

**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

May 17, 2018

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
- Mr. Samuel Boucher, Director Mr. Stanley Archacki, Director, Mrs. Barbara Higman, Director

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

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

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

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

2. Financial Reports for review and approval

- a. April 2018, QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 04-19-18
- b. Minutes of Special Meeting 04-19-18
- c. Minutes of Special Meeting 05-07-18
- d. Minutes of Special Meeting 05-10-18

4. Bills

- a. MC Engineering Invoice No 1620, dated 4/30/18, in the amount of \$20,243.59 for the Highway 20 Waterline Design and CM (Water Distribution and Storage Projects)
- b. MC Engineering Invoice No 1622, dated 04/30/18, in the amount of \$21,110.20 for the I & I Rehabilitation Project
- c. MC Engineering Invoice No 1623, dated 04/30/18, in the amount of \$21,964.16 for the USDA Project

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: _____

- b. Discussion and update of sidewalk project

Action Taken: _____

- c. Discussion and consideration of allowing POA to install an alert siren on the lot where Lift Station 7 will be relocated

Action Taken: _____

- d. Discussion and consideration of nomination ballot for Independent Special District Members and Alternate to fill in Independent Special District seat on LAFCO

Action Taken: _____

- e. Discussion and approval of projected 2018-2019 budget

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of replacing CBSW 1997 platform billing software that is being phased out with UMS 2018 platform. Please see quote for \$23,920.00 from CUSI. Quote does not include CSA annexation accounts, so quote should not exceed \$25,000

Action Taken: _____

- b. Discussion and consideration of requesting a water and sewer security of vulnerability assessment from CRWA

Action Taken: _____

- c. Discussion and consideration of completing a District Emergency Response Plan

Action Taken: _____

d. Discussion and review of draft Ord. 83

Action Taken: _____

Closed Session **Time:** _____

Existing Litigation: Luna vs. CLOCWD

Anticipated Litigation: One Case

Open Session **Time:** _____

Action Taken in Closed Session: _____

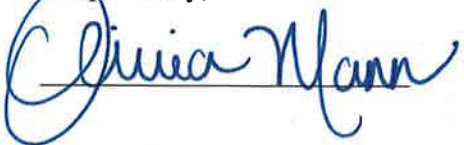
Adjournment **Time:** _____

Clearlake Oaks County Water District
Billing Department
May 11, 2018

Billing Department / Front Office

- ❖ Covering the AP desk full time as of May 4, 2018
- ❖ Susie is continuing to work on lowering the amount of returned mail we are getting from billing/ delinquencies. We are going through individual files to contact the owner and get updated contact information, this is also a note we are going to add to the monthly bill.
- ❖ Ordinance 83 has been drafted and sent over to Scott Nave, legal counsel for approval. Ordinance 83 pertains to Water Rates, Other/Miscellaneous Fees, and Charges Pertaining Thereto. This ordinance will clarify findings, definitions, accounts, service connections, meter installation, standby accounts, account delinquency, installment plans, and interruption of service, collections, appealing disputed bills, and rates. This ordinance will be the immediate reference for new and existing customers, which should answer/clarify any question that may arise.
- ❖ CUSI is phasing out our billing software program CBSW, and replacing it with UMS. CBSW is working off of a 1997 platform, while UMS was created on a 2018 platform. After going through a virtual tour of UMS, I believe this upgrade will be a huge success. UMS offers mobile work orders for field staff, multiple payment transactions, duplicate billing, SMS texts, reminder phone calls and much more! This transition should alleviate any software glitches, shutdowns, etc. Lane, our regional representative will be here in June to visit our office!
- ❖ Actively preparing "Notice to Lien" 60 day letters to be sent out the first day of June. Liens will be filed in August, 2018.
- ❖ With the help of the field staff, we completed our 2nd quarter "Update Status of Inactive Service" – this status check led to 3 accounts that were not being billed adequately, 1 account that needs a Backflow Device and 1 that will be reported to County of Lake: Code Enforcement for obstruction of the meter.
- ❖ Susie and I have been working on going through company records, binders and drawers to organize the office for more efficiency.
- ❖ 2018 Rate Increase calculations and spreadsheets will begin this month.

Respectfully,

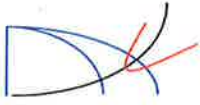


Clearlake Oaks County Water District
Administrative Services Manager
April 19, 2018

Administration / Grants

- ❖ State Water Resources Control Board (SWRCB) Wastewater Infrastructure Rehabilitation is moving forward. T & S has completed their work on the Forced Main with final billing going to state this month. I am still waiting on MC Engineering to provide me a time line for going to bid, etc. By the end of May, they will have completed 90% of the CEPs drawings and 70% of Lift Station 2 drawings. Please see attached status report.
- ❖ Highway 20 Waterline Project: MC Engineering continues to move forward by completing surveying on Hwy. 20, which will result in 100% completion of plans, and are now moving into providing Caltrans and County plans and specs. Please see attached status update.
- ❖ USDA Wastewater Treatment Project: I am attending the weekly construction meetings and I continue to send weekly construction agendas and minutes to all Board members to keep everyone up to date on the progress. Per our last outlay report, we have paid \$2,833,597.71 of \$4,893,540 bringing the project to 57% complete. Please see status report attached
- ❖ With the assistance of MC Engineering I have completed and submitted an USBR Smart Water Grant application for AMI meters. \$870,448.38 with a 50% match. District will use force labor in addition with monies already spent on studies to offset District share.
- ❖ Attached, please see the list of leaks that were fixed in April, provided to me by Lead D/C
- ❖ Completed projected budget for Board review/approval
- ❖ I am continuing to work with the CSA-16 committee and other District committees
- ❖ Completed all evaluation packets

Respectfully Submitted,
Dianna Mann



Report Date: May 7, 2018

RE: CLOCWD SWRCB Funded Sewer Infrastructure Project

Billing Period: April, 2018

I. Project Status Update

Work on the project during April included the following:

- Continued refinement of SEPS drawings
- Additional design of LS-2
- Coordinated with pump suppliers
- LS 7 coordination with contractors for wetwell
- Site visits to review measurements
- Continued refinement of sewer rehab work:
 - Additional GIS
 - Additional coordination with potential contractors
 - Revised cost estimates based on budget allocation for rehab work

II. Budget Status Update

Total Engineering Design and Construction Budget: \$655,985.80

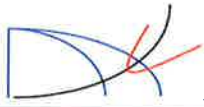
This Invoice: \$21,110.20

Cost to Date: \$75,457.53

Cost to Complete: \$580,528.27

III. Projected Tasks for May, 2018

- CEPs drawings (90%)
- LS-2 drawings (70%)
- Draft drawing for LS-7
- Electrical design coordination for SEPS pumps and LS-2



Report Date: May 7, 2018

RE: CLOCWD Highway 20 Waterline Project

Billing Period: April, 2018

I. Project Status Update

Work on the project during April included the following:

- Developed final plan and profile sheets
- Continued refinement of design and coordination with Safe Route to Schools design
- Finalized design details
- Specifications/Project Manual
- Budget review, billing, and Project Management tasks

II. Budget Status Update

Total Engineering Design and Construction Budget: \$195,734.60 (including materials testing)

This Invoice: \$20,243.59

Cost to Date: \$94,720.89

Cost to Complete: \$101,013.71

III. Projected Tasks for May 2018

- Design review meeting
- Finalize 100% plans
- Finalize Specifications/Project Manual
- Submit plans and specs to Caltrans
- Submit plans and specs to County
- Continue to track and assist with grant funding
- Incorporate field review comments
- Analyze hydraulics utilizing model if budget permits and refine the number of pipe crossings

Report Date: May 7, 2018

RE: CLOCWD USDA Wastewater Facility Improvements Project Monthly Status Update and Projected Tasks
Billing Period: April, 2018

I. Project Status Update

Work on the project during April included the following:

- Attended weekly construction meetings (see meeting minutes for additional detail)
- Responded to and processed RFIs (see RFI list)
- Reviewed and processed submittals (see submittal list)
- Processed a change order for a new gate, additional paving, and new aerators
- Met with gate company
- Progress by Contractor Included:
 - Forming of clarifier weir/launders and trough
 - Additional details completed for return pump station
 - Submittal and RFI processing with emphasis on electrical MCC and related work
 - Initial fabrication of weir for oxidation ditch
 - Review of new proposed change orders for paving

II. Construction Budget Status Update

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

This Invoice: \$21,964.16

Cost to Date: \$255,549.77 (construction only)

Cost to Complete: \$172,078.31

Note: USDA Allocated Budget remaining is less than cost to complete and may require a draw from contingency fund to address \$63,987.89 shortfall

III. Projected Tasks for May, 2018

- Attend weekly construction meetings and daily field reporting
- Continue submittal/RFI review and responses as needed (primarily electrical)
- Review clarifier and oversee construction of launders at clarifier
- Review tie-ins proposed at ditch and clarifier
- Coordinate with Joe Matella of Southport and Larry Smithey (electrical designer) of EDEA
- Process change order for new 30 HP SEPs pumps and additional paving and gate

Leak repairs made (where and what type leak)

3-26-18	Stubbs $\frac{1}{2}$ way up, curb stop 2 G.P.D.
4-4-18	14 ¹³ XXX Service line TapD
4-14-18	Football 6" main 106,000 gal
4-14-18	Way 20 Service line 20gpm
4-17-18	4" main crack at fire house 6 G.P.M.
4-19-18	4" main break x2 20,000 gal. loss
4-20-18	4" main break 100,000 gal. loss
4-29-18	Shout St. main break 80,000 gal. loss
4-30-18	Shout St. service line 2 G.P.M.

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 d.sherron@clocwd.org e-mail

Board Members,

Things are running along smoothly here at the Water Treatment Plant. We're working towards having the plant ready for the summer algae blooms and implementing the upgrades necessary to cut back on call outs and overtime.

Our bench top charge analyzer is working beautifully and ready to take on the challenges of the summer treatment challenges.

Carbon Contactors are scheduled for their media replacement on the 22nd of May, 2018. We are looking forward to having these recharged and working to provide better taste and odor control for our finished water as well as lowering our disinfection by products such as Trihalomethanes, Haloacidic acids, and Cyanotoxins.

Filters #2 and #3 are yet to be scheduled for the media exchange, but ERS assures me they will be completed and operational before July 1st, 2018.

We are currently researching alternative pre oxidants that will save the district money on electricity and improve our treatment process.

Dave Sherron,
Chief Water Treatment Plant Operator.
Clearlake Oaks County Water District.
707.350.0521

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
May 2018

Reporting Period: April 2018
From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors

May 11, 2018

For the month of April the plant received 10.393 MG averaging at .335 MG a day. The total treated gallons that left that plant was 9.566 MG averaging at .309 MG a day. Due to a total of 3.80" of rain received for this month our lake level increased ending at an average of 4.80" Rumsey Gauge. Toward the end of the month Clearlake reached the 5.00" at Rumsey increasing our flows to the plant adding an extra 2.0 MG as compared to March influent. As we are aware this is due to our I&I problem. Our entire in lab and outsource lab testing for our effluent met our discharge permit as expected. Our Ground Water Monitoring Report 1st Quarter was submitted to Guy Childs on the 24th.

We began dredging our stabilization ponds and CCC on the 20th. On May 9th we completed our dredging process. I was pleased to see how fast this was achieved thanks to our new system and the operators hard work. It has been decided to initiate our dredging earlier in the year to take advantage of all the heat achieving more sludge drying thus cutting down on cost. Again our main goal is cutting cost and at the same time meeting our discharge requirements.

Construction continues at the waste plant. The clarifier structure is getting close to being completed. As soon as that happens, the other phase will begin which includes the mechanical and electrical phase. There is still some critical tie-ins that are pending and being prepared for. There will be more update on this matter as we get closer to this part of the job.

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

Thank you,
Francisco Castro
CPO

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

5/11/2018

Dear Board,

The sidewalk started off with a bang but things appear to have calmed down. So far there have only been a handful of interferences and Granite has been pleasant to work with, at this point they appear to have the light busses in and most of the excavation done the culvert work crossing Lake St does not appear to have affected the district

The vault and manifold for CSA16 are in and connected. The contractor is looking to start the second part of the project pending any issues.

The tree work in the sewer ponds is done, unfortunately we ran out of time to burn so the piles will dry out until next winter, at which point they should burn quickly

There were a few breaks and a couple of leaks over the last month. There were two issue areas with Granite that lead to a lot of water loss and then a break on Short St that had nothing to do with Granite.

There were no reportable sewer spills this month.

Jason Mitchell
Operations Manager

Board of Directors

Margaret Medeiros
President

Karl Hosier
Vice President

Barbra Higman
Director

Stanley Archscki
Director

Samuel Boucher
Director

12

May 11, 2018

General Manager's Board Letter

Loans/Grants/ Accounting:

- The Water Board has been reviewing the water grants and is expediting all of the grants with estimated approval in April. We are trying to get reimbursable construction approval for the sidewalk project.
- Please see Dianna's letter.

Items done since the last Board Meeting:

- Field customer phone calls and meeting personally with any and all customers, heavy involvement with Electeds and SWRCB and County on Hwy 20.

Water Plant:

- **Notice of violation. Prior staff did not file the June water plant report due July 10th with the State Board despite** assuring me there were no outstanding filings due. We were cited. On October 6, 2017, the District filed a Petition to Appeal the Citation requesting no fines and relief from the requirement to include notice of the citation in next June's annual customer report. When filing it I had the opportunity and did review the reasons for the Petition with the State Board's Chief Counsel. A copy of the Petition is available for your review. **NO news** as of this date on the result of the Appeal.

Sewer Plant

- Construction has been under way. Estimated completion late June or July. Other construction work at the plant is progressing.

Force main:

- It is completed.

New Program to cap open cleanouts and remove down spouts that terminate into clean outs.

- All six Mobile Home Parks and Orchard Shores have either directly or through posting been notified of the program. During this phase caps will be provided at NO CHARGE.
- We have completed inspections and capping at LVE and Oasis. We are continuing to work with Island Park. IF an impacted MHP is ready to go and there is a delay in capping due to the District we will not charge for any impacted lots.
- Completion level under review.

Harvey tank and CSA 16:

- The clay valve is installed. Testing remains to be done. It can be opened in a fire emergency, but the entire CSA system would have to be disinfected if water is turned on before all steps are completed. LAFCO extended the time to complete the annexation to January 2019.
- Our committee, CSA 16 and Special District's met and have agreement on work to be completed.
- The Committee agrees that neither the Harvey tank has to be in service nor the Paradise Cove tank has to be rehabbed prior to completing the annexation.

Backflows:

- They have been submitted in water improvement grant project # 3, which is under active review. Annual required inspections were done. There were a small number of violators and they were all addressed.
- There are now two employees certified to perform these tests. One of the two will also be certified at a higher level including cross connects.
- We are seeking alternative funding for the backflows, including from the Federal Bureau of Reclamation.

Meters:

- We have just applied for a new grant for all of the meters. 50% paid by the government and 50% from the District. The District's 50% will largely be made up of credit for the costs of installation by staff. There may be a \$100,000 to 150,000 cash requirement. The Board has already agreed to \$100,000 for meters for just the west end.
- This is in addition to Grant 3 in progress at the SWRCB since it has not yet been awarded.

Solar:

- Currently in service.
- December/January out of service due to Hyden's failure to perform.
- We have been advised by PGE that the system was significantly underperforming both the prior true up year, 3/2016—3/2017, and this true up year, i.e. 3/2017--3/2018.
- As a result we received a **\$46,978.26 in usage cost** true up bill from PGE for 3/2017—3/2018.
- Last year's true up bill for **\$46,332.08 was paid by FEMA**, and we believed the overage was due to the flood. This year's bill demonstrates that conclusion was not correct.
- We have withheld January-April billing from them. They have threatened court over the withholding.
- Nave is now in discussions with Hayden and its counsel.

Sidewalks:

- MC completed necessary plans for the area of conflict, and the Hwy 20 grant project. After we started, our work on the block and a half and two valve clusters was blocked by a member of the County's staff.
- Granite has proceeded. We have had some facilities damaged. We are keeping track of the repair costs.

Recycled Water

- The study is finished. We are talking about potential placement of facilities, etc. We have been in discussions with now several potential major customers about a private public partnership, including cost sharing. We are exploring various funding opportunities for work inside the plant. There also may be federal funds for the project, with assistance by Garamendi. This is a long term project.
- The State Board has begun reviewing our recycled water study materials.

Alan Gardner, GM

2:39 PM

05/09/18

Accrual Basis

Clearlake Oaks County Water District
Summary Balance Sheet
As of April 30, 2018

	<u>Apr 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	2,257,127.06
Accounts Receivable	-6.00
Other Current Assets	781,537.84
Total Current Assets	<u>3,038,658.90</u>
Fixed Assets	<u>9,005,270.18</u>
TOTAL ASSETS	<u>12,043,929.08</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	257,951.82
Credit Cards	-8,331.18
Other Current Liabilities	992,261.31
Total Current Liabilities	<u>1,241,881.95</u>
Total Liabilities	<u>1,241,881.95</u>
Equity	<u>10,802,047.13</u>
TOTAL LIABILITIES & EQUITY	<u>12,043,929.08</u>

Clearlake Oaks County Water District
Balance Sheet
As of April 30, 2018

	Apr 30, 18
ASSETS	
Current Assets	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	978,039.86
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Ot...	293,694.37
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	482,694.37
102.02 · CRP Water - 6990	501,823.51
102.03 · CRP Sewer - 3745	294,369.32
Total Checking/Savings	2,257,127.06
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
130 · Const In Progress - Studies	119,135.21
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	74,033.00
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 1057100)	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	23,357.00
Total Other Current Assets	781,537.84
Total Current Assets	3,038,658.90
Fixed Assets	
128 · Sewer Infrstrcture & Rehab Proj (Grant to repair/replace sewer Infrastr...	54,347.33
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...	
121.1 · Sidewalk Project - District Exp	72,292.51
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of wat...	87,187.55
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of w...	159,480.06
131 · Waste Water Plant	
131.1 · Pumps/Equipment	541.40
131 · Waste Water Plant - Other	3,054.37
Total 131 · Waste Water Plant	3,595.77
126 · Forcemain (phase 1) Cap. Imprv.	1,204,989.00
123 · USDA - Sewer Plant Cap Imprvmt	1,182,872.03
127 · Water Plant	36,485.08
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WA...	1,920,341.58
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	5,732.69
120.75 · SCADA	5,036.50
120.90 · Vehicles/Generators/Trailers	5,234.23
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	16,590.63
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)	1,952,935.63
122 · Bldgs/Grounds Cap Improvements	8,533,557.59
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WA...	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	47,665.07

Clearlake Oaks County Water District Balance Sheet As of April 30, 2018

	Apr 30, 18
Total 124.30 · Lift Stations	113,707.30
124.50 · Mains	14,938.73
124.60 · Meters	700.00
124.90 · Water Tanks	7,965.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...	3,160,781.12
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER...	3,298,092.19
125 · Land - Dist. Cap. Improvements	300,385.50
129 · ALLOW. FOR DEPRECIATION	-7,721,470.00
Total Fixed Assets	9,005,270.18
TOTAL ASSETS	12,043,929.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	257,951.82
Total Accounts Payable	257,951.82
Credit Cards	
210 · Cal Card	
210.06 · Cal Card - Jason 3879	-6,212.86
210.04 · Cal Card - Alan - 7397	-2,414.53
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,326.53
Total 210 · Cal Card	-8,331.18
Total Credit Cards	-8,331.18
Other Current Liabilities	
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal ...	-322.01
280 · Loan	
280.09 · USDA WWTP Loan (USDA WWRP loan for Waste Plant imp...	-4,240.15
280.07 · Bridge Loan for Forced Main (install of Forced Main until st...	496,126.20
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become ...	466,000.00
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	960,693.34
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments for Medical ...	734.97
221 · Health Ins - EE Portion - Other	3,026.78
Total 221 · Health Ins - EE Portion	3,761.75
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAK...	2,660.56
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-5,694.50
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	-3,033.94
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABL...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROL...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX ...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - ...	-1,283.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION...	-2,704.06
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE ...	695.67
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EM...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld ...	-13,685.49
Total Other Current Liabilities	992,261.31

2:39 PM

05/09/18

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of April 30, 2018

	<u>Apr 30, 18</u>
Total Current Liabilities	1,241,881.95
Total Liabilities	1,241,881.95
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this a...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ...	706,698.67
Net Income	3,759,020.54
Total Equity	10,802,047.13
TOTAL LIABILITIES & EQUITY	<u>12,043,929.08</u>

2:02 PM

05/09/18

Accrual Basis

Clearlake Oaks County Water District

Profit and Loss

July 2017 through April 2018

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL
Income					
Income					
410 · Client Reg Pmt	0.00	0.00	786,525.33	930,228.67	1,716,754.00
430 · Penalty & Interest					
430.1 · Condemnation Fund (...)	0.00	0.00	110.98	0.00	110.98
430 · Penalty & Interest - Other	0.00	0.00	14,357.19	15,079.32	29,436.51
Total 430 · Penalty & Interest	0.00	0.00	14,468.17	15,079.32	29,547.49
440 · Misc Revenue	0.00	0.00	611.77	6,228.00	6,839.77
450 · Other - Non S/W Rev	0.00	0.00	71,778.71	71,778.71	143,557.42
Total Income	0.00	0.00	873,383.98	1,023,314.70	1,896,698.68
Total Income	0.00	0.00	873,383.98	1,023,314.70	1,896,698.68
Gross Profit	0.00	0.00	873,383.98	1,023,314.70	1,896,698.68
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	311,381.22	59,136.33	126,633.40	166,093.11	663,244.06
510 · Contract Labor	0.00	0.00	9,000.00	0.00	9,000.00
520 · FICA - District Share	23,058.72	4,140.54	9,165.95	12,496.14	48,861.35
530 · Medical Ins - Dist Share	64,274.73	17,513.72	43,015.50	17,483.54	142,287.49
540 · PERS - District Share	24,814.26	6,294.42	10,174.91	10,949.81	52,233.40
550 · Unemployment	503.81	0.00	0.00	0.00	503.81
560 · Workers Comp Ins	5,170.89	10,165.75	10,044.81	15,841.65	41,223.10
Total Salaries & EE Benefits	429,203.63	97,250.76	208,034.57	222,864.25	957,353.21
Services & Supplies					
610 · Bank Fees	11,101.41	0.00	0.00	0.00	11,101.41
620 · Communications & Internet	5,828.06	308.94	3,927.85	2,810.46	12,875.31
622 · Board Exp	5,659.10	0.00	0.00	0.00	5,659.10
625 · Equip - Field (\$300-\$4999)	0.00	579.28	101.66	0.00	680.94
630 · Equip - Office	922.30	0.00	337.08	843.87	2,103.25
640 · Fuel & Oil	149.80	4,944.35	3,837.93	2,703.67	11,635.75
645 · Insurance	0.00	0.00	19,299.50	19,299.50	38,599.00
657 · Lab	0.00	0.00	12,320.68	21,727.40	34,048.08
660 · Memberships & Subscripti...	1,492.24	0.00	24,662.23	14,761.74	40,916.21
665 · Mileage Reimb	4,317.72	0.00	0.00	0.00	4,317.72
670 · Postage & Shipping	12,407.44	28.79	0.00	0.00	12,436.23
675 · Professional Services	45,785.76	0.00	11,258.16	10,917.81	67,961.73
685 · Rents	6,808.07	0.00	36,177.14	2,926.77	45,911.98
690 · Safety & Security	922.12	9,341.10	4,641.99	2,273.23	17,178.44
700 · Tools & Instruments	0.00	3,789.89	860.75	1,049.10	5,699.74
703 · Supplies - Clothing & Pers...	310.81	1,269.92	601.54	667.09	2,849.36
705 · Supplies - Office	8,793.46	612.30	1,137.22	1,277.55	11,820.53
715 · Supplies-Chemicals-Opera...	0.00	0.00	32,534.31	70,356.88	102,891.19
720 · Supplies - Inventory - Other	0.00	3,991.56	18,011.91	7,272.72	29,276.19
735 · Training/Classes/Certs/Cla...	799.52	1,040.58	3,522.16	2,363.30	7,725.56
745 · Travel / Lodging	289.54	124.12	0.00	0.00	413.66
750 · Utilities	4,276.56	0.00	90,104.21	101,191.34	195,572.11
760 · Waste Disposal	348.12	0.00	49,430.70	0.00	49,778.82
795 · Yolo Co	0.00	0.00	0.00	36,268.98	36,268.98
798 · Reconciliation Discrepanc...	0.01	0.00	0.00	0.00	0.01
799 · Misc					
799.1 · Customer Refund - Ac...	0.00	0.00	274.90	1,479.77	1,754.67
799 · Misc - Other	10.00	0.00	0.00	5.84	15.84
Total 799 · Misc	10.00	0.00	274.90	1,485.61	1,770.51
Total Services & Supplies	110,222.04	26,030.83	313,041.92	300,197.02	749,491.81
Repairs & Replacement					
810 · R&R Buildings & Grounds	2,073.63	176.50	4,748.51	3,741.45	10,740.09
830 · R&R Equipment	0.00	284.32	287.16	62.10	633.58

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05/09/18

Accrual Basis

Clearlake Oaks County Water District
Profit and Loss
July 2017 through April 2018

	<u>Admin</u> <u>(GL)</u>	<u>DC</u> <u>(GL)</u>	<u>Sewer</u> <u>(GL)</u>	<u>Water</u> <u>(GL)</u>	<u>Total GL</u>
832 · R&R Mains and Sewer Lines	0.00	0.00	2,424.66	0.00	2,424.66
840 · R&R Vehicles	304.15	477.39	1,422.21	250.00	2,453.75
Total Repairs & Replacement	<u>2,377.78</u>	<u>938.21</u>	<u>8,882.54</u>	<u>4,053.55</u>	<u>16,252.08</u>
Total Expense	<u>541,803.45</u>	<u>124,219.80</u>	<u>529,959.03</u>	<u>527,114.82</u>	<u>1,723,097.10</u>
Net Income	<u>-541,803.45</u>	<u>-124,219.80</u>	<u>343,424.95</u>	<u>496,199.88</u>	<u>173,601.58</u>

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**Clearlake Oaks Co Water District
PROJECTED BUDGET 2017-2018**

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Target % > **83%**

Thru End of April Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,134,732	945,610	1,023,315	90%	998,247	831,873	873,273	87%
Total Operating Expenses	986,807	822,339	858,562	87%	1,018,868	849,057	862,699	85%
Operating Balance (loss)	147,925	123,271	164,753		(20,621)	(17,184)	10,574	
420 Connection Rev								
435								
450 Other - Non S/W Rev	96,000	80,000	71,779	75%	85,000	70,833	71,779	84%
Depreciation Exp	164,168	136,807	136,807	83%	105,786	88,155	88,155	83%
Net Change In Net Position (loss)	79,757	66,464	99,725		(41,407)	(34,506)	(5,802)	

Current Revenue Notes:

440-S Credit card Rebates and chemicals purchased by Konocti Wtr Dist

WestAmer Op	\$	214,258
WestAmer CRP		833,125
LAIF		1,262,333
Total	\$	2,309,716

Past Revenue Notes

450 Non S.W Rev = ATT Lease and Tax Roll

Thru End of April Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,104,732	920,610	930,229	84%	984,747	820,623	786,525	80%
430 Penalty & Interest	30,000	25,000	15,079	50%	13,500	11,250	14,357	106%
440 Misc	0	0	6,228	0%	0	0	612	0%
Total Revenue >	1,134,732	945,610	1,023,315	90%	998,247	831,873	873,273	87%

Thru End of April Operating Expenses	Budget				Actual			
	Annual	YTD	YTD	%	YTD	%	YTD	%
505 Salaries & Wages	356,310	296,925	351,353	99%	362,901	302,417	311,892	86%
510 Contracted Labor	-	-	-	0%	12,000	10,000	9,000	75%
520 FICA - District Share	29,633	24,694	26,096	88%	29,919	24,933	22,766	76%
530 Medical Ins - District Share	73,068	60,890	58,379	80%	113,120	94,266	83,911	74%
540 PERS - District Share	55,358	46,131	26,504	48%	45,286	37,738	25,729	57%
550 Unemployment	9,000	7,500	252	3%	9,000	7,500	252	3%
560 Workers Comp Ins	15,053	12,544	23,511	156%	12,218	10,182	17,714	145%
Salaries and Employee Benefits >	538,422	448,685	486,094	90%	584,443	487,036	471,263	81%

605 Advertising	200	167	-	0%	200	167	-	0%
610 Bank Fees	2,810	2,342	5,551	198%	2,800	2,333	5,551	198%
620 Communications & Internet	10,000	8,333	5,879	59%	9,500	7,917	6,997	74%
622 Board Exp	10,000	8,333	2,830	28%	10,000	8,333	2,830	28%
625 Equip - Field (\$300-\$4999)	1,250	1,042	290	23%	2,750	2,292	392	14%
630 Equip - Office	3,000	2,500	1,305	44%	3,500	2,917	798	23%
640 Fuel & Oil	8,500	7,083	5,251	62%	4,000	3,333	6,385	160%
645 Insurance	40,000	33,333	19,300	48%	40,000	33,333	19,300	48%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	16,000	13,333	21,727	136%	25,000	20,833	12,321	49%
660	Memberships & Subscription:	28,500	23,750	15,508	54%	25,500	21,250	25,408	100%
665	Mileage Reimb	2,500	2,083	2,159	86%	2,500	2,083	2,159	86%
670	Postage & Shipping	4,800	4,000	6,218	130%	4,750	3,958	6,218	131%
675	Professional Services	20,000	16,667	33,811	169%	20,000	16,667	34,151	171%
685	Rents	5,700	4,750	6,331	111%	3,700	3,083	39,581	1070%
690	Safety & Security	4,625	3,854	7,405	160%	10,625	8,854	9,774	92%
700	Tools & Instruments	3,875	3,229	2,944	76%	6,875	5,729	2,756	40%
703	Supplies - Clothing & Persona	1,675	1,396	1,458	87%	2,175	1,813	1,393	64%
705	Supplies - Office	4,250	3,542	5,981	141%	4,750	3,958	5,840	123%
715	Treatment Chemicals	52,000	43,333	70,357	135%	53,000	44,167	32,534	61%
720	Supplies - Operating - Other	15,000	12,500	9,269	62%	26,500	22,083	20,008	76%
730	Taxes - Licenses	1,500	1,250	-	0%	2,300	1,917	-	0%
735	Training/Classes/Certs/Books	2,750	2,292	3,284	119%	3,250	2,708	4,443	137%
745	Travel	1,750	1,458	207	12%	1,750	1,458	207	12%
750	Utilities	135,650	113,042	103,330	76%	97,750	81,458	92,243	94%
760	Waste Disposal	550	458	174	32%	52,250	43,542	49,605	95%
795	Yolo Co	52,000	43,333	36,269	70%				
799	Misc	-	-	5	0%	-	-	5	0%
	Services and Supplies >	428,885	357,404	366,839	86%	415,425	346,188	380,895	92%
810	R&R Buildings & Grounds	8,750	7,292	4,798	55%	8,750	7,292	5,875	67%
815	R & R Damage Claims	5,000	4,167	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,500	2,083	191	8%	6,000	5,000	429	7%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	2,425	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	2,708	641	20%	4,250	3,542	1,813	43%
	Repairs & Replacement >	19,500	16,250	5,630	29%	19,000	15,833	10,542	55%
	Total Expenses >	986,807	822,339	858,562	87%	1,018,868	849,057	862,699	85%

Administration - Budget Variance Report Jul 2017

Target % > **83.3%**

Thru End of April		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	386,991	322,492	311,381	80.5%	75,610
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	32,024	26,687	23,059	72.0%	8,965
530	Medical Ins - District Share	86,993	72,494	64,275	73.9%	22,718
540	PERS-District Share (incl unfunded Liab, 35k	42,535	35,446	24,814	58.3%	17,721
550	Unemployment	18,000	15,000	504	2.8%	17,496
560	Workers Comp Ins	8,683	7,236	5,171	59.6%	3,512
Salaries and Employee Benefits >		575,226	479,355	429,204	74.6%	146,022
605	Advertising	400	333	-	0.0%	400
610	Bank Fees	5,600	4,667	11,101	198.2%	(5,501)
620	Communications & Internet	7,000	5,833	5,828	83.3%	1,172
622	Board Exp	20,000	16,667	5,659	28.3%	14,341
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	2,500	2,083	922	36.9%	1,578
640	Fuel & Oil	0	0	150	15000000%	(150)
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	1,000	833	1,492	149.2%	(492)
665	Mileage Reimb	3,500	2,917	4,318	123.4%	(818)
670	Postage & Shipping	9,400	7,833	12,407	132.0%	(3,007)
675	Professional Services (Legal, IT, etc)	20,000	16,667	45,786	228.9%	(25,786)
685	Rents	7,400	6,167	6,808	92.0%	592
690	Safety & Security (boots)	3,500	2,917	922	26.3%	2,578
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	600	500	311	51.8%	289
705	Supplies - Office	6,250	5,208	8,793	140.7%	(2,543)
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	0	0	-	0.0%	0
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training/Classes/Certs/Books	2,000	1,667	800	40.0%	1,200
745	Travel / Lodging	1,500	1,250	290	19.3%	1,210
750	Utilities	5,500	4,583	4,277	77.8%	1,223
760	Waste Disposal	500	417	348	69.6%	152
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	10	0.0%	(10)
Services and Supplies >		96,650	80,542	110,222	114.0%	(13,572)
810	R&R Buildings & Grounds	7,500	6,250	2,074	27.7%	5,426
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	2,000	1,667	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	500	417	304	60.8%	196
Repairs & Replacement >		10,000	8,333	2,378	23.8%	7,622
Total Expenses >		681,876	568,230	541,804	79.5%	140,072

675 Shred It, part time Bookkeeper, Water Shed Survey, legal fees

705 Additional envelopes, paper, etc for new billing format

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D\C - Budget Variance Report Jul 2017

Target % >

83.3%

Thru End of April		2017-2018 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	45,460	37,883	59,136	130.1%	(13,676)	
510 Contracted Labor	-	-	-		-	
520 FICA - District Share	3,723	3,103	4,141	111.2%	(418)	
530 Medical Ins - District Share	18,502	15,419	17,514	94.7%	988	
540 PERS - District Share	11,381	9,484	6,294	55.3%	5,087	
550 Unemployment	0	0		0.0%	0	
560 Workers Comp Ins	2,454	2,045	10,166	414.3%	(7,712)	
Salaries and Employee Benefits >	81,521	67,934	97,251	119.3%	(15,730)	
605 Advertising	0	0	-	0.0%	0	
610 Bank Fees	0	0		0.0%	0	
620 Communications & Internet	0	0	309	0.0%	(309)	
622 Board Exp	0	0		0.0%	0	
625 Equip - Field (up to \$4999)	2,500	2,083	579	23.2%	1,921	
630 Equip - Office	0	0		0.0%	0	
640 Fuel & Oil	5,000	4,167	4,944	98.9%	56	
645 Insurance	0	0	-	0.0%	0	
650 Interest	0	0	-	0.0%	0	
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0	
660 Memberships & Subscriptions	0	0	-	0.0%	0	
665 Mileage Reimb	0	0	-	0.0%	0	
670 Postage & Shipping	0	0	29	0.0%	(29)	
675 Professional Services (SCADA)	0	0	-	0.0%	0	
685 Rents	0	0	-	0.0%	0	
690 Safety & Security (boots)	3,750	3,125	9,341	249.1%	(5,591)	
700 Tools & Instruments	3,750	3,125	3,790	101.1%	(40)	
703 Supplies - Clothing & Personal	750	625	1,270	169.3%	(520)	
705 Supplies - Office	250	208	612	244.8%	(362)	
715 Treatment Chemicals	0	0	-	0.0%	0	
720 Supplies - Operating - Other	13,000	10,833	3,992	30.7%	9,008	
730 Taxes - Licenses	0	0	-	0.0%	0	
735 Training/Classes/Certs/Books	1,500	1,250	1,041	69.4%	459	
745 Travel / Lodging	1,000	833	124	12.4%	876	
750 Utilities	0	0	-	0.0%	0	
760 Waste Disposal	0	0		0.0%	0	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
Services and Supplies >	31,500	26,250	26,031	82.6%	5,469	
810 R&R Buildings & Grounds	0	0	177	0.0%	(177)	
815 R & R Damage Claims	0	0		0.0%	0	
820 R&R Lift Stations	-	-		0.0%	-	
830 R&R Equipment	-	-	284	0.0%	(284)	
832 R&R Mains/Service Lines	-	-		0.0%	-	
840 R&R Vehicles (\$2k/vehicle)	-	-	478	0.0%	(478)	
Repairs & Replacement >	0	0	939	939.0%	(939)	
Total Expenses >	113,021	94,184	124,221	109.9%	(11,201)	

Expense Notes

690 Traffic signs, boots, new hire physicals, HEP shots, new pad locks

810 Mosquito Abatement

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Sewer - Budget Variance Report Jul 2017

Target % > **83.3%**

Thru End of April		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	146,675	122,229	126,633	92.5%	20,042
510	Contracted Labor	12,000	10,000	9,000		3,000
520	FICA - District Share	12,045	10,038	9,166	76.1%	2,879
530	Medical Ins - District Share	60,372	50,310	43,016	71.3%	17,356
540	PERS - District Share	18,328	15,273	10,175	55.5%	8,153
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	6,650	5,541	10,045	151.1%	(3,395)
Salaries and Employee Benefits >		256,070	213,392	208,035	81.2%	48,035
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	3,500	2,917	3,928	112.2%	(428)
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,500	1,250	102	6.8%	1,398
630	Equip - Office	1,000	833	337	33.7%	663
640	Fuel & Oil (Schaeffers)	1,500	1,250	3,838	255.9%	(2,338)
645	Insurance	40,000	33,333	19,300	48.3%	20,700
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	25,000	20,833	12,321	49.3%	12,679
660	Memberships & Subscriptions	25,000	20,833	24,662	98.6%	338
665	Mileage Reimb	500	417		0.0%	500
670	Postage & Shipping	50	42		0.0%	50
675	Professional Services (SCADA)	10,000	8,333	11,258	112.6%	(1,258)
685	Rents	0	0	36,177	3617700000.0%	(36,177)
690	Safety & Security (boots)	7,000	5,833	4,642	66.3%	2,358
700	Tools & Instruments	5,000	4,167	861	17.2%	4,139
703	Supplies - Clothing & Personal	1,500	1,250	602	40.1%	898
705	Supplies - Office	1,500	1,250	1,137	75.8%	363
715	Treatment Chemicals	53,000	44,167	32,534	61.4%	20,466
720	Supplies-Operating-Other-Titan Tubes	20,000	16,667	18,012	90.1%	1,988
730	Taxes - Licenses	2,300	1,917	-	0.0%	2,300
735	Training/Classes/Certs/Books	1,500	1,250	3,522	234.8%	(2,022)
745	Travel / Lodging	500	417	-	0.0%	500
750	Utilities	95,000	79,167	90,104	94.8%	4,896
760	Waste Disposal	52,000	43,333	49,431	95.1%	2,569
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund			275		
Services and Supplies >		347,350	289,458	313,043	90.1%	34,307
810	R&R Buildings & Grounds	5,000	4,167	4,749	95.0%	251
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	0	0	-	0.0%	0
830	R&R Equipment	5,000	4,167	287	5.7%	4,713
832	R&R Mains/Service Lines	0	0	2,425	242500000.0%	(2,425)
840	R&R Vehicles (\$2k/vehicle)	4,000	3,333	1,422	35.6%	2,578
Repairs & Replacement >		14,000	11,667	8,883	63.4%	5,117
Expense Notes Total Expenses >		617,420	514,517	529,961	85.8%	87,459

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

685 Baker Tank. Back Hoe and escavator rental for tree removal in ponds

660 SWRCB Annual Permit

735 Test prototype for sewer lockout - training per Jason

820 Forfeiture Locks

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10	Water - Budget Variance Report July 2017	Target % >	83.3%			
	Thru End of April	2017-2018 Budget		Actual	%	Total
	Expenses	Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	140,085	116,738	166,094	118.6%	(26,009)
510	Contracted Labor	0	0	-		0
520	FICA - District Share	11,759	9,799	12,496	106.3%	(737)
530	Medical Ins - District Share	20,320	16,934	17,484	86.0%	2,836
540	PERS - District Share	28,400	23,666	10,950	38.6%	17,450
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	9,484	7,904	15,842	167.0%	(6,358)
	Salaries and Employee Benefits >	210,049	175,041	222,866	106.1%	(12,817)
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	3,333	2,810	70.3%	1,190
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0	-	0.0%	0
630	Equip - Office	500	417	844	168.8%	(344)
640	Fuel & Oil	6,000	5,000	2,704	45.1%	3,296
645	Insurance	40,000	33,333	19,300	48.3%	20,700
650	Interest	0	0	-	0.0%	0
657	Outside Lab / Internal Lab	16,000	13,333	21,727	135.8%	(5,727)
660	Memberships & Subscriptions	28,000	23,333	14,762	52.7%	13,238
665	Mileage Reimb	500	417	-	0.0%	500
670	Postage & Shipping	100	83	-	0.0%	100
675	Professional Services (SCADA)	10,000	8,333	10,918	109.2%	(918)
685	Rents	2,000	1,667	2,927	146.4%	(927)
690	Safety & Security (boots)	1,000	833	2,273	227.3%	(1,273)
700	Tools & Instruments	2,000	1,667	1,049	52.5%	951
703	Supplies - Clothing & Personal	1,000	833	667	66.7%	333
705	Supplies - Office	1,000	833	1,278	127.8%	(278)
715	Treatment Chemicals	52,000	43,333	70,357	135.3%	(18,357)
720	Supplies - Operating - Other	8,500	7,083	7,273	85.6%	1,227
730	Taxes - Licenses	1,500	1,250	-	0.0%	1,500
735	Training/Classes/Certs/Books	1,000	833	2,363	236.3%	(1,363)
745	Travel / Lodging	500	417		0.0%	500
750	Utilities	132,900	110,750	101,191	76.1%	31,709
760	Waste Disposal	300	250		0.0%	300
795	Yolo Co	52,000	43,333	36,269	69.7%	15,731
799	Misc	0	0	-	0.0%	0
799.1	Customer Refund			1,480		
	Services and Supplies >	360,800	300,667	300,192	83.2%	60,608
810	R&R Buildings & Grounds	5,000	4,167	3,672	73.4%	1,328
815	R & R Damage Claims	5,000	4,167	-	0.0%	5,000
820	R&R Lift Stations	0	0	-		0
830	R&R Equipment	1,500	1,250	49	3.3%	1,451
832	R&R Mains/Service Lines	0	0	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	2,500	250	8.3%	2,750
	Repairs & Replacement >	14,500	12,083	3,971	27.4%	10,529
	Total Expenses >	585,349	487,791	527,029	90.0%	58,320

505 Extreme overtime due to Lake Conditions and final check for former Emp. PTO/CTO, 24/hr plant monitoring
675 LEETE Generator Inspections, SCADA trng for new Chief PO, Leak Detection, 5 yr watershed Survey
685 Baker Tank Rental
715 Due to extreme lake conditions, additiional chemicals for treatment was necessary
750 Utilites: Due to lake conditions, Plant running almost 24/7

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1:37 PM

Clearlake Oaks County Water District

CRP/CIP Profit and Loss

July 2017 through April 2018

05/09/18

Accrual Basis

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income				
Income				
425 · CRP (Capital Repla...	260,397.25	275,465.46	535,862.71	535,862.71
430 · Penalty & Interest	4,566.07	5,460.80	10,026.87	10,026.87
Total Income	<u>264,963.32</u>	<u>280,926.26</u>	<u>545,889.58</u>	<u>545,889.58</u>
Total Income	<u>264,963.32</u>	<u>280,926.26</u>	<u>545,889.58</u>	<u>545,889.58</u>
Gross Profit	<u>264,963.32</u>	<u>280,926.26</u>	<u>545,889.58</u>	<u>545,889.58</u>
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	37,600.40	55,360.55	92,960.95	92,960.95
520 · FICA - District Share	2,876.41	4,198.63	7,075.04	7,075.04
530 · Medical Ins - Dist S...	7,420.39	8,226.75	15,647.14	15,647.14
540 · PERS - District Share	4,477.42	5,546.72	10,024.14	10,024.14
560 · Workers Comp Ins	2,333.12	2,449.00	4,782.12	4,782.12
Total Salaries & EE Benefits	<u>54,707.74</u>	<u>75,781.65</u>	<u>130,489.39</u>	<u>130,489.39</u>
Services & Supplies				
620 · Communications &...	415.24	415.25	830.49	830.49
625 · Equip - Field (\$300-...	63.64	253.64	317.28	317.28
640 · Fuel & Oil	4,648.65	3,939.34	8,587.99	8,587.99
675 · Professional Servic...	12,037.00	0.00	12,037.00	12,037.00
685 · Rents	0.00	3,674.82	3,674.82	3,674.82
690 · Safety & Security	106.71	282.69	389.40	389.40
700 · Tools & Instruments	0.00	68.05	68.05	68.05
720 · Supplies - Inventor...	14,249.19	8,753.08	23,002.27	23,002.27
799 · Misc	0.00	24.85	24.85	24.85
Total Services & Supplies	<u>31,520.43</u>	<u>17,411.72</u>	<u>48,932.15</u>	<u>48,932.15</u>
Repairs & Replacement				
810 · R&R Buildings & G...	3,581.26	17,620.82	21,202.08	21,202.08
820 · R&R Lift Stations	0.00	2,157.99	2,157.99	2,157.99
830 · R&R Equipment	5,311.35	5,987.50	11,298.85	11,298.85
832 · R&R Mains and Se...	6,915.63	3,712.26	10,627.89	10,627.89
840 · R&R Vehicles	7,183.26	6,238.60	13,421.86	13,421.86
Total Repairs & Replacement	<u>22,991.50</u>	<u>35,717.17</u>	<u>58,708.67</u>	<u>58,708.67</u>
Total Expense	<u>109,219.67</u>	<u>128,910.54</u>	<u>238,130.21</u>	<u>238,130.21</u>
Net Income	<u><u>155,743.65</u></u>	<u><u>152,015.72</u></u>	<u><u>307,759.37</u></u>	<u><u>307,759.37</u></u>

Clearlake Oaks Co Water District
 Budget Variance Report 2017-2018

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Target % > 83.3%

Thru End of April Summary	WATER - CRP Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	337,932	281,610	264,963	78.4%
WATER CRP Expenses	190,772	158,977	107,669	56.4%
Reimburs Eng fees prior to grant funding	75,000	62,500		
Previous Year Balance 6/30/17	10,469			
Operating Balance	82,629	68,857	157,294	

Expenses	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	46,964	39,137	37,600		9,364
510 Contracted Labor	0	0	-	80.1%	0
520 FICA - District Share	3,955	3,296	2,876	72.7%	1,079
530 Medical Ins - District Share	18,502	15,418	7,420	40.1%	11,082
540 PERS - District Share	2,547	2,123	4,477	175.8%	(1,930)
550 Unemployment	0	0	-	0.0%	0
560 Workers Comp Ins	2,554	2,128	2,333	91.3%	221
Salaries and Employee Benefits >	74,522	62,102	54,706	73.4%	19,816
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	4,167	415	8.3%	4,585
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	1,042	64	5.1%	1,186
630 Equip - Office	2,500				
640 Fuel & Oil	2,500	2,083	4,649	186.0%	(2,149)
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	0	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	12,037	0.0%	(12,037)
685 Rents	0	0	-	0.0%	0
690 Safety & Security (boots)	0	0	107	0.0%	(107)
700 Tools & Instruments	0	0	-	0.0%	0
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	8,500	7,083	14,249	167.6%	(5,749)
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training (classes, books)	0	0	-	0.0%	0
745 Travel / Lodging	0	0	-	0.0%	0
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	19,750	14,375	31,521	159.6%	(11,771)
810 R&R Buildings & Grounds	15,000	12,500	3,249	21.7%	11,751
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	0	0	-	0.0%	0
830 R&R Equipment	5,000	4,167	5,307	106.1%	(307)
832 R&R Mains/Service Lines	50,000	41,667	6,687	13.4%	43,313
840 R&R Vehicles (\$2k/vehicle)	26,500	22,083	6,199	23.4%	20,301
Repairs & Replacement >	96,500	80,417	21,442	22.2%	75,058
Total Expenses >	190,772	156,893	107,669	56.4%	83,103

675 Professional Services: Utilities Services / Leak Checks

810 R & R Building & Grounds: \$1,350 for additional ducting in back room in water plant

830 R & R Equipment: Replacement of Cagulant pumps

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Clearlake Oaks Co Water District

Budget Variance Report 2017-2018

10 SEWER-CRP Target % > **83.3%**

Thru End of April

Summary	Budget		Actual YTD		
	Annual	YTD	Amount	%	
SEWER CRP Revenue	347,769	289,808	280,936	80.8%	0%
SEWER CRP Expenses	218,423	182,019	128,913	59.0%	0%
I & I/Lift Station Rehab Improvements	42,000	35,000	-		
USDA Annual Payment	129,000	107,500	4,240		
Reimbuseable fees for Eng Cost prior to grant	95,000	79,167			
Short term depreciation reserve	30,000	25,000	25,000		
Previous Year Balance 6/30/17	362,837				
Operating Balance (loss)	196,183	163,486	127,023		

Expenses	2016 - 2017 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	43,711	36,426	55,361	126.7%	(11,650)
510 Contracted Labor	-	-	-		-
520 FICA - District Share	3,578	2,982	4,199	117.4%	(621)
530 Medical Ins - District Share	10,160	8,467	8,227	81.0%	1,933
540 PERS - District Share	2,374	1,978	5,547	233.7%	(3,173)
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	2,350	1,958	2,449	104.2%	(99)
Salaries and Employee Benefits >	62,173	51,811	75,783	121.9%	(13,610)
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	4,167	415	8.3%	4,585
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	1,042	254	20.3%	996
630 Equip - Office	2,500	2,083	-	0.0%	2,500
640 Fuel & Oil	2,500	2,083	3,939	157.6%	(1,439)
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	0	0	3,675	0.0%	(3,675)
690 Safety & Security (boots)	0	0	283	0.0%	(283)
700 Tools & Instruments	0	0	68	0.0%	(68)
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	8,500	7,083	8,753	103.0%	(253)
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training (classes, books)	0	0	-	0.0%	0
745 Travel / Lodging	0	0	-	0.0%	0
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	25	0.0%	(25)
Services and Supplies >	19,750	16,458	17,412	88.2%	2,338
810 R&R Buildings & Grounds	35,000	29,167	17,621	50.3%	17,379
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	16,667	2,158	10.8%	17,842
830 R&R Equipment	5,000	4,167	5,988	119.8%	(988)
832 R&R Mains/Service Lines	50,000	41,667	3,712	7.4%	46,288
840 R&R Vehicles (\$2k/vehicle)	26,500	22,083	6,239	23.5%	20,261
Repairs & Replacement >	136,500	113,750	35,718	26.2%	100,782
Total Expenses >	218,423	182,019	128,913	59.0%	89,510

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

810 R&R Buildings & Grounds: \$7,977.50 Potholing @ Everglade, approved at RM 8/17/17

690 Safety and Security Gloves

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Clearlake Oaks County Water District Capital Improvements As of April 30, 2018

Date	Name	Memo	Class	Amount
130 - Const In Progress - Studies				
07/21/2017	MC Engineering, Inc	Tanks & Distrib...	Loan/Grant:...	2,413.86
07/21/2017	MC Engineering, Inc	Tanks & Distribu...	Loan/Grant:...	2,183.75
07/21/2017	MC Engineering, Inc	WTP Meters/ B...	Loan/Grant:...	2,170.00
07/21/2017	MC Engineering, Inc	WWTP Reclam...	Loan/Grant:...	25,619.75
08/01/2017	CASH	Reclamation St...	Loan/Grant:...	6.65
08/10/2017	MC Engineering, Inc		Loan/Grant:...	784.00
08/10/2017	MC Engineering, Inc		Loan/Grant:...	784.70
08/10/2017	MC Engineering, Inc		Loan/Grant:...	8,655.66
08/10/2017	MC Engineering, Inc		Loan/Grant:...	831.49
08/31/2017	MC Engineering, Inc		Loan/Grant:...	503.45
08/31/2017	MC Engineering, Inc		Loan/Grant:...	3,351.26
08/31/2017	MC Engineering, Inc		Loan/Grant:...	2,161.89
08/31/2017	MC Engineering, Inc		Loan/Grant:...	18,877.98
08/31/2017	MC Engineering, Inc		Loan/Grant:...	9,464.07
08/31/2017	MC Engineering, Inc		Loan/Grant:...	16,730.11
08/31/2017	MC Engineering, Inc		Loan/Grant:...	7,029.93
09/30/2017	MC Engineering, Inc		Loan/Grant:...	7,518.75
09/30/2017	MC Engineering, Inc		Loan/Grant:...	27.50
09/30/2017	MC Engineering, Inc	Engineering Tech	Loan/Grant:...	27.50
09/30/2017	MC Engineering, Inc	Engineering Te...	Loan/Grant:...	27.50
10/27/2017	ABC Plumbing	smoke testing o...	Loan/Grant:...	3,000.00
10/31/2017	MC Engineering, Inc	Reclamation St...	Loan/Grant:...	450.00
11/30/2017	MC Engineering, Inc		Loan/Grant:...	23,801.24
11/30/2017	MC Engineering, Inc	Smoke Testing	CRP:Sewer	1,695.00
11/30/2017	MC Engineering, Inc		Loan/Grant:...	2,242.26
12/31/2017	MC Engineering, Inc		Loan/Grant:...	2,385.00
12/31/2017	MC Engineering, Inc		Loan/Grant:...	17,242.91
01/03/2018	Badger Meter	Orion Cellular ...	Loan/Grant:...	33.00
01/25/2018		Reclamation St...	Loan/Grant:...	-23,480.00
01/31/2018	Badger Meter	Orion Cellular ...	Loan/Grant:...	33.00
02/20/2018		Last reclamatio...	Loan/Grant:...	-17,503.00
02/28/2018	Badger Meter		Loan/Grant:...	33.00
03/30/2018	Badger Meter	keep in 130 unti...	GL:Water	33.00
Total 130 - Const In Progress - Studies				119,135.21
126 - Forcemain (phase 1) Cap. Imprv.				
07/21/2017	MC Engineering, Inc		Loan/Grant:...	30,820.05
07/21/2017	MC Engineering, Inc	II	Loan/Grant:...	9,824.59
08/10/2017	MC Engineering, Inc		Loan/Grant:...	13,495.32
08/10/2017	MC Engineering, Inc		Loan/Grant:...	3,003.58
08/31/2017	MC Engineering, Inc	I & I Constructi...	Loan/Grant:...	24,566.66
09/30/2017	MC Engineering, Inc		Loan/Grant:...	29,283.64
09/30/2017	Geo Legal	Construction Ea...	CRP:Sewer	4,425.00
10/03/2017	HD Excavating	Potholing for pi...	CRP:Sewer	1,448.00
10/03/2017	HD Excavating	Potholing - Pre...	CRP:Sewer	17,812.00
10/03/2017	HD Excavating	Forcemain Prep	CRP:Sewer	16,221.50
10/10/2017	Pace	Forcemain Parts	CRP:Sewer	21,322.20
10/24/2017	Pace		CRP:Sewer	638.99
10/24/2017	Action Sanitary, Inc		CRP:Sewer	2,825.00
10/24/2017	Pace	parts needed fo...	CRP:Sewer	5,439.83
10/25/2017	Pace		CRP:Sewer	-3,174.06
10/25/2017	Pace		CRP:Sewer	258.63
10/25/2017	Pace	Forcemain	CRP:Sewer	809.01
10/26/2017	Action Sanitary, Inc		CRP:Sewer	3,362.50
10/27/2017	Pace	inventory/parts f...	CRP:Sewer	380.39
10/27/2017	Action Sanitary, Inc	Forcemain Wor...	CRP:Sewer	5,200.00
10/31/2017	Clearlake Lava	I & I Construction	Loan/Grant:...	592.05
10/31/2017	MC Engineering, Inc	I & I Construction	Loan/Grant:...	2,276.83
10/31/2017	MC Engineering, Inc	I & I Construction	Loan/Grant:...	25,211.97
10/31/2017	Geo Legal	Forcemain	CRP:Sewer	1,540.00
11/12/2017	Clearlake Lava	WTP gray base	CRP:Sewer	91.87
11/30/2017	MC Engineering, Inc		Loan/Grant:...	27,978.78
11/30/2017	MC Engineering, Inc		Loan/Grant:...	648.33
12/04/2017	T & S Construction Co. ...	Forcemain - 1st...	Loan/Grant:...	328,669.78
12/14/2017	T & S Construction Co. ...		Loan/Grant:...	132,422.18
12/28/2017	Pace	Force Main Proj...	Loan/Grant:...	349.64
12/31/2017	MC Engineering, Inc		Loan/Grant:...	19,104.35

Clearlake Oaks County Water District
Capital Improvements
As of April 30, 2018

Date	Name	Memo	Class	Amount
01/19/2018	T & S Construction Co. ...	Forcemain USD...	GL:Sewer	237,424.04
01/31/2018	MC Engineering, Inc		Loan/Grant...	23,288.07
02/20/2018	T & S Construction Co. ...		GL:Sewer	176,621.25
02/28/2018	MC Engineering, Inc		GL:Sewer	19,383.48
Total 126 · Forcemain (phase 1) Cap. Imprv.				1,183,565.45
123 · USDA - Sewer Plant Cap Imprvmt				
07/17/2017	Adams Ashby	USDA WWTP	Loan/Grant...	2,880.00
07/21/2017	MC Engineering, Inc	USDA WWTP ...	Loan/Grant...	4,273.22
08/01/2017	Adams Ashby		Loan/Grant...	4,050.00
08/10/2017	MC Engineering, Inc		Loan/Grant...	19,127.62
08/24/2017	USDA WWTP	Bond Counsel -...	Loan/Grant...	-97,850.00
08/24/2017	USDA WWTP	District reimbur...	Loan/Grant...	-8,163.05
08/24/2017	USDA WWTP	District payoff o...	Loan/Grant...	-468,282.35
08/24/2017	USDA WWTP	District reimbur...	Loan/Grant...	-41,905.73
09/01/2017	Adams Ashby		Loan/Grant...	2,520.00
09/19/2017	T & S Construction Co. ...	payment on Out...	Loan/Grant...	204,012.50
09/30/2017	MC Engineering, Inc		Loan/Grant...	33,455.63
10/02/2017	Adams Ashby	General Admin/...	Loan/Grant...	1,800.00
10/19/2017	T & S Construction Co. ...	USDA Outlay #3	Loan/Grant...	75,466.27
10/31/2017	MC Engineering, Inc	WWTP USDA	Loan/Grant...	27,679.39
11/07/2017	Adams Ashby	WWTP USDA ...	Loan/Grant...	2,790.00
11/30/2017	MC Engineering, Inc		Loan/Grant...	19,722.70
12/01/2017	Adams Ashby		Loan/Grant...	2,250.00
12/14/2017	T & S Construction Co. ...	USDA WWTP I...	Loan/Grant...	251,221.95
12/14/2017	T & S Construction Co. ...		Loan/Grant...	302,100.00
12/31/2017	MC Engineering, Inc		Loan/Grant...	11,838.31
01/01/2018	Adams Ashby		Loan/Grant...	2,970.00
01/19/2018	T & S Construction Co. ...	USDA WWTP ...	Loan/Grant...	381,425.00
01/31/2018	MC Engineering, Inc		Loan/Grant...	31,905.66
02/01/2018	Adams Ashby		Loan/Grant...	1,260.00
02/06/2018		reimbursement ...	Loan/Grant...	-2,970.00
02/06/2018		reimbursement ...	Loan/Grant...	-11,838.31
02/06/2018		funds to be paid...	Loan/Grant...	-381,425.00
02/20/2018	T & S Construction Co. ...		GL:Sewer	375,118.97
02/28/2018	MC Engineering, Inc		Loan/Grant...	45,771.30
03/02/2018	Adams Ashby		Loan/Grant...	2,115.00
03/08/2018	Action Sanitary, Inc	use of 10 wheel...	CRP:Sewer	1,200.00
03/14/2018	T & S Construction Co. ...	pay app # 7	GL:Sewer	224,526.27
03/31/2018	MC Engineering, Inc	per outlay #9	GL:Sewer	23,081.68
04/01/2018	Adams Ashby		GL:Sewer	2,520.00
04/26/2018	T & S Construction Co. ...		GL:Sewer	138,225.00
Total 123 · USDA - Sewer Plant Cap Imprvmt				1,182,872.03
127 · Water Plant				
10/23/2017	Pace	Bypass to pum...	CRP:Sewer	374.57
11/30/2017	Telstar Instruments	Mag Meter Repl...	CRP:Water	5,540.00
12/15/2017	Pace	capital improve...	GL:Water	498.48
12/28/2017	Pace	Replaced injecti...	CRP:Water	31.50
12/28/2017	Pace	Replaced injecti...	CRP:Water	653.99
01/04/2018	Pace	parts for improv...	CRP:Water	438.16
01/11/2018	Kelseyville Lumber	water heater re...	GL:Water	235.94
01/19/2018	Mendo Mill	stainless steel f...	GL:Water	21.08
01/22/2018	Mendo Mill	pump well for ...	GL:Water	237.34
01/23/2018	Pace	parts for NTU p...	GL:Water	232.26
01/30/2018	Cal-Tech Pump	purchase of ne...	GL:Water	799.54
01/31/2018	B&B Industrial Supply	4" black pipe fo...	CRP:Water	272.31
02/19/2018	Swan Analytical Instrum...	Turbidimeters	CRP:Water	8,965.00
03/07/2018	Swan Analytical Instrum...	SHIPPING CO...	GL:Water	240.05
03/19/2018	Electrical Junk	Eaton Starter - ...	GL:Water	825.00
03/23/2018	Mendo Mill	cord/drill bit/sle...	GL:Water	40.16
04/03/2018	Platt Electric Supply	outdoor lighting ...	GL:Water	1,167.82
04/06/2018	Swan Analytical Instrum...	calibration/verifi...	GL:Water	1,065.00
04/16/2018	Vineyard Technical Sales	Chemtrac Mode...	GL:Water	14,846.88
Total 127 · Water Plant				36,485.08

Clearlake Oaks County Water District
Capital Improvements
As of April 30, 2018

Date	Name	Memo	Class	Amount
120 · District General CIP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
08/31/2017	ERS Industrial Services...	main water trea...	CRP:Water	52,972.45
09/07/2017	Air Technology West	WTP Compress...	CRP:Water	8,064.75
09/11/2017	Air Technology West	reconditioned c...	CRP:Water	2,236.23
01/22/2018	Hach	colorimeter ass...	GL:Sewer	1,065.71
01/25/2018	HomeDepot	Dewalt 20 Volt ...	GL:Sewer	460.10
01/26/2018	Mendo Mill	tiedowns for V-...	GL:DC	31.86
02/14/2018	GME Supply	various safety c...	GL:DC	2,496.84
02/17/2018	Best Buy	plug in memory...	GL:Admin	84.81
02/22/2018	Simplified Safety	safety harnasse...	GL:DC	1,641.75
03/09/2018	Mendo Mill	wheelbarrow an...	GL:DC	186.48
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATE...				69,240.98
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
07/12/2017	Quill	JM Printer/ ink f...	GL:Water	342.97
07/27/2017	Quill	Keurig	GL:Water	139.99
07/27/2017	Quill	Keurig (split wit...	GL:Sewer	139.99
08/01/2017	Quill	Osgood Chair	GL:Admin	152.99
08/15/2017	Quill	Clear plastic 9x...	GL:Admin	107.24
09/21/2017	Webstaurant Store	3 stainless stee...	GL:Water	628.97
09/28/2017	Quill	lateral file 2 dra...	GL:Water	477.25
10/23/2017	Lake Mattress	printer table for ...	GL:Water	170.53
11/10/2017	Quill	Parsons desk	GL:Admin	83.64
01/05/2018	Quill	whiteboard for ...	GL:Water	192.28
01/05/2018	Quill	new speakerph...	GL:Sewer	144.18
01/11/2018	Quill	Timeclock Time...	GL:DC	364.53
01/11/2018	Quill		GL:Water	364.53
01/19/2018	Bill Fredriksson	admin desktop ...	GL:Admin	1,371.48
01/22/2018	Bill Fredriksson	virus removal a...	GL:Sewer	30.00
01/22/2018	Quill	speakers for D/...	GL:DC	24.22
01/22/2018	Quill	speakers for Ad...	GL:Admin	12.11
01/23/2018	Quill	4 drawer lateral...	GL:DC	178.73
01/23/2018	Quill	4 drawer lateral...	GL:Water	178.73
01/24/2018	Mendo Mill	equipment to m...	GL:Water	16.65
01/24/2018	CLEARLAKE TV & APP...	Answering Mac...	GL:Water	32.61
01/25/2018	CLEARLAKE TV & APP...	answering mac...	GL:Sewer	32.61
01/31/2018	Atlantic Time Systems	time card slot h...	GL:DC	51.00
01/31/2018	Atlantic Time Systems	time card slot h...	GL:Water	51.00
02/13/2018	Quill	electric stapler -...	GL:Admin	85.79
02/14/2018	Quill	2 line speakerp...	GL:Water	144.18
03/20/2018	Quill	filing cabinet for...	GL:Admin	214.49
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				5,732.69
120.75 · SCADA				
08/11/2017	Southport Control Soluti...	SCADA assista...	CRP:Water	1,630.50
08/11/2017	Southport Control Soluti...	Install and Com...	CRP:Water	1,123.00
09/09/2017	Southport Control Soluti...	programming - ...	CRP:Water	1,703.00
02/05/2018	Southport Control Soluti...	upgrade to Sca...	GL:Water	580.00
Total 120.75 · SCADA				5,036.50
120.90 · Vehicles/Generators/Trailers				
01/22/2018	Acme Rigging & Supply...	purchase to im...	CRP:Sewer	88.38
01/26/2018	Mendo Mill	drop cloth for V...	GL:DC	47.98
02/05/2018	B&B Industrial Supply	metal for rack s...	GL:DC	28.73
02/14/2018	All Ford Auto Wrecking	Decklid Tailgate...	GL:Admin	71.85
02/14/2018	All Ford Auto Wrecking	Decklid Tailgate...	GL:DC	71.85
02/14/2018	All Ford Auto Wrecking	Decklid Tailgate...	GL:Sewer	71.85
02/14/2018	All Ford Auto Wrecking	Decklid Tailgate...	GL:Water	71.83
02/19/2018	Meridian Utility	safety glass for ...	CRP:Sewer	365.84
02/23/2018	Leete Generators Inc	Feb inspection ...	CRP:Sewer	950.29
02/23/2018	Leete Generators Inc	Feb inspection ...	CRP:Water	246.47
02/23/2018	Leete Generators Inc	Feb inspection ...	CRP:Sewer	246.47
02/23/2018	Leete Generators Inc	Feb inspection ...	CRP:Water	418.16
02/23/2018	Leete Generators Inc	Feb inspection ...	CRP:Sewer	418.16
02/26/2018	CLEARLAKE TV & APP...	relay for Vacco...	CRP:Sewer	26.10

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Clearlake Oaks County Water District
Capital Improvements
As of April 30, 2018

05/09/18

Accrual Basis

Date	Name	Memo	Class	Amount
02/27/2018	Mendo Mill	clamps to hold t...	CRP:Water	23.00
02/27/2018	Mendo Mill		CRP:Sewer	23.00
02/27/2018	Mendo Mill		CRP:Water	1.85
02/28/2018	Al's Upholstery	V-28	CRP:Water	197.36
02/28/2018	Al's Upholstery	V-28	CRP:Sewer	197.36
02/28/2018	Al's Upholstery	V-21	CRP:Water	197.36
02/28/2018	Al's Upholstery	V-21	CRP:Sewer	197.34
02/28/2018	Tire Pro	new tires, moun...	GL:Sewer	693.38
03/01/2018	Mendo Mill	key FOB for V-28	GL:DC	67.19
03/01/2018	Mendo Mill	key tag for FOB	GL:DC	3.44
03/02/2018	CABELAS	seat covers/prot...	GL:DC	508.99
Total 120.90 · Vehicles/Generators/Trailers				5,234.23
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				
10/05/2017	Mendo Mill	materials for ins...	GL:Sewer	12.59
10/11/2017	Jeff Pasquetti	Emergency pur...	CRP:Water	6,000.00
10/11/2017	Jeff Pasquetti	Purchase of a ...	CRP:Sewer	6,000.00
01/22/2018	Bill Fredriksson	set up new soft...	GL:Water	261.25
01/22/2018	Bill Fredriksson	general repairs/...	GL:Admin	809.74
01/22/2018	Bill Fredriksson	troubleshoot an...	CRP:Water	261.25
01/22/2018	Bill Fredriksson	server upgrade ...	GL:Admin	3,245.80
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				16,590.63
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				101,835.03
122 · Bldgs/Grounds Cap Improvements				
08/22/2017	Performance Mechanical	add additional s...	CRP:Water	1,350.00
09/17/2017	Clearlake Lava	Installation of lo...	GL:Sewer	7,372.65
09/19/2017	Mendo Mill	CIP - valve box ...	GL:Water	49.39
09/19/2017	Mendo Mill	CIP - valve box ...	GL:Water	32.50
09/25/2017	Mendo Mill	Improvement C...	GL:Sewer	43.93
09/26/2017	Mendo Mill	stationary desk ...	GL:DC	102.80
09/27/2017	Mendo Mill	installation of n...	GL:Sewer	20.00
10/03/2017	HD Excavating	Capital Improve...	CRP:Sewer	11,968.00
10/03/2017	HD Excavating	Capital Improve...	CRP:Sewer	21,411.00
10/03/2017	HD Excavating	WTP electrical ...	CRP:Water	2,919.00
10/03/2017	Hydra-Stop Holdings LLC	Repair approve...	CRP:Water	3,534.96
10/03/2017	Hydra-Stop Holdings LLC	Repair approve...	CRP:Sewer	3,534.96
11/13/2017	Pace	Rebuilt manifol...	CRP:Water	109.09
11/16/2017	Coastal Mountain Electric	Trouble call po...	CRP:Sewer	754.00
03/07/2018	Amazon	Dianna blinds f...	GL:Admin	94.00
03/07/2018	Amazon	rod	GL:Admin	23.87
03/11/2018	Northwestern Independ...	asset to buildin...	GL:Admin	3,500.00
03/16/2018	Barco Products	permanent outd...	GL:Water	549.72
03/16/2018	Barco Products		GL:DC	549.72
Total 122 · Bldgs/Grounds Cap Improvements				57,919.59
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
124.31 · Lift Station 7 Bypass				
Total 124.31 · Lift Station 7 Bypass				
124.30 · Lift Stations - Other				
02/12/2018	High Country Security	installation and ...	GL:Sewer	1,400.59
Total 124.30 · Lift Stations - Other				1,400.59
Total 124.30 · Lift Stations				1,400.59
124.50 · Mains				
08/27/2017	Clearlake Lava	Road Base	CRP:Sewer	150.15
Total 124.50 · Mains				150.15
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				

**Clearlake Oaks County Water District
Capital Improvements
As of April 30, 2018**

Date	Name	Memo	Class	Amount
08/22/2017	Aqua-Tech Company	tank diving for r...	CRP:Water	2,750.00
Total 124.90 · Water Tanks				2,750.00
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
11/17/2017	Mendo Mill	Wood box for L...	GL:DC	78.12
01/25/2018	HD Excavating	Potholing to loc...	CRP:Water	15,522.00
02/01/2018	HD Excavating	of bill approved ...	CRP:Water	2,478.00
02/01/2018	HD Excavating	approval of GM ...	CRP:Water	6,266.00
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEW...				24,344.12
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER...				28,644.86
125 · Land - Dist. Cap. Improvements				
11/13/2017	Lagerlof, Senecal, Gosn...	675A & 589 Ke...	GL:Admin	615.50
Total 125 · Land - Dist. Cap. Improvements				615.50
129 · ALLOW. FOR DEPRECIATION				
07/10/2017	Greenbergs Quality Mot...	2008 Chevrolet ...		25,700.00
Total 129 · ALLOW. FOR DEPRECIATION				25,700.00
210 · Cal Card				
07/20/2017	US Bank		GL:Water	849.03
08/02/2017	WRANGLER			-509.25
11/01/2017	US Bank	Credit from pre...	GL:Admin	-667.97
Total 210 · Cal Card				-328.19
280 · Loan				
280.07 · Bridge Loan for Forced Main (install of Forced Main until state funding for the Inflow and Infiltration Rehab				
11/20/2017	West America Bank	Reimbursement...	Loan/Grant:...	-80,000.00
12/21/2017	West America Bank	To cover expen...	Loan/Grant:...	-356,648.56
12/28/2017	West America Bank	Principal Balan...	Loan/Grant:...	555.04
01/18/2018	West America Bank	Principal balanc...	Loan/Grant:...	2,967.32
03/14/2018	West America Bank	Reimbursement...	Loan/Grant:...	-63,000.00
Total 280.07 · Bridge Loan for Forced Main (install of Forced Main until state...				-496,126.20
Total 280 · Loan				-496,126.20
TOTAL				2,240,318.36

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CRP SEWER *3745

Current **\$310,724.84**
Available ****\$310,724.84**

GENERAL LEDGER *9122

Current **\$217,258.29**
Available ****\$227,292.58**

CRP WATER *6990

Current **\$522,404.41**
Available ****\$522,404.41**

Credit Line *1999

Outstanding **\$0.00**
Available credit **\$0.00**
Due **\$0.00**

Note *1001

Balance **\$0.00**

BALANCE TOTALS

Total Deposit Accounts **\$1,050,387.54**
Total Tiered Commercial Loans **\$0.00**

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

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< May 2018

Su	Mo	Tu	We	Th	Fr
29	30	1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	1

Outside Accounts



No outside accounts added.

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

May 14, 2018

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

Agency Confirmation as of 05/14/18

<u>FISCAL QUARTER</u>	<u>QUARTER DATE</u>	<u>BALANCE</u>	<u>INTEREST</u>
1st	09/30/17	\$484,731.54	\$1,311.95
2nd	12/31/17	\$486,043.49	\$1,475.61
3rd	03/31/18	\$487,519.10	\$1,813.87

Total Interest is : \$4,601.43

Balance as of 05/14/18 is : \$1,262,332.97

The funds deposited in the Local Agency Investment Fund are invested in accordance with Government Code Sections 16430 and 16480, the stated investment authority for the Pooled Money Investment Account. Interest is posted to the LAIF account quarterly on the 15th of the month following the quarter end. Please go to our website www.treasurer.ca.gov/pmia-laif/laif.asp for more program information and reporting documents.

Clearlake Oaks County Water District
Payroll Summary
April 2018

	Hours	Rate	Apr 18
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-6.75	30.00	-238.50
CTO Used	13.25	18.24	348.32
Overtime (x1.5)	199	27.75	7,806.89
PTO	150	18.50	3,418.02
Straight	2,087.25	18.50	52,740.05
Board			1,600.00
Duty Pay			4,200.00
Total Gross Pay	2,442.75		69,874.78
Deductions from Gross Pay			
ACWA (pre-tax)			-2,165.12
AFLAC (pre-tax)			-322.44
AFLAC (taxable) AFTER TAX			-347.52
CALPers 457			-150.00
CALPers EE (Pretax)			-3,152.38
Total Deductions from Gross Pay			-6,137.46
Adjusted Gross Pay	2,442.75		63,737.32
Taxes Withheld			
Federal Withholding			-4,357.00
Medicare Employee			-977.09
Social Security Employee			-4,178.02
CA - Withholding			-1,487.31
CA - Disability			-673.87
Total Taxes Withheld			-11,673.29
Deductions from Net Pay			
Wage Garnishment			-1,404.84
Total Deductions from Net Pay			-1,404.84
Net Pay	2,442.75		50,659.19
Employer Taxes and Contributions			
Medicare Company			974.05
Social Security Company			4,165.00
Total Employer Taxes and Contributions			5,139.05

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05/14/18

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of April 30, 2018

	Apr 30, 18	
	Debit	Credit
102.001 · GL - 9122	978,039.86	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	293,694.37	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	0.00	
102.02 · CRP Water - 6990	501,823.51	
102.03 · CRP Sewer - 3745	294,369.32	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · Const In Progress - Studies	119,135.21	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
128 · Sewer Infrstrcture & Rehab Proj	54,347.33	
121 · Wtr Dist & Wtr Storage Projects	87,187.55	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	72,292.51	
131 · Waste Water Plant	3,054.37	
131 · Waste Water Plant:131.1 · Pumps/Equipment	541.40	
126 · Forcemain (phase 1) Cap. Imprv.	1,204,989.00	
123 · USDA - Sewer Plant Cap Imprvmt	1,182,872.03	
USDA Project	0.00	
127 · Water Plant	36,485.08	
120 · District General CIP	16,590.63	
120 · District General CIP:120.01 · General Equipment/Tools	1,920,341.58	
120 · District General CIP:120.60 · Office	5,732.69	
120 · District General CIP:120.75 · SCADA	5,036.50	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	5,234.23	
122 · Bldgs/Grounds Cap Improvements	8,533,557.59	
124 · D/C System Cap Improvements	3,160,781.12	
124 · D/C System Cap Improvements:124.30 · Lift Stations	47,665.07	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,938.73	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	7,965.04	
125 · Land - Dist. Cap. Improvements	300,385.50	
129 · ALLOW. FOR DEPRECIATION		7,721,470.00
200 · ACCOUNTS PAYABLE		257,951.82
210 · Cal Card	1,326.53	
210 · Cal Card:210.06 - Cal Card - Jason 3879	6,212.86	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	2,414.53	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.09 · USDA WWTP Loan	4,240.15	
280 · Loan:280.07 · Bridge Loan for Forced Main		496,126.20
280 · Loan:280.05 · USDA Bridge Loan		466,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		3,026.78
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical		734.97

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Clearlake Oaks County Water District

05/14/18

Trial Balance

Accrual Basis

As of April 30, 2018

	Apr 30, 18	
	Debit	Credit
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	5,694.50	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		2,660.56
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	340.68	
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	1,283.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	2,704.06	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		695.67
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	13,685.49	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		706,698.67
500 · 2017 Storms:500.5 · FEMA Payment		848,606.00
500 · 2017 Storms:500.4 · CalOES Payment		233,366.00
500 · 2017 Storms:500.3 · JPIA Payment		434,484.29
Income:410 · Client Reg Pmt		1,717,007.16
Income:425 · CRP		536,708.33
Income:430 · Penalty & Interest		39,463.38
Income:430 · Penalty & Interest:430.1 · Condemnation Fund (589 Keys)		168.40
Income:435 · Loans/Grants:435-7 · Water Master Plan:435-7.3 · WTP, Meters, and Backflow		7.70
Income:435 · Loans/Grants:435-6 · Inflow & Infiltration Construct		1,138,789.00
Income:435 · Loans/Grants:435-4 · USDA Construction Loan		1,286,461.24
Income:435 · Loans/Grants:435-3 · WWTP Reclamation Study		93,212.00
Income:440 · Misc Revenue		6,839.77
Income:450 · Other - Non S/W Rev		143,593.91
400 · NSF Checks - Cust. Pymts Ret	11,701.89	
1000 · Storms 2017	42.90	
1000 · Storms 2017:1000.2 · February 8 thru TBD	30,982.05	
Loans/Grants:903 · WTP, Meters, and Backflow	1,861.33	
Loans/Grants:920 · Inflow & Infiltration Construct	4,800.00	
Loans/Grants:915 · USDA Construction Loan	201,164.66	
Salaries & EE Benefits:545 · CALPers 457	0.00	
Salaries & EE Benefits:505 · Salaries & Wages	756,205.01	
Salaries & EE Benefits:510 · Contract Labor	9,000.00	
Salaries & EE Benefits:520 · FICA - District Share	55,936.39	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	157,934.63	
Salaries & EE Benefits:540 · PERS - District Share	65,149.10	
Salaries & EE Benefits:550 · Unemployment	503.81	
Salaries & EE Benefits:560 · Workers Comp Ins	46,005.22	
Services & Supplies:667 · Medical Reimbursement	215.00	
Services & Supplies:610 · Bank Fees	11,101.41	
Services & Supplies:620 · Communications & Internet	13,705.80	

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8:53 AM

Clearlake Oaks County Water District

Trial Balance

05/14/18

As of April 30, 2018

Accrual Basis

Apr 30, 18

Debit Credit

Services & Supplies:622 · Board Exp	5,659.10	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	998.22	
Services & Supplies:630 · Equip - Office	2,103.25	
Services & Supplies:640 · Fuel & Oil	20,223.74	
Services & Supplies:645 · Insurance	38,599.00	
Services & Supplies:657 · Lab	34,048.08	
Services & Supplies:660 · Memberships & Subscription	40,916.21	
Services & Supplies:665 · Mileage Reimb	4,317.72	
Services & Supplies:670 · Postage & Shipping	12,436.23	
Services & Supplies:675 · Professional Services	79,998.73	
Services & Supplies:675 · Professional Services:675-6 · Inflow & Infiltration Construct	503,898.05	
Services & Supplies:685 · Rents	49,586.80	
Services & Supplies:690 · Safety & Security	17,567.84	
Services & Supplies:700 · Tools & Instruments	5,767.79	
Services & Supplies:703 · Supplies - Clothing & Personal	2,849.36	
Services & Supplies:705 · Supplies - Office	11,820.53	
Services & Supplies:715 · Supplies-Chemicals-Operating	102,891.19	
Services & Supplies:720 · Supplies - Inventory - Other	52,278.46	
Services & Supplies:735 · Training/Classes/Certs/ClassB	7,725.56	
Services & Supplies:745 · Travel / Lodging	413.66	
Services & Supplies:750 · Utilities	195,572.11	
Services & Supplies:760 · Waste Disposal	49,778.82	
Services & Supplies:795 · Yolo Co	36,268.98	
Services & Supplies:798 · Reconciliation Discrepancies	0.01	
Services & Supplies:799 · Misc	40.69	
Services & Supplies:799 · Misc:799.2 · Cust. Refund - Escrow Overpymt	855.64	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	1,754.67	
Repairs & Replacement:810 · R&R Buildings & Grounds	31,942.17	
Repairs & Replacement:820 · R&R Lift Stations	2,157.99	
Repairs & Replacement:830 · R&R Equipment	11,932.43	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	13,052.55	
Repairs & Replacement:840 · R&R Vehicles	15,875.61	
9000 · Administration Labor:7057050 · ADMIN - CLERICAL LABOR - WATER	0.00	
66000 · Payroll Expenses	46.25	

TOTAL

22,523,950.59

22,523,950.59

40

Aged Accounts Receivable

As of 5/14/2018

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
\$71,333.29	\$15,617.90	\$5,238.60	\$4,568.11	\$88,186.39	\$184,944.29

Total number of accounts with open balances: 908

These totals include all accounts on the Tax Roll

41

Account Payable Breakdown

Date: 5/14/2018

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$253,868.17	\$217,258.29	\$227,292.58
CRP Water	\$522,404.41	\$522,404.41	\$522,404.41
CRP Sewer	\$310,724.84	\$310,724.84	\$310,724.84

Current A/P Aging \$252,686.57

NOTES: This A/P Aging balance includes outlay payment to T&S Construction.

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

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

April 19, 2018

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.

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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
√ Mr. Samuel Boucher, Director √ Mr. Stanley Archacki, Director, □ Mrs. Barbara Higman, Director

√ Mr. Alan Gardner – General Manager □ Mr. Jason Mitchell – Operations Manager, ABSENT
√ Mrs. Dianna Mann - Secretary to the Board, Olivia Board Secretary Training, Dave S in audience
Scott Nave, Counsel to the Board, is on speaker phone

Public comment on non-agenda items

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

Scott Wiars discussed billing issues

Mike Herman discussed Everglade issues and plastic covers over manholes

Consent Items

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

1. Staff Written Operational Reports

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

2. **Financial Reports for review and approval**
 - a. March 2018, QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown
3. **Minutes of previous meeting for review and approval**
 - a. Minutes of Regular Meeting 03-15-18
 - b. Minutes of Special Meeting 03-15-18
4. **Bills**
 - a. MC Engineering Invoice No 1614., dated 3/31/18, in the amount of \$13,973.59 for the Highway 20 Waterline Design and CM (Water Distribution and Storage Projects)
 - b. MC Engineering Invoice No 1616., dated 03/31/18, in the amount of \$22,880.90 for the I & I Rehabilitation Project
 - c. MC Engineering Invoice No 1617, dated 3/31/18, in the amount of \$23,081.68 for the USDA Project

**Action Taken: Moved to accept consent items
BOUCHER/ARCHACKI M/S/C
MOTION PASSED UNANIMOUSLY**

Item 6 H was discussed at the beginning of the meeting

5. Agenda (Old Business)

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- b. Discussion and update of sidewalk project

Action Taken: No Action

- c. Discussion and consideration of allowing POA to install an alert siren on the lot where Lift Station 7 will be relocated

Action Taken: No Action

- d. Discussion and consideration of accepting committee report on Sewer Expansion Fees for Lake Village Estates

Action Taken: Motion to accept avadavat from previous owner stating payment was made for sewer hookups

**BOUCHER/HOSIER
MOTION PASSED UNANIMOUSLY**

6. Agenda (New Business)

- a. Discussion and consideration of appointing a committee for the effluent geyser pipeline

Action Taken: President appointed Director Hosier and Director Boucher to an Ad Hoc Committee

- b. Discussion and consideration of delinquent sewer bills

Action Taken: No Action

- c. Discussion and consideration of sending Dianna and Olivia to annual Board Secretary training (Resolution and policy writing, new laws for upcoming year)

**Action Taken: Motion to approve training
HOSIER/ARCHACKI
MOTION PASSED UNANIMOUSLY**

- d. Discussion and consideration for policy pertaining to depreciation of district assets

**Action Taken: Motion to approve policy with the change or depreciation from \$1,000 to \$5,000
HOSIER/BOUCHER
MOTION PASSED UNANIMOUSLY**

- e. Discussion and consideration of nomination ballot for Independent Special District Members and Alternate to fill in Independent Special District seat on LAFCO

Action Taken: NO ACTION

- f. Discussion and consideration of depositing FEMA Storm 2017 money into LAIF Account

**Action Taken: Motion to deposit storm money into LAIF account
ARCHACKI/BOUCHER
MOTION PASSED UNANIMOUSLY**

- g. Discussion and consideration of writing off one bad account of \$70.00 from 2015 that sold before a lien was placed

**Action Taken: Motion to write off bad account
BOUCHER/HIGMAN
MOTION PASSED UNANIMOUSLY**

- h. Discussion and consideration of Quote No. 040618-1Q for ERS Industrial Services, Inc. for new media for Filters #2 and #3 in the amount \$115,633.25

**Action Taken: Motion to purchase new media for filters 1 and 2 with the condition that ERS furnish and install the stainless steel under drains, using CRP-W
HOSIER/ARCHACKI
MOTION PASSED UNANIMOUSLY**

- i. Discussion and review of projected 2018-2019 budget

Action Taken: NO ACTION

- j. Discussion and consideration to approve a workshop for the ten key management areas of sustainably managed utilities for directors presented by CRWA on May 10, 2018, 9 a.m. to 3 p.m.

**Action Taken: Motion to have a special meeting for Board workshop
HIGMAN/ARCHACKI
MOTION PASSED UNANIMOUSLY**

Closed Session

Time: 5:44 p.m.

a. Anticipated litigation:

1. One case

Open Session

Time: 5:55

Action Taken in Closed Session: In closed session the Board discussed one case of potential litigation and an Ad Hoc committee was formed with Director Hosier and Director Boucher to meet with the other party and make recommendations to the Board. No other items were discussed.

Motion to adjourn by Director Boucher and seconded by Director Higman at 5:56 p.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

April 19, 2018

This meeting will be conducted by Roberts Rule of Order.

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Public comment on non-agenda items

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AGENDA

Call to Order 3:30 p.m.

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President √ Mr. Samuel Boucher, Director
√ Mr. Stanley Archacki, Director √ Mrs. Barbara Higman, Director

√ Mr. Alan Gardner – General Manager □ Mr. Jason Mitchell – Operations Manager, ABSENT
√ Mrs. Dianna Mann - Secretary to the Board, Olivia Board Secretary Training, Dave S in audience

New Business

- a. Discussion and consideration of replacing the media in the carbon contactors at the Water Plant per the attached quote from Calgon Carbon in the amount of \$70,080.00

Action Taken: Motion to replace the media in the carbon contactors for the above price plus \$1,600 to cover additional expenses using CRP-W account

**ARCHACKI/BOUCHER
MOTION PASSED UNANIMOUSLY**

Adjournment

Time: 3:43 P.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

May 7, 2018

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.

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Public comment on non-agenda items

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AGENDA

Call to Order – 2:02 p.m.

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President
 Mrs. Barbara Higman, Director, ABSENT √ Mr. Samuel Boucher, Director
√ Mr. Stanley Archacki, Director

√ Mr. Alan Gardner – General Manager Mr. Jason Mitchell – Operations Manager, ABSENT
√ Mrs. Dianna Mann - Secretary to the Board √ Olivia Mann in Training

New Business

- a. Discussion and consideration of approving Resolution 18-05, Authorizing Representative for USBR Smart Water Grant for AMI Water Metering Project

**Action Taken: Motion to approve Resolution 18-05
HOSIER/ARCHACKI M/S/C
EYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI
NOES: NONE
ABSENT: HIGMAN**

- b. Discussion and consideration of approving Resolution 18-06, Authorizing Approval and Submittal of the USBR Smart Water Grant for the AMI Water Metering Project

Action Taken: Motion to approve Resolution 18-06
HOSIER/BOUCHER M/S/C
EYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI
NOES: NONE
ABSENT: HIGMAN

Meeting adjourned at 2:22 p.m.

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

May 10, 2018

This meeting will be conducted by Roberts Rule of Order.

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Public comment on non-agenda items

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AGENDA

Call to Order – 9:20 a.m.

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President √ Mrs. Barbara Higman, Director
√ Mr. Samuel Boucher, Director √ Mr. Stanley Archacki, Director

√ Mr. Alan Gardner – General Manager, left at 10:15 □ Mr. Jason Mitchell – Operations Manager, ABSENT
√ Mrs. Dianna Mann - Secretary to the Board

New Business

- a. A workshop for the ten key management areas of sustainably managed utilities for directors presented by CRWA

Action Taken: No Action

Adjournment

Time: 2:27 p.m.

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
04/30/2018	1620

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	05/30/2018	Hghwy 20 Waterline Design and CM	
Description	Qty	Rate	Amount	
Engineering Tech, Jose Diaz-Mendez	124	105.00	13,020.00	
Project Manager, Mark Carey, PE	13.5	165.00	2,227.50	
Operations Management Engineer, John Pedri, PE	17	160.00	2,720.00	
Engineering Tech	14.5	65.00	942.50	
Project Engineer 2, Richard Relyea	6	120.00	720.00	
Administrative Support	1	65.00	65.00	
OV Copy Inv 28904 3/23/18		22.30	22.30	
OV Copy Inv 28914 3/26/18		5.39	5.39	
OV Copy Inv 28990 4/03/18		24.78	24.78	
OV Copy Inv 28996 4/03/18		9.91	9.91	
OV Copy Inv 29002 4/04/18		62.97	62.97	
OV Copy Inv 29051 4/06/18		22.30	22.30	
OV Copy Inv 29064 4/09/18		7.43	7.43	
OV Copy Inv 29078 4/11/18		71.40	71.40	
OV Copy Inv 29102 4/12/18		27.26	27.26	
OV Copy Inv 29164 4/19/18		32.71	32.71	
OV Copy Inv 29173 4/20/18		4.96	4.96	
Bentley 4/16/18 Inv 4790959689919		240.00	240.00	
Cactus Grill - lunch - receipts.expensify.com		17.18	17.18	
Total Reimbursable Expenses			548.59	
Total			\$20,243.59	
Payments/Credits			\$0.00	
Balance Due			\$20,243.59	

121-CRP-W

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 #
04/30/2018	1622

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	05/30/2018	Sewer Infrastructure and Design	
Description		Qty	Rate	Amount
Operations Specialist, Doyle Champlain		35.02861	105.00	3,678.00
Project Manager, Mark Carey, PE		10.5	165.00	1,732.50
Engineering Tech		24.5	65.00	1,592.50
Operations Management Engineer, John Pedri, PE		23.5	160.00	3,760.00
Administrative Support		1	65.00	65.00
AES Inv 613408 8/31/17			112.20	112.20
RGH Consultants Inv 0318001 4/03/18			10,170.00	10,170.00
			Total	\$21,110.20
			Payments/Credits	\$0.00
			Balance Due	\$21,110.20

128-GL5

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 #
04/30/2018	1623

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	05/30/2018	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	150	97.85	14,677.50	
Project Manager, Mark Carey, PE	21	139.05	2,920.05	
Operations Management Engineer, John Pedri, PE	8	139.05	1,112.40	
Administrative Support	1	56.65	56.65	
130 mi @ \$0.545 / mi - to Clearlake (4-29)		81.75	81.75	
355 mi @ \$0.545 / mi - to Clearlake (4-22) back (4-27)		193.48	193.48	
348 mi @ \$0.545 / mi - to Clearlake (4-15) back (4-19)		189.66	189.66	
359 mi @ \$0.545 / mi - to Clearlake (4-8) back (4-12)		195.66	195.66	
350 mi @ \$0.545 / mi - to Clearlake (4-1) back (4-6)		190.75	190.75	
Per diem April 22 days @\$51/day		1,122.00	1,122.00	
May 2018 Pine Dell		400.00	400.00	
Trailer Rent		700.00	700.00	
Total Reimbursable Expenses			3,073.30	
228 miles 4/17/18 - M Carey	228	0.545	124.26	
<i>123 GLS</i>				
Total			\$21,964.16	
Payments/Credits			\$0.00	
Balance Due			\$21,964.16	

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

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**Clearlake Oaks Co Water District
PROJECTED BUDGET 2018-2019**

0

Target % > **0%**

Thru End of July Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,197,975	-	-	0%	1,027,946	-	-	0%
Total Operating Expenses	1,079,004	-	-	0%	1,102,147	-	-	0%
Operating Balance (loss)	118,971	-	-		(74,201)	-	-	
420 Connection Rev								
435								
450 Other - Non S/W Rev	96,000	-	-	0%	85,000	-	-	0%
Depreciation Exp	125,000	-	-	0%	80,000	-	-	0%
Net Change In Net Position (loss)	89,971	-	-		(69,201)	-	-	

Current Revenue Notes:

440- Misc Water = Bulk Water

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

Past Revenue Notes

WestAmer Op

WestAmer CRP

LAIF

Total \$

Thru End of July Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,137,975	-	-	0%	1,014,446	-	-	0%
430 Penalty & Interest	30,000	-	-	0%	13,500	-	-	0%
440 Misc	30,000	-	-	0%	0	-	-	0%
Total Revenue >	1,197,975	-	-	0%	1,027,946	-	-	0%

Thru End of July Operating Expenses	Budget				Actual YTD	%
	Annual	YTD	Amount	%		
	Spent					
505 Salaries & Wages	424,316	-	-	0%	432,485	0%
510 Contracted Labor		-	-	0%		0%
520 FICA - District Share	33,589	-	-	0%	34,430	0%
530 Medical Ins - District Share	84,830	-	-	0%	113,288	0%
540 PERS - District Share	53,125	-	-	0%	55,762	0%
550 Unemployment	2,500	-	-	0%	2,500	0%
560 Workers Comp Ins	29,659	-	-	0%	25,057	0%
Salaries and Employee Benefits >	628,019	-	-	0%	663,522	0%

605 Advertising	200	-	-	0%	200	-	-	0%
610 Bank Fees	9,010	-	-	0%	9,000	-	-	0%
620 Communications & Internet	10,000	-	-	0%	9,500	-	-	0%
622 Board Exp	5,000	-	-	0%	5,000	-	-	0%
625 Equip - Field (\$300-\$4999)	2,500	-	-	0%	4,000	-	-	0%
630 Equip - Office	3,000	-	-	0%	3,500	-	-	0%
640 Fuel & Oil	6,500	-	-	0%	4,000	-	-	0%
645 Insurance	40,000	-	-	0%	40,000	-	-	0%
650 Interest		-	-	0%		-	-	0%

BP

657	Lab	20,000	-	-	0%	25,000	-	-	0%
660	Memberships & Subscriptions	28,500	-	-	0%	25,500	-	-	0%
665	Mileage Reimb	2,250	-	-	0%	2,250	-	-	0%
670	Postage & Shipping	6,100	-	-	0%	6,050	-	-	0%
675	Professional Services	20,000	-	-	0%	20,000	-	-	0%
685	Rents	5,700	-	-	0%	15,700	-	-	0%
690	Safety & Security	4,125	-	-	0%	8,125	-	-	0%
700	Tools & Instruments	2,250	-	-	0%	5,250	-	-	0%
703	Supplies - Clothing & Personal	2,175	-	-	0%	2,175	-	-	0%
705	Supplies - Office	4,625	-	-	0%	5,125	-	-	0%
715	Treatment Chemicals	52,000	-	-	0%	53,000	-	-	0%
720	Supplies - Operating - Other	9,250	-	-	0%	20,750	-	-	0%
730	Taxes - Licenses	0	-	-	0%	0	-	-	0%
735	Training	7,250	-	-	0%	10,250	-	-	0%
745	Travel	2,000	-	-	0%	2,000	-	-	0%
750	Utilities	135,650	-	-	0%	97,750	-	-	0%
760	Waste Disposal	550	-	-	0%	52,250	-	-	0%
795	Yolo Co	54,600	-	-	0%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		433,235	-	-	0%	426,375	-	-	0%
810	R&R Buildings & Grounds	7,500	-	-	0%	7,500	-	-	0%
815	R & R Damage Claims	5,000	-	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	-	-	0%	500	-	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	-	-	0%	4,250	-	-	0%
Repairs & Replacement >		17,750	-	-	0%	12,250	-	-	0%
Total Expenses >		1,079,004	-	-	0%	1,102,147	-	-	0%

Administration - Budget Variance Report Jul 2018

Target % > 0.0%

Thru End of July		2018-2019 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	478,396	-	-	0.0%	478,396
510	Contracted Labor	-	-	-	0.0%	-
520	FICA - District Share	36,932	-	-	0.0%	36,932
530	Medical Ins - District Share	99,404	-	-	0.0%	99,404
540	PERS-District Share (incl unfunded Liab, 14.5K)	51,119	-	-	0.0%	51,119
550	Unemployment	5,000	-	-	0.0%	5,000
560	Workers Comp Ins	17,202	-	-	0.0%	17,202
Salaries and Employee Benefits >		688,053	-	-	0.0%	688,053
605	Advertising	400	-	-	0.0%	400
610	Bank Fees	18,000	-	-	0.0%	18,000
620	Communications & Internet	7,000	-	-	0.0%	7,000
622	Board Exp	10,000	-	-	0.0%	10,000
625	Equip - Field (up to \$4999)	0	-	-	0.0%	0
630	Equip - Office	2,500	-	-	0.0%	2,500
640	Fuel & Oil	0	-	-	0.0%	0
645	Insurance	0	-	-	0.0%	0
650	Interest	0	-	-	0.0%	0
657	Outsource Lab / Internal Lab	0	-	-	0.0%	0
660	Memberships & Subscriptions	1,000	-	-	0.0%	1,000
665	Mileage Reimb	3,000	-	-	0.0%	3,000
670	Postage & Shipping	12,000	-	-	0.0%	12,000
675	Professional Services (Legal, IT, etc)	20,000	-	-	0.0%	20,000
685	Rents	7,400	-	-	0.0%	7,400
690	Safety & Security (boots)	2,500	-	-	0.0%	2,500
700	Tools & Instruments	0	-	-	0.0%	0
703	Supplies - Clothing & Personal	600	-	-	0.0%	600
705	Supplies - Office	7,000	-	-	0.0%	7,000
715	Treatment Chemicals	0	-	-	0.0%	0
720	Supplies - Operating - Other	0	-	-	0.0%	0
730	Taxes - Licenses	0	-	-	0.0%	0
735	Training, Certs (Classes, books)	3,500	-	-	0.0%	3,500
745	Travel / Lodging	2,000	-	-	0.0%	2,000
750	Utilities	5,500	-	-	0.0%	5,500
760	Waste Disposal	500	-	-	0.0%	500
795	Yolo Co	0	-	-	0.0%	0
799	Misc	0	-	-	0.0%	0
Services and Supplies >		102,900	-	-	0.0%	102,900
810	R&R Buildings & Grounds	5,000	-	-	0.0%	5,000
815	R & R Damage Claims	0	-	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	1,000	-	-	0.0%	1,000
832	R&R Mains/Service Lines	0	-	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	500	-	-	0.0%	500
Repairs & Replacement >		6,500	-	-	0.0%	6,500
Total Expenses >		797,453	-	-	0.0%	797,453

0 D\C - Budget Variance Report Jul 2018		2018-2019 Budget		Target % >	0.0%	
Thru End of July		Annual	YTD	Actual	%	Total
Expenses				YTD	Spent	Remaining
505	Salaries & Wages	41,820	-		0.0%	41,820
510	Contracted Labor	-	-			-
520	FICA - District Share	3,421	-		0.0%	3,421
530	Medical Ins - District Share	10,571	-		0.0%	10,571
540	PERS - District Share	13,948	-		0.0%	13,948
550	Unemployment	0	-		0.0%	0
560	Workers Comp Ins	4,144	-		0.0%	4,144
Salaries and Employee Benefits >		73,904	-	-	0.0%	73,904
605	Advertising	0	-	-	0.0%	0
610	Bank Fees	0	-		0.0%	0
620	Communications & Internet	0	-		0.0%	0
622	Board Exp	0	-		0.0%	0
625	Equip - Field (up to \$4999)	0	-		0.0%	0
630	Equip - Office	0	-		0.0%	0
640	Fuel & Oil	1,500	-		0.0%	1,500
645	Insurance	0	-		0.0%	0
650	Interest	0	-		0.0%	0
657	Outsource Lab / Internal Lab	0	-		0.0%	0
660	Memberships & Subscriptions	0	-		0.0%	0
665	Mileage Reimb	0	-		0.0%	0
670	Postage & Shipping	0	-		0.0%	0
675	Professional Services (SCADA)	0	-		0.0%	0
685	Rents	0	-		0.0%	0
690	Safety & Security (boots)	3,750	-		0.0%	3,750
700	Tools & Instruments	3,750	-		0.0%	3,750
703	Supplies - Clothing & Personal	750	-		0.0%	750
705	Supplies - Office	250	-		0.0%	250
715	Treatment Chemicals	0	-		0.0%	0
720	Supplies - Operating - Other	1,500	-		0.0%	1,500
730	Taxes - Licenses	0	-		0.0%	0
735	Training, Certs (classes, books)	3,000	-		0.0%	3,000
745	Travel / Lodging	1,000	-		0.0%	1,000
750	Utilities	0	-		0.0%	0
760	Waste Disposal	0	-		0.0%	0
795	Yolo Co	0	-		0.0%	0
799	Misc	0	-		0.0%	0
Services and Supplies >		15,500	-	-	0.0%	15,500
810	R&R Buildings & Grounds	-	-		0.0%	-
815	R & R Damage Claims	0	-		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	-	-		0.0%	-
832	R&R Mains/Service Lines	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	2,500	-		0.0%	2,500
Repairs & Replacement >		2,500	-	-	0.0%	2,500
Total Expenses >		91,904	-	-	0.0%	91,904

Expense Notes

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0 Sewer - Budget Variance Report Jul 2018		2018-2019 Budget		Target % >	0.0%	
Thru End of July				Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	172,377	-	-	0.0%	172,377
510	Contracted Labor	-	-	-	0.0%	-
520	FICA - District Share	14,253	-	-	0.0%	14,253
530	Medical Ins - District Share	58,300	-	-	0.0%	58,300
540	PERS - District Share (\$14.5K Unfunded)	23,229	-	-	0.0%	23,229
550	Unemployment	0	-	-	0.0%	0
560	Workers Comp Ins	14,384	-	-	0.0%	14,384
Salaries and Employee Benefits >		282,543	-	-	0.0%	282,543
605	Advertising	0	-	-	0.0%	0
610	Bank Fees	0	-	-	0.0%	0
620	Communications & Internet	3,500	-	-	0.0%	3,500
622	Board Exp	0	-	-	0.0%	0
625	Equip - Field (up to \$4999)	1,500	-	-	0.0%	1,500
630	Equip - Office	1,000	-	-	0.0%	1,000
640	Fuel & Oil (Schaeffers)	1,500	-	-	0.0%	1,500
645	Insurance	40,000	-	-	0.0%	40,000
650	Interest	0	-	-	0.0%	0
657	Outsource Lab / Internal Lab	25,000	-	-	0.0%	25,000
660	Memberships & Subscriptions	25,000	-	-	0.0%	25,000
665	Mileage Reimb	500	-	-	0.0%	500
670	Postage & Shipping	50	-	-	0.0%	50
675	Professional Services (SCADA)	10,000	-	-	0.0%	10,000
685	Rents	12,000	-	-	0.0%	12,000
690	Safety & Security (boots)	5,000	-	-	0.0%	5,000
700	Tools & Instruments	5,000	-	-	0.0%	5,000
703	Supplies - Clothing & Personal	1,500	-	-	0.0%	1,500
705	Supplies - Office	1,500	-	-	0.0%	1,500
715	Treatment Chemicals	53,000	-	-	0.0%	53,000
720	Supplies-Operating-Other-Titan Tubes	20,000	-	-	0.0%	20,000
730	Taxes - Licenses	-	-	-	#DIV/0!	-
735	Training, Certs (classes, books)	7,000	-	-	0.0%	7,000
745	Travel / Lodging	500	-	-	0.0%	500
750	Utilities	95,000	-	-	0.0%	95,000
760	Waste Disposal	52,000	-	-	0.0%	52,000
795	Yolo Co	0	-	-	0.0%	0
799	Misc	0	-	-	0.0%	0
799.1	Customer Refund					
Services and Supplies >		360,550	-	-	0.0%	360,550
810	R&R Buildings & Grounds	1,500	-	-	0.0%	1,500
815	R & R Damage Claims	0	-	-	0.0%	0
820	R&R Lift Stations	0	-	-	0.0%	0
830	R&R Equipment	0	-	-	0.0%	0
832	R&R Mains/Service Lines	0	-	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	-	-	0.0%	4,000
Repairs & Replacement >		5,500	-	-	0.0%	5,500
Total Expenses >		648,593	-	-	0.0%	648,593

Expense Notes

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0	Water - Budget Variance Report July 2018		Target % >	0.0%	
	Thru End of July	2018-2019 Budget		Actual	Total
	Expenses	Annual	YTD	YTD	Spent
					Remaining
505	Salaries & Wages	164,208	-		164,208
510	Contracted Labor	0	-		0
520	FICA - District Share	13,413	-		13,413
530	Medical Ins - District Share	29,843	-		29,843
540	PERS - District Share	20,591	-		20,591
550	Unemployment	0	-		0
560	Workers Comp Ins	18,986	-		18,986
	Salaries and Employee Benefits >	247,040	-		247,040
605	Advertising	0	-		0
610	Bank Fees	0	-		0
620	Communications & Internet	4,000	-		4,000
622	Board Exp	0	-		0
625	Equip - Field (\$300 - \$4999)	0	-		0
630	Equip - Office	500	-		500
640	Fuel & Oil	4,000	-		4,000
645	Insurance	40,000	-		40,000
650	Interest	0	-		0
657	Outside Lab / Internal Lab	20,000	-		20,000
660	Memberships & Subscriptions	28,000	-		28,000
665	Mileage Reimb	500	-		500
670	Postage & Shipping	100	-		100
675	Professional Services (SCADA)	10,000	-		10,000
685	Rents	2,000	-		2,000
690	Safety & Security (boots)	1,000	-		1,000
700	Tools & Instruments	2,000	-		2,000
703	Supplies - Clothing & Personal	1,500	-		1,500
705	Supplies - Office	1,000	-		1,000
715	Treatment Chemicals	52,000	-		52,000
720	Supplies - Operating - Other	8,500	-		8,500
730	Taxes - Licenses	0	-		0
735	Training, Certs (classes, books)	4,000	-		4,000
745	Travel / Lodging	500	-		500
750	Utilities	132,900	-		132,900
760	Waste Disposal	300	-		300
795	Yolo Co	54,600	-		54,600
799	Misc	0	-		0
799.1	Customer Refund				
	Services and Supplies >	367,400	-		367,400
810	R&R Buildings & Grounds	5,000	-		5,000
815	R & R Damage Claims	0	-		0
820	R&R Lift Stations	0	-		0
830	R&R Equipment	1,500	-		1,500
832	R&R Mains/Service Lines	0	-		
840	R&R Vehicles (\$2k/vehicle)	3,000	-		3,000
	Repairs & Replacement >	9,500	-		9,500
	Total Expenses >	623,940	-	0.0%	623,940

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Clearlake Oaks Co Water District
Budget Variance Report 2018-2019

Target % > **0.0%**

Thru End of July Summary	<u>WATER - CRP</u> Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	394,332	-	0.0%	0%
WATER CRP Expenses	275,928	-	0.0%	0%
Short term depreciation reserve	30,000	-		
Previous Year Balance 6/30/17	-	-		
Operating Balance	88,404	-		

Expenses		2018 - 2019 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	110,068	-			110,068
510	Contracted Labor	0	-		0.0%	0
520	FICA - District Share	9,036	-		0.0%	9,036
530	Medical Ins - District Share	29,843	-		0.0%	29,843
540	PERS - District Share	10,789	-		0.0%	10,789
550	Unemployment	0	-		0.0%	0
560	Workers Comp Ins	11,194	-		0.0%	11,194
	Salaries and Employee Benefits >	170,928	-	-	0.0%	170,928
605	Advertising	0	-	-	0.0%	0
610	Bank Fees	0	-	-	0.0%	0
620	Communications & Internet	5,000	-		0.0%	5,000
622	Board Exp	0	-		0.0%	0
625	Equip - Field (up to \$4999)	2,500	-		0.0%	2,500
630	Equip - Office	2,500	-			
640	Fuel & Oil	5,000	-		0.0%	5,000
645	Insurance	0	-		0.0%	0
650	Interest	0	-		0.0%	0
657	Outsource Lab / Internal Lab	0	-		0.0%	0
660	Memberships & Subscriptions	0	-		0.0%	0
665	Mileage Reimb	0	-		0.0%	0
670	Postage & Shipping	0	-		0.0%	0
675	Professional Services Leak Chk	10,000	-		0.0%	10,000
685	Rents	0	-		0.0%	0
690	Safety & Security (boots)	0	-		0.0%	0
700	Tools & Instruments	0	-		0.0%	0
703	Supplies - Clothing & Personal	0	-		0.0%	0
705	Supplies - Office	0	-		0.0%	0
715	Treatment Chemicals	0	-		0.0%	0
720	Supplies - Operating - Other	8,500	-		0.0%	8,500
730	Taxes - Licenses	0	-		0.0%	0
735	Training, Certs (classes, books)	0	-		0.0%	0
745	Travel / Lodging	0	-		0.0%	0
750	Utilities	0	-		0.0%	0
760	Waste Disposal	0	-		0.0%	0
795	Yolo Co	0	-		0.0%	0
799	Misc	0	-		0.0%	0
	Services and Supplies >	33,500	-	-	0.0%	33,500
810	R&R Buildings & Grounds	15,000	-		0.0%	15,000
815	R & R Damage Claims	0	-		0.0%	0
820	R&R Lift Stations	0	-		0.0%	0
830	R&R Equipment	5,000	-		0.0%	5,000
832	R&R Mains/Service Lines	25,000	-		0.0%	25,000
840	R&R Vehicles (\$2k/vehicle)	26,500	-		0.0%	26,500
	Repairs & Replacement >	71,500	-	-	0.0%	71,500
	Total Expenses >	275,928	-	-	0.0%	275,928

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CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Lane Ricardo

P. O. Box 1515
Jonesboro, AR 72403
www.cusi.com
(870) 336-2239

Quote # 1130709177010

May 9, 2018

Indicative Pricing



Clearlake Oaks County Water District
12952 E. Hwy 20
Clearlake Oaks, CA
95423

Olivia Mann
(707) 998-3322
o.mann@clowd.org



Economic Summary

detailed descriptions attached

Utility Billing Software
Payment Solutions

\$23,620.00
\$300.00

Grand Total \$23,920.00

Payment Terms

15 Days From Date of Invoice. Unused CBSW TSM will be netted on the first of the month following UMS Go Live.



Purchaser Authorization

I certify that as the person signing this form I have purchasing authority for Clearlake Oaks County Water District.

Print Name: _____

Title: _____

Authorized Signature _____

Date _____ 63



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Lane Ricardo

P. O. Box 1515
Jonesboro, AR 72403

www.cusi.com
(870) 336-2239

Quote # 1803021710.0

May 9, 2018

Indicative Pricing



Clearlake Oaks County Water District
12952 E. Hwy 20
Clearlake Oaks, CA
95423

Olivia Mann
(707) 998-3322
o.mann@clocwd.org

UMS Utility Billing Software

2,500 Service Location Licenses	\$1.50	\$3,750.00
3 Named User Licenses	\$500.00	\$1,500.00
4 Field Service Licenses	\$250.00	\$1,000.00

UMS Utility Billing Software Core Modules

1 ACH Bank Draft (First Layout Included)	Included	
1 Lockbox Layout (First Layout Included)	Included	
1 Secure Ebill Module	Included	

Add-On Modules

1 Electronic Payment Module (Includes recurring credit/debit card feature)	\$1,000.00	\$1,000.00
1 IVR Module	\$1,000.00	\$1,000.00
1 Text Messaging Module	\$1,000.00	\$1,000.00

Add-On Interfaces

1 Accounting Interface (Quickbooks)	\$1,000.00	\$1,000.00
1 Automatic Meter Reading (AMR) Interface (Badger)	\$1,000.00	\$1,000.00
1 Website Interface to CUSI Customer Web Portal	\$1,000.00	\$1,000.00

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CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Lane Ricardo

P. O. Box 1515
Jonesboro, AR 72403

www.cusi.com
(870) 336-2239

Quote # 136509121010

May 9, 2018

Indicative Pricing



Clearlake Oaks County Water District
12952 E. Hwy 20
Clearlake Oaks, CA
95423

Olivia Mann
(707) 998-3322
o.mann@clocwd.org

UMS Implementation Services

1 Advanced Data Conversion Package for up to 2,500 locations* Includes 1 year complete data conversion, data extraction, multiple data source conversion, and additional rounds of conversion.	\$3.00	\$7,500.00
1 Additional CBSW Full History Conversion for up to 2,500 locations <small>*Complete data must be provided in a ASCII, delimited, or SQL format. Data extraction and data cleanup will be invoiced based upon time and effort at CUSI current services rate. CUSI will invoice client the greater of the number of service locations provided in this Sales Agreement or the actual number of service locations converted.</small>	\$1.00	\$2,500.00
1 CUSI Certified Implementation Includes Application Implementation, Installation, Setup, Formatting, Testing, Transition Support, & Project Management	\$4,200.00	\$4,200.00
2 Days of CUSI Certified Training Includes Application & Database Training for All Users as Applicable	\$1,400.00	\$2,800.00

Travel expenses for on-site work will be billed separately, if contracted.

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CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Lane Ricardo

P. O. Box 1515
Jonesboro, AR 72403

www.cusi.com
(870) 336-2239

Quote # 14180107121010

May 9, 2018

Indicative Pricing



Clearlake Oaks County Water District
12952 E. Hwy 20
Clearlake Oaks, CA
95423

Olivia Mann
(707) 998-3322
o.mann@clocwd.org

Annual Technical Support & Maintenance

UMS Annual Technical Support & Maintenance: 800 Line Voice, Online, Email Support, Client Services Website, Application Updates	22%	\$2,695.00
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Additional Software

1 SQL Server 2016 Express		Included
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Economic Summary

UMS Utility Billing Software		\$12,250.00
UMS Implementation Services		\$17,000.00
Annual Technical Support & Maintenance		\$2,695.00
Additional Software		\$0.00
2018 Data Conversion Discount (66%)		-\$5,000.00
2018 Basic Implementation Discount (50%)		-\$2,100.00
2018 CBSW to UMS Software Purchase Discount (10%)		-\$1,225.00
Total		\$23,620.00

Payment Terms

15 Days From Date of Invoice



Comments

This contract has discounted services and reduced training days assuming that Clearlake Oaks County Water District will use CUSI Academy, Webinars, and will not require new business requirements.

bb

Indicative Pricing



Clearlake Oaks County Water District
12952 E. Hwy 20
Clearlake Oaks, CA
95423

Olivia Mann
(707) 998-3322
o.mann@clocwd.org

Payment Solutions

IVR Solution		billed by provider	
1	IVR Technology Group - Outbound Only	\$70.00	per month
	Rates: 7% mandatory and regulatory fees		
	Outbound IVR \$0.07 per minute (billed in 6 second increments)		
1	ITG - Outbound Only One-Time Setup Fee	\$300.00	\$300.00
Text Messaging Solution			
1	CUSI SMS Messaging Service Monthly Fee	\$100.00	per month
1	CUSI SMS Messaging Service Usage Fee	\$0.06	per sms



Economic Summary

IVR Solution	\$300.00
Text Messaging Solution	\$0.00
Total	\$300.00

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Indicative Pricing



Clearlake Oaks County Water District
12952 E. Hwy 20
Clearlake Oaks, CA
95423

Olivia Mann
(707) 998-3322
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Terms of Sale

Company has ordered and agrees to purchase from CUSI the products and services defined under this Sales Agreement at the listed quantities and rates. Upon receipt of an executed Sales Agreement CUSI shall ship all products to the Company address and contact defined above and services shall be scheduled and initiated. Company acknowledges that CUSI's products and services are subject to the terms and conditions of a separate Software License Agreement between Company and CUSI located at www.cusi.com/legal. CUSI hereby disclaims all representations and warranties with respect to any product which is not manufactured or otherwise created by CUSI, whether express, implied or statutory including but not limited to, any warranties of merchantability, fitness for a particular purpose, title or non-infringement. Monthly or yearly rates for services provided by CUSI or third parties may be subject to price increases with or without notice. Payment for products and services shall be made by Company based upon the Payment Terms defined in the Sales Agreement. Any service requiring CUSI or third parties to travel will incur corresponding expenses that will be billed actual as incurred unless otherwise noted. Travel requiring more than 5 hours of travel time will be billed an additional charge equal to 50% of the daily rate. Company understands and agrees that it is responsible for paying any sales, use, excise or transaction taxes with respect to the products and services under this Sales Agreement. If Company is tax exempt, company shall provide CUSI with such tax exemption documentation. If Company is not tax exempt or does not provide exemption documentation, CUSI shall invoice for such applicable taxes on each invoice. In the event that CUSI does not invoice sales or similar taxes to Company and such taxes are ultimately determined to be due by a government entity or court of law, Company agrees to pay in full all such taxes, including any applicable interest or penalties. In the event the tax exemption documentation provided by the Company is disallowed or deemed invalid, Company agrees to pay in full all such taxes, including any applicable interest or penalties.

Tax Exempt Status

Initial where appropriate:

_____ This entity **IS EXEMPT** from sales tax and will provide or has provided our exemption certificate

_____ This entity **IS NOT EXEMPT** from sales tax

Quotation Terms

This Quote is Valid for 30 Days

Execution Instructions

Execute each page, date, and fax to 870-336-2234 or email to sales representative. Include AP Contact info if not already on file.

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Clearlake Oaks County Water District

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

DRAFT

ORDINANCE NUMBER 83

Water / Sewer Rates and Other Fees, Charges and Regulations Pertaining Thereto

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DRAFT

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Board of Directors

Margaret Medeiros
President

Karl Hosier
Vice President

Samuel Boucher
Director

Stanley Archacki
Director

Barbara Higman
Director

Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT AS FOLLOWS:

SECTION 1: FINDINGS

- A. The Clearlake Oaks County District Board of Directors (the Board) finds that it is obligated under Ca. Water Code §31070, which sets forth the requirement that the District must set the rates and fees sufficiently to pay its operating expenses and provide for repairs and depreciation of the water works owned and operated by the District.
- B. The Board further finds that when the District has sold an expansion of its water system to a customer within District boundaries, it is thereafter obligated to continue to maintain and operate a system that must be available to serve the subject water account whenever the owner(s) of said connection decide to utilize water service.
- C. When a customer pays a capital expansion fee for a new connection to the District's Water and Sewer service the District is obligated by Government Code Section 66013 to expend those funds on capital facilities or capital expansion projects. See Section 5, subsection C for details.
- D. The Board has sufficiently reviewed the Districts current and future water treatment, distribution and storage capacity requirements and has balanced the Districts capacity needs against revenues derived from rates and fees, and has determined the following:
 1. It is critical to the continued operation of the District to ensure that all properties benefitting from facility improvements contribute to the support of the District. Therefore, once a water service connection is sold, the property must be connected to District facilities within a reasonable time and remain connected thereafter, and
 2. The District must restrict properties that are benefitting from water system improvements from opting out of the repayment of said system improvements, so not to burden remaining District customers with unreasonable debt service for improvement loans.

SECTION 2: DEFINITIONS FOR PURPOSES OF THIS ORDINANCE

1. **"Board of Directors" or "Board"** refers to the Board of Directors of the Clearlake Oaks County Water District.
2. **"Customer"** means any property owner (person or entity) within Clearlake Oaks County Water District boundaries.
3. **"District"** refers to the Clearlake Oaks County Water District.
4. **"Fixed Costs"** refers to the expenses incurred by the District to monitor, maintain and improve the production, distribution and storage infrastructure, which benefits all customers who have a water meter.

Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

5. **“Delinquent Discontinuance of Water Service”** is the act of stopping service to a customer by turning off the water meter and recording the meter reading under one of the following circumstances:
 - a. Non-payment of fees, charges or assessments billed by the District for monthly or bi-monthly water service.
 - b. Non-payment of fees, charges or assessments billed by the District for monthly or bi-monthly maintenance or access fees on a service account.
6. **“Turn Off at Customer’s Request”** refers to the temporary stopping of water service to a customer for the purpose of an emergency repair or maintenance, this does not alleviate the monthly base rate charge.
7. **“Secretary”** refers to the appointed Secretary of the Board of Directors, (*Ca Water Code §30540(a)*).
8. **“Water Meter”** refers to the meter installed by the District to measure water flow from the District’s distribution system to the customer.
9. **“Base Rate”** recovers the District’s “Fixed Costs” cost relating to maintaining the treatment, storage and distribution system that benefits all customers, (*Ca Water Code §31007*).
10. **“Water Consumption Fees”** recover the District’s variable costs related to the delivery of water to the customer through the District’s meter, (*Ca Water Code §31007*).
11. **“Capital Repair & Replace Project (CRP)”** is a revenue fund for repairing and replacing of infrastructure; also, a requirement for state and federal loans/ grants.
12. **“Delinquency”** refers to the status of an account that has not been paid in full by the due date.
13. **“Dwelling”** refers to a structure with livable space, a restroom and a kitchen. A parcel may have more than one dwelling unit.
14. **“Active (On)”** a property, parcel and/or lot with a service connection to the District with a meter physically present and turned on. Said property, parcel and/or lot will be billed a monthly base rate as per dwelling unit at the current enacted rate ordinance.
15. **“Active (Off)”** a property, parcel and/or lot with a service connection to the District with a meter physically present and turned off or physically removed due to nonpayment or tampering. Said property, parcel and/or lot will be billed a monthly base rate per dwelling unit at the current enacted rate ordinance.
16. **“Physical Disconnection (Service Forfeiture)”** The verifiable removal of service tie-in to District infrastructure at the property line. With this, the water meter will be indefinitely removed from property/parcel and/or lot and service line is to be capped. *For sewer disconnections, the sewer lateral is to be excavated and capped at the customer’s expense.*

Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

APPLICABILITY OF PROVISIONS

The establishment of accounts, billing for water rates, fees, charges and penalties shall be done in accordance with the provisions of this ordinance.

SECTION 3: ACCOUNT

A. ACCOUNT

1. The account for each service connection will be in the name of the customer on record of the parcel as recorded with the Lake County Recorder's Office, regardless of the number of dwelling units per parcel or lot.
2. No other person or entity shall establish an account for a service connection on that parcel other than said owner on record with the County of Lake.

B. ESTABLISHING AN ACCOUNT

1. An account may be established when property changes owners or when water service is established on a parcel.
2. The customer shall fully complete an "Application for Water / Sewer Service" and provide a copy of the deed and a state issued identification card. Unsigned applications will not be processed.
3. The Customer Service Lead / Billing Department shall review the application for completeness and accuracy. Once the application is completed accurately and the application processing fee, as outlined below, has been applied, the billing department shall establish an account.

C. APPLICATION PROCESSING FEE

When an account is established or when an established account is transferred to another customer, a fee shall be collected to recover the District's costs. Refer to the current Rates / Fees Schedule attached hereto as Attachment A.

SECTION 4: ESTABLISHMENT OF DISTRICT BUDGET, RATES AND FEES, BILLING

A. GOVERNMENT CODE SECTION 53900-53901

53900: As used in this article, "local agency" means city and any district other than school districts required by the Advisory Committee and the Controller to furnish financial reports pursuant to Section 12463.1.

Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

53901: Unless exempted by the county auditor 60 days after the beginning of its fiscal year, every local agency, including every special purpose assessing or taxing district with the county shall file with the county auditor of the county in which it conducts its principal operations, a copy of its annual budget.

The county auditor shall hold on file the annual budget of such special purpose assessing or taxing district or local agency for public inspection at all reasonable hours.

If a local agency or special purpose assessing or taxing district does not have a formal budget, it shall file a listing of its anticipated revenues, together with its expenditures and expenses for the fiscal year in progress. The county auditor shall hold on file such statement for public inspection at all reasonable hours.

B. BUDGET

April of each year the Board of Directors shall begin developing the District's Operations and Maintenance budget which must be adopted and provided to the County auditor by June 30th annually.

D. BASE RATE

The Base Rate recovers the District's fixed costs for maintaining and improving the treatment, storage, distribution and collections systems that benefits all customers within District boundaries. Refer to the current Rates / Fees Schedule attached hereto as Attachment A.

1. The customer shall be responsible for Sewer charges, said charges are not determined by usage, and it is a flat rate monthly. Refer to the current Rates / Fees Schedule attached hereto as Attachment A.

E. CONSUMPTION BILLING

1. The customer is liable for paying for all water that has flowed through the water meter as determined by reading the cubic feet of water recorded by the water meter.
2. The District is not liable for and shall bear no responsibility for any leaks, malfunctions, failures or other anomalies that happen or occur from the customer side of the meter.

F. MONTHLY CONSUMPTION RATES

Refer to the current Rates/ Fees Schedule attached hereto as Attachment A.

K. BILLING IN GENERAL

1. The District shall bill the customer for all rates, fees and charges.
2. Unless otherwise specified by the customer, bill shall be mailed to the property address.

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Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

3. Should said owner desire to have billing information provided to a tenant or other party, the owner must complete and sign the Tenant Transfer Authorization form. Once the completed Authorization Form has been provided to the office, the District shall provide the bill to the requested party as "Care Of". Pursuant to Ca Water Code §31007.5, this does not release the owner from responsibility of amounts due to the District for current and/or past due billing. Clearlake Oaks County Water District reserves the right to revoke authorizations.

L. BILLING CYCLE

1. Bills shall be prepared and mailed no later than the twenty-fifth calendar day of the month unless this day is not a business day in which case the bill shall be mailed on the first District business day following the twenty-fifth calendar day.
2. The rates, fees and charges shall be itemized on the customer's bill.

M. PAYMENTS

1. Payments received shall be applied first to any past due balance and/or miscellaneous fees and the remaining payment balance shall be applied to the principal balance of the account.
2. The District currently accepts cash, checks, money orders, credit cards (Visa, MasterCard and Discover) and automatic debits as methods of payment.

N. DELIQUENCY

1. Bills are due and payable upon receipt.
2. An account becomes delinquent when full payment of the current bill is not received by close of business on the fifteenth day of the following month.
3. Pursuant to Ca Water Code §31024, delinquent bills are subject to imposition of late charges pursuant to the current Rates / Fees Schedule attached hereto as Attachment A.
4. Sewer base rate charges will be charged monthly during a delinquency turn off, and are subject to payment the first billing cycle following restoration of service.

SECTION 5: SERVICE CONNECTIONS, METER INSTALLATION

A. EXISTING SERVICE CONNECTIONS

Once connected, there shall be no disconnection from the District's water system without a service forfeiture.

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Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

B. NEW SERVICE CONNECTIONS

1. Customers within the District boundaries shall request a new connection by completing an "Application for Water / Sewer Service" for each Assessor Parcel Number for which a connection is being requested and submit it to the billing department along with a copy of the deed.
2. A payment equal to the meter installation and capital expansion fees shall accompany the completed application. Refer to the current Rates / Fees Schedule attached hereto.

C. DISCONNECTIONS AND REFUNDS OF CONNECTION FEES

1. Once a meter has been installed, there shall be no disconnection from the system without a forfeiture packet on file or pending.
2. If a customer has paid a connection/capital expansion fee to the District and subsequently receives written confirmation from the Lake County Environmental Health Department that their property is unbuildable, for whatever reason (not enough leach line area for septic, too steep of grade to build on, or there is potential for soil erosion and land slide), the customer may appeal to the Board of Directors in writing, requesting a refund of the connection/capital expansion fee.
3. The District shall retain ten percent (10%) of the total connection/capacity expansion fee paid to recover its administrative costs associated with the transaction.

D. WATER METER

1. Water meters installed by the District are the property of the District.
2. Only District employees may turn water meters off or on or connect or disconnect a water meter to the District's water system.
3. No person or entity, other than a District employee, unless authorized in writing in advance by the District, may connect any water meter or other device to the District's water system. The person or entity making the connection shall pay a penalty equal to the capital charge in effect at the time of the connection.
4. Section D.3, above, does not apply to emergency services personnel connecting to the District's hydrant system, to county or state health department personnel employees acting in the performance of their official duties or to contractors under the employment of the District.

E. METER INSTALLATION FEE

1. The fee for installing a meter to a new connection or reinstalling a meter removed for any reason except for District maintenance, replacement, theft or tampering is described in the current Rates / Fees Schedule attached hereto as Attachment A.
2. The fee must be paid before the meter is installed.

Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

3. All water service connections are required to have the following facilities: A customer shut off valve installed within two feet of the meter box, on the customer side of the meter, and a pressure regulating device installed on the customer side of the meter box. All costs associated with the installation, maintenance, or repair of the above referenced facilities shall be the sole burden of the customer.

F. CAPITAL EXPANSION FEE "Restricted Funds"

1. The capital expansion fee is to cover the cost of existing facilities, expanded facilities and new facilities to be constructed in the future, which are of benefit to the person or property being charged the fee.
2. Refer to current Water / Sewer Capital Expansion Fees attached hereto as Attachment B.
3. All new connections or upgrades are required to have a completed Capital Expansion Fee quote on file as well as all costs associated with services connection must be paid in full prior to construction. The charge is due and payable at the time application is made for water and sewer service.

G. SERVICE FORFEITURE DISCONNECTION

1. All physically connected properties, parcels and/or lots including each space permitted by the State of California in Mobile Home or RV Parks and each unit of an apartment or multifamily dwelling are to be billed a monthly base rate for water and/ or sewer whether service is on or off.
2. If owner of record wishes to forfeit their right to said physical service connection(s) a waiver must be signed and notarized at the sole cost of the customer. Customer is required to pay a service disconnection fee, an inspection fee, and a fee for the sewer plug if provided by the District.
3. To reconnect the customer will be required to pay the current rate for service connection(s) to the District, an inspection fee, but not a new capital expansion fee.

SECTION 7: ACCOUNT DELINQUENCY, INSTALLMENT PLAN, INTERRUPTION OF SERVICE AND COLLECTIONS

A. LATE FEE, *(Pursuant to Ca Water Code §31024)*

1. A late fee shall be added to an account when it becomes delinquent. The late fee recovers the District's administrative costs associated with administering delinquent accounts. An account becomes delinquent when full payment of the current bill is not received by close of business on the fifteenth day of the month following the twenty-fifth calendar day of the previous month.
2. Refer to the current Rates / Fees Schedule attached hereto as Attachment A for Late Charge Fee's.

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Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

B. COURTESY WAIVER OF A LATE FEE

1. If a customer is not on an installment plan, and has not had a record of a late payment or other delinquency in the preceding twelve months, the customer may request a "Courtesy Waiver" provided the account is paid in full before the next regular billing.
2. The billing department is responsible for ensuring the provisions of this ordinance are followed.

C. ESTABLISHING INSTALLMENT PLANS, *(Pursuant to Ca Water Code §31024)*

1. The General Manager must approve any proposed schedule of incremental payment of an unpaid water bill except as outlined below.
2. Any customer requesting an installment plan must complete the "Request for Installment Plan" form.
3. To comply with the Installment Plan, the initial payment of half of the amount in delinquency must be paid. Then payments of \$100.00 per bill above the current base rate plus consumption charges, until the balance is paid in full unless the billing department finds good cause for making other arrangements
4. Should the account become delinquent while under the installment plan, the agreement will be null and void; therefore the entire amount of the account will be due and delinquency charges may apply.

E. ACCEPTANCE OF PARTIAL PAYMENT OF A BILL

1. Acceptance of a partial payment of a bill for water service does not negate any applicable late charges or the right of the District to discontinue water service.
2. At the discretion of the General Manager, a partial payment for any unpaid balance for which a Certificate of Lien has been filed may be rejected.

F. INTERRUPTION OF SERVICE AND SECURING UNPAID BALANCES

1. Pursuant to Ca Water Code §31701.7: When an account has become delinquent, service may be interrupted. Any unpaid balance may be secured by a "Certificate of Lien" or placed on the tax rolls.
2. The Lien fee, as determined by the Board and described in the current Rates / Fees Schedule attached hereto as Attachment A shall be added to the unpaid balance before each lien is filed with the County of Lake Assessor/Recorder. The fee recovers the District's administrative costs associated with the filing of the lien.
3. The "Certificate of Lien" may be filed after the 181st day of delinquency.

Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

G. COLLECTION WITH GENERAL TAXES

1. Any fees and penalties delinquent for 180 days shall be placed on the Lake County tax rolls pursuant to § 31032.9 and § 31701.5 of the California Water Code.
2. The Billing Department is responsible for reporting delinquent accounts to the Lake County Tax Collector in such form and manner as the Tax collector shall prescribe.
3. Once a delinquent account has been submitted to the Lake County Tax Collector for the property tax roll, payments to the delinquent account MUST be made at the Lake County Tax Collector's Office. The customer may not receive water service until all delinquencies have been satisfied

H. RETURNED CHECK CHARGES

1. If any check, personal or business, is returned to the District for any reason, a fee to cover the District's administrative costs shall be imposed, as determined by the Board and described in the current Rates / Fees Schedule attached hereto as Attachment A.
2. If the return of the check results in the account not being paid in full, the account shall be classified as delinquent and the account shall be handled in accordance with this ordinance.

K. RESUMPTION OF SERVICE FOR DELINQUENT ACCOUNT

1. When water service has been discontinued due to account delinquency, a fee shall be charged. The fee is to recover the District's administrative and operational costs as determined by the Board.
2. In addition to a delinquent charge; at the request of resumption of service, a deposit of \$250.00 or two months of said accounts base charges will be due, whichever is greater.
3. Both fees must be paid in full prior to the resumption of service.
4. Water service shall not be provided to any parcel that is delinquent in paying the fees referenced in this section until such delinquency and deposit has been fully satisfied.
5. Sewer base rate charges will be charged monthly during a delinquency turn off, and are subject to payment the first billing cycle following restoration of service.

M. TURN OFF AT CUSTOMER REQUEST

1. Customers may request the District to temporarily discontinue water service for the purpose of making repairs. Such temporary disconnection and reconnection shall be limited to the period necessary to complete the repairs.

Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

3. Temporary reconnection for Home Inspections during the sale of a home will not be charged a Turn On fee. Any other restoration of service shall be subject to the current Rates / Fees Schedule attached hereto as Attachment A.

SECTION 8: APPEALING DISPUTED BILLS, CARRYING CHARGES OR OTHER FEES

1. To prevent misunderstandings and to ensure account holders are afforded due process, the District's employees and directors shall not accept verbal appeals of disputed water bills or charges.
2. An account holder desiring to dispute a Water / Sewer bill, late charge, other charge or fee shall be furnished with a copy of this appeal process or referred to the District's Policies and Procedures, Appeal Process. The account holder must pay all charges not being disputed.
3. The appeal must be in writing and include the facts and reasons for appeal. The appeal may be made by US mail, e-mail, facsimile, or hand delivered to the Administrative Building.
4. The appeal and deposit must either be postmarked or be received by the District during posted business hours by the end of the fifteenth business day following the date of the bill being disputed.
5. A disputed water bill, late charge or other fee must be appealed by the account holder in writing to the District within fifteen (15) business days of the date of the bill being disputed.
6. The appeal will be placed on the agenda of the next regularly scheduled meeting of the Board of Directors for consideration. The appeal, the account's billing, payment and meter history shall be included with the appeal for the Board's review.
7. The account holder may appear at the Board meeting and present information to the Board for its consideration. The Board reserves the right to place reasonable time limits on the presentation. The account holder, in lieu of appearing, may submit in writing, facts, circumstances or reasons supporting the appeal to the Board for their consideration.
8. The Board will consider the appeal. The Board's decision shall be recorded in the minutes of the meeting during which the Board made its decision.
9. The Billing Department shall inform the account holder of the Board's decision by letter via first class mail to address of record for the account.
10. If the Board approves the appeal, the appealed charges to be waived will be credited immediately to the customer's account.

Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

SECTION 9: CONFLICT WITH OTHER ORDINANCES AND RESOLUTIONS; EFFECTIVE DATE; POSTING

A. CONFLICT WITH OTHER ORDINANCES AND RESOLUTIONS

All other ordinances or resolutions in conflict herewith are repealed to the extent of such conflict and not further.

B. SEVERABILITY

If any part of this ordinance is found to be unlawful by a court of competent jurisdiction, only that portion found to be unlawful is null and void. All other sections, subsections and provisions of the ordinance shall remain in full force and effect.

C. EFFECTIVE DATE

This ordinance shall be effective immediately upon adoption by the Board of Directors.

D. POSTING

The Secretary shall post this ordinance in three (3) public places within ten (10) days of adoption, copies will be available at the administrative office upon request.

CERTIFICATION

The foregoing ordinance was introduced before the Board of Directors of the Clearlake Oaks County Water District at a public meeting on the 17th day of May, 2018 and adopted by the following vote on the 17th day of May, 2018 at the regularly scheduled public meeting of the Board of Directors by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Secretary

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Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

ATTACHMENT: A

RATES / FEES SCHEDULE AS ORDAINED BY THE BOARD OF DIRECTORS

Standard Fees / Charges

Administrative Fee		\$100.00
After Hours Service Call Out		\$150.00
Annual Back Flow Prevention Device Inspection and Testing Fee		\$45.00
Delinquent Turn Off Fee		\$100.00
Door Hanger Fee		\$25.00
Foliage Removal		\$37.50
Grease Trap Reinspection Fee		\$70.00
Illegal Cross Connection Fee		\$500.00
Illegal Tamper Fee	<i>(Minimum of \$100 or actual repair and replace cost whichever is greater)</i>	\$100.00
Inspection Fee		\$96.00
Late Charges	<u>\$10.00 or 10% of current charges whichever is greater</u>	
Lien Fee		<u>\$150.00</u>
Meter Reset Fee	<i>(Minimum of \$100 or actual repair and replace cost whichever is greater)</i>	\$100.00
New Meter Fee		\$269.00
Returned Check		\$32.00
Service Forfeit Disconnection	<i>(Minimum of \$100 or actual repair and replacement cost whichever is greater)</i>	\$100.00
Service Forfeit Reconnection		\$100.00
Service Reduction Re-Inspection Fee		\$96.00
Service Turn On		\$100.00
Service Turn Off		\$100.00
Transfer Fee (New Owner / Tenant)		\$50.00

Note: The aforementioned rates and fees are subject to annual cost of living adjustments as indicated by the change in consumer price index for the previous 12-month period for which such data is available, plus any additional costs incurred by the District. The consumer price index to be used shall be the U.S. Cities Average as indicated on the annual April consumer price index for Pacific Cities and the U.S. Cities average.

Clearlake Oaks County Water District

ORDINANCE NUMBER 83

WATER / SEWER RATES AND OTHER FEES, CHARGES AND REGULATIONS PERTAINING THERETO

ATTACHMENT: B

WATER / SEWER SERVICE CAPITAL EXPANSION FEES

Water Service Capital Expansion Fees:

Meter Size	GPM	Connection Fee
5/8" x 3/4"	20	\$3,673
3/4"	30	\$5,510
1"	50	\$9,182
1 1/2"	100	\$18,365
2"	160	\$29,384
3"	300	\$55,095
4"	500	\$91, 825
5"	1000	\$183,650

Sewer Service Capital Expansion Fees:

Residential	\$6,000
Commercial (Per unit up to 1,500 Sq. Ft.)	\$8,000

** Commercial building shall be charged an additional fee on one dollar and fifty cents (\$1.50) per square foot over 1,500 square feet. Capital Improvement Fees for mobile home parks and approved subdivisions or any other type of development shall be charged on a per mobile home or unit basis at the same fee as for a single family dwelling.

All new service connections are required to have an official quote on file as well as all costs associated with service connection must be paid in full prior to construction.