

**CLEARLAKE OAKS COUNTY WATER DISTRICT
AGENDA, CALL AND NOTICE
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 3, 2016

This meeting will be conducted by Roberts Rule of Order.

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 24 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the above address.

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

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

Call to Order – 1:00 p.m.

Pledge of Allegiance

Roll Call

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

Public comment on non-agenda items

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

1. Agenda (Old Business)

- a. Discussion and review of 2016-2017 Budget

Action Taken: _____

- b. Discussion and approval of District's Organization Chart

Action Taken: _____

- c. Discussion and consideration of hiring a compensation scale company

Action Taken: _____

- d. Discussion and review of Generator at Water Plant

Action Taken: _____

Directors and Committee's Reports and Comments:

Adjournment

Time: _____

Clearlake Oaks Co Water District

PROJECTED BUDGET 2016-2017

0

Target % > 0%

Thru End of July 2016 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,067,122	-	-	0%	969,433	-	-	0%
Total Operating Expenses	905,562	-	-	0%	952,522	-	-	0%
Operating Balance (loss)	161,560	-	-		16,911	-	-	
420 Connection Rev							-	
435 Loan/Grant Rev		-				-		
450 Other - Non S/W Rev	96,000	-		0%	85,000	-		0%
Depreciation Exp	194,168	-		0%	135,786	-		0%
Net Change In Net Position (loss)	63,392	-	-		(33,875)	-	-	

Report Revenue Notes:

WestAmer Op	\$	-	
WestAmer CR/I		-	
LAIF		-	
Total	\$	-	
Previous month		-	
Beginning fiscal year		-	

Thru End of July 2016 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,037,122	-	-	0%	955,933	-	-	0%
430 Penalty & Interest	30,000	-	-	0%	13,500	-	-	0%
440 Misc	0	-	-	0%	0	-	-	0%
Total Revenue >	1,067,122	-	-	0%	969,433	-	-	0%

Thru End of July 2016 Operating Expenses	Budget			Actual YTD	%	Spent
	Annual	YTD	Amount			
505 Salaries & Wages	338,443	-		-	0%	-
510 Contracted Labor	-	-		-	0%	-
520 FICA - District Share	28,071	-		-	0%	-
530 Medical Ins - District Share	69,606	-		-	0%	-
540 PERS - District Share	33,543	-		-	0%	-
550 Unemployment	6,000	-		-	0%	-
560 Workers Comp Ins	14,013	-		-	0%	-
Salaries and Employee Benefits >	489,677	-		-	0%	-
605 Advertising	125	-		-	0%	-
610 Bank Fees	2,810	-		-	0%	-
620 Communications & Internet	5,650	-		-	0%	-
622 Board Exp	250	-		-	0%	-

625 Equip - Field (\$300-\$4999)	1,250	-	0%	3,250	-	-	0%
630 Equip - Office	850	-	0%	1,350	-	-	0%
640 Fuel & Oil	14,000	-	0%	2,250	-	-	0%
645 Insurance	38,500	-	0%	38,500	-	-	0%
650 Interest	1,175	-	0%	1,925	-	-	0%
657 Lab	16,000	-	0%	21,000	-	-	0%
660 Memberships & Subscriptions	28,450	-	0%	5,450	-	-	0%
665 Mileage Reimb	1,625	-	0%	1,625	-	-	0%
670 Postage & Shipping	4,825	-	0%	4,775	-	-	0%
675 Professional Services	35,000	-	0%	23,000	-	-	0%
685 Rents	5,950	-	0%	3,950	-	-	0%
690 Safety & Security	3,075	-	0%	9,075	-	-	0%
700 Tools & Instruments	3,875	-	0%	4,875	-	-	0%
703 Supplies - Clothing & Personal	1,575	-	0%	2,075	-	-	0%
705 Supplies - Office	3,225	-	0%	3,825	-	-	0%
715 Treatment Chemicals	47,000	-	0%	65,000	-	-	0%
720 Supplies - Operating - Other	11,525	-	0%	11,525	-	-	0%
730 Taxes - Licenses	1,750	-	0%	2,550	-	-	0%
735 Training	4,625	-	0%	4,625	-	-	0%
745 Travel	3,000	-	0%	2,500	-	-	0%
750 Utilities	112,600	-	0%	72,600	-	-	0%
760 Waste Disposal	550	-	0%	60,250	-	-	0%
795 Yolo Co	42,000	-	0%				
799 Misc	5,375	-	0%	5,375	-	-	0%
Services and Supplies >	396,635	-	0%	359,175	-	-	0%
810 R&R Buildings & Grounds	7,000	-	0%	7,000	-	-	0%
815 R & R Damage Claims	5,000	-	0%	5,000	-	-	0%
820 R&R Lift Stations	-	-	0%	-	-	-	0%
830 R&R Equipment	2,000	-	0%	6,000	-	-	0%
832 R&R Mains/Service Lines	-	-	0%	-	-	-	0%
840 R&R Vehicles (\$2k/vehicle)	5,250	-	0%	5,250	-	-	0%
Repairs & Replacement >	19,250	-	0%	23,250	-	-	0%
Total Expenses >	905,562	-	0%	952,522	-	-	0%

Report Expense Notes:

0 Administration - Budget Variance Report Jul 2016		2016 - 2017 Budget		Target % >	0.0%	
Thru End of July 2016		Annual	YTD	Actual YTD	% Spent	Total Remaining
Expenses						
505	Salaries & Wages	365,469	-		0.0%	365,469
510	Contracted Labor	-	-			-
520	FICA - District Share	30,241	-		0.0%	30,241
530	Medical Ins - District Share	82,487	-		0.0%	82,487
540	PERS - District Share	32,071	-		0.0%	32,071
550	Unemployment	12,000	-		0.0%	12,000
560	Workers Comp Ins	7,881	-		0.0%	7,881
Salaries and Employee Benefits >		530,151	-	-	0.0%	530,151
605	Advertising	250	-		0.0%	250
610	Bank Fees	5,600	-		0.0%	5,600
620	Communications & Internet	3,300	-		0.0%	3,300
622	Board Exp	500	-		0.0%	500
625	Equip - Field (\$300-\$4999)	0	-		0.0%	0
630	Equip - Office	700	-		0.0%	700
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	900	-		0.0%	900
665	Mileage Reimb	2,000	-		0.0%	2,000
670	Postage & Shipping	9,400	-		0.0%	9,400
675	Professional Services (Legal, IT, etc)	20,000	-		0.0%	20,000
685	Rents	7,400	-		0.0%	7,400
690	Safety & Security (boots)	2,000	-		0.0%	2,000
700	Tools & Instruments	0	-		0.0%	0
703	Supplies - Clothing & Personal	400	-		0.0%	400
705	Supplies - Office	5,000	-		0.0%	5,000
715	Treatment Chemicals	-	-		0.0%	-
720	Supplies - Operating - Other	50	-		0.0%	50
730	Taxes - Licenses	0	-		0.0%	0
735	Training (Classes, books)	2,500	-		0.0%	2,500
745	Travel / Lodging	2,500	-		0.0%	2,500
750	Utilities	5,200	-		0.0%	5,200
760	Waste Disposal	500	-		0.0%	500
795	Yolo Co	0	-		0.0%	0
799	Misc	500	-		0.0%	500
Services and Supplies >		68,700	-	-	0.0%	68,700
810	R&R Buildings & Grounds	4,000	-		0.0%	4,000
815	R & R Damage Claims	0	-		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	2,000	-		0.0%	2,000
832	R&R Mains/Service Lines	0	-		0.0%	0
840	R&R Vehicles (\$2k/vehicle)	2,500	-		0.0%	2,500
Repairs & Replacement >		8,500	-	-	0.0%	8,500
Total Expenses >		607,351	-	-	0.0%	607,351

Thru End of July 2016		2016 - 2017 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	63,954	-		0.0%	63,954	
510 Contracted Labor	-	-			-	
520 FICA - District Share	5,221	-		0.0%	5,221	
530 Medical Ins - District Share	20,000	-		0.0%	20,000	
540 PERS - District Share	3,159	-		0.0%	3,159	
550 Unemployment	0	-		0.0%	0	
560 Workers Comp Ins	3,339	-		0.0%	3,339	
Salaries and Employee Benefits >	95,671	-	-	0.0%	95,671	
605 Advertising	-	-		0.0%	-	
610 Bank Fees	-	-		0.0%	-	
620 Communications & Internet	-	-		0.0%	-	
622 Board Exp	-	-		0.0%	-	
625 Equip - Field (\$300-\$4999)	2,500	-		0.0%	2,500	
630 Equip - Office	-	-		0.0%	-	
640 Fuel & Oil	4,000	-		0.0%	4,000	
645 Insurance	-	-		0.0%	-	
650 Interest	1,750	-		0.0%	1,750	
657 Outsource Lab / Internal Lab	-	-		0.0%	-	
660 Memberships & Subscriptions	-	-		0.0%	-	
665 Mileage Reimb	250	-		0.0%	250	
670 Postage & Shipping	50	-		0.0%	50	
675 Professional Services (SCADA)	-	-		0.0%	-	
685 Rents	500	-		0.0%	500	
690 Safety & Security (boots)	2,150	-		0.0%	2,150	
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%	-	
720 Supplies - Operating - Other	13,000	-		0.0%	13,000	
730 Taxes - Licenses	500	-		0.0%	500	
735 Training (classes, books)	750	-		0.0%	750	
745 Travel / Lodging	500	-		0.0%	500	
750 Utilities	-	-		0.0%	-	
760 Waste Disposal	-	-		0.0%	-	
795 Yolo Co	-	-		0.0%	-	
799 Misc	250	-		0.0%	250	
Services and Supplies >	30,950	-	-	0.0%	30,950	
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)	-	-		0.0%	-	
Repairs & Replacement >	0	-	-	0.0%	0	
Total Expenses >	126,621	-	-	0.0%	126,621	

Thru End of July 2016		2016 - 2017 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	153,433	-		0.0%	153,433
510	Contracted Labor	28,000	-		0.0%	28,000
520	FICA - District Share	12,567	-		0.0%	12,567
530	Medical Ins - District Share	47,030	-		0.0%	47,030
540	PERS - District Share	9,472	-		0.0%	9,472
550	Unemployment	0	-		0.0%	0
560	Workers Comp Ins	6,683	-		0.0%	6,683
Salaries and Employee Benefits >		257,186	-	-	0.0%	257,186
605	Advertising	0	-		0.0%	0
610	Bank Fees	0	-		0.0%	0
620	Communications & Internet	3,000	-		0.0%	3,000
622	Board Exp	0	-		0.0%	0
625	Equip - Field (\$300-\$4999)	2,000	-		0.0%	2,000
630	Equip - Office	1,000	-		0.0%	1,000
640	Fuel & Oil (Schaeffers)	250	-		0.0%	250
645	Insurance	38,500	-		0.0%	38,500
650	Interest	1,050	-		0.0%	1,050
657	Outsource Lab / Internal Lab	21,000	-		0.0%	21,000
660	Memberships & Subscriptions	5,000	-		0.0%	5,000
665	Mileage Reimb	500	-		0.0%	500
670	Postage & Shipping	50	-		0.0%	50
675	Professional Services (SCADA)	13,000	-		0.0%	13,000
685	Rents	-	-		0.0%	-
690	Safety & Security (boots)	7,000	-		0.0%	7,000
700	Tools & Instruments	3,000	-		0.0%	3,000
703	Supplies - Clothing & Personal	1,500	-		0.0%	1,500
705	Supplies - Office	1,200	-		0.0%	1,200
715	Treatment Chemicals	65,000	-		0.0%	65,000
720	Supplies- Operatiang - Other	5,000	-		0.0%	5,000
730	Taxes - Licenses	2,300	-		0.0%	2,300
735	Training (classes, books)	3,000	-		0.0%	3,000
745	Travel / Lodging	1,000	-		0.0%	1,000
750	Utilities	70,000	-		0.0%	70,000
760	Waste Disposal	60,000	-		0.0%	60,000
795	Yolo Co	0	-		0.0%	0
799	Misc	5,000	-		0.0%	5,000
Services and Supplies >		309,350	-	-	0.0%	309,350
810	R&R Buildings & Grounds	5,000	-		0.0%	5,000
815	R & R Damage Claims	5,000	-		0.0%	5,000
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	5,000	-		0.0%	5,000
832	R&R Mains/Service Lines	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	-		0.0%	4,000
Repairs & Replacement >		19,000	-	-	0.0%	19,000
Total Expenses >		585,536	-	-	0.0%	585,536

Water - Budget Variance Report July 2016

Target % > 0.0%

Thru End of July 2016		2016 - 2017 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	123,731	-		0.0%	123,731	
510 Contracted Labor	-	-			-	
520 FICA - District Share	10,341	-		0.0%	10,341	
530 Medical Ins - District Share	18,362	-		0.0%	18,362	
540 PERS - District Share	15,928	-		0.0%	15,928	
550 Unemployment	0	-		0.0%	0	
560 Workers Comp Ins	8,404	-		0.0%	8,404	
Salaries and Employee Benefits >	176,766	-	-	0.0%	176,766	
605 Advertising	0	-		0.0%	0	
610 Bank Fees	0	-		0.0%	0	
620 Communications & Internet	4,000	-		0.0%	4,000	
622 Board Exp	0	-		0.0%	0	
625 Equip - Field (\$300-\$4999)	0	-		0.0%	0	
630 Equip - Office	500	-		0.0%	500	
640 Fuel & Oil	12,000	-		0.0%	12,000	
645 Insurance	38,500	-		0.0%	38,500	
650 Interest	300	-		0.0%	300	
657 Outside Lab / Internal Lab	16,000	-		0.0%	16,000	
660 Memberships & Subscriptions	28,000	-		0.0%	28,000	
665 Mileage Reimb	500	-		0.0%	500	
670 Postage & Shipping	100	-		0.0%	100	
675 Professional Services (SCADA)	25,000	-		0.0%	25,000	
685 Rents	2,000	-		0.0%	2,000	
690 Safety & Security (boots)	1,000	-		0.0%	1,000	
700 Tools & Instruments	2,000	-		0.0%	2,000	
703 Supplies - Clothing & Personal	1,000	-		0.0%	1,000	
705 Supplies - Office	600	-		0.0%	600	
715 Treatment Chemicals	47,000	-		0.0%	47,000	
720 Supplies - Operating - Other	5,000	-		0.0%	5,000	
730 Taxes - Licenses	1,500	-		0.0%	1,500	
735 Training (classes, books)	3,000	-		0.0%	3,000	
745 Travel / Lodging	1,500	-		0.0%	1,500	
750 Utilities	110,000	-		0.0%	110,000	
760 Waste Disposal	300	-		0.0%	300	
795 Yolo Co	42,000	-		0.0%	42,000	
799 Misc	5,000	-		0.0%	5,000	
Services and Supplies >	346,800	-	-	0.0%	346,800	
810 R&R Buildings & Grounds	5,000	-		0.0%	5,000	
815 R & R Damage Claims	5,000	-		0.0%	5,000	
820 R&R Lift Stations	-	-			-	
830 R&R Equipment	1,000	-		0.0%	1,000	
832 R&R Mains/Service Lines	-	-		0.0%	-	
840 R&R Vehicles (\$2k/vehicle)	4,000	-		0.0%	4,000	
Repairs & Replacement >	15,000	-	-	0.0%	15,000	
Total Expenses >	538,566	-	-	0.0%	538,566	

Clearlake Oaks Co Water District
Budget Variance Report July 2016

0

Target % > **0%**

WATER - CRP

Thru End of July 2016 Summary	Budget Annual	YTD	Actual YTD Amount	%
WATER CRP Revenue	287,532	-	-	0%
WATER CRP Expenses	165,998	-	-	0%
(1/2 Vac Con) Debt Service Exp	26,079			
**Previous Year Balance	167,406			
Operating Balance (loss)	262,861	-	-	

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

SEWER -CRP

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	297,440	-	-	0%
SEWER CRP Expenses	165,998	-	-	0%
(1/2 Vac all Camera) Debt Service Exp	47,961			
USDA Annual Payment	129,000			
I & I/Lift Station Rehab Improvements	42,000			
Short term depreciation reserve	30,000			
Previous Year Balance	208,351			
Operating Balance (loss)	90,832	-	-	

Report Revenue Notes:

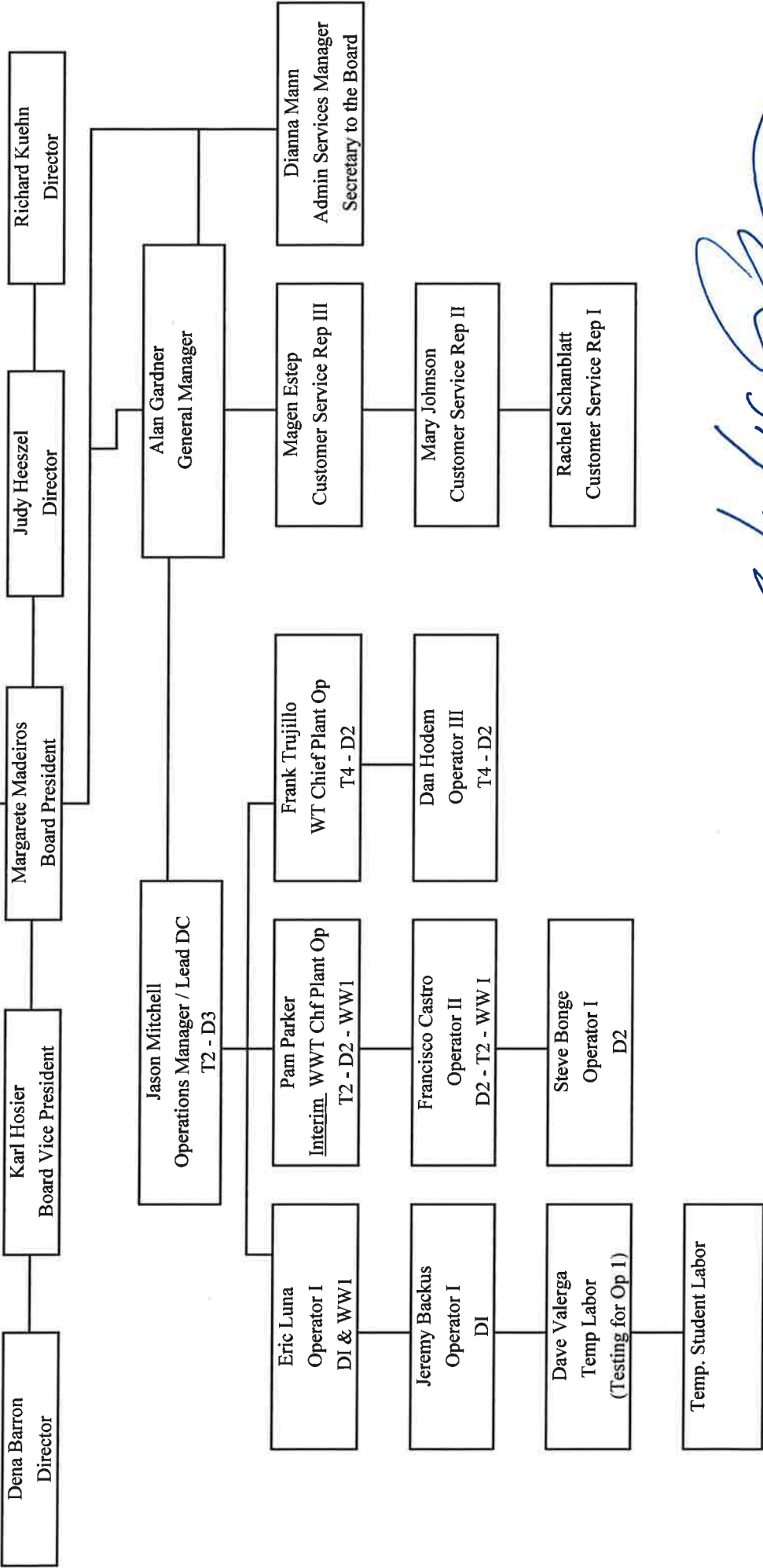
D\C -CRP Budget Variance Report Jul 2016

Target % > **0.0%**

Expenses		2016 - 2017 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	63,954	-			63,954
510	Contracted Labor	-	-		0.0%	-
520	FICA - District Share	5,221	-		0.0%	5,221
530	Medical Ins - District Share	20,000	-		0.0%	20,000
540	PERS - District Share	3,159	-		0.0%	3,159
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	3,339	-		0.0%	3,339
	Salaries and Employee Benefits >	95,671	-	-	0.0%	95,671
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 (\$300-\$4999)	2,500	-		0.0%	2,500
640	Fuel & Oil	4,000	-		0.0%	4,000
645	Insurance	-	-		0.0%	-
650	Interest	1,750	-		0.0%	1,750
657	Outsource Lab / Internal Lab	-	-		0.0%	-
660	Memberships & Subscriptions	-	-		0.0%	-
665	Mileage Reimb	250	-		0.0%	250
670	Postage & Shipping	50	-		0.0%	50
675	Professional Services (SCADA)	-	-		0.0%	-
685	Rents	500	-		0.0%	500
690	Safety & Security (boots)	2,150	-		0.0%	2,150
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%	-
720	Supplies - Operating - Other	13,000	-	-	0.0%	13,000
730	Taxes - Licenses	500	-		0.0%	500
735	Training (classes, books)	750	-		0.0%	750
745	Travel / Lodging	500	-		0.0%	500
750	Utilities	-	-		0.0%	-
760	Waste Disposal	-	-		0.0%	-
795	Yolo Co	-	-		0.0%	-
799	Misc	250	-		0.0%	250
	Services and Supplies >	30,950	-	-	0.0%	30,950
810	R&R Buildings & Grounds	50,000	-		0.0%	50,000
815	R & R Damage Claims	-	-		0.0%	-
820	R&R Lift Stations	20,000	-		0.0%	20,000
830	R&R Equipment	10,000	-		0.0%	10,000
832	R&R Mains/Service Lines	100,000	-		0.0%	100,000
840	R&R Vehicles (\$2k/vehicle)	25,000	-		0.0%	25,000
	Repairs & Replacement >	205,000	-	-	0.0%	205,000
	Total Expenses >	331,621	-	-	0.0%	331,621

**Clearlake Oaks County Water District
Organization Chart**

District Consumers



5/2/16 JS