

**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

July 21, 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

The Board will hear any comments from the public on the closed session before we go into closed session

Closed Session **Time:** _____

- a. ANTICIPATED LITIGATION (Government Code 54956.9): One case involving property at 589 Keys Blvd, Clearlake Oaks, CA, and one case involving Richard Kuehn

Open Session **Time:** _____

Action Taken in Closed Session: _____

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

3. Minutes of previous meeting for review and approval

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

4. Bills

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

Action Taken: _____

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: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

- h. Discussion and consideration of approving employee salary ranges

Action Taken: _____

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

Action Taken: _____

6. Agenda (New Business)

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

- e. Discussion and consideration and approval of having counsel attend board meetings by telephone, or in person if requested

Action Taken: _____

Adjournment **Time:** _____

Clearlake Oaks County Water District Board of Directors
June 21, 2016

Administrative / Grant Status:

- **State Water Resources Control Board (SWRCB) Wastewater Collection System Mapping and Infiltration and Inflow Construction** – The District is continuing to work with MC Engineering on the Inflow and Infiltration (I/I) design and construction phase applications. The planning level Environmental Packet has been completed and being turned into the State, along with the General Application package. The CLOCWD is now in the process of requesting 100% SWRCB financial grant assistance to fund \$ 3,313,601 in Infiltration and Inflow Projects within the sewer collection system. These projects include; 1) sewer collection system pipeline rehabilitation and replacement, and 2) sewer lift station upgrades (LS No.s 2 and 7), and 3) updated GPS/GIS mapping system for the sewer facilities. Again, the District is now requesting 100% grant funding as an extreme disadvantage community, to complete this very important project.
- **Department of Water Resources (DWR), Distribution System Study**
Amount Approved: \$400,000.00. A complete Master Water Plan that is approx 60% complete as of the end of June, with status report attached.
- **State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study** **Amount Requested: \$299,640.** The Wastewater Treatment Plant Reclamation Study which will include analysis and costs for the District to provide Title 22 wastewater effluent to agricultural users within the area. This project is now in its fourth month, with approximately 25% complete. Please see the attached progress report from MC Engineering for June.
- **USDA Waste Water Treatment Plant (loan) \$2.8M,** USDA loan project is now entering into the pre-design and design phase, please see the attached progress report from MC Engineering for June. The USDA project includes upgrades of various identified components at the WWTP, including and not limited to:
 - New 65 ft. clarifier
 - Upgraded sludge drying/storage and treatment facilities
 - New E/C control strategy for WWTP and lift stations
 - Upgrade lift stations No. 1, 3, 4, 5, 6, 8, 9,10, 11, and 12
 - New waste activated sludge (WAS) and return activated sludge (RAS) pump station
 - Miscellaneous appurtenancesMC is holding a status phone meeting once a month, along with a face-to-face meeting every third Thursday of the month.
- **USDA Waste Water Treatment Plant (grant) \$1M,** this grant will become available once the loan has been disbursed.
- **Annual evaluations have been completed**
- **Ethics and Sexual Harassment training have been completed**

Respectfully submitted,
Dianna Mann



Report Date: July 5, 2016, **Billing Period:** June, 2016

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

I. Project Status Update and Work Accomplished to Date

- Work during June included items under Task A, 1.3, 2.2, 2.3, 3.1, 3.2, 3.4 and Task 4.1 and 4.2. These are addressed separately below.
- Task A related work included invoicing, summary reporting and workshop and meeting preparation
- Task 1.3 related work completed during June included:
 - Final formatting and revisions to distribution system maps
- Task 2.2 related work completed in June included:
 - Modeled various flow scenarios and prioritized distribution mains for replacement
 - Prepared initial template for estimating pipe replacement costs based on high priority areas identified in the Keys area
 - Refined preliminary district metered areas for subsequent tracking of water losses
- Task 2.3 related work completed in June included:
 - Identified deficient mains for replacement based on modeling results and prepared initial maps depicting locations
- Task 3.1 related work completed in June included:
 - Workshop/meeting with staff to review water audit and recommendations
 - Revised AWWA water audit costs for Apparent losses based on current rate structure
- Task 3.2 related work completed in June included:
 - Workshop with staff to review meter replacement program and cost alternatives
 - Various updates to the water loss and metering report including developing costs for drive-by/AMR metering alternative and associated costs
- Task 3.4 related work completed in June included:
 - Workshop with staff to review tanks and booster stations
 - Prepared revised cost/benefit business case for AMI and meters
 - Developed initial asset replacement list for replacement of assets at WTP
- Task 4.1 related work completed in June included:
 - Researched available pre-fabricated buildings for booster pump stations
 - Additional refinement to cost estimates based on staff input on initial TM
- Task 4.2 related work completed in June included:
 - Prepared outline and initial sections of water master plan to address water quality related issues

Budget Status Update

Total Budget: \$400,000

This Invoice: \$19,384.85

Cost to Date: \$243,051.61

Cost to Complete: \$156,948.39

II. Projected Tasks for July, 2016

- Final modeling runs and analysis of distribution system deficiencies
- Workshop with staff to review proposed water main replacement strategies and future programs
- Finalize recommended improvements for WTP including upgrades to proposed washwater recovery system
- Distribution system pipeline replacement assessment
- Review final mapping with staff and revise maps as needed
- Complete section on water quality related issues and consider peer review by Fred Fahlen and Gerry Labudde of Hydros Consulting Engineers for water quality related issues, booster stations, and reservoirs
- Complete section on asset replacements at WTP
- Meet with environmental consultant and begin preparing related environmental documents



Report Date: July 5, 2016

To: Alan Gardner, CLOCWD General Manager

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

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 initial process evaluation, surveying, equipment condition assessments, and work on the water balance. Specific tasks included misc. Project Management functions, Task 1.1, Task 1.2, 2.1, 2.2, 2.3, 3.1, 6.1, 6.2, and 6.4. Specific work associated with these tasks is summarized below:
- Project Management and Administration included invoicing reporting, meeting attendance and coordination
 - Task 1.1: Records Search: Reviewed historical sludge disposal costs and coordinated collection of additional plant process data with WWTP operations staff
 - Task 1.2: Operations Review: Reviewed recommendations from Stantec operator.
 - Task 2.1, Aerial Survey and Mapping: Obtained initial site plan from Geo-legal and utilized to layout potential storage pond locations
 - Tasks 2.2 and 2.3: Process Data Collection, Analysis and Modeling: Reviewed initial process model results with Stantec, discussed potential permitting and discharge strategies and reviewed their clarifier and RAS pump station design recommendations. Reviewed flows coming into plant by conducting additional surveys of select manholes during a period with relatively high lake levels.
 - Task 3.2: Initial cost estimating for equipment replacements
 - Task 3.3: Prepared initial evaluation of various plant efficiencies including solids handling and, MLSS process parameters and wasting practices, etc.
 - Task 6.1: Prepared revised maps of potential reclamation and wastewater disposal sites
 - Task 6.2: Refined initial water balance and developed alternatives for average year, 10 year, 50 year and 100 year wet weather return intervals
 - Task 6.3: Developed an initial process strategy incorporating new clarifier and existing polishing ponds as sludge storage basins
 - Task 6.4: Met with Shannon Ranch representatives to review potential storage and reclamation sites for subsequent market analysis
 - See USDA Monthly Summary Report for additional detail.
- II. Budget Status Update**
Total Budget: \$299,640.00
This Invoice: \$31,622.66
Cost to Date: \$77,480.86
Cost to Complete: \$222,159.14
- III. Projected Tasks for July, 2016**
- Prepare preliminary site plan and process schematic showing future improvements
 - Evaluate existing pumps for ability to convey flows to high point for storage on Shannon Ranch properties
 - Complete process data collection
 - Finalize process model and related recommendations
 - Complete water balance and related TM
 - Prepare conceptual drawings for various process improvements
 - Additional scoping and review of Recycled Water Market Opportunities in monthly meeting with CLOCWD staff
 - Finalize solids balance and related recommendations



Report Date: July 5, 2016

To: Alan Gardner, CLOCWD General Manager

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

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

Billing Period: June, 2016

I. Project Status Update

- Conducted survey of lift stations including preliminary measurements and documentation of related deficiencies. Typical sketches and informational A3 drawings were prepared for each lift station.
- Related work at the lift stations was completed by Southport Control Solutions (Joe Matella) and their registered electrical engineer subcontractor. Their work included preparing a typical control panel drawing and cost estimates for control and SCADA upgrades for various lift stations. The work by Southport Controls is being coordinated with related work by MCE on meters and overall lift station site improvements for the predesign report and associated cost estimates.
- Monthly invoicing was completed under the Project Management task along with coordination and scheduling with the District as agreed previously. An on-site meeting was held at the District office to review the project status as it relates to both the USDA funded portions and related studies covered under the current reclamation grant program.
- A review meeting was held with Stantec engineers to review initial process model results which included a recommended 65 foot diameter clarifier.

II. Budget Status Update

The total billed by MC Engineering for April was

Total Budget: \$710,847

This Invoice: \$7,410.00

Cost to Date: \$59,333.89 (note that this includes the \$20,822.00 for the original PER)

Cost to Complete: \$651,513.11

III. Projected Tasks for July and August

- Continue with design of lift station control panels, including new flow meters and SCADA for each lift station (USDA funded) and include proposed SCADA improvements at the WWTP
- Prepare initial site plan for WWTP showing location of new clarifier and various yard piping
- Continue analysis of discharge options and related WWTP facility improvements (SWRCB)
- Work with staff to prioritize USDA funded improvements for sludge drying beds, SCADA, etc. (SWRCB/USDA)
- Prepare cost estimates for various equipment item replacements for the WWTP as required under SWRCB grant
- Begin preparation of summary predesign report and related cost estimates

Clearlake Oaks County Water District Customer Service Report

July 21, 2016

To: Clearlake Oaks County Water District, Board of Directors

From: Rachel Schainblatt, Customer Service

RE: July 2016 Meeting Update

***Maternity Leave:** Magen has officially started her maternity leave.

***New Rates:** Our in office billing system CUSI has been updated with the new information regarding the annual rate increase. This increase will be reflected on the July billing statement.

***Other Information:** We have continued to receive several verbal complaints from customers regarding the location of the payment drop box. These customers have been advised that this change was made in order to further protect their payments via video. However we have advised customers that we will look into a remedy to their concerns.

Submitted By:

Rachel Schainblatt
Customer Service

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 June, 2016

A Plant Report to SWRCB was completed, and mailed to Sheri Miller @ SWRCB on July 11, 2016. A copy was filed at the water plant

Water produced in the month of June 2016 was 18.515 mg; at this time last year the production was 17.751 mg. This month's production is 764,000 higher than last year, or a 4% increase.

Our chemical consumption for this period was nominal over last year. Primarily due to less Sodium Hypochlorite used for pre chlorination a 36% decrease over last year.

Several leaks were found and repaired this month, but the one at the west end of the district is still there, if this leak could be eliminated it would sure help with our production totals.

Dan and I have been working with Karola Kennedy from the Elem Colony and Amy Little of the SWRCB with the initial monitoring of Cyanobacteria that has become of concern to all water purveyors as of late. We are sampling our raw source and our finished water on a monthly basis as per request by Amy Little. So far we have had a non detect on our finished samples, and our raw sampling has shown some presence , but not enough to be of concern.

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	\$22,072
9890 Coagulant Aid	\$3,870
Zinc Corrosion Control	\$5,538
NaOCL Disinfection	<u>\$1,464</u>
Total value	\$32,944

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

Thank you,



Frank Trujillo, Chief Operator

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
JULY 2016

Reporting Period: June, 2016

From: Pam Parker, Supervisor/Lead Plant Operator WWTP

To: Clearlake Oaks County Water District Board of Directors

July 12, 2016

Influent flows to the Wastewater Treatment Plant averaged 398,000 gallons per day in the month of June. With the daily recordings, the current lake level is 4.61 feet at the Rumsey Gauge. We received .75" of rain and the average lake level was 5.81 feet at the Rumsey Gauge, however June 2015; the monthly average was 3.39 feet at Rumsey. We received no rain that month in 2015.

We completed dredge of Pond 2 in June with a total 91.3 hours dredge time. In 2015 we dredged Pond 2 in 56.7 hours to completion. We finished filling Pond 2 on July 11th, installed the mechanical aerators 3&4 and Pond 2 is online. We pulled mechanical aerators 1&2 out of Pond 1 and will be starting dredge of that Pond soon followed by the Chlorine Contact Chamber.

I have received all the sampling results for 2nd quarter GWM (ground water monitoring), have written the report and submitted to Dean Enderlin. I am waiting for the certified copy from Dean and I will submit to CVRWQCB (central valley regional water quality control board) as soon as I receive it.

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

Thank you,
Pam Parker

Supervisor/Lead Operator



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

July 18, 2016

Dear Board of Directors,

Just a short letter this month,

There were no reportable sewer spills this month.

We continue to look for an elusive leak that appears to be on the west end of the district according to the trends. Meter reading this month showed an incredible amount of water being used and this could also attribute for what would be a water leak in this area.

I reached out to Craig at Highland Security to question him about his Bid but never received a call back. I will try to get a hold of him again this week.

We have been working diligently on leaks trying to take care of them as they show up, this past month we fixed approximately 75 gallons a minute in leaks.

We have a proposal out to contractors for the tree removal in the emergency ponds at the Waste Plant, they are due by 25th of July, it went out to three local contractors.

Thank you,
Jason

Mary Margaret
Medeiros
President

Karl Hosier
Vice President

Judith Heeszal
Director

Dena Barron
Director

Richard Kuehn
Director

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July 13, 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.
- Conducted school tour of water plant on 7-15-16. Staff did excellent job.
- **Staff changes:** Field vacancy filled. No change in total authorized staff.

Water Plant Generator

- The old generator was advertised and the only bid was from HD. It was \$739, double the salvage value in Sacramento (if we could get it there). We are making arrangements with HD to remove the unit.
- The Cummings generator has been ordered. We are trying to shorten the delivery date.
- Miller of the RWCQB has approved our plan to have standby rental until the Cummings can be installed. She understands it will be about 90 days for delivery, 60+ remaining as of 7-13-16.
- We will develop and file the Air Board Application so that can be in process.

Repair of pressure valves:

- Staff has tried to develop competitive bids. Inquired of two Cla-Val distributors. No interest. See Agenda item 5c.
- **Request a motion** to move forward and get it done.
- Bid cost \$14001.52—no change from 4-14-16.

CSA 16.

- The owner has signed off on the easement and driveway plan. The County is designing and will be responsible for building the driveway.
- Need to finalize the easement now since the option to expire 8-28. Only another \$1000 to her.
 - Note: while initially for CSA 16, our work the last few months demonstrates about 75% of the value of the Harvey site will be to the west end of the District.
- The clay valve design is progressing and Special Districts provided some money for MC to review the design.
- Special District is progressing on the rights of way to the Harvey site and PGE service.
- Water service to CSA 16 continues to be estimated for December.

Lift Stations

- **Re 7**
 - The certified appraisals and guidance will be discussed in Closed Session.

Backflows

- The District has known about this obligation to enforce since 2013. We patterned our ordinance after Buckingham's because it survived court challenge.
- Amy Little, SWRCB, via email dated 3-22-16 stated:
 - "The District needs to come up with a plan to (1) install the recommended devices and (2) complete the required annual testing each year." She discussed this at the last Board regular meeting.
- We are working with Little to determine what subsidies are available. NOTE if we consider using District personnel for installation the State will not compensate the District for our employees' work.
- We are following up on the idea of including it in the meter study, having agreement with Little on the timing, and see if we can get a grant to cover the entire cost, except for our inspection, so residents pay \$100 or less each.

Alan Gardner, GM

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

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	883,490.03
Other Current Assets	662,241.00
Total Current Assets	1,545,731.03
Fixed Assets	6,059,126.61
TOTAL ASSETS	7,604,857.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	59,272.27
Credit Cards	-0.12
Other Current Liabilities	131,594.42
Total Current Liabilities	190,866.57
Total Liabilities	190,866.57
Equity	7,413,991.07
TOTAL LIABILITIES & EQUITY	7,604,857.64

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

	Jun 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	291,488.82
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	480,488.82
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHE...	11,840.66
102.02 · WAB SAVINGS - CRP WATER	194,025.96
102.03 · WAB SAVINGS - CRP SEWER	196,734.59
Total Checking/Savings	883,490.03
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	1,545,731.03
Fixed Assets	
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011...	1,821,224.46
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	1,821,224.46
122 · Buildings (OFFICE BUILDING - WAS 1011180)	8,475,638.00
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	67,318.07
124.30 · Lift Stations - Other	22,682.50
Total 124.30 · Lift Stations	90,000.57
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)	3,231,964.15
125 · Land	277,470.00
129 · ALLOW. FOR DEPRECIATION	-7,747,170.00
Total Fixed Assets	6,059,126.61
TOTAL ASSETS	7,604,857.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	59,272.27
Total Accounts Payable	59,272.27
Credit Cards	
210 · Cal Card	
210.05 · Cal Card - Dan - 4075	-0.12
Total 210 · Cal Card	-0.12
Total Credit Cards	-0.12

Clearlake Oaks County Water District

Balance Sheet

As of June 30, 2016

	<u>Jun 30, 16</u>
Other Current Liabilities	
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become availa...	20,000.00
280.01 · Kansas State Bk - VACON	54,253.18
280.03 · Kansas State Bk - Camera Traile	20,832.53
Total 280 · Loan	<u>95,085.71</u>
221 · Health Ins - EE Portion	-12,275.37
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 ...	411.69
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-411.69
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 - W...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 20971...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WITH...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS ...	-24.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - IN...	-29.51
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WA...	700.00
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYO...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or ac...	-1.46
Total Other Current Liabilities	<u>131,594.42</u>
Total Current Liabilities	<u>190,866.57</u>
Total Liabilities	<u>190,866.57</u>
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this acco...	328,889.15
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - END...	708,745.59
Net Income	366,640.72
Total Equity	<u>7,413,991.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,604,857.64</u></u>

Clearlake Oaks County Water District

07/12/16

Profit and Loss

Accrual Basis

July 2015 through June 2016

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income						
Income						
410 · Client Reg Pmt	0.00	0.00	892,063.93	1,003,518.72	1,895,582.65	1,895,582.65
420 · Connection Fees	0.00	0.00	1,896.00	3,488.00	5,384.00	5,384.00
430 · Penalty & Interest	0.00	0.00	7,103.01	34,315.88	41,418.89	41,418.89
440 · Misc Revenue	1,810.77	0.00	8,869.66	29,154.86	39,835.29	39,835.29
450 · Other - Non S/W Rev	0.00	0.00	93,070.35	112,661.03	205,731.38	205,731.38
Total Income	1,810.77	0.00	1,003,002.95	1,183,138.49	2,187,952.21	2,187,952.21
Total Income	1,810.77	0.00	1,003,002.95	1,183,138.49	2,187,952.21	2,187,952.21
Gross Profit	1,810.77	0.00	1,003,002.95	1,183,138.49	2,187,952.21	2,187,952.21
Expense						
Salaries & EE Benefits						
505 · Salaries & Wages	284,216.24	175,046.15	144,140.32	112,382.40	715,785.11	715,785.11
510 · Contract Labor	0.00	0.00	14,250.00	0.00	14,250.00	14,250.00
520 · FICA - District Share	21,115.23	12,722.76	10,477.33	8,551.58	52,866.90	52,866.90
530 · Medical Ins - Dist Share	61,341.09	34,638.01	40,012.41	16,285.87	152,277.38	152,277.38
540 · PERS - District Share	30,832.59	8,936.62	8,890.92	11,986.43	60,646.56	60,646.56
550 · Unemployment	14,369.35	26.07	0.00	0.00	14,395.42	14,395.42
560 · Workers Comp Ins	5,583.44	10,200.60	6,554.72	9,488.24	31,827.00	31,827.00
Total Salaries & EE Benefits	417,457.94	241,570.21	224,325.70	158,694.52	1,042,048.37	1,042,048.37
Services & Supplies						
605 · Advertising	661.63	0.00	0.00	0.00	661.63	661.63
610 · Bank Fees	4,277.49	0.00	45.00	0.00	4,322.49	4,322.49
620 · Communications & Internet	3,551.06	0.00	3,234.15	3,442.70	10,227.91	10,227.91
622 · Board Exp	7,248.72	0.00	0.00	0.00	7,248.72	7,248.72
625 · Equip - Field (\$300-\$4999)	0.00	392.38	1,231.00	4,927.37	6,550.75	6,550.75
630 · Equip - Office	290.22	0.00	13.45	675.82	979.49	979.49
640 · Fuel & Oil	0.00	16,280.79	1,073.64	75.62	17,430.05	17,430.05
645 · Insurance	286.00	0.00	34,449.50	34,449.50	69,185.00	69,185.00
650 · Interest	-3.50	3,475.62	0.00	0.00	3,472.12	3,472.12
657 · Lab	0.00	0.00	12,395.17	16,431.14	28,826.31	28,826.31
660 · Memberships & Subscription	1,745.73	0.00	6,283.69	29,676.07	37,705.49	37,705.49
665 · Mileage Reimb	2,105.92	179.98	678.32	214.29	3,178.51	3,178.51
670 · Postage & Shipping	9,198.48	6.74	7.15	37.30	9,249.67	9,249.67
675 · Professional Services	58,574.10	90.00	12,671.15	1,089.80	72,425.05	72,425.05
685 · Rents	5,434.45	0.00	0.00	78.50	5,512.95	5,512.95
690 · Safety & Security	823.38	2,650.56	4,265.34	1,884.01	9,623.29	9,623.29
700 · Tools & Instruments	0.00	5,147.84	5,888.71	2,099.25	13,135.80	13,135.80
703 · Supplies - Clothing & Personal	1,002.92	1,001.64	1,195.10	1,102.28	4,301.94	4,301.94
705 · Supplies - Office	6,997.33	353.20	937.56	1,211.40	9,499.49	9,499.49
715 · Supplies-Chemicals-Operating	0.00	214.81	93,840.15	98,652.67	192,707.63	192,707.63
720 · Supplies - Inventory - Other	0.00	0.00	5,824.29	1,452.49	7,276.78	7,276.78
730 · Taxes - Licenses	0.00	436.00	1,984.00	874.57	3,294.57	3,294.57
735 · Training (Classes, books, etc)	1,677.83	210.00	2,250.83	1,307.72	5,446.38	5,446.38
745 · Travel / Lodging	456.12	0.00	91.19	111.86	659.17	659.17
750 · Utilities	4,564.96	0.00	73,901.88	103,612.88	182,079.72	182,079.72
760 · Waste Disposal	425.47	46.52	31,220.08	66.98	31,759.05	31,759.05
795 · Yolo Co	0.00	0.00	0.00	37,221.26	37,221.26	37,221.26
799 · Misc	12.69	14.27	55.64	2,720.77	2,803.37	2,803.37
Total Services & Supplies	109,331.00	30,500.35	293,536.99	343,416.25	776,784.59	776,784.59

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Accrual Basis

Clearlake Oaks County Water District

Profit and Loss

July 2015 through June 2016

	<u>Admin (GL)</u>	<u>DC (GL)</u>	<u>Sewer (GL)</u>	<u>Water (GL)</u>	<u>Total GL</u>	<u>TOTAL</u>
Repairs & Replacement						
810 · R&R Buildings & Grounds	3,232.66	1,331.08	44,755.16	25,569.86	74,888.76	74,888.76
815 · R&R Damage Claim (Cost to f...	0.00	0.00	-6,252.69	0.00	-6,252.69	-6,252.69
820 · R&R Electronics	2,238.87	310.80	460.48	3,286.68	6,296.83	6,296.83
830 · R&R Equipment	0.00	2,511.24	12,127.10	9,713.03	24,351.37	24,351.37
832 · R&R D/C	0.00	33.09	31,398.20	55,095.42	86,526.71	86,526.71
840 · R&R Vehicles	0.00	12,167.16	11,791.05	4,412.63	28,370.84	28,370.84
Total Repairs & Replacement	<u>5,471.53</u>	<u>16,353.37</u>	<u>94,279.30</u>	<u>98,077.62</u>	<u>214,181.82</u>	<u>214,181.82</u>
Total Expense	<u>532,260.47</u>	<u>288,423.93</u>	<u>612,141.99</u>	<u>600,188.39</u>	<u>2,033,014.78</u>	<u>2,033,014.78</u>
Net Income	<u>-530,449.70</u>	<u>-288,423.93</u>	<u>390,860.96</u>	<u>582,950.10</u>	<u>154,937.43</u>	<u>154,937.43</u>

Clearlake Oaks Co Water District

Budget Variance Report June 2016

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Target % > **100%**

Thru End of June 2016 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,128,000	1,128,000	1,066,990	95%	1,060,700	1,060,700	908,037	86%
Total Operating Expenses	970,909	970,909	1,010,532	104%	1,040,074	1,040,074	1,022,483	98%
Operating Balance (loss)	157,091	157,091	56,459		20,626	20,626	(114,446)	
420 Connection Rev			3,448				1,896	
425 CRP Rev	130,872	130,872	213,951	163%	168,036	168,036	217,397	129%
450 Other-Non S/W Rev	96,000	96,000	112,661	117%	85,000	85,000	93,070	109%
CRP Exps			500				36,563	
Debt Service Exp	37,391	37,391	37,391	100%	57,250	57,250	57,250	100%
Depreciation Exp	194,168	194,168	194,168	100%	165,786	165,786	165,786	100%
Net Change In Net Position (loss)	152,404	189,795	154,460		50,626	107,876	(61,682)	

	WestAmer Op	\$	217,421
	WestAmer(2) CRP Accounts		393,409
	LAIF		480,489
	Total	\$	1,091,319

Thru End of June 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	1,100,000	1,100,000	1,003,519	91%	1,047,200	1,047,200	892,064	85%
430 Penalty & Interest	28,000	28,000	34,316	123%	13,500	13,500	7,103	53%
440 Misc(turn on/off's & LC tax)	0	0	29,155		0	0	8,870	887000000%
Total Revenue >	1,128,000	1,128,000	1,066,990	95%	1,060,700	1,060,700	908,037	86%

Thru End of June 2016 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	Spent
505 Salaries & Wages	346,547	346,547	342,013	99%	371,852	371,852	373,771	101%
510 Contracted Labor	14,000	14,000	-	0%	14,000	14,000	14,250	102%
520 FICA - District Share	28,578	28,578	25,471	89%	30,670	30,670	27,396	89%
530 Medical Ins - District Share	76,995	76,995	64,276	83%	107,816	107,816	88,002	82%
540 PERS - District Share	35,875	35,875	31,871	89%	33,795	33,795	28,776	85%
550 Unemployment	5,500	5,500	7,198	131%	5,500	5,500	7,198	131%
560 Workers Comp Ins	15,857	15,857	17,380	110%	14,134	14,134	14,447	102%
Salaries and Employee Benefits >	523,352	523,352	488,209	93%	577,767	577,767	553,840	96%
605 Advertising	125	125	331	265%	125	125	331	265%
610 Bank Fees	2,800	2,800	2,139	76%	2,800	2,800	2,184	78%

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620	Communications & Internet	5,500	5,500	5,219	95%	4,500	4,500	5,010	111%
622	Board Exp	250	250	3,625	1450%	250	250	3,625	1450%
625	Equip - Field (\$300-\$4999)	2,000	2,000	5,123	256%	4,000	4,000	1,427	36%
630	Equip - Office	850	850	821	97%	1,350	1,350	158	12%
640	Fuel & Oil	12,000	12,000	8,217	68%	11,500	11,500	9,215	80%
645	Insurance	38,500	38,500	34,593	90%	38,500	38,500	34,593	90%
650	Interest	2,050	2,050	1,736	85%	3,850	3,850	1,736	45%
657	Lab	16,000	16,000	16,431	103%	21,000	21,000	12,395	59%
660	Memberships & Subscription:	16,750	16,750	30,549	182%	23,550	23,550	7,157	30%
665	Mileage Reimb	1,750	1,750	1,357	78%	1,550	1,550	1,821	117%
670	Postage & Shipping	4,850	4,850	4,640	96%	4,800	4,800	4,610	96%
675	Professional Services	10,150	10,150	30,422	300%	25,150	25,150	42,003	167%
685	Rents	6,200	6,200	2,796	45%	6,200	6,200	2,717	44%
690	Safety & Security	4,808	4,808	3,621	75%	11,808	11,808	6,002	51%
700	Tools & Instruments	2,150	2,150	4,673	217%	3,250	3,250	8,463	260%
703	Supplies - Clothing & Persona	1,950	1,950	2,105	108%	2,450	2,450	2,198	90%
705	Supplies - Office	3,350	3,350	4,886	146%	3,950	3,950	4,613	117%
715	Supplies - Chemicals - Operati	47,000	47,000	98,761	210%	40,000	40,000	93,948	235%
720	Supplies - Other	1,525	1,525	1,452	95%	1,525	1,525	5,824	382%
730	Taxes - Licenses	2,000	2,000	1,093	55%	2,800	2,800	2,202	79%
735	Training	3,050	3,050	2,252	74%	4,050	4,050	3,195	79%
745	Travel	2,000	2,000	340	17%	2,000	2,000	319	16%
750	Utilities	97,050	97,050	105,896	109%	72,050	72,050	76,185	106%
760	Waste Disposal	550	550	303	55%	60,250	60,250	31,456	52%
795	Yolo Co	37,000	37,000	37,221	101%				
799	Misc	7,750	7,750	2,735	35%	7,750	7,750	70	1%
Services and Supplies >		329,958	329,958	413,333	125%	361,008	361,008	363,453	101%
810	R&R Buildings & Grounds	29,500	29,500	27,852	94%	19,500	19,500	47,037	241%
815	R & R Damage Claims	5,000	5,000	-	0%	5,000	5,000	(6,253)	-125%
820	R&R Electronics	6,050	6,050	4,562	75%	5,550	5,550	1,735	31%
830	R&R Equipment	3,050	3,050	10,969	360%	11,250	11,250	13,383	119%
832	R&R Mains/Service Lines	60,000	60,000	55,112	92%	40,000	40,000	31,415	79%
840	R&R Vehicles (\$2k/vehicle)	14,000	14,000	10,497	75%	20,000	20,000	17,875	89%
Repairs & Replacement >		117,600	117,600	108,991	93%	101,300	101,300	105,191	104%
Total Expenses >		970,909	970,909	1,010,532	104%	1,040,074	1,040,074	1,022,483	98%

Previous Budget Explanation Notes:

660w Annual Water Permits

799 MISC Wtr and Sewer-\$35K expense from Cal Trans for manholes on Hwy 20. Contract signed and approved in 2014

605 Advertising Admin = \$7,200 expense from Lake County for elections

690 Safety and Security Admin = \$333 CPR

735 - Training Admin = \$625 Utility Management Certification for General Manager

715 Supplies Sewer = \$14K Sludge Bags

660 Membership and Subscriptions Water was completely underfunded

675A - Auditor, and MC Engineering Title 22 Feasibility, Aircon

700 - Tools for both water and sewer

703 - Purchased most of the clothing for the year.

Administration - Budget Variance Report 2015/16

Target % > **100.0%**

Thru End of June 2016		2015-2016 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	300,390	300,390	284,216	94.6%	16,174
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	24,976	24,976	21,115	84.5%	3,861
530	Medical Ins - District Share	72,060	72,060	61,341	85.1%	10,719
540	PERS - District Share	37,589	37,589	30,833	82.0%	6,756
550	Unemployment	11,000	11,000	14,370	130.6%	(3,370)
560	Workers Comp Ins	7,522	7,522	5,583	74.2%	1,939
Salaries and Employee Benefits >		453,536	453,536	417,458	92.0%	36,078
605	Advertising	250	250	662	264.8%	(412)
610	Bank Fees	5,600	5,600	4,277	76.4%	1,323
620	Communications & Internet	3,000	3,000	3,551	118.4%	(551)
622	Board Exp	500	500	7,249	1449.8%	(6,749)
625	Equip - Field (\$300-\$4999)	0	0	-	0.0%	0
630	Equip - Office	700	700	290	41.4%	410
640	Fuel & Oil	0	0	-	0.0%	0
645	Insurance	0	0	286	28600000.0%	(286)
650	Interest	0	0	(4)	-400000.0%	4
657	Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	700	700	1,746	249.4%	(1,046)
665	Mileage Reimb	2,000	2,000	2,106	105.3%	(106)
670	Postage & Shipping	9,400	9,400	9,198	97.9%	202
675	Professional Services	16,300	16,300	58,574	359.3%	(42,274)
685	Rents	7,400	7,400	5,434	73.4%	1,966
690	Safety & Security	315	315	823	261.3%	(508)
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Persona	400	400	1,003	250.8%	(603)
705	Supplies - Office	5,000	5,000	6,997	139.9%	(1,997)
715	Supplies - Chemicals - Operati	0	0	-	0.0%	0
720	Supplies - Other	50	50	-	0.0%	50
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training	600	600	1,678	279.7%	(1,078)
745	Travel	1,000	1,000	456	45.6%	544
750	Utilities	4,100	4,100	4,565	111.3%	(465)
760	Waste Disposal	500	500	425	85.0%	75
795	Yolo Co	0	0	-	0.0%	0
799	Misc	500	500	13	2.6%	487
Services and Supplies >		58,315	58,315	109,329	187.5%	(51,014)
810	R&R Buildings & Grounds	4,000	4,000	3,233	80.8%	767
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Electronics	3,600	3,600	2,239	62.2%	1,361
830	R&R Equipment	2,000	2,000	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	3,000	3,000	-	0.0%	3,000
Repairs & Replacement >		12,600	12,600	5,472	43.4%	7,128
Total Expenses >		524,451	524,451	532,259	101.5%	(7,808)

Thru End of June 2016		2015-2016 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	148,070	148,070	175,046	118.2%	(26,976)
510	Contracted Labor	28,000	28,000	-		28,000
520	FICA - District Share	12,155	12,155	12,723	104.7%	(568)
530	Medical Ins - District Share	47,857	47,857	34,638	72.4%	13,219
540	PERS - District Share	12,017	12,017	8,937	74.4%	3,080
550	Unemployment	0	0	26	2600000.0%	(26)
560	Workers Comp Ins	7,970	7,970	10,201	128.0%	(2,231)
Salaries and Employee Benefits >		256,070	256,070	241,571	94.3%	14,499
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 (\$300-\$4999)	4,000	4,000	392	9.8%	3,608
630	Equip - Office	0	0	-	0.0%	0
640	Fuel & Oil	23,000	23,000	16,281	70.8%	6,719
645	Insurance	0	0		0.0%	0
650	Interest	3,500	3,500	3,476	99.3%	24
657	Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	800	800	-	0.0%	800
665	Mileage Reimb	500	500	180	36.0%	320
670	Postage & Shipping	100	100	7	7.0%	93
675	Professional Services	0	0	90	9000000.0%	(90)
685	Rents	1,000	1,000		0.0%	1,000
690	Safety & Security	4,300	4,300	2,651	61.7%	1,649
700	Tools & Instruments	2,900	2,900	5,148	177.5%	(2,248)
703	Supplies - Clothing & Personal	1,500	1,500	1,002	66.8%	498
705	Supplies - Office	500	500	353	70.6%	147
715	Supplies - Chemicals - Operating	0	0	215	21500000.0%	(215)
720	Supplies - Other	1,000	1,000		0.0%	1,000
730	Taxes - Licenses	1,000	1,000	436	43.6%	564
735	Training	1,500	1,500	210	14.0%	1,290
745	Travel	1,000	1,000		0.0%	1,000
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0	47	4700000.0%	(47)
795	Yolo Co	0	0	-	0.0%	0
799	Misc	5,000	5,000	14	0.3%	4,986
Services and Supplies >		51,600	51,600	30,502	59.1%	21,098
810	R&R Buildings & Grounds	5,000	5,000	1,331	26.6%	3,669
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Electronics	1,500	1,500	311	20.7%	1,189
830	R&R Equipment	500	500	2,511	502.2%	(2,011)
832	R&R Mains/Service Lines	0	0	33	3300000.0%	(33)
840	R&R Vehicles (\$2k/vehicle)	17,000	17,000	12,167	71.6%	4,833
Repairs & Replacement >		24,000	24,000	16,353	68.1%	7,647
Total Expenses >		331,670	331,670	288,426	87.0%	43,244

Thru End of June 2016		2015-2016 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	147,622	147,622	144,140	107.3%	3,482	
510 Contracted Labor	-	-	14,250		(14,250)	
520 FICA - District Share	12,104	12,104	10,477	86.6%	1,627	
530 Medical Ins - District Share	47,857	47,857	40,012	83.6%	7,845	
540 PERS - District Share	8,992	8,992	8,891	98.9%	101	
550 Unemployment	0	0	-	0.0%	0	
560 Workers Comp Ins	6,388	6,388	6,555	102.6%	(167)	
Salaries and Employee Benefits >	222,964	222,964	224,325	100.6%	(1,361)	
605 Advertising	0	0		0.0%	0	
610 Bank Fees	0	0	45	4500000.0%	(45)	
620 Communications & Internet	3,000	3,000	3,234	107.8%	(234)	
622 Board Exp	0	0	-	0.0%	0	
625 Equip - Field (\$300-\$4999)	2,000	2,000	1,231	61.6%	769	
630 Equip - Office	1,000	1,000	13	1.3%	987	
640 Fuel & Oil	0	0	1,074	107400000.0%	(1,074)	
645 Insurance	38,500	38,500	34,450	89.5%	4,050	
650 Interest	2,100	2,100	-	0.0%	2,100	
657 Lab	21,000	21,000	12,395	59.0%	8,605	
660 Memberships & Subscriptions	22,800	22,800	6,284	27.6%	16,516	
665 Mileage Reimb	300	300	678	226.0%	(378)	
670 Postage & Shipping	50	50	7	14.0%	43	
675 Professional Services	17,000	17,000	12,671	74.5%	4,329	
685 Rents	2,000	2,000	-	0.0%	2,000	
690 Safety & Security	9,500	9,500	4,265	44.9%	5,235	
700 Tools & Instruments	1,800	1,800	5,889	327.2%	(4,089)	
703 Supplies - Clothing & Personal	1,500	1,500	1,195	79.7%	305	
705 Supplies - Office	1,200	1,200	938	78.2%	262	
715 Supplies - Chemicals - Operating	40,000	40,000	93,840	234.6%	(53,840)	
720 Supplies - Other	1,000	1,000	5,824	582.4%	(4,824)	
730 Taxes - Licenses	2,300	2,300	1,984	86.3%	316	
735 Training	3,000	3,000	2,251	75.0%	749	
745 Travel	1,000	1,000	91	9.1%	909	
750 Utilities	70,000	70,000	73,902	105.6%	(3,902)	
760 Waste Disposal	60,000	60,000	31,220	52.0%	28,780	
795 Yolo Co	0	0	-	0.0%	0	
799 Misc	5,000	5,000	56	1.1%	4,944	
Services and Supplies >	306,050	306,050	293,537	95.9%	12,513	
810 R&R Buildings & Grounds	15,000	15,000	44,755	298.4%	(29,755)	
815 R & R Damage Claims	5,000	5,000	(6,253)	-125.1%	11,253	
820 R&R Electronics	3,000	3,000	460	15.3%	2,540	
830 R&R Equipment	10,000	10,000	12,127	121.3%	(2,127)	
832 R&R Mains/Service Lines	40,000	40,000	31,398	78.5%	8,602	
840 R&R Vehicles (\$2k/vehicle)	10,000	10,000	11,791	117.9%	(1,791)	
Repairs & Replacement >	83,000	83,000	94,278	113.6%	(11,278)	
Total Expenses >	612,014	612,014	612,140	100.0%	(126)	

Water - Budget Variance Report 2015/16

Target % > **100.0%**

Thru End of June 2016		2015-2016 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	122,317	122,317	112,382	91.9%	9,935
510	Contracted Labor	-	-	-		-
520	FICA - District Share	10,012	10,012	8,552	85.4%	1,460
530	Medical Ins - District Share	17,036	17,036	16,286	95.6%	750
540	PERS - District Share	11,072	11,072	11,986	108.3%	(914)
550	Unemployment	0	0	-	0.0%	0
560	Workers Comp Ins	8,111	8,111	9,488	117.0%	(1,377)
Salaries and Employee Benefits >		168,549	168,549	158,694	94.2%	9,855
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0	-	0%	0
620	Communications & Internet	4,000	4,000	3,443	86.1%	557
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (\$300-\$4999)	0	0	4,927	492700000.0%	(4,927)
630	Equip - Office	500	500	676	135.2%	(176)
640	Fuel & Oil	500	500	76	15.2%	424
645	Insurance	38,500	38,500	34,450	89.5%	4,050
650	Interest	300	300	-	0.0%	300
657	Lab	16,000	16,000	16,431	102.7%	(431)
660	Memberships & Subscriptions	16,000	16,000	29,676	185.5%	(13,676)
665	Mileage Reimb	500	500	214	42.8%	286
670	Postage & Shipping	100	100	37	37.0%	63
675	Professional Services	2,000	2,000	1,090	54.5%	910
685	Rents	2,000	2,000	79	4.0%	1,921
690	Safety & Security	2,500	2,500	1,884	75.4%	616
700	Tools & Instruments	700	700	2,099	299.9%	(1,399)
703	Supplies - Clothing & Personal	1,000	1,000	1,102	110.2%	(102)
705	Supplies - Office	600	600	1,211	201.8%	(611)
715	Supplies - Chemicals - Operating	47,000	47,000	98,653	209.9%	(51,653)
720	Supplies - Other	1,000	1,000	1,452	145.2%	(452)
730	Taxes - Licenses	1,500	1,500	875	58.3%	625
735	Training	2,000	2,000	1,308	65.4%	692
745	Travel	1,000	1,000	112	11.2%	888
750	Utilities	95,000	95,000	103,613	109.1%	(8,613)
760	Waste Disposal	300	300	67	22.3%	233
795	Yolo Co	37,000	37,000	37,221	100.6%	(221)
799	Misc	5,000	5,000	2,721	54.4%	2,279
Services and Supplies >		275,000	275,000	343,417	124.9%	(68,417)
810	R&R Buildings & Grounds	25,000	25,000	25,570	102.3%	(570)
815	R & R Damage Claims	5,000	5,000	-	0.0%	5,000
820	R&R Electronics	3,500	3,500	3,287	93.9%	213
830	R&R Equipment	1,800	1,800	9,713	539.6%	(7,913)
832	R&R Mains/Service Lines	60,000	60,000	55,095	91.8%	4,905
840	R&R Vehicles (\$2k/vehicle)	4,000	4,000	4,413	110.3%	(413)
Repairs & Replacement >		99,300	99,300	98,078	98.8%	1,222
Total Expenses >		542,849	542,849	600,189	110.6%	(57,340)

10:57 AM

Clearlake Oaks County Water District

07/12/16

Capital Improvements

Accrual Basis

As of June 30, 2016

Date	Name	Memo	Amount
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)			
12/14/2015	Hydra-Stop	CRP - INSTA VALVE UNIT COMPLETE	55,936.77
03/01/2016	Genset West, LLC	Generator - SER# PO508170004	11,366.25
06/01/2016	Power Plus	2016 Cummins 250 kw Tier 3 Generator	29,876.16
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 10...			97,179.18
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			97,179.18
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			
12/21/2015	Pace	REPAIR NIPPLES FOR LS7	279.33
12/29/2015	Pace	LS 7 BYPASS	2,979.03
12/31/2015	Pace	LS 7 BYPASS	-1,478.56
12/31/2015	Pace	LS 7 BYPASS	2,067.70
01/04/2016	United Rentals	PUMP RENTAL	7,393.46
01/05/2016	Pace	LS 7 BYPASS PROJECT	12,877.74
01/06/2016	Pace	LS 7 BYPASS	126.81
01/06/2016	Pace	LS 7 BYPASS	658.22
01/06/2016	Pace	LS 7 BYPASS	1,444.48
01/07/2016	Pace	LS 7 BYPASS	2,249.55
01/08/2016	Pace	LS 7 BYPASS	266.92
01/11/2016	Pace	LS 7 BYPASS	766.86
01/12/2016	Pace	LS 7 BYPASS	2,244.78
01/28/2016	Pace	LS 7 BYPASS	929.57
02/01/2016	Coastal Mountain Electric	LS 7 LIFT STATION GENSETS	2,946.00
02/10/2016	HD Excavating	LS 7 PROJECT	32,930.00
02/19/2016	Pace	LS 7 BYPASS PROJECT	370.42
02/29/2016	Pace	LS 7 BYPASS - RETURNED UNUSED ITEMS	-1,734.24
Total 124.31 · Lift Station 7 Bypass			67,318.07
124.30 · Lift Stations - Other			
12/09/2015	Cummings Pacific, LLC	Generator for Lift Station #7	22,682.50
Total 124.30 · Lift Stations - Other			22,682.50
Total 124.30 · Lift Stations			90,000.57
124.50 · Mains			
12/16/2015	Hydra-Stop	VALVE FOR EVERGLADE FORCED SEWE...	5,526.58
Total 124.50 · Mains			5,526.58
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)			95,527.15
125 · Land			
02/29/2016	TERESA FEDERIGI	Harvey Blvd Tank Option	1,000.00
Total 125 · Land			1,000.00
TOTAL			193,706.33

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

www.treasurer.ca.gov/pmia-laif/laif.asp
July 13, 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

June 2016 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	480,488.82
Total Withdrawal:	0.00	Ending Balance:	480,488.82

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MY ACCOUNTS

BILL PAY

TRANSFER FUNDS

MANAGE MONEY

(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](#)

\$217,421.25

**Available \$217,421.25

PUBLIC REGULAR CHK

Checking *3786

[Quick peek](#)

\$200.00

**Available \$200.00

PUBLIC REGULAR CHK

Checking *0019

[Quick peek](#)

\$205,109.71

**Available \$202,991.85

REGULAR SAVINGS

Savings *6990

[Quick peek](#)

\$214,009.29

**Available \$214,009.29

TOTAL DEPOSIT ACCOUNTS

\$636,740.25

TIERED COMMERCIAL LOANS

Credit Line

TCL Credit Line *1999

[Quick peek](#)

\$0.00

Available credit **\$480,000.00**

Note

TCL Note *1001

[Quick peek](#)

\$20,000.00

\$90.41 due 07/31/2016
pay

TOTAL TIERED COMMERCIAL LOANS

\$20,000.00

Make a Payment

Pay to

Select a person

Pay from **checking x4587**

View My Spending

All categories



- Uncategorized
- Household
- Tax Payment
- 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](#)

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Aged Accounts Receivable
As of 6/30/16

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
\$171,184.49	\$23,881.22	\$4,897.01	\$2,349.09	\$29,019.97	<u>\$231,331.78</u>

Total number of accounts with open balances: 1729

These totals include all accounts on the Tax Roll

Clearlake Oaks County Water District

7/12/2016 10:58 AM

Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 06/01/2016 through 06/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/01/2016			Income:440 · Misc Rev...	Deposit		X	25.00	187,177.56
06/01/2016			-split-	Deposit		X	3,028.98	190,206.54
06/01/2016			-split-	Deposit		X	11,839.93	202,046.47
06/01/2016	30568	Power Plus	200 · ACCOUNTS PA...	2016 Cummins...	29,876.16	X		172,170.31
06/02/2016			-split-	Deposit		X	1,766.61	173,936.92
06/02/2016			-split-	Deposit		X	3,662.10	177,599.02
06/02/2016			-split-	Deposit		X	194.97	177,793.99
06/02/2016			-split-	Deposit		X	8,167.70	185,961.69
06/02/2016			Income:435 · Loans/Gr...	Deposit		X	53,818.88	239,780.57
06/02/2016			Income:440 · Misc Rev...	Deposit		X	28.00	239,808.57
06/02/2016			-split-	Deposit		X	3,466.98	243,275.55
06/03/2016			-split-	Deposit		X	2,699.21	245,974.76
06/03/2016			-split-	Deposit		X	4,716.49	250,691.25
06/03/2016			Income:440 · Misc Rev...	Deposit		X	383.40	251,074.65
06/04/2016			-split-	Deposit		X	500.35	251,575.00
06/05/2016			-split-	Deposit		X	660.42	252,235.42
06/06/2016			-split-	Deposit		X	675.43	252,910.85
06/06/2016			-split-	Deposit		X	2,548.54	255,459.39
06/06/2016			-split-	Deposit		X	9,201.00	264,660.39
06/06/2016			Income:440 · Misc Rev...	Deposit		X	140.00	264,800.39
06/06/2016			-split-	Deposit		X	2,817.44	267,617.83
06/06/2016			-split-	Deposit		X	3,307.82	270,925.65
06/07/2016			-split-	Deposit		X	1,410.07	272,335.72
06/07/2016			-split-	Deposit		X	15,285.16	287,620.88
06/07/2016			-split-	Deposit		X	3,470.34	291,091.22
06/07/2016			-split-	Deposit		X	3,513.63	294,604.85
06/07/2016			-split-	Deposit		X	146.17	294,751.02
06/08/2016			-split-	Deposit		X	2,595.61	297,346.63
06/08/2016			-split-	Deposit		X	3,320.81	300,667.44
06/08/2016			-split-	Deposit		X	5,164.83	305,832.27
06/08/2016			Income:440 · Misc Rev...	Deposit		X	53.00	305,885.27
06/08/2016			Income:440 · Misc Rev...	Deposit		X	80.00	305,965.27
06/08/2016	E-Pay	CalPers	-split-	Unfunded Liab...	141.00	X		305,824.27
06/08/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	20,496.75	X		285,327.52
06/09/2016			-split-	Deposit		X	746.27	286,073.79
06/09/2016			-split-	Deposit		X	4,908.99	290,982.78
06/09/2016			-split-	Deposit		X	3,428.17	294,410.95
06/09/2016			Income:440 · Misc Rev...	Deposit		X	48.00	294,458.95
06/09/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	1,005.89	X		293,453.06
06/09/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	7,147.98	X		286,305.08

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Clearlake Oaks County Water District

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From 06/01/2016 through 06/30/2016

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/09/2016	E-Pay	CalPers	-split-	4751900248	3,269.37	X		283,035.71
06/09/2016	30569	Alan Gardner	200 · ACCOUNTS PA...		83.70	X		282,952.01
06/09/2016	30570	Alpha Analytical Labs	200 · ACCOUNTS PA...		1,645.00	X		281,307.01
06/09/2016	30571	AT & T - CalNet 3	200 · ACCOUNTS PA...	CONTRACT #...	156.90	X		281,150.11
06/09/2016	30572	Brelje and Race Labo...	200 · ACCOUNTS PA...		758.00	X		280,392.11
06/09/2016	30573	Coastal Mountain El...	200 · ACCOUNTS PA...	3/8/16-5/5/16 -...	36,563.00	X		243,829.11
06/09/2016	30574	Dan Hodem.	200 · ACCOUNTS PA...	Boot reimb.	173.98	X		243,655.13
06/09/2016	30575	EEL River Fuels Inc	200 · ACCOUNTS PA...		554.54	X		243,100.59
06/09/2016	30576	Fay Servicing	200 · ACCOUNTS PA...	Overpayment fr...	411.24	X		242,689.35
06/09/2016	30577	Hasa Inc	200 · ACCOUNTS PA...	IN31153	2,664.65	X		240,024.70
06/09/2016	30578	Hayden Solar, LLC	200 · ACCOUNTS PA...	5/1/16 - 5/31/16	5,237.82	X		234,786.88
06/09/2016	30579	John Hopkins.	200 · ACCOUNTS PA...	Services 5/1/16...	1,000.00	X		233,786.88
06/09/2016	30580	Katzoff & Riggs LLP	200 · ACCOUNTS PA...		4,156.00	X		229,630.88
06/09/2016	30581	Lagerlof, Senecal, G...	200 · ACCOUNTS PA...	Services throug...	1,176.50	X		228,454.38
06/09/2016	30582	Lake County Waste ...	200 · ACCOUNTS PA...		247.76	X		228,206.62
06/09/2016	30583	Leete Generators Inc	200 · ACCOUNTS PA...	1878	1,815.00	X		226,391.62
06/09/2016	30584	MC Engineering, Inc	200 · ACCOUNTS PA...		64,075.40			162,316.22
06/09/2016	30585	Mediacom - Admin 0...	200 · ACCOUNTS PA...	838480003009...	279.76	X		162,036.46
06/09/2016	30586	Mediacom - WWTP ...	200 · ACCOUNTS PA...	8384 80 003 00...	149.38	X		161,887.08
06/09/2016	30587	Napa Auto Parts	200 · ACCOUNTS PA...		48.52	X		161,838.56
06/09/2016	30588	Pace	200 · ACCOUNTS PA...		36.59	X		161,801.97
06/09/2016	30589	Petty Cash - Rachel ...	200 · ACCOUNTS PA...		78.49	X		161,723.48
06/09/2016	30590	PG&E	200 · ACCOUNTS PA...	1324698179-2	9,270.36	X		152,453.12
06/09/2016	30591	Platt Electric	200 · ACCOUNTS PA...	239070	358.71	X		152,094.41
06/09/2016	30592	Quill	200 · ACCOUNTS PA...		501.88	X		151,592.53
06/09/2016	30593	RAIN FOR RENT	200 · ACCOUNTS PA...	Contract #0320...	756.00	X		150,836.53
06/09/2016	30594	Southport Control So...	200 · ACCOUNTS PA...		1,710.00	X		149,126.53
06/09/2016	30595	State Water Resource...	200 · ACCOUNTS PA...	Daniel Hodem ...	105.00			149,021.53
06/09/2016	30596	Terminix	200 · ACCOUNTS PA...	9950108 - 125...	175.00	X		148,846.53
06/09/2016	30597	The Estate of Clause ...	200 · ACCOUNTS PA...	Customer refun...	175.38	X		148,671.15
06/09/2016	30598	Tri-Cities Answering...	200 · ACCOUNTS PA...	5/14/16 thru 6/...	204.24	X		148,466.91
06/09/2016	30599	State Water Resource...	200 · ACCOUNTS PA...	Pamela Parker ...	350.00	X		148,116.91
06/09/2016	30600	US Bank	210 · Cal Card:210.04 ...	4246 0445 556...	1,446.00	X		146,670.91
06/09/2016	30601	ACWA/JPIA - Healt...	-split-	0419270 - July ...	15,726.58	X		130,944.33
06/09/2016	DD1438	Alan J Gardner	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1439	Andrew J. Mitchell	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1440	Dan Hodem	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1441	David Valerga	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1442	Deven R Bonge	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1443	Dianna L Mann	-split-	Direct Deposit		X		130,944.33

Clearlake Oaks County Water District

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From 06/01/2016 through 06/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/09/2016	DD1444	Eric W Luna	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1445	Francisco J Castro	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1446	Francisco Trujillo	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1447	Jason Mitchell	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1448	Jeremy J Backus	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1449	Magen E Estep	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1450	Mary Johnson	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1451	Pamela J Parker	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1452	Rachel A Schainblatt	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1453	Steve R Bonge	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1454	Judith A Heeszal	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1455	Karl L Hosier	-split-	Direct Deposit		X		130,944.33
06/09/2016	DD1456	Mary M Medeiros	-split-	Direct Deposit		X		130,944.33
06/09/2016	30602	Dena Barron	-split-		365.80	X		130,578.53
06/09/2016	30603	Richard A Kuehn	-split-		663.01			129,915.52
06/09/2016			102.03 · WAB SAVIN...	Funds Transfer	20,294.86	X		109,620.66
06/09/2016			102.02 · WAB SAVIN...	Funds Transfer	19,067.88	X		90,552.78
06/10/2016			-split-	Deposit		X	1,348.92	91,901.70
06/10/2016			-split-	Deposit		X	4,697.79	96,599.49
06/10/2016			-split-	Deposit		X	3,426.65	100,026.14
06/10/2016			-split-	Deposit		X	7,237.51	107,263.65
06/10/2016			Income:440 · Misc Rev...	Deposit		X	51.00	107,314.65
06/10/2016		Bluefin	Services & Supplies:61...		841.81	X		106,472.84
06/11/2016			-split-	Deposit		X	106.38	106,579.22
06/12/2016			-split-	Deposit		X	413.67	106,992.89
06/13/2016			-split-	Deposit		X	2,156.07	109,148.96
06/13/2016			-split-	Deposit		X	3,008.33	112,157.29
06/13/2016			Income:440 · Misc Rev...	Deposit		X	822.00	112,979.29
06/13/2016			Income:440 · Misc Rev...	Deposit		X	81.00	113,060.29
06/13/2016			-split-	Deposit		X	5,233.88	118,294.17
06/13/2016			-split-	Deposit		X	8,255.17	126,549.34
06/14/2016			-split-	Deposit		X	2,931.47	129,480.81
06/14/2016			-split-	Deposit		X	7,442.57	136,923.38
06/15/2016			-split-	Deposit		X	4,799.93	141,723.31
06/15/2016			-split-	Deposit		X	5,422.08	147,145.39
06/15/2016			-split-	Deposit		X	2,094.53	149,239.92
06/15/2016			-split-	Deposit		X	1,610.55	150,850.47
06/15/2016			Income:440 · Misc Rev...	Deposit		X	46.00	150,896.47
06/16/2016			-split-	Deposit		X	1,322.18	152,218.65
06/16/2016			-split-	Deposit		X	264.65	152,483.30

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/16/2016			-split-	Deposit		X	500.00	152,983.30
06/16/2016			-split-	Deposit		X	340.00	153,323.30
06/16/2016			-split-	Deposit		X	1,017.67	154,340.97
06/16/2016			Income:410 · Client Re...	Deposit		X	50.00	154,390.97
06/16/2016			Income:440 · Misc Rev...	Deposit		X	74.00	154,464.97
06/16/2016			Income:440 · Misc Rev...	Deposit		X	309.00	154,773.97
06/16/2016			Income:440 · Misc Rev...	Deposit		X	26.00	154,799.97
06/16/2016			-split-	Deposit		X	815.46	155,615.43
06/16/2016		Returned Item	Income:410 · Client Re...		100.00	X		155,515.43
06/16/2016		Returned Deposit Fee	Services & Supplies:61...		12.00	X		155,503.43
06/16/2016	30604	Adams Ashby	200 · ACCOUNTS PA...	USDA Sewer-...	540.00			154,963.43
06/16/2016	30605	Alan Gardner	200 · ACCOUNTS PA...		46.82			154,916.61
06/16/2016	30606	Alpha Analytical Labs	200 · ACCOUNTS PA...		1,777.00	X		153,139.61
06/16/2016	30607	AT&T 555 6	200 · ACCOUNTS PA...	960 739 5348 5...	105.96	X		153,033.65
06/16/2016	30608	Brelje and Race Labo...	200 · ACCOUNTS PA...		336.00	X		152,697.65
06/16/2016	30609	Burrell's Automotive	200 · ACCOUNTS PA...	F-350 brakes a...	180.00	X		152,517.65
06/16/2016	30610	County of Lake Solid...	200 · ACCOUNTS PA...	13	18.13	X		152,499.52
06/16/2016	30611	Deeper Cleaning	200 · ACCOUNTS PA...	May Service	320.00			152,179.52
06/16/2016	30612	Department of Trans...	200 · ACCOUNTS PA...		35,800.00	X		116,379.52
06/16/2016	30613	EEL River Fuels Inc	200 · ACCOUNTS PA...		509.22	X		115,870.30
06/16/2016	30614	Four Corners True V...	200 · ACCOUNTS PA...		78.50	X		115,791.80
06/16/2016	30615	Helix Laboratories, I...	200 · ACCOUNTS PA...	Sludge degrader	2,226.83	X		113,564.97
06/16/2016	30616	Joe Britton	200 · ACCOUNTS PA...	Over payment ...	1,875.58	X		111,689.39
06/16/2016	30617	Kansas State Bank - ...	200 · ACCOUNTS PA...	3343293	6,519.87	X		105,169.52
06/16/2016	30618	Lake Express Lube, I...	200 · ACCOUNTS PA...	Ford Focus	37.26	X		105,132.26
06/16/2016	30619	Marie Crail	200 · ACCOUNTS PA...	Customer refun...	29.43			105,102.83
06/16/2016	30620	Mendo Mill	200 · ACCOUNTS PA...		878.80	X		104,224.03
06/16/2016	30621	Municipal Maintenanc...	200 · ACCOUNTS PA...	01-CLEAR	450.02	X		103,774.01
06/16/2016	30622	Napa Auto Parts	200 · ACCOUNTS PA...		34.70	X		103,739.31
06/16/2016	30623	National Meter	200 · ACCOUNTS PA...		1,465.51	X		102,273.80
06/16/2016	30624	Northern Safety & In...	200 · ACCOUNTS PA...		162.77	X		102,111.03
06/16/2016	30625	One Stop Automotive	200 · ACCOUNTS PA...	1996 Chevy 35...	384.47			101,726.56
06/16/2016	30626	Pace	200 · ACCOUNTS PA...	Cast iron lid	52.52	X		101,674.04
06/16/2016	30627	Pacific Ozone	200 · ACCOUNTS PA...		4,672.46	X		97,001.58
06/16/2016	30628	Pehling & Pehling C...	200 · ACCOUNTS PA...	7079983322	3,475.00			93,526.58
06/16/2016	30629	Richard Adams	200 · ACCOUNTS PA...	Escrow over pa...	92.52			93,434.06
06/16/2016	30630	Uline	200 · ACCOUNTS PA...		314.79	X		93,119.27
06/16/2016	30631	Vickie Gregory	200 · ACCOUNTS PA...	Tax roll over p...	620.84	X		92,498.43
06/16/2016	30632	Yolo County Flood ...	200 · ACCOUNTS PA...	May 2016 Wat...	3,087.88	X		89,410.55
06/17/2016			-split-	Deposit		X	1,932.23	91,342.78

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06/17/2016			-split-	Deposit	X		1,231.05	92,573.83
06/19/2016			-split-	Deposit	X		508.81	93,082.64
06/20/2016			-split-	Deposit	X		2,329.21	95,411.85
06/20/2016			-split-	Deposit	X		5,959.47	101,371.32
06/20/2016			Income:440 · Misc Rev...	Deposit	X		80.00	101,451.32
06/20/2016			-split-	Deposit	X		237.96	101,689.28
06/20/2016			Income:435 · Loans/Gr...	Deposit	X		19,913.00	121,602.28
06/21/2016			-split-	Deposit	X		280.06	121,882.34
06/21/2016			-split-	Deposit	X		525.18	122,407.52
06/21/2016			Income:410 · Client Re...	Deposit	X		50.00	122,457.52
06/22/2016			-split-	Deposit	X		682.89	123,140.41
06/22/2016			-split-	Deposit	X		884.94	124,025.35
06/22/2016			Income:440 · Misc Rev...	Deposit	X		10.00	124,035.35
06/22/2016	30633	Alan Gardner	200 · ACCOUNTS PA...		29.54	X		124,005.81
06/22/2016	30634	Alpha Analytical Labs	200 · ACCOUNTS PA...		102.00	X		123,903.81
06/22/2016	30635	Blue Tarp Financial	200 · ACCOUNTS PA...	140665	149.00	X		123,754.81
06/22/2016	30636	County of Lake - Spe...	200 · ACCOUNTS PA...	Geysers O&M ...	1,275.25	X		122,479.56
06/22/2016	30637	COURT ORDERED ...	200 · ACCOUNTS PA...	CE-066-8442 ...	149.70	X		122,329.86
06/22/2016	30638	Dianna Mann.	200 · ACCOUNTS PA...		35.64	X		122,294.22
06/22/2016	30639	Municipal Maintenanc...	200 · ACCOUNTS PA...	01-CLEAR	332.95	X		121,961.27
06/22/2016	30640	Napa Auto Parts	200 · ACCOUNTS PA...		67.88	X		121,893.39
06/22/2016	30641	Pace	200 · ACCOUNTS PA...		4,398.53	X		117,494.86
06/22/2016	30642	Pacific Ozone	200 · ACCOUNTS PA...		1,103.48	X		116,391.38
06/22/2016	30643	People Services Inc	200 · ACCOUNTS PA...	May services	95.00	X		116,296.38
06/22/2016	30644	Ruzicka Associates	200 · ACCOUNTS PA...	Orchard Shores...	700.00	X		115,596.38
06/22/2016	30645	US Cellular	200 · ACCOUNTS PA...	957131516	158.22	X		115,438.16
06/22/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	19,862.60	X		95,575.56
06/23/2016			-split-	Deposit	X		308.90	95,884.46
06/23/2016			-split-	Deposit	X		1,364.40	97,248.86
06/23/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	930.59	X		96,318.27
06/23/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	6,760.82	X		89,557.45
06/23/2016	E-Pay	CalPers	-split-	4751900248	3,269.37	X		86,288.08
06/23/2016	DD1457	Alan J Gardner	-split-	Direct Deposit		X		86,288.08
06/23/2016	DD1458	Andrew J. Mitchell	-split-	Direct Deposit		X		86,288.08
06/23/2016	DD1459	Dan Hodem	-split-	Direct Deposit		X		86,288.08
06/23/2016	DD1460	David Valerga	-split-	Direct Deposit		X		86,288.08
06/23/2016	DD1461	Deven R Bonge	-split-	Direct Deposit		X		86,288.08
06/23/2016	DD1462	Dianna L Mann	-split-	Direct Deposit		X		86,288.08
06/23/2016	DD1463	Eric W Luna	-split-	Direct Deposit		X		86,288.08
06/23/2016	DD1464	Francisco J Castro	-split-	Direct Deposit		X		86,288.08

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06/23/2016	DD1465	Francisco Trujillo	-split-	Direct Deposit	X		86,288.08	
06/23/2016	DD1466	Jason Mitchell	-split-	Direct Deposit	X		86,288.08	
06/23/2016	DD1467	Jeremy J Backus	-split-	Direct Deposit	X		86,288.08	
06/23/2016	DD1468	Magen E Estep	-split-	Direct Deposit	X		86,288.08	
06/23/2016	DD1469	Mary Johnson	-split-	Direct Deposit	X		86,288.08	
06/23/2016	DD1470	Pamela J Parker	-split-	Direct Deposit	X		86,288.08	
06/23/2016	DD1471	Rachel A Schainblatt	-split-	Direct Deposit	X		86,288.08	
06/23/2016	DD1472	Steve R Bonge	-split-	Direct Deposit	X		86,288.08	
06/24/2016			-split-	Deposit	X	439.05	86,727.13	
06/24/2016			-split-	Deposit	X	385.04	87,112.17	
06/24/2016			Income:440 · Misc Rev...	Deposit	X	10.00	87,122.17	
06/24/2016			-split-	Deposit	X	242.01	87,364.18	
06/25/2016			-split-	Deposit	X	484.00	87,848.18	
06/26/2016			-split-	Deposit	X	93.16	87,941.34	
06/27/2016			-split-	Deposit	X	1,231.48	89,172.82	
06/27/2016			-split-	Deposit	X	6,662.43	95,835.25	
06/27/2016			-split-	Deposit	X	224.27	96,059.52	
06/27/2016			Income:410 · Client Re...	Deposit	X	50.00	96,109.52	
06/27/2016			Income:410 · Client Re...	Deposit	X	50.00	96,159.52	
06/27/2016			Income:440 · Misc Rev...	Deposit	X	100.00	96,259.52	
06/28/2016			-split-	Deposit	X	939.52	97,199.04	
06/28/2016			-split-	Deposit	X	2,492.59	99,691.63	
06/29/2016			-split-	Deposit		470.04	100,161.67	
06/29/2016			-split-	Deposit	X	1,958.55	102,120.22	
06/29/2016			-split-	Deposit	X	1,952.29	104,072.51	
06/29/2016			Income:440 · Misc Rev...	Deposit	X	20.00	104,092.51	
06/29/2016			Income:440 · Misc Rev...	Deposit	X	30.00	104,122.51	
06/29/2016			Income:440 · Misc Rev...	Deposit	X	40.00	104,162.51	
06/29/2016			Income:440 · Misc Rev...	Deposit	X	612.00	104,774.51	
06/30/2016			-split-	Deposit		694.89	105,469.40	
06/30/2016			-split-	Deposit		2,025.66	107,495.06	
06/30/2016			-split-	Deposit		33.26	107,528.32	
06/30/2016			-split-	Deposit		3,820.16	111,348.48	
06/30/2016			Income:440 · Misc Rev...	Deposit		45.20	111,393.68	
06/30/2016		ACWA/JPIA - Healt...	-split-	Inv. #0422872	15,726.58		95,667.10	
06/30/2016	30646	Action Sanitary, Inc	200 · ACCOUNTS PA...	Lift station #7	1,875.00		93,792.10	
06/30/2016	30647	Adams Ashby	200 · ACCOUNTS PA...	USDA Sewer	450.00		93,342.10	
06/30/2016	30648	Alpha Analytical Labs	200 · ACCOUNTS PA...		593.00		92,749.10	
06/30/2016	30649	AT & T - CalNet 3	200 · ACCOUNTS PA...	C3A1210TS01	157.05		92,592.05	
06/30/2016	30650	Brelje and Race Labo...	200 · ACCOUNTS PA...		535.00		92,057.05	

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06/30/2016	30651	Clearlake Lava	200 · ACCOUNTS PA...	Drying beds	250.35			91,806.70
06/30/2016	30652	Corrpro - BBVA Co...	200 · ACCOUNTS PA...	Inspection serv...	3,630.00			88,176.70
06/30/2016	30653	County of Lake Solid...	200 · ACCOUNTS PA...	13	10.00			88,166.70
06/30/2016	30654	Hach	200 · ACCOUNTS PA...		2,757.51			85,409.19
06/30/2016	30655	Hasa Inc	200 · ACCOUNTS PA...	IN31153	3,143.60			82,265.59
06/30/2016	30656	John Lambirth Truck...	200 · ACCOUNTS PA...		1,000.00			81,265.59
06/30/2016	30657	Mediacom - Admin 0...	200 · ACCOUNTS PA...	838480003009...	279.76			80,985.83
06/30/2016	30658	Mendo Mill	200 · ACCOUNTS PA...		645.17			80,340.66
06/30/2016	30659	Napa Auto Parts	200 · ACCOUNTS PA...		127.45			80,213.21
06/30/2016	30660	Pace	200 · ACCOUNTS PA...	Inventory P.O. ...	1,037.16			79,176.05
06/30/2016	30661	Pollard Water	200 · ACCOUNTS PA...		185.44			78,990.61
06/30/2016	30662	Potrero Hills Landfill...	200 · ACCOUNTS PA...	6/10/16-67598...	1,406.29			77,584.32
06/30/2016	30663	Quill	200 · ACCOUNTS PA...		67.60			77,516.72
06/30/2016	30664	Rachel Schainblatt	200 · ACCOUNTS PA...		122.69			77,394.03
06/30/2016	30665	Sierra Chemical Com...	200 · ACCOUNTS PA...		580.99			76,813.04
06/30/2016	30666	United States Post Of...	200 · ACCOUNTS PA...	Bulk Meter Per...	215.00			76,598.04
06/30/2016	30667	Utility Services Asso...	200 · ACCOUNTS PA...		4,535.00			72,063.04
06/30/2016	30668	West America Bank	200 · ACCOUNTS PA...	353 000 0312-...	87.50	X		71,975.54
06/30/2016	30669	Blue Tarp Financial	200 · ACCOUNTS PA...	140665	57.94			71,917.60
06/30/2016	30670	Brelje and Race Labo...	200 · ACCOUNTS PA...		175.00			71,742.60
06/30/2016	30671	EEL River Fuels Inc	200 · ACCOUNTS PA...		8.64			71,733.96
06/30/2016	30672	Mark Freeman, MD	200 · ACCOUNTS PA...		270.00			71,463.96
06/30/2016	30673	Petty Cash - Rachel ...	200 · ACCOUNTS PA...		31.34	X		71,432.62
06/30/2016	30674	PG&E	200 · ACCOUNTS PA...	1324698179-2	11,741.08			59,691.54
06/30/2016	30675	United States Post Of...	200 · ACCOUNTS PA...	Bulk poster me...	1,000.00			58,691.54
06/30/2016	30676	ACWA/JPIA - W/C ...	200 · ACCOUNTS PA...	Workmans Comp	6,894.00			51,797.54
06/30/2016	30677	EEL River Fuels Inc	200 · ACCOUNTS PA...		986.75			50,810.79
06/30/2016	30678	Grainger	200 · ACCOUNTS PA...		842.17			49,968.62
06/30/2016	30679	Hayden Solar, LLC	200 · ACCOUNTS PA...	Solar 6/1/16 thr...	5,433.94			44,534.68
06/30/2016	30680	John Hopkins.	200 · ACCOUNTS PA...	June	1,000.00			43,534.68
06/30/2016	30681	McMaster-Carr	200 · ACCOUNTS PA...	53675601	727.16			42,807.52
06/30/2016	30682	Nave & Cortell, LLP	200 · ACCOUNTS PA...		220.00			42,587.52
06/30/2016	30683	Pace	200 · ACCOUNTS PA...		2,277.07			40,310.45
06/30/2016	30684	Quill	200 · ACCOUNTS PA...		710.93			39,599.52
06/30/2016	30685	US Bank	210 · Cal Card:210.04 ...	4246 0445 556...	6,835.91			32,763.61
06/30/2016	30686	Brelje and Race Labo...	200 · ACCOUNTS PA...		68.00			32,695.61
06/30/2016	30687	McMaster-Carr	200 · ACCOUNTS PA...	53675601	871.86			31,823.75
06/30/2016	30688	NTU Technologies, Inc	200 · ACCOUNTS PA...		16,780.80			15,042.95
06/30/2016	30689	Pace	200 · ACCOUNTS PA...		392.86			14,650.09
06/30/2016	30690	Pollard Water	200 · ACCOUNTS PA...		2,739.43			11,910.66

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<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
06/30/2016	30691	Terminix	200 · ACCOUNTS PA...	9949950 - 129...	70.00			11,840.66

Clearlake Oaks County Water District
Payroll Summary
 June 2016

	<u>Hours</u>	<u>Rate</u>	<u>Jun 16</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-18	34.50	-627.64
CTO Used	4	23.00	92.00
Holiday	104	24.52	2,348.16
Overtime (x1.5)	74.5	22.50	2,587.14
PTO	124.25	23.12	2,555.30
Straight	2,157.5	15.75	45,420.38
Board			2,025.00
Duty Pay			2,870.00
Total Gross Pay	2,446.25		57,270.34
Deductions from Gross Pay			
ACWA (pre-tax)			-1,734.28
AFLAC (pre-tax)			-439.22
AFLAC (taxable) AFTER TAX			-121.36
Aflac Payback			13.66
CALPers EE (Pretax)			-1,720.90
Total Deductions from Gross Pay			-4,002.10
Adjusted Gross Pay	2,446.25		53,268.24
Taxes Withheld			
Federal Withholding			-5,479.00
Medicare Employee			-798.90
Social Security Employee			-3,416.00
CA - Withholding			-1,417.40
CA - Disability			-519.08
Total Taxes Withheld			-11,630.38
Deductions from Net Pay			
Miscellaneous Deduction			-100.00
Wage Garnishment			-149.70
Total Deductions from Net Pay			-249.70
Net Pay	2,446.25		41,388.16
Employer Taxes and Contributions			
Medicare Company			798.90
Social Security Company			3,416.00
Total Employer Taxes and Contributions			4,214.90

Clearlake Oaks County Water District

Trial Balance

07/12/16

As of June 30, 2016

Accrual Basis

	Jun 30, 16	
	Debit	Credit
102.04 · DWR - CHECKING	400.00	
101 · LAIF - CASH IN BANK	291,488.82	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	11,840.66	
102.02 · WAB SAVINGS - CRP WATER	194,025.96	
102.03 · WAB SAVINGS - CRP SEWER	196,734.59	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	300.00	
104 · COUNTY TREASURY	21,680.00	
130 · CIP	0.00	
130 · CIP:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
USDA Project	0.00	
120 · EQUIPMENT:120.01 · GENERAL EQUIPMENT	1,821,224.46	
120 · EQUIPMENT:120.60 · Office	0.00	
120 · EQUIPMENT:120.75 · SCADA	0.00	
120 · EQUIPMENT:120.90 · Vehicles	0.00	
122 · Buildings	8,475,638.00	
124 · D/C System	3,136,437.00	
124 · D/C System:124.30 · Lift Stations	22,682.50	
124 · D/C System:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	67,318.07	
124 · D/C System:124.50 · Mains	5,526.58	
125 · Land	277,470.00	
129 · ALLOW. FOR DEPRECIATION		7,747,170.00
200 · ACCOUNTS PAYABLE		59,272.27
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.12	
210 · Cal Card:210.04 · Cal Card - Alan - 4000	0.00	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988	0.00	
280 · Loan:280.05 · USDA Bridge Loan		20,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		54,253.18
280 · Loan:280.03 · Kansas State Bk - Camera Traile		20,832.53
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	12,275.37	
222 · Direct Deposit Liabilities	2,051.10	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	411.69	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT OR...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		411.69
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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11:03 AM

07/12/16

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of June 30, 2016

	Jun 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	29.51	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		700.00
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	1.46	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		328,889.15
306 · Retained Earnings - OLD		708,745.59
Income:410 · Client Reg Pmt		1,895,573.65
Income:420 · Connection Fees		5,384.00
Income:425 · CRP		431,357.31
Income:430 · Penalty & Interest		41,418.89
Income:435 · Loans/Grants:435-4 · USDA Contruction Loan:435-4.1 · ...	296.91	
Income:435 · Loans/Grants:435-3 · WWTP Reclamation Study		22,780.00
Income:435 · Loans/Grants:435-2 · Water Distribution Study		159,502.10
Income:435 · Loans/Grants:435-1 · Inflow and Infiltration Study		240,607.00
Income:440 · Misc Revenue		39,835.29
Income:450 · Other - Non S/W Rev		205,731.38
Loans/Grants:910 · MC USDA Construction Loan	7,410.00	
Loans/Grants:905 · MC WWTP Reclamation	31,622.66	
Loans/Grants:900 · MC Water Distribution Study	19,384.85	
Salaries & EE Benefits:505 · Salaries & Wages	715,785.11	
Salaries & EE Benefits:510 · Contract Labor	14,250.00	
Salaries & EE Benefits:520 · FICA - District Share	52,866.90	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	152,277.38	
Salaries & EE Benefits:540 · PERS - District Share	60,646.56	
Salaries & EE Benefits:550 · Unemployment	14,395.42	
Salaries & EE Benefits:560 · Workers Comp Ins	31,827.00	
Services & Supplies:605 · Advertising	661.63	
Services & Supplies:610 · Bank Fees	10,017.90	
Services & Supplies:620 · Communications & Internet	10,227.91	
Services & Supplies:622 · Board Exp	7,248.72	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	6,550.75	
Services & Supplies:630 · Equip - Office	979.49	
Services & Supplies:640 · Fuel & Oil	17,430.05	
Services & Supplies:645 · Insurance	69,185.00	
Services & Supplies:650 · Interest	3,472.12	
Services & Supplies:657 · Lab	28,826.31	
Services & Supplies:660 · Memberships & Subscription	37,705.49	
Services & Supplies:665 · Mileage Reimb	3,178.51	
Services & Supplies:670 · Postage & Shipping	9,249.67	
Services & Supplies:675 · Professional Services	73,295.05	
Services & Supplies:675 · Professional Services:675-6 · Inflow & Infil...	4,655.98	
Services & Supplies:675 · Professional Services:675-5 · USDA Const...	20.00	
Services & Supplies:675 · Professional Services:675-5 · USDA Const...	3,150.00	
Services & Supplies:675 · Professional Services:675-4 · MC USDA Co...	31,101.89	
Services & Supplies:675 · Professional Services:675-3 · MC WWTP R...	52,733.20	
Services & Supplies:675 · Professional Services:675-2 · MC Water Di...	223,666.76	
Services & Supplies:675 · Professional Services:675-1 · MC Infow & I...	223,474.97	
Services & Supplies:685 · Rents	5,512.95	
Services & Supplies:690 · Safety & Security	9,623.29	
Services & Supplies:700 · Tools & Instruments	13,135.80	
Services & Supplies:703 · Supplies - Clothing & Personal	4,301.94	
Services & Supplies:705 · Supplies - Office	9,499.49	
Services & Supplies:715 · Supplies-Chemicals-Operating	192,707.63	
Services & Supplies:720 · Supplies - Inventory - Other	7,276.78	
Services & Supplies:730 · Taxes - Licenses	3,294.57	

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11:03 AM

Clearlake Oaks County Water District

Trial Balance

As of June 30, 2016

07/12/16

Accrual Basis

	Jun 30, 16	
	Debit	Credit
Services & Supplies:735 · Training (Classes, books, etc)	5,446.38	
Services & Supplies:745 · Travel / Lodging	659.17	
Services & Supplies:750 · Utilities	182,079.72	
Services & Supplies:760 · Waste Disposal	31,759.05	
Services & Supplies:795 · Yolo Co	37,221.26	
Services & Supplies:799 · Misc	2,803.37	
Repairs & Replacement:850 · CRP:850.2 · Sewer	37,439.00	
Repairs & Replacement:850 · CRP:850.1 · Water	500.00	
Repairs & Replacement:810 · R&R Buildings & Grounds	74,888.76	
Repairs & Replacement:815 · R&R Damage Claim		6,252.69
Repairs & Replacement:820 · R&R Electronics	6,296.83	
Repairs & Replacement:830 · R&R Equipment	24,351.37	
Repairs & Replacement:832 · R&R D/C	86,526.71	
Repairs & Replacement:840 · R&R Vehicles	28,370.84	
7190 · SAFETY - SEWER OP		11.51
66000 · Payroll Expenses	524.00	
TOTAL	18,049,596.94	18,049,596.94

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Account Payable Breakdown

Date: 7/14/2015

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Checking	\$113,715.77	\$205,109.71	\$202,109.71
Water CRP	\$214,009.29	\$214,009.29	\$214,009.29
Sewer CRP	\$217,421.25	\$217,421.25	\$217,421.25
DWR Checking	\$400.00	\$200.00	\$200.00
Current A/P Aging	\$85,365.74		
Health Ins.	\$15,726.58		
Total	<u>\$101,092.32</u>		

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.

**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

June 16, 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.

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 (arrived at 4:12) √ 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

Received an unemployment claim on June 16 which needed action before next meeting.

Action Taken: Motion to move to closed session

KUEHN/HEESZEL M/S/C

EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN

NOES: NONE

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

3. Minutes of previous meeting for review and approval

- a. Minutes of Special Meeting 05-17-16
- b. Minutes of Regular Meeting 05-19-16
- c. Minutes of Special Meeting 06-01-16

4. Bills

- a. MC Engineering Invoice No. 1375, dated 5/31/16, in the amount of \$35,820.25, for the Water Distribution Study (Water Master Plan)
- b. MC Engineering Invoice No. 1372, dated 05/31/16, in the amount of \$23,077.64, for the Wastewater Treatment Plant Reclamation Study
- c. MC Engineering Invoice No. 1373, dated 5/31/16, in the amount of \$4,916.20, for the USDA Wastewater Treatment Plant Project

Action Taken: (12:05) Motion to accept consent items with corrections

HOSSIER/KUEHN M//S/C

EYES: MEDEIROS/HOSIER/HEESZEL/KUEHN

NOES: NONE

ABSENT: BARRON

5. Agenda (Old Business)

- a. (12:07) Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: No Action

- b. (21:19) Discussion and update of Harvey Blvd. Site

Action Taken: No Action

- c. (22:34) Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- d. (31:12) Discussion and consideration of Organizational Chart

Action Taken: No Action

- e. (32:12) Discussion and update of the Rules and Regulations committee

Action Taken: No Action

- f. (34:02) Discussion and report for rebuilding pressure reducing valves

Action Taken: Board directed staff to get more bids or refusals in writing

- g. (53:03) Discussion and update of board meeting with legal counsel to discuss easements that go through Director Kuehn's property

Action Taken: No Action

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

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

June 22, 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 24 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.

Call to Order – 10:00 a.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

1. Agenda (Old Business)

- a. Discussion and consideration of purchase of coagulant. Written back up will be provided.

Action Taken: Motion to purchase 50,000 lbs of Coagulant for filtering at WP totaling \$19,000

Directors and Committee's Reports and Comments:

Adjournment

Time: 10:09 a.m.

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

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

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

REQUEST FOR DISABILITY RELATED MODIFICATION OR ACCOMMODATION: A request for a disability related modification or accommodation necessary to participate in a Board of Directors or Committee meeting should be made in writing to the Secretary of the Board at least 48 hours prior to the meeting.

Agendas and supporting documents for regular public meetings are available for public inspection at the Clearlake Oaks County Water District Administration building 72 hours prior to the meeting.

July 7, 2016

This meeting will be recorded for transcription purposes only.

Call to Order – 1:01 p.m.

Pledge of Allegiance

Board of Directors and Staff Roll Call

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

√ Mrs. Judy Heeszal, Director √ Ms. Dena Barron, Director

Mr. Richard Kuehn, Director, Excused Absence

√ Mr. Alan Gardner – General Manager Mr. Jason Mitchell – Operations Manager

√ Mrs. Dianna Mann - Secretary to the Board

Public comment on non-agenda items

Members of the public may address the legislative body, for up to three minutes on any item of interest to the public that is within the subject matter jurisdiction of the legislative body. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights.

Consideration of items not appearing on the posted agenda, if necessary, requires the following Board action prior to consideration: (1) A determination by a majority vote of the Board that an emergency situation exists (as defined in Section 54956.5 of the Brown Act); or (2) A determination by a two-thirds vote of the legislative body or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

Closed Session

Time: 1:02 p.m.

- a. Discussion and consideration of anticipated litigation on matters pertaining to easements on lands owned by Director Richard Kuehn pursuant to Government Code 54956(b)

Open Session

Time: 1:57 p.m.

Action Taken in Closed Session: Motion to hire BBK Attorney at Law to represent District, and directed Board Secretary to draft an engagement letter

BARRON/HOSIER M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/BARRON

NOES: NONE

ABSENT: KUEHN

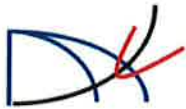
Adjournment

Time: 1:58 p.m.

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

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MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
6/30/2016	1382

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	7/30/2016		Reclamation Eval...
Description	Qty	Rate	Amount	
Engineering Tech, Jose Diaz-Mendez	83.5	85.00	7,097.50	
Data Analyst, Jacobus Prins, PE	1.5	155.00	232.50	
Project Engineer 2, Richard Relyea	23	105.00	2,415.00	
Operations Management Engineer, John Pedri, PE	28	145.00	4,060.00	
Project Manager, Mark Carey, PE	30	150.00	4,500.00	
Assistant Engineer, Jared P. Nelson	74	95.00	7,030.00	
Operations Specialist, Doyle Champlain	20	90.00	1,800.00	
6/15/16 Doyle Champlain Travel Mileage	247	0.54	133.38	
6/16/16 Mark Carey Travel Mileage	247	0.54	133.38	
6/17/16 Mark Carey Travel Mileage	34	0.54	18.36	
Stantec Invoice	1	3,722.33	3,722.33	
6/30/16-07/01/16 Lodging, Doyle Champlain	1	86.21	86.21	
Travel Meal Reimbursement 06/30 \$9.79	1	9.79	9.79	
Travel Meal Reimbursement 07/01 \$13.18 and, 07/01 \$8.85	1	22.03	22.03	
Administrative Support	2	55.00	110.00	
6/30/16-07/01/16 Doyle Champlain Travel Mileage	235	0.54	126.90	
6/30-7/01 Jose Diaz-Mendez Travel Mileage	232	0.54	125.28	
Total			\$31,622.66	
Payments/Credits			\$0.00	
Balance Due			\$31,622.66	

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

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MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
6/30/2016	1383

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	7/30/2016		USDA Wastewat...
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	30.5	135.00	4,117.50	
Project Manager, Mark Carey, PE	14.5	135.00	1,957.50	
Administrative Support	1	55.00	55.00	
Operations Specialist, Doyle Champlain	8	85.00	680.00	
EIT, Jose Diaz-Mendez	8	75.00	600.00	
Total			\$7,410.00	
Payments/Credits			\$0.00	
Balance Due			\$7,410.00	

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

49



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
6/30/2016	1384

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	7/30/2016		Water Master Plan
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	22.5	140.00	3,150.00	
Project Manager, Mark Carey, PE	31	145.00	4,495.00	
Engineering Tech, Jose Diaz-Mendez	49	85.00	4,165.00	
Assistant Engineer, Jared P. Nelson	14	95.00	1,330.00	
Project Engineer 2, Richard Relyea	27	95.00	2,565.00	
Data Analyst, Jacobus Prins, PE	6.5	150.00	975.00	
GEO Legal Invoice	1	2,649.85	2,649.85	
Administrative Support	1	55.00	55.00	
Total			\$19,384.85	
Payments/Credits			\$0.00	
Balance Due			\$19,384.85	

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

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Mike Troster →
 Jon Clark →

**CLA-VAL CO. WESTERN REGIONAL SERVICE
 QUOTATION**

QUOTE NUMBER: 040416MT1	DATE: 4/14/2016	PAGE: 1
CUSTOMER: Clearlake Oaks Water		
CONTACT: Mark Carey		
ADDRESS: Clearlake	PHONE: 916-223-3828	
JOB NAME:		FAX:

ITEM NO.	QTY	SIZE	DESCRIPTION	NET EA.	TOTAL
01)	1	2"	Model 90-01 Main Valve & Pilot Rubber Rebuild Kit	\$ 141.00	\$ 141.00
02)	3	6"	Model 90-01 Main Valve & Pilot Rubber Rebuild Kit	\$ 250.00	\$ 750.00
03)	4	2" & 6"	Convert to Stainless Steel Ball Valves, Tubing & Fittings: Includes Restriction Fitting	\$ 440.00	\$ 1,760.00
04)	1	2'	New Diaphragm Assembly & Stainless Steel Seat Includes: Stem, Stem Nut, Disc Retainer, Diaphragm Washer, Disc Guide	\$ 453.00	\$ 453.00
05)	3	6"	New Diaphragm Assembly & Stainless Steel Seat Includes: Stem, Stem Nut, Disc Retainer, Diaphragm Washer, Disc Guide	\$ 1,286.00	\$ 3,858.00
06)	2	2"	Model 90-01 150lb Flanged / Complete New Valve Epoxy Coated, Stainless Steel Trim, Opening Speed Control, Stainless Steel Ball Valves, Tubing & Fittings	\$ 2,143.00	\$ 4,286.00
07)	1		Food & Lodging / 1 Night	\$ 175.00	\$ 175.00
08)	16		Labor / 2 Days	\$ 128.00	\$ 2,048.00
09)	6		Travel	\$ 66.00	\$ 396.00
10)	236		Fuel Surcharge Per Mile	\$ 0.57	\$ 134.52

TOTAL / WITHOUT TAX \$ 14,001.52

NOTES: Main Valve Rebuild Kit Consists of Disc, Diaphragm, & Spacer Washers

Any hard parts are extra!!



This quotation is valid for 30 days from the above date.
 After 30 days Cla-Val reserves the right to change the pricing due to material cost increases.
 All prices are **NET**

AUTHORIZED BY:	SALESPERSON: Mike Troster
TERRITORY: 3900	

QUOTATION EFFECTIVE FOR 30 DAYS FROM *See Quote Number*

MESSAGES: Quote is for estimating only, Cla-Val Service is billed on an actual time & materials used basis.
 If you have any questions regarding this quotation please contact Mike Troster @ Cell (949)-923-0649
 24100 Water St.
 Perris, CA. 92570
 P. 951-657-1718 Ext.288 / Fax 951-657-8540

saw the drop
 1750 sum
 1750 sum
 1750 sum

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Alan Gardner

From: Eric Hurt [eric.hurt@frankaolsen.com]
Sent: Wednesday, July 13, 2016 4:28 PM
To: Alan Gardner
Cc: 'Dianna Mann'
Subject: RE: Eric from Alan Gardner re ClaVal Question

Alan,

You are correct, Cla-Val control valves are best worked on by them. While we are a service center and can repair a variety of manufactures valves and motor operators we do not carry the insurance to remove and install valves. I do not know of any other service company that could do this scope of work with the quality that Cla-Val can.

Eric Hurt
Director of Field Service
925.961.8888 Office
Frank A Olsen Co.

From: Alan Gardner [<mailto:generalmanager@clocwd.org>]
Sent: Wednesday, July 13, 2016 2:06 PM
To: Eric Hurt <eric.hurt@frankaolsen.com>
Cc: 'Dianna Mann' <d.mann@clocwd.org>; 'Alan Gardner' <generalmanager@clocwd.org>
Subject: Eric from Alan Gardner re ClaVal Question
Importance: High

7-13-16

Eric

Thank you for your assistance.

As I mentioned on our telephone call, we have 3 Cla-Val control Valves that were installed backwards a long time ago.

Cla-Val staff actually discovered the problem and the Western Regional group in Paris, CA has given us a bid to replace and adjust all three.

The Board wanted me to try and get competitive bids.

Mike Foster was recommended by a Board Member as a potential bidder.

I had a very informative conversation about Cla-Val's with him. He noted that they are specialty valves which makes it a challenge to find trained contractors to work on.

He indicated he no longer does that work. His only suggested alternative was Frank A Olsen Company, whom you work for.

In talking with you I understand that despite your Company's experience, including as a distributor, you consider it very difficult to work on these specialty valves.

Since the Board has requested a written confirmation from firms I contact, could you please respond to this email with your comments and recommendation.

Thank you again.

Best, regards,

Alan
Alan Gardner
General Manager
Clearlake Oaks County Water District
707-350 3292 Cell

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Pehling & Pehling, CPAs

An Accountancy Corporation ■ 12667 Granite Dr ■ Truckee, CA 96161

Phone: (707)279-4259

E-mail: Zach@PehlingCPA.com

Web www.PehlingCPA.com

Clearlake Oaks County Water
District
PO Box 709
Clearlake Oaks, CA 95423

Invoice: 672

Date: 06/30/2016

Due Date: 07/01/2016

For professional service rendered as follows:

Assurance

3,475.00

Billed Time & Expenses

3,475.00

Invoice Total

3,475.00

Beginning Balance

\$0.00

Invoices

3,475.00

Receipts

0.00

Adjustments

0.00

Service Charges

0.00

Amount Due

3,475.00

675-A

ENTERED
6/13/16

Please return this portion with payment.

Invoice: 672

Date: 06/30/2016

Due Date: 07/01/2016

ID: CLOCWD

Clearlake Oaks County Water District

Amount Due: \$3,475.00

Amount Enclosed: \$ _____

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**RULES AND REGULATIONS
OF THE
CLEARLAKE OAKS COUNTY WATER DISTRICT**

**ARTICLE I
NAME AND POWERS**

- 1. This governmental body shall be known as the "BOARD OF DIRECTORS" of the CLEARLAKE OAKS COUNTY WATER DISTRICT, a County Water District formed pursuant to the provisions of the County Water District Code.**
- 2. All District powers shall be those established by the County Water District Code, and shall be exercised by, under, and by virtue of the Board of Directors.**

**ARTICLE II
BOARD OF DIRECTORS**

1. Membership.

The Board of Directors shall consist of five Directors, elected as provided by law. Each Director shall be a resident of the District and shall be registered as a District voter at the time of their election and during their term of office.

2. General Authority and Duties.

The Board of Directors has general oversight responsibility for the management of the District's affairs. Except as otherwise specifically provided by law or by these Rules and Regulations, the Board collectively and individually shall have the following powers:

- attend regularly scheduled meetings;
- act with the highest ethical standards and good conduct, including compliance with all state and federal laws;
- participate in two tours of all facilities, one for water and one for wastewater;
- conduct business only as a Board;
- not act alone on any matter without a majority vote of the Board;
- not act alone to disrupt the work of, or request work from, or direct any member of the staff without a majority vote of the Board.
- observe basic sanitation and prepare for any meeting by being properly groomed and attired or be asked to leave the meeting by the President;
- prepare for any meeting by reviewing all relevant materials before the meeting;

- request the General Manager for any additional information directly related and necessary for consideration of any item on the agenda for the scheduled Board or Committee meeting;
- establish and set the District's mission, goals, rules and regulations, and guidelines for carrying out these directions;
- appoint the Board Secretary from the employees of the District;
- ensure compliance with all applicable federal, state and local laws and ordinances;
- set the rates charged for District water and wastewater, and impose rates and special assessments as may be necessary to cover planned, unplanned or unanticipated contingencies pursuant to the procedures and requirements of Article XIID of the California Constitution, and applicable statutory law;
- have the authority to levy fines to ratepayers who violate District rules as authorized by law;
- approve a budget consistent with District needs and resources by June 30th, the last day of the fiscal year;
- approve expenditures allocated to the Capital Replacement Project (CRP) accounts;
- all checks require two Directors signatures;
- ensure that all records, minutes and notices are created, maintained and made available according to federal and state laws;
- exercise rights and powers for, and on behalf of the District with diligence and care;
- ensure that the District's water and wastewater systems receives, records and spends funds in accordance with modern accounting, purchasing and record-keeping standards;
- assure that system revenue covers operations plus debt service plus reserves; and,
- hire, direct, evaluate, compensate, and terminate the General Manager.

3. Conflict of Interest.

- No Director or official of the District shall make, participate in making or in any way attempt to use his official position to influence a decision in which he knows or has reason to know he has a financial interest in accordance with the Government Code.
- Any contract, agreement or other financial arrangement made in violation of these provisions is void and unenforceable, and the party with whom the District contracts may not be entitled to any compensation, regardless of any work performed, service provided, or goods delivered.
- A financial interest of a director includes interests of the director's family and of any entity in which the director has an interest, as provided by law.
- Directors should take great care in avoiding even an appearance of impropriety, such that any potential conflict should be disclosed before a matter is brought before the Board for consideration.

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4. Meetings.

- **Regular meetings** of the Board of Directors shall be held at the District Administrative Office Building on the third Thursday of the month at 4PM. Notice shall be given 72 hours in advance to Board Members via email or text or voice, and the public by posting the agenda 72 hours in advance. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board 72 hours in advance including posting on the District website. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Special meetings** may be called at any time by the President or any two Directors. Whether the meetings are called by the President or by the Directors, notice shall be made 24 hours in advance to each Board Member via email or text or voice, and the public 24 hours in advance by posting the agenda. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board including posting on the District website 24 hours in advance. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Emergency meetings** may be called at any time by the President or any two Directors. Whether the meetings are called by the President or by the Directors, notice thereof shall be made 1 hour in advance to each Board Member via email or text or voice, and the public 1 hour in advance by posting the agenda. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board including posting on the District website 1 hour in advance. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Committee meetings** may be called as required without public notice and cannot include more than two Directors. Committee Reports and Recommendations will be presented to the Board for final approval.
- **Meetings are to be Open to the Public.** All of the sessions of the Board of Directors, whether regular, special or emergency, shall be open to the public. All non-agenda items shall be limited to a maximum of 3 minutes per Speaker.
- **Closed Sessions** of the Board of Directors are permitted during a regular or special meeting to consider any matter permitted under the Ralph M. Brown Act.
- **Meetings shall be held and conducted** pursuant to the agenda and notice requirements of the Ralph M. Brown Act and Roberts Rules of Order.

5. Quorum; Vote Necessary.

- Three Directors shall constitute a quorum of the Board for the transaction of business. If only three Directors are at a meeting then all three shall be necessary and sufficient to determine any proposition or resolution presented.

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- If more than three Directors are present then the vote of a majority of the Directors shall be necessary and sufficient to determine any proposition or resolution presented.

6. Terms of Office.

The term of office of each Director elected at a general District election is four years or until his or her successor qualifies and takes office. If a Director resigns, dies, or is otherwise ineligible to continue as a Member of the Board, the office of that Director shall be filled pursuant to the Government Code. No more than three Directors may stand for election at the same time in order to ensure terms are and remain staggered.

7. Organization of the Board.

At the December meeting of the Board in each calendar year, the Board shall organize and elect its officers. Interim reorganization may be undertaken by the Board as deemed necessary.

8. Compensation.

- Compensation shall be determined by Ordinance pursuant to the Water Code.

9. Censure and Removal.

- A Director may be recalled at a special or general election by resident voters as provided in the Uniform District Election Law.

10. Hold harmless, Indemnify and Defend.

- The District shall hold harmless, indemnify and defend any officer, Director or employee from a claim, complaint, cause of action or other proceedings arising out of, or relating to the lawful and official performance of such individuals duties as an officer, Director or employee of the Clearlake Oaks County Water District.
- As to any officer, Director or employee who is no longer associated or employed by the District at the time that such claim, complaint, cause of action, or other proceeding is brought, the District agrees to hold harmless, indemnify or defend such officer, Director or employee as to any such claim, complaint, cause of action or other proceedings arising out of or relating to a lawful and official act undertaken by such officer, Director or employee in the course of performance of his/her duties for the District.

11. Insurance.

The District shall procure and maintain insurance, including coverage under an Errors and Omissions Liability insurance policy covering acts performed in connection with duties, and such other insurance as is necessary to protect the officers, Directors and employees of the District.

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ARTICLE III ELECTIONS

1. General Election.

The Directors shall be elected at the general election of the District, by resident voter election, and shall be held as provided in the Uniform District Election Law, and shall be consolidated with the Statewide general election in accordance with California Elections Code. The election shall be held in conformity with the provisions of the Uniform District Election Law, California Elections Code. No more than three Directors may stand for election at the same time in order to ensure terms are and remain staggered.

2. Special Elections.

The Board of Directors, by resolution, may call a special election on any proposition which the Board desires or is required to present to the voters of the District. Such special election shall be called in the manner and upon the notice prescribed by the County Water District Law and these Rules and Regulations and District Policies and Procedures.

3. Time, Place and Manner of Conducting Elections.

Notwithstanding any other provision of law, or the Rules and Regulations of the District, all elections within the District, including elections for Directors and elections that are required by law to authorize any special taxes or bonded indebtedness, shall be conducted as resident voter elections in accordance with this chapter. Nothing in this chapter shall be construed to require resident voter approval of bonds where voter approval is not required under the statutory or constitutional provisions in effect prior to January 1, 1994.

4. Qualified Voters.

Qualified voters within the District shall be residents of, and registered voters in the District.

ARTICLE IV PRINCIPAL OFFICE

1. The principal office of the District shall be located in the County of Lake, State of California, at a place designated from time to time by the Board of Directors by resolution entered in its minutes.

2. The current principal office of the District shall be located at Clearlake Oaks County Water District Administration Office at 12952 E. Hwy 20, Clearlake Oaks, CA 95423.

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**ARTICLE V
SEAL**

The District shall have and maintain a seal, described as follows:
Two concentric circles, the outer circle being approximately one and one-half inches in diameter and the inner circle approximately one inch in diameter; with the words "CLEARLAKE OAKS COUNTY WATER" in the upper part of the space between the circles; with the word "CALIFORNIA" in the lower part of the inner circle; and with the words "Oct. 25, 1960" inside the inner circle above "CALIFORNIA". An impression of said seal appears in the margin hereof.

IMPRINT SEAL BELOW

**ARTICLE VI
OFFICERS, GENERAL MANAGER AND EMPLOYEES**

1. Officers.

In addition to the Directors, the officers of the District shall be: President, Vice President, and Secretary.

2. President.

The President shall be elected by the Board of Directors from among its members. The term of the President shall be for one year, or until the election and qualification of her/his successor. Nominations and election of the President shall be at the first regular meeting of the Board in December. The President is:

- responsible for leading the Board in its activities and for serving as the principal liaison between the Board and District management;
- primarily responsible, with the input of other Directors, for setting the agenda for regularly scheduled Board meetings consistent with these Rules and Regulations, and for determining whether and when special meetings should be held;
- responsible for presiding at and managing all meetings;
- responsible for coordinating Board representation for events and functions;
- expected to keep the Board apprised of his or her activities that have a material bearing on District affairs;
- to serve as the principal liaison between the Board and District management, and is expected to stay in regular contact with the Directors and officers of the Board, in accordance with the open meeting provisions of the Brown Act and to appraise the Board on important issues discussed with District management;

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- not authorized to take unilateral action on any District matter or publicly represent the District on any issue without prior authorization of the Board in accordance with these Rules and Regulations;
- is expected to respect and reinforce the appropriate roles of the Board and District management, and to operate in a capacity as a member of the Board and not as a member of the District's management.
- shall sign all District contracts, except the General Manager may sign contracts up to the limit of delegated authority per project or purchase.

3. Vice President.

The Vice President shall be elected by the Board of Directors from among its members, at the same time and for the same term as the President. In the absence of or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other duties and authority as may be assigned to him/her by the Board.

4. Secretary.

The Board of Directors shall appoint a District employee to serve as the Secretary. Once designated the Secretary shall: administer the Oath of Office to the Directors; manage all agenda requirements; keep a record of all the proceedings at meetings of the Board; perform all required state and federal filings; maintain all documents pertaining to District affairs in an appropriate filing system and filed in the office of the District and shall be available for public inspection. The Secretary, in consultation with the General Manager, may be assigned other Secretarial duties to assist the Board in carrying out its role. The Board shall provide input to the General Manager for the Secretary's annual review.

5. Employees.

The Board of Directors hires, directs, annually reviews in writing, compensates and terminates the General Manager. The General Manager is the sole District employee directly hired by the Board. The Board shall determine the spending and signing authority of the General Manager. The duty of the General Manager is to then manage the District consistent with the policies, procedures and guidance of the Board. The General Manager will provide a proposed budget working with a Board appointed Committee. The annual proposed budget will be presented to the Board for consideration and review by the April regular meeting, and present the revised budget by the June meeting for final approval. The District staff are hired, terminated, reviewed, compensated, and report to the General Manager. The General Manager will bring a new position that expands the number of employees beyond what was included in the authorized budget to the Board for approval. Board communication to employees is through the General Manager. Employee communication to the Board is through the General Manager, except that an employee may direct a written statement to the President if it concerns misconduct by the

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General Manager. If the President is unavailable or the issue is with the President and General Manager, the employee may direct the written statement to the Vice President.

**ARTICLE VII
FISCAL YEAR**

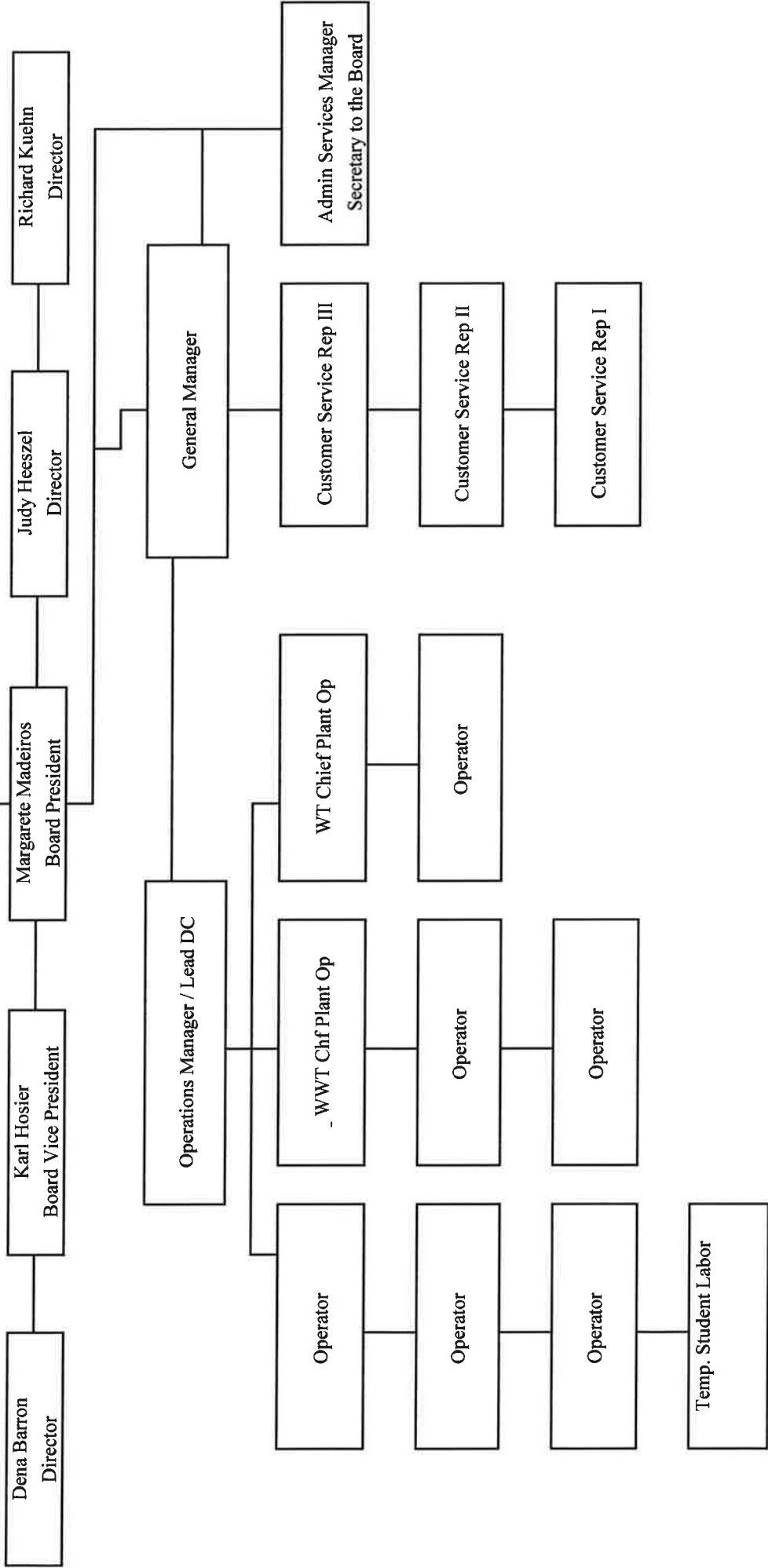
The fiscal year for the District shall begin on July 1st and end June 30th of the following year.

**ARTICLE VIII
ANNUAL BUDGET**

The Board shall adopt by June 30 and publish an annual budget setting forth the estimated cost for all activities and programs of the District for the next fiscal year. The General Manager will include a page listing job positions and pay ranges as backup for the total employee budget allocation.

**Clearlake Oaks County Water District
Organization Chart**

District Consumers



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SALARY COMPARISON

POSITION	KONOCTI 2016	BUCKINGHAM 2012	Riviera West	RIVIERA HEIGHTS	LAKEPORT	CLOCWD
	Wtr only	Wtr only		water / sewer	Special Dist	water/sewer
Operator I	\$16 - \$23	\$10.00 - \$16.00		\$16.35-\$23.62	\$21.15 - \$23.48	\$14.53-\$18.94
Operator II	\$18 - \$26	\$15.00 - \$23.75		\$18.02-\$26.04	\$21.83 - \$26.10	\$17.75-\$22.49
Operator III		\$20.00 - \$30.50		\$19.87-\$28.71	\$25.98 - \$32.56	\$21.05-\$26.59
Lead Distribution Operator	\$18 - \$26					
Plant Operator Supervisor	\$25 - \$30	\$28.97 - \$34.62				\$24.87-\$31.05
Customer Service I	\$10 - \$16	\$9.00 - \$12.55			\$15.07 - \$19.07	\$14.53-\$18.94
Customer Service II	\$11 - \$20			\$19.32-\$28.01	\$16.97 - \$21.53	\$17.75-\$22.49
Customer Service III (bookkpr)				\$21.90-\$31.65	\$20.19 - \$25.19	\$21.05-\$26.59
Administrative Services Mgr	\$18 - \$28	\$17.75 - \$24.25		\$20.35-\$29.41	\$37.13	\$24.87-\$31.05
Operations Manager						\$30.00-\$37.57
	<u>2@60</u>	<u>2@55</u>			<u>2@55</u>	<u>2@55/2@62</u>
Electro/Mech Tech II				\$18-\$27.34		
Electro/Mech Tech II				\$20.86-\$30.14		
Utility Area Superintendent				\$24.15-\$34.89		
Utility Worker I				\$14.47-\$20.91		
Utility Worker II				\$15.96-\$23.06		
Utility Worker III				\$17.59-\$25.42		
Water Mtr Read/Conn Tech I				\$15.57-\$22.49		
Water Mtr Read/Conn Tech II				\$17.16-\$24.79		
Operator OIT				\$14.12-\$20.40		
				<u>2@55</u>		

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Clearlake Oaks County Water District

Job Description

OPERATOR I

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: \$14.53 - \$18.94

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

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

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

Minimum Requirements:

Education: High School Graduate or equivalent.

Certifications/

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

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

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

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

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Clearlake Oaks County Water District

Job Description

OPERATOR II

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: \$17.75 - \$22.49

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

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

Minimum Requirements:

Education: High School Graduate or equivalent.

Certificates/

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

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

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

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



Clearlake Oaks County Water District

Job Description

OPERATOR III

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: \$21.05 - \$26.59

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

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

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

Minimum Requirements:

Education: High School Graduate or equivalent.

Certificates/

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

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

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

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

Physical

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

Employee Signature: _____ Date _____

Supervisor Signature _____ Date _____

General Manager Signature _____ Date _____

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Clearlake Oaks County Water District

Job Description

CHIEF PLANT OPERATOR / SUPERVISOR

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: \$24.87 - \$31.05

Definition/Summary: Under direction of the General/Operations Manager plans, coordinates, and directs the day to day operations and maintenance of the treatment or water plant. The Chief Plant Operator is a first line supervisor responsible for the supervision of assigned personnel; requisitions materials and coordinates the work force for the day-to-day operations and maintenance of the treatment or water plant. Administers the policies of the District relative to personnel issues; for example: completes annual and periodic performance evaluations, recommends disciplinary action when needed, signs all requisitions for purchases of goods and services used in the department he/she has been assigned. Performs research on treatment or water processes and equipment and makes recommendations for enhancement to the treatment or water plant. Provides technical support to the General/Operations Manager related to development of Operations and Maintenance Plans, Master Planning for long range expansion and enhancements due to growth and technology advancements, and participates in the development of annual capital expenditure and operation and maintenance budgets.

Performs work related to the day to day operation and maintenance of the treatment or water plant; plans, coordinates, supervises, and inspects the work of others engaged in the operation and maintenance of the treatment or water plant; coordinates monthly warehouse or inventory requirements; requisitions adequate materials and supplies through the General Manager; ensures compliance with the California Water Code of Regulations, California Occupational Health and Safety Laws, Lake County Environmental Health Regulations and District Ordinances and Policies; coordinates regulating agency inspections; implements, and enforces operating and safety procedures to ensure compliance with related laws, ordinances, rules and regulations; participates in the review of construction and/or repair plans for the treatment or water plant; develops and implements plant inspection programs; assists in staff training and development programs; conducts research, writes memos, correspondence and reports regarding treatment or water processes, prepares operations, maintenance, production and monitoring logs including monthly agency monitoring reports with the District's SCADA/HMI System and Microsoft Excel; responds to emergency situations during scheduled and unscheduled work hours. For all of the above, communicates and coordinates work and materials for the proper operation and maintenance of the treatment or water plant through assigned personnel and the other Chief Operators as needed. Ensures that all assigned personnel make the most efficient use of their time; and, all other duties as assigned by the General/Operations Manager.

Minimum Requirements:

Education: High School Graduate or equivalent.

Certificates/

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

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Experience: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent supplemented by college courses and specialized training in the operation and maintenance of water and/or wastewater treatment facilities and four years of progressively responsible experience.

Knowledge of: Methods, materials, and equipment used in the operation and maintenance of water and/or wastewater treatment facilities; effective and efficient methods and procedures for scheduling and assigning work to ensure the proper operation and maintenance of the treatment facilities; pertinent laws, codes, safety orders, and safe operating practices and procedures related to the operation and maintenance of the water and/or wastewater treatment facilities.

Ability To: Communicate clearly and concisely, both orally and in writing; prepare reports and keep accurate records; maintain and analyze data and information and draw logical conclusions; train and supervise assigned personnel on procedures and regulations; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written directions; use and care of a variety of tools, materials, and equipment common to the operation and maintenance of water and/or wastewater treatment facilities; plan, assign and inspect the work of assigned personnel; meet the physical requirements established by the District.

Physical

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

Employee Signature: _____ Date _____

Supervisor Signature _____ Date _____

General Manager Signature _____ Date _____

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Clearlake Oaks County Water District

Job Description

OPERATIONS MANAGER

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: \$30.00 – \$37.57

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

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

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

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

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Minimum Requirements:

Education: High School Graduate or equivalent.

Certifications/

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

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

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

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

Physical

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

Employee Signature: _____ Date _____

General Manager Signature _____ Date _____

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Clearlake Oaks County Water District

Job Description

CUSTOMER SERVICE REP I
Administration
Status: Non-Exempt
Salary Range: \$14.53 - \$18.94

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

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

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

Minimum Requirements:

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

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

Knowledge of: Must be proficient in Microsoft Word and Excel and have knowledge of administrative and clerical procedures.

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

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Physical

Requirement

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

Employee Signature:

Date

General Manager Signature

Date

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Clearlake Oaks County Water District

Job Description

CUSTOMER SERVICE REP II

Administration

Status: Non-Exempt

Salary Range: \$17.75 - \$22.49

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

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

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

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

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

Minimum Requirements:

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

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

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

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Ability To: Understand and follow oral and written instructions. Work cooperatively with fellow employees and the public. Keep accurate records and perform daily routines with no supervision. Acquire knowledge of policies and procedure relative to District programs and relate same to the public. Ability to respond to public inquires and complaints in a tactful and courteous manner while maintaining a good working relationship with fellow employees. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for.

Physical

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

Employee Signature: Date

General Manager Signature Date

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Clearlake Oaks County Water District

Job Description

CUSTOMER SERVICE REP III

Administration

Status: Non-Exempt

Salary Range: \$21.05 - \$26.59

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

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

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

Minimum Requirements:

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

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

Knowledge of: District policies and procedures related to water and sewer service installations, a high level of understanding of District customer data programs and filing procedures. Must be proficient in Microsoft Word and Excel.

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

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Physical

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

Employee Signature: Date

General Manager Signature Date

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Clearlake Oaks County Water District

Job Description

ADMINISTRATIVE SERVICES MANAGER / BOARD SECRETARY

Administration

Status: Non-Exempt

Salary Range: \$24.87 - \$31.05

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

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

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

In addition to the administrative duties, this position also serves as Secretary to the Board. These duties include, but are not limited to, preparing agendas, board agenda packets, meeting minutes, elections, employee contracts, updating Board information on website, and maintaining compliance with all County/State requirements. This position requires attending Board meetings and activities. The Board Secretary is to assist the Board members on committees or tasks as directed by the Board.

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

Minimum Requirements

Education: High School Graduate or equivalent. Supplemental business / administration experience desired. A California Notary within the first year of employment and must possess a valid California Drivers License.

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

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Option to Purchase Permanent Easement

This Option Contract to purchase a Permanent Easement is made between the following parties:

Teresa Federigi, 10556 Combie Rd #6203, Auburn, CA 95602, 707 529 8255, hereby known as the "**Owner**" and **Clearlake Oaks County Water District**, Box 709/12952 E. Hwy 20, Clearlake Oaks, CA 95423, 707 998 3322, hereby known as the "**Buyer**".

The **Owner** hereby grants the **Buyer** an **Option** to purchase a Permanent Easement on the following Properties for the following purposes:

To build a hard surfaced access road from Harvey Blvd. to the water tank site (see attached photos), which shall be of sufficient size to build and maintain the tank. Prior to a formal survey the tank site, a copy of a photo with blue outline is attached.

The road to the site will use the existing dirt road with a hard surface applied. The width of the road will be twenty (20) feet, with sufficient additional width near the tank to remodel the existing dirt road as it curves to the left to the tank site.

Buyer can build a tank up to 250,000 gallons, level the tank site to provide sufficient space for construction, maintenance and vehicle turnarounds, and pipes to and from the site to Harvey Blvd.

Buyer will paint the exterior of the tank green or tan at Owner's choice, unless a code requirement governs.

Buyer shall, during the term of the Option or any extension, be entitled to enter upon the properties for the purpose of conducting soil tests, engineering studies, surveys and other work necessary to confirm the suitability of the property for a tank site.

If this Option is exercised Buyer will also: bring power to the tank site for operation of the tank; allow Owner to take two drops over the Permanent Easement from PG&E for two home sites on the properties; and, provide two water connections to a total of two home sites located on either parcel. If Owner later decides to add drops Buyer has no objection.

Street Addresses:

9940 HARVEY ST., CLEARLAKE OAKS CA, 95423-8303
APN 0060261600 and

10000 HARVEY ST., CLEARLAKE OAKS CA, 95423-8303
APN 0060261700 (for tax purposes now 00602635 and 00602636)

Property Description:

THIS SPACE LEFT BLANK

JB

BEGINNING at a point on the North line of Section 34, Township 14 North, Range 8 West, M.D.M., that is North 89° 18' 40" West 142.38 feet from the corner common to Sections 26, 27, 34 and 35 of said Township and Range, and running thence, along the North line of said Section, North 89° 18' 40" West 402.09 feet; thence South 00° 30' 10" East 295.65 feet to the Northerly line of a 40-foot roadway; thence, along the Northerly line of said roadway, the following courses and distances: along a curve to the right with a radius of 70 feet, for a distance of 85.41 feet, through an interior angle of 69° 54' 30" to a 1/2 inch iron rod; thence South 70° 01' 00" East 66.71 feet; thence South 83° 58' East 264.17 feet, more or less, to a 1/2 inch iron rod that is South 0° 49' West 131.61 feet from a 2 inch by 2 inch hub that is South 01° 41' 18" East 189.05 feet from the point of beginning; thence North 0° 49' East 131.61 feet, to a 2 inch by 2 inch hub; and thence North 01° 41' 18" West 189.05 feet to the point of beginning.

AP #006-026-16

A portion of Lot 3 of Section 34, and Lot 1 of Section 35, Township 14 North, Range 8 West, M.D.M., described as follows:

BEGINNING at a 1-1/4 inch iron pipe marked L.S. 2581 at the corner common to Sections 26, 27, 34 and 35, all in Township 14 North, Range 8 West, M.D.M., and running thence South 82° 15' 32" East, along the North line of said Section 35, 134.0 feet to a 5/8 inch capped iron rod marked L.S. 2581; thence leaving said Section line South 09° 10' 48" East 193.71 feet to a 5/8 inch capped iron rod marked L.S. 2581; thence South 31° 22' West, 183.98 feet to an old 1/2 inch iron rod on the Southerly line of that certain tract of land described in the Deed from Mabry W. Cone, et ux., to James F. Allen, et al., dated September 11, 1958, recorded September 16, 1958, in Book 298 of Official Records of Lake County at Page 501; thence North 81° 22' West, along said Southerly line, 209.96 feet to an old 1/2 inch iron rod; thence leaving said Southerly line North 00° 49' East, 131.61 feet to a two by two inch redwood hub; thence North 01° 41' 18" West, 189.05 feet to the North line of said Section 34, said point being marked by a 5/8 inch capped iron rod marked L.S. 2581; and thence South 89° 18' 40" East, along said North line of Section 34, 142.38 feet to the point of beginning.

AP# 006-026-17

The purchase price for the Permanent Easement is \$ 2000.

As consideration for this Option to purchase, the **Buyer** shall pay the **Owner** a non-refundable fee of \$ 1000. If the **Buyer** exercises this Option, this fee shall be applied to purchase price at closing. If the **Buyer** does not exercise this Option, this fee shall be retained by the **Owner**.

The term of this Option will begin at 4:00PM on February 29, 2016 and expire at 4:00PM on July 28, 2017. The **Owner** agrees not to attempt the sale of the Property to any other party while this Option is in effect.

To exercise this Option, the **Buyer** must deliver a written notice of exercise of Option to the **Owner** before the **Option** expires by email to Teri Federigi [tfederigi@gmail.com] or by postal mail to the address appearing above .

If this **Option** is exercised, the **Owner** shall pay the following closing costs: **NONE**; and the **Buyer** shall pay the following closing costs: **ALL, including notary fees.**

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This **Option to Purchase Contract** shall be binding upon both parties their representatives successors and assigns.

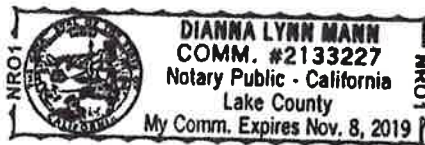
Owner: Teresa (Teri) Federigi

Owner's Signature: _____
Date: 2-29-16

STATE OF CALIFORNIA
COUNTY OF Lake

Teresa Federigi PERSONALLY appeared before me, the undersigned authority in and for the county and state aforesaid, within the named County, who acknowledged that she signed and delivered the foregoing Purchase Option on the day and year therein stated.

GIVEN under my hand and official seal this the day of Feb. 29, 2016.



Dianna Mann

NOTARY PUBLIC

My Commission Expires: _____

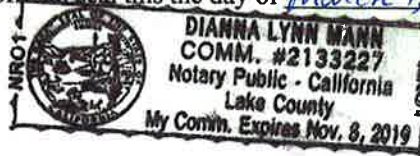
Buyer: By Margaret Medeiros, its President

Buyer's President's Signature: Margaret Medeiros
Date: 3/1/2016

STATE OF CALIFORNIA
COUNTY OF Lake

Margaret Medeiros PERSONALLY appeared before me, the undersigned authority in and for the county and state aforesaid, the within named County, who acknowledged that she signed and delivered the foregoing Purchase Option on the day and year therein stated.

GIVEN under my hand and official seal this the day of March 1, 2016.



Dianna Mann

NOTARY PUBLIC

My Commission Expires: _____

85

1580 Range



©2015 Google

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Lake County, CA

My Map



All parcel boundaries are approximate. Discrepancies in acreage, shape and location are common. This map is not a legal survey document to be used in single site determinations. Consult your deed for a legal parcel description. <http://gispublic.co.lake.ca.us/flexviewer>

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**CLEARLAKE OAKS COUNTY WATER DISTRICT
COUNTY OF LAKE, STATE OF CALIFORNIA**

ORDINANCE NO. 82.1

**OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT
REGARDING ITS DIRECTOR COMPENSATION AND BENEFIT
PROVISIONS**

BE IT ORDAINED by the Clearlake Oaks County Water District Board of Directors

WHEREAS, Government Code section 53232 *et seq.*, requires the District to adopt a policy concerning compensation and expense reimbursement for its governing board;

WHEREAS, The District adopted such a policy pursuant to Ordinance 82, approved April 27, 2016; and

WHEREAS, the District desires to amend its policy regarding compensation and expense reimbursement of the governing board; and

NOW, THEREFORE BE IT ORDAINED, by the Board of Directors of Clearlake Oaks County Water District that the provisions regarding director compensation and benefits is amended as provided in Exhibit 1 attached hereto and incorporated herein by reference.

BE IT FURTHER ORDAINED that except as provided herein Ordinance 82 is reaffirmed and readopted

The foregoing Ordinance was introduced before the Board of Directors at their regular meeting on July 21, 2016, and is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at its regularly scheduled meeting held on the 21st day of July, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Vice President

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EXHIBIT 1

Director Compensation and Benefits

(a) Compensation. Directors shall be paid \$100 for each day's attendance at meetings of the Board and other occasions authorized in subsection (b), not to exceed six (6) days in any calendar month.

(b) Authorized Meetings. Except as provided herein, Directors shall only be compensated only for attendance at meetings previously approved by the Board. Meetings for which Directors are entitled to compensation for attending are:

- (1) A meeting of the District's Board within the meaning of Government Code section 54952.2(a);
- (2) A meeting of a committee of the District's Board within the meaning of Government Code section 54952(b);
- (3) An advisory body meeting within the meaning of Government Code section 54952(b);
- (4) A conference or organized educational activity conducted in compliance with Government Code section 54952.2(c), including ethics training required by Government Code sections 53234, *et seq.*;
- (5) A meeting of any multi-jurisdictional governmental body on which the District director serves as the District's designated representative;
- (6) Any meeting attended or service provided on a given day at the formal request of and approved beforehand by the District's Board;
- (7) A meeting of the [specify specific meeting, such as County Board of Supervisors, etc] at which the Director is representing the District;

(c) Expense Reimbursement. Directors shall be reimbursed for travel, meals, lodging and other actual and necessary expenses incurred in the performance of official duties as follows:

- (1) For expenses incurred in the attendance of meetings or occasions specified in subsection (b), except meetings under subsection (b)(1) and (b)(2).
- (2) The reimbursement rate shall be at Internal Revenue Service rates established in Publication 463, or any successor publication.
- (3) Lodging and transportation rates shall not exceed government or group rates when available.
- (4) Expenses that do not fall within the Internal Revenue Service rates shall be reimbursed as approved by the Board in a public meeting before the expense is incurred.
- (5) Any costs incurred by a Director above the rates set by the Board are done so at that Director's own expense.
- (6) Director's shall not be reimbursed for any expenses unless the Director submits an expense report in the form adopted by the District, accompanied by receipts documenting each expense, within 30 days of incurring the expense.
- (7) Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board.
- (8) Penalties for misuse of public resources or falsified expense reports include loss of reimbursement privileges, restitution to the District, and other civil and criminal penalties established by law.



6160 Egret Court Benicia, CA 94510
 Phone: 707-747-9600 Fax: 707-747-9209
 www.pacificozone.com

Quotation

Customer No.: CLE-954

Quote No.: 25259

Quote To: **Clearlake Oaks County Water District**
 PO Box 709
 Clearlake Oaks, CA 95423

Ship To: **Clearlake Oaks County Water District**
 12545 E Highway 20
 Clearlake Oaks, CA 95423

Phone: (707) 998-3322

Fax: (707) 998-1245

Date		Ship Via		F.O.B.		Terms	
05/26/16		UPS GROUND		Origin		Net 30	
Description			Sales Person			Expiration of Quote	
Replacement Parts			SERV NWUS			06/25/16	
Quantity			Item Number	Description	Unit Price	Amount	
Required	Shipped	B.O.					
2			M03002	Reactor Cell, Ozone, 45 g/hr Credit for return of used core: \$500.00	3127.87	6255.74	
1			V08002	Controller, 115/230V, Voltage Switchable Credit for return of used core: \$200.00	673.65	673.65	
1			ASR056	Gas Ozone Detector-Hand Held H10-14 O3, 1/5 PPM (2 PPM) C16-1 PortaSens II, 120 VAC	1448.75	1448.75	
Subtotal						8378.14	
Total						8378.14	

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This quotation is valid for 30 days. All amounts are in US Dollars.

All quotations are extended under the Pacific Ozone Technology, Inc. Standard Selling Terms and Conditions.

Thank You for the Opportunity to be your Advanced Disinfection Solution Provider

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO SURPLUS SALE OF EQUIPMENT OR MATERIALS

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

1. All equipment will be advertised on CLOCWD website under the Surplus tab with a minimum bid and a deadline for bids posted
2. All bids will sealed
3. All bids will be collected at the Administration building
4. Items sold for surplus will be recommended by Operations Manager to the General Manager for approval
5. Surplus items must be deemed old and toward end of useful life or exceeds reasonable cost to maintain
6. Any item estimated to be worth more than \$500.00 will require board approval
7. All bids will be opened and witnessed by two employees
8. Awarded bids will be logged
9. General Manager will notify winner and arrange for payment and pick-up of equipment
10. Income from Surplus will be coded 450, Other – Non S/W Revenue

The above policy is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 21st day of July, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Board Secretary

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