

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

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

August 17, 2017

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
- Mr. Samuel Boucher Mr. Stanley Archacki

- Mr. Alan Gardner – General Manager Mr. Jason Mitchell – Operations Manager
- Mrs. Dianna Mann - Secretary to the Board

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

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. Customer Service
 - b. Administration/Grants
 - c. Water Plant Chief Operator
 - d. Wastewater Plant Interim Chief Operator
 - e. Operations Manager
 - f. General Manager
- 2. Financial Reports for review and approval**
 - a. July 2017 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 07-20-17
- b. Minutes of Emergency Meeting 08-09-17

4. Bills

- a. **MC Engineering** Invoice No. 1530, dated 7/31/17, in the amount of \$13,495.32 for the Forcemain Pre-design
- b. **MC Engineering** Invoice No.1531, dated 7/31/17 in the amount \$8,655.66, for the Reclamation Study
- c. **MC Engineering** Invoice No.1533, dated 7/31/17, in the amount of \$19,127.62, for the USDA WWTP Construction Project
- d. **SUNBELT Final** Invoice No. 66843606-0009, dated 7/24/17, in the amount of \$7,056.01 for rental equipment at LS 7

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and update of MC Engineering grant status reports and USDA progress

Action Taken: _____

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: _____

- c. Discussion and update of sidewalk project

Action Taken: _____

6. Agenda (New Business)

- a. Update on two (2) new Chlorine Pumps for Water Plant

Action Taken: _____

- b. Discussion and consideration of the possibility of the Water Plant advancing to a T-4 status

Action Taken: _____

Closed Session **Time:** _____

- a. Existing litigation: Luna vs. CLOCWD
- b. Existing litigation: Estep vs. CLOCWD
- c. Existing litigation: Parker vs. CLOCWD
- d. General Manager Personnel Evaluation
- e. Anticipated litigation:
 - 1. Two Cases

Open Session **Time:** _____

Action Taken in Closed Session: _____

Adjournment **Time:** _____

1a

Clearlake Oaks County Water District
Billing Department
August 17, 2017

Billing Department / Front Office

- ❖ 42 liens totaling \$19, 244.86 were filed with the County of Lake for the years 2015, 2016 & presently 2017.
- ❖ A work order audit was performed, cleaning out our billing program from work orders dating back to 2014. These audits help to insure all accounts are being billed for both water & sewer services after a turn off/ on, fees are being applied for call out's, and follow-up work orders are made if necessary.
- ❖ Prior to filing liens, 28 collection letters were sent out to begin the process totaling \$3307.47
- ❖ Brought Bulk Water billing current from April 2017- present.
- ❖ Currently accepting applications for our CSR I position; meanwhile, I will continue to work the front desk and assist the AP desk

Respectfully,
Olivia Mann

3

1,0

Clearlake Oaks County Water District
Administrative Services Manager
August 17, 2017

Administration / Grants

- ❖ State Water Resources Control Board (SWRCB) Wastewater Collection System Mapping and Infiltration and Inflow Construction. \$3.3M – This grant has been revisited since our storms of 2017, and will be amended to include a new forcemain and more inflow and infiltration upgrades with an amended grant amount of \$6M. (Refer to RES 17-04)
- ❖ Department of Water Resources (DWR), Water Master Plan Study Grant in the amount of \$400,000. MC Engineering is approx 99.9% complete as of the end the month. From the Water Master Plan Study, three grants will be applied for:
 - Harvey Tank Installation
 - Storage Tanks and Distribution System Improvements
 - Water Plant, Meters and Backflow Projects
- ❖ State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study in the amount of \$299,640. This Study has been extended until January 31, 2018, (see attached). District received an executed copy on 8/10/17
- ❖ USDA Wastewater Treatment Project \$2.8M loan, along with the \$2M grant has been awarded to T&S Construction, with a tentative move in date to WWTP the week of Aug 21. USDA loan papers are scheduled to close August 24. Status report attached.
- ❖ Storms 2017, I am continuing to work with insurance and FEMA. Lift Station 7 pumps were installed on July 25, and all went well. Insurance representative was present to take pictures and document. The Insurance Engineer was here the week of Aug. 7 to examine the pumps and report back to insurance. Hopefully insurance and/or FEMA money will be coming in soon.

Respectfully Submitted,
Dianna Mann

Report Date: August 7, 2017

RE: CLOCWD SWRCD Wastewater Reclamation Study Planning Grant Status Report

Billing Period: July, 2017

I. Project Status Update and Work Accomplished to Date:

- Meeting with AES to discuss proposed project alternative and environmental assessment
- Drafting of figures for each project alternative
- Storage and conveyance analysis for each project alternative
- Drafting of preliminary proposed tank site and booster pump station design
- Compilation of reclamation documents as related to RWQCB Report of Waste Discharge

Budget Status Update

Total Budget: \$299,640.00
This Invoice: \$8,655.66
Cost to Date: \$243,597.17
Cost to Complete: \$56,042.83

II. Projected Tasks for June, 2017

- Meet with RWQCB and review permit related impacts
- Meet with representatives from Shannon Ranches to discuss offsite pipeline, easements, and storage for reclamation
- Layout proposed reclamation facilities with consideration of Phase 1 USDA improvements
- Stantec assist with a section of the final report related to filtration, disinfection, and permitting requirements for vineyard irrigation
- Continue to develop site plan for future process needs for full Title 22 reclamation (filtration and disinfection)
- Estimate costs for pipeline and storage to serve Shannon Ranch
- Continue work on required ROWD with RWQCB with input from Stantec engineers

lib.2

EXHIBIT A – SCOPE OF WORK & INCORPORATED DOCUMENTS

1. The Planning Completion date is hereby established as ~~December 31, 2016~~ **January 31, 2018**.
2. The Planning is related to the possible construction project known as the Wastewater Treatment Plant Study Project. The Recipient's receipt of funding under this Agreement is not a commitment to and does not obligate the State Water Board to provide funding for any eventual construction project.
3. The Recipient agrees to ensure that its final Request for Disbursement is received by the Division no later than ~~December 31, 2016~~ **January 31, 2018**, unless prior approval has been granted by the Division. Otherwise, the undisbursed balance of this Agreement will be deobligated.
4. Incorporated by reference into this Agreement are the following documents:
 - The Recipient's Plan of Study dated September 17, 2015.
5. The tentative Planning schedule is summarized as follows:

RECIPIENT MILESTONES	DRAFT ¹	FINAL ¹
Eligible Start Date	N/A	July 1, 2015
Phase I: Record Search and WWTP Operational Procedures Evaluations	N/A	December 1, 2015 August 1, 2017
Phase II: Base Mapping, Process Flow Analysis, and Modeling	N/A	April 1, 2016 August 1, 2017
Phase III: Equipment Condition and Efficiency Evaluation	N/A	June 1, 2016 September 1, 2017
Phase IV: Deficiency Report and Recommendations	N/A	July 1, 2016 September 1, 2017
Phase V.a: Facilities Plan Project Report	August 1, 2016 August 1, 2017	September 30, 2016 October 1, 2017
Phase V.b: Environmental Documents	October, 2016 August 15, 2017	November 30, 2016 December 31, 2017
Phase VI: Recycled Water Project Evaluation	June 1, 2016 August 1, 2017	August 31, 2016 October 1, 2017
Status Reports	Quarterly	
Final Disbursement Request/ End of Draw	N/A	December 31, 2016 January 31, 2018
¹ These are estimated dates, which may be adjusted as necessary during the draw period. However, all milestones must be achieved with relevant deliverables approved by the Division, and the final invoice submitted, prior to December 31, 2016 January 31, 2018 . End of Draw date must be within 3 years from the execution date of this Agreement, unless the Deputy Director of the Division or designee approves an extension for good cause.		

6. Scope of Work and Planning Documents.

The Recipient agrees to do the following:

The Central Valley RWQCB issued CAO Order No. R5-2014-0707 (Order) in October 2014 to address deficiencies in the wastewater collection and treatment systems caused by aging

6

Report Date: August 7, 2017

RE: CLOCWD USDA Wastewater Facility Improvements Project Monthly Status Update and Projected Tasks

Billing Period: July, 2017

I. Project Status Update

Work on the project during June included the following:

- Generated all forms necessary for construction management (RRIs, Submittals, CCOs, ect.)
- Established google drive with folder structure for remote access
- Coordinating and attending pre-construction conference meeting 7/17/17
- Assisted in expediting issuance of Notice to Proceed
- Review and response of submittals and RFIs
- Budget Updates and project status reporting

II. Construction Budget Status Update

Total Construction Budget: \$427,628.07 (including materials testing)

This Invoice: \$19,127.62

Cost to Date: \$23,400.84 (construction only)

Cost to Complete: \$404,227.23

III. Projected Tasks for August 2017

- Assist in submitting NOI and SWPPP and other documents required to authorize groundbreaking
- Attend construction meetings (review of contractors proposed schedule)
- Continue submittal/RFI review and responses as needed
- Arrange for accommodations for on-site inspector

Clearlake Oaks County Water District

1.c

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

Good Morning,

Things here at the water treatment were very challenging the last few weeks. As you know we lost use of filter #1 early last week. We were very succesful in getting filters #2 and #3 up and running, they are performing well for the condition they were left in. The repair crew from ERC was here on site at 0700 this morning and they're working very dilligently to complete their task and get filter #1 rebuilt and back in service.

The Lake conditions have been very dynamic due to the algae blooms and the following die off. We are staying on top of chlorine and coagulant doses, and are performing jar testing as often as needed to confirm the best doses for the current water conditions.

All in all, things are getting better as I get more familiar with the treatment plant, I am working towards simplifying the operators job a bit in hopes of saving the district money in overtime wages. More to come next month.

Dave Sherron
Chief Water Treatment Operator
Clearlake Oaks County Water District.

Board of Directors

Margaret Medeiros
President

Karl Hosier
Vice President

Judy Heeszal
Director

Stanley Archscki
Director

Samuel Boucher
Director

8

1. d

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
AUGUST 2017

Reporting Period: July, 2017
From: Francisco Castro, CPO/INTERIM

To: Clearlake Oaks County Water District Board of Directors

August 9, 2017

The Influent flows to the plant this month averaged 376,000 gallons a day with a total of 11.641 MG for the month. We treated a total of 10.080 MG. All analytical testing were under compliance. The lake level has gradually fell to average at 5.35 Rumsey Gauge. We have experienced higher than normal PH in our ponds due to the effect of receiving the Water Plants Backwash. When measuring influent settleables with the imhoff cone, nothing but algae is present. The impact to our treatment process has been noticeable in big ways at the waste plant.

On Junes report we were waiting to see the results that our 1.5" drain rock trial would have. It has been a very positive result. The draining we achieved was 100 percent better and we were able to retrieve about 95 percent of the rock to be used again. Please note that it would be to the districts benefit to consider paving our unused bed for sludge drying footprint. This would allow us to cut down on our sludge hauling cost which is one of our biggest expenses.

All routine maintenance, safety procedures and alarms have been completed for the month.

Thank you,
Francisco Castro
CPO/Interim

9

Clearlake Oaks County Water District

1.e

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

8/17/17

Dear Board,

First off Lift Station 7 is up and running normally as anticipated the site is cleaned up and everything has been returned. This has removed added hours across the board and in a since taken the edge off the staff as a whole. I will however be talking with Rain For Rent about a rental for the anticipated rains. We will be more prepared this time as well as educated for the possible events.

There was a small issue with the effluent pipe line that was brought to my attention last week that resulted in a "Spill" I have spoken with Guy Childs and explained the details. While we are not required to make a report it was suggested we do so because of a former employee that works in the area and with the crew that initially found the discharge. The report will have been filed before the board meeting.

I am pleased to say the leak detection folks located approximately 13 leaks. The potential leaks are in areas that would go undetected until they finally show themselves at the surface sometimes taking months to surface, and in a few cases years. D/C is fixing these leaks as they have time. The guys have been fixing the leaks that were popping up while "USA" was hunting down other leaks. All in all the guys have fixed what appears to be approximately 100 GPM worth of leaks in the last month and more keep popping up.

I am hoping to have the potholing at the end of Everglade done in the next 2 weeks I have spoken with the contractor that started and it appears they have a window between upcoming jobs and will be able to get that done as well as another potholing project that needs to be done for the new forced main project.

Thank you,

Jason Mitchell
Operations Manager

Board of Directors

Margaret Medeiros
President

Karl Hosier
Vice President

Judy Heeszal
Director

Stanley Archscki
Director

Samuel Boucher
Director

10

1.f

August 11, 2017

General Manager's Board Letter

Loans/Grants/ Accounting:

See Dianna's Board letter.

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, the flood, and forfeiture agreements.

Sidewalks:

- We made our objections and requests in writing to the County on January 15, 2017 about the south sidewalk and they included them in their filing with Caltrans.
- Please recall the required work on the north side of Hwy 20 was estimated at \$15,000.
- No word from the County or Caltrans as of this letter's date. The County should be the one communicating the results to us.
- NOTE: I did send an email to Scott DeLeon Public Works Director on June 26, for which we have a read receipt of the same date, asking about the results of our requests and did not receive a verbal or written answer.
- Work is now starting in the Oaks and we still have not had any response.

Harvey tank and CSA 16:

- Special District's has contracted for everything up to the Harvey property line, and is working with PGE. We met on 8-10-17 to determine final needs for completion. We are agreed consistent with prior Board authorizations. Problem is Special District's is short on funds due to delays and inflated construction costs. SD is creating an Assessment District to finish their work.

Backflows:

- They are being currently submitted in water improvement grant project # 3. Annual required inspections are being done this month.

Solar:

- PGE has a new procedure that should allow us to use the excess credits toward other meters. Previously the properties had to be contiguous. I will report on this by the next Board meeting.
- Flood issues.

The solar company instructed Parker to turn off the panels during the flood. She called them without asking me and did not inform me until a few days later. The electrical cost from PGE was substantially greater due to both the solar outage and 24/7 operation due to the flood. We are claiming the cost difference from the last two years with our insurance, the state and FEMA. To the extent we are not compensated we will attempt a claim with the owner since the GM was not queried and did not authorize the interruption in service although so far as the owner is concerned Parker had apparent authority. Any claim would be by negotiation since the amount doesn't justify a court claim.

//

1.f.1

Emergency Services Planning:

- Continuing to work with all County water companies to develop an online index of available equipment and personnel. County has advised the index should be active this month.

Eminent Domain:

- Lift 7.
 - Pumps are replaced and working well.
 - We have possession of 589 Keyes as of 5/10/17.
- Force main.
 - We determined the end of the canal crossing for the force main is *in* Everglade and not on the adjoining property. As a result we will not need eminent domain concerning that lot.
 - The State Board is currently reviewing our grant application for this project. We have requested expedited review and I will be meeting with them on approximately the 21st.

Alan Gardner, GM

12

Clearlake Oaks County Water District
Summary Balance Sheet
As of July 31, 2017

2.0

	<u>Jul 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	834,428.60
Accounts Receivable	-6.00
Other Current Assets	<u>662,396.04</u>
Total Current Assets	1,496,818.64
Fixed Assets	<u>6,168,570.89</u>
TOTAL ASSETS	<u><u>7,665,389.53</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	192,984.62
Credit Cards	-1,482.03
Other Current Liabilities	<u>514,189.97</u>
Total Current Liabilities	<u>705,692.56</u>
Total Liabilities	705,692.56
Equity	<u>6,959,696.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,665,389.53</u></u>

Clearlake Oaks County Water District
Balance Sheet
 As of July 31, 2017

2.9.1

	Jul 31, 17
ASSETS	
Current Assets	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	69,546.25
102.04 · DWR - CHECKING	200.00
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	293,694.37
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	482,694.37
102.02 · CRP Water - 6990	103,348.70
102.03 · CRP Sewer - 3745	178,639.28
Total Checking/Savings	834,428.60
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
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
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 1057100)	155.04
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	662,396.04
Total Current Assets	1,496,818.64
Fixed Assets	
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1...	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	14,788.58
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other	3,136,437.00
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	3,263,532.29
125 · Land	299,770.00
129 · ALLOW. FOR DEPRECIATION	-7,721,470.00
Total Fixed Assets	6,168,570.89
TOTAL ASSETS	7,665,389.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	192,984.62
Total Accounts Payable	192,984.62

Clearlake Oaks County Water District
Balance Sheet
 As of July 31, 2017

2,9.2

	Jul 31, 17
Credit Cards	
210 · Cal Card	
210.06 · Cal Card - Jason 3879	12.24
210.04 · Cal Card - Alan - 4000	-116.09
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-3,000.92
Total 210 · Cal Card	-1,482.03
Total Credit Cards	-1,482.03
Other Current Liabilities	
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal ta...	-322.01
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become ava...	466,000.00
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	468,807.29
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments for Medical Co...	734.97
221 · Health Ins - EE Portion - Other	359.74
Total 221 · Health Ins - EE Portion	1,094.71
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE...	1,111.96
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-1,667.94
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	-555.98
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE ...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL ...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX ...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - ...	-24.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION -...	-1,214.81
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - ...	596.12
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPL...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or...	-2,330.40
Total Other Current Liabilities	514,189.97
Total Current Liabilities	705,692.56
Total Liabilities	705,692.56
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this ac...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - E...	680,370.28
Net Income	-57,001.23
Total Equity	6,959,696.97
TOTAL LIABILITIES & EQUITY	7,665,389.53

Clearlake Oaks County Water District

08/10/17

Profit and Loss

Accrual Basis

July 2017

2.0.3

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL
Income					
Income					
410 · Client Reg Pmt	0.00	0.00	73,308.16	89,578.00	162,886.16
430 · Penalty & Interest	0.00	0.00	1,330.92	1,419.70	2,750.62
440 · Misc Revenue	0.00	0.00	13,548.73	14,105.74	27,654.47
450 · Other - Non S/W Rev	0.00	0.00	7,376.61	7,376.61	14,753.22
Total Income	0.00	0.00	95,564.42	112,480.05	208,044.47
Total Income	0.00	0.00	95,564.42	112,480.05	208,044.47
Gross Profit	0.00	0.00	95,564.42	112,480.05	208,044.47
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	31,616.96	4,819.78	9,145.46	19,100.96	64,683.16
510 · Contract Labor	0.00	0.00	1,000.00	0.00	1,000.00
520 · FICA - District Share	2,328.95	331.36	654.17	1,456.68	4,771.16
530 · Medical Ins - Dist Share	6,742.66	1,468.45	3,323.00	1,612.72	13,146.83
540 · PERS - District Share	3,033.19	286.36	851.08	1,716.90	5,887.53
Total Salaries & EE Benefits	43,721.76	6,905.95	14,973.71	23,887.26	89,488.68
Services & Supplies					
620 · Communications & Internet	574.90	0.00	348.73	240.80	1,164.43
622 · Board Exp	1,140.00	0.00	0.00	0.00	1,140.00
625 · Equip - Field (\$300-\$4999)	0.00	26.08	0.00	0.00	26.08
630 · Equip - Office	383.91	0.00	139.99	139.99	663.89
640 · Fuel & Oil	0.00	0.00	219.69	506.60	726.29
657 · Lab	0.00	0.00	2,683.00	759.00	3,442.00
665 · Mileage Reimb	360.92	0.00	0.00	0.00	360.92
670 · Postage & Shipping	500.00	0.00	0.00	0.00	500.00
675 · Professional Services	1,852.15	0.00	4,086.56	2,088.00	8,026.71
685 · Rents	902.46	0.00	0.00	0.00	902.46
690 · Safety & Security	177.00	331.54	0.00	0.00	508.54
700 · Tools & Instruments	0.00	242.06	69.28	0.00	311.34
705 · Supplies - Office	1,807.37	0.00	130.48	478.66	2,416.51
715 · Supplies-Chemicals-Operating	0.00	0.00	5,054.12	19,934.14	24,988.26
720 · Supplies - Inventory - Other	0.00	0.00	761.23	0.00	761.23
750 · Utilities	715.59	0.00	8,478.17	22,935.16	32,128.92
795 · Yolo Co	0.00	0.00	0.00	4,117.95	4,117.95
Total Services & Supplies	8,414.30	599.68	21,971.25	51,200.30	82,185.53
Repairs & Replacement					
810 · R&R Buildings & Grounds	432.06	0.00	329.04	489.91	1,251.01
830 · R&R Equipment	0.00	0.00	42.66	0.00	42.66
Total Repairs & Replacement	432.06	0.00	371.70	489.91	1,293.67
Total Expense	52,568.12	7,505.63	37,316.66	75,577.47	172,967.88
Net Income	-52,568.12	-7,505.63	58,247.76	36,902.58	35,076.59

Clearlake Oaks Co Water District
PROJECTED BUDGET 2017-2018

2.9.4

1

Target % > 8%

Thru End of Summary	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,134,732	94,561	112,481	10%	998,247	83,187	95,565	10%
Total Operating Expenses	986,794	82,233	105,614	11%	1,018,856	84,905	67,353	7%
Operating Balance (loss)	147,938	12,328	6,867		(20,609)	(1,717)	28,212	
420 Connection Rev			-				-	
435			-				-	
450 Other - Non S/W Rev	96,000	8,000	7,377	8%	85,000	7,083	7,377	9%
Depreciation Exp	164,168	13,681	13,681	8%	105,786	8,816	8,816	8%
Net Change In Net Position (loss)	79,770	6,647	563		(41,395)	(3,450)	26,773	

Current Revenue Notes:

440 Misc = ATT Lease and Tax Roll

WestAmer Op	\$	158,451
WestAmer CRP		271,702
LAIF		484,732
Total	\$	914,885

Past Revenue Notes

Thru End of Operating Revenue	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,104,732	92,061	89,578	8%	984,747	82,062	73,308	7%
430 Penalty & Interest	30,000	2,500	1,420	5%	13,500	1,125	1,331	10%
440 Misc	0	0	14,106	0%	0	0	13,549	0%
Total Revenue >	1,134,732	94,561	105,104	9%	998,247	83,187	88,188	9%

Thru End of Operating Expenses	WATER				SEWER			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	356,300	29,692	37,320	10%	362,890	30,241	27,364	8%
510 Contracted Labor	-	-	-	0%	12,000	1,000	1,000	8%
520 FICA - District Share	29,632	2,469	2,787	9%	29,918	2,493	1,984	7%
530 Medical Ins - District Share	73,068	6,089	5,719	8%	113,120	9,427	7,429	7%
540 PERS - District Share	55,357	4,613	3,377	6%	45,285	3,774	2,511	6%
550 Unemployment	9,000	750	-	0%	9,000	750	-	0%
560 Workers Comp Ins	15,052	1,254	-	0%	12,218	1,018	-	0%

Salaries and Employee Benefits > 538,409 44,867 49,202 9% 584,431 48,703 40,287 7%

605 Advertising	200	17	-	0%	200	17	-	0%
610 Bank Fees	2,810	234	-	0%	2,800	233	-	0%
620 Communications & Internet	10,000	833	529	5%	9,500	792	637	7%
622 Board Exp	10,000	833	570	6%	10,000	833	570	6%
625 Equip - Field (\$300-\$4999)	1,250	104	13	1%	2,750	229	13	0%
630 Equip - Office	3,000	250	332	11%	3,500	292	332	9%
640 Fuel & Oil	8,500	708	507	6%	4,000	333	220	6%
645 Insurance	40,000	3,333	-	0%	40,000	3,333	-	0%
650 Interest	-	-	-	0%	-	-	-	0%

17

2.4.5

657	Lab	16,000	1,333	759	5%	25,000	2,083	2,683	11%
660	Memberships & Subscriptior	28,500	2,375	-	0%	25,500	2,125	-	0%
665	Mileage Reimb	2,500	208	181	7%	2,500	208	181	7%
670	Postage & Shipping	4,800	400	250	5%	4,750	396	250	5%
675	Professional Services	20,000	1,667	3,014	15%	20,000	1,667	5,013	25%
685	Rents	5,700	475	451	8%	3,700	308	451	12%
690	Safety & Security	4,625	385	255	6%	10,625	885	255	2%
700	Tools & Instruments	3,875	323	121	3%	6,875	573	190	3%
703	Supplies - Clothing & Person:	1,675	140	-	0%	2,175	181	-	0%
705	Supplies - Office	4,250	354	1,381	32%	4,750	396	1,034	22%
715	Treatment Chemicals	52,000	4,333	19,934	38%	53,000	4,417	5,054	10%
720	Supplies - Operating - Other	15,000	1,250	-	0%	26,500	2,208	761	3%
730	Taxes - Licenses	1,500	125	-	0%	2,300	192	-	0%
735	Training	2,750	229	-	0%	3,250	271	-	0%
745	Travel	1,750	146	-	0%	1,750	146	-	0%
750	Utilities	135,650	11,304	23,293	17%	97,750	8,146	8,836	9%
760	Waste Disposal	550	46	-	0%	52,250	4,354	-	0%
795	Yolo Co	52,000	4,333	4,118	8%				
799	Misc	-	-	-	0%				0%
Services and Supplies >		428,885	35,740	55,706	13%	415,425	34,619	26,478	6%
810	R&R Buildings & Grounds	8,750	729	706	8%	8,750	729	545	6%
815	R & R Damage Claims	5,000	417	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,500	208	-	0%	6,000	500	43	1%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	271	-	0%	4,250	354	-	0%
Repairs & Replacement >		19,500	1,625	706	4%	19,000	1,583	588	3%
Total Expenses >		986,794	82,233	105,614	11%	1,018,856	84,905	67,353	7%

2.a.6

1 Administration - Budget Variance Report Jul 2017		2017-2018 Budget		Target % >	8.3%	
Thru End of Expenses			Actual	%	Total	
	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	386,991	32,249	31,617	8.2%	355,374	
510 Contracted Labor	-	-	-		-	
520 FICA - District Share	32,024	2,669	2,329	7.3%	29,695	
530 Medical Ins - District Share	86,993	7,249	6,743	7.8%	80,250	
540 PERS-District Share (incl unfunded Liab, 35K)	42,535	3,545	3,034	7.1%	39,501	
550 Unemployment	18,000	1,500	-	0.0%	18,000	
560 Workers Comp Ins	8,683	724	-	0.0%	8,683	
Salaries and Employee Benefits >	575,226	47,935	43,723	7.6%	531,503	
605 Advertising	400	33	-	0.0%	400	
610 Bank Fees	5,600	467	-	0.0%	5,600	
620 Communications & Internet	7,000	583	575	8.2%	6,425	
622 Board Exp	20,000	1,667	1,140	5.7%	18,860	
625 Equip - Field (up to \$4999)	0	0	-	0.0%	0	
630 Equip - Office	2,500	208	384	15.4%	2,116	
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	1,000	83	-	0.0%	1,000	
665 Mileage Reimb	3,500	292	361	10.3%	3,139	
670 Postage & Shipping	9,400	783	500	5.3%	8,900	
675 Professional Services (Legal, IT, etc)	20,000	1,667	1,852	9.3%	18,148	
685 Rents	7,400	617	902	12.2%	6,498	
690 Safety & Security (boots)	3,500	292	177	5.1%	3,323	
700 Tools & Instruments	0	0	-	0.0%	0	
703 Supplies - Clothing & Personal	600	50	-	0.0%	600	
705 Supplies - Office	6,250	521	1,807	28.9%	4,443	
715 Treatment Chemicals	0	0	-	0.0%	0	
720 Supplies - Operating - Other	0	0	-	0.0%	0	
730 Taxes - Licenses	0	0	-	0.0%	0	
735 Training (Classes, books)	2,000	167	-	0.0%	2,000	
745 Travel / Lodging	1,500	125	-	0.0%	1,500	
750 Utilities	5,500	458	716	13.0%	4,784	
760 Waste Disposal	500	42	-	0.0%	500	
795 Yolo Co	0	0	-	0.0%	0	
799 Misc	0	0	-	0.0%	0	
Services and Supplies >	96,650	8,054	8,414	8.7%	88,236	
810 R&R Buildings & Grounds	7,500	625	432	5.8%	7,068	
815 R & R Damage Claims	0	0	-	0.0%	0	
820 R&R Lift Stations	-	-	-	0.0%	-	
830 R&R Equipment	2,000	167	-	0.0%	2,000	
832 R&R Mains/Service Lines	0	0	-	0.0%	0	
840 R&R Vehicles (\$2k/vehicle)	500	42	-	0.0%	500	
Repairs & Replacement >	10,000	833	432	4.3%	9,568	
Total Expenses >	681,876	56,823	52,569	7.7%	629,307	

1 D\C - Budget Variance Report Jul 2017		2017-2018 Budget		Target % >	8.3%	
Thru End of	Expenses	Annual	YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	45,439	3,787	4,820	10.6%	40,619
510	Contracted Labor	-	-	-		-
520	FICA - District Share	3,722	310	331	8.9%	3,391
530	Medical Ins - District Share	18,502	1,542	1,468	7.9%	17,034
540	PERS - District Share	11,379	948	286	2.5%	11,093
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	2,453	204		0.0%	2,453
Salaries and Employee Benefits >		81,495	6,791	6,905	8.5%	74,590
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)	2,500	208	26	1.0%	2,474
630	Equip - Office	0	0		0.0%	0
640	Fuel & Oil	5,000	417	-	0.0%	5,000
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	0	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services (SCADA)	0	0	-	0.0%	0
685	Rents	0	0	-	0.0%	0
690	Safety & Security (boots)	3,750	313	332	8.9%	3,418
700	Tools & Instruments	3,750	313	242	0.0%	3,508
703	Supplies - Clothing & Personal	750	63	-	0.0%	750
705	Supplies - Office	250	21	-	0.0%	250
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	13,000	1,083	-	0.0%	13,000
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (classes, books)	1,500	125	-	0.0%	1,500
745	Travel / Lodging	1,000	83	-	0.0%	1,000
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		31,500	2,625	600	1.9%	30,900
810	R&R Buildings & Grounds	-	-		0.0%	-
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	-	-		0.0%	-
832	R&R Mains/Service Lines	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	-	-		0.0%	-
Repairs & Replacement >		0	0	-	0.0%	0
Total Expenses >		112,995	9,416	7,505	6.6%	105,490

2.9.8

1

Sewer - Budget Variance Report Jul 2017

Target % > **8.3%**

Thru End of Expenses	2017-2018 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	146,675	12,223	9,145	6.9%	137,530
510 Contracted Labor	12,000	1,000	1,000		11,000
520 FICA - District Share	12,045	1,004	654	5.4%	11,391
530 Medical Ins - District Share	60,372	5,031	3,323	5.5%	57,049
540 PERS - District Share	18,328	1,527	851	4.6%	17,477
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	6,650	554		0.0%	6,650
Salaries and Employee Benefits >	256,070	21,339	14,973	5.8%	241,097
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	3,500	292	349	10.0%	3,151
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,500	125	-	0.0%	1,500
630 Equip - Office	1,000	83	140	14.0%	860
640 Fuel & Oil (Schaeffers)	1,500	125	220	14.7%	1,280
645 Insurance	40,000	3,333	-	0.0%	40,000
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	25,000	2,083	2,683	10.7%	22,317
660 Memberships & Subscriptions	25,000	2,083		0.0%	25,000
665 Mileage Reimb	500	42		0.0%	500
670 Postage & Shipping	50	4		0.0%	50
675 Professional Services (SCADA)	10,000	833	4,087	40.9%	5,913
685 Rents	0	0	-	0.0%	0
690 Safety & Security (boots)	7,000	583	-	0.0%	7,000
700 Tools & Instruments	5,000	417	69	1.4%	4,931
703 Supplies - Clothing & Personal	1,500	125	-	0.0%	1,500
705 Supplies - Office	1,500	125	130	8.7%	1,370
715 Treatment Chemicals	53,000	4,417	5,054	9.5%	47,946
720 Supplies-Operating-Other-Titan Tubes	20,000	1,667	761	3.8%	19,239
730 Taxes - Licenses	2,300	192	-	0.0%	2,300
735 Training (classes, books)	1,500	125	-	0.0%	1,500
745 Travel / Lodging	500	42	-	0.0%	500
750 Utilities	95,000	7,917	8,478	8.9%	86,522
760 Waste Disposal	52,000	4,333	-	0.0%	52,000
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0		0.0%	0
Services and Supplies >	347,350	28,946	21,971	6.3%	325,379
810 R&R Buildings & Grounds	5,000	417	329	6.6%	4,671
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	0	0	-	0.0%	0
830 R&R Equipment	5,000	417	43	0.9%	4,957
832 R&R Mains/Service Lines	0	0	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	4,000	333	-	0.0%	4,000
Repairs & Replacement >	14,000	1,167	372	2.7%	13,628
Total Expenses >	617,420	51,452	37,316	6.0%	580,104

Expense Notes

675 Leete Generators 2 Hr Load bank Tst, Leete Generators annual inspection, 2nd quarter WWTP Report

2.0.9

1 Water - Budget Variance Report July 2017		Target % >		8.3%	
Thru End of Expenses	2017-2018 Budget		Actual	%	Total
	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	140,085	11,674	19,101	13.6%	120,984
510 Contracted Labor	0	0	-		0
520 FICA - District Share	11,759	980	1,457	12.4%	10,302
530 Medical Ins - District Share	20,320	1,693	1,613	7.9%	18,707
540 PERS - District Share	28,400	2,367	1,717	6.0%	26,683
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	9,484	790		0.0%	9,484
Salaries and Employee Benefits >	210,049	17,504	23,888	11.4%	186,161
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	4,000	333	241	6.0%	3,759
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (\$300 - \$4999)	0	0	-	0.0%	0
630 Equip - Office	500	42	140	28.0%	360
640 Fuel & Oil	6,000	500	507	8.5%	5,493
645 Insurance	40,000	3,333	-	0.0%	40,000
650 Interest	0	0	-	0.0%	0
657 Outside Lab / Internal Lab	16,000	1,333	759	4.7%	15,241
660 Memberships & Subscriptions	28,000	2,333	-	0.0%	28,000
665 Mileage Reimb	500	42	-	0.0%	500
670 Postage & Shipping	100	8	-	0.0%	100
675 Professional Services (SCADA)	10,000	833	2,088	20.9%	7,912
685 Rents	2,000	167	-	0.0%	2,000
690 Safety & Security (boots)	1,000	83	-	0.0%	1,000
700 Tools & Instruments	2,000	167	-	0.0%	2,000
703 Supplies - Clothing & Personal	1,000	83	-	0.0%	1,000
705 Supplies - Office	1,000	83	477	47.7%	523
715 Treatment Chemicals	52,000	4,333	19,934	38.3%	32,066
720 Supplies - Operating - Other	8,500	708	-	0.0%	8,500
730 Taxes - Licenses	1,500	125	-	0.0%	1,500
735 Training (classes, books)	1,000	83	-	0.0%	1,000
745 Travel / Lodging	500	42		0.0%	500
750 Utilities	132,900	11,075	22,935	17.3%	109,965
760 Waste Disposal	300	25	-	0.0%	300
795 Yolo Co	52,000	4,333	4,118	7.9%	47,882
799 Misc	0	0		0.0%	0
Services and Supplies >	360,800	30,067	51,199	14.2%	309,601
810 R&R Buildings & Grounds	5,000	417	490	9.8%	4,510
815 R & R Damage Claims	5,000	417	-	0.0%	5,000
820 R&R Lift Stations	0	0	-		0
830 R&R Equipment	1,500	125	-	0.0%	1,500
832 R&R Mains/Service Lines	0	0	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	3,000	250	-	0.0%	3,000
Repairs & Replacement >	14,500	1,208	490	3.4%	14,010
Total Expenses >	585,349	48,779	75,577	12.9%	509,772

Expense Notes

505 Salaries and Wages: Extreme overtime due to Lake Conditions and final check for former Emp. PTO/CTO

675 Professional Services: LEETE Generator Inspections, SCADA training for new Chief Water Plant Operator

715 Chemicals: NTU Order for one year

750 Utilites: Due to lake conditions, Plant running almost 24/7

22

Clearlake Oaks County Water District
 CRP/CIP Profit and Loss
 July 2017

2.a.10

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income				
Income				
425 · CRP (Capital Replacment Plan)	22,631.36	24,517.41	47,148.77	47,148.77
430 · Penalty & Interest	393.49	448.63	842.12	842.12
Total Income	<u>23,024.85</u>	<u>24,966.04</u>	<u>47,990.89</u>	<u>47,990.89</u>
Total Income	<u>23,024.85</u>	<u>24,966.04</u>	<u>47,990.89</u>	<u>47,990.89</u>
Gross Profit	<u>23,024.85</u>	<u>24,966.04</u>	<u>47,990.89</u>	<u>47,990.89</u>
Expense				
1000 · Storms 2017				
1000.2 · February 8 thru TBD	0.00	24,590.61	24,590.61	24,590.61
Total 1000 · Storms 2017	<u>0.00</u>	<u>24,590.61</u>	<u>24,590.61</u>	<u>24,590.61</u>
Salaries & EE Benefits				
505 · Salaries & Wages	2,732.52	13,647.16	16,379.68	16,379.68
520 · FICA - District Share	209.03	1,042.15	1,251.18	1,251.18
530 · Medical Ins - Dist Share	0.00	806.36	806.36	806.36
540 · PERS - District Share	256.64	266.62	523.26	523.26
Total Salaries & EE Benefits	<u>3,198.19</u>	<u>15,762.29</u>	<u>18,960.48</u>	<u>18,960.48</u>
Services & Supplies				
625 · Equip - Field (\$300-\$4999)	0.00	190.00	190.00	190.00
640 · Fuel & Oil	342.90	1,942.96	2,285.86	2,285.86
720 · Supplies - Inventory - Other	776.14	77.18	853.32	853.32
Total Services & Supplies	<u>1,119.04</u>	<u>2,210.14</u>	<u>3,329.18</u>	<u>3,329.18</u>
Repairs & Replacement				
810 · R&R Buildings & Grounds	384.04	0.00	384.04	384.04
830 · R&R Equipment	0.00	1,502.00	1,502.00	1,502.00
840 · R&R Vehicles	1,284.23	490.34	1,774.57	1,774.57
Total Repairs & Replacement	<u>1,668.27</u>	<u>1,992.34</u>	<u>3,660.61</u>	<u>3,660.61</u>
Total Expense	<u>5,985.50</u>	<u>44,555.38</u>	<u>50,540.88</u>	<u>50,540.88</u>
Net Income	<u><u>17,039.35</u></u>	<u><u>-19,589.34</u></u>	<u><u>-2,549.99</u></u>	<u><u>-2,549.99</u></u>

Clearlake Oaks Co Water District

Budget Variance Report 2017-2018

2.a.11

1 SEWER-CRP Target % > 8.3%

Thru End of

Summary	Budget		Actual YTD		
	Annual	YTD	Amount	%	
SEWER CRP Revenue	347,769	28,981	24,966	7.2%	0%
SEWER CRP Expenses	218,423	18,202	19,963	9.1%	0%
I & I/Lift Station Rehab Improvements	42,000	3,500	-		
USDA Annual Payment	129,000	10,750			
Reimbuseable fees for Eng Cost prior to grant	95,000	7,917			
Short term depreciation reserve	30,000	2,500	2,500		
Previous Year Balance	379,998				
Operating Balance (loss)	213,344	17,779	2,503		

Expenses	2016 - 2017 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	43,711	3,643	13,647	31.2%	30,064
510 Contracted Labor	-	-	-		-
520 FICA - District Share	3,578	298	1,042	29.1%	2,536
530 Medical Ins - District Share	10,160	847	806	7.9%	9,354
540 PERS - District Share	2,374	198	266	11.2%	2,108
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	2,350	196	-	0.0%	2,350
Salaries and Employee Benefits >	62,173	5,181	15,761	25.4%	46,412
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	417	-	0.0%	5,000
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	104	190	15.2%	1,060
630 Equip - Office	2,500	208	-	0.0%	2,500
640 Fuel & Oil	2,500	208	1,943	77.7%	557
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	0	0	-	0.0%	0
690 Safety & Security (boots)	0	0	-	0.0%	0
700 Tools & Instruments	0	0	-	0.0%	0
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	8,500	708	77	0.9%	8,423
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training (classes, books)	0	0	-	0.0%	0
745 Travel / Lodging	0	0	-	0.0%	0
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	19,750	1,646	2,210	11.2%	17,540
810 R&R Buildings & Grounds	35,000	2,917	-	0.0%	35,000
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	1,667	-	0.0%	20,000
830 R&R Equipment	5,000	417	1,502	30.0%	3,498
832 R&R Mains/Service Lines	50,000	4,167	-	0.0%	50,000
840 R&R Vehicles (\$2k/vehicle)	26,500	2,208	490	1.8%	26,010
Repairs & Replacement >	136,500	11,375	1,992	1.5%	134,508
Total Expenses >	218,423	18,202	19,963	9.1%	198,460

505 Salaries & Wages: Last month of Storm 2017 temp personnel - will be reimbursed from Insurance and FEMA

24

Clearlake Oaks Co Water District
Budget Variance Report 2017-2018

2.0.12

1

Target % > 8.3%

Thru End of Summary	WATER - CRP Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	337,932	28,161	23,025	6.8%
WATER CRP Expenses	190,772	15,898	5,986	3.1%
Reimburs Eng fees prior to grant funding	75,000	6,250		
Operating Balance	72,160	6,013	17,039	

Expenses		2016 - 2017 Budget Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	46,964	3,914	2,733		44,231
510	Contracted Labor	0	0	-	5.8%	0
520	FICA - District Share	3,955	330	209	5.3%	3,746
530	Medical Ins - District Share	18,502	1,542	-	0.0%	18,502
540	PERS - District Share	2,547	212	257	10.1%	2,290
550	Unemployment	0	0	-	0.0%	0
560	Workers Comp Ins	2,554	213	-	0.0%	2,554
	Salaries and Employee Benefits >	74,522	6,210	3,199	4.3%	71,323
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	417	-	0.0%	5,000
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	104	-	0.0%	1,250
630	Equip - Office	2,500				
640	Fuel & Oil	2,500	208	343	13.7%	2,157
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	0	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services (SCADA)	0	0	-	0.0%	0
685	Rents	0	0	-	0.0%	0
690	Safety & Security (boots)	0	0	-	0.0%	0
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	0	0	-	0.0%	0
705	Supplies - Office	0	0	-	0.0%	0
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	8,500	708	776	9.1%	7,724
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (classes, books)	0	0	-	0.0%	0
745	Travel / Lodging	0	0	-	0.0%	0
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0	-	0.0%	0
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	19,750	1,438	1,119	5.7%	18,631
810	R&R Buildings & Grounds	15,000	1,250	384	2.6%	14,616
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	0	0	-	0.0%	0
830	R&R Equipment	5,000	417	-	0.0%	5,000
832	R&R Mains/Service Lines	50,000	4,167	-	0.0%	50,000
840	R&R Vehicles (\$2k/vehicle)	26,500	2,208	1,284	4.8%	25,216
	Repairs & Replacement >	96,500	8,042	1,668	1.7%	94,832
	Total Expenses >	190,772	15,689	5,986	3.1%	184,786

25

2.0

Make a Payment

DEPOSIT ACCOUNTS

[Manage mobile alerts](#)

[Make a transfer](#)

CRP SEWER

Checking *3745

[Quick peek](#)

\$167,927.94

**Available \$167,927.94

GENERAL LEDGER

Checking *9122

[Quick peek](#)

\$158,451.32

**Available \$162,552.42

CRP WATER

Savings *6990

[Quick peek](#)

\$103,773.55

**Available \$103,773.55

TOTAL DEPOSIT ACCOUNTS

\$430,152.81

TIERED COMMERCIAL LOANS

Credit Line

TCL Credit Line *1999

[Quick peek](#)

\$0.00

Available credit **\$34,000.00**

Note

TCL Note *1001

[Quick peek](#)

\$466,000.00

\$2,407.67 due 08/31/2017
pay

TOTAL TIERED COMMERCIAL LOANS

\$466,000.00

Pay to

Pay from

View My Spending

No activity found within the las

Try refreshing your accounts in Fi accounts from over 18,000 financ

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](#)

Powered by FinanceWorks

Have a question? [Check our FAQs](#)

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

26

2.6.1

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

www.treasurer.ca.gov/pmia-laif/laif.asp
August 14, 2017

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

Account Number:
90-17-001

Tran Type Definitions

July 2017 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/14/2017	7/13/2017	QRD	1541832	SYSTEM	1,113.71

Account Summary

Total Deposit:	1,113.71	Beginning Balance:	483,617.83
Total Withdrawal:	0.00	Ending Balance:	484,731.54

27

**Clearlake Oaks County Water District
 Capital Improvements
 As of July 31, 2017**

210.2

Date	Name	Memo	Amount
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)			
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 101...			
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			
122 · Buildings (OFFICE BUILDING - WAS 1011180)			
Total 122 · Buildings (OFFICE BUILDING - WAS 1011180)			
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			
124.30 · Lift Stations			
124.31 · Lift Station 7 Bypass			
Total 124.31 · Lift Station 7 Bypass			
124.30 · Lift Stations - Other			
Total 124.30 · Lift Stations - Other			
Total 124.30 · Lift Stations			
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)			
125 · Land			
Total 125 · Land			
TOTAL			

2,16,3

Aged Accounts Receivable

As of 8/14/17

<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>
\$ 85,299.84	\$ 19,928.73	\$ 3,589.27	\$ 4,645.31	\$ 57,081.38	<u>\$170,544.53</u>

Total number of accounts with open balances: 877

These totals include all accounts on the Tax Roll

Clearlake Oaks County Water District
Payroll Summary
 July 2017

2.C

	<u>Hours</u>	<u>Rate</u>	<u>Jul 17</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-24.75	18.24	-571.00
CTO Used	84.76	18.24	2,253.91
Holiday	72	16.35	1,614.72
Holiday Worked (x2.5)	20	36.25	1,051.20
Overtime (x1.5)	312.25	27.36	10,249.38
PTO	484.58	19.50	14,218.31
Straight Board	2,145	10.50	47,816.32
Duty Pay			1,700.00
			2,730.00
Total Gross Pay	3,093.84		81,062.84
Deductions from Gross Pay			
ACWA (pre-tax)			-1,927.14
AFLAC (pre-tax)			-412.38
AFLAC (taxable) AFTER TAX			-122.88
CALPers EE (Pretax)			-2,113.30
Total Deductions from Gross Pay			-4,575.70
Adjusted Gross Pay	3,093.84		76,487.14
Taxes Withheld			
Federal Withholding			-4,018.00
Medicare Employee			-1,141.50
Social Security Employee			-4,880.84
CA - Withholding			-1,122.13
CA - Disability			-708.51
Total Taxes Withheld			-11,870.98
Deductions from Net Pay			
Wage Garnishment			-1,238.98
Total Deductions from Net Pay			-1,238.98
Net Pay	3,093.84		63,377.18
Employer Taxes and Contributions			
Medicare Company			1,141.50
Social Security Company			4,880.84
Total Employer Taxes and Contributions			6,022.34

**Clearlake Oaks County Water District
Trial Balance
As of July 31, 2017**

	Jul 31, 17	
	Debit	Credit
102.001 · GL - 9122	69,546.25	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	293,694.37	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	0.00	
102.02 · CRP Water - 6990	103,348.70	
102.03 · CRP Sewer - 3745	178,639.28	
CUSI Accounts Receivable		6.00
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	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	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	14,788.58	
125 · Land	299,770.00	
129 · ALLOW. FOR DEPRECIATION		7,721,470.00
200 · ACCOUNTS PAYABLE		192,984.62
210 · Cal Card	3,000.92	
210 · Cal Card:210.06 - Cal Card - Jason 3879		12.24
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 4000	116.09	
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		1,622.74
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.05 · USDA Bridge Loan		466,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		359.74
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical		734.97
222 · Direct Deposit Liabilities	0.00	
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	1,667.94	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		1,111.96
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	340.68	

Clearlake Oaks County Water District
Trial Balance
 As of July 31, 2017

2.d.1

	Jul 31, 17	
	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	1,214.81	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		596.12
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	2,330.40	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		680,370.28
Income:410 · Client Reg Pmt		162,886.16
Income:425 · CRP		47,148.77
Income:430 · Penalty & Interest		3,592.74
Income:430 · Penalty & Interest:430.1 · Condemnation Fund (589 Keys)		14.66
Income:440 · Misc Revenue		27,654.47
Income:450 · Other - Non S/W Rev		14,753.22
1000 · Storms 2017:1000.2 · February 8 thru TBD	24,590.61	
Loans/Grants:903 · WTP, Meters, and Backflow	3,866.33	
Loans/Grants:902 · Tanks and Distribution	4,597.61	
Loans/Grants:920 · Inflow & Infiltration Construct	40,644.64	
Loans/Grants:915 · USDA Construction Loan	2,407.66	
Loans/Grants:915 · USDA Construction Loan:915.1 · Adams and Ashby Group	2,880.00	
Loans/Grants:910 · MC USDA Construction Loan	4,273.22	
Loans/Grants:905 · MC WWTP Reclamation	25,619.75	
Salaries & EE Benefits:505 · Salaries & Wages	81,062.84	
Salaries & EE Benefits:510 · Contract Labor	1,000.00	
Salaries & EE Benefits:520 · FICA - District Share	6,022.34	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	13,953.19	
Salaries & EE Benefits:540 · PERS - District Share	9,303.42	
Salaries & EE Benefits:560 · Workers Comp Ins	0.00	
Services & Supplies:610 · Bank Fees		183.28
Services & Supplies:620 · Communications & Internet	1,323.87	
Services & Supplies:622 · Board Exp	1,140.00	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	216.08	
Services & Supplies:630 · Equip - Office	663.89	
Services & Supplies:640 · Fuel & Oil	3,042.15	
Services & Supplies:657 · Lab	3,442.00	
Services & Supplies:660 · Memberships & Subscription	40.00	
Services & Supplies:665 · Mileage Reimb	360.92	
Services & Supplies:670 · Postage & Shipping	500.00	
Services & Supplies:675 · Professional Services	8,026.71	
Services & Supplies:685 · Rents	902.46	
Services & Supplies:690 · Safety & Security	1,070.36	
Services & Supplies:700 · Tools & Instruments	311.34	
Services & Supplies:705 · Supplies - Office	2,731.55	
Services & Supplies:715 · Supplies-Chemicals-Operating	24,988.26	
Services & Supplies:720 · Supplies - Inventory - Other	1,614.55	
Services & Supplies:735 · Training (Classes, books, etc)	619.66	
Services & Supplies:750 · Utilities	32,128.92	
Services & Supplies:795 · Yolo Co	4,117.95	
Services & Supplies:798 · Reconciliation Discrepancies	0.01	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	274.90	
Repairs & Replacement:810 · R&R Buildings & Grounds	2,178.11	
Repairs & Replacement:830 · R&R Equipment	1,544.66	
Repairs & Replacement:840 · R&R Vehicles	1,774.57	
9000 · Administration Labor:7057050 · ADMIN - CLERICAL LABOR - WATER	0.00	
TOTAL	15,709,751.97	15,709,751.97

Clearlake Oaks County Water District

A/P Aging Summary

As of August 14, 2017

2.1e

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Action Sanitary, Inc	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Eureka Oxygen	571.02	0.00	0.00	0.00	0.00	571.02
High Country Security	270.00	0.00	0.00	0.00	0.00	270.00
Lagerlof, Senecal, Gosney & Kruse, ...	249.00	0.00	0.00	0.00	0.00	249.00
MC Engineering, Inc	73,472.12	0.00	0.00	0.00	0.00	73,472.12
Municipal Maintenance Equipment	481.12	0.00	0.00	0.00	0.00	481.12
Nave & Cortell, LLP	1,311.50	0.00	0.00	0.00	0.00	1,311.50
NTU Technologies, Inc	17,198.00	0.00	0.00	0.00	0.00	17,198.00
Performance Mechanical	119.00	0.00	0.00	0.00	0.00	119.00
Quill	1,323.07	0.00	0.00	0.00	0.00	1,323.07
RAIN FOR RENT	2,481.94	0.00	20,000.00	0.00	0.00	22,481.94
Redwood Coast Fuels	888.05	0.00	0.00	0.00	0.00	888.05
Roto-Rooter of Lake County	0.00	0.00	0.00	0.00	30,000.00	30,000.00
Smith & Loveless	0.00	25,501.48	0.00	0.00	0.00	25,501.48
Southport Control Solutions	1,268.00	0.00	0.00	0.00	0.00	1,268.00
SUNBELT Rentals	0.00	7,056.01	0.00	0.00	0.00	7,056.01
US Bank	2,621.79	0.00	0.00	0.00	0.00	2,621.79
USA BlueBook	1,184.44	0.00	0.00	0.00	0.00	1,184.44
TOTAL	103,439.05	32,557.49	20,000.00	0.00	40,000.00	195,996.54

2.e.1

Account Payable Breakdown

Date: 8/14/2017

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$120,019.21	\$158,451.32	\$162,552.42
CRP Water	\$103,773.55	\$103,773.55	\$103,773.55
CRP Sewer	\$167,927.94	\$167,927.94	\$167,927.94
Current A/P Aging	\$103,439.05		
US Bank Credit Card	\$0.00	Paid 7/31/17	

NOTES:

**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

July 20, 2017

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
√ Mr. Samuel Boucher √ Mr. Stanley Archacki

√ Mr. Alan Gardner – General Manager √ Mr. Jason Mitchell – Operations Manager
√ Mrs. Dianna Mann - Secretary to the Board

Scott Nave, Counsel to the Board, was excused for this meeting

Public comment on non-agenda items

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

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. Customer Service
 - b. Administration/Grants
 - c. Water Plant Chief Operator (not available)
 - d. Wastewater Plant Interim Chief Operator
 - e. Operations Manager
 - f. General Manager
2. **Financial Reports for review and approval**
 - a. June 2017 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown, Storm 2017

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 06-15-17
- b. Minutes of Special Meeting 06-27-17
- c. Minutes of Special Meeting 06-28-17
- d. Minutes of Special Meeting 07-11-17

4. Bills

- a. **MC Engineering** Invoice No. 1514, dated 6/30/17, in the amount of \$9,824.59 for the Forcemain Inflow and Infiltration grant assistance and environmental
- b. **MC Engineering** Invoice No. 1516, dated 6/30/17 in the amount \$30,820.05, for the Forcemain Pre-design
- c. **MC Engineering** Invoice No. 1517, dated 6/30/17, in the amount of \$25,619.75 for the Reclamation Study
- d. **SUNBELT** Invoice No. 66843606-0008, dated 6/26/17, in the amount of \$7,056.01 for rental equipment at LS 7

Action Taken: Motion to discontinue Revenue Totals Report

**HOSIER/BOUCHER M/S/C
MOTION PASSED UNANIMOUSLY**

Motion to accept consent items

**HOSIER/ARCHACKI M/S/C
MOTION PASSED UNANIMOUSLY**

5. Agenda (Old Business)

- a. Discussion and update of MC Engineering grant status reports and USDA progress

Action Taken: No Action

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. Discussion and update of sidewalk project

Action Taken: No Action

6. Agenda (New Business)

- a. Discussion and consideration purchasing 4,475 gallons of Primary Coagulant from NTU Technologies for a total of \$19,000.00

Action Taken: Motion to purchase Coagulant

**ARCHACKI/BOUCHER M/S/C
MOTION PASSED UNANIMOUSLY**

- b. Discussion and consideration of Engagement Letter from Pehling & Pehling, CPAs for fiscal year end audit 2017, including invoice number 770 in the amount of \$3,614.00 for 50% down payment

Action Taken: (44:46) Motion to over-turn motion made in June of 2016 Regular Board meeting regarding three bids, and approve the Engagement Letter from Pehling & Pehling

**HOSIER/HEESZEL M/S/C
MOTION PASSED UNANIMOUSLY**

- c. Discussion and consideration of consideration of Resolution 17-08, Approving the Sewer System Management Plan

Action Taken: Motion to approve Resolution 17-08, with changes to the SSMP

**HOSIER/ARCHACKI M/S/C
MOTION PASSED UNANIMOUSLY**

d. Discussion and consideration of Resolution 17-20, Election Consolidation

Action Taken: Motion to approve Resolution 17-20
HEESZEL/HOSIER M/S/S
MOTION PASSED UNANIMOUSLY

e. Discussion and consideration of Resolution 17-21, Requesting the Lake County Board of Supervisors to authorize consolidation of the District's Election with the Statewide General Election

Action Taken: Motion to approve Resolution 17-21
BOUCHER/ARCHACKI M/S/C
MOTION PASSED UNANIMOUSLY

f. Discussion and consideration of Resolution 17-22, Approving the Revised Water Infrastructure Rehabilitation Project(s), and adoption of a Mitigated Negative Declaration

Action Taken: Motion to approve Resolution 17-22
HOSIER/BOUCHER M/S/C
MOTION PASSED UNANIMOUSLY

g. Discussion and consideration of Consumer Claim for 13116 Venus Village

Action Taken: Motion to deny claim, however, offer a payment, and check with insurance
HOSIER/ARCHACKI M/S/C
MOTION PASSED UNANIMOUSLY

h. Discussion and consideration of demo and clean up of 2 story

Action Taken: Motion to proceed with demo
HEESZEL/BOUCHER M/S/S
MOTION PASSED UNANIMOUSLY

i. Discussion and consideration of surplus of approx. 500 feet of 4" C900 Class 150 pipe

Action Taken: Motion to approve sell of pipe for 1.50 ft.
ARCHACKI/BOUCHER M/S/C
MOTION PASSED UNANIMOUSLY

Closed Session Time: 6:21 p.m.

- a. Existing litigation: Eric Luna vs. CLOCWD
- b. Existing litigation: Magen Estep vs. CLOCWD
- c. Anticipated litigation:
 - 1. One case

Open Session Time: 6:34 p.m.

Action Taken in Closed Session: Board did discuss the claim submitted by Magen Estep and upon motion by Director Hosier and seconded by Director Boucher, the Board voted unanimously to reject that claim. No other items were discussed

Motion was made by Director Hosier and seconded by Director Boucher to adjourn at 6:34 p.m.

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

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

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

August 9, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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

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

Public comment on non-agenda items

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

AGENDA

Call to Order – 11:00 a.m..

Pledge of Allegiance

Roll Call

- √ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President
- √ Mrs. Judy Heeszal, Director √ Mr. Sam Boucher, Director √ Mr. Stan Archacki, Director
- √ Mr. Alan Gardner – General Manager √ Mr. Jason Mitchell – Operations Manager
- √ Mrs. Dianna Mann - Secretary to the Board

1. Agenda – New Business

- a. Discussion and consideration of bid on a turnkey service on a 8'x36' 4 Cell Pressure Filter for Water Plant from ERS Industrial Services, Inc. for \$52,972.45 using CRP-S account

Action Taken: Emergency motion to purchase 8x36' filter per proposal along with having the two smaller filters evaluated using CRP-W account

**HOSIER/BOUCHER
MOTION PASSED UNANIMOUSLY**

Director Hosier motioned to adjourn at 11:31 a.m. seconded by Director Heeszal

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

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



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

H.a

Invoice

Date	Invoice #
07/31/2017	1530

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	08/30/2017	New Force Main Predesign	
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	34.5	150.00	5,175.00	
Engineering Tech, Jose Diaz-Mendez	16	90.00	1,440.00	
Project Manager, Mark Carey, PE	10	150.00	1,500.00	
Administrative Support	1	55.00	55.00	
OV Copy Inv 26860 6/22/17		70.82	70.82	
Domenichelli and Assoc Inv 1 8/2/17		5,254.50	5,254.50	
<i>46 920</i>		<i>2/6 Inflow & infiltration Const.</i>		
			ENTERED <i>EDM</i>	
Total			\$13,495.32	
Payments/Credits			\$0.00	
Balance Due			\$13,495.32	

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

39



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

4,6

Invoice

Date	Invoice #
07/31/2017	1531

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	08/30/2017	Reclamation Evaluation	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	11.5	150.00	1,725.00	
Assistant Engineer, Jared P. Nelson	68	95.00	6,460.00	
Engineering Tech, Jose Diaz-Mendez	4	85.00	340.00	
Administrative Support	1	55.00	55.00	
Fedex Office 7/19/17		56.30	56.30 ✓	
WalMart 7/19/17		19.36	19.36 ✓	
Total Reimbursable Expenses			75.66	
4G 905		4G - MC Reclamation Study		
Alp		ENTERED		
Total			\$8,655.66	
Payments/Credits			\$0.00	
Balance Due			\$8,655.66	

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

40



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

H.C

Invoice

Date	Invoice #
07/31/2017	1533

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	08/30/2017	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	16	139.05	2,224.80	
Assistant Engineer, Jared P. Nelson	54	97.85	5,283.90	
Administrative Support	1	56.65	56.65	
EDEA Inv 925 07/09/17		1,154.97	1,154.97	
RGH Consultants Inv 0617174 7/26/17		1,101.75	1,101.75	
Domenichelli and Assoc Inv 1 8/2/17		9,305.55	9,305.55	
4/G 910		4/G MC USDA loan		ENTERED E.M.
Total			\$19,127.62	
Payments/Credits			\$0.00	
Balance Due			\$19,127.62	

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

41

SEND ALL PAYMENTS TO:

SUNBELT RENTALS, INC.
PO BOX 409211
ATLANTA, GA 30384-9211



INVOICE NO. 66843606-0009

668397

7/24/17

1 of 1

INVOICE TO

10z - 2105 - 2653
CLEARLAKE OAKS COUNTY WATER DI
PO BOX 709
CLEARLAKE OAKS CA 95423-0709

MITCHELL, JASON

66843606

1 - LIFT STATION

JOB ADDRESS

LIFT STATION
579 KEYS BLVD
CLEARLAKE OAKS, CA 95423

707-998-3322

SACRAMENTO PUMP & POWER PC216
4635 POWER INN ROAD
SACRAMENTO, CA 95826
916-210-8282

QTY	EQUIPMENT #	Min	Day	week	4 week	Amount
1	6" DIESEL SELF-PRIMING SILENT TRASH PUMP 750.00 948623 Make: PIONEER Model: SAPP66S12L71404 Ser #: PKG3157 HR OUT: 207.900 HR IN: ***TRIPLE SHIFT RATES***	750.00	750.00	2600.00	5800.00	5800.00
1	6" 90 DEGREE BEND	6.00	6.00	6.00	18.00	18.00
1	8" X 6" REDUCER BAUER	8.00	8.00	24.00	50.00	50.00
1	6" BAUER BALL X FLANGE	6.00	6.00	6.00	18.00	18.00
1	6" BAUER SOCKET X FLANGE	6.00	6.00	6.00	18.00	18.00
1	8" X 20' SUCTION HOSE	47.00	47.00	115.00	310.00	310.00
1	8" STRAINER	8.00	8.00	24.00	50.00	50.00
1	6" X 20 SUCTION TANK HOSE	22.00	22.00	56.00	170.00	170.00
Rental Sub-total:						6434.00

LES ITEMS:

Qty	Item number	Unit	Price	Amount
1	ENVIRONMENTAL ENVIRONMENTAL	EA	145.000	145.00

PAYMENT_HISTORY

DATE TYPE
2/12/17 Pay On Return

REF_# AUTH_# TRANS_TYPE AMOUNT APPLIED

QTY	EQUIPMENT #	Min	Day	week	4 week	Amount
-----	-------------	-----	-----	------	--------	--------

BILLED FOR FOUR WEEKS 7/02/17 THRU 7/29/17.

RECEIVED

JUL 31 REC'D

OFFICE OF THE
C.L.O.C.W.D

1000.2
Jhon ENTERED

Equipment Service	6,579.00
REMIT TO:	477.01
NET DUE UPON RECEIPT	7,056.01

SUNBELT RENTALS, INC.
PO BOX 409211
ATLANTA, GA 30384-9211

Invoices not paid within 30 days may be subject to a 1-1/2% per month charge.

INVOICE TOTAL

4 WEEK BILL

42