc Rev...	Deposit		X	10.00	117,258.64
09/10/2016		Bluefin	-split-	Deposit		X	1,214.40	118,473.04
09/11/2016		Bluefin	-split-	Deposit		X	320.39	118,793.43
09/12/2016		Bluefin	-split-	Deposit		X	1,984.85	120,778.28
09/12/2016			-split-	Deposit		X	2,392.88	123,171.16
09/12/2016			-split-	Deposit		X	15,764.34	138,935.50
09/12/2016			-split-	Deposit		X	6,089.89	145,025.39
09/12/2016			Income:435 · Loans/Gr...	Deposit		X	36,206.00	181,231.39
09/13/2016		Bluefin	-split-	Deposit		X	902.91	182,134.30
09/13/2016			-split-	Deposit		X	3,899.68	186,033.98
09/13/2016			-split-	Deposit		X	2,525.27	188,559.25
09/13/2016	30791	CalPers	-split-	Employer unfu...	2,282.72	X		186,276.53
09/14/2016		Bluefin	-split-	Deposit		X	3,087.10	189,363.63
09/14/2016			-split-	Deposit		X	6,764.48	196,128.11
09/14/2016			-split-	Deposit		X	147.91	196,276.02
09/14/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	17,676.44	X		178,599.58
09/15/2016		Bluefin	-split-	Deposit		X	5,402.35	184,001.93
09/15/2016			-split-	Deposit		X	5,576.97	189,578.90
09/15/2016			-split-	Deposit		X	6,086.25	195,665.15
09/15/2016			-split-	Deposit		X	2,784.61	198,449.76
09/15/2016			-split-	Deposit		X	11,361.82	209,811.58
09/15/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	6,279.70	X		203,531.88
09/15/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	890.57	X		202,641.31
09/15/2016	30849	Alan Gardner	200 · ACCOUNTS PA...	P/U Marc Care...	42.12	X		202,599.19
09/15/2016	30850	Alpha Analytical Labs	200 · ACCOUNTS PA...		2,243.50	X		200,355.69
09/15/2016	30851	AT&T 555 6	200 · ACCOUNTS PA...	960 739 5348 5...	105.96	X		200,249.73
09/15/2016	30852	Best Best & Krieger	200 · ACCOUNTS PA...	Service thru 8/...	4,719.00	X		195,530.73
09/15/2016	30853	Four Corners True V...	200 · ACCOUNTS PA...		3.06	X		195,527.67
09/15/2016	30854	Grainger	200 · ACCOUNTS PA...		286.55	X		195,241.12

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Clearlake Oaks County Water District

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Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 09/01/2016 through 09/30/2016

2,106

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/15/2016	30855	Jeremy Backus.	200 · ACCOUNTS PA...	Davisdon Train...	277.48	X		194,963.64
09/15/2016	30856	Kansas State Bank - ...	200 · ACCOUNTS PA...	3343293	6,519.87	X		188,443.77
09/15/2016	30857	Lagerlof, Senecal, G...	200 · ACCOUNTS PA...		498.00	X		187,945.77
09/15/2016	30858	MC Engineering, Inc	200 · ACCOUNTS PA...		72,735.96			115,209.81
09/15/2016	30859	Mediacom - WWTP ...	200 · ACCOUNTS PA...	8384 80 003 00...	149.38	X		115,060.43
09/15/2016	30860	Mendo Mill	200 · ACCOUNTS PA...		129.66	X		114,930.77
09/15/2016	30861	Pace	200 · ACCOUNTS PA...		622.55	X		114,308.22
09/15/2016	30862	TERESA FEDERIGI	200 · ACCOUNTS PA...	Harvey Tank E...	1,000.00	X		113,308.22
09/15/2016	30863	Terminix	200 · ACCOUNTS PA...		255.00	X		113,053.22
09/15/2016	30864	Yolo County Flood ...	200 · ACCOUNTS PA...	August 2016	4,622.39	X		108,430.83
09/15/2016	30865	ACWA/JPIA - Healt...	-split-		16,329.64	X		92,101.19
09/15/2016	DD1560	Alan J Gardner	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1561	Dan Hodem	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1562	David Valerga	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1563	Dianna L Mann	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1564	Eric W Luna	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1565	Francisco J Castro	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1566	Jason Mitchell	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1567	Jeremy J Backus	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1568	Mary Johnson	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1569	Pamela J Parker	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1570	Rachel A Schainblatt	-split-	Direct Deposit		X		92,101.19
09/15/2016	DD1571	Steve R Bonge	-split-	Direct Deposit		X		92,101.19
09/16/2016		Bluefin	-split-	Deposit		X	1,272.76	93,373.95
09/16/2016			-split-	Deposit		X	4,260.31	97,634.26
09/16/2016			-split-	Deposit		X	331.84	97,966.10
09/16/2016			Income:440 · Misc Rev...	Deposit		X	51.90	98,018.00
09/16/2016			Income:440 · Misc Rev...	Deposit		X	132.00	98,150.00
09/16/2016			Income:440 · Misc Rev...	Deposit		X	30.00	98,180.00
09/17/2016		Bluefin	-split-	Deposit		X	116.59	98,296.59
09/18/2016		Bluefin	-split-	Deposit		X	250.30	98,546.89
09/19/2016		Bluefin	-split-	Deposit		X	453.70	99,000.59
09/19/2016			-split-	Deposit		X	2,002.70	101,003.29
09/19/2016			-split-	Deposit		X	125.00	101,128.29
09/19/2016			-split-	Deposit		X	1,045.25	102,173.54
09/20/2016		Bluefin	-split-	Deposit		X	604.01	102,777.55
09/20/2016			-split-	Deposit		X	1,672.49	104,450.04
09/20/2016			Income:440 · Misc Rev...	Deposit		X	10.00	104,460.04
09/20/2016			Income:440 · Misc Rev...	Deposit		X	128.00	104,588.04
09/20/2016	EFT	CalPers	-split-	4751900248	2,931.24	X		101,656.80

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Clearlake Oaks County Water District

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Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 09/01/2016 through 09/30/2016

2,6.7

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/21/2016		Bluefin	-split-	Deposit	X		1,459.90	103,116.70
09/21/2016			-split-	Deposit	X		400.00	103,516.70
09/21/2016			-split-	Deposit	X		2,697.10	106,213.80
09/21/2016			Income:440 · Misc Rev...	Deposit	X		20.00	106,233.80
09/22/2016		Bluefin	-split-	Deposit	X		457.28	106,691.08
09/22/2016			-split-	Deposit	X		586.58	107,277.66
09/22/2016			Income:410 · Client Re...	Deposit	X		50.00	107,327.66
09/22/2016			Income:450 · Other - N...	Deposit	X		214.24	107,541.90
09/22/2016		Returned Item	-split-			100.00	X	107,441.90
09/22/2016		Returned Deposit Fee	Services & Supplies:61...			12.00	X	107,429.90
09/23/2016		Bluefin	-split-	Deposit	X		1,311.64	108,741.54
09/23/2016			-split-	Deposit	X		1,448.05	110,189.59
09/23/2016		Returned Item	-split-			119.00	X	110,070.59
09/23/2016		Returned Deposit Fee	Services & Supplies:61...			12.00	X	110,058.59
09/26/2016		Bluefin	-split-	Deposit	X		1,503.77	111,562.36
09/26/2016			-split-	Deposit	X		1,859.76	113,422.12
09/27/2016		Bluefin	-split-	Deposit	X		616.14	114,038.26
09/27/2016			-split-	Deposit	X		779.49	114,817.75
09/27/2016			-split-	Deposit	X		61.47	114,879.22
09/27/2016	30866	Action Sanitary, Inc	200 · ACCOUNTS PA...			2,100.00		112,779.22
09/27/2016	30867	Adams Ashby	200 · ACCOUNTS PA...			135.00		112,644.22
09/27/2016	30868	Alan Gardner	200 · ACCOUNTS PA...			46.44	X	112,597.78
09/27/2016	30869	Alpha Analytical Labs	200 · ACCOUNTS PA...			1,122.00		111,475.78
09/27/2016	30870	Aristotle Select - CUSI	200 · ACCOUNTS PA...	57160		36.00		111,439.78
09/27/2016	30871	AT & T - CalNet 3	200 · ACCOUNTS PA...	C3A1210TS01		158.20		111,281.58
09/27/2016	30872	Brelje and Race Labo...	200 · ACCOUNTS PA...			154.00		111,127.58
09/27/2016	30873	Canon Financial Serv...	200 · ACCOUNTS PA...	200-5029691-0...		155.68		110,971.90
09/27/2016	30874	Coastal Mountain El...	200 · ACCOUNTS PA...	6634 TC Pump...		1,291.00		109,680.90
09/27/2016	30875	County of Lake - Spe...	200 · ACCOUNTS PA...	98840		2,785.00		106,895.90
09/27/2016	30876	COURT ORDERED ...	200 · ACCOUNTS PA...	CE-066-8442 - ...		360.00		106,535.90
09/27/2016	30877	Daniel Steel & Mach...	200 · ACCOUNTS PA...			820.00		105,715.90
09/27/2016	30878	EEL River Fuels Inc	200 · ACCOUNTS PA...			970.01	X	104,745.89
09/27/2016	30879	Grainger	200 · ACCOUNTS PA...	810132118		333.45	X	104,412.44
09/27/2016	30880	Griswold Industries	200 · ACCOUNTS PA...			16,097.91	X	88,314.53
09/27/2016	30881	Hach	200 · ACCOUNTS PA...			483.41		87,831.12
09/27/2016	30882	High Country Security	200 · ACCOUNTS PA...			9,247.78	X	78,583.34
09/27/2016	30883	Lake County Record ...	200 · ACCOUNTS PA...	23917		170.39		78,412.95
09/27/2016	30884	Mediacom - Admin 0...	200 · ACCOUNTS PA...	838480003009...		296.04	X	78,116.91
09/27/2016	30885	Nor-Cal Telecom	200 · ACCOUNTS PA...			90.00		78,026.91
09/27/2016	30886	People Services Inc	200 · ACCOUNTS PA...	1023		95.00		77,931.91

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Clearlake Oaks County Water District

10/12/2016 4:20 PM

Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 09/01/2016 through 09/30/2016

2,68

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/27/2016	30887	Petty Cash - Rachel ...	200 · ACCOUNTS PA...		77.20	X		77,854.71
09/27/2016	30888	PG&E	200 · ACCOUNTS PA...	1324698179-2	15,129.94	X		62,724.77
09/27/2016	30889	SWRCB- Wastewate...	200 · ACCOUNTS PA...	Pam Parker Cer...	230.00			62,494.77
09/27/2016	30890	SWRCB-DWOCP	200 · ACCOUNTS PA...	Pamela Parker ...	60.00			62,434.77
09/27/2016	30891	US Cellular	200 · ACCOUNTS PA...	957131516	149.35			62,285.42
09/27/2016	30892	West America Bank	200 · ACCOUNTS PA...	353 000 0312-...	262.50	X		62,022.92
09/28/2016		Bluefin	-split-	Deposit		X	1,472.27	63,495.19
09/28/2016			-split-	Deposit		X	2,336.57	65,831.76
09/28/2016	1		102.02 · WAB SAVIN...			X	11,634.53	77,466.29
09/28/2016	2		102.02 · WAB SAVIN...			X	8,250.09	85,716.38
09/28/2016	1		102.03 · WAB SAVIN...			X	3,506.19	89,222.57
09/28/2016	2		102.03 · WAB SAVIN...			X	5,157.24	94,379.81
09/28/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	17,925.95	X		76,453.86
09/29/2016			-split-	Deposit			1,127.56	77,581.42
09/29/2016			-split-	Deposit		X	2,417.27	79,998.69
09/29/2016	EFT	AFLAC	-split-	SV365	840.87			79,157.82
09/29/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	956.95	X		78,200.87
09/29/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	6,457.58	X		71,743.29
09/29/2016	DD1572	Alan J Gardner	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1573	Andrew J. Mitchell	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1574	Dan Hodem	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1575	David Valerga	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1576	Dianna L Mann	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1577	Eric W Luna	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1578	Francisco J Castro	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1579	Jason Mitchell	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1580	Jeremy J Backus	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1581	Mary Johnson	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1582	Pamela J Parker	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1583	Rachel A Schainblatt	-split-	Direct Deposit		X		71,743.29
09/29/2016	DD1584	Steve R Bonge	-split-	Direct Deposit		X		71,743.29
09/30/2016			-split-	Deposit			4,451.62	76,194.91
09/30/2016			-split-	Deposit			2,157.50	78,352.41
09/30/2016			-split-	Deposit			420.80	78,773.21
09/30/2016			-split-	Deposit			1,467.51	80,240.72
09/30/2016			Income:440 · Misc Rev...	Deposit			173.00	80,413.72

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Clearlake Oaks County Water District
Payroll Summary
September 2016

21C

	<u>Hours</u>	<u>Rate</u>	<u>Sep 16</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-22.5	35.60	-801.00
CTO Used	7.75	23.73	183.91
Holiday	80	16.07	1,618.92
Holiday Worked (x2.5)	8	40.18	436.34
Overtime (x1.5)	268.75	24.11	8,824.93
PTO	83.75	23.58	1,998.53
Straight	2,712	16.07	59,161.51
Board			1,600.00
Duty Pay			4,270.00
Total Gross Pay	<u>3,137.75</u>		<u>77,293.14</u>
Deductions from Gross Pay			
ACWA (pre-tax)			-1,533.98
AFLAC (pre-tax)			-451.23
AFLAC (taxable) AFTER TAX			-129.96
CALPers EE (Pretax)			-2,865.35
Total Deductions from Gross Pay			<u>-4,980.52</u>
Adjusted Gross Pay	<u>3,137.75</u>		<u>72,312.62</u>
Taxes Withheld			
Federal Withholding			-8,233.00
Medicare Employee			-1,091.96
Social Security Employee			-4,669.09
CA - Withholding			-2,203.06
CA - Disability			-677.78
Total Taxes Withheld			<u>-16,874.89</u>
Deductions from Net Pay			
Miscellaneous Deduction			-146.12
Wage Garnishment			-360.00
Total Deductions from Net Pay			<u>-506.12</u>
Net Pay	<u><u>3,137.75</u></u>		<u><u>54,931.61</u></u>
Employer Taxes and Contributions			
Medicare Company			1,091.96
Social Security Company			4,669.09
Total Employer Taxes and Contributions			<u><u>5,761.05</u></u>

2.C.1

PAYROLL BREAKDOWN FOR THE MONTH OF SEPTEMBER 2016

TITLE	STRAIGHT HOURS	OVERTIME HOURS	DUTY HOURS	GROSS PAY
General Manager	240	0		\$9,230.40
Operations Manager	221.25	11.5	34	\$9,817.46
Interim WWTP Chief Op	201.5	0	42.25	\$7,748.58
Op III WTP -	224.25	12.75	39.75	\$7,570.61
Op II WWTP -	225	0	36	\$6,061.48
Op II WWTP -	232	0.25	25.25	\$5,499.83
Op II D/C -	232	13.5	20.5	\$5,830.43
Op I D/C	229.75	8.25	0	\$3,751.88
Op I D/C -	230.5	7	10.25	\$4,778.67
Admin Srves Mgr/Bd Sec	212.75	4.75		\$6,178.13
Customer Service Rep II	219.5	1.25		\$5,381.74
Customer Service Rep I	229.75	1.5		\$3,706.43
Temporary	13.75	0		\$137.50
Board Director -				\$400.00
Board Director -				\$400.00
Board Director -				\$400.00
Board Director -				\$300.00
Board Director -				\$100.00
	2712	60.75	208	\$77,293.14
		268.75		

*****Higher straight hours and gross pay due to three pay days in the month of September instead of only 2*****

Overtime contributed to:

Water Plant monitoring due to lake conditions, one man short in the field, Lift Station 10
Sewer Blockage 12988 4th Street

4:22 PM

10/12/16

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of September 30, 2016

2.d

	Sep 30, 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	80,413.72	
102.02 · WAB SAVINGS - CRP WATER	237,699.10	
102.03 · WAB SAVINGS - CRP SEWER	252,141.15	
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	1,851,100.60	
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	46,264.48	
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	278,470.00	
129 · ALLOW. FOR DEPRECIATION		7,747,170.00
200 · ACCOUNTS PAYABLE		101,976.54
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.12	
210 · Cal Card:210.04 · Cal Card - Alan - 4000		324.83
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		60,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		35,116.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile		20,832.53
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	9,871.50	
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	1,232.67	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		1,232.67
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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10/12/16

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of September 30, 2016

2.d.1

	Sep 30, 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	1,162.49	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		1,146.12
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities		979.90
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		328,889.15
306 · Retained Earnings - OLD		1,085,299.93
Income:410 · Client Reg Pmt		494,147.00
Income:420 · Connection Fees		3,569.00
Income:425 · CRP		132,439.54
Income:430 · Penalty & Interest		9,929.04
Income:435 · Loans/Grants:435-4 · USDA Contruction Loan:435-4.1 · Bridge Loan	571.66	
Income:435 · Loans/Grants:435-3 · WWTP Reclamation Study		90,907.00
Income:435 · Loans/Grants:435-2 · Water Distribution Study		83,549.51
Income:440 · Misc Revenue		7,465.06
Income:450 · Other - Non S/W Rev		37,632.53
Loans/Grants:915 · USDA Construction Loan:915.1 · Adams and Ashby Group	675.00	
Loans/Grants:910 · MC USDA Construction Loan	29,573.50	
Loans/Grants:905 · MC WWTP Reclamation	58,927.75	
Loans/Grants:900 · MC Water Distribution Study	64,528.50	
Salaries & EE Benefits:505 · Salaries & Wages	196,090.19	
Salaries & EE Benefits:510 · Contract Labor	2,000.00	
Salaries & EE Benefits:520 · FICA - District Share	14,579.25	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	40,903.92	
Salaries & EE Benefits:540 · PERS - District Share	21,037.23	
Salaries & EE Benefits:550 · Unemployment	1,301.97	
Salaries & EE Benefits:560 · Workers Comp Ins	12,610.00	
Services & Supplies:610 · Bank Fees	2,944.33	
Services & Supplies:620 · Communications & Internet	3,045.65	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	1,667.87	
Services & Supplies:630 · Equip - Office	89.87	
Services & Supplies:640 · Fuel & Oil	4,307.15	
Services & Supplies:645 · Insurance	51,321.60	
Services & Supplies:650 · Interest	399.18	
Services & Supplies:657 · Lab	8,662.03	
Services & Supplies:660 · Memberships & Subscription	170.39	
Services & Supplies:665 · Mileage Reimb	872.86	
Services & Supplies:670 · Postage & Shipping	2,238.00	
Services & Supplies:675 · Professional Services	17,092.47	
Services & Supplies:685 · Rents	1,539.65	
Services & Supplies:690 · Safety & Security	13,257.93	
Services & Supplies:700 · Tools & Instruments	2,735.53	
Services & Supplies:703 · Supplies - Clothing & Personal	1,335.43	
Services & Supplies:705 · Supplies - Office	2,595.90	
Services & Supplies:715 · Supplies-Chemicals-Operating	20,112.75	
Services & Supplies:720 · Supplies - Inventory - Other	11,737.86	
Services & Supplies:730 · Taxes - Licenses	565.00	
Services & Supplies:735 · Training (Classes, books, etc)	984.00	
Services & Supplies:745 · Travel / Lodging	542.08	
Services & Supplies:750 · Utilities	55,716.87	
Services & Supplies:760 · Waste Disposal	11,845.26	
Services & Supplies:795 · Yolo Co	12,581.66	
Repairs & Replacement:810 · R&R Buildings & Grounds	9,196.12	
Repairs & Replacement:820 · R&R Electronics	3,428.01	
Repairs & Replacement:830 · R&R Equipment	11,131.16	

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10/12/16

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of September 30, 2016

2.d.2

	Sep 30, 16	
	Debit	Credit
Repairs & Replacement:832 · R&R D/C	16,097.91	
Repairs & Replacement:840 · R&R Vehicles	3,640.45	
TOTAL	16,303,475.14	16,303,475.14

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1:37 PM

10/17/16

Clearlake Oaks County Water District
A/P Aging Summary
As of October 17, 2016

2.1e

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Petty Cash - Rachel Schainb...	12.96	0.00	0.00	0.00	0.00	12.96
TOTAL	<u>12.96</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12.96</u>

2.2.1

Account Payable Breakdown

Date: 10/14/2016

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Checking	\$62,982.00	\$189,668.74	\$201,432.64
Water CRP	\$231,733.34	\$231,733.34	\$231,733.34
Sewer CRP	\$265,549.20	\$265,549.20	\$265,549.20
DWR Checking	\$400.00	\$200.00	\$200.00
Current A/P Aging	\$12.96		

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.

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

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

September 15, 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 Heeszel, 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. (19:40) 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. July 2016 QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable and check register
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

3. Financial Reports for review and approval

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

4. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 8-18-16
- b. Minutes of Special Meeting 8-22-16

5. Bills

- a. MC Engineering Invoice No. 1397, dated 08/31/16, in the amount of \$22,722.21, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1398, dated 08/31/16, in the amount of \$8,020.00, for the USDA Wastewater Treatment Plant Project
- c. MC Engineering Invoice No. 1399, dated 08/31/16, in the amount of \$41,993.75, for the Water Distribution Study (Water Master Plan)

Action Taken: (50:45) Motion to accept consent items

HOSIER/BARRON M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

6. Agenda (Old Business)

- a. **(8:06)** Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: No Action

- b. **(50:50)** Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. Discussion and consideration of approval for Compensation Agreement for Permanent Easement, including board Conditions

Action Taken: (57:36) Motion to approve Compensation Agreement for Permanent Easement

HEESZEL/HOSIER M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL

NOES: BARRON/KUEHN

- d. **(58:09)** Discussion and consideration of revision to the Board of Directors Rules and Regulations

Action Taken: (1:00:01) Motion to approve revision

HOSIER/HEESZEL M/S/C/

EYES: MEDEIROS/HOSIER/HEESZEL

NOES: BARRON/KUEHN

- e. **(1:00:25)** Discussion and update of Lift Station 10

Action Taken: No Action

- f. **(1:05:00)** Discussion and consideration of adding an additional cell phone to the District's account for the President of the Board

Action Taken: (1:07:46) Motion to deny

KUEHN/BARRON M/S/C

EYES: HOSIER/BARRON/KUEHN

NOES: MEDEIROS/HEESZEL

- g. (1:07:52) Discussion and consideration of a Director's non compliance with Rules and Regulations, Article II, Paragraph 2

Action Taken: Carried Forward (1:38:28) Board directed General Manager to reach out to State Association and receive opinion letter from Counsel for consequences of breaking the adopted Rules and Regulations

7. Agenda (New Business)

- a. (1:14:51) Discussion and consideration of only employee titles in employee payroll breakdown report

**Action Taken: (1:16:33) Motion to keep names on breakdown
BARRON/KUEHN M/S/D
EYES: BARRON/KUEHN
NOES: MEDEIROS/HOSIER/HEESZEL**

**Action Taken: (1:17:00) Motion to list titles only
HEESZEL/HOSIER M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN**

- b. (1:17:03) Discussion and consideration of WWTP PG&E bills and solar contract payments and forfeited PG&E credits

Action Taken: (1:18:45) No Action

- c. (1:23:05) Discussion and consideration of Resolution 16-09 to be filed with State Controller to qualify the District to use streamline bidding and reporting procedures for jobs up to \$175,000.00 per Section 22032 of the Public Contract Code

Action Taken: (1:28:14) Carried Forward

- d. (1:30:10) Discussion and consideration of Resolution 16-10. permitting General Manager as a Representative to ACWA for Region 1

**Action Taken: (1:32:55) Motion to approve Resolution 16-10
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL
NOES: BARRON/KUEHN**

- e. (1:33:00) Discussion and consideration of Hydrant locks

Action Taken: No Action

- f. (31:42) Discussion and consideration of retaining Utilities Services to provide lead detection in the west end of the District

**Action Taken: (39:15) Motion to accept quote of \$9,262.00
HOSIER/KUEHN M/S/C
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE**

- g. (1:36:00) Discussion and report on State Board request for updated status of Abatement Order No. R5-2014-0707

Action Taken: No Action

Adjournment Time: 5:40 p.m.

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

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

46

H, a



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

Invoice

Date	Invoice #
09/30/2016	1406

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	10/30/2016		Reclamation Eval...
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	24.5	145.00	3,552.50	
Assistant Engineer, Jared P. Nelson	76	95.00	7,220.00	
Project Manager, Mark Carey, PE	27	150.00	4,050.00	
Operations Specialist, Doyle Champlain	2	90.00	180.00	
Administrative Support	1	55.00	55.00	
Total			\$15,057.50	
Payments/Credits			\$0.00	
Balance Due			\$15,057.50	

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

48

4.6



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
09/30/2016	1408

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	10/30/2016		Water Master Plan
Description	Qty	Rate	Amount	
Engineering Tech, Jose Diaz-Mendez	52.5	85.00	4,462.50	
Project Engineer, Christopher Inferrea	58.5	95.00	5,557.50	
Operations Management Engineer, John Pedri, PE	54	140.00	7,560.00	
Project Manager, Mark Carey, PE	45	145.00	6,525.00	
Assistant Engineer, Jared P. Nelson	33	95.00	3,135.00	
Project Engineer, Curt Taras	26	95.00	2,470.00	
Project Engineer 2, Richard Relyea	20	95.00	1,900.00	
Travel Mileage 232 @ 0.54 - Mark Carey	232	0.54	125.28	
Southport Invoice #160911	1	4,096.25	4,096.25	
Administrative Support	1	55.00	55.00	
Total			\$35,886.53	
Payments/Credits			\$0.00	
Balance Due			\$35,886.53	

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

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b.a

2016

Clearlake Oaks County Water District

SUPERVISOR'S FORM FOR EMPLOYEE PERFORMANCE EVALUATION:

Employee Name: Alan Gardner

Position: General Manager

Evaluation Date: October 20, 2016

Person Conducting Evaluation: _____

Title: _____

Quality of Work: Work is performed accurately and timely. Work is consistent, thorough and complete.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

Quantity of Work: Amount of work performed on a daily basis is appropriate for job function.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

Job Knowledge: Employee is knowledgeable of all aspects of duties related to his/her position.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

Communication: Employee effectively communicates with co-workers and customers of the District.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

50

6.0.1

Conduct: Employee conducts himself/herself in a manner, which is courteous and respectful to other employees and District customers.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

Overall Ranking

Below select the overall ranking of the individual's Performance Evaluation. The reviewer may also add more comments supporting the ranking, or add performance goals and criteria for the upcoming review period.

** If **Needs Improvement** is checked reviewer should set specific performance goals and criteria to be met, and schedule a (6) six month review of the employees progress.*

<input type="checkbox"/>	5	Outstanding- Employee has been exceptional for the entire evaluation period requiring little or no guidance, accomplishing all goals, and completing work meeting the highest standards.
<input type="checkbox"/>	4	Exceeds Expectations- Employee has done more than expected for the entire evaluation period and accomplishing most of the goals established to a very high standard.
<input type="checkbox"/>	3	Meets Expectations- Employee has accomplished the work that he/she is given to an acceptable level.
<input type="checkbox"/>	2	Improvement needed- Employee has not completed work to an acceptable level and consistently does not meet standards.
<input type="checkbox"/>	1	Unacceptable- Employee's work and work habits are very poor and in most areas has scored an unacceptable rating.

Comments/Goals:

My Signature indicates that this document has been discussed with me.

Employee's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

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**ALAN GARDNER, GENERAL MANAGER
TEAM ACCOMPLISHMENTS DURING MY FIRST YEAR**

This report is a listing of what has been accomplished by my team during my first year as General Manager of Clearlake Oaks County Water District.

Waste Water & Recycled Water

- Resolved contract implementation and coordination issues concerning the acquisition and execution of federal and state loans and 100% grants to fund solutions to State Water Resources Control Board's severe wastewater abatement orders. Worked with MC Engineering, local officials, farmers and residents on the waste water treatment plant (WWTP) reclamation study moving it forward with upgrading our plant to include recycled water. Obtained expression of interest for 100% of WWTP's recycled production, a required step to obtain construction funding. Obtained expression of interest in a private-public partnership for recycled water, where the purchaser would build an interim tank, pipe, and the ponds. Obtained a commitment from our Congressman, John Garamendi, to help resolve future federal loan and grant issues if any arise.

- Proposed, had Board approval, and completed significant projects to prepare for El Nino, including building an emergency bypass for our largest Lift Station, acquiring two portable generators, having 1000 sandbags filled and stored on pallets out of sunlight for easy use, the below mentioned panel upgrades, finding and testing where the inflow pipes are open to the surface and capping those to the extent feasible, using silicon seal on all manholes in the flood zone, and making sure all equipment was in good operating condition.

- Repaired, rebuilt and upgraded lift stations control panels to provide transfer switches and generator plug-ins complying with OSHA and PG&E requirements. Also repaired an ultra-hazardous condition at one of the lift stations as part of that panel's upgrade.

- Repaired and rebuilt the two largest lift stations under emergency conditions without a spill.

- Repaired and rebuilt Lift Station 10, solving the problem of rags freezing both old 7 ½ hp pumps by installing two new 10hp chopper pumps.

- Repaired approximately 100 water and sewer line breaks and leaks.

- Secured co-operation of the landowner at 589 Keys, adjacent to Lift 7, for eminent domain to secure the entire site for a complete rebuild of largest lift station. We expect acquisition by early 2017.

- Purchased, trained staff, and now using new valve installation equipment which inserts a valve into active pipe, saving significant future costs for water and especially sewer installations, where it will greatly reduce the risk of a spill and the need for external standby pump trucks at \$500 an hour each. Our experience is the fluid actually released from even a 10" pipe in this process is about 2 10 oz. glasses.

Water

- Achieved Local Area Formation Commission's approval and an order to annex a nearby service area that will grow water sales by 70,000 gallons a day and provide future revenues at no cost to the District by resolving the issues that created an eight month delay. Achieved having all remaining work to be completed by CSA 16 included in the LAFCO order as a condition precedent to Clearlake Oaks final acceptance of the annexation. We are providing ongoing leadership and management to fully implement the order.
- Obtained Central Valley Regional Water Resources Control Board verbal support for a grant to fund a new 200,000 gallon tank at Harvey necessary to pave the way for the annexation of CSA 16. The tank will allow water to be moved so that it will not sit in the pipe to the Cove for more than three days, the EPA guideline. It will also assist with fire flow to the Cove and the District's west end.
- Identified, worked with property owner, and secured a permanent easement for the new Harvey tank site, extensive review of suitability, extensive engineering development and review, and approvals by County and State Fire Districts, County Planning, CSA 16, Special Districts, and LAFCO. Our engineering team, MC, was instrumental in finding lapses and flaws in CSA 16's BKF engineers' overall drawings and design of the ClaVal to be located at Harvey.
- Negotiated reduction in the required fire flow for annexed area from 1500gpm to 1200gpm for two hours, proved we could provide that water flow with a computer model, and obtained County and State Fire Marshalls' approval for 1200 gpm, allowing the annexation to move forward with the facility and plant structure desired by Clearlake Oaks.
- Resolved implementation and coordination issues concerning acquisition and execution of federal and state loans and 100% grants to upgrade water plant, rebuild the distribution system, and secure three new tanks and reconditioning of a fourth tank. The currently planned upgrades will reduce water loss from over 50% to approximately 20% to 30% when completed.
- Replaced three older ClaVals that had originally been installed backwards causing \$750 a month in excess power costs. The change will recoup the full cost of the replacement in 18 months.
- Determined that the water plant generator has been and is dead, and is not repairable. Given the new air quality interim and anticipated final rules for generators, i.e. Tier 4, at an increase in cost over a Tier 3 from \$55,000 to \$235,000, negotiated and lobbied with the Regional Air Quality Resources Board and secured an exemption from Tier 4 and allowed to use a Tier 3 due to the minimal use and great hardship caused by the cost of a Tier 4. The net savings to the District is \$170,000. The new generator is on the pad and Air Board construction permit has been granted.

General Management, Governance, Staff

- Completed a CRWA seminar on roles and duties of the Board, and Board agreement to draft and accept new detailed Rules and Regulations. The seminar has resolved and the updated Rules and Regulations formalize resolution of most longstanding Board, general management and employee management issues.

- Standardized job descriptions, established salary ranges, provided training, rearranged staff, and improved staff morale. Cross trained front office staff on most office requirements. Established onsite and online training for all field staff to maintain and upgrade certificates. Increased the 2016-2017 budget for offsite training as required or appropriate.
- Resolved many issues in the accounting classification of expenses, sources of revenues, and record keeping procedures in the 2015-2016 budget, and fully implemented all changes in the current budget. Involved each department's staff in changes and preparing the 2016-2017 budget.
- Brought District's general practices into compliance with OSHA, including emergency safety practices, avoiding potentially ultra-hazardous conduct and serious individual and company fines that included criminal penalties.
- Easements—research and discovery (8 weeks).
- Managing four active grants: two Waste Water Treatment Plant, one Water, and one Inflow and Infiltration Study (completed) that is now waiting for the EIR to begin construction planning.
- Re-established and expanded solid working relationships with local and regional governments and districts, including Special Districts, Fire Marshall, County Attorney, County Flood Control District, Central Valley California Water Resources Control Board, and our soon to be new territory, CSA 16.
- Managed all District public relations, media inquiries, and outreach to customers, including having lunch with residents and customers at the senior center most of my first three months, talking with different state associations including the Association of California Water Agencies, California Rural Water Association, County Flood Control Board, and speaking before various local and regional groups.
- Negotiated with Caltrans, County Supervisors, and County staff concerning conflicts between our facilities and the new sidewalks along both sides of Hwy 20. Determined that on the north side of the highway the District would either fit new pipes between the sidewalk and fog line, or could install new facilities along the north edge of the right of way where there were very few conflicts. Determined that on the south side of the highway the design provided to accommodate PGE and ATT would work for the District, and proposed the County use the same technique called Dragon's Teeth for 11 of the 14 conflicting valves, and ignore last three since they shouldn't conflict. To date there has been no official response concerning the south side. Both the President of the Board of Supervisors and Jim Steel were very appreciative of how quickly we made the determinations, and proactive solutions.
- Resolved a 2 year old vendor dispute, with Aircon, for about 25% of the cost of defending the claim.
- District was awarded the State Water Resources Control Board-Division of Drinking Water "Certificate of Excellence for outstanding commitment to public health by initiating a cyanotoxin monitoring program" on August 18, 2016. Note: There is no established MCL for cyanotoxin, but if over 3ppb is present, the water cannot be used.

6.0

October 17, 2016

RE: Request for monthly/annual reimbursement for Medicare and Supplemental Insurance in lieu of Company coverage.

Due to personal and confidential health issues with my wife, switching health insurance was not an option. I received an exception from ACWA JPIA. (See attached).

Due to this unforeseen situation, I am asking the District to pay Medicare and the cost of the supplemental policy for my wife and me as a net cost savings for the District of about \$11,929.

1. District cost of the standard medical insurance program is \$1329.28 for employee plus one, or \$15, 931.56 per year.
2. Cost of Medicare per person plus 75% of plus one for 2015 was \$2202.
3. Cost of Kaiser Plus per month was \$86 for me plus 75% of plus one or \$1800 per year.
4. Total cost is \$4002 per year or \$333.50 a month.
5. Kaiser's new rate will be \$94 per month.

Again, I am asking reimbursement of \$4002 for 2016 along with a 2017 increase of up to \$17 per month for Kaiser's new rates.

Alan Gardner, GM

55

Michelle Stites

6.C.1

From: Sandra Smith
Sent: Monday, January 04, 2016 3:08 PM
To: Benefits WA
Subject: Clearlake Oaks CWD - Incentive exception

Hi team,

Alan J. Gardner is the new GM at Clearlake Oaks CWD. He said his official first day is tomorrow. He will be waiving his medical coverage and enrolling himself and his spouse in dental, vision, EAP. His waiver of medical coverage is a special exception approved both by myself and by Andy. He and his wife have individual Senior Advantage plans out of the Vacaville area and it makes more sense for them to keep those plans for all parties involved for a number of reasons.

Thank you,

Sandra Smith

Employee Benefits Manager

ACWA JPIA * 916-774-7050 x 3169 direct * 800-736-2292 toll free * 916-774-7055 local * 916-786-0906 new fax *

Secure Email us [HERE](#) * benefits@acwajpia.com * ssmith@acwajpia.com

CA License # 0172324

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6.C.2

- > Account Summary
- > Payment History
- > Manage Profile
- > Contact Us
- > FAQ's
- > Terms and Conditions
- > Privacy Statement
- > Log Out

Payment Information

Billing Unit ID Number	Nickname	Name on Account
C528029304	Alan MedCare	GARDNER ALAN J

Payment Details

Date & Time: 10/12/2016 08:47 PM Eastern Time

Payment Status: Completed

Payment Account Nickname: Wells

Account Type: Checking

Name on Account: Alan Joel Gardner

Address: 215 Tiburon Court
Walnut Creek, ca 94597

Routing Number (ABA): *****2882 - WELLS FARGO BANK, NA

Bank Account Number: *****9722

Payment Date: 10/13/2016

Payment Amount: \$86.00

Confirmation Number: 20161013115004756

[Print](#) [Return to Payment History](#)

This is a secure Web site

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6.C.3

- > Account Summary
- > Payment History
- > Manage Profile
- > Contact Us
- > FAQ's
- > Terms and Conditions
- > Privacy Statement
- > Log Out

Payment Information

Billing Unit ID Number	Nickname	Name on Account
C788934404	Trudi Medicare	GARDNER TRUDI Y

Payment Details

Date & Time: 08/20/2016 01:36 AM Eastern Time

Payment Status: Completed

Payment Account Nickname: Wells

Account Type: Checking

Name on Account: Alan Joel Gardner

Address: 215 Tiburon Court
Walnut Creek, ca 94597

Routing Number (ABA): *****2882 - WELLS FARGO BANK, NA

Bank Account Number: *****9722

Payment Date: 08/22/2016

Payment Amount: \$85.00

Confirmation Number: 20160822114538141

[Print](#) [Return to Payment History](#)

This is a secure Web site

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6.C.4

FORM SSA-1099 – SOCIAL SECURITY BENEFIT STATEMENT

2015

• PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME.
• SEE THE REVERSE FOR MORE INFORMATION.

Box 1. Name TRUDI Y GARDNER		Box 2. Beneficiary's Social Security Number 542-58-1568
Box 3. Benefits Paid in 2015 \$14,938.80	Box 4. Benefits Repaid to SSA In 2015 NONE	Box 5. Net Benefits for 2015 (Box 3 minus Box 4) [REDACTED]

CI9587493-11A1887575

DESCRIPTION OF AMOUNT IN BOX 3 Paid by check or direct deposit Medicare Part B premiums deducted from your benefits Total Additions Benefits for 2015	[REDACTED] \$1,258.80 [REDACTED]	DESCRIPTION OF AMOUNT IN BOX 4 NONE
	Box 6. Voluntary Federal Income Tax Withheld NONE	
	Box 7. Address TRUDI Y GARDNER 1991 CHARDONNAY DR OAKLEY CA 94561-1818	
	Box 8. Claim Number (Use this number if you need to contact SSA.) 573-58-6968B	

CI9587493-11A1887575

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FORM SSA-1099 - SOCIAL SECURITY BENEFIT STATEMENT

60.5

2015

PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME.
SEE THE REVERSE FOR MORE INFORMATION.

Box 1. Name
ALAN J GARDNER

Box 2. Beneficiary's Social Security Number
573-58-6968

Box 3. Benefits Paid in 2015
\$29,206.80

Box 4. Benefits Repaid to SSA in 2015
NONE

Box 5. Net Benefits for 2015 (Box 3 minus Box 4)

[REDACTED]

DESCRIPTION OF AMOUNT IN BOX 3
Paid by check or direct deposit
Medicare Part B premiums deducted
from your benefits
Total Additions
Benefits for 2015

[REDACTED]

\$1,258.80

[REDACTED]

DESCRIPTION OF AMOUNT IN BOX 4
NONE

Box 6. Voluntary Federal Income Tax Withheld

NONE

Box 7. Address

ALAN J GARDNER
1991 CHARDONNAY DR
OAKLEY CA 94561-1818

Box 8. Claim Number (Use this number if you need to contact SSA.)

573-58-6968A

SSA-1099-SM (1-2016)

DO NOT RETURN THIS FORM TO SSA OR IRS



60

RECEIVED
SEP 16 2016

BY:

Consumer Claim For Resolution Form

b.d

Claimant Instructions: Clearly state your claim/grievance(s) for resolution with accompanied supporting documentation attach hereto. All claims/grievance(s) shall be submitted to the Clearlake Oaks County Water District-General Manager. Action taken by the District in an effort to resolve and execute settlement of any and all claim/grievance(s) will be made within the boundaries of Clearlake Oaks County Water District Ordinances, Rules, Regulation, Policies, Procedures, and all applicable State and Federal Law applied. If Clearlake Oaks County Water District and the "claimant" cannot secure settlement and/or resolution of a matter, an application for a "Special Meeting" shall be submitted by the "Claimant" into the Clearlake Oaks County Water District General Manager. The matter shall be placed on calendar and heard before the Clearlake Oaks County Water District Board of Directors. (Article 1.4-Appeals/Ordinance 31)

Name of Claimant(s): Richard Joseph Adams

Claimant(s) Address: P.O. B 1392
Clearlake Oaks, CA. 95423

Do you want all notices to be sent to the above listed address? Yes No

If no, state the address where you would like notices to be sent:

Date and time of the incident: 9-12-16

Where the incident(s) occurred: 13823 Lemon Circle

Description of the incident: I the owner (claimant) had the water turned off at the address where the incident occurred. The property is up for sale, the tenants were evicted by law on 8-16-16, but were given 15 days to remove their contents, consequently by some clandestine means re-entered the house tampered (turned on the water) with the "box". I reported this immediately

Description of injury, damage and/or loss: to your receptionist (my liaison) witness to the
Rachel

I am asking for any fines or fees to be retracted or listed due to illegal water usage by tampering with the "box".

Name(s) of the public employee(s) who caused the injury, damage and/or loss:

none

events. Hazel Wayman (my real estate agent who is selling the property for me) is also witness to these events.

Thank You.
R.J. Adams

b1

Clearlake Oaks County Water District
P.O. Box 709 /12952 E. Hwy 20
Clearlake, Ca 95423
Phone: (707) 998-3322 Fax: (707) 998-1245

b.d.1

If the claimed amount of the injury, damage and/or loss is less than \$10,000 state the amount including the estimated amount of any prospective injury damage and/or loss and the basis for the amount claimed:

The fine for tampering ~~\$~~(), Water usage for that period of time.

Richard J. Adams 9-16-10
Signature Date

Office Use Only

Date Received: _____ By: _____

Claim Resolved Yes No
If Yes, what was the result: _____

Claim Denied: Yes No

b2

6. d. 2

Account Notes

Acct # 4714/00277

APN # 351-031-10

13823 Lemon Circle

OWNER CAME INTO OFFICE TODAY TO INFORM US OF POSSIBLE TAMPERING AT THIS LOCATION.

THE OWNER - RICHARD ADAMS- HAS BEEN TRYING TO EVICT THESE TENANTS. THE WATER WAS RECENTLY SHUT OFF FOR DELIQUENCY ON 8/23/16 LEAVING A BALANCE OF \$333 AND CHANGE.

THE OWNER IS WILLING TO PAY FOR ANY CONSUMPTION USED DURING THE TIME SINCE THE METER WAS PULLED. HE WAS ADVISED THAT I CANNOT WAIVE ANY FEES THAT HE MAY WANT TO FOLLOW UP WITH THIS SITUATION BY FILING A CONSUMER CLAIM. I WILL KNOW MORE ONCE THE WORK ORDER HAS BEEN RETURNED AND I CAN TALK TO FEILD STAFF.

THE OWNER WOULD LIKE THE WATER SERVICE TO STAY OFF SO HE DOESN'T INCUR ANY MORE BILLS BUT HE PLANS ON CONTINUING TO MAKE A MONTHLY PAYMENT OF WHAT HE CAN AFFORD.

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6.e

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 16-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT FOR ADOPTION OF AN ADDITIONAL DEFERRED COMPENSATION PLAN

WHEREAS, Clearlake Oaks County Water District desires to establish an additional deferred compensation plan for the benefit of its employees; and

WHEREAS, the Board Administration (the "Board") of the California Public Employees' Retirement System ("CalPERS") has established the CalPERS Supplemental Income 457 plan (the "CalPERS 457 Plan") which may be adopted by a governmental employer for the employees of which are public employees; and

WHEREAS, Clearlake Oaks County Water District believes that CalPERS 457 Plan and the investment options available thereunder will provide valuable benefits to its employees; and

NOW, THEREFORE, BE IT RESOLVED, by the Clearlake Oaks County Water District Board adopts the CalPERS 457 Plan for the benefit of its employees and authorizes and directs the General Manager to execute the attached adoption agreement on behalf of Clearlake Oaks County Water District and to provide CalPERS or any successor agent duly appointed by the Board with such information and cooperation as may be needed on an ongoing basis in the administration of the CalPERS 457 Plan. A copy of this resolution, the agreement, and any attachments thereto shall be on file in the Administration Office.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 20th day of October, 2016 by the following vote:

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Board Secretary

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6.e.1



CalPERS

CalPERS Supplemental Income 457 Plan

Like all employers, you know it can be a challenge to retain the best workers. But did you know that's among the many reasons why over 700 public agencies and school employers throughout California offer the CalPERS Supplemental Income 457 Plan?

It's simple — when you say yes to the CalPERS 457 Plan, we take care of the rest. Moreover, there's no cost to your agency and it's an added benefit that your employees will feel good about.

CalPERS is able to help you manage your fiduciary responsibility by taking on the following responsibilities:

- acts as the trustee of your employees' deferred compensation assets
- selecting and monitoring the investment options
- monitoring contribution limits
- managing the service levels with administrative service providers
- leveraging existing payroll deduction feeds into my|CalPERS to receive your employees' 457 Plan deferrals and loan repayments

CalPERS is a not-for-profit public entity focused on educating your employees, not selling investment products. Funds are managed internally by CalPERS in-house investment staff and external institutional investment managers under contract to CalPERS.

We offer value and fair pricing. To keep fees as low as possible, CalPERS does not engage in "revenue sharing" or "administrative expense reimbursement." Plan administration, recordkeeping and investment fees are all included in a simple and fair fee structure.

To assist you in your review of the CalPERS Supplemental Income 457 Plan, please contact Mike Kleczek. Mike understands the unique needs of tax exempt market employers and stands ready to help you in all aspects of the CalPERS plan.

For more information, you may visit www.calpers-sip.com or contact Mike at **916-521-2943** or at michael.kleczek@voya.com.

Sincerely,

Ken Hall
Programs & Operations Manager | CalPERS Supplemental Income Plans
Special Programs Division

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What is the difference between a 401(k) plan and a 457 plan?

401(k) plans are IRS-sanctioned, tax-advantaged employee retirement savings plans offered by private, for-profit employers and some nonprofit employers. 401(k) plans are the most common type of defined contribution retirement plans.

457(b) plans are IRS-sanctioned, tax-advantaged employee retirement plans offered by state and local public employers and some nonprofit employers. They are one of the least common forms of defined contribution retirement plans.

Differences Between 401(k) and 457 Plans

401(k) plans are considered qualified retirement plans and are therefore subject to the Employee Retirement Income Security Act of 1974 (ERISA). 457 plans, however, are a type of tax-advantaged non-qualified retirement plan and are not governed by ERISA.

Since ERISA rules do not apply to 457 accounts, the IRS does not assess a "premature withdrawal" penalty to 457 participants who take withdrawals before age 59.5. The withdrawals are still subject to normal income taxes. Premature withdrawals from a 401(k) result in an additional 10% tax penalty.

457 plans feature a "Double Limit Catch-up" provision that 401(k) plans do not. This provision is designed to allow participants who are nearing retirement to compensate for years in which they did not contribute to the plan but were eligible to do so. Thus, under the right conditions, a 457 plan participant may be able to contribute as much as \$35,000 to his plan in one year.

While both plans allow for early withdrawals, the qualifying circumstances for early withdrawal eligibility are different. Plan participants can make early withdrawals from a 401(k) under "financial hardships," which are defined by each 401(k) plan. With 457 accounts, hardship distributions are allowed after an "unforeseeable emergency," which must be specifically laid out in the plan's language.

Both public government 457 plans and nonprofit 457 plans allow independent contractors to participate. Independent contractors are not eligible to participate in 401(k) plans.

Similarities Between 401(k) and 457 Plans

As defined contribution plans, both 401(k) and 457 plans are funded when employees contribute through payroll deductions; participants of each plan set aside a percentage of their salary to put into their retirement account. These funds pass to the retirement account without being taxed, unless the participant opens a Roth account, and any subsequent growth in the accounts is not taxed.

As of 2014, both 401(k) and 457 plans have an annual maximum contribution limit of \$17,500. For employees over the age of 50, both plans contain a "catch-up" provision that allows up to \$5,500 in additional contributions. Contributions to each plan qualify the employee for a "Saver's Tax Credit." It is possible to take loans from both 401(k) and 457 plans.

Can You Contribute to 401(k) and 457 Plans Simultaneously?

Since 457 plans are nonqualified retirement plans, it is possible to contribute to both a 401(k) and 457 plan at the same time. Many large government employers offer both plans. In such cases, the joint participant is able to contribute maximum amounts to both.

6.f

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 16-12

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

TO AMEND THE EMPLOYEE HANDBOOK

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

NOW, THEREFORE, BE IT RESOLVED, the Clearlake Oaks County Water District Board of Directors do hereby approve the provisions of the herein Employee Handbook to become effective immediately.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 20th day of October, 2016 by the following vote:

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Board Secretary

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1. Accumulated CTO

The maximum accumulation of CTO that an employee may have at any point in time is one hundred (100) hours. After one hundred (100) hours are accrued, any additional hours shall be cashed out at current hourly rate on a quarterly basis. CTO shall be utilized subject to the approval of the employee's immediate supervisor and the General Manager

For exempt personnel, no compensatory time will be accrued. Requests from exempt personnel for time off of ~~two~~ five (5) consecutive days or more at a time with pay must be approved in advance by the ~~Board of Directors~~ Board President, or in the absence of the President, the Vice President.

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This is **EXHIBIT B**, consisting of three pages, referred to in and part of the **Agreement between District and Engineer for Professional Services** dated 12/23/14 .

District's Responsibilities

Article 2 of the Agreement is supplemented to include the following agreement of the parties.

B2.01 In addition to other responsibilities of District as set forth in this Agreement, District shall at its expense:

- A. Provide Engineer with all criteria and full information as to District's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations.
- B. Give instructions to Engineer regarding District's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), District's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of District's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Furnish copies (or give specific directions requesting Engineer to use copies already in Engineer's possession) of all design and construction standards, District's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents and content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and draft Construction Contract Documents, when applicable. District shall have responsibility for the final content of (1) such bidding-related documents (or requests for proposals or other construction procurement documents), and (2) those portions of any Construction Contract other than the design (as set forth in the Drawings, Specifications, or otherwise), and other engineering or technical matters; and District shall seek the advice of District's legal counsel, risk managers, and insurance advisors with respect to the drafting and content of such documents.
- C. Furnish to Engineer any other available information pertinent to the Project including reports and data relative to previous designs, construction, or investigation at or adjacent to the Site.
- D. Following Engineer's assessment of initially-available Project information and data and upon Engineer's request, obtain, furnish, or otherwise make available (if necessary through title searches, or retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Basic and / Additional Services. Such additional information or data would generally include the following:
 - 1. Property descriptions.
 - 2. Zoning, deed, and other land use restrictions.

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3. Utility and topographic mapping and surveys.
 4. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
 5. Explorations and tests of subsurface conditions at or adjacent to the Site; geotechnical reports and investigations; drawings of physical conditions relating to existing surface or subsurface structures at the Site; hydrographic surveys, laboratory tests and inspections of samples, materials, and equipment; with appropriate professional interpretation of such information or data.
 6. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Project, the Site, and adjacent areas.
 7. Data or consultations as required for the Project but not otherwise identified in this Agreement.
- E. Arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform Services under the Agreement.
- F. Recognizing and acknowledging that Engineer's services and expertise do not include the following services, provide, as required for the Project:
1. Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.
 2. Legal services with regard to issues pertaining to the Project as District requires, Contractor raises, or Engineer reasonably requests.
 3. Such auditing services as District requires to ascertain how or for what purpose Contractor has used the money paid.
- G. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Construction Contract Documents (other than those required to be furnished or arranged by Contractor), or to evaluate the performance of materials, equipment, and facilities of District, prior to their incorporation into the Work with appropriate professional interpretation thereof. Provide Engineer with the findings and reports generated by testing laboratories, including findings and reports obtained from or through Contractor.
- H. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the Project designed or specified by Engineer and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the Project.

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Experience is the difference

Santa Rosa Office
1305 North Dutton Ave
Santa Rosa, CA 95401
P: 707-544-1072
F: 707-544-1082

Napa Office
1041 Jefferson St, Suite 4
Napa, CA 94559
P: 707-252-8105
F: 707-544-1082

Middletown Office
P.O. Box 852
Middletown, CA 95461
P: 707-987-4602
F: 707-987-4603

September 15, 2016

MC Engineering
Attention: Mark A. Carey, PE
6917 Ohana Place
Orangevale, CA 95662
markacarev@msn.com

Project Number: 7004.01.04.3

Proposal
Geotechnical Study,
Compaction Testing and
Special Inspection Services
Clearlake Oaks County Water District (CLOCWD)
Wastewater System Improvements
Clearlake Oaks, California

As requested, we are pleased to submit this proposal to perform a geotechnical study and provide compaction testing and special inspection services for the improvements to the CLOCWD in Clearlake, California. Our recommended scope of services and corresponding fee estimate are presented herein.

Project Description: Client retains RGH Consultants (RGH), wholly owned and operated by RGH Geotechnical and Environmental Consultants, Inc., to perform a geotechnical study and provide compaction testing and special inspection services for the improvements to the Clearlake Oaks County Water District (CLOCWD) in Clearlake Oaks, California. This agreement is based on our understanding of the project following:

1. Review of Draft Technical Memos 1 & 2 prepared by MC Engineering;
2. Review of a Sewer Collection System Map and memo provided by Jared Nelsen with MC Engineering;
3. A brief review of geologic literature pertinent to the site;
4. A project scope briefing by Mark Carey with MC Engineering; and
5. A site visit on September 6, 2016.

We understand the improvements are planned to include construction of a secondary clarifier at the treatment plant; improvements to lift stations 4, 6 and 9; and evaluation of seepage conditions in four existing ponds. The clarifier is shown to be a concrete structure 65 feet in diameter and about 17 feet deep. The lift stations are concrete wetwell structures 5 feet in diameter that vary from 16 to 20 feet deep. Lift stations 4 and 6 have concrete eccentric cones with 24 inch openings at street level. Lift station 9 has a concrete eccentric cone with a 36 inch opening at street level. Improvements for the lift stations will include replacing the eccentric cones with 60- inch diameter barrels with precast slab tops and installing 4 foot by 8 foot precast vaults to house new valves, flow meters and trash pump connections.

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The purpose of our study will be to evaluate the soil and geologic conditions at the clarifier, lift station and existing pond sites to provide geotechnical conclusions and recommendations for the design and construction of the clarifier, anticipated subsurface conditions at the lift station sites and an estimate of anticipated seepage rates at the ponds. We anticipate the major geotechnical concerns will include:

1. The potential for liquefaction throughout the project area; and
2. The strong ground shaking predicted to impact the site during the life of the project.

Scope of Services:

Geotechnical Study

We propose to review selected published geologic data and our previous work in the vicinity of the site. Our engineer or geologist will conduct a surficial reconnaissance of the sites and explore the subsurface conditions in the project area by drilling two borings on the order of 50 feet deep at the clarifier location and one boring on the order of 15 to 20 feet deep at each of the three lift stations using a truck-mounted auger rig. We will also excavate two test pits at each of the four ponds using a backhoe to be provided by the District. Our engineer or geologist will locate and log the borings and test pits, and obtain bulk and relatively undisturbed samples for visual examination, classification, and laboratory testing.

Selected samples representative of the material types encountered will be laboratory tested to determine certain characteristics pertinent to our analysis. These may include moisture content, dry density, shear strength, expansion potential (Expansion Index), classification (Atterberg Limits and percent of silt and clay) and consolidation.

Based on the geologic literature review and analysis of the field and laboratory work, we will develop the following geotechnical information:

1. A brief description of soil and groundwater conditions observed during our study;
2. A discussion of seismic hazards that may affect the proposed improvements;
3. Seismic design criteria per guidelines in the 2013 California Building Code;
4. Anticipated pond seepage rates; and
5. Specific conclusions and recommendations concerning:
 - a. Primary geotechnical engineering concerns and mitigating measures, as applicable;
 - b. Site preparation and grading including treatment of weak, porous, compressible and/or expansive surface soils;
 - c. Excavation wall stability including the need for shoring;

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- d. Foundation design criteria and settlement behavior for the clarifier;
- e. Lateral forces for retaining wall design, as applicable;
- f. Backfilling of the lift station/vault excavations and utility trenches;
- g. Geotechnical engineering drainage improvements; and
- h. Supplemental geotechnical engineering services.

We will consult with you and your design team during the course of our work to transmit preliminary design data as needed. Upon completion, we will present the results of our study in a brief written report including summaries of the field and laboratory work.

This scope of services does not include consultation following report submittal, attendance at meetings or plan review, nor does it include the determination or evaluation of the presence or absence of hazardous materials, toxic mold or the corrosion potential of the site soils.

Compaction Testing and Special Inspection Services

We propose to provide field and laboratory compaction testing during placement and compaction of fills for the clarifier (if required) and backfills for the lift stations, vaults and utility trenches. The results of our observations and testing will be made available to the contractor(s) on the job site so that timely corrective action might be taken, if required.

We also propose to provide special inspection (including slump testing and casting of test cylinders) during placement of reinforced concrete for the proposed clarifier. The concrete compressive strength testing will be conducted in our Santa Rosa Laboratory.

Upon completion, we will summarize the results of our work in a letter report, including field and laboratory data

Fee:

Geotechnical Study

We propose to perform the geotechnical study on a lump sum basis for a fee of \$15,280. Our fee includes the rental cost of the truck-mounted auger rig. The backhoe is to be provided by the District.

Compaction Testing and Special Inspection Services

We propose to perform the services indicated above on a time-and-expense basis in accordance with the attached Schedule of Charges. The Schedule of Charges is subject to change by RGH on 30 days written notice to client. The construction schedule is not known. Therefore, we assume it will require 3 working days to perform site grading for the clarifier and 2 working days to complete the lift station, vault and utility trench backfills for each of the 3 lift station sites. We also anticipate that 6 to 9 concrete pours will be required for the clarifier. On that basis our estimated fee can be itemized as follows:

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TASK OR COST ITEMS	VISITS UNITS	HRS/VISIT HRS/UNIT	COST/HR COST/UNIT	COST
Site Grading (Clarifier)	3 visits	8 hrs/visit	\$105/hr	\$2520
Backfills	6 visits	8 hrs/visit	\$105/hr	\$5040
Special Inspection	9 visits	8 hrs/visit	\$105/hr	\$7560
Cylinder Delivery	9 visits	3 hrs/visit	\$105/hr	\$2835
Nuclear Density Tests	20 units	---	\$12/unit	\$240
Vehicle (Mobile Laboratory)	171 hrs	---	\$12/hr	\$2052
Laboratory Compaction Tests	5 units	---	\$300/unit	\$1500
Concrete Compression Tests	9 sets	---	\$115/set	\$1035
Project Administration, Report	---	---	---	\$2500
TOTAL ESTIMATED COST				\$25,282

This estimate includes our fee for clerical and office engineering support services during construction. Our total fee could vary depending on the actual construction procedures and rate of progress. These, in turn, are dependent on soil conditions encountered and the prevailing weather. We will keep you advised of our charges by issuing progress billings, and will inform you of any changes in conditions which might significantly affect our fee. The above estimate does not include charges for observation and retesting of the repair of unsatisfactory work.

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We appreciate the opportunity to submit this proposal and work with you on this project. When you wish us to proceed, please return your Subconsultant Agreement for our review and signature.

Very truly yours,
RGH Consultants

Keith S. Gregory
Principal

Eric G. Chase
Senior Associate Engineer

KSG:EGC:ejw
Electronically submitted

s:\project files\7001-7250\7004\7004.01.04.3 clearlake oaks water district (clocwd)\proposal gs.doc

Attachments: Schedule of Charges

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Experience is the difference

Santa Rosa Office
1305 North Dutton Ave
Santa Rosa, CA 95401
P: 707-544-1072
F: 707-544-1082

Napa Office
1041 Jefferson St, Suite 4
Napa, CA 94559
P: 707-252-8105
F: 707-544-1082

Middletown Office
P.O. Box 852
Middletown, CA 95461
P: 707-987-4602
F: 707-987-4603

SCHEDULE OF CHARGES
Effective September 1, 2016

Unless agreed otherwise, work is charged for on a time and expense basis in accordance with the following schedule of charges:

PERSONNEL

Principal	\$195/hour
Senior Associate.....	\$185/hour
Associate	\$170/hour
Project Manager	\$155/hour
Senior Engineer.....	\$140/hour
Senior Geologist.....	\$135/hour
Project Engineer/Geologist.....	\$120/hour
Staff Engineer/Geologist.....	\$105/hour
Field Engineer.....	\$100/hour
Graphics	\$80/hour
Report Typing/Reproduction.....	\$60/hour

EQUIPMENT

Vehicle	\$15/hour
Nuclear Density Gauge.....	\$12/test
Water Level Indicator.....	\$35/day
Slope Inclinator Instrument.....	\$150/day
Pachometer	\$25/day
Coring Machine.....	\$300/day
Stormwater Sampling Equipment	\$50/day
Specialty Software (i.e. SLOPE/W, EZ-FRISK, VolFlo).....	\$25/hour

CONCRETE

Compression Testing - Set of 4 Cylinders	\$115
Each Additional Cylinder Break	\$35
Coring Charge	\$125

OTHER

Travel time is charged at regular rates. Vehicle mileage is charged at the current federal rate. The above rates do not apply to projects receiving public funds subject to California Prevailing Wage law. Hourly rates for those projects will be supplied separately. For court appearance, expert witness testimony, or deposition the charge is \$275 per hour for the principal, associate, and project level professional and \$175 per hour for all others, payable in advance. Four and eight hour minimums apply for court appearance.

Time worked in excess of 8 hours per day and Saturday/night work will be charged at 1.5 times the hourly rate. Time worked in excess of 12 hours per day and Sundays/holidays will be charged at 2 times the hourly rate.

Outside services including laboratory analysis, consultants, subcontractors, equipment not listed above, outside reproduction, aerial photographs, meals, lodging, shipping and special equipment or services not listed above are charged at cost plus 20 percent.

6h

Clearlake Oaks County Water District

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

October 17, 2016

Dear Board,

On Friday 10/14/16 after I had already turned in my board letter there was report of a sewer spilling out of the manhole at Big Oaks shopping center.

I was then questioned Monday morning as to whether this is district manhole and asked if we are responsible for it.

This is a district manhole and yes we are responsible for it unfortunately.

While this particular area has a history and much questioning has been done as to whether the area pre manhole is district responsibility it is currently on a preventive maintenance program. The line post manhole is supposed to be jetted approximately every six months and while the D/C crew is supposed to go ahead and run the jetter to Happy Garden and back. The reason we do this, while its not our line it is our responsibility to keep the sewer out of the lake. It came to my attention on Friday while we were clearing the blockage post manhole that the D/C crew had not been jetting the post manhole line. I can assure you that this has been corrected and should not be an issue and I apologize for the misunderstanding between the crew and operations.

Rest assured that a full report was made and turned into the state and all the proper authorities. This letter is accompanied by the report.

Let it be known that this area is missing a manhole that should actually be on the other side of the HWY and with it not there it makes it very difficult to do this job correctly.

The area was cleaned up with the VACON and any standing water removed then sanitized with a chlorine water mixture. That mornings weather did not make this particular spill any easier due to the ground already being wet more area was probably cleaned up than needed to be.

Thank you,
Jason Mitchell

Mary Margaret
Medeiros
President

Karl Hosier
Vice President

Judith Heeszal
Director

Dena Barron
Director

Richard Kuehn
Director

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DATE: October 17, 2016

TO: The Board

FROM: GM



RE: How to prevent issues in the future at the manhole at Big Oaks Shopping Center

1. We own the manhole but nothing upstream.
2. We jet the downstream flow to try and prevent spills.
3. We also jet upstream because the upstream parties do not have that ability. We get called out since we are the only ones in the area who can handle it. We report it to the State if it reaches the highway and the State then deals with them.
4. We jet upstream because, while the line is not our responsibility, it is our responsibility to keep sewage out of the lake so we try to minimize grease blocks.
5. The grease traps at the Chevron station (BSG) and Happy Garden are too small and need to be upsized. We do an annual inspection of what's in place. We will inquire to see if we have the authority to require larger traps.
6. The motel laundry does not have a grease trap so far as we know and it should have one. We will inquire to see if we have the authority to require installation of a trap.
7. We need a manhole on the other side of Hwy 20. The reason is that jetting should be from downstream not upstream. Without a manhole jetting from downstream is not possible to adequately clean this problem line. We can't use a further downstream manhole because there is an intersection in the sewer lines which prevents such a technique.
8. Distribution staff has been reinstructed on correct procedure at the current manhole.

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CLEARLAKE OAKS COUNTY WATER AND SANITATION DISTRICT

WASTEWATER SPILLAGE REPORT

Date: 10.14.16

TO: Guy Childs
Central Valley Regional Water
Quality Control Board
11020 Sun Center Dr., Suite 200
Sacramento, CA 95870-6114

Ray Ruminski
Lake County Environmental Health
922 Bevins Court
Lakeport, CA 95453

RE: **Sewage Spill**

1. Date of spill: 10.14.16 Date & Time Spill Reported: 1300 am pm

Reported By: Jason Mitchell 707 324 9710
Name Phone Number

2. Location of spill: 15340 E. Hwy 20 Hwy 20 + Melanic Ln
Street Address Street & Cross Street

3. Cause of spill: Grease Build up

4. Did sewage reach a water course? yes no Did sewage reach Clear Lake yes no

5. Name of water course/body: _____ dry wet flowing

6. Coliform samples collected yes no

Sample Results: Upstream _____ Downstream _____ Receiving Water _____

7. Nature of sewage (check one) Untreated Partially Treated Treated

8. Estimated quantity of sewage spilled: _____

9. Clean-up, mitigation actions taken at spill contained spill with UACON
Jetted downstream line cleaned up site with
pressure + vaccon sanitized site

10. Corrective/preventative action(s) taken to prevent reoccurrence: this is currently
on a p m plan

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CLOCWD WASTEWATER SPILLAGE CONTACT LIST

Notified Lead D/C Operator YES X NO _____ 1245 10/14 JM
Left Message Date/ Time/ Initials

Notified Operations Manager YES X NO _____ 1245 10/14 JM
Left Message Date/ Time/ Initials

Notified General Manager YES X NO _____ 1245 10/14 JM
Left Message Date/ Time/ Initials

Notified California Office Of YES X NO _____ 1245 10/14 JM
Emergency Services 16-6269 Date/ Time/ Initials
800-852-7550 Control Number

Notified Central Valley YES X NO _____ 1300 10/14 JM
Regional Water Quality Control Board Date/ Time/ Initials
916-464-4648 / 916-464-3291
Left Message

g.childs@waterboards.ca.gov
Notified Lake County YES X NO _____ 1300 10/14 JM
Environmental Health Date/ Time/ Initials
263-1164 ext. 118 during normal business hours
Left Message

Notified Lake County YES X NO _____ 1300 10/14 JM
Office Of Emergency Services Date/ Time / Initials
~~800 852 7550~~
263 3450

NOTES: _____

