

**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

DECEMBER 20, 2018

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

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

- Mrs. Dianna Mann – Interim General Manager Mrs. Olivia Mann - Secretary of 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. Lead Distribution Operator
 - c. Water Plant Chief Operator
 - d. Wastewater Plant Chief Operator
 - e. General Manager
2. **Financial Reports for review and approval**
 - a. November 2018, QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 11-15-18

4. Bills

- a. MC Engineering Invoice No. 1686, dated 12/05/18, in the amount of \$15,129.66 for the Sewer Infrastructure and Design
- b. MC Engineering Invoice No. 1689, dated 12/05/18, in the amount of \$11,107.55 for the USDA Project

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and update from CSA 16 committee regarding annexation progress

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of opening two additional bank accounts for Paradise Cove, one for escrow and the other for their CRP

Action Taken: _____

- b. Discussion and consideration of implementing an elevation rate

Action Taken: _____

- b. Discussion and consideration of purchasing Pro-Pac 9890 Polymer Coagulant/ Filter Aid from NTU Technologies in the amount of \$8,279.04

Action Taken: _____

- c. Discussion and consideration of purchasing two (2) flow meters for Filters #2 and #3 from Telstar Instruments in the amount of \$9,793.66

Action Taken: _____

- d. Discussion and consideration of mobile home park billing tier allotments

Action Taken: _____

- e. Discussion and consideration of Resolution 18-13 to amend the Employee Handbook

Action Taken: _____

- f. Discussion and consideration of Policy Pertaining to Restoration of Services (For Delinquent Accounts)

Action Taken: _____

- g. Discussion and consideration of Resolution 18-14 adopting a policy for installment payments for delinquent accounts

Action Taken: _____

h. Discussion and consideration of nominations and elections of Board President and Vice President

Action Taken: _____

Closed Session

Time: _____

- a. Personnel Appointment: General Manager
- b. Anticipated Litigation: One Case

Open Session

Time: _____

Action Taken in Closed Session: _____

Adjournment

Time: _____

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)

December 20th, 2018 - Board Letter

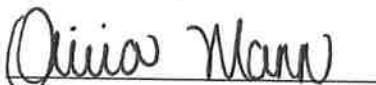
Billing Department

- ∂ We are in the final stage with our new billing software! The billing this month will be ran on both programs in hopes to have minimal hiccups and drop CBSW by the end of this year. This process has taken longer than anticipated, but we are eager for the new advances available for our customers.
- ∂ Received \$1619.00 in payments towards our <120 Aged Receivables this past month, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts.
- ∂ Prepared & mailed 19 collection letters and refunded customers with an outstanding credit. Since the letters were mailed two weeks ago, we have had 3 accounts pay their full balance.
- ∂ Working on the mobile home park billing for all accounts to ensure consumption accuracy, this is also a line item on the agenda to be discussed in more detail.
- ∂ All Paradise Valley APN folders have been created and are ready to be inputted as new accounts, I will set up the accounts as meters are installed.

Front Office

- ∂ Our alarm permits have been sent to the lake County Sheriff's Office for approval and update. We now have schematics of all 3 locations and will be laminating those to keep at each location for safety and emergencies.
- ∂ Currently preparing for all end of year reports, filing, folders, etc.
- ∂ Dianna and I both have successfully completed our Distribution & Collection semester class, we are enrolling in the Advanced Distribution & Collection class for next semester.

Respectfully,



Olivia Mann

Customer Service Lead

**Clearlake Oaks County Water District
Distribution & Collection**

December 20, 2018

Boil Water Notices:

- None to Report

Leaks Repaired:

- 11/06/2018 – 12518 Oak Street, service line, 10 gpm
- 11/07/2018 – 12915 5th Street, service line, 5 gpm
- 11/19/2018 – 10741 E. Highway 20, service line, .5 gpm
- 11/28/2018 – 13828 Grape Circle, service line, 6 gpm

Miscellaneous:

- William and Moyses both obtained their Class B permits with air brake and tank endorsements
- We made entry to Lift Station 7 multiple times this month due to dish rags, socks and wipes clogging the pumps.
- No Sewer spill to report

Respectfully,

Jeremy Backus
Lead DC Operator

WATER TREATMENT PLANT

The activity at the plant is slowly but surely moving forward to correct the many issues we encountered back in late August, and several new and unexpected issues. Below I have listed the work items and their current status.

1. HARVEY VAULT- All the parts to do the work to install a remote Chlorine monitoring/Injection station have been ordered and have begun to be delivered. We are still waiting for permission to enter the vault and start our work.
2. OZONE PROCESS- The new Ozone generator has been installed and is operational in place of the old Ozone Generator. We will be shipping the other generator to Pacific Ozone in Bencia for reconditioning as soon as we have finalized shipping arrangements.
3. MULTI-MEDIA FILTERS 2 & 3-Are still out of service, when we went to do our final Backwash and bacterial testing, we were unable to finish the Backwash because both flowmeters failed to operate properly causing SCADA to transmit the wrong commands to the pumps. We have requested quotes for replacing both Flowmeters.
4. HIGH SERVICE PUMP #1-Has been repaired and should be installed the week of December 17th. The pump will not be operational until we have ordered and installed a new VFD which the Board approved in September.
5. FILTER 1 BACKWASH ACTUATORS-This work has been put on hold until the Flowmeters for Filter 2 and 3 can be replaced and the filters can be put back on-line. We have requested a quote from TelStar for this work.
6. FLASH MIXER-The Flash Mixer is scheduled to be installed the week of December 17th.
7. SCADA CONNECTIONS FOR OZONE MONITORING-This work item should be completed in the first couple of weeks in January 2019.

I will be attending the regular board meeting to answer any questions or concerns regarding the Water Treatment Plant or the District.

Daniel Larson

Chief Plant Operator-WTP

Clearlake Oaks County Water District

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
DECEMBER 2018

Reporting Period: November 2018
From: Francisco Castro, CPO
To: Clearlake Oaks County Water District Board of Directors
December 14, 2018

The flows to the wastewater plant for the month of November were 7.543 MG averaging 243,000 gallons a day. The total discharge volume was 6.993 MG averaging 226,000 gallons a day. This averaged at a total of 157 GPM. All effluent discharged was in compliance with our WDR permit. Clearlake averaged at .91" Rumsey Gauge. We received a total of 4.30" of rain during this month.

On November 11th the new clarifier was put online. As of present time we are still monitoring the effects and changes that this new structure has brought to our process at the plant. According to our coliform results, since start up and to present time everything has been good. We are waiting to see the effects that we might see on our BODs. Due to the extra volume in this structure our MCRT has increased which is one of our major changes at the plant. Our RAS rate has been another change that we have experienced. As expected our WAS has changed as well. We will continue to do our proper adjustments to continue achieving our compliance with the state. This will take some time and during the season changes we will continue to see other effects. As time progresses I will continue to report on any adverse change, if any, during this transition at the plant.

Ground Water Monitoring 4th Quarter was performed on the 29th with our professional geologist present. We were able to sample well #1 and #3. Well #2 did not provide enough water to sample this quarter. I will update results and recommendations on next board letter. On the 20th we sampled our Annual Supply Water and on the 8th we sampled our effluent for standard minerals as asked by the state. These results will be included in the annual report for 2018.

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

Thank you,
Francisco Castro/CPO

Clearlake Oaks County Water District

December 20, 2018

Another month already in the books, and now we are facing a new year.

Our ribbon cutting ceremony was a big success and I believe everyone enjoyed the celebration with good food. Again, I would like to thank MC Engineering and T & S Construction for the catered lunch.

CSA 16 is definitely making progress and Paradise Valley should have water by mid-January. Jan with Special Districts has petitioned the LAFCO Board for a two month extension, however, I am hoping we will not need it. Better to be safe than sorry. Again, I would like to thank our Ad Hoc committee for all their hard work.

Hopefully by meeting time, if not shortly after, I will have a report for the improvements on Jensen Road.

The Ad Hoc committee and PG&E has met again regarding relocating the power at Lift Station 10, and we are now waiting to hear back from PG&E on cost and options. Once we hear back, the committee will call a meeting with the landowner to further discuss.

I would like to thank Dan Larson for all his hard work on updating and revising numerous State plans. We now have five approved and returned to the District. Some plans had not been updated since 2003 and the State has expressed their excitement regarding the forward progress of the District.

Speaking of State, our water permit will be amended to show the additional chlorine injection port that will be located at the Harvey Vault to ensure proper disinfection of the pipeline to Paradise Valley, this however, will still keep us a T-3 facility.

The new Kubota Diesel 4x4 was delivered to the Waste Plant on 12/12, bringing with it some big smiles from Staff.

As you will notice, the budget is a little higher than the projected percentage. Our annual memberships and annual permit costs all come due at once, and all have all been paid, the projected percentages will even out over the next couple of months. In addition, as discussed last month, safety and security is running high due to our new hires that require boots, pants, and Hep B shots.

The staff's holiday potluck was held on 12/14 and again everyone enjoyed some amazing food.

GRANTS:

- ❖ Notice to proceed was issued to T& S Construction for the Lift Station Project and an Award of Bid was issued to T & S Construction for the Infrastructure Rehabilitation Project. We expect a construction schedule for the Lift Stations within the next week or two.
- ❖ USDA Wastewater Treatment Project: T & S Construction was provided with a final punch list and will be receiving their retention upon its completion.

I would like to thank the staff for all their hard work and I'm looking forward to a bright and productive new year. I would like to take this time to wish everyone a joyous and safe holiday season!

Respectfully Submitted,
Dianna Mann
Interim General Manager

1:17 PM

12/13/18

Accrual Basis

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

	<u>Nov 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	2,356,730.23
Accounts Receivable	-6.00
Other Current Assets	782,980.34
Total Current Assets	<u>3,139,704.57</u>
Fixed Assets	9,709,045.34
TOTAL ASSETS	<u><u>12,848,749.91</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	636,098.81
Credit Cards	5,185.11
Other Current Liabilities	989,510.80
Total Current Liabilities	<u>1,630,794.72</u>
Total Liabilities	1,630,794.72
Equity	<u>11,217,955.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,848,749.91</u></u>

1:18 PM
 12/13/18
 Accrual Basis

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

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	643,969.03
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 101... CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS ...	959,694.37
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WA...	1,148,694.37
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AM...	88.98
102.02 · CRP Water - 6990	226,034.98
102.03 · CRP Sewer - 3745	337,742.87
Total Checking/Savings	2,356,730.23
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013...	21,680.00
130 · Const In Progress - Studies	120,577.71
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WA...	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WA...	74,033.00
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 105...	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - ...	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS ...	23,357.00
Total Other Current Assets	782,980.34
Total Current Assets	3,139,704.57
Fixed Assets	
128 · Sewer Infrastructure & Rehab Proj (Phase 1 was the installat...	235,726.26
121 · Wtr Dist & Wtr Storage Projects (Replacement or installati...	
121.1 · Sidewalk Project - District Exp	126,933.30
121 · Wtr Dist & Wtr Storage Projects (Replacement or install...	131,829.77
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or ins...	258,763.07
131 · Waste Water Plant	
131.1 · Pumps/Equipment	10,431.31
131 · Waste Water Plant - Other	3,054.37
Total 131 · Waste Water Plant	13,485.68
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	1,126,339.02
127 · Water Plant	
127.2 · Harvy Vault Chlor Inject Proj	540.43
127.1 · Repair of Major Equipment	26,709.14
127 · Water Plant - Other	230,489.46
Total 127 · Water Plant	257,739.03
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - ...	1,925,411.35
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	9,906.16
120.75 · SCADA	5,036.50
120.90 · Vehicles/Generators/Trailers	5,234.23
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	18,090.63
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)	1,963,678.87

1:18 PM

12/13/18

Accrual Basis

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

	Nov 30, 18
122 · Bldgs/Grounds Cap Improvements	8,539,547.59
124 · D/C System Cap Improvements (COLLECTION SYSTEM - ...	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	47,665.07
Total 124.30 · Lift Stations	113,707.30
124.50 · Mains	14,938.73
124.60 · Meters	2,175.08
124.90 · Water Tanks	7,965.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM...	3,165,315.72
Total 124 · D/C System Cap Improvements (COLLECTION SYST...	3,304,101.87
125 · Land - Dist. Cap. Improvements	300,385.50
129 · ALLOW. FOR DEPRECIATION	-7,544,320.40
Total Fixed Assets	9,709,045.34
TOTAL ASSETS	12,848,749.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS...	636,098.81
Total Accounts Payable	636,098.81
Credit Cards	
210 · Cal Card	
210-09 · Cal Card - Francisco - 5855	1,460.23
210-08 · Cal Card - Dan - 5848	396.45
210-07 · Cal-Card - Jeremy - 5863 (Jeremy Backus - 5863)	3,328.43
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,622.74
Total 210 · Cal Card	5,185.11
Total Credit Cards	5,185.11
Other Current Liabilities	
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to ma...	-322.01
280 · Loan	
280.07 · Bridge Loan for Forced Main (will be reimburs...	496,126.20
280.05 · USDA Bridge Loan (Bridge loan until USDA fun...	466,000.00
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	964,933.49
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments ...	746.97
221 · Health Ins - EE Portion - Other	1,161.68
Total 221 · Health Ins - EE Portion	1,908.65
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNIS...	1,895.77
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW...	-5,694.50
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - N...	-3,798.73
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL S...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYA...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDER...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PA...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY...	-1,283.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL ...	-3,374.02

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1:18 PM

12/13/18

Accrual Basis

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

	Nov 30, 18
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTION...	695.67
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPE...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amou...	-17,388.30
Total Other Current Liabilities	989,510.80
Total Current Liabilities	1,630,794.72
Total Liabilities	1,630,794.72
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030...	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup ...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the c...	4,671,801.99
Net Income	209,825.28
Total Equity	11,217,955.19
TOTAL LIABILITIES & EQUITY	12,848,749.91

12:45 PM

Clearlake Oaks County Water District

Profit and Loss

12/13/18

Accrual Basis

July through November 2018

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL
Income					
Income					
410 · Client Reg Pmt	0.00	0.00	394,300.87	495,783.86	890,084.73
430 · Penalty & Interest	0.00	0.00	7,193.18	7,943.84	15,137.02
440 · Misc Revenue	0.00	0.00	2,607.05	8,013.62	10,620.67
450 · Other - Non S/W Rev	0.00	0.00	23,005.91	23,193.26	46,199.17
Total Income	0.00	0.00	427,107.01	534,934.58	962,041.59
Total Income	0.00	0.00	427,107.01	534,934.58	962,041.59
Gross Profit	0.00	0.00	427,107.01	534,934.58	962,041.59
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	166,042.45	50,408.28	83,264.44	81,288.88	381,004.05
520 · FICA - District Share	14,453.12	3,680.45	6,082.94	6,208.80	30,425.31
530 · Medical Ins - Dist Share	25,799.42	7,806.28	19,945.64	9,622.38	63,173.72
540 · PERS - District Share	17,458.34	7,881.43	14,172.36	8,731.19	48,243.32
560 · Workers Comp Ins	2,989.02	4,140.46	6,330.42	7,675.80	21,135.70
Total Salaries & EE Benefits	226,742.35	73,916.90	129,795.80	113,527.05	543,982.10
Services & Supplies					
610 · Bank Fees	7,568.67	0.00	0.00	0.00	7,568.67
620 · Communications & Internet	3,327.08	0.00	3,793.11	3,547.54	10,667.73
622 · Board Exp	4,587.01	0.00	0.00	0.00	4,587.01
630 · Equip - Office	1,224.29	0.00	171.82	670.91	2,067.02
640 · Fuel & Oil	0.00	568.74	2,266.99	1,288.95	4,124.68
645 · Insurance	0.00	0.00	22,272.50	22,272.50	44,545.00
657 · Lab	0.00	0.00	5,605.87	10,202.70	15,808.57
660 · Memberships & Subscription	675.34	0.00	26,742.94	9,995.89	37,414.17
665 · Mileage Reimb	585.67	0.00	0.00	0.00	585.67
670 · Postage & Shipping	5,453.36	0.00	56.19	25.69	5,535.24
675 · Professional Services	22,555.09	0.00	3,151.74	2,760.00	28,466.83
685 · Rents	4,240.50	0.00	5,853.54	0.00	10,094.04
690 · Safety & Security	1,035.87	2,383.84	2,988.30	4,851.91	11,259.92
700 · Tools & Instruments	0.00	501.14	214.64	1,327.11	2,042.89
703 · Supplies - Clothing & Personal	183.35	1,186.06	1,841.79	1,355.45	4,566.65
705 · Supplies - Office	2,945.28	211.18	715.47	754.05	4,625.98
715 · Supplies-Chemicals-Operating	0.00	0.00	13,002.98	35,052.14	48,055.12
720 · Supplies - Inventory - Other	0.00	1,082.33	1,613.01	934.63	3,629.97
735 · Training/Classes/Certs/ClassB	882.10	617.35	1,186.35	3,895.66	6,581.46
745 · Travel / Lodging	298.14	1,453.56	581.62	179.41	2,512.73
750 · Utilities	2,116.36	0.00	36,286.59	60,360.56	98,763.51
760 · Waste Disposal	218.62	0.00	28,541.85	81.42	28,841.89
795 · Yolo Co	0.00	0.00	0.00	14,197.55	14,197.55
Total Services & Supplies	57,896.73	8,004.20	156,887.30	173,754.07	396,542.30
Repairs & Replacement					
810 · R&R Buildings & Grounds	1,767.96	0.00	696.10	1,522.86	3,986.92
840 · R&R Vehicles	10.00	1,092.81	2,599.97	843.09	4,545.87
Total Repairs & Replacement	1,777.96	1,092.81	3,296.07	2,365.95	8,532.79
Total Expense	286,417.04	83,013.91	289,979.17	289,647.07	949,057.19
Net Income	-286,417.04	-83,013.91	137,127.84	245,287.51	12,984.40

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

5

Target % > **42%**

As of November 2018 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,197,975	499,156	534,903	45%	1,027,946	428,311	426,979	42%
Total Operating Expenses	1,042,052	434,188	474,363	46%	1,065,195	443,831	474,695	45%
Operating Balance (loss)	155,923	64,968	60,540		(37,249)	(15,520)	(47,716)	
420 Connection Rev			-				-	
435			-				-	
450 Other - Non S/W Rev	96,000	40,000	23,193	24%	85,000	35,417	23,006	27%
Depreciation Exp	125,000	52,083	52,083	42%	80,000	33,333	33,333	42%
Net Change In Net Position (loss)	126,923	52,885	31,650		(32,249)	(13,437)	(58,043)	

Past Revenue Notes:

440- Misc Water = Bulk Water - We have stopped selling bulk wtr as of September

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

WestAmer Op	\$	58,860
WestAmer CRP		554,909
LAIF		1,167,002
Total	\$	1,780,771

Current Revenue Notes

440 Surplus of old back hoe

As of November 2018 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,137,975	474,156	495,784	44%	1,014,446	422,686	394,301	39%
430 Penalty & Interest	30,000	12,500	7,944	26%	13,500	5,625	7,065	52%
440 Misc	30,000	12,500	7,982	27%	0	0	2,607	0%
Total Revenue >	1,197,975	499,156	511,710	43%	1,027,946	428,311	403,973	39%

As of November 2018 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	403,406	168,086	189,514	47%	411,575	171,490	191,489	47%
510 Contracted Labor	-	-	-	0%	-	-	-	0%
520 FICA - District Share	31,879	13,283	15,276	48%	32,719	13,633	15,150	46%
530 Medical Ins - District Share	79,544	33,144	26,425	33%	108,002	45,001	36,749	34%
540 PERS - District Share	46,151	19,230	21,401	46%	48,788	20,328	26,842	55%
550 Unemployment	2,500	1,042	-	0%	2,500	1,042	-	0%
560 Workers Comp Ins	27,587	11,495	11,241	41%	22,985	9,577	9,895	43%
Salaries and Employee Benefits >	591,067	246,278	263,855	45%	626,570	261,071	280,123	45%
605 Advertising	200	83	-	0%	200	83	-	0%
610 Bank Fees	9,010	3,754	3,785	42%	9,000	3,750	3,785	42%
620 Communications & Internet	10,000	4,167	5,212	52%	9,500	3,958	5,457	57%
622 Board Exp	5,000	2,083	2,294	46%	5,000	2,083	2,294	46%
625 Equip - Field (\$300-\$4999)	2,500	1,042	-	0%	4,000	1,667	-	0%
630 Equip - Office	3,000	1,250	1,283	43%	3,500	1,458	784	22%
640 Fuel & Oil	6,500	2,708	1,574	24%	4,000	1,667	2,552	64%
645 Insurance	40,000	16,667	22,273	56%	40,000	16,667	22,273	56%
650 Interest	-	-	-	0%	-	-	-	0%

1A

657	Lab	20,000	8,333	10,203	51%	25,000	10,417	5,606	22%
660	Memberships & Subscriptions	28,500	11,875	10,334	36%	25,500	10,625	27,081	106%
665	Mileage Reimb	2,250	938	293	13%	2,250	938	293	13%
670	Postage & Shipping	6,100	2,542	2,753	45%	6,050	2,521	2,783	46%
675	Professional Services	20,000	8,333	14,038	70%	20,000	8,333	14,430	72%
685	Rents	5,700	2,375	2,121	37%	15,700	6,542	7,975	51%
690	Safety & Security	4,125	1,719	6,562	159%	8,125	3,385	4,698	58%
700	Tools & Instruments	2,250	938	1,578	70%	5,250	2,188	466	9%
703	Supplies - Clothing & Personal	2,175	906	2,040	94%	2,175	906	2,527	116%
705	Supplies - Office	4,625	1,927	2,332	50%	5,125	2,135	2,293	45%
715	Treatment Chemicals	52,000	21,667	35,052	67%	53,000	22,083	13,003	25%
720	Supplies - Operating - Other	9,250	3,854	1,476	16%	20,750	8,646	2,154	10%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	7,250	3,021	4,647	64%	10,250	4,271	1,937	19%
745	Travel	2,000	833	1,055	53%	2,000	833	1,458	73%
750	Utilities	135,650	56,521	61,419	45%	97,750	40,729	37,345	38%
760	Waste Disposal	550	229	191	35%	52,250	21,771	28,652	55%
795	Yolo Co	54,600	22,750	14,197	26%				
799	Misc	-	-	-	0%				0%
Services and Supplies >		433,235	180,515	206,706	48%	426,375	177,656	189,841	45%
810	R&R Buildings & Grounds	7,500	3,125	2,407	32%	7,500	3,125	1,580	21%
815	R & R Damage Claims	5,000	2,083	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	833	-	0%	500	208	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	1,354	1,395	43%	4,250	1,771	3,152	74%
Repairs & Replacement >		17,750	7,396	3,802	21%	12,250	5,104	4,732	39%
Total Expenses >		1,042,052	434,188	474,363	46%	1,065,195	443,831	474,695	45%

Administration - Budget Variance Report July 1, 2018 through June 30, 2019

Target % > **41.7%**

As of November 2018

Expenses	2018-2019 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	478,396	199,332	166,042	34.7%	312,354
510 Contracted Labor	-	-	-	-	-
520 FICA - District Share	36,932	15,388	14,453	39.1%	22,479
530 Medical Ins - District Share	99,404	41,418	25,799	26.0%	73,605
540 PERS-District Share (incl unfunded Liab, 14.5K)	51,119	21,300	17,458	34.2%	33,661
550 Unemployment	5,000	2,083	-	0.0%	5,000
560 Workers Comp Ins	17,202	7,168	2,989	17.4%	14,213
Salaries and Employee Benefits >	688,053	286,689	226,741	33.0%	461,312
605 Advertising	400	167	-	0.0%	400
610 Bank Fees	18,000	7,500	7,569	42.1%	10,431
620 Communications & Internet	7,000	2,917	3,327	47.5%	3,673
622 Board Exp	10,000	4,167	4,587	45.9%	5,413
625 Equip - Field (up to \$4999)	0	0	-	0.0%	0
630 Equip - Office	2,500	1,042	1,224	49.0%	1,276
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	1,000	417	675	67.5%	325
665 Mileage Reimb	3,000	1,250	586	19.5%	2,414
670 Postage & Shipping	12,000	5,000	5,453	45.4%	6,547
675 Professional Services (Legal, IT, etc)	20,000	8,333	22,555	112.8%	(2,555)
685 Rents	7,400	3,083	4,241	57.3%	3,159
690 Safety & Security (boots)	2,500	1,042	1,036	41.4%	1,464
700 Tools & Instruments	0	0	-	0.0%	0
703 Supplies - Clothing & Personal	600	250	183	30.5%	417
705 Supplies - Office	7,000	2,917	2,945	42.1%	4,055
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	0	0	-	0.0%	0
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (Classes, books)	3,500	1,458	885	25.3%	2,615
745 Travel / Lodging	2,000	833	298	14.9%	1,702
750 Utilities	5,500	2,292	2,116	38.5%	3,384
760 Waste Disposal	500	208	219	43.8%	281
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	102,900	42,875	57,899	56.3%	45,001
810 R&R Buildings & Grounds	5,000	2,083	1,768	35.4%	3,232
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	-	-	-	0.0%	-
830 R&R Equipment	1,000	417	-	0.0%	1,000
832 R&R Mains/Service Lines	0	0	-	0.0%	0
840 R&R Vehicles (\$2k/vehicle)	500	208	10	2.0%	490
Repairs & Replacement >	6,500	2,708	1,778	27.4%	4,722
Total Expenses >	797,453	332,272	286,418	35.9%	511,035

622 Legal fees for Solar, GM, board mtgs. Secretary Training

675 Legal Fees 589/Personnel

705 Billing Envelopes, checks and deposit slips

5 D\C - Budget Variance Report July 1, 2018 though June 30, 2019

As of November 2018

Target % >

41.7%

2018-2019 Budget
Annual YTD

Actual
YTD

%
Spent

Total
Remaining

Expenses	Annual	YTD	Actual YTD	% Spent	Total Remaining
505 Salaries & Wages	110,068	45,862	50,408		59,660
510 Contracted Labor	-	-	-	45.8%	-
520 FICA - District Share	9,036	3,765	3,680	40.7%	5,356
530 Medical Ins - District Share	29,843	12,434	7,806	26.2%	22,037
540 PERS - District Share	21,143	8,809	7,881	37.3%	13,262
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	11,194	4,664	4,140	37.0%	7,054
Salaries and Employee Benefits >	181,282	75,534	73,915	40.8%	107,367
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)	0	0	-	0.0%	0
630 Equip - Office	0	0	-	0.0%	0
640 Fuel & Oil	1,500	625	569	37.9%	931
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	0	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	0	0	-	0.0%	0
690 Safety & Security (boots)	3,750	1,563	2,384	63.6%	1,366
700 Tools & Instruments	3,750	1,563	501	13.4%	3,249
703 Supplies - Clothing & Personal	750	313	1,186	158.1%	(436)
705 Supplies - Office	250	104	211	84.4%	39
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	1,500	625	1,082	72.1%	418
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Classes, Certs, Class B	3,000	1,250	617	20.6%	2,383
745 Travel / Lodging	1,000	417	1,454	145.4%	(454)
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	15,500	6,458	8,004	51.6%	7,496
810 R&R Buildings & Grounds	-	-	-	0.0%	-
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	-	-	-	0.0%	-
830 R&R Equipment	-	-	-	0.0%	-
832 R&R Mains/Service Lines	-	-	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	2,500	1,042	1,093	0.0%	1,407
Repairs & Replacement >	2,500	1,042	1,093	43.7%	1,407
Total Expenses >	199,282	83,034	83,012	41.7%	116,270

Expense Notes

505 Salaries & Wages

Lift Station 7 24/monitoring also 3 pay periods is Aug, will even out over time, continual rag clogging at LS 7

690 Safety and Security

Boots and Hep B shots for all new hires

703 Supplies Clothing & Personal

B4 resigning previous Ops Mgr ordered 8 pairs of pants for each staff

735 Training

Supv. Training, backflow, certification, hydrant valving

5 Water - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > 41.7%
As of November 2018

Expenses		2018-2019 Budget		Actual	Target % >	Total
		Annual	YTD	YTD	% Spent	Remaining
505	Salaries & Wages	164,208	68,420	81,289		82,919
510	Contracted Labor	0	0		49.5%	0
520	FICA - District Share	13,413	5,589	6,209	46.3%	7,204
530	Medical Ins - District Share	29,843	12,434	9,622	32.2%	20,221
540	PERS - District Share	20,591	8,580	8,731	42.4%	11,860
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	18,986	7,911	7,676	40.4%	11,310
Salaries and Employee Benefits >		247,040	102,934	113,527	46.0%	133,513
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	1,667	3,548	88.7%	452
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	208	671	134.2%	(171)
640	Fuel & Oil	4,000	1,667	1,289	32.2%	2,711
645	Insurance	40,000	16,667	22,273	55.7%	17,727
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	8,333	10,203	51.0%	9,797
660	Memberships & Subscriptions	28,000	11,667	9,996	35.7%	18,004
665	Mileage Reimb	500	208		0.0%	500
670	Postage & Shipping	100	42	26	26.0%	74
675	Professional Services (SCADA)	10,000	4,167	2,760	27.6%	7,240
685	Rents	2,000	833		0.0%	2,000
690	Safety & Security (boots)	1,000	417	4,852	485.2%	(3,852)
700	Tools & Instruments	2,000	833	1,327	66.4%	673
703	Supplies - Clothing & Personal	1,500	625	1,355	90.3%	145
705	Supplies - Office	1,000	417	754	75.4%	246
715	Treatment Chemicals	52,000	21,667	35,052	67.4%	16,948
720	Supplies - Operating - Other	8,500	3,542	935	11.0%	7,565
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Classes, Certs, Class B	4,000	1,667	3,896	97.4%	104
745	Travel / Lodging	500	208	179	35.8%	321
750	Utilities	132,900	55,375	60,361	45.4%	72,539
760	Waste Disposal	300	125	81	27.0%	219
795	Yolo Co	54,600	22,750	14,197	26.0%	40,403
799	Misc	0	0		0.0%	0
Services and Supplies >		367,400	153,083	173,755	47.3%	193,645
810	R&R Buildings & Grounds	5,000	2,083	1,523	30.5%	3,477
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0			0
830	R&R Equipment	1,500	625	-	0.0%	1,500
832	R&R Mains/Service Lines	0	0		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	1,250	843	28.1%	2,157
Repairs & Replacement >		9,500	3,958	2,366	24.9%	7,134
Total Expenses >		623,940	259,975	289,648	46.4%	334,293

690 Safety & Security

Purchase of Abestos storage bin for disposal of all old water pipes \$1,989.42

840 R & R Vehicles

V-27 brakes and rotors

620 Communications - Internet

I pads for new billing software

690 Safety & Security

Abestos Storage, new locks for plant doors

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Clearlake Oaks County Water District CRP/CIP Profit and Loss July through November 2018

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income				
Income				
425 · CRP (Capital Replacment Plan)	152,458.63	143,845.64	296,304.27	296,304.27
430 · Penalty & Interest	2,812.97	3,190.27	6,003.24	6,003.24
Total Income	<u>155,271.60</u>	<u>147,035.91</u>	<u>302,307.51</u>	<u>302,307.51</u>
Total Income	<u>155,271.60</u>	<u>147,035.91</u>	<u>302,307.51</u>	<u>302,307.51</u>
Gross Profit	155,271.60	147,035.91	302,307.51	302,307.51
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	27,456.66	20,979.23	48,435.89	48,435.89
520 · FICA - District Share	2,100.43	1,604.92	3,705.35	3,705.35
530 · Medical Ins - Dist Share	3,355.96	3,355.96	6,711.92	6,711.92
540 · PERS - District Share	3,835.13	3,866.03	7,701.16	7,701.16
560 · Workers Comp Ins	2,070.23	2,070.20	4,140.43	4,140.43
Total Salaries & EE Benefits	<u>38,818.41</u>	<u>31,876.34</u>	<u>70,694.75</u>	<u>70,694.75</u>
Services & Supplies				
620 · Communications & Internet	201.59	201.57	403.16	403.16
625 · Equip - Field (\$300-\$4999)	647.80	27.60	675.40	675.40
640 · Fuel & Oil	3,293.38	3,246.48	6,539.86	6,539.86
675 · Professional Services	8,033.01	0.00	8,033.01	8,033.01
690 · Safety & Security	431.14	0.00	431.14	431.14
700 · Tools & Instruments	2.17	2.17	4.34	4.34
720 · Supplies - Inventory - Other	7,863.60	2,532.37	10,395.97	10,395.97
Total Services & Supplies	<u>20,472.69</u>	<u>6,010.19</u>	<u>26,482.88</u>	<u>26,482.88</u>
Repairs & Replacement				
810 · R&R Buildings & Grounds	154.58	40.75	195.33	195.33
820 · R&R Lift Stations	0.00	386.54	386.54	386.54
830 · R&R Equipment	11,988.82	1,704.11	13,692.93	13,692.93
832 · R&R Mains and Sewer Lines	3,481.20	983.41	4,464.61	4,464.61
840 · R&R Vehicles	3,633.00	3,624.94	7,257.94	7,257.94
Total Repairs & Replacement	<u>19,257.60</u>	<u>6,739.75</u>	<u>25,997.35</u>	<u>25,997.35</u>
Total Expense	<u>78,548.70</u>	<u>44,626.28</u>	<u>123,174.98</u>	<u>123,174.98</u>
Net Income	<u><u>76,722.90</u></u>	<u><u>102,409.63</u></u>	<u><u>179,132.53</u></u>	<u><u>179,132.53</u></u>

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2018 through June 30, 2019

5

SEWER-CRP

Target % > **41.7%**

As of November 2018

Summary	Budget		Actual YTD	
	Annual	YTD	Amount	%
SEWER CRP Revenue	392,097	163,374	147,036	37.5%
SEWER CRP Expenses	202,488	84,370	44,626	22.0%
USDA Annual Payment	129,000	53,750		
Short term depreciation reserve	30,000	12,500	12,500	
Operating Balance (loss)	30,609	12,754	89,910	

Expenses	2018 - 2019 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	45,929	19,137	20,979	45.7%	24,950
510 Contracted Labor	-	-	-	-	-
520 FICA - District Share	3,762	1,568	1,605	42.7%	2,157
530 Medical Ins - District Share	10,571	4,405	3,356	31.7%	7,215
540 PERS - District Share	2,629	1,096	3,866	147.0%	(1,237)
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	4,596	1,915	2,070	45.0%	2,526
Salaries and Employee Benefits >	67,488	28,120	31,876	47.2%	35,612
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	2,083	202	4.0%	4,798
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	2,500	1,042	28	1.1%	2,472
630 Equip - Office	2,500	1,042	-	0.0%	2,500
640 Fuel & Oil	5,000	2,083	3,246	64.9%	1,754
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	-	-	-	0.0%	-
690 Safety & Security (boots)	0	0	-	0.0%	0
700 Tools & Instruments	0	0	2	0.0%	(2)
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	8,500	3,542	2,532	29.8%	5,968
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	0	0	-	0.0%	0
745 Travel / Lodging	0	0	-	0.0%	0
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	23,500	9,792	6,010	25.6%	17,490
810 R&R Buildings & Grounds	35,000	14,583	41	0.1%	34,959
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	8,333	387	1.9%	19,613
830 R&R Equipment	5,000	2,083	1,704	34.1%	3,296
832 R&R Mains/Service Lines	25,000	10,417	983	3.9%	24,017
840 R&R Vehicles (\$2k/vehicle)	26,500	11,042	3,625	13.7%	22,875
Repairs & Replacement >	111,500	46,458	6,740	6.0%	104,760
Total Expenses >	202,488	84,370	44,626	22.0%	157,862

830 Replacement of Rotors 1 & 2 bearings

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2018 through June 30, 2019

5

Target % > **41.7%**

WATER - CRP

As of November 2018 Summary	Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	394,332	164,305	155,272	39.4%
WATER CRP Expenses	166,911	69,546	78,549	47.1%
Short term depreciation reserve	30,000	12,500	12,500	
Operating Balance	197,421	82,259	64,222	

Expenses	2018 - 2019 Budget		Actual	%	Total
	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	41,508	17,295	27,457	66.1%	14,051
510 Contracted Labor	0	0			0
520 FICA - District Share	3,396	1,415	2,100	61.8%	1,296
530 Medical Ins - District Share	10,571	4,405	3,356	31.7%	7,215
540 PERS - District Share	2,327	970	3,835	164.8%	(1,508)
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	4,110	1,712	2,070	50.4%	2,040
Salaries and Employee Benefits >	61,911	25,796	38,818	62.7%	23,093
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	5,000	2,083	202	4.0%	4,798
622 Board Exp	0	0		0.0%	0
625 Equip - Field (up to \$4999)	2,500	1,042	648	25.9%	1,852
630 Equip - Office	2,500				
640 Fuel & Oil	5,000	2,083	3,293	65.9%	1,707
645 Insurance	0	0		0.0%	0
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	0	0		0.0%	0
660 Memberships & Subscriptions	0	0		0.0%	0
665 Mileage Reimb	0	0		0.0%	0
670 Postage & Shipping	0	0		0.0%	0
675 Professional Services Leak Chk	10,000	4,167	8,033	0.0%	1,967
685 Rents	0	0		0.0%	0
690 Safety & Security (boots)	0	0	431	0.0%	(431)
700 Tools & Instruments	0	0	2	0.0%	(2)
703 Supplies - Clothing & Personal	0	0		0.0%	0
705 Supplies - Office	0	0		0.0%	0
715 Treatment Chemicals	0	0		0.0%	0
720 Supplies - Operating - Other	8,500	3,542	7,864	92.5%	636
730 Taxes - Licenses	0	0		0.0%	0
735 Training, Certs (classes, books)	0	0		0.0%	0
745 Travel / Lodging	0	0		0.0%	0
760 Waste Disposal	0	0		0.0%	0
799 Misc	0	0		0.0%	0
Services and Supplies >	33,500	12,917	20,473	61.1%	13,027
810 R&R Buildings & Grounds	15,000	6,250	155	1.0%	14,845
815 R & R Damage Claims	0	0		0.0%	0
820 R&R Lift Stations	0	0		0.0%	0
830 R&R Equipment	5,000	2,083	11,989	239.8%	(6,989)
832 R&R Mains/Service Lines	25,000	10,417	3,481	13.9%	21,519
840 R&R Vehicles (\$2k/vehicle)	26,500	11,042	3,633	13.7%	22,867
Repairs & Replacement >	71,500	29,792	19,258	26.9%	52,242
Total Expenses >	166,911	68,505	78,549	47.1%	88,362
675 Professional Services					
690 Safety & Security					
830 R & R Equipment					
830 R & R Equipment					
830 R & R Equipment					

Leak Detection
safety harnesses for all water tanks
VFD control pp @ Hi Vly that sends wtr to Cireto \$2,409.34
Rebuilt mtr booster pp #2 for Distribution \$3,992.59
Well Head replacement - Oak Knoll \$2,543.55

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Accrual Basis

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

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
07/31/2018	Badger Meter	22759	GL:Water	33.00
08/31/2018	Badger Meter	22759	GL:Water	33.00
09/29/2018	Badger Meter		GL:Water	33.00
10/31/2018	Badger Meter	22759	GL:Water	33.00
10/31/2018	AES - Analytical Envir...	Water Reclamation P...	CRP:Sewer	962.50
11/30/2018	Badger Meter		GL:Water	33.00
11/30/2018	Badger Meter	3 additional meter pe...	GL:Water	216.00
Total 130 · Const In Progress - Studies				1,343.50
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
07/05/2018	Southwest Products	Water pump, fan pulley	CRP:Sewer	572.16
08/13/2018	MROSUPPLY	ROTOR #1 TAPER B...	CRP:Sewer	2,017.24
09/04/2018	ECS House Industries,...	Replace rotor #2 bea...	CRP:Sewer	1,017.85
11/09/2018	Industrial Electric Motors	Dredging pump - em...	CRP:Sewer	6,282.66
Total 131.1 · Pumps/Equipment				9,889.91
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				9,889.91
126 · Forcemain (phase 1) Cap. Imprv.				
Total 126 · Forcemain (phase 1) Cap. Imprv.				
123 · USDA - Sewer Plant Cap Imprvmt				
07/02/2018	Adams Ashby	May - General admini...	GL:Sewer	540.00
07/02/2018	Adams Ashby	USDA SEWER - JU...	GL:Sewer	1,980.00
07/07/2018	MC Engineering, Inc	USDA Wastewater E...	GL:Sewer	30,760.88
07/18/2018		USDA Payment MC...	GL:Sewer	-25,206.62
07/18/2018		USDA Payment T&S...		-282548.31
07/24/2018	T & S Construction Co...		GL:Sewer	301,356.68
08/01/2018	Adams Ashby	Payment Processing ...	GL:Sewer	810.00
08/03/2018	MC Engineering, Inc		GL:Sewer	24,600.66
08/20/2018		USDA Payment	GL:Sewer	-272986.20
08/24/2018	T & S Construction Co...	Payment #12	GL:Sewer	91,627.50
09/01/2018	Adams Ashby	August 2018	GL:Sewer	945.00
09/07/2018		BAL DUE - USDA T...	GL:Sewer	-61,651.36
09/17/2018	MC Engineering, Inc	USA Wastewater En...	GL:Sewer	16,687.10
09/20/2018		Adams Ashby Inv. 23...	GL:Sewer	-117038.16
09/30/2018	T & S Construction Co...	Pymt #13	GL:Sewer	261,292.60
10/01/2018	Adams Ashby	September chgs	GL:Sewer	765.00
10/01/2018	T & S Construction Co...		GL:Sewer	249,460.76
10/05/2018	MC Engineering, Inc	USDA Wastewater E...	GL:Sewer	11,883.67
11/01/2018	Adams Ashby	October service	GL:Sewer	1,080.00
11/03/2018	MC Engineering, Inc	USDA Wastewater E...	GL:Sewer	10,398.38
11/19/2018		T&S Inv 13 & 14 = \$5...		-510753.36
11/19/2018		REIMB MC ENG INV...		-28,570.77
11/19/2018		ADAMS ASHBY INV ...		-1,710.00
11/27/2018	T & S Construction Co...	10/27/18 thru 11/27/1...	GL:Sewer	57,237.50
Total 123 · USDA - Sewer Plant Cap Imprvmt				-239039.05
127 · Water Plant				
127.1 · Repair of Major Equipment				
07/12/2018	Santa Clara Systems	Replacement drive Hi...	CRP:Water	2,409.34
08/03/2018	EASA Industrial Electri...	Rebuild motor WTP	CRP:Water	3,992.59
09/05/2018	CineMeade Engineering	Repair of Flsh mixer	CRP:Water	619.00
10/17/2018	Lake County Electric S...	VFP for high service ...	CRP:Water	3,785.93
10/17/2018	Lake County Electric S...	Starter	CRP:Water	1,627.83
10/18/2018	Ozone Water Systems...	Repair/Service AirSe...	CRP:Water	12,465.02
11/09/2018	Lake County Electric S...	Starter transformer H...	CRP:Water	1,809.43
Total 127.1 · Repair of Major Equipment				26,709.14
127 · Water Plant - Other				
11/27/2018	Pacific Ozone	Ozone Sam Photome...	CRP:Water	451.53

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

Date	Name	Memo	Class	Amount
11/30/2018	Pace	Install flash mixer	CRP:Water	220.55
Total 127 · Water Plant - Other				672.08
Total 127 · Water Plant				27,381.22
120 · District General CIP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
09/29/2018	Verizon Wireless	X2 Ipads, cases, prot...	GL:Water	1,281.94
09/29/2018	Verizon Wireless	X2 Ipads, cases, prot...	GL:Water	1,165.41
09/29/2018	Verizon Wireless	X2 Ipads, cases, prot...	GL:Sewer	1,165.41
09/29/2018	Verizon Wireless	X1 Ipad, cases, prote...	GL:Water	510.67
10/02/2018	Verizon Wireless	842219116-00001	GL:Water	-225.30
10/02/2018	Verizon Wireless	842219116-00001	GL:Sewer	-225.29
10/15/2018	Grainger	Cerrito surge tank co...	CRP:Water	1,396.93
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - W...				5,069.77
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
09/28/2018	Nor-Cal Telecom	New phone system	GL:Admin	3,411.49
10/09/2018	Quill	General manager - D...	GL:Admin	761.98
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				4,173.47
120.75 · SCADA				
Total 120.75 · SCADA				
120.90 · Vehicles/Generators/Trailers				
Total 120.90 · Vehicles/Generators/Trailers				
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				
10/12/2018	CUSI	Additional field and a...	GL:Sewer	750.00
10/12/2018	CUSI		GL:Water	750.00
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				1,500.00
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				10,743.24
122 · Bldgs/Grounds Cap Improvements				
10/20/2018	Frontier Farm and Lan...	Landscaping Admin -...		5,990.00
Total 122 · Bldgs/Grounds Cap Improvements				5,990.00
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 · Lift Stations				
124.31 · Lift Station 7 Bypass				
Total 124.31 · Lift Station 7 Bypass				
124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations				
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
09/21/2018	National Meter	18 Meters- Inventory	CRP:Water	1,475.08
Total 124.60 · Meters				1,475.08
124.90 · Water Tanks				
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
08/14/2018	Pace	WELL HEAD REPLA...	CRP:Water	2,543.55
09/28/2018	Pollard Water	20 - Hydrant locks	CRP:Water	1,991.05
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				4,534.60
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - W...				6,009.68

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Accrual Basis

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
09/28/2018	Pacific Ozone	Approved SM 9/6/18 ...	CRP:Water	50,279.26
10/24/2018	Instrumart	Ultrasonic Flow Mete...	CRP:Water	9,523.80
Total 129 · ALLOW. FOR DEPRECIATION				59,803.06
210 · Cal Card				
08/30/2018		Funds Transfer		3,080.42
08/30/2018		Funds Transfer		7,527.11
09/30/2018				-10,311.32
Total 210 · Cal Card				296.21
TOTAL				<u>-117582.23</u>

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Accounts

Transfer

Bill Pay

Accounts

Transfer Settings

CRP SEWER *3745

Current \$314,517.76
 Available **\$314,517.76

GENERAL LEDGER *9122

Current \$160,438.09
 Available **\$176,123.69

CRP WATER *6990

Current \$240,391.10
 Available **\$240,391.10

Credit Line *1999

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

Note *1001

Balance \$0.00

Pay

BALANCE TOTALS

Total Deposit Accounts \$715,346.95
 Total Tiered Commercial Loans \$0.00

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

Make a Payment

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Pay your bills on one screen in seconds.

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Our mobile banking app makes it simple for you to manage your money any time so you can safeguard your finances and enjoy peace of mind knowing your money is always at your fingertips.

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You currently have no rewards available. Check back soon.



CRP SEWER [change account](#) ▼

[How does this work?](#)

< December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	
2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30	31	1	2	3	4	

✓ 12/10 - My TurboTax available

Outside Accounts



No outside accounts added.

Money Management

Budgets made easy!



240

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

www.treasurer.ca.gov/pmia-laif/laif.asp
December 17,
2018

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

November 2018 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,167,002.27
Total Withdrawal:	0.00	Ending Balance:	1,167,002.27

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Aged Accounts Receivable
As of 12/17/2018

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
\$74,991.02	\$31,177.13	\$12,521.27	\$10,069.87	\$104,875.40	<u>\$233,634.69</u>

Total number of accounts with open balances: 781

These totals include all accounts on the Tax Roll

Clearlake Oaks County Water District
Payroll Summary
 November 2018

	Hours	Rate	Nov 18
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-10.25	30.00	-426.83
Holiday	81	20.00	1,897.60
Holiday Worked (x2.5)	19	45.05	972.84
Overtime (x1.5)	232	27.03	8,065.56
PTO	264.61	20.42	5,853.94
Straight	1,995.25	18.02	49,690.96
Board			1,900.00
Duty Pay			4,305.00
Total Gross Pay	2,581.61		72,259.07
Deductions from Gross Pay			
ACWA (pre-tax)			-1,624.00
AFLAC (pre-tax)			-254.16
AFLAC (taxable) AFTER TAX			-235.20
CALPers 457			-450.00
CALPers EE (Pretax)			-2,943.58
Total Deductions from Gross Pay			-5,506.94
Adjusted Gross Pay	2,581.61		66,752.13
Taxes Withheld			
Federal Withholding			-4,131.00
Medicare Employee			-1,020.56
Social Security Employee			-4,363.62
CA - Withholding			-1,636.81
CA - Disability			-703.80
Total Taxes Withheld			-11,855.79
Net Pay	2,581.61		54,896.34
Employer Taxes and Contributions			
Medicare Company			1,020.56
Social Security Company			4,363.62
Total Employer Taxes and Contributions			5,384.18

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Accrual Basis

Clearlake Oaks County Water District
Trial Balance
As of November 30, 2018

	Nov 30, 18	
	Debit	Credit
102.001 · GL - 9122	643,969.03	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	959,694.37	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	226,034.98	
102.03 · CRP Sewer - 3745	337,742.87	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · Const In Progress - Studies	120,577.71	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
128 · Sewer Infrstrcture & Rehab Proj	235,726.26	
121 · Wtr Dist & Wtr Storage Projects	131,829.77	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project -...	126,933.30	
131 · Waste Water Plant	3,054.37	
131 · Waste Water Plant:131.1 · Pumps/Equipment	10,431.31	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	1,126,339.02	
USDA Project	0.00	
127 · Water Plant	230,489.46	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	540.43	
127 · Water Plant:127.1 · Repair of Major Equipment	26,709.14	
120 · District General CIP	18,090.63	
120 · District General CIP:120.01 · General Equipment/Tools	1,925,411.35	
120 · District General CIP:120.60 · Office	9,906.16	
120 · District General CIP:120.75 · SCADA	5,036.50	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	5,234.23	
122 · Bldgs/Grounds Cap Improvements	8,539,547.59	
124 · D/C System Cap Improvements	3,165,315.72	
124 · D/C System Cap Improvements:124.30 · Lift Stations	47,665.07	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124....	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,938.73	
124 · D/C System Cap Improvements:124.60 · Meters	2,175.08	
124 · D/C System Cap Improvements:124.90 · Water Tanks	7,965.04	
125 · Land - Dist. Cap. Improvements	300,385.50	
129 · ALLOW. FOR DEPRECIATION		7,544,320.40
200 · ACCOUNTS PAYABLE		636,098.81
210 · Cal Card	1,622.74	
210 · Cal Card:210-09 · Cal Card - Francisco - 5855		1,460.23
210 · Cal Card:210-08 · Cal Card - Dan - 5848		396.45
210 · Cal Card:210-07 · Cal-Card - Jeremy - 5863		3,328.43
210 · Cal Card:210.06 · Cal Card - Jason 3879	0.00	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	0.00	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988	0.00	
223.56 · FEDERAL PAYROLL TAX PENALTY		1,622.74
280 · Loan:280.07 · Bridge Loan for Forced Main	322.01	
280 · Loan:280.05 · USDA Bridge Loan		496,126.20
280 · Loan:280.01 · Kansas State Bk - VACON		466,000.00
		2,820.08

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 12/13/18
 Accrual Basis

Clearlake Oaks County Water District Trial Balance As of November 30, 2018

	Nov 30, 18	
	Debit	Credit
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		1,161.68
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medi...		746.97
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	5,694.50	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DE...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO S...		1,895.77
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	340.68	
223.50 · MEDICARE TAX PAYABLE	160.05	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	377.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	84.49	
223.65 · STATE DISABILITY PAYABLE	1,283.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	3,374.02	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		695.67
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	17,388.30	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		4,671,801.99
Income:410 · Client Reg Pmt		890,209.29
Income:425 · CRP		298,272.27
Income:430 · Penalty & Interest		21,140.26
Income:435 · Loans/Grants:435-6 · Inflow & Infiltration Construct		67,858.00
Income:440 · Misc Revenue		10,620.67
Income:450 · Other - Non S/W Rev		46,199.17
134 · WTP Meter & X-Connection Proj.	3,143.34	
133 · Harvey Storage Tank - Water	3,143.33	
Salaries & EE Benefits:507 · Severence Pay	26,640.00	
Salaries & EE Benefits:545 · CALPers 457		150.00
Salaries & EE Benefits:505 · Salaries & Wages	429,439.94	
Salaries & EE Benefits:520 · FICA - District Share	34,130.66	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	69,885.64	
Salaries & EE Benefits:540 · PERS - District Share	56,644.48	
Salaries & EE Benefits:560 · Workers Comp Ins	25,276.13	
Services & Supplies:610 · Bank Fees	7,568.67	
Services & Supplies:620 · Communications & Internet	11,070.89	
Services & Supplies:622 · Board Exp	4,587.01	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	675.40	
Services & Supplies:630 · Equip - Office	2,067.02	
Services & Supplies:640 · Fuel & Oil	10,664.54	
Services & Supplies:645 · Insurance	44,545.00	
Services & Supplies:657 · Lab	15,808.57	
Services & Supplies:660 · Memberships & Subscription	37,414.17	
Services & Supplies:665 · Mileage Reimb	585.67	
Services & Supplies:670 · Postage & Shipping	5,535.24	

31

1:22 PM
12/13/18
Accrual Basis

Clearlake Oaks County Water District
Trial Balance
As of November 30, 2018

	Nov 30, 18	
	Debit	Credit
Services & Supplies:675 · Professional Services	36,499.84	
Services & Supplies:685 · Rents	10,094.04	
Services & Supplies:690 · Safety & Security	11,691.06	
Services & Supplies:700 · Tools & Instruments	2,047.23	
Services & Supplies:703 · Supplies - Clothing & Personal	4,566.65	
Services & Supplies:705 · Supplies - Office	4,625.98	
Services & Supplies:715 · Supplies-Chemicals-Operating	48,055.12	
Services & Supplies:720 · Supplies - Inventory - Other	14,025.94	
Services & Supplies:735 · Training/Classes/Certs/ClassB	6,581.46	
Services & Supplies:745 · Travel / Lodging	2,512.73	
Services & Supplies:750 · Utilities	98,763.51	
Services & Supplies:760 · Waste Disposal	28,841.89	
Services & Supplies:795 · Yolo Co	14,197.55	
Services & Supplies:799 · Misc	10,311.32	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct ...	1,393.17	
Repairs & Replacement:810 · R&R Buildings & Grounds	4,182.25	
Repairs & Replacement:820 · R&R Lift Stations	386.54	
Repairs & Replacement:830 · R&R Equipment	19,193.96	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	5,088.74	
Repairs & Replacement:840 · R&R Vehicles	12,099.70	
66000 · Payroll Expenses	640.00	
TOTAL	21,548,361.00	21,548,361.00

32

8:16 AM

12/17/18

Clearlake Oaks County Water District
A/P Aging Summary
As of December 17, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Adams Ashby	1,440.00	0.00	0.00	0.00	0.00	1,440.00
Adventist Health	0.00	48.48	0.00	0.00	0.00	48.48
Alpha Analytical Labs	153.00	0.00	0.00	0.00	0.00	153.00
CASH	6.70	0.00	0.00	0.00	0.00	6.70
Deeper Cleaning	320.00	0.00	0.00	0.00	0.00	320.00
Hasa Inc	3,026.85	0.00	0.00	0.00	0.00	3,026.85
MC Engineering, Inc	26,537.21	0.00	0.00	0.00	0.00	26,537.21
Mediacom - WWTP 1294	211.52	0.00	0.00	0.00	0.00	211.52
Mendo Mill	46.93	0.00	0.00	0.00	0.00	46.93
Municipal Maintenance Equipment	29.78	138.11	0.00	0.00	0.00	167.89
On Site Safety Services, Inc	375.00	0.00	0.00	0.00	0.00	375.00
People Services Inc	135.00	0.00	0.00	0.00	0.00	135.00
Southport Control Solutions	1,308.00	0.00	0.00	0.00	0.00	1,308.00
SWRCB- Wastewater Operator Certification	80.00	0.00	0.00	0.00	0.00	80.00
SWRCB - LW Accounting	550.00	0.00	0.00	0.00	0.00	550.00
TOTAL	34,219.99	186.59	0.00	0.00	0.00	34,406.58

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Account Payable Breakdown

Date: 12/17/2018

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$58,859.77	\$160,438.09	\$176,123.69
CRP Water	\$240,391.10	\$240,391.10	\$240,391.10
CRP Sewer	\$314,517.76	\$314,517.76	\$314,517.76
Current A/P Aging	\$34,406.58		

NOTES:

3A

**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

NOVEMBER 15, 2018

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

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

√ Mrs. Dianna Mann – Interim General Manager √ Mrs. Olivia Mann - Secretary of 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. Lead Distribution Operator
 - c. Water Plant Chief Operator
 - d. Wastewater Plant Chief Operator
 - e. General Manager
2. **Financial Reports for review and approval**
 - a. October 2018, QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

3. **Minutes of previous meeting for review and approval**
 - a. Minutes of Regular Meeting 10-18-18
4. **Bills**
 - a. MC Engineering Invoice No 1676, dated 11/03/18, in the amount of \$28,616.31 for the Sewer Infrastructure and Design
 - b. MC Engineering Invoice No 1677, dated 11/03/18, in the amount of \$10,398.38 for the USDA Project

Action Taken: Motion to approve consent items
HOSIER/BOUCHER
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

5. **Agenda (Old Business)**

- a. Discussion and update from CSA 16 committee regarding annexation progress

Action Taken: No Action

- b. Discussion and consideration of Resolution No. 18-12 Establishing Interim Standard Residential Water Sales to Lake County Service Area 16 (CSA 16)

Action Taken: Motion to approve Resolution No. 18-12 with noted changes
ARCHACKI/HIGMAN
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

6. **Agenda (New Business)**

- a. Discussion and consideration of purchasing five (5) backwash actuators for Filter #1

Action Taken: Motion to approve the purchase of backwash actuators from TelStar Instruments, Reference SR#337771 in the amount of \$20,333.00
HOSIER/ARCHACKI
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- b. Discussion and consideration of purchasing an Off-Road Vehicle for the Sewer plant, not to exceed \$10,000.00

Action Taken: Motion to approve the purchase of an Off-Road Vehicle for the Sewer plant not to exceed \$15,000.00
HIGMAN/HOSIER
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN
NOES: NONE
ABSENT: NONE

- c. Discussion and acceptance of Geysers Pipeline Ad Hoc Committee Report

Action Taken: No Action

- d. Discussion and acceptance of Solar System Ad Hoc Committee Report

Action Taken: No Action

- e. Discussion and consideration to extend the agreement for the Basin 2000 (Geyser Pipeline) to 2025

Action Taken: Motion to extend our existing contract until 2025 to coincide with Special Districts Basin 2000 (Geyser Pipeline)

HIGMAN/ARCHACKI

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- f. Discussion and consideration of Appeal Request for 13480 Marina Village

Action Taken: Motion to deny

HOSIER/BOUCHER

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

- g. Discussion and consideration of Policy Pertaining to Establishing a Payment Arrangement

Action Taken: Motion to approve Policy pertaining Delinquent Accounts with clarification of 6a and noted changes

HOSIER/ARCHACKI

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: NONE

Closed Session

No Closed Session

Motion by Director Hosier to adjourn at 6:00 pm, seconded by Director Archacki

Adjournment

Time: 6:00 pm

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

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



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
12/05/2018	1686

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	01/04/2019	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	64	120.00	7,680.00	
Project Manager, Mark Carey, PE	23	165.00	3,795.00	
Operations Management Engineer, John Pedri, PE	9.5	160.00	1,520.00	
Administrative Support	2	65.00	130.00	
EDEA Inv 1011		977.45	977.45 ✓	
Sac Bee Notice 11/17/18 Sewer Rehab		366.36	366.36 ✓	
11/02 234 mi @ \$0.545 mi	234	0.545	127.53	
11/15 234 mi @ \$0.545 mi	234	0.545	127.53	
11/30 234 mi @ \$0.545 mi	234	0.545	127.53	
OV Copy Inv 30520		68.18	68.18 ✓	
OV Copy Inv 30557		7.54	7.54 ✓	
Ov Copy Inv 30595		7.54	7.54 ✓	
OV Copy Inv 30616		92.64	92.64 ✓	
OV Copy Inv 30857		5.39	5.39 ✓	
OV Copy Inv 30939		96.97	96.97 ✓	
Total Reimbursable Expenses			660.85 ✓	
Total			\$15,129.66	
Payments/Credits			\$0.00	
Balance Due			\$15,129.66	

128 GLS

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



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
12/04/2018	1689

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	01/03/2019	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	9.5	139.05	1,320.98	
Assistant Engineer, Jared P. Nelson	88	97.85	8,610.80	
Administrative Support	1	56.65	56.65	
240 mi @ \$0.545 mi 11/5 Jared	240	0.545	130.80 ✓	
240 mi @ \$0.545 mi 11/13 Jared	240	0.545	130.80 ✓	
EDEA Inv 1010		791.00	791.00 ✓	
OV Copy Inv 30563		7.54	7.54	
OV Copy Inv 30589		58.98	58.98	
		Total	\$11,107.55	
		Payments/Credits	\$0.00	
		Balance Due	\$11,107.55	

123-GLS

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



Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

December 14, 2018

Clear Lake Oaks

Sent via Email: d.larson@clocwd.org

Attn: Dan Larson
Subject: Replace Sparling Flow Meters
Reference: SR#33982

Dear Dan,

Telstar is pleased to quote on the above referenced project. We propose the following:

1. Telstar will remove two (2) each 4" Sparling Tigermag EP Flowmeters.
2. Telstar will furnish and install two (2) each 4" Siemens Mag Flowmeters.
3. This price includes bolt kits and gaskets.

NOTE: This price is based on the Siemens Flowmeters being a direct replacement for your existing Sparling meters. The price is based on the hardware being removed stress free. If the existing hardware is ceased and we have to cut the bolts to remove the flowmeter this additional labor will be charged at our T&M rates.

By accepting this proposal from Telstar you agree to treat this as confidential information.

Lump Sum Price for this Scope \$9,793.66

Shipping and Handling for Telstar Supplied Materials is included.

Sales Tax is included.

CLARIFICATIONS, EXCEPTIONS, AND EXCLUSIONS

- a. All pricing is based on Telstar's standard Terms and Conditions.
- b. Telstar's quotation includes only those items listed above. Requests for additions/deletions from our scope will require a change in the quoted price.
- c. We assume no responsibility for performance, applicability, start-up, testing, or acceptance of any equipment not furnished by Telstar under this proposal.
- d. Telstar is supplying only equipment specified and noted above.

TERMS AND CONDITIONS

1717 Solano Way, Unit 34, **Concord**, CA 94520 Phone 925-671-2888, Fax 925-671-9507
4017 Vista Park Court, **Sacramento**, CA 95834 Phone 916-646-1999, Fax 916-646-1096
202 South Douty Street, **Hanford**, CA 93230 Phone 559-584-7116, Fax 559-584-8028

AI



Base Terms: Quotation is valid for 30 days from above date. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding are excluded unless otherwise noted herein. Our standard insurance applies unless agreed to in writing by Telstar Instruments. We accept no responsibility for consequential damages and our standard warranty applies. Please reference the above stated quote number in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar Instruments. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls carry a 4-hour minimum per person.

Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar Instruments.

Limitation of Liability: (a) In no event shall Telstar Instruments, its suppliers or subcontractors be liable for special, indirect, incidental or consequential damages, whether in contract, warranty, tort, negligence, strict liability or otherwise, including, but not limited to, loss of profits or revenue, loss of use of the Equipment or any associated equipment, cost of capital, cost of substitute equipment, facilities or services, downtime costs, delays, and claims of customers of the Purchaser or other third parties for any damages. Telstar Instruments liability for any claim whether in contract, warranty, tort, negligence, strict liability, or otherwise for any loss or damage arising out of, connected with, or resulting from this Agreement or the performance or breach thereof, or from the design, manufacture, sale, delivery, resale, repair, replacement, installation, technical direction of installation, inspection, operation or use of any equipment covered by or furnished under this Agreement, or from any services rendered in connection therewith, shall in no case exceed one-fourth (1/4) of the purchase price allocable to the Equipment or part thereof or Services which gives rise to the claim. (b) All causes of action against Telstar Instruments arising out of or relating to this Agreement or the performance or breach hereof shall expire unless brought within one year of the time of accrual thereof. (c) In no event, regardless of cause, shall Telstar Instruments be liable for penalties or penalty clauses of any description or for indemnification of Purchaser or others for costs, damages, or expenses arising out of or related to the Equipment and/Services.

Force Majeure: Telstar Instruments shall neither be liable for loss, damage, detention or delay nor be deemed to be in default for failure to perform when prevented from doing so by causes beyond its reasonable control including but not limited to acts of war (declared or undeclared), Acts of God, fire, strike, labor difficulties, acts or omissions of any governmental authority or of Purchaser, compliance with government regulations, insurrection or riot, embargo, delays or shortages in transportation or inability to obtain necessary labor, materials, or manufacturing facilities from usual sources or from defects or delays in the performance of its suppliers or subcontractors due to any of the foregoing enumerated causes. In the event of delay due to any such cause, the date of delivery will be extended by period equal to the delay plus a reasonable time to resume production, and the price will be adjusted to compensate Telstar Instruments for such delay.

Cancellation: Any order may be cancelled by Purchaser only upon prior written notice and payment of termination charges, including but not limited to, all costs identified to the order incurred prior to the effective date of notice of termination and all expenses incurred by Telstar Instruments attributable to the termination, plus a fixed sum of ten (10) percent of the final total price to compensate for disruption in scheduling, planned production and other indirect costs.

Entire Agreement: This Agreement constitutes the entire agreement between Telstar Instruments and Purchaser. There are no agreements, understandings, restrictions, warranties, or representations between Telstar Instruments and Purchaser other than those set forth herein or herein provided.

Bonding: Cost of Bonding is not included. Contact Telstar Instruments for a quote if bonding is required.

A2



We look forward to working with you on this project. If you have any questions, please contact me at the phone number below.

Sincerely,

Jason Misenhimer
Concord Branch Manager
Telstar Instruments
(925) 671-2888

The Oasis Mobilehome Park and Campground
13050 Island Drive
Clearlake Oaks, CA 95423

NOV 19 2018

FILE COPY

November 16, 2018

Board of Directors
Clearlake Oaks County Water District
PO Box 709
Clearlake Oaks, CA 95423

Dear Board of Directors:

It has come to my attention that because The Oasis Mobilehome Park, account number 4920, has a single water meter serving all the residents, that the residents are not benefiting from the lower Tier rates the way they would if they were in a single family home individually metered. The upper limits of tiers 1 and 2 are split among all the residents, so most of their water usage is being charged at the higher Tier 3 rates. The park is being charged for 24 sewer/water hookups, so we should be allotted 24 times the Tier 1 and 2 volumes, ie Tier 1 up to 11,220 gallons X 24= 269,280 gallons or 36,000CF at \$1.42 per 100CF, total Tier 1 of \$511.20.

The park's monthly water usage has been 60,000 to 70,000 gallons per month, well within that Tier 1 range. It seems only fair that the homeowners in The Oasis Mobilehome Park should benefit from their water conservation efforts by being charged the lower Tier 1 rates.

The park has individual water meters on each unit, enabling us to accurately bill each household according to their usage.

I would appreciate the Board discussing this issue and getting back to me.

Thank you,



Susan Smith
Clear Lake Oasis, LLC
PO Box 2198
Grass Valley, CA 95945
Managing Member
530-263-1122

cc: Diana Mann

AA

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 18-13

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

TO AMEND THE EMPLOYEE HANDBOOK

WHEREAS, Clearlake Oaks County Water District Board of Directors accepts all changes and modifications to the District Employee Handbook as provided herein.

NOW, THEREFORE, BE IT RESOLVED, the Clearlake Oaks County Water District Board of Directors do hereby approve the provisions of the herein Employee Handbook to become effective immediately.

BE IT FURTHER RESOLVED that except as expressly set forth herein, the Employee Handbook is reaffirmed and readopted.

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 December 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary

AS

Section I — Handbook Interpretation and Introduction

This Handbook is intended to provide you with a general understanding of the Clearlake Oaks County Water District human resource policies, benefits and rules. It is intended to familiarize you with important information about the District as well as information regarding your own privileges and responsibilities. Nothing in this handbook should be construed as creating a contract for employment with the District. It is important that all employees read, understand, and follow the provisions of the Handbook.

This Handbook, however, cannot anticipate every situation or answer every question about employment, nor can it provide information that answers every possible question. Additionally, circumstances will undoubtedly require that guidelines, practices, and benefits described in this Handbook change. Accordingly, the Clearlake Oaks County Water District must reserve the right to modify, supplement, or rescind any provision of this Handbook from time to time, as it deems necessary. You will, of course, be advised of changes that occur.

The District is constantly striving to improve its operations, the services that it provides its members and its relations with its employees. You are encouraged to bring suggestions for improvements to the attention of your department head or the General Manager. Additionally, if you have any questions or seek clarification, you should see your supervisor.

By working together, the District believes that it will share with its employees a sincere pride in the work place and the services that they are here to provide.

CLEARLAKE OAKS COUNTY WATER DISTRICT Mission Statement

Our Mission... To provide the best quality water and the safest, most efficient treatment and disposal of wastewater at a reasonable cost!

DISTRICT RIGHTS AND RESPONSIBILITIES

The District retains, solely and exclusively, all the rights, powers and authority including, but not limited to, the following:

- To manage and direct its business and personnel in accordance with applicable laws and permit conditions;
- To manage, control, and determine the mission of its departments, building facilities, and operations;
- To create, change, combine or abolish jobs, to subcontract or discontinue work for economic or operational reasons;
- To direct the work force;
- To increase or decrease the work forces and determine the number of employees needed;

- To hire, transfer, promote and maintain the discipline and efficiency of its employees;
- To establish work standards, schedules of operation and reasonable work loads;
- To specify or assign work requirements and required overtime;
- To schedule working hours and shifts;
- To adopt District policies of conduct and penalties for violation thereof; and
- To determine the methods, processes, means and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

Nothing in this article shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the District by any law regulating, authorizing or empowering the District to act or refrain from acting.

Equal Employment Policy-The Clearlake Oaks County District shall comply with all applicable State and Federal Regulations concerning equal employment practices.

Integration Clause, Right to Revise, and Severability

This Employee Handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. This Handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. No oral statements or representations can in any way change or alter the provisions of this Handbook.

The District reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook. It may be changed from time to time by the Clearlake Oaks County Water District. You will be notified in writing of any amendments and additions to these policies and procedures. Keep this handbook, additions and revisions on file for your reference. Any and all changes to the Employee Handbook must be approved by the Board of Directors before the change takes effect. Written changes to this Handbook will be distributed to all employees so that you will be aware of the new policies or procedures.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.



employees may also be required to pass a pre-employment physical and drug test.

K. Work Hours

The standard work week begins at 12:01 a.m. Sunday and ends at 12 midnight the following Saturday. The normal work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., depending upon operational requirements. Since the Clearlake Oaks County Water District is a service organization, normal work hours may change from time to time depending on business needs. As a general rule, departments are to be manned from 8:00 a.m. to 4:30 p.m. with the exception of the half hour (1/2 hr.) lunch period. If changes in your work schedule are required or desired, your supervisor will notify you or respond to your request at the earliest opportunity. You may be required to work overtime or hours other than those normally scheduled.

1. Time Worked

You must record all time worked on your weekly time card and time sheet, including time worked over your normal schedule.

L. Overtime

Overtime pay is calculated at one-and-one-half the regular rate of pay for all hours worked over forty (40) hours in one work week. Hours paid for hours not worked, with the exception of holidays, e.g., sick days, and vacations, do not count toward hours worked for overtime computation purposes.

It is your responsibility to plan and carry out assigned duties within the work schedule assigned by your supervisor. If your assigned work cannot be accomplished within your scheduled work hours, you must so inform your supervisor. Any additional hours of work required must be approved in advance by your supervisor, or the General Manager.

If possible, supervisors should obtain advance approval from the General Manager before authorizing overtime. In situations where prior approval is not possible, supervisors may authorize overtime, but must notify the General Manager of overtime worked as soon after as possible.

Under certain circumstances, and when mutually agreeable to you and the District, equivalent amounts of compensatory time off (CTO) may be granted in lieu of paid overtime. Overtime hours are converted into straight hours for CTO. Example: Two hours of overtime will convert into three hours of CTO. Compensatory time off must be approved in advance and cannot exceed the amount prescribed by state and federal law.

Overtime pay is not reportable to CALPers (retirement plan).

1. Accumulated Compensatory Time Off (CTO)

The maximum accumulation of CTO that an employee may have at any point in time is one hundred (100) hours. After one hundred (100) hours are

hours or their actual time worked, whichever is greater, at (1 ½) times the employee's regular rate.

M. Attendance

The Clearlake Oaks County Water District relies on its employees to consistently provide "high quality, cost effective services to its customers." All employees must routinely interact with other staff, vendors and the general public to effectively meet these objectives. Good attendance is essential to providing these objectives and is an indicator of effective employee performance.

It is recognized that employees will have periodic absences for illness or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, work flow and service and directly impacts the District's ability to meet its challenging goals. Unauthorized excessive absenteeism and tardiness may result in disciplinary action.

The professionalism that you bring to your position and the District is valued and it is anticipated that you will manage your own good attendance. There are occasions, however, when attendance guidelines are beneficial and necessary to direct employees and managers.

The guidelines are intended to be straightforward and concise. They are subject to management discretion and allow for flexibility in addressing individual attendance situations. Your supervisor will consider State and Federal laws, family and medical leave issues, the demands of different work units, the District's policy, your performance, your attendance history, and individual circumstances when assessing appropriate steps to correct attendance problems.

The District intends to maintain a positive environment that supports its goals while recognizing individual needs and circumstances. If attendance issues arise, please speak with your supervisor who can discuss the impact of your attendance on the District's goals and your individual performance. Please note that it is your responsibility, however, to understand the guidelines listed in item B of the Employee Relations section of this handbook.

If you fail to report to work for three consecutive workdays without notice or approval by your Supervisor the District will try and reach you with the contact information you provided to the District, however, the District may consider that you have abandoned your job and your employment may be terminated.

N. Rest and Break Time

You will be provided one-half hour for lunch. Your lunch will be scheduled by your supervisor at approximately the middle of a work shift to the extent possible. Lunch periods are not considered to be time worked, however, if you do work through lunch with your Supervisor's approval, you will be paid. You should also take two ten-minute rest periods each day which will generally be scheduled at 10:00 a.m. and 2:30 p.m.

O. Compensation Plan

The foundation for the Clearlake Oaks County Water District's compensation is based on the following key principles:

- **Pay for Performance**—You earn your compensation. Superior performance equals superior compensation. If you create results, you will be rewarded.
- **Providing Opportunity**—Career opportunities are available, further education is promoted, and compensation levels are competitive.
- **Employees Have a Significant Stake in the Clearlake Oaks County Water District**—You have the biggest stake in the Clearlake Oaks County Water District. It is through collective performance that results are created. (The Board of Directors is looking for image, leadership, behavior, morale, and overall performance).

1. Salaries

For new hires, factors considered in establishing the base rate of pay are education, previous work experience, position, grade level and other relevant factors.

For existing employees, adjustments to your base rate of pay generally occur as a result of a performance appraisal, a promotion, or a significant increase or decrease in job responsibilities as well as business circumstances and other relevant factors.

2. Compensation Review and Merit Increase

Reviews may occur annually. Your supervisor and the General Manager will evaluate the performances based on the outcome of the performance appraisal, the position of the salary within the range and job responsibilities.

Merit increases, *if any*, are given based on performance and in accord with current business circumstances of the Clearlake Oaks County Water District. All of these factors determine salary changes within the pay range. **There are no automatic pay increases.** It is the District's objective to adjust a salary level that best represents performance level and responsibilities in accord with current business circumstances.

Note: Any employee on a personal improvement plan (PIP), may be ineligible for merit pay increases and promotion.

3. Promotional Increase/Demotion

A promotion occurs when you accept a position that is in a higher level grade. A salary increase is generally given to recognize increased job responsibilities.

A demotion occurs when you accept a job at a lower level.



The Open Enrollment Notification should inform COBRA continues of the open enrollment period, the options available during the open enrollment period and the monthly premium rates for those options.

It defines COBRA continuees as possible electees, electees and continuees. Possible electees are individuals in their 60-day election period; electees are individuals who have elected but have not yet paid; continuees are individuals who have elected and paid.

7. Special Note

There can be no interruption of coverage under COBRA.

8. Employee Notification

Will be handled by the District's Human Resource office.

D. Employee Assistance Program (EAP)

1. Persons Eligible:

Regular full-time employees.

2. Waiting period:

First of the month following date of employment.

3. Provider:

As provided by the Clearlake Oaks County Water District.

4. Benefits provided:

The Employee Assistance Program (EAP) provides confidential, professional assistance when personal problems affect an employee's life and work. The program provides information, consultation and counseling for employees and their family members, as well as offering training and consultation to management.

The EAP encourages employees to use services early in the progression of a problem before situations significantly impact work. This is accomplished by promoting service for "normal problems in living" such as relationships, stress, legal and financial problems, career concerns, anxiety and depression. The EAP also services more serious concerns such as alcohol/marijuana and drug problems, family violence, and threats of suicide.

5. Employee Contribution: None

6. Employer Contribution:

Total cost for employee and eligible family members.

7. Who to contact:

Human Resources at 707 998-3322.



By this joint effort, the Clearlake Oaks County Water District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employees' wage loss, and reduce workers' compensation costs.

H. Retirement

All employees are covered by Social Security. The District pays the employer share and deducts the employee's share from your paycheck. All regular full time employees are also covered by the Public Employees Retirement System. At the present time, the District pays both the employer and the employee's share if your date of hire was before July 19, 2012. All employees hired after July 19, 2012 shall pay six and a quarter percent (6.25%) of regular bi-weekly earnings (overtime earnings are not included.) This is a tax deferred contribution.

Employees nearing retirement are urged to avail themselves of the retirement pre-counseling and planning available to them by CalPERS. CalPERS requires at least a 90 day notice in advance of planned retirement (as does Social Security for any previous services). However, the Clearlake Oaks County Water District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

The General Manager or Human Resources can provide you with names and phone numbers of personnel at CalPERS who can assist you in your retirement planning.

More detailed information may be obtained from the Financial Officer.

I. Educational Assistance

a. The District provides funds for registration, tuition, books, meals, and lodging for work related education and training programs, with General Manager's approval for certain District required education. No employee shall receive overtime pay for attending a training or education seminar. Within 10 days after the training, the employee will be required to submit a report to the General Manager on the training they received and how they feel it will benefit the District. If employee resigns within six (6) months of completion of training the expense must be reimbursed to District as a deduction from employee's final paycheck.

b. If an employee has been requested to attend educational training sessions on behalf of the district, travel pay shall not exceed actual travel time. If it is necessary, or if employee chooses to use their own vehicle for training the employee shall be compensated at the rate allowed by the I.R.S.

c. For District required certification(s), the District will, at the discretion of the General Manager, provide one (1) time certification review class per certification level. If the employee fails to pass the certification test, no other training expense will be borne by the District for that certification level.

J. Paid Time Off Policy

The Clearlake Oaks County Water District's policy allows eligible employees to earn time off in accordance with their employment status and length of service

Employees who are out on a leave of absence do not accrue PTO time while they are on their leave.

Exempt employees must take PTO in increments of no less than ½ day. For non-exempt employees, the minimum PTO amount you can take is 1/4 hour.

Upon termination, eligible employees will be paid for accrued but unused CTO/PTO.

K. Utilization of Paid Time Off (PTO)

PTO scheduling for all employees shall be subject to the employee's immediate Supervisor's approval. PTO pay can only be used if the time off work had been previously scheduled and approved by the employee's immediate supervisor.

- (a) Employees shall give at least two (2) weeks' notice of a vacation request. Scheduling of vacations must be made with consideration of departmental workload, and approval by the General Manager or for exempt employees, Board of Directors. The two weeks' notice may be waived in cases of emergency, approved by the General Manager or for exempt employees, Board of Directors.
- (b) Employees who separate from service shall be cashed out of their PTO at the employee's hourly rate at the time of separation from District service.
- (c) Employees may sell PTO time back to the District with approval by the General Manager for staff and the Board of Directors for exempt employees.

L. Holiday Observances

All regularly scheduled full and part-time employees will receive a normal day's pay at their normal hourly rate for the following holidays, subject to the conditions below:

- New Year's Day — January 1
- Martin Luther King Day – 3rd Monday in January
- Presidents' Day — Third Monday in February
- Memorial Day — Last Monday in May
- Independence Day — July 4
- Labor Day — First Monday in September
- Columbus Day — Second Monday in October
- Veteran's Day — November 11
- Thanksgiving — Fourth Thursday and Friday in November

3. Personal Leaves of Absence

- a. **General:** Employees who have been continuously employed with the Clearlake Oaks County Water District for at least one (1) year, may, due to special circumstances, and upon General Manger's review and approval, request a personal leave of absence without pay, for a reasonable period of time up to one hundred and eighty (180) days. Requests for leaves of absence will be considered on the basis of length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact on the District.
- b. **Requests:** A request must be submitted in writing and be approved in writing by the General Manager before a leave begins. A request for an extension of a leave of absence must be submitted in writing and approved in writing by the General Manager before the extended period begins. It is your responsibility to report to work at the end of the approved leave. If you fail to report to work on the day after your leave expires, you will be considered to have voluntarily resigned.
- c. **Status of Employee Benefits during a Personal Leave:** The Clearlake Oaks County Water District does not pay for group insurance premiums during any portion of a non-mandated, unpaid leave of absence beyond the end of the month in which the leave begins. Accordingly, the premiums beyond that point for such coverage are your complete responsibility and offered through COBRA. In order to keep the insurance in force, premiums for the period of the leave must be paid according to the schedule outlined in the COBRA notification form.

4. Pregnancy Disability Leave

Any full or part-time eligible employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon request, be granted a pregnancy disability leave (PDL) without pay not to exceed four months.

An eligible employee who is granted a PDL may utilize any accrued sick leave benefits and earned vacation benefits during the period of her leave. Any portion of the leave that occurs after all sick and vacation benefits have been exhausted shall be without pay.

Eligible employees who take time off for pregnancy disability leave and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, she may apply for leave under the California Family Rights Act (CFRA), for purposes of baby bonding.

Written requests for CFRA Leave must be received by the General Manager prior to the expiration of the approved family leave or within three days of an absence. The District will try and contact the employee with the contact information you provided the District, however, if an employee cannot be reached and does not report for work at the end of an approved

Section V — Employee Relations

A. Standards of Conduct

The following examples are given in order to provide you some guidance concerning unacceptable behavior. If the CLEARLAKE OAKS COUNTY WATER DISTRICT chooses to correct an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

- Poor performance.
- Using abusive or vulgar language, physical violence or causing disruption to the work place or to fellow employees or visitors.
- Unavailability for work, i.e. absenteeism or tardiness.
- Misuse of the Clearlake Oaks County Water District's monies or resources.
- Conducting non-business activities during working hours.
- Any action indicating a disrespect or disregard for the Clearlake Oaks County Water District, its vendors, suppliers or customers.
- Release of confidential information about the Clearlake Oaks County Water District employees or its customers.
- Falsification of forms, records, or reports including, but not limited to, time sheets, employment applications and employees records.
- Possessing or bringing firearms, weapons, open containers of alcohol/marijuana, illegal drugs or chemicals on or to the Clearlake Oaks County Water District's property.
- Insubordination, refusing to follow a manager's directions, or other disrespectful conduct toward a manager.
- Unauthorized possession or removal of property, records, or other materials.
- Smoking in restricted areas.
- Destroying or willfully damaging the Clearlake Oaks County Water District's or another employee's property, records, or other materials.
- Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
- Leaving the Clearlake Oaks County Water District's boundaries without approval prior to the end of a scheduled work day.
- Sexual harassment, unlawful harassment or discriminatory behavior to another employee.



- Shall follow beneficial ergonomic criteria and adjustments.
- Will utilize defensive driving techniques supported by the Clearlake Oaks County Water District while driving on the District's business.
- Report accidents, injuries, exposures, and incidents to their immediate supervisor and the General Manager.

4. Hazard Assessment

Semi-annual inspections to identify and evaluate workplace hazards will be conducted by an employee volunteer from one of the departments on a rotating basis with the assistance of a Risk Management Consultant (ACWA-JPIA insurance representative) and Safety Officer. These inspections will also be conducted when:

- New processes, substances, procedures or equipment which present potential new hazards are introduced into our workplace;
- New, previously unidentified hazards are recognized;
- Occupational injuries and illnesses occur;
- Workplace conditions warrant an inspection.

Annual inspections consist of identification and evaluation of workplace hazards performed by our Insurance Carrier, ACWAJPIA, or our Safety Officer.

5. Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. The inspection checklist will be presented to management and the hazards will be corrected in accordance with the following:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately be abated without endangering employees or property, all exposed workers will be removed from the department except those necessary to correct the existing condition. The employees necessary to correct the existing condition will be trained to handle the condition and be provided with necessary protection.
- All corrective actions taken and the dates they are completed will be documented and maintained by the General Manager or delegated employee.

6. Training

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

- When the Injury and Illness Prevention Program (IIPP) is first established;
- To all new employees;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all employees with respect to hazards specific to each employee's job assignment.

7. Record Keeping

The following procedures are taken to maintain the Clearlake Oaks County Water District IIPP:

- Records of hazard assessment inspections, including the names of persons conducting the inspection, the date and unsafe work conditions and practices that have been identified and the action taken to correct the identified unsafe work conditions and work practices will be documented.
- Documentation of safety and health training for each employee, including the employee's name training dates, type of training will be recorded on the training database.

8. Safety and Health

The Clearlake Oaks County Water District may choose to have an Employee Safety Committee. The Committee would:

- Meet several times each calendar year.
- Provide written minutes of the meetings to management and post for employees via email.
- Conduct and review results of semi-annual or other periodic worksite inspections (assessments) and submit recommendations to management for consideration.
- Review any management directed Workers' Compensation claim. (It is felt that most WC claims at the Clearlake Oaks County Water District are ones that management should handle due to confidentiality of the employee and the nature of work. Management will refer to the Safety Officer any appropriate WC claims.)
- Submit to management any alleged hazardous conditions brought to the attention of any committee member with recommendations, as appropriate.

- Submit to management any alleged hazardous conditions brought to the attention of any committee member with recommendations, as appropriate.
- Assist in the evaluation of employee safety suggestions.

B. Ergonomics

The Clearlake Oaks County Water District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. It is our intention to reduce exposure to ergonomic hazards through modifications to equipment and process and employee training. Any necessary, reasonable adjustments to minimize workplace repetitive motion injuries will be considered and made. If you require any adjustments or have any concerns or questions about ergonomics, be sure to discuss the matter with your supervisor, or the General Manager. Employees are encouraged to complete the General Office Ergonomics on-line class for information on preventing injuries.

C. Bomb Threats and/or Threatening Calls / Emails

Should you receive a threatening phone call, remain calm and try to write down the exact wording of the emergency/threat. A form is included in the security section of the employee binder for use in this event. Be sure to notify a manager immediately, and if appropriate, phone 9-1-1. A threatening email should be printed out and taken to a manager immediately.

D. Driving on the Job

The Clearlake Oaks County Water District has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. This is a free service for public agencies that provides driver record reports on employees. Employees include temporary, seasonal, and part-time employees and volunteers.

1. Procedures

The Clearlake Oaks County Water District obtains from the DMV a copy of the driving record of all of its employees that are authorized to operate vehicles (Clearlake Oaks County Water District or personal) on the District's business.

- a. As a public agency, the Clearlake Oaks County Water District is entitled to receive copies of driving records from the DMV without charge.
- b. A copy your driving record shall be obtained as soon as possible after you are hired and annually thereafter.
- c. The Clearlake Oaks County Water District is responsible for ordering and interpreting all driving records.
- d. To ensure uniformity in the application of recommendations to employees whose records are found to be unacceptable, the driver

- Any *chargeable accident while on Clearlake Oaks County Water District business;
 - A violation for an expired license; or
 - Four ** Failure to Appear notices within 36 months.
- c. Class III -- 120 Day Suspension of Clearlake Oaks County Water District Driving Privileges.
- Four or more points within 24 months;
 - Six or more points within 36 months;
 - DUI, reckless driving, or speed contest, NOT during Clearlake Oaks County Water District business;
 - Five ** Failure to Appear notices within 36 months;
 - Two chargeable accidents within 24 months; or
 - Any citation incurred while license is suspended.
- * Chargeable Accident -- when a driver has received a point violation.
- ** Failure to Appear -- code 40508A
- *** Public Offense - codes 23100 through 23249.58

E. Cellular Phone Safety

The use of cellular phones while driving on Clearlake Oaks County Water District business is considered a dangerous distraction and is prohibited. If your job requires you to keep your cell phone turned on while driving, you must safely pull off the road and stop before conducting business or use the hands free device located in all District vehicles. Under no circumstances may a driver initiate or answer a cellular phone call or text message while driving a vehicle on company time.

Section VII — Staff Expense Reimbursement Guidelines

The Clearlake Oaks County Water District will fully compensate employees for all reasonable and prudent expenses incurred in the course of business as described below:

A. Credit Card Use

Credit cards are issued to specific employees who either travel on a regular basis on Clearlake Oaks County Water District business, or have the need to frequently purchase supplies or services. Credit cards should be used only for legitimate, approved business of the Clearlake Oaks County Water District, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the business credit card;

- All charges must be in line with travel guidelines or as approved by management; and
- Receipts must be submitted to the Accounts Payables desk within two weeks of making the charge.

B. Employee Incurred Expenses

Expenses under the amount of \$50, which are incurred by employees for Clearlake Oaks County Water District purposes, will be reimbursed through its petty cash checking account. Expenses over that amount will be reimbursed through normal accounting procedures after you have completed and submitted an expense report. All expenses must be approved in advance by management before submitting to Finance for reimbursement.

C. Mileage

The mileage reimbursement rate to operate privately-owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance should be calculated from destination to destination. Any employee incurring out-of-pocket expenses due to traffic accidents while on Clearlake Oaks County Water District business (i.e. deductibles), may be reimbursed by the District.

Those of you driving private vehicles on Clearlake Oaks County Water District business will be required to attend a defensive driving class every four years and from time to time, to have your driving records reviewed. In addition, you are required to provide the Clearlake Oaks County Water District with proof of insurance coverage for your personal vehicle.

You are expected to practice good defensive driving techniques and operate the vehicle in a safe and responsible manner.

D. Car Rentals

The Clearlake Oaks County Water District's policy is to allow you to rent a mid-size automobile where you get the best rate and most convenient rental when traveling.

When renting a car on Clearlake Oaks County Water District business, use your District issued corporate credit card and do not purchase additional car rental loss and damage coverage. Do not accept direct billing if offered because it negates this coverage. The coverage is primary and no deductible applies. Exclusions are for pickups, trucks, RVs, exotic and antique autos.

E. Meals

The Clearlake Oaks County Water District will provide up to \$65 per day for full-day travel expenses and up to \$35 per day for half-day travel expenses. Special circumstances will be required to justify reimbursement for amounts above these limits.

F. Lodging

The reimbursement rate should not exceed \$135 per night, exclusive of tax, or whatever is a reasonable rate in the area. Staff members should always try to get a state rate whenever possible. At ACWA Conferences, the reimbursement rate shall be the rate set for single rooms for the Conference.

G. Expense Reports

Expense reports must be turned in to Finance within one week of returning to the Clearlake Oaks County Water District office.

Section VIII — Around The Office

A. Dress & Grooming Standards

While the Clearlake Oaks County Water District has no formal dress code, it is expected that you will dress in a manner consistent with good business practices. The basic rule is **“Nothing too tight, short, ragged, or dirty. If in doubt, don’t wear it!”**

The following guidelines should be practiced by employees:

- All employee’s of the District will be required to wear the standardized clothing provided by the district. In addition, the district will give an annual allowance of two hundred dollars (\$200.00) for the purchase of work boots. The boots must meet safety standards (water proof, and have non-skid soles). The standardized clothing shall be replaced as needed and as determined by the General Manager.
- The following are not appropriate during normal working hours:
 - ◆ mini-skirts
 - ◆ halter/tube/crop type tops (including any backless tops)
 - ◆ athletic clothing
 - ◆ sheer clothing
 - ◆ form fitting clothing
 - ◆ clothing with obscene, controversey, or political messages/artwork

The exception to this requirement would be when prior approval has been given by the General Manager that a “casual day” has been designated.

B. Right to Privacy

The Clearlake Oaks County Water District respects the individual privacy of its employees. However, employee privacy does not extend to the employee’s work-related conduct or to the use of Clearlake Oaks County Water District-provided equipment or supplies. Employees should be aware that the terms of this Policy limit their privacy in the workplace.

POLICY REGARDING RESTORATION OF SERVICE

Cancels:
See Also: Policy Regarding Delinquent Accounts

Approved by: Board of Directors

When service is terminated for failure to comply with the District's rules and regulations other than payment of fees and charges, service shall not be restored to the former customer or property of the former customer until assurances satisfactory to the General Manager are provided that the customer will comply with District rules and regulations, and the District is reimbursed for costs incurred to terminate and restore service.

When service is terminated for failure to pay rates, fees, or charges, service shall not be restored to the former customer unless and until arrearages that resulted in the termination and costs incurred to terminate and restore service are paid to the District. Payment shall be by cash, credit or debit card, cashier's check, or money order.

AYES:
NOES:
ABSENT:
ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____

Margaret Medeiros, President

Attest: _____

Olivia Mann, Board Secretary

02

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 18-14

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

**ADOPTING A POLICY FOR INSTALLMENT PAYMENTS FOR DELINQUENT
ACCOUNTS**

WHEREAS, the District desires to adopt a policy for handling delinquent accounts and installment payment plans in accordance with applicable law;

NOW, THEREFORE, BE IT RESOLVED, that the "Policy Regarding Delinquent Accounts," attached here to as Exhibit 1 and incorporated herein by reference, is hereby adopted

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 December 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Board Secretary