

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

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

July 20, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President Mr. Karl Hosier, Vice President Mrs. Judy Heeszal, Director
- Mr. Samuel Boucher Mr. Stanley Archacki

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

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

Public comment on non-agenda items

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

Consent Items

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

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

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

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

4. **Bills**

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

Action Taken: _____

5. **Agenda (Old Business)**

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

Action Taken: _____

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: _____

- c. Discussion and update of sidewalk project

Action Taken: _____

6. **Agenda (New Business)**

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

Closed Session **Time:** _____

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

Open Session **Time:** _____

Action Taken in Closed Session: _____

Adjournment **Time:** _____

1.a

Clearlake Oaks County Water District Customer Service Report

July 2017

To: Clearlake Oaks County Water District, Board of Directors

RE: July 2017 Meeting Update

Current: After working out the necessary math, all of our rates have been figured out and with minimal help from the billing system's tech support I am happy to say the yearly rate increase has been implemented into our billing system smoothly!

Upcoming: After the July bills have been sent out and the billing desk slows down for a brief moment my plan is to contact the county to inquire about liens since this is a important financial resource for the district.

Submitted By:

Rachel Schainblatt
Customer Service Rep II

**Clearlake Oaks County Water District
Administrative Services Manager
July 20, 2017**

Administration / Grants

- ❖ State Water Resources Control Board (SWRCB) Wastewater Collection System Mapping and Infiltration and Inflow Construction. \$3.3M – This grant has been revisited since our storms of 2017, and will be amended to include a new forcemain and more inflow and infiltration upgrades with an amended grant amount of \$6M. (Refer to RES 17-04)
- ❖ Department of Water Resources (DWR), Water Master Plan Study Grant in the amount of \$400,000. MC Engineering is approx 99.9% complete as of the end the month. From the Water Master Plan Study, three grants will be applied for:
 - Harvey Tank Installation
 - Storage Tanks and Distribution System Improvements
 - Water Plant, Meters and Backflow Projects
- ❖ State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study in the amount of \$299,640. Due to the flood bringing in additional new data, MC has applied for an extension to January 2018. This will take up to two months to revise, and payments to MC will stop until revised contract is submitted to District. Extension request attached
- ❖ USDA Wastewater Treatment \$2.8M loan is projected to close by the end of July. Award was given to T&S Construction, with a pre-construction meeting scheduled for 7/17/17, verbal report will be given at the meeting. Status report attached.
- ❖ USDA Wastewater Treatment Plant Grant \$2M, original amount of grant was \$1M, however, with the help and determination of MC Engineering explaining costs increases, the District received an additional \$1M grant.
- ❖ Storms 2017, I am continuing to work with insurance and FEMA, Lift Station 7 pumps are scheduled to be replaced on July 25, and I will be collecting final costs to submit.

Respectfully Submitted,
Dianna Mann

Report Date: July 7, 2017

RE: CLOCWD SWRCD Wastewater Reclamation Study Planning Grant Status Report

Billing Period: June, 2017

I. Project Status Update and Work Accomplished to Date:

- Continued with report completion including re-visiting deficiencies by unit process based on knowledge gained from 2017 flood events
- Updated water balance projections based on 2017 flood events for report
- Received peer review input, electrical evaluations, and review by El Dorado Engineering and Architecture (EDEA)
- Received input on process deficiencies related to electrical and overall process from EDEA
- Prepared project alternative analysis for filters, disinfection, and potential reclamation markets
- Prepared figures (drawings) for various alternatives
- Prepared extension request and coordinated with SWRCB (Kevin)
- Anticipated new completion date is January 2018 pending new contract adjustments by SWRCB

Budget Status Update

Total Budget: \$299,640.00

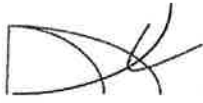
This Invoice: \$25,619.75

Cost to Date: \$234,941.51

Cost to Complete: \$64,698.49

II. Projected Tasks for June, 2017

- Meet with RWQCB and review permit related impacts
- Meet with representatives from Shannon Ranches to discuss offsite pipeline, easements, and storage for reclamation
- Layout proposed reclamation facilities with consideration of Phase 1 USDA improvements
- 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
- Continue work on required ROWD with RWQCB with input from Stantec engineers



June 28, 2017

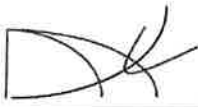
Alan Gardner, General Manager
Clear Lake Oaks County Water District
12952 State Hwy 20
Clearlake Oaks, CA 95423

RE: Clearlake Oaks Reclamation Study Extension Request

Dear, Mr. Gardner,

As you are aware MC Engineering is in the process of completing a reclamation study for the District's WWTP that is being funded by an SRF grant administered the State Water Resources Control Board Division of Financial Assistance. The original project completion date in the grant application was listed as December 31, 2016. Subsequent to the District processing the original application, we entered into an agreement with the District in March of 2016 as opposed to the original eligible start date of July 1, 2015 due to delays in the CLOCWD receiving a signed agreement from the State. In response to the delays, the milestones on page A-1 of the agreement were revised in February of 2016 reflecting new dates and a new project completion date of July 31, 2017. Since then, the District experienced record flooding affecting the peak flows at the WWTP, the original water balance prepared by MC Engineering, and the overall hydraulics in the collection system and WWTP. The State responded by issuing a Notice of Violation requiring, among other things, that the CLOCWD address the new peak flows and related mitigation in the collection system and at the WWTP, including an update to the recent State funded I/I study.

MC Engineering is hereby requesting an extension to the dates reflected on page A-1 of our agreement while we address the recent flood related impacts and the corresponding facility needs related to the reclamation study. One component of that has involved efforts to determine the peak flows into the plant that are being analyzed at this time along with the needs for a new forcemain, under a separate contract between the District and MC Engineering. As we finalize this analysis we will be making corresponding updates to the reclamation planning documents we have completed to date.



The table below reflects our proposed revised dates that are included as part of this extension request:

MILESTONES	DRAFT	FINAL
Eligible Start Date	N/A	February 15, 2015
Phase I: Record Search and WWTP Operational Procedures Evaluation	N/A	July 1, 2016
Phase II: Base Mapping, Process Flow Analysis, and Modeling	N/A	November 1, 2016
Phase III: Equipment Condition and Efficiency Evaluation	N/A	September 1, 2017
Phase IV: Deficiency Report and Recommendations	N/A	September 1, 2017
Phase V.a: Facilities Plan Project Report	August 1, 2017	October 1, 2017
Phase V.b: Environmental Documents	August 15, 2017	December 31, 2017
Phase VI: Recycled Water Project Evaluation	August 1, 2017	October 1, 2017
Final Disbursement Request/End of Draw	N/A	January 31, 2018

Please confirm that these dates are acceptable and, meanwhile, we will be working diligently to meet the above revised deadlines.

Sincerely,

Mark A. Carey, PE

Report Date: July 7, 2017

To: Alan Gardner, CLOCWD General Manager

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

RE: CLOCWD USDA Wastewater Facility Improvements Project Monthly Status Update and Projected Tasks
Billing Period: June, 2017

I. Project Status Update

Work on the project during June included the following:

- Attended bid opening on 6/13/17
- Reviewed contractor qualifications, summarized bid results, and assisted with project award
- Initial project setup and meetings with RE to support construction services
- Meeting with contractor and GM
- Assisted with contract forms (Notice of Award) as requested by GM
- Budget Updates and project status reporting
- Submitted request for additional CM budget and coordinated with USDA representative

II. Construction Budget Status Update

Total Construction Budget: \$444,894.46 (including materials testing)

This Invoice: \$4,273.22

Cost to Date: \$4,273.22 (construction only)

Cost to Complete: \$440,621.24

III. Projected Tasks for July 2017

- Set up project files and coordinate with designated RE
- Set up contract with RE after approval of MCE revised CM budget at July Board meeting
- Attend pre-construction meeting
- Initial submittal review and coordination with T&S Construction
- Arrange for accommodations for on-site inspector

l.d

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
JUNE 2017

Reporting Period: June 2017

From: Francisco Castro, Supervisor/Lead Plant Operator WWTP

To: Clearlake Oaks County Water District Board of Directors

July 13, 2017

The month of June was a very busy month for the Waste Plant. During this month we conducted our biggest task of what our overall operations are. This is known as our dredge season. We anticipated more sludge this year due to the epic winter event that was experienced. The enormous wash out of our activated sludge in our system ended in our ponds. Knowingly that dredge season in the past has been a time consuming process, we put some new ideas to the test to speed things up. One of our ideas set forward this season was the use of a trash pump rather than a submersible pump, used every year, to allow for a faster pumping rate. Last year along, it took 109 hours to dredge a pond. This year it only took 25 hours. That has been a big change in man hours and not to mention in the effects of the rest of our treatment.

We have also started to use 1.5" drain rock rather than pea gravel for our under drain. This drain rock is put under our dewatering bags making the dewatering faster. This allows for water to exit the bag faster allowing more drying time. The cost of this rock is cheaper and the weight is lighter thus playing in our favor for our disposal tonnage cost. Recycling the rock is part of the plan cutting the cost even greater. We are looking to continue making changes that cut overall cost.

For the month of June we conducted a second round of Ground Water Sampling. This was recommended by our professional geologist. This was part of our 2nd quarter Ground Water Monitoring Plan.

We are looking forward to getting a replacement operator. Some important duties have to wait due to the short staffing.

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A.d.1

All flows and treatment processes are normal for the time of year. All routine maintenance and testing for the month have been performed.

Thank you,
Francisco Castro
Supervisor/Lead Operator

Clearlake Oaks County Water District

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

f.e

7/14/17

Dear Board,

As you know we have been extremely busy. Between losing two Water Treatment Plant Operators and all of the leaks that have finally been popping up, there isn't much time for day to day operations, but the guys still manage to get things done.

I am pleased to say that all of the correct parts have shown up for LS7 and a date has been set to install them barring any unforeseen circumstances. I will admit, even I am a little excited to have this debacle behind us.

As most of you know USA will be here trying to locate leaks all week, as usual I expect good results as we have not been let down in the past.

I would like to thank the board for a couple of things,

First, Thank you for the approval of a much needed 4th body in the D/C department. This person has been missed for a long time and will be much appreciated in the construction to come.

Secondly, Thank you for the approval on the new truck. It was a much needed piece of equipment and hopefully we will receive many years of useful life out of it.

We have had no reportable sewer spills in the last month. I can't find any complaints with this, but it has been very quiet for quite some time, we will do our best to stay ahead of the next spill with as much preventive maintenance as we can afford staff wise.

Thank you,

Jason Mitchell
Operations Manager

Board of Directors

Margaret Medeiros
President

Karl Hosier
Vice President

Judy Heeszal
Director

Stanley Archscki
Director

Samuel Boucher
Director

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1, F

July 14, 2017

General Manager's Board Letter

Loans/Grants/ Accounting:

See Dianna's Board letter.

Items done since the last Board Meeting:

- Field customer phone calls and meeting personally with any and all customers on questions regarding the rate changes, the flood, and forfeiture agreements.

Water Plant Generator:

- Request for final permit filed about 2 months before it is due. County approved and provided final operating permit.

Sidewalks:

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

Harvey tank and CSA 16:

- We met with all parties 6/23 at Special District's Office to determine final needs for completion. We are agreed consistent with prior Board authorizations. Problem is Special District's is short on funds due to delays and inflated construction costs. SD is creating an Assessment District to finish their work. We will meet on 7/14 to further discuss funding issues and report live at the Board.

Backflows:

- They are being currently submitted in water improvement grant project # 3.

Solar:

- Overbuilding on purpose.
 - After review with MC and outside parties the upgrades to the WWTP will add about 450,000 kWh a year in electricity demand. This will more than exhaust the current annual unused credits.
 - By the time the new demand is fully implemented the District will have foregone about \$80,000 in credits due from PGE. And, we will have paid the solar contract owner for the kWh the system generated that created the credits.
 - Because I am concerned whether a claim of this type could be cost effectively pursued, I have requested an opinion from Scott. The contract has a mandatory arbitration clause and a prevailing party's attorney's fees clause. Other than being before an arbitrator everything that could be done in court is allowed. So if we win we could recover our reasonable costs.

1.f.1

- However, Scott advised that litigation was clearly not cost effective without the prevailing party's attorney's fees provision. He also said that if we lost then we could be out a lot more money.
- Since the loss is spread at a rate of \$20,000 a year and has a closed end in sight my recommendation is to not use litigation.
- Flood issues.
 - The solar company instructed Parker to turn off the panels during the flood. She called them without asking me and did not inform me until a few days later. The electrical cost from PGE was substantially greater due to both the solar outage and 24/7 operation due to the flood. We are claiming the cost difference from the last two years with our insurance, the state and FEMA. To the extent we are not compensated we will attempt a claim with the owner since the GM was not queried and did not authorize the interruption in service although so far as the owner is concerned Parker had apparent authority. Any claim would be by negotiation since the amount doesn't justify a court claim.

Emergency Services Planning:

- Continuing to work with all County water companies to develop an online index of available equipment and personnel. County is very close having the index online. Doing final vetting. Should be operational soon.

Eminent Domain:

- Lift 7.
 - Pump replacement now scheduled for 7/25. We anticipate one day.
 - We have possession of 589 Keyes as of 5/10/17.
- Force main.
 - We determined the end of the canal crossing for the force main is *in* Everglade and not on the adjoining property. As a result we will not need eminent domain concerning that lot.
 - The State Board is currently reviewing our grant application for this project. I will be meeting with them concerning timing and any questions the week of the 24th.

Staff:

- We have a new Chief Water Plant Operator Dave Sherron. Please feel free to stop by the plant and welcome him.



Alan Gardner, GM

2.a

Revenue Totals Through May 2017

	2015-2016		Water		Sewer		Total		2016											
	2015-2016	2016-2017	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD Totals					
Water	101427.67	89290.68	85414.28	87354.62	81183.77	84563.69	85509.06	76112.73	83858.14	81316.19	77600.12	86101.06								
Water CRP	3226.85	16559.61	18736.3	19498.9	19561.25	20841.02	19358.26	19046.38	21320.68	19739.01	19909.3	20909.08								
Water Penalty	2796.05	1778.13	1829.99	2586.1	2406.41	2290.32	3025.67	2254.69	2602.07	2841.63	1684.84	2784.03								
Water CRP Penalty	0	326.14	903.09	1159.82	1102.34	736.32	640.15	655.56	600.47	600.47	523.68	844.22								
Water Misc	3612.29	3078.86	4746.88	3327.4	2738.52	3732.85	5465.33	3856.24	3008.13	2976.13	5259.64	4042.42								
Water Redist	-9448.87	-8252.91	-9132.11	-8007.98	-8389.71	-6538.7	-8179.97	-8832.76	-8783.71	-8497.58	-8331.66	-9930.58								
Water Int	0	0	0	0	0	0	0	0	0	0	0	0.14								
Water Total	\$101,613.99	\$102,780.51	\$102,498.43	\$105,918.86	\$98,602.58	\$105,605.50	\$105,940.56	\$93,092.84	\$102,885.02	\$98,736.29	\$96,645.92	104750.37			\$1,219,070.87					
Sewer	81702.36	78946.88	76419.45	74837.51	75990.93	80728.73	74685.69	74482.07	81084.73	77162.07	75459.82	81546.3								
Sewer Surchg	1633.84	460.98	141.11	23.96	0.36	0	40.44	7.57	0	42	0	10.7								
Sewer CRP	2936.87	16642.63	19826.15	19703.68	20342.55	21933.05	19364.11	20366.95	21621.86	20368.24	21011.01	21546.18								
Sewer Penalty	320.73	180.33	230	335.19	401.9	363.71	314.69	384.86	263.71	4047.1	247.35	371.55								
Swr Surchg Penalty	670	250	20	20	0	0	0	0	0	0	0	1.5								
Sewer CRP Penalty	0	80.88	123.19	269.17	334.5	233.56	217.48	252.4	159.58	222	119.39	225.67								
Sewer Misc	0	0	0	0	0	0	0	0	100	0	1941	100								
Sewer Int	0	0	0	0	0	0	0	0	0	0	0	0.19								
Sewer Surchg Int	0	0	0	0	0	0	0	0	0	0	0	0								
Sewer Redist	-159.9	-113.23	-111.42	-53.3	-53.35	-58.3	-54.42	-53.3	-53.3	-89.72	-80.28	-106.6								
Sewer Total	\$87,123.90	\$96,448.42	\$96,648.48	\$95,136.21	\$97,016.89	\$103,220.75	\$94,567.99	\$95,440.55	\$103,176.58	\$101,751.69	\$98,698.29	103708.99			\$1,172,938.74					
Total Revenue	\$188,737.89	\$199,228.93	\$199,146.91	\$201,055.07	\$195,619.47	\$208,826.25	\$200,508.55	\$188,533.39	\$206,061.60	\$200,487.98	\$195,344.21	\$208,459.36			\$2,392,009.61					
Water	85218.84	97628.57	89528.8	98651.41	85835.97	89591.16	79349.34	77240.12	90051.11	75367.3	87462.73	89229.70								
Water CRP	19506.75	24977.16	21564.79	24339.55	21719.12	24605.81	22210.76	21131.34	25248.29	20411.46	24120.95	22321.03								
Water Penalty	2275.45	1665.53	1451.04	1512.28	1427.22	1661	1194.8	1569.61	1576.99	1204.46	1704.55	1273.38								
Water CRP Penalty	897.84	1690.66	941.11	388.57	401.04	429.21	389.17	409.93	453.86	347.56	468.97	391.60								
Water Misc	2612.44	3355.4	2574.44	3072.68	3501.66	3917.23	2086.54	4022.18	2666.76	2519.88	2593.92	3115.86								
Water Redist	-8700.79	-8900.66	-8470.72	-8315.98	-8365.49	-7931.31	-8287.75	-7206.21	-9422.82	-9307.4	-9348.07	-11219.91								
Water Int	0	0	0	0	0	0	0	0	0	0	0	0.00								
Water Total	\$101,810.53	\$120,416.66	\$107,589.46	\$119,648.51	\$104,519.52	\$112,273.10	\$96,942.86	\$97,166.97	\$110,574.19	\$90,543.26	\$107,003.05	105111.66			\$1,273,599.77					
Sewer	74043.04	83535.43	77231.78	83245.45	77145.4	82778.28	77690.05	75342.31	86340.25	74079.45	80745.28	75982.64								
Sewer Surchg	3.75	0	7.13	0	0	0	0	0	0	0	0.28	0								
Sewer CRP	19708.7	25784.85	23624.12	26131.54	23116.3	25732.89	23950.34	23134.33	26434.79	23165.07	24834.9	23660.09								
Sewer Penalty	257.96	193.37	1113.37	1148.11	1317.15	1398.21	1172.89	1460.66	1338.07	1200.69	1506.58	1127.36								
Swr Surchg Penalty	0	0	0	0	0	0	0	0	0	0	0	0								
Sewer CRP Penalty	212.24	327.74	339.52	393.87	374.65	460.61	488.51	486.53	425.17	378.48	455.53	362.98								
Sewer Misc	210	200	0	0	0	0	50	0	0	50	0	0								
Sewer Int	0	0	0	0	0	0	0	0	0	0	0	0								
Sewer Surchg Int	0	0	0	0	0	0	0	0	0	0	0	0								
Sewer Redist	-113.12	-113.12	-66.92	-113.12	-113.42	-113.12	-113.12	-81.62	-66.56	-148.72	-171.56	-111.32								
Sewer Total	\$94,322.57	\$109,928.27	\$102,249.00	\$110,805.85	\$101,840.08	\$110,256.87	\$103,238.67	\$100,342.21	\$114,471.72	\$98,724.97	\$107,371.01	101021.75			\$1,254,572.97					
Total Revenue	\$196,133.10	\$230,344.93	\$209,838.46	\$230,454.36	\$206,359.60	\$222,529.97	\$200,181.53	\$197,509.18	\$225,045.91	\$189,268.23	\$214,374.06	206133.41			\$2,528,172.74					

Clearlake Oaks County Water District
Summary Balance Sheet
As of June 30, 2017

2.a.1

	<u>Jun 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	908,621.68
Accounts Receivable	-6.00
Other Current Assets	<u>662,241.00</u>
Total Current Assets	1,570,856.68
Fixed Assets	<u>6,142,870.89</u>
TOTAL ASSETS	<u>7,713,727.57</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	177,627.61
Credit Cards	3,543.82
Other Current Liabilities	<u>516,270.84</u>
Total Current Liabilities	697,442.27
Total Liabilities	697,442.27
Equity	<u>7,016,285.30</u>
TOTAL LIABILITIES & EQUITY	<u>7,713,727.57</u>

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Clearlake Oaks County Water District
Balance Sheet
As of June 30, 2017

J.A.B

	<u>Jun 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	58,819.31
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other	293,694.37
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	482,694.37
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHECKING - WAS 1...	200.00
102.02 · CRP Water - 6990	10,465.59
102.03 · CRP Sewer - 3745	356,242.41
Total Checking/Savings	908,621.68
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	300.00
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	74,033.00
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	23,357.00
Total Other Current Assets	662,241.00
Total Current Assets	1,570,856.68
Fixed Assets	
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)	1,851,100.60
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	1,851,100.60
122 · Buildings (OFFICE BUILDING - WAS 1011180)	8,475,638.00
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	14,788.58
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other	3,136,437.00
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	3,263,532.29
125 · Land	299,770.00
129 · ALLOW. FOR DEPRECIATION	-7,747,170.00
Total Fixed Assets	6,142,870.89
TOTAL ASSETS	7,713,727.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	177,627.61
Total Accounts Payable	177,627.61
Credit Cards	
210.06 - Cal Card - Jason 3879	3,564.75
210 · Cal Card	
210.04 · Cal Card - Alan - 4000	240.83
210.03 · Cal Card - Matt - 9988	1,622.74

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Clearlake Oaks County Water District
Balance Sheet
 As of June 30, 2017

2.9.4

	<u>Jun 30, 17</u>
210 · Cal Card - Other	-1,884.50
Total 210 · Cal Card	-20.93
Total Credit Cards	3,543.82
Other Current Liabilities	
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal tax deposit on time)	-322.01
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become available to cover pre-d...	466,000.00
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	468,807.29
221 · Health Ins - EE Portion	357.40
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE CO SHERIFF - WAS...	2,287.43
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-1,667.94
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	619.49
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WAS 2097110)	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX WITHHOLDING ...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WITHHOLDING - WAS...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS 2097122)	-24.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS CO-PAY - WAS ...	-638.57
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WAS 2097195)	596.12
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYEE BENEFITS - ...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not ye...	-1,263.93
Total Other Current Liabilities	516,270.84
Total Current Liabilities	697,442.27
Total Liabilities	697,442.27
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this account. The balance ...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/31/2011)	1,075,137.51
Net Income	-395,180.13
Total Equity	7,016,285.30
TOTAL LIABILITIES & EQUITY	7,713,727.57

Clearlake Oaks County Water District
Balance Sheet
As of June 30, 2017

2.015

ASSETS

Current Assets

Checking/Savings

- 102.001 · GL - 9122 (Old Acct. # 053420019)
- 102.04 · DWR - CHECKING
- 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)
- CIP Deposits 2014
- 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other

Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)

- 102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHECKING - WAS 1...
- 102.02 · CRP Water - 6990
- 102.03 · CRP Sewer - 3745

Total Checking/Savings

Accounts Receivable

- CUSI Accounts Receivable

Total Accounts Receivable

Other Current Assets

- 103 · PETTY CASH (PETTY CASH - WAS 1013200)
- 104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)
- 132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)
- 135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)
- 114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)
- 115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)

Total Other Current Assets

Total Current Assets

Fixed Assets

- 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)
- 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)

Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)

- 122 · Buildings (OFFICE BUILDING - WAS 1011180)
- 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)
- 124.30 · Lift Stations
- 124.31 · Lift Station 7 Bypass
- 124.30 · Lift Stations - Other

Total 124.30 · Lift Stations

- 124.50 · Mains
- 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other

Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)

- 125 · Land
- 129 · ALLOW. FOR DEPRECIATION

Total Fixed Assets

TOTAL ASSETS

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

- 200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)

Total Accounts Payable

Credit Cards

- 210.06 · Cal Card - Jason 3879
- 210 · Cal Card
- 210.04 · Cal Card - Alan - 4000
- 210.03 · Cal Card - Matt - 9988

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Clearlake Oaks County Water District
Balance Sheet
As of June 30, 2017

2.06

210 · Cal Card - Other

Total 210 · Cal Card

Total Credit Cards

Other Current Liabilities

223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal tax deposit on time)

280 · Loan

280.05 · USDA Bridge Loan (Bridge loan until USDA funds become available to cover pre-d...

280.01 · Kansas State Bk - VACON

280.03 · Kansas State Bk - Camera Traile

Total 280 · Loan

221 · Health Ins - EE Portion

223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)

223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE CO SHERIFF - WAS...

223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other

Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)

223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WAS 2097110)

223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)

223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX WITHHOLDING ...

223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WITHHOLDING - WAS...

223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS 2097122)

223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS CO-PAY - WAS ...

223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WAS 2097195)

223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYEE BENEFITS - ...

24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not ye...

Total Other Current Liabilities

Total Current Liabilities

Total Liabilities

Equity

302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)

304 · Opening Balance Equity (Opening balances during setup post to this account. The balance ...

306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/31/2011)

Net Income

Total Equity

TOTAL LIABILITIES & EQUITY

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Profit and Loss

July 2016 through June 2017

219.7

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income						
Income						
410 · Client Reg Pmt	0.00	0.00	902,828.48	1,032,824.63	1,935,653.11	1,935,653.11
420 · Connection Fees	0.00	0.00	9,591.50	8,953.50	18,545.00	18,545.00
430 · Penalty & Interest	0.00	0.00	14,178.30	19,956.97	34,135.27	34,135.27
440 · Misc Revenue	0.00	0.00	90.48	27,299.27	27,389.75	27,389.75
450 · Other - Non S/W Rev	0.00	0.00	92,436.71	107,506.87	199,943.58	199,943.58
Total Income	0.00	0.00	1,019,125.47	1,196,541.24	2,215,666.71	2,215,666.71
Total Income	0.00	0.00	1,019,125.47	1,196,541.24	2,215,666.71	2,215,666.71
Gross Profit	0.00	0.00	1,019,125.47	1,196,541.24	2,215,666.71	2,215,666.71
Expense						
Salaries & EE Benefits						
505 · Salaries & Wages	351,212.67	56,871.07	146,325.83	154,260.12	708,669.69	708,669.69
510 · Contract Labor	0.00	0.00	12,525.00	0.00	12,525.00	12,525.00
520 · FICA - District Share	25,935.54	4,051.43	10,631.05	11,390.34	52,008.36	52,008.36
530 · Medical Ins - Dist Share	79,631.13	12,641.96	43,536.53	18,575.75	154,385.37	154,385.37
540 · PERS - District Share	29,473.92	2,699.43	8,225.71	13,648.11	54,047.17	54,047.17
550 · Unemployment	9,300.10	0.00	0.00	0.00	9,300.10	9,300.10
560 · Workers Comp Ins	6,356.78	7,359.10	9,783.16	10,917.10	34,416.14	34,416.14
Total Salaries & EE Benefits	501,910.14	83,622.99	231,027.28	208,791.42	1,025,351.83	1,025,351.83
Services & Supplies						
605 · Advertising	200.00	0.00	0.00	0.00	200.00	200.00
610 · Bank Fees	356.12	0.00	0.00	0.00	356.12	356.12
620 · Communications & Internet	5,383.35	459.96	3,498.22	3,533.64	12,875.17	12,875.17
622 · Board Exp	69,908.68	0.00	0.00	0.00	69,908.68	69,908.68
625 · Equip - Field (\$300-\$4999)	0.00	199.75	1,997.60	0.00	2,197.35	2,197.35
630 · Equip - Office	75.51	0.00	707.83	0.00	783.34	783.34
640 · Fuel & Oil	0.00	4,125.56	1,352.44	7,203.97	12,681.97	12,681.97
645 · Insurance	0.00	0.00	31,608.30	31,608.30	63,216.60	63,216.60
650 · Interest	0.00	403.44	1,035.71	-23.33	1,415.82	1,415.82
657 · Lab	0.00	0.00	22,024.28	14,592.13	36,616.41	36,616.41
660 · Memberships & Subscription	770.39	0.00	21,737.00	27,276.29	49,783.68	49,783.68
665 · Mileage Reimb	3,629.82	302.76	0.00	170.75	4,103.33	4,103.33
670 · Postage & Shipping	9,527.79	1.20	7.30	0.00	9,536.29	9,536.29
675 · Professional Services	50,971.27	0.00	11,521.46	5,120.42	67,613.15	67,613.15
685 · Rents	6,335.41	0.00	0.00	0.00	6,335.41	6,335.41
690 · Safety & Security	1,963.32	2,545.06	7,022.45	11,955.11	23,485.94	23,485.94
700 · Tools & Instruments	0.00	744.79	2,943.13	2,184.31	5,872.23	5,872.23
703 · Supplies - Clothing & Perso...	779.22	1,638.37	1,406.74	1,203.04	5,027.37	5,027.37
705 · Supplies - Office	5,990.79	101.33	1,190.87	1,213.81	8,496.80	8,496.80
715 · Supplies-Chemicals-Operati...	0.00	0.00	49,113.21	49,260.59	98,373.80	98,373.80
720 · Supplies - Inventory - Other	0.00	8,167.15	22,085.73	11,346.16	41,599.04	41,599.04
730 · Taxes - Licenses	0.00	388.00	1,709.00	1,359.30	3,456.30	3,456.30
735 · Training (Classes, books, etc)	169.00	385.00	480.00	240.00	1,274.00	1,274.00
745 · Travel / Lodging	512.74	349.65	315.86	0.00	1,178.25	1,178.25
750 · Utilities	3,960.99	0.00	66,133.29	100,271.45	170,365.73	170,365.73
760 · Waste Disposal	440.98	0.00	50,612.44	0.00	51,053.42	51,053.42
795 · Yolo Co	0.00	0.00	0.00	42,167.62	42,167.62	42,167.62
799 · Misc	4.60	0.00	0.00	0.00	4.60	4.60
Total Services & Supplies	160,979.98	19,812.02	298,502.86	310,683.56	789,978.42	789,978.42
Repairs & Replacement						
810 · R&R Buildings & Grounds	4,163.53	0.00	5,492.73	7,655.50	17,311.76	17,311.76
830 · R&R Equipment	0.00	0.00	7,103.34	1,200.28	8,303.62	8,303.62
840 · R&R Vehicles	100.46	45.35	1,199.44	2,488.04	3,833.29	3,833.29
Total Repairs & Replacement	4,263.99	45.35	13,795.51	11,343.82	29,448.67	29,448.67
Total Expense	667,154.11	103,480.36	543,325.65	530,818.80	1,844,778.92	1,844,778.92
Net Income	-667,154.11	-103,480.36	475,799.82	665,722.44	370,887.79	370,887.79

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Clearlake Oaks Co Water District

APPROVED BUDGET 2016-2017

2.9.8

Target % > 100%

Thru end of June 2017 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,067,122	1,067,122	1,196,543	112%	969,433	969,433	1,019,125	105%
Total Operating Expenses	906,028	906,028	916,135	101%	948,617	948,617	928,640	98%
Operating Balance (loss)	161,094	161,094	280,409		20,816	20,816	90,486	
420 Connection Rev			8,954				9,592	
435 Loan/Grant Rev		-	-			-		
450 Other - Non S/W Rev	96,000	96,000	107,507	112%	85,000	85,000	92,437	109%
Depreciation Exp	194,168	194,168	194,168	100%	135,786	135,786	135,786	100%
Net Change In Net Position (loss)	62,926	62,926	202,702		(29,970)	(29,970)	56,729	

Current Revenue Notes:

450 - W & S County Apporment Check

WestAmer Op	\$	105,625
WestAmer CRP		394,854
LAIF		483,618
Total	\$	984,097

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 June 2017 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,037,122	1,037,122	1,032,825	100%	955,933	955,933	902,828	94%
430 Penalty & Interest	30,000	30,000	19,957	67%	13,500	13,500	14,178	105%
440 Misc - Bulk Water - CC rebate	0	0	27,300		0	0	90	0%
Total Revenue >	1,067,122	1,067,122	1,080,082	101%	969,433	969,433	917,096	95%

Thru end of June 2017 Operating Expenses	Budget				Actual			
	Annual		YTD		YTD		Spent	
	Annual	YTD	Amount	%	YTD	%	Spent	%
505 Salaries & Wages	337,881	337,881	358,302	106%	364,297	364,297	350,368	96%
510 Contracted Labor	-	-	-	0%	28,000	28,000	12,525	45%
520 FICA - District Share	28,024	28,024	26,383	94%	29,977	29,977	25,624	85%
530 Medical Ins - District Share	65,762	65,762	64,713	98%	94,430	94,430	89,673	95%
540 PERS - District Share	36,003	36,003	29,735	83%	29,324	29,324	24,313	83%
550 Unemployment	6,000	6,000	4,650	78%	6,000	6,000	4,650	78%
560 Workers Comp Ins	17,599	17,599	17,775	101%	15,288	15,288	16,641	109%
Salaries and Employee Benefits >	491,268	491,268	501,557	102%	567,317	567,317	523,793	92%

605 Advertising	125	125	100	80%	125	125	100	80%
610 Bank Fees	2,810	2,810	178	6%	2,800	2,800	178	6%
620 Communications & Internet	5,650	5,650	6,455	114%	4,650	4,650	6,420	138%
622 Board Exp	250	250	34,955	13982%	250	250	34,955	13982%
625 Equip - Field (\$300-\$4999)	1,250	1,250	100	8%	3,250	3,250	2,098	65%
630 Equip - Office	850	850	38	4%	1,350	1,350	746	55%
640 Fuel & Oil	14,000	14,000	9,267	66%	2,250	2,250	3,415	152%
645 Insurance	38,500	38,500	31,608	82%	38,500	38,500	31,608	82%
650 Interest	1,175	1,175	179	15%	1,925	1,925	1,238	64%

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21a.9

657	Lab	16,000	16,000	14,592	91%	21,000	21,000	22,024	105%
660	Memberships & Subscriptions	28,450	28,450	27,661	97%	5,450	5,450	22,122	406%
665	Mileage Reimb	1,500	1,500	2,138	143%	1,500	1,500	1,967	131%
670	Postage & Shipping	4,825	4,825	4,765	99%	4,775	4,775	4,772	100%
675	Professional Services	35,000	35,000	30,607	87%	23,000	23,000	37,007	161%
685	Rents	5,950	5,950	3,168	53%	3,950	3,950	3,168	80%
690	Safety & Security	3,075	3,075	14,209	462%	9,075	9,075	9,276	102%
700	Tools & Instruments	3,875	3,875	2,557	66%	4,875	4,875	3,316	68%
703	Supplies - Clothing & Personal	1,200	1,200	2,412	201%	1,700	1,700	2,616	154%
705	Supplies - Office	3,225	3,225	4,260	132%	3,825	3,825	4,237	111%
715	Treatment Chemicals	47,000	47,000	49,261	105%	65,000	65,000	49,113	76%
720	Supplies - Operating - Other	11,525	11,525	15,430	134%	11,525	11,525	26,170	227%
730	Taxes - Licenses	1,750	1,750	1,553	89%	2,550	2,550	1,903	75%
735	Training	4,250	4,250	517	12%	4,250	4,250	757	18%
745	Travel	2,750	2,750	432	16%	2,250	2,250	748	33%
750	Utilities	112,600	112,600	102,252	91%	72,600	72,600	68,114	94%
760	Waste Disposal	550	550	221	40%	60,250	60,250	50,833	84%
795	Yolo Co	42,000	42,000	42,168	100%				
799	Misc	5,375	5,375	3	0%	5,375	5,375	3	0%
Services and Supplies >		395,510	395,510	401,079	101%	358,050	358,050	388,897	109%
810	R&R Buildings & Grounds	7,000	7,000	9,738	139%	7,000	7,000	7,575	108%
815	R & R Damage Claims	5,000	5,000	-	0%	5,000	5,000	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	2,000	1,200	60%	6,000	6,000	7,103	118%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	5,250	5,250	2,561	49%	5,250	5,250	1,272	24%
Repairs & Replacement >		19,250	19,250	13,499	70%	23,250	23,250	15,950	69%
Total Expenses >		906,028	906,028	916,135	101%	948,617	948,617	928,640	98%

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Administration - Budget Variance Report Jul 2016

Target % > 100.0%

2.0.10

Thru end of June 2017		2016 - 2017 Budget		Actual	%	Total
11	Annual	YTD	YTD	Spent	Remaining	
505	Salaries & Wages	365,469	365,469	351,213	96.1%	14,256
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	30,241	30,241	25,935	85.8%	4,306
530	Medical Ins - District Share	74,799	74,799	79,631	106.5%	(4,832)
540	PERS - District Share	37,160	37,160	29,474	79.3%	7,686
550	Unemployment	12,000	12,000	9,300	77.5%	2,700
560	Workers Comp Ins	10,415	10,415	6,357	61.0%	4,058
Salaries and Employee Benefits >		530,085	530,085	501,910	94.7%	28,175
605	Advertising	250	250	200	80.0%	50
610	Bank Fees	5,600	5,600	356	6.4%	5,244
620	Communications & Internet	3,300	3,300	5,383	163.1%	(2,083)
622	Board Exp	500	500	69,909	13981.8%	(69,409)
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	700	700	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	900	770	85.6%	130
665	Mileage Reimb	2,000	2,000	3,630	181.5%	(1,630)
670	Postage & Shipping	9,400	9,400	9,528	101.4%	(128)
675	Professional Services (Legal, IT, etc)	20,000	20,000	50,971	254.9%	(30,971)
685	Rents	7,400	7,400	6,335	85.6%	1,065
690	Safety & Security (boots)	2,000	2,000	1,963	98.2%	37
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	400	400	779	194.8%	(379)
705	Supplies - Office	5,000	5,000	5,991	119.8%	(991)
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	50	50	-	0.0%	50
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (Classes, books)	2,500	2,500	169	6.8%	2,331
745	Travel / Lodging	2,500	2,500	513	20.5%	1,987
750	Utilities	5,200	5,200	3,961	76.2%	1,239
760	Waste Disposal	500	500	441	88.2%	59
795	Yolo Co	0	0	-	0.0%	0
799	Misc	500	500	5	1.0%	495
Services and Supplies >		68,700	68,700	160,980	234.3%	(92,280)
810	R&R Buildings & Grounds	4,000	4,000	4,164	104.1%	(164)
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	2,000	2,000	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	2,500	2,500	100	4.0%	2,400
Repairs & Replacement >		8,500	8,500	4,264	50.2%	4,236
Total Expenses >		607,285	607,285	667,154	109.9%	(59,869)

Expense Notes

620 Communications & Internet	Increased speed of internet, increasing expense
622 Board Expense	Lgl fees for: personnel invest & board meetings, etc. Recording Equip
665 Mileage	Multiple required meetings in Sacramento and Lakeport by GM
675 Professional Services	Research and Legal Fees concerning Dir Kuehn and personnel.
703 Supplies -Clothing & Perosnal	New staff shirts
705 Supplies - Office	Purchase of new year calendars and bulk envelopes

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D\C - Budget Variance Report Jul 2016

Target % >

100.0%

J. a. 11

Thru end of June 2017

2016 - 2017 Budget

Actual

% Spent

Total

11

Annual

YTD

YTD

Spent

Remaining

	2016 - 2017 Budget Annual	2016 - 2017 Budget YTD	Actual YTD	% Spent	Total Remaining
505 Salaries & Wages	63,954	63,954	56,871	88.9%	7,083
510 Contracted Labor	-	-	-		-
520 FICA - District Share	5,221	5,221	4,051	77.6%	1,170
530 Medical Ins - District Share	20,000	20,000	12,642	63.2%	7,358
540 PERS - District Share	3,159	3,159	2,699	85.4%	460
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	3,339	3,339	7,359	220.4%	(4,021)
Salaries and Employee Benefits >	95,671	95,671	83,622	87.4%	12,049
605 Advertising	-	-	-	0.0%	-
610 Bank Fees	-	-	-	0.0%	-
620 Communications & Internet	-	-	460	0.0%	(460)
622 Board Exp	-	-	-	0.0%	-
625 Equip - Field (up to \$4999)	2,500	2,500	200	8.0%	2,300
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	4,000	4,000	4,126	103.2%	(126)
645 Insurance	-	-	-	0.0%	-
650 Interest	1,750	1,750	403	23.0%	1,347
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	500	500	303	60.6%	197
670 Postage & Shipping	50	50	1	2.0%	49
675 Professional Services (SCADA)	1	1	-	0.0%	1
685 Rents	500	500	-	0.0%	500
690 Safety & Security (boots)	2,150	2,150	2,545	118.4%	(395)
700 Tools & Instruments	3,750	3,750	745	19.9%	3,005
703 Supplies - Clothing & Personal	1,500	1,500	1,638	109.2%	(138)
705 Supplies - Office	250	250	101	0.0%	149
715 Treatment Chemicals	-	-	-	0.0%	-
720 Supplies - Operating - Other	13,000	13,000	8,167	62.8%	4,833
730 Taxes - Licenses	500	500	388	77.6%	112
735 Training (classes, books)	1,500	1,500	385	25.7%	1,115
745 Travel / Lodging	1,000	1,000	350	35.0%	650
750 Utilities	-	-	-	0.0%	-
760 Waste Disposal	-	-	-	0.0%	-
795 Yolo Co	-	-	-	0.0%	-
799 Misc	250	250		0.0%	250
Services and Supplies >	33,201	33,201	19,812	59.7%	13,389
810 R&R Buildings & Grounds	0	0	-	0.0%	0
815 R & R Damage Claims	0	0		0.0%	0
820 R&R Lift Stations	-	-		0.0%	-
830 R&R Equipment	-	-		0.0%	-
832 R&R Mains/Service Lines	-	-		0.0%	-
840 R&R Vehicles (\$2k/vehicle)	0	0	45	450000.0%	(45)
Repairs & Replacement >	0	0	45	150000.0%	(45)
Total Expenses >	128,872	128,872	103,479	80.3%	25,393

Expense Notes

703 Supplies - Clothing & 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 June 2017		2016 - 2017 Budget		Actual	%	Total
11		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	149,586	149,586	146,326	106.2%	3,260
510	Contracted Labor	28,000	28,000	12,525		15,475
520	FICA - District Share	12,246	12,246	10,631	86.8%	1,615
530	Medical Ins - District Share	47,030	47,030	43,536	92.6%	3,494
540	PERS - District Share	9,165	9,165	8,226	89.8%	939
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,411	8,411	9,783	116.3%	(1,372)
Salaries and Employee Benefits >		254,439	254,439	231,027	90.8%	23,412
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	3,000	3,000	3,498	116.6%	(498)
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	2,000	2,000	1,998	99.9%	2
630	Equip - Office	1,000	1,000	708	70.8%	292
640	Fuel & Oil (Schaeffers)	250	250	1,352	540.8%	(1,102)
645	Insurance	38,500	38,500	31,608	82.1%	6,892
650	Interest	1,050	1,050	1,036	98.7%	14
657	Outsource Lab / Internal Lab	21,000	21,000	22,024	104.9%	(1,024)
660	Memberships & Subscriptions	5,000	5,000	21,737	434.7%	(16,737)
665	Mileage Reimb	500	500		0.0%	500
670	Postage & Shipping	50	50	7	14.0%	43
675	Professional Services (SCADA)	13,000	13,000	11,521	88.6%	1,479
685	Rents	-	-	-	0.0%	-
690	Safety & Security (boots)	7,000	7,000	7,022	100.3%	(22)
700	Tools & Instruments	3,000	3,000	2,943	98.1%	57
703	Supplies - Clothing & Personal	1,500	1,500	1,407	93.8%	93
705	Supplies - Office	1,200	1,200	1,191	99.3%	9
715	Treatment Chemicals	65,000	65,000	49,113	75.6%	15,887
720	Supplies-Operating -Other (Titan Tubes)	5,000	5,000	22,086	441.7%	(17,086)
730	Taxes - Licenses	2,300	2,300	1,709	74.3%	591
735	Training (classes, books)	3,000	3,000	480	16.0%	2,520
745	Travel / Lodging	1,000	1,000	316	31.6%	684
750	Utilities	70,000	70,000	66,133	94.5%	3,867
760	Waste Disposal	60,000	60,000	50,612	84.4%	9,388
795	Yolo Co	0	0	-	0.0%	0
799	Misc	5,000	5,000		0.0%	5,000
Services and Supplies >		309,350	309,350	298,501	96.5%	10,849
810	R&R Buildings & Grounds	5,000	5,000	5,493	109.9%	(493)
815	R & R Damage Claims	5,000	5,000	-	0.0%	5,000
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	5,000	5,000	7,103	142.1%	(2,103)
832	R&R Mains/Service Lines	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	4,000	1,199	30.0%	2,801
Repairs & Replacement >		19,000	19,000	13,795	72.6%	5,205
Total Expenses >		582,789	582,789	543,323	93.2%	39,466

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	Security System upgrade for cameras/lighting and warning system on CEPS
715 Supplies - Chemicals	Plymer
720 Supplies - Operating - Other	Gate Valve, materials to rebuild Chlorine Feed Pumps, Titan Tubes
750 Utilities	Monthly PG&E bill averages \$2,200 with Hayden Solar equalling \$5,743, PGE Bill due to solar panels being shut off and plant running 24/7 during flood
760 Waste Disposal	Sludge Season
830 R&R Equipment	Sewer Tractor Cameras, Chlorine Feed Pump

Water - Budget Variance Report July 2016

Target % > **100.0%**

2.9.13

11	2016 - 2017 Budget		Actual		Total Remaining
	Annual	YTD	YTD	% Spent	
505 Salaries & Wages	123,169	123,169	154,260	125.2%	(31,091)
510 Contracted Labor	-	-	-		-
520 FICA - District Share	10,293	10,293	11,390	110.7%	(1,097)
530 Medical Ins - District Share	18,362	18,362	18,576	101.2%	(214)
540 PERS - District Share	15,844	15,844	13,648	86.1%	2,196
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	10,722	10,722	10,917	101.8%	(195)
Salaries and Employee Benefits >	178,390	178,390	208,791	117.0%	(30,401)
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	4,000	4,000	3,533	88.3%	467
622 Board Exp	0	0		0.0%	0
625 Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630 Equip - Office	500	500		0.0%	500
640 Fuel & Oil	12,000	12,000	7,204	60.0%	4,796
645 Insurance	38,500	38,500	31,608	82.1%	6,892
650 Interest	300	300	(23)	-7.7%	323
657 Outside Lab / Internal Lab	16,000	16,000	14,592	91.2%	1,408
660 Memberships & Subscriptions	28,000	28,000	27,276	97.4%	724
665 Mileage Reimb	500	500	171	34.2%	329
670 Postage & Shipping	100	100		0.0%	100
675 Professional Services (SCADA)	25,000	25,000	5,121	20.5%	19,879
685 Rents	2,000	2,000		0.0%	2,000
690 Safety & Security (boots)	1,000	1,000	11,955	1195.5%	(10,955)
700 Tools & Instruments	2,000	2,000	2,184	109.2%	(184)
703 Supplies - Clothing & Personal	1,000	1,000	1,203	120.3%	(203)
705 Supplies - Office	600	600	1,214	202.3%	(614)
715 Treatment Chemicals	47,000	47,000	49,261	104.8%	(2,261)
720 Supplies - Operating - Other	5,000	5,000	11,346	226.9%	(6,346)
730 Taxes - Licenses	1,500	1,500	1,359	90.6%	141
735 Training (classes, books)	3,000	3,000	240	8.0%	2,760
745 Travel / Lodging	1,500	1,500		0.0%	1,500
750 Utilities	110,000	110,000	100,271	91.2%	9,729
760 Waste Disposal	300	300		0.0%	300
795 Yolo Co	42,000	42,000	42,168	100.4%	(168)
799 Misc	5,000	5,000		0.0%	5,000
Services and Supplies >	346,800	346,800	310,683	89.6%	36,117
810 R&R Buildings & Grounds	5,000	5,000	7,656	153.1%	(2,656)
815 R & R Damage Claims	5,000	5,000		0.0%	5,000
820 R&R Lift Stations	-	-			-
830 R&R Equipment	1,000	1,000	1,200	120.0%	(200)
832 R&R Mains/Service Lines	-	-		0.0%	-
840 R&R Vehicles (\$2k/vehicle)	4,000	4,000	2,488	62.2%	1,512
Repairs & Replacement >	15,000	15,000	11,344	75.6%	3,656
Total Expenses >	540,190	540,190	530,818	98.3%	9,372
505 Salaries and Wages					Huge payout of PTO and CTO for employee final paycheck
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, restock inventory
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 alignmt for Ford Ranger & new tires for Chevy

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Clearlake Oaks County Water District
CRP/CIP Profit and Loss
 July 2016 through June 2017

2,9.14

	Water (CRP)	Sewer (CRP)	CRP - Oth... (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment Plan)					
425.2 · Sewer	0.00	-26.84	0.00	-26.84	-26.84
425.1 · Water	-547.68	-25.54	0.00	-573.22	-573.22
425 · CRP (Capital Replacment Pl...	265,977.08	271,751.39	0.24	537,728.71	537,728.71
Total 425 · CRP (Capital Replacmen...	265,429.40	271,699.01	0.24	537,128.65	537,128.65
430 · Penalty & Interest	7,026.88	4,973.26	0.00	12,000.14	12,000.14
Total Income	272,456.28	276,672.27	0.24	549,128.79	549,128.79
Total Income	272,456.28	276,672.27	0.24	549,128.79	549,128.79
Gross Profit	272,456.28	276,672.27	0.24	549,128.79	549,128.79
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	27,456.06	52,031.18	0.00	79,487.24	79,487.24
520 · FICA - District Share	1,998.81	3,964.63	0.00	5,963.44	5,963.44
530 · Medical Ins - Dist Share	8,219.48	7,828.15	0.00	16,047.63	16,047.63
540 · PERS - District Share	850.81	1,859.23	0.00	2,710.04	2,710.04
560 · Workers Comp Ins	1,296.67	1,296.66	0.00	2,593.33	2,593.33
Total Salaries & EE Benefits	39,821.83	66,979.85	0.00	106,801.68	106,801.68
Services & Supplies					
625 · Equip - Field (\$300-\$4999)	848.78	810.17	0.00	1,658.95	1,658.95
640 · Fuel & Oil	5,429.46	3,893.17	0.00	9,322.63	9,322.63
650 · Interest	136.37	161.10	0.00	297.47	297.47
675 · Professional Services	5,412.30	5,812.30	0.00	11,224.60	11,224.60
690 · Safety & Security	121.98	121.96	0.00	243.94	243.94
700 · Tools & Instruments	294.00	1,145.05	0.00	1,439.05	1,439.05
720 · Supplies - Inventory - Other	13,537.49	3,053.57	0.00	16,591.06	16,591.06
Total Services & Supplies	25,780.38	14,997.32	0.00	40,777.70	40,777.70
Repairs & Replacement					
810 · R&R Buildings & Grounds	12,453.63	4,812.20	0.00	17,265.83	17,265.83
820 · R&R Lift Stations	0.00	15,163.80	0.00	15,163.80	15,163.80
830 · R&R Equipment	12,506.12	5,065.00	0.00	17,571.12	17,571.12
832 · R&R Mains and Sewer Lines	33,702.43	8,237.92	0.00	41,940.35	41,940.35
840 · R&R Vehicles	6,685.60	6,645.16	0.00	13,330.76	13,330.76
Total Repairs & Replacement	65,347.78	39,924.08	0.00	105,271.86	105,271.86
Total Expense	130,949.99	121,901.25	0.00	252,851.24	252,851.24
Net Income	141,506.29	154,771.02	0.24	296,277.55	296,277.55

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Clearlake Oaks Co Water District

Budget Variance Report February 2017

2.9.15

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SEWER-CRP

Target % > 100.0%

Thru end of June 2017

Summary	Budget		Actual YTD	
	Annual	YTD	Amount	%
SEWER CRP Revenue	297,440	297,440	271,751	93.0%
Penalty & Interest			4,973	
SEWER CRP Expenses	174,687	174,687	121,901	69.8%
(1/2 Vac all Camera) Debt Service Exp	47,961	47,961	47,961	
USDA Annual Payment	129,000	129,000		
I & I/Lift Station Rehab Improvements	42,000	42,000		
Short term depreciation reserve	30,000	30,000	30,000	
Previous Year Balance	208,351			
Operating Balance (loss)	82,143	82,143	76,862	

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	%	Total Remaining	
	Annual	YTD				
505 Salaries & Wages	31,977	31,977	52,031	162.7%	(20,054)	
510 Contracted Labor	-	-	-	-	-	
520 FICA - District Share	2,610	2,610	3,965	151.9%	(1,355)	
530 Medical Ins - District Share	10,000	10,000	7,828	78.3%	2,172	
540 PERS - District Share	1,580	1,580	1,859	117.7%	(280)	
550 Unemployment	-	-	-	0.0%	-	
560 Workers Comp Ins	1,669	1,669	1,297	77.7%	372	
Salaries and Employee Benefits >	47,836	47,836	66,980	140.0%	(19,145)	
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	1,250	810	64.8%	440	
630 Equip - Office	-	-	-	0.0%	-	
640 Fuel & Oil	2,000	2,000	3,893	194.7%	(1,893)	
645 Insurance	-	-	-	0.0%	-	
650 Interest	875	875	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	25	-	0.0%	25	
675 Professional Services (SCADA)	1	1	5,812	0.0%	(5,811)	
685 Rents	250	250	-	0.0%	250	
690 Safety & Security (boots)	1,075	1,075	122	11.3%	953	
700 Tools & Instruments	1,875	1,875	1,145	61.1%	730	
703 Supplies - Clothing & Personal	-	-	-	0.0%	-	
705 Supplies - Office	125	125	-	0.0%	125	
715 Treatment Chemicals	-	-	-	0.0%	-	
720 Supplies - Operating - Other	6,500	6,500	3,054	47.0%	3,446	
730 Taxes - Licenses	250	250	-	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	125	-	0.0%	125	
Services and Supplies >	14,351	14,351	14,997	104.5%	(646)	
810 R&R Buildings & Grounds	25,000	25,000	4,812	19.2%	20,188	
815 R & R Damage Claims	-	-	-	0.0%	-	
820 R&R Lift Stations	20,000	20,000	15,164	75.8%	4,836	
830 R&R Equipment	5,000	5,000	5,065	101.3%	(65)	
832 R&R Mains/Service Lines	50,000	50,000	8,238	16.5%	41,762	
840 R&R Vehicles (\$2k/vehicle)	12,500	12,500	6,645	53.2%	5,855	
Repairs & Replacement >	112,500	112,500	39,924	35.5%	72,576	
Expense Notes	Total Expenses >	174,687	174,687	121,901	69.8%	52,786

505 Salaries & Wages

625 Field Equip

820 R&R Lift Stations

675 Professional Services

Flood Temp help

Down hole roller for camera trailer

LS # 10 Repairs to Action \$2,100, Check Valves for LS 10 \$1,188, LS 7 Emergency Pumping

ignition SCADA system software - approved at SM 11/29/16 also easement repair on LS 1

750 - Utilities - PG&E cost - runing plant & LS 24/7 during flood

29

Clearlake Oaks Co Water District
Budget Variance Report February 2017

12

Target % > 100.0%

2.9.16

Thru end of June 2017 Summary	WATER - CRP Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	287,532	287,532	265,977	94.9%
Penalty & Interest			7,027	
WATER CRP Expenses	154,687	154,687	130,949	84.7%
(1/2 Vac Con) Debt Service Exp	26,079	26,079	26,079	
**Previous Year Balance	167,406			

**** 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	YTD	Spent	Remaining
505	Salaries & Wages	31,977	31,977	27,456	85.9%	4,521
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	2,610	2,610	1,999	76.6%	611
530	MEDICAL Ins - District Share	10,000	10,000	8,219	82.2%	1,781
540	PERS - District Share	1,580	1,580	851	53.9%	729
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	1,669	1,669	1,297	77.7%	372
	Salaries and Employee Benefits >	47,836	47,836	39,822	83.2%	8,014
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	1,250	849	67.9%	401
640	Fuel & Oil	2,000	2,000	5,429	271.5%	(3,429)
645	Insurance	-	-	-	0.0%	-
650	Interest	875	875	136	15.5%	739
657	Outsource Lab / Internal Lab	-	-	-	0.0%	-
660	Memberships & Subscriptions	-	-	-	0.0%	-
665	Mileage Reimb	-	-	-	0.0%	-
670	Postage & Shipping	25	25	-	0.0%	25
675	Professional Services (SCADA)	1	1	5,412	541200.0%	(5,411)
685	Rents	250	125	-	0.0%	250
690	Safety & Security (boots)	1,075	1,075	122	11.3%	953
700	Tools & Instruments	1,875	1,875	294	15.7%	1,581
703	Supplies - Clothing & Personal	-	-	-	0.0%	-
705	Supplies - Office	125	125	-	0.0%	125
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	6,500	6,500	13,537	208.3%	(7,037)
730	Taxes - Licenses	250	250	-	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
	Services and Supplies >	14,351	14,164	25,779	179.6%	(11,428)
810	R&R Buildings & Grounds	25,000	25,000	12,454	49.8%	12,546
815	R & R Damage Claims	-	-	-	0.0%	-
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	5,000	5,000	12,506	250.1%	(7,506)
832	R&R Mains/Service Lines	50,000	50,000	33,702	67.4%	16,298
840	R&R Vehicles (\$2k/vehicle)	12,500	12,500	6,686	53.5%	5,814
	Repairs & Replacement >	92,500	92,500	65,348	70.6%	27,152
	Total Expenses >	154,687	154,499	130,949	84.7%	23,738

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, meter pilot program
- 820 R & R Lift Stations** Baker Tank Rental to assist LS 7 during emergency pumping, 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

30

MY ACCOUNTS

BILL PAY

TRANSFER FUNDS

MANAGE MONEY

2,6

(LAUNCHAPP?APPCODE=MY+ACCOUNTS)

(LAUNCHAPP?APPCODE=BILL+PAY)

ADDITIONAL SERVICES

CREDIT CARD APPLICATION ESTATEMENTS

Tap. Snap. Deposit.

MOBILE CHECK DEPOSIT GET MOBILE TODAY!



My Accounts

DEPOSIT ACCOUNTS

[Manage mobile alerts](#)

[Make a transfer](#)

CRP SEWER

Checking *3745

[Quick peek](#)

\$364,891.18

**Available \$364,891.18

DWR CHECKING

Checking *3786

[Quick peek](#)

\$0.00

**Available \$0.00

GENERAL LEDGER

Checking *9122

[Quick peek](#)

\$61,721.94

**Available \$105,624.82

CRP WATER

Savings *6990

[Quick peek](#)

\$29,963.26

**Available \$29,963.26

TOTAL DEPOSIT ACCOUNTS

\$456,576.38

Make a Payment



View My Spending

No activity found within the las

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

TIERED COMMERCIAL LOANS

Credit Line

TCL Credit Line *1999

[Quick peek](#)

\$0.00

Available credit \$34,000.00

Note

TCL Note *1001

[Quick peek](#)

\$466,000.00

\$2,407.66 due 07/31/2017
pay

TOTAL TIERED COMMERCIAL LOANS

\$466,000.00

Outside Accounts

MY FINANCIAL INSTITUTION

Checking

[Quick peek](#)

Savings

[Quick peek](#)

Add Outside Accounts

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

31

216.1

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

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

June 2017 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	483,617.83
Total Withdrawal:	0.00	Ending Balance:	483,617.83

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Clearlake Oaks County Water District
Capital Improvements
 As of June 30, 2017

2, b. 2

Date	Name	Memo	Amount
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)			
08/08/2016	Power Plus	2016 Cummins 250 kw Tier 3 Generator	29,876.14
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 101...			29,876.14
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			29,876.14
122 · Buildings (OFFICE BUILDING - WAS 1011180)			
Total 122 · Buildings (OFFICE BUILDING - WAS 1011180)			
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			
124.30 · Lift Stations			
124.31 · Lift Station 7 Bypass			
07/12/2016	Pace	Returned PVC pipe	-1,275.84
Total 124.31 · Lift Station 7 Bypass			-1,275.84
124.30 · Lift Stations - Other			
09/19/2016	Shape Inc.	2 pumps for Lift Station #10 - Approved Emerg...	23,581.98
Total 124.30 · Lift Stations - Other			23,581.98
Total 124.30 · Lift Stations			22,306.14
124.50 · Mains			
11/17/2016	Utility Services Associates	Approved RM 9/15/16 - Leak detection	9,262.00
Total 124.50 · Mains			9,262.00
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			31,568.14
125 · Land			
09/13/2016	TERESA FEDERIGI	Final pymt. for Harvey Blvd. tank easement	1,000.00
02/16/2017	State Treasurer's Office	589 Keys Blvd. for LS #7	21,300.00
Total 125 · Land			22,300.00
TOTAL			83,744.28

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2.6.3

Aged Accounts Receivable
As of 7/14/17

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
50138.99	11307.32	5233.46	2931.55	61497.74	<u>\$131,109.06</u>

Total number of accounts with open balances: 810

These totals include all accounts on the Tax Roll

Clearlake Oaks County Water District

Payroll Summary

June 2017

2.C

	Hours	Rate	Jun 17
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-26.75	28.00	-683.03
CTO Used	112.63	27.58	3,026.67
Holiday	72	27.58	1,544.36
Holiday Worked (x2.5)	16	87.50	1,057.14
Overtime (x1.5)	222.5	41.37	6,672.26
PTO	467.59	27.58	12,617.92
Straight Board	2,067.5	27.58	47,566.50
Duty Pay			500.00
			2,975.00
Total Gross Pay	2,931.47		75,276.82
Deductions from Gross Pay			
ACWA (pre-tax)			-1,927.14
AFLAC (pre-tax)			-445.77
AFLAC (taxable) AFTER TAX			-130.47
CALPers EE (Pretax)			-2,007.42
Total Deductions from Gross Pay			-4,510.80
Adjusted Gross Pay	2,931.47		70,766.02
Taxes Withheld			
Federal Withholding			-5,749.00
Medicare Employee			-1,057.11
Social Security Employee			-4,520.04
CA - Withholding			-1,622.91
CA - Disability			-656.13
Total Taxes Withheld			-13,605.19
Deductions from Net Pay			
Wage Garnishment			-1,175.47
Total Deductions from Net Pay			-1,175.47
Net Pay	2,931.47		55,985.36
Employer Taxes and Contributions			
Medicare Company			1,057.11
Social Security Company			4,520.04
Total Employer Taxes and Contributions			5,577.15

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Clearlake Oaks County Water District
Trial Balance
 As of June 30, 2017

2.d

	Jun 30, 17	
	Debit	Credit
102.001 · GL - 9122	58,819.31	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	293,694.37	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	200.00	
102.02 · CRP Water - 6990	10,465.59	
102.03 · CRP Sewer - 3745	356,242.41	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	300.00	
104 · COUNTY TREASURY	21,680.00	
130 · CIP	0.00	
130 · CIP:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
USDA Project	0.00	
120 · EQUIPMENT:120.01 · GENERAL EQUIPMENT	1,851,100.60	
120 · EQUIPMENT:120.60 · Office	0.00	
120 · EQUIPMENT:120.75 · SCADA	0.00	
120 · EQUIPMENT:120.90 · Vehicles	0.00	
122 · Buildings	8,475,638.00	
124 · D/C System	3,136,437.00	
124 · D/C System:124.30 · Lift Stations	46,264.48	
124 · D/C System:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System:124.50 · Mains	14,788.58	
125 · Land	299,770.00	
129 · ALLOW. FOR DEPRECIATION		7,747,170.00
200 · ACCOUNTS PAYABLE		177,627.61
210.06 · Cal Card - Jason 3879		3,564.75
210 · Cal Card	1,884.50	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 4000		240.83
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.05 · USDA Bridge Loan		466,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		357.40
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	1,667.94	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		2,287.43
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	340.68	
223.50 · MEDICARE TAX PAYABLE	160.05	

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Clearlake Oaks County Water District

Trial Balance

As of June 30, 2017

J.d.l

	Jun 30, 17	
	Debit	Credit
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	377.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	84.49	
223.65 · STATE DISABILITY PAYABLE	24.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	638.57	
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	1,263.93	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		1,075,137.51
500 · 2017 Storms:500.3 · Insurance Advancement - JPIA		334,285.23
Income		767.43
Income:410 · Client Reg Pmt		1,935,559.57
Income:420 · Connection Fees		18,619.55
Income:425 · CRP		539,451.12
Income:425 · CRP:425.2 · Sewer	26.84	
Income:425 · CRP:425.1 · Water	573.22	
Income:430 · Penalty & Interest		46,135.41
Income:430 · Penalty & Interest:430.1 · Condemnation Fund (589 Keys)		34.10
Income:435 · Loans/Grants:435-4 · USDA Contruction Loan:435-4.1 · Bridge Loan	3,508.75	
Income:435 · Loans/Grants:435-3 · WWTP Reclamation Study		170,372.00
Income:435 · Loans/Grants:435-2 · Water Distribution Study		240,257.87
Income:440 · Misc Revenue		27,369.44
Income:450 · Other - Non S/W Rev		199,971.79
1000 · Storms 2017	16,301.61	
1000 · Storms 2017:1000.2 · February 8 thru TBD	951,168.19	
1000 · Storms 2017:1000.1 · January 18 thru January 23	9,700.00	
Loans/Grants	97,804.01	
Loans/Grants:903 · WTP, Meters, and Backflow	5,578.53	
Loans/Grants:902 · Tanks and Distribution	8,669.90	
Loans/Grants:901 · Harvey Tank Installation	2,296.47	
Loans/Grants:920 · Inflow & Infiltration Construct	36,446.42	
Loans/Grants:915 · USDA Construction Loan	129,681.93	
Loans/Grants:915 · USDA Construction Loan:915.1 · Adams and Ashby Group	5,445.00	
Loans/Grants:910 · MC USDA Construction Loan	223,459.50	
Loans/Grants:905 · MC WWTP Reclamation	125,067.90	
Loans/Grants:900 · MC Water Distribution Study	156,708.96	
Salaries & EE Benefits:505 · Salaries & Wages	789,752.99	
Salaries & EE Benefits:510 · Contract Labor	12,525.00	
Salaries & EE Benefits:520 · FICA - District Share	57,971.80	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	170,433.00	
Salaries & EE Benefits:540 · PERS - District Share	81,866.06	
Salaries & EE Benefits:550 · Unemployment	9,300.10	
Salaries & EE Benefits:560 · Workers Comp Ins	37,009.47	
Services & Supplies:605 · Advertising	200.00	
Services & Supplies:610 · Bank Fees	13,110.31	
Services & Supplies:620 · Communications & Internet	12,875.17	
Services & Supplies:622 · Board Exp	69,908.68	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	3,856.30	
Services & Supplies:630 · Equip - Office	783.34	
Services & Supplies:640 · Fuel & Oil	22,217.86	
Services & Supplies:645 · Insurance	63,216.60	
Services & Supplies:650 · Interest	1,690.17	
Services & Supplies:657 · Lab	36,735.69	
Services & Supplies:660 · Memberships & Subscription	49,783.68	
Services & Supplies:665 · Mileage Reimb	4,103.33	
Services & Supplies:670 · Postage & Shipping	9,553.68	
Services & Supplies:675 · Professional Services	78,837.75	
Services & Supplies:685 · Rents	6,335.41	
Services & Supplies:690 · Safety & Security	23,729.88	
Services & Supplies:700 · Tools & Instruments	7,311.28	
Services & Supplies:703 · Supplies - Clothing & Personal	5,027.37	
Services & Supplies:705 · Supplies - Office	8,523.60	
Services & Supplies:715 · Supplies-Chemicals-Operating	98,373.80	
Services & Supplies:720 · Supplies - Inventory - Other	58,190.10	
Services & Supplies:730 · Taxes - Licenses	3,536.30	

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Clearlake Oaks County Water District
Trial Balance
As of June 30, 2017

2.d.2

	Jun 30, 17	
	Debit	Credit
Services & Supplies:735 · Training (Classes, books, etc)	1,274.00	
Services & Supplies:745 · Travel / Lodging	1,178.25	
Services & Supplies:750 · Utilities	170,365.73	
Services & Supplies:760 · Waste Disposal	51,058.50	
Services & Supplies:795 · Yolo Co	42,167.62	
Services & Supplies:798 · Reconciliation Discrepancies	396.63	
Services & Supplies:799 · Misc	4.60	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	60.21	
Repairs & Replacement:810 · R&R Buildings & Grounds	34,577.59	
Repairs & Replacement:820 · R&R Lift Stations	15,163.80	
Repairs & Replacement:830 · R&R Equipment	26,474.75	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	41,940.35	
Repairs & Replacement:840 · R&R Vehicles	17,116.20	
5495 · MAINTENANCE & REPAIR -TREATMENT	6.00	
66000 · Payroll Expenses		2,976.54
TOTAL	19,378,660.44	19,378,660.44

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Clearlake Oaks County Water District
A/P Aging Summary
 As of July 14, 2017

2.2

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Action Sanitary, Inc	0.00	80.44	0.00	0.00	15,600.00	15,680.44
Alan Gardner	29.96	0.00	0.00	0.00	0.00	29.96
Alpha Analytical Labs	2,143.00	0.00	0.00	0.00	0.00	2,143.00
Badger Meter	33.00	0.00	0.00	0.00	0.00	33.00
Bob's Vacuum	73.90	0.00	0.00	0.00	0.00	73.90
Brelje and Race Laboratories, Inc.	105.00	0.00	0.00	0.00	0.00	105.00
California Rural Water Association	718.00	0.00	0.00	0.00	0.00	718.00
Coastal Mountain Electric	1,502.00	0.00	0.00	0.00	0.00	1,502.00
Deeper Cleaning	320.00	0.00	0.00	0.00	0.00	320.00
Hayden Solar, LLC	4,934.66	0.00	0.00	0.00	0.00	4,934.66
HD Excavating	0.00	0.00	18,565.00	0.00	0.00	18,565.00
Herc Rentals	0.00	3,926.84	0.00	0.00	0.00	3,926.84
Lagerlof, Senecal, Gosney & Kruse, LLP	3,183.36	0.00	0.00	0.00	0.00	3,183.36
Lake County Waste Solutions	260.65	0.00	0.00	0.00	0.00	260.65
Mediacom - WWTP 1294	169.05	0.00	0.00	0.00	0.00	169.05
Nave & Cortell, LLP	2,640.00	0.00	0.00	0.00	0.00	2,640.00
NTU Technologies, Inc	2,123.55	9,990.00	0.00	0.00	0.00	12,113.55
Pehling & Pehling CPA's	0.00	3,614.00	0.00	0.00	0.00	3,614.00
People Services Inc	95.00	0.00	0.00	0.00	0.00	95.00
PG&E	0.00	0.00	0.00	0.00	0.00	0.00
Pitney Bowes, Inc	451.45	0.00	0.00	0.00	0.00	451.45
Quill	813.65	0.00	0.00	0.00	0.00	813.65
RAIN FOR RENT	2,481.94	30,000.00	0.00	0.00	0.00	32,481.94
Roto-Rooter of Lake County	0.00	0.00	0.00	0.00	45,000.00	45,000.00
Smith & Loveless	25,501.48	0.00	0.00	0.00	0.00	25,501.48
SUNBELT Rentals	0.00	7,056.01	0.00	0.00	0.00	7,056.01
The Works Inc.	6,764.71	0.00	0.00	0.00	0.00	6,764.71
Tri-Cities Answering Service	242.15	0.00	0.00	0.00	0.00	242.15
Yolo County Flood Control	0.00	4,117.95	0.00	0.00	0.00	4,117.95
TOTAL	54,586.51	58,785.24	18,565.00	0.00	60,600.00	192,536.75

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2.e.1

Account Payable Breakdown

Date: 7/17/2017

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$98,804.48	\$61,721.94	\$105,624.81
CRP Water	\$29,960.00	\$29,960.00	\$29,960.00
CRP Sewer	\$364,891.18	\$364,891.18	\$364,891.18
Current A/P Aging	\$54,586.51		
US Bank Credit Card	\$0.00		

NOTES:

Clearlake Oaks County Water District

Open Balance for Storm 2017

January through June 2017

J.P.2

Date	Num	Name	Memo	Account	Split	Open Balance	Amount
Acme Rigging & Supply Co.							
02/22/2017	283515	Acme Rigging ...	3/8" 7x19 Gal. ...	1000.2 · February...	200 · ACCOUN...		1,298.21
Total Acme Rigging & Supply Co.						0.00	1,298.21
Action Sanitary, Inc							
02/09/2017	9788	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		3,075.00
02/10/2017	9789	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		7,175.00
02/11/2017	9794	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		16,200.00
02/12/2017	9795	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		19,400.00
02/13/2017	9796	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		10,800.00
02/14/2017	9822	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		10,800.00
02/15/2017	9823	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		10,800.00
02/16/2017	9824	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		10,800.00
02/17/2017	9825	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		10,800.00
02/18/2017	9826	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		10,800.00
02/19/2017	9827	Action Sanitary...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		10,800.00
02/20/2017	10209	Action Sanitary...	Tag #17443	1000.2 · February...	200 · ACCOUN...		10,800.00
02/21/2017	9849	Action Sanitary...	Porta-potties	1000.2 · February...	200 · ACCOUN...		536.25
02/21/2017	10210	Action Sanitary...	Tag #17442	1000.2 · February...	200 · ACCOUN...		15,000.00
02/22/2017	10211	Action Sanitary...	Tag #17447	1000.2 · February...	200 · ACCOUN...		15,000.00
02/23/2017	10212	Action Sanitary...	Tag #17448	1000.2 · February...	200 · ACCOUN...		14,400.00
02/24/2017	10213	Action Sanitary...	Tag #18016	1000.2 · February...	200 · ACCOUN...	15,600.00	15,600.00
02/25/2017	10214	Action Sanitary...	Tag #18017	1000.2 · February...	200 · ACCOUN...		7,400.00
02/26/2017	10215	Action Sanitary...	Tag #17255	1000.2 · February...	200 · ACCOUN...		400.00
02/27/2017	10216	Action Sanitary...	Tag #17256	1000.2 · February...	200 · ACCOUN...		400.00
02/28/2017	10217	Action Sanitary...	Tag #16500	1000.2 · February...	200 · ACCOUN...		400.00
03/02/2017	10235	Action Sanitary...	I Unit - Keys B...	1000.2 · February...	200 · ACCOUN...		80.44
03/02/2017	10236	Action Sanitary...	4 porta potties	1000.2 · February...	200 · ACCOUN...		200.00
03/02/2017	10238	Action Sanitary...	Tag #18026	1000.2 · February...	200 · ACCOUN...		400.00
03/03/2017	10255	Action Sanitary...	Tag #18027	1000.2 · February...	200 · ACCOUN...		400.00
03/04/2017	10257	Action Sanitary...	Tag #17257	1000.2 · February...	200 · ACCOUN...		400.00
03/05/2017	10258	Action Sanitary...	Tag #18028	1000.2 · February...	200 · ACCOUN...		200.00
03/25/2017	10301	Action Sanitary...	Porta potties	1000.2 · February...	200 · ACCOUN...		866.69
04/26/2017	10791	Action Sanitary...	PIPE REMOV...	1000.2 · February...	200 · ACCOUN...		1,200.00
05/02/2017	11034	Action Sanitary...	VACCUUM T...	1000.2 · February...	200 · ACCOUN...		1,000.00
05/02/2017	10832	Action Sanitary...	PORTA POT...	1000.2 · February...	200 · ACCOUN...		80.44
05/22/2017	11042	Action Sanitary...	ABOVE GRO...	1000.2 · February...	200 · ACCOUN...		3,600.00
06/12/2017	11593	Action Sanitary...	Regular Unit- ...	1000.2 · February...	200 · ACCOUN...		80.44
06/12/2017	11321	Action Sanitary...	Regular Unit- ...	1000.2 · February...	200 · ACCOUN...		80.44
Total Action Sanitary, Inc						15,600.00	209,974.70
Chevron							
04/10/2017	7069840	Chevron	Propane for LS7	1000.2 · February...	210.03 · Cal Ca...	27.28	27.28
Total Chevron						27.28	27.28
Clearlake Lava							
02/19/2017	92717	Clearlake Lava	Slurry red, sho...	1000.2 · February...	200 · ACCOUN...		605.96
02/19/2017	92716	Clearlake Lava	Road base, 1" ...	1000.2 · February...	200 · ACCOUN...		1,330.58
02/28/2017	92831	Clearlake Lava	Red sand, roa...	1000.2 · February...	200 · ACCOUN...		1,769.64
03/05/2017	92991	Clearlake Lava	3/4" Class 2 B...	1000.2 · February...	200 · ACCOUN...		1,679.25
03/31/2017	93537	Clearlake Lava	Red rock, road...	1000.2 · February...	200 · ACCOUN...		2,458.09
Total Clearlake Lava						0.00	7,843.52
Coastal Mountain Electric							
02/09/2017	7011	Coastal Mount...		1000.2 · February...	200 · ACCOUN...		1,181.00
Total Coastal Mountain Electric						0.00	1,181.00
EEL River Fuels Inc							
02/15/2017	567437	EEL River Fuel...		1000.2 · February...	200 · ACCOUN...		1,064.54
02/22/2017	569355	EEL River Fuel...	Fuel	1000.2 · February...	200 · ACCOUN...		1,094.27
02/24/2017	570047	EEL River Fuel...	Fuel	1000.2 · February...	200 · ACCOUN...		1,012.23
02/27/2017	570657	EEL River Fuel...		1000.2 · February...	200 · ACCOUN...		921.70
03/01/2017	573184	EEL River Fuel...		1000.2 · February...	200 · ACCOUN...		866.95
03/06/2017	574395	EEL River Fuel...		1000.2 · February...	200 · ACCOUN...		851.51
03/27/2017	579405	EEL River Fuel...	Fuel	1000.2 · February...	200 · ACCOUN...		1,109.63
Total EEL River Fuels Inc						0.00	6,920.83
Hasa Inc							

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1:11 PM

07/17/17

Accrual Basis

Clearlake Oaks County Water District

Open Balance for Storm 2017

January through June 2017

2.e.3

Date	Num	Name	Memo	Account	Split	Open Balance	Amount
02/10/2017	509885	Hasa Inc	Sodium hypoc...	1000.2 · February...	200 · ACCOUN...		2,932.20
02/20/2017	510360	Hasa Inc		1000.2 · February...	200 · ACCOUN...		2,936.36
03/01/2017	510847	Hasa Inc	Sodium hypro...	1000.2 · February...	200 · ACCOUN...		2,932.20
Total Hasa Inc						0.00	8,800.76
HD Excavating							
03/02/2017	688	HD Excavating	Lift Station #7,...	1000.2 · February...	200 · ACCOUN...		35,428.75
04/29/2017	INVOI...	HD Excavating	3/1/2017 JEN...	1000.2 · February...	200 · ACCOUN...	2,320.19	4,392.00
04/29/2017	INVOI...	HD Excavating	3/2/2017 JEN...	1000.2 · February...	200 · ACCOUN...	2,320.18	4,392.00
04/29/2017	INVOI...	HD Excavating	JIM N I RENT...	1000.2 · February...	200 · ACCOUN...	1,199.03	2,269.71
04/29/2017	INVOI...	HD Excavating	3/29/2017 PA...	1000.2 · February...	200 · ACCOUN...	1,914.47	3,624.00
04/29/2017	INVOI...	HD Excavating	4/4/2017 - CO...	1000.2 · February...	200 · ACCOUN...	1,003.72	1,900.00
05/18/2017	0697	HD Excavating	Removing Pip...	1000.2 · February...	200 · ACCOUN...		8,946.50
Total HD Excavating						8,757.59	60,952.96
Herc Rentals							
03/23/2017	29140...	Herc Rentals	Light towers	1000.2 · February...	200 · ACCOUN...		1,203.89
05/02/2017	29140...	Herc Rentals	Light tower ren...	1000.2 · February...	200 · ACCOUN...		914.31
05/19/2017	29140...	Herc Rentals	Traffic Barrica...	1000.2 · February...	200 · ACCOUN...		830.12
05/28/2017	29140...	Herc Rentals	TRAFFIC BA...	1000.2 · February...	200 · ACCOUN...		24.67
06/07/2017	29140...	Herc Rentals	Traffic Barrica...	1000.2 · February...	200 · ACCOUN...		59.53
06/28/2017	29140...	Herc Rentals	Traffic Barricade	1000.2 · February...	200 · ACCOUN...		59.53
Total Herc Rentals						0.00	3,092.05
Hertz Equip Rental							
02/21/2017	29136...	Hertz Equip R...	Light tower ren...	1000.2 · February...	200 · ACCOUN...		1,695.60
Total Hertz Equip Rental						0.00	1,695.60
Kelseyville Lumber							
03/01/2017	1625474	Kelseyville Lu...	2 ea. propane ...	1000.2 · February...	200 · ACCOUN...		271.31
Total Kelseyville Lumber						0.00	271.31
Lake County Electric Supply, Inc.							
02/22/2017	5079880	Lake County El...	3/4" Mule tape...	1000.2 · February...	200 · ACCOUN...		458.65
Total Lake County Electric Supply, Inc.						0.00	458.65
MC Engineering, Inc							
04/03/2017	1478	MC Engineerin...		1000.2 · February...	200 · ACCOUN...		2,026.93
Total MC Engineering, Inc						0.00	2,026.93
Mendo Mill							
02/12/2017	70045...	Mendo Mill	Random sewe...	1000.2 · February...	200 · ACCOUN...		20.34
02/16/2017	70078...	Mendo Mill	12 ea. 4/8 3/4"...	1000.2 · February...	200 · ACCOUN...		468.13
02/18/2017	70096...	Mendo Mill	Film poly 10x1...	1000.2 · February...	200 · ACCOUN...		303.03
02/19/2017	70099...	Mendo Mill	9x2-1/2 Prem ...	1000.2 · February...	200 · ACCOUN...		34.00
02/20/2017	70101...	Mendo Mill	20x50 6 mil bl...	1000.2 · February...	200 · ACCOUN...		321.65
03/15/2017	70279...	Mendo Mill	4x8 1-1/8" Stu...	1000.2 · February...	200 · ACCOUN...		108.97
05/18/2017		Mendo Mill	Canopy LS7	1000.2 · February...	200 · ACCOUN...		65.24
Total Mendo Mill						0.00	1,321.36
Pace							
02/23/2017	02373...	Pace	Plugs	1000.2 · February...	200 · ACCOUN...		321.97
02/23/2017	02373...	Pace	Plugs	1000.2 · February...	200 · ACCOUN...		81.76
02/24/2017	02373...	Pace	Wastewater Pl...	1000.2 · February...	200 · ACCOUN...		445.87
Total Pace						0.00	849.60
PG&E							
03/24/2017	13246...	PG&E	WWTP \$46,3...	1000.2 · February...	200 · ACCOUN...		49,477.65
Total PG&E						0.00	49,477.65
RAIN FOR RENT							
02/20/2017	1004305	RAIN FOR RE...	Hose 6" x 50' ...	1000.2 · February...	200 · ACCOUN...		970.87
02/28/2017	1007932	RAIN FOR RE...	Delivery and in...	1000.2 · February...	200 · ACCOUN...		38,048.53
03/01/2017	1008242	RAIN FOR RE...		1000.2 · February...	200 · ACCOUN...		3,473.32
03/20/2017	1015753	RAIN FOR RE...	1001061	1000.2 · February...	200 · ACCOUN...		970.87

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Clearlake Oaks County Water District
Open Balance for Storm 2017
 January through June 2017

2,04

Date	Num	Name	Memo	Account	Split	Open Balance	Amount
03/21/2017	1016228	RAIN FOR RE...		1000.2 · February...	200 · ACCOUN...		39,157.78
04/24/2017	1027898	RAIN FOR RE...	ABOCE GRO...	1000.2 · February...	200 · ACCOUN...		39,157.78
04/24/2017	1027349	RAIN FOR RE...	ABOVE GRO...	1000.2 · February...	200 · ACCOUN...		970.87
05/09/2017	1036024	RAIN FOR RE...	Above ground ...	1000.2 · February...	200 · ACCOUN...		3,011.34
05/10/2017	1032734	RAIN FOR RE...		1000.2 · February...	200 · ACCOUN...		1,992.20
05/19/2017	105807	RAIN FOR RE...	Work Order # ...	1000.2 · February...	200 · ACCOUN...		423.61
05/19/2017	105807	RAIN FOR RE...	Coating/ Hose	1000.2 · February...	200 · ACCOUN...		970.87
05/28/2017	1043404	RAIN FOR RE...	Above ground ...	1000.2 · February...	200 · ACCOUN...	30,000.00	55,316.86
05/28/2017	1043871	RAIN FOR RE...	Above Ground...	1000.2 · February...	200 · ACCOUN...		2,481.94
06/19/2017	1056557	RAIN FOR RE...	Tank Bivel Co...	1000.2 · February...	200 · ACCOUN...		970.87
06/22/2017	1059629	RAIN FOR RE...	Trash Pump	1000.2 · February...	200 · ACCOUN...	2,481.94	2,481.94
Total RAIN FOR RENT						32,481.94	190,399.65
Richard Kuehn.							
05/04/2017	invoice...	Richard Kuehn.	Richard paid ...	1000.2 · February...	200 · ACCOUN...		611.66
Total Richard Kuehn.						0.00	611.66
Roto-Rooter of Lake County							
02/10/2017	54190-2	Roto-Rooter of ...	Pumper trucks...	1000.2 · February...	200 · ACCOUN...		60,450.00
02/10/2017	54190	Roto-Rooter of ...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		14,450.00
02/11/2017	54198-1	Roto-Rooter of ...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		24,550.00
02/14/2017	54191	Roto-Rooter of ...	Pump trucks 2...	1000.2 · February...	200 · ACCOUN...		91,200.00
02/20/2017	54200	Roto-Rooter of ...	Pumper trucks	1000.2 · February...	200 · ACCOUN...	45,000.00	81,100.00
03/02/2017	CM 54...	Roto-Rooter of ...	Original Inv. 5...	1000.2 · February...	200 · ACCOUN...		-700.00
Total Roto-Rooter of Lake County						45,000.00	271,050.00
Shape Inc.							
03/23/2017	122765	Shape Inc.	Pumps for LS ...	1000.2 · February...	200 · ACCOUN...		12,237.22
Total Shape Inc.						0.00	12,237.22
Smith & Loveless							
02/17/2017	116462	Smith & Lovele...	Gasket	1000.2 · February...	200 · ACCOUN...		279.54
06/28/2017	PS916...	Smith & Lovele...	Lift Station 7 ...	1000.2 · February...	200 · ACCOUN...	25,501.48	25,501.48
Total Smith & Loveless						25,501.48	25,781.02
SUNBELT Rentals							
03/07/2017	66843...	SUNBELT Re...	Trash pump re...	1000.2 · February...	200 · ACCOUN...		13,659.50
03/21/2017	66843...	SUNBELT Re...	Exchanged do...	1000.2 · February...	200 · ACCOUN...		372.16
03/29/2017	66843...	SUNBELT Re...	Maintenance p...	1000.2 · February...	200 · ACCOUN...		575.00
04/03/2017	66843...	SUNBELT Re...	Trash pump re...	1000.2 · February...	200 · ACCOUN...		7,053.86
05/09/2017	66843...	SUNBELT Re...	Trash Pump L...	1000.2 · February...	200 · ACCOUN...		7,056.01
06/07/2017	66843...	SUNBELT Re...	LS7 Trash Pu...	1000.2 · February...	200 · ACCOUN...		7,056.01
Total SUNBELT Rentals						0.00	35,772.54
Syar Industries, Inc.							
03/27/2017	636812	Syar Industries...	Bulk asphalt	1000.2 · February...	200 · ACCOUN...		573.91
04/03/2017	637687	Syar Industries...	Bulk asphalt - ...	1000.2 · February...	200 · ACCOUN...		3,855.30
Total Syar Industries, Inc.						0.00	4,429.21
The Works Inc.							
03/05/2017	1229	The Works Inc.	Temp help W/...	1000.2 · February...	200 · ACCOUN...		6,107.08
03/12/2017	1244	The Works Inc.	W/E 3/12/17	1000.2 · February...	200 · ACCOUN...		5,267.28
03/19/2017	1260	The Works Inc.	W/E 3/19/17	1000.2 · February...	200 · ACCOUN...		4,973.02
03/30/2017	1280	The Works Inc.	Flood - W/E 3/...	1000.2 · February...	200 · ACCOUN...		4,841.20
04/06/2017	1298	The Works Inc.	Flood W/E 4/2...	1000.2 · February...	200 · ACCOUN...		4,773.28
04/26/2017	1334 - ...	The Works Inc.	Week Ending ...	1000.2 · February...	200 · ACCOUN...		3,476.53
05/02/2017	1350	The Works Inc.	WK Ending 04...	1000.2 · February...	200 · ACCOUN...		6,230.58
05/02/2017	1350	The Works Inc.	WK Ending 04...	1000.2 · February...	200 · ACCOUN...		4,890.61
05/02/2017	1350	The Works Inc.		1000.2 · February...	200 · ACCOUN...		-4,890.61
05/15/2017	1365	The Works Inc.	Week Ending ...	1000.2 · February...	200 · ACCOUN...		4,149.60
06/01/2017	1420	The Works Inc.	LS 7- Week E...	1000.2 · February...	200 · ACCOUN...		4,245.31
06/02/2017	1436	The Works Inc.	WEEK ENDIN...	1000.2 · February...	200 · ACCOUN...		2,568.80
06/02/2017	1400	The Works Inc.	WEEK ENDIN...	1000.2 · February...	200 · ACCOUN...		4,495.40
06/12/2017	1452	The Works Inc.	Week Ending ...	1000.2 · February...	200 · ACCOUN...		2,766.40
Total The Works Inc.						0.00	53,894.48

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1:11 PM

07/17/17

Accrual Basis

Clearlake Oaks County Water District
Open Balance for Storm 2017
 January through June 2017

2.2.15

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Open Balance</u>	<u>Amount</u>
UCC Rentals, Inc							
02/11/2017	182835	UCC Rentals, I...	Light tower ren...	1000.2 · February...	200 · ACCOUN...		800.00
Total UCC Rentals, Inc						0.00	800.00
TOTAL						127,368.29	951,168.19

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

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

June 15, 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, ABSENT ✓ Mr. Karl Hosier, Vice President
✓ Mrs. Judy Heeszal, Director ✓ Mr. Samuel Boucher ✓ Mr. Stanley Archacki

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

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

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

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

2. Financial Reports for review and approval

- a. May 2017 QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 05-18-17
- b. Minutes of Special Meeting 06-07-17

4. Bills

- a. **MC Engineering** Invoice No. 1503, dated 5/31/17, in the amount of \$30,245.61, for the USDA Wastewater pre-design, design phase, and construction bidding
- b. **MC Engineering** Invoice No. 1501, dated 5/31/17 in the amount \$9,362.50, for the Reclamation Study
- c. **MC Engineering** Invoice No. 1500, dated 5/31/17, in the amount of \$11,335.00, for the New Force Main Pre-design
- d. **MC Engineering** Invoice No 1499, dated 5/31/17, in the amount of \$10,088.55, for the Analytical Environmental Services for the Inflow and Infiltration grant to include the forcemain form LS 7 to sewer plant
- e. **SUNBELT** Invoice No. 66843606-007, dated 5/29/17, in the amount of \$7,056.01 for rental equipment at LS 7

**Action Taken: (13:21) Motion to accept consent items
 HEESZEL/BOUCHER M/S/C
 EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI
 ABSENT: MEDERIOS**

5. Agenda (Old Business)

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

Action Taken: (19:00) Motion to allow General Manager, Alan Gardner, to sign letter to KG Walters to withdraw bid for USDA WWTP Project.

**HEESZEL/ARCHACKI M/S/C
 EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI
 ABSENT: MEDERIOS**

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. Discussion and update of sidewalk project

Action Taken: No Action

- d. Discussion and approval of 2017-2018 Budget

**Action Taken: (56:54) Motion to approve 2017-2018 Budget
 ARCHACKI/HEESZEL M/S/C
 EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI
 ABSENT: MEDERIOS**

6. Agenda (New Business)

- a. Discussion and update of Notice of Violation

Action Taken: No Action

- b. Discussion and consideration of General Manager's annual evaluation

Action Taken: Motion to increase General Manager's annual salary to \$92,000
HEESZEL/BOUCHER M/S/C
EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI
ABSENT: MEDERIOS

- c. Discussion and consideration of Policy Pertaining to a NSF Check Submitted to Prevent A Delinquent Shut Off

Action Taken: (1:21:30) Motion to accept as corrected
HEESZEL/ARCHACKI M/S/C
EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI
ABSENT: MEDERIOS

- d. Discussion and consideration of General Manager cashing 102 hours of PTO

Action Taken: Motion to approve
HEESZEL/BOUCHER M/S/C
EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI
ABSENT: MEDERIOS

- e. Discussion and consideration of Senate Bill No. 415, Voter Participation

Action Taken: Board directed Board Secretary to work with Legal to write Resolution and required documents to comply with Senate Bill No. 415

Closed Session Time: 5:29

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

Open Session Time: 5:34

Action Taken in Closed Session: Board did not discuss Luna's case, Board did discuss one other case, there were no further discussion.

Motion by Director Heeszal to adjourn at 5:35 p.m.

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

3.6

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

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

June 27, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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

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

Public comment on non-agenda items

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

AGENDA

Call to Order – 1 p.m.

Pledge of Allegiance

Roll Call

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

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

New Business

a. Discussion and consideration of Resolution No. 17-11, Awarding contract for the USDA Wastewater System Improvements Project

Action Taken: Motion to approve Resolution 17-11 with changes, and as long as all conditions set forth by USDA are met

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

b. Discussion and consideration of Resolution No. 17-12, Authorized Representative for the USDA Wastewater Improvements System

Action Taken: Motion to approve Resolution 17-12

**HEESZEL/ARCHACKI M/S/C
MOTION PASSED UNANAMOUSLY**

48

- c. Discussion and consideration of Resolution No. 17-13, Reimbursement to SWRCB for the WTP, Meter, and Cross Connection Control Projects

**Action Taken: Motion to approve Resolutions 17-13, 17-14, and 17-15 collectively as amended
HOSIER/BOUCHER M/S/C
MOTION PASSED UNANAMOUSLY**

- d. Discussion and consideration of Resolution No. 17-14, Reimbursement to SWRCB for the Water Storage Tanks and Distribution System Improvement Project

**Action Taken: Motion to approve Resolutions 17-13, 17-14, and 17-15 collectively as amended
HOSIER/BOUCHER M/S/C
MOTION PASSED UNANAMOUSLY**

- e. Discussion and consideration of Resolution No. 17-15, Reimbursement to SWRCB for the Harvey Area Water System Improvement Project

**Action Taken: Motion to approve Resolutions 17-13, 17-14, and 17-15 collectively as amended
HOSIER/BOUCHER M/S/C
MOTION PASSED UNANAMOUSLY**

- f. Discussion and consideration of Memorandum to the Board

Action Taken: No Action

- g. Discussion and consideration of Resolution No. 17-16, Authorizing and Directing Execution of a Trust Agreement, Installment Sale Agreement, Assignment Agreement and Purchase Order

**Action Taken: Motion to add District Secretary title to Administrative Services Managers Job Description to be in compliance with USDA requirements
HOSIER/BOUCHER M/S/C
MOTION PASSED UNANAMOUSLY**

**Action Taken: Motion to approve Resolution 17-16
HOSIER/ARCHACKI M/S/C
MOTION PASSED UNANAMOUSLY**

- h. Discussion and consideration of Resolution No. 17-17, Approving District Debt Management Policy and Post-Issuance Tax Compliance Policy

**Action Taken: Motion to approve Resolution 17-17
HEESZEL/ARCHACKI M/S/C
MOTION PASSED UNANAMOUSLY**

- i. Discussion and consideration of Resolution No. 17-18, Reimburse Certain Expenditures from the Proceed of Tax-Exempt Obligations

**Action Taken: Motion to approve Resolution No. 17-18 as amended
ARCHACKI/BOUCHER M/S/C
MOTION PASSED UNANAMOUSLY**

- j. Discussion and consideration of providing a notice to proceed and paying contractor's first month, approximately \$170,000 until USDA loan closes which is estimated for the last week in July and District will be reimbursed

**Action Taken: Motion to approve first payment
HOSIER/BOUCHER M/S/C
MOTION PASSED UNANAMOUSLY**

Adjournment Time: 2:04

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

3.6

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

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

June 28, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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

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

Public comment on non-agenda items

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

AGENDA

Call to Order – 3 p.m.

Pledge of Allegiance

Roll Call

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

New Business

- a. Discussion and consideration of Resolution No. 17-19, Approving and adopting USDA Loan Resolution No. 1780-27

**Action Taken: Motion to Approve Resolution 17-19
HOSIER/BOUCHER M/S/C
EYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI
NOES: NONE
ABSENT: HEESZEL**

Adjournment

Time: 3:03 p.m.

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

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

50

3,d

**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

July 11, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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

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

Public comment on non-agenda items

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

AGENDA

Call to Order – 10 a.m.

Pledge of Allegiance

Roll Call

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

New Business

- a. Discussion and consideration of an agreement with Utility Services for \$6,586.00 for a five day water leak detection project

**Action Taken: Motion to approve agreement with Utility Services
HOSIER/ARCHACI M/S/C
MOTION PASSED UNANIMOUSLY**

- b. Discussion and consideration of approving MC Engineering revised consultant agreement for USDA

**Action Taken: Motion to approve Appendix K of MC Consulting Agreement
BOUCHER/HEESZEL M/S/C
MOTION PASSED UNANIMOUSLY**

5

3.d.2

- c. Discussion and consideration of approving one additional position for Distribution and Collection Department

Action Taken: Motion to approve additional position, and approve updated Organizational Chart reflecting new position in D/C department

HOSIER/ARCHACI

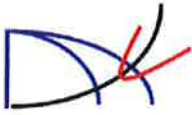
MOTION PASSED UNANIMOUSLY

Director Heeszel motioned to adjourn at 10:28 a.m.

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

52



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

4.a

Invoice

Date	Invoice #
06/30/2017	1514

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	07/30/2017	Force Main I/I Grant Assistance and En...	
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	8	150.00	1,200.00	
Project Engineer 2, Richard Relyea	22	115.00	2,530.00	
Project Manager, Mark Carey, PE	4.5	150.00	675.00	
Engineering Tech, Jose Diaz-Mendez	11	90.00	990.00	
Engineering Tech	4	55.00	220.00	
Administrative Support	1	55.00	55.00	
AES Inv 613143 5/31/17		4,154.59	4,154.59	
Total			\$9,824.59	
Payments/Credits			\$0.00	
Balance Due			\$9,824.59	

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

53



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

4.6

Invoice

Date	Invoice #
06/30/2017	1516

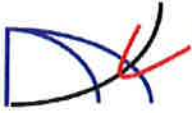
Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	07/30/2017	New Force Main Predesign	
Description	Qty	Rate	Amount	
Engineering Tech, Jose Diaz-Mendez	40	90.00	3,600.00	
Operations Management Engineer, John Pedri, PE	79	150.00	11,850.00	
Project Manager, Mark Carey, PE	19	150.00	2,850.00	
Engineering Tech	38.16	55.00	2,098.80	
Assistant Engineer, Jared P. Nelson	16	95.00	1,520.00	
Project Engineer 2, Richard Relyea	2	115.00	230.00	
Administrative Support	1	55.00	55.00	
Geo Legal Inv GLI-170630m 6/30/17		8,616.25	8,616.25	
Total			\$30,820.05	
Payments/Credits			\$0.00	
Balance Due			\$30,820.05	

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

54



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

H.C

Invoice

Date	Invoice #
06/30/2017	1517

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	07/30/2017	Reclamation Evaluation	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	115	95.00	10,925.00	
Project Manager, Mark Carey, PE	11.5	150.00	1,725.00	
Operations Management Engineer, John Pedri, PE	7	145.00	1,015.00	
Operations Specialist, Doyle Champlain	13	90.00	1,170.00	
Administrative Support	1	55.00	55.00	
OV Copy Inv#26518 5/04/17		0.97	0.97	
EDEA Inv #921 6/09/17		10,728.78	10,728.78	
Total			\$25,619.75	
Payments/Credits			\$0.00	
Balance Due			\$25,619.75	

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

55

INVOICE
SEND ALL PAYMENTS TO:
 SUNBELT RENTALS, INC.
 PO BOX 409211
 ATLANTA, GA 30384-9211



4.d

INVOICE NO.	66843606-0008
ACCOUNT NO.	668397
INVOICE DATE	6/26/17
PAGE	1 of 1

INVOICE TO

1oz - 1621 - 2037
 CLEARLAKE OAKS COUNTY WATER DI
 PO BOX 709
 CLEARLAKE OAKS CA 95423-0709

JOB ADDRESS
 LIFT STATION
 579 KEYS BLVD
 CLEARLAKE OAKS, CA 95423
 707-998-3322

RECEIVED BY	CONTRACT NO.
MITCHELL, JASON	66843606
PURCHASE ORDER NO.	
JOB NO.	1 - LIFT STATION
BRANCH	SACRAMENTO PUMP & POWER PC216 4635 POWER INN ROAD SACRAMENTO, CA 95826 916-210-8282

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

SALES ITEMS:

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

PAYMENT_HISTORY

DATE	TYPE	REF_#	AUTH_#	TRANS_TYPE	AMOUNT	APPLIED
2/12/17	Pay On Return					

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

BILLED FOR FOUR WEEKS 6/04/17 THRU 7/01/17.

ENTERED
6/27/17

1000.2
URP - S

RECEIVED
JUL 05 REC'D
OFFICE OF THE
C.L.O.C.W.D

Equipment. Service. Guaranteed.

REMIT TO:

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

NET DUE UPON RECEIPT

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

SUBTOTAL	6,579.00
SALES TAX	477.01
INVOICE TOTAL	7,056.01

4 WEEK BILL

50



June 26, 2017

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

Dear Board:

We are pleased to confirm our understanding of the services we are providing for Clearlake Oaks County Water District for the year ended June 30, 2017,. We will audit the Statement of Net Position, Statement of Activities and where applicable the Statement of Revenues, Expenditures, and Change in Fund Balance, Balance Sheet and Statement of Cash Flows of Clearlake Oaks County Water District as of and for the year ended June 30, 2017,.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to Clearlake Oaks County Water District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis

We also understand that supplementary information other than RSI will accompany Clearlake Oaks County Water District's basic financial statements. In accordance with auditing standards generally accepted in the United States of America, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole.

Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS). Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Clearlake Oaks County Water District and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

- page 1 of 4 -



Audit Procedures

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Clearlake Oaks County Water District and other procedures we consider necessary. The procedures we determine necessary will depend on our “auditor’s” judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Clearlake Oaks County Water District's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Clearlake Oaks County Water District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Clearlake Oaks County Water District complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Zach Pehling is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Pehling & Pehling CPA's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

606.2



Responsibilities of Management and Those Charged with Governance

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of Clearlake Oaks County Water District acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of Clearlake Oaks County Water District is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of Clearlake Oaks County Water District is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Clearlake Oaks County Water District and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of Clearlake Oaks County Water District is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting Clearlake Oaks County Water District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Clearlake Oaks County Water District complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the necessary expertise to be responsible and accountable for overseeing all the nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

Written Report

- page 3 of 4 -

600

We expect to issue a written report upon completion of our audit of Clearlake Oaks County Water District's financial statements. Our report will be addressed to the Board of Directors of Clearlake Oaks County Water District. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

Other Matters

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, copies, and telephone calls), except that we agree that our gross fee, including expenses, will not exceed \$7228 for the audit for this contract. An initial deposit of \$3614 due at the beginning of the year and the remainder due at completion of the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for 7 years. However, Pehling & Pehling CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 7-year period Pehling & Pehling CPAs shall be free to destroy our records related to this engagement.

We appreciate the opportunity to be of service to Clearlake Oaks County Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Zach Pehling
Pehling & Pehling CPAs

RESPONSE:

This letter correctly sets forth the understanding of Clearlake Oaks County Water District.

APPROVED:

Clearlake Oaks County Water District

Date

6.D.4

Pehling & Pehling, CPAs



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

Phone: (707)279-4259

E-mail: Zach@PehlingCPA.com

Web: www.PehlingCPA.com

Invoice: 770

Date: 07/01/2017

Due Date: 07/01/2017

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

For professional service rendered as follows:

Assurance

3,614.00

Billed Time & Expenses

\$3,614.00

Invoice Total

\$3,614.00

Beginning Balance

\$0.00

Invoices

3,614.00

Receipts

0.00

Adjustments

0.00

Service Charges

0.00

Amount Due

\$3,614.00

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Please return this portion with payment.

Invoice: 770

Date: 07/01/2017

Due Date: 07/01/2017

ID: CLOCWD

Clearlake Oaks County Water District

Amount Due: \$3,614.00

Amount Enclosed: \$ _____

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CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 17-08

A RESOLUTION BY THE BOARD OF DIRECTORS OF CLEARLAKE OAKS COUNTY WATER DISTRICT TO APPROVE THE SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the Board of Directors of Clearlake Oaks County Water District acknowledges that as per the State Water Quality Regional Control Board adopted General Waste Discharge Requirement Order 2006-0003, publicly owned wastewater collection systems in excess of one mile of pipe are required to complete a Sewer System Management Plan (SSMP). This is to include but not be limited to goals, organizational structure, legal authority, operations and maintenance, public communications, rehabilitation and repairs, training, design standards, capital improvements, emergency response, FOG program and system capacity analysis; and

WHEREAS, the State CIWQS reporting must be completed by a “Legally Responsible Official”, Jason Mitchell, Operations Manager, shall serve as LRO, with District General Manager and Selected District Staff designated as “Data Submitters”.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Clearlake Oaks County Water District all goals, plans, and schedule for implementation of the Sewer System Management Plan (SSMP) are to be accepted as provided herein.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 15th day of June, 2017 by the following vote:

AYES:

NOES:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Dianna Mann, Board Secretary

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Clearlake Oaks County Water District Sewer System Management Plan

June 2017



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- Appendix B: Amended Monitoring and Reporting Requirements
- Appendix C: Contact Information & Organization Chart
- Appendix D: Chain of Communication
- Appendix E: Budget and proposed improvement projects
- Appendix F: District Sewer System Overflow (SSO) spill report form

Introduction

On May 2, 2006 the State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (GWDR) 2006-003 for Sanitary Sewer Systems, hereafter referred to as the “General Order”. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this order. The purpose of this General Order is to ensure that wastewater collection systems within the State of California are properly operated and maintained by the municipalities that are responsible for their operations. Under this General Order, each agency is required to prepare a Sewer System Management Plan (SSMP) which provides specific guidelines outlining how the municipality effectively operates and maintains the collection system. This document also provides direction for reporting all Sanitary Sewer Overflows (SSOs) to the SWRCB’s online SSO database, California Integrated Water Quality System (CIWQS), and other agencies as needed based on the category of the event.

The SSMP also establishes the Legally Responsible Official (LRO) and defines different categories of reporting requirements for SSO’s based on the severity and location of an overflow. Subsequent executive orders have amended the monitoring and reporting requirements of the GWDR according to category, amount, response time, and method of reporting.

The previous Legally Responsible Official (LRO) for the District reported completing a Plan and Schedule to the Regional Board via a submission on the State CIWQS electronic database site in 2008. In compliance with GWDR 2006-003 , a completed SSMP was submitted in February of 2014 . This document contains updated goals, plans, and programs in compliance with the most recent executive orders and regulations. See Appendices A and B to view the GWDR and its most recent amendments. This revised Plan reflects the updates and changes as of June 2017.

Goals

The following criteria from the General Waste Discharge Requirements have been used to create the “Goals” section:

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

Based on the commitment to continue to provide high quality customer service, responsible environmental protection, and utilize sound management practices, the District has established the following goals:

- Protect the health & safety of the public, the environment, and public & private property.
- Provide uninterrupted sanitary sewer service to meet customers’ needs.

- Minimize the risk of Sanitary Sewer Overflows (SSOs) by using Best Management Practices (BMP's).
- Ensure adequate sewer capacity to address the District's growth.
- Maintain aging sewer infrastructure by implementing a proactive Asset Management and Capital Improvement Programs as funds allow.

It is the desire of the District to meet each of these goals in a timely manner as funding is allowed and allocated to assure its customers, the general public, and the State of California that the District is effectively managing its sewer system.

Organization

The following criteria from the General Waste Discharge Requirements form the basis of the "Organization" section:

- (a) The plan shall include the name of the responsible or authorized representative as described in Section J of the General Order.*
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program.*
- (c) The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and*
- (d) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the authorized or responsible representative for reporting SSOs to the State Regional Water Board and other agencies.*

As required in section J of the General Order, and in item A of this element, a LRO has been designated and authorized by the district to report to the Regional Board.

- In February 2016 , Jason Mitchell was duly authorized to act as the District's LRO for all CIWQS and SSO reporting. As such, he is responsible for compliance with all aspects of the General Order and the submittal of all necessary reports including those made to the CIWQS electronic site established by the Regional Board. He has since submitted reports to the CIWQS database and certified said reports. He is acting in this capacity under the authority of the General Manager and the District Board.
- As required in section B of this element, the names and emergency telephone numbers for management, administrative, and maintenance positions have been included in Appendix C. The Organizational structure is presented in this appendix also.
- As required in section C of this element, a Chain of Communication regarding SSO's is shown in Appendix D..
- Complaint calls are received during business hours by clerical staff and radioed directly to appropriate staff /crew for problem identification and evaluation. When calls are made

after hours, calls are made directly to on-call staff members' cell phones. District staff responds immediately to the reported location upon notification.

- District responder then determines if an SSO has occurred, or may occur if not remedied promptly.
- If a reportable SSO has occurred or there is potential for an SSO to occur, office staff the District Manager and Operations Manager are notified immediately.
- District Crews respond to resolve overflows with maximum effort to capture any and all sewage released. Spill cleanup and mitigation may occur simultaneously with efforts to remove blockage.
- District Crews are trained to document any amount of spill, take samples as needed, and evaluate the category/type of spill. Sampling will be conducted in accordance with Executive Order W2013-0058 and as directed by the Operations Manager.
- As LRO, the Operations Manager begins to notify the proper authorities based on the category of the overflow.
 - For Category 1 spills, the Governor's Office of Emergency Services (OES), the Regional Board and other agencies are notified immediately or no later than 2 hours after the District is aware that an SSO has occurred.
 - Category 2 & 3 spills are reported as soon as possible and further documentation and sampling are completed as necessary. The District often contacts OES on these spills also , not as required but as a matter of protocol

The Emergency Response Element of this Plan provides greater detail regarding SSO response procedures. See Appendix D for an Organizational chart and Appendix E for SSO response and reporting Chain of Command.

Legal Authority

The following criteria from the General Waste Discharge Requirements form the basis for the "Goals" section: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (a) Prevent illicit discharges into its sanitary sewer system
- (b) Require that sewers and connections be properly designed and constructed
- (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency
- (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages
- (e) Enforce any violation of its sewer ordinances.

The Clearlake Oaks County Water District (CLOCWD) was formed in 1960 under section 30000

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et seq. of the California Water Code. The CLOCWD provides water and wastewater services to approximately 1700 residential and commercial customer accounts.

The area within the Clearlake Oaks County Water District was detached from the Lake County Sanitation District (LACOSAN) and the LACOSAN Sphere of Influence boundary pursuant to Government Code Section 56271 in 1972.

As a public agency it also has the responsibility to enforce certain provisions of the Federal Clean Water Act (33 U.S.C. §1251 *et seq.*), as it involves Waters of the United States, the State Water Quality Control Act (Water Code §13000 *et seq.*), and the California Code of Regulations. In order to ensure compliance with these laws and regulations, the District has adopted the City Of Santa Rosa’s construction specifications and enforces these standards as needed.

The District has implemented these policies and procedures and enforces the sewer use ordinance for residential and commercial waste entering its collection system. It has an existing Fats, Oils and Grease (FOG) program utilizing informational flyers and annual grease trap inspections. The district is proposing to expand its documentation to include a manifest dump receipt for septic/grease haulers to ensure proper disposal and may coordinate with Lake County Health department to ensure FSE compliance. The District also plans to expand their website to include FOG reduction and proper sewer use information in the near future.

Operation & Maintenance Program

The following criteria from the Waste Discharge Requirements have been used to address the “Operation & Maintenance Program” requirements:

- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities.
- (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled activities, such as work orders;
- (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan
- (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained;
- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts

Sanitary Sewer System Maps

The District utilizes a systems schematic map that is augmented by “as-builts” provided by developers & builders as part of their connection permit & fees process. District Staff periodically review and update the system schematic maps as needed for accuracy. The system

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schematic map shows the locations of all District owned gravity mains within the collection system as well as pump stations, force mains, and manholes. The District does not maintain mapping of private laterals. A more extensive mapping program that includes all manhole and gravity line inverts is considered a high priority. This will require a concentrated effort in order to incorporate "as-built" improvement plan data onto the system maps based on available funding, time, and resources. A new survey level map system has just been completed as part of the overall infrastructure improvements and should be implemented into maps for field personnel.

Preventive Operation and Maintenance Activities

The District regularly cleans and flushes lines on a systematic basis. This District also maintains a list of "hot spots" and problem areas. Preventative maintenance and cleaning is scheduled as required on a weekly, monthly, and quarterly schedule.

Preventative maintenance is based on field observations, service calls and work orders, CCTV inspections, and periodic visual inspections to provide proactive maintenance to avoid and or minimize SSO's. The district maintains its own Jet cleaning trucks and CCTV equipment. The entire collection system has been inspected with CCTV. Inspections are recorded electronically and reviewed to identify assets in need of CIP repair and rehabilitation. Additional CCTV has been performed as part of rehabilitation work .

A work order system is utilized to document customer requests and work performed by District staff. This allows for staff to review and follow up with prioritization and scheduling of maintenance activities and repairs. The system allows office staff to query by the type of problem and also track costs, repair work performed, staff comments, observations, and recommendations for future work needed.

Rehabilitation & Replacement

Sewer infrastructure rehabilitation and replacement projects are identified by CCTV inspection, manhole inspections, smoke testing, flushing/cleaning operations, and work order history. The District has its own CCTV equipment and has completed inspections of its entire collection system. These inspections have been recorded on DVD with defect coding approved by the PACP –Pipeline Assessment Condition Program, a nationally recognized standard for rating pipe defects. It is reviewed for proposed CIP repair and rehabilitation. Condition assessments are made based on age, potential liability / risk, problem type, and other factors. This program uses a defect number system of 0-5 , 0 being no defects and little risk while 5 denotes high risk of failure and emergency repairs are needed .Utilizing this ranking system allows the District to prioritize Capital Improvements using BMP's and the most cost effective solutions.

A multi-year, comprehensive plan is then developed for the rehabilitation and replacement of failing assets. Once the plan has been developed, projects are identified within the Capital Improvement Plan (CIP) and budget.

The District has performed smoke testing to identify broken pipe, laterals and cleanouts that can allow inflow or infiltration and will be smoke testing in the near future to identify more of these problematic I & I sources. The District continues to perform follow up inspections and routine maintenance on the system on a scheduled basis as part of its overall management plan. These activities will likely produce more proposed projects and a critical ranking structure will determine the schedule for future project funding and completion. Spending for all anticipated capital projects is based on critical need and available funding. Emergency repairs that do not have budgeted funding may, in some instances, be authorized by the General Manager and later approved by the District board. Anticipated replacement and rehabilitation projects are typically identified and funded during the annual budget process and are approved by the District Board. A current table showing proposed projects for 2017-18 is presented in Appendix F.

Training

Training for staff is an important element of job safety and helps to increase job knowledge. Training also provides the skills necessary to perform tasks safely, improve efficiency, and help build team moral. “Spill Drills” may be used to keep staff ready to respond effectively. The District supports and budgets for an ongoing training program to improve competency in the following areas: operations and maintenance, emergency response, and safety practices. Staff training is documented and provided on a regular basis.

System Operators are cross trained with treatment plant operators and many hold treatment certification.

- Standard Operating Procedures (SOP’s) are being drafted and revised as needed for all activities. Continuing education or CEU’s and State certification are encouraged and funding for these certifications is provided by the District.
- Contractors performing work on the system are required to have competent training and licenses.
- Contractors performing work are required to notify the district of pumping, flushing, confined space entries and other related work to the system by filing a notice with the District office.

Equipment & Parts Inventory

To help assure uninterrupted service and to respond quickly to emergencies, the District maintains an equipment and replacement parts inventory. The parts and equipment that will most likely be needed and/or are the hardest to acquire in an emergency, as well as components that

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present the highest risk of failure have been identified as critical. An inventory and itemization of these parts and equipment will be made readily available to response crews. These items may include, but are not limited to, confined space entry gear, emergency lighting, cones, inflatable plugs, sand bags, portable pumps, hoses, generators, repair couplings, pipe and other fittings.

The District owns and operates 2 hydro-jet flushing trucks and other mobile equipment necessary to complete routine maintenance on sewer mains and effectively perform spill cleanups. The District also has contractual agreements with private contractors to assist in these operations as needed. . In the future when funds are available, the District plans to purchase additional equipment as needed that can be utilized for emergency operations.

Overflow Emergency Response Plan

The following criteria from the General Waste Discharge Requirements have been used to outline the Overflow Emergency Response Plan requirements:

GWDR 2006-003 states: *Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:*

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner*
- (b) A program to ensure an appropriate response to all overflows*
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification*
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained*
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities*
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as maybe necessary to determine the nature and impact of the discharge*

Overview

The District is committed to a proactive stance in maintaining its sanitary sewer system and developing programs and procedures for preventing the negative effects of Sanitary Sewer Overflows (SSOs) and ensuring compliance with State and Federal Laws and Regulations.

The Districts Overflow Emergency Response Plan is intended to provide staff with effective procedures to follow for SSO response and notification and is in compliance with the SSMP Overflow Emergency Response Plan requirements which are:

- Ensure appropriate response to all SSOs in a timely manner using BMP's.

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- Provide proper and prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. OES, Dept of Health, Regional Water Board, water suppliers, etc.) of all SSOs that potentially affect public health or reach water of the State.
- Ensure District staffs are properly trained and follow the Emergency Response Plan.
- Address ancillary emergency operations such as traffic and crowd control and other necessary response activities.
- Ensure that all reasonable steps are taken to contain and prevent wastewaters from entering waters of the State of California or the waters of the United States.
- To avoid, minimize or mitigate any adverse impact upon the environment and the public.

Emergency Response Plan Objectives

The key components of the emergency response plan are as follows:

- **Containment** of all SSOs to prevent overflows from reaching waterways and return all spilled wastewater back into the collection system.
- **Control** of the SSO to remove or relieve the blockage using BMP's.
- **Evaluate** the category of the spill and the level of notification required.
- **Clean-up** and mitigate any damage of the affected areas.
- **Communicate** to regulatory agencies and the public as required by law.

These tasks are not necessarily performed in this order and may also be completed simultaneously . In the event of an SSO, it is important to limit the liability and severity of damage to effectively protect the health and safety of the public and the environment. It is the District's highest priority to stop, contain, and return all SSOs to the collection system as soon as possible. In addition to cleanup procedures, the District is responsible for notifying OES, the State Water Board(s), and all other appropriate agencies.

Initial Complaint and Response Procedures

The first crew responding to a sewer overflow must first and foremost protect public health and the environment from the effects of the spilled sewage by using any and all resources at their disposal, taking care to not create more damage or liability in the process

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The initial point of contact, the means by which the District is first notified of a sanitary sewer overflow (SSO), can vary. The notification protocol during working hours and non-working hours may be different.

- **ALL CALLS FROM MEDIA AND OUTSIDE AGENCIES SHOULD BE DIRECTED TO THE GENERAL MANAGER**

Procedures for Calls During Working Hours

A call received by the district regarding a possible overflow may be received by the office or may be directed to staff. This information is immediately routed to the Operations Manager or his staff by radio or cell phone. A work order is logged into the database to track the event.

After Hours Response Procedures

A call received by the District regarding a possible overflow is typically received by the answering service and routed to the “on call” staff. The Manager or other staff may then be contacted depending on the severity or specific nature of the response or if an overflow has occurred.

Response & Assessment Procedures

The first responder will promptly investigate all reported sewer overflows and respond with all necessary equipment as directed by the Manager or with the assigned spill response equipment.

Note: During emergency response to a reported SSO, it may be necessary to encroach onto the State Hwy 20. The District has a valid and current encroachment permit issued by State of California, Department of Transportation . Based on this permit, the District must comply with all general and special provisions when entering and doing work within the State right of way. All traffic control must be approved by advance notification in accordance with section XVI of this permit. The District uses a private contractor (HD Excavating) that has certified traffic control personnel and equipment that meets compliance with the MUTCD and Caltrans requirements.

Procedures for a Blockage That Does Not Create a Spill

A backup or service interruption may take place that does not result in an SSO. The crew will investigate the type and location of the problem and whether the District is responsible for the event. If so, the proper cleaning equipment will be used to clear the blockage and restore service to the customer. Caution will be exercised not to allow debris or grease to create a new blockage downstream.

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Procedures for Unconfirmed Spills

A thorough visual check will be performed of the upstream and downstream manholes. Lateral cleanouts and drain inlets in the immediate area will also be visually inspected. The crew will contact the reporting party to obtain further information as needed. After a thorough check of the sewer system, if the problem does not appear sewer related or is not a District system problem, the site investigation information will be given to the District office and the Operations Manager for follow up. The response crew member will complete the appropriate form for documentation in the work order system. They will also compile any additional information and documentation needed, inform the customer who made the initial complaint, and inform the office staff or dispatcher at the answering service and then depart the scene.

Procedures for an SSO Confirmed by Response Crews

The crew will follow Emergency Response procedures to include but not limited to the following:

a. Site Assessment

The Crew will assess the site for any immediate hazards or safety concerns. Any immediate threat to the safety of the public is the first priority. Proper traffic control shall be established before any work has begun in the street. When appropriate, Pictures should be taken to help document spill volume estimates and site conditions.

b. Assistance Request

The Crew will contact the District Office or Manager and also ask for additional assistance as needed.

Outside agencies such as Caltrans, the Fire Department, or Police Department may be needed for assistance with street closures and other needs. Proper chain of command protocol will dictate how these contacts are made. These notifications can be made during response efforts and should not impede or delay necessary action to stop or minimize spill.

c. Clear Blockage

Based on the site assessment, the Crew will determine if the SSO is of sufficient size to focus first on redirection of sewage back into another manhole, or instead to first focus on clearing the blockage. Except in the event of a large SSO, which potentially threatens the Waters of the State of California or the United States, the District's first priority will be to clear the blockage by using BMP's as trained and directed by the District Manager. District crews will work quickly and efficiently to minimize the effects of the SSO and clear the cause of the blockage. Crews will exercise caution to prevent debris or grease from creating a new blockage downstream and follow up as needed.

d. Containment

The Crew should redirect the overflow back into the sewage collection system as soon as possible using vacuum equipment, trash pumps, sandbags, temporary dams, and any other tools necessary to effectively manage the overflow. Also, the following steps should be taken to protect the public and environment:

- Close vehicle/pedestrian traffic through spill areas as needed.

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- Block, tarp, and/or sandbag all storm drain inlets to prevent sewage from entering.
- Bypass pumps and hoses should be used to divert any sewage flow into a nearby manhole or downstream of a blockage to reduce the volume of the sewage spill.

e. Mitigation and Cleaning the Site

After the sewage spill has been mitigated and /or diverted or standing wastewater at the site returned to the collection system, cleaning of the area must be accomplished using approved methods as directed by the District Manager and/or the Operations Manager. All wastewater must be captured and returned to the system and additional care must be taken to remove all contamination to ensure the safety of the public and the environment. Pictures should be taken to document mitigation and estimate the volume of wastewater spilled and volume collected. The use of disinfectant should be minimized and environmentally friendly products should be utilized whenever possible. An approved disinfectant solution should be applied as needed , making sure to contain it and avoid contamination of any stream or body of water.

f. Possible Public Contact

If the overflow occurs in an area where there is potential for pedestrian contact, a diluted chlorine mixture or other District approved disinfecting agent should be spread at the location to disinfect the area. District crews will exercise extreme caution when using any chlorine to prevent its introduction into the storm drains or the environment. After the site has been cleaned, the site must be sprayed with wash down water and recollected by District crews with vacuum equipment or pumps and disposed of into the sewer system.

Notification and Documentation

The amended Monitoring & Reporting Requirements shown in Executive Order **NO. WQ 2013-0058-EXEC** found in Appendix B shall be followed as of September 2013.

NOTE: This order supersedes previous reporting requirements.

In compliance with this Executive Order, The following documentation and notifications must be made:

Category 1 SSO Description

Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee’s sanitary sewer system failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water
- Or
- Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly.

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Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

Category 2 SSO Description

Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee’s sanitary sewer system failure or flow condition that **do not reach surface water, a drainage channel, or a MS4 unless** the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

Category 3 SSO Description

This category includes all other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or adverse flow conditions.

Private Lateral Sewage Spill Description

Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately owned sewer lateral** connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of **may be voluntarily reported** to the California Integrated Water Quality System (CIWQS) Online SSO Database. Private Owners with damaged or undersized lines will be required to correct any problems and may be subject to fines or penalties if an SSO occurs.

Note: Category and reporting requirements previously described in GWDR 2006-003 have changed pursuant to this executive order –please see Appendix B and the following new description of categories.

SSO Report Content

All response calls and spills will be documented by a field report. At a minimum the report will contain the following information: date, time, reporting party, location, cause of spill or problem, did spill enter water course or Clearlake, estimate of volume spilled/collected, nature of sewage treated or untreated, clean up and mitigation efforts, photo documentation, contact list of persons/agencies notified. A spill reporting form is included in Appendix F.

Note: Category and reporting requirements previously described in GWDR 2006-003 have changed pursuant to this executive order –please see Appendix B and the following new description of categories.

Procedures for Category 1 SSO (50,000 Gals or greater)

In the event of a Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters, water quality sampling must be conducted **within 48 hours** after initial SSO notification. Water

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quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. In the event of a 50,000 gallon SSO that reaches the waters of the State, a monitoring program must be implemented in which water quality sampling, at a minimum, must occur for the following constituents:

- Nutrients: total nitrogen, phosphorus, and ammonia
- Bacterial indicators, including total and fecal coliform, enterococcus, and e-coli

Note: The Sewer Crew shall call the Operations Manager to get direction on overall sampling needed.

Procedures for Category 1 SSO (1000 Gals to 50,000 Gals)

Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it will likely discharge to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.
Call Cal OES at: **(800) 852-7550**

Category 1 SSO Reporting Requirements

In the event of a Category 1 SSO the LRO is to submit a draft report using CIWQS website within three business days of becoming aware of the SSO and certify the report within 15 calendar days of the SSO end date.

Category 2 SSO Reporting Requirements

In the event of a Category 2 SSO the LRO is to submit a draft report within 3 business days of becoming aware of the SSO and certify the report within 15 calendar days of the SSO end date.

Category 3 SSO Reporting Requirements

In the event of a Category 3 SSO the LRO is to submit a certified report within 30 calendar days of the end of month in which the SSO occurred.

RECORD KEEPING REQUIREMENTS

Records shall be maintained by the District for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request. It is also required to maintain records to document compliance with all provisions of the SSS WDRs and this MRP.

SSO Records: The District shall maintain records for each SSO event, including but not limited to: Complaint records documenting how staff responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:

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- a. Date, time, and method of notification.
- b. Date and time the complainant or informant first noticed the SSO.
- c. Narrative description of the complaint, including any information the caller was able to provide regarding whether or not the individual was aware if the SSO had reached surface waters, drainage canals, or storm drains.
- d. Follow-up contact information for the complainant or informant for each complaint received, if not reported anonymously.
- e. Final resolution of the complaint.
- f. Records documenting steps and/or remedial actions undertaken by the District. Records documenting how estimate(s) of volume(s) discharged and, volume(s) recovered were calculated.
- g. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
- h. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from Supervisory Control and Data Acquisition (SCADA) systems, Alarm system(s), and Flow monitoring device(s).

REPORT CERTIFICATION

All information required to be reported into the CIWQS Online SSO Database shall be certified by a District representative designated and known as the Legally Responsible Official (LRO). The District has designated the Operations Manager as the LRO and he has registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.

If authorized by the LRO, a Data Submitter (DS) may report an SSO using the CIWQS database. This person must also be registered with the State Water Board. Only LROs may certify reports in CIWQS. The District shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted to the State Water Board within 30 days of the change.

FOG Control Program

The following criteria from the General Waste Discharge Requirements have been used to address the needs for a FOG Control Program:

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GWDR 2006-003 states: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified above.

The District recognizes the importance of clean water and the necessity of effective wastewater collection and disposal. The District has Authority under Ordinance 31, their NPDES permit, and other CRWQCB requirements to limit the deposits of fats, oils and grease (FOG) into the District's sanitary sewer collection system and Wastewater Treatment Plant.

Food Service Establishments (FSEs) are known to generate increased amounts of grease waste that, if improperly disposed of, may create a threat to the proper operation of the collection system. High amounts of FOG have the potential to create maintenance issues and increase likelihood of SSO's. These FSEs are a major issue of concern and require close monitoring, inspection, and regular maintenance of their traps and interceptors to avoid potential discharges. The proper disposal of FOG by FSEs within the District will ultimately decrease the required maintenance of District sewer lines and pump stations while also decreasing the likelihood of an SSO.

The District already enforces portions of Section XVI of their adopted design and construction specifications as it relates to grease traps for FSE's. The District currently has a program for annual inspections of FSEs and documents them with a work order system. The District also provides information to customers promoting reduction of grease deposits and outlines many of the problems it creates by providing flyers and special notices in billing statements to promote proper sewer use awareness. As part of the Districts ongoing program it will develop measures to gain better compliance such as:

- A more proactive public outreach program for residents.
- Documenting FSE compliance with manifest records for grease pumpers / haulers showing intervals, amounts, and dump locations. Mandating traps and interceptors for design, size, type and location.
- The District will cooperate with Lake County Health Department to coordinate inspections . .

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Design & Performance Provisions

The following criteria from the General Waste Discharge Requirements have been used as a basis for outlining the Design and Performance Provisions:

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects

The District maintains Standards and Specifications for the installation, inspection, and testing of new sewers, pump stations, etc. and for the rehabilitation and repair of existing sanitary sewers and other components of the system. The District has adopted the City of Santa Rosa's specifications which were updated in 2002 for proper design, construction, and repairs of their system infrastructure. The District is currently evaluating sections of these specifications to ensure compatibility and to address the needs specific to the District based on geographical features and other unique issues affecting the District. The adoption of new standards are being considered in the near future. For all private sewer installations completed within the area, the California Plumbing Code is enforced.

The District enforces some portions of Section XVI of these specifications as it relates to grease traps for FSE's and the regulation of FOG entering the collection system. The District has future plans of implementing requirements such as hauler manifest documentation and joint inspections with the Department of Health personnel to ensure compliance.

The district is currently reviewing the specification that requires larger traps and interceptors outside of the FSE for greater effectiveness and access for inspection. The District also plans to expand their website to include SSMP information & FOG reduction information. As the District continues with its infrastructure evaluation, it may amend its design standards based on field observations.

System Evaluation and Capacity Assurance Plan

The following criteria from the General Waste Discharge Requirements have been used as a basis for outlining the System Evaluation and Capacity Assurance Plan:

GWDR 2006-003 states: *The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:*

- (a) **Evaluation:** *Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;*

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(b) Design Criteria: *Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria;*

(c) Capacity Enhancement Measures: *The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.*

(d) Schedule: *The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14"*

The District has had studies performed by various engineering teams. While valuable information has been collected, the District has yet to be able to fund the necessary improvements. There are some known system capacity limitations in the collection system as well as the Wastewater Treatment Plant and the District is currently working on a grant funding project to provide more capacity and upgrade aging equipment and infrastructure.

The District has identified some areas of I&I and repairs have been made by contractors and by District crews. The District has performed a comprehensive CCTV inspection of the sewer mains and is also systematically making improvements to lift stations. The District has also scheduled further CCTV inspections, smoke testing, manhole inspections, and other means of data collection to provide the necessary information for an engineering analysis to be performed using computer software tools and industry standards to complete a hydraulic model of the collection system. This is needed to accurately capture the existing system capacity and then develop a sound strategy and Capital Improvement Plan aimed at addressing any issues found as a result of the study.

A thorough System Capacity Evaluation will require the collection of reliable data to establish **three main components – Base Wastewater Flows --BWF, –Ground Water Infiltration-- GWI, and Rainfall Derived Inflow and Infiltration flow or RDII.**

BWF is often called base flow, is the residential & commercial flow discharged to a sanitary sewer system for collection and treatment. BWF normally varies with water use patterns throughout a 24-hour period with higher flows during peak use hours creating a “diurnal curve”. The average daily BWF is more or less constant during a given day, but varies monthly and seasonally.

GWI represents the infiltration of groundwater that enters the collection system through leaking pipes, pipe joints, and manhole walls. GWI varies throughout the year. Typically GWI trends higher in late winter and spring as groundwater levels and soil moisture levels rise and lower in late summer or after an extended dry period.

GWI and BWF together comprise the **dry-weather flow (DWF)** that occurs in the sewer system.

RDII is the rainfall-derived flow response in a sanitary sewer system. In many systems, RDII is the major component of peak wastewater flows and is typically responsible for capacity-related SSO’s. Surfaces and soils may absorb some of the rainfall early in an event before a response is observed. Some events are small enough that there may not be a sanitary system response.

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Various factors control RDII responses in addition to the rainfall (volume, intensity, and duration) and overall moisture conditions, including depth to groundwater, depth to bedrock, land slope, number and size of sewer system defects, type of storm drainage system, soil characteristics, and even type of sewer backfill.

Inflow can occur into the sanitary sewer system directly through depressed manhole lids and frames, downspouts, sump pumps, foundation drains, and cross-connections with storm sewers. Although direct connections such as these are not allowed by the District and are no longer common design practices, they still exist in many areas and can impact the sewer system.

Once reliable data has been collected for these components, a hydrologic model can be created. This is then used to help create the hydraulic model necessary for capacity evaluation. When these components are completed, they will form the decision making strategies directing the District's needed infrastructure improvements or Capital Improvement Projects.

The District's existing Design Standards are adopted from City of Santa Rosa in 2002. The District is in the process of evaluating these standards and may adopt revisions based on the needs specific to the District, its infrastructure, soil conditions and other factors. The District may modify these specifications and design standards in the future based on needs and with information collected from proposed engineering analysis as it relates to pipe materials, trenching, proper connections, and other factors.

As mentioned previously, the District's Capital Improvement Program will be determined, scheduled, and ranked based on risk and probability factors as funds allow. Each budget year, the Capital Improvement Program and schedule of completion will be reflected in the budget.

The District is currently making some repairs and system improvements as their budget allows. Also, the District continues to pursue funding opportunities for grants, loans, and other means as a way to complete the needed projects and improvements to its aging infrastructure without significantly impacting customer rates. The District will create a multi-year Capital Improvements Budget Plan that allows for budgeting projections and will also tie into the required 5 year SSMP audit/update for the Regional Board.

Monitoring, Measurement, and Program Modifications

The following criteria from the General Waste Discharge Requirements have been used to address the "Monitoring, Measurements, and Programs Modifications" requirements:

GWDR 2006-003 states: The Enrollee shall: (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities; (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP; (c) Assess the success of the preventative maintenance program; (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and (e) Identify and illustrate SSO trends, including frequency, location, and volume.

The District office maintains a computer based work order system. The Operations Manager can periodically query the work orders to determine trends and establish priorities for maintenance and repair work to be performed. This system also contains records of response times, follow up

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calls, whether a backup resulted in an SSO, type of problem, spill category (if any), and mitigation efforts as well as other data.

Items identified within the SSMP that require further action are logged and assigned a priority and a proposed schedule for implementation by the Manager. The effectiveness of the SSMP is tracked through the annual audit and reported in the annual summary report. When it is apparent that a change is needed in policy or procedure to apply BMP's, the District Manager may make those changes immediately. Notification to staff and District Board will be made as soon as possible and the SSMP section updated at the time of the next audit.

The effectiveness of the preventative maintenance program is tracked through the work order system and periodic reviews are performed by Management to ensure that preventive maintenance goals are being met.

SSO events are reported through California CIWQS. The frequency, volume, location and trends are tracked by the District and assessed as needed or during the annual audit process.

SSMP Program Audits

The following criteria from the General Waste Discharge Requirements have been used to address the "SSMP Program Audits" requirements:

As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

As part of the SSMP, the District will conduct periodic internal audits which will focus on evaluating the effectiveness of the SSMP and the following steps will be taken to ensure that all programs associated with the SSMP are being implemented and managed appropriately.

- Internal audits will be performed on an annual basis to determine the relevance and effectiveness of each element of the SSMP. Audits will include a review of progress on deficiencies identified in the previous year's audit report.
- A summary of the results and significant findings from the Monitoring, Measurement and Program Modification Section will be shared with District staff and the board. If deficiencies or modification are needed as part of the annual audit, the SSMP shall be updated accordingly.
- Significant changes will also need to be noted in the annual collection systems questionnaire to be filed on the CIWQS website.

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Communications Program

The following criteria from the General Waste Discharge Requirements have been used to address the Communications Program Needs:

GWDR 2006-003 states "The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system"

The District has communicated and will continue to communicate on a regular basis with their customers and the general public on the development, implementation, and performance of the SSMP. The District will post the SSMP and other related information on its website where the public can view and comment on the SSMP. The District holds monthly meetings and invites public comment on District matters. All applicable comments will be considered and may be addressed during the annual audit and review process upon further discussion by management and board members.

The District also communicates with informational flyers and special notices that go out with billing statements. The District has no satellite sewer systems.

SSMP Certification

The following criteria from the Waste Discharge Requirements have been used to address the "SSMP Certification" Section requirements:

GWDR 2006-003 states: Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below. In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

*State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812*

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the District is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the District LRO shall enter the data in the online SSO Database and mail the form to the State Water Board, as described above.

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**STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ**

**STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SANITARY SEWER SYSTEMS**

The State Water Resources Control Board, hereinafter referred to as "State Water Board", finds that:

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as "Enrollees".
2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.
3. Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.
4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

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SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).
10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.
11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more

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prescriptive WDRs for sanitary sewer systems. Upon issuance or reissuance of a Regional Water Board's WDRs for a system subject to this Order, the Regional Water Board shall coordinate its requirements with stated requirements within this Order, to identify requirements that are more stringent, to remove requirements that are less stringent than this Order, and to provide consistency in reporting.

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general discharge requirements than individual discharge requirements.

This Order establishes requirements for a class of operations, facilities, and discharges that are similar throughout the state.

13. The issuance of general WDRs to the Enrollees will:

- a) Reduce the administrative burden of issuing individual WDRs to each Enrollee;
- b) Provide for a unified statewide approach for the reporting and database tracking of SSOs;
- c) Establish consistent and uniform requirements for SSMP development and implementation;
- d) Provide statewide consistency in reporting; and
- e) Facilitate consistent enforcement for violations.

14. The beneficial uses of surface waters that can be impaired by SSOs include, but are not limited to, aquatic life, drinking water supply, body contact and non-contact recreation, and aesthetics. The beneficial uses of ground water that can be impaired include, but are not limited to, drinking water and agricultural supply. Surface and ground waters throughout the state support these uses to varying degrees.

15. The implementation of requirements set forth in this Order will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect

water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt

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this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.
22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.
23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

IT IS HEREBY ORDERED, that pursuant to California Water Code section 13263, the Enrollees, their agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted hereunder, shall comply with the following:

A. DEFINITIONS

1. **Sanitary sewer overflow (SSO)** - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
 - (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
 - (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
 - (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.
2. **Sanitary sewer system** – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

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For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.

B. APPLICATION REQUIREMENTS

1. **Deadlines for Application** – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.
2. **Applications under the general WDRs** – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to

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apply for coverage under the general WDRs to all known public agencies that own sanitary sewer systems. Agencies that do not receive notice may obtain applications and instructions online on the Water Board's website.

3. Coverage under the general WDRs – Permit coverage will be in effect once a complete application package has been submitted and approved by the State Water Board's Division of Water Quality.

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into

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flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.

5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event;
 - (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - Proper management, operation and maintenance;
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - Installation of adequate backup equipment; and
 - Inflow and infiltration prevention and control to the extent practicable.
 - (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

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(vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.

7. When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release; and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.

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12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.

Sewer System Management Plan (SSMP)

- (i) **Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.
- (ii) **Organization:** The SSMP must identify:
 - (a) The name of the responsible or authorized representative as described in Section J of this Order.
 - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
 - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).
- (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
 - (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

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- (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances.
- (iv) **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
 - (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
 - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
 - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

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(e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

(v) **Design and Performance Provisions:**

(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and

(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

(vi) **Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;

(b) A program to ensure an appropriate response to all overflows;

(c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;

(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;

(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and

(f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

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(vii) **FOG Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

(viii) **System Evaluation and Capacity Assurance Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs

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that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

- (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
- (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

(ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:

- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- (c) Assess the success of the preventative maintenance program;
- (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
- (e) Identify and illustrate SSO trends, including: frequency, location, and volume.

(x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

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Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

- (xi) **Communication Program** – The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

- 14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

- 15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

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Sewer System Management Plan Time Schedule

Task and Associated Section	Completion Date			
	Population > 100,000	Population between 100,000 and 10,000	Population between 10,000 and 2,500	Population < 2,500
Application for Permit Coverage Section C	6 months after WDRs Adoption			
Reporting Program Section G	6 months after WDRs Adoption ¹			
SSMP Development Plan and Schedule No specific Section	9 months after WDRs Adoption ²	12 months after WDRs Adoption ²	15 months after WDRs Adoption ²	18 months after WDRs Adoption ²
Goals and Organization Structure Section D 13 (i) & (ii)	12 months after WDRs Adoption ²		18 months after WDRs Adoption ²	
Overflow Emergency Response Program Section D 13 (vi)	24 months after WDRs Adoption ²	30 months after WDRs Adoption ²	36 months after WDRs Adoption ²	39 months after WDRs Adoption ²
Legal Authority Section D 13 (iii)				
Operation and Maintenance Program Section D 13 (iv)				
Grease Control Program Section D 13 (vii)				
Design and Performance Section D 13 (v)	36 months after WDRs Adoption	39 months after WDRs Adoption	48 months after WDRs Adoption	51 months after WDRs Adoption
System Evaluation and Capacity Assurance Plan Section D 13 (viii)				
Final SSMP, incorporating all of the SSMP requirements Section D 13				

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1. In the event that by July 1, 2006 the Executive Director is able to execute a memorandum of agreement (MOA) with the California Water Environment Association (CWEA) or discharger representatives outlining a strategy and time schedule for CWEA or another entity to provide statewide training on the adopted monitoring program, SSO database electronic reporting, and SSMP development, consistent with this Order, then the schedule of Reporting Program Section G shall be replaced with the following schedule:

Reporting Program Section G	
Regional Boards 4, 8, and 9	8 months after WDRs Adoption
Regional Boards 1, 2, and 3	12 months after WDRs Adoption
Regional Boards 5, 6, and 7	16 months after WDRs Adoption

If this MOU is not executed by July 1, 2006, the reporting program time schedule will remain six (6) months for all regions and agency size categories.

2. In the event that the Executive Director executes the MOA identified in note 1 by July 1, 2006, then the deadline for this task shall be extended by six (6) months. The time schedule identified in the MOA must be consistent with the extended time schedule provided by this note. If the MOA is not executed by July 1, 2006, the six (6) month time extension will not be granted.

E. WDRs and SSMP AVAILABILITY

1. A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee's offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;

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- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; and
- d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.
2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.
3. All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30 days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding a Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.
4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

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H. CHANGE IN OWNERSHIP

1. This Order is not transferable to any person or party, except after notice to the Executive Director. The Enrollee shall submit this notice in writing at least 30 days in advance of any proposed transfer. The notice must include a written agreement between the existing and new Enrollee containing a specific date for the transfer of this Order's responsibility and coverage between the existing Enrollee and the new Enrollee. This agreement shall include an acknowledgement that the existing Enrollee is liable for violations up to the transfer date and that the new Enrollee is liable from the transfer date forward.

I. INCOMPLETE REPORTS

1. If an Enrollee becomes aware that it failed to submit any relevant facts in any report required under this Order, the Enrollee shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:
 - (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
 - (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.
2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or

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falsifying any information provided in the technical or monitoring reports is subject to civil monetary penalties.

L. SEVERABILITY

1. The provisions of this Order are severable, and if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Order, shall not be affected thereby.
2. This order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Enrollee from liability under federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

CERTIFICATION

The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

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STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

¹ Available for download at:
http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:
[http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview) and <http://w3.calema.ca.gov/operational/mal haz.nsf>

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and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.


8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS³ Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

8/6/13

Date



Thomas Howard
Executive Director

³ California Integrated Water Quality System (CIWQS) publicly available at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at: http://www.waterboards.ca.gov/water_issues/programs/ssol/

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ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"> Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

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Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee’s Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> • Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

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B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

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C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

3. **SSO Categories**

- i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
- ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
- iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**

- i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

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- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

i. **Causes and Circumstances of the SSO:**

- a. Complete and detailed explanation of how and when the SSO was discovered.
- b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
- c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
- d. Detailed description of the cause(s) of the SSO.
- e. Copies of original field crew records used to document the SSO.
- f. Historical maintenance records for the failure location.

ii. **Enrollee’s Response to SSO:**

- a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
- b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

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- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

- a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

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- a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

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10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.
- ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

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- a. Submit an **electronic** copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

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result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

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5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

7/30/13
Date


Jeanine Townsend
Clerk to the Board

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CLOCWD WASTEWATER SPILLAGE CONTACT LIST

Notified Lead D/C Operator Left Message	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
		Date/ Time/ Initials
Notified Operations Manager Left Message	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
		Date/ Time/ Initials
Notified General Manager Left Message	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
		Date/ Time /Initials
Notified California Office Of Emergency Services 800-852-7550	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
	Control Number	Date/ Time/ Initials
Notified Central Valley Regional Water Quality Control Board 916-464-4648 / 916-464-3291 Left Message	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
		Date/ Time/ Initials
Notified Lake County Environmental Health 263-1164 ext. 118 during normal business hours Left Message	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
		Date/ Time/ Initials
Notified Lake County Office Of Emergency Services 263-2580	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
		Date/ Time / Initials

NOTES: _____

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments based on my knowledge and on my inquiry of those individuals immediately responsible for obtaining the information. I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

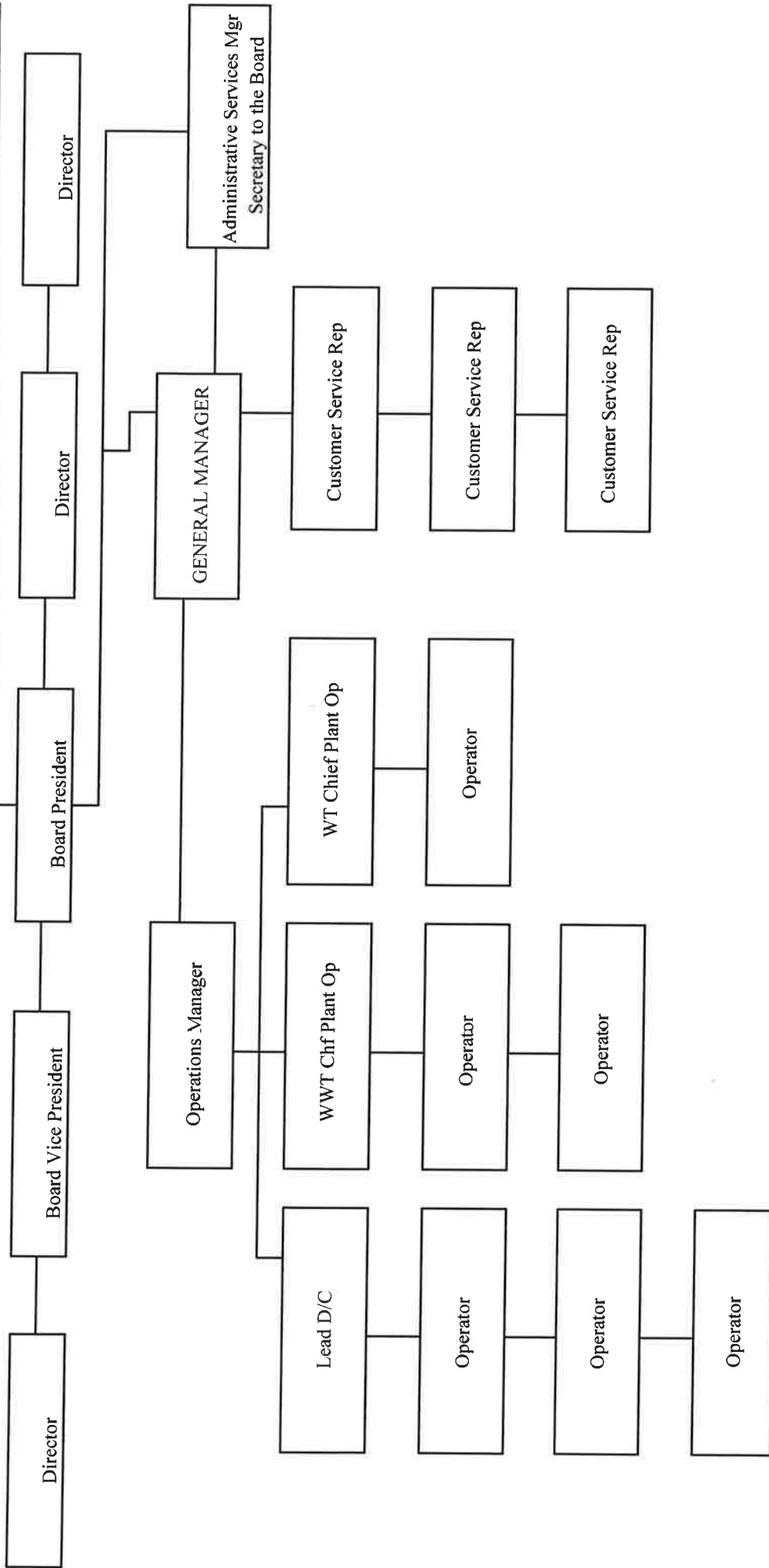
Completed by/Title (print) _____

Signature/Date _____

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**Clearlake Oaks County Water District
Organization Chart**

District Consumers



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Approved 10 permanent positions in field and 5 positions for Administration - in Special Meeting of the BOD July 11, 2017

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EMERGENCY CONTACT INFORMATION

AGENCY	DEPARTMENT	ADDRESS	PHONE NUMBER
Clearlake Oaks County Water	Administration Office	12952 E. Hwy. 20	707-998-3322
	Waste Water Plant	13705 Jensen Rd	707-998-1468
	Water Treatment Plant	12545 E. Hwy. 20	707-998-4758
	General Manager		707-350-3292
	Operations Manager		707-350-5622
	Admin Services Manager		707-489-0509
	D/C Duty Phone		707-350-5383
	Water Plant Duty Phone		707-350-5382
North Shore Fire Protections	Fire Chief		707-274-3100
	Secretary		707-274-3102
	Battalion Chief		707-998-3294 EXT 71
County of Lake	Sheriff's Department		707-262-4200
	Environmental Health		707-263-1164
	Ofc of Emergency Service		707-262-4090
	Dept of Public Works		707-263-2341
	Dept of Water Resources		707-263-2341
State of California	Dept of Health Services		707-576-2147
	Dept of Health Services		707-576-2732
	Control Board		916-464-4648
	Control Board		916-464-4835
	Transportation		707-463-5722
Elem Native American Colony	Administration Office		707-998-3003
	EPA Office		707-998-9411
Utilities	Pacific Gas & Electric		1-800-743-5002
	Pacific Gas & Electric		Local: 707-995-3465
	AT&T		1-800-994-7039 EXT 7
	Mediacom		1-909-679-0567
	Mediacom		Local: 707-998-1187
	Action Sanitary Vacuum Truck		707-994-5068
	Roto-Rooter		707-279-9461
	Kelseyville Septic		707-279-2669
	HD Excavating		707-350-3815
	Perkins		707-263-6168
	Adams Family Pots		707-274-1297
	High Country Security		707-998-0324

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Thru End of Expenses	2017-2018 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	146,675	-	-	0.0%	146,675
510 Contracted Labor	12,000	-	-	0.0%	12,000
520 FICA - District Share	12,045	-	-	0.0%	12,045
530 Medical Ins - District Share	60,372	-	-	0.0%	60,372
540 PERS - District Share	18,328	-	-	0.0%	18,328
550 Unemployment	0	-	-	0.0%	0
560 Workers Comp Ins	6,650	-	-	0.0%	6,650
Salaries and Employee Benefits >	256,070	-	-	0.0%	256,070
605 Advertising	0	-	-	0.0%	0
610 Bank Fees	0	-	-	0.0%	0
620 Communications & Internet	3,500	-	-	0.0%	3,500
622 Board Exp	0	-	-	0.0%	0
625 Equip - Field (up to \$4999)	1,500	-	-	0.0%	1,500
630 Equip - Office	1,000	-	-	0.0%	1,000
640 Fuel & Oil (Schaeffers)	1,500	-	-	0.0%	1,500
645 Insurance	40,000	-	-	0.0%	40,000
650 Interest	0	-	-	0.0%	0
657 Outsource Lab / Internal Lab	25,000	-	-	0.0%	25,000
660 Memberships & Subscriptions	25,000	-	-	0.0%	25,000
665 Mileage Reimb	500	-	-	0.0%	500
670 Postage & Shipping	50	-	-	0.0%	50
675 Professional Services (SCADA)	10,000	-	-	0.0%	10,000
685 Rents	0	-	-	0.0%	0
690 Safety & Security (boots)	7,000	-	-	0.0%	7,000
700 Tools & Instruments	5,000	-	-	0.0%	5,000
703 Supplies - Clothing & Personal	1,500	-	-	0.0%	1,500
705 Supplies - Office	1,500	-	-	0.0%	1,500
715 Treatment Chemicals	53,000	-	-	0.0%	53,000
720 Supplies-Operating-Other-Titan Tubes	20,000	-	-	0.0%	20,000
730 Taxes - Licenses	2,300	-	-	0.0%	2,300
735 Training (classes, books)	1,500	-	-	0.0%	1,500
745 Travel / Lodging	500	-	-	0.0%	500
750 Utilities	95,000	-	-	0.0%	95,000
760 Waste Disposal	52,000	-	-	0.0%	52,000
795 Yolo Co	0	-	-	0.0%	0
799 Misc	0	-	-	0.0%	0
Services and Supplies >	347,350	-	-	0.0%	347,350
810 R&R Buildings & Grounds	5,000	-	-	0.0%	5,000
815 R & R Damage Claims	0	-	-	0.0%	0
820 R&R Lift Stations	0	-	-	0.0%	0
830 R&R Equipment	5,000	-	-	0.0%	5,000
832 R&R Mains/Service Lines	0	-	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	4,000	-	-	0.0%	4,000
Repairs & Replacement >	14,000	-	-	0.0%	14,000
Total Expenses >	617,420	-	-	0.0%	617,420

Clearlake Oaks Co Water District

Budget Variance Report 2017-2018

SEWER-CRP

Target % > **0.0%**

6-C.60

Thru End of

Summary	Budget Annual	YTD	Actual YTD Amount	%
SEWER CRP Revenue	347,769	-	0.0%	0%
SEWER CRP Expenses	218,423	-	0.0%	0%
I & I/Lift Station Rehab Improvements	42,000	-		
USDA Annual Payment	129,000	-		
Reimbuseable fees for Eng Cost prior to grant	95,000	-		
Short term depreciation reserve	30,000	-		
Previous Year Balance	379,998	-		
Operating Balance (loss)	213,344	-		

	Expenses	2016 - 2017 Budget		Actual YTD	%	Total Spent	Total Remaining
		Annual	YTD				
505	Salaries & Wages	43,711	-	-	0.0%		43,711
510	Contracted Labor	-	-	-			-
520	FICA - District Share	3,578	-	-	0.0%		3,578
530	Medical Ins - District Share	10,160	-	-	0.0%		10,160
540	PERS - District Share	2,374	-	-	0.0%		2,374
550	Unemployment	-	-	-	0.0%		-
560	Workers Comp Ins	2,350	-	-	0.0%		2,350
	Salaries and Employee Benefits >	62,173	-	-	0.0%		62,173
605	Advertising	0	-	-	0.0%		0
610	Bank Fees	0	-	-	0.0%		0
620	Communications & Internet	5,000	-	-	0.0%		5,000
622	Board Exp	0	-	-	0.0%		0
625	Equip - Field (up to \$4999)	1,250	-	-	0.0%		1,250
630	Equip - Office	2,500	-	-	0.0%		2,500
640	Fuel & Oil	2,500	-	-	0.0%		2,500
645	Insurance	0	-	-	0.0%		0
650	Interest	0	-	-	0.0%		0
657	Outsource Lab / Internal Lab	0	-	-	0.0%		0
660	Memberships & Subscriptions	0	-	-	0.0%		0
665	Mileage Reimb	0	-	-	0.0%		0
670	Postage & Shipping	0	-	-	0.0%		0
675	Professional Services (SCADA)	0	-	-	0.0%		0
685	Rents	0	-	-	0.0%		0
690	Safety & Security (boots)	0	-	-	0.0%		0
700	Tools & Instruments	0	-	-	0.0%		0
703	Supplies - Clothing & Personal	0	-	-	0.0%		0
705	Supplies - Office	0	-	-	0.0%		0
715	Treatment Chemicals	0	-	-	0.0%		0
720	Supplies - Operating - Other	8,500	-	-	0.0%		8,500
730	Taxes - Licenses	0	-	-	0.0%		0
735	Training (classes, books)	0	-	-	0.0%		0
745	Travel / Lodging	0	-	-	0.0%		0
750	Utilities	0	-	-	0.0%		0
760	Waste Disposal	0	-	-	0.0%		0
795	Yolo Co	0	-	-	0.0%		0
799	Misc	0	-	-	0.0%		0
	Services and Supplies >	19,750	-	-	0.0%		19,750
810	R&R Buildings & Grounds	35,000	-	-	0.0%		35,000
815	R & R Damage Claims	0	-	-	0.0%		0
820	R&R Lift Stations	20,000	-	-	0.0%		20,000
830	R&R Equipment	5,000	-	-	0.0%		5,000
832	R&R Mains/Service Lines	50,000	-	-	0.0%		50,000
840	R&R Vehicles (\$2k/vehicle)	26,500	-	-	0.0%		26,500
	Repairs & Replacement >	136,500	-	-	0.0%		136,500
	Total Expenses >	218,423	-	-	0.0%		218,423

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6-2-61

CLEARLAKE OAKS COUNTY WATER AND SANITATION DISTRICT

WASTEWATER SPILLAGE REPORT

Date: _____

TO: Guy Childs
Central Valley Regional Water
Quality Control Board
11020 Sun Center Dr., Suite 200
Sacramento, CA 95870-6114

Lake County Environmental Health
922 Bevins Court
Lakeport, CA 95453

RE: **Sewage Spill**

1. Date of spill: _____ Date & Time Spill Reported: _____ am pm

Reported By: _____
Name *Phone Number*

2. Location of spill: _____
Street Address *Street & Cross Street*

3. Cause of spill: _____

4. Did sewage reach a water course? yes no Did sewage reach Clear Lake yes no

5. Name of water course/body: _____ dry wet flowing

6. Coliform samples collected yes no

Sample Results: Upstream _____ Downstream _____ Receiving Water _____

7. Nature of sewage (*check one*) Untreated Partially Treated Treated

8. Estimated quantity of sewage spilled: _____

9. Clean-up, mitigation actions taken at spill _____

10. Corrective/preventative action(s) taken to prevent reoccurrence: _____

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b.d

**CLEARLAKE OAKS COUNTY WATER DISTRICT
RESOLUTION NO. 17-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CLEARLAKE OAKS COUNTY WATER DISTRICT**

ELECTION CONSOLIDATION

WHEREAS, THE Clearlake Oaks County Water District is governed by five Directors elected by the registered voters of the District; and

WHEREAS, two full 4-year terms of offices of Director will expire on December 1, 2017; and

WHEREAS, two offices of Director were filled pursuant to Section 1780 of the Government Code, State of California; persons appointed until the next General District Election, November 7, 2017 (terms expire December 6, 2019)

WHEREAS, pursuant to Section 10400 et eq. of the Elections Code, State of California, the Clearlake Oaks County Water District Election may be consolidated with elections called to be held on the same day as the General District Election by other political subdivision, in the same territory, or in territory that is in part the same.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Supervisors and the Registrar of Voters are requested to consent to and order the consolidation of said election with such other elections as may be held on Tuesday, November 7, 2017, anywhere within the territory of the district.
2. All voting places, precincts, and election officials within the boundaries of the Clearlake Oaks County Water District shall be the same as those for the General District Election.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 20th day of July, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Dianna Mann, Board Secretary

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6.1

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 17-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF CLEARLAKE OAKS COUNTY WATER DISTRICT RQEUESTING THE LAKE COUNTY BOARD OF SUPERVISORS TO AUTHORIZE CONSOLIDATION OF THE DISTRICT'S ELECTION WITH THE STATEWIDE GENERAL ELECTION

WHEREAS, the Clearlake Oaks County Water District is a special district organized pursuant to the County Water District Law, Water Code section 30000, et seq. (the "Act");

WHEREAS, the Act, specifically California Water Code Section 30068, specifies that County Water Districts are subject to the Uniform District Election Law;

WHEREAS, the Uniform District Election Law, specifically California Elections Code Section 10505, provides that elections for the Board of Directors of the District are held in odd-numbered years, and the District currently holds its election for members of its Board of Directors in odd-numbered years;

WHEREAS, pursuant to Election Code Sections 10505 and 10404(b), the District's Board of Directors may, by resolution, order that the elections of its directors be held on the same day as a statewide general election;

WHEREAS, California Elections Code Section 1001 provides that elections held in June and November of each even-numbered year are statewide elections and the dates of those elections are statewide election dates;

WHEREAS, the terms of two members of the Board of Directors are set to expire in 2017 and the terms of three members of the Board of Directors are set to expire in 2019;

WHEREAS, the next statewide general election in November of an even-numbered year at which the members of the Board of Directors could be elected following the expiration of the terms of the current Directors is November 6, 2018; and

WHEREAS, the Board of Directors desires, as permitted by law, to consolidate the election of members of its Board of Directors with the statewide general election held on the first Tuesday after the first Monday in November of each even-numbered year;

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b.e.1

NOW, THEREFORE, BE IT RESOLVED that pursuant to its rights, powers, and authority, the Board of Directors of Clearlake Oaks County Water District hereby:

Orders the elections of members of the District's Board of Directors to occur regularly on the same date as statewide general elections occurring on the first Tuesday after the first Monday in November of even-numbered years and to be consolidated with those even-numbered year elections.

Orders such elections commence with the statewide general election to be held on November 6, 2018.

Acknowledges that those members of the Board of Directors whose terms of office would otherwise expire prior to the statewide general election in November 2018 will continue in office until their successors are elected and qualified in accordance with Section 10404(i) of the California Elections Code following the November 2018 election.

Directs the Secretary of the Board to submit this Resolution to the County of Lake Board of Supervisors no later than 240 days prior to the next scheduled District election.

Requests the County of Lake Board of Supervisors administer this Resolution as set forth in Section 10404 of the California Elections Code and, within 60 days of the submission of this Resolution, approve this Resolution unless it finds that the ballot style, voting equipment, or computer capacity cannot handle additional elections or materials, in accordance with Section 10404(e) of the California Elections Code.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 20th day of July, 2017 by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Dianna Mann, Board Secretary

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C.F

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 17-22

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CLEARLAKE OAKS COUNTY WATER DISTRICT APPROVING THE REVISED WATER INFRASTRUCTURE REHABILITATION PROJECT(S), AND ADOPTION OF A MITIGATED NEGATIVE DECLARATION THAT WAS PREPARED FOR THE REVISED WATER INFRASTRUCTURE REHABILITATION PROJECT IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND ADOPTING A MITIGATION MONITORING AND REPORTING PROGRAM

WHEREAS, the Clearlake Oaks County Water District (DISTRICT) contracted with MC Engineering to prepare a Water Master Plan, as authorized by the State Department of Water Resources (DWR) in conjunction with the California Department of Public Health to analyze and provide cost-effective solutions to its aging and deteriorated water treatment, distribution, and storage facilities, along with improvements within the Harvey Road Area for the recent annexed CSA16 Area, and

WHEREAS, an environmental firm was selected by the DISTRICT to prepare an Initial Study/Mitigated Negative Declaration for the proposed project, in accordance with the requirements of the California Environmental Quality Act of 1970, as amended ("CEQA"), and state and local guidelines implementing CEQA; and

WHEREAS, it was agreed to that an **Addendum** to the approved (September 18, 2014) Mitigated Negative Declaration for the USDA Clearlake Oaks County Water District Water Infrastructure Rehabilitation Project, be prepared to address all CEQA concerns for the recently completed DWR Water Infrastructure Rehabilitation Project Report/Water Master Plan and Mapping Program ; and

WHEREAS, in connection with the approval of a project involving the preparation of an initial study/mitigated negative declaration that identifies one or more significant environmental effects, CEQA requires the decision-making body of the lead agency to incorporate feasible mitigation measures that would reduce those significant environment effects to a less-than-significant level; and

WHEREAS, whenever a lead agency approves a project requiring the implementation of measures to mitigate or avoid significant effects on the environment, CEQA also requires a lead agency to adopt a Mitigation Monitoring and Reporting Program to ensure compliance with the mitigation measures during project implementation; and

WHEREAS, the District is the lead agency on the Project, and the Board is the decision-making body for the proposed Water Infrastructure Rehabilitation Project; and

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6.1.2

WHEREAS, the Board has reviewed and considered the Revised Initial Study/Mitigated Negative Declaration and related Mitigation Monitoring and Reporting Program for DWR Water Infrastructure Rehabilitation Project Report/Water Master Plan and intends to take actions on the Project in compliance with CEQA and state and local guidelines implementing CEQA; and

WHEREAS, the State Department of Water Resources Control Water Infrastructure Rehabilitation Project Report/Water Master Plan and its recommended projects will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the California Department of fish and Game Code.

WHEREAS, the comments received from the State Water Control Board were assessed and considered.

NOW, THEREFORE, BE IT RESOLVED, by the Clearlake Oaks County Water District Board of Directors that the Board does hereby make the following findings:

1. The District approves the Department of Water Resources Control Board Water Infrastructure Rehabilitation Project Report/Water Master Plan and Mapping Program and recommended rehabilitation projects.
2. The District has independently reviewed and analyzed the Revised Initial Study/Mitigated Negative Declaration and other information and comments in the record and has considered the information contained therein, prior to acting upon or approving the Project.
3. The original Initial Study/Mitigated Negative Declaration prepared for the USDA Water System Improvement Project (2014/15) and the DWR Water Infrastructure Rehabilitation Project /Water Master Plan and Mapping Program has been completed in compliance with CEQA and consistent with state and local guidelines implementing CEQA.
4. The Revised Initial Study/Mitigated Negative Declaration represents the independent judgment and analysis of the District as lead agency for the Project.
5. Within five days the District will file the attached Notice of Determination (NOD) with the State of California Office of Planning and Research along with the County Clerk of the County of Lake. The Board designates the General Manager at the Administrative Office located at 12952 E. Hwy 20 Clearlake Oaks, California as the custodian of documents and records of proceedings on which this decision is based; and that the Board does hereby approves the project(s) and adopt the Mitigation Monitoring and Reporting Program prepared for the Project(s). The Addendum to the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program are: (1) on file in the Office of the General Manager, located at 12952 E. Hwy 20 Clearlake Oaks, Ca and (2) available for inspection by any interested person.

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6.f.2

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 20th day of July 2017 by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Board Secretary

6.f.3

**Three Submitted Applications
to the
SWRCB DWSRF Grant Program
for
Various Water Master Plan Projects**

RFP Title: Drinking Water State Revolving Fund (DWSRF) - Construction

Submitting Organization: Clearlake Oaks County Water District

Submitting Division: Water Dept.

Project Title: Harvey Area Storage Tank, Booster Pump Station, Pipelines and Access Road Infrastructure Project

Project Description: The purpose of this project is to provide system-wide storage for meeting fire flows, improve service during outages in the western portion of the CLOCWD system and provide reliable water storage for CSA-16 Service Area (Paradise Cove). The estimated construction cost is \$1,120,384 and the overall project is comprised of the following components: • New Harvey 220,000 gallon welded steel tank and booster pump station • Approximately 575 LF of 12-inch water main and a 610 LF access road This project is to be constructed as a part of the existing CSA #16 Paradise Cove Water Project. This project included the construction 1.8-mile-long 8" pipeline running from Paradise Cove to the western edge of the District's water system (Harvey Blvd). Construction of this pipeline was completed in November of 2015 by LACOSAN. This pipeline will provide potable water to the communities of Paradise Cove and proposed Paradise Valley Ranch, as noted in Chpt.5 of the Water Master Plan

Water System ID: 1710001

District Office: Mendocino

APPLICANT DETAILS

Applicant Organization: Clearlake Oaks County Water District

Applicant Division: Water Dept.

Applicant Address: 12952 E. Highway 20 , P.O Box 709 , Ca - 95423

PROJECT LOCATION

Latitude : 39.026997 **Longitude:** -122.724416

Watershed: Clearlake/Cache Creek/ Sac River

County: Lake

Responsible Region Water Board : 5S Central Valley Sacramento Regional Water Board

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6-f.4

RFP Title: Drinking Water State Revolving Fund (DWSRF) - Construction

Submitting Organization: Clearlake Oaks County Water District

Submitting Division: Water

Project Title: CLOCWD Water Distribution System, Storage, and Booster Pump Station Infrastructure Project

Project Description: The purpose of this project is to provide a dependable water supply and eliminate current water losses exceeding 40% by replacing leaking and undersized water mains, provide adequate system-wide storage for meeting fire flows and peak flow requirements, and upgrade the internal tank coating of water storage tanks. The estimated construction cost is \$3,524,774 and the overall project is comprised of the following components: • Distribution system improvements that include the construction of new 6-inch to 12- inch mains to replace over 21,050 LF of old, leaking, and undersized water mains, including the replacement of services, hydrants, and blow-offs. • Construction of a new 210,000 gallon High Valley Tank and Booster Pump Station. • Re-coat the interior of the Shady Lane Tank This proposed project is as described within the Water Master Plan Project Report and is only a small component of the recommended system-wide improvements.

Water System ID: 1710001

District Office: Mendocino

APPLICANT DETAILS

Applicant Organization: Clearlake Oaks County Water District

Applicant Division: Water

Applicant Address: 12952 E. Highway 20 , P.O Box 709 , Ca - 95423

PROJECT LOCATION

Latitude : 39.027715 **Longitude:** -122.668282

Watershed: Clearlake/Cache Creek/ Sac River

County: Lake

Responsible Region Water Board : 5S Central Valley Sacramento Regional Water Board

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6.15

RFP Title: Drinking Water State Revolving Fund (DWSRF) - Construction

Submitting Organization: Clearlake Oaks County Water District

Submitting Division: Water

Project Title: CLOCWD Water Treatment Plant, Meter and Cross Connection Control Infrastructure Improvement Projects

Project Description: The purpose of this project is to provide for water treatment plant upgrades and cross-connection/backflow system devices to provide a safe and reliable treated drinking water meeting all safe drinking water standards, including THM removal measures. Also included is an upgraded and improved water meter system that will improve the overall operations efficiency and the ability to monitor water loses and improve the revenue stream for a cost-effective operation. The estimated construction cost is \$2,892,034 and the overall project is comprised of the following components/projects: • (2) new high-pressure zone service finish water pumps • THM removal system at the WTP • Clearwell improvements and renovations at the WTP • Pump House HVAC Installation Project • GAC Filter Media Replacement Project • Acid Feed Project • Shady Lane booster pump station

Water System ID: 1710001

District Office: Mendocino

APPLICANT DETAILS

Applicant Organization: Clearlake Oaks County Water District

Applicant Division: Water

Applicant Address: 12952 E. Highway 20 , P.O Box 709 , Ca - 95423

PROJECT LOCATION

Latitude : 39.019976 **Longitude:** -122.676204

Watershed: Clearlake/Cache Creek/ Sac River

County: Lake

Responsible Region Water Board : 5S Central Valley Sacramento Regional Water Board

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6.f.6

SECTION 7 – Recommended Capital Improvements Plan (w/ Revisions)

This section schedules the recommended improvements identified in **Section 5** as immediate, 5-year, 10- year, or 25-year projects. The schedule for the capital improvements was developed by prioritizing needs which would benefit the public’s health and safety, meet federal and state regulatory compliance, and accommodate growing demands.

Assumption: The State Water Resource Control Board Drinking Water State Revolving Fund (DWSRF)-Grant program has finalized their policies to establish grant and loan funding levels and policies for communities. For extreme disadvantage communities, a maximum (100%) grant funding level at \$5,000,000 per project, has been established. The policies also provide for a District being funded for potentially multiple projects.

It is in the best interest of the District to re-evaluate its project priorities as presented within the final draft of the Water Master Plan (WMP) and to take advantage of available funding from the DWSRF program.

Distribution of Water Master Plan Projects to Maximize Grant Funding: The most recent determination of project funding levels and the ability to now fund each project will independently allow the CLOCWD to maximize its ability to acquire 100% grant money.

The proposed project breakdown that will achieve this goal is as summarized in the Revised Project List below:

Improvement Project No. 1: Installation of the Harvey Tank and Booster Pump Station
Total Cost: \$ 1,625,000

Improvement Project No. 2: Water Storage Tanks and Distribution System Improvements
Total Cost: \$ 4,582,206

Improvement Project No. 3: WTP, AMI/Meter Retro-fit and Cross Connection Control Project
Total Cost: \$ 3,759,644

Total Project Costs (Grants): \$ 9,966,850



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6.F.7

Project Descriptions: To upgrade and improve the CLOCWD water system and implement recommendations as found within the WMP, the staff of CLOCWD and MC Engineering have re- evaluated and re-prioritized the water system project(s) list into three (3) separate large scale projects.

One important reason to separate the projects is due to the annexation of the Paradise Cove Area. Because consolidation of the Cove into the District is a high State priority, the new proposed Harvey Tank grant will receive fast track consideration. This is true even though the new water model justifies the tank and location for District needs.

MC Engineering also recognizes that the District, and potentially the County, have funding “short-falls”, and would not be able to fund a large-number of these very important and recommended projects.

All projects have been prioritized and will now be a part of the three large scale projects that will be submitted to the DWSRF for 100% funding, as noted, below in **Table 7.1**:

Table 7.1, Revised Project List from Water Master Plan (06-02-2017)

Improvement Project	Project Costs			
	Sub-Total (2016 Dollars)	Sub-Total (2017 Dollars)	Engr./Con (30%)	Total
No. 1 - Harvey Tank, Booster Pump Station, Pipelines and Access Road	\$933,653	\$1,250,000	\$375,000	\$1,625,000
No. 2- Water Storage Tanks and Distribution System Improvements	\$3,793,873	\$3,524,774	\$1,057,433	\$4,582,207
No. 3- Water Treatment Plant, AMI/Meter Retro-fit and Cross Connection Control Projects	\$2,835,737	\$2,892,034	\$867,611	\$3,759,645
Total Revised Project Cost	\$7,563,263	\$7,666,808	\$2,300,044	\$9,966,852

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G.F.8

7.1 Improvement Project No.1: Harvey Area Transmission Pipelines, Access Road, Water Tank and Booster Pump Station

This proposed project includes combining the Water Master Plan’s Harvey Water Storage Tank/Booster Pump Project with a portion of the Lake County’s Harvey Water Transmission Project within the Harvey Road service area. This will enable the CLOCWD to “fast-track” the construction of this project with 100% grant financing with no out-of-pocket cost to the District, this addresses a current funding “shortfall” for Harvey site work for the Lake County Harvey Transmission and Control Valve Project.

The justification for the State to “fast track” this project is that it is part of providing potable water to the Paradise Cove Area and to meet the conditions specified within the annexation agreement between Lake County and CLOCWD.

This State high-priority infrastructure will require completing the following tasks:

1. Complete the WMP and prepare three (3) Improvement Project applications. Complete the MND and environmental components by AES.
2. Prepare and submit AB 52 to Tribes for consideration and approval.
3. Acquire grant funds from the SWRCB DWSRF (prioritize projects).

The District will need to acquire prior approval from the SWRCB DWSRF staff for all costs associated with the submittal of the applications. These expenditures are necessary and require close coordination with SWRCB staff, and the County of Lake. A detailed description of the proposed improvements for **Improvement Project No. 1**, are as described below in **Table 7.2** through **Table 7.4**:

Table 7.2. Harvey Blvd. Tank and Booster Pump Station Project Costs

Improvement Needed	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase Plus Site and Access Rd. Revisions)(1)
Temporary Facilities	-	-
Site Work	\$44,830	\$80,000
Yard Piping	\$13,251	\$25,000
Hypochlorite Feed System	\$14,718	\$20,000
Electrical, Instrumentation, and Controls	\$103,972	\$127,000
Booster Pumps	\$92,972	\$120,000
Prefabricated Pump House	\$30,000	\$45,000
Welded Steel Tank ¹ - 220,000 gallons	\$280,250	\$350,000
Tank Foundation	\$53,760	\$65,000
PRV	By Others	By Others
Geotechnical	\$10,000	\$18,000
TOTAL	\$643,753	\$850,000

NOTE: (1) Certain line item costs were increased beyond the 20% inflationary increases

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6.7.9

*Table 7.3. Harvey Pipelines and Access Road Costs
(Station 0+00 Access Road to Station 5+75 Access Road & Proposed Road to Tank with Water Lines)*

	No./Amt	Unit Price	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)(1)
Demolition			NA	NA
Temporary Facilities w/ Mobilization & Testing		LS	\$7,000	\$18,200
Site Work (Erosion Control)		LS	\$5,000	\$6,000
Pipeline Construction (Access Rd-) COMMON	575 LF	\$140/LF	\$80,500	\$96,600
House Service Tees	3	\$2,500(EA)	\$7,500	\$9,000
Access Road Grading (610 LF)	12,500 SF	\$10/SF	\$101,200	\$125,000
Access Road Paving	10,000 SF	\$6/SF	\$43,700	\$60,000
PRV/Control Valve	NA	NA	NA	NA
Drainage Improvements (access road-culverts)	200	\$80/LF	\$8,000	\$16,000
Drainage Improvements (rip/rap v-ditch)	450	\$10/LF	\$4,500	\$30,000
Cut-off walls	5	\$2,500/EA	\$12,500	\$15,000
Geotechnical	LS	\$20,000	\$20,000	\$24,000
TOTAL			\$289,900	\$400,000

NOTE: (1) Other line item costs were increased including the 20% inflationary increases

Table 7.4. Cost Summary for Improvement Project No. 1

Project Description	Project Costs (2016 Dollar)	Project Cost (2017 Dollar)
Harvey Blvd. Tank and Booster Pump Station Project Costs - <i>Table 7-2</i>	\$643,753	\$850,000
Harvey Pipelines and Access Road Costs- <i>Table 7-3</i>	\$295,400	\$400,000
TOTAL PROJECT COST	\$939,153	\$1,250,000

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6.7.10

7.2 Improvement Project No.2: Water Storage Tanks and Distribution System Improvements

This potential grant includes the replacement of water mains, services, hydrants, pressure reducing valves, new booster pump stations and new and upgraded water storage tanks.

The District will need to acquire prior approval from the SWRCB for all costs associated with the submittal of the applications. These expenditures are necessary and require close coordination with SWRCB staff, and the County of Lake. A detailed description of the proposed improvements for **Improvement Project No. 2**, are as described below in **Table 7.5** through **Table 7.9**:

Table 7.5, High Valley Tank and Booster Pump Station Project Costs

Improvement Site: High Valley	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)
Demolition	-	-
Temporary Facilities	\$6,300	\$7,560
Site Work	\$59,196	\$71,035
Yard Piping	\$17,710	\$21,252
Hypochlorite Feed System	\$14,718	\$17,662
Electrical, Instrumentation, and Controls	\$77,972	\$93,566
Booster Pumps	\$99,222	\$119,066
Prefabricated Pump House	\$30,000	\$36,000
Welded Steel Tank ¹ - 210,000 gallons	\$246,600	\$295,920
Tank Foundation	\$60,950	\$73,140
Geotechnical	\$10,000	\$12,000
TOTAL	\$622,668	\$747,202

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6. Fall

Table 7.6. Cerrito Tank and Booster Station Project Costs

Improvement Site: Cerrito	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)
Demolition	\$5,001	\$6,001
Temporary Facilities	\$11,300	\$13,560
Site Work	\$24,456	\$29,347
Yard Piping	\$7,934	\$9,521
Hypochlorite Feed System	\$14,717	\$17,660
Electrical, Instrumentation, and Controls	\$60,000	\$72,000
Booster Pumps	\$79,222	\$95,066
Prefabricated Pump House	\$45,000	\$54,000
Welded Steel Tank ¹ – 103,000 gallons	\$211,750	\$254,100
Tank Foundation	\$46,775	\$56,130
Geotechnical	\$10,000	\$12,000
TOTAL	\$516,155	\$619,386

Table 7.7. Storage Tank (Coating) Corrosion Protection Project Costs

Tank	Item	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)
Shady Lane Tank	Internal Tank Renovation (immediate)	\$0	\$186,000
Pluth Tank	Tank Renovation (10-yr)	\$0	\$0
Konocti Tank	Tank Renovation (Immediate)- w/cathodic protection	\$164,800	\$11,760
TOTAL		\$164,800	\$197,760

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6A.12

Table 7.8, Distribution System Improvement Costs

Item	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)
Harvey Area (Replacement of backyard mains and all work excluding 8" lines to PRV at Hwy 20)	\$613,429	\$736,115
Keys Blvd Area (Replacing primarily 2" mains)	\$1,536,414	\$1,843,697
Plaza/Oak and Pine Area (Oak and Pine Street main replacements)	\$285,907	\$0
Pluth/Orchard Shores Services (Replacing under-sized older mains to improve firefighting abilities)	\$54,500	\$0
TOTAL	\$2,490,250	\$2,579,812
<i>NOTE: See attached table with identified mains (SECTION>>>>)</i>		

Table 7.9, Cost Summary for Improvement Project No. 2

Project Description	Project Costs (2016 Dollars)	Project Cost (2017 Dollar, 20% Increase)
High Valley Tank & Booster Pump Station - Table 7-5	\$622,668	\$747,202
Cerrito Tank and Booster Station - Table 7-6	\$516,155	\$0
Storage Tank (Coating) Corrosion Protection - Table 7-7	\$164,800	\$197,760
Distribution System Improvement - Table 7-8	\$2,490,250	\$2,579,812
TOTAL REVISED PROJECT COST	\$3,793,873	\$3,524,774

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6.1.13

7.3 Improvement Project No.3: Water Treatment Plant, Meters, and Cross Connection Control

This potential grant project includes improvements as recommended by the WMP, including water treatment plant improvements and the backflow/cross connection control program and the Shady Lane booster station.

The WTP improvements include only those Projects that were recommended for both the immediate and five-year (5yr) planning periods. As recommended within the WMP, the backflow/cross connection control project was considered a five-year (5yr) program and not an immediate project. This was due to a funding shortfall as recognized during the report preparation. SWRCB program guidelines now allow for projects to be separated with maximum grant funding limit of \$5,000,000 per project.

The District will need to acquire prior approval from the SWRCB DWSRF staff for all costs associated with the submittal of the applications. These expenditures are necessary and require close coordination with SWRCB staff, and the County of Lake.

A detailed description of the proposed improvements for **Improvement Project No. 3**, are as described below in **Table 7.10** through **Table 7.16**:

Table 7.10. Water Treatment Plant Improvement Projects (Immediate)

Project Summary Reference (Section 5)	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)
Ozone Generator (§5.2.1)	\$85,300	\$0
High Service Pumps VFD (§5.2.3)	\$79,900	\$95,880
High Service Pump 2 Replacement (§5.2.4)	-	-
THM Removal System (§5.2.6)	\$295,000	\$354,000
Clearwell Renovation (interior) and Cathodic Protection (§5.2.8)	\$128,500	\$154,200
Lab Equipment (§5.5.1)	\$18,000	\$0
TOTAL	\$606,700	\$604,080

Table 7.11. Water Treatment Plant Improvement Projects (5 yr.)

Project Summary Reference (Section 5)	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)
Equalization Tank (§5.2.5)	\$321,600	\$0
Clear-well Exterior Renovation (§5.2.8)	\$41,500	\$49,800
Clarifier Renovations (§5.2.8)	\$169,300	\$203,160
Pump House HVAC Installation Project (§5.5.2)	\$29,000	\$34,800
GAC Filter Media Replacement Project (§5.5.1)	\$72,000	\$86,400
Acid Feed Project (§5.2.7)	\$46,000	\$55,200
TOTAL	\$679,400	\$429,360

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6.7.14

Table 7.12, Shady Lane Booster Pump Station and Pump Building

Improvement Site: Shady Lane	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)
Demolition	\$3,000	\$3,600
Temporary Facilities	\$3,000	\$3,600
Site Work	\$20,324	\$24,389
Yard Piping	\$7,615	\$9,138
Hypochlorite Feed System	-	-
Electrical, Instrumentation, and Controls	\$71,472	\$85,766
Booster Pumps	\$86,722	\$104,066
Prefabricated Pump House	\$30,000	\$36,000
Welded Steel Tank	-	-
Tank Foundation	-	-
Geotechnical	\$10,000	\$12,000
TOTAL	\$232,133	\$278,560

Table 7.13. Backflow/Cross Connection Control Program Cost (5 yr.)

Line Item	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)
B9 Box (\$27.59)		
B9 Lid (\$19.86)		
B9 Extension (\$21.54)		
Crushed Rock (\$38.00)		
Febco LF825Y (\$249.99)		
Labor (\$350.00)		
Material Subtotal:	\$707	\$707
TOTALS (771 Backflow Installations = \$706.98 x 771)	\$545,082	\$654,098

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6.15

Table 7.14, Meter Replacements and AMI System Projects Costs

Item	Quantity	Cost (2016 Dollars)	Cost (2017 Dollars, 20% Increase)
Handheld Devices	0	\$3,236	\$3,883
Transmitters/Endpoints	1,955	\$184,748	\$221,697
Collectors	4	\$55,600	\$66,720
Repeaters	1	\$3,233	\$3,880
Head-End Hardware	0	\$0	\$0
MDM/AMI Software	1	\$2,838	\$3,405
Additional Analytical Software	1	\$3,883	\$4,660
Taxes		\$20,397	\$24,477
Training		\$4,219	\$4,219
Subtotal		\$278,154	\$332,941
:			
Vendors Project Mgmt. (15%):		\$41,723	\$49,941
Subtotal		\$319,877	\$382,882
Installation and Meter Retrofit			
Install Collectors	4	\$62,333	\$74,800
Install Repeaters	0	\$2,000	\$2,400
Purchase New Registers (HRE LCD)	1955	\$121,047	\$145,256
New 5/8" x 3/4" Meters	701	\$45,565	\$54,678
New Intermediate (1.5" and 2") Meters	3	\$3,000	\$3,600
Fire Rated Master Meters	5	\$60,000	\$72,000
Replace Lids	1955	\$68,425	\$82,110
Install Intermediate Meter and Endpoint	3	\$825	\$990
Install 5/8" Register, Meter, and Endpoint	701	\$45,565	\$54,678
Install Register and Endpoint Only	1251	\$43,785	\$52,542
Subtotal		\$452,545	\$543,054
TOTAL COST		\$772,422	\$925,936

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Table 7.15. Cost Summary for Improvement Project No. 3

Project Description	Project Costs (2016 Dollar)	Project Cost (2017 Dollar, 20% Increase)
WTP -Improvement Projects (Immediate) - <i>Table 7-10</i>	\$606,700	\$604,080
WTP Improvement Projects (5 yr.) - <i>Table 7-11</i>	\$697,400	\$429,360
Shady Lane Booster Pump Station - <i>Table 7-12</i>	\$232,133	\$278,560
Backflow Device Program Opinion of Construction Cost (5 yr.) - <i>Table 7-13</i>	\$545,082	\$654,098
Meter Replacements and AMI System Projects Costs - <i>Table 7-14</i>	\$772,422	\$925,936
TOTAL REVISED PROJECT COST	\$2,835,737	\$2,892,034

7.4 Summary of Improvement Projects No.1, No. 2, and No.3 (Revisions to 2017 Cost Estimates w/ Final Prioritization of Projects)

Table 7.16. Cost Summary for Improvement Project No. 1

Project Description	Project Costs (2016 Dollar)	Project Cost (2017 Dollar, 20% Increase)
Harvey Blvd. Tank and Booster Pump Station Project -Table 7-2	\$643,753	\$850,000
Harvey Pipelines and Access Road -Table 7- 3	\$295,400	\$400,000
TOTAL REVISED PROJECT COST	\$939,153	\$ 1,250,000

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Table 7.17. Cost Summary for Improvement **Project No. 2**

Project Description	Project Costs (2016 Dollars)	Project Cost (2017 Dollar, 20% Increase)
High Valley Tank & Booster Pump Station - <i>Table 7-5</i>	\$622,668	\$747,202
Cerrito Tank and Booster Station - <i>Table 7-6</i>	\$516,155	\$0
Storage Tank (Coating) Corrosion Protection - <i>Table 7-7</i>	\$164,800	\$197,760(1)
Distribution System Improvement - <i>Table 7-8</i>	\$2,490,250	\$2,579,812
TOTAL REVISED PROJECT COST	\$3,793,873	\$3,524,774

NOTES: (1) Storage tank corrosion costs reassigned to the Shady Lane Tank from the Knocti Tank

Table 7.18. Cost Summary for Improvement **Project No. 3**

Project Description	Project Costs (2016 Dollar)	Project Cost (2017 Dollar, 20% Increase)
WTP -Improvement Projects (Immediate) - <i>Table 7-10</i>	\$606,700	\$604,080
WTP Improvement Projects (5 yr.) - <i>Table 7-11</i>	\$697,400	\$429,360
Shady Lane Booster Pump Station - <i>Table 7-12</i>	\$232,133	\$278,560
Backflow Device Program Opinion of Construction Cost (5 yr.) - <i>Table 7-13</i>	\$545,082	\$654,098
Meter Replacements and AMI System Projects Costs - <i>Table 7-14</i>	\$772,422	\$925,936
TOTAL REVISED PROJECT COST	\$2,835,737	\$2,892,034

6.8.18

Table 7.19. Revised Project List from Water Master Plan (06-02-2017)

Improvement Project	Project Costs			Total
	Sub-Total (2016 Dollars)	Sub-Total (2017 Dollars)	Engr./Con (30%)	
No. 1 - Harvey Tank, Booster Pump Station, Pipelines and Access Road	\$933,653	\$1,250,000	\$375,000	\$1,625,000
No. 2- Water Storage Tanks and Distribution System Improvements	\$3,793,873	\$3,524,774	\$1,057,432	\$4,582,206
No. 3- Water Treatment Plant, AMI/Meter Retro- fit and Cross Connection Control Projects	\$2,835,737	\$2,892,034	\$867,610	\$3,759,644
TOTAL REVISED PROJECT COST		\$7,537,192	\$2,261,157	\$9,966,850

NOTES: Yellow indicates revised line item cost(s) along w/ other project/site revisions, specifically for the Harvey tank site and access road



RECEIVED



EDMUND G. BROWN JR.
GOVERNOR

MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

Central Valley Regional Water Quality Control Board

RECEIVED

JUL 1 8 00

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

6.7.19

5 July 2017

Alan Gardner
Clearlake Oaks County Water District
12952 California Highway 20
Clearlake Oaks, CA 95423

CERTIFIED MAIL
91 7199 9991 7036 7027 1908

COMMENTS TO REQUEST FOR REVIEW FOR THE REVISED MITIGATED NEGATIVE DECLARATION, REVISED WATER INFRASTRUCTURE REHABILITATION PROJECT, SCH# 2014042074, LAKE COUNTY

Pursuant to the State Clearinghouse's 13 June 2017 request, the Central Valley Regional Water Quality Control Board (Central Valley Water Board) has reviewed the *Request for Review for the Revised Mitigated Negative Declaration* for the Revised Water Infrastructure Rehabilitation Project, located in Lake County.

Our agency is delegated with the responsibility of protecting the quality of surface and groundwaters of the state; therefore our comments will address concerns surrounding those issues.

I. Regulatory Setting

Basin Plan

The Central Valley Water Board is required to formulate and adopt Basin Plans for all areas within the Central Valley region under Section 13240 of the Porter-Cologne Water Quality Control Act. Each Basin Plan must contain water quality objectives to ensure the reasonable protection of beneficial uses, as well as a program of implementation for achieving water quality objectives with the Basin Plans. Federal regulations require each state to adopt water quality standards to protect the public health or welfare, enhance the quality of water and serve the purposes of the Clean Water Act. In California, the beneficial uses, water quality objectives, and the Antidegradation Policy are the State's water quality standards. Water quality standards are also contained in the National Toxics Rule, 40 CFR Section 131.36, and the California Toxics Rule, 40 CFR Section 131.38.

The Basin Plan is subject to modification as necessary, considering applicable laws, policies, technologies, water quality conditions and priorities. The original Basin Plans were adopted in 1975, and have been updated and revised periodically as required, using Basin Plan amendments. Once the Central Valley Water Board has adopted a Basin Plan amendment in noticed public hearings, it must be approved by the State Water Resources Control Board (State Water Board), Office of Administrative Law (OAL) and in some cases,

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the United States Environmental Protection Agency (USEPA). Basin Plan amendments only become effective after they have been approved by the OAL and in some cases, the USEPA. Every three (3) years, a review of the Basin Plan is completed that assesses the appropriateness of existing standards and evaluates and prioritizes Basin Planning issues.

For more information on the *Water Quality Control Plan for the Sacramento and San Joaquin River Basins*, please visit our website:
http://www.waterboards.ca.gov/centralvalley/water_issues/basin_plans/.

Antidegradation Considerations

All wastewater discharges must comply with the Antidegradation Policy (State Water Board Resolution 68-16) and the Antidegradation Implementation Policy contained in the Basin Plan. The Antidegradation Policy is available on page IV-15.01 at:
http://www.waterboards.ca.gov/centralvalleywater_issues/basin_plans/sacsjr.pdf

In part it states:

Any discharge of waste to high quality waters must apply best practicable treatment or control not only to prevent a condition of pollution or nuisance from occurring, but also to maintain the highest water quality possible consistent with the maximum benefit to the people of the State.

This information must be presented as an analysis of the impacts and potential impacts of the discharge on water quality, as measured by background concentrations and applicable water quality objectives.

The antidegradation analysis is a mandatory element in the National Pollutant Discharge Elimination System and land discharge Waste Discharge Requirements (WDRs) permitting processes. The environmental review document should evaluate potential impacts to both surface and groundwater quality.

II. Permitting Requirements

Construction Storm Water General Permit

Dischargers whose project disturb one or more acres of soil or where projects disturb less than one acre but are part of a larger common plan of development that in total disturbs one or more acres, are required to obtain coverage under the General Permit for Storm Water Discharges Associated with Construction Activities (Construction General Permit), Construction General Permit Order No. 2009-009-DWQ. Construction activity subject to this permit includes clearing, grading, grubbing, disturbances to the ground, such as stockpiling, or excavation, but does not include regular maintenance activities performed to restore the original line, grade, or capacity of the facility. The Construction General Permit requires the development and implementation of a Storm Water Pollution Prevention Plan

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(SWPPP).

For more information on the Construction General Permit, visit the State Water Resources Control Board website at:

http://www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml.

Phase I and II Municipal Separate Storm Sewer System (MS4) Permits¹

The Phase I and II MS4 permits require the Permittees reduce pollutants and runoff flows from new development and redevelopment using Best Management Practices (BMPs) to the maximum extent practicable (MEP). MS4 Permittees have their own development standards, also known as Low Impact Development (LID)/post-construction standards that include a hydromodification component. The MS4 permits also require specific design concepts for LID/post-construction BMPs in the early stages of a project during the entitlement and CEQA process and the development plan review process.

For more information on which Phase I MS4 Permit this project applies to, visit the Central Valley Water Board website at:

http://www.waterboards.ca.gov/centralvalley/water_issues/storm_water/municipal_permits/.

For more information on the Caltrans Phase I MS4 Permit, visit the State Water Resources Control Board at:

http://www.waterboards.ca.gov/water_issues/programs/stormwater/caltrans.shtml.

For more information on the Phase II MS4 permit and who it applies to, visit the State Water Resources Control Board at:

http://www.waterboards.ca.gov/water_issues/programs/stormwater/phase_ii_municipal.shtml

Industrial Storm Water General Permit

Storm water discharges associated with industrial sites must comply with the regulations contained in the Industrial Storm Water General Permit Order No. 2014-0057-DWQ.

For more information on the Industrial Storm Water General Permit, visit the Central Valley Water Board website at:

http://www.waterboards.ca.gov/centralvalley/water_issues/storm_water/industrial_general_permits/index.shtml.

¹ Municipal Permits = The Phase I Municipal Separate Storm Water System (MS4) Permit covers medium sized Municipalities (serving between 100,000 and 250,000 people) and large sized municipalities (serving over 250,000 people). The Phase II MS4 provides coverage for small municipalities, including non-traditional Small MS4s, which include military bases, public campuses, prisons and hospitals.

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Clean Water Act Section 404 Permit

If the project will involve the discharge of dredged or fill material in navigable waters or wetlands, a permit pursuant to Section 404 of the Clean Water Act may be needed from the United States Army Corps of Engineers (USACOE). If a Section 404 permit is required by the USACOE, the Central Valley Water Board will review the permit application to ensure that discharge will not violate water quality standards. If the project requires surface water drainage realignment, the applicant is advised to contact the Department of Fish and Game for information on Streambed Alteration Permit requirements.

If you have any questions regarding the Clean Water Act Section 404 permits, please contact the Regulatory Division of the Sacramento District of USACOE at (916) 557-5250.

Clean Water Act Section 401 Permit – Water Quality Certification

If an USACOE permit (e.g., Non-Reporting Nationwide Permit, Nationwide Permit, Letter of Permission, Individual Permit, Regional General Permit, Programmatic General Permit), or any other federal permit (e.g., Section 10 of the Rivers and Harbors Act or Section 9 from the United States Coast Guard), is required for this project due to the disturbance (i.e., discharge of dredge or fill material) of waters of the United States (such as streams and wetlands), then a Water Quality Certification must be obtained from the Central Valley Water Board prior to initiation of project activities. There are no waivers for 401 Water Quality Certifications.

Waste Discharge Requirements (WDRs)

Discharges to Waters of the State

If USACOE determines that only non-jurisdictional waters of the State (i.e., "non-federal" waters of the State) are present in the proposed project area, the proposed project may require a Waste Discharge Requirement (WDR) permit to be issued by Central Valley Water Board. Under the California Porter-Cologne Water Quality Control Act, discharges to all waters of the State, including all wetlands and other waters of the State including, but not limited to, isolated wetlands, are subject to State regulation.

Land Disposal of Dredge Material

If the project will involve dredging, Water Quality Certification for the dredging activity and Waste Discharge Requirements for the land disposal may be needed.

Local Agency Oversight

Pursuant to the State Water Board's Onsite Wastewater Treatment Systems Policy (OWTS Policy), the regulation of septic tank and leach field systems may be regulated under the local agency's management program in lieu of WDRs. A county environmental health department may permit septic tank and leach field systems designed for less than 10,000 gpd. For more information on septic system regulations, visit the Central Valley Water Board's website at:

http://www.waterboards.ca.gov/centralvalley/water_issues/owts/sb_owts_policy.pdf

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For more information on the Water Quality Certification and WDR processes, visit the Central Valley Water Board website at:

http://www.waterboards.ca.gov/centralvalley/help/business_help/permit2.shtml.

Dewatering Permit

If the proposed project includes construction or groundwater dewatering to be discharged to land, the proponent may apply for coverage under State Water Board General Water Quality Order (Low Risk General Order) 2003-0003 or the Central Valley Water Board's Waiver of Report of Waste Discharge and Waste Discharge Requirements (Low Risk Waiver) R5-2013-0145. Small temporary construction dewatering projects are projects that discharge groundwater to land from excavation activities or dewatering of underground utility vaults. Dischargers seeking coverage under the General Order or Waiver must file a Notice of Intent with the Central Valley Water Board prior to beginning discharge.

For more information regarding the Low Risk General Order and the application process, visit the Central Valley Water Board website at:

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2003/wqo/wqo2003-0003.pdf

For more information regarding the Low Risk Waiver and the application process, visit the Central Valley Water Board website at:

http://www.waterboards.ca.gov/centralvalley/board_decisions/adopted_orders/waivers/r5-2013-0145_res.pdf

Regulatory Compliance for Commercially Irrigated Agriculture

If the property will be used for commercial irrigated agricultural, the discharger will be required to obtain regulatory coverage under the Irrigated Lands Regulatory Program. There are two options to comply:

- 1. Obtain Coverage Under a Coalition Group.** Join the local Coalition Group that supports land owners with the implementation of the Irrigated Lands Regulatory Program. The Coalition Group conducts water quality monitoring and reporting to the Central Valley Water Board on behalf of its growers. The Coalition Groups charge an annual membership fee, which varies by Coalition Group. To find the Coalition Group in your area, visit the Central Valley Water Board's website at: http://www.waterboards.ca.gov/centralvalley/water_issues/irrigated_lands/app_approval/index.shtml; or contact water board staff at (916) 464-4611 or via email at IrrLands@waterboards.ca.gov.
- 2. Obtain Coverage Under the General Waste Discharge Requirements for Individual Growers, General Order R5-2013-0100.** Dischargers not participating in a third-party group (Coalition) are regulated individually. Depending on the specific site conditions, growers may be required to monitor runoff from their property, install monitoring wells, and submit a notice of intent, farm plan, and other

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action plans regarding their actions to comply with their General Order. Yearly costs would include State administrative fees (for example, annual fees for farm sizes from 10-100 acres are currently \$1,084 + \$6.70/Acre); the cost to prepare annual monitoring reports; and water quality monitoring costs. To enroll as an Individual Discharger under the Irrigated Lands Regulatory Program, call the Central Valley Water Board phone line at (916) 464-4611 or e-mail board staff at IrrLands@waterboards.ca.gov.

Low or Limited Threat General NPDES Permit

If the proposed project includes construction dewatering and it is necessary to discharge the groundwater to waters of the United States, the proposed project will require coverage under a National Pollutant Discharge Elimination System (NPDES) permit. Dewatering discharges are typically considered a low or limited threat to water quality and may be covered under the General Order for *Dewatering and Other Low Threat Discharges to Surface Waters* (Low Threat General Order) or the General Order for *Limited Threat Discharges of Treated/Untreated Groundwater from Cleanup Sites, Wastewater from Superchlorination Projects, and Other Limited Threat Wastewaters to Surface Water* (Limited Threat General Order). A complete application must be submitted to the Central Valley Water Board to obtain coverage under these General NPDES permits.

For more information regarding the Low Threat General Order and the application process, visit the Central Valley Water Board website at:

http://www.waterboards.ca.gov/centralvalley/board_decisions/adopted_orders/general_orders/r5-2013-0074.pdf

For more information regarding the Limited Threat General Order and the application process, visit the Central Valley Water Board website at:

http://www.waterboards.ca.gov/centralvalley/board_decisions/adopted_orders/general_orders/r5-2013-0073.pdf

NPDES Permit

If the proposed project discharges waste that could affect the quality of the waters of the State, other than into a community sewer system, the proposed project will require coverage under a National Pollutant Discharge Elimination System (NPDES) permit. A complete Report of Waste Discharge must be submitted with the Central Valley Water Board to obtain a NPDES Permit.

For more information regarding the NPDES Permit and the application process, visit the Central Valley Water Board website at:

http://www.waterboards.ca.gov/centralvalley/help/business_help/permit3.shtml

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Revised Water Infrastructure
Rehabilitation Project
Lake County

- 7 -

5 July 2017

6.7.25

If you have questions regarding these comments, please contact me at (916) 464-4644 or
Stephanie.Tadlock@waterboards.ca.gov.



Stephanie Tadlock
Environmental Scientist

cc: State Clearinghouse unit, Governor's Office of Planning and Research, Sacramento

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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

6.9

Consumer Claim For Resolution Form

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): Hans & Mariana Witsch
Claimants(s) Address: 13116 Venus Village

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:
stelkis@comcast.net

Date and time of the incident: was continuous

Where the incident(s) occurred: inside home

Description of the incident: see attached

Description of injury, damage and/or loss: see attached

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

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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.g.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:

Request for relief on bill
June 397⁴³ > consumption \$300¹⁵

See attached 7/14/17

Signature

Date

note will add addit. consumption
after 7/14 meter read
Request includes that
✓

Office Use Only

Date Received:

7/14/17

By:

GM

Claim Resolved

Yes

No

If Yes, what was the result:

Claim Denied:

Yes

No

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Alan Gardner

6.9.2

From: stelkis@comcast.net
Sent: Thursday, July 13, 2017 6:47 PM
To: generalmanager@clowd.org
Cc: Elke Mckeown; Marianne Witsch
Subject: Att. Alan Gardener_concerning_Acc. #1564_13116 Venus Village, Clear Lake Oaks
Attachments: ClearLake Oaks.jpg

Hello Alan,
Per our discussion, please find attached the letter concerning
Hans & Marianne Witsch
Acc. #1564_13116 Venus Village, Clear Lake Oaks

We would greatly appreciate it, if you could please present our letter to the Board of Clearlake Oaks
County Water District,
for consideration.

We are very hopeful, and appreciate your efforts,
Thank you,
Marianne Witsch

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Dear board of Clearlake Oaks County Water District
and all whom this may concern..

6.9.3

We are writing this letter to ask for a water overage forgiveness; (to explain),

On 6/13/2017 one of your water meter readers went out to our property, located at 13116 Venus Village, Clearlake Oaks, CA 95423, Account #1564, where he found that the water meter was running excessively. He said that he had gone to the front door and found that there was water coming out from underneath. He made the decision to turn off the water to the house at the front shut off valve. (Which we now know also had a problem and did not shut off completely). (Unfortunately he did not turn off the main which would have help tremendously to stop the water from continuing to empty into our home). He took the information back to the water company where a letter was transcribed on 6/15/2017 and mailed out to us, to the address they have on file.

The letter arrived to us within a week later. We made arrangements to go to the property in question, only to find that once we opened the door the water under the kitchen sink had burst and ridicules amounts of water had flooded our entire home.

As you most likely have figured out at this point, we have suffered a tremendous loss. Most everything in the home has been destroyed. The walls in the home have soaked up as much water as they could hold and all floors, showers, baths, carpet, cabinets, furniture and many of our personal belongings have been destroyed. Upon our arrival, we called the water company to come out and turn off the main, to stop the flow of water into the house. We called out a plumber to fix the pipes under the sink and the shut off valve. We then called the emergency service and asbestos/black mold abatement companies, who have now begun gutting out our beautiful property and we are devastated. Once fixed we called the water company out again to turn the main back on which in itself was a cost of \$150.00, which we can't afford.

We now have receive a bill and are expecting the second half to come soon and have spoken with Alan Gardner, supervisor of the water company, about lightening our heavy load by assisting us with a water forgiveness for the service from 5/15/17 to 7/13/17. He has shared that it would be out of his control to give us any discounts when it comes to our water service with you.


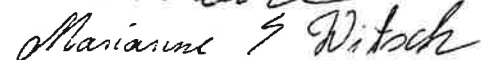
I have shared that I am 82 years old and my husband is 85. Neither of us have an income any longer and barely live month to month with the very small social security that we receive. my husband has recently also had a lot of costly health problems from which he is still recovering. Needless to say, with this added expense, we will have even less to work with, which becomes even more of a loss in our personal lives.

We have such a hard time to make ends meet and hope there is a possibility that you can help.

We ask you, to please consider our circumstances and thank you in advance for any consideration you can give to us.

Sincerely,

Hans and Marianne Witsch.

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