

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

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

January 18, 2018

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

- Mrs. Margaret Medeiros, President Mr. Karl Hosier, Vice President Mrs. Judy Heeszal, Director
- Mr. Samuel Boucher, Director Mr. Stanley Archacki, 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 Chief Operator
 - d. Wastewater Plant Interim Chief Operator
 - e. Operations Manager
 - f. General Manager
2. **Financial Reports for review and approval**
 - a. December 2017 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 12-21-17
- b. Minutes of Special Meeting 01-09-18

4. Bills

- a. MC Engineering Invoice No. 1591, dated 12/31/17, in the amount of \$19,104.35 for the Forced Main Design and Construction
- b. MC Engineering Invoice No. 1592, dated 12/31/17, in the amount of \$17,242.91 for the Reclamation Study
- c. MC Engineering Invoice No. 1593, dated 12/31/17, in the amount of \$11,838.31 for the USDA Project
- d. T & S Construction Invoice No. 2, dated 12/14/17, in the amount of \$132,422.18.78 for Lift Station 7 Forced Main.

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: _____

- b. Discussion and update of sidewalk project

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of appointing a CSA 16 committee

Action Taken: _____

- b. Discussion and consideration of appointing a 2018-2019 budget committee

Action Taken: _____

- c. Discussion and consideration of appointing a Reclamation committee

Action Taken: _____

- d. Discussion and consideration of purchasing approx. 50,000 lbs. of Pro Pac 9800 (coagulant) from NTU Technologies in the amount of \$20,000

Action Taken: _____

- e. Discussion and consideration approving contract with MC Engineering for Design and Construction for Hwy 20 Waterline Replacement Project

Action Taken: _____

- f. Discussion and consideration approving contract with MC Engineering for Design and Construction for Sewer Infrastructure Project (WW Rehabilitation Project)

Action Taken: _____

- g. Discussion and consideration of allowing front office to roll telephone lines at 3:30

Action Taken: _____

Closed Session **Time:** _____

- a. Existing litigation: Estep vs. CLOCWD
- b. Existing litigation: Parker vs. CLOCWD
- c. Anticipated litigation:
 - 1. Two cases

Open Session **Time:** _____

Action Taken in Closed Session: _____

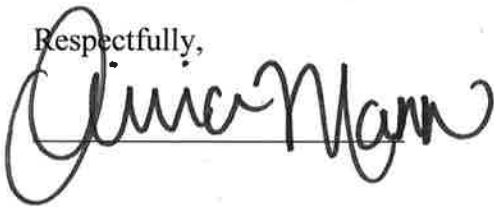
Adjournment **Time:** _____

Clearlake Oaks County Water District
Billing Department
January 18th, 2017

Billing Department / Front Office

- ❖ Continuing to assist AP desk and front desk part time as we are still working with 2 people in the front office.
- ❖ We are in the beginning stages of conducting a billing audit, work orders are being made to "Update Status of Service" from prior Delinquent Shut Offs to ensure billing is still correct & to also verify that no tampering has taken place.
- ❖ Reviewing payment arrangement options from other districts in order to correct/ re-vamp the procedures and verbiage on our payment arrangement to ensure accuracy.
- ❖ First round of 2018 collection letters are in progress totaling \$4,766.65, we are hoping to bring in at least 25% of that prior to sending out round 2 letter.
- ❖ Mobile Home Park billing has been adjusted, two MHP's have forfeited service & all applicable fees have been posted to the account, minus the cost of the caps as of today due to needing a final count from field staff.
- ❖ We have successfully hired for the full time CSR I position, training will begin on her first day, January 16th, 2018. Welcome Susie Knowles!
- ❖ Effective this month, a \$25 fee will be applied to any customer who receives a door hanger.
- ❖ Happy New Year! Here's to a successful 2018!

Respectfully,

A handwritten signature in black ink that reads "Jivica Mann". The signature is written in a cursive style and is positioned below the word "Respectfully,".

Clearlake Oaks County Water District
Administrative Services Manager
January 18, 2018

Administration / Grants

- ❖ State Water Resources Control Board (SWRCB) Wastewater Rehabilitation Project grant in the amount of \$5,500,710 was approved and contract was signed by the Board. District is waiting for executed copy from the State so we can start with the Disbursements and get reimbursed for work done on the Forced Main. Work on Everglade has started, and should be complete within the allotted time if weather permits. Please see attached status update.
- ❖ Department of Water Resources (DWR), Water Master Plan Study Grant in the amount of \$400,000. MC Engineering is approx 99.9% complete. I have emailed MC Engineering requesting this study be completely wrapped up so I can officially close it. From the Water Master Plan Study, three grants have been applied for:
 - Harvey Tank Installation
 - Storage Tanks and Distribution System Improvements
 - Water Plant, Meters and Backflow ProjectsI have been submitting additional information as it is being requested from SWRCB, and I am looking forward to approval soon.
- ❖ State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study in the amount of \$299,640 is 100% complete and I have submitted our final Disbursement Request this week. . Please see progress report attached
- ❖ USDA Wastewater Treatment Project: I have been sending weekly construction agendas and minutes to all Board members to keep everyone up to date on the progress. Please see status report attached
- ❖ Attached, please find the list of leaks that were fixed in the month of December provided to me by Lead D/C
- ❖ Storms 2017, performed an audit on all three accounts, CRP-W, CRP-S, and GL to ensure all monies that were borrowed from each account to cover District costs for flood has been paid back and all accounts are now correct
- ❖ W2s, 1099s, Quarterlies, and Annual reports have been completed and filed
- ❖ It is that time a year again, and I will be requesting a budget committee so we can start projecting 2018-2019 budget
- ❖ Hope everyone had an amazing new year, and I am looking forward to a great 2018.

Respectfully Submitted,
Dianna Mann



Report Date: January 5, 2018

RE: CLOCWD USDA Forcemain Design and Construction Project Status Update

Billing Period: December, 2017

I. Project Status Update

Additional construction progress was made during December on the forcemain project. MC Engineering performed the following tasks in support of the efforts by T&S construction:

- Reviewed alignment alternatives and coordinated new easements with CLOCWD and Geo-Legal due to conflicts with property owner north of WWTP
- Conducted testing for soil compaction in Jensen Road
- Conducted and attended weekly construction coordination meetings including meeting agendas, minutes, and project controls
- Completed revised design of potable water line replacement at plant entrance to mitigate failing water line based on CLOCWD staff input
- Coordinated with County to assist with encroachment permit for work on Everglade Blvd.

II. Budget Status Update

Total Design and Construction Budget: \$165,097.10

This Invoice: \$19,041.35

Cost to Date: \$126,082.40

Cost to Complete Design and Construction: \$39,014.70

III. Projected Tasks for January 2018:

- Inspect and review pipeline construction on Everglades
- Coordinate with CLOCWD staff on related field work and potable water line change order
- Attend weekly construction meetings
- Revise drawings based on new tie-in strategy at bypasses and influent sewer
- Complete final design of new potable water service at WWTP entrance and request pricing from T&S
- Continue coordination with RGH for compaction testing

Report Date: January 5, 2017

To: Alan Gardner, CLOCWD General Manager

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

RE: CLOCWD SWRCD Wastewater Reclamation Study Planning Grant Status Report

Billing Period: December, 2017

I. Project Status Update and Work Accomplished to Date:

- a. AES completed the environmental document covering the proposed reclamation components for the first phase including an effluent pipeline, storage tank, booster stations and necessary facility improvements at the WWTP (Amiad filters and disinfection channel)
- b. MCE reviewed environmental document and coordinated with AES
- c. MCE obtained an independent review by Robert Emerick, PhD and incorporated his comments into the report
- d. A final report and environmental document is being submitted January 2018
- e. Completed a separate deficiency report as per the Scope of Work to include as an attachment to the Reclamation Study Report

Budget Status Update

Total Budget: \$299,640.00

This Invoice: \$17,242.91

Cost to Date: \$299,640.00

Cost to Complete: \$0

II. Projected Tasks for January, 2018

- Update proposed project based on any feedback from CLOCWD or State reviewer
- Complete final section of the report: project financial plan
- Coordinate with AES as needed to facilitate EIR

PERCENTAGES OF COMPLETION, INVOICED, AND ELAPSED SCHEDULE

- As of this report, the project completion is 100%. This project took 22 months to complete

PROBLEMS ENCOUNTERED

No problems have been encountered.



Report Date: January 5, 2017

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

Billing Period: December, 2017

I. Project Status Update

Work on the project during December included the following:

- Attended weekly construction meetings (see meeting minutes for additional detail)
- Responded to and processed RFIs (see RFI list)
- Reviewed and processed submittals (see submittal list)
- Reviewed clarify rebar and coordinated with structural engineer
- Coordinated concrete testing for slab pours of 5 out of 10 pie sections and documented test results
- Progress by Contractor Included:
 - Foundation almost complete for clarifier
 - Rebar placement in floor
 - Submittal and RFI processing
 - Submittal of schedule update

II. Construction Budget Status Update

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

This Invoice: \$11,838.31

Cost to Date: \$132,826.96 (construction only)

Cost to Complete: \$294,801.11

Note: USDA Allocated Budget Remaining is \$230,813.23 (may require a draw from contingency fund to address \$63,987.89 shortfall)

III. Projected Tasks for January 2018

- Attend weekly construction meetings and daily field reporting
- Continue submittal/RFI review and responses as needed
- Check rebar and coordinate with RGH for concrete testing for clarifier pours of bottom slab and walls
- Coordinate proposed bypass piping construction
- Coordinate related work on new forcemain coming into the plant

Clearlake Oaks County Water District

P.O. Box 709 / 12952 East Highway 20

Clearlake Oaks, CA 95423

(707) 998-3322 Phone (707) 998-1245 Fax

www.clocwd.org website d.sherron@clocwd.org e-mail

Greetings Board Members,

I am very happy to report that as of December 24th 2017 filter #1 is online. We were able to disinfect and get bacteria samples taken the week before Christmas. Alpha labs contacted us by phone on December 22nd at the end of business to give a verbal confirmation that our bacti samples were all "non detect", so once the system had enough water on the 24th I was able to do a final backwash and put filter #1 into service.

Filters #2 and #3 were struggling to the point that I could only get about 10 to 14 hours run time out of them before I would be forced to backwash them. So while keeping the system storage tanks within operating levels for the safe operation of the district, I had to wait a second day to backwash filter #1 to ensure I had enough water to supply our customers during the extended down time that the backwashing might require.

Since filter #1 has been online I am able to get 40 to 50 hours of filter run time as opposed to the above mentioned 10 to 14 hours run time mentioned above for filters #2 and #3.

Filters #2 and #3 will be of no use as a back up to filter #1 this summer. I feel they must be refurbished before spring is over to ensure the safe operation of the water treatment plant should any issues arise with filter #1.

I am in the process of researching other filter repair companies that serve our area, I will put together a bid proposal and submit it to the General Manager for review and presentation to the board for final approval.

I am also in the process of researching alternative pre oxidants for the water plant that will not create disinfection by products (DBPs). We currently are using Sodium Hypochlorite as a pre oxidant after the raw water has been through the ozone chamber. The organic matter that is not oxidized by the ozone is then acted upon by the sodium hypochlorite. The process of oxidizing organic matter with sodium hypochlorite produces disinfection by products (DBPs), the biggest DPB concern is with Trihalomethanes and Haloacetic acids or (THMs and HAA5s). The removal of the organic precursors and or the changing of pre oxidant will significantly reduce or eliminate the production of DBPs.

The trial period of testing the Swan Turbidimeter has been very successful. We have two of the existing Hach 1720e turbidimeters currently in use that are failing. Hach corporation has discontinued these 1720e models and will no longer support them for parts and service. I will be submitting a request to the General Manager to replace the two failing turbidimeters with the Swan units this month. You should see this request on next months agenda for your review and approval.

Thank you for taking the time to review the above information, please feel free to contact me either by phone or e mail if you have any questions or concerns.

Dave Sherron,
Chief Water Treatment Plant Operator,
Clearlake Oaks County Water District.
707.350.0521

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
JANUARY 2018

Reporting Period: December 2017
From: Francisco Castro, CPO/INTERIM

To: Clearlake Oaks County Water District Board of Directors
January 11, 2017

First of all, I am happy to be back from my vacation. Everything went well and had a great time.

A board letter was not submitted for the month of November due to my absence. Going back to that month, everything went well at the plant. Flows were normal coming in and all lab results were in compliance with our WDR. Groundwater Monitoring was done on the 16th. It is important to note that we had trouble pulling samples on well #2. This well has a history of these kinds of issues during the dry season. We were not able to purge the volume that is recommended before sampling. Dean Enderlin was present and instructed to take samples before purging the recommended volume due to a very poor recovery. Waiting to see if this has an effect on our sample results.

The total flows for the month of December coming into the plant were 7.9 million gallons averaging a total of 250,000 gallons a day. The total gallons that left the plant were 7.0 million gallons averaging a total of 230,000 gallons a day. Clearlake averaged 2.34 on Rumsey Gauge. All are lab results were in compliance with our WDR. Construction is moving forward at the plant. We are preparing for wet winter this year. We are taking all measures in our hands to prepare for high flows this season.

All routine maintenance, alarm check and safety measures have been successfully completed.

Thank you;
Francisco Castro

Clearlake Oaks County Water District

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

1/11/18

Dear Board,

Short letter this month.

T&S has started running the new forced main down Everglade, this part of the project can be hindered by the rain, so it could take a bit longer at some points.

There was a water leak between the main and a meter up in the Morine area that appears to have been going on for some time now, the trends showed an immediate change once it was isolated. There is a temporary repair in place right now and is scheduled for a meter relocate and a line to the existing meter location. This will absolve the district of any future failures and costs on the customer's property.

There were no reportable sewer incidents this month.

The replacement person in Distribution and Collections appears to be working out well, he is eager and pleasant to work with, if you happen to see someone you don't recognize stop him and say hello.

I look forward to another great year here in the oaks

Thank you,
Jason Mitchell
Operations Manager

Board of Directors

Margaret Medeiros
President

Karl Hosier
Vice President

Judy Heeszal
Director

Stanley Archscki
Director

Samuel Boucher
Director

January 11, 2018

General Manager's Board Letter

Loans/Grants/ Accounting:

- The Water Board Division of Financial Assistance has signed off on \$5,450,000 for our sewer projects, after your acceptance on 1-9-18 all signatures have been provided to the SWRCB by the District and Dianne will shortly be filing documents to receive funds we already expended for the force main.
- The Water Board has been reviewing the water grants and is expediting the 4" main. They are trying for overall approval by May. The key reviewer visited the District on 1-17-18 and walked the 4" with us, as well as the other included projects.
- Please see Dianna's letter.

Items done since the last Board Meeting:

- Hired a permanent customer service employee who started on 1-17-18. Field customer phone calls and meeting personally with any and all customers on questions regarding the July rate changes, the flood, the fire behind the sewer plant, the Everglade construction, and forfeiture agreements.

Water Plant:

- **Notice of violation. Prior staff did not file the June water plant report due July 10th with the State Board despite** assuring me there were no outstanding filings due. We were cited. On October 6, 2017, the District filed a Petition to Appeal the Citation requesting no fines and relief from the requirement to include notice of the citation in next June's annual customer report. When filing it I had the opportunity and did review the reasons for the Petition with the State Board's Chief Counsel. A copy of the Petition is available for your review. **NO news** on the result of the Appeal.

Sewer Plant

- Construction has been under way. The latest news is pouring the new clarifier's concrete floor base layer is complete and they are framing the steel for the first sections of the wall.
- Staff is continuing to make preparations in case we have excess rain and flow through the plant again this year. Note the rain event the week of the 8th caused a relatively significant peak inflow. Staff will be initiating a dye test at the suspected source to see if it flows through to the WWTP.
- Staff essentially completed the State Board's request to remove the small trees and shrubs from the emergency ponds by November. Additional cleanup work is underway.

Force main:

- All work in Wetland Ranch property is completed, including clearing up the wetlands and reseeding. We had a brief delay in the work on Jensen due to multiple pipes in the road that were not previously identified, and an issue with one landowner. With the cooperation of an adjoining landowner we continued to the plant entirely in a recorded and expanded easement.
- Everglade has been underway and will be finished this month. The County has caused a minor delay by stopping work during rain or a significant percentage chance of rain.

New Program to cap open cleanouts and remove down spouts that terminate into clean outs.

- All six Mobile Home Parks and Orchard Shores have either directly or through posting been notified of the program. During this phase caps will be provided at NO CHARGE.

- We have completed inspections and capping at LVE and Oasis. We are continuing to work with Island Park. IF an impacted MHP is ready to go and there is a delay in capping due to the District we will not charge for any impacted lots.
- We also will be capping about 40 identified locations throughout the District as part of the Inflow & Infiltration grant work.
- Note that it only takes about five minutes to install the new locking cleanout caps, including paperwork.

Harvey tank and CSA 16:

- Special District's has contracted for everything up to the Harvey property line, and is working with PGE. We met on 8-10-17 to determine final needs for completion and have talked and exchanged several emails since then. I have forwarded a 12-12 email with the latest estimates. We have tentative agreement on the estimates with one exception which we are working on.
- We need to negotiate the safety clause the Board mentioned at the December regular meeting. CSA 16 residents do not have a problem with this per their people. It has been mentioned but not formally discussed with Special Districts.
- PGE advised on 12-12-17 that they cannot get power to the clay valve before April due to fire work demands. I have requested Special Districts complete all required PGE work including the Harvey tank site prior to annexation because SD will get better cooperation than we will.
- Service cannot begin if everything else gets done without power, the meters in the Cove being changed, SCADA being completed, and an aerator/mixer installed in the Cove's tank.
- LAFCO will provide an additional year to complete the annexation at their 1-17-18 meeting in Clearlake.
- I really do think this is closer to getting done despite the remaining issues.
- I request a two person board committee to review the annexation process and assist with final arrangements.

Backflows:

- They have been submitted in water improvement grant project # 3, which is under active review. Annual required inspections were done. There were a small number of violators and they were all addressed.

Solar:

- Flood issues.
The solar company instructed Parker to turn off the panels during the flood. She called them without asking me and did not inform me until a few days later. The electrical cost from PGE was substantially greater due to both the solar outage and 24/7 operation due to the flood.

We are claiming the cost difference from the last two years for the same time period with our insurance, the state and FEMA. **UPDATE:** We are now reviewing what insurance covered. It appears we have been fully compensated for all loss. This is still under review. To the extent we are not compensated we will attempt a claim with the owner. Any claim would be by negotiation since the amount doesn't justify a court claim.

- **December/January failure to perform.** A squirrel shorted their equipment. Their service man refused to remove it and replace the necessary 5 amp fuse. He misrepresented what was necessary to our staff and his supervisor causing about three weeks without solar. After reviewing what happened with his supervisor and providing a picture of the dead animal still in place we received a profuse apology and the

promise of a quick repair which ended up not occurring on time. We will be filing a claim for intentional misconduct if we can accurately estimate our loss.

Emergency Services Planning:

- This will be a continuing update process over time to maintain an online index of available equipment and personnel. **UPDATE:** The mutual aid agreement and index is ready.

Sidewalks:

- We made our objections and requests in writing to the County on January 15, 2017 about the south sidewalk and they said they included them in their filing with Caltrans.
- Please recall the required work on the north side of Hwy 20 was estimated at \$15,000 and did not include any relocation of a main.
- No word or updates from the County or Caltrans until invited to a meeting on December 6, 2017.
- Please recall that after several telephone calls requesting updates I sent an email to Scott DeLeon Public Works Director on June 26, for which we have a read receipt of the same date, asking about the results of our requests and did not receive a verbal or written answer until the December 6, 2017 meeting.
- Despite our request, no evidence has been provided that the County submitted to Caltrans the January 2017 changes negotiated in the meeting with De Leon, Steel, the drafter Paul Curran or Scott H, Jason and myself.
- The County received approval for the project from Caltrans in mid-August and never notified us.
- Additionally the County obtained extensions on when their grants expire and also didn't inform us.
- The County also bid and issued a final contract without including what we had discussed as work we would like their contractor to perform and for which we received verbal estimates.
- Despite Steel's good faith effort and direction by De Leon last January to include our concerns to Caltrans we were basically ignored.
- After the new 12/6/17 meeting we had all parties here on 12-13 to walk the 4" main line and try and start to forge some agreement on how to proceed.
- Now in addition to the 4" on the south side of 20, they just asserted during the walk on the north side a conflict on 12/13 with about 100' of the 4" on that side. This section was part of what we included in our water grant request to later replace with 6" which that 4" connects to on both ends.
- Please recall we had been specifically assured about the needs on the north side were only for services, meter boxes and a hydrant. The essential specifics and costs have remained on the white board in the conference room for over a year. We do not have existing funding for the increased claims.
- Additionally they added a new storm drain in 2017 and picked a path across Hwy 20 at Lake through the middle of our 7 valves, and then went through the valves again with a drain on the south side. None of this was part of the 2016 planning or blueprints we were given. Both lines through our valves could have easily been avoided with an alteration of a few feet. Or, the north side drain line could have been extended on the north side and connected to an existing crossing well away from our valves
- Since the 12/7 meeting both MC and I have requested electronic copies of the construction plans directly from Public Works and the County's designated project coordinator without success to the date of this letter. This has hindered our attempt to engage in preplanning by our engineers.
- Further, their contractor is concerned about the complexity and wants to now start in March, with the County insisting that the south side be first.

- If we had been informed of the County's grant extensions or our requests being ignored we could have started four months ago after the water grants were filed to try and accelerate the 4" replacement. As it stands, we have taken every possible step with the SWRCB to obtain funding and are trying for expedited approval for the 4" like SWRCB did for the force main. It is just a lengthy process and the SWRCB required a number of steps that's taken almost two years including first developing a water master plan.
- Since we were never informed or consulted about the new 100' conflict on the north side we cannot also accelerate that replacement. Since their north side work is staged second perhaps the timing may work because the State Board is trying to approve the whole grant package by May.

Recycled Water

- The study is finished. We are talking about potential placement of facilities, etc. We have been in discussions with a potential customer. This is a long term project.
- I request the Board appoint one or two members to become familiar with and assist the process.

Alan Gardner, GM

Clearlake Oaks County Water District
Summary Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	1,420,620.74
Accounts Receivable	-6.00
Other Current Assets	<u>799,754.28</u>
Total Current Assets	<u>2,220,369.02</u>
Fixed Assets	<u>6,945,653.57</u>
TOTAL ASSETS	<u>9,166,022.59</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	51,584.46
Credit Cards	-7,919.91
Other Current Liabilities	<u>928,596.96</u>
Total Current Liabilities	<u>972,261.51</u>
Total Liabilities	<u>972,261.51</u>
Equity	<u>8,193,761.08</u>
TOTAL LIABILITIES & EQUITY	<u>9,166,022.59</u>

Clearlake Oaks County Water District
Balance Sheet
 As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	237,806.56
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAI... CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - L...	293,694.37
Total 101 · LAIF - CASH IN BANK (CASH IN BANK ...	482,694.37
102.02 · CRP Water - 6990	465,153.60
102.03 · CRP Sewer - 3745	234,766.21
Total Checking/Savings	1,420,620.74
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY ...	21,680.00
130 · Const In Progress - Studies	137,351.65
132 · CIP SEWER (CAPITOL IMPROVEMENTS - S...	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - W...	74,033.00
111 · INVENTORY - WATER (INVENTORY - WATE...	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RE...	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURA...	23,357.00
Total Other Current Assets	799,754.28
Total Current Assets	2,220,369.02
Fixed Assets	
126 · Forcemain (phase 1) Cap. Imprv.	596,745.63
123 · USDA - Sewer Plant Cap Imprvmt	35,048.15
127 · Plant	1,558.54
120 · Dist. General Cap. Improvements (EQUIPMENT...	
120.01 · GENERAL EQUIPMENT (GENERAL EQUI...	1,914,374.03
120.60 · Office (OFFICE EQUIPMENT - WAS 1011...	1,276.75
120.75 · SCADA	4,456.50
120 · Dist. General Cap. Improvements (EQUIPM...	12,012.59
Total 120 · Dist. General Cap. Improvements (EQUIP...	1,932,119.87
122 · Bldgs/Grounds Cap Improvements	8,528,840.28
124 · D/C System Cap Improvements (COLLECTION ...	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	14,938.73
124.60 · Meters	700.00
124.90 · Water Tanks	7,965.04
124 · D/C System Cap Improvements (COLLECTI...	3,136,515.12
Total 124 · D/C System Cap Improvements (COLLEC...	3,272,425.60
125 · Land - Dist. Cap. Improvements	300,385.50
129 · ALLOW. FOR DEPRECIATION	-7,721,470.00
Total Fixed Assets	6,945,653.57

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01/10/18

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of December 31, 2017

	Dec 31, 17
TOTAL ASSETS	9,166,022.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAY...	51,982.46
Total Accounts Payable	51,982.46
Credit Cards	
210 · Cal Card	
210.06 · Cal Card - Jason 3879	-5,595.19
210.04 · Cal Card - Alan - 7397	-2,620.93
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,326.53
Total 210 · Cal Card	-7,919.91
Total Credit Cards	-7,919.91
Other Current Liabilities	
223.56 · FEDERAL PAYROLL TAX PENALTY (F...	-322.01
280 · Loan	
280.09 · USDA WWTP Loan (USDA WWRP I...	-4,240.15
280.07 · Bridge Loan for Forced Main (instal...	436,093.52
280.05 · USDA Bridge Loan (Bridge loan unt...	466,000.00
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	900,660.66
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobr...	734.97
221 · Health Ins - EE Portion - Other	2,874.40
Total 221 · Health Ins - EE Portion	3,609.37
223.15 · GARNISHMENTS (GARNISHMENT MAI...	
223.17 · GARNISHMENT - LAKE CO SHERIF...	2,660.56
223.15 · GARNISHMENTS (GARNISHMENT ...	-5,694.50
Total 223.15 · GARNISHMENTS (GARNISHMEN...	-3,033.94
223.45 · FICA & SOCIAL SEC PAYABLE (FICA ...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICAR...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDI...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING ...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE ...	-24.73
223.70 · WORKERS COMP PAYABLE (WORKE...	-12,549.36
223.75 · PAYROLL DEDUCTION - INS CO-PAY ...	-3,374.02
223.85 · MISC DEDUCTIONS PAYABLE (MISC ...	596.12
223.90 · COMPENSATED EMPLOYEE BENEFIT...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabil...	-5,104.91
Total Other Current Liabilities	928,596.96
Total Current Liabilities	972,659.51
Total Liabilities	972,659.51
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS ...	6,009,715.61
304 · Opening Balance Equity (Opening balances du...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnin...	706,698.67
Net Income	1,150,336.49
Total Equity	8,193,363.08
TOTAL LIABILITIES & EQUITY	9,166,022.59

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Clearlake Oaks County Water District

01/10/18

Profit and Loss

Accrual Basis

July through December 2017

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL
Income					
Income					
410 · Client Reg Pmt	0.00	0.00	459,276.75	569,974.72	1,029,251.47
430 · Penalty & Interest					
430.1 · Condemnation Fund (589 K...	0.00	0.00	48.96	0.00	48.96
430 · Penalty & Interest - Other	0.00	0.00	8,696.91	9,508.23	18,205.14
Total 430 · Penalty & Interest	0.00	0.00	8,745.87	9,508.23	18,254.10
440 · Misc Revenue	41.70	0.00	14,023.87	17,959.57	32,025.14
450 · Other - Non S/W Rev	0.00	0.00	7,376.61	7,376.61	14,753.22
Total Income	41.70	0.00	489,423.10	604,819.13	1,094,283.93
Total Income	41.70	0.00	489,423.10	604,819.13	1,094,283.93
Gross Profit	41.70	0.00	489,423.10	604,819.13	1,094,283.93
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	170,998.27	31,628.72	69,149.66	111,795.47	383,572.12
510 · Contract Labor	0.00	0.00	6,000.00	0.00	6,000.00
520 · FICA - District Share	12,599.97	2,193.17	5,004.86	8,398.70	28,196.70
530 · Medical Ins - Dist Share	38,159.01	8,873.15	23,069.86	8,009.66	78,111.68
540 · PERS - District Share	13,029.40	1,961.17	4,411.30	5,671.66	25,073.53
550 · Unemployment	503.81	0.00	0.00	0.00	503.81
560 · Workers Comp Ins	1,583.01	928.26	2,393.50	4,283.71	9,188.48
Total Salaries & EE Benefits	236,873.47	45,584.47	110,029.18	138,159.20	530,646.32
Services & Supplies					
610 · Bank Fees	2,205.32	0.00	0.00	0.00	2,205.32
620 · Communications & Internet	3,388.09	77.65	2,652.53	2,224.96	8,343.23
622 · Board Exp	3,517.50	0.00	0.00	0.00	3,517.50
625 · Equip - Field (\$300-\$4999)	0.00	118.78	101.66	0.00	220.44
630 · Equip - Office	646.36	0.00	139.99	968.53	1,754.88
640 · Fuel & Oil	0.00	3,258.92	2,544.60	2,188.93	7,992.45
645 · Insurance	0.00	0.00	13,775.00	13,775.00	27,550.00
657 · Lab	0.00	0.00	8,828.71	12,891.43	21,720.14
660 · Memberships & Subscription	562.29	0.00	22,762.56	18,555.46	41,880.31
665 · Mileage Reimb	2,022.69	0.00	0.00	0.00	2,022.69
670 · Postage & Shipping	5,303.86	0.00	0.00	0.00	5,303.86
675 · Professional Services	26,331.94	0.00	5,099.49	13,528.55	44,959.98
685 · Rents	3,262.72	0.00	9,437.85	0.00	12,700.57
690 · Safety & Security	555.00	5,869.20	3,354.64	1,483.29	11,262.13
700 · Tools & Instruments	0.00	2,187.37	445.98	660.72	3,294.07
703 · Supplies - Clothing & Personal	310.81	0.00	0.00	200.00	510.81
705 · Supplies - Office	5,668.85	317.68	398.14	1,153.56	7,538.23
715 · Supplies-Chemicals-Operating	0.00	0.00	16,044.17	46,256.97	62,301.14
720 · Supplies - Inventory - Other	0.00	1,566.35	4,869.72	7,227.67	13,663.74
730 · Taxes - Licenses	0.00	0.00	910.00	1,146.60	2,056.60
735 · Training (Classes, books, etc)	33.85	0.00	241.50	362.10	637.45
745 · Travel / Lodging	76.34	124.12	0.00	0.00	200.46
750 · Utilities	2,906.51	0.00	35,777.57	72,387.19	111,071.27
760 · Waste Disposal	192.74	0.00	37,016.65	0.00	37,209.39
795 · Yolo Co	0.00	0.00	0.00	24,813.22	24,813.22
799 · Misc					
799.1 · Customer Refund - Acct clo...	0.00	0.00	274.90	1,475.36	1,750.26
799 · Misc - Other	10.00	0.00	0.00	0.00	10.00
Total 799 · Misc	10.00	0.00	274.90	1,475.36	1,760.26
Total Services & Supplies	56,994.87	13,520.07	164,675.66	221,299.54	456,490.14
Repairs & Replacement					
810 · R&R Buildings & Grounds	1,525.34	0.00	1,013.62	1,449.45	3,988.41
830 · R&R Equipment	0.00	55.60	181.20	0.00	236.80

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Clearlake Oaks County Water District

01/10/18

Profit and Loss

Accrual Basis

July through December 2017

	<u>Admin (GL)</u>	<u>DC (GL)</u>	<u>Sewer (GL)</u>	<u>Water (GL)</u>	<u>Total GL</u>
832 · R&R Mains and Sewer Lines	0.00	0.00	2,335.91	0.00	2,335.91
840 · R&R Vehicles	54.15	70.60	444.50	0.00	569.25
Total Repairs & Replacement	<u>1,579.49</u>	<u>126.20</u>	<u>3,975.23</u>	<u>1,449.45</u>	<u>7,130.37</u>
Total Expense	<u>295,447.83</u>	<u>59,230.74</u>	<u>278,680.07</u>	<u>360,908.19</u>	<u>994,266.83</u>
Net Income	<u>-295,406.13</u>	<u>-59,230.74</u>	<u>210,743.03</u>	<u>243,910.94</u>	<u>100,017.10</u>

**Clearlake Oaks Co Water District
PROJECTED BUDGET 2017-2018**

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Target % > **50%**

Thru End of December Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,134,732	567,366	604,820	53%	998,247	499,124	489,375	49%
Total Operating Expenses	986,807	493,403	536,773	54%	1,018,868	509,434	455,579	45%
Operating Balance (loss)	147,925	73,963	68,047		(20,621)	(10,311)	33,796	
420 Connection Rev			-				-	
435			-				-	
450 Other - Non S/W Rev	96,000	48,000	7,377	8%	85,000	42,500	7,377	9%
Depreciation Exp	164,168	82,084	82,084	50%	105,786	52,893	52,893	50%
Net Change In Net Position (loss)	79,757	39,879	(6,660)		(41,407)	(20,704)	(11,720)	

Current Revenue Notes:

440 Misc = ATT Lease and Tax Roll

WestAmer Op	\$	549,600
WestAmer CRP		692,391
LAIF		486,043
Total	\$	1,728,034

Past Revenue Notes

Thru End of December Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,104,732	552,366	569,975	52%	984,747	492,374	459,277	47%
430 Penalty & Interest	30,000	15,000	9,508	32%	13,500	6,750	8,697	64%
440 Misc	0	0	17,960	0%	0	0	14,024	0%
Total Revenue >	1,134,732	567,366	597,443	53%	998,247	499,124	481,998	48%

Thru End of December Operating Expenses	Budget				Actual			
	Annual	YTD	YTD	%	YTD	%	Spent	%
505 Salaries & Wages	356,310	178,155	213,109	60%	362,901	181,450	170,464	47%
510 Contracted Labor	-	-	-	0%	12,000	6,000	6,000	50%
520 FICA - District Share	29,633	14,817	15,796	53%	29,919	14,960	12,402	41%
530 Medical Ins - District Share	73,068	36,534	31,526	43%	113,120	56,560	46,586	41%
540 PERS - District Share	55,358	27,679	13,167	24%	45,286	22,643	11,906	26%
550 Unemployment	9,000	4,500	252	3%	9,000	4,500	252	3%
560 Workers Comp Ins	15,053	7,526	5,540	37%	12,218	6,109	3,650	30%
Salaries and Employee Benefits >	538,422	269,211	279,389	52%	584,443	292,222	251,259	43%

605 Advertising	200	100	-	0%	200	100	-	0%
610 Bank Fees	2,810	1,405	1,103	39%	2,800	1,400	1,103	39%
620 Communications & Internet	10,000	5,000	3,958	40%	9,500	4,750	4,386	46%
622 Board Exp.	10,000	5,000	1,759	18%	10,000	5,000	1,759	18%
625 Equip - Field (\$300-\$4999)	1,250	625	60	5%	2,750	1,375	162	6%
630 Equip - Office	3,000	1,500	1,292	43%	3,500	1,750	463	13%
640 Fuel & Oil	8,500	4,250	3,819	45%	4,000	2,000	4,175	104%
645 Insurance	40,000	20,000	13,775	34%	40,000	20,000	13,775	34%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	16,000	8,000	12,891	81%	25,000	12,500	8,829	35%
660	Memberships & Subscription:	28,500	14,250	18,836	66%	25,500	12,750	23,044	90%
665	Mileage Reimb	2,500	1,250	1,012	40%	2,500	1,250	1,012	40%
670	Postage & Shipping	4,800	2,400	2,652	55%	4,750	2,375	2,652	56%
675	Professional Services	20,000	10,000	26,695	133%	20,000	10,000	18,265	91%
685	Rents	5,700	2,850	1,632	29%	3,700	1,850	11,070	299%
690	Safety & Security	4,625	2,313	4,695	102%	10,625	5,313	6,567	62%
700	Tools & Instruments	3,875	1,938	1,755	45%	6,875	3,438	1,540	22%
703	Supplies - Clothing & Persona	1,675	838	356	21%	2,175	1,088	156	7%
705	Supplies - Office	4,250	2,125	4,148	98%	4,750	2,375	3,392	71%
715	Treatment Chemicals	52,000	26,000	46,257	89%	53,000	26,500	16,044	30%
720	Supplies - Operating - Other	15,000	7,500	8,011	53%	26,500	13,250	5,653	21%
730	Taxes - Licenses	1,500	750	1,147	76%	2,300	1,150	910	40%
735	Training	2,750	1,375	379	14%	3,250	1,625	259	8%
745	Travel	1,750	875	100	6%	1,750	875	100	6%
750	Utilities	135,650	67,825	73,841	54%	97,750	48,875	37,232	38%
760	Waste Disposal	550	275	97	18%	52,250	26,125	37,114	71%
795	Yolo Co	52,000	26,000	24,813	48%				
799	Misc	-	-	5	0%	-	-	5	0%
Services and Supplies >		428,885	214,443	255,083	59%	415,425	207,713	199,662	48%
810	R&R Buildings & Grounds	8,750	4,375	2,212	25%	8,750	4,375	1,607	18%
815	R & R Damage Claims	5,000	2,500	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	2,336	0%
830	R&R Equipment	2,500	1,250	28	1%	6,000	3,000	209	3%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	1,625	63	2%	4,250	2,125	508	12%
Repairs & Replacement >		19,500	9,750	2,302	12%	19,000	9,500	4,659	25%
Total Expenses >		986,807	493,403	536,773	54%	1,018,868	509,434	455,579	45%

Administration - Budget Variance Report Jul 2017

Target % > 50.0%

Thru End of December		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	386,991	193,495	170,998	44.2%	215,993
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	32,024	16,012	12,600	39.3%	19,424
530	Medical Ins - District Share	86,993	43,496	38,159	43.9%	48,834
540	PERS-District Share (incl unfunded Liab, 35K)	42,535	21,268	13,029	30.6%	29,506
550	Unemployment	18,000	9,000	504	2.8%	17,496
560	Workers Comp Ins	8,683	4,342	1,583	18.2%	7,100
Salaries and Employee Benefits >		575,226	287,613	236,873	41.2%	338,353
605	Advertising	400	200	-	0.0%	400
610	Bank Fees	5,600	2,800	2,205	39.4%	3,395
620	Communications & Internet	7,000	3,500	3,388	48.4%	3,612
622	Board Exp	20,000	10,000	3,518	17.6%	16,482
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	2,500	1,250	646	25.8%	1,854
640	Fuel & Oil	0	0	-	0.0%	0
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	1,000	500	562	56.2%	438
665	Mileage Reimb	3,500	1,750	2,023	57.8%	1,477
670	Postage & Shipping	9,400	4,700	5,304	56.4%	4,096
675	Professional Services (Legal, IT, etc)	20,000	10,000	26,332	131.7%	(6,332)
685	Rents	7,400	3,700	3,263	44.1%	4,137
690	Safety & Security (boots)	3,500	1,750	555	15.9%	2,945
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	600	300	311	51.8%	289
705	Supplies - Office	6,250	3,125	5,669	90.7%	581
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	0	0	-	0.0%	0
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (Classes, books)	2,000	1,000	34	1.7%	1,966
745	Travel / Lodging	1,500	750	76	5.1%	1,424
750	Utilities	5,500	2,750	2,907	52.9%	2,593
760	Waste Disposal	500	250	193	38.6%	307
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	10	0.0%	(10)
Services and Supplies >		96,650	48,325	56,996	59.0%	39,654
810	R&R Buildings & Grounds	7,500	3,750	1,525	20.3%	5,975
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	2,000	1,000	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	500	250	54	10.8%	446
Repairs & Replacement >		10,000	5,000	1,579	15.8%	8,421
Total Expenses >		681,876	340,938	295,448	43.3%	386,428

675 Shred It, part time Bookkeeper, Water Shed Survey, legal fees

705 Additional envelopes, paper, etc for new billing format

6 D\C - Budget Variance Report Jul 2017		2017-2018 Budget		Target % >	50.0%	
Thru End of December		Annual	YTD	Actual	%	Total
Expenses				YTD	Spent	Remaining
505	Salaries & Wages	45,460	22,730	31,629	69.6%	13,831
510	Contracted Labor	-	-	-		-
520	FICA - District Share	3,723	1,862	2,193	58.9%	1,530
530	Medical Ins - District Share	18,502	9,251	8,873	48.0%	9,629
540	PERS - District Share	11,381	5,690	1,961	17.2%	9,420
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	2,454	1,227	928	37.8%	1,526
Salaries and Employee Benefits >		81,521	40,760	45,584	55.9%	35,937
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	0	0	78	0.0%	(78)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	2,500	1,250	119	4.8%	2,381
630	Equip - Office	0	0		0.0%	0
640	Fuel & Oil	5,000	2,500	3,259	65.2%	1,741
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	0	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services (SCADA)	0	0	-	0.0%	0
685	Rents	0	0	-	0.0%	0
690	Safety & Security (boots)	3,750	1,875	5,869	156.5%	(2,119)
700	Tools & Instruments	3,750	1,875	2,187	58.3%	1,563
703	Supplies - Clothing & Personal	750	375	-	0.0%	750
705	Supplies - Office	250	125	318	127.2%	(68)
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	13,000	6,500	1,566	12.0%	11,434
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (classes, books)	1,500	750	-	0.0%	1,500
745	Travel / Lodging	1,000	500	124	12.4%	876
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		31,500	15,750	13,520	42.9%	17,980
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	-	-	56	0.0%	(56)
832	R&R Mains/Service Lines	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	-	-	71	0.0%	(71)
Repairs & Replacement >		0	0	127	1270000.0%	(127)
Total Expenses >		113,021	56,510	59,231	52.4%	53,790

Expense Notes

505 Three Pay Periods for August

690 Traffic signs, boots, new hire physicals, HEP shots, new pad locks

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Sewer - Budget Variance Report Jul 2017

Target % > 50.0%

Thru End of December		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	146,675	73,338	69,150		77,525
510	Contracted Labor	12,000	6,000	6,000	51.2%	6,000
520	FICA - District Share	12,045	6,023	5,005	41.6%	7,040
530	Medical Ins - District Share	60,372	30,186	23,070	38.2%	37,302
540	PERS - District Share	18,328	9,164	4,411	24.1%	13,917
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	6,650	3,325	2,394	36.0%	4,256
Salaries and Employee Benefits >		256,070	128,035	110,030	43.0%	146,040
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	3,500	1,750	2,653	75.8%	847
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,500	750	102	6.8%	1,398
630	Equip - Office	1,000	500	140	14.0%	860
640	Fuel & Oil (Schaeffers)	1,500	750	2,545	169.7%	(1,045)
645	Insurance	40,000	20,000	13,775	34.4%	26,225
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	25,000	12,500	8,829	35.3%	16,171
660	Memberships & Subscriptions	25,000	12,500	22,763	91.1%	2,237
665	Mileage Reimb	500	250		0.0%	500
670	Postage & Shipping	50	25		0.0%	50
675	Professional Services (SCADA)	10,000	5,000	5,099	51.0%	4,901
685	Rents	0	0	9,438	943800000.0%	(9,438)
690	Safety & Security (boots)	7,000	3,500	3,355	47.9%	3,645
700	Tools & Instruments	5,000	2,500	446	8.9%	4,554
703	Supplies - Clothing & Personal	1,500	750	-	0.0%	1,500
705	Supplies - Office	1,500	750	398	26.5%	1,102
715	Treatment Chemicals	53,000	26,500	16,044	30.3%	36,956
720	Supplies-Operating-Other-Titan Tubes	20,000	10,000	4,870	24.4%	15,130
730	Taxes - Licenses	2,300	1,150	910	39.6%	1,390
735	Training (classes, books)	1,500	750	242	16.1%	1,258
745	Travel / Lodging	500	250	-	0.0%	500
750	Utilities	95,000	47,500	35,778	37.7%	59,222
760	Waste Disposal	52,000	26,000	37,017	71.2%	14,983
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund			275		
Services and Supplies >		347,350	173,675	164,679	47.4%	182,671
810	R&R Buildings & Grounds	5,000	2,500	844	16.9%	4,156
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	0	0	2,336	0.0%	(2,336)
830	R&R Equipment	5,000	2,500	181	3.6%	4,819
832	R&R Mains/Service Lines	0	0	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	2,000	445	11.1%	3,555
Repairs & Replacement >		14,000	7,000	3,806	27.2%	10,194
Total Expenses >		617,420	308,710	278,515	45.1%	338,905

Expense Notes

- 675 Leete Generators 2 Hr Load bank Tst, Leete Generators annual inspection, 2nd quarter WWTP Report
 685 Baker Tank and Back Hoe Rental
 660 SWRCB Annual Permit
 820 Forfeiture Locks

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6	Water - Budget Variance Report July 2017	Target % >	50.0%		
Thru End of December	2017-2018 Budget	Actual	%	Total	
Expenses	Annual	YTD	YTD	Spent	Remaining
505 Salaries & Wages	140,085	70,043	111,795	79.8%	28,290
510 Contracted Labor	0	0	-		0
520 FICA - District Share	11,759	5,880	8,399	71.4%	3,360
530 Medical Ins - District Share	20,320	10,160	8,010	39.4%	12,310
540 PERS - District Share	28,400	14,200	5,672	20.0%	22,728
550 Unemployment	0	0		0.0%	0
560 Workers Comp Ins	9,484	4,742	4,284	45.2%	5,200
Salaries and Employee Benefits >	210,049	105,024	138,160	65.8%	71,889
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	4,000	2,000	2,225	55.6%	1,775
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (\$300 - \$4999)	0	0	-	0.0%	0
630 Equip - Office	500	250	969	193.8%	(469)
640 Fuel & Oil	6,000	3,000	2,189	36.5%	3,811
645 Insurance	40,000	20,000	13,775	34.4%	26,225
650 Interest	0	0	-	0.0%	0
657 Outside Lab / Internal Lab	16,000	8,000	12,891	80.6%	3,109
660 Memberships & Subscriptions	28,000	14,000	18,555	66.3%	9,445
665 Mileage Reimb	500	250	-	0.0%	500
670 Postage & Shipping	100	50	-	0.0%	100
675 Professional Services (SCADA)	10,000	5,000	13,529	135.3%	(3,529)
685 Rents	2,000	1,000	-	0.0%	2,000
690 Safety & Security (boots)	1,000	500	1,483	148.3%	(483)
700 Tools & Instruments	2,000	1,000	661	33.1%	1,339
703 Supplies - Clothing & Personal	1,000	500	200	20.0%	800
705 Supplies - Office	1,000	500	1,154	115.4%	(154)
715 Treatment Chemicals	52,000	26,000	46,257	89.0%	5,743
720 Supplies - Operating - Other	8,500	4,250	7,228	85.0%	1,272
730 Taxes - Licenses	1,500	750	1,147	76.5%	353
735 Training (classes, books)	1,000	500	362	36.2%	638
745 Travel / Lodging	500	250		0.0%	500
750 Utilities	132,900	66,450	72,387	54.5%	60,513
760 Waste Disposal	300	150		0.0%	300
795 Yolo Co	52,000	26,000	24,813	47.7%	27,187
799 Misc	0	0	-	0.0%	0
799.1 Customer Refund			1,475		
Services and Supplies >	360,800	180,400	221,300	61.3%	139,500
810 R&R Buildings & Grounds	5,000	2,500	1,449	29.0%	3,551
815 R & R Damage Claims	5,000	2,500	-	0.0%	5,000
820 R&R Lift Stations	0	0	-		0
830 R&R Equipment	1,500	750	-	0.0%	1,500
832 R&R Mains/Service Lines	0	0	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	3,000	1,500	-	0.0%	3,000
Repairs & Replacement >	14,500	7,250	1,449	10.0%	13,051
Total Expenses >	585,349	292,674	360,909	61.7%	224,440

505 Extreme overtime due to Lake Conditions and final check for former Emp. PTO/CTO, 24/hr plant monitoring

675 LEETE Generator Inspections, SCADA trng for new Chief PO, Leak Detection, 5 yr watershed Survey

685 Baker Tank Rental

715 Due to extreme lake conditions, additional chemicals for treatment was necessary

750 Utilites: Due to lake conditions, Plant running almost 24/7

8:56 AM

01/10/18

Accrual Basis

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

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income				
Income				
425 · CRP (Capital Replacment Plan)	152,421.25	169,665.84	322,087.09	322,087.09
430 · Penalty & Interest	2,744.99	3,444.03	6,189.02	6,189.02
Total Income	155,166.24	173,109.87	328,276.11	328,276.11
Total Income	155,166.24	173,109.87	328,276.11	328,276.11
Gross Profit	155,166.24	173,109.87	328,276.11	328,276.11
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	23,320.02	34,691.44	58,011.46	58,011.46
520 · FICA - District Share	1,783.97	2,641.85	4,425.82	4,425.82
530 · Medical Ins - Dist Share	4,064.43	4,870.79	8,935.22	8,935.22
540 · PERS - District Share	892.44	1,171.82	2,064.26	2,064.26
560 · Workers Comp Ins	928.26	928.27	1,856.53	1,856.53
Total Salaries & EE Benefits	30,989.12	44,304.17	75,293.29	75,293.29
Services & Supplies				
620 · Communications & Internet	77.66	77.66	155.32	155.32
625 · Equip - Field (\$300-\$4999)	0.00	190.00	190.00	190.00
640 · Fuel & Oil	3,016.86	2,308.38	5,325.24	5,325.24
675 · Professional Services	6,586.00	0.00	6,586.00	6,586.00
720 · Supplies - Inventory - Other	7,578.28	2,309.93	9,888.21	9,888.21
Total Services & Supplies	17,258.80	4,885.97	22,144.77	22,144.77
Repairs & Replacement				
810 · R&R Buildings & Grounds	3,065.10	14,796.58	17,861.68	17,861.68
820 · R&R Lift Stations	0.00	911.61	911.61	911.61
830 · R&R Equipment	5,262.53	2,928.62	8,191.15	8,191.15
832 · R&R Mains and Sewer Lines	6,236.50	3,712.26	9,948.76	9,948.76
840 · R&R Vehicles	5,891.39	4,694.17	10,585.56	10,585.56
Total Repairs & Replacement	20,455.52	27,043.24	47,498.76	47,498.76
Total Expense	68,703.44	76,233.38	144,936.82	144,936.82
Net Income	86,462.80	96,876.49	183,339.29	183,339.29

Clearlake Oaks Co Water District

Budget Variance Report 2017-2018

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SEWER-CRP

Target % > 50.0%

Thru End of December

Summary	Budget		Actual YTD	
	Annual	YTD	Amount	%
SEWER CRP Revenue	347,769	173,885	173,110	49.8%
SEWER CRP Expenses	218,423	109,212	76,234	34.9%
I & I/Lift Station Rehab Improvements	42,000	21,000	-	
USDA Annual Payment	129,000	64,500		
Reimbuseable fees for Eng Cost prior to grant	95,000	47,500		
Short term depreciation reserve	30,000	15,000	15,000	
Previous Year Balance 6/30/17	362,837			
Operating Balance (loss)	196,183	98,091	81,876	

Expenses	2016 - 2017 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	43,711	21,856	34,691	79.4%	9,020
510 Contracted Labor	-	-	-	-	-
520 FICA - District Share	3,578	1,789	2,642	73.8%	936
530 Medical Ins - District Share	10,160	5,080	4,871	47.9%	5,289
540 PERS - District Share	2,374	1,187	1,172	49.4%	1,202
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	2,350	1,175	928	39.5%	1,422
Salaries and Employee Benefits >	62,173	31,087	44,304	71.3%	17,869
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	2,500	78	1.6%	4,922
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	625	190	15.2%	1,060
630 Equip - Office	2,500	1,250	-	0.0%	2,500
640 Fuel & Oil	2,500	1,250	2,308	92.3%	192
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	0	0	-	0.0%	0
690 Safety & Security (boots)	0	0	-	0.0%	0
700 Tools & Instruments	0	0	-	0.0%	0
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	8,500	4,250	2,310	27.2%	6,190
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training (classes, books)	0	0	-	0.0%	0
745 Travel / Lodging	0	0	-	0.0%	0
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	19,750	9,875	4,886	24.7%	14,864
810 R&R Buildings & Grounds	35,000	17,500	14,797	42.3%	20,203
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	10,000	912	4.6%	19,088
830 R&R Equipment	5,000	2,500	2,929	58.6%	2,071
832 R&R Mains/Service Lines	50,000	25,000	3,712	7.4%	46,288
840 R&R Vehicles (\$2k/vehicle)	26,500	13,250	4,694	17.7%	21,806
Repairs & Replacement >	136,500	68,250	27,044	19.8%	109,456
Total Expenses >	218,423	109,212	76,234	34.9%	142,189

505 Salaries & Wages: Last month of Storm 2017 temp personnel - will be reimbursed from Insurance and FEMA

810 R&R Buildings & Grounds: \$7,977.50 Potholing @ Everglade, approved at RM 8/17/17

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Clearlake Oaks Co Water District
Budget Variance Report 2017-2018

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Target % > **50.0%**

Thru End of December Summary		WATER - CRP			Actual YTD		
		Budget Annual	YTD		Amount	%	
WATER CRP Revenue		337,932	168,966	155,166	45.9%	0%	
WATER CRP Expenses		190,772	95,386	63,591	33.3%	0%	
Reimburs Eng fees prior to grant funding		75,000	37,500				
Previous Year Balance 6/30/17		10,469					
Operating Balance		82,629	41,314	91,575			
Expenses		2016 - 2017 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining	
505	Salaries & Wages		46,964	23,482		23,644	
510	Contracted Labor		0	0	49.7%	0	
520	FICA - District Share		3,955	1,978	45.1%	2,171	
530	Medical Ins - District Share		18,502	9,251	22.0%	14,438	
540	PERS - District Share		2,547	1,274	35.0%	1,655	
550	Unemployment		0	0	0.0%	0	
560	Workers Comp Ins		2,554	1,277	36.3%	1,626	
Salaries and Employee Benefits >			74,522	37,261	30,988	41.6%	43,534
605	Advertising		0	0	0.0%	0	
610	Bank Fees		0	0	0.0%	0	
620	Communications & Internet		5,000	2,500	78	1.6%	4,922
622	Board Exp		0	0	0.0%	0	
625	Equip - Field (up to \$4999)		1,250	625	0.0%	1,250	
630	Equip - Office		2,500				
640	Fuel & Oil		2,500	1,250	3,017	120.7%	(517)
645	Insurance		0	0	0.0%	0	
650	Interest		0	0	0.0%	0	
657	Outsource Lab / Internal Lab		0	0	0.0%	0	
660	Memberships & Subscriptions		0	0	0.0%	0	
665	Mileage Reimb		0	0	0.0%	0	
670	Postage & Shipping		0	0	0.0%	0	
675	Professional Services (SCADA)		0	0	6,586	0.0%	(6,586)
685	Rents		0	0	0.0%	0	
690	Safety & Security (boots)		0	0	0.0%	0	
700	Tools & Instruments		0	0	0.0%	0	
703	Supplies - Clothing & Personal		0	0	0.0%	0	
705	Supplies - Office		0	0	0.0%	0	
715	Treatment Chemicals		0	0	0.0%	0	
720	Supplies - Operating - Other		8,500	4,250	7,579	89.2%	921
730	Taxes - Licenses		0	0	0.0%	0	
735	Training (classes, books)		0	0	0.0%	0	
745	Travel / Lodging		0	0	0.0%	0	
750	Utilities		0	0	0.0%	0	
760	Waste Disposal		0	0	0.0%	0	
795	Yolo Co		0	0	0.0%	0	
799	Misc		0	0	0.0%	0	
Services and Supplies >			19,750	8,625	17,260	87.4%	2,490
810	R&R Buildings & Grounds		15,000	7,500	3,065	20.4%	11,935
815	R & R Damage Claims		0	0	0.0%	0	
820	R&R Lift Stations		0	0	0.0%	0	
830	R&R Equipment		5,000	2,500	5,263	105.3%	(263)
832	R&R Mains/Service Lines		50,000	25,000	6,237	12.5%	43,763
840	R&R Vehicles (\$2k/vehicle)		26,500	13,250	5,891	22.2%	20,609
Repairs & Replacement >			96,500	48,250	20,456	21.2%	76,044
Total Expenses >			190,772	94,136	68,704	36.0%	122,068

675 Professional Services: Utilities Services / Leak Checks

810 R & R Building & Grounds: \$1,350 for additional ducting in back room in water plant

830 R & R Equipment: Replacement of Cagulant pumps

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Clearlake Oaks County Water District Capital Improvements As of December 31, 2017

Date	Name	Memo	Class	Amount
130 - Const In Progress - Studies				
07/21/2017	MC Engineering, Inc	Tanks & Distribution	Loan/Grant:...	2,413.86
07/21/2017	MC Engineering, Inc	Tanks & Distributions	Loan/Grant:...	2,183.75
07/21/2017	MC Engineering, Inc	WTP Meters/ Backflow	Loan/Grant:...	2,170.00
07/21/2017	MC Engineering, Inc	WWTP Reclamation	Loan/Grant:...	25,619.75
08/10/2017	MC Engineering, Inc		Loan/Grant:...	784.00
08/10/2017	MC Engineering, Inc		Loan/Grant:...	784.70
08/10/2017	MC Engineering, Inc		Loan/Grant:...	8,655.66
08/10/2017	MC Engineering, Inc		Loan/Grant:...	831.49
08/31/2017	MC Engineering, Inc		Loan/Grant:...	503.45
08/31/2017	MC Engineering, Inc		Loan/Grant:...	3,351.26
08/31/2017	MC Engineering, Inc		Loan/Grant:...	2,161.89
08/31/2017	MC Engineering, Inc		Loan/Grant:...	18,877.98
08/31/2017	MC Engineering, Inc		Loan/Grant:...	9,464.07
08/31/2017	MC Engineering, Inc		Loan/Grant:...	16,730.11
08/31/2017	MC Engineering, Inc		Loan/Grant:...	7,029.93
09/30/2017	MC Engineering, Inc		Loan/Grant:...	7,518.75
09/30/2017	MC Engineering, Inc		Loan/Grant:...	27.50
09/30/2017	MC Engineering, Inc	Engineering Tech	Loan/Grant:...	27.50
09/30/2017	MC Engineering, Inc	Engineering Tech time	Loan/Grant:...	27.50
10/31/2017	MC Engineering, Inc	Reclamation Study	Loan/Grant:...	450.00
11/30/2017	MC Engineering, Inc		Loan/Grant:...	23,801.24
11/30/2017	MC Engineering, Inc	Smoke Testing	CRP:Sewer	1,695.00
11/30/2017	MC Engineering, Inc		Loan/Grant:...	2,242.26
12/31/2017	MC Engineering, Inc		Loan/Grant:...	2,385.00
12/31/2017	MC Engineering, Inc		Loan/Grant:...	17,242.91
Total 130 - Const In Progress - Studies				156,979.56
126 - Forcemain (phase 1) Cap. Imprv.				
07/21/2017	MC Engineering, Inc		Loan/Grant:...	30,820.05
07/21/2017	MC Engineering, Inc	II	Loan/Grant:...	9,824.59
08/10/2017	MC Engineering, Inc		Loan/Grant:...	13,495.32
08/10/2017	MC Engineering, Inc		Loan/Grant:...	3,003.58
08/31/2017	MC Engineering, Inc	I & I Construction forcemain	Loan/Grant:...	24,566.66
09/30/2017	MC Engineering, Inc		Loan/Grant:...	29,283.64
09/30/2017	Geo Legal	Construction Easements	CRP:Sewer	4,425.00
10/03/2017	HD Excavating	Potholing for pipe size on ...	CRP:Sewer	1,448.00
10/03/2017	HD Excavating	Potholing - Prep for Force...	CRP:Sewer	17,812.00
10/03/2017	HD Excavating	Forcemain Prep	CRP:Sewer	16,221.50
10/10/2017	Pace	Forcemain Parts	CRP:Sewer	21,322.20
10/24/2017	Pace		CRP:Sewer	638.99
10/24/2017	Action Sanitary, Inc		CRP:Sewer	2,825.00
10/24/2017	Pace	parts needed for Forcemai...	CRP:Sewer	5,439.83
10/25/2017	Pace		CRP:Sewer	-3,174.06
10/25/2017	Pace	Forcemain	CRP:Sewer	258.63
10/25/2017	Pace		CRP:Sewer	809.01
10/26/2017	Action Sanitary, Inc		CRP:Sewer	3,362.50
10/27/2017	Pace	inventory/parts for Forcem...	CRP:Sewer	380.39
10/27/2017	Action Sanitary, Inc	Forcemain Work - Approve...	CRP:Sewer	5,200.00
10/31/2017	Clearlake Lava	I & I Construction	Loan/Grant:...	592.05
10/31/2017	MC Engineering, Inc	I & I Construction	Loan/Grant:...	2,276.83
10/31/2017	MC Engineering, Inc	I & I Construction	Loan/Grant:...	25,211.97
10/31/2017	Geo Legal	Forcemain	CRP:Sewer	1,540.00
11/12/2017	Clearlake Lava	WTP gray base	CRP:Sewer	91.87
11/30/2017	MC Engineering, Inc		Loan/Grant:...	27,978.78
11/30/2017	MC Engineering, Inc		Loan/Grant:...	648.33
12/04/2017	T & S Construction Co...	Forcemain - 1st Payment	Loan/Grant:...	328,669.78
12/14/2017	T & S Construction Co...		Loan/Grant:...	132,422.18
12/28/2017	Pace	Force Main Project	Loan/Grant:...	349.64
12/31/2017	MC Engineering, Inc		Loan/Grant:...	19,104.35
Total 126 - Forcemain (phase 1) Cap. Imprv.				726,848.61

Clearlake Oaks County Water District

Capital Improvements

01/12/18

Accrual Basis

As of December 31, 2017

Date	Name	Memo	Class	Amount
123 - USDA - Sewer Plant Cap Imprvmt				
07/17/2017	Adams Ashby	USDA WWTP	Loan/Grant:...	2,880.00
07/21/2017	MC Engineering, Inc	USDA WWTP Loan	Loan/Grant:...	4,273.22
08/01/2017	Adams Ashby		Loan/Grant:...	4,050.00
08/10/2017	MC Engineering, Inc		Loan/Grant:...	19,127.62
08/24/2017	USDA WWTP	Bond Counsel - The Weist...	Loan/Grant:...	-97,850.00
08/24/2017	USDA WWTP	District reimbursement for ...	Loan/Grant:...	-8,163.05
08/24/2017	USDA WWTP	District payoff of Bridge loan	Loan/Grant:...	-468,282.35
08/24/2017	USDA WWTP	District reimbursement for ...	Loan/Grant:...	-41,905.73
09/01/2017	Adams Ashby		Loan/Grant:...	2,520.00
09/19/2017	T & S Construction Co...	payment on Outlay report ...	Loan/Grant:...	204,012.50
09/30/2017	MC Engineering, Inc		Loan/Grant:...	33,455.63
10/02/2017	Adams Ashby	General Admin/Labor Com...	Loan/Grant:...	1,800.00
10/19/2017	T & S Construction Co...	USDA Outlay #3	Loan/Grant:...	75,466.27
10/31/2017	MC Engineering, Inc	WWTP USDA	Loan/Grant:...	27,679.39
11/07/2017	Adams Ashby	WWTP USDA LOAN	Loan/Grant:...	2,790.00
11/30/2017	MC Engineering, Inc		Loan/Grant:...	19,722.70
12/01/2017	Adams Ashby		Loan/Grant:...	2,250.00
12/14/2017	T & S Construction Co...	USDA WWTP Improve...	Loan/Grant:...	251,221.95
12/14/2017	T & S Construction Co...		Loan/Grant:...	302,100.00
12/31/2017	MC Engineering, Inc		Loan/Grant:...	11,838.31
Total 123 - USDA - Sewer Plant Cap Imprvmt				348,986.46
127 - Plant				
10/23/2017	Pace	Bypass to pump at WTP ...	CRP:Sewer	374.57
12/15/2017	Pace	capital improvements to C...	GL:Water	498.48
12/28/2017	Pace	Replaced injection manifol...	CRP:Water	31.50
12/28/2017	Pace	Replaced injection manifol...	CRP:Water	653.99
Total 127 - Plant				1,558.54
120 - Dist. General Cap. Improvements (EQUIPMENT - WAS 1011181)				
120.01 - GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)				
08/31/2017	ERS Industrial Servic...	main water treatment filter ...	CRP:Water	52,972.45
09/07/2017	Air Technology West	WTP Compressor	CRP:Water	8,064.75
09/11/2017	Air Technology West	reconditioned control panel...	CRP:Water	2,236.23
Total 120.01 - GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS ...				63,273.43
120.60 - Office (OFFICE EQUIPMENT - WAS 1011192)				
09/21/2017	Webstaurant Store	3 stainless steel mixer tabl...	GL:Water	628.97
09/28/2017	Quill	lateral file 2 drawers - per...	GL:Water	477.25
10/23/2017	Lake Mattress	printer table for WTP - Jas...	GL:Water	170.53
Total 120.60 - Office (OFFICE EQUIPMENT - WAS 1011192)				1,276.75
120.75 - SCADA				
08/11/2017	Southport Control Sol...	SCADA assistance; Modifi...	CRP:Water	1,630.50
08/11/2017	Southport Control Sol...	Install and Commission a ...	CRP:Water	1,123.00
09/09/2017	Southport Control Sol...	programming - updates	CRP:Water	1,703.00
Total 120.75 - SCADA				4,456.50
120 - Dist. General Cap. Improvements (EQUIPMENT - WAS 1011181) - Other				
10/05/2017	Mendo Mill	materials for installation of ...	GL:Sewer	12.59
10/11/2017	Jeff Pasquetti	Emergency purchase of a ...	CRP:Water	6,000.00
10/11/2017	Jeff Pasquetti	Purchase of a Generator - ...	CRP:Sewer	6,000.00
Total 120 - Dist. General Cap. Improvements (EQUIPMENT - WAS 1011181) - Other				12,012.59
Total 120 - Dist. General Cap. Improvements (EQUIPMENT - WAS 1011181)				81,019.27

Clearlake Oaks County Water District

Capital Improvements

01/12/18

As of December 31, 2017

Accrual Basis

Date	Name	Memo	Class	Amount
122 - Bldgs/Grounds Cap Improvements				
08/22/2017	Performance Mechani...	add additional supply duct ...	CRP:Water	1,350.00
09/17/2017	Clearlake Lava	Installation of loading ramp...	GL:Sewer	7,372.65
09/19/2017	Mendo Mill	CIP - valve box build at W...	GL:Water	49.39
09/19/2017	Mendo Mill	CIP - valve box build and i...	GL:Water	32.50
09/25/2017	Mendo Mill	Improvement CIP expense...	GL:Sewer	43.93
09/26/2017	Mendo Mill	stationary desk for Distrib...	GL:DC	102.80
09/27/2017	Mendo Mill	installation of new outlet b...	GL:Sewer	20.00
10/03/2017	HD Excavating	Capital Improvement to W...	CRP:Sewer	11,968.00
10/03/2017	HD Excavating	Capital Improvement to W...	CRP:Sewer	21,411.00
10/03/2017	HD Excavating	WTP electrical ditch - ditch...	CRP:Water	2,919.00
10/03/2017	Hydra-Stop Holdings ...	Repair approved - CSA 16 ...	CRP:Water	3,534.96
10/03/2017	Hydra-Stop Holdings ...	Repair approved - CSA 16 ...	CRP:Sewer	3,534.96
11/13/2017	Pace	Rebuilt manifold in chlorin...	CRP:Water	109.09
11/16/2017	Coastal Mountain Ele...	Trouble call power to panel...	CRP:Sewer	754.00
Total 122 - Bldgs/Grounds Cap Improvements				53,202.28
124 - D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.30 - Lift Stations				
124.31 - Lift Station 7 Bypass				
Total 124.31 - Lift Station 7 Bypass				
124.30 - Lift Stations - Other				
Total 124.30 - Lift Stations - Other				
Total 124.30 - Lift Stations				
124.50 - Mains				
08/27/2017	Clearlake Lava	Road Base	CRP:Sewer	150.15
Total 124.50 - Mains				150.15
124.60 - Meters				
Total 124.60 - Meters				
124.90 - Water Tanks				
08/22/2017	Aqua-Tech Company	tank diving for repair to Ce...	CRP:Water	2,750.00
Total 124.90 - Water Tanks				2,750.00
124 - D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
11/17/2017	Mendo Mill	Wood box for Lamperti	GL:DC	78.12
Total 124 - D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - W...				78.12
Total 124 - D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS ...				2,978.27
125 - Land - Dist. Cap. Improvements				
11/13/2017	Lagerlof, Senecal, Go...	675A & 589 Keys Blvd.	GL:Admin	615.50
Total 125 - Land - Dist. Cap. Improvements				615.50
129 - ALLOW. FOR DEPRECIATION				
07/10/2017	Greenbergs Quality M...	2008 Chevrolet Silverado- ...		25,700.00
Total 129 - ALLOW. FOR DEPRECIATION				25,700.00
210 - Cal Card				
07/20/2017	US Bank		GL:Water	849.03
08/02/2017	WRANGLER			-509.25
11/01/2017	US Bank	Credit from previous paym...	GL:Admin	-667.97
Total 210 - Cal Card				-328.19

12:11 PM

01/12/18

Accrual Basis

Clearlake Oaks County Water District
Capital Improvements
As of December 31, 2017

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
280 · Loan				
280.07 · Bridge Loan for Forced Main (install of Forced Main until state funding for the Inflow and Infiltration Rehab				
11/20/2017	West America Bank	Reimbursement for MC Inv...	Loan/Grant:...	-80,000.00
12/21/2017	West America Bank	To cover expenses T & S I...	Loan/Grant:...	-356,648.56
12/28/2017	West America Bank	Principal Balance \$79,650....	Loan/Grant:...	555.04
Total 280.07 · Bridge Loan for Forced Main (install of Forced Main until state funding...				-436,093.52
Total 280 · Loan				-436,093.52
TOTAL				961,466.78

My Accounts

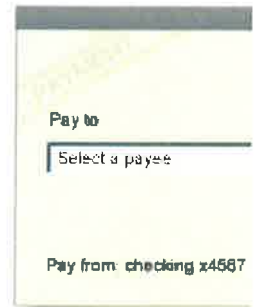
Get Help with Taxes

DEPOSIT ACCOUNTS		Manage mobile alerts	Make a transfer
CRP SEWER Checking *3745	Quick peek	\$232,620.77 **Available \$232,620.77	
GENERAL LEDGER Checking *9122	Quick peek	\$549,600.24 **Available \$577,777.95	
CRP WATER Savings *6990	Quick peek	\$459,770.04 **Available \$459,770.04	
TOTAL DEPOSIT ACCOUNTS			\$1,241,991.05



Make a Payment

TIERED COMMERCIAL LOANS			
Credit Line TCL Credit Line *1999	Quick peek	\$0.00 Available credit \$0.00	
Note TCL Note *1001	Quick peek	\$0.00 pay	
TOTAL TIERED COMMERCIAL LOANS			\$0.00



Outside Accounts

View My Spending

MY FINANCIAL INSTITUTION		
Checking	Quick peek	<h3>Add Outside Accounts</h3> <p>Keep track of all your other accounts and credit cards here.</p> <p>Add outside accounts</p>
Savings	Quick peek	
TOTAL		

No activity found within the last

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

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

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

www.treasurer.ca.gov/pmia-laif/laif.asp
January 10, 2018

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

Account Number:
90-17-001

Tran Type Definitions

December 2017 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	486,043.49
Total Withdrawal:	0.00	Ending Balance:	486,043.49

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Aged Accounts Receivable

As of 1/12/18

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
\$68,698.60	\$11,306.96	\$5,080.42	\$5,308.17	\$80,256.29	<u>\$170,650.44</u>

Total number of accounts with open balances: 796

These totals include all accounts on the Tax Roll

Clearlake Oaks County Water District
Payroll Summary
December 2017

	Hours	Rate	Dec 17
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Used	136	28.00	3,808.00
Holiday	169.75	28.00	3,973.16
Holiday Worked (x2.5)	22.25	43.30	1,309.11
Overtime (x1.5)	194.75	27.36	7,263.36
PTO	190.25	18.24	4,886.06
Straight Board	1,529.25	18.24	38,269.85
Duty Pay			1,200.00
			4,375.00
Total Gross Pay	2,242.25		65,084.54
Deductions from Gross Pay			
ACWA (pre-tax)			-2,505.30
AFLAC (pre-tax)			-322.44
AFLAC (taxable) AFTER TAX			-347.52
CALPers EE (Pretax)			-2,752.89
Total Deductions from Gross Pay			-5,928.15
Adjusted Gross Pay	2,242.25		59,156.39
Taxes Withheld			
Federal Withholding			-4,696.00
Medicare Employee			-902.72
Social Security Employee			-3,859.91
CA - Withholding			-1,338.93
CA - Disability			-560.32
Total Taxes Withheld			-11,357.88
Deductions from Net Pay			
Wage Garnishment			-1,238.98
Total Deductions from Net Pay			-1,238.98
Net Pay	2,242.25		46,559.53
Employer Taxes and Contributions			
Medicare Company			902.72
Social Security Company			3,859.91
Total Employer Taxes and Contributions			4,762.63

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Clearlake Oaks County Water District

Trial Balance

As of December 31, 2017

01/10/18

Accrual Basis

	Dec 31, 17	
	Debit	Credit
102.001 · GL - 9122	237,806.56	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	293,694.37	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	0.00	
102.02 · CRP Water - 6990	465,153.60	
102.03 · CRP Sewer - 3745	234,766.21	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · Const In Progress - Studies	137,351.65	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
126 · Forcemain (phase 1) Cap. Imprv.	596,745.63	
123 · USDA - Sewer Plant Cap Imprvmt	35,048.15	
USDA Project	0.00	
127 · Plant	1,558.54	
120 · Dist. General Cap. Improvements	12,012.59	
120 · Dist. General Cap. Improvements:120.01 · GENERAL EQUIPMENT	1,914,374.03	
120 · Dist. General Cap. Improvements:120.60 · Office	1,276.75	
120 · Dist. General Cap. Improvements:120.75 · SCADA	4,456.50	
120 · Dist. General Cap. Improvements:120.90 · Vehicles	0.00	
122 · Bldgs/Grounds Cap Improvements	8,528,840.28	
124 · D/C System Cap improvements	3,136,515.12	
124 · D/C System Cap Improvements:124.30 · Lift Stations	46,264.48	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Statio...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,938.73	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	7,965.04	
125 · Land - Dist. Cap. Improvements	300,385.50	
129 · ALLOW. FOR DEPRECIATION		7,721,470.00
200 · ACCOUNTS PAYABLE		53,176.93
210 · Cal Card	1,326.53	
210 · Cal Card:210.06 - Cal Card - Jason 3879	5,595.19	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	2,620.93	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.09 · USDA WWTP Loan	4,240.15	
280 · Loan:280.07 · Bridge Loan for Forced Main		436,093.52
280 · Loan:280.05 · USDA Bridge Loan		466,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		2,874.40
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical		734.97
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	

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Clearlake Oaks County Water District
Trial Balance
As of December 31, 2017

	Dec 31, 17	
	Debit	Credit
223.15 · GARNISHMENTS	5,694.50	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		2,660.56
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	
223.70 · WORKERS COMP PAYABLE	12,549.36	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	3,374.02	
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	5,104.91	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		706,698.67
500 · 2017 Storms:500.5 · FEMA Payment		242,325.00
500 · 2017 Storms:500.4 · CalOES Payment		66,639.00
500 · 2017 Storms:500.3 · JPIA Payment		434,484.29
Income:410 · Client Reg Pmt		1,052,724.90
Income:425 · CRP		322,932.71
Income:430 · Penalty & Interest		24,394.16
Income:430 · Penalty & Interest:430.1 · Condemnation Fund (589 Keys)		121.04
Income:435 · Loans/Grants:435-4 · USDA Conctruction Loan		281,691.34
Income:435 · Loans/Grants:435-3 · WWTP Reclamation Study		92,762.00
Income:440 · Misc Revenue		19,434.39
Income:450 · Other - Non S/W Rev		14,753.22
1000 · Storms 2017:1000.2 · February 8 thru TBD	30,982.05	
Loans/Grants:903 · WTP, Meters, and Backflow	1,861.33	
Loans/Grants:920 · Inflow & Infiltration Construct	4,800.00	
Loans/Grants:915 · USDA Construction Loan	201,164.66	
Salaries & EE Benefits:505 · Salaries & Wages	441,583.58	
Salaries & EE Benefits:510 · Contract Labor	6,000.00	
Salaries & EE Benefits:520 · FICA - District Share	32,622.52	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	87,422.90	
Salaries & EE Benefits:540 · PERS - District Share	42,387.18	
Salaries & EE Benefits:550 · Unemployment	503.81	
Salaries & EE Benefits:560 · Workers Comp Ins	11,045.01	
Services & Supplies:667 · Medical Reimbursement	215.00	
Services & Supplies:610 · Bank Fees	6,250.44	
Services & Supplies:620 · Communications & Internet	8,657.99	
Services & Supplies:622 · Board Exp	3,517.50	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	410.44	
Services & Supplies:630 · Equip - Office	1,754.88	
Services & Supplies:640 · Fuel & Oil	13,417.70	
Services & Supplies:645 · Insurance	27,550.00	
Services & Supplies:657 · Lab	21,720.14	
Services & Supplies:660 · Memberships & Subscription	41,920.31	
Services & Supplies:665 · Mileage Reimb	2,227.06	
Services & Supplies:670 · Postage & Shipping	5,359.03	
Services & Supplies:675 · Professional Services	51,545.98	

11:35 AM

Clearlake Oaks County Water District

01/10/18

Trial Balance

Accrual Basis

As of December 31, 2017

	Dec 31, 17	
	Debit	Credit
Services & Supplies:685 · Rents	14,346.49	
Services & Supplies:690 · Safety & Security	12,023.95	
Services & Supplies:700 · Tools & Instruments	3,294.07	
Services & Supplies:703 · Supplies - Clothing & Personal	1,020.06	
Services & Supplies:705 · Supplies - Office	8,045.38	
Services & Supplies:715 · Supplies-Chemicals-Operating	62,301.14	
Services & Supplies:720 · Supplies - Inventory - Other	23,958.28	
Services & Supplies:730 · Taxes - Licenses	2,056.60	
Services & Supplies:735 · Training (Classes, books, etc)	1,257.11	
Services & Supplies:745 · Travel / Lodging	200.46	
Services & Supplies:750 · Utilities	111,071.27	
Services & Supplies:760 · Waste Disposal	37,209.39	
Services & Supplies:795 · Yolo Co	24,813.22	
Services & Supplies:798 · Reconciliation Discrepancies	0.01	
Services & Supplies:799 · Misc	82.85	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	1,750.26	
Repairs & Replacement:810 · R&R Buildings & Grounds	21,989.82	
Repairs & Replacement:820 · R&R Lift Stations	911.61	
Repairs & Replacement:830 · R&R Equipment	8,427.95	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	12,284.67	
Repairs & Replacement:840 · R&R Vehicles	11,154.81	
9000 · Administration Labor:7057050 · ADMIN - CLERICAL LABOR - WATER	0.00	
66000 · Payroll Expenses	1.12	
TOTAL	18,332,445.96	18,332,445.96

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01/10/18

Clearlake Oaks County Water District
A/P Aging Summary
As of January 10, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alpha Analytical Labs	908.00	0.00	0.00	0.00	0.00	908.00
Aristotle Select - CUSI	14.00	0.00	0.00	0.00	0.00	14.00
CASH	26.00	7.20	0.00	0.00	0.00	33.20
Clearlake Machine Shop	145.65	0.00	0.00	0.00	0.00	145.65
Grainger	129.00	0.00	0.00	0.00	0.00	129.00
Herc Rentals	0.00	1,194.47	0.00	0.00	0.00	1,194.47
Lou's Gloves	352.00	0.00	0.00	0.00	0.00	352.00
McMaster-Carr	78.51	0.00	0.00	0.00	0.00	78.51
Napa Auto Parts	245.05	0.00	0.00	0.00	0.00	245.05
Northern Safety & Industrial	138.00	0.00	0.00	0.00	0.00	138.00
Pace	0.00	936.64	0.00	0.00	0.00	936.64
Pitney Bowes, Inc	451.45	0.00	0.00	0.00	0.00	451.45
Platt Electric	192.74	0.00	0.00	0.00	0.00	192.74
PR Diamon Products, Inc.	398.00	0.00	0.00	0.00	0.00	398.00
Susan Varga	69.85	0.00	0.00	0.00	0.00	69.85
SWRCB - LW Accounting	8,789.50	0.00	0.00	0.00	0.00	8,789.50
Thiala Schmitt	609.05	0.00	0.00	0.00	0.00	609.05
Wilson Repair Agriculture Equipme...	606.41	0.00	0.00	0.00	0.00	606.41
Yolo County Flood Control	2,340.87	0.00	0.00	0.00	0.00	2,340.87
TOTAL	<u>15,494.08</u>	<u>2,138.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,632.39</u>

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Account Payable Breakdown

Date: 1/12/2018

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$564,478.82	\$544,630.30	\$546,181.59
CRP Water	\$465,153.60	\$483,646.55	\$483,646.55
CRP Sewer	\$234,766.21	\$250,384.36	\$250,384.36
Current A/P Aging	\$17,632.39		

NOTES:

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

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

December 21, 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 Heeszel, Director
□ Mr. Samuel Boucher, Director, ABSENT √ Mr. Stanley Archacki, 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, was not available for this 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

Consent Items

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

1. Staff Written Operational Reports

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

2. Financial Reports for review and approval

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

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 11-16-17

4. Bills

- a. MC Engineering Invoice No.1580, dated 11/30/17, in the amount of \$27,978.78 for the Forced Main Design and Construction
- b. MC Engineering Invoice No.1583, dated 11/28/17, in the amount of \$19,722.70 for the USDA Project
- c. T & S Construction Invoice No. 1, dated 11/21/17, in the amount of \$328,669.78 for Lift Station 7 Forced Main.
- d. NTU Technologies, Inc. Invoice No. 10074, dated 11/1/17, in the amount of \$8,534.40 for approx. 900 gallons of Pro Pac 9890
- e. Telstar Invoice No. 92443, dated 11/30/17, in the amount of \$5,540.00, for 6" Wafer Mag Meter

Action Taken: Motion to accept consent items as corrected

HEESZEL/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

5. Agenda (Old Business)

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: Board directed General Manager to review current contract and make necessary amendments, and to be sure to add clause if in-sufficient funds are deposited into escrow for projected costs then Special Districts will have to deposit additional money into escrow account to cover all costs

- b. Discussion and update of sidewalk project

Action Taken: No Action

- c. Discussion and consideration of increasing General Manager's spending limit \$7,500, and Operations Manager's spending limit to \$5,000

Action Taken: Motion to increase General Manager's spending limit to \$8,000 and Operations Manager's spending limit to \$6,000

HOSIER/ARCHACKI M/S/C

AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI

NOES: NONE

ABSENT: BOUCHER

6. Agenda (New Business)

- 7. Administer Oath of Office for newly elected Board of Directors for two year un-expired term

- a. Mary Margaret Medeiros
- b. Judith Heeszal

- 8. Administer Oath of Office for newly elected Board of Director for a four year term

- a. Sam Boucher (took his oath on 12/14/17)
- b. Stan Archacki

Action Taken: Oath was given to new board members

- c. Discussion and consideration of nominations and elections of Board President and Vice President

Action Taken: Director Heeszal nominated Director Medeiros for Board President and Director Archacki nominated Directed Karl Hosier for Vice President, no other nominations were made. Motion was to made to accept nominations.

**HEESZEL/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI
NOES: NONE
ABSENT: BOUCHER**

- d. General Managers discussion on staff certification

Action Taken: No Action

- e. Discussion and consideration of District's policy on Mobile Home Parks Sewer Forfeiture

**Action Taken: Motion to accept policy on Mobile Home Parks Sewer Forfeiture
HOSIER/ARCHACKI M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI
NOES: NONE
ABSENT: BOUCHER**

- f. Discussion and consideration of a temporary positon (2 to 3 days per week) to pull all stumps out of ponds at sewer plant

Action Taken: Motion to approve temporary position using CRP Sewer account with a preferred option to rent a back hoe if employee can work full time

**HOSIER/HEESZEL M/S/C
AYES: MEDEIROS/HOSIER/HEESZEL/ARCHACKI
NOES: NONE
ABSENT: BOUCHER**

Closed Session Time: 5:45 p.m.

- a. Existing litigation: Estep vs. CLOCWD
- b. Existing litigation: Parker vs. CLOCWD
- c. Anticipated litigation:
 - 1. Two cases

Open Session Time: 5:46 p.m.

Action Taken in Closed Session: The Board discussed one case of anticipated litigation, no action was taken, no other items were discussed.

Vice President Hosier motioned to adjourn seconded by Director Heeszal at 5:46 p.m.

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

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

**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

January 9, 2018

This meeting will be conducted by Roberts Rule of Order.

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

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Public comment on non-agenda items

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AGENDA

Call to Order – 10:32 AM

Pledge of Allegiance

Roll Call

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

√ Mr. Alan Gardner – General Manager □ Mr. Jason Mitchell – Operations Manager, Absent
√ Mrs. Dianna Mann - Secretary to the Board √ Olivia Mann – In Training
Legal Counsel, Scott Nave, on speaker phone

New Business

- a. Discussion and consideration of approving contract with State Water Resource Control Board (SWRCB) for Waste Water Infrastructure Rehabilitation Project, Agreement No. D17-04010, Project No. C-06-8056-210

Action Taken: Motion to approve contract with SWRCB for the above project

ARCHACKI/HOSIER M/S/C

AYES; MEDEIROS/HOSIER/ARCHACKI

NOES; NONE

ABSENT; HEESZEL/BOUCHER



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
12/31/2017	1591

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	01/30/2018	Forcemain Design and Construction	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	29	160.00	4,640.00	
Operations Management Engineer, John Pedri, PE	7	155.00	1,085.00	
Assistant Engineer, Jared P. Nelson	55.5	115.00	6,382.50	
Engineering Tech	43.5	65.00	2,827.50	
Administrative Support	1	65.00	65.00	
162 Mi @ \$0.535 / Mi - to Clearlake (12-17) back (12-21) 324 miles total , partial cost to USDA job - Jared Nelson		86.67	86.67	
130 Mi @ \$0.535 / Mi - to Clearlake (12-10) back (12-16) 310 miles total, partial cost to USDA job - Jared Nelson		69.55	69.55	
135 Mi @ \$0.535 / Mi - to Clearlake (12-3) back (12-8) 300 miles total, partial cost to USDA job - Jared Nelson		72.23	72.23	
Domenichelli and Associates Inv 5 1/3/18		3,875.90	3,875.90	
<i>Alp 12/6 - 4/6 JHS Const</i>				
Total			\$19,104.35	
Payments/Credits			\$0.00	
Balance Due			\$19,104.35	

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

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MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
12/31/2017	1592

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	01/30/2018	Reclamation Evaluation	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	27.5	150.00	4,125.00	
Assistant Engineer, Jared P. Nelson	41.5	95.00	3,942.50	
Operations Management Engineer, John Pedri, PE	1.5	145.00	217.50	
Engineering Tech	1	55.00	55.00	
Administrative Support	1.5	55.00	82.50	
AES Inv 6133544 12/31/17		8,820.41	8,820.41	
<i>130 - 4G Reclamation Study</i>		Total		\$17,242.91
		Payments/Credits		\$0.00
		Balance Due		\$17,242.91

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

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MC Engineering, Inc.
6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
12/31/2017	1593

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	01/30/2018	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	66.5	97.85	6,507.03	
Project Manager, Mark Carey, PE	11	139.05	1,529.55	
Administrative Support	1	56.65	56.65	
162 Mi @ \$0.535 / Mi - to Clearlake (12-17) back		86.67	86.67	
(12-21) 324 miles total, partial expense - Jared Nelson				
180 Mi @ \$0.535 / Mi - to Clearlake (12-10) back		96.30	96.30	
(12-16) 310 miles total, partial expense - Jared Nelson				
165 Mi @ \$0.535 / Mi - to Clearlake (12-3) back (12-8)		88.28	88.28	
300 miles total, partial expense - Jared Nelson				
232 Mi @ \$0.535/ Mi - 12/12/17 Mark Carey and Julie		124.12	124.12	
Stantec Inv 1293611 12/14/17		1,392.16	1,392.16	
Domenichelli and Associates Inv 6 1/3/18		1,957.55	1,957.55	
		Total	\$11,838.31	
		Payments/Credits	\$0.00	
		Balance Due	\$11,838.31	

Alp 123- 46 USDA WWTP Jan

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

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Contractor's Application for Payment No. #2 (December)

Application Period:	11/23/2017 - 12/22/2017	Application Date:	12/14/2017
To (Owner):	CLOCWD	Via (Construction Manager):	Jared Nelson
Project:	Phase 1 - Liftstation No. 7 Forecmain	Engineer's Project No.:	1709
Owner's Contract No.:			

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions	
				\$912,000.00
				\$0.00
				\$912,000.00
				\$485,359.96
				\$22,976.50
				\$1,291.50
				\$24,268.00
				\$461,091.96
				\$328,669.78
				\$132,422.18
				\$450,908.04

1. ORIGINAL CONTRACT PRICE	\$912,000.00
2. Net change by Change Orders	\$0.00
3. Current Contract Price (Line 1 ± 2)	\$912,000.00
4. TOTAL COMPLETED AND STORED TO DATE	\$485,359.96
5. RETAINAGE:	
a. 5% X \$459,530.00 Work Completed.....	\$22,976.50
b. 5% X \$25,829.96 Stored Material.....	\$1,291.50
c. Total Retainage (Line 5a + Line 5b).....	\$24,268.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$461,091.96
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$
8. AMOUNT DUE THIS APPLICATION	\$
9. BALANCE TO FINISH, PLUS RETAINAGE	\$
(Column G on Progress Estimate + Line 5 above).....	\$

Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is recommended by:	\$	12-15-17 (Date)
Payment of:	\$	12-15-17 (Date)
is recommended by:	\$	12-19-17 (Date)
is approved by:	\$	(Date)
Approved by:	\$	(Date)

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Matthew Stephan Date: _____



Clearlake Oaks County Water District
 P O Box 709 Clearlake Oaks, Ca 95423 (707) 998-3322 (707) 998-1245

Purchase Order

PO NO: _____

Date: 01/04/2018

Vendor: NTU TECHNOLOGIES

Phone: 800-342-6733

Address: P.O. BOX 55048

Fax: 818-788-8809

City, State, Zip: SHERMAN OAKS, CA. 91413

Contact Name: Evie@ntutechnologies.com

Item	Description	Quantity	Unit Price	Amount
1	PRO PAC 9000 (COAGULANT)	50,000 LBS +/-	.38	20,000.00
Comments:			Sub-total	
Above price of .38 cents per lb includes delivery.			Sales Tax .0875	
			Freight	
			Grand Total	

Please Choose or TYPE Costing Code/s:

Ship to: WATER PLANT
12545 E. HWY. 20, CLEARLAKE OAKS, CA.

Scroll Down

Clearlake Oaks, CA 95423

Scroll Down

REQUISITIONER:  DAVE SHERRON

DATE 01/04/2018

ORDERED BY: _____

DATE _____

MANAGER'S AUTHORIZATION: _____

DATE _____

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**CLEARLAKE OAKS COUNTY
WATER DISTRICT**

P. O. Box 709
12952 East Hwy. 20
Clearlake Oaks, CA 95423

Contract for Consulting Services

CONSULTANT: MC Engineering
CONTRACT NO.: 18-102

I. SCOPE OF THE SERVICES

The services to be rendered ("Services") consist of: Consultant to assist District by preparing plans, specifications, and estimates and providing construction related services for the proposed water infrastructure related work, Highway 20 Water Main Replacement Project, subject to funding by the SWRCB as further defined by the attached proposal dated 1/12/18, included herewith as Attachment B.

II. COMPENSATION FOR SERVICES

Consultant's total compensation for Services performed under this Agreement is to be paid as per attached schedule of rates and charges, with a guaranteed not to exceed total compensation, including all fees, costs, and expenses, of \$185,499.60.

III. SCHEDULE OF PERFORMANCE

Consultant shall commence the Services immediately upon receipt of a Notice to Proceed from the District and complete the Services by the dates stated in Attachment B.

IV. TERMS AND CONDITIONS

- (1) Consultant shall perform the Services in accordance with the terms and conditions of this Agreement, INCLUDING THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE.
- (2) Contract number must appear on all invoices and correspondence. Send invoices to ATTN CLEARLAKE OAKS WATER DISTRICT, P. O. BOX 709, 12952 EAST HWY 20,, CLEARLAKE OAKS, CA 95667.
- (3) Changes made to printed Terms and Conditions on this Agreement are null and void unless approved in writing by the District's General Counsel.
- (4) Consultant must comply with Appendix A – Insurance Requirements, Attachment B – MC Engineering –Scope of Work, each of which is incorporated by reference herein. MC Engineering expressly accepts all terms incorporated therein.

MC ENGINEERING ("Consultant")

CLEARLAKE OAKS WATER DISTRICT ("District")

Mark A. Carey, P.E., Its President

Date

Margaret Medeiros, Its Board President

Date

GENERAL TERMS AND CONDITIONS

1. Purchase Agreement ("Agreement") Force and Effect. Clearlake County Water District ("District") is not responsible for services rendered without the authority of an agreement on this form. This Agreement shall supersede and control over all inconsistent provisions in any proposal. The provisions of this Agreement (which may include attachments) constitute the entire agreement between the Consultant and District regarding the work and services described herein. No representation, term or covenant not expressly specified in this Agreement shall, whether oral or written, be a part of this Agreement. No modification of this Agreement shall be effective unless it is in writing. This Agreement shall supersede all other prior purchase agreements and agreements between Consultant and District with respect to the work and services described herein. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of District and Consultant. The headings in this Agreement are for convenience only and do not affect the construction of this Agreement.

2. Performance of Services/No Assignment. Time is of the essence in the performance of the Services. Consultant represents that it is skilled in the professional discipline necessary to perform the Services. Consultant will perform its Services in a skillful manner, comply fully with criteria established by District, and with applicable laws, codes, and all applicable professional standards. Consultant shall not contract any portion of the Services or otherwise assign this Agreement without prior written approval of District. (Consultant shall remain responsible for compliance with all terms of this Agreement, regardless of the terms of any such assignment.) Consultant's authorized representative is the individual signing this Agreement unless Consultant otherwise informs District in writing and the District approves the new person in writing. The granting of any payment, and any inspections, reviews, approvals or oral statements by any District representative, or certification by any governmental entity, shall in no way limit Consultant's obligations under this Agreement.

3. Records and Payment Requests. Consultant shall submit all billings with all necessary invoices or other appropriate evidence of performance, after which District shall make payment within thirty (30) days. District shall have the right to audit the Consultant's work records. Consultant shall make available to District, its authorized agents, officers, or employees, any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursement charged to District, for examination. Consultant shall furnish to District, its authorized agents, officers, or employees, such other evidence or information as District may require with regard to any such expenditure or disbursement charged by Consultant. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the services for at least three (3) years following completion of the Services, except that all such items pertaining to hazardous materials shall be maintained for at least thirty (30) years. Such records include, but are not limited to, correspondence, internal memoranda, calculations, books and accounts, accounting records documenting its work under this Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement. Consultant shall permit District to audit, examine and make copies, excerpts and transcripts from such records. The State of California Water Resources Control Board or any federal or state agency having an interest in the subject of Agreement shall have the same rights conferred to District by this section. Such rights shall be specifically enforceable.

4. Independent Contractor. Consultant is an independent contractor and does not act as District's agent in any capacity whatsoever. Consultant is not entitled to any benefits that District provides to District employees, including, without limitation, worker's compensation benefits or payments, pension benefits, health benefits or insurance benefits. Terms within this Agreement regarding direction apply to and concern the result of the Consultant's provision of Services not the means, methods, or scheduling of the Consultant's work. Consultant shall be solely responsible for the means, methods, techniques, sequences and procedures with respect to its provision of Services under this Agreement. Consultant shall pay all payroll taxes imposed by any governmental entity and will pay all other taxes not specifically identified in this Agreement as District's responsibility.

5. Indemnity/Liability. To the fullest extent permitted by law (including, without limitation, California Civil Code Section 2782), Consultant shall defend (with legal counsel reasonably acceptable to the District), indemnify and hold harmless District and its officers, agents, departments, officials, Board of Directors, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Consultant or its sub-consultants), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants and/or expert witnesses incurred in connection therewith and costs of investigation) that arise from or relate to, directly or indirectly, in whole or in part, but only to the extent that any of the

above arise out of, pertain to, or relate to the negligent or reckless act or omission, or willful misconduct, of Consultant, any sub-consultant, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in whole or in part by the sole negligence or willful misconduct of any Indemnitee.

6. Conflict of Interest. Consultant represents and warrants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of work and services required under this Agreement. Without limitation, Consultant represents to and agrees with District that Consultant has no present, and will have no future conflict of interest between providing District services hereunder and any interest Consultant may presently have, or will have in the future, with respect to any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to District, as determined in the reasonable judgment of District.

7. Confidentiality. Any information, whether proprietary or not, made known to or discovered by Consultant during the performance of or in connection with this Agreement for District, will be kept confidential and not be disclosed to any other person. Consultant will immediately notify District in writing if it is requested to disclose any information made known to or discovered by during the performance of or in connection with this Agreement. These conflict of interest, confidentiality and future service provisions and limitations shall remain fully effective indefinitely after termination of services to District hereunder.

8. Ownership of Results. Any interest (including copyright interests) of Consultant or its sub-consultants (together, "**Sub-consultants**"), in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Consultant or its Sub-consultants in connection with the Services, shall become the property of District. To the extent permitted by Title 17 of the United States Code, work product produced under this Agreement shall be deemed works for hire and all copyrights in such works shall be the property of District. In the event that it is ever determined that any works created by Consultant or its Sub-consultants under this Agreement are not works for hire under U.S. law, Consultant hereby assigns to District all copyrights to such works. With District's prior written approval, Consultant may retain and use copies of such works for reference and as documentation of experience and capabilities.

9. Non-Discrimination Policy. Consultant shall not discriminate against any employee or applicant for employment, nor against any Sub-consultant or applicant for a subcontract, because of race, color, religious creed, age, sex, actual or perceived sexual orientation, national origin, disability as defined by the ADA or veteran's status. To the extent applicable, Consultant shall comply with all federal, state and local laws (including, without limitation, all District rules and regulations) regarding non-discrimination, equal employment opportunity, affirmative action and occupational-safety-health concerns, shall comply with all applicable rules and regulations thereunder, and shall comply with same as each may be amended from time to time. Consultant shall provide all information reasonably requested by District to verify compliance with such matters. Consultant stipulates, acknowledges and agrees that District has the right to monitor Consultant's compliance with all applicable non-discrimination requirements, and may impose sanctions upon a finding of a willful, knowing or bad faith noncompliance or submission of information known or suspected to be false or misleading.

10. Termination and Suspension. District may direct Consultant to terminate, suspend, delay or interrupt Services, in whole or in part, for such periods of time as District may determine in its sole discretion. District may issue such directives without cause. District will issue such directives in writing, and compensate Consultant shall be paid for services satisfactorily rendered, subject to District's reasonable approval, through the date of termination. Consultant may recover no other cost, damage, or expense. Suspension of Services shall be treated as an excusable delay. District may terminate performance of the Services under this Agreement in whole, or from time to time in part, for default, should Consultant commit a material breach of the Agreement, or part thereof, and not cure such breach within ten (10) calendar days of the date of District's written notice to Consultant demanding such cure. In the event District terminates the Agreement for default, Consultant shall be liable to District for all loss, cost, expense, damage and liability resulting from such breach and termination. Consultant shall continue its work throughout the course of any dispute, and Consultant's failure to continue work during a dispute shall be a material breach of this Agreement. Either party's waiver of any breach, or the omission or failure of either party, at any time, to enforce any right reserved to it, or to require strict performance of any provision of this Agreement, shall not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter to enforce or compel strict compliance with every provision hereof.

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11. Public Records Act. Both parties understand and agree that District must comply with the California Public Records Act ("Act"). If Consultant believes that any document or information furnished to District in connection with Consultant's performance of services is exempt from public disclosure under the Act, it shall so advise District in writing at the time the document or information is furnished.

12. Survival. Without limiting any of the parties' other rights or obligations arising from this Agreement, and in addition to all other provisions indicated as surviving the termination or expiration of this Agreement, the following provisions will survive any termination or expiration hereunder: 3, 4, 5, 7, 8, 10, 11, 12 and 13.

13. Execution: Venue: Limitations: Miscellaneous. This Agreement shall be deemed to have been executed in the County of Lake, California. Enforcement of this Agreement shall be governed by the laws of the State of California, excluding its conflict of laws rules. The exclusive venue for all litigation arising from or relating to this Agreement shall be in the County of Lake. Except as expressly provided in this Agreement, nothing in this Agreement shall operate to confer rights or benefits on persons or entities not party to this Agreement. As between the parties to this Agreement, any applicable statute of limitations for any act or failure to act shall commence to run on the date of District's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause. Captions to sections and subsections are for the convenience of the parties, and are not to be considered when construing this Agreement. The agreements contained herein shall not be construed in favor of or against any party, but shall be construed as if all parties prepared this Agreement. All terms not otherwise defined in this Agreement shall have the meanings provided in the Appendices or, if applicable, in the construction contract with the general contractor on the project.

14. Attorneys' Fees. If either party institutes or is required to defend any legal proceeding, action or motion to enforce, interpret or rescind the terms of this Agreement, the prevailing party shall be entitled to recover all costs and expenses, specifically including, but not limited to, reasonable attorneys' fees.

15. ADA Compliance. If, in the course of conducting the Services subject to this Agreement, Consultant offers a public program, service, or meeting on behalf of the District, Consultant shall, in accordance with the Americans with Disabilities Act and California law, offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities and shall, upon reasonable request provide reasonable accommodations for persons with disabilities including information or materials in appropriate alternative formats.

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Appendix A to Contract For Consulting Services

INSURANCE REQUIREMENTS

Consultant shall carry all of the following insurance and shall comply with the following requirements:

Commercial General Liability Insurance, written on an "occurrence" basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, liability for slander, false arrest and invasion of privacy, blanket contractual liability, broad form endorsement, and products & completed operations, personal and advertising liability, with limits of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate, subject to a deductible of not more than \$25,000 payable by Consultant, and Excess/Umbrella Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate.

Commercial automobile liability insurance with limits of not less than \$1,000,000 each occurrence including coverage for owned, scheduled, hired and non-owned autos.

Workers' Compensation and Employers' Liability insurance in at least such amounts as are required by law. Consultant's Workers' Compensation Insurance policy shall, by endorsement, contain a Waiver of Subrogation as to each named and additional insured.

In the event Consultant is self-insured, Consultant shall furnish a Certificate of Permission to Self-Insure, signed by Department of Industrial Relations Administration of Self-Insurance, State of California.

In the event the Consultant does not have any employees as defined under the State of California Workers' Compensation laws, Consultant shall sign the District's "Workers' Compensation Certificate for Independent Contractors", which states:

Contractor hereby certifies that he/she/it is aware of the provisions of Section 3700 of the Labor Code of the State of California, which requires every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the work of this contract.

In addition, Contractor represents that he/she/it does not presently employ anyone in the manner subject to the workers' compensation laws of the State of California and that if Contractor does employ any such person during the time Contractor is performing this contract, Contractor will promptly provide the District with proof of workers' compensation insurance in the amount required by law.

Professional Liability Insurance with limits not less than \$1,000,000 each claim and \$1 million annual aggregate, all with respect to negligent acts, errors or omissions in connection with services to be provided by or on behalf of the Consultant under this Agreement, including contractual liability coverage to the extent insurable, and any deductible not to exceed \$25,000 for each claim, with no exclusion for claims of one insured against another insured. Consultant shall maintain said insurance coverage for a period of ten (10) years after the completion of the construction of the project for which Services are provided and shall, upon request of District, provide certificates of insurance evidencing Consultant has maintained said coverage. The policy shall have a retroactive date (prior acts coverage) that precedes the start of the design services under this Agreement, and the Consultant shall provide a copy of the declarations page showing the retroactive date.

Certificate(s) of Liability Insurance:

Acceptability of Insurers – Insurance is to be placed with insurers authorized to do business in the State of California and have a current A.M. Best rating of no less than A X or equivalent or as otherwise approved by the District. Certificate(s) of Liability Insurance shall include the A.M. Best or NAIC number for each insurer.

A notation of "All Operations" or the Bid Number and/or Job Title must be included on the certificate(s) and on all endorsements. (Note: "All Operations" covers all current and future operations with the District. Minimum coverage must be in accordance with bid or contract specifications.)

The Certificate Holder shall read as follows:

Clearlake Oaks County Water District
P. O. Box 709
Clearlake Oaks, CA 95423

Written notice of cancellation, non-renewal or of any material change in the policies shall be mailed to District thirty (30) days in advance of the effective date thereof, except in the event of cancellation due to non-payment of the premiums, the notice of cancellation shall be mailed within ten (10) days.

The authorized Insurance Agency Representative's original signature is required on the Certificate of Liability Insurance.
Endorsements - Insurance policies shall contain an endorsement containing the following terms:

Additional Insured endorsements: Provide separate additional insured endorsements for the Commercial General Liability, Excess/Umbrella Liability and Commercial Auto Liability policies that contain the following terms:

CLEARLAKE OAKS COUNTY WATER DISTRICT, its Board of Directors, officers, employees, representatives, consultants (including without limitation Engineer) and agents, shall be named as additional insureds, but only with respect to liability arising out of the activities of the named insured.

A Statement of Additional Insured Endorsement on the Acord Certificate of Liability Insurance form is insufficient and will be rejected as proof of the additional insured requirement.

Primary / Non-contributory endorsement - Insurance shall be primary insurance and no other insurance or self-insured retention carried or held by any named or additional insureds other than Consultant shall be called upon to contribute to a loss covered by insurance for the named insured.

Waiver of Subrogation - Consultant's Workers' Compensation Insurance policy shall contain, by endorsement, a Waiver of Subrogation as to each named and additional insured.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by the District prior to commencement of work.

The policies shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.

Consultant shall ensure all Sub-consultants and any other person or entity assisting with provisions of this work shall maintain the same level of coverages specified in these insurance requirements at all times during performance hereunder.

Consultant shall, upon request of District, deliver to District such policy or policies of insurance and the receipts for payment of premiums thereon.

Continuation of Coverage - All said insurance shall be maintained by the Consultant in full force and effect during the entire period of performance.

Renewal certificates must be received by the District at least ten (10) days prior to the expiration date in agreement to ensure continuation of contract.

All correspondence and renewal certificates may be e-mailed to an email address provided to Consultant for that purpose by District or, if none, shall be mailed to:

Clearlake Oaks County Water District
P. O. Box 709
Clearlake Oaks, CA 95423

Other than Professional Liability, any insurance policy written on a claims-made basis is subject to the approval of the District.

Attachment B
Clearlake Oaks County Water District Highway
20 Waterline Replacement Project
Engineering Design and Construction Services

Prepared 01/12/2018

Background

MC Engineering, Inc. has prepared this proposal in response to an immediate need to design and construct 3 major pipe segments on State Highway 20 in Clearlake Oaks, CA. The work is being expedited in preparation for surface improvements, which include, among other things, new sidewalks and light poles that are being designed and constructed by others and funded on behalf of Lake County by the State's "Safe Schools" grant program. Plans, specifications, and bidding for the Safe Schools project was completed previously and scheduled for construction in the Spring and Summer of 2018. The goal of this project is to expedite related underground in an effort to avoid damaging the new surface improvements during construction of the underlying water mains.

MC Engineering, Inc., on behalf of the Clearlake Oaks County Water District (CLOCWD), completed a Water Master Plan under a grant funded by the Department of Water Resources in 2016. The Master Plan identified various treatment, storage, pumping, and distribution facilities in dire need of repair, replacement, and, in the case of mains, upsizing to meet increased fire flow demands. A hydraulic model was prepared which identified bottlenecks and reduced capacity in the existing 4 inch lines along Highway 20 from around Lake Street to Keys Blvd (see Attachment A depicting the proposed area of work).

The proposed project work by MC Engineering described in this proposal includes surveying, base map preparation, design, and construction services for the following pipe segments:

- Approximately 1400 LF of new 12" C900 PVC pipe and related service tie-ins from around Lake Street to Schindler Street on the south side of Hwy 20
- Approximately 1670 LF of new 10" PVC pipe and related service tie-ins from around Lake Street to Schindler Street on the north side of Hwy 20
- Approximately 1575 LF of new 12" C900 PVC pipe and related service tie-ins from around Butler Street to Keys Blvd on the south side of Hwy 20

The Scope of Work below assumes that the project can be amended to the County's existing encroachment permit with Caltrans if necessary and that the proposed surface improvements will be completed by others immediately following the pipeline construction along each segment. This will require close coordination between CLOCWD and their customers, Lake County, and Caltrans. It is further assumed that two-way traffic will be maintained at all times during construction by placing the pipe as far as possible from the traveled way.

The team proposed for the project has recently successfully completed other design and construction work for CLOCWD in recent months and MC Engineering, Inc. is familiar with the funding agency protocols. This knowledge will help expedite plans and approvals and reimbursement processing with the State of California.

Scope of Work

Task A, Project Management

This task includes monthly invoicing and expense processing, budget review and reporting, coordination with subcontractors, and miscellaneous management tasks associated with the project design and construction contract.

Deliverables: Monthly invoices and budget status reports

Task 1, Design and Related Services

Task 1.1, Initial Field Review and Record Search

This task includes reviewing drawings provided by the District for the existing waterlines and proposed improvements under the Safe Schools design by others. Meter and turnout locations will be reviewed and marked in the field and identified in advance of the topographic survey by the team's surveyor. It is assumed that all existing meters and services to the residences and businesses will remain and that new service laterals will be constructed from the new main to the District's side of existing meters. In some cases, there is a separate parallel 2" that feeds the individual services which may be abandoned in place. It is assumed that any potholing needed to locate existing facilities would be provided by the District crews.

Deliverables: Field markings of existing services, compilation of existing record drawings, notes and related documentation relevant to the proposed Safe School project design.

Task 1.2, Topographic Survey and Base Map Preparation

A base topographic map will be prepared with one foot contours based on a previous control network established for the water and sewer systems using the original benchmarks and control basis to help ensure compatibility with all other CLOCWD assets. This will involve close coordination with the proposed Safe Schools project which may be designed using a different basis of control. Related work will include a cursory review only of existing easements to help determine if right-of-way exists for the proposed alignment. Acquisition of any new easements is not included in this scope and it is assumed that the District would provide any necessary new easements, legal review required, etc. Construction staking is not included.

Deliverables: Topographic base map depicting existing roadway, utilities, and services for subsequent use in preparing plan and profile sheets.

Task 1.3, Geotechnical Recommendations

A technical memo will be prepared by RGH Engineering under this task based solely on their opinion of soil conditions that might be encountered during construction. RGH will rely on historic borings and knowledge of the project area and no borings will be done in an effort to minimize design related costs. It is recognized that in the absence of borings on the actual alignment, conditions during construction could be different and may need to be re-evaluated during subsequent construction related field reviews by RGH.

Deliverables: Technical memo summarizing known soils information along with preliminary recommendations for trench backfill and compaction during construction.

Task 1.4, 70% Plan and Profile Sheet Design, Specifications, and Estimate

This task will include preparing 70% plan and profile sheets of approximately 4650 LF of waters-main as described above. It is assumed that the District will provide all necessary new easements, if necessary, under a separate contract with the surveyor based on the alignment in the 70% design. We have included up to two days of additional survey work to include pothole locations, additional topo shots, etc. for the final design under this task.

Deliverables: Approximately 10 plan and profile sheets at a scale of 1"= 20'. Draft Specifications/Project Manual

Task 1.5, Design Review Workshop

A design review workshop will be attended after completion of the 70% plans and specifications. The meeting will be attended by Mark Carey and John Pedri of MC Engineering, Inc.

Deliverables:

Presentation of initial design drawings and specifications, agenda, and meeting minutes summarizing action items District comments on the initial design submittal.

Task 1.6, 100% Plan and Profile Sheet Design, Specifications, and Estimate

Final biddable plans will be prepared under this task that incorporate District comments on the 70% design.

Deliverables:

Plan and Profile sheets and final details for connection to existing mains and services

Task 2, Bidding Services

Task 2.1, Bid Advertisement and Assistance

MC Engineering will post the plans and specifications at the Sacramento, Redding, and Santa Rosa Builders exchanges. A dropbox will also be established so that contractors can download plans and specs directly from MC Engineering if desired. Electronic copies will be forwarded to AE Reprographics in Rancho Cordova where bidders can request printouts of the plans and specs at their cost. MC Engineering will also prepare an ad and place it in up to three relevant newspapers.

Deliverables:

Ad for placement in local papers, receipts of advertising expenses, electronic copies of documents distributed as described above.

Task 2.2, Prebid Meeting

MC Engineering will attend a prebid meeting to be held at the District's office with prospective bidders. After the meeting is held, MC Engineering will prepare and distribute the meeting notes and attendee list to all in attendance.

Deliverables:

Brief presentation of project, meeting minutes, and attendee list for distribution.

Task 2.3, Addenda and Responses During Bidding

As noted above, it is assumed that comments from the State and other related input may need to be addressed by addendum in order to keep the project on schedule. MC Engineering will prepare one addendum prior to the final bid date to address these items.

Deliverables:

One addendum and related revised plans and specifications for final bid

Task 2.4, Contractor Selection and Award Assistance

Under this task, MC Engineering will review contractor qualifications and prepare correspondence summarizing findings prior to the District's Notice of Award to the proposed contractor. MC Engineering will call references and summarize information for the District. Bid documents will be reviewed for consistency with the specifications and bid submittal requirements.

Deliverables: Summary of contractor qualifications based on references and related information prior to Notice of Award. Checklist of bid submittal requirements.

Task 2.5, Prepare Conformed Drawings and Specifications

Under this task a final set of conformed construction drawings and specifications will be prepared based on all addenda, comments from the State, and feedback from contractors during bidding.

Deliverables: A total of four hardcopy sets of the plans and specifications will be prepared under this task. Additional sets for the contractor will be at their cost for reproduction. Up to four additional half size (11 x 17) sets of the plans will also be prepared.

Task 3, Inspection and Design Services During Construction

Task 3.1, Preconstruction Meeting

MC Engineering will schedule and attend a preconstruction meeting under this task.

Deliverables: Meeting agenda and meeting minutes, emails and misc. correspondence to set up meeting

Task 3.2, Submittal Review and Processing

It is assumed that various submittals will be processed under this task including pipe materials, fittings, backfill material, traffic plan and tie-in schedules, connection details, and misc. coordination requirements.

Deliverables: Submittal forms and comments, processing of approved submittals and filing system to be maintained throughout construction and forwarded to CLOCWD for permanent records.

Task 3.3, Weekly Construction Meetings

It is assumed that a dedicated RE will assist in the water main replacement project and attend up to 10 weekly construction meetings. A registered professional engineer will serve as the RE and attend each weekly meeting.

Deliverables: Weekly agenda, meeting minutes, action items, and issues logs, misc. correspondence during construction.

Task 3.4, Inspection Services

It is assumed that a dedicated inspector will be assigned to the project a minimum of 4 days/week given the critical nature of the work. It is further assumed that the construction will be completed within 10 weeks with eight hours per day budgeted for inspection of the pipeline and related tie-ins. Other MCE staff from the related wastewater work and/or District personnel will provide backup one day per week. Construction files will be shared with District personnel on an internet accessible site. It is further assumed that the District staff will provide all coordination with property owners for related notices, shutdowns, and flushing and testing of services.

Deliverables: Daily field reports, progress photos, misc. correspondence and construction documentation on a shared internet accessible site.

Task 3.5, Materials Testing During Construction

Compaction and related testing will be performed by a subconsultant to MC Engineering (RGH). At discrete intervals the inspector and RE will call for test results and these will be performed and documented as the project progresses. RGH will review backfill material, AC pavement, and related compaction.

Deliverables: Compaction test results, review comments on AC and backfill material submittals.

Task 3.6, Prepare Final Punchlist

Under this task, the MC Engineering Inspector and RE will conduct a final walkthrough, develop an initial punchlist, and work with the selected contractor to verify outstanding punchlist items are completed following substantial completion of the project. *Deliverables: Initial and final punchlist along with recommendations for project closeout.*

Task 3.7, Prepare Record Drawings

Record drawings will be prepared under this task based on the Contractor's markups that are compiled and updated throughout the construction process.

Deliverables: Final electronic pdf files of the completed record drawings, two full size hardcopies and four 11x17 sets for the District's records.

Proposed Compensation

All work will be completed on a time and materials basis according to the rates and totals listed below. Our fee will not exceed the amount listed without prior written authorization from CLOCWD.

CLOCWD HIGHWAY 20 WATERLINE DESIGN AND CONSTRUCTION SERVICES BUDGET									
Task No.	DESCRIPTION	Budget Total	PM	PE I	PE II	SE	ADM	ODC	Subs
Task A	Project Management	\$4,740.00	24				12		
Task 1	Design Services	\$95,133.00	38	160	44	80	8	\$2,500.00	\$50,963.00
1.1	Initial Field Review and Record Search	\$6,640.00	8	24		8	8	\$1,000.00	
1.2	Topographic Survey and Base Map Preparation	\$33,943.00		4		4			\$32,883.00
1.3	Geotechnical Recommendations	\$10,435.00	8			4			\$8,475.00
1.4	70% Plans, Specs, and Estimate	\$24,795.00	8	88	20	32		\$500.00	\$6,215.00
1.5	Design Review Workshop	\$3,100.00	8			8		\$500.00	
1.6	100%, Plans, Specs, and Estimate	\$16,220.00	6	44	24	24		\$500.00	\$3,390.00
Task 2	Bidding Services	\$15,875.00	30	20	0	6	10	\$1,000.00	\$6,215.00
2.1	Bid Advertisement and Assistance	\$1,710.00	4	4			2	\$500.00	
2.2	Prebid Meeting	\$1,870.00	8	4			2		
2.3	Addenda and Responses During Bidding	\$6,145.00	8	4		2	2		\$3,955.00
2.4	Contractor Selection and Award Assistance	\$1,770.00	8			2	2		
2.5	Prepare Conformed Drawings and Specifications	\$4,380.00	2	8		2	2	\$500.00	\$2,280.00
Task 3	Inspection and Design Services During Construction	\$69,751.60	48	356	0	28	12	\$5,400.00	\$13,791.60
3.1	Preconstruction Meeting	\$2,410.00	8	8				\$250.00	
3.2	Submittal Review and Processing	\$4,911.60	4	8		12			\$1,491.60
3.3	Weekly Construction Meetings	\$12,360.00	16	80			8	\$800.00	
3.4	Inspection	\$28,800.00		240				\$3,600.00	
3.5	Materials Testing During Construction	\$12,620.00	8						\$11,300.00
3.6	Prepare Final Punchlist	\$4,190.00	8	8		8		\$250.00	\$500.00
3.7	Prepare Record Drawings	\$4,460.00	4	12		8	4	\$500.00	\$500.00
	Total:	\$185,499.60	140	536	44	114	42	\$8,900.00	\$70,969.60

Notes: * No exploratory borings assumed for geotechnical memo
 ** Bidding services to be provided once planning and design grant Approved by State

Abbreviations and Standard Hourly Rates:

PM: Project Manager \$165.00 \$/hr
 PE I: Project Engineer I and Design/Drafter \$105.00 \$/hr
 PE II: Project Engineer II \$120.00 \$/hr
 SE: Senior Managing Engineer/Construction Manager/Resident Engineer \$160.00 \$/hr
 OPS Operations Specialist \$105.00 \$/hr
 ADM: Administrative Assistant and Junior Engineer \$65.00 \$/hr
 ODC: Other Direct Costs (travel including mileage reimbursed at applicable IRS rates, reproduction costs, etc.)
 Notes: Rates reflected are for 2018 and subject to change in 2019.

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**CLEARLAKE OAKS COUNTY
WATER DISTRICT**

P. O. Box 709
12952 East Hwy. 20
Clearlake Oaks, CA 95423

Contract for Consulting Services

CONSULTANT: MC Engineering
CONTRACT NO.: 18-101

I. SCOPE OF THE SERVICES

The services to be rendered ("Services") consist of: Consultant to assist District by preparing plans, specifications, and estimates and providing construction related services for the proposed sewer infrastructure work subject to funding by the SWRCB (Wastewater Rehabilitation and Infrastructure Project (Project No. C-01-8056-10) as further defined by the attached proposal dated 1/12/18, included herewith as Attachment B.

II. COMPENSATION FOR SERVICES

Consultant's total compensation for Services performed under this Agreement is to be paid as per attached schedule of rates and charges, with a guaranteed not to exceed total compensation, including all fees, costs, and expenses, of \$655,985.80.

III. SCHEDULE OF PERFORMANCE

Consultant shall commence the Services immediately upon receipt of a Notice to Proceed from the District and complete the Services by the dates stated in Attachment B.

IV. TERMS AND CONDITIONS

- (1) Consultant shall perform the Services in accordance with the terms and conditions of this Agreement, INCLUDING THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE.
- (2) Contract number must appear on all invoices and correspondence. Send invoices to ATTN CLEARLAKE OAKS WATER DISTRICT, P. O. BOX 709, 12952 EAST HWY 20,, CLEARLAKE OAKS, CA 95667.
- (3) Changes made to printed Terms and Conditions on this Agreement are null and void unless approved in writing by the District's General Counsel.
- (4) Consultant must comply with Appendix A – Insurance Requirements, Attachment B – MC Engineering –Scope of Work, each of which is incorporated by reference herein. MC Engineering expressly accepts all terms incorporated therein.

MC ENGINEERING ("Consultant")

CLEARLAKE OAKS WATER DISTRICT ("District")

Mark A. Carey, P.E., Its President

Date

Margaret Medeiros, Its Board President

Date

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GENERAL TERMS AND CONDITIONS

1. Purchase Agreement ("Agreement") Force and Effect. Clearlake County Water District ("District") is not responsible for services rendered without the authority of an agreement on this form. This Agreement shall supersede and control over all inconsistent provisions in any proposal. The provisions of this Agreement (which may include attachments) constitute the entire agreement between the Consultant and District regarding the work and services described herein. No representation, term or covenant not expressly specified in this Agreement shall, whether oral or written, be a part of this Agreement. No modification of this Agreement shall be effective unless it is in writing. This Agreement shall supersede all other prior purchase agreements and agreements between Consultant and District with respect to the work and services described herein. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of District and Consultant. The headings in this Agreement are for convenience only and do not affect the construction of this Agreement.

2. Performance of Services/No Assignment. Time is of the essence in the performance of the Services. Consultant represents that it is skilled in the professional discipline necessary to perform the Services. Consultant will perform its Services in a skillful manner, comply fully with criteria established by District, and with applicable laws, codes, and all applicable professional standards. Consultant shall not contract any portion of the Services or otherwise assign this Agreement without prior written approval of District. (Consultant shall remain responsible for compliance with all terms of this Agreement, regardless of the terms of any such assignment.) Consultant's authorized representative is the individual signing this Agreement unless Consultant otherwise informs District in writing and the District approves the new person in writing. The granting of any payment, and any inspections, reviews, approvals or oral statements by any District representative, or certification by any governmental entity, shall in no way limit Consultant's obligations under this Agreement.

3. Records and Payment Requests. Consultant shall submit all billings with all necessary invoices or other appropriate evidence of performance, after which District shall make payment within thirty (30) days. District shall have the right to audit the Consultant's work records. Consultant shall make available to District, its authorized agents, officers, or employees, any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursement charged to District, for examination. Consultant shall furnish to District, its authorized agents, officers, or employees, such other evidence or information as District may require with regard to any such expenditure or disbursement charged by Consultant. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the services for at least three (3) years following completion of the Services, except that all such items pertaining to hazardous materials shall be maintained for at least thirty (30) years. Such records include, but are not limited to, correspondence, internal memoranda, calculations, books and accounts, accounting records documenting its work under this Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement. Consultant shall permit District to audit, examine and make copies, excerpts and transcripts from such records. The State of California Water Resources Control Board or any federal or state agency having an interest in the subject of Agreement shall have the same rights conferred to District by this section. Such rights shall be specifically enforceable.

4. Independent Contractor. Consultant is an independent contractor and does not act as District's agent in any capacity whatsoever. Consultant is not entitled to any benefits that District provides to District employees, including, without limitation, worker's compensation benefits or payments, pension benefits, health benefits or insurance benefits. Terms within this Agreement regarding direction apply to and concern the result of the Consultant's provision of Services not the means, methods, or scheduling of the Consultant's work. Consultant shall be solely responsible for the means, methods, techniques, sequences and procedures with respect to its provision of Services under this Agreement. Consultant shall pay all payroll taxes imposed by any governmental entity and will pay all other taxes not specifically identified in this Agreement as District's responsibility.

5. Indemnity/Liability. To the fullest extent permitted by law (including, without limitation, California Civil Code Section 2782), Consultant shall defend (with legal counsel reasonably acceptable to the District), indemnify and hold harmless District and its officers, agents, departments, officials, Board of Directors, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Consultant or its sub-consultants), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants and/or expert witnesses incurred in connection therewith and costs of investigation) that arise from or relate to, directly or indirectly, in whole or in part, but only to the extent that any of the

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above arise out of, pertain to, or relate to the negligent or reckless act or omission, or willful misconduct, of Consultant, any sub-consultant, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in whole or in part by the sole negligence or willful misconduct of any Indemnitee.

6. Conflict of Interest. Consultant represents and warrants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of work and services required under this Agreement. Without limitation, Consultant represents to and agrees with District that Consultant has no present, and will have no future conflict of interest between providing District services hereunder and any interest Consultant may presently have, or will have in the future, with respect to any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to District, as determined in the reasonable judgment of District.

7. Confidentiality. Any information, whether proprietary or not, made known to or discovered by Consultant during the performance of or in connection with this Agreement for District, will be kept confidential and not be disclosed to any other person. Consultant will immediately notify District in writing if it is requested to disclose any information made known to or discovered by during the performance of or in connection with this Agreement. These conflict of interest, confidentiality and future service provisions and limitations shall remain fully effective indefinitely after termination of services to District hereunder.

8. Ownership of Results. Any interest (including copyright interests) of Consultant or its sub-consultants (together, "Sub-consultants"), in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Consultant or its Sub-consultants in connection with the Services, shall become the property of District. To the extent permitted by Title 17 of the United States Code, work product produced under this Agreement shall be deemed works for hire and all copyrights in such works shall be the property of District. In the event that it is ever determined that any works created by Consultant or its Sub-consultants under this Agreement are not works for hire under U.S. law, Consultant hereby assigns to District all copyrights to such works. With District's prior written approval, Consultant may retain and use copies of such works for reference and as documentation of experience and capabilities.

9. Non-Discrimination Policy. Consultant shall not discriminate against any employee or applicant for employment, nor against any Sub-consultant or applicant for a subcontract, because of race, color, religious creed, age, sex, actual or perceived sexual orientation, national origin, disability as defined by the ADA or veteran's status. To the extent applicable, Consultant shall comply with all federal, state and local laws (including, without limitation, all District rules and regulations) regarding non-discrimination, equal employment opportunity, affirmative action and occupational-safety-health concerns, shall comply with all applicable rules and regulations thereunder, and shall comply with same as each may be amended from time to time. Consultant shall provide all information reasonably requested by District to verify compliance with such matters. Consultant stipulates, acknowledges and agrees that District has the right to monitor Consultant's compliance with all applicable non-discrimination requirements, and may impose sanctions upon a finding of a willful, knowing or bad faith noncompliance or submission of information known or suspected to be false or misleading.

10. Termination and Suspension. District may direct Consultant to terminate, suspend, delay or interrupt Services, in whole or in part, for such periods of time as District may determine in its sole discretion. District may issue such directives without cause. District will issue such directives in writing, and compensate Consultant shall be paid for services satisfactorily rendered, subject to District's reasonable approval, through the date of termination. Consultant may recover no other cost, damage, or expense. Suspension of Services shall be treated as an excusable delay. District may terminate performance of the Services under this Agreement in whole, or from time to time in part, for default, should Consultant commit a material breach of the Agreement, or part thereof, and not cure such breach within ten (10) calendar days of the date of District's written notice to Consultant demanding such cure. In the event District terminates the Agreement for default, Consultant shall be liable to District for all loss, cost, expense, damage and liability resulting from such breach and termination. Consultant shall continue its work throughout the course of any dispute, and Consultant's failure to continue work during a dispute shall be a material breach of this Agreement. Either party's waiver of any breach, or the omission or failure of either party, at any time, to enforce any right reserved to it, or to require strict performance of any provision of this Agreement, shall not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter to enforce or compel strict compliance with every provision hereof.

11. Public Records Act. Both parties understand and agree that District must comply with the California Public Records Act ("Act"). If Consultant believes that any document or information furnished to District in connection with Consultant's performance of services is exempt from public disclosure under the Act, it shall so advise District in writing at the time the document or information is furnished.

12. Survival. Without limiting any of the parties' other rights or obligations arising from this Agreement, and in addition to all other provisions indicated as surviving the termination or expiration of this Agreement, the following provisions will survive any termination or expiration hereunder: 3, 4, 5, 7, 8, 10, 11, 12 and 13.

13. Execution: Venue: Limitations: Miscellaneous. This Agreement shall be deemed to have been executed in the County of Lake, California. Enforcement of this Agreement shall be governed by the laws of the State of California, excluding its conflict of laws rules. The exclusive venue for all litigation arising from or relating to this Agreement shall be in the County of Lake. Except as expressly provided in this Agreement, nothing in this Agreement shall operate to confer rights or benefits on persons or entities not party to this Agreement. As between the parties to this Agreement, any applicable statute of limitations for any act or failure to act shall commence to run on the date of District's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause. Captions to sections and subsections are for the convenience of the parties, and are not to be considered when construing this Agreement. The agreements contained herein shall not be construed in favor of or against any party, but shall be construed as if all parties prepared this Agreement. All terms not otherwise defined in this Agreement shall have the meanings provided in the Appendices or, if applicable, in the construction contract with the general contractor on the project.

14. Attorneys' Fees. If either party institutes or is required to defend any legal proceeding, action or motion to enforce, interpret or rescind the terms of this Agreement, the prevailing party shall be entitled to recover all costs and expenses, specifically including, but not limited to, reasonable attorneys' fees.

15. ADA Compliance. If, in the course of conducting the Services subject to this Agreement, Consultant offers a public program, service, or meeting on behalf of the District, Consultant shall, in accordance with the Americans with Disabilities Act and California law, offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities and shall, upon reasonable request provide reasonable accommodations for persons with disabilities including information or materials in appropriate alternative formats.

Appendix A to Contract For Consulting Services

INSURANCE REQUIREMENTS

Consultant shall carry all of the following insurance and shall comply with the following requirements:

Commercial General Liability Insurance, written on an "occurrence" basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, liability for slander, false arrest and invasion of privacy, blanket contractual liability, broad form endorsement, and products & completed operations, personal and advertising liability, with limits of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate, subject to a deductible of not more than \$25,000 payable by Consultant, and Excess/Umbrella Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate.

Commercial automobile liability insurance with limits of not less than \$1,000,000 each occurrence including coverage for owned, scheduled, hired and non-owned autos.

Workers' Compensation and Employers' Liability insurance in at least such amounts as are required by law. Consultant's Workers' Compensation Insurance policy shall, by endorsement, contain a Waiver of Subrogation as to each named and additional insured.

In the event Consultant is self-insured, Consultant shall furnish a Certificate of Permission to Self-Insure, signed by Department of Industrial Relations Administration of Self-Insurance, State of California.

In the event the Consultant does not have any employees as defined under the State of California Workers' Compensation laws, Consultant shall sign the District's "Workers' Compensation Certificate for Independent Contractors", which states:

Contractor hereby certifies that he/she/it is aware of the provisions of Section 3700 of the Labor Code of the State of California, which requires every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the work of this contract.

In addition, Contractor represents that he/she/it does not presently employ anyone in the manner subject to the workers' compensation laws of the State of California and that if Contractor does employ any such person during the time Contractor is performing this contract, Contractor will promptly provide the District with proof of workers' compensation insurance in the amount required by law.

Professional Liability Insurance with limits not less than \$1,000,000 each claim and \$1 million annual aggregate, all with respect to negligent acts, errors or omissions in connection with services to be provided by or on behalf of the Consultant under this Agreement, including contractual liability coverage to the extent insurable, and any deductible not to exceed \$25,000 for each claim, with no exclusion for claims of one insured against another insured. Consultant shall maintain said insurance coverage for a period of ten (10) years after the completion of the construction of the project for which Services are provided and shall, upon request of District, provide certificates of insurance evidencing Consultant has maintained said coverage. The policy shall have a retroactive date (prior acts coverage) that precedes the start of the design services under this Agreement, and the Consultant shall provide a copy of the declarations page showing the retroactive date.

Certificate(s) of Liability Insurance:

Acceptability of Insurers - Insurance is to be placed with insurers authorized to do business in the State of California and have a current A.M. Best rating of no less than A X or equivalent or as otherwise approved by the District. Certificate(s) of Liability Insurance shall include the A.M. Best or NAIC number for each insurer.

A notation of "All Operations" or the Bid Number and/or Job Title must be included on the certificate(s) and on all endorsements. (Note: "All Operations" covers all current and future operations with the District. Minimum coverage must be in accordance with bid or contract specifications.)

The Certificate Holder shall read as follows:

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Clearlake Oaks County Water District
P. O. Box 709
Clearlake Oaks, CA 95423

Written notice of cancellation, non-renewal or of any material change in the policies shall be mailed to District thirty (30) days in advance of the effective date thereof, except in the event of cancellation due to non-payment of the premiums, the notice of cancellation shall be mailed within ten (10) days.

The authorized Insurance Agency Representative's original signature is required on the Certificate of Liability Insurance.
Endorsements - Insurance policies shall contain an endorsement containing the following terms:

Additional Insured endorsements: Provide separate additional insured endorsements for the Commercial General Liability, Excess/Umbrella Liability and Commercial Auto Liability policies that contain the following terms:

CLEARLAKE OAKS COUNTY WATER DISTRICT, its Board of Directors, officers, employees, representatives, consultants (including without limitation Engineer) and agents, shall be named as additional insureds, but only with respect to liability arising out of the activities of the named insured.

A Statement of Additional Insured Endorsement on the Acord Certificate of Liability Insurance form is insufficient and will be rejected as proof of the additional insured requirement.

Primary / Non-contributory endorsement - Insurance shall be primary insurance and no other insurance or self-insured retention carried or held by any named or additional insureds other than Consultant shall be called upon to contribute to a loss covered by insurance for the named insured.

Waiver of Subrogation - Consultant's Workers' Compensation Insurance policy shall contain, by endorsement, a Waiver of Subrogation as to each named and additional insured.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by the District prior to commencement of work.

The policies shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.

Consultant shall ensure all Sub-consultants and any other person or entity assisting with provisions of this work shall maintain the same level of coverages specified in these insurance requirements at all times during performance hereunder.

Consultant shall, upon request of District, deliver to District such policy or policies of insurance and the receipts for payment of premiums thereon.

Continuation of Coverage - All said insurance shall be maintained by the Consultant in full force and effect during the entire period of performance.

Renewal certificates must be received by the District at least ten (10) days prior to the expiration date in agreement to ensure continuation of contract.

All correspondence and renewal certificates may be e-mailed to an email address provided to Consultant for that purpose by District or, if none, shall be mailed to:

Clearlake Oaks County Water District
P. O. Box 709
Clearlake Oaks, CA 95423

Other than Professional Liability, any insurance policy written on a claims-made basis is subject to the approval of the District.

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Attachment B
CLOCWD
GRANT FUNDED SEWER INFRASTRUCTURE Engineering
Design and Construction Services Proposal Prepared
1/12/18

Introduction

This proposal describes the proposed design and construction related services associated with various sewer infrastructure improvements previously identified in the related Inflow and Infiltration Study prepared by MC Engineering in 2015 (attached for reference). The District is in the final phase of securing grant funding for the related projects. This proposal outlines services to be provided by MC Engineering based on a continuation of work completed to date. The table below summarizes all proposed projects as listed in the June 2017 updated Inflow and Infiltration Report and related grant package with the exception of the new forcemain from LS7 to the WWTP which was contracted separately and is currently under construction and nearing completion:

*Table 1
Summary of Priority Projects*

PROJECT DESCRIPTIONS	Description of Work	2017 Grant Funds Requested
New Design Projects		
(N) Collection System Repairs – (E) pipeline rehab.	See I/I Report	\$880,000
Modify Existing Lift Station 2		\$260,000
Replace Lift Station 7		\$1,355,000
Big Oaks Manhole and Hwy 20 Sewer Re-locate		\$30,000
Upgrades Headworks/Bypass		20,000
CEPS Improvements		\$130,000
Modification of Previous USDA Designs		
	See USDA Plans	
Lift Station No. 1		\$50,000
Lift Station No. 3		\$40,000
Lift Station No. 4		\$140,000
Lift Station No. 5		\$105,000
Lift Station No. 6		\$180,000
Lift Station No. 8		\$40,000
Lift Station No. 9		\$140,000
Sub-total _ Estimated Construction Cost		\$3,370,000
Contingency:		\$337,000
Total Construction with Contingency		\$3,707,000

Task A, Project Management

This task includes preparing monthly invoices, coordinating with staff, communications with District personnel, and miscellaneous correspondence. A duration of 12 months total is assumed for the project design and construction with 4 hours per month budgeted for PM services and 4 hours per month for administrative assistance.

Deliverables: Monthly invoices, status reports, and emails as needed to report on project developments and subcontractor activities

Task 1, Design Services

The various design related task proposed for each project are described below. **It is assumed that t the CLOCWD will providing all right-of-way/easements, potholing, and other services not defined by this scope of work.**

Task 1.1, Collection System Repair Program Design and Construction Services

Collection deficiencies were identified in Chapter 5 of the Inflow and Infiltration study report. Related recommendations are presented in Sections 6.1 through 6.4 of the same report. A summary table of the budget allocated to this effort is presented in Table 6-2A of the report. Needs for improvements far outweigh available budget, therefore the work is being prioritized in order to accommodate other competing projects identified in the grant application. As part of this scope of work, new pricing will be solicited and the list of priority projects in Table 6-2A of the revised report will be re-evaluated and re-prioritized .

The anticipated services to be provided by MC Engineering for this task are expected to include the following:

Design Tasks

1.1.A --Assist in preparation of specifications for various rehabilitation methods to include conventional dig and replace as well as trenchless technologies. Assist District in review and evaluation of bids according to Contractor experience and capabilities in pipeline rehabilitation. This task includes review of warranties for work performed and material warranties based on industry standards and expected service life.

1.1.B –Determine cost benefit based on rehabilitation method for individual repair sections. Assign priority of repairs/replacement based on available funding and ranking of COF (consequence of failure) , LOF (likelyhood of failure) and ENG (Engineering parameters) .Review of Contractor’s CCTV findings and final determination for repair.

1.1.C –Re-evaluate the FISP (follow up inspection) and smoke test areas for defects that have increased severity and require further actions allowed for under available funding.

Deliverables: MC Engineering will provide construction specifications for each method recommended including conventional and trenchless technologies. The team will review the Contractor's proposed rehab methods and materials based on contractor provided CCTV data and provide recommendations. MC Engineering will provide recommendations to District for approval of Contractor submitted workplan for sequencing and revised rehab methods for sections based on cost benefit considerations and available funding.

Task 1.2, Lift Station 2 Design Services

The proposed improvements for Lift Station 2 were summarized in Section 6.5 of the Inflow and Infiltration report. The proposed improvements include the following:

- Re-locate power service panel
- Abandon old power service feeds
- Construction of new control panel with SCADA interface
- Recoat wetwell and drywell
- Install new control floats and valves
- Provide a quick connect to the forcemain with associated box and cover
- Install two new 15 HP pumps
- Add ventilator system, dehumidifier, and gas detector with air scrubbing
- Install new fencing and pavement improvements

To facilitate construction of these items MC Engineering will prepare associated equipment specifications, an electrical design, site plan, and section of the existing wetwell. It is assumed that the CLOCWD will be responsible for verifying right-of-way and any new easements (if needed) to facilitate the construction of the improvements as identified. A maximum of three drawings (one civil, one detail sheet, and one electrical plan) is anticipated for this design. It is assumed that Geo-Legal will provide a topographic base map for design on the newly acquired LS 7 site.

Deliverables: Topographic base map, Specifications, Sequence of Construction, and drawings to be submitted at the 70%, 95%, and final stages.

Task 1.3, Lift Station 7 Design Services

The proposed improvements for Lift Station 7 are identified in Section 6.5 (pg 92) of the updated Inflow and Infiltration Study Report. The associated new LS 7 forcemain was under construction at the time this proposal was prepared. The preliminary design criteria were recently updated as part of the predesign technical memorandum prepared for the new forcemain design (See Attachment A-2). A preliminary site plan for the proposed lift station is included in Figure 6-2. Additional, more recent details regarding the existing connections to the bypass near lift station 7 can be found in the LS 7 forcemain plans.

The design will include preparation of the associated final site plan on the recently acquired vacant lot, evaluation of up to three different types of wetwells, and preparation of the associated electrical,

instrumentation, and control drawings along with project specifications. It is assumed that a pre-manufactured building will be provided to house the electrical equipment and a prefabricated metal cover will be installed to cover a portable generator.

It is assumed that RGH Engineering will provide geotechnical services that include investigative borings (2 to 3 test holes up to a maximum of 30 feet deep), along with recommended dewatering needs and design loadings.

Deliverables: Plans and specifications will be prepared based on the preliminary design identified in the Inflow and Infiltration study report and subsequent LS 7 predesign technical memorandum. Specifications, Sequence of Construction, and drawings will be submitted at the 70%, 95%, and final design/bidding stages. A geotechnical report with boring logs will be provided by the project geotechnical engineer.

Task 1.4, Big Oaks Shopping Center Sewer Design Services

The proposed improvements for the Big Oaks Shopping Center are discussed in Section 6.6 (pg 99) of the updated Inflow and Infiltration Study Report. Several items were eliminated from the original design to meet budget constraints and are reflected in Table 6-6A of the updated report. These include a new manhole at Highway 20 and approximately 100 LF of 6" gravity sewer as depicted on Figure 6-4 of the revised report. MC Engineering will make initial contact with Caltrans and solicit input on the required crossing details in anticipation of a final encroachment permit to be completed by the selected contractor.

Deliverables: Site plan and specifications for bore and jack crossing at Highway 20 along with standard manhole details. Caltrans preliminary encroachment permit (to be completed by selected contractor). Traffic control plan to be completed by selected contractor.

Task 1.5, Headworks/Bypass Design Services

The new LS 7 forcemain project included a tie-in to the existing influent sewer at the WWTP headworks. Ultimately a connection is required that will allow CLOCWD to utilize the old clarifier as a wet weather primary bypass clarifier prior to subsequent pumping using a portable pump and the new quick connect to the 10" line installed under the USDA WWTP improvements project. To complete the tie-in in accordance with the LS 7 forcemain predesign memo, additional cross connection and valving must be constructed and included in this bid package (or issued as a change order to T&S construction) under the USDA project if budget permits. MC Engineering will facilitate the completion of the tie-in under this task.

Deliverables: Final details and specifications to facilitate the cross connection to the existing clarifier pending completion of the new clarifier at the WWTP.

Task 1.6, Clarifier Effluent Pump Station (CEPS) Design Services

The proposed CEPs improvements are identified in Section 6.9 (pg 103) of the updated Inflow and Infiltration study report. The existing clarifier effluent pump station was originally a disinfection channel when the WWTP plant was designed. It was later converted to an open wetwell with submersible pumps to convey flows up to the polishing ponds and disinfection channel. The various deficiencies associated with this station were recently documented as a subset of the Reclamation Study. They include insufficient power, control, and maintenance features. Furthermore, the pumps may need to be modified in the future to accommodate in-line filters associated with the reclamation planning. It is assumed that all three existing pumps will be replaced under this project and that new removal rails or similar features will be included along with a gantry to lift the pumps. Power will be from the new MCC building adjacent to the new clarifier.

Deliverables: A plan and related details will be prepared depicting the new pumps, guide rails, gantry crane, and piping modifications. Electrical and control features will be included on a new electrical sheet. Related project specifications will be included.

Task 1.7, Modification to Previous Lift Station Designs (LS 1, 3, 4, 5, 6, 8 & 9)

Designs for these lift stations were prepared as part of the USDA design contract which also included the WWTP improvements currently under construction. Unfortunately, bids came in approximately 30% over expected values and the lift station improvements had to be deferred. The related plans and specifications that were prepared under the USDA design contract will form the basis for this task. However, given the budget limitations under the anticipated State grant funding, some items will need to be deleted. It is assumed that the bulk of the changes will be modifying the plants resulting in reducing the improvements at lift stations 1, 3, and 8 in an effort to maintain the costs within the new grant funding abilities. It is anticipated that only the SCADA control panel will be provided at these sites unless additional funding is acquired.

MC Engineering will value engineer the previous USDA designs under this task, review recommendations with CLOCWD staff, and modify the previous drawings and specs accordingly based on available budget. These lift stations will then be incorporated into the overall lift station bid package which will include LS 2 and the new LS 7 design.

Deliverables: Revised cost breakdowns and recommended deletions to LS 1, 3, and 8 will be prepared under this task. Subsequent to meeting with CLOCWD staff, revised drawings and specifications will be prepared based on these deletions and any new Value Engineering ideas that are developed based on discussions with qualified and interested contractors.

Task 1.8, Final Specifications and Estimate

A final cost estimate will be prepared under this task based on feedback from area contractors. Final specifications and bid related material will also be completed under this task. MC Engineering will submit the final specs and estimate to the State for review and make final changes during bidding based on State comments, if necessary, in an effort to expedite the bidding and construction process. It is

assumed that all plans and specs will be distributed electronically to the perspective bidders and the bidders will pay for any additional hardcopies needed to bid the project.

Deliverables:

Cost estimate in Excel spreadsheet and final Specifications. A total of three hardcopies of the plans and specifications (one for MCE, one for CLOCWD, and one for State Engineer) will be provided.

Task 2, Bidding Services

Task 2.1, Bid Advertisement and Assistance

MC Engineering will post the plans and specifications at the Sacramento, Redding, and Santa Rosa Builders exchanges. A dropbox will also be established so that contractors can download plans and specs directly from MC Engineering if desired. Electronic copies will be forwarded to AE Reprographics in Rancho Cordova where bidders can request printouts of the plans and specs at their cost. MC Engineering will also prepare an ad and place it in up to three relevant newspapers.

A separate bidding process is anticipated for the collection system repairs and rehab work. It is assumed all remaining projects (lift stations, Big Oaks, etc.) will be awarded to one prime contractor to improve efficiency and minimize management and engineering costs.

Deliverables:

Ad for placement in local papers, receipts of advertising expenses, electronic copies of documents distributed as described above.

Task 2.2, Prebid Meeting

MC Engineering will attend a prebid meeting to be held at the District's office with prospective bidders. After the meeting is held, MC Engineering will prepare and distribute the meeting notes and attendee list to all in attendance.

Deliverables:

Brief presentation of project, meeting minutes, and attendee list for distribution.

Task 2.3, Addenda and Responses During Bidding

As noted above, it is assumed that comments from the State and other related input may need to be addressed by addendum in order to keep the project on schedule. MC Engineering will prepare one addendum prior to the final bid date to address these items.

Deliverables:

One addendum and related revised plans and specifications for final bid

Task 2.4, Contractor Selection and Award Assistance

Under this task, MC Engineering will review contractor qualifications and prepare correspondence summarizing findings prior to the District's Notice of Award to the proposed contractor. MC Engineering

will call references and summarize information for the District. Bid documents will be reviewed for consistency with the specifications and bid submittal requirements.

Deliverables: Summary of contractor qualifications based on references and related information prior to Notice of Award. Checklist of bid submittal requirements.

Task 2.5, Prepare Conformed Drawings and Specifications

Under this task a final set of conformed construction drawings and specifications will be prepared based on all addenda, comments from the State, and feedback from contractors during bidding.

Deliverables: A total of four hardcopy sets of the plans and specifications will be prepared under this task. Additional sets for the contractor will be at their cost for reproduction. Up to four additional half size (11 x 17) sets of the plans will also be prepared.

Task 3, Inspection and Design Services During Construction

Task 3.1 Collection System Rehab Related Construction Services

A dedicated Operations Specialist will be assigned to oversee the collection system sewer rehabilitation work, independent of the lift station contract. The following subtasks are anticipated:

3.1.1— A separate preconstruction meeting will be held with the Rehab Contractor to discuss workplan , bypass pumping , potential for time out of service (cure time , relaxation period etc) and minimizing customer service interruptions and potential liability for District. Review use of subcontractors and emergency procedures to avoid SSO's. (on call personnel, pumps, waddles, berms etc) to include available equipment and qualified personnel. We have budgeted an estimated 388 hours combined for this work which will be performed on a time and materials basis. Assistance will be needed from CLOCWD staff in order to limit budget impacts.

3.1.2 – Perform on site construction inspection.

3.1.3 -- Review Contractors post CCTV footage to determine effective repair has been completed per specifications and District satisfaction.

3.1.4 - Make recommendations to District for final punchlist items based on post CCTV and observations of work sites.

3.1.5 —Coordinate with Contractor to perform warranty CCTV of repairs for MC Engineering review and comment .

Task 3.2, Preconstruction Meeting

MC Engineering will schedule and attend a preconstruction meeting under this task for the construction projects outside those related to collection system repairs. It is assumed all remaining projects (lift stations, Big Oaks, etc.) will be awarded to one prime contractor to improve efficiency and minimize management and engineering costs.

Deliverables:

Meeting agenda and meeting minutes, emails and misc. correspondence to set up meeting

Task 3.3, Submittal Review and Processing

It is assumed that various submittals will be processed under this task including pipe materials, fittings, backfill material, traffic plan and tie-in schedules, connection details, and misc. coordination requirements.

Deliverables:

Submittal forms and comments, processing of approved submittals and filing system to be maintained throughout construction and forwarded to CLOCWD for permanent records.

Task 3.4, Weekly Construction Meetings

In addition to oversight by our Operations Specialist, it is assumed that a dedicated Resident Engineer (RE) will assist in the lift station project and attend up to 30 weekly construction meetings. The RE will be a registered professional engineer.

Deliverables:

Weekly agenda, meeting minutes, action items, and issues logs, misc. correspondence during construction.

Task 3.5, Inspection Services

It is assumed that inspection services will be provided by a dedicated field inspector. Some sharing of inspection time is anticipated between this project and on-going concurrent projects (water system improvements and USDA WWTP improvements). Two to eight hours per day for up to 7 months is budgeted for inspection of the lift stations and related work. Construction files will be shared with District personnel on an internet accessible site. The budget assumes the inspector will be on-site for a total of 6 months. If this time is extended, and insufficient overlap is realized from other on-going projects, budget adjustments for inspection may be required.

Deliverables:

Daily field reports, progress photos, misc. correspondence and construction documentation on a shared internet accessible site.

Task 3.6, Materials Testing During Construction

Compaction and related testing will be performed by a subconsultant to MC Engineering (RGH). At discrete intervals the inspector and RE will call for test results and these will be performed and documented as the project progresses. RGH will review backfill material, AC pavement, and related compaction.

Deliverables: Compaction test results, review comments on AC and backfill material submittals.

Task 3.7, Prepare Final Punchlist

Under this task, the MC Engineering Inspector and RE will conduct a final walkthrough, develop an initial punchlist, and work with the selected contractor to verify outstanding punchlist items are completed following substantial completion of the project.

Deliverables: Initial and final punchlist along with recommendations for project closeout.

Task 3.8, Prepare Record Drawings

Record drawings will be prepared under this task based on the Contractor's markups that are compiled and updated throughout the construction process.

Deliverables: Final electronic pdf files of the completed record drawings, two full size hardcopies and four 11x17 sets for the District's records.

Proposed Compensation

All work will be completed on a time and materials basis according to the rates listed below. Some re-allocation of time for various tasks between projects may be required pending final design and construction requirements.

CLOCWD SEWER INFRASTRUCTURE DESIGN AND CONSTRUCTION SERVICES BUDGET

Task No.	DESCRIPTION	Budget Total	PM	PE I	PE II	SE	OPS	ADM	ODC	Subs
Task A	Project Management	\$7,900.00	40					20		
Task 1	Task 1, Design Services	\$278,040.00	144	448	160	392	200	28	\$12,000.00	\$87,500.00
1.1	Collection System Repair Program Services	\$55,420.00	24	120		120	120	4	\$5,000.00	
1.2	Lift Station 2 Design Services	\$42,160.00	16	40		32	12	4	\$1,000.00	\$27,500.00
1.3	Lift Station 7 Design Services	\$119,920.00	40	160	80	160	40	8	\$1,000.00	\$55,000.00
1.4	Big Oaks Shopping Center Design Services	\$9,370.00	4	24		16		2	\$1,000.00	\$2,500.00
1.5	Headworks Bypass Design Services	\$7,510.00	4	24	16	8		2	\$1,000.00	
1.6	CEPS Design Services	\$15,060.00	16	24	24	16	8	4	\$1,000.00	\$2,500.00
1.7	Modification to Lift Stations 1, 3, 4, 5, 6, 8 & 9	\$20,300.00	24	40	40	32	8	4	\$1,000.00	
1.8	Final Specifications and Estimates	\$8,300.00	16	16		8	12	4	\$1,000.00	
Task 2	Task 2, Bidding Services	\$23,405.80	22	25	0	20	32	18	\$3,000.00	\$5,940.80
2.1	Bid Advertisement and Assistance	\$6,210.00	4	6		2	32	4	\$500.00	
2.2	Prebid Meeting	\$2,080.00	8					4	\$500.00	
2.3	Attendia and Responses During Bidding	\$7,770.00	2	12		12		4	\$500.00	\$3,500.00
2.4	Contractor Selection and Award Assistance	\$2,705.00	6	3		4		4	\$500.00	
2.5	Prepare Contract Documents and Specifications	\$4,640.80	2	4		2		2	\$1,000.00	\$2,440.80
Task 3	Task 3, Inspection and Design Services During Construction	\$346,640.00	320	272	1,160	410	240	32	\$27,000.00	\$20,000.00
3.1	Collection System Rehabilitation Construction Services	\$86,420.00	24	160	80	200	200	4	\$1,000.00	
3.2	Lift Station Preconstruction Meeting	\$4,500.00	12		12			4	\$1,000.00	
3.3	Submittal Review and Processing	\$13,840.00	12		40	40		4	\$1,000.00	
3.4	Weekly Construction Meetings	\$67,060.00	200		200	50		4	\$4,800.00	
3.5	Inspection and Design Services During Construction	\$135,260.00	40	80	760	120	40	4	\$16,200.00	\$20,000.00
3.6	Materials Testing During Construction	\$23,840.00	8		12			4	\$1,000.00	
3.7	Prepare Final Punchlist	\$5,100.00	8		24			4	\$1,000.00	
3.8	Prepare Record Drawings	\$10,620.00	16	32	32			4	\$1,000.00	
Total:		\$655,985.80	526	745	1320	822	472	98	\$42,000.00	\$113,440.80

Notes: * Two exploratory borings assumed for LS 7 only
 ** Bidding services to be provided once planning and design grant Approved by SWRCB

Abbreviations and Standard Hourly Rates:

- PM: Project Manager \$165.00 \$/hr
- PE I: Project Engineer I and Design/Drafter \$105.00 \$/hr
- PE II: Project Engineer II \$120.00 \$/hr
- SE: Senior Managing Engineer/Construction Manager/Resident Engineer \$160.00 \$/hr
- OPS Operations Specialist \$105.00 \$/hr
- ADM: Administrative Assistant and Junior Engineer \$65.00 \$/hr
- ODC: Other Direct Costs (travel including mileage reimbursed at applicable IRS rates, reproduction costs, etc.)

Notes: Rates reflected are for 2015 and subject to change in 2016.