

**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

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: _____

5. Agenda (Old Business)

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

Action Taken: _____

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

Action Taken: _____

6. Agenda (New Business)

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

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

Action Taken: _____

Closed Session

Time: _____

a. 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)

November 15, 2018 - Board Letter

Billing Department

- ∞ We are almost ready to go live with our new billing system, UMS! I will be working on both programs simultaneously with the assistance of a CUSI technician to ensure we are ready to drop the old billing system and have no complications.
- ∞ Received \$2,189.63 in payments towards our <120 Aged Receivables this past month; however, this stems from past due accounts reported to the County of Lake, payment arrangements, and closed accounts.
- ∞ This past month, Dianna and I attended the 3-day 2018 Special Districts Conference. I feel this was a huge success and learned the upmost information pertaining to my new appointment to Secretary of the Board. We are both now certified in Policy & Procedure Writing, as well as a Certified Board Secretary. We attended seminars instructed by attorneys, current General Manager's at larger districts, current Board Members, etc. The policy & procedure class helped me rewrite the policy that appears on the agenda today with a new format and better practice. As first time attendees, we attended all beginner classes, I hope to attend the 2019 CSDA Conference for the advanced classes!

Front Office

- ∞ As of November 1, 2018, we are closed to the public on Thursdays & Fridays! Our website, bulletin boards, and bills have been updated to reflect the new office hours.
- ∞ Our new automated phone system has been working great, we have reduced the answering service bill from a 12-month average of \$295.00 reduced to October's bill we just received of \$167.00
- ∞ Currently updating our permits with Jan at the Lake County Sherriff's department for the Administration building and both plants. We need a building schematic for both plants before the permits can be approved, I hope to submit our new permits for approval by the end of November!

Respectfully,



Olivia Mann

Customer Service Lead

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

November 15, 2018

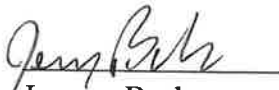
Boil Water Notices:

- Cerrito Drive (Power Outage)
 - Number of Notices: 9
 - Notice: October 15, 2018
 - Cancellation: October 23, 2018

Leaks Repaired:

- 10/01/2018 – 12637 Lakeview Drive, riser break from tampering, 30 gpm
- 10/06/2018 – Spinnaker Court, service line, 3 gpm
- 10/10/2018 – 10741 Highway 20, service line, 5 gpm
- 10/15/2018 – 10741 Highway 20, service line, 3 gpm
- 10/19/2018 – 13 xxx 4th Street, service line, 2 gpm
- 10/24/2018 – 10714 Highway 20, service line, 1” gash

Respectfully,


Jeremy Backus

Lead DC Operator

WATER TREATMENT PLANT

There continues to be a lot of activity at the plant these days as we diligently work to rehabilitate the plant. Below I have listed the work items and their current status.

1. OZONE PROCESS- We will be installing the new Ozone Generator in the next week or so, and putting it on-line.
2. EAST IN-TAKE FLOW METER- Telstar installed the new flow meter for the East In-take October 16th.
3. MULTI-MEDIA FILTERS 2 & 3- Both filters have been disinfected and the initial Backwash has been completed. A second Backwash needs to be completed before they can be returned to operational standby status.
4. HIGH SERVICE PUMP #1-CPM pumps in Chico have been commissioned to rebuild the Pump portion of HSP #1 and will also be reconditioning the electric motor.
5. FILTER 1 BACKWASH ACTUATORS-Apparently these actuators have not worked properly for some time and appear to be locally crafted much like the Flash Mixer. The manufacturer is no longer in business making it difficult to find replacement parts. We are able to manipulate the airflow and force the valves into position using a prybar, however they are getting worse and it is a matter of time before they fail completely.

Both Telstar and ERS have provided quotes to replace the actuators. These quotes are before the Board today for your consideration.
6. COAGULANT ROOM VAULT SPILLING INTO THE LAKE-All waters have been diverted via a new sewer line.
7. FLASH MIXER-The Flash Mixer is projected to be delivered December 8th.
8. SCADA CONNECTIONS FOR OZONE MONITORING-I have spoken with Joe and we have put a plan of work items in place.

9. HSP #2 is down because of electrical issues but the parts have been ordered and should be back in service prior to this meeting.
10. We had the VFD for the booster pump at Shady Tank Site fail . This Booster Pump supplies water to the Konocti Tank. This has been replaced is is back in service.
11. The compressor pump for Cerrito pressure tank failed causing a lose in water pressure so Boil Water Notices were issued to the residences serviced by this tank. The compressor has been replaced and put back in service.
12. We had an intermittent issue with the post chlorine supply which caused several after hour call-outs. This problem has been corrected and has been operating without incident.

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
NOVEMBER 2018

Reporting Period: October 2018

From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors

November 9, 2018

For the month of October 2018 the total flows that the plant received were 8.504 MG averaging 270,000 gallons a day. The total amount that was discharged through our pipe line was 7.158 MG averaging 243,000 gallons a day. This amount of flow averaged 169 gallons a minute. Clearlake averaged 1.17' Rumsey gauge. All outsource and in house testing results were in compliance with our Discharge permit. The plant is running well at this time and producing good effluent. We are working close with the City of Williams in regards to some brush rotors they no longer use. If they work for us then we will have the ability to shelf one full unit for spare and begin rotating one unit at a time to have preventative maintenance work on the brush rotor.

Ground Water Monitoring Report 3rd Quarter prepared by our Professional Geologist was received and submitted to the state. Dean Enderlin has recommended waiting and seeing what results we obtain during 4th quarter in regards to well #3 and well #2 to see if any trends begin to develop. We have made it clear to staff that dumping in these beds, other than dewatering liquid from our geo tubes, is no longer an option. We will keep updating on this matter.

We are happy to see that the construction at the plant is coming to an end. The clarifier is being filled with potable water to verify that every piece of mechanism is functioning properly. After this is verified we will be putting this new clarifier on line and taking the existing off of line to start cleaning and fixing.

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

Thank you,
Francisco Castro/CPO

Clearlake Oaks County Water District

November 15, 2018

I would like to thank you for allowing Olivia and myself to attend the Board Secretary seminar and we both found it to be very informative. Met some great people and great networking.

This has been a very busy past month, however, I am excited to report on how much was accomplished by the team.

Thanks to a very proactive Ad Hoc committee, the solar system has come to a conclusion and with an addendum to the Basin 2000 pipeline, I am hoping this will be put to rest real soon. I look forward to working with Stan on the Employee Handbook.

The CSA 16 committee also had a very positive meeting with Special Districts. Everyone is looking forward to taking the final steps to send water to Paradise Cove. Jan sent out an email on the 12th announcing the PG&E deposit amount for the Harvey Tank had been received after patiently waiting for two years. The staff, committee, and Special Districts completed a site visit last Wednesday and I believe some major questions were answered. Dan also has received a "to do" list from State that we will be diligently working on. Things are definitely moving forward.

Also, Ad Hoc committee and I had a site visit with PG&E for Lift Station 10 so the District can move forward in splitting the power for our Lift Station 10. We are now currently working on a solution suggested by PG&E and will be working with the land owner in hopes an agreement will be worked out.

Condemnation on the site for the new Lift Station 7 has been completed and I took it to Lakeport to record, we should be receiving the recorded document in the mail any day now.

A Ribbon cutting ceremony will be held on Nov. 16 in celebration of the completion of our clarifier and new sludge bed at the WWTP. Special thanks go out to MC Engineering and T & S Construction for catering lunch for staff after the ceremony. Lake County News and Record Bee will be covering the event. District Supervisor, Jim Steele has already confirmed to attend.

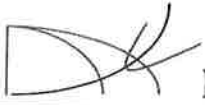
I have been working close with Dan helping to update all of our plans that haven't been updated in years. To date we have completed the Emergency Notification Plan, Emergency Disinfection, and the Bacteriological Sampling Schedule. By this time next month I am in hopes that we will have the remaining required plans submitted to State. We will also be working on required plans that will include CSA 16.

Since my appointment to Interim General Manager, I have successfully completed 2.0 CEU's in Utility Management, 4.5 CEU's in Manage for Success: Effective Utility Leadership Practices, and I am currently studying for my final in Water Distribution Systems that will be in December.

GRANTS:

- ❖ State Water Resources Control Board (SWRCB) Wastewater Infrastructure Rehabilitation and Lift Stations bids were held on November 2nd. We received one bid on the Lift Station Project, and unfortunately no bids for the Infrastructure Rehab Project. That project will be sent to re-bid by the end of November
- ❖ USDA Wastewater Treatment Project: Project is complete!! Ribbon cutting ceremony on Nov. 16th.

Respectfully Submitted,
Dianna Mann
Interim General Manager



Report Date: September 6, 2018

To: Dianna Mann, CLOCWD Interim General Manager

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

RE: CLOCWD SWRCB Funded Sewer Infrastructure Project

Billing Period: October, 2018

I. Project Status Update

Work on the project during **October** included the following:

- Attended pre-bid meeting
- Additional Peer review and comments by EDEA
- Review by Southport Controls
- Revisions to plans per EDEA reviews as needed
- Revised specifications prepared by EDEA and MCE
- Revised rehab specs to accommodate T-liners, cleanouts, and alternate MH coating system
- Monthly invoicing and reporting
- Discussed/reviewed plans with potential contractors
- Responded to bid questions and prepared addenda for lift stations and rehab work

II. Budget Status Update

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

This Invoice: \$28,616.31

Cost to Date: \$310,537.94

Cost to Complete: \$345,447.86

III. Projected Tasks for November, 2018

- Re-advertise and re-bid rehab work
- Award lift station work to T&S Construction
- Shop Drawing and submittal review
- Preconstruction Meeting
- Investigate need for use permit for LS7 site
- Encroachment Permit with Caltrans
- Continued coordination with PG&E for new lift station electrical services
- Finalize (100%) bid set of plans and specs for lift stations
- Finalize (100%) bid set of plans and specs for rehab work
- Receive and process bid for rehab work
- Revisions per CLOCWD reviews as needed

Report Date: October 8, 2018

To: Diann Mann, CLOCWD Interim General Manager

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

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

I. Project Status Update

Work on the project during **October** included the following:

- Attended weekly construction meetings (see meeting minutes for additional detail)
- Revised change order for drying beds
- Progress by Contractor Included:
 - Completed clarifier
 - Completed drying beds
 - Paved site
 - Initial pump installation
 - SCADA programming
 - Misc. electrical
 - Misc. pickup items

Narrative Update:

As described further in the August 2018 update, T&S is behind schedule. CLOCWD agreed to extend the completion date to the end of October via change order and allocated remaining contingency to the sludge drying bed paving project. Using all of the contingency for the drying beds left MC Engineering short in terms of our current contract. Had the project not been extended we had projected to come in under budget and thus avoid the need for the full amount. We are currently reducing our efforts in order to try and minimize our costs while the work is being completed in October and now into early November. As suspected there will be over-runs at least into November with punchlist items at a minimum. In September we submitted an estimated cost to complete, with reduced hours, of \$36,144.24. If the work does indeed wrap up in November we will likely meet that goal. CLOCWD staff met with Art of T&S independently during September and negotiated a \$20,000 credit on the drying bed project. That amount, combined with other remaining monies essentially cover our costs to completion provided the work is not extended much beyond mid November.

II. Construction Budget Status Update

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

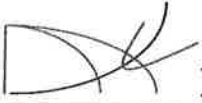
This Invoice: \$10,398.38

Cost to Date: \$375,087.06 (construction only)

Cost to Complete: \$52,541.01 (See Note below for clarification)

USDA amount Remaining: \$-11,446.88

Note: Due to shortfall in USDA Engineering budget, the entire MCE contract amount is not available from USDA. It was agreed last month that T&S would provide a credit for paving and an additional \$20,000 reduction in the change order for the drying beds. Prior to the September billing, we estimated a need for



\$36,144.24 to close the job. Since then we have billed \$22,282.05. We are currently on track to complete the job in November and have \$13,862.19 remaining from our projected total.

III. Projected Tasks for November, 2018

- Attend select construction meetings and prepare related daily field reports
- Witness startup
- Prepare punchlist
- Follow-up visit/s to review startup and punchlist items
- Compile record drawings
- Close out project

Clearlake Oaks County Water District
Summary Balance Sheet
As of October 31, 2018

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	1,863,634.48
Accounts Receivable	-6.00
Other Current Assets	781,735.84
Total Current Assets	<u>2,645,364.32</u>
Fixed Assets	9,631,292.39
TOTAL ASSETS	<u><u>12,276,656.71</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	64,821.14
Credit Cards	10,285.14
Other Current Liabilities	996,761.55
Total Current Liabilities	<u>1,071,867.83</u>
Total Liabilities	1,071,867.83
Equity	<u>11,204,788.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,276,656.71</u></u>

Clearlake Oaks County Water District
Balance Sheet
 As of October 31, 2018

	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	82,876.08
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other	959,694.37
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	1,148,694.37
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHECKING - ...)	88.98
102.02 · CRP Water - 6990	312,365.94
102.03 · CRP Sewer - 3745	319,409.11
Total Checking/Savings	1,863,634.48
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
130 · Const In Progress - Studies	119,333.21
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	74,033.00
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 1057100)	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	23,357.00
Total Other Current Assets	781,735.84
Total Current Assets	2,645,364.32
Fixed Assets	
128 · Sewer Infrastructure & Rehab Proj (Phase 1 was the installation of the Force Main)	207,109.95
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution p...	
121.1 · Sidewalk Project - District Exp	126,933.30
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distributio...	131,829.77
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribu...	258,763.07
131 · Waste Water Plant	
131.1 · Pumps/Equipment	4,148.65
131 · Waste Water Plant - Other	3,054.37
Total 131 · Waste Water Plant	7,203.02
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	1,087,903.91
127 · Water Plant	
127.1 · Repair of Major Equipment	24,899.71
127 · Water Plant - Other	229,817.38
Total 127 · Water Plant	254,717.09
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)	1,924,014.42
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)	1,962,281.94
122 · Bldgs/Grounds Cap Improvements	8,539,547.59

Clearlake Oaks County Water District
Balance Sheet
As of October 31, 2018

	Oct 31, 18
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)	
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 - SEWER - WAS 1011161...)	3,165,315.72
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011...)	3,304,101.87
125 · Land - Dist. Cap. Improvements	300,385.50
129 · ALLOW. FOR DEPRECIATION	-7,544,320.40
Total Fixed Assets	9,631,292.39
TOTAL ASSETS	12,276,656.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	64,821.14
Total Accounts Payable	64,821.14
Credit Cards	
210 · Cal Card	
210-09 · Cal Card - Francisco - 5855	795.57
210-08 · Cal Card - Dan - 5848	350.78
210-07 · Cal-Card - Jeremy - 5863 (Jeremy Backus - 5863)	2,679.67
210.04 · Cal Card - Alan - 7397	6,459.12
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,622.74
Total 210 · Cal Card	10,285.14
Total Credit Cards	10,285.14
Other Current Liabilities	
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal tax deposit o...)	-322.01
280 · Loan	
280.07 · Bridge Loan for Forced Main (will be reimbursed from State grant)	496,126.20
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become available to c...)	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 for Medical Coverage for ...)	2,310.17
221 · Health Ins - EE Portion - Other	4,398.08
Total 221 · Health Ins - EE Portion	6,708.25
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE CO SHERI...)	1,895.77
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-5,694.50
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	-3,798.73
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WAS 2097...)	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX WITHH...)	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WITHHOLDIN...)	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS 2097122)	-1,283.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS CO-P...)	-2,884.66

8:57 AM

11/06/18

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of October 31, 2018

	<u>Oct 31, 18</u>
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WAS 20971...	695.67
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYEE BEN...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, ...	-15,426.51
Total Other Current Liabilities	<u>996,761.55</u>
Total Current Liabilities	<u>1,071,867.83</u>
Total Liabilities	<u>1,071,867.83</u>
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this account. The ...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/31/2...	4,671,801.99
Net Income	196,658.97
Total Equity	<u>11,204,788.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,276,656.71</u></u>

8:28 AM

Clearlake Oaks County Water District

Profit and Loss

July through October 2018

11/06/18

Accrual Basis

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income						
Income						
410 · Client Reg Pmt	0.00	0.00	319,460.32	403,724.95	723,185.27	723,185.27
430 · Penalty & Interest						
430.1 · Condemnation Fund (589 ...	0.00	0.00	27.44	0.00	27.44	27.44
430 · Penalty & Interest - Other	0.00	0.00	6,241.55	7,169.11	13,410.66	13,410.66
Total 430 · Penalty & Interest	0.00	0.00	6,268.99	7,169.11	13,438.10	13,438.10
440 · Misc Revenue	31.20	0.00	57.00	5,429.37	5,517.57	5,517.57
450 · Other - Non S/W Rev	0.00	0.00	23,005.91	23,193.26	46,199.17	46,199.17
Total Income	31.20	0.00	348,792.22	439,516.69	788,340.11	788,340.11
Total Income	31.20	0.00	348,792.22	439,516.69	788,340.11	788,340.11
Gross Profit	31.20	0.00	348,792.22	439,516.69	788,340.11	788,340.11
Expense						
Salaries & EE Benefits						
505 · Salaries & Wages	143,844.41	38,315.20	67,064.07	68,264.79	317,488.47	317,488.47
520 · FICA - District Share	12,801.12	2,794.00	4,900.58	5,214.31	25,710.01	25,710.01
530 · Medical Ins - Dist Share	20,253.50	6,275.38	14,959.23	7,944.40	49,432.51	49,432.51
540 · PERS - District Share	8,439.77	4,344.79	6,238.19	5,096.05	24,118.80	24,118.80
560 · Workers Comp Ins	2,989.02	4,140.46	6,330.42	7,675.80	21,135.70	21,135.70
Total Salaries & EE Benefits	188,327.82	55,869.83	99,492.49	94,195.35	437,885.49	437,885.49
Services & Supplies						
610 · Bank Fees	6,089.22	0.00	0.00	0.00	6,089.22	6,089.22
620 · Communications & Internet	2,860.46	0.00	3,240.52	3,116.88	9,217.86	9,217.86
622 · Board Exp	2,612.95	0.00	0.00	0.00	2,612.95	2,612.95
630 · Equip - Office	1,149.13	0.00	155.74	451.07	1,755.94	1,755.94
640 · Fuel & Oil	0.00	438.81	2,007.19	994.43	3,440.43	3,440.43
645 · Insurance	0.00	0.00	22,272.50	22,272.50	44,545.00	44,545.00
657 · Lab	0.00	0.00	4,684.87	7,566.06	12,250.93	12,250.93
660 · Memberships & Subscription	225.34	0.00	6,773.94	8,282.54	15,281.82	15,281.82
665 · Mileage Reimb	585.67	0.00	0.00	0.00	585.67	585.67
670 · Postage & Shipping	3,271.36	0.00	56.19	25.69	3,353.24	3,353.24
675 · Professional Services	18,926.39	0.00	1,782.63	2,675.00	23,384.02	23,384.02
685 · Rents	3,741.95	0.00	4,877.95	0.00	8,619.90	8,619.90
690 · Safety & Security	531.75	3,299.87	1,649.83	3,547.30	9,028.75	9,028.75
700 · Tools & Instruments	0.00	501.14	60.25	1,327.11	1,888.50	1,888.50
703 · Supplies - Clothing & Personal	0.00	915.82	1,069.25	672.99	2,658.06	2,658.06
705 · Supplies - Office	2,482.41	201.75	715.47	512.41	3,912.04	3,912.04
715 · Supplies-Chemicals-Operating	0.00	0.00	13,002.98	13,773.89	26,776.87	26,776.87
720 · Supplies - Inventory - Other	0.00	1,029.25	1,317.34	788.23	3,134.82	3,134.82
735 · Training/Classes/Certs/ClassB	512.10	2,254.88	1,148.35	645.13	4,560.46	4,560.46
745 · Travel / Lodging	298.14	557.33	581.62	10.00	1,447.09	1,447.09
750 · Utilities	1,813.73	0.00	29,423.93	50,319.79	81,557.45	81,557.45
760 · Waste Disposal	173.64	0.00	26,057.91	0.00	26,231.55	26,231.55
795 · Yolo Co	0.00	0.00	0.00	14,197.55	14,197.55	14,197.55
799 · Misc						
799.1 · Customer Refund - Acct cl...	0.00	0.00	0.00	985.54	985.54	985.54
Total 799 · Misc	0.00	0.00	0.00	985.54	985.54	985.54
Total Services & Supplies	45,274.24	9,198.85	120,878.46	132,164.11	307,515.66	307,515.66
Repairs & Replacement						
810 · R&R Buildings & Grounds	1,122.35	0.00	228.90	213.58	1,564.83	1,564.83
830 · R&R Equipment	0.00	0.00	1,593.62	3,853.79	5,447.41	5,447.41
840 · R&R Vehicles	10.00	939.97	2,443.28	683.82	4,077.07	4,077.07
Total Repairs & Replacement	1,132.35	939.97	4,265.80	4,751.19	11,089.31	11,089.31

7

8:28 AM

11/06/18

Accrual Basis

Clearlake Oaks County Water District

Profit and Loss

July through October 2018

	<u>Admin (GL)</u>	<u>DC (GL)</u>	<u>Sewer (GL)</u>	<u>Water (GL)</u>	<u>Total GL</u>	<u>TOTAL</u>
Total Expense	234,734.41	66,008.65	224,636.75	231,110.65	756,490.46	756,490.46
Net Income	<u>-234,703.21</u>	<u>-66,008.65</u>	<u>124,155.47</u>	<u>208,406.04</u>	<u>31,849.65</u>	<u>31,849.65</u>

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

4

Target % > **33%**

As of October 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	399,325	439,516	37%	1,027,946	342,649	348,765	34%
Total Operating Expenses	1,042,052	347,351	380,496	37%	1,065,195	355,065	375,008	35%
Operating Balance (loss)	155,923	51,974	59,021		(37,249)	(12,416)	(26,243)	
420 Connection Rev			-				-	
435			-				-	
450 Other - Non S/W Rev	96,000	32,000	23,193	24%	85,000	28,333	23,006	27%
Depreciation Exp	125,000	41,667	41,667	33%	80,000	26,667	26,667	33%
Net Change In Net Position (loss)	126,923	42,308	40,547		(32,249)	(10,750)	(29,904)	

Current 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

Past Revenue Notes

WestAmer Op	\$	42,509
WestAmer CRP		631,775
LAIF		1,167,002
Total	\$	1,841,286

As of October 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	379,325	403,725	35%	1,014,446	338,149	319,460	31%
430 Penalty & Interest	30,000	10,000	7,169	24%	13,500	4,500	6,242	46%
440 Misc	30,000	10,000	5,429	18%	0	0	57	0%
Total Revenue >	1,197,975	399,325	416,323	35%	1,027,946	342,649	325,759	32%

As of October 2018 Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	Spent
505 Salaries & Wages	403,406	134,469	159,345	39%	411,575	137,192	158,144	38%
510 Contracted Labor	-	-	-	0%	-	-	-	0%
520 FICA - District Share	31,879	10,626	13,012	41%	32,719	10,906	12,699	39%
530 Medical Ins - District Share	79,544	26,515	21,209	27%	108,002	36,001	28,224	26%
540 PERS - District Share	46,151	15,384	11,489	25%	48,788	16,263	12,631	26%
550 Unemployment	2,500	833	-	0%	2,500	833	-	0%
560 Workers Comp Ins	27,587	9,196	11,241	41%	22,985	7,662	9,895	43%
Salaries and Employee Benefits >	591,067	197,022	216,294	37%	626,570	208,857	221,591	35%
605 Advertising	200	67	-	0%	200	67	-	0%
610 Bank Fees	9,010	3,003	3,045	34%	9,000	3,000	3,045	34%
620 Communications & Internet	10,000	3,333	4,547	45%	9,500	3,167	4,671	49%
622 Board Exp	5,000	1,667	1,307	26%	5,000	1,667	1,307	26%
625 Equip - Field (\$300-\$4999)	2,500	833	-	0%	4,000	1,333	-	0%
630 Equip - Office	3,000	1,000	1,026	34%	3,500	1,167	731	21%
640 Fuel & Oil	6,500	2,167	1,214	19%	4,000	1,333	2,227	56%
645 Insurance	40,000	13,333	22,273	56%	40,000	13,333	22,273	56%
650 Interest	-	-	-	0%	-	-	-	0%

19

657	Lab	20,000	6,667	7,566	38%	25,000	8,333	4,685	19%
660	Memberships & Subscriptions	28,500	9,500	8,396	29%	25,500	8,500	6,887	27%
665	Mileage Reimb	2,250	750	293	13%	2,250	750	293	13%
670	Postage & Shipping	6,100	2,033	1,662	27%	6,050	2,017	1,692	28%
675	Professional Services	20,000	6,667	12,138	61%	20,000	6,667	11,246	56%
685	Rents	5,700	1,900	1,871	33%	15,700	5,233	6,749	43%
690	Safety & Security	4,125	1,375	5,463	132%	8,125	2,708	3,566	44%
700	Tools & Instruments	2,250	750	1,578	70%	5,250	1,750	311	6%
703	Supplies - Clothing & Personal	2,175	725	1,131	52%	2,175	725	1,527	70%
705	Supplies - Office	4,625	1,542	1,854	40%	5,125	1,708	2,057	40%
715	Treatment Chemicals	52,000	17,333	13,774	26%	53,000	17,667	13,003	25%
720	Supplies - Operating - Other	9,250	3,083	1,303	14%	20,750	6,917	1,832	9%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	7,250	2,417	2,029	28%	10,250	3,417	2,532	25%
745	Travel	2,000	667	438	22%	2,000	667	1,010	50%
750	Utilities	135,650	45,217	51,227	38%	97,750	32,583	30,331	31%
760	Waste Disposal	550	183	87	16%	52,250	17,417	26,145	50%
795	Yolo Co	54,600	18,200	14,197	26%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		433,235	144,412	158,414	37%	426,375	142,125	148,115	35%
810	R&R Buildings & Grounds	7,500	2,500	775	10%	7,500	2,500	790	11%
815	R & R Damage Claims	5,000	1,667	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	667	3,854	193%	500	167	1,594	319%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	1,083	1,159	36%	4,250	1,417	2,918	69%
Repairs & Replacement >		17,750	5,917	5,788	33%	12,250	4,083	5,302	43%
Total Expenses >		1,042,052	347,351	380,496	37%	1,065,195	355,065	375,008	35%

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

Target % > **33.3%**

As of October 2018		2018-2019 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	478,396	159,465	143,844	30.1%	334,552
510	Contracted Labor	-	-	-		-
520	FICA - District Share	36,932	12,311	12,801	34.7%	24,131
530	Medical Ins - District Share	99,404	33,135	20,254	20.4%	79,150
540	PERS-District Share (incl unfunded Liab, 14.5K)	51,119	17,040	8,440	16.5%	42,679
550	Unemployment	5,000	1,667		0.0%	5,000
560	Workers Comp Ins	17,202	5,734	2,989	17.4%	14,213
Salaries and Employee Benefits >		688,053	229,351	188,328	27.4%	499,725
605	Advertising	400	133	-	0.0%	400
610	Bank Fees	18,000	6,000	6,089	33.8%	11,911
620	Communications & Internet	7,000	2,333	2,860	40.9%	4,140
622	Board Exp	10,000	3,333	2,613	26.1%	7,387
625	Equip - Field (up to \$4999)	0	0		0.0%	0
630	Equip - Office	2,500	833	1,149	46.0%	1,351
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	333	225	22.5%	775
665	Mileage Reimb	3,000	1,000	586	19.5%	2,414
670	Postage & Shipping	12,000	4,000	3,271	27.3%	8,729
675	Professional Services (Legal, IT, etc)	20,000	6,667	18,926	94.6%	1,074
685	Rents	7,400	2,467	3,742	50.6%	3,658
690	Safety & Security (boots)	2,500	833	532	21.3%	1,968
700	Tools & Instruments	0	0		0.0%	0
703	Supplies - Clothing & Personal	600	200		0.0%	600
705	Supplies - Office	7,000	2,333	2,482	35.5%	4,518
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	1,167	512	14.6%	2,988
745	Travel / Lodging	2,000	667	298	14.9%	1,702
750	Utilities	5,500	1,833	1,814	33.0%	3,686
760	Waste Disposal	500	167	174	34.8%	326
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		102,900	34,300	45,273	44.0%	57,627
810	R&R Buildings & Grounds	5,000	1,667	1,122	22.4%	3,878
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	1,000	333		0.0%	1,000
832	R&R Mains/Service Lines	0	0		0.0%	0
840	R&R Vehicles (\$2k/vehicle)	500	167	10	2.0%	490
Repairs & Replacement >		6,500	2,167	1,132	17.4%	5,368
Total Expenses >		797,453	265,818	234,733	29.4%	562,720

675 Legal Fees 589/Personnel

705 Billing Envelopes, checks and deposit slips

4	D\C - Budget Variance Report July 1, 2018 though June 30, 2019	2018-2019 Budget		Target % >	33.3%	
	As of October 2018	Annual	YTD	Actual YTD	% Spent	Total Remaining
	Expenses					
505	Salaries & Wages	110,068	36,689	38,315	34.8%	71,753
510	Contracted Labor	-	-	-		-
520	FICA - District Share	9,036	3,012	2,794	30.9%	6,242
530	Medical Ins - District Share	29,843	9,948	6,275	21.0%	23,568
540	PERS - District Share	21,143	7,048	4,345	20.6%	16,798
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	11,194	3,731	4,140	37.0%	7,054
	Salaries and Employee Benefits >	181,282	60,427	55,869	30.8%	125,413
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	500	439	29.3%	1,061
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	1,250	3,300	88.0%	450
700	Tools & Instruments	3,750	1,250	501	13.4%	3,249
703	Supplies - Clothing & Personal	750	250	916	122.1%	(166)
705	Supplies - Office	250	83	202	80.8%	48
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	1,500	500	1,029	68.6%	471
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	3,000	1,000	2,255	75.2%	745
745	Travel / Lodging	1,000	333	557	55.7%	443
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	5,167	9,199	59.3%	6,301
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	833	940	0.0%	1,560
	Repairs & Replacement >	2,500	833	940	37.6%	1,560
	Total Expenses >	199,282	66,427	66,008	33.1%	133,274

Expense Notes

505 Salaries & Wages Lift Station 7 24/monitoring also 3 pay periods is Aug, will even out over time
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

22

4 Sewer - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **33.3%**

As of October 2018		2018-2019 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	172,377	57,459	67,064		105,313
510	Contracted Labor	-	-	-	38.9%	-
520	FICA - District Share	14,253	4,751	4,901	34.4%	9,352
530	Medical Ins - District Share	58,300	19,433	14,959	25.7%	43,341
540	PERS - District Share (\$14.5K Unfunded)	23,229	7,743	6,238	26.9%	16,991
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	14,384	4,795	6,330	44.0%	8,054
Salaries and Employee Benefits >		282,543	94,181	99,492	35.2%	183,051
605	Advertising	0	0		0.0%	0
620	Communications & Internet	3,500	1,167	3,241	92.6%	259
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	1,500	500		0.0%	1,500
630	Equip - Office	1,000	333	156	15.6%	844
640	Fuel & Oil (Schaeffers)	1,500	500	2,007	133.8%	(507)
645	Insurance	40,000	13,333	22,273	55.7%	17,727
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	25,000	8,333	4,685	18.7%	20,315
660	Memberships & Subscriptions	25,000	8,333	6,774	27.1%	18,226
665	Mileage Reimb	500	167		0.0%	500
670	Postage & Shipping	50	17	56	112.0%	(6)
675	Professional Services (SCADA)	10,000	3,333	1,783	17.8%	8,217
685	Rents	12,000	4,000	4,878	40.7%	7,122
690	Safety & Security (boots)	5,000	1,667	1,650	33.0%	3,350
700	Tools & Instruments	5,000	1,667	60	1.2%	4,940
703	Supplies - Clothing & Personal	1,500	500	1,069	71.3%	431
705	Supplies - Office	1,500	500	715	47.7%	785
715	Treatment Chemicals	53,000	17,667	13,003	24.5%	39,997
720	Supplies-Operating-Other-Titan Tubes	20,000	6,667	1,317	6.6%	18,683
730	Taxes - Licenses	-	-		0.0%	-
735	Training, Certs (classes, books)	7,000	2,333	1,148	16.4%	5,852
745	Travel / Lodging	500	167	582	116.4%	(82)
750	Utilities	95,000	31,667	29,424	31.0%	65,576
760	Waste Disposal	52,000	17,333	26,058	50.1%	25,942
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund					
Services and Supplies >		360,550	120,183	120,879	33.5%	239,671
810	R&R Buildings & Grounds	1,500	500	229	15.3%	1,271
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0	1,594	0.0%	(1,594)
832	R&R Mains/Service Lines	0	0		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	1,333	2,443	61.1%	1,557
Repairs & Replacement >		5,500	1,833	4,266	77.6%	1,234
Total Expenses >		648,593	216,198	224,637	34.6%	423,956

Expense Notes

- 703 Supplies - Clothing & Personal 6 pairs of work pants each
- 705 Supplies - Office Toner
- 830 R & R Equipment LEETE Generator Maintenance
- 840 R & R Vehicles V-15 - Tire Rods, wheel alignment, lower ball joints
- 620 Communications - Internet I pads

23

4 Water - Budget Variance Report July 1, 2018 through June 30, 2019		2018-2019 Budget		Target % >	33.3%	
As of October 2018				Actual	%	Total
Expenses	Annual	YTD	YTD	Spent		Remaining
505 Salaries & Wages	164,208	54,736	68,265	41.6%		95,943
510 Contracted Labor	0	0				0
520 FICA - District Share	13,413	4,471	5,214	38.9%		8,199
530 Medical Ins - District Share	29,843	9,948	7,944	26.6%		21,899
540 PERS - District Share	20,591	6,864	5,096	24.7%		15,495
550 Unemployment	0	0		0.0%		0
560 Workers Comp Ins	18,986	6,329	7,676	40.4%		11,310
Salaries and Employee Benefits >	247,040	82,347	94,195	38.1%		152,845
605 Advertising	0	0		0.0%		0
610 Bank Fees	0	0		0.0%		0
620 Communications & Internet	4,000	1,333	3,117	77.9%		883
622 Board Exp	0	0		0.0%		0
625 Equip - Field (\$300 - \$4999)	0	0		0.0%		0
630 Equip - Office	500	167	451	90.2%		49
640 Fuel & Oil	4,000	1,333	994	24.9%		3,006
645 Insurance	40,000	13,333	22,273	55.7%		17,727
650 Interest	0	0		0.0%		0
657 Outside Lab / Internal Lab	20,000	6,667	7,566	37.8%		12,434
660 Memberships & Subscriptions	28,000	9,333	8,283	29.6%		19,717
665 Mileage Reimb	500	167		0.0%		500
670 Postage & Shipping	100	33	26	26.0%		74
675 Professional Services (SCADA)	10,000	3,333	2,675	26.8%		7,325
685 Rents	2,000	667		0.0%		2,000
690 Safety & Security (boots)	1,000	333	3,547	354.7%		(2,547)
700 Tools & Instruments	2,000	667	1,327	66.4%		673
703 Supplies - Clothing & Personal	1,500	500	673	44.9%		827
705 Supplies - Office	1,000	333	512	51.2%		488
715 Treatment Chemicals	52,000	17,333	13,774	26.5%		38,226
720 Supplies - Operating - Other	8,500	2,833	788	9.3%		7,712
730 Taxes - Licenses	0	0		0.0%		0
735 Training, Certs (classes, books)	4,000	1,333	645	16.1%		3,355
745 Travel / Lodging	500	167	10	2.0%		490
750 Utilities	132,900	44,300	50,320	37.9%		82,580
760 Waste Disposal	300	100		0.0%		300
795 Yolo Co	54,600	18,200	14,197	26.0%		40,403
799 Misc	0	0		0.0%		0
799.1 Customer Refund			986			
Services and Supplies >	367,400	122,467	132,164	36.0%		235,236
810 R&R Buildings & Grounds	5,000	1,667	214	4.3%		4,786
815 R & R Damage Claims	0	0		0.0%		0
820 R&R Lift Stations	0	0				0
830 R&R Equipment	1,500	500	3,854	256.9%		(2,354)
832 R&R Mains/Service Lines	0	0		0.0%		-
840 R&R Vehicles (\$2k/vehicle)	3,000	1,000	684	22.8%		2,316
Repairs & Replacement >	9,500	3,167	4,752	50.0%		4,748
Total Expenses >	623,940	207,980	231,111	37.0%		392,829
690 Safety & Security	Purchase of Abestos storage bin for disposal of all old water pipes \$1,989.42					
830 R & R Equipment	LEETE Generator Maintenance , service on 3 hydrovane generators					
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					

2A

8:31 AM

11/06/18

Accrual Basis

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

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income				
Income				
425 · CRP (Capital Replacment Plan)	123,040.23	115,822.55	238,862.78	238,862.78
430 · Penalty & Interest	2,527.53	2,790.07	5,317.60	5,317.60
Total Income	125,567.76	118,612.62	244,180.38	244,180.38
Total Income	125,567.76	118,612.62	244,180.38	244,180.38
Gross Profit	125,567.76	118,612.62	244,180.38	244,180.38
Expense				
134 · WTP Meter & X-Connection Proj.	343.34	0.00	343.34	343.34
133 · Harvey Storage Tank - Water	343.33	0.00	343.33	343.33
Salaries & EE Benefits				
505 · Salaries & Wages	19,943.24	16,891.34	36,834.58	36,834.58
520 · FICA - District Share	1,525.65	1,292.20	2,817.85	2,817.85
530 · Medical Ins - Dist Share	2,516.97	2,516.97	5,033.94	5,033.94
540 · PERS - District Share	1,384.89	1,424.48	2,809.37	2,809.37
560 · Workers Comp Ins	2,070.23	2,070.20	4,140.43	4,140.43
Total Salaries & EE Benefits	27,440.98	24,195.19	51,636.17	51,636.17
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	2,593.95	2,547.09	5,141.04	5,141.04
675 · Professional Services	8,033.01	0.00	8,033.01	8,033.01
700 · Tools & Instruments	2.17	2.17	4.34	4.34
720 · Supplies - Inventory - Other	6,642.41	2,421.90	9,064.31	9,064.31
Total Services & Supplies	18,120.93	5,200.33	23,321.26	23,321.26
Repairs & Replacement				
810 · R&R Buildings & Grounds	0.00	3.35	3.35	3.35
820 · R&R Lift Stations	0.00	227.64	227.64	227.64
830 · R&R Equipment	12,373.38	1,089.11	13,462.49	13,462.49
832 · R&R Mains and Sewer Lines	1,962.67	730.46	2,693.13	2,693.13
840 · R&R Vehicles	3,357.10	3,349.05	6,706.15	6,706.15
Total Repairs & Replacement	17,693.15	5,399.61	23,092.76	23,092.76
Total Expense	63,941.73	34,795.13	98,736.86	98,736.86
Net Income	61,626.03	83,817.49	145,443.52	145,443.52

25

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

4 SEWER-CRP Target % > **33.3%**

As of October 2018

Summary	Budget		Actual YTD		
	Annual	YTD	Amount	%	
SEWER CRP Revenue	392,097	130,699	115,823	29.5%	0%
SEWER CRP Expenses	202,488	67,496	34,794	17.2%	0%
USDA Annual Payment	129,000	43,000			
Short term depreciation reserve	30,000	10,000	10,000		
Operating Balance (loss)	30,609	10,203	71,029		

Expenses	2018 - 2019 Budget		Actual YTD	%	Total Spent	Total Remaining
	Annual	YTD				
505 Salaries & Wages	45,929	15,310	16,891	36.8%	29,038	
510 Contracted Labor	-	-	-		-	
520 FICA - District Share	3,762	1,254	1,292	34.3%	2,470	
530 Medical Ins - District Share	10,571	3,524	2,517	23.8%	8,054	
540 PERS - District Share	2,629	876	1,424	54.2%	1,205	
550 Unemployment	-	-	-	0.0%	-	
560 Workers Comp Ins	4,596	1,532	2,070	45.0%	2,526	
Salaries and Employee Benefits >	67,488	22,496	24,194	35.8%	43,294	
605 Advertising	0	0	-	0.0%	0	
610 Bank Fees	0	0	-	0.0%	0	
620 Communications & Internet	5,000	1,667	202	4.0%	4,798	
622 Board Exp	0	0	-	0.0%	0	
625 Equip - Field (up to \$4999)	2,500	833	28	1.1%	2,472	
630 Equip - Office	2,500	833	-	0.0%	2,500	
640 Fuel & Oil	5,000	1,667	2,547	50.9%	2,453	
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	2,833	2,422	28.5%	6,078	
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	7,833	5,201	22.1%	18,299	
810 R&R Buildings & Grounds	35,000	11,667	3	0.0%	34,997	
815 R & R Damage Claims	0	0	-	0.0%	0	
820 R&R Lift Stations	20,000	6,667	228	1.1%	19,772	
830 R&R Equipment	5,000	1,667	1,089	21.8%	3,911	
832 R&R Mains/Service Lines	25,000	8,333	730	2.9%	24,270	
840 R&R Vehicles (\$2k/vehicle)	26,500	8,833	3,349	12.6%	23,151	
Repairs & Replacement >	111,500	37,167	5,399	4.8%	106,101	
Total Expenses >	202,488	67,496	34,794	17.2%	167,694	

830 Replacement of Rotors 1 & 2 bearings

250

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

Target % > 33.3%

4

As of October 2018 Summary	<u>WATER - CRP</u> Budget			Actual YTD	
	Annual	YTD	YTD	Amount	%
WATER CRP Revenue	394,332	131,444	89,949	22.8%	0%
WATER CRP Expenses	166,911	55,637	63,255	37.9%	0%
Short term depreciation reserve	30,000	10,000	750		
Operating Balance	197,421	65,807	25,944		

	Expenses	2018 - 2019 Budget		Actual YTD	% Spent	Total Remaining
		Annual	YTD			
505	Salaries & Wages	41,508	13,836	19,943	48.0%	21,565
510	Contracted Labor	0	0			0
520	FICA - District Share	3,396	1,132	1,526	44.9%	1,870
530	Medical Ins - District Share	10,571	3,524	2,517	23.8%	8,054
540	PERS - District Share	2,327	776	1,385	59.5%	942
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	4,110	1,370	2,070	50.4%	2,040
	Salaries and Employee Benefits >	61,911	20,637	27,441	44.3%	34,470
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	1,667	202	4.0%	4,798
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	2,500	833	648	25.9%	1,852
630	Equip - Office	2,500				
640	Fuel & Oil	5,000	1,667	2,594	51.9%	2,406
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	3,333	8,033	0.0%	1,967
685	Rents	0	0		0.0%	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	2,833	6,642	78.1%	1,858
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 >	33,500	10,333	18,121	54.1%	15,379
810	R&R Buildings & Grounds	15,000	5,000		0.0%	15,000
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	1,667	12,373	247.5%	(7,373)
832	R&R Mains/Service Lines	25,000	8,333	1,963	7.9%	23,037
840	R&R Vehicles (\$2k/vehicle)	26,500	8,833	3,357	12.7%	23,143
	Repairs & Replacement >	71,500	23,833	17,693	24.7%	53,807
	Total Expenses >	166,911	54,804	63,255	37.9%	103,656
675	Professional Services					
830	R & R Equipment					
830	R & R Equipment					

Leak Detection
VFD control pp @ Hi Vly that sends wtr to Cireto \$2,409.34
Rebuilt mtr booster pp #2 for Distribution \$3,992.59

27

9:04 AM
 11/06/18
 Accrual Basis

Clearlake Oaks County Water District Capital Improvements As of October 31, 2018

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
126 · Forcemain (phase 1) Cap. Imprv.				
Total 126 · Forcemain (phase 1) Cap. Imprv.				
123 · USDA - Sewer Plant Cap Imprvmt				
10/01/2018	Adams Ashby	September chgs	GL:Sewer	765.00
10/05/2018	MC Engineering, Inc	USDA Wastewater E...	GL:Sewer	11,883.67
Total 123 · USDA - Sewer Plant Cap Imprvmt				12,648.67
127 · Water Plant				
127.1 · Repair of Major Equipment				
10/17/2018	Lake County Electric ...	VFP for high service ...	CRP:Water	3,785.93
10/17/2018	Lake County Electric ...	Starter	CRP:Water	1,627.83
10/18/2018	Ozone Water System...	Repair/Service AirSe...	CRP:Water	12,465.02
Total 127.1 · Repair of Major Equipment				17,878.78
127 · Water Plant - Other				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				17,878.78
120 · District General CIP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
10/02/2018	Verizon Wireless	842219116-00001	GL:Water	-225.30
10/02/2018	Verizon Wireless	842219116-00001	GL:Sewer	-225.29
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				-450.59
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
10/09/2018	Quill	General manager - ...	GL:Admin	761.98
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				761.98
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)				1,811.39
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				

TB

9:04 AM

11/06/18

Accrual Basis

Clearlake Oaks County Water District
Capital Improvements
As of October 31, 2018

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
	Total 124.30 · Lift Stations			
	124.50 · Mains			
	Total 124.50 · Mains			
	124.60 · Meters			
	Total 124.60 · Meters			
	124.90 · Water Tanks			
	Total 124.90 · Water Tanks			
	124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
	Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...			
	Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...			
	125 · Land - Dist. Cap. Improvements			
	Total 125 · Land - Dist. Cap. Improvements			
	129 · ALLOW. FOR DEPRECIATION			
10/24/2018	Instrumart	Ultrasonic Flow Mete...	CRP:Water	9,523.80
	Total 129 · ALLOW. FOR DEPRECIATION			9,523.80
	210 · Cal Card			
TOTAL				47,852.64



Accounts

CRP SEWER *3745

Current \$319,409.11
 Available **\$319,409.11

GENERAL LEDGER *9122

Current \$90,789.13
 Available **\$98,403.41

CRP WATER *6990

Current \$312,365.94
 Available **\$312,365.94

Credit Line *1999

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

Note *1001

Balance \$0.00

BALANCE TOTALS

Total Deposit Accounts \$722,564.18
 Total Tiered Commercial Loans \$0.00

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

Make a Payment

Make paying bills fast and easy
 Pay your bills on one screen in seconds.

[Sign up for payments](#)

Purchase Rewards

You currently have no rewards available. Check back soon.

CRP SEWER [change account](#) ▼

[How does this work?](#)

Mobile Banking Is Here!

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.

Download the mobile apps to your device from the following stores:

- iPhone and iPad on the App Store
- Android Apps for mobile phones and tablets on Google Play
- Amazon app store for the Kindle Fire tablet

< November 2018

Su	Mo	Tu	We	Th	Fr
28	29	30	31	1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

Money Management

Budgets made easy!



Every transaction is automatically categorized and put into a budget to help you stay on track.

[Start now](#)

Outside Accounts



No outside accounts added.

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

www.treasurer.ca.gov/pmia-laif/laif.asp
November 13,
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

October 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/12/2018	10/12/2018	RW	1585670	DIANNA MANN	-120,000.00
10/15/2018	10/12/2018	QRD	1586121	SYSTEM	6,955.89

Account Summary

Total Deposit:	6,955.89	Beginning Balance:	1,280,046.38
Total Withdrawal:	-120,000.00	Ending Balance:	1,167,002.27

Aged Accounts Receivable

As of 11/13/18

<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>
\$116,328.68	\$36,011.22	\$12,099.96	\$16,697.22	\$89,606.55	<u>\$270,743.63</u>

Total number of accounts with open balances: 1095

These totals include all accounts on the Tax Roll

* Please note bills are not due until November 19th, 2018

52

9:05 AM

11/06/18

Clearlake Oaks County Water District
Payroll Summary
October 2018

	<u>Hours</u>	<u>Rate</u>	<u>Oct 18</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-11.5	40.50	-508.56
Holiday	100	15.66	2,258.72
Holiday Worked (x2.5)	4	67.50	270.00
Overtime (x1.5)	342	27.03	13,507.07
PTO	466	20.00	16,713.69
Straight Board	2,135.75	15.66	53,223.66
Duty Pay			1,600.00
Severency Pay			4,110.00
			4,140.00
Total Gross Pay	3,036.25		95,314.58
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)			-3,056.93
Total Deductions from Gross Pay			-5,620.29
Adjusted Gross Pay	3,036.25		89,694.29
Taxes Withheld			
Federal Withholding			-6,032.00
Medicare Employee			-1,354.82
Social Security Employee			-5,793.04
CA - Withholding			-2,478.27
CA - Disability			-934.36
Total Taxes Withheld			-16,592.49
Net Pay	3,036.25		73,101.80
Employer Taxes and Contributions			
Medicare Company			1,354.82
Social Security Company			5,793.04
Total Employer Taxes and Contributions			7,147.86

33

9:07 AM

Clearlake Oaks County Water District
Trial Balance
As of October 31, 2018

11/06/18

Accrual Basis

	Oct 31, 18	
	Debit	Credit
102.001 · GL - 9122	82,876.08	
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	312,365.94	
102.03 · CRP Sewer - 3745	319,409.11	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · Const In Progress - Studies	119,333.21	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
128 · Sewer Infrstrcture & Rehab Proj	207,109.95	
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	4,148.65	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	1,087,903.91	
USDA Project	0.00	
127 · Water Plant	229,817.38	
127 · Water Plant:127.1 · Repair of Major Equipment	24,899.71	
120 · District General CIP	18,090.63	
120 · District General CIP:120.01 · General Equipment/Tools	1,924,014.42	
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:124.3...	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		64,821.14
210 · Cal Card	1,622.74	
210 · Cal Card:210-09 · Cal Card - Francisco - 5855		795.57
210 · Cal Card:210-08 · Cal Card - Dan - 5848		350.78
210 · Cal Card:210-07 · Cal-Card - Jeremy - 5863		2,679.67
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		6,459.12
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.07 · Bridge Loan for Forced Main		496,126.20
280 · Loan:280.05 · USDA Bridge Loan		466,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	

3A

9:07 AM

Clearlake Oaks County Water District

Trial Balance

As of October 31, 2018

11/06/18

Accrual Basis

	Oct 31, 18	
	Debit	Credit
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		4,398.08
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical		2,310.17
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	2,884.66	
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	15,426.51	
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		723,309.83
Income:425 · CRP		240,755.33
Income:430 · Penalty & Interest		18,728.26
Income:430 · Penalty & Interest:430.1 · Condemnation Fund (58...		27.44
Income:435 · Loans/Grants:435-6 · Inflow & Infiltration Construct		67,858.00
Income:440 · Misc Revenue		5,517.57
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		375.00
Salaries & EE Benefits:505 · Salaries & Wages	357,180.87	
Salaries & EE Benefits:520 · FICA - District Share	28,746.48	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	54,466.45	
Salaries & EE Benefits:540 · PERS - District Share	31,544.72	
Salaries & EE Benefits:560 · Workers Comp Ins	25,276.13	
Services & Supplies:610 · Bank Fees	6,089.22	
Services & Supplies:620 · Communications & Internet	9,621.02	
Services & Supplies:622 · Board Exp	2,612.95	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	675.40	
Services & Supplies:630 · Equip - Office	1,755.94	
Services & Supplies:640 · Fuel & Oil	8,581.47	
Services & Supplies:645 · Insurance	44,545.00	
Services & Supplies:657 · Lab	12,250.93	
Services & Supplies:660 · Memberships & Subscription	15,281.82	
Services & Supplies:665 · Mileage Reimb	585.67	
Services & Supplies:670 · Postage & Shipping	3,353.24	

35

9:07 AM

11/06/18

Accrual Basis

Clearlake Oaks County Water District
Trial Balance
As of October 31, 2018

	Oct 31, 18	
	Debit	Credit
Services & Supplies:675 · Professional Services	31,417.03	
Services & Supplies:685 · Rents	8,619.90	
Services & Supplies:690 · Safety & Security	9,028.75	
Services & Supplies:700 · Tools & Instruments	1,892.84	
Services & Supplies:703 · Supplies - Clothing & Personal	2,658.06	
Services & Supplies:705 · Supplies - Office	3,912.04	
Services & Supplies:715 · Supplies-Chemicals-Operating	26,776.87	
Services & Supplies:720 · Supplies - Inventory - Other	12,199.13	
Services & Supplies:735 · Training/Classes/Certs/ClassB	4,560.46	
Services & Supplies:745 · Travel / Lodging	1,447.09	
Services & Supplies:750 · Utilities	81,557.45	
Services & Supplies:760 · Waste Disposal	26,231.55	
Services & Supplies:795 · Yolo Co	14,197.55	
Services & Supplies:799 · Misc	10,311.32	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct ...	985.54	
Repairs & Replacement:810 · R&R Buildings & Grounds	1,568.18	
Repairs & Replacement:820 · R&R Lift Stations	227.64	
Repairs & Replacement:830 · R&R Equipment	18,909.90	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	2,693.13	
Repairs & Replacement:840 · R&R Vehicles	10,783.22	
66000 · Payroll Expenses	640.00	
TOTAL	<u>20,755,303.90</u>	<u>20,755,303.90</u>

8:51 AM

11/13/18

Clearlake Oaks County Water District
A/P Aging Summary
As of November 13, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Adams Ashby	1,080.00	0.00	0.00	0.00	0.00	1,080.00
Clarence Wheat	109.78	0.00	0.00	0.00	0.00	109.78
County of Lake - Health Services Departme	1,877.00	0.00	0.00	0.00	0.00	1,877.00
Deeper Cleaning	320.00	0.00	0.00	0.00	0.00	320.00
MC Engineering, Inc	39,014.69	0.00	0.00	0.00	0.00	39,014.69
Mediacom - WWTP 1294	211.52	0.00	0.00	0.00	0.00	211.52
Mendo Mill	345.28	0.00	0.00	0.00	0.00	345.28
Moyses Ramos.	76.00	0.00	0.00	0.00	0.00	76.00
Napa Auto Parts	116.94	113.28	2.60	0.00	0.00	232.82
Terminix	79.00	0.00	0.00	0.00	0.00	79.00
William Rae.	255.22	0.00	0.00	0.00	0.00	255.22
TOTAL	<u>43,485.43</u>	<u>113.28</u>	<u>2.60</u>	<u>0.00</u>	<u>0.00</u>	<u>43,601.31</u>

Account Payable Breakdown

Date: 11/13/2018

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$42,509.02	\$90,789.13	\$98,403.41
CRP Water	\$312,365.94	\$312,365.94	\$312,365.94
CRP Sewer	\$319,409.11	\$319,409.11	\$319,409.11
Current A/P Aging	\$43,601.31		

NOTES:

**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

OCTOBER 18, 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. September 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 09-20-18
- b. Minutes of Special Meeting 09-26-18
- c. Minutes of Special Meeting 10-02-18
- d. Minutes of Special Meeting 10-05-18

4. Bills

- a. MC Engineering Invoice No 1659, dated 10/6/18, in the amount of \$63,099.18 for the Sewer Infrastructure and Design
- b. MC Engineering Invoice No1660, dated10/5/18, in the amount of \$11,883.67 for the USDA Project

Action Taken: Motion to approve all consent items

**ARCHACKI/BOUCHER
MOTION PASSED UNANIMOUSLY**

5. Agenda (Old Business)

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

Action Taken: No Action

- b. Discussion and approval of Mutual Aid and Assistance Agreement

Action Taken: Motion to approve Mutual Aid and Assistance Agreement

**HOSIER/ARCHACKI
MOTION PASSED UNANIMOUSLY**

6. Agenda (New Business)

- a. Discussion and consideration of purchasing a portable flow meter to detect possible leaks in the District, adaptable from 2" up to 24" pipe from Instrumart for \$9,523.38 per attached quote

Action Taken: Motion to approve purchase of flow meter from Instrumart for leak detection

**HOSIER/BOUCHER
MOTION PASSED UNANIMOUSLY**

- b. Discussion and consideration of quote from LiquiVision for the cleaning and inspections of water tanks

Action Taken: Motion to approve quote from Liquivision for cleaning and inspection of tanks in the amount of \$14, 625.00

**HOSIER/BOUCHER
MOTION PASSED UNANIMOUSLY**

- c. Discussion and consideration to surplus old back hoe

Action Taken: Motion to approve surplus of old back hoe

**ARCHACKI/HIGMAN
MOTION PASSED UNANIMOUSLY**

Closed Session

Time: 4:41 p.m

- a. Anticipated Litigation: David Sherron
- b. Anticipated Litigation: One Case

Open Session

Time: 5:12 p.m

Action Taken in Closed Session: In closed session the board considered David Sherrons potential litigation and unanimously rejected his offer, the board also discussed one unidentified case of potential litigation, no other items were discussed

Motion to adjourn by Director Boucher at 5:12, seconded by Director Archacki

SIGNED: _____ ATTESTED TO: _____
Margaret Medeiros, Board President Olivia Mann, Board Secretary



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
11/03/2018	1676

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	12/03/2018	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Engineering Tech, Jose Diaz-Mendez	18	105.00	1,890.00	
Project Manager, Mark Carey, PE	23	165.00	3,795.00	
Assistant Engineer, Jared P. Nelson	121	120.00	14,520.00	
Engineering Tech	6	65.00	390.00	
Operations Management Engineer, John Pedri, PE	8	160.00	1,280.00	
Project Engineer 2, Richard Relyea	5	120.00	600.00	
Administrative Support	2	65.00	130.00	
			0.00	
Sac Bee Notice 10/3/18 and 10/5/18 Lift Station		658.04	658.04	
Sac Bee Notice 10/3/18 and 10/5/18 Sewer Rehab		632.72	632.72	
Bentley 07/01/18-9/30/18 WaterCAD 100 pipes		245.75	245.75	
EDEA Inv 1008 11/05/18		2,237.40	2,237.40	
EDEA Inv 1007 11/05/18		2,237.40	2,237.40	
Total			\$28,616.31	
Payments/Credits			\$0.00	
Balance Due			\$28,616.31	

198- GLS DM

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

AZ



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
11/03/2018	1677

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	12/03/2018	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	31	139.05	4,310.55	
Assistant Engineer, Jared P. Nelson	32	97.85	3,131.20	
Administrative Support	0.5	56.65	28.33	
RGH Consultants Inv 0918237		1,785.40	1,785.40	
November 2018 Pine Dell - Rent		400.00	400.00	
09/15/2018 - 10/15/2018 Pine Dell - Utilities		42.90	42.90	
Trailer Rent, November		700.00	700.00	
		Total	\$10,398.38	
		Payments/Credits	\$0.00	
		Balance Due	\$10,398.38	

123-GK5

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

AS

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 18-12

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

Establishing Interim Standard Residential Water Sales to Lake County Service Area 16 (CSA16)

WHEREAS, Clearlake Oaks County Water District Board of Directors intends to sell water to presently developed lots within CSA 16, on an interim basis until such time that a formal consolidation agreement is entered into by both parties; and

WHEREAS, the Clearlake Oaks County Water District Board of Directors hereby rescinds, repeals and revokes Resolution No. 15-01 along with all authorizations empowered by the adoption and enactment of said resolution and all other resolutions, or parts of resolutions, in conflict herewith are, to the extent of such conflict, hereby repealed; and

WHEREAS, Clearlake Oaks County Water District Board of Directors wishes to establish certain requirements and restrictions prior to and concurrent with said sale including the following:

- 1.) The newly constructed pipeline shall be offered for dedication and accepted by the District.
- 2.) CSA 16 agrees to pay the in District's Standard Residential Water Rates as established by Ordinance.
- 3.) CSA 16 agrees to pay a monthly pipeline depreciation fee basis upon the actual cost of construction of the pipeline.
- 4.) In order to control potential disinfection byproducts CSA 16 agrees to not use well water for potable use.

NOW, THEREFORE, BE IT RESOLVED, by the Clearlake Oaks County Water District Board of Directors that as of November 15, 2018, the District intends to sell water to CSA 16 with the aforementioned requirements and restrictions.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 15th day of November, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Olivia Mann, Secretary of the Board

AA



October 29, 2018

Dan Larson
Clear Lake Oaks County Water District
PO Box 709
Clear Lake Oaks, CA. 95423

QUOTE #: COC102318-1Q
PHONE #: 707-998-3026
EMAIL ADDRESS: d.larson@clocwd.org

Dear Dan:

ERS is pleased to submit its proposal for our TurnKey Valves Service at the water treatment plant located in Clear Lake Oaks, CA.

Scope of Supply

- Supply and Install 9 new Pneumatic Actuators and Valves. (8 ea. 6", 1ea 8")
***Price does not include bonding*

Standard Provisions

1. Qualified manpower:
 - a. Onsite Supervisor/Environmental Technician/Hole Watch
 - b. Certifications in Forklift/Reach Lift, Crane Operator, Confined Space & Rescue, and First Aid/CPR/AED
2. Equipment and PPE:
 - a. High-power industrial vacuum system
 - b. Ventilation fan for air circulation
 - c. Four gas monitors for pre-entry and continuous LEL testing
 - d. Air-purifying respirators (supplied air respirators available if required)
3. Safety Regulations:
 - a. Confined Space:
 - i. Tripod/winch for emergency evacuation
 - ii. Fall arrest harnesses with safety lanyards for all men
 - iii. Permit-required confined space entry permits as applicable
 - iv. Daily monitoring log
 - b. 2-Way radios for communication with in-tank personnel
 - c. Cellular phone as an emergency response tool
4. New media as follows:
 - a. None

PRICING: \$24,566.03

AS



INDUSTRIAL SERVICES, INC.
Quote Valid for 45 days

Our time and materials work is billed at \$180.00 per man-hour, straight time, plus materials with a 25% margin. Price includes all applicable sales tax.

Please feel free to call me should you need further information or any clarification. My cell phone is (510) 552-5301; office is (510) 770-0202.

Sincerely,

Rick D. Langlois
Vice President Sales

Dear Customer,

Upon acceptance of this Quotation, please complete the attached Project Information Sheet and return a signed copy of the entire Quotation Package via fax or e-mail to:

F: (510) 770-3024

E: kbyers@ersfilter.com

ERS Industrial Services, Inc.
General Engineering Contractor – Class A
Painting and Decorating Contractor – Class C33
CSLB License #724233
Registered DIR Public Works Contractor
PCWR #1000003275

WE THANK YOU FOR YOUR BUSINESS!



Contractor License #422364

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

October 4, 2018

Clear Lake Oaks

Sent via Email: d.larson@clocwd.org

Attn: Dan Larson
Subject: Furnish and Install Valves
Reference: SR#33772 Rev 1

Dear Dan,

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

1. Telstar will furnish and install four (4) six-inch butterfly valves with spring to close, air to open actuators and four (4) six-inch butterfly valves with spring to open, air to close actuators to replace the existing eight (8) pneumatic valves currently installed.
2. Telstar will furnish one (1) eight-inch butterfly valve with spring to close, air to open actuator.
3. Telstar will furnish materials and provide labor to modify existing pneumatic tubing and electrical for the new valves to be installed.
4. Telstar will provide start up and testing.

Notes: Customers current installation has 4 sets of valves that are mechanically linked to one another. These valves operate inversely of each other. If one valve opens the mechanical link causes the other valve to close. With the new installation, no mechanical linkage will be needed. Each set of valves will operate opposite of each other based on the supply line and or air output from the solenoid.

Please note that all work is based on scope being performed during normal business hours Monday – Friday 7am-6pm.

The price below is based on the hardware being removed stress free. If we have to cut the bolts to remove the valves the additional labor required for this 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 \$20,333.00

Shipping and Handling for Telstar Supplied Materials is not included.

Sales Tax is not included.

CLARIFICATIONS, EXCEPTIONS, AND EXCLUSIONS

- a. All pricing is based on Telstar’s standard 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





- 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

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.

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 Office Manager
Telstar Instruments
(925) 671-2888

Clearlake Oaks County Water District

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

PLEASE COMPLETE
AND RETURN

Name: Jeanette Leonard

Mailing Address: 5331 J. Ison Way
Elk Grove, CA 95757

Property Address
(If different than above): 13480 Marina Village Dr Acct #1430

APPEAL

Please select the charge that you are appealing:

Misc. Charge Late Fee Waiver High Usage / Bill

Other: _____

Date of the charge that you are appealing: July 1, 2018 - August 31, 2018

Please describe below in detail the reason for your appeal:

The house has been empty since July and will not be occupied
until November 1. I thought that we had a leak but it appears that
someone was using our water

J Leonard

Signature

10/31/18

Date

80

October 21, 2018

Clearlake Oaks County Water District
PO Box 709
Clearlake Oaks, CA 95423
Attn: Oliva

Re: 13480 Marina Village Drive acct#1430

Olivia:

It appears that we had a water leakage in August of this year which resulted in a water bill that was over \$200 more than our average water bill. This is a request for a credit for the difference between our average monthly bill and the \$334.95 that was charged for the leakage. Thank you for your consideration. *The house was not occupied during the month of July.*


Jeanette Leonard

Usage History

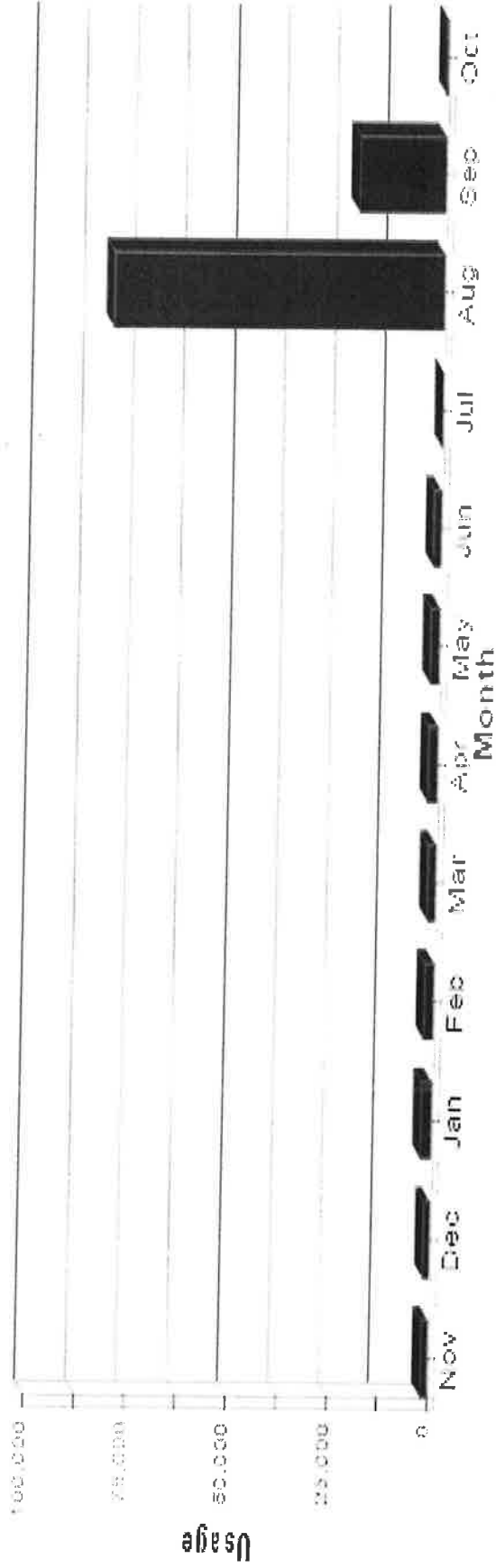
Previous 12 Months

Service: WATER

Customer Information

Location Information

Location No:
13480 MARINA VILLAGE
CLEARLAKE OAKS, CA 95423



22

POLICY REGARDING DELINQUENT ACCOUNTS

Cancels:
Exhibit 1 to Resolution 18-13

Approved by: Board of Directors

1. Deposits

The District shall require a new residential applicant to deposit a sum of money with the District prior to establishing an account and furnishing service based solely upon the credit worthiness of the applicant, as determined by the District.

(Authority: Government Code 60375.)

2. Notice of Termination of Service

(a) The District shall not terminate residential service because of nonpayment of a delinquent account unless the District first gives notice of the delinquency and impending termination at least 10 days prior to the proposed termination, plus five days if the notice is mailed. The notice will be personally delivered or mailed, postage prepaid, to the customer not earlier than 19 days from the date of mailing the District's bill for services.

(b) At least 48 hours before termination of service, the District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person, but if telephone or personal contact cannot be accomplished, the District shall give notice by mail or posting in a conspicuous place at the property a notice of termination of service.

(c) The notice of termination shall include all of the following information:

(1) The name and address of the customer whose account is delinquent.

(2) The amount of the delinquency.

(3) The date by which payment or arrangements for payment is required in order to avoid termination.

(4) The procedure by which the customer may initiate a complaint or request an investigation concerning service or charges.

(5) The procedure by which the customer may request amortization of the unpaid charges.

(6) The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.

(7) The telephone number of a representative of the District who can provide additional information or institute arrangements for payment.

(d) If a residential customer fails to comply with an amortization agreement, the District shall give at least 48-hours' notice to termination and the conditions the customer is required to meet to avoid termination. This notice does not entitle the customer to further investigation by the District.

(Authority: Government Code 60373.)

3. Termination

(a) The District shall not terminate residential service for nonpayment of a delinquent account unless the district first gives notice of the delinquency and impending termination as described in Section 2.

(b) The District shall terminate residential service for nonpayment in any of the following situations:

(1) During the pendency of an investigation by the District of a customer dispute or complaint.

(2) When a customer has been granted an extension of the period for payment of a bill.

(3) On the certification of a licensed physician and surgeon that to do so will be life threatening to the customer and the customer is financially unable to pay for service within the normal payment period and is willing to enter into an amortization agreement with the district pursuant to Section ___ with respect to all charges that the customer is unable to pay prior to delinquency.

(c) Any residential customer who has initiated a complaint or requested an investigation within five days of receiving the disputed bill, or who has, within 13 days of mailing of the notice required by Section 2, made a request for extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment, shall be given an opportunity for review of the complaint, investigation, or request by a review manager of the District. The review shall include consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period, not to exceed 12 months. No service shall be terminated for any customer complying with an amortization agreement if the customer also keeps the account current as charges accrue in each subsequent billing period.

(d) Any customer whose complaint or request for an investigation pursuant to Section 3(b)(1) has resulted in an adverse determination by the District may appeal the determination to the Board of Directors.

(e) Any customer meeting the requirements of Section 3(b)(3) shall, upon request, be permitted to amortize, over a period not to exceed 12 months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal period for payment, in accordance with Section 6.

(Authority: Government Code 60372.)

4. Notice to Tenants and Other Non-Owner Users

(a) For services through a master meter, or individually metered service in a single-family dwelling, multiunit residential structure, mobile home park, or farm labor camp, where the owner, manager, or farm labor employer is the customer of record, the District shall make every good faith effort to inform the actual users of the services, by written notice, when the account is in arrears, that service will be terminated in 10 days. The written notice shall further inform the actual users that they have the right to become customers of the District without being required to pay

SA

the amount due on the delinquent account. The notice shall be in English and the languages listed in Civil Code section 1632.

(b) The District is not required to make service available to the actual users unless each actual user agrees to the terms and conditions of service and meets the requirements of the District's rules. However, if one or more actual users are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those actual users who have not met the requirements of the District's rules, the District shall make service available to the actual users who have met those requirements.

(Authority: Government Code 60371.)

5. Business Days

The District shall not, terminate services on any Saturday, Sunday, legal holiday, or at any time during which the business offices of the District are not open to the public.

(Authority: Government Code 60374.)

6. Installment Payment Plan

(a) A delinquent customer may request an installment payment plan in accordance with Section 3(e). The payment plan shall not exceed 12 months. The customer must pay, in addition to payments under the plan, each month's charges during the period of the payment plan. The District will not charge late fees, unless a payment is not made by the stated due date in the plan. A payment plan will not be effective unless and until signed by the District and customer.

(b) If a customer's delinquent account has been sent to the County for collection on the tax roll, the customer may request a release of lien upon payment of the amount due.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____

Margaret Medeiros, President

Attest: _____

Olivia Mann, Board Secretary