

**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

MARCH 16, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

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

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

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

- a. Customer Service
- b. Administration/Grants
- c. Water Plant Operator
- d. Waste Treatment Plant Operator
- e. Operations Manager
- f. General Manager

2. Financial Reports for review and approval

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

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

- a. Minutes of Regular Meeting 02-16-17
- b. Minutes of Emergency Meeting 02-17-17
- c. Minutes of Emergency Meeting 02-20-17
- d. Minutes of Special Meeting 02-22-17
- e. Minutes of Emergency Meeting 02-22-17
- f. Minutes of Special Meeting 02-28-17
- g. Minutes of Special Meeting 03-06-17

4. **Bills**

- a. **MC Engineering** Invoice No. 1466, dated 02-28-2017, in the amount of \$106,669.00, for the USDA Wastewater pre-design, design phase
Action Sanitary
- b. Invoice number 9796, dated 2/13/17, in the amount of \$10,800.00
- c. Invoice number 9822, dated 2/14/17, in the amount of \$10,800.00
- d. Invoice number 9823, dated 2/15/17, in the amount of \$10,800.00
- e. Invoice number 9824, dated 2/16/17, in the amount of \$10,800.00
- f. Invoice number 9825, dated 2/17/17, in the amount of \$10,800.00
- g. Invoice number 9826, dated 2/18/17, in the amount of \$10,800.00
- h. Invoice number 9827, dated 2/19/17, in the amount of \$10,800.00
Roto Rooter
- i. Invoice number 54190, dated 2/10/17, in the amount of \$14,450.00
- j. Invoice number 54191, dated 2/14/17 in the amount of \$91,000.00
- k. **Municipal Maintenance Equipment** Invoice Number 0116802-IN, dated 02/22/17, in the amount of \$5,233.15 for repair of Vaccon

Action Taken: _____

5. **Agenda (Old Business)**

- a. Discussion, update and consideration of MC Engineering grant status reports and USDA 90% design completions

Action Taken: _____

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: _____

- c. Discussion and update of sidewalk project

Action Taken: _____

- d. Discussion and update of Storm damage to District

Action Taken: _____

- e. Discussion and consideration of appointment to Budget Committee

Action Taken: _____

- f. Discussion and consideration of applicants to fill Board vacancies

Action Taken: _____

- g. Report from investigation committee regarding adequacies of bypass trash pump on LS 7

Action Taken: _____

- h. Discussion and consideration of continuing to have legal counsel on speaker phone during board meetings

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of Resolution 17-02, Amending Employee Handbook

Action Taken: _____

- b. Discussion and consideration of posting job vacancies for a minimum of five (5) business days for one calendar year, then revert back to 15 day posting

Action Taken: _____

- c. Update and discussion of editing board packet

Action Taken: _____

Closed Session **Time:** _____

- a. Anticipated litigation: 2 cases

Open Session **Time:** _____

Action Taken in Closed Session: _____

Adjournment **Time:** _____

Clearlake Oaks County Water District
Administrative Services Manager
March 16, 2016

1.6

Administration/Grant Status:

- **State Water Resources Control Board (SWRCB) Wastewater Collection System Mapping and Infiltration and Inflow Construction 3.3M**– State is still reviewing Technical and Financial, just submitted the approved audit, and hoping for approval soon.

- **Department of Water Resources (DWR), Water Master Plan**
Amount Approved: \$400,000.00. MC Engineering is approx 99.9% complete as of the end of February.

From the Water Master Plan three (3) grants will be applied for:
 1. Harvey Tank Installation
 2. Storage Tanks and Distribution System Improvements
 3. Water Plant, Meters and Backflow Projects

- **State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study Amount Requested: \$299,640.** MC Engineering is approx 62% complete, and we are at 67% of the time allotment. Status report is attached.

- **USDA Waste Water Treatment Plant 2.8 M loan** is projected to close this June or July, status report is attached.

- **Inflow and Infiltration** construction grant is now complete with the submission of last year's audit. Grant amount is 3.3M

- **USDA Waste Water Treatment Plant (grant) \$1M**, this grant will become available once the loan has been disbursed.

- **Storms 2017**, I will be attending a 4 hour webinar on Friday on how to fill out forms and supply the requested material for State and Federal reimbursement

Respectfully submitted,
Dianna Mann

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Report Date: March 2, 2017

RE: CLOCWD SWRCD Wastewater Reclamation Study Planning Grant Status Report

Billing Period: February 2017

I. Project Status Update and Work Accomplished to Date: Work completed this period was focused on the permitting and Report of Waste Discharge requirements for the existing and proposed reclamation facility. This included:

- Completed draft ROWD with hyperlinks to various documents
- Focus was on USDA design so many of the tasks for completion are carried through below
- RWQCB will likely require additional water quality testing and input on how the District plans on addressing recent flood related impacts. This could be exacerbated if a discharge to Clearlake occurs.

Budget Status Update

Total Budget: \$299,640.00

This Invoice: \$875.00

Cost to Date: \$185,927.95

Cost to Complete: \$113,712.05

II. Projected Tasks for February, 2017

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

Report Date: March 7, 2017

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

Billing Period: February, 2017

I. Project Status Update

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

- In addition to the standard items below, MC Engineering spent a fair amount of time assisting the District in the recent flood related emergency, including reviewing flows, researching pumps and equipment to meet emergency, visiting the site, and responding to various management needs. The recent events have helped to support the need for additional grant funding from the USDA and SWRCB.
- Completed 90% structural design of clarifier
- Completed 90% electrical design
- Completed 90% technical specs and front end documents
- Completed 90% lift station site plans and details
- Completed 90% design of WWTP Improvements
- Additional field review of lift stations and WWTP by design team
- Completed application to PG&E for various electrical service re-locations associated with the new control panels.
- Finalized initial structural design for proposed lift station access improvements and new hatches
- Processing of Encroachment Permit with Caltrans and coordinate on easements for LS 1 Hwy 20 access ramp
- Revised cost estimate
- Worked collaboratively with USDA representative Mike Starinski to seek advance approval of additional grant funding. Received good signals that up to \$1.0 million in additional grant funding will be provided. Prepared various correspondence to document needs while updating cost estimates accordingly. It should be noted that the project will likely exceed the funding totals and that various deductive bid alternates will need to be considered. Those alternates will, ideally, be funded by additional grant funding requests from the SWRCB related to the I/I improvements projects. Candidates for alternative funding include LS 3, LS 10, LS 6, and LS 8. Items that will likely need to be deducted from the project in addition include the new aerators and the sand drying bed improvements. All of these will be included in the plans in order to solicit firm pricing prior to deleting them from the project if there are funding shortfalls.
- Related work continued on the required Report of Waste Discharge. A portion of this time has been allocated to the Reclamation Grant project and we anticipate requesting additional funding for this work after verifying the impacts to our fee. A meeting will be scheduled with the RWQCB in January to review the responses generated to date and solicit their input on the required water quality sampling and anti-degradation analysis.
- Additional progress was made on the specifications including work on earthwork, trenching and backfill, and various equipment specifications
- Additional coordination meetings were held with EDEA to review the specs and electrical design which is proceeding.
- Prefabricated building drawings were prepared and related specifications were completed.



II. Budget Status Update

Total Design Budget: \$351,303.54

This Invoice: \$106,669.00

Cost to Date: \$247,313.78

Cost to Complete Design: \$103,989.76

III. Projected Tasks for March

- **Submit 90% plans and specifications and review with CLOCWD staff, USDA, and others as needed prior to bidding.**
- **Complete 100% plans and specs, revise and advertise for bidding end of March/early April.**
- Finalize geotechnical investigations and report
- Additional field review of lift stations by design team
- Complete application to PG&E for various electrical service re-locations associated with the new control panels
- Finalize initial structural design for proposed lift station access improvements and new hatches
- Process Encroachment Permit with Caltrans and coordinate on easements for LS 1 Hwy 20 access ramp
- Revise cost estimate
- Meet with RWQCB to review ROWD
- Finalize Scope and Fee for proposed ROWD and submit for District review and approval

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Clearlake Oaks County Water District

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Clearlake Oaks, CA 95423
(707) 998-4758 Phone (707) 998-1245 Fax
www.clocwd.org website f.trujillo@clocwd.org e-mail

This is a brief report of notable events for the month of February, 2017

A Plant Report to SWRCB was completed, and was sent to Amy Little @ SWRCB via EDT on March 6, 2017. A copy was filed at the water plant

Water produced in the month of February 2017 was 13.139. This time last year our production was 12.308, an increase of .831mg or a 6% increase in production. This is a significant increase in production considering that we have asked our customers to conserve water to minimize the spills that occurred during the floods.

Dan has proposed and I concur that after the meter reading for the month of March has been tallied, Dan with Megan's assistance will prepare a comprehensive water audit to document what our actual water loss is in the district. I have a feeling that it will be significant.

Our chemical consumption for this period has increased by 18%. This was caused by an increase in the demand for coagulant due to an increase in turbidity in our raw source. We also had a significant increase in our Chlorine demand that may have been influenced by the overburdening of lift stations #1 and #2 as they are in close proximity both upstream and downstream of our intake structure.

Food for thought, although we produced 13.139 million gallons this month the Waste Water plant had at least 3 million gallons a day in influent.

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

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

9800 Primary Couagulant	\$17,473
9890 Coagulant Aid	\$501
Zinc Corrosion Control	\$2,050
NaOCL Disinfection	<u>\$1,651</u>
Total value	\$21,675

Thank you,



Frank Trujillo, Chief Operator

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March 13, 2017

General Manager's Board Letter

Loans/Grants/ Accounting:

See Dianna's Board letter.

Items done since the last Board Meeting:

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

Water Plant Generator:

- Request for final permit filed about 2 months before it is due. County has inspected and approved. Expect final operating permit any time.

Sidewalks:

- We made our objections and requests in writing to the County about the south sidewalk and they included them in their filing with Caltrans. We await Caltrans decision.
- Please recall the required work on the north side of Hwy 20 was estimated at \$15,000.
- No word from County as of letter date.

Harvey tank:

- Special Districts is going out to bid on everything up to the edge of our tank site property. Special districts is finalizing the new driveway design and prepping the expanded easement.

Backflows:

- No change. We are including it in water improvement grant project # 3.

Solar:

- No change. Due to flooding the lower 1 ½ feet of the panels were partly submerged. If there is any impact it has been reported to our insurance, the state and FEMA.

Emergency Services Planning:

- Continuing to work with all County water companies to develop an online index of available equipment and personnel. County is getting close to working computer program.

Eminent Domain

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

Storm impacts will be discussed as a line item on the agenda.

Alan Gardner, GM

Summary Balance Sheet

As of February 28, 2017

2.a.1

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	1,120,687.38
Other Current Assets	662,241.00
Total Current Assets	1,782,928.38
Fixed Assets	6,133,608.89
TOTAL ASSETS	7,916,537.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	463,468.31
Credit Cards	-0.12
Other Current Liabilities	209,386.33
Total Current Liabilities	672,854.52
Total Liabilities	672,854.52
Equity	7,243,682.75
TOTAL LIABILITIES & EQUITY	7,916,537.27

Balance Sheet

As of February 28, 2017

2,122

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
102.001 · WAB-General Checking (Old Acct. # 053420019)	21,936.15
102.04 · DWR - CHECKING	400.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other	293,694.37
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	482,694.37
102.02 · WAB SAVINGS - CRP WATER	293,993.62
102.03 · WAB SAVINGS - CRP SEWER	321,663.24
Total Checking/Savings	1,120,687.38
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	300.00
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	74,033.00
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	23,357.00
Total Other Current Assets	662,241.00
Total Current Assets	1,782,928.38
Fixed Assets	
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 10111...	1,851,100.60
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	1,851,100.60
122 · Buildings (OFFICE BUILDING - WAS 1011180)	8,475,638.00
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	5,526.58
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other	3,136,437.00
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	3,254,270.29
125 · Land	299,770.00
129 · ALLOW. FOR DEPRECIATION	-7,747,170.00
Total Fixed Assets	6,133,608.89
TOTAL ASSETS	7,916,537.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	463,468.31
Total Accounts Payable	463,468.31
Credit Cards	
210 · Cal Card	
210.05 · Cal Card - Dan - 4075	-0.12
Total 210 · Cal Card	-0.12
Total Credit Cards	-0.12
Other Current Liabilities	
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become availab...	160,000.00
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79

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Balance Sheet

As of February 28, 2017

2,913

	Feb 28, 17
Total 280 · Loan	162,807.29
221 · Health Ins - EE Portion	626.08
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WA...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX ...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WITHH...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS ...	-24.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS...	-589.53
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WAS...	596.12
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYE...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or acc...	-2,168.68
Total Other Current Liabilities	209,386.33
Total Current Liabilities	672,854.52
Total Liabilities	672,854.52
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this accou...	328,889.15
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS ...	1,075,137.51
Net Income	-170,059.52
Total Equity	7,243,682.75
TOTAL LIABILITIES & EQUITY	<u>7,916,537.27</u>

Profit and Loss

July 2016 through February 2017

2,0.4

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income						
Income						
410 · Client Reg Pmt	0.00	0.00	600,487.35	698,376.69	1,298,864.04	1,298,864.04
420 · Connection Fees	0.00	0.00	111.50	488.50	600.00	600.00
430 · Penalty & Interest	0.00	0.00	8,945.77	14,113.79	23,059.56	23,059.56
440 · Misc Revenue	180.96	0.00	0.00	26,936.89	27,117.85	27,117.85
450 · Other - Non S/W Rev	0.00	0.00	59,466.93	74,537.09	134,004.02	134,004.02
Total Income	180.96	0.00	669,011.55	814,452.96	1,483,645.47	1,483,645.47
Total Income	180.96	0.00	669,011.55	814,452.96	1,483,645.47	1,483,645.47
Gross Profit	180.96	0.00	669,011.55	814,452.96	1,483,645.47	1,483,645.47
Expense						
Salaries & EE Benefits						
505 · Salaries & Wages	225,367.34	36,513.22	110,345.03	85,963.92	458,189.51	458,189.51
510 · Contract Labor	0.00	0.00	7,000.00	0.00	7,000.00	7,000.00
520 · FICA - District Share	16,593.32	2,645.75	8,061.33	6,194.63	33,495.03	33,495.03
530 · Medical Ins - Dist Share	55,481.88	6,479.62	31,420.18	12,124.87	105,506.55	105,506.55
540 · PERS - District Share	20,656.89	1,629.91	5,897.85	8,477.75	36,662.40	36,662.40
550 · Unemployment	9,300.10	0.00	0.00	0.00	9,300.10	9,300.10
560 · Workers Comp Ins	3,870.30	3,654.48	6,121.88	6,600.01	20,246.67	20,246.67
Total Salaries & EE Benefits	331,269.83	50,922.98	168,846.27	119,361.18	670,400.26	670,400.26
Services & Supplies						
605 · Advertising	200.00	0.00	0.00	0.00	200.00	200.00
610 · Bank Fees	278.00	0.00	0.00	0.00	278.00	278.00
620 · Communications & Internet	3,225.84	66.44	2,194.47	2,236.45	7,723.20	7,723.20
622 · Board Exp	27,349.32	0.00	0.00	0.00	27,349.32	27,349.32
625 · Equip - Field (\$300-\$4999)	0.00	199.75	857.70	0.00	1,057.45	1,057.45
630 · Equip - Office	75.51	0.00	707.83	0.00	783.34	783.34
640 · Fuel & Oil	0.00	7,628.01	1,182.07	3,927.07	12,737.15	12,737.15
645 · Insurance	0.00	0.00	31,608.30	31,608.30	63,216.60	63,216.60
650 · Interest	0.00	403.44	1,035.71	-23.33	1,415.82	1,415.82
657 · Lab	0.00	0.00	16,426.28	10,634.56	27,060.84	27,060.84
660 · Memberships & Subscription	598.39	0.00	21,387.00	17,712.29	39,697.68	39,697.68
665 · Mileage Reimb	2,066.56	302.76	0.00	120.45	2,489.77	2,489.77
670 · Postage & Shipping	5,910.98	1.20	7.30	0.00	5,919.48	5,919.48
675 · Professional Services	21,251.81	0.00	6,149.11	3,320.42	30,721.34	30,721.34
685 · Rents	4,029.83	0.00	0.00	0.00	4,029.83	4,029.83
690 · Safety & Security	1,428.65	2,372.58	3,300.22	11,261.99	18,363.44	18,363.44
700 · Tools & Instruments	0.00	64.26	2,898.93	2,076.48	5,039.67	5,039.67
703 · Supplies - Clothing & Perso...	577.99	842.73	611.10	407.40	2,439.22	2,439.22
705 · Supplies - Office	4,394.36	83.58	1,045.23	1,197.51	6,720.68	6,720.68
715 · Supplies-Chemicals-Operati...	0.00	0.00	31,740.27	25,127.20	56,867.47	56,867.47
720 · Supplies - Inventory - Other	0.00	7,726.68	18,107.21	5,519.39	31,353.28	31,353.28
730 · Taxes - Licenses	0.00	388.00	1,479.00	1,159.30	3,026.30	3,026.30
735 · Training (Classes, books, etc)	169.00	385.00	480.00	50.00	1,084.00	1,084.00
745 · Travel / Lodging	373.20	349.65	315.86	0.00	1,038.71	1,038.71
750 · Utilities	3,131.68	0.00	40,080.08	77,422.10	120,633.86	120,633.86
760 · Waste Disposal	292.86	0.00	38,579.07	0.00	38,871.93	38,871.93
795 · Yolo Co	0.00	0.00	0.00	29,927.84	29,927.84	29,927.84
799 · Misc	4.60	0.00	0.00	0.00	4.60	4.60
Total Services & Supplies	75,358.58	20,814.08	220,192.74	223,685.42	540,050.82	540,050.82
Repairs & Replacement						
810 · R&R Buildings & Grounds	2,366.41	0.00	527.55	4,760.54	7,654.50	7,654.50
830 · R&R Equipment	0.00	0.00	5,967.26	907.28	6,874.54	6,874.54
840 · R&R Vehicles	100.46	45.35	851.95	2,119.76	3,117.52	3,117.52
Total Repairs & Replacement	2,466.87	45.35	7,346.76	7,787.58	17,646.56	17,646.56
Total Expense	409,095.28	71,782.41	396,385.77	350,834.18	1,228,097.64	1,228,097.64
Net Income	-408,914.32	-71,782.41	272,625.78	463,618.78	255,547.83	255,547.83

Clearlake Oaks Co Water District

APPROVED BUDGET 2016-2017

2.9.5

Target % > 67%

Thru End of February 2017 Summary	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,067,122	711,415	814,530	76%	969,433	646,289	669,107	69%
Total Operating Expenses	906,028	604,019	591,270	65%	948,617	632,411	636,821	67%
Operating Balance (loss)	161,094	107,396	223,261		20,816	13,877	32,287	
420 Connection Rev			489				112	
435 Loan/Grant Rev			-				-	
450 Other - Non S/W Rev	96,000	64,000	74,537	78%	85,000	56,667	59,467	70%
Depreciation Exp	194,168	129,445	97,084	50%	135,786	90,524	67,893	50%
Net Change In Net Position (loss)	62,926	41,951	201,203		(29,970)	(19,980)	23,973	

Current Revenue Notes:

450 - W & S County Apportment Check for \$96,371.49

Past Revenue Notes

Past Revenue Notes

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

450-S \$11,281 from Tax Roll

440-W Bulk Water Sales

WestAmer Op	\$	321,663
WestAmer CRP		398,457
LAIF		482,694
Total	\$	1,202,814

Thru End of February 2017 Operating Revenue	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,037,122	691,415	698,446	67%	955,933	637,289	600,574	63%
430 Penalty & Interest	30,000	20,000	14,121	47%	13,500	9,000	8,954	66%
440 Misc	0	0	26,937		0	0	-	0%
Total Revenue >	1,067,122	711,415	739,504	69%	969,433	646,289	609,528	63%

Thru End of February 2017 Operating Expenses	WATER				SEWER			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	%
505 Salaries & Wages	337,881	225,254	216,904	64%	364,297	242,865	241,285	66%
510 Contracted Labor	-	-	-	0%	28,000	18,667	7,000	25%
520 FICA - District Share	28,024	18,683	15,815	56%	29,977	19,985	17,681	59%
530 Medical Ins - District Share	65,762	43,841	43,106	66%	94,430	62,953	62,401	66%
540 PERS - District Share	36,003	24,002	19,622	54%	29,324	19,550	17,042	58%
550 Unemployment	6,000	4,000	4,650	78%	6,000	4,000	4,650	78%
560 Workers Comp Ins	17,599	11,733	10,362	59%	15,288	10,192	9,884	65%
Salaries and Employee Benefits >	491,268	327,512	310,458	63%	567,317	378,211	359,942	63%

605 Advertising	125	83	100	80%	125	83	100	80%
610 Bank Fees	2,810	1,873	139	5%	2,800	1,867	139	5%
620 Communications & Internet	5,650	3,767	3,882	69%	4,650	3,100	3,840	83%
622 Board Exp	250	167	13,675	5470%	250	167	13,675	5470%
625 Equip - Field (\$300-\$4999)	1,250	833	100	8%	3,250	2,167	958	29%
630 Equip - Office	850	567	38	4%	1,350	900	746	55%
640 Fuel & Oil	14,000	9,333	7,741	55%	2,250	1,500	4,996	222%
645 Insurance	38,500	25,667	31,608	82%	38,500	25,667	31,608	82%

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2.a.b

650	Interest	1,175	783	179	15%	1,925	1,283	1,238	64%
657	Lab	16,000	10,667	10,635	66%	21,000	14,000	16,426	78%
660	Memberships & Subscriptions	28,450	18,967	18,011	63%	5,450	3,633	21,686	398%
665	Mileage Reimb	1,500	1,000	1,305	87%	1,500	1,000	1,185	79%
670	Postage & Shipping	4,825	3,217	2,956	61%	4,775	3,183	2,963	62%
675	Professional Services	35,000	23,333	13,946	40%	23,000	15,333	16,775	73%
685	Rents	5,950	3,967	2,015	34%	3,950	2,633	2,015	51%
690	Safety & Security	3,075	2,050	13,163	428%	9,075	6,050	5,201	57%
700	Tools & Instruments	3,875	2,583	2,108	54%	4,875	3,250	2,931	60%
703	Supplies - Clothing & Personal	1,200	800	1,118	93%	1,700	1,133	1,322	78%
705	Supplies - Office	3,225	2,150	3,437	107%	3,825	2,550	3,284	86%
715	Treatment Chemicals	47,000	31,333	25,127	53%	65,000	43,333	31,740	49%
720	Supplies - Operating - Other	11,525	7,683	9,383	81%	11,525	7,683	21,971	191%
730	Taxes - Licenses	1,750	1,167	1,353	77%	2,550	1,700	1,673	66%
735	Training	4,250	2,833	327	8%	4,250	2,833	757	18%
745	Travel	2,750	1,833	362	13%	2,250	1,500	678	30%
750	Utilities	112,600	75,067	78,988	70%	72,600	48,400	41,646	57%
760	Waste Disposal	550	367	147	27%	60,250	40,167	38,726	64%
795	Yolo Co	42,000	28,000	29,928	71%				
799	Misc	5,375	3,583	-	0%	5,375	3,583	-	0%
Services and Supplies >		395,510	263,673	271,768	69%	358,050	238,700	268,276	75%
810	R&R Buildings & Grounds	7,000	4,667	5,944	85%	7,000	4,667	1,711	24%
815	R & R Damage Claims	5,000	3,333	-	0%	5,000	3,333	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	1,333	907	45%	6,000	4,000	5,967	99%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	5,250	3,500	2,193	42%	5,250	3,500	925	18%
Repairs & Replacement >		19,250	12,833	9,044	47%	23,250	15,500	8,603	37%
Total Expenses >		906,028	604,019	591,270	65%	948,617	632,411	636,821	67%

2.0.17

8 Administration - Budget Variance Report Jul 2016		2016 - 2017 Budget		Actual	Target % > 66.7%	Total
Thru End of February 2017		Annual	YTD	YTD	% Spent	Remaining
Expenses						
505	Salaries & Wages	365,469	243,646	225,367	61.7%	140,102
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	30,241	20,161	16,593	54.9%	13,648
530	Medical Ins - District Share	74,799	49,866	55,482	74.2%	19,317
540	PERS - District Share	37,160	24,774	20,657	55.6%	16,503
550	Unemployment	12,000	8,000	9,300	77.5%	2,700
560	Workers Comp Ins	10,415	6,943	3,870	37.2%	6,545
Salaries and Employee Benefits >		530,085	353,390	331,269	62.5%	198,816
605	Advertising	250	167	200	80.0%	50
610	Bank Fees	5,600	3,733	278	5.0%	5,322
620	Communications & Internet	3,300	2,200	3,226	97.8%	74
622	Board Exp	500	333	27,349	5469.8%	(26,849)
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	700	467	76	10.9%	624
640	Fuel & Oil	0	0	-	0.0%	0
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	900	600	598	66.4%	302
665	Mileage Reimb	2,000	1,333	2,067	103.4%	(67)
670	Postage & Shipping	9,400	6,267	5,911	62.9%	3,489
675	Professional Services (Legal, IT, etc)	20,000	13,333	21,252	106.3%	(1,252)
685	Rents	7,400	4,933	4,030	54.5%	3,370
690	Safety & Security (boots)	2,000	1,333	1,429	71.5%	571
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	400	267	578	144.5%	(178)
705	Supplies - Office	5,000	3,333	4,394	87.9%	606
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	50	33	-	0.0%	50
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (Classes, books)	2,500	1,667	169	6.8%	2,331
745	Travel / Lodging	2,500	1,667	373	14.9%	2,127
750	Utilities	5,200	3,467	3,132	60.2%	2,068
760	Waste Disposal	500	333	293	58.6%	207
795	Yolo Co	0	0	-	0.0%	0
799	Misc	500	333	-	0.0%	500
Services and Supplies >		68,700	45,800	75,355	109.7%	(6,655)
810	R&R Buildings & Grounds	4,000	2,667	2,366	59.2%	1,634
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	2,000	1,333	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	2,500	1,667	100	4.0%	2,400
Repairs & Replacement >		8,500	5,667	2,466	29.0%	6,034
Total Expenses >		607,285	404,857	409,090	67.4%	198,195

Expense Notes

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

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Thru End of February 2017

2016 - 2017 Budget

Actual

%

Total

Expenses	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	63,954	42,636	36,513	57.1%	27,441
510 Contracted Labor	-	-	-		-
520 FICA - District Share	5,221	3,480	2,646	50.7%	2,575
530 Medical Ins - District Share	20,000	13,333	6,480	32.4%	13,520
540 PERS - District Share	3,159	2,106	1,630	51.6%	1,529
550 Unemployment	0	0	0	0.0%	0
560 Workers Comp Ins	3,339	2,226	3,654	109.5%	(316)
Salaries and Employee Benefits >	95,671	63,781	50,923	53.2%	44,748
605 Advertising	-	-	-	0.0%	-
610 Bank Fees	-	-	-	0.0%	-
620 Communications & Internet	-	-	66	0.0%	(66)
622 Board Exp	-	-	-	0.0%	-
625 Equip - Field (up to \$4999)	2,500	1,667	200	8.0%	2,300
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	4,000	2,667	7,628	190.7%	(3,628)
645 Insurance	-	-	-	0.0%	-
650 Interest	1,750	1,167	403	23.0%	1,347
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	500	333	303	60.6%	197
670 Postage & Shipping	50	33	1	2.0%	49
675 Professional Services (SCADA)	1	1	-	0.0%	1
685 Rents	500	333	-	0.0%	500
690 Safety & Security (boots)	2,150	1,433	2,373	110.4%	(223)
700 Tools & Instruments	3,750	2,500	64	1.7%	3,686
703 Supplies - Clothing & Personal	1,500	1,000	843	56.2%	657
705 Supplies - Office	250	167	84	0.0%	166
715 Treatment Chemicals	-	-	-	0.0%	-
720 Supplies - Operating - Other	13,000	8,667	7,727	59.4%	5,273
730 Taxes - Licenses	500	333	388	0.0%	112
735 Training (classes, books)	1,500	1,000	385	25.7%	1,115
745 Travel / Lodging	1,000	667	350	35.0%	650
750 Utilities	-	-	-	0.0%	-
760 Waste Disposal	-	-	-	0.0%	-
795 Yolo Co	-	-	-	0.0%	-
799 Misc	250	167	-	0.0%	250
Services and Supplies >	33,201	22,134	20,815	62.7%	12,386
810 R&R Buildings & Grounds	-	-	-	0.0%	-
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	-	-	-	0.0%	-
830 R&R Equipment	-	-	-	0.0%	-
832 R&R Mains/Service Lines	-	-	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	-	-	45	0.0%	(45)
Repairs & Replacement >	0	0	45	450000.0%	(45)
Total Expenses >	128,872	85,915	71,783	55.7%	57,089

Expense Notes

703 Supplies - Clothing & Personal

New Pants for DC Crew

735 Training

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

Thru End of February 2017		2016 - 2017 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	149,586	99,724	110,345	78.4%	39,241
510	Contracted Labor	28,000	18,667	7,000		21,000
520	FICA - District Share	12,246	8,164	8,061	65.8%	4,185
530	Medical Ins - District Share	47,030	31,354	31,420	66.8%	15,610
540	PERS - District Share	9,165	6,110	5,898	64.4%	3,267
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,411	5,608	6,122	72.8%	2,289
Salaries and Employee Benefits >		254,439	169,626	168,846	66.4%	85,593
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	3,000	2,000	2,194	73.1%	806
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	2,000	1,333	858	42.9%	1,142
630	Equip - Office	1,000	667	708	70.8%	292
640	Fuel & Oil (Schaeffers)	250	167	1,182	472.8%	(932)
645	Insurance	38,500	25,667	31,608	82.1%	6,892
650	Interest	1,050	700	1,036	98.7%	14
657	Outsource Lab / Internal Lab	21,000	14,000	16,426	78.2%	4,574
660	Memberships & Subscriptions	5,000	3,333	21,387	427.7%	(16,387)
665	Mileage Reimb	500	333		0.0%	500
670	Postage & Shipping	50	33	7	14.0%	43
675	Professional Services (SCADA)	13,000	8,667	6,149	47.3%	6,851
685	Rents	-	-	-	0.0%	-
690	Safety & Security (boots)	7,000	4,667	3,300	47.1%	3,700
700	Tools & Instruments	3,000	2,000	2,899	96.6%	101
703	Supplies - Clothing & Personal	1,500	1,000	611	40.7%	889
705	Supplies - Office	1,200	800	1,045	87.1%	155
715	Treatment Chemicals	65,000	43,333	31,740	48.8%	33,260
720	Supplies- Operating - Other	5,000	3,333	18,107	362.1%	(13,107)
730	Taxes - Licenses	2,300	1,533	1,479	64.3%	821
735	Training (classes, books)	3,000	2,000	480	16.0%	2,520
745	Travel / Lodging	1,000	667	316	31.6%	684
750	Utilities	70,000	46,667	40,080	57.3%	29,920
760	Waste Disposal	60,000	40,000	38,579	64.3%	21,421
795	Yolo Co	0	0	-	0.0%	0
799	Misc	5,000	3,333		0.0%	5,000
Services and Supplies >		309,350	206,233	220,191	71.2%	89,159
810	R&R Buildings & Grounds	5,000	3,333	528	10.6%	4,472
815	R & R Damage Claims	5,000	3,333	-	0.0%	5,000
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	5,000	3,333	5,967	119.3%	(967)
832	R&R Mains/Service Lines	-	-	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	2,667	852	21.3%	3,148
Repairs & Replacement >		19,000	12,667	7,347	38.7%	11,653
Total Expenses >		582,789	388,526	396,384	68.0%	186,405

Expense Notes

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

2.9.10

Water - Budget Variance Report July 2016		2016 - 2017 Budget		Actual	Target % >	%	Total
Thru End of February 2017		Annual	YTD	YTD		Spent	Remaining
Expenses							
505	Salaries & Wages	123,169	82,113	85,964		69.8%	37,205
510	Contracted Labor	-	-	-			-
520	FICA - District Share	10,293	6,862	6,195		60.2%	4,098
530	Medical Ins - District Share	18,362	12,242	12,125		66.0%	6,237
540	PERS - District Share	15,844	10,562	8,478		53.5%	7,366
550	Unemployment	0	0			0.0%	0
560	Workers Comp Ins	10,722	7,148	6,600		61.6%	4,122
Salaries and Employee Benefits >		178,390	118,927	119,362		66.9%	59,028
605	Advertising	0	0			0.0%	0
610	Bank Fees	0	0			0.0%	0
620	Communications & Internet	4,000	2,667	2,236		55.9%	1,764
622	Board Exp	0	0	-		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0	-		0.0%	0
630	Equip - Office	500	333	-		0.0%	500
640	Fuel & Oil	12,000	8,000	3,927		32.7%	8,073
645	Insurance	38,500	25,667	31,608		82.1%	6,892
650	Interest	300	200	(23)		-7.7%	323
657	Outside Lab / Internal Lab	16,000	10,667	10,635		66.5%	5,365
660	Memberships & Subscriptions	28,000	18,667	17,712		63.3%	10,288
665	Mileage Reimb	500	333	120		24.0%	380
670	Postage & Shipping	100	67	-		0.0%	100
675	Professional Services (SCADA)	25,000	16,667	3,320		13.3%	21,680
685	Rents	2,000	1,333	-		0.0%	2,000
690	Safety & Security (boots)	1,000	667	11,262		1126.2%	(10,262)
700	Tools & Instruments	2,000	1,333	2,076		103.8%	(76)
703	Supplies - Clothing & Personal	1,000	667	407		40.7%	593
705	Supplies - Office	600	400	1,198		199.7%	(598)
715	Treatment Chemicals	47,000	31,333	25,127		53.5%	21,873
720	Supplies - Operating - Other	5,000	3,333	5,519		110.4%	(519)
730	Taxes - Licenses	1,500	1,000	1,159		77.3%	341
735	Training (classes, books)	3,000	2,000	50		1.7%	2,950
745	Travel / Lodging	1,500	1,000			0.0%	1,500
750	Utilities	110,000	73,333	77,422		70.4%	32,578
760	Waste Disposal	300	200	-		0.0%	300
795	Yolo Co	42,000	28,000	29,928		71.3%	12,072
799	Misc	5,000	3,333			0.0%	5,000
Services and Supplies >		346,800	231,200	223,683		64.5%	123,117
810	R&R Buildings & Grounds	5,000	3,333	4,761		95.2%	239
815	R & R Damage Claims	5,000	3,333	-		0.0%	5,000
820	R&R Lift Stations	-	-	-			-
830	R&R Equipment	1,000	667	907		90.7%	93
832	R&R Mains/Service Lines	-	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	2,667	2,120		53.0%	1,880
Repairs & Replacement >		15,000	10,000	7,788		51.9%	7,212
Total Expenses >		540,190	360,127	350,833		64.9%	189,357

Expense Notes:

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

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CRP/CIP Profit and Loss

July 2016 through February 2017

2.9.11

	Water (CRP)	Sewer (CRP)	CRP - Ot... (CRP)	Total CRP	TOTAL
Income					
Income					
425 · CRP (Capital Replacment Plan)					
425.2 · Sewer	0.00	-26.84	0.00	-26.84	-26.84
425.1 · Water	-547.68	-25.54	0.00	-573.22	-573.22
425 · CRP (Capital Replacment Plan) - Other	176,166.69	180,555.31	0.24	356,722.24	356,722.24
Total 425 · CRP (Capital Replacment Plan)	175,619.01	180,502.93	0.24	356,122.18	356,122.18
430 · Penalty & Interest	5,486.66	3,086.09	0.00	8,572.75	8,572.75
Total Income	181,105.67	183,589.02	0.24	364,694.93	364,694.93
Total Income	181,105.67	183,589.02	0.24	364,694.93	364,694.93
Gross Profit	181,105.67	183,589.02	0.24	364,694.93	364,694.93
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	17,959.10	23,964.08	0.00	41,923.18	41,923.18
520 · FICA - District Share	1,272.29	1,825.84	0.00	3,098.13	3,098.13
530 · Medical Ins - Dist Share	6,895.30	4,602.72	0.00	11,498.02	11,498.02
540 · PERS - District Share	790.79	1,210.87	0.00	2,001.66	2,001.66
560 · Workers Comp Ins	1,296.67	1,296.66	0.00	2,593.33	2,593.33
Total Salaries & EE Benefits	28,214.15	32,900.17	0.00	61,114.32	61,114.32
Services & Supplies					
625 · Equip - Field (\$300-\$4999)	848.78	810.17	0.00	1,658.95	1,658.95
640 · Fuel & Oil	269.80	269.80	0.00	539.60	539.60
650 · Interest	136.37	161.10	0.00	297.47	297.47
675 · Professional Services	5,412.30	5,812.30	0.00	11,224.60	11,224.60
690 · Safety & Security	121.98	121.96	0.00	243.94	243.94
720 · Supplies - Inventory - Other	7,235.64	2,452.16	0.00	9,687.80	9,687.80
Total Services & Supplies	14,024.87	9,627.49	0.00	23,652.36	23,652.36
Repairs & Replacement					
810 · R&R Buildings & Grounds	12,307.48	1,956.87	0.00	14,264.35	14,264.35
820 · R&R Lift Stations	597.31	16,527.07	0.00	17,124.38	17,124.38
830 · R&R Equipment	9,445.16	1,371.14	0.00	10,816.30	10,816.30
832 · R&R Mains and Sewer Lines	16,097.91	0.00	0.00	16,097.91	16,097.91
840 · R&R Vehicles	2,972.04	3,010.89	0.00	5,982.93	5,982.93
Total Repairs & Replacement	41,419.90	22,865.97	0.00	64,285.87	64,285.87
Total Expense	83,658.92	65,393.63	0.00	149,052.55	149,052.55
Net Income	97,446.75	118,195.39	0.24	215,642.38	215,642.38

Clearlake Oaks Co Water District

Budget Variance Report February 2017

SEWER-CRP

Target % > 66.7%

J.A.12

8

Thru End of February 2017

Summary	Budget		Actual YTD	
	Annual	YTD	Amount	%
SEWER CRP Revenue	297,440	198,293	180,555	61.7%
Penalty & Interest			3,086	
SEWER CRP Expenses	174,687	116,458	65,394	37.4%
(1/2 Vac all Camera) Debt Service Exp	47,961	31,974	31,974	
USDA Annual Payment	129,000	86,000		
I & I/Lift Station Rehab Improvements	42,000	28,000		
Short term depreciation reserve	30,000	20,000	20,000	
Previous Year Balance	208,351			
Operating Balance (loss)	82,143	54,762	66,273	

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

Expenses	2016 - 2017 Budget		Actual YTD	%	Total	
	Annual	YTD				
505 Salaries & Wages	31,977	21,318	23,964	74.9%	8,013	
510 Contracted Labor	-	-	-	-	-	
520 FICA - District Share	2,610	1,740	1,826	70.0%	784	
530 Medical Ins - District Share	10,000	6,667	4,603	46.0%	5,397	
540 PERS - District Share	1,580	1,053	1,211	76.7%	369	
550 Unemployment	-	-	-	0.0%	-	
560 Workers Comp Ins	1,669	1,113	1,297	77.7%	372	
Salaries and Employee Benefits >	47,836	31,890	32,901	68.8%	14,935	
605 Advertising	0	0	-	0.0%	0	
610 Bank Fees	0	0	-	0.0%	0	
620 Communications & Internet	0	0	-	0.0%	0	
622 Board Exp	0	0	-	0.0%	0	
625 Equip - Field (up to \$4999)	1,250	833	810	64.8%	440	
630 Equip - Office	-	-	-	0.0%	-	
640 Fuel & Oil	2,000	1,333	270	13.5%	1,730	
645 Insurance	-	-	-	0.0%	-	
650 Interest	875	583	161	18.4%	714	
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-	
660 Memberships & Subscriptions	-	-	-	0.0%	-	
665 Mileage Reimb	-	-	-	0.0%	-	
670 Postage & Shipping	25	17	-	0.0%	25	
675 Professional Services (SCADA)	1	1	5,812	0.0%	(5,811)	
685 Rents	250	167	-	0.0%	250	
690 Safety & Security (boots)	1,075	717	122	11.3%	953	
700 Tools & Instruments	1,875	1,250	-	0.0%	1,875	
703 Supplies - Clothing & Personal	-	-	-	0.0%	-	
705 Supplies - Office	125	83	-	0.0%	125	
715 Treatment Chemicals	-	-	-	0.0%	-	
720 Supplies - Operating - Other	6,500	4,333	2,452	37.7%	4,048	
730 Taxes - Licenses	250	167	-	0.0%	250	
735 Training (classes, books)	-	-	-	0.0%	-	
745 Travel / Lodging	-	-	-	0.0%	-	
750 Utilities	-	-	-	0.0%	-	
760 Waste Disposal	-	-	-	0.0%	-	
795 Yolo Co	-	-	-	0.0%	-	
799 Misc	125	83	-	0.0%	125	
Services and Supplies >	14,351	9,567	9,627	67.1%	4,724	
810 R&R Buildings & Grounds	25,000	16,667	1,957	7.8%	23,043	
815 R & R Damage Claims	-	-	-	0.0%	-	
820 R&R Lift Stations	20,000	13,333	16,527	82.6%	3,473	
830 R&R Equipment	5,000	3,333	1,371	27.4%	3,629	
832 R&R Mains/Service Lines	50,000	33,333	-	0.0%	50,000	
840 R&R Vehicles (\$2k/vehicle)	12,500	8,333	3,011	24.1%	9,489	
Repairs & Replacement >	112,500	75,000	22,866	20.3%	89,634	
Expense Notes	Total Expenses >	174,687	116,458	65,394	37.4%	109,293

625 Field Equip

820 R&R Lift Stations

675 Professional Services

Down hole roller for camera trailer

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

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

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Clearlake Oaks Co Water District
Budget Variance Report February 2017

8

Target % > 66.7%

2.9.13

Thru End of February 2017 Summary	WATER - CRP Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	287,532	191,688	176,167	63.2%
Penalty & Interest			5,487	
WATER CRP Expenses	154,687	103,124	83,658	54.1%
(1/2 Vac Con) Debt Service Exp	26,079	17,386	17,386	
**Previous Year Balance	167,406			

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

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

Expenses	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	31,977	21,318	17,959	56.2%	14,018
510 Contracted Labor	-	-	-	-	-
520 FICA - District Share	2,610	1,740	1,272	48.7%	1,338
530 Medical Ins - District Share	10,000	6,667	6,895	69.0%	3,105
540 PERS - District Share	1,580	1,053	791	50.1%	789
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	1,669	1,113	1,297	77.7%	372
Salaries and Employee Benefits >	47,836	31,890	28,214	59.0%	19,622
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	0	0	-	0.0%	0
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	833	849	67.9%	401
640 Fuel & Oil	2,000	1,333	270	13.5%	1,730
645 Insurance	-	-	-	0.0%	-
650 Interest	875	583	136	15.5%	739
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	-	-	-	0.0%	-
670 Postage & Shipping	25	17	-	0.0%	25
675 Professional Services (SCADA)	1	1	5,412	541200.0%	(5,411)
685 Rents	250	83	-	0.0%	250
690 Safety & Security (boots)	1,075	717	122	11.3%	953
700 Tools & Instruments	1,875	1,250	-	0.0%	1,875
703 Supplies - Clothing & Personal	-	-	-	0.0%	-
705 Supplies - Office	125	83	-	0.0%	125
715 Treatment Chemicals	-	-	-	0.0%	-
720 Supplies - Operating - Other	6,500	4,333	7,236	111.3%	(736)
730 Taxes - Licenses	250	167	-	0.0%	250
735 Training (classes, books)	-	-	-	0.0%	-
745 Travel / Lodging	-	-	-	0.0%	-
750 Utilities	-	-	-	0.0%	-
760 Waste Disposal	-	-	-	0.0%	-
795 Yolo Co	-	-	-	0.0%	-
799 Misc	125	42	-	0.0%	125
Services and Supplies >	14,351	9,442	14,025	97.7%	326
810 R&R Buildings & Grounds	25,000	16,667	12,307	49.2%	12,693
815 R & R Damage Claims	-	-	-	0.0%	-
820 R&R Lift Stations	-	-	597	0.0%	(597)
830 R&R Equipment	5,000	3,333	9,445	188.9%	(4,445)
832 R&R Mains/Service Lines	50,000	33,333	16,098	32.2%	33,902
840 R&R Vehicles (\$2k/vehicle)	12,500	8,333	2,972	23.8%	9,528
Repairs & Replacement >	92,500	61,667	41,419	44.8%	51,081
Total Expenses >	154,687	102,999	83,658	54.1%	71,028

Expense Notes

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

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Capital Improvements

As of February 28, 2017

2.9.14

Date	Name	Memo	Amount
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)			
08/08/2016	Power Plus	2016 Cummins 250 kw Tier 3 Generator	29,876.14
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 10...			29,876.14
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			29,876.14
122 · Buildings (OFFICE BUILDING - WAS 1011180)			
Total 122 · Buildings (OFFICE BUILDING - WAS 1011180)			
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			
124.30 · Lift Stations			
124.31 · Lift Station 7 Bypass			
07/12/2016	Pace	Returned PVC pipe	-1,275.84
Total 124.31 · Lift Station 7 Bypass			-1,275.84
124.30 · Lift Stations - Other			
09/19/2016	Shape Inc.	2 pumps for Lift Station #10 - Approved Eme...	23,581.98
Total 124.30 · Lift Stations - Other			23,581.98
Total 124.30 · Lift Stations			22,306.14
124.50 · Mains			
Total 124.50 · Mains			
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			22,306.14
125 · Land			
09/13/2016	TERESA FEDERIGI	Final pymt. for Harvey Blvd. tank easement	1,000.00
02/16/2017	State Treasurer's Office	589 Keys Blvd. for LS #7	21,300.00
Total 125 · Land			22,300.00
TOTAL			74,482.28

2,6

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

www.treasurer.ca.gov/pmia-laif/laif.asp
March 15, 2017

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

Account Number:
90-17-001

Tran Type Definitions

February 2017 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	482,694.37
Total Withdrawal:	0.00	Ending Balance:	482,694.37

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MY ACCOUNTS

BILL PAY

TRANSFER FUNDS

MANAGE MONEY

2.61

(LAUNCHAPP?APPCODE=MY+ACCOUNTS)

(LAUNCHAPP?APPCODE=BILL+PAY)

ADDITIONAL SERVICES

CREDIT CARD APPLICATION

ESTATEMENTS

My Accounts

DEPOSIT ACCOUNTS

[Manage mobile alerts](#)

Make a transfer

PUBLIC REGULAR CHK

Checking *3745

[Quick peek](#)

\$321,663.24

**Available \$321,663.24

PUBLIC REGULAR CHK

Checking *3786

[Quick peek](#)

\$200.00

**Available \$200.00

PUBLIC REGULAR CHK

Checking *9122

[Quick peek](#)

\$210,764.12

**Available \$209,935.42

REGULAR SAVINGS

Savings *6990

[Quick peek](#)

\$187,693.62

**Available \$187,693.62

TOTAL DEPOSIT ACCOUNTS

\$720,320.98

TIERED COMMERCIAL LOANS

Credit Line

TCL Credit Line *1999

[Quick peek](#)

\$0.00

Available credit **\$340,000.00**

Note

TCL Note *1001

[Quick peek](#)

\$160,000.00

\$757.78 due 03/31/2017
pay

TOTAL TIERED COMMERCIAL LOANS

\$160,000.00

Make a Payment

Pay to

Select a payee

Pay from **checking x4587**

View My Spending

No activity found within the last

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

Outside Accounts

MY FINANCIAL INSTITUTION

Checking

[Quick peek](#)

Savings

[Quick peek](#)

TOTAL

Add Outside Accounts

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

[Add outside accounts](#)

26

2,6.2

Aged Accounts Receivable

As of 3/14/17

<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>
\$65,389.44	\$14,853.04	\$3,828.49	\$1,658.42	\$46,508.32	<u>\$132,237.71</u>

Total number of accounts with open balances: 807

These totals include all accounts on the Tax Roll

Clearlake Oaks County Water District

3/15/2017 9:40 AM

2.6.3

Register: 102.001 · WAB-General Checking

From 02/01/2017 through 02/28/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2017		Bluefin	-split-	Deposit		X	15,892.57	257,623.20
02/01/2017			-split-	Deposit		X	3,488.10	261,111.30
02/01/2017			-split-	Deposit		X	5,796.59	266,907.89
02/01/2017	EFT	CalPers	-split-	4751900248	2,282.72	X		264,625.17
02/01/2017	31426	Alan Gardner	200 · ACCOUNTS PA...		220.00	X		264,405.17
02/01/2017	31427	Alpha Analytical Labs	200 · ACCOUNTS PA...		754.00	X		263,651.17
02/01/2017	31428	AT & T - CalNet 3	200 · ACCOUNTS PA...	C3A1210TS01	160.05	X		263,491.12
02/01/2017	31429	Bob's Vacuum	200 · ACCOUNTS PA...		66.75	X		263,424.37
02/01/2017	31430	County of Lake - Spe...	200 · ACCOUNTS PA...		2,785.00	X		260,639.37
02/01/2017	31431	Dan Hodem.	200 · ACCOUNTS PA...		83.11	X		260,556.26
02/01/2017	31432	EEL River Fuels Inc	200 · ACCOUNTS PA...		956.95	X		259,599.31
02/01/2017	31433	Hach	200 · ACCOUNTS PA...		193.91	X		259,405.40
02/01/2017	31434	Jason Mitchell.	200 · ACCOUNTS PA...		134.82	X		259,270.58
02/01/2017	31435	John Hopkins.	200 · ACCOUNTS PA...		1,000.00			258,270.58
02/01/2017	31436	Leete Generators Inc	200 · ACCOUNTS PA...	1878	597.96	X		257,672.62
02/01/2017	31437	Mendo Mill	200 · ACCOUNTS PA...		139.79	X		257,532.83
02/01/2017	31438	Municipal Maintenanc...	200 · ACCOUNTS PA...	01-CLEAR	1,706.32	X		255,826.51
02/01/2017	31439	Napa Auto Parts	200 · ACCOUNTS PA...		38.31	X		255,788.20
02/01/2017	31440	Pace	200 · ACCOUNTS PA...		1,899.98	X		253,888.22
02/01/2017	31441	Pehling & Pehling C...	200 · ACCOUNTS PA...	VOID: 707998...		X		253,888.22
02/01/2017	31442	PG&E	200 · ACCOUNTS PA...	1324698179-2	10,558.36	X		243,329.86
02/01/2017		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	24,866.36	X		218,463.50
02/02/2017		Bluefin	-split-	Deposit		X	1,142.52	219,606.02
02/02/2017			-split-	Deposit		X	2,665.75	222,271.77
02/02/2017			-split-	Deposit		X	4,328.51	226,600.28
02/02/2017		Bluefin	Services & Supplies:61...		1,006.71	X		225,593.57
02/02/2017	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	768.53	X		224,825.04
02/02/2017	E-pay	United States Treasury	-split-	94-6050430 Q...	6,722.04	X		218,103.00
02/02/2017	DD0001	Alan J Gardner	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0002	Dan Hodem	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0003	David Valerga	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0004	Dianna L Mann	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0005	Francisco J Castro	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0006	Francisco Trujillo	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0007	Guywayne M Walter	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0008	Jason Mitchell	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0009	Jeremy J Backus	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0010	Magen E Estep	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0011	Mary Johnson	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0012	Pamela J Parker	-split-	Direct Deposit		X		218,103.00

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Clearlake Oaks County Water District

3/15/2017 9:40 AM

2,6.4

Register: 102.001 · WAB-General Checking

From 02/01/2017 through 02/28/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/02/2017	DD0013	Rachel A Schainblatt	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0014	Steve R Bonge	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0015	Dena Barron	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0016	Judith A Heeszel	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0017	Karl L Hosier	-split-	Direct Deposit		X		218,103.00
02/02/2017	DD0018	Mary M Medeiros	-split-	Direct Deposit		X		218,103.00
02/02/2017	31443	Richard A Kuehn	-split-		274.35	X		217,828.65
02/03/2017		Bluefin	-split-	Deposit		X	3,468.34	221,296.99
02/03/2017			-split-	Deposit		X	4,431.36	225,728.35
02/03/2017			-split-	Deposit		X	4,841.72	230,570.07
02/04/2017		Bluefin	-split-	Deposit		X	151.93	230,722.00
02/04/2017		Bluefin	-split-	Deposit		X	298.42	231,020.42
02/06/2017		Bluefin	-split-	Deposit		X	2,780.62	233,801.04
02/06/2017			-split-	Deposit		X	1,893.47	235,694.51
02/06/2017			-split-	Deposit		X	11,372.86	247,067.37
02/06/2017			-split-	Deposit		X	2,796.04	249,863.41
02/06/2017			Income:440 · Misc Rev...	Deposit		X	4.60	249,868.01
02/06/2017		Returned Item	-split-		213.28	X		249,654.73
02/06/2017		Returned Deposit Fee	Services & Supplies:61...		12.00	X		249,642.73
02/07/2017		Bluefin	-split-	Deposit		X	1,111.16	250,753.89
02/07/2017			-split-	Deposit		X	3,776.57	254,530.46
02/07/2017			-split-	Deposit		X	8,236.15	262,766.61
02/07/2017			-split-	Deposit		X	147.74	262,914.35
02/07/2017			Income:410 · Client Re...	Deposit		X	73.76	262,988.11
02/07/2017			Income:410 · Client Re...	Deposit		X	50.00	263,038.11
02/08/2017		Bluefin	-split-	Deposit		X	1,545.82	264,583.93
02/08/2017			-split-	Deposit		X	3,150.82	267,734.75
02/08/2017	EFT	CalPers	-split-	4751900248	3,538.47	X		264,196.28
02/08/2017	31444	MC Engineering, Inc	200 · ACCOUNTS PA...		9,560.77	X		254,635.51
02/09/2017		Bluefin	-split-	Deposit		X	882.01	255,517.52
02/09/2017			-split-	Deposit		X	3,583.18	259,100.70
02/09/2017			-split-	Deposit		X	3,902.67	263,003.37
02/09/2017	TRANSF...		102.02 · WAB SAVIN...	Funds Transfer		X	11,459.52	274,462.89
02/09/2017			102.03 · WAB SAVIN...	Funds Transfer		X	18,125.49	292,588.38
02/09/2017	TRANSF...		102.02 · WAB SAVIN...	Funds Transfer	21,711.36	X		270,877.02
02/09/2017	TRANSF...		102.03 · WAB SAVIN...	Funds Transfer	23,391.76	X		247,485.26
02/10/2017		WAB	Services & Supplies:70...	Deposit		X	246.90	247,732.16
02/10/2017		Bluefin	-split-	Deposit		X	2,354.15	250,086.31
02/10/2017			-split-	Deposit		X	4,485.38	254,571.69
02/10/2017			-split-	Deposit		X	2,930.85	257,502.54

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Clearlake Oaks County Water District

216.5
3/15/2017 9:40 AM

Register: 102.001 · WAB-General Checking

From 02/01/2017 through 02/28/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/10/2017	31540	ACWA/JPIA - Healt...	-split-		17,053.50			240,449.04
02/11/2017		Bluefin	-split-	Deposit		X	295.07	240,744.11
02/12/2017		Bluefin	-split-	Deposit		X	458.44	241,202.55
02/13/2017		Bluefin	-split-	Deposit		X	2,405.84	243,608.39
02/13/2017			-split-	Deposit		X	2,228.64	245,837.03
02/13/2017			-split-	Deposit		X	6,380.74	252,217.77
02/13/2017			-split-	Deposit		X	5,993.53	258,211.30
02/13/2017			-split-	Deposit		X	7,166.62	265,377.92
02/14/2017		Bluefin	-split-	Deposit		X	3,132.19	268,510.11
02/14/2017			-split-	Deposit		X	16,597.43	285,107.54
02/14/2017			Income:440 · Misc Rev...	Deposit		X	10.00	285,117.54
02/15/2017		Bluefin	-split-	Deposit		X	5,520.20	290,637.74
02/15/2017			-split-	Deposit		X	6,302.23	296,939.97
02/16/2017		Bluefin	-split-	Deposit		X	1,144.22	298,084.19
02/16/2017			-split-	Deposit		X	2,156.76	300,240.95
02/16/2017			-split-	Deposit		X	305.40	300,546.35
02/16/2017	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	757.81	X		299,788.54
02/16/2017	E-pay	United States Treasury	-split-	94-6050430 Q...	6,462.00	X		293,326.54
02/16/2017	31446	Action Sanitary, Inc	200 · ACCOUNTS PA...		9,700.00	X		283,626.54
02/16/2017	31447	Alan Gardner	200 · ACCOUNTS PA...		331.69	X		283,294.85
02/16/2017	31448	Alpha Analytical Labs	200 · ACCOUNTS PA...		655.00	X		282,639.85
02/16/2017	31449	AT&T 555 6	200 · ACCOUNTS PA...	960 739 5348 5...	104.85	X		282,535.00
02/16/2017	31450	Brelje and Race Labo...	200 · ACCOUNTS PA...		105.00	X		282,430.00
02/16/2017	31451	Coastal Mountain El...	200 · ACCOUNTS PA...		1,181.00	X		281,249.00
02/16/2017	31452	Deeper Cleaning	200 · ACCOUNTS PA...		320.00	X		280,929.00
02/16/2017	31453	EDD - Unemployment	200 · ACCOUNTS PA...	925-0185-7	4,475.22	X		276,453.78
02/16/2017	31454	EEL River Fuels Inc	200 · ACCOUNTS PA...		1,029.69	X		275,424.09
02/16/2017	31455	Hach	200 · ACCOUNTS PA...		1,187.15	X		274,236.94
02/16/2017	31456	Hasa Inc	200 · ACCOUNTS PA...	IN31153	3,156.47	X		271,080.47
02/16/2017	31457	Hayden Solar, LLC	200 · ACCOUNTS PA...		2,440.02	X		268,640.45
02/16/2017	31458	High Country Security	200 · ACCOUNTS PA...		2,222.24	X		266,418.21
02/16/2017	31459	Independant Busines...	200 · ACCOUNTS PA...	171500	246.90	X		266,171.31
02/16/2017	31460	Kansas State Bank - ...	200 · ACCOUNTS PA...	3343293	6,519.87	X		259,651.44
02/16/2017	31461	L & M Locksmith	200 · ACCOUNTS PA...		79.00	X		259,572.44
02/16/2017	31462	Lake County Waste ...	200 · ACCOUNTS PA...		259.75	X		259,312.69
02/16/2017	31463	Lake Express Lube, I...	200 · ACCOUNTS PA...		132.92	X		259,179.77
02/16/2017	31464	MC Engineering, Inc	200 · ACCOUNTS PA...		78,195.56	X		180,984.21
02/16/2017	31465	Mediacom - WWTP ...	200 · ACCOUNTS PA...	8384 80 003 00...	149.01	X		180,835.20
02/16/2017	31466	Mendo Mill	200 · ACCOUNTS PA...		341.59	X		180,493.61
02/16/2017	31467	Municipal Maintenan...	200 · ACCOUNTS PA...	01-CLEAR	307.54	X		180,186.07

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Clearlake Oaks County Water District

3/15/2017 9:40 AM

Register: 102.001 · WAB-General Checking

From 02/01/2017 through 02/28/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/16/2017	31468	Napa Auto Parts	200 · ACCOUNTS PA...		431.17	X		179,754.90
02/16/2017	31469	National Meter	200 · ACCOUNTS PA...		196.30	X		179,558.60
02/16/2017	31470	Nave & Cortell, LLP	200 · ACCOUNTS PA...		5,140.00	X		174,418.60
02/16/2017	31471	One Stop Automotive	200 · ACCOUNTS PA...		616.24			173,802.36
02/16/2017	31472	People Services Inc	200 · ACCOUNTS PA...		105.07	X		173,697.29
02/16/2017	31473	Petty Cash - Rachel ...	200 · ACCOUNTS PA...		51.06	X		173,646.23
02/16/2017	31474	Quill	200 · ACCOUNTS PA...		382.65	X		173,263.58
02/16/2017	31475	R.B. Peters	200 · ACCOUNTS PA...		133.85	X		173,129.73
02/16/2017	31476	Rachel Schainblatt	200 · ACCOUNTS PA...		4.60	X		173,125.13
02/16/2017	31477	RAIN FOR RENT	200 · ACCOUNTS PA...		1,140.30	X		171,984.83
02/16/2017	31478	Ryan Process, Inc.	200 · ACCOUNTS PA...		14,225.19	X		157,759.64
02/16/2017	31479	St. Helena Clear Lak...	200 · ACCOUNTS PA...	49200567624	42.75	X		157,716.89
02/16/2017	31480	Tri-Cities Answering...	200 · ACCOUNTS PA...		265.50			157,451.39
02/16/2017	31481	USA BlueBook	200 · ACCOUNTS PA...	20397	140.16	X		157,311.23
02/16/2017	31482	Yolo County Flood ...	200 · ACCOUNTS PA...		3,169.08	X		154,142.15
02/16/2017	31483	US Bank	210 · Cal Card:210.04 ...	4246 0445 556...	1,987.92			152,154.23
02/16/2017	31484	State Treasurer's Office	200 · ACCOUNTS PA...		21,300.00	X		130,854.23
02/16/2017		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	23,896.05	X		106,958.18
02/16/2017	DD0019	Alan J Gardner	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0020	Dan Hodem	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0021	David Valerga	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0022	Dianna L Mann	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0023	Francisco J Castro	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0024	Francisco Trujillo	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0025	Jason Mitchell	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0026	Jeremy J Backus	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0027	Magen E Estep	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0028	Mary Johnson	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0029	Pamela J Parker	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0030	Rachel A Schainblatt	-split-	Direct Deposit		X		106,958.18
02/16/2017	DD0031	Steve R Bonge	-split-	Direct Deposit		X		106,958.18
02/17/2017		Bluefin	-split-	Deposit		X	2,240.78	109,198.96
02/17/2017			-split-	Deposit		X	903.57	110,102.53
02/17/2017			-split-	Deposit		X	2,972.27	113,074.80
02/17/2017			-split-	Deposit		X	476.44	113,551.24
02/18/2017		Bluefin	-split-	Deposit		X	322.06	113,873.30
02/20/2017		Bluefin	-split-	Deposit		X	382.80	114,256.10
02/21/2017		Bluefin	-split-	Deposit		X	3,870.03	118,126.13
02/21/2017			-split-	Deposit		X	1,469.73	119,595.86
02/21/2017			-split-	Deposit		X	7,703.65	127,299.51

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Clearlake Oaks County Water District

2,6.7
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Register: 102.001 · WAB-General Checking

From 02/01/2017 through 02/28/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/22/2017		Bluefin	-split-	Deposit		X	384.09	127,683.60
02/22/2017			-split-	Deposit		X	770.18	128,453.78
02/22/2017			Income:410 · Client Re...	Deposit		X	146.32	128,600.10
02/22/2017	31485	West America Bank	200 · ACCOUNTS PA...		684.44	X		127,915.66
02/23/2017		Bluefin	-split-	Deposit		X	928.50	128,844.16
02/23/2017			-split-	Deposit		X	530.89	129,375.05
02/23/2017		Returned Item	-split-		143.00	X		129,232.05
02/23/2017		Returned Deposit Fee	Services & Supplies:61...		12.00	X		129,220.05
02/24/2017		Bluefin	-split-	Deposit		X	2,058.72	131,278.77
02/24/2017			-split-	Deposit		X	433.79	131,712.56
02/24/2017		Returned Item	-split-		226.12	X		131,486.44
02/24/2017		Returned Deposit Fee	Services & Supplies:61...		12.00	X		131,474.44
02/24/2017	31486	Pehling & Pehling C...	200 · ACCOUNTS PA...	7079983322	3,475.00			127,999.44
02/24/2017	31487	Pamela J Parker	-split-		4,745.00	X		123,254.44
02/25/2017		Bluefin	-split-	Deposit		X	697.71	123,952.15
02/25/2017	EFT	CalPers	-split-	4751900248	3,293.90	X		120,658.25
02/25/2017	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	47.58	X		120,610.67
02/25/2017	E-pay	United States Treasury	-split-	94-6050430 Q...	808.90	X		119,801.77
02/27/2017		Bluefin	-split-	Deposit			914.77	120,716.54
02/27/2017			-split-	Deposit		X	2,396.87	123,113.41
02/27/2017			Income:440 · Misc Rev...	Deposit		X	102.10	123,215.51
02/27/2017			Income:410 · Client Re...	Deposit		X	150.00	123,365.51
02/27/2017			Income:410 · Client Re...	Deposit		X	50.00	123,415.51
02/28/2017		Bluefin	-split-	Deposit			1,952.50	125,368.01
02/28/2017			-split-	Deposit			2,572.87	127,940.88
02/28/2017			-split-	Deposit			295.27	128,236.15
02/28/2017	31512	Action Sanitary, Inc	200 · ACCOUNTS PA...		45,850.00			82,386.15
02/28/2017	31513	Roto-Rooter of Lake ...	200 · ACCOUNTS PA...		60,450.00			21,936.15

Payroll Summary

February 2017

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	Hours	Rate	Feb 17
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-59.75	35.60	-1,593.89
CTO Used	47.75	23.58	1,071.47
Holiday	99	18.95	2,242.56
Holiday Worked (x2.5)	25	58.95	1,440.60
Overtime (x1.5)	429.75	35.37	13,930.95
PTO	160.13	23.58	3,407.33
Straight	1,924.75	23.58	44,433.89
Board			1,500.00
Duty Pay			2,555.00
Total Gross Pay	2,626.63		68,987.91
Deductions from Gross Pay			
ACWA (pre-tax)			-2,227.86
AFLAC (pre-tax)			-453.04
AFLAC (taxable) AFTER TAX			-172.24
CALPers EE (Pretax)			-1,858.62
Total Deductions from Gross Pay			-4,711.76
Adjusted Gross Pay	2,626.63		64,276.15
Taxes Withheld			
Federal Withholding			-3,848.00
Medicare Employee			-961.44
Social Security Employee			-4,111.03
CA - Withholding			-977.16
CA - Disability			-596.76
Total Taxes Withheld			-10,494.39
Net Pay	2,626.63		53,781.76
Employer Taxes and Contributions			
Medicare Company			961.44
Social Security Company			4,111.03
Total Employer Taxes and Contributions			5,072.47

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PAYROLL BREAKDOWN FOR THE MONTH OF FEBRUARY 2017

TITLE	STRAIGHT HOURS	OVERTIME HOURS	DUTY HOURS	GROSS PAY
General Manager	152	0	0	\$6,276.80
Operations Manager	127.75	59.75	21.5	\$8,792.96
Interim WWTP Chief Op	205.75	86.25	34.25	\$12,379.70
WTP Chief Op	152	3	0	\$4,492.51
Op III WTP	146.75	2	14.25	\$4,229.31
Op II WWTP	148.25	44.5	11.5	\$4,619.78
Op II WWTP	149.25	26.25	1.75	\$3,509.60
Op II D/C	46.75	8.5	0	\$1,282.50
Op I D/C	102.25		59.5	\$4,308.55
Op I D/C -	136.5	54.25	0	\$3,774.89
Admin Srves Mgr/Bd Sec	148.75	2	0	\$4,075.00
Customer Service Rep III	133.5	0		\$4,001.60
Customer Service Rep II	144	0.5	0	\$3,576.70
Customer Service Rep I	131.25	0	0	\$2,448.00
Temporary				
Board Director				\$300.00
Board Director				\$300.00
Board Director				\$300.00
Board Director				\$300.00
Board Director				\$300.00
	1924.75	287	142.75	\$68,987.91
			429.75	

Overtime contributed to:

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Trial Balance

As of February 28, 2017

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	Feb 28, 17	
	Debit	Credit
102.001 · WAB-General Checking	21,936.15	
102.04 · DWR - CHECKING	400.00	
101 · LAIF - CASH IN BANK	293,694.37	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	0.00	
102.02 · WAB SAVINGS - CRP WATER	293,993.62	
102.03 · WAB SAVINGS - CRP SEWER	321,663.24	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	300.00	
104 · COUNTY TREASURY	21,680.00	
130 · CIP	0.00	
130 · CIP:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
USDA Project	0.00	
120 · EQUIPMENT:120.01 · GENERAL EQUIPMENT	1,851,100.60	
120 · EQUIPMENT:120.60 · Office	0.00	
120 · EQUIPMENT:120.75 · SCADA	0.00	
120 · EQUIPMENT:120.90 · Vehicles	0.00	
122 · Buildings	8,475,638.00	
124 · D/C System	3,136,437.00	
124 · D/C System:124.30 · Lift Stations	46,264.48	
124 · D/C System:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System:124.50 · Mains	5,526.58	
125 · Land	299,770.00	
129 · ALLOW. FOR DEPRECIATION		7,747,170.00
200 · ACCOUNTS PAYABLE		463,468.31
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.12	
210 · Cal Card:210.04 · Cal Card - Alan - 4000	0.00	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988	0.00	
280 · Loan:280.05 · USDA Bridge Loan		160,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		626.08
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	0.00	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF	0.00	
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	24.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	

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1/15/17

Trial Balance

As of February 28, 2017

2.d.1

accrual Basis

	Feb 28, 17	
	Debit	Credit
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	589.53	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		596.12
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	2,168.68	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		328,889.15
306 · Retained Earnings - OLD		1,075,137.51
Income:410 · Client Reg Pmt		1,298,770.50
Income:420 · Connection Fees		600.00
Income:425 · CRP		357,684.21
Income:425 · CRP:425.2 · Sewer	26.84	
Income:425 · CRP:425.1 · Water	573.22	
Income:430 · Penalty & Interest		31,632.31
Income:435 · Loans/Grants:435-4 · USDA Construction Loan:435-4.1 · Bridge Loan	2,733.19	
Income:435 · Loans/Grants:435-3 · WWTP Reclamation Study		139,198.00
Income:435 · Loans/Grants:435-2 · Water Distribution Study		227,959.79
Income:440 · Misc Revenue		27,117.85
Income:450 · Other - Non S/W Rev		134,004.02
1000 · Storms 2017:1000.2 · February 18 thru TBD	232,352.47	
1000 · Storms 2017:1000.1 · January 18 thru February 17	295,412.41	
Loans/Grants:903 · WTP, Meters, and Backflow	1,388.11	
Loans/Grants:902 · Tanks and Distribution	2,288.12	
Loans/Grants:901 · Harvey Tank Installation	1,388.12	
Loans/Grants:920 · Inflow & Infiltration Construct	5,942.87	
Loans/Grants:915 · USDA Construction Loan	17,266.39	
Loans/Grants:915 · USDA Construction Loan:915.1 · Adams and Ashby Group	1,125.00	
Loans/Grants:910 · MC USDA Construction Loan	171,472.46	
Loans/Grants:905 · MC WWTP Reclamation	100,799.09	
Loans/Grants:900 · MC Water Distribution Study	156,708.96	
Salaries & EE Benefits:505 · Salaries & Wages	500,112.69	
Salaries & EE Benefits:510 · Contract Labor	7,000.00	
Salaries & EE Benefits:520 · FICA - District Share	36,593.16	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	117,004.57	
Salaries & EE Benefits:540 · PERS - District Share	54,643.10	
Salaries & EE Benefits:550 · Unemployment	9,300.10	
Salaries & EE Benefits:560 · Workers Comp Ins	22,840.00	
Services & Supplies:605 · Advertising	200.00	
Services & Supplies:610 · Bank Fees	8,155.07	
Services & Supplies:620 · Communications & Internet	7,723.20	
Services & Supplies:622 · Board Exp	27,349.32	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	2,716.40	
Services & Supplies:630 · Equip - Office	783.34	
Services & Supplies:640 · Fuel & Oil	13,276.75	
Services & Supplies:645 · Insurance	63,216.60	
Services & Supplies:650 · Interest	1,713.29	
Services & Supplies:657 · Lab	27,060.84	
Services & Supplies:660 · Memberships & Subscription	39,697.68	
Services & Supplies:665 · Mileage Reimb	2,489.77	
Services & Supplies:670 · Postage & Shipping	5,919.48	
Services & Supplies:675 · Professional Services	41,945.94	
Services & Supplies:685 · Rents	4,029.83	
Services & Supplies:690 · Safety & Security	18,607.38	
Services & Supplies:700 · Tools & Instruments	5,039.67	
Services & Supplies:703 · Supplies - Clothing & Personal	2,439.22	
Services & Supplies:705 · Supplies - Office	6,837.97	
Services & Supplies:715 · Supplies-Chemicals-Operating	56,867.47	
Services & Supplies:720 · Supplies - Inventory - Other	41,041.08	
Services & Supplies:730 · Taxes - Licenses	3,026.30	
Services & Supplies:735 · Training (Classes, books, etc)	1,084.00	
Services & Supplies:745 · Travel / Lodging	1,038.71	
Services & Supplies:750 · Utilities	120,633.86	
Services & Supplies:760 · Waste Disposal	38,877.01	
Services & Supplies:795 · Yolo Co	29,927.84	
Services & Supplies:798 · Reconciliation Discrepancies	20.82	
Services & Supplies:799 · Misc	4.60	
Repairs & Replacement:810 · R&R Buildings & Grounds	21,918.85	
Repairs & Replacement:820 · R&R Lift Stations	17,124.38	

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Trial Balance
As of February 28, 2017

2.d.2

	Feb 28, 17	
	Debit	Credit
Repairs & Replacement:830 · R&R Equipment	17,690.84	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	16,097.91	
Repairs & Replacement:840 · R&R Vehicles	9,100.45	
66000 · Payroll Expenses		3,600.54
TOTAL	18,058,092.08	18,058,092.08

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Account Payable Breakdown

Date: 3/15/2017

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Checking	\$115,072.77	\$210,764.12	\$209,935.42
Water CRP	\$205,001.31	\$187,693.62	\$187,693.62
Sewer CRP	\$337,405.83	\$321,663.24	\$321,663.24
DWR Checking	\$400.00	\$200.00	\$200.00
Current A/P Aging	\$530,633.11		
US Bank Credit Card	\$901.63		

NOTES:

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

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

2.c.1

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Action Sanitary, Inc	0.00	157,216.69	0.00	0.00	0.00	157,216.69
Alan Gardner	110.21	0.00	0.00	0.00	0.00	110.21
Alpha Analytical Labs	359.00	0.00	0.00	0.00	0.00	359.00
Badger Meter	27.00	0.00	0.00	0.00	0.00	27.00
Clearlake Lava	3,448.89	0.00	0.00	0.00	0.00	3,448.89
D & D Fencing	0.00	1,800.00	0.00	0.00	0.00	1,800.00
Deeper Cleaning	320.00	0.00	0.00	0.00	0.00	320.00
Hasa Inc	2,932.20	0.00	0.00	0.00	0.00	2,932.20
Hayden Solar, LLC	1,224.11	0.00	0.00	0.00	0.00	1,224.11
HD Excavating	39,280.75	0.00	0.00	0.00	0.00	39,280.75
Hertz Equip Rental	1,695.60	0.00	0.00	0.00	0.00	1,695.60
Independant Business Forms	117.29	0.00	0.00	0.00	0.00	117.29
L & M Locksmith	204.63	0.00	0.00	0.00	0.00	204.63
Lagerlof, Senecal, Gosney & Kruse, LLP	4,157.75	0.00	0.00	0.00	0.00	4,157.75
Lake County Waste Solutions	259.75	0.00	0.00	0.00	0.00	259.75
Mediacom - WWTP 1294	149.01	0.00	0.00	0.00	0.00	149.01
Mendo Mill	113.35	0.00	0.00	0.00	0.00	113.35
Meyers Nave	26,310.26	0.00	0.00	0.00	0.00	26,310.26
Municipal Maintenance Equipment	5,400.68	0.00	0.00	0.00	0.00	5,400.68
National Meter	1,500.68	0.00	0.00	0.00	0.00	1,500.68
Pace	0.00	527.63	0.00	0.00	0.00	527.63
People Services Inc	95.00	0.00	0.00	0.00	0.00	95.00
PG&E	12,896.70	0.00	0.00	0.00	0.00	12,896.70
RAIN FOR RENT	42,492.72	0.00	0.00	0.00	0.00	42,492.72
Roto-Rooter of Lake County	172,300.00	38,300.00	0.00	0.00	0.00	210,600.00
Sierra Chemical Company	572.24	0.00	0.00	0.00	0.00	572.24
SUNBELT Rentals	13,659.50	0.00	0.00	0.00	0.00	13,659.50
SWRCB- Wastewater Operator Certifica...	230.00	0.00	0.00	0.00	0.00	230.00
US Cellular	214.74	0.00	0.00	0.00	0.00	214.74
Yolo County Flood Control	0.00	2,716.73	0.00	0.00	0.00	2,716.73
TOTAL	330,072.06	200,561.05	0.00	0.00	0.00	530,633.11

US Bank Card

901.63
330,973.69

901.63
531,534.74

3.a

**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

FEBRUARY 16, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:01 p.m.

Pledge of Allegiance

Roll Call

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

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

Public comment on non-agenda items

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

Consent Items

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

Director Kuehn requested items 4 a and b to be moved to

1. **Staff Written Operational Reports**
 - a. Customer Service
 - b. Administration/Grants
 - c. Water Plant Operator
 - d. Waste Treatment Plant Operator
 - e. Operations Manager (Verbal)
 - f. General Manager
2. **Financial Reports for review and approval**
 - a. January 2017 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable and check register
 - c. Employee payroll report

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- 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 01-19-17
 - b. Minutes of Special Meeting 02-01-17
 - c. Minutes of Special Meeting 02-08-17
 - d. Minutes of Emergency Meeting 02-13-17
- 4. **Bills (moved to 6 c and d)**
 - a. MC Engineering Invoice No. 1457, dated 01-31-17, in the amount of \$8,660.01, for the Wastewater Treatment Plant Reclamation Study
 - b. MC Engineering Invoice No. 1458, dated 01-31-2017, in the amount of \$68,560.55, for the USDA Wastewater pre-design, design phase

Action Taken: Motion to approve consent items
HOSIER/KUEHN M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: BARRON/KUEHN ON FINANCES ONLY
ABSTAIN: BARRON/KUEHN FROM MINUTES OF EMERGENCY MEETING 02-08-17

5. **Agenda (Old Business)**

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- b. Discussion and update of sidewalk project

Action Taken: No Action

6. **Agenda (New Business)**

- a. Discussion and consideration of appointing a budget committee

Action Taken: Motion to appoint Director Hosier and Director Kuehn to budget committee
BARRON/HEESZEL M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE

- b. Discussion and consideration of purchasing 800 gallons of Coagulant Aid at \$10.75 per gallon for a total purchase price of \$8,256.00, same price as last year

Action Taken: Motion to purchase Coagulant Aid at \$10.75 per gallon for a total purchase price of \$8,256.00
KUEHN/BARRON M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN
NOES: NONE

- c. Update and discussion of storm impact on sewer system

Action Taken: Motion to have General Manager call Guy Childs to inform him that the District cannot afford pumper trucks

- d. MC Engineering Invoice No. 1457, dated 01-31-17, in the amount of \$8,660.01, for the Wastewater Treatment Plant Reclamation Study

3.9.2

- e. MC Engineering Invoice No. 1458, dated 01-31-2017, in the amount of \$68,560.55, for the USDA Wastewater pre-design, design phase

Action Taken: Items 6 d and e will be carried over until tomorrows' meeting

Motion to adjourn made by Director Hosier at 6:21 and seconded by Director Kuehn

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

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

Per Government Code 54956.5 – Emergency Meeting in an Emergency Situation

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

February 17, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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

Public comment on non-agenda items

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

AGENDA

Call to Order – 9:03 a.m.

Pledge of Allegiance

Roll Call

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

Motion to declare an emergency situation exists

BARRON/HOSIER M/S/C

**Roll Call Vote: Director Medeiros: aye, Director Hosier: aye, Director Heeszal: aye,
Director Barron: aye, Director Kuehn: aye**

1. Agenda – Old Business

- a. Discussion and consideration of storm impact on sewer system

Action Taken: Director Hosier and Director Kuehn to head a committee to investigate what went wrong at Lift Station 7.

Director Kuehn went off phone at 9:38

b. Bills

- a. MC Engineering Invoice No. 1457, dated 01-31-17, in the amount of \$8,660.01, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1458, dated 01-31-2017, in the amount of \$68,560.55, for the USDA Wastewater pre-design, design phase

Action Taken: Motion to pay the bills

BARRON/HOSIER M/S/C

AYES: MEDEIROS, HOSIER, HEESZEL

NOES: BARRON

ABSENT: KUEHN

Director Barron motioned to adjourn, seconded by Director Hosier at 10:25 am

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

3.c

**CLEARLAKE OAKS COUNTY WATER DISTRICT
MINUTES
EMERGENCY MEETING OF THE BOARD OF DIRECTORS
Per Government Code 54956.5 – Emergency Meeting in an Emergency Situation**

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

February 20, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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Public comment on non-agenda items

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

AGENDA

Call to Order – 5:00 p.m.

Pledge of Allegiance

Roll Call

- ✓ Mrs. Margaret Medeiros, President ✓ Mr. Karl Hosier, Vice President
- ✓ Mrs. Judy Heeszal, Director □ Ms. Dena Barron, Director, ABSENT
- Mr. Richard Kuehn, Director, Resigned as of 13:27 today
- ✓ Mr. Alan Gardner – General Manager, on speaker phone ✓ Mr. Jason Mitchell – Operations Manager
- ✓ Mrs. Dianna Mann - Secretary to the Board

Motion to declare an ongoing emergency

HOSIER/HEESZEL M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL

NOES: NONE

ABSENT: BARRON

1. Agenda – New Business

- a. Discussion and consideration of quote from Rain for Rent for above ground tubing

Action Taken: Motion to accept quote with insurance

HEESZEL/HOSIER

AYES: MEDEIROS/HOSIER/HEESZEL

NOES: NONE

ABSENT: BARRON

Motion to adjourn by Director Hosier and 5:30 p.m. seconded by Director Heeszal

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

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B.d

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

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

February 22, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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Public comment on non-agenda items

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

AGENDA

Legal Counsel, Scott Nave will be on speaker phone

Call to Order – 1:01 p.m.

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President √ Mrs. Judy Heeszal, Director
√ Ms. Dena Barron, Director

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

New Business

- a. Approval of procedure to fill board vacancy

Action Taken: Board directed Board Secretary to post vacancy by February 23, 2017, with a deadline to file on March 15, 2017

Motion to adjourn at 1:06 p.m. was made by Director Heeszal and seconded by Director Hosier

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

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

Per Government Code 54956.5 – Emergency Meeting in an Emergency Situation

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

February 22, 2017

This meeting will be conducted by Roberts Rule of Order.

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Public comment on non-agenda items

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AGENDA

Call to Order – 1:07 p.m.

Pledge of Allegiance

Roll Call

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

Motion for an ongoing emergency situation

HOSIER/HEESZEL M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL

NOES: BARRON

1. Agenda – New Business

- a. Discussion and consideration of purchase two (2) pumps for Lift Station 1

Action Taken: Motion to purchase two (2) flight pumps for Lift Station 1 for approx. \$14,000.00

HOSIER/HEESZEL M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL

NOES: BARRON

3.e.1

b. Discussion and update of storm damage to the District

Action Taken: Board directed staff to create signs warning about the hazards of standing water, the above ground tubing down Everglade and to ask CalTrans for "one way" road sign

Director Heeszel motioned to adjourn at 1:23, seconded by Director Hosier

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

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

3.f

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

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

February 28, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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Public comment on non-agenda items

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

AGENDA

Legal Counsel, Scott Nave will be on speaker phone

Call to Order – 2:03 p.m.

Pledge of Allegiance

Roll Call

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

√ Mr. Alan Gardner – General Manager □ Mr. Jason Mitchell – Operations Manager, EXCUSED ABSENCE

√ Mrs. Dianna Mann - Secretary to the Board

New Business:

a. Bills

1. Action Sanitary

- a. Invoice number 9788, dated 2/9/17, in the amount of \$3,075.00
- b. Invoice number 9789, dated 2/10/17, in the amount of \$7,175.00
- c. Invoice number 9794, dated 2/11/17, in the amount of \$16,200.00
- d. Invoice number 9795, dated 2/12/17, in the amount of \$19,400.00
- e. Invoice number 9796, dated 2/13/17, in the amount of \$10,800.00
- f. Invoice number 9822, dated 2/14/17, in the amount of \$10,800.00
- g. Invoice number 9823, dated 2/15/17, in the amount of \$10,800.00
- h. Invoice number 9824, dated 2/16/17, in the amount of \$10,800.00
- i. Invoice number 9825, dated 2/17/17, in the amount of \$10,800.00
- j. Invoice number 9826, dated 2/18/17, in the amount of \$10,800.00
- k. Invoice number 9827, dated 2/19/17, in the amount of \$10,800.00

Total this agenda: \$121,450.00

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3.f.1

2. Roto-Rooter

- a. Invoice number 54190, dated 2/10/17, in the amount of \$14,450.00
 - b. Invoice number 54190-2, dated 2/10/17, in the amount of \$60,450.00
 - c. Invoice number 54191, dated 2/14/17 in the amount of \$91,000.00
- Total this agenda: \$165,900.00

Action Taken: Motion to pay Action Sanitary Invoices number 9788, 9789, 9794, and 9795, Roto Rooter invoice number 54190-2
HOSIER/HEESZEL M/S motion passed unanimously

Motion to barrow from CRP-Water to cover flood damage cost
HOSIER/HEESZEL M/S motion passed unanimously

Old Business

- a. Discussion and update of 2017 storm damage

Action Taken: Motion to authorize rental of Clear Creek System to be used at Wastewater Treatment Plant in the event of a spill
HOSIER/HEESZEL M/S motion passed unanimously

Closed Session Time: 3:01 p.m.

- a. Anticipated litigation: Eric Luna and 2 additional cases

Open Session Time: 4:05 p.m.

Action taken in closed session: Board discussed all claims, the claim submitted by Eric Luna upon motion by Director Hosier and seconded by Director Heeszal, the board voted unanimously to reject that claim. The Board also discussed two cases of potential litigation and no action was taken on either of those matters and no other items were discussed.

Director Hosier motion to adjourn at 4:06 and was seconded by Director Heeszal

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

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3.g

**CLEARLAKE OAKS COUNTY WATER DISTRICT
MINUTES**

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

March 6, 2017

This meeting will be conducted by Roberts Rule of Order.

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

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Public comment on non-agenda items

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AGENDA

Legal Counsel, Scott Nave will be on speaker phone

Call to Order – 10:30 a.m.

Pledge of Allegiance

Roll Call

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

√ Mr. Alan Gardner – General Manager □ Mr. Jason Mitchell – Operations Manager, EXCUSED ABSENCE

√ Mrs. Dianna Mann - Secretary to the Board

New Business

- a. Discussion and consideration of purchasing two pumps for Lift Station 7

**Action Taken: Motion to purchase two (2) motors for LS7
HEESZEL/HOSIER M/S/C PASSED UNANAMISOUSLY**

Motion to adjourn by Director Hosier and seconded by Director Heeszal at 10:40 p.m.

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

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

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MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

4.a

Invoice

Date	Invoice #
02/28/2017	1466

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	03/30/2017		USDA Wastewat...
Description	Qty	Rate	Amount	
Project Engineer 2, Richard Relyea	114	97.85	11,154.90	
Operations Management Engineer, John Pedri, PE	102.5	139.05	14,252.63	
Project Manager, Mark Carey, PE	104.5	139.05	14,530.73	
Assistant Engineer, Jared P. Nelson	162	97.85	15,851.70	
Engineering Tech	47.5	56.65	2,690.88	
Operations Specialist, Doyle Champlain	60.5	87.55	5,296.78	
Engineering Tech, Jose Diaz-Mendez	32.5	77.25	2,510.63	
Administrative Support	1	56.65	56.65	
Travel Mileage 2/23/17 176 miles, Mark Carey	176	0.535	94.16	
Travel Mileage 2/27/17 182 miles, Mark Carey	182	0.535	97.37	
OV Copy 1/9/17 Inv 25671		3.50	3.50	
OV Copy 1/19/17 Inv 25734		5.44	5.44	
OV Copy 1/20/17 Inv 25749		14.58	14.58	
OV Copy 1/23/17 Inv 25755		3.37	3.37	
OV Copy 1/31/17 Inv 25817		11.92	11.92	
OV Copy 2/1/17 Inv 25832		134.14	134.14	
Total Reimbursable Expenses			172.95	
Geo Legal 02/28/17 Inv GLI-170228m		1,627.20	1,627.20	
Stantec 2/10/17 Inv 1158815		15,191.15	15,191.15	
Cruz Brothers Locators 2/23/17 Inv 33002		3,277.00	3,277.00	
El Dorado Engineering 3/3/17 Inv 886		19,864.27	19,864.27	
Total			\$106,669.00	
Payments/Credits			\$0.00	
Balance Due			\$106,669.00	

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

52

4.6

Invoice

Action Sanitary, Inc
 PO Box 492
 Lower Lake CA 95457
 707-994-5068
 ActionSanitary@gmail.com

RECEIVED
 FEB 17 2017

Date	Invoice #
2/13/2017	9796

BY:

Bill To
CLEARLAKE OAKS WATER P.O.BOX 709 CLEARLAKE, CA 95423

Ship To
CLEARLAKE OAKS WATER LIFT #7 KEYS BLVD

COPY

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
MONDAY	Net 30		2/13/2017			

Quantity	Item Code	Description	Price Each	Amount
24	TRACTOR TRAIL...	5400 GAL TRUCK START TIME: 1AM END TIME: 12 MIDNIGHT GALLONS DUMPED: 129,600	250.00	6,000.00
24	10 Wheeler Vacuu...	10 Wheeler Vacuum Truck Fee--3300 GALLON TRUCK START TIME: 12 MIDNIGHT GALLONS PUMPED: 79,200 TAG#17431	200.00	4,800.00
		Sales Tax-Lakeport 8%	8.00%	0.00

			Total	\$10,800.00
--	--	--	--------------	-------------

53

RECEIVED
FEB 23 2017

4.0
✓
Invoice

Action Sanitary, Inc
PO Box 492
Lower Lake CA 95457
707-994-5068
ActionSanitary@gmail.com

BY:

Date	Invoice #
2/14/2017	9822

Bill To
CLEARLAKE OAKS WATER P.O.BOX 709 CLEARLAKE, CA 95423

Ship To
CLEARLAKE OAKS WATER LIFT #7 KEYS BLVD

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
TUESDAY	Net 30		2/14/2017			

Quantity	Item Code	Description	Price Each	Amount
24	10 Wheeler Vacuu...	10 Wheeler Vacuum Truck Fee START TIME: 12AM END TIME: 12PM 79,200 GALLONS PUMPED	200.00	4,800.00
24	TRACTOR TRAIL...	5400 GAL TRUCK START TIME: 12AM END TIME: 12PM 129,600 GALLONS PUMPED TAG#17436 Sales Tax-Lakeport 8%	250.00	6,000.00
			8.00%	0.00

Total \$10,800.00

54

4, d ✓

Invoice

Action Sanitary, Inc
 PO Box 492
 Lower Lake CA 95457
 707-994-5068
 ActionSanitary@gmail.com

RECEIVED
 FEB 23 2017

Date	Invoice #
2/15/2017	9823

Bill To
CLEARLAKE OAKS WATER P.O.BOX 709 CLEARLAKE, CA 95423

BY:

Ship To
CLEARLAKE OAKS WATER LIFT #7 KEYS BLVD

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
WEDNESDAY	Net 30		2/15/2017			

Quantity	Item Code	Description	Price Each	Amount
24	10 Wheeler Vacuu...	10 Wheeler Vacuum Truck Fee START TIME: 12AM END TIME: 12PM 79,200 GALLONS PUMPED	200.00	4,800.00
24	TRACTOR TRAIL...	5400 GAL TRUCK START TIME: 12AM END TIME: 12PM 129,600 GLLONS PUMPED TAG#17437 Sales Tax-Lakeport 8%	250.00	6,000.00
			8.00%	0.00

Total \$10,800.00

55

Action Sanitary, Inc

4.e ✓
Invoice

PO Box 492
Lower Lake CA 95457
707-994-5068
ActionSanitary@gmail.com

Date	Invoice #
2/16/2017	9824

RECEIVED
FEB 23 2017

Bill To
CLEARLAKE OAKS WATER P.O.BOX 709 CLEARLAKE, CA 95423

Ship To
CLEARLAKE OAKS WATER LIFT #7 KEYS BLVD

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
THURSDAY	Net 30		2/16/2017			

Quantity	Item Code	Description	Price Each	Amount
24	10 Wheeler Vacuu...	10 Wheeler Vacuum Truck Fee START TIME: 12 AM END TIME: 12PM 79,200 GALLONS PUMPED	200.00	4,800.00
24	TRACTOR TRAIL...	5400 GAL TRUCK START TIME: 12AM END TIME: 12PM 129,600 GALLONS PUMPED TAG#17438 Sales Tax-Lakeport 8%	250.00	6,000.00
			8.00%	0.00

Total \$10,800.00

56

Action Sanitary, Inc
PO Box 492
 Lower Lake CA 95457
 707-994-5068
 ActionSanitary@gmail.com

RECEIVED
 FEB 23 2017

4.f ✓

Invoice

Date	Invoice #
2/17/2017	9825

BY:

Bill To
CLEARLAKE OAKS WATER P.O.BOX 709 CLEARLAKE, CA 95423

Ship To
CLEARLAKE OAKS WATER LIFT #7 KEYS BLVD

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
FRIDAY	Net 30		2/17/2017			

Quantity	Item Code	Description	Price Each	Amount
24	10 Wheeler Vacuu...	10 Wheeler Vacuum Truck Fee START TIME: 12 AM END TIME: 12 PM 79,200 GALLONS PUMPED	200.00	4,800.00
24	TRACTOR TRAIL...	5400 GAL TRUCK START TIME:12AM END TIME: 12PM 129,600 GALLONS PUMPED TAG#17439 Sales Tax-Lakeport 8%	250.00	6,000.00
			8.00%	0.00

Total \$10,800.00

4.9 ✓

Invoice

Action Sanitary, Inc
 PO Box 492
 Lower Lake CA 95457
 707-994-5068
 ActionSanitary@gmail.com

RECEIVED
 FEB 23 2017

Date	Invoice #
2/18/2017	9826

Bill To
CLEARLAKE OAKS WATER P.O.BOX 709 CLEARLAKE, CA 95423

BY:

Ship To
CLEARLAKE OAKS WATER LIFT #7 KEYS BLVD

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
SATURDAY	Net 30		2/18/2017			
Quantity	Item Code	Description			Price Each	Amount
24	10 Wheeler Vacuu...	10 Wheeler Vacuum Truck Fee START TIME: 12AM END TIME: 12PM 79,200 GALLONS PUMPED			200.00	4,800.00
24	TRACTOR TRAIL...	5400 GAL TRUCK START TIME: 12AM END TIME: 12 PM 129,600 GALLONS PUMPED TAG#17440 Sales Tax-Lakeport 8%			250.00	6,000.00
				8.00%		0.00
Total						\$10,800.00

Action Sanitary, Inc

PO Box 492
 Lower Lake CA 95457
 707-994-5068
 ActionSanitary@gmail.com

RECEIVED
 FEB 23 2017

4.h ✓

Invoice

Date	Invoice #
2/19/2017	9827

BY:

Bill To
CLEARLAKE OAKS WATER P.O.BOX 709 CLEARLAKE, CA 95423

Ship To
CLEARLAKE OAKS WATER LIFT #7 KEYS BLVD

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
SUNDAY	Net 30		2/19/2017			
Quantity	Item Code	Description			Price Each	Amount
24	10 Wheeler Vacuu...	10 Wheeler Vacuum Truck Fee START TIME: 12AM END TIME: 12PM 79,200 GALLONS PUMPED			200.00	4,800.00
24	TRACTOR TRAIL...	5400 GAL TRUCK START TIME: 12AM END TIME: 12PM 129,600 GALLONS PUMPED TAG#17441 Sales Tax-Lakeport 8%			250.00	6,000.00
				8.00%	0.00	
Total						\$10,800.00

Roto-Rooter of Lake County

P.O.Box 1340
Kelseyville, CA 95451-1340
707.279.9461 707.279.0899 fax
License # 432915

Invoice

Date	Invoice #
2/10/2017	54190

RECEIVED
FEB 21 2017

Bill To
Clearlake Oaks Water Company P.O. Box 709 Clearlake Oaks, CA 95423 998-3322

BY:



P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Keys Blvd Man hole pumping - ER pumping called by Jason Servicemen: Josh, Vinnie, Chris & Nick 1,000 gallon trucks 2/9/2017 - 2/10/2017		
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Josh	250.00	2,000.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Nick H	250.00	2,000.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Vinnie	250.00	2,000.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Chris	250.00	2,000.00
4	Hours Overtime - Pumping waste water from man hole to treatment plant CLO Driver Josh	325.00	1,300.00
4	Hours Overtime - Pumping waste water from man hole to treatment plant CLO Driver Nick H	325.00	1,300.00
4	Hours Overtime - Pumping waste water from man hole to treatment plant CLO Driver Vinnie	325.00	1,300.00
Thank you for your business.		Total	

4.1.1

Roto-Rooter of Lake County

P.O.Box 1340
 Kelseyville, CA 95451-1340
 707.279.9461 707.279.0899 fax
 License # 432915

Invoice

Date	Invoice #
2/10/2017	54190

Bill To
Clearlake Oaks Water Company P.O. Box 709 Clearlake Oaks, CA 95423 998-3322

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
4	Hours Overtime - Pumping waste water from man hole to treatment plant CLO Driver Chris 2/10/2017	325.00	1,300.00
2.5	Hours - Pumping waste water from man hole to treatment plant CLO Driver Josh	250.00	625.00
2.5	Hours - Pumping waste water from man hole to treatment plant CLO Driver Nick	250.00	625.00

Thank you for your business.	Total	\$14,450.00
------------------------------	--------------	--------------------

61

Roto-Rooter of Lake County

P.O.Box 1340
 Kelseyville, CA 95451-1340
 707.279.9461 707.279.0899 fax
 License # 432915

Invoice

Date	Invoice #
2/14/2017	54191

Bill To
Clearlake Oaks Water Company P.O. Box 709 Clearlake Oaks, CA 95423 998-3322

RECEIVED
 FEB 21 2017

BY:

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Keys Blvd Man hole pumping - ER pumping called by Jason Servicemen: Jon, Shawn, Nate, Dennis, Shane & Terry 2/14/2017		
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Shawn	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Jon	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Dennis	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Shane	300.00	2,400.00
4	Hours Overtime - Pumping waste water from man hole to treatment plant CLO Driver Shawn	350.00	1,400.00
4	Hours Overtime - Pumping waste water from man hole to treatment plant CLO Driver Jon	350.00	1,400.00
4	Hours Overtime - Pumping waste water from man hole to treatment plant CLO Driver Nate	350.00	1,400.00

Thank you for your business.	Total
------------------------------	--------------

62

4.1

Roto-Rooter of Lake County

P.O.Box 1340
 Kelseyville, CA 95451-1340
 707.279.9461 707.279.0899 fax
 License # 432915

Invoice

Date	Invoice #
2/14/2017	54191

Bill To
Clearlake Oaks Water Company P.O. Box 709 Clearlake Oaks, CA 95423 998-3322

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
4	Hours Overtime - Pumping waste water from man hole to treatment plant CLO Driver Dennis 2/15/2017	350.00	1,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Shawn	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Jon	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Nate	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Dennis	300.00	2,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Shawn	300.00	1,200.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Jon	350.00	1,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Nate	350.00	1,400.00
Thank you for your business.		Total	

63

4.J.2

Roto-Rooter of Lake County

P.O.Box 1340
 Kelseyville, CA 95451-1340
 707.279.9461 707.279.0899 fax
 License # 432915

Invoice

Date	Invoice #
2/14/2017	54191

Bill To
Clearlake Oaks Water Company P.O. Box 709 Clearlake Oaks, CA 95423 998-3322

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Dennis 2/16/2017	350.00	1,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Shawn	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Jon	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Nate	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Terry	300.00	2,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Terry	350.00	1,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Nate	350.00	1,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Jon	350.00	1,400.00
Thank you for your business.		Total	

64

4.2.3

Invoice

Roto-Rooter of Lake County

P.O.Box 1340
 Kelseyville, CA 95451-1340
 707.279.9461 707.279.0899 fax
 License # 432915

Date	Invoice #
2/14/2017	54191

Bill To
Clearlake Oaks Water Company P.O. Box 709 Clearlake Oaks, CA 95423 998-3322

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Shawn 2/17/2017	350.00	1,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Shawn	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Jon	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Dennis	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Nate	300.00	2,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Nate	350.00	1,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Dennis	350.00	1,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Jon	350.00	1,400.00
Thank you for your business.		Total	

65

4.2.4

Invoice

Roto-Rooter of Lake County

P.O.Box 1340
 Kelseyville, CA 95451-1340
 707.279.9461 707.279.0899 fax
 License # 432915

Date	Invoice #
2/14/2017	54191

Bill To
Clearlake Oaks Water Company P.O. Box 709 Clearlake Oaks, CA 95423 998-3322

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Shawn 2/18/2017	350.00	1,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Shawn	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Jon	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Shane	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Terry	300.00	2,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Shawn	350.00	1,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Jon	350.00	1,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Terry	350.00	1,400.00
Thank you for your business.		Total	

60

4.J.S
Invoice

Roto-Rooter of Lake County

P.O.Box 1340
 Kelseyville, CA 95451-1340
 707.279.9461 707.279.0899 fax
 License # 432915

Date	Invoice #
2/14/2017	54191

Bill To
Clearlake Oaks Water Company P.O. Box 709 Clearlake Oaks, CA 95423 998-3322

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Shane 2/19/2017	350.00	1,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Nate	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Dennis	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Terry	300.00	2,400.00
8	Hours - Pumping waste water from man hole to treatment plant CLO Driver Shane	300.00	2,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Shane	350.00	1,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Terry	350.00	1,400.00
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Nate	350.00	1,400.00
Thank you for your business.		Total	

67

4th Job
Invoice

Roto-Rooter of Lake County

P.O.Box 1340
 Kelseyville, CA 95451-1340
 707.279.9461 707.279.0899 fax
 License # 432915

Date	Invoice #
2/14/2017	54191

Bill To
Clearlake Oaks Water Company P.O. Box 709 Clearlake Oaks, CA 95423 998-3322

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
4	Overtime Hours - Pumping waste water from man hole to treatment plant CLO Driver Dennis	350.00	1,400.00
Thank you for your business.		Total	\$91,000.00

68



Remit To:
2360 Harvard Street, Sacramento, CA 95815
(916) 922-1101 Fax: (916) 922-1034

1913 Nancita Circle, Placentia, CA 92870
(714) 528-8770 Fax: (714) 528-8744

4750 Caterpillar Rd, Unit D, Redding, CA 96003
(530) 243-4856 Fax: (530) 243-1447

1930 W. Winton Ave, Ste 8, Hayward, CA 94545
(510) 670-0230 Fax: (510) 670-9003

Invoice

Invoice Number: 0116802-IN

Invoice Date: 2/22/2017

Job Number: 0102659

4.K

Order Number:

Order Date:

Customer Number: 01-CLEAR

Sold To:

CLEARLAKE OAKS CO. WATER DIST.
PO BOX 709
CLEARLAKE OAKS, CA 95423

Ship To:

CLEARLAKE OAKS WATER DISTRICT
12952 EAST HIGHWAY 20
Clearlake Oaks, CA 95423

Customer P.O.	Ship VIA	F.O.B.	TERMS Net 30 Days	Salesperson: MP
---------------	----------	--------	----------------------	--------------------

Equip #	Make VACCON	Model V-350LHA	VIN # 1FVAC3BS7CHBJ4232
---------	-------------	----------------	-------------------------

Serial # 09115991	Mileage 11033	Eng Hours 1195	Aux Hours 894
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Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
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--- SVC JOB 0102659 ---

REPAIR INSPECTION

ASR, on 01/03/2017 AT 11:27 : WATER PUMP BELTS ARE LOOSE, AND HE SAID YOU MAY WANT TO BRING IWTH YOU A REBUILD KIT FOR THE HIGH PRESSURE SIDE.

PBF, on 12/30/2016 AT 12:43 : NEED TO GET A REBUILD KIT FOR THE UNLOADER VALVE.

106, on 01/17/17 at 09:39: ARRIVED ON SITE AND MET WITH JASON. HE DIRECTED ME TO SOME PARTS THAT WERE ORDERED FOR THE UNIT. I TEST RAN THE AUX ENGINE. THE AUX ENGINE STARTED BUT RAN POORLY. I INSTALLED THE NEW AUX ENGINE INTERFACE AND RAN THE AUX ENGINE. THE ENGINE STARTED AND RAN WELL WITH THE NEW INTERFACE INSTALLED. I RAN THE UNIT AT FULL SYSTEM PRESSURE AND OBSERVED. THE WATER PUMP DRIVE BELT WAS LOOSE AND SLAPPING. I DISCONNECTED THE WASHDOWN GUN VALVE, THE DEBRIS TANK FLUSHOUT VALVE AND THE PUMP CONTROL VALVE AND CHECKED FOR BYPASS. THERE WAS NO ISSUE WITH THE VALVES. I TIGHTENED THE WATER PUMP DRIVE BELT. I OPERATED THE HIGH PRESSURE HYDROEXCAVATION LANCES AND FOUND THAT IT WASN'T OPERATING CORRECTLY. THERE WAS AN UNLOADER REBUILD KIT AVAILABLE. I REMOVED THE CHECK BALL AND SPRING FROM THE UNLOADER AND REPLACED IT WITH NEW ONES FROM THE KIT. IT NOW OPERATES AS IT SHOULD. JASON ASKED ME TO LOOK AT THE BOOM TURRET GREASE BLOCK. WHEN PUMPING GREASE, IT STOPS DISTRIBUTING GREASE. I DISCONNECTED THE GREASE LINES FROM THE BLOCK AND WAS ABLE TO PUMP GREASE THROUGH THE BLOCK. I LOCATED A BLOCKAGE AT THE BOOM PIVOT LINE. I RECONNECTED ALL OF THE GREASE LINES AND TESTED. GREASE NOW FLOWS THROUGH THE BLOCK TO THE DESTINATIONS.

106, on 01/26/17 at 17:00: ON 1/17 JEREMY CONTACTED ME AND ADVISED ME OF ANOTHER ISSUE THAT CAME UP ON THIS UNIT. THE JOYSTICK WAS NOT RESPONDING THE MOVEMENT OR SWITCHES ON THE OMNIBUS SCREEN. I RECOMMENDED THAT HE CHECK THE STATUS LIGHTS ON THE IFM CONTROLLER. HE TOLD ME THAT THE LIGHT WAS FLASHING GREEN ON THE PLC2 SIDE, BUT THE PLC1 SIDE HAD NO LIGHT. I ADVISED THAT HE CHECK THE VOLTAGE AT THE IGNITION SPLICEPACK NEAR THE CONTROLLER. THERE WAS 12 VOLTS AT THE SPLICEPACK. A NEW CONTROLLER WAS ORDERED.

ON 1/25 I ARRIVED ON SITE AND VERIFIED THE PROBLEM. I DISCONNECTED THE PLC1 HARNESS AND CHECKED FOR VOLTAGE AND GROUND AT THE PLC HARNESS. THERE WAS 12 VOLTS AT THE 23 PIN AND GROUND AT THE 12 AND 15 PINS. I REMOVED THE IFM CONTROLLER AND INSTALLED A NEW ONE. I TESTED THE OMNIBUS FUNCTIONS AND FOUND NO FURTHER ISSUES.

/TRAVEL	HR	8.00	8.00	0.00	145.00	1,160.00
TRAVEL LABOR						

Continued

RECEIVED
MAR 06 2017

BY:

69



www.source-mme.com
 CA State Contractor's License
 # 980409

Remit To:
 2360 Harvard Street, Sacramento, CA 95815
 (916) 922-1101 Fax: (916) 922-1034

1913 Nancita Circle, Placentia, CA 92870
 (714) 528-8770 Fax: (714) 528-8744

4750 Caterpillar Rd, Unit D, Redding, CA 96003
 (530) 243-4856 Fax: (530) 243-1447

1930 W. Winton Ave, Ste 8, Hayward, CA 94545
 (510) 670-0230 Fax: (510) 670-9003

Invoice

Invoice Number: 0116802-IN

Invoice Date: 2/22/2017

Job Number: 0102659

4.K.1

Order Number:

Order Date:

Customer Number: 01-CLEAR

Sold To:

CLEARLAKE OAKS CO. WATER DIST.
 PO BOX 709
 CLEARLAKE OAKS, CA 95423

Ship To:

CLEARLAKE OAKS WATER DISTRICT
 12952 EAST HIGHWAY 20
 Clearlake Oaks, CA 95423

Customer P.O.	Ship VIA	F.O.B.	TERMS Net 30 Days	Salesperson: MP
---------------	----------	--------	----------------------	--------------------

Equip #	Make VACCON	Model V-350LHA	VIN # 1FVAC3BS7CHBJ4232
---------	-------------	----------------	-------------------------

Serial # 09115991	Mileage 11033	Eng Hours 1195	Aux Hours 894
-------------------	---------------	----------------	---------------

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
/ON-SITE ON-SITE LABOR	HR	7.00	7.00	0.00	145.00	1,015.00
V-631-0601PR CONTROLLER, PROGRAMMED CR0200	EACH	1.00	1.00	0.00	2,791.82	2,791.82
/FREIGHT FREIGHT	EA	1.00	1.00	0.00	63.92	63.92

Received By _____ Date _____

Material returns require a Return Authorization Number, a copy of this invoice and parts must be returned within 30 days of R.M.A. issuance to receive credit. A re-stocking fee may apply.

R.M.A.# _____
 Date _____

Net Invoice: 5,030.74
 Less Discount: 0.00
 Freight: 0.00
 Sales Tax: 202.41
Invoice Total: 5,233.15
 Less Deposit: 0.00

***ALL FAILED PARTS WILL BE DISPOSED OF IN 30 DAYS UNLESS REQUESTED.**

70



APPLICATION FOR APPOINTMENT TO CLEARLAKE OAKS COUNTY WATER DISTRICT BOARD OF DIRECTORS

5.f

Name of Applicant: SAMUEL Q. BOUCHER

Home Address: 12731 BLUE HERON CT City: CLEARLAKE OAKS ZIP: 95423

Mailing Address: PO BOX 2164 City: CLEARLAKE OAKS ZIP: 95423-2164

Occupation: RETIRED ELECTRICIAN Email: samandko@earthlink.net

Home Phone: (707) 560-5143 Work Phone: () Cell Phone: ()

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served): NONE

Please briefly explain why you would like to serve, what special qualifications or expertise you may have for the position and any other information you would like to include as part of your application: WOULD LIKE TO SERVE TO DO MY PART FOR OUR COMMUNITY. I HAVE 45 YEARS OF EXPERIENCE IN ELECTRICAL CONSTRUCTION. INCLUDED ARE ELECTRICAL INSTALLATIONS @ CCC SEWAGE PLANT - MARTINEZ @ EBMUD WATER PLANT - EL SOBRAN SOMETIME IN THE 60'S OR 70'S.

List community organizations to which you belong: KEYS CLUB

Convictions and Penalties - Have you ever been convicted of a felony? If yes, give date(s), location(s) and penalties. (Convictions are evaluated for each position and are not necessarily disqualifying.) NO

List any affiliation you or your spouse have with public service agencies: NONE

I certify that the above information is true and correct, and I have read the Guide to the Political Reform Act of 1974, California's Conflict of Interest Law for Public Officials. I agree to abide by that policy and to the best of my knowledge; I have no conflict of interest.

S Boucher (Signature)

3/9/2017 (Date)

SB My initials indicate my understanding that this term will end in November 2017

EASE RETURN COMPLETED FORM TO: Clearlake Oaks County Water District Attn: Dianna Mann P.O. Box 709 Clearlake Oaks, CA 95423 FAX (707) 998-1245

For Board Use Only: APPOINTED YES ___ NO ___ APPOINTED ON: TERM EXPIRES:

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APPLICATION FOR
APPOINTMENT TO CLEARLAKE OAKS
COUNTY WATER DISTRICT
BOARD OF DIRECTORS

5.f.1

RECEIVED
MAR 08 2017

BY:

Name of Applicant: Mark A. Bauer

Home Address: 13285 Venus Village City: Clearlake Oaks ZIP: 95423

Mailing Address: P.O. Box 1531 City: Clearlake Oaks ZIP: 95423

Occupation: Retired Email: markabauer@aol.com

Home Phone: (707) 5605211 (Work Phone: ()) Cell Phone: (925) 899-3109

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served):
—

Please briefly explain why you would like to serve, what special qualifications or expertise you may have for the position and any other information you would like to include as part of your application:
I can offer expertise in maintenance and operations, because I am a journeyman mechanic with diesel + gas background. I would like to contribute my time + knowledge to help CLOWP.

List community organizations to which you belong:
Clearlake Keys Club
Moose Lodge

Convictions and Penalties – Have you ever been convicted of a felony? If yes, give date(s), location(s) and penalties. (Convictions are evaluated for each position and are not necessarily disqualifying.)

List any affiliation you or your spouse have with public service agencies:
spouse - Heather M. Fadden is Treasurer on CLKPOA + she is on the EARTH committee.

I certify that the above information is true and correct, and I have read the Guide to the Political Reform Act of 1974, California's Conflict of Interest Law for Public Officials. I agree to abide by that policy and to the best of my knowledge; I have no conflict of interest.

Mark Bauer
(Signature)

3-7-2017
(Date)

MD My initials indicate my understanding that this term will end in November 2017

PLEASE RETURN COMPLETED FORM TO: Clearlake Oaks County Water District
Attn: Dianna Mann
P.O. Box 709
Clearlake Oaks, CA 95423
FAX (707) 998-1245

For Board Use Only:
APPOINTED YES ___ NO ___
APPOINTED ON: _____
TERM EXPIRES: _____

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5.f.2

APPLICATION FOR APPOINTMENT TO CLEARLAKE OAKS COUNTY WATER DISTRICT BOARD OF DIRECTORS

Name of Applicant: JOE D. WHITBECK

Home Address: 400 SANDHUR BANK DR #38 City: CLEARLAKE OAKS ZIP: 95423

Mailing Address: SAME City: ZIP:

Occupation: RETIRED Email: N/A

Home Phone: (707) 533-2212 Work Phone: () N/A Cell Phone: () N/A

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served):

COUNTY VOTING BOARD LOCATIONS -

Please briefly explain why you would like to serve, what special qualifications or expertise you may have for the position and any other information you would like to include as part of your application:

To BETTER WATER CUSTOMERS CONDITIONS AS BEST AS POSSIBLE,

List community organizations to which you belong:

MOOSE LODGE

Convictions and Penalties - Have you ever been convicted of a felony? If yes, give date(s), location(s) and penalties. (Convictions are evaluated for each position and are not necessarily disqualifying.)

NO

List any affiliation you or your spouse have with public service agencies:

NONE

I certify that the above information is true and correct, and I have read the Guide to the Political Reform Act of 1974, California's Conflict of Interest Law for Public Officials. I agree to abide by that policy and to the best of my knowledge, I have no conflict of interest.

[Signature] (Signature)

2-28-2017 (Date)

[Initials] My initials indicate my understanding that this term will end in November 2017

PLEASE RETURN COMPLETED FORM TO:

Clearlake Oaks County Water District Attn: Dianna Mann P.O. Box 709 Clearlake Oaks, CA 95423 FAX (707) 998-1245

RECEIVED FEB 28 2017

For Board Use Only: APPOINTED YES NO APPOINTED ON: TERM EXPIRES:

BY:

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5.f.3

APPLICATION FOR APPOINTMENT TO CLEARLAKE OAKS COUNTY WATER DISTRICT BOARD OF DIRECTORS

Name of Applicant: Keith D. Leffler
Home Address: 10551 E. Hwy 20 City: Clearlake Oaks ZIP: 95423
Mailing Address: Same City: ZIP:
Occupation: Heavy Equip Op / Firefighter Email: kdestimator1@gmail.com
Home Phone: (707) 350-0383 Work Phone: () Cell Phone: (707) 350-0383

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served):

Please briefly explain why you would like to serve, what special qualifications or expertise you may have for the position and any other information you would like to include as part of your application:
I have worked on water and sewer systems for the past 40 yrs for private contractors, I worked for Konoti water in 80-81 earned a grade 2 water treatment

List community organizations to which you belong:
Clearlake Oaks Firefighters Assol, Moose Member, Northshore Firefighter Assol

Convictions and Penalties - Have you ever been convicted of a felony? If yes, give date(s), location(s) and penalties. (Convictions are evaluated for each position and are not necessarily disqualifying.)

List any affiliation you or your spouse have with public service agencies:
Northshore Fire

I certify that the above information is true and correct, and I have read the Guide to the Political Reform Act of 1974, California's Conflict of Interest Law for Public Officials. I agree to abide by that policy and to the best of my knowledge; I have no conflict of interest.

(Signature) Keith D. Leffler

(Date) 03/03/2017

KDL My initials indicate my understanding that this term will end in November 2017

PLEASE RETURN COMPLETED FORM TO:

Clearlake Oaks County Water District
Attn: Dianna Mann
P.O. Box 709
Clearlake Oaks, CA 95423
FAX (707) 998-1245

For Board Use Only:
APPOINTED YES NO
APPOINTED ON:
TERM EXPIRES:

RECEIVED
MAR 03 2017

BY:

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APPLICATION FOR APPOINTMENT TO CLEARLAKE OAKS COUNTY WATER DISTRICT BOARD OF DIRECTORS

5.f.4
RECEIVED
MAR 13 2017

BY:

Name of Applicant: Stanley A. Archacki

Home Address: 577 Pebble Way City: Clearlake Oaks ZIP: 95423

Mailing Address: PO Box 1447 City: Clearlake Oaks ZIP: 95423

Occupation: Retired Senior Wastewater Inspector Email: Stan.Archacki@gmail.com

Home Phone: (510) 847 9158 Work Phone: () Cell Phone: (510) 847 9158

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served):

Please see attached for responses.

Please briefly explain why you would like to serve, what special qualifications or expertise you may have for the position and any other information you would like to include as part of your application:

List community organizations to which you belong:

Convictions and Penalties – Have you ever been convicted of a felony? If yes, give date(s), location(s) and penalties. (Convictions are evaluated for each position and are not necessarily disqualifying.)

List any affiliation you or your spouse have with public service agencies:

I certify that the above information is true and correct, and I have read the Guide to the Political Reform Act of 1974, California's Conflict of Interest Law for Public Officials. I agree to abide by that policy and to the best of my knowledge, I have no conflict of interest.

[Signature]
(Signature)

3/11/17
(Date)

sa My initials indicate my understanding that this term will end in November 2017

PLEASE RETURN COMPLETED FORM TO:

Clearlake Oaks County Water District
Attn: Dianna Mann
P.O. Box 709
Clearlake Oaks, CA 95423
FAX (707) 998-1245

For Board Use Only:
APPOINTED YES ___ NO ___
APPOINTED ON: _____
TERM EXPIRES: _____

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S.F. 5

ATTACHMENT TO

APPLICATION FOR APPOINTMENT TO CLEARLAKE OAKS COUNTY WATER

DISTRICT BOARD OF DIRECTORS

STANLEY A. ARCHACKI

PO Box 1447

Clearlake Oaks, CA 95423

Past county and Public Service Appointments:

WRPPN (Western Regional Pollution Prevention Network) Advisory Board member 2000-2012

Golden Gate Pollution Prevention Group Chairperson 2001-2006

Why I would like to serve and special qualifications and expertise:

I would like to be able to assist the District by making available my extensive professional experience in the control of wastewater and water. I feel I would bring a pragmatic approach to this appointment. My background in plant operations, source identification and control, rate development, I/I control, water conservation and public outreach provides me with an unique perspective regarding public utility operation and customer service.

The three things that would best describe my approach to this appointment would be: Compliance with environmental and public health standards, fiscal responsibility to the rate payers and District, increasing public awareness and support in the practice of water conservation and safe disposal via the sanitary sewer system.

Community organizations I recently belonged to:

BSA Troop 14, Albany, CA where i was active as Assistant Scout Master and Troop Parent Committee Leader.

BSA Wolboro Pioneers service organization.

Convictions and Penalties:

None

Affiliation with public service agencies:

Retired from East Bay Munciple Utility District 2015.

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APPLICATION FOR APPOINTMENT TO CLEARLAKE OAKS COUNTY WATER DISTRICT BOARD OF DIRECTORS

5.f.6

Name of Applicant: KARL SCOTT WIARS
Home Address: 13051 Fifth St. City: CLEARLAKE OAKS ZIP: 95423
Mailing Address: P.O. Box 204 City: CLEARLAKE OAKS ZIP: 95423
Occupation: REAL ESTATE BROKER Email: OWNER@PROPRES.COM
Home Phone: () Work Phone: () Cell Phone: (707) 998-9500

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served): NONE

Please briefly explain why you would like to serve, what special qualifications or expertise you may have for the position and any other information you would like to include as part of your application: I HAVE LIVED IN THE DISTRICT FOR OVER TEN YEARS AND AM CONCERNED ABOUT THE WATER DISTRICT. I HAVE AN ASSOCIATE DEGREE IN ELECT. ENH, A B.A. IN INTERIOR DESIGN, AN M.A. IN LIGHTING DESIGN, AND A LICENSED ELECTRICAL CONTRACTOR.
List community organizations to which you belong: NONE

Convictions and Penalties - Have you ever been convicted of a felony? If yes, give date(s), location(s) and penalties. (Convictions are evaluated for each position and are not necessarily disqualifying.) NO

List any affiliation you or your spouse have with public service agencies: NONE

I certify that the above information is true and correct, and I have read the Guide to the Political Reform Act of 1974, California's Conflict of Interest Law for Public Officials. I agree to abide by that policy and to the best of my knowledge; I have no conflict of interest.

Signature: Karl Scott Wiars (Signature)

Date: 3.15.17 (Date)

My initials indicate my understanding that this term will end in November 2017

PLEASE RETURN COMPLETED FORM TO: Clearlake Oaks County Water District Attn: Dianna Mann P.O. Box 709 Clearlake Oaks, CA 95423 FAX (707) 998-1245

For Board Use Only: APPOINTED YES NO APPOINTED ON: TERM EXPIRES:

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CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 17-02

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

TO AMEND THE EMPLOYEE HANDBOOK

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

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

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

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 16th day of March 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Board Secretary

6.a.1

D. Employment of Relatives Nepotism

~~Because it is in the interest of the District and employees to avoid conflicts of interest or favoritism in employment, it is shall be the the policy of the District that employees shall not be involved in hiring or firing, supervising, conducting performance evaluations, or otherwise affecting the employment status of not to employ a member of the employee's immediate family immediate family of an existing District employee. "Immediate Family," shall mean: current a spouse, domestic partners (opposite or same sex), natural and adopted children, parents, siblings, brothers, sisters, grand-parents, grandchildren, fathers and mothers-in-laws, sons and daughters-in-law, uncles, uncles, aunts, nieces, nephews, and step family. It shall also be the policy of the District not to employ a member of the immediate family of a domestic partner of an existing District employee. It is in the interest of the District to insure that potential conflict of interest or favoritism in employment does not exist.~~

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E. New Employee Orientation

As a new employee, you will be provided a formal orientation that will include: an initial meeting with your manager; a tour of the facility; a meeting with the Financial Officer to review the benefits, office procedures and employee handbook; training as needed for your position (including basic training as outlined in the New Employee Orientation Checklist); and a meeting with each supervisor to learn about their specific departments.

F. Employee Classifications

- **Full-Time Regular Employee**

Defined as an individual hired to work at least 40 hours per week to an existing position. Full time regular employees are eligible for employee benefits as described later in this handbook.

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- **Part-Time Regular Employee**

Defined as employees who are assigned a work schedule of less than 40 hours per week with employment continuing for an indefinite period of time. Part-time regular employees may be eligible for vacation, sick leave, and holiday benefits as described later in this handbook.

- **Temporary Employees**

Defined as employees hired to perform a specific task, or to be employed for a temporary period of time. Temporary employees are not eligible for benefits.

In addition, employees are also classified as Non-Exempt/Hourly, Exempt/Administrative, and Exempt/Executive.

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