

**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

**JANUARY 19, 2017**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 4:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

- Mrs. Margaret Medeiros, President     Mr. Karl Hosier, Vice President
- Mrs. Judy Heeszal, Director     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

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

**Public comment on non-agenda items**

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

**Consent Items**

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

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

**3. Minutes of previous meeting for review and approval**

- a. Minutes of Special Meeting 12-15-16
- b. Minutes of Special Meeting 12-20-16
- c. Minutes of Special Meeting 01-05-17
- d. Minutes of Special Meeting 01-09-17

**4. Bills**

- a. MC Engineering Invoice No. 1444, dated 12/31/16, in the amount of \$7,608.27, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1447, dated 12/31/16, in the amount of \$12,298.08, for the Water Distribution Study (Water Master Plan)
- c. MC Engineering Invoice No. 1445, dated 12/31/16, in the amount of \$40,653.50, for the USDA Wastewater pre-design, design phase

**Action Taken:** \_\_\_\_\_

**5. Agenda (Old Business)**

- a. Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

**Action Taken:** \_\_\_\_\_

- b. Discussion and update of CSA 16 Annexation progress

**Action Taken:** \_\_\_\_\_

- c. Discussion and update of sidewalk project

**Action Taken:** \_\_\_\_\_

- d. Discussion and consideration of quotes for new video equipment for Board Room

**Action Taken:** \_\_\_\_\_

**6. Agenda (New Business)**

- a. Discussion and approval of 2016 – 2017 Audit

**Action Taken:** \_\_\_\_\_

- b. Discussion and consideration of Consumer Claim for 12972 2<sup>nd</sup> Avenue, Clearlake Oaks, CA 95423

**Action Taken:** \_\_\_\_\_

- c. Discussion and consideration of three proposals for dewatering tubes for dredge season

**Action Taken:** \_\_\_\_\_

- d. Discussion and approval of contract with Meyers Nave

**Action Taken:** \_\_\_\_\_

**Adjournment**

**Time:** \_\_\_\_\_

1.a

# Clearlake Oaks County Water District Customer Service Report

**January 17, 2017**

**To: Clearlake Oaks County Water District, Board of Directors**

**From: Magen Estep, Customer Service Rep III**

**RE: January 2017 Meeting Update**

**Current:** Liens and releases are being cleaned up and by the middle to end of February we will be submitting new liens to the County. We have had a large increase in property sales in the last few months and much more calls of interest for new service connections for vacant lots. 9 of the 10 beacon test meters are in the ground.

**Upcoming:** We are very excited to see how the beacon meter portal works with a full cycle. Just from the preview it appears to be splendid.

Magen Estep  
Customer Service Rep III

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**Clearlake Oaks County Water District  
Administrative Services Manager  
January 19, 2016**

**Administration/Grant Status:**

- **State Water Resources Control Board (SWRCB) Wastewater Collection System Mapping and Infiltration and Inflow Construction** – State is still reviewing Technical and Financial. Hoping for approval soon.
- **Department of Water Resources (DWR), Water Master Plan**  
**Amount Approved: \$400,000.00.** MC Engineering is approx 99.9% complete as of the end of November, with status report attached.  
  
From the Water Master Plan three (3) grants will be applied for:
  1. Harvey Tank Installation
  2. Storage Tanks and Distribution System Improvements
  3. Water Plant, Meters and Backflow Projects
- **State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study** **Amount Requested: \$299,640.** MC Engineering is approx 58% complete, and we are at 56% of the time allotment. Status report is attached.
- **USDA Waste Water Treatment Plant (loan) \$2.8M,** MC and staff will hold a meeting the afternoon of December 19 to discuss progress. Two board members were invited to attend. Status report is attached.
- **USDA Waste Water Treatment Plant (grant) \$1M,** this grant will become available once the loan has been disbursed.
- **W2's and 1099** have been completed and sent.
- **Yearend and 4<sup>th</sup> quarter** financials have been completed.

Respectfully submitted,  
Dianna Mann

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**Report Date:** January 4, 2017

**To:** Alan Gardner, CLOCWD General Manager

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

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

**Billing Period:** December, 2016

**I. Project Status Update and Work Accomplished to Date**

- Work during December was limited to coordinating with various subs and preparing monthly invoices.

**Budget Status Update**

**Total Budget:** \$400,000

**This Invoice:** \$12,298.08

**Cost to Date:** \$399,760.57

**Cost to Complete:** \$239.43

**II. Projected Tasks for December, 2016**

- Finalize environmental document (AES)
- Provide on-going assistance under a separate work authorization for applying for State grants for the priority projects identified in the Water Master Plan



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**Report Date:** January 4, 2017

**To:** Alan Gardner, CLOCWD General Manager

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

**RE: CLOCWD SWRCD Wastewater Reclamation Study Planning Grant Status Report**

**I. Project Status Update and Work Accomplished to Date:** Work completed this period was focused on the improvements at the WWTP needed to for both the USDA related improvements and future reclamation plant. Specific tasks included misc. Project Management functions (Task A), Task 5.1, and 6.3 through 6.7. Specific work associated with these tasks is summarized below:

- Project Management and Administration included invoicing reporting, meeting attendance and coordination.
- Task 5.1, Cost Estimating: This including receiving and evaluating cost estimates for new filters and UV.
- Task 6.3, Wastewater Treatment Requirements and Additional Process Evaluations: This included work by Stantec to review the water balance and provide input on the anti-degradation analysis being required by the RWQCB.
- Tasks 6.3 through 6.7, Reclamation Facility Evaluation: Completed various tasks related to the final reclamation facility. Researched and documented information required by the RWQCB. Analyzed potential reclamation impacts associated with the recycled water markets.

**Budget Status Update**

**Total Budget:** \$299,640.00

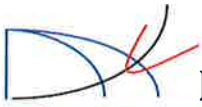
**This Invoice:** \$7,608.27

**Cost to Date:** \$176,392.94

**Cost to Complete:** \$123,247.06

**II. Projected Tasks for January, 2016**

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



**Report Date:** January 4, 2016

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

**Billing Period:** December, 2016

## I. Project Status Update

Please refer to the status update for October regarding the current budget for design and construction. Work on the design during December included the following:

- On-going coordination with RGH geotechnical for completion of the geotechnical design report was conducted. We anticipate taking receipt of the report the week of January 2<sup>nd</sup>.
- A site plan was generated for each lift station along with a strategy for retrofit with a particular emphasis on construction sequencing, valving, new meters, and the bypass connections.
- MC Engineering staff conducted an additional field review at all lift stations under design to verify various anomalies and review the site plans that were developed for each lift station.
- A review of LS 1 identified a Caltrans storm drain that will have to be modified to accommodate the proposed access ramp down to LS 1.
- Additional design drawings were prepared for the new clarifier showing 2 RAS pumps, 1 WAS pump, and 1 scum pump. The scum pump will be placed in a separate wetwell adjacent to the clarifier with the option of routing sludge to the bags or the sludge storage basins.
- The boxes for the lift stations have undergone various revisions in order to accommodate the valving, meters, bypass connectors, etc. A meeting with Jensen precast is anticipated for early January to verify standard box and lid options prior to finalizing the drawings.
- A standard design was prepared for the return pump station at the WWTP that was based on input from Jensen Precast.
- Continued coordination was conducted with PG&E to work out relocation of several high risk panel locations.
- Related work continued on the required Report of Waste Discharge. A portion of this time has been allocated to the Reclamation Grant project and we anticipate requesting additional funding for this work after verifying the impacts to our fee. A meeting will be scheduled with the RWQCB in January to review the responses generated to date and solicit their input on the required water quality sampling and anti-degradation analysis.
- A site visit was conducted at the WWTP to take additional measurements and coordinate with plant staff.
- Hydraulic calculations were refined for the new clarifier with an emphasis on the relationship to the existing oxidation ditch and related water surfaces. The hydraulics indicate that a supplemental line is needed to augment the existing 14" MLSS line during high flow events. MCE will review the proposed design during the next meeting with District staff. For now it is assumed that a new splitter box along with a junction box at the ditch will be required.
- Significant progress was made on the specifications including a draft of all front-end documents required by USDA.
- Initial work on the electrical design was initiated.
- A preliminary floating 20 HP aerator was investigated with JBI. The unit would presumably replace the existing 10 HP unit/s.

## II. Budget Status Update

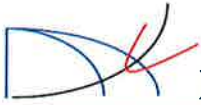
The total billed by MC Engineering for April was

**Total Design Budget: \$351,303.54**

**This Invoice: \$40,653.50**

**Cost to Date: \$72,084.23**

**Cost to Complete Design: \$279,219.31**



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**III. Projected Tasks for January**

- Finalize process design of clarifier begin structural design
- Continue with electrical design
- Complete draft technical specs
- Complete lift station site plans and details
- Complete geotechnical investigations and report
- Additional field review of lift stations by design team
- Complete application to PG&E for various electrical service re-locations associated with the new control panels
- Finalize initial structural design for proposed lift station access improvements and new hatches
- Process Encroachment Permit with Caltrans and coordinate on easements for LS 1 Hwy 20 access ramp
- Finalize Scope and Fee for proposed ROWD and submit for District review and approval
- Meet with CLOCWD District staff to review status of the project

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# Clearlake Oaks County Water District

12952 East Highway 20, P.O. Box 709

Clearlake Oaks, CA 95423

(707) 998-4758 Phone (707) 998-1245 Fax

[www.clocwd.org](http://www.clocwd.org) website [f.trujillo@clocwd.org](mailto:f.trujillo@clocwd.org) e-mail

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

A Plant Report to SWRCB was completed, and was sent to Amy Little @ SWRCB via EDT on January 4, 2017. A copy was filed at the water plant

Water produced in the month of November 2016 was 14.905mg; at this time last year the production was 15.028mg. This time last year our production was 14.714mg, an increase of .314mg or a 6% increase in production. Our average run time per day for this month was 816 minutes, the average run time for the same period last year was 767 minutes, this is an increase of 49 minutes per day increase in plant operation This is the highest production for the month of December since the year of 2009. Since the last repairs were done in the month of November there seems to be an increased demand in the zone that affects the Konocti tank, this is apparent by the change in the trends for that storage facility.

Our chemical consumption for this period has for the most part remained unchanged from last year in terms of gallons of chemical per MG. Source conditions this time of year are usually very consistent so our treatment chemical demand is constant and predictable.

There were no Plant alarms this month and we had no major mechanical failures so there are no other issues that come to mind at this time concerning plant operations.

Below is the chemical inventory provided by Dan in monetary value that is available

9800 Primary Couagulant	\$21,412.68
9890 Coagulant Aid	\$939.12
Zinc Corrosion Control	\$2782.08
NaOCL Disinfection	<u>\$1488.65</u>
Total value	\$26,622.53

Thank you,



Frank Trujillo, Chief Operator

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**CLEARLAKE OAKS COUNTY WATER DISTRICT**  
**Wastewater Treatment Plant Report**  
**JANUARY 2017**

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

To: Clearlake Oaks County Water District Board of Directors

January 10, 2017

Influent flows to the Wastewater Treatment Plant averaged 295,000 gallons per day in the month December. With the daily recordings, the current lake level is 5.65 feet at the Rumsey Gauge. We received 5.20" of rain and the average lake level was 2.47 feet at the Rumsey Gauge, however December 2015; the monthly average was .79 feet at Rumsey. I wanted to clarify a typo on last month's report. I reported the average lake level was 3.50 feet at Rumsey; however the current lake level was only 1.91. So after reviewing the data there was an error in data entry which made the average reported level wrong. The average lake level for November was 1.64.

I am preparing for the upcoming dredge season, and need to order some dewatering tubes. We have been getting them from Spinpro for years, but this year I have done some research and found some companies located in the United States. Since Spinpro is in Chilliwack BC, the change of US funds to Canada takes some work and time. The orders are almost 8 weeks out. I have included 3 quotes, 1 from Spinpro, 1 from Flint Industries, and 1 from GEI works. After review of the quotes and specifications, I really am pleased with the specifications from Flint Industries. The specifications from GEI do not compare to those of Flint Industries. I would be pleased to give Flint the opportunity to fulfill my order; they offer better quality material at a cheaper price than Spinpro.

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

Thank you,  
Pam Parker  
Supervisor/Lead Operator



# Clearlake Oaks County Water District

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

January 17, 2017

Dear Board of Directors,

There is not much to report this month.

There was a leak over the weekend of the 6<sup>th</sup>. It was repaired without interrupting service. It was due to a rotten saddle at the main.

There were no reportable sewer spills for the month of December/January.

The lake has risen to 7+ feet and we are seeing the affect in the sewer system with I&I. The settings at LS 7 have been changed to accommodate flows.

The new generator supports the Water Plant well. We were able to run the plant for a test and other than the generator running operations wise it was like a small power outage.

Thank You,  
Jason

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Mary Margaret  
Medeiros  
President

Karl Hosier  
Vice President

Judith Heeszal  
Director

Dena Barron  
Director

Richard Kuehn  
Director

January 11, 2017

General Manager's Board Letter

**Loans/Grants/ Accounting:**

See Dianna's Board letter.

**Items done since the last Board Meeting:**

- Field customer phone calls and meeting personally with any and all customers on questions regarding the rate changes and forfeiture agreements.
- Staff changes: No change in total authorized staff.

**Water Plant Generator:**

- The new generator has been final tested and we will be filing to obtain permanent Air Board Certification about 2 months before it is due.

**Sidewalks:**

- Despite appearing before the Board of Supervisors on August 8, 2016 with the Director of Public Works and discussing and agreeing to mutual cooperation on the south side of Hwy 20 on videotape, in late December PW staff denied any agreement or intent to cooperate concerning certain valves and all hydrants.
- This is solvable. I have worked with their designer, but PW has yet to accept the compromises on issues which can be easily resolved.
- The remaining issues can be handled, especially given our proposed project grant #2, with County forbearance until next year on all items that abut and are not in the sidewalk.
- Without County cooperation they are risking local fire flow. Jay has reviewed the County's plans and is concerned about fire flow. He is now leading the push to find a compromise course until our project #2 is completed. As of the date of this letter we have no resolution. Please recall the required work on the north side of Hwy 20 was estimated at \$15,000.

**Harvey tank:**

- Will be discussed under Agenda item 5b

**Backflows:**

- No change. We are including it in grant Project 3.

**Solar:**

- No change.

**Emergency Services Planning:**

- Continuing to work with all County water companies to develop an online index of available equipment and personnel.

**Eminent Domain**

- Obtaining title guarantee on 589 Keys (required for the filing), filed CEQA exemption, filing suit.

Alan Gardner, GM

### Revenue Totals Through December 2016

	2015-2016		2016-2017		Water		Sewer		Total	
	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017
<b>Water</b>	<b>101,427.67</b>	<b>101,613.99</b>	<b>89,290.68</b>	<b>102,498.43</b>	<b>85,414.28</b>	<b>102,498.43</b>	<b>87,354.62</b>	<b>98,602.58</b>	<b>84,563.69</b>	<b>98,109.87</b>
Water CRP	3226.85	1653.84	18736.3	76419.45	18736.3	76419.45	19498.9	75990.93	20841.02	75990.93
Water Penalty	2796.05	460.98	1778.13	1411.11	2586.1	1411.11	2586.1	0.36	0	0
Water CRP Penalty	0	16642.63	1829.99	19826.15	903.09	19826.15	1159.82	20342.55	2290.32	20342.55
Water Misc	3612.29	180.33	326.14	230	3327.4	230	3327.4	334.5	736.32	334.5
Water Redist	-9448.87	80.88	-8252.91	123.19	-9132.11	123.19	-8007.98	0	0	0
Water Int	0	0	0	0	0	0	0	0	0	0
<b>Water Total</b>	<b>101,427.67</b>	<b>101,613.99</b>	<b>89,290.68</b>	<b>102,498.43</b>	<b>85,414.28</b>	<b>102,498.43</b>	<b>87,354.62</b>	<b>98,602.58</b>	<b>84,563.69</b>	<b>98,109.87</b>
<b>Sewer</b>	<b>81,702.36</b>	<b>78,946.88</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>
Sewer Surchg	1653.84	460.98	1411.11	1411.11	23.96	23.96	23.96	0	0	0
Sewer CRP	2936.87	16642.63	1829.99	19826.15	903.09	19826.15	1159.82	20342.55	2290.32	20342.55
Sewer Penalty	320.73	180.33	326.14	230	3327.4	230	3327.4	334.5	736.32	334.5
Svr Surchg Penalty	670	250	250	20	20	20	20	20	20	20
Sewer CRP Penalty	0	80.88	0	123.19	-9132.11	123.19	-8007.98	0	0	0
Sewer Misc	0	0	0	0	0	0	0	0	0	0
Sewer Int	0	0	0	0	0	0	0	0	0	0
Sewer Surchg Int	0	0	0	0	0	0	0	0	0	0
Sewer Redist	-159.9	-113.28	-111.42	-111.42	-111.42	-111.42	-111.42	-53.35	-58.3	-53.3
<b>Sewer Total</b>	<b>81,702.36</b>	<b>78,946.88</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>
<b>Total Revenue</b>	<b>\$87,123.90</b>	<b>\$96,448.42</b>	<b>\$96,448.42</b>	<b>\$199,146.91</b>	<b>\$199,146.91</b>	<b>\$199,146.91</b>	<b>\$95,136.21</b>	<b>\$97,016.89</b>	<b>\$103,220.75</b>	<b>\$103,220.75</b>
<b>Water</b>	<b>101,427.67</b>	<b>101,613.99</b>	<b>89,290.68</b>	<b>102,498.43</b>	<b>85,414.28</b>	<b>102,498.43</b>	<b>87,354.62</b>	<b>98,602.58</b>	<b>84,563.69</b>	<b>98,109.87</b>
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Water CRP Penalty	0	16642.63	1829.99	19826.15	903.09	19826.15	1159.82	20342.55	2290.32	20342.55
Water Misc	3612.29	180.33	326.14	230	3327.4	230	3327.4	334.5	736.32	334.5
Water Redist	-9448.87	80.88	-8252.91	123.19	-9132.11	123.19	-8007.98	0	0	0
Water Int	0	0	0	0	0	0	0	0	0	0
<b>Water Total</b>	<b>101,427.67</b>	<b>101,613.99</b>	<b>89,290.68</b>	<b>102,498.43</b>	<b>85,414.28</b>	<b>102,498.43</b>	<b>87,354.62</b>	<b>98,602.58</b>	<b>84,563.69</b>	<b>98,109.87</b>
<b>Sewer</b>	<b>81,702.36</b>	<b>78,946.88</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>
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Svr Surchg Penalty	670	250	250	20	20	20	20	20	20	20
Sewer CRP Penalty	0	80.88	0	123.19	-9132.11	123.19	-8007.98	0	0	0
Sewer Misc	0	0	0	0	0	0	0	0	0	0
Sewer Int	0	0	0	0	0	0	0	0	0	0
Sewer Surchg Int	0	0	0	0	0	0	0	0	0	0
Sewer Redist	-159.9	-113.28	-111.42	-111.42	-111.42	-111.42	-111.42	-53.35	-58.3	-53.3
<b>Sewer Total</b>	<b>81,702.36</b>	<b>78,946.88</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>
<b>Total Revenue</b>	<b>\$87,123.90</b>	<b>\$96,448.42</b>	<b>\$96,448.42</b>	<b>\$199,146.91</b>	<b>\$199,146.91</b>	<b>\$199,146.91</b>	<b>\$95,136.21</b>	<b>\$97,016.89</b>	<b>\$103,220.75</b>	<b>\$103,220.75</b>
<b>Water</b>	<b>101,427.67</b>	<b>101,613.99</b>	<b>89,290.68</b>	<b>102,498.43</b>	<b>85,414.28</b>	<b>102,498.43</b>	<b>87,354.62</b>	<b>98,602.58</b>	<b>84,563.69</b>	<b>98,109.87</b>
Water CRP	3226.85	1653.84	18736.3	76419.45	18736.3	76419.45	19498.9	75990.93	20841.02	75990.93
Water Penalty	2796.05	460.98	1778.13	1411.11	2586.1	1411.11	2586.1	0.36	0	0
Water CRP Penalty	0	16642.63	1829.99	19826.15	903.09	19826.15	1159.82	20342.55	2290.32	20342.55
Water Misc	3612.29	180.33	326.14	230	3327.4	230	3327.4	334.5	736.32	334.5
Water Redist	-9448.87	80.88	-8252.91	123.19	-9132.11	123.19	-8007.98	0	0	0
Water Int	0	0	0	0	0	0	0	0	0	0
<b>Water Total</b>	<b>101,427.67</b>	<b>101,613.99</b>	<b>89,290.68</b>	<b>102,498.43</b>	<b>85,414.28</b>	<b>102,498.43</b>	<b>87,354.62</b>	<b>98,602.58</b>	<b>84,563.69</b>	<b>98,109.87</b>
<b>Sewer</b>	<b>81,702.36</b>	<b>78,946.88</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>
Sewer Surchg	1653.84	460.98	1411.11	1411.11	23.96	23.96	23.96	0	0	0
Sewer CRP	2936.87	16642.63	1829.99	19826.15	903.09	19826.15	1159.82	20342.55	2290.32	20342.55
Sewer Penalty	320.73	180.33	326.14	230	3327.4	230	3327.4	334.5	736.32	334.5
Svr Surchg Penalty	670	250	250	20	20	20	20	20	20	20
Sewer CRP Penalty	0	80.88	0	123.19	-9132.11	123.19	-8007.98	0	0	0
Sewer Misc	0	0	0	0	0	0	0	0	0	0
Sewer Int	0	0	0	0	0	0	0	0	0	0
Sewer Surchg Int	0	0	0	0	0	0	0	0	0	0
Sewer Redist	-159.9	-113.28	-111.42	-111.42	-111.42	-111.42	-111.42	-53.35	-58.3	-53.3
<b>Sewer Total</b>	<b>81,702.36</b>	<b>78,946.88</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>	<b>74,837.51</b>
<b>Total Revenue</b>	<b>\$87,123.90</b>	<b>\$96,448.42</b>	<b>\$96,448.42</b>	<b>\$199,146.91</b>	<b>\$199,146.91</b>	<b>\$199,146.91</b>	<b>\$95,136.21</b>	<b>\$97,016.89</b>	<b>\$103,220.75</b>	<b>\$103,220.75</b>

2.a

# Summary Balance Sheet

As of December 31, 2016

201

	<u>Dec 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	1,192,906.23
Other Current Assets	<u>662,241.00</u>
<b>Total Current Assets</b>	1,855,147.23
<b>Fixed Assets</b>	<u>6,112,308.89</u>
<b>TOTAL ASSETS</b>	<u><u>7,967,456.12</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	16,788.25
Credit Cards	2,880.51
Other Current Liabilities	<u>162,146.52</u>
<b>Total Current Liabilities</b>	<u>181,815.28</u>
<b>Total Liabilities</b>	181,815.28
<b>Equity</b>	<u>7,785,640.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,967,456.12</u></u>

## Balance Sheet

As of December 31, 2016

2.0.2

1/09/17

Accrual Basis

	Dec 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102.04 · DWR - CHECKING	400.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Ot...	292,873.58
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)</b>	<b>481,873.58</b>
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK...	141,824.30
102.02 · WAB SAVINGS - CRP WATER	265,386.58
102.03 · WAB SAVINGS - CRP SEWER	303,421.77
<b>Total Checking/Savings</b>	<b>1,192,906.23</b>
<b>Other Current Assets</b>	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	300.00
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	74,033.00
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 10970...	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	23,357.00
<b>Total Other Current Assets</b>	<b>662,241.00</b>
<b>Total Current Assets</b>	<b>1,855,147.23</b>
<b>Fixed Assets</b>	
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS...	1,851,100.60
<b>Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)</b>	<b>1,851,100.60</b>
122 · Buildings (OFFICE BUILDING - WAS 1011180)	8,475,638.00
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
<b>Total 124.30 · Lift Stations</b>	<b>112,306.71</b>
124.50 · Mains	5,526.58
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other	3,136,437.00
<b>Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>	<b>3,254,270.29</b>
125 · Land	278,470.00
129 · ALLOW. FOR DEPRECIATION	-7,747,170.00
<b>Total Fixed Assets</b>	<b>6,112,308.89</b>
<b>TOTAL ASSETS</b>	<b>7,967,456.12</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	16,788.25
<b>Total Accounts Payable</b>	<b>16,788.25</b>
<b>Credit Cards</b>	
210 · Cal Card	
210.05 · Cal Card - Dan - 4075	-0.12
210.04 · Cal Card - Alan - 4000	2,880.63
<b>Total 210 · Cal Card</b>	<b>2,880.51</b>
<b>Total Credit Cards</b>	<b>2,880.51</b>
<b>Other Current Liabilities</b>	
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become a...	100,000.00
280.01 · Kansas State Bk - VACON	15,799.00

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# Balance Sheet

As of December 31, 2016

2.0.3

	Dec 31, 16
280.03 · Kansas State Bk - Camera Traile	-12.79
<b>Total 280 · Loan</b>	<b>115,786.21</b>
221 · Health Ins - EE Portion	-269.88
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 PAYROLL...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX ...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - ...	-24.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION...	-589.41
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE ...	496.12
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMP...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld ...	-1,391.57
<b>Total Other Current Liabilities</b>	<b>162,146.52</b>
<b>Total Current Liabilities</b>	<b>181,815.28</b>
<b>Total Liabilities</b>	<b>181,815.28</b>
<b>Equity</b>	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this ...	328,889.15
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ...	1,075,137.51
Net Income	371,898.57
<b>Total Equity</b>	<b>7,785,640.84</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,967,456.12</b>

1/10/17  
 Accrual Basis

## Profit and Loss

July 2016 through December 2016

2.0.4

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
<b>Income</b>						
<b>Income</b>						
410 · Client Reg Pmt	0.00	0.00	453,784.72	544,704.55	998,489.27	998,489.27
420 · Connection Fees	0.00	0.00	1,896.00	1,673.00	3,569.00	3,569.00
430 · Penalty & Interest	0.00	0.00	5,991.57	10,882.41	16,873.98	16,873.98
440 · Misc Revenue	180.96	0.00	0.00	26,172.19	26,353.15	26,353.15
450 · Other - Non S/W Rev	0.00	0.00	11,281.19	26,351.34	37,632.53	37,632.53
<b>Total Income</b>	<b>180.96</b>	<b>0.00</b>	<b>472,953.48</b>	<b>609,783.49</b>	<b>1,082,917.93</b>	<b>1,082,917.93</b>
<b>Total Income</b>	<b>180.96</b>	<b>0.00</b>	<b>472,953.48</b>	<b>609,783.49</b>	<b>1,082,917.93</b>	<b>1,082,917.93</b>
<b>Gross Profit</b>	<b>180.96</b>	<b>0.00</b>	<b>472,953.48</b>	<b>609,783.49</b>	<b>1,082,917.93</b>	<b>1,082,917.93</b>
<b>Expense</b>						
<b>Salaries &amp; EE Benefits</b>						
505 · Salaries & Wages	166,713.36	29,063.97	78,850.58	58,992.57	333,620.48	333,620.48
510 · Contract Labor	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00
520 · FICA - District Share	12,314.73	2,144.65	5,747.46	4,474.92	24,681.76	24,681.76
530 · Medical Ins - Dist Share	39,446.51	2,186.01	23,161.46	8,899.43	73,693.41	73,693.41
540 · PERS - District Share	15,220.33	956.07	4,051.39	5,966.27	26,194.06	26,194.06
550 · Unemployment	4,824.88	0.00	0.00	0.00	4,824.88	4,824.88
560 · Workers Comp Ins	1,906.12	1,296.67	3,387.48	3,426.40	10,016.67	10,016.67
<b>Total Salaries &amp; EE Benefits</b>	<b>240,425.93</b>	<b>35,647.37</b>	<b>120,198.37</b>	<b>81,759.59</b>	<b>478,031.26</b>	<b>478,031.26</b>
<b>Services &amp; Supplies</b>						
605 · Advertising	200.00	0.00	0.00	0.00	200.00	200.00
610 · Bank Fees	240.00	0.00	0.00	0.00	240.00	240.00
620 · Communications & Internet	2,454.55	0.00	1,643.14	1,733.27	5,830.96	5,830.96
625 · Equip - Field (\$300-\$4999)	0.00	0.00	857.70	0.00	857.70	857.70
630 · Equip - Office	75.51	0.00	707.83	0.00	783.34	783.34
640 · Fuel & Oil	0.00	3,888.98	486.84	2,610.69	6,986.51	6,986.51
645 · Insurance	0.00	0.00	25,660.80	25,660.80	51,321.60	51,321.60
650 · Interest	0.00	362.90	1,035.71	-23.33	1,375.28	1,375.28
657 · Lab	0.00	0.00	13,326.76	7,342.56	20,669.32	20,669.32
660 · Memberships & Subscription	598.39	0.00	21,387.00	17,712.29	39,697.68	39,697.68
665 · Mileage Reimb	1,825.27	167.94	0.00	65.88	2,059.09	2,059.09
670 · Postage & Shipping	4,897.38	1.20	7.30	0.00	4,905.88	4,905.88
675 · Professional Services	24,901.26	0.00	2,967.93	3,010.20	30,879.39	30,879.39
685 · Rents	2,726.54	0.00	0.00	0.00	2,726.54	2,726.54
690 · Safety & Security	958.92	3,982.60	3,197.13	10,956.51	19,095.16	19,095.16
700 · Tools & Instruments	0.00	64.26	2,736.95	2,076.48	4,877.69	4,877.69
703 · Supplies - Clothing & Personal	577.99	537.18	305.55	203.70	1,624.42	1,624.42
705 · Supplies - Office	3,505.48	83.58	365.33	707.60	4,661.99	4,661.99
715 · Supplies-Chemicals-Operating	0.00	0.00	24,714.46	6,026.52	30,740.98	30,740.98
720 · Supplies - Inventory - Other	0.00	8,899.33	3,882.02	3,953.36	16,734.71	16,734.71
730 · Taxes - Licenses	0.00	388.00	1,479.00	1,074.57	2,941.57	2,941.57
735 · Training (Classes, books, etc)	169.00	385.00	480.00	50.00	1,084.00	1,084.00
745 · Travel / Lodging	199.33	331.51	297.73	0.00	828.57	828.57
750 · Utilities	2,554.43	0.00	32,877.54	69,698.07	105,130.04	105,130.04
760 · Waste Disposal	219.00	0.00	32,563.45	0.00	32,782.45	32,782.45
795 · Yolo Co	0.00	0.00	0.00	23,586.39	23,586.39	23,586.39
<b>Total Services &amp; Supplies</b>	<b>46,103.05</b>	<b>19,092.48</b>	<b>170,980.17</b>	<b>176,445.56</b>	<b>412,621.26</b>	<b>412,621.26</b>
<b>Repairs &amp; Replacement</b>						
810 · R&R Buildings & Grounds	1,712.34	0.00	994.59	4,426.41	7,133.34	7,133.34
830 · R&R Equipment	0.00	0.00	5,937.44	713.37	6,650.81	6,650.81
840 · R&R Vehicles	100.46	45.35	325.92	2,119.76	2,591.49	2,591.49
<b>Total Repairs &amp; Replacement</b>	<b>1,812.80</b>	<b>45.35</b>	<b>7,257.95</b>	<b>7,259.54</b>	<b>16,375.64</b>	<b>16,375.64</b>
<b>Total Expense</b>	<b>288,341.78</b>	<b>54,785.20</b>	<b>298,436.49</b>	<b>265,464.69</b>	<b>907,028.16</b>	<b>907,028.16</b>
<b>Net Income</b>	<b>-288,160.82</b>	<b>-54,785.20</b>	<b>174,516.99</b>	<b>344,318.80</b>	<b>175,889.77</b>	<b>175,889.77</b>

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Clearlake Oaks Co Water District

APPROVED BUDGET 2016-2017

2.05

Target % > 50%

Thru End of December 2016	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
Summary	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,067,122	533,561	609,783	57%	969,433	484,717	472,954	49%
<b>Total Operating Expenses</b>	906,028	453,014	437,027	48%	948,617	474,308	469,999	50%
<b>Operating Balance (loss)</b>	<b>161,094</b>	<b>80,547</b>	<b>172,757</b>		<b>20,816</b>	<b>10,408</b>	<b>2,956</b>	
420 Connection Rev			1,673				1,896	
435 Loan/Grant Rev			-				-	
450 Other - Non S/W Rev	96,000	48,000	26,351	27%	85,000	42,500	11,281	13%
Depreciation Exp	194,168	97,084	97,084	50%	135,786	67,893	67,893	50%
<b>Net Change In Net Position (loss)</b>	<b>62,926</b>	<b>31,463</b>	<b>103,697</b>		<b>(29,970)</b>	<b>(14,985)</b>	<b>(51,761)</b>	

Current Revenue Notes:

WestAmer Op	\$	182,537
WestAmer CRP		600,139
LAIF		481,874
<b>Total</b>	<b>\$</b>	<b>1,264,549</b>

Past Revenue Notes

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

450-S \$11,281 from Tax Roll

440-W Bulk Water Sales

Thru End of December 2016	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
Operating Revenue	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,037,122	518,561	544,705	53%	955,933	477,967	453,785	47%
430 Penalty & Interest	30,000	15,000	10,882	36%	13,500	6,750	5,992	44%
440 Misc	0	0	26,172		0	0	-	0%
<b>Total Revenue &gt;</b>	<b>1,067,122</b>	<b>533,561</b>	<b>581,759</b>	<b>55%</b>	<b>969,433</b>	<b>484,717</b>	<b>459,777</b>	<b>47%</b>

Thru End of December 2016	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
Operating Expenses	Annual	YTD	Amount	%	Annual	YTD	Amount	%
505 Salaries & Wages	337,881	168,940	156,882	46%	364,297	182,149	176,740	49%
510 Contracted Labor	-	-	-	0%	28,000	14,000	5,000	18%
520 FICA - District Share	28,024	14,012	11,705	42%	29,977	14,989	12,977	43%
530 Medical Ins - District Share	65,762	32,881	29,716	45%	94,430	47,215	43,978	47%
540 PERS - District Share	36,003	18,002	14,054	39%	29,324	14,662	12,139	41%
550 Unemployment	6,000	3,000	2,413	40%	6,000	3,000	2,413	40%
560 Workers Comp Ins	17,599	8,799	5,028	29%	15,288	7,644	4,989	33%
<b>Salaries and Employee Benefits &gt;</b>	<b>491,268</b>	<b>245,634</b>	<b>219,796</b>	<b>45%</b>	<b>567,317</b>	<b>283,658</b>	<b>258,234</b>	<b>46%</b>

605 Advertising	125	63	100	80%	125	63	100	80%
610 Bank Fees	2,810	1,405	120	4%	2,800	1,400	120	4%
620 Communications & Internet	5,650	2,825	2,961	52%	4,650	2,325	2,871	62%
622 Board Exp	250	125	-	0%	250	125	-	0%
625 Equip - Field (\$300-\$4999)	1,250	625	-	0%	3,250	1,625	858	26%
630 Equip - Office	850	425	38	4%	1,350	675	746	55%
640 Fuel & Oil	14,000	7,000	4,556	33%	2,250	1,125	2,432	108%
645 Insurance	38,500	19,250	25,661	67%	38,500	19,250	25,661	67%

2.2.16

650	Interest	1,175	588	159	13%	1,925	963	1,218	63%
657	Lab	16,000	8,000	7,343	46%	21,000	10,500	13,327	63%
660	Memberships & Subscriptions	28,450	14,225	18,011	63%	5,450	2,725	21,686	398%
665	Mileage Reimb	1,500	750	1,063	71%	1,500	750	997	66%
670	Postage & Shipping	4,825	2,413	2,449	51%	4,775	2,388	2,456	51%
675	Professional Services	35,000	17,500	15,461	44%	23,000	11,500	15,419	67%
685	Rents	5,950	2,975	1,364	23%	3,950	1,975	1,364	35%
690	Safety & Security	3,075	1,538	13,428	437%	9,075	4,538	5,668	62%
700	Tools & Instruments	3,875	1,938	2,108	54%	4,875	2,438	2,769	57%
703	Supplies - Clothing & Personal	1,200	600	762	63%	1,700	850	864	51%
705	Supplies - Office	3,225	1,613	2,503	78%	3,825	1,913	2,160	56%
715	Treatment Chemicals	47,000	23,500	6,026	13%	65,000	32,500	24,714	38%
720	Supplies - Operating - Other	11,525	5,763	8,403	73%	11,525	5,763	8,332	72%
730	Taxes - Licenses	1,750	875	1,269	73%	2,550	1,275	1,673	66%
735	Training	4,250	2,125	327	8%	4,250	2,125	757	18%
745	Travel	2,750	1,375	265	10%	2,250	1,125	563	25%
750	Utilities	112,600	56,300	70,975	63%	72,600	36,300	34,155	47%
760	Waste Disposal	550	275	110	20%	60,250	30,125	32,673	54%
795	Yolo Co	42,000	21,000	23,586	56%				
799	Misc	5,375	2,688	-	0%	5,375	2,688	-	0%
<b>Services and Supplies &gt;</b>		<b>395,510</b>	<b>197,755</b>	<b>209,043</b>	<b>53%</b>	<b>358,050</b>	<b>179,025</b>	<b>203,578</b>	<b>57%</b>
810	R&R Buildings & Grounds	7,000	3,500	5,282	75%	7,000	3,500	1,851	26%
815	R & R Damage Claims	5,000	2,500	-	0%	5,000	2,500	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	1,000	713	36%	6,000	3,000	5,937	99%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	5,250	2,625	2,193	42%	5,250	2,625	399	8%
<b>Repairs &amp; Replacement &gt;</b>		<b>19,250</b>	<b>9,625</b>	<b>8,188</b>	<b>43%</b>	<b>23,250</b>	<b>11,625</b>	<b>8,187</b>	<b>35%</b>
<b>Total Expenses &gt;</b>		<b>906,028</b>	<b>453,014</b>	<b>437,027</b>	<b>48%</b>	<b>948,617</b>	<b>474,308</b>	<b>469,999</b>	<b>50%</b>

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## Administration - Budget Variance Report Jul 2016

Target % > **50.0%**

2.a.7

Thru End of December 2016		2016 - 2017 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	365,469	182,735	166,713	45.6%	198,756
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	30,241	15,121	12,315	40.7%	17,926
530	Medical Ins - District Share	74,799	37,400	39,447	52.7%	35,352
540	PERS - District Share	37,160	18,580	15,220	41.0%	21,940
550	Unemployment	12,000	6,000	4,825	40.2%	7,175
560	Workers Comp Ins	10,415	5,208	1,906	18.3%	8,509
Salaries and Employee Benefits >		530,085	265,043	240,426	<b>45.4%</b>	289,659
605	Advertising	250	125	200	80.0%	50
610	Bank Fees	5,600	2,800	240	4.3%	5,360
620	Communications & Internet	3,300	1,650	2,455	74.4%	845
622	Board Exp	500	250	-	0.0%	500
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	700	350	76	10.9%	624
640	Fuel & Oil	0	0	-	0.0%	0
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	900	450	598	66.4%	302
665	Mileage Reimb	2,000	1,000	1,825	91.3%	175
670	Postage & Shipping	9,400	4,700	4,897	52.1%	4,503
675	Professional Services (Legal, IT, etc)	20,000	10,000	24,901	124.5%	(4,901)
685	Rents	7,400	3,700	2,727	36.9%	4,673
690	Safety & Security (boots)	2,000	1,000	959	48.0%	1,041
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	400	200	578	144.5%	(178)
705	Supplies - Office	5,000	2,500	3,505	70.1%	1,495
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	50	25	-	0.0%	50
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (Classes, books)	2,500	1,250	169	6.8%	2,331
745	Travel / Lodging	2,500	1,250	199	8.0%	2,301
750	Utilities	5,200	2,600	2,554	49.1%	2,646
760	Waste Disposal	500	250	219	43.8%	281
795	Yolo Co	0	0	-	0.0%	0
799	Misc	500	250	-	0.0%	500
Services and Supplies >		68,700	34,350	46,102	<b>67.1%</b>	22,598
810	R&R Buildings & Grounds	4,000	2,000	1,712	42.8%	2,288
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	2,000	1,000	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	2,500	1,250	100	4.0%	2,400
Repairs & Replacement >		8,500	4,250	1,812	<b>21.3%</b>	6,688
<b>Total Expenses &gt;</b>		<b>607,285</b>	<b>303,643</b>	<b>288,340</b>	<b>47.5%</b>	<b>318,945</b>

## Expense Notes

<b>620 Communications &amp; Internet</b>	Increased speed of internet, increasing expense
<b>665 Mileage</b>	Multiple required meetings in Sacramento and Lakeport by GM
<b>675 Professional Services</b>	Research and Legal Fees concerning Dir Kuehn and legal counsel for brd mtgs
<b>703 Supplies - Clothing &amp; Personal</b>	New staff shirts
<b>705 Supplies - Office</b>	Purchase of new year calendars and bulk envelopes
<b>750 Utilities</b>	PG&E

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## D\C - Budget Variance Report Jul 2016

Target % &gt;

50.0%

2,9.9

Thru End of December 2016

2016 - 2017 Budget

Actual

Total

Expenses

Annual

YTD

YTD

% Spent

Remaining

	Annual	YTD	YTD	% Spent	Total Remaining
505 Salaries & Wages	63,954	31,977	29,064	45.4%	34,890
510 Contracted Labor	-	-	-		-
520 FICA - District Share	5,221	2,610	2,145	41.1%	3,076
530 Medical Ins - District Share	20,000	10,000	2,186	10.9%	17,814
540 PERS - District Share	3,159	1,580	956	30.3%	2,203
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	3,339	1,669	1,297	38.8%	2,042
<b>Salaries and Employee Benefits &gt;</b>	<b>95,671</b>	<b>47,836</b>	<b>35,648</b>	<b>37.3%</b>	<b>60,023</b>
605 Advertising	-	-	-	0.0%	-
610 Bank Fees	-	-	-	0.0%	-
620 Communications & Internet	-	-	-	0.0%	-
622 Board Exp	-	-	-	0.0%	-
625 Equip - Field (up to \$4999)	2,500	1,250	-	0.0%	2,500
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	4,000	2,000	3,889	97.2%	111
645 Insurance	-	-	-	0.0%	-
650 Interest	1,750	875	363	20.7%	1,387
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	500	250	168	33.6%	332
670 Postage & Shipping	50	25	1	2.0%	49
675 Professional Services (SCADA)	1	1	-	0.0%	1
685 Rents	500	250	-	0.0%	500
690 Safety & Security (boots)	2,150	1,075	3,983	185.3%	(1,833)
700 Tools & Instruments	3,750	1,875	64	1.7%	3,686
703 Supplies - Clothing & Personal	1,500	750	537	35.8%	963
705 Supplies - Office	250	125	84	0.0%	166
715 Treatment Chemicals	-	-	-	0.0%	-
720 Supplies - Operating - Other	13,000	6,500	8,899	68.5%	4,101
730 Taxes - Licenses	500	250	388	0.0%	112
735 Training (classes, books)	1,500	750	385	25.7%	1,115
745 Travel / Lodging	1,000	500	331	33.1%	669
750 Utilities	-	-	-	0.0%	-
760 Waste Disposal	-	-	-	0.0%	-
795 Yolo Co	-	-	-	0.0%	-
799 Misc	250	125		0.0%	250
<b>Services and Supplies &gt;</b>	<b>33,201</b>	<b>16,601</b>	<b>19,092</b>	<b>57.5%</b>	<b>14,109</b>
810 R&R Buildings & Grounds	-	-		0.0%	-
815 R & R Damage Claims	0	0		0.0%	0
820 R&R Lift Stations	-	-		0.0%	-
830 R&R Equipment	-	-		0.0%	-
832 R&R Mains/Service Lines	-	-		0.0%	-
840 R&R Vehicles (\$2k/vehicle)	-	-	45	0.0%	(45)
<b>Repairs &amp; Replacement &gt;</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>450000.0%</b>	<b>(45)</b>
<b>Total Expenses &gt;</b>	<b>128,872</b>	<b>64,436</b>	<b>54,785</b>	<b>42.5%</b>	<b>74,087</b>

## Expense Notes

703 Supplies - Clothing &amp; Personal

New Pants for DC Crew

735 Training

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

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Thru End of December 2016		2016 - 2017 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	149,586	74,793	78,851		70,735
510	Contracted Labor	28,000	14,000	5,000	56.1%	23,000
520	FICA - District Share	12,246	6,123	5,747	46.9%	6,499
530	Medical Ins - District Share	47,030	23,515	23,161	49.2%	23,869
540	PERS - District Share	9,165	4,582	4,051	44.2%	5,114
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,411	4,206	3,387	40.3%	5,024
Salaries and Employee Benefits >		254,439	127,219	120,197	<b>47.2%</b>	134,242
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	3,000	1,500	1,643	54.8%	1,357
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	2,000	1,000	858	42.9%	1,142
630	Equip - Office	1,000	500	708	70.8%	292
640	Fuel & Oil (Schaeffers)	250	125	487	194.8%	(237)
645	Insurance	38,500	19,250	25,661	66.7%	12,839
650	Interest	1,050	525	1,036	98.7%	14
657	Outsource Lab / Internal Lab	21,000	10,500	13,327	63.5%	7,673
660	Memberships & Subscriptions	5,000	2,500	21,387	427.7%	(16,387)
665	Mileage Reimb	500	250		0.0%	500
670	Postage & Shipping	50	25	7	14.0%	43
675	Professional Services (SCADA)	13,000	6,500	2,968	22.8%	10,032
685	Rents	-	-	-	0.0%	-
690	Safety & Security (boots)	7,000	3,500	3,197	45.7%	3,803
700	Tools & Instruments	3,000	1,500	2,737	91.2%	263
703	Supplies - Clothing & Personal	1,500	750	306	20.4%	1,194
705	Supplies - Office	1,200	600	365	30.4%	835
715	Treatment Chemicals	65,000	32,500	24,714	38.0%	40,286
720	Supplies- Operating - Other	5,000	2,500	3,882	77.6%	1,118
730	Taxes - Licenses	2,300	1,150	1,479	64.3%	821
735	Training (classes, books)	3,000	1,500	480	16.0%	2,520
745	Travel / Lodging	1,000	500	298	29.8%	702
750	Utilities	70,000	35,000	32,878	47.0%	37,122
760	Waste Disposal	60,000	30,000	32,563	54.3%	27,437
795	Yolo Co	0	0	-	0.0%	0
799	Misc	5,000	2,500		0.0%	5,000
Services and Supplies >		309,350	154,675	170,981	<b>55.3%</b>	138,369
810	R&R Buildings & Grounds	5,000	2,500	995	19.9%	4,005
815	R & R Damage Claims	5,000	2,500	-	0.0%	5,000
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	5,000	2,500	5,937	118.7%	(937)
832	R&R Mains/Service Lines	-	-	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	2,000	326	8.2%	3,674
Repairs & Replacement >		19,000	9,500	7,258	<b>38.2%</b>	11,742
<b>Total Expenses &gt;</b>		<b>582,789</b>	<b>291,394</b>	<b>298,436</b>	<b>51.2%</b>	<b>284,353</b>

## Expense Notes

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

2.0.10

6 Water - Budget Variance Report July 2016 Target % > 50.0%

Expenses	2016 - 2017 Budget		Actual	%	Total
	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	123,169	61,585	58,993	47.9%	64,176
510 Contracted Labor	-	-	-	-	-
520 FICA - District Share	10,293	5,146	4,475	43.5%	5,818
530 Medical Ins - District Share	18,362	9,181	8,899	48.5%	9,463
540 PERS - District Share	15,844	7,922	5,966	37.7%	9,878
550 Unemployment	0	0	0	0.0%	0
560 Workers Comp Ins	10,722	5,361	3,426	32.0%	7,296
Salaries and Employee Benefits >	178,390	89,195	81,759	45.8%	96,631
605 Advertising	0	0	0	0.0%	0
610 Bank Fees	0	0	0	0.0%	0
620 Communications & Internet	4,000	2,000	1,733	43.3%	2,267
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (\$300 - \$4999)	0	0	-	0.0%	0
630 Equip - Office	500	250	-	0.0%	500
640 Fuel & Oil	12,000	6,000	2,611	21.8%	9,389
645 Insurance	38,500	19,250	25,661	66.7%	12,839
650 Interest	300	150	(23)	-7.7%	323
657 Outside Lab / Internal Lab	16,000	8,000	7,343	45.9%	8,657
660 Memberships & Subscriptions	28,000	14,000	17,712	63.3%	10,288
665 Mileage Reimb	500	250	66	13.2%	434
670 Postage & Shipping	100	50	-	0.0%	100
675 Professional Services (SCADA)	25,000	12,500	3,010	12.0%	21,990
685 Rents	2,000	1,000	-	0.0%	2,000
690 Safety & Security (boots)	1,000	500	10,957	1095.7%	(9,957)
700 Tools & Instruments	2,000	1,000	2,076	103.8%	(76)
703 Supplies - Clothing & Personal	1,000	500	204	20.4%	796
705 Supplies - Office	600	300	708	118.0%	(108)
715 Treatment Chemicals	47,000	23,500	6,026	12.8%	40,974
720 Supplies - Operating - Other	5,000	2,500	3,953	79.1%	1,047
730 Taxes - Licenses	1,500	750	1,075	71.7%	425
735 Training (classes, books)	3,000	1,500	50	1.7%	2,950
745 Travel / Lodging	1,500	750	-	0.0%	1,500
750 Utilities	110,000	55,000	69,698	63.4%	40,302
760 Waste Disposal	300	150	-	0.0%	300
795 Yolo Co	42,000	21,000	23,586	56.2%	18,414
799 Misc	5,000	2,500	-	0.0%	5,000
Services and Supplies >	346,800	173,400	176,446	50.9%	170,354
810 R&R Buildings & Grounds	5,000	2,500	4,426	88.5%	574
815 R & R Damage Claims	5,000	2,500	-	0.0%	5,000
820 R&R Lift Stations	-	-	-	-	-
830 R&R Equipment	1,000	500	713	71.3%	287
832 R&R Mains/Service Lines	-	-	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	4,000	2,000	2,120	53.0%	1,880
Repairs & Replacement >	15,000	7,500	7,259	48.4%	7,741
<b>Total Expenses &gt;</b>	<b>540,190</b>	<b>270,095</b>	<b>265,464</b>	<b>49.1%</b>	<b>274,726</b>

Expense Notes:

- 645 Insurance Annual Auto/General Liability to JPIA
- 660 Memberships and Subscriptions Large Water System Fees 7/1/15 thru 6/30/16
- 690 Safety and Security Upgrade security system \$9,429, approved 7/21/16 Regular Board Mtg ,New Fire Extinguishers \$780.00
- 700 Tools & Instruments Ozone Leak Detector and microscope \$1,478
- 705 Supplies - Office Toner for new printer
- 720 Supplies - Inventory Rebuild kits for Oxygen Generator \$1,255
- 730 Taxes - Licenses Health Services Dept \$854.
- 750 Utilities Monthly PG&E bill is averaging \$11,900, until September Bill \$12,828
- 810 R&R Buildings & Grounds Tank Rental (\$1,324) Clear PVC piping (\$794) Generator Oil
- 830 R&R Equipment \$483.09 for 2 solenoid valves for Hydrovane compressors for ozone generator
- 840 R&R Vehicles Pwr steering pp, A/C, whl algnmnt for Ford Ranger & new tires for Chevy

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## CRP/CIP Profit and Loss

July through December 2016

2.0.11

1/10/17

accrual Basis

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Income</b>				
<b>Income</b>				
<b>425 · CRP (Capital Replacment Plan)</b>				
425.1 · Water	-547.68	0.00	-547.68	-547.68
425 · CRP (Capital Replacment Plan) - Other	134,264.13	136,111.60	270,375.73	270,375.73
<b>Total 425 · CRP (Capital Replacment Plan)</b>	133,716.45	136,111.60	269,828.05	269,828.05
430 · Penalty & Interest	4,712.88	2,114.53	6,827.41	6,827.41
<b>Total Income</b>	138,429.33	138,226.13	276,655.46	276,655.46
<b>Total Income</b>	138,429.33	138,226.13	276,655.46	276,655.46
<b>Gross Profit</b>	138,429.33	138,226.13	276,655.46	276,655.46
<b>Expense</b>				
<b>Salaries &amp; EE Benefits</b>				
505 · Salaries & Wages	13,643.72	16,968.03	30,611.75	30,611.75
520 · FICA - District Share	942.17	1,294.35	2,236.52	2,236.52
530 · Medical Ins - Dist Share	8,252.01	2,990.02	11,242.03	11,242.03
540 · PERS - District Share	790.79	857.65	1,648.44	1,648.44
560 · Workers Comp Ins	1,296.67	1,296.66	2,593.33	2,593.33
<b>Total Salaries &amp; EE Benefits</b>	24,925.36	23,406.71	48,332.07	48,332.07
<b>Services &amp; Supplies</b>				
625 · Equip - Field (\$300-\$4999)	0.00	810.17	810.17	810.17
640 · Fuel & Oil	269.80	269.80	539.60	539.60
650 · Interest	161.32	140.82	302.14	302.14
675 · Professional Services	5,412.30	5,812.30	11,224.60	11,224.60
690 · Safety & Security	121.98	121.96	243.94	243.94
720 · Supplies - Inventory - Other	5,050.59	2,452.16	7,502.75	7,502.75
<b>Total Services &amp; Supplies</b>	11,015.99	9,607.21	20,623.20	20,623.20
<b>Repairs &amp; Replacement</b>				
810 · R&R Buildings & Grounds	9,003.48	622.55	9,626.03	9,626.03
820 · R&R Lift Stations	0.00	4,720.61	4,720.61	4,720.61
830 · R&R Equipment	7,198.25	0.00	7,198.25	7,198.25
832 · R&R Mains and Sewer Lines	16,097.91	0.00	16,097.91	16,097.91
840 · R&R Vehicles	1,728.43	1,767.29	3,495.72	3,495.72
<b>Total Repairs &amp; Replacement</b>	34,028.07	7,110.45	41,138.52	41,138.52
<b>Total Expense</b>	69,969.42	40,124.37	110,093.79	110,093.79
<b>Net Income</b>	<b>68,459.91</b>	<b>98,101.76</b>	<b>166,561.67</b>	<b>166,561.67</b>

**Clearlake Oaks Co Water District**  
**Budget Variance Report December 2016**

2.0.12

6

**SEWER-CRP**

Target % > **50.0%**

Thru End of December 2016

Summary	Budget		Actual YTD	
	Annual	YTD	Amount	%
<b>SEWER CRP Revenue</b>	297,440	148,720	136,112	48.1%
<b>Penalty &amp; Interest</b>			6,827	
<b>SEWER CRP Expenses</b>	174,687	87,343	40,125	23.0%
(1/2 Vac all Camera) Debt Service Exp	47,961	23,981	23,981	
USDA Annual Payment	129,000	64,500		
I & I/Lift Station Rehab Improvements	42,000	21,000		
Short term depreciation reserve	30,000	15,000	15,000	
Previous Year Balance	208,351			
<b>Operating Balance (loss)</b>	<b>82,143</b>	<b>41,072</b>	<b>63,833</b>	

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

Expenses	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining	
	Annual	YTD				
505 Salaries & Wages	31,977	15,988	16,968	53.1%	15,009	
510 Contracted Labor	-	-	-	-	-	
520 FICA - District Share	2,610	1,305	1,294	49.6%	1,316	
530 Medical Ins - District Share	10,000	5,000	2,990	29.9%	7,010	
540 PERS - District Share	1,580	790	858	54.3%	722	
550 Unemployment	-	-	-	0.0%	-	
560 Workers Comp Ins	1,669	835	1,297	77.7%	372	
<b>Salaries and Employee Benefits &gt;</b>	<b>47,836</b>	<b>23,918</b>	<b>23,407</b>	<b>48.9%</b>	<b>24,429</b>	
605 Advertising	0	0	-	0.0%	0	
610 Bank Fees	0	0	-	0.0%	0	
620 Communications & Internet	0	0	-	0.0%	0	
622 Board Exp	0	0	-	0.0%	0	
625 Equip - Field (up to \$4999)	1,250	625	810	64.8%	440	
630 Equip - Office	-	-	-	0.0%	-	
640 Fuel & Oil	2,000	1,000	270	13.5%	1,730	
645 Insurance	-	-	-	0.0%	-	
650 Interest	875	438	141	16.1%	734	
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-	
660 Memberships & Subscriptions	-	-	-	0.0%	-	
665 Mileage Reimb	-	-	-	0.0%	-	
670 Postage & Shipping	25	13	-	0.0%	25	
675 Professional Services (SCADA)	1	1	5,812	0.0%	(5,811)	
685 Rents	250	125	-	0.0%	250	
690 Safety & Security (boots)	1,075	538	122	11.3%	953	
700 Tools & Instruments	1,875	938	-	0.0%	1,875	
703 Supplies - Clothing & Personal	-	-	-	0.0%	-	
705 Supplies - Office	125	63	-	0.0%	125	
715 Treatment Chemicals	-	-	-	0.0%	-	
720 Supplies - Operating - Other	6,500	3,250	2,452	37.7%	4,048	
730 Taxes - Licenses	250	125	-	0.0%	250	
735 Training (classes, books)	-	-	-	0.0%	-	
745 Travel / Lodging	-	-	-	0.0%	-	
750 Utilities	-	-	-	0.0%	-	
760 Waste Disposal	-	-	-	0.0%	-	
795 Yolo Co	-	-	-	0.0%	-	
799 Misc	125	63	-	0.0%	125	
<b>Services and Supplies &gt;</b>	<b>14,351</b>	<b>7,176</b>	<b>9,607</b>	<b>66.9%</b>	<b>4,744</b>	
810 R&R Buildings & Grounds	25,000	12,500	623	2.5%	24,377	
815 R & R Damage Claims	-	-	-	0.0%	-	
820 R&R Lift Stations	20,000	10,000	4,721	23.6%	15,279	
830 R&R Equipment	5,000	2,500	-	0.0%	5,000	
832 R&R Mains/Service Lines	50,000	25,000	-	0.0%	50,000	
840 R&R Vehicles (\$2k/vehicle)	12,500	6,250	1,767	14.1%	10,733	
<b>Repairs &amp; Replacement &gt;</b>	<b>112,500</b>	<b>56,250</b>	<b>7,111</b>	<b>6.3%</b>	<b>105,389</b>	
<b>Expense Notes</b>	<b>Total Expenses &gt;</b>	<b>174,687</b>	<b>87,343</b>	<b>40,125</b>	<b>23.0%</b>	<b>134,562</b>

**625 Field Equip** Down hole roller for camera trailer  
**820 R&R Lift Stations** LS # 10 Repairs to Action \$2,100, Check Valves for LS 10 \$1,188  
**675 Professional Services** ignition SCADA system software - approved at SM 11/29/16 also easement repair on LS 1:

25

Clearlake Oaks Co Water District  
Budget Variance Report December 2016

6

Target % > 50.0%

2.0.13

Thru End of December 2016		WATER - CRP			
Summary	Budget	Actual YTD			
	Annual	YTD	Amount %		
WATER CRP Revenue	287,532	143,766	133,716	48.1%	
Penalty & Interest			4,713		
WATER CRP Expenses	154,687	77,343	69,969	45.2%	
(1/2 Vac Con) Debt Service Exp	26,079	13,040	13,040		
**Previous Year Balance	167,406				
Operating Balance (loss)	274,172	137,086	55,420		

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

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

Expenses		2016 - 2017 Budget	Actual	%	Total	
		Annual	YTD	Spent	Remaining	
505	Salaries & Wages	31,977	15,988	13,644	42.7%	18,333
510	Contracted Labor	-	-	-		-
520	FICA - District Share	2,610	1,305	942	36.1%	1,668
530	Medical Ins - District Share	10,000	5,000	8,252	82.5%	1,748
540	PERS - District Share	1,580	790	791	50.1%	789
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	1,669	835	1,297	77.7%	372
	<b>Salaries and Employee Benefits &gt;</b>	<b>47,836</b>	<b>23,918</b>	<b>24,926</b>	<b>52.1%</b>	<b>22,910</b>
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	0	0	-	0.0%	0
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	625	-	0.0%	1,250
640	Fuel & Oil	2,000	1,000	270	13.5%	1,730
645	Insurance	-	-	-	0.0%	-
650	Interest	875	438	161	18.4%	714
657	Outsource Lab / Internal Lab	-	-	-	0.0%	-
660	Memberships & Subscriptions	-	-	-	0.0%	-
665	Mileage Reimb	-	-	-	0.0%	-
670	Postage & Shipping	25	13	-	0.0%	25
675	Professional Services (SCADA)	1	1	5,412	541200.0%	(5,411)
685	Rents	250	63	-	0.0%	250
690	Safety & Security (boots)	1,075	538	122	11.3%	953
700	Tools & Instruments	1,875	938	-	0.0%	1,875
703	Supplies - Clothing & Personal	-	-	-	0.0%	-
705	Supplies - Office	125	63	-	0.0%	125
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	6,500	3,250	5,051	77.7%	1,449
730	Taxes - Licenses	250	125	-	0.0%	250
735	Training (classes, books)	-	-	-	0.0%	-
745	Travel / Lodging	-	-	-	0.0%	-
750	Utilities	-	-	-	0.0%	-
760	Waste Disposal	-	-	-	0.0%	-
795	Yolo Co	-	-	-	0.0%	-
799	Misc	125	31	-	0.0%	125
	<b>Services and Supplies &gt;</b>	<b>14,351</b>	<b>7,082</b>	<b>11,016</b>	<b>76.8%</b>	<b>3,335</b>
810	R&R Buildings & Grounds	25,000	12,500	9,003	36.0%	15,997
815	R & R Damage Claims	-	-	-	0.0%	-
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	5,000	2,500	7,198	144.0%	(2,198)
832	R&R Mains/Service Lines	50,000	25,000	16,098	32.2%	33,902
840	R&R Vehicles (\$2k/vehicle)	12,500	6,250	1,728	13.8%	10,772
	<b>Repairs &amp; Replacement &gt;</b>	<b>92,500</b>	<b>46,250</b>	<b>34,027</b>	<b>36.8%</b>	<b>58,473</b>
	<b>Total Expenses &gt;</b>	<b>154,687</b>	<b>77,250</b>	<b>69,969</b>	<b>45.2%</b>	<b>84,718</b>

Expense Notes

- 675 Professional Services Leak Repair in Redwood Wtr Tnk and ignition program for SCADA approved at SM 11/29/16
- 720 Supplies - inventory 18 meters for inventory \$1,393, Replacement Inventory
- 830 R&R Equipment \$6,992.57 for Controller and Reactor Replacement for 03 Generator, approved at 7-21-16 RM
- 832 R&R mains / Service Lines Clay Valves, \$14,855 Board approved

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**Capital Improvements**

As of December 31, 2016

2.0.14

Date	Name	Memo	Amount
<b>120 · EQUIPMENT (EQUIPMENT - WAS 1011181)</b>			
<b>120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>			
08/08/2016	Power Plus	2016 Cummins 250 kw Tier 3 Generator	29,876.14
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 10...			29,876.14
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			29,876.14
<b>122 · Buildings (OFFICE BUILDING - WAS 1011180)</b>			
Total 122 · Buildings (OFFICE BUILDING - WAS 1011180)			
<b>124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>			
<b>124.30 · Lift Stations</b>			
<b>124.31 · Lift Station 7 Bypass</b>			
07/12/2016	Pace	Returned PVC pipe	-1,275.84
Total 124.31 · Lift Station 7 Bypass			-1,275.84
<b>124.30 · Lift Stations - Other</b>			
09/19/2016	Shape Inc.	2 pumps for Lift Station #10 - Approved Eme...	23,581.98
Total 124.30 · Lift Stations - Other			23,581.98
Total 124.30 · Lift Stations			22,306.14
<b>124.50 · Mains</b>			
Total 124.50 · Mains			
<b>124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			22,306.14
<b>125 · Land</b>			
09/13/2016	TERESA FEDERIGI	Final pymt. for Harvey Blvd. tank easement	1,000.00
Total 125 · Land			1,000.00
<b>TOTAL</b>			<b>53,182.28</b>

2.6

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
January 17, 2017

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

Account Number:  
90-17-001

Tran Type Definitions

December 2016 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	481,873.58
Total Withdrawal:	0.00	Ending Balance:	481,873.58

28

MY ACCOUNTS

BILL PAY

TRANSFER FUNDS

MANAGE MONEY

2.16.1

(LAUNCHAPP?APPCODE=MY+ACCOUNTS)

(LAUNCHAPP?APPCODE=BILL+PAY)

ADDITIONAL SERVICES

CREDIT CARD APPLICATION

ESTATEMENTS

### My Accounts

#### DEPOSIT ACCOUNTS

[Manage mobile alerts](#)

Make a transfer

#### PUBLIC REGULAR CHK

Checking \*3745

[Quick peek](#)

**\$316,396.97**

\*\*Available \$316,396.97

#### PUBLIC REGULAR CHK

Checking \*3786

[Quick peek](#)

**\$200.00**

\*\*Available \$200.00

#### PUBLIC REGULAR CHK

Checking \*0019

[Quick peek](#)

**\$163,978.44**

\*\*Available \$182,536.87

#### REGULAR SAVINGS

Savings \*6990

[Quick peek](#)

**\$283,741.78**

\*\*Available \$283,741.78

TOTAL DEPOSIT ACCOUNTS

**\$764,317.19**

#### TIERED COMMERCIAL LOANS

#### Credit Line

TCL Credit Line \*1999

[Quick peek](#)

**\$0.00**

Available credit **\$400,000.00**

#### Note

TCL Note \*1001

[Quick peek](#)

**\$100,000.00**

**\$473.61** due **01/31/2017**  
pay

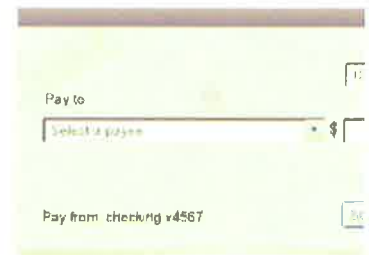
TOTAL TIERED COMMERCIAL LOANS

**\$100,000.00**

### Get Help with Taxes



### Make a Payment



### View My Spending

All categories



- Uncategorized
- Household
- Tax Payment
- Bank Fee

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### Outside Accounts

MY FINANCIAL INSTITUTION

Checking

[Quick peek](#)

Savings

[Quick peek](#)

TOTAL

### Add Outside Accounts

Keep track of all your other accounts and credit cards here.

[Add outside accounts](#)

2.6.2

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**Aged Accounts Receivable**  
**As of 1/17/17**

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<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
\$88,442.04	\$9,788.30	\$7,054.71	\$7,830.38	\$19,116.92	<u>\$132,232.35</u>

**Total number of accounts with open balances: 863**

These totals include all accounts on the Tax Roll

Clearlake Oaks County Water District

1/10/2017 11:59 AM

Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 12/01/2016 through 12/31/2016

Sorted by: Date, Type, Number/Ref

2.63

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2016			-split-	Deposit		X	1,581.98	89,067.45
12/01/2016			-split-	Deposit		X	1,783.94	90,851.39
12/01/2016			-split-	Deposit		X	5,211.29	96,062.68
12/01/2016			-split-	Deposit		X	147.34	96,210.02
12/01/2016	EFT	AFLAC	-split-	SV365	625.28	X		95,584.74
12/01/2016	EFT	CalPers	-split-	4751900248	3,397.36	X		92,187.38
12/02/2016			-split-	Deposit		X	2,504.02	94,691.40
12/02/2016			-split-	Deposit		X	4,029.54	98,720.94
12/02/2016			-split-	Deposit		X	1,693.70	100,414.64
12/02/2016			-split-	Deposit		X	2,167.41	102,582.05
12/02/2016			Income:440 · Misc Rev...	Deposit		X	5,536.85	108,118.90
12/02/2016		Bluefin	Services & Supplies:61...		925.72	X		107,193.18
12/03/2016			-split-	Deposit		X	450.08	107,643.26
12/04/2016			-split-	Deposit		X	337.05	107,980.31
12/05/2016			-split-	Deposit		X	2,736.95	110,717.26
12/05/2016			-split-	Deposit		X	3,013.54	113,730.80
12/05/2016			-split-	Deposit		X	9,578.87	123,309.67
12/05/2016			Income:440 · Misc Rev...	Deposit		X	85.37	123,395.04
12/05/2016			-split-	Deposit		X	2,885.34	126,280.38
12/06/2016			-split-	Deposit		X	1,049.58	127,329.96
12/06/2016			-split-	Deposit		X	3,633.17	130,963.13
12/06/2016			-split-	Deposit		X	6,806.58	137,769.71
12/07/2016			-split-	Deposit		X	14,932.85	152,702.56
12/07/2016			-split-	Deposit		X	1,918.49	154,621.05
12/07/2016			-split-	Deposit		X	4,002.76	158,623.81
12/07/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	20,195.02	X		138,428.79
12/08/2016			-split-	Deposit		X	1,202.57	139,631.36
12/08/2016			-split-	Deposit		X	2,598.10	142,229.46
12/08/2016	31049	Alan Gardner	200 · ACCOUNTS PA...		59.40	X		142,170.06
12/08/2016	31050	Alpha Analytical Labs	200 · ACCOUNTS PA...		2,229.00	X		139,941.06
12/08/2016	31051	Best Best & Krieger	200 · ACCOUNTS PA...		132.00	X		139,809.06
12/08/2016	31052	Bob's Vacuum	200 · ACCOUNTS PA...		46.39	X		139,762.67
12/08/2016	31053	Brelje and Race Labo...	200 · ACCOUNTS PA...		105.00	X		139,657.67
12/08/2016	31054	COURT ORDERED ...	200 · ACCOUNTS PA...	CD911352708 ...	222.33	X		139,435.34
12/08/2016	31055	EEL River Fuels Inc	200 · ACCOUNTS PA...		585.88	X		138,849.46
12/08/2016	31056	Hayden Solar, LLC	200 · ACCOUNTS PA...		2,658.34	X		136,191.12
12/08/2016	31057	Helix Laboratories, I...	200 · ACCOUNTS PA...		2,226.83	X		133,964.29
12/08/2016	31058	High Country Security	200 · ACCOUNTS PA...	5540	511.88	X		133,452.41
12/08/2016	31059	Independant Busines...	200 · ACCOUNTS PA...	171500	273.67	X		133,178.74
12/08/2016	31060	Inductive Automation	200 · ACCOUNTS PA...		5,324.60	X		127,854.14

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Clearlake Oaks County Water District

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Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 12/01/2016 through 12/31/2016

Sorted by: Date, Type, Number/Ref

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/08/2016	31061	Industrial Electric M...	200 · ACCOUNTS PA...		1,339.27	X		126,514.87
12/08/2016	31062	Jason Mitchell.	200 · ACCOUNTS PA...		65.88	X		126,448.99
12/08/2016	31063	Jeremy Backus.	200 · ACCOUNTS PA...	Reimburse for ...	152.24	X		126,296.75
12/08/2016	31064	John Hopkins.	200 · ACCOUNTS PA...		1,000.00	X		125,296.75
12/08/2016	31065	L & M Locksmith	200 · ACCOUNTS PA...		79.00	X		125,217.75
12/08/2016	31066	Lake County Waste ...	200 · ACCOUNTS PA...		259.56	X		124,958.19
12/08/2016	31067	MC Engineering, Inc	200 · ACCOUNTS PA...		25,288.94			99,669.25
12/08/2016	31068	Mendo Mill	200 · ACCOUNTS PA...		80.58	X		99,588.67
12/08/2016	31069	Nave & Cortell, LLP	200 · ACCOUNTS PA...		580.00	X		99,008.67
12/08/2016	31070	Petty Cash - Rachel ...	200 · ACCOUNTS PA...		39.07	X		98,969.60
12/08/2016	31071	Sierra Chemical Com...	200 · ACCOUNTS PA...		180.33	X		98,789.27
12/08/2016	31072	Southport Control So...	200 · ACCOUNTS PA...		709.20	X		98,080.07
12/08/2016	31073	Tire Pro	200 · ACCOUNTS PA...		1,027.52	X		97,052.55
12/08/2016	31074	Tri-Cities Answering...	200 · ACCOUNTS PA...		218.80	X		96,833.75
12/08/2016	31075	United States Post Of...	200 · ACCOUNTS PA...		1,000.00	X		95,833.75
12/08/2016	DD1648	Dena Barron	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1649	Judith A Heeszal	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1650	Karl L Hosier	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1651	Mary M Medeiros	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1652	Alan J Gardner	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1653	Andrew J. Mitchell	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1654	Dan Hodem	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1655	Dianna L Mann	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1656	David Valerga	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1657	Francisco J Castro	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1658	Francisco Trujillo	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1659	Jason Mitchell	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1660	Magen E Estep	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1661	Mary Johnson	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1662	Pamela J Parker	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1663	Rachel A Schainblatt	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1664	Steve R Bonge	-split-	Direct Deposit		X		95,833.75
12/08/2016	DD1665	Jeremy J Backus	-split-	Direct Deposit		X		95,833.75
12/08/2016	31076	Richard A Kuehn	-split-		91.45	X		95,742.30
12/09/2016			-split-	Deposit		X	2,167.29	97,909.59
12/09/2016			-split-	Deposit		X	5,255.11	103,164.70
12/09/2016			-split-	Deposit		X	3,185.76	106,350.46
12/09/2016			-split-	Deposit		X	2,037.78	108,388.24
12/09/2016			-split-	Deposit		X	2,829.51	111,217.75
12/09/2016			-split-	Deposit		X	405.08	111,622.83

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Clearlake Oaks County Water District

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Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 12/01/2016 through 12/31/2016

Sorted by: Date, Type, Number/Ref

2.615

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/09/2016	EFT	CalPers	-split-	4751900248	3,397.36	X		108,225.47
12/09/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	861.81	X		107,363.66
12/09/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	6,226.14	X		101,137.52
12/10/2016			-split-	Deposit		X	253.65	101,391.17
12/12/2016			-split-	Deposit		X	1,242.82	102,633.99
12/12/2016			-split-	Deposit		X	2,504.48	105,138.47
12/12/2016			-split-	Deposit		X	8,790.13	113,928.60
12/12/2016			-split-	Deposit		X	7,647.82	121,576.42
12/12/2016			-split-	Deposit		X	3,122.42	124,698.84
12/12/2016			Income:440 · Misc Rev...	Deposit		X	165.00	124,863.84
12/12/2016			Income:440 · Misc Rev...	Deposit		X	442.00	125,305.84
12/13/2016			-split-	Deposit		X	1,931.40	127,237.24
12/13/2016			-split-	Deposit		X	3,984.42	131,221.66
12/13/2016			-split-	Deposit		X	151.55	131,373.21
12/13/2016			280 · Loan:280.05 · U...	Funds Transfer		X	20,000.00	151,373.21
12/14/2016			-split-	Deposit		X	4,684.69	156,057.90
12/14/2016			-split-	Deposit		X	16,468.63	172,526.53
12/14/2016			-split-	Deposit		X	6,020.90	178,547.43
12/15/2016			-split-	Deposit		X	108.00	178,655.43
12/15/2016			-split-	Deposit		X	4,400.84	183,056.27
12/15/2016			-split-	Deposit		X	8,410.18	191,466.45
12/15/2016			-split-	Deposit		X	6,183.37	197,649.82
12/15/2016			-split-	Deposit		X	2,388.43	200,038.25
12/15/2016	31077	Alan Gardner	200 · ACCOUNTS PA...		70.20	X		199,968.05
12/15/2016	31078	AT&T 555 6	200 · ACCOUNTS PA...	960 739 5348 5...	104.78	X		199,863.27
12/15/2016	31079	Deeper Cleaning	200 · ACCOUNTS PA...		320.00			199,543.27
12/15/2016	31080	Kansas State Bank - ...	200 · ACCOUNTS PA...	3343293	6,519.87	X		193,023.40
12/15/2016	31081	MC Engineering, Inc	200 · ACCOUNTS PA...		18,068.13			174,955.27
12/15/2016	31082	Mediacom - WWTP ...	200 · ACCOUNTS PA...	8384 80 003 00...	148.95	X		174,806.32
12/15/2016	31083	Mendo Mill	200 · ACCOUNTS PA...		41.89	X		174,764.43
12/15/2016	31084	Napa Auto Parts	200 · ACCOUNTS PA...		55.25	X		174,709.18
12/15/2016	31085	Pace	200 · ACCOUNTS PA...		1,011.95	X		173,697.23
12/15/2016	31086	People Services Inc	200 · ACCOUNTS PA...		207.94	X		173,489.29
12/15/2016	31087	Quill	200 · ACCOUNTS PA...		340.19	X		173,149.10
12/15/2016	31088	St. Helena Family He...	200 · ACCOUNTS PA...	82715507	135.00	X		173,014.10
12/15/2016	31089	Steven Allen	200 · ACCOUNTS PA...	10160 E. Hwy 20	44.19	X		172,969.91
12/15/2016	31090	SWRCB	200 · ACCOUNTS PA...	WDID 5A1701...	17,017.00			155,952.91
12/15/2016	31091	Terminix	200 · ACCOUNTS PA...	9950108	182.00	X		155,770.91
12/15/2016	31092	USA BlueBook	200 · ACCOUNTS PA...	20397	116.05	X		155,654.86
12/15/2016	31093	Yolo County Flood ...	200 · ACCOUNTS PA...		3,154.57	X		152,500.29

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Clearlake Oaks County Water District

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Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 12/01/2016 through 12/31/2016

Sorted by: Date, Type, Number/Ref

*J.B.B*

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/15/2016	31094	US Bank	210 · Cal Card:210.04 ...	4246 0445 556...	1,989.35			150,510.94
12/15/2016	31095	ACWA/JPIA - Healt...	-split-		15,596.16	X		134,914.78
12/15/2016			102.02 · WAB SAVIN...	Funds Transfer	22,551.74	X		112,363.04
12/15/2016			102.02 · WAB SAVIN...	Funds Transfer		X	2,938.31	115,301.35
12/15/2016			102.03 · WAB SAVIN...	Funds Transfer	21,132.66	X		94,168.69
12/15/2016			102.03 · WAB SAVIN...	Funds Transfer		X	5,749.78	99,918.47
12/16/2016			-split-	Deposit		X	2,606.25	102,524.72
12/16/2016			-split-	Deposit		X	706.36	103,231.08
12/16/2016			-split-	Deposit		X	592.69	103,823.77
12/16/2016			-split-	Deposit		X	256.92	104,080.69
12/17/2016			-split-	Deposit		X	216.10	104,296.79
12/18/2016			-split-	Deposit		X	306.01	104,602.80
12/19/2016			-split-	Deposit		X	240.00	104,842.80
12/19/2016			-split-	Deposit		X	5,508.91	110,351.71
12/19/2016			-split-	Deposit		X	577.71	110,929.42
12/19/2016			-split-	Deposit		X	2,201.02	113,130.44
12/19/2016			Income:440 · Misc Rev...	Deposit		X	170.00	113,300.44
12/19/2016			Income:440 · Misc Rev...	Deposit		X	118.00	113,418.44
12/19/2016			Income:435 · Loans/Gr...	Deposit		X	25,927.72	139,346.16
12/19/2016			Income:435 · Loans/Gr...	Deposit		X	10,511.00	149,857.16
12/19/2016			-split-	Deposit		X	4,546.87	154,404.03
12/20/2016			-split-	Deposit		X	5,025.17	159,429.20
12/20/2016			-split-	Deposit		X	380.18	159,809.38
12/20/2016		Returned Item	-split-		3,035.51	X		156,773.87
12/20/2016		Returned Deposit Fee	Services & Supplies:61...		12.00	X		156,761.87
12/20/2016		Returned Item	-split-		108.24	X		156,653.63
12/20/2016		Returned Deposit Fee	Services & Supplies:61...		12.00	X		156,641.63
12/20/2016	31096	Alpha Analytical Labs	200 · ACCOUNTS PA...		187.00	X		156,454.63
12/20/2016	31097	Canon Financial Serv...	200 · ACCOUNTS PA...	200-5029691-0...	400.95	X		156,053.68
12/20/2016	31098	CLEARLAKE TV &...	200 · ACCOUNTS PA...	10000715	2.69			156,050.99
12/20/2016	31099	County of Lake - Spe...	200 · ACCOUNTS PA...	98840	2,785.00			153,265.99
12/20/2016	31100	ECS House Industrie...	200 · ACCOUNTS PA...		41.12			153,224.87
12/20/2016	31101	EEL River Fuels Inc	200 · ACCOUNTS PA...		436.16	X		152,788.71
12/20/2016	31102	Hasa Inc	200 · ACCOUNTS PA...	IN31153	3,143.60	X		149,645.11
12/20/2016	31103	High Country Security	200 · ACCOUNTS PA...	5540	108.85	X		149,536.26
12/20/2016	31104	Lagerlof, Senecal, G...	200 · ACCOUNTS PA...		977.75	X		148,558.51
12/20/2016	31105	Mendo Mill	200 · ACCOUNTS PA...		198.78	X		148,359.73
12/20/2016	31106	Pace	200 · ACCOUNTS PA...		128.46	X		148,231.27
12/20/2016	31107	Petty Cash - Rachel ...	200 · ACCOUNTS PA...		73.54	X		148,157.73
12/20/2016	31108	Pitney Bowes, Inc	200 · ACCOUNTS PA...	9299158	1,020.99			147,136.74

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Clearlake Oaks County Water District

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Sorted by: Date, Type, Number/Ref

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/20/2016	31109	Platt Electric	200 · ACCOUNTS PA...	239070	83.14	X		147,053.60
12/20/2016	31110	SWRCB-DWOCP	200 · ACCOUNTS PA...	Jeremy Backus ...	65.00	X		146,988.60
12/20/2016	31111	Uline	200 · ACCOUNTS PA...		147.54	X		146,841.06
12/20/2016	31112	US Cellular	200 · ACCOUNTS PA...	957131516	151.07	X		146,689.99
12/21/2016			-split-	Deposit		X	602.14	147,292.13
12/21/2016			-split-	Deposit		X	1,053.70	148,345.83
12/21/2016			Income:440 · Misc Rev...	Deposit		X	10.00	148,355.83
12/21/2016	EFT	CalPers	24000 · Payroll Liabilit...	4751900248	2,282.72	X		146,073.11
12/21/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	19,671.94	X		126,401.17
12/22/2016			-split-	Deposit		X	810.21	127,211.38
12/22/2016			-split-	Deposit		X	697.64	127,909.02
12/22/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	761.95	X		127,147.07
12/22/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	5,755.76	X		121,391.31
12/22/2016	DD1666	Alan J Gardner	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1667	Dan Hodem	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1668	David Valerga	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1669	Dianna L Mann	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1670	Francisco J Castro	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1671	Francisco Trujillo	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1672	Jason Mitchell	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1673	Jeremy J Backus	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1674	Magen E Estep	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1675	Mary Johnson	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1676	Pamela J Parker	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1677	Rachel A Schainblatt	-split-	Direct Deposit		X		121,391.31
12/22/2016	DD1678	Steve R Bonge	-split-	Direct Deposit		X		121,391.31
12/23/2016			-split-	Deposit		X	289.11	121,680.42
12/26/2016			-split-	Deposit		X	309.68	121,990.10
12/27/2016			-split-	Deposit		X	2,066.75	124,056.85
12/27/2016			-split-	Deposit		X	4,702.79	128,759.64
12/27/2016			-split-	Deposit		X	1,750.14	130,509.78
12/27/2016			Income:440 · Misc Rev...	Deposit		X	808.00	131,317.78
12/28/2016			-split-	Deposit		X	1,142.85	132,460.63
12/28/2016			-split-	Deposit		X	3,294.68	135,755.31
12/28/2016			-split-	Deposit		X	147.43	135,902.74
12/28/2016			Income:410 · Client Re...	Deposit		X	50.00	135,952.74
12/29/2016			-split-	Deposit		X	1,609.93	137,562.67
12/29/2016			-split-	Deposit		X	3,543.21	141,105.88
12/29/2016			-split-	Deposit			1,096.25	142,202.13
12/29/2016	31113	Action Sanitary, Inc	200 · ACCOUNTS PA...		700.00			141,502.13

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Clearlake Oaks County Water District

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Sorted by: Date, Type, Number/Ref

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Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/29/2016	31114	Alan Gardner	200 · ACCOUNTS PA...		169.02		141,333.11
12/29/2016	31115	Alpha Analytical Labs	200 · ACCOUNTS PA...		159.00		141,174.11
12/29/2016	31116	Aristotle Select - CUSI	200 · ACCOUNTS PA...	57160	18.00		141,156.11
12/29/2016	31117	AT & T - CalNet 3	200 · ACCOUNTS PA...	C3A1210TS01	160.07		140,996.04
12/29/2016	31118	Brelje and Race Labo...	200 · ACCOUNTS PA...		147.00		140,849.04
12/29/2016	31119	Cummings Pacific	200 · ACCOUNTS PA...	185696	1,221.56		139,627.48
12/29/2016	31120	EEL River Fuels Inc	200 · ACCOUNTS PA...		291.66		139,335.82
12/29/2016	31121	Golden State Water Co	200 · ACCOUNTS PA...		1,500.00		137,835.82
12/29/2016	31122	Mediacom - Admin 0...	200 · ACCOUNTS PA...	838480003009...	199.88		137,635.94
12/29/2016	31123	National Meter	200 · ACCOUNTS PA...		1,988.75		135,647.19
12/29/2016	31124	Pace	200 · ACCOUNTS PA...		88.43		135,558.76
12/29/2016	31125	Quill	200 · ACCOUNTS PA...		515.75		135,043.01
12/29/2016	31126	Rachel Schainblatt	200 · ACCOUNTS PA...		102.28		134,940.73
12/29/2016	31127	USA BlueBook	200 · ACCOUNTS PA...	20397	266.94		134,673.79
12/29/2016	31128	West America Bank	200 · ACCOUNTS PA...	353 000 0312-...	428.89 X		134,244.90
12/30/2016			-split-	Deposit		1,073.52	135,318.42
12/30/2016			-split-	Deposit		1,674.18	136,992.60
12/30/2016			-split-	Deposit		4,161.06	141,153.66
12/31/2016			-split-	Deposit		670.64	141,824.30

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**Clearlake Oaks County Water District**  
**Payroll Summary**  
 December 2016

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	<u>Hours</u>	<u>Rate</u>	<u>Dec 16</u>
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Used	7	23.73	166.11
Holiday	200	15.95	4,616.08
Holiday Worked (x2.5)	8	47.38	379.04
Overtime (x1.5)	57.25	22.50	1,996.22
PTO	230.75	15.00	4,861.90
Straight	1,660.25	15.00	38,141.15
Board			900.00
Duty Pay			2,870.00
<b>Total Gross Pay</b>	<b>2,163.25</b>		<b>53,930.50</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-1,949.20
AFLAC (pre-tax)			-452.80
AFLAC (taxable) AFTER TAX			-172.24
CALPers EE (Pretax)			-1,734.14
<b>Total Deductions from Gross Pay</b>			<b>-4,308.38</b>
<b>Adjusted Gross Pay</b>	<b>2,163.25</b>		<b>49,622.12</b>
<b>Taxes Withheld</b>			
Federal Withholding			-4,098.00
Medicare Employee			-747.17
Social Security Employee			-3,194.78
CA - Withholding			-1,160.02
CA - Disability			-463.74
<b>Total Taxes Withheld</b>			<b>-9,663.71</b>
<b>Net Pay</b>	<b>2,163.25</b>		<b>39,958.41</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			747.17
Social Security Company			3,194.78
<b>Total Employer Taxes and Contributions</b>			<b>3,941.95</b>

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## PAYROLL BREAKDOWN FOR THE MONTH OF DECEMBER 2016

TITLE	STRAIGHT HOURS	OVERTIME HOURS	DUTY HOURS	GROSS PAY
General Manager	144			\$6,276.80
Operations Manager	121.5	4	4	\$5,438.20
Interim WWTP Chief Op	110.75	2	4	\$4,335.03
WTP Chief Op	144		9.75	\$5,049.06
Op III WTP	137		10	\$4,432.80
Op II WWTP	97	4	12	\$3,836.88
Op II WWTP	141.5		6	\$3,205.87
Op II D/C -				
Op I D/C	126.25	1.5	2	\$3,213.74
Op I D/C	122.75	1		\$2,785.93
Admin Srves Mgr/Bd Sec	129.25	0.75		\$4,028.14
Customer Service Rep III	128.5	4		\$4,151.69
Customer Service Rep II	110	0.25		\$3,568.35
Customer Service Rep I	121.75			\$2,448.01
Temporary	26			\$260.00
Board Director				\$200.00
Board Director				\$200.00
Board Director				\$200.00
Board Director				\$200.00
Board Director				\$100.00
	1660.25	17.5	47.75	\$53,930.50
		65.25		

Overtime contributed to:

unplug clarifier #2, effluent pump failure at WWTP, sewer blockage at Island Circle, leak repair at Center Street

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Trial Balance
As of January 31, 2017

2.d

Table with columns: Description, Debit, Credit. Rows include various account types like 102.04 DWR - CHECKING, 101 LAIF - CASH IN BANK, etc.

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## Trial Balance

As of January 31, 2017

2,001

	Jan 31, 17	
	Debit	Credit
223.75 · PAYROLL DEDUCTION - INS CO-PAY	589.53	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		596.12
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	1,304.00	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		328,889.15
306 · Retained Earnings - OLD		1,075,137.51
Income:410 · Client Reg Prmt		1,066,666.11
Income:420 · Connection Fees		3,569.00
Income:425 · CRP		291,407.83
Income:425 · CRP:425.1 · Water	547.68	
Income:430 · Penalty & Interest		24,406.29
Income:435 · Loans/Grants:435-4 · USDA Construction Loan:435-4.1 · Bridge Loan	1,575.14	
Income:435 · Loans/Grants:435-3 · WWTP Reclamation Study		139,198.00
Income:435 · Loans/Grants:435-2 · Water Distribution Study		209,891.66
Income:440 · Misc Revenue		26,438.15
Income:450 · Other - Non S/W Rev		37,632.53
Loans/Grants:903 · WTP, Meters, and Backflow	1,063.11	
Loans/Grants:902 · Tanks and Distribution	1,063.12	
Loans/Grants:901 · Harvey Tank Installation	1,063.12	
Loans/Grants:920 · Inflow & Infiltration Construct	2,440.89	
Loans/Grants:915 · USDA Construction Loan	17,266.39	
Loans/Grants:915 · USDA Construction Loan:915.1 · Adams and Ashby Group	1,125.00	
Loans/Grants:910 · MC USDA Construction Loan	102,911.91	
Loans/Grants:905 · MC WWTP Reclamation	84,530.81	
Loans/Grants:900 · MC Water Distribution Study	156,708.96	
Salaries & EE Benefits:505 · Salaries & Wages	430,496.91	
Salaries & EE Benefits:510 · Contract Labor	6,000.00	
Salaries & EE Benefits:520 · FICA - District Share	31,520.69	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	86,746.27	
Salaries & EE Benefits:540 · PERS - District Share	43,049.53	
Salaries & EE Benefits:550 · Unemployment	4,824.88	
Salaries & EE Benefits:560 · Workers Comp Ins	12,610.00	
Services & Supplies:605 · Advertising	200.00	
Services & Supplies:610 · Bank Fees	7,074.36	
Services & Supplies:620 · Communications & Internet	6,084.73	
Services & Supplies:622 · Board Exp	487.08	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	1,667.87	
Services & Supplies:630 · Equip - Office	783.34	
Services & Supplies:640 · Fuel & Oil	7,526.11	
Services & Supplies:645 · Insurance	51,321.60	
Services & Supplies:650 · Interest	1,693.03	
Services & Supplies:657 · Lab	20,717.32	
Services & Supplies:660 · Memberships & Subscription	39,697.68	
Services & Supplies:665 · Mileage Reimb	2,059.09	
Services & Supplies:670 · Postage & Shipping	5,905.88	
Services & Supplies:675 · Professional Services	42,362.79	
Services & Supplies:685 · Rents	3,177.99	
Services & Supplies:690 · Safety & Security	19,324.10	
Services & Supplies:700 · Tools & Instruments	4,935.17	
Services & Supplies:703 · Supplies - Clothing & Personal	1,624.42	
Services & Supplies:705 · Supplies - Office	4,758.15	
Services & Supplies:715 · Supplies-Chemicals-Operating	48,859.38	
Services & Supplies:720 · Supplies - Inventory - Other	24,268.47	
Services & Supplies:730 · Taxes - Licenses	3,026.30	
Services & Supplies:735 · Training (Classes, books, etc)	1,084.00	
Services & Supplies:745 · Travel / Lodging	828.57	
Services & Supplies:750 · Utilities	107,635.48	
Services & Supplies:760 · Waste Disposal	33,047.26	
Services & Supplies:795 · Yolo Co	26,758.76	
Services & Supplies:798 · Reconciliation Discrepancies	20.82	
Repairs & Replacement:810 · R&R Buildings & Grounds	17,045.04	
Repairs & Replacement:820 · R&R Lift Stations	4,720.61	
Repairs & Replacement:830 · R&R Equipment	13,878.88	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	16,097.91	
Repairs & Replacement:840 · R&R Vehicles	7,941.50	
66000 · Payroll Expenses		3,600.54

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2.d.2

# Trial Balance

As of January 31, 2017

TOTAL

Jan 31, 17	
Debit	Credit
<u>17,235,958.19</u>	<u>17,235,958.19</u>

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2.e

**Clearlake Oaks County Water District**  
**A/P Aging Summary**  
**All Transactions**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Adams Ashby	450.00	0.00	0.00	0.00	0.00	450.00
Alpha Analytical Labs	200.00	0.00	0.00	0.00	0.00	200.00
AT&T 555 6	104.85	0.00	0.00	0.00	0.00	104.85
Best Best & Krieger	202.08	0.00	0.00	0.00	0.00	202.08
Bill Fredriksson	1,207.93	0.00	0.00	0.00	0.00	1,207.93
Bob's Vacuum	47.46	0.00	0.00	0.00	0.00	47.46
EEL River Fuels Inc	693.23	0.00	0.00	0.00	0.00	693.23
Hayden Solar, LLC	2,505.44	0.00	0.00	0.00	0.00	2,505.44
Kansas State Bank - Vacon - Mon...	0.00	6,519.87	0.00	0.00	0.00	6,519.87
Lake County Waste Solutions	259.73	0.00	0.00	0.00	0.00	259.73
Leete Generators Inc	2,084.23	0.00	0.00	0.00	0.00	2,084.23
Les Schwab	306.90	0.00	0.00	0.00	0.00	306.90
MC Engineering, Inc	73,692.32	0.00	0.00	0.00	0.00	73,692.32
McMaster-Carr	848.78	0.00	0.00	0.00	0.00	848.78
Mediacom - WWTP 1294	148.92	0.00	0.00	0.00	0.00	148.92
Mendo Mill	378.62	-44.03	0.00	0.00	0.00	334.59
Municipal Maintenance Equipment	1,508.13	0.00	0.00	0.00	0.00	1,508.13
Napa Auto Parts	191.53	0.00	0.00	0.00	0.00	191.53
NTU Technologies, Inc	18,118.40	0.00	0.00	0.00	0.00	18,118.40
People Services Inc	95.00	0.00	0.00	0.00	0.00	95.00
Petty Cash - Rachel Schainblatt	1.19	0.00	0.00	0.00	0.00	1.19
Pitney Bowes, Inc	0.00	451.45	0.00	0.00	0.00	451.45
Terminix	0.00	73.00	0.00	0.00	0.00	73.00
Tri-Cities Answering Service	258.80	0.00	0.00	0.00	0.00	258.80
United States Post Office	1,000.00	0.00	0.00	0.00	0.00	1,000.00
US Cellular	149.45	0.00	0.00	0.00	0.00	149.45
US Standard Products	0.00	2,171.00	0.00	0.00	0.00	2,171.00
USA BlueBook	244.53	0.00	0.00	0.00	0.00	244.53
Yolo County Flood Control	0.00	3,172.37	0.00	0.00	0.00	3,172.37
<b>TOTAL</b>	<b>104,697.52</b>	<b>12,343.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>117,041.18</b>

42

2.e.1

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## Account Payable Breakdown

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Date: 1/17/2017

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Checking	\$132,859.78	\$163,978.44	\$182,536.87
Water CRP	\$283,741.78	\$283,741.78	\$283,741.78
Sewer CRP	\$316,396.97	\$316,396.97	\$316,396.97
DWR Checking	\$400.00	\$200.00	\$200.00
Current A/P Aging	\$117,041.18		
ACWA/JPIA	\$17,053.50		

NOTES:

DWR Checking account: We are looking into the surcharges with this account and the overall history to find the discrepancies. Should be \$200.00 will check with Accountant to adjust.

3.0

**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

**December 15, 2016**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 4:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

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

Counsel to the Board, Steve Nave, is on phone speaker. Board decided it was not necessary

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

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3.0.1

**3. Minutes of previous meeting for review and approval**

- a. Minutes of Special Meeting 11-16-16
- b. Minutes of Special Meeting 11-29-16

**4. Bills**

- a. MC Engineering Invoice No. 1430, dated 11/30/16, in the amount of \$6,773.80, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1433, dated 11/30/16, in the amount of \$18,068.13, for the Water Distribution Study (Water Master Plan)
- c. MC Engineering Invoice No. 1431, dated 11/30/16, in the amount of \$18,515.14 for the USDA Wastewater pre-design, design phase

**Action Taken: (16:25) Motion to accept consent items**

**HOSIER/HEESZEL M/S/C**

**EYES: MEDEIROS/HOSIER/HEESZEL/BARRON**

**EYES: KUEHN on everything but financials**

**NOES: KUEHN on accepting financials**

**5. Agenda (Old Business)**

- a. **(16:28)** Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

**Action Taken: No Action, special meeting will be scheduled for workshop**

- b. **(27:06)** Discussion and update of CSA 16 Annexation progress

**Action Taken: No Action**

- c. **(41:03)** Discussion and consideration of quotes for new video equipment for Board Room

**Action Taken: Carried Forward**

- d. **(50:47)** Discussion and update on LS 10 and Big Oak Storage spills. Please note for information on all spills, visit the State's website at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

**Action Taken: (1:11:45) Motion to terminate Alan Gardner immediately**

**KUEHN/BARRON M/S/F**

**EYES: BARRON/KUEHN**

**NOES: MEDEIROS/HOSIER/HEESZEL**

**6. Agenda (New Business)**

- a. **(1:28:55)** Discussion and consideration of Resolution 16-14, amending Employee Handbook

**Action Taken: (1:33:24) Motion to accept amendment**

**KUEHN/BARRON M/S/C**

**EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

- b. **(1:33:41)** Discussion and explanation of proposed major projects under the Water Master Plan Study

**Action Taken: Carried forward to special meeting workshop scheduled for 12/20/16 at 1 pm**

3.a.2

- c. Discussion and consideration of Resolution 16-15, Authorizing Representative for Financing Agreement for a grant with the SWRCB for Water Storage Tanks and Distribution System Improvements

**Action Taken: Carried forward to special meeting workshop scheduled for 12/20/16 at 1 pm**

- d. Discussion and consideration of Resolution 16-16, Authorizing Representative for Financing Agreement for a grant with the SWRCB for Water Treatment Plant, Meters, and Backflow Prevention Projects.

**Action Taken: Carried forward to special meeting workshop scheduled for 12/20/16 at 1 pm**

- e. Discussion and consideration of MC Engineering support for the Technical, Financial, and the Environmental applications for the three major projects under the Master Water Plan. Funds will be reimbursed if applications are approved

**Action Taken: Carried forward to special meeting workshop scheduled for 12/20/16 at 1 pm**

- f. (1:34:16) Discussion and consideration of Memorandum of Agreement for Sanitary and Source Water Assessment Survey of the Clearlake Watershed Area. Required every five years, total cost \$140,000 divided by 18 districts. Active services are 1,796 equaling 9.81% of services. CLOCWD portion is \$13,740.64.

**Action Taken: (1:37:56) Motion to approve if everyone else on the list participates  
KUEHN/BARRON  
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

- g. (1:38:03) Discussion and consideration of nominations and elections of Board President and Vice President

**Action Taken: Motion to keep Margaret Medeiros as Board President  
HEESZEL/HOSIER  
EYES: MEDEIROS/HOSIER/HEESZEL  
NOES: BARRON/KUEHN**

**Motion to keep Karl Hosier as Board Vice President  
HEESZEL/HOSIER  
EYES: MEDEIROS/HOSIER/HEESZEL  
NOES: BARRON/KUEHN**

- h. Discussion and consideration of non reporting of spills

**Action Taken: Covered under item 5d**

**Closed Session Time: 5:49 p.m.**

- a. ANTICIPATED LITIGATION (Government Code 54956.9): One case involving land acquisition

**Open Session Time: 6:04 p.m.**

**Action Taken in Closed Session: A special meeting was scheduled for Jan 5<sup>th</sup> at 9 a.m.**

**Adjournment Time: 6:05**

**SIGNED: \_\_\_\_\_ ATTESTED TO: \_\_\_\_\_  
Margaret Medeiros, Board President Dianna Mann, Board Secretary**

40

3, b

**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

**December 20, 2016**

This meeting will be conducted by Roberts Rule of Order.

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

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**Public comment on non-agenda items**

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**AGENDA**

**Call to Order – 1:01 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, ABSENT
- √ Mrs. Dianna Mann - Secretary to the Board

Also present was Sheri Miller, Michele Frederick (SWRCB), Jan Coppinger (Special Distirctcs)

**Old Business**

- a. Discussion and consideration to have legal counsel present at all board meetings

**Action Taken: Motion to have legal counsel present at all meetings**

**HEESZEL/HOSIER    M/S/C**

**EYES: MEDEIROS/HOSIER/HEESZEL**

**NOES: BARRON/KUEHN**

- b. Workshop with MC Engineering to explain water master plan and the grants the District can apply for

**Action Taken: No Action**

3, b.1

- c. Discussion and consideration of Resolution 16-15, Authorizing Representative for Financing Agreement for a grant with the SWRCB for Water Storage Tanks and Distribution System Improvements

**Action Taken: Motion to accept Resolutions 16-15 and 16-16 collectively, applications for grants will be approved by the Board prior to submittal**

**KUEHN/BARRON M/S/C  
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN  
NOES: NONE**

- d. Discussion and consideration of Resolution 16-16, Authorizing Representative for Financing Agreement for a grant with the SWRCB for Water Treatment Plant, Meters, and Backflow Prevention Projects

**Action Taken: Motion to accept Resolutions 16-15 and 16-16 collectively, applications for grants will be approved by the Board prior to submittal**

**KUEHN/BARRON M/S/C  
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN  
NOES: NONE**

**Motion to adjourn: HOSIER/HEESZEL**

**Adjournment Time: 3:37 p.m.**

**SIGNED: \_\_\_\_\_ ATTESTED TO: \_\_\_\_\_  
Margaret Medeiros, Board President Dianna Mann, Board Secretary**

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3.C

**CLEARLAKE OAKS COUNTY WATER DISTRICT  
MINUTES  
PUBLIC NOTICE  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
PUBLIC HEARING FOR EMINENT DOMAIN FOR 589 KEYS BLVD**

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

**January 5, 2017**

This meeting will be conducted by Roberts Rule of Order.

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

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**Public comment on non-agenda items**

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**AGENDA**

Legal Counsel, Scott Nave is on the phone

**Call to Order – 9:00 a.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

**Old Business**

- a. (4:43) Public hearing for necessity of eminent domain for 589 Keys Blvd., Clearlake Oaks, CA 95423, and Notice of Exemption from CEQA
- b. Resolution No. 17-01, Necessity adopted by the Board of Directors relating to acquisition of real property for district facilities

**Action Taken: (12:50) Motion to approve both items a and b collectively  
KUEHN/HOSIER M/S/C  
EYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN  
NOES: NONE**

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3.C.1

- c. (13:21) Update of grading design for easement road to Harvey Storage Tank

**Action Taken: No Action**

**Closed Session                      Time: Cancelled**

- a. Public Employee discipline/dismissal/release per GC 54956.9

Motion to adjourn was made by Director Hosier

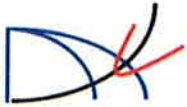
**Adjournment                      Time: 9:31 a.m.**

**SIGNED:** \_\_\_\_\_ **ATTESTED TO:** \_\_\_\_\_  
**Margaret Medeiros, Board President                      Dianna Mann, Board Secretary**

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4.0



**MC Engineering, Inc.**

6917 Ohana Place  
Orangevale, CA 95662

**Invoice**

Date	Invoice #
12/31/2016	1444

**Bill To**

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	01/30/2017		Reclamation Eval...
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	3.5	145.00	507.50	
Project Manager, Mark Carey, PE	23.5	150.00	3,525.00	
Engineering Tech	39	55.00	2,145.00	
Administrative Support	1	55.00	55.00	
Stantec Inv 1141011 12/20/16		1,375.77	1,375.77	
<b>Total</b>			<b>\$7,608.27</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$7,608.27</b>	

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

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4.6



**MC Engineering, Inc.**

6917 Ohana Place  
Orangevale, CA 95662

**Invoice**

Date	Invoice #
12/31/2016	1447

**Bill To**

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	01/30/2017		Water Master Plan
Description	Qty	Rate	Amount	
OV Copy Inv 25435 11/17/16		343.57	343.57	
AES Inv 612672 12/15/16		11,954.51	11,954.51	
			<b>Total</b>	<b>\$12,298.08</b>
			<b>Payments/Credits</b>	<b>\$0.00</b>
			<b>Balance Due</b>	<b>\$12,298.08</b>

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 #
12/31/2016	1445

**Bill To**

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	01/30/2017		USDA Wastewat...
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	61	139.05	8,482.05	
Project Manager, Mark Carey, PE	53.5	139.05	7,439.18	
Assistant Engineer, Jared P. Nelson	107	97.85	10,469.95	
Structural Engineer, Matt Parisek	60	150.00	9,000.00	
Operations Specialist, Doyle Champlain	27.5	87.55	2,407.63	
Project Engineer 2, Richard Relyea	26	97.85	2,544.10	
Administrative Support	1	56.65	56.65	
OV Copy Inv 25383 11/09/16		2.43	2.43	
OV Copy Inv 25598 12/27/16		3.11	3.11	
Total Reimbursable Expenses			5.54	
Travel Mileage 12/20/16 230 miles Jared Nelson and Matt Parisek	230	0.54	124.20	
Travel mileage 12/15/16 230 miles Mark Carey		124.20	124.20	
<b>Total</b>			<b>\$40,653.50</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$40,653.50</b>	

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

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5.d



# High Country Security 2015

13300 E. Hwy 20 suite B  
Clearlake Oaks, CA 95423  
707-998-0324  
ACO# 7143  
LIC# 961001

Date
1/17/2017

## Proposal & Installation Agreement

Customer Name /Installation Location
Clearlake Oaks Water District P.O. Box 709 Clearlake Oaks, CA 95423

Customer Phone
324-9710

Terms
Due at completion

Agreement terms and prices are valid for 30 days from proposal date

SYSTEM INFORMATION	Qty	Rate	Total
Installation of IP mega pixel camera system and microphone for the admin board room:			
LTS 4 channel HD 1080 NVR with 2 TB recording memory, includes remote viewing software. ( I recommend not using the remote viewing application for computers do to confidentiality during private meeting in the board room.)	1	379.00	379.00T
LTS super high Res 1080 4.0 mega pixel dome camera with 2.8-12mm motorized lens, infared night vision.	2	325.00	650.00T
24 inch LED 1080 video monitor.	1	180.00	180.00T
Ceiling mount microphone.	1	215.00	215.00T
Installation Labor, cable and hardware.		425.00	425.00
Three year warranty on equipment and one year on labor.			

Signature _____	Date _____	<b>Subtotal</b>	\$1,849.00
Ownership of Equipment: Equipment shall be owned by customer		<b>Sales Tax (7.25%)</b>	\$103.24
<p>{} Your signature indicates acceptance of this Installation Agreement and creates a binding contract to perform installation as specified.</p> <p>{} You the buyer have the right to cancel this contract within three business days. You may cancel by email, mail, fax or a written notice delivered to the contractor's place of business by midnight of the third business day after you receive a signed and dated copy of the agreement that includes this notice.</p>		<b>Total</b>	\$1,952.24

*Thank you for the opportunity  
to earn your business!*

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

leib  
RECEIVED  
JAN 06 2017

Consumer Claim For Resolution Form

BY: .....

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

Name of Claimant(s): CARLTON CLARK REF TO JOHN CLARK

Claimants(s) Address: 1726 TAHOE DR, SANTA ROSA 95405

Do you want all notices to be sent to the above listed address?

Yes

No

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

\_\_\_\_\_  
\_\_\_\_\_

Date and time of the incident:

\_\_\_\_\_

Where the incident(s) occurred:

\_\_\_\_\_

Description of the incident:

REQUEST WATER SERVICE BE REINSTATED FOR A DISCOUNT OVER NORMAL CHARGES OF \$100 FEE / \$277 METER FEE AND LABOR - ADDRESS 12972 2ND AVE, THE VAKS

Description of injury, damage and/or loss:

REQUEST MADE TO GENERAL MANAGER WHO DENIED BASED ON RULES REGULATIONS AND ESTABLISHED BILLABLE FEES. GENERAL MANAGER ADVISED I COULD ASK THE BOARD AND I AM BY THIS DOCUMENT

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

\_\_\_\_\_

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

6.b.1

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

- Pay  No Damage or injury done 707  
My son JOHN M CLARK CAN BE REACHED AT 998-3266  
FOR ANY FURTHER BUSINESS WITH WATER CO. OR @ 707 544-2618  
PO BOX 173 CLOAKS 95423 HE HAS PERMISSION  
THE AUTHORITY TO HANDLE ANY FUTURE REQUEST, QUESTIONS  
CONCERNED WITH THIS  
ACCOUNT AT 12872 2ND ST.  
CLOAKS

C. Clark 1-9-17

Signature Date

Office Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Claim Resolved Yes No

If Yes, what was the result: \_\_\_\_\_

Claim Denied: Yes No

57





b.c.1

## Product Specification Sheet 4x6

**SPINPRO 4x6** is the fabric of choice for geotextile tubes for dewatering applications, it contains heavy monofilament (warp) and fibrillated (fill) polypropylene yarns that will meet the following Minimum Average Roll Values (MARV) when tested in accordance with the methods listed below. The polypropylene yarns are woven into a stable network forming a strong geotextile. The geotextile is resistant to ultraviolet degradation and to biological and chemical environments normally found in soils.

MARV<sup>1</sup>

Property	Test Method	English	Metric
Wide Width Tensile	ASTM D 4595	4800x7200 lbs./ft.	70x150 kN/m
Wide Width Elongation	ASTM D 4595	14 x 9%	14 x 9%
Apparent Opening Size	ASTM D 4751	40 US Sieve	0.425 mm
UV resistance 500 hrs.	ASTM D 4355	80%	80%
Trapezoidal Tear	ASTM D 4533	180 x 275 lbs.	801 x 1223 N
Puncture Strength	ASTM D 4833	280 lbs.	1246 N
Water Flow Rate	ASTM D 4491	20 gpm / ft <sup>2</sup>	810 l / min / m <sup>2</sup>

<sup>1</sup> MARV  $\hat{=}$  Minimum Average Roll Values are based on a 95% confidence level

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6.2

WASTEWATER, WATER & PROCESS SPECIALISTS  
866 PODVA RD. DANVILLE, CA 94526  
TEL: 925-837-0670 FAX: 925/837-4832

QUOTATION NO clowd010917dw

DATE January 9, 2017

QUOTATION VALID 30 DAYS

QUOTATION TO:

**Pam Parker**  
**Clear Lake Oaks WWTP**

PROJECT DESCRIPTION:

**45 x 75 titans**

DESCRIPTION:

**6-Titan Tube OS425/OS425A Hi-Flo 45' x 75' \$11,580.00**

**FREIGHT ESTIMATE \$ 2,190.00**

**\$13,770.00**

**MADE IN METTER GA**

Your shipment will be delivered by either common carrier, UPS, or Federal Express. Before you, or any agent representing your company, signs for product at delivery – inspect the box, pallet, tank, etc., for any damages or missing items. Make sure you make note of damages, with locations of damage on delivery ticket, also note any missing items. Remember, you have the right to, and should, refuse delivery of damaged goods. Any, and all claims, at that point will need to be directed to the freight company making the delivery. Be sure to contact Ryan Process immediately at (925) 837-0670 to make us aware that there is a problem.

TERMS:

SUBJECT TO TERMS AND CONDITIONS ATTACHED.  
WARRANTIES AND LIABILITIES ARE LIMITED TO THOSE  
SUPPLIED BY THE EQUIPMENT MANUFACTURER

**QUOTATION DOES NOT INCLUDE SALES  
TAX OR FREIGHT CHARGES UNLESS  
OTHERWISE INDICATED.**

SIGNED: DAVE WHITE  
dw@ryanprocess.com

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62.3



## TITANTube®

TITANTube® OS425/OS425A is composed of high-tenacity polypropylene (PP) yarns, which are woven into a network in such a manner that the yarns retain their relative position to each other for the high demands required. TITANTube® OS425/OS425A is inert to biological degradation and resistant to most naturally encountered chemicals alkalis and acids.

TITANTube® OS425/OS425A			
Properties	Test Method	Unit	Value
Fabric Strength (MD x CMD)	ASTM D4595	Lbs/ft (kN/m)	5100 (74.4) x 7500 (109.4)
Fabric Elongation (MD x CMD)	ASTM D4595	%	14 x 9
Factory Seam Strength	ASTM D4884	Lbs/ft (kN/m)	5100 (74.4)
Trapezoidal Tear (MD x CMD)	ASTM D4553	Lbs (kN)	300 (1.33) x 300 (1.33)
Apparent Opening Size - AOS	ASTM D4751	US Sieve (mm)	40 (.425)
Water Flow - Rate	ASTM D4491	gpm/ft <sup>2</sup> (l/min/m <sup>2</sup> )	27 (1100)
UV Resistance – Retained after 500 hrs	ASTM D4355	%	95
Color	na	na	Sand

**Disclaimer:**

FLINT assumes no liability for the accuracy or completeness of this information or for the ultimate use by the purchaser. FLINT disclaims any and all express, implied, or statutory standards, warranties or guarantees, including without limitation any implied warranty as to merchantability or fitness for a particular purpose or arising from a course of dealing or usage of trade as to any equipment, materials, or information furnished herewith. This document should not be construed as engineering advice. Flint Industries warrants our products to be free from defects in material and workmanship when shipped out to our customers and that our products meet our published specifications. Contact Flint at (912)685-3375 for more information.

**FLINT Regions:**

North America

Latin America

Europe

Asia-Pacific

Middle East-Africa

1040 East Lillian St, Metter GA 30439 (USA)

TEL: (912) 685-3375 / FAX: (912) 685-9801

[www.flintusa.net](http://www.flintusa.net)

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GEI Works  
 100 B Industrial Park Blvd  
 Sebastian, FL, 32958



**Quote**

Date	Estimate #
Jan-10-2017	505146

**Name / Address**  
 Clearlake Oaks County Water District  
 Clearlake, CA 95423

**Ship to:**  
 Ex Works - Factory

Environmental Compliance Product Solutions ~ Metal Storage Cabinets ~ Industrial Supply Products ~ Site Supplies

Rep: SS

Terms: Due with Order

Item	Description	Qty	U/M	Cost	Total
956-TGTUBEB4575	Geotextile Tube 45' x 75' 1 Port Tan	6	each	\$1,889.00	\$11,334.00 Tax
NOTE	*Due to the instability of the world petroleum market, should the price of petroleum-based products increase more then five (5) percent, we reserve the right to adjust our sale prices	1	each	\$0.00	\$0.00 Non
NOTE	For orders delivering to a location in the State of FL.: Florida sales tax will be added to all estimates converted to a sale unless a tax exempt or resale certificate is provided with order. Regardless of delivery point, Florida sales taxes will be charged if customer arranges freight or pick up at a Florida facility.  Availability: Normally ships from stock, or if not typically available in 1-3 weeks please confirm with order.... All orders are Ex-Works. Prices exclude freight options - FOB Origin, Freight Prepaid and Add (please provide delivery address in order to provide freight rate)	1	each	\$0.00	\$0.00 Non
Contact 2	For more information on this estimate or your project please contact:  Michael "Skip" Scipioni at GEI Works  PH: 772-646-0597 FX: 772-589-3343 EM: mscipioni@geiworks.com	1	each	\$0.00	\$0.00 Non
Visit Us: <a href="http://www.ErosionPollution.com">www.ErosionPollution.com</a> ~ <a href="http://www.Silt-Barriers.com">www.Silt-Barriers.com</a> ~ <a href="http://www.GraniteEnvironmental.com">www.GraniteEnvironmental.com</a> "Product Solutions for a Cleaner World"				Tax 0.00%	\$0.00
				<b>Total</b>	<b>\$11,334.00</b>

Credit terms available to existing approved customers only. All other customers can prepay via check, eCheck, Bank Transfer, or Credit Card. All credit card transactions can be processed for a 3.5% convenience fee. Accepted credit cards include Visa, and MC.

Granite Environmental, Inc. Terms & Conditions apply. Shipping Terms: Ex-works, unless otherwise specified. NOTE: Dimensions and color will vary and are selected based on production efficiencies. Should a specific color or size be required it must be requested prior to order and confirmed upon invoice. Prices are valid for 30 days unless otherwise noted. Freight is not included unless otherwise specified.

**NO WARRANTY PROVIDED WITHOUT AN APPROVED MSDS, CANCELLATION FEES MAY APPLY**

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GET works best  
 works best

Property	Test Method	English Units		SI Units	
		MARV	CD	MARV	CD
Wide Width Tensile Ultimate	ASTM D-4595	450	625	79	109
Wide Width Elongation	ASTM D-4595	17	13	17	13
Trapezoid Tear	ASTM D-4533	280	300	1246	1335
"CBR" Puncture - Typical	ASTM D-6241	2950		13.1	
Puncture	ASTM D-4833	250		1113	
Permittivity	ASTM D-4491	0.260		0.260	
A.O.S. (MaxARV)	ASTM D-4751	40		0.425	
UV Resistance (1200 hrs) - Typical	ASTM D-4355	85		85	
UV Resistance (1200 hrs) - MARV	ASTM D-4355	70		70	
Water Flow Rate	ASTM D-4491	20		815	

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b.d

555 12th Street, Suite 1500  
Oakland, California 94607  
tel 510.808.2000  
fax 510.444.1108  
www.meyersnave.com

Britt K. Strottman  
bstrottman@meyersnave.com



January 17, 2017

**Via Email – snave@navecortell.com**

Scott C. Navé  
Navé & Cortell, LLP  
4580 E. Thousand Oaks Blvd., Suite 300  
Westlake Village, CA 91362

**RE: Legal Services**

Dear Mr. Navé,

Thank you for retaining Meyers, Nave, Riback, Silver & Wilson (“Meyers Nave”) to perform legal services for the Clearlake Oaks County Water District (“District”) in connection with a confidential personnel investigation and advice regarding Skelly procedures. We appreciate the opportunity to provide legal services regarding this matter and look forward to working with you.

This letter confirms your discussions with me and sets forth our agreement concerning the legal services we will provide and our fee arrangements for those services. Please read this entire agreement before signing and returning it to us.

1. **Scope of Engagement.** We will provide the legal services reasonably required in connection with any and all work regarding an investigation of allegations of retaliation and/or other misconduct. Our work is limited to such services.
2. **Fees and Personnel.** I will be the attorney in charge of this matter. Pursuant to our discussions, my regular hourly fee is \$400. Camille Hamilton Pating’s regular hourly fee is \$350. If other attorneys or paralegals are assigned to work on your matter, the then current hourly rates of those individuals will be utilized.

Our standard billing rates for attorneys, paralegals and legal assistants are attached as **Attachment 1**. This agreement retains the legal services of our law Firm and not of a particular attorney. Hourly rates are subject to reasonable change, usually at the beginning of each year.

3. **Disbursements and Expenses.** In addition to hourly fees, we may incur out-of-pocket expenses related to your representation. Our Statement of Fee and Billing

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Information, which sets forth the details of our disbursement and expense policy, is attached as **Attachment 2**.

**4. Billing and Payment Responsibilities.** We will send monthly statements which are due within 30 days of receipt. If you have any questions about an invoice, please promptly telephone or write me so that we may discuss these matters. Our Statement of Fee and Billing Information sets forth the details of our fee and billing policy.

**5. Termination of Services.** You may terminate our services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to your new counsel.

We may terminate our services at any time with your consent or for good cause. Good cause exists if (a) any statement is not paid within 60 days of its date; (b) you fail to meet any other obligation under this agreement and continue in that failure for 15 days after we send written notice to you; (c) you have misrepresented or failed to disclose material facts to us, refused to cooperate with us, refused to follow our advice on a material matter, or otherwise made our representation unreasonably difficult; or (d) any other circumstance exists in which ethical rules of the legal profession mandate or permit termination, including situations where a conflict of interest arises. If we terminate our services, you agree to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

Termination of our services, whether by you or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

**6. Insurance.** During the term of this engagement, this law Firm shall take out and maintain general liability and property damage insurance in amounts not less than \$1,000,000; professional errors and omissions insurance, in amounts not less than \$2,000,000 per occurrence; and \$4,000,000 aggregate, which insurance may not be canceled or reduced in required limits of liability unless at least ten days advance written notice be given to you.

**7. No Guarantee of Outcome.** Any comments made by us about the potential outcome of this matter are expressions of opinion only and are not guarantees or promises about any outcome or results.

**8. ICRAA Requirements.** In order to comply with the California Investigative Consumer Reporting Agencies Act ("ICRAA"), Cal. Civ. Code § 1786 et seq., the District confirms that it will use any final investigative report prepared by Meyers Nave, if any, only for a proper purpose. Civ. Code § 1786.20(a). The District confirms that it will use such report(s) for purposes of resolving or providing legal advice regarding allegations of misconduct. Should you intend to use any report prepared by Meyers Nave for a different purpose, you will inform Meyers Nave accordingly. See Civ. Code § 1786.20(a).

**9. Dispute Resolution.** In the event you become dissatisfied with any aspect of our relationship, we encourage you to bring such concerns to our attention immediately. If we are unable to resolve any dispute, either arising out of or in connection with this Agreement or relating to the services performed by our Firm or any of its attorneys, to our mutual

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6. d. 2

satisfaction, our Firm will first comply with any mandatory dispute resolution procedures that may apply to any such dispute.

If we are unable to resolve any dispute, and after mandatory dispute resolution procedures have been waived or exhausted, the parties shall submit such dispute to final and binding arbitration in Alameda County, California before the American Arbitration Association, pursuant to its then prevailing rules, unless the parties agree in writing to a different arbitration method or forum.

By signing this agreement, you acknowledge and agree that you have read and understand this arbitration provision. You understand that by agreeing to arbitration we each give up the right to present our claims or defenses for trial by a judge or jury, and we also give up the right to an appeal. The initial resort to the courts by either party shall not be considered a waiver of that party's right to compel binding arbitration under this provision. This agreement shall be governed by and construed in accordance with the laws of the State of California without regard to principles of conflicts of laws.

**10. Entire Agreement; Full Understanding; Modifications in Writing.** This letter contains our entire agreement about our representation. Any modifications or additions to this letter agreement must be made in writing.

**11. Joint Representation.** Our Firm maintains *Of Counsel* agreements with certain legal specialists. Because these individuals are deemed independent contractors under the applicable provisions of the tax laws and not employees of the Firm, it is necessary that you consent to dual representation by the Firm and the specialist in the event the matter which you have engaged us to handle requires the use of that specialist. This arrangement has no effect whatsoever on the cost of your legal services, rather it is an ethical requirement that we disclose this fact and that you consent. You are consenting by signing this letter.

**12. Conflicts.** Meyers Nave has a large body of experience representing public agencies throughout California, Nevada and Arizona. Since 1986, our firm has represented over seven hundred public clients, including numerous cities, redevelopment agencies, special districts, counties and other public entities, and we are accepting new engagements from similar public entities all the time. It is virtually inevitable that we will work on projects from other clients like these, which have jurisdiction over geographic areas or business activities in which you operate. These clients may also have different governmental or political objectives, beliefs or views from those of your company.

In view of the fact that the District is a public entity, this letter confirms that the services which we are rendering to you are limited in scope and for the benefit of the District only. Meyers Nave performs a variety of professional services for its clients and it is possible that we will represent public agency clients or other corporate or business clients which are adverse to you on other matters. To avoid potential problems, you agree that you expressly waive any actual or potential conflicts that might arise from such representation, that you will not attempt to disqualify Meyers Nave on such matters, and that our Firm is free to represent its clients on such matters.

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By signing this letter and returning it to us, you acknowledge that we have discussed these matters and you confirm that the District does not object to our representation of clients on matters where their legal, governmental or political objectives and/or positions may be different from or adverse to those of the District, and that the District waives any conflict of interests with respect to our representation of such clients with differing legal, governmental or political interests. You further confirm that the District will not assert any conflict of interest concerning such representation or attempt to disqualify this firm from representing such clients notwithstanding such adversity. While you would certainly be free to terminate our relationship, you agree that this Firm nonetheless would be free to represent such clients even on those matters which you consider adverse, and that you waive any conflict of interest in connection therewith.

Needless to say, these acknowledgments do not permit our Firm to represent another clients in opposing the specific project for which you engage us without your specific written consent.

You may wish, and we encourage you, to consult legal counsel regarding the effect of this conflict waiver.

We would request that you review this letter carefully and, if it is consistent with your understanding of our respective responsibilities, please so indicate by returning a signed copy of this letter to me at your earliest convenience. Enclosed is an additional copy of this letter which you should retain for your records. Again, we thank you for allowing us the opportunity to serve as your lawyers.

Very truly yours,



Britt K. Strottman

Principal

cc: Billing Dept  
Conflicts Dept

These terms are accepted and agreed to as of the date of this letter.

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: \_\_\_\_\_  
Scott C. Navé  
Attorney at Law

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**ATTACHMENT 1**

**MEYERS NAVE  
LABOR AND EMPLOYMENT GROUP  
RATE SHEET 2017  
(PUBLIC AGENCY/NONPROFIT)**

<b>Attorney Hourly Rates:</b>	<b>\$350 - \$400</b>
<b>Paralegal:</b>	<b>\$175</b>

**Hourly rates set forth above are reviewed and amended annually.**

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6.d.5

## ATTACHMENT 2

### **MEYERS, NAVE, RIBACK, SILVER & WILSON STATEMENT OF FEE AND BILLING INFORMATION**

The following is a general description of our fee and billing policies. These general policies may be modified by the specific engagement letter or agreement to which this summary is attached.

**Professional Fees.** Our fees for professional services are based on the fair value of the services rendered. To help us determine the value of our services, our attorneys and paralegals maintain time records for each client and matter. Our attorneys and paralegals are assigned hourly rates which are based on years of experience, specialization, training and level of professional attainment. We adjust our rates periodically (usually at the beginning of each year) to take into account inflation and the increased experience of our professional personnel.

To keep professional fees at a minimum, legal work that does not require more experienced attorneys will be performed, where feasible, by attorneys with lower billing rates. Of course, the quality of the work is paramount, and we do not sacrifice quality to economy.

Before undertaking a particular assignment, we will, if requested, provide you with a fee estimate to the extent possible. Estimates are not possible for some matters, however, and cannot be relied on in many others because the scope of our work will not be clear at the outset. When a fee estimate is given, it is only an estimate; it is not a maximum or minimum fee quotation. The actual fee may be more or less than the quoted estimate.

**Billing And Payment Procedures.** Unless other arrangements are made at the time of the engagement, invoices will be sent monthly. Invoices for outside services exceeding \$100 may be billed separately. Occasionally, however, we may defer billing for a given month or months if the accrued fees and costs do not warrant current billing or if other circumstances would make it appropriate to defer billing.

Our invoices contain a brief narrative description of the work performed; if requested, the initials of the attorney who performed the work will appear on the statement. The invoice will include a line item reflecting in-house administrative costs. The firm's in-house administrative costs include, but are not limited to, duplicating, facsimile charges, telephone charges, E-mail, postage, mileage and other administrative expenses.

The firm will be reimbursed for all outside services incurred in the course of providing legal services to our clients. Outside services will include, but are not limited to, all third-party expenses, delivery charges, travel expenses, outside research services, filing fees, expert witness and expert consultant fees.

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G. & B

If you have any questions regarding an invoice, the Finance Director or Chief Operating Officer is available to answer your questions. For any unresolved matters, the Bar Association has an arbitration mechanism that can be used to resolve such matters.

**Late Payments.** Statements for services are payable upon presentation and, in all events, within 30 days after receipt. Occasionally a client has difficulty in making timely payments. To avoid burdening those clients who pay their statements promptly with the added costs we incur as a result of late payments, a late charge will be assessed on statements not paid within 30 days. The maximum monthly late payment charge will be 1.5% per month. In the unlikely event we are required to institute legal proceedings to collect fees and costs, the prevailing party will be entitled to reasonable attorneys' fees and other costs of collection.

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