

**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

SEPTEMBER 20, 2018

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

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

- Mr. Alan Gardner – General 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. Lead Distribution Operator
- d. Water Plant Chief Operator
- e. Wastewater Plant Chief Operator
- f. General Manager

2. Financial Reports for review and approval

- a. August 2018, QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 08-16-18
- b. Minutes of Special Meeting 08-29-18
- c. Minutes of Special Meeting 09-06-18

4. Bills

- a. MC Engineering Invoice No 1650, dated 09/06/18, in the amount of \$63,297.71 for the Sewer Infrastructure and Design
- b. MC Engineering Invoice No 1651, dated 09/06/18, in the amount of \$16,687.10 for the USDA Project

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: _____

- b. Discussion and update on MC Engineering Projects by Mark Carey

Action Taken: _____

- c. Discussion and consideration of allowing POA to install an alert siren on the lot where Lift Station 7 will be relocated

Action Taken: _____

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

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of purchasing new High Service Pump for pumping from clear well to distribution for \$10,476.82

Action Taken: _____

- b. Discussion and consideration to purchase a VFD for new High Service Pump for \$6,595.88

Action Taken: _____

- c. Discussion and consideration to purchase 50,290 lbs. of Coagulant for \$19,110.20 and 9,287 of Ortho Phosphate (Zinc) for \$10,308.57 for a total chemical cost of \$29,418.77

Action Taken: _____

- d. Discussion and review of committee report on solar system

Action Taken: _____

- e. Discussion and consideration of new Administration office hours to allow staff to complete District projects

Action Taken: _____

Clearlake Oaks County Water District
September 14th, 2018

Billing Department / Front Office

- ∞ We have officially begin implementation of our new billing system, UMS! This process will continue over the next 1-2 months. We are eager for this upgrade and confident that it will be successful! I hope to have a more accurate completion time this time next month with the anticipation to go live in November! I have been working with them on our new billing format, new delinquency format and other reports that will be specific to our needs.
- ∞ Currently working on a Delinquent Account AND Payment Arrangement policies with intent to have them on the October agenda. These policies will allow us to be completely transparent and fair with each situation that may be brought to our attention.
- ∞ Received over \$2530.00 in payments towards our <120 Aged Receivables, this amount stems from foreclosure sales and three delinquent accounts.
- ∞ We get mail delivery! We have signed up to get mail delivery to the Administrative building; however, we will still be keeping our P.O Box until our permit expires in about 9 months. This will be printed on the September bill and posted to the website on the first day of scheduled delivery.
- ∞ Annual Lead & Copper Sampling has begun, sample bottles were distributed to 9 residences on Monday.
- ∞ Auditing our final billed accounts, processing refunds and sending out collection letters to accounts that were not added to the 2018-2019 tax roll.

Respectfully,



Olivia Mann

Customer Service Lead

Clearlake Oaks County Water District
Administrative Services Manager
September 20, 2018

Administration / Grants

- ❖ State Water Resources Control Board (SWRCB) Wastewater Infrastructure Rehabilitation is moving forward, MC will be presenting 90 and 95% complete drawings soon. Mark will be here to give an update. Please see attached status report.
- ❖ Highway 20 Waterline Project: Most of the additional information has been submitted
- ❖ USDA Wastewater Treatment Project: With very little change orders, we are using the left over contingency money to add a new sludge drying bed. Mark will be here to give an update. Please see attached status report.
- ❖ I will be following up with MC Engineering to check on the Scope of Work I requested for possibly obtaining funds through a federally funded opportunity titled FY 2018 EDA Disaster Supplemental. This grant is for counties that had an emergency declared in 2017, and although our repairs from the flood are complete, this allows for preparation for future emergencies. I believe that our lift stations may benefit from this grant.
- ❖ I am currently working on updating our IIPP (Injury and Illness Prevention Plan) that hasn't been updated since 2009. I will remind field staff when they have a minute they need to review and return to me.
- ❖ I am still working with Susie to complete the District's Emergency Response Plan and the Emergency Action Plan. These plans are taking some time to gather all necessary information and complete, however, the Board will be supplied copies when finished.
- ❖ Have been serving on multiple committees
- ❖ Have been assisting with water treatment plant rehab
- ❖ Interviews were conducted on 9/17/18 to fill two vacancies in the D/C Department

Respectfully Submitted,
Dianna Mann

Report Date: September 6, 2018

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

I. Project Status Update

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

- Attended weekly construction meetings (see meeting minutes for additional detail)
- Reviewed and processed submittals (see submittal list)
- Revised change order for drying beds and tie-in of new forcemain
- Prepared a change order for larger conductors for SEPS electrical
- Coordinated tie-in of new forcemain at existing clarifier and revised design to avoid wall penetration
- Progress by Contractor Included:
 - Clarifier mechanical equipment startup including review by the Mfr. Clear stream
 - RAS and WAS pump stations and piping
 - Tie-in of new forcemain at existing clarifier
 - Electrical and Controls including on-site review by MCE electrical sub from EDEA (Larry Smithey, PE)
 - SCADA on-going programming and coordination with EDEA and Southport Controls
 - Initial site final grading

Narrative Update:

The contractor is, in general behind schedule, due in part (in our opinion) to a late start combined with resource shortages and loss of manpower from the fires in Lake County and the labor market in general. This also appears to have impacted the availability of Coastal Mountain Electric. Other challenges included underground conflicts that required repairs and re-allocation of resources by T&S. In general, there have been very few change orders and CLOCWD staff directed MCE to proceed with the final re-design of drying bed modifications as a separate change order given the availability of contingency funds that were not needed for the project. As a result of the additional work, a change order is currently in progress that will add approximately 2 months to the completion date. MC Engineering is within our project budget but there was a shortfall in the USDA funding due to various reasons.

We have endeavored to avoid going over the USDA allocated funds, however, given the added design and construction work of the drying bed modifications, combined with 2 months of additional work, it is inevitable that MC Engineering will need to utilize much of our available funding per our contract. We do not anticipate exceeding the remaining \$74,823.06 available in our contract with CLOCWD at this time. However, there are additional items of work that we will need to complete including record drawings, continued on-site reviews, startup assistance, final punchlists, and, at the District's request, updates to the plant O&M manual that was not originally included in our scope and can likely be completed based on available budget. Meanwhile, we have scaled back on-site management in an effort to reduce budget impacts while coordinating with T&S and CLOCWD staff closely to verify that work is not covered up prior to our review.

II. Construction Budget Status Update

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

This Invoice: \$16,687.10

Cost to Date: \$352,805.01 (construction only)

Cost to Complete: \$74,823.06

USDA amount Remaining: \$10,835.17



Note: USDA Allocated Budget remaining is less than cost to complete will likely require directing funding by CLOCWD to address \$63,987.89 shortfall

III. Projected Tasks for September, 2018

- Attend weekly construction meetings and daily field reporting
- Finalize submittal/RFI review and responses as needed (primarily electrical and controls)
- Review clarifier and oversee equipment placement at clarifier
- Review electrical and SCADA programming and coordinate with Joe Matella of Southport and Larry Smithey (electrical designer) of EDEA
- Oversee new drying bed construction and process related change order with USDA and CLOCWD
- Process change order for new tie-in at existing clarifier
- Oversee overall work toward completion of the project include schedule coordination and startup coordination

Report Date: September 6, 2018

RE: CLOCWD SWRCB Funded Sewer Infrastructure Project

Billing Period: August, 2018

I. Project Status Update

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

- LS 7 pump station wetwell revisions and site modifications
- Rehab work on prior lift stations (continued to modify electrical plans from prior USDA plans)
- Review of video documentation and revisions to proposed pipe repairs
- Preparation of GIS based plans for collection system rehab
- Preparation of NASCO based specifications for collection system rehab work
- On-going electrical design of LS 7 by EDEA
- Draft specifications by EDEA
- Revised site plan and structural for LS7
- Revisions to masonry building for LS 7 based on electrical equipment footprint
- Additional meeting to review discuss designs with CLOCWD staff
- Site visit by EDEA electrical engineer Larry Smithey
- Monthly invoicing and reporting
- Some out of scope work on a potential shut-off valve for the SEPS to shut off flows in a power failure and store effluent in the new clarifier. This scope will need to be re-visited as it is a high priority for staff and was not included in the original MCE contract

II. Budget Status Update

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

This Invoice: \$63,297.71

Cost to Date: \$218,822.45

Cost to Complete: \$437,163.35

III. Projected Tasks for September, 2018

- Finalize (100%) bid set of plans and specs for lift stations
- Finalize (100%) bid set of plans and specs for rehab work
- Meet with District to review plans
- Advertise for bids
- Field review of LS2 (including pump station entry by T&S pipefitter to verify dimensions)
- Contractor meetings to discuss LS7 design feasibility with a focus on wetwell construction
- Final Specification and bid package prep
- Investigate need for use permit for LS7 site
- Encroachment Permit with Caltrans
- Coordinate with PG&E for new lift station electrical services
- Electrical design coordination for SEPS pumps and LS-2, LS-7 and other lift stations

Clearlake Oaks County Water District Distribution & Collection

General:

- Replaced & Installed 6 new fire hydrants along Highway 20 in sync with the Sidewalk Project.
- Replaced air monitors for confined space entry, IE: Lift Station 2 & 7
- Received our 2018 Water Line Leak Detection Report: As schedules permit, we will be assessing each leak and making the necessary repairs.
- Potholing Station 7 and the Wastewater Treatment Plant
- Valve cluster & wharf head replacement on Island Drive- Customer call in

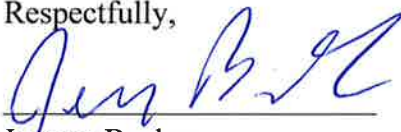
Boil Water Notices:

- Cerrito Drive
 - Number of Notices: 6
 - Notice: August 6, 2018
 - Cancellation: August 14, 2018
- Keys Blvd, Everglade, Spinnaker, Bass, Pebble, Surf and Ketch Court
 - Number of Notices: 250
 - Notice: August 8, 2018
 - Cancellation: August 14, 2018
- Island Drive & Oak Knoll
 - Number of Notices: 20
 - Notice: August 13, 2018
 - Cancellation: August 20, 2018

Leaks Repaired:

- 8/10/2018 - 12xxx 4th Street, service line, 2gpm
- 8/10/2018 - 12937 2nd Street, service line, 2gpm

Respectfully,



Jeremy Backus

Lead DC Operator

Clearlake Oaks County Water District

P.O. Box 709 / 12952 East Highway 20

Clearlake Oaks, CA 95423

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

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

Water Treatment Plant

Since stepping into the interim Chief Plant Operator position August 28th we have been scrambling to correct several deficiencies found at the plant of which you have been advised in most cases. The deficiencies which were not as pressing will also be touched upon in this communication. I have identified each deficiency and the corrective actions taken to date below. I will also briefly summarize the current over all condition of the plant, policies, and procedures, as well as our planned actions to make working at the plant a more efficient, rewarding work experience.

Deficiencies:

Ozone System- The Ozone system is comprised of four major subsystems, the Air Compression system which provides clean compressed air to the Oxygen Generator, the Oxygen Generator which provides pure oxygen to the Ozone Generator, the Ozone Generator which produces Ozone disinfectant which is brought into contact with the Water Source in the Ozone towers, and the Ozone Contact Towers.

As you are aware petroleum based oil was used in the HydoVane air compressors infiltrating the AirSep Oxygen generator adversely affecting the generator's ability to produce pure oxygen at the levels required for the Ozone generator, where traces of oil are visible in the generator's sight tube. We are confident Ozone Tower 2 has been contaminated with trace amounts of this oil.

Corrective Actions- Air Technology out of Santa Rosa will be flushing the Petroleum based oil, replacing contaminated components and servicing our three HydoVane compressors prior to service on the AirSep Oxygen generators to insure a clean air source. Ozone Water Systems will be completely overhauling the AirSep Oxygen generators toward the end of the month or first week of October. Pacific Ozone has confirmed the new Ozone Generator will be ready for delivery the first or second week of October.

Since the connections for the second Ozone Generator are physically connected to Ozone Tower 1 which is supplied Source Water from the West intake, and to the best of my knowledge have not been operated in over a year the Tower will have to be opened and inspected to insure it is in working condition. The Tower is a confined space and will require special considerations when making entry. After the Tower is in a operational status we will then need to insure the west intake pump is operational and flush the lines through Tower 1. We are hoping to have the bodies this week for this part of the corrective action.

Once the new Ozone generator is operational and on-line we will remove Ozone generator 1 and have it transported to Pacific Ozone's facility for repairs.

Flash Mixer- The Flash Mixer has been repaired and re-installed in the system. There were some issues found during the repair which will affect the life of the repair which are un-repairable so I have requested a quote for building a new stainless steel mixer (less motor.) As of this date I have not received a quote and the repaired mixer is operating flawlessly.

Hach Equipment- The Hach equipment is used to monitor the turbidity and residual chemicals we add at different points throughout the treatment process. We have approximately fifteen devices in operation which provide pertinent information about the operation of the plant which is recorded and provided to the State in our monthly reports. We validate this information in our lab utilizing a Hach 2100N and this process is also included in our monthly report to the State. The Hach 2100N is required to be calibrated and Validated by the manufacturer's representative annually, the manufacture's sticker indicates our 2100N was last calibrated and validated in 2015.

Corrective Action- Hach is dispatching a Service Technician October 1st and 2nd to Calibrate, Validated and Service our Hach products. They will also be training our treatment plant personnel on the proper maintenance of the equipment and providing information on the parts we should have on hand to ensure our equipment is always in good operating order.

High Service Pump- There are three pumps we use to supply water to the distribution system, each one capable of supplying more water than the other. We are currently using Pump #2 which supplies about 600-615gpm. Pump #1, the largest of the three pumps has been inoperable apparently because of significant leaking. The Pump was dismantled so we could get an estimate to bring the pump back to operational status. J & J Pumps gave us a repair estimate for \$9000+ using most of our original parts. Apparently this is the original pump here in the treatment plant and replacement parts are difficult to get and very expensive. I requested a quote for replacing the pump with something which met the specifications we outline. They provide a quote for \$9768.60 plus sales tax.

Production Water Usage- Currently investigating the requirements from the State for recycling a portion of the waters currently being used for our Filter Backwashing.

Outstanding Reports and Operational Documentation- Currently compiling a list of outstanding reports and the Documentation we are required to provide the State or/and have on hand at the facility.

I am looking forward to answering any questions you may have at the Board meeting.

Cordially,

Daniel Larson

Interim Chief Plant Operator

CLEARLAKE OAKS COUNTY WATER DISTRICT

Wastewater Treatment Plant Report

September 2018

Reporting Period: August 2018

From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors

September 17, 2018

The total flows coming in to the plant this month was 7.849 MG averaging 253,000 gallons a day. The total amount sent out treated were 6.756 MG averaging 218,000 gallons a day. This averaged to 151 gallons per minute. The lake level averaged 2.29 Rumsey gauge for the month. All out source lab results and in house lab results were in compliance with our discharge permit. Ground Water Monitoring was performed on the 22nd. Again we were unable to purge the recommended volume on well #2. We began purging well 2 on the 16th and 17th giving it the weekend to recover. Came back on the 20th and 21st and we were only able to purge 6.75 gallons of the 13 gallons recommended. We went ahead and sampled on the 22nd and had just enough water to grab all 3 samples for this well. Results came in about a week ago and well #2 had a high count of coliform. Well #3 had a low count of fecal and coliform hits. Dean Enderlin has the results in hand and will write up his report and give us recommendations as what to do for next quarter. We will be getting quotes on resealing the drying beds this year which is important due to the condition that they are. As chief plant operator I recommend that the drain design be redone to avoid any contact between the ground and our dewatering water which can influence our ground water like this quarter if this were to be the case. I would also recommend thinking about re-drilling well #2 so that we are able to meet our recommendations and sample with no problem. I would also recommend the relining of pond 2 that has many holes on the liner that we patch every year because of it possible ground water leach like this quarter if this were to be the case. All of these recommendations have been present since I been here. I think it is time to plan for them because they will not be cheap fixes. I will give an update in next board letter as far as Deans recommendations. Lambirth Trucking Company hauled some sludge for us this month. We should have all of the sludge for the season removed by the end of September. At that point we will power wash our beds and start getting some companies to get us a quote for the resealing. We had a clarifier training on the 30th. A representative came out and went through the mechanical things that we should look out for. We are getting closer and closer for this project to be completed. The electrical phase is in progress at this time along with the earth grading and cleaning.

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

Thank you,
Francisco Castro/CPO

September 14, 2018

General Manager's Board Letter

Loans/Grants/ Accounting:

- The Water Board has changed the process for our three water grants. They have expanded the opportunity to about \$18 million, but are requiring an additional step for each. Net this is very good for the District because it will allow much more of the necessary work to be done that had to be trimmed from the existing applications.
- The revised applications have been partly filed this week. The State is requiring we re-approve the Resolutions which are on the Agenda for the 20th. The applications will not be considered fully filed until everything is at the State Board the 20th or 21st. However, I can report that the State Board review team has started on what's filed and has been providing assistance on shaping what will be filed on Friday the 15th.
- Please see Dianna's letter.

Items done since the last Board Meeting:

- Field customer phone calls and meeting personally with any and all customers, involvement with Electeds and SWRCB, County, Cal Fire on Hwy 20 and water use.

Leaks:

- In mid-2017 our intended first significant plan for addressing our substantial leak problem was the work in Grant #2. Our 2017 leak detection report by Utility Services Associates estimated the District's loss for the area surveyed at 89 AC a year.
- We had anticipated the work in Grant #2 would be in progress by now. The Grant includes significant issues in the Harvey area, downtown and the keys, but with the State Board changing personnel and the change in funding sources, the Grant has been delayed. Note: the work just in and around the Harvey area was estimated at about \$1 million.
- We have also recently received Utility Services Associates report for 2018. There was some resurveying of 2017 leaks included resulting in some duplication in courting water lost. Given the fires and priority directed to fire safety, and 13 new leaks, we have not yet been unable to fix any of the 2018 leaks found. Including some duplication from the 2017 report, the 2018 total is 43 AC a year.
- It is clear from production and customer revenue meters that more than 50% of the water produced at the plant is lost. Given that it can be another year before grant funding is available, the situation is sufficiently serious that we need to act now.
- The Yolo committee has met, reviewed water trends, discussed the issues and recommends adding 4 temporary distribution staff solely tasked with leak repair. This will listed for discussion on the Agenda.

Water Plant:

- After our last CPO left, numerous procedural and hardware issues have been found. We have reviewed them all with the SWRCB and have agreed plans to return the plant to full compliance.
- **NOTE: THE WATER WAS ALWAYS AND IS SAFE. IT HAS PASSED AND CONTINUES TO PASS ALL TESTS.**
- We are rapidly correcting procedural issues, which includes delayed compliance with reporting requirements.
- We have corrected some hardware issues with others in process. As new issues arise they are being addressed and added to the work plan. See our CPO's letter for a discussion of some key ones.

- The State has requested a detailed report and it will be available for Board review once completed.
- I am very pleased with the work and dedication of our Interim CPO and how he is working with regulators.
- Ruling on Notice of violation.
 - As you all know the June 2017 water plant report due July 10, 2017 with the State Board was not filed. We were cited. We appealed citing employee misconduct.
 - The Appeal was denied saying the District is still responsible despite employee misconduct. No fine. Charged 3 hours of SWRCB employee time. Told to include the incident in the next Consumer Confidence Report.
- Please refer to Dan Larson's report.

Sewer Plant

- Principle construction essentially completed. Other cleanup and final construction work at the plant is progressing. Change orders were about .5% of the total. USDA reviewing the use of remaining contingency for expanding our sludge drying beds.
- Francisco Castro will report.

Backflows:

- No change. They have been submitted in water improvement grant project # 3 and in an alternate federal grant request. The state request has now been delayed and expanded, while the federal one is in process. Annual required inspections are completed.

Meters:

- No change. In addition to the Grant 3 request with the state which is delayed, we have filed for an alternative federal grant which is in process.

Solar:

- Please see the Solar Committee Report.

Sidewalks:

- Granite has finished. We had some facilities damaged. We have kept track of the repair costs.
- We anticipate a discussion in the next few months with the County and Granite on damage claims.

Recycled Water

- The study is finished. We are talking about potential placement of facilities, etc. We have been in discussions with now several potential major customers about a private public partnership, including cost sharing. We are exploring various funding opportunities for work inside the plant. There also may be federal funds for the project, with assistance by Garamendi. This is a long term project.
- The State Board has begun reviewing our recycled water study materials. No change.
- Please note: I have given a limited waiver on a potential conflict so that MC can assist a potential customer obtaining necessary information and direction to participate.

Alan Gardner, GM

1:06 PM

09/14/18

Accrual Basis

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

	<u>Aug 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	2,213,473.02
Accounts Receivable	-6.00
Other Current Assets	781,702.84
Total Current Assets	<u>2,995,169.86</u>
Fixed Assets	<u>9,538,585.57</u>
TOTAL ASSETS	<u><u>12,533,755.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	344,312.17
Credit Cards	-10,311.32
Other Current Liabilities	995,355.19
Total Current Liabilities	<u>1,329,356.04</u>
Total Liabilities	<u>1,329,356.04</u>
Equity	<u>11,204,399.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,533,755.43</u></u>

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

	Aug 31, 18
ASSETS	
Current Assets	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	380,205.96
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550...)	1,079,694.37
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013...)	1,268,694.37
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA ...)	88.98
102.02 · CRP Water - 6990	286,675.29
102.03 · CRP Sewer - 3745	277,608.42
Total Checking/Savings	2,213,473.02
Accounts Receivable	
CUSI Accounts Receivable	-6.00
Total Accounts Receivable	-6.00
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
130 · Const In Progress - Studies	119,300.21
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199...)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 11991...)	74,033.00
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 1057100)	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1...)	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	23,357.00
Total Other Current Assets	781,702.84
Total Current Assets	2,995,169.86
Fixed Assets	
128 · Sewer Infrstrcture & Rehab Proj (Grant to repair/replace sewer In...)	183,324.74
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of ...)	
121.1 · Sidewalk Project - District Exp	116,888.53
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation o...)	125,827.69
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or installatio...)	242,716.22
131 · Waste Water Plant	
131.1 · Pumps/Equipment	541.40
131 · Waste Water Plant - Other	3,054.37
Total 131 · Waste Water Plant	3,595.77
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	1,144,685.16
127 · Water Plant	229,817.38
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER...)	1,920,341.58
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	5,732.69
120.75 · SCADA	5,036.50
120.90 · Vehicles/Generators/Trailers	5,234.23
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	16,590.63
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)	1,952,935.63
122 · Bldgs/Grounds Cap Improvements	8,533,557.59
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER...)	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23

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

	Aug 31, 18
124.30 · Lift Stations - Other	47,665.07
Total 124.30 · Lift Stations	113,707.30
124.50 · Mains	14,938.73
124.60 · Meters	700.00
124.90 · Water Tanks	7,965.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEW...	3,160,781.12
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - S...	3,298,092.19
125 · Land - Dist. Cap. Improvements	300,385.50
129 · ALLOW. FOR DEPRECIATION	-7,604,123.46
Total Fixed Assets	9,538,585.57
TOTAL ASSETS	12,533,755.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	344,312.17
Total Accounts Payable	344,312.17
Credit Cards	
210 · Cal Card	
210.06 · Cal Card - Jason 3879	-7,002.64
210.04 · Cal Card - Alan - 7397	-3,604.89
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,326.53
Total 210 · Cal Card	-10,311.32
Total Credit Cards	-10,311.32
Other Current Liabilities	
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a fe...	-322.01
280 · Loan	
280.07 · Bridge Loan for Forced Main (will be reimbursed from ...	496,126.20
280.05 · USDA Bridge Loan (Bridge loan until USDA funds beco...	466,000.00
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	964,933.49
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments for Medi...	2,298.17
221 · Health Ins - EE Portion - Other	2,950.89
Total 221 · Health Ins - EE Portion	5,249.06
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - ...	1,895.77
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Ot...	-5,694.50
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	-3,798.73
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAY...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - ...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAY...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL ...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYAB...	-1,283.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUC...	-3,374.02
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYA...	695.67
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts with...	-14,884.32
Total Other Current Liabilities	995,355.19

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09/14/18

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of August 31, 2018

	<u>Aug 31, 18</u>
Total Current Liabilities	1,329,356.04
Total Liabilities	1,329,356.04
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to ...)	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corporati...)	4,671,801.99
Net Income	196,269.48
Total Equity	11,204,399.39
TOTAL LIABILITIES & EQUITY	<u>12,533,755.43</u>

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09/13/18

Accrual Basis

Clearlake Oaks County Water District
Profit and Loss
July through August 2018

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income						
Income						
410 · Client Reg Pmt	0.00	0.00	161,742.08	201,373.85	363,115.93	363,115.93
430 · Penalty & Interest	0.00	0.00	3,463.97	3,630.29	7,094.26	7,094.26
440 · Misc Revenue	0.00	0.00	0.00	4,735.27	4,735.27	4,735.27
450 · Other - Non S/W Rev	0.00	0.00	23,005.91	23,005.93	46,011.84	46,011.84
Total Income	0.00	0.00	188,211.96	232,745.34	420,957.30	420,957.30
Total Income	0.00	0.00	188,211.96	232,745.34	420,957.30	420,957.30
Gross Profit	0.00	0.00	188,211.96	232,745.34	420,957.30	420,957.30
Expense						
Salaries & EE Benefits						
505 · Salaries & Wages	75,740.21	25,903.94	34,972.97	37,077.19	173,694.31	173,694.31
520 · FICA - District Share	6,937.77	1,921.89	2,559.59	2,807.70	14,226.95	14,226.95
530 · Medical Ins - Dist Share	13,555.58	4,744.48	9,972.82	4,736.94	33,009.82	33,009.82
540 · PERS - District Share	4,068.38	2,901.20	3,687.47	3,241.52	13,898.57	13,898.57
560 · Workers Comp Ins	1,266.02	1,952.54	2,597.17	3,300.50	9,116.23	9,116.23
Total Salaries & EE Benefits	101,567.96	37,424.05	53,790.02	51,163.85	243,945.88	243,945.88
Services & Supplies						
610 · Bank Fees	2,851.58	0.00	0.00	0.00	2,851.58	2,851.58
620 · Communications & In...	1,429.33	0.00	1,325.84	1,226.87	3,982.04	3,982.04
622 · Board Exp	1,311.50	0.00	0.00	0.00	1,311.50	1,311.50
630 · Equip - Office	65.20	0.00	0.00	0.00	65.20	65.20
640 · Fuel & Oil	0.00	223.57	521.40	606.35	1,351.32	1,351.32
657 · Lab	0.00	0.00	1,197.85	2,729.00	3,926.85	3,926.85
660 · Memberships & Subs...	225.34	0.00	75.00	75.00	375.34	375.34
665 · Mileage Reimb	354.15	0.00	0.00	0.00	354.15	354.15
670 · Postage & Shipping	2,207.17	0.00	56.19	25.69	2,289.05	2,289.05
675 · Professional Services	14,536.45	0.00	1,337.63	170.00	16,044.08	16,044.08
685 · Rents	1,631.28	0.00	1,951.18	0.00	3,582.46	3,582.46
690 · Safety & Security	239.00	366.98	537.12	2,347.54	3,490.64	3,490.64
700 · Tools & Instruments	0.00	487.59	32.33	316.53	836.45	836.45
703 · Supplies - Clothing & ...	0.00	1,080.96	810.72	748.06	2,639.74	2,639.74
705 · Supplies - Office	861.24	177.12	559.01	316.05	1,913.42	1,913.42
715 · Supplies-Chemicals-...	0.00	0.00	3,504.06	9,999.86	13,503.92	13,503.92
720 · Supplies - Inventory - ...	0.00	949.65	971.29	102.79	2,023.73	2,023.73
735 · Training/Classes/Cert...	420.00	243.15	387.15	102.15	1,152.45	1,152.45
750 · Utilities	1,079.70	0.00	14,223.75	24,668.30	39,971.75	39,971.75
760 · Waste Disposal	84.00	0.00	9,755.56	0.00	9,839.56	9,839.56
795 · Yolo Co	0.00	0.00	0.00	4,817.58	4,817.58	4,817.58
799 · Misc						
799.1 · Customer Refund...	0.00	0.00	0.00	528.79	528.79	528.79
Total 799 · Misc	0.00	0.00	0.00	528.79	528.79	528.79
Total Services & Supplies	27,295.94	3,529.02	37,246.08	48,780.56	116,851.60	116,851.60
Repairs & Replacement						
810 · R&R Buildings & Gro...	290.07	0.00	69.90	76.41	436.38	436.38
830 · R&R Equipment	0.00	0.00	995.00	1,012.37	2,007.37	2,007.37
840 · R&R Vehicles	0.00	210.76	1,683.41	594.82	2,488.99	2,488.99
Total Repairs & Replacement	290.07	210.76	2,748.31	1,683.60	4,932.74	4,932.74
Total Expense	129,153.97	41,163.83	93,784.41	101,628.01	365,730.22	365,730.22
Net Income	-129,153.97	-41,163.83	94,427.55	131,117.33	55,227.08	55,227.08

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

As of August 2018 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,197,975	199,663	232,745	19%	1,027,946	171,324	188,212	18%
Total Operating Expenses	1,042,052	173,675	186,259	18%	1,065,195	177,532	178,943	17%
Operating Balance (loss)	155,923	25,987	46,486		(37,249)	(6,208)	9,269	
420 Connection Rev			-				-	
435			-				-	
450 Other - Non S/W Rev	96,000	16,000	23,006	24%	85,000	14,167	23,006	27%
Depreciation Exp	125,000	20,833	20,833	17%	80,000	13,333	13,333	17%
Net Change In Net Position (loss)	126,923	21,154	48,659		(32,249)	(5,375)	18,942	

Current Revenue Notes:

440- Misc Water = Bulk Water - We have stopped selling bulk wtr as of September
 450 - Other - Non S/W Rev: ATT Lease & Tax Roll

WestAmer Op	\$	136,338
WestAmer CRP		901,775
LAIF		1,280,046
Total	\$	2,318,159

Past Revenue Notes

As of August 2018 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,137,975	189,663	201,374	18%	1,014,446	169,074	161,742	16%
430 Penalty & Interest	30,000	5,000	3,630	12%	13,500	2,250	3,464	26%
440 Misc	30,000	5,000	4,735	16%	0	0	-	0%
Total Revenue >	1,197,975	199,663	209,739	18%	1,027,946	171,324	165,206	16%

As of August 2018 Operating Expenses	Budget				Actual			
	Annual	YTD	Amount	%	YTD	Spent	Amount	%
505 Salaries & Wages	403,406	67,234	87,899	22%	411,575	68,596	85,795	21%
510 Contracted Labor	-	-	-	0%	-	-	-	0%
520 FICA - District Share	31,879	5,313	7,237	23%	32,719	5,453	6,990	21%
530 Medical Ins - District Share	79,544	13,257	13,887	17%	108,002	18,000	19,123	18%
540 PERS - District Share	46,151	7,692	6,727	15%	48,788	8,131	7,172	15%
550 Unemployment	2,500	417	-	0%	2,500	417	-	0%
560 Workers Comp Ins	27,587	4,598	4,911	18%	22,985	3,831	4,207	18%
Salaries and Employee Benefits >	591,067	98,511	120,660	20%	626,570	104,428	123,286	20%
605 Advertising	200	33	-	0%	200	33	-	0%
610 Bank Fees	9,010	1,502	1,426	16%	9,000	1,500	1,426	16%
620 Communications & Internet	10,000	1,667	1,942	19%	9,500	1,583	2,041	21%
622 Board Exp	5,000	833	656	13%	5,000	833	656	13%
625 Equip - Field (\$300-\$4999)	2,500	417	-	0%	4,000	667	-	0%
630 Equip - Office	3,000	500	33	1%	3,500	583	33	1%
640 Fuel & Oil	6,500	1,083	718	11%	4,000	667	633	16%
645 Insurance	40,000	6,667	-	0%	40,000	6,667	-	0%

650	Interest	-	-	-	0%	-	-	-	0%
657	Lab	20,000	3,333	2,729	14%	25,000	4,167	1,198	5%
660	Memberships & Subscriptions	28,500	4,750	188	1%	25,500	4,250	188	1%
665	Mileage Reimb	2,250	375	177	8%	2,250	375	177	8%
670	Postage & Shipping	6,100	1,017	1,130	19%	6,050	1,008	1,160	19%
675	Professional Services	20,000	3,333	7,438	37%	20,000	3,333	8,606	43%
685	Rents	5,700	950	816	14%	15,700	2,617	2,767	18%
690	Safety & Security	4,125	688	2,651	64%	8,125	1,354	840	10%
700	Tools & Instruments	2,250	375	561	25%	5,250	875	276	5%
703	Supplies - Clothing & Personal	2,175	363	1,289	59%	2,175	363	1,352	62%
705	Supplies - Office	4,625	771	835	18%	5,125	854	1,078	21%
715	Treatment Chemicals	52,000	8,667	10,000	19%	53,000	8,833	3,504	7%
720	Supplies - Operating - Other	9,250	1,542	578	6%	20,750	3,458	1,446	7%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	7,250	1,208	434	6%	10,250	1,708	719	7%
745	Travel	2,000	333	-	0%	2,000	333	-	0%
750	Utilities	135,650	22,608	25,208	19%	97,750	16,292	14,764	15%
760	Waste Disposal	550	92	42	8%	52,250	8,708	9,798	19%
795	Yolo Co	54,600	9,100	4,818	9%				
799	Misc	-	-	-	0%	-	-	-	0%
Services and Supplies >		433,235	72,206	63,666	15%	426,375	71,063	52,659	12%
810	R&R Buildings & Grounds	7,500	1,250	221	3%	7,500	1,250	215	3%
815	R & R Damage Claims	5,000	833	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	333	1,012	51%	500	83	995	199%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	542	701	22%	4,250	708	1,789	42%
Repairs & Replacement >		17,750	2,958	1,934	11%	12,250	2,042	2,999	24%
Total Expenses >		1,042,052	173,675	186,259	18%	1,065,195	177,532	178,943	17%

As of August 2018		2018-2019 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	478,396	79,733	75,740	15.8%	402,656	
510 Contracted Labor	-	-	-		-	
520 FICA - District Share	36,932	6,155	6,938	18.8%	29,994	
530 Medical Ins - District Share	99,404	16,567	13,556	13.6%	85,848	
540 PERS-District Share (incl unfunded Liab, 14.5K)	51,119	8,520	4,068	8.0%	47,051	
550 Unemployment	5,000	833		0.0%	5,000	
560 Workers Comp Ins	17,202	2,867	1,266	7.4%	15,936	
Salaries and Employee Benefits >		688,053	114,675	101,568	14.8%	586,485
605 Advertising	400	67	-	0.0%	400	
610 Bank Fees	18,000	3,000	2,852	15.8%	15,148	
620 Communications & Internet	7,000	1,167	1,429	20.4%	5,571	
622 Board Exp	10,000	1,667	1,312	13.1%	8,688	
625 Equip - Field (up to \$4999)	0	0		0.0%	0	
630 Equip - Office	2,500	417	65	2.6%	2,435	
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	167	225	22.5%	775	
665 Mileage Reimb	3,000	500	354	11.8%	2,646	
670 Postage & Shipping	12,000	2,000	2,207	18.4%	9,793	
675 Professional Services (Legal, IT, etc)	20,000	3,333	14,536	72.7%	5,464	
685 Rents	7,400	1,233	1,631	22.0%	5,769	
690 Safety & Security (boots)	2,500	417	239	9.6%	2,261	
700 Tools & Instruments	0	0		0.0%	0	
703 Supplies - Clothing & Personal	600	100		0.0%	600	
705 Supplies - Office	7,000	1,167	861	12.3%	6,139	
715 Treatment Chemicals	0	0		0.0%	0	
720 Supplies - Operating - Other	0	0		0.0%	0	
730 Taxes - Licenses	0	0		0.0%	0	
735 Training, Certs (Classes, books)	3,500	583	420	12.0%	3,080	
745 Travel / Lodging	2,000	333		0.0%	2,000	
750 Utilities	5,500	917	1,080	19.6%	4,420	
760 Waste Disposal	500	83	84	16.8%	416	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
Services and Supplies >		102,900	17,150	27,295	26.5%	75,605
810 R&R Buildings & Grounds	5,000	833	290	5.8%	4,710	
815 R & R Damage Claims	0	0		0.0%	0	
820 R&R Lift Stations	-	-		0.0%	-	
830 R&R Equipment	1,000	167		0.0%	1,000	
832 R&R Mains/Service Lines	0	0		0.0%	0	
840 R&R Vehicles (\$2k/vehicle)	500	83		0.0%	500	
Repairs & Replacement >		6,500	1,083	290	4.5%	6,210
Total Expenses >		797,453	132,909	129,153	16.2%	668,300

675 Legal Fees 589/Personnel

2 D\C - Budget Variance Report July 1, 2018 though June 30, 2019		Target % >		16.7%		
As of August 2018		2018-2019 Budget		Actual		
Expenses		Annual	YTD	YTD	% Spent	Total Remaining
505	Salaries & Wages	110,068	18,345	25,904	23.5%	84,164
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	9,036	1,506	1,922	21.3%	7,114
530	Medical Ins - District Share	29,843	4,974	4,744	15.9%	25,099
540	PERS - District Share	21,143	3,524	2,901	13.7%	18,242
550	Unemployment	-	-	-	0.0%	-
560	Workers Comp Ins	11,194	1,866	1,953	17.4%	9,241
Salaries and Employee Benefits >		181,282	30,214	37,424	20.6%	143,858
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	0	0	-	0.0%	0
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	0	0	-	0.0%	0
640	Fuel & Oil	1,500	250	224	14.9%	1,276
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	625	367	9.8%	3,383
700	Tools & Instruments	3,750	625	488	13.0%	3,262
703	Supplies - Clothing & Personal	750	125	1,081	144.1%	(331)
705	Supplies - Office	250	42	177	70.8%	73
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	1,500	250	950	63.3%	550
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	3,000	500	243	8.1%	2,757
745	Travel / Lodging	1,000	167	-	0.0%	1,000
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0	-	0.0%	0
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	-	0.0%	0
Services and Supplies >		15,500	2,583	3,530	22.8%	11,970
810	R&R Buildings & Grounds	-	-	-	0.0%	-
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	-	-	-	0.0%	-
832	R&R Mains/Service Lines	-	-	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	2,500	417	211	0.0%	2,289
Repairs & Replacement >		2,500	417	211	8.4%	2,289
Total Expenses >		199,282	33,214	41,165	20.7%	158,117

Expense Notes

505 Salaries & Wages

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

703 Supplies Clothing & Personal

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

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2 Sewer - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **16.7%**

As of August 2018		2018-2019 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	172,377	28,730	34,973		137,404
510	Contracted Labor	-	-	-	20.3%	-
520	FICA - District Share	14,253	2,376	2,560	18.0%	11,693
530	Medical Ins - District Share	58,300	9,717	9,973	17.1%	48,327
540	PERS - District Share (\$14.5K Unfunded)	23,229	3,871	3,687	15.9%	19,542
550	Unemployment	0	0	0	0.0%	0
560	Workers Comp Ins	14,384	2,397	2,597	18.1%	11,787
Salaries and Employee Benefits >		282,543	47,091	53,790	19.0%	228,753
605	Advertising	0	0	0	0.0%	0
620	Communications & Internet	3,500	583	1,326	37.9%	2,174
622	Board Exp	0	0	0	0.0%	0
625	Equip - Field (up to \$4999)	1,500	250	0	0.0%	1,500
630	Equip - Office	1,000	167	0	0.0%	1,000
640	Fuel & Oil (Schaeffers)	1,500	250	521	34.7%	979
645	Insurance	40,000	6,667	0	0.0%	40,000
650	Interest	0	0	0	0.0%	0
657	Outsource Lab / Internal Lab	25,000	4,167	1,198	4.8%	23,802
660	Memberships & Subscriptions	25,000	4,167	75	0.3%	24,925
665	Mileage Reimb	500	83	0	0.0%	500
670	Postage & Shipping	50	8	56	112.0%	(6)
675	Professional Services (SCADA)	10,000	1,667	1,338	13.4%	8,662
685	Rents	12,000	2,000	1,951	16.3%	10,049
690	Safety & Security (boots)	5,000	833	537	10.7%	4,463
700	Tools & Instruments	5,000	833	32	0.6%	4,968
703	Supplies - Clothing & Personal	1,500	250	811	54.1%	689
705	Supplies - Office	1,500	250	559	37.3%	941
715	Treatment Chemicals	53,000	8,833	3,504	6.6%	49,496
720	Supplies-Operating-Other-Titan Tubes	20,000	3,333	971	4.9%	19,029
730	Taxes - Licenses	-	-	0	0.0%	-
735	Training, Certs (classes, books)	7,000	1,167	387	5.5%	6,613
745	Travel / Lodging	500	83	0	0.0%	500
750	Utilities	95,000	15,833	14,224	15.0%	80,776
760	Waste Disposal	52,000	8,667	9,756	18.8%	42,244
795	Yolo Co	0	0	0	0.0%	0
799	Misc	0	0	0	0.0%	0
799.1	Customer Refund	-	-	-	-	-
Services and Supplies >		360,550	60,092	37,246	10.3%	323,304
810	R&R Buildings & Grounds	1,500	250	70	4.7%	1,430
815	R & R Damage Claims	0	0	0	0.0%	0
820	R&R Lift Stations	0	0	0	0.0%	0
830	R&R Equipment	0	0	995	0.0%	(995)
832	R&R Mains/Service Lines	0	0	0	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	667	1,683	42.1%	2,317
Repairs & Replacement >		5,500	917	2,748	50.0%	2,752
Total Expenses >		648,593	108,099	93,784	14.5%	554,809

Expense Notes

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

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2 Water - Budget Variance Report July 1, 2018 through June 30, 2019		Target % > 16.7%				
As of August 2018		2018-2019 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	164,208	27,368	37,077		127,131
510	Contracted Labor	0	0		22.6%	0
520	FICA - District Share	13,413	2,235	2,807	20.9%	10,606
530	Medical Ins - District Share	29,843	4,974	4,737	15.9%	25,106
540	PERS - District Share	20,591	3,432	3,242	15.7%	17,349
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	18,986	3,164	3,301	17.4%	15,685
Salaries and Employee Benefits >		247,040	41,173	51,164	20.7%	195,876
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	667	1,227	30.7%	2,773
622	Board Exp	0	0		0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0		0.0%	0
630	Equip - Office	500	83		0.0%	500
640	Fuel & Oil	4,000	667	606	15.2%	3,394
645	Insurance	40,000	6,667		0.0%	40,000
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	20,000	3,333	2,729	13.6%	17,271
660	Memberships & Subscriptions	28,000	4,667	75	0.3%	27,925
665	Mileage Reimb	500	83		0.0%	500
670	Postage & Shipping	100	17	26	26.0%	74
675	Professional Services (SCADA)	10,000	1,667	170	1.7%	9,830
685	Rents	2,000	333		0.0%	2,000
690	Safety & Security (boots)	1,000	167	2,348	234.8%	(1,348)
700	Tools & Instruments	2,000	333	317	15.9%	1,683
703	Supplies - Clothing & Personal	1,500	250	748	49.9%	752
705	Supplies - Office	1,000	167	316	31.6%	684
715	Treatment Chemicals	52,000	8,667	10,000	19.2%	42,000
720	Supplies - Operating - Other	8,500	1,417	103	1.2%	8,397
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	4,000	667	102	2.6%	3,898
745	Travel / Lodging	500	83		0.0%	500
750	Utilities	132,900	22,150	24,668	18.6%	108,232
760	Waste Disposal	300	50		0.0%	300
795	Yolo Co	54,600	9,100	4,818	8.8%	49,782
799	Misc	0	0		0.0%	0
799.1	Customer Refund			529		
Services and Supplies >		367,400	61,233	48,782	13.3%	318,618
810	R&R Buildings & Grounds	5,000	833	76	1.5%	4,924
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0			0
830	R&R Equipment	1,500	250	1,012	67.5%	488
832	R&R Mains/Service Lines	0	0		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	500	595	19.8%	2,405
Repairs & Replacement >		9,500	1,583	1,683	17.7%	7,817
Total Expenses >		623,940	103,990	101,629	16.3%	522,311
690 Safety & Security	Purchase of Abestos storage bin for disposal of all old water pipes \$1,989.42					
830 R & R Equipment	LEETE Generator Maintenance					
840 R & R Vehicles	V-27 brakes and rotors					

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09/13/18

Accrual Basis

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

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income				
Income				
425 · CRP (Capital Replacment Plan)	60,248.06	59,159.32	119,407.38	119,407.38
430 · Penalty & Interest	1,305.01	1,458.25	2,763.26	2,763.26
Total Income	<u>61,553.07</u>	<u>60,617.57</u>	<u>122,170.64</u>	<u>122,170.64</u>
Total Income	61,553.07	60,617.57	122,170.64	122,170.64
Gross Profit	61,553.07	60,617.57	122,170.64	122,170.64
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	9,180.76	9,214.07	18,394.83	18,394.83
520 · FICA - District Share	702.32	704.89	1,407.21	1,407.21
530 · Medical Ins - Dist Share	1,677.98	1,677.98	3,355.96	3,355.96
540 · PERS - District Share	368.32	398.91	767.23	767.23
560 · Workers Comp Ins	976.27	976.27	1,952.54	1,952.54
Total Salaries & EE Benefits	<u>12,905.65</u>	<u>12,972.12</u>	<u>25,877.77</u>	<u>25,877.77</u>
Services & Supplies				
620 · Communications & Internet	201.59	201.57	403.16	403.16
625 · Equip - Field (\$300-\$4999)	620.19	0.00	620.19	620.19
640 · Fuel & Oil	1,507.37	1,460.62	2,967.99	2,967.99
675 · Professional Services	537.01	0.00	537.01	537.01
700 · Tools & Instruments	2.17	2.17	4.34	4.34
720 · Supplies - Inventory - Other	639.98	595.66	1,235.64	1,235.64
Total Services & Supplies	<u>3,508.31</u>	<u>2,260.02</u>	<u>5,768.33</u>	<u>5,768.33</u>
Repairs & Replacement				
810 · R&R Buildings & Grounds	0.00	3.35	3.35	3.35
830 · R&R Equipment	10,211.69	1,516.80	11,728.49	11,728.49
832 · R&R Mains and Sewer Lines	268.25	142.50	410.75	410.75
840 · R&R Vehicles	1,082.00	1,073.97	2,155.97	2,155.97
Total Repairs & Replacement	<u>11,561.94</u>	<u>2,736.62</u>	<u>14,298.56</u>	<u>14,298.56</u>
Total Expense	<u>27,975.90</u>	<u>17,968.76</u>	<u>45,944.66</u>	<u>45,944.66</u>
Net Income	<u><u>33,577.17</u></u>	<u><u>42,648.81</u></u>	<u><u>76,225.98</u></u>	<u><u>76,225.98</u></u>

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

2

SEWER-CRP

Target % > **16.7%**

As of August 2018

Summary	Budget		Actual YTD			
	Annual	YTD	Amount	%		
SEWER CRP Revenue	392,097	65,350	60,618	15.5%	0%	
SEWER CRP Expenses	202,488	33,748	17,970	8.9%	0%	
USDA Annual Payment	129,000	21,500				
Short term depreciation reserve	30,000	5,000	5,000			
Previous Year Balance 6/30/17						
Operating Balance (loss)	30,609	5,102	37,648			

Expenses	2018 - 2019 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	45,929	7,655	9,214	20.1%	36,715
510 Contracted Labor	-	-	-		-
520 FICA - District Share	3,762	627	705	18.7%	3,057
530 Medical Ins - District Share	10,571	1,762	1,678	15.9%	8,893
540 PERS - District Share	2,629	438	399	15.2%	2,230
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	4,596	766	976	21.2%	3,620
Salaries and Employee Benefits >	67,488	11,248	12,972	19.2%	54,516
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	833	202	4.0%	4,798
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	2,500	417	-	0.0%	2,500
630 Equip - Office	2,500	417	-	0.0%	2,500
640 Fuel & Oil	5,000	833	1,461	29.2%	3,539
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	-	-	-	0.0%	-
690 Safety & Security (boots)	0	0	-	0.0%	0
700 Tools & Instruments	0	0	2	0.0%	(2)
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	8,500	1,417	596	7.0%	7,904
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	0	0	-	0.0%	0
745 Travel / Lodging	0	0	-	0.0%	0
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	23,500	3,917	2,261	9.6%	21,239
810 R&R Buildings & Grounds	35,000	5,833	3	0.0%	34,997
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	3,333	-	0.0%	20,000
830 R&R Equipment	5,000	833	1,517	30.3%	3,483
832 R&R Mains/Service Lines	25,000	4,167	143	0.6%	24,857
840 R&R Vehicles (\$2k/vehicle)	26,500	4,417	1,074	4.1%	25,426
Repairs & Replacement >	111,500	18,583	2,737	2.5%	108,763
Total Expenses >	202,488	33,748	17,970	8.9%	184,518

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

2 Target % > 16.7%

As of August 2018 Summary	Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	394,332	65,722	61,553	15.6%
WATER CRP Expenses	166,911	27,819	27,975	16.8%
Short term depreciation reserve	30,000	5,000	5,000	
Previous Year Balance 6/30/17	-	-	-	
Operating Balance	197,421	32,903	28,578	

	Expenses	2018 - 2019 Budget		Actual YTD	% Spent	Total Remaining
		Annual	YTD			
505	Salaries & Wages	41,508	6,918	9,181	22.1%	32,327
510	Contracted Labor	0	0	-	0.0%	0
520	FICA - District Share	3,396	566	702	20.7%	2,694
530	Medical Ins - District Share	10,571	1,762	1,678	15.9%	8,893
540	PERS - District Share	2,327	388	368	15.8%	1,959
550	Unemployment	0	0	-	0.0%	0
560	Workers Comp Ins	4,110	685	976	23.7%	3,134
	Salaries and Employee Benefits >	61,911	10,319	12,905	20.8%	49,006
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	833	202	4.0%	4,798
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	2,500	417	620	24.8%	1,880
630	Equip - Office	2,500	-	-	0.0%	-
640	Fuel & Oil	5,000	833	1,507	30.1%	3,493
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	0	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services Leak Chk	10,000	1,667	537	0.0%	9,463
685	Rents	0	0	-	0.0%	0
690	Safety & Security (boots)	0	0	-	0.0%	0
700	Tools & Instruments	0	0	2	0.0%	(2)
703	Supplies - Clothing & Personal	0	0	-	0.0%	0
705	Supplies - Office	0	0	-	0.0%	0
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	8,500	1,417	640	7.5%	7,860
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training, Certs (classes, books)	0	0	-	0.0%	0
745	Travel / Lodging	0	0	-	0.0%	0
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0	-	0.0%	0
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	-	0.0%	0
	Services and Supplies >	33,500	5,167	3,508	10.5%	29,992
810	R&R Buildings & Grounds	15,000	2,500	-	0.0%	15,000
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	0	0	-	0.0%	0
830	R&R Equipment	5,000	833	10,212	204.2%	(5,212)
832	R&R Mains/Service Lines	25,000	4,167	268	1.1%	24,732
840	R&R Vehicles (\$2k/vehicle)	26,500	4,417	1,082	4.1%	25,418
	Repairs & Replacement >	71,500	11,917	11,562	16.2%	59,938
	Total Expenses >	166,911	27,402	27,975	16.8%	138,936
830	R & R Equipment			VFD control pp @ Hi Vly that sends wtr to Cireto \$2,409.34		
830	R & R Equipment			Rebuilt mtr booster pp #2 for Distribution \$3,992.59		
830	R & R Equipment			Well Head replacement - Oak Knoll \$2,543.55		

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

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
07/31/2018	Badger Meter	22759	GL:Water	33.00
08/31/2018	Badger Meter	22759	GL:Water	33.00
Total 130 · Const In Progress - Studies				66.00
128 · Sewer Infrastructure & Rehab Proj (Phase 1 was the installation of the Force Main)				
07/07/2018	MC Engineering, Inc	Sewer Infrastruct...	GL:Sewer	28,088.31
07/31/2018	Nor-Cal Pipeline S...	Sewer line cleani...	CRP:Sewer	27,800.00
08/03/2018	MC Engineering, Inc		GL:Sewer	40,058.31
08/10/2018		REFUND FOR M...	GL:Sewer	-11,918.00
08/10/2018		REFUND FOR M...	GL:Sewer	-69,720.00
Total 128 · Sewer Infrastructure & Rehab Proj (Phase 1 was the install...				14,308.62
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes)				
121.1 · Sidewalk Project - District Exp				
07/03/2018	Pace	Mega Lug coupli...	CRP:Water	1,091.33
07/06/2018	Pace	6" x 4" spools	CRP:Water	572.64
07/13/2018	Pace	Firehydrants for ...	CRP:Water	1,716.00
07/31/2018	AES - Analytical E...	Lodging 6/28 to ...	CRP:Water	401.10
08/30/2018	Elem Indian Colony	WWTP - siff thru...	CRP:Water	300.00
08/30/2018	Elem Indian Colony	WWTP - siff thru...	CRP:Water	840.00
Total 121.1 · Sidewalk Project - District Exp				4,921.07
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water distribution pipes) - Other				
07/07/2018	MC Engineering, Inc	Hwy 20 Waterlin...	GL:Water	2,680.00
07/25/2018	HD Excavating	CSA 16 - costs f...	CRP:Water	1,798.26
07/26/2018	AES - Analytical E...	CLOCWD Water...	CRP:Water	1,638.61
08/03/2018	MC Engineering, Inc		GL:Water	1,232.89
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or inst...				7,349.76
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or install...				12,270.83
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
126 · Forcemain (phase 1) Cap. Imprv.				
Total 126 · Forcemain (phase 1) Cap. Imprv.				
123 · USDA - Sewer Plant Cap Imprvmt				
07/02/2018	Adams Ashby	May - General a...	GL:Sewer	540.00
07/02/2018	Adams Ashby	USDA SEWER -...	GL:Sewer	1,980.00
07/07/2018	MC Engineering, Inc	USDA Wastewat...	GL:Sewer	30,760.88
07/18/2018		USDA Payment ...	GL:Sewer	-25,206.62
07/18/2018		USDA Payment ...		-282,548.31
07/24/2018	T & S Constructio...		GL:Sewer	301,356.68
08/01/2018	Adams Ashby	Payment Proces...	GL:Sewer	810.00
08/03/2018	MC Engineering, Inc		GL:Sewer	24,600.66
08/20/2018		USDA Payment	GL:Sewer	-272,986.20
Total 123 · USDA - Sewer Plant Cap Imprvmt				-220,692.91
127 · Water Plant				
120 · District General CIP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMEN...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
120.75 · SCADA				

9:46 AM

09/17/18

Accrual Basis

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

Date	Name	Memo	Class	Amount
	Total 120.75	SCADA		
	120.90	Vehicles/Generators/Trailers		
	Total 120.90	Vehicles/Generators/Trailers		
	120	District General CIP (EQUIPMENT - WAS 1011181) - Other		
	Total 120	District General CIP (EQUIPMENT - WAS 1011181) - ...		
	Total 120	District General CIP (EQUIPMENT - WAS 1011181)		
	122	Bldgs/Grounds Cap Improvements		
	Total 122	Bldgs/Grounds Cap Improvements		
	124	D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)		
	124.30	Lift Stations		
	124.31	Lift Station 7 Bypass		
	Total 124.31	Lift Station 7 Bypass		
	124.30	Lift Stations - Other		
	Total 124.30	Lift Stations - Other		
	Total 124.30	Lift Stations		
	124.50	Mains		
	Total 124.50	Mains		
	124.60	Meters		
	Total 124.60	Meters		
	124.90	Water Tanks		
	Total 124.90	Water Tanks		
	124	D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other		
	Total 124	D/C System Cap Improvements (COLLECTION SYST...		
	Total 124	D/C System Cap Improvements (COLLECTION SYSTE...		
	125	Land - Dist. Cap. Improvements		
	Total 125	Land - Dist. Cap. Improvements		
	129	ALLOW. FOR DEPRECIATION		
	Total 129	ALLOW. FOR DEPRECIATION		
	210	Cal Card		
	TOTAL			<u>-194,047.46</u>



ACCOUNTS

TRANSFER SETTINGS

MOBILE APPS

Accounts

Transfer Settings

CRP SEWER *3745

Current	\$300,633.11
Available	**\$300,633.11

GENERAL LEDGER *9122

Current	\$136,337.80
Available	**\$173,189.03

CRP WATER *6990

Current	\$301,142.36
Available	**\$301,142.36

Credit Line *1999

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

Note *1001

Balance	\$0.00
---------	--------

BALANCE TOTALS

Total Deposit Accounts	\$738,113.27
Total Tiered Commercial Loans	\$0.00

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

Outside Accounts



No outside accounts added.

Make a Payment

Make paying bills fast and easy

Pay your bills on one screen in seconds.

Purchase Rewards

You currently have no rewards available. Check back soon.



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- Amazon app store for the Kindle Fire tablet

< September 2018

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

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September 17,
2018

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

Account Number:
90-17-001

Tran Type Definitions

August 2018 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,280,046.38
Total Withdrawal:	0.00	Ending Balance:	1,280,046.38

Aged Accounts Receivable
As of September 17, 2018

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120 Days</u>	<u>Total Balance</u>
\$60,908.60	\$23,784.67	\$3,128.44	\$2,186.34	\$84,764.63	<u>\$174,772.68</u>

Total number of accounts with open balances: 750

These totals include all accounts on the Tax Roll

1:17 PM

09/14/18

Clearlake Oaks County Water District
Payroll Summary
August 2018

	<u>Hours</u>	<u>Rate</u>	<u>Aug 18</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Bereavement	16	20.00	320.00
CTO Saved	-34.75	30.63	-1,289.99
CTO Used	40	20.42	816.80
Overtime (x1.5)	477	30.00	19,525.91
PTO	284.49	20.00	7,777.97
Straight	2,995.75	28.08	80,852.86
Board			400.00
Duty Pay			6,335.00
Severency Pay			16,892.00
Total Gross Pay	<u>3,778.49</u>		<u>131,630.55</u>
Deductions from Gross Pay			
ACWA (pre-tax)			-1,852.33
AFLAC (pre-tax)			-423.72
AFLAC (taxable) AFTER TAX			-423.00
CALPers 457			-675.00
CALPers EE (Pretax)			-5,288.19
Total Deductions from Gross Pay			<u>-8,662.24</u>
Adjusted Gross Pay	<u>3,778.49</u>		<u>122,968.31</u>
Taxes Withheld			
Federal Withholding			-7,037.00
Medicare Employee			-1,875.66
Social Security Employee			-8,019.97
CA - Withholding			-2,718.48
CA - Disability			-1,293.54
Total Taxes Withheld			<u>-20,944.65</u>
Net Pay	<u><u>3,778.49</u></u>		<u><u>102,023.66</u></u>
Employer Taxes and Contributions			
Medicare Company			1,875.66
Social Security Company			8,019.97
Total Employer Taxes and Contributions			<u><u>9,895.63</u></u>

9:54 AM

09/17/18

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of August 31, 2018

	Aug 31, 18	
	Debit	Credit
102.001 · GL - 9122	380,205.96	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	1,079,694.37	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	286,675.29	
102.03 · CRP Sewer - 3745	277,608.42	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · Const In Progress - Studies	119,300.21	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
128 · Sewer Infrstrcture & Rehab Proj	101,686.74	
121 · Wtr Dist & Wtr Storage Projects	125,827.69	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project ...	116,888.53	
131 · Waste Water Plant	3,054.37	
131 · Waste Water Plant:131.1 · Pumps/Equipment	541.40	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	1,144,685.16	
USDA Project	0.00	
127 · Water Plant	229,817.38	
120 · District General CIP	16,590.63	
120 · District General CIP:120.01 · General Equipment/Tools	1,920,341.58	
120 · District General CIP:120.60 · Office	5,732.69	
120 · District General CIP:120.75 · SCADA	5,036.50	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	5,234.23	
122 · Bldgs/Grounds Cap Improvements	8,533,557.59	
124 · D/C System Cap Improvements	3,160,781.12	
124 · D/C System Cap Improvements:124.30 · Lift Stations	47,665.07	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,938.73	
124 · D/C System Cap Improvements:124.60 · Meters	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		7,604,123.46
200 · ACCOUNTS PAYABLE		344,312.17
210 · Cal Card	1,326.53	
210 · Cal Card:210.06 - Cal Card - Jason 3879	7,002.64	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	3,604.89	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.07 · Bridge Loan for Forced Main		496,126.20
280 · Loan:280.05 · USDA Bridge Loan		466,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		2,950.89
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Med...		2,298.17
222 · Direct Deposit Liabilities	0.00	

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9:54 AM

09/17/18

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of August 31, 2018

	Aug 31, 18	
	Debit	Credit
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	5,694.50	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT D...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO ...		1,895.77
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	340.68	
223.50 · MEDICARE TAX PAYABLE	160.05	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	377.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	84.49	
223.65 · STATE DISABILITY PAYABLE	1,283.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	3,374.02	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		695.67
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	14,884.32	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		4,671,801.99
Income:410 · Client Reg Pmt		363,131.35
Income:425 · CRP		119,407.38
Income:430 · Penalty & Interest		9,857.52
Income:440 · Misc Revenue		4,735.27
Income:450 · Other - Non S/W Rev		46,011.84
Salaries & EE Benefits:507 · Severence Pay	16,892.00	
Salaries & EE Benefits:545 · CALPers 457		375.00
Salaries & EE Benefits:505 · Salaries & Wages	192,089.14	
Salaries & EE Benefits:520 · FICA - District Share	15,634.16	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	36,365.78	
Salaries & EE Benefits:540 · PERS - District Share	14,665.80	
Salaries & EE Benefits:560 · Workers Comp Ins	11,068.77	
Services & Supplies:610 · Bank Fees	2,851.58	
Services & Supplies:620 · Communications & Internet	4,385.20	
Services & Supplies:622 · Board Exp	1,311.50	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	620.19	
Services & Supplies:630 · Equip - Office	65.20	
Services & Supplies:640 · Fuel & Oil	4,319.31	
Services & Supplies:657 · Lab	3,926.85	
Services & Supplies:660 · Memberships & Subscription	375.34	
Services & Supplies:665 · Mileage Reimb	354.15	
Services & Supplies:670 · Postage & Shipping	2,289.05	
Services & Supplies:675 · Professional Services	16,581.09	
Services & Supplies:685 · Rents	3,582.46	
Services & Supplies:690 · Safety & Security	3,490.64	
Services & Supplies:700 · Tools & Instruments	840.79	
Services & Supplies:703 · Supplies - Clothing & Personal	2,639.74	
Services & Supplies:705 · Supplies - Office	1,913.42	
Services & Supplies:715 · Supplies-Chemicals-Operating	13,503.92	
Services & Supplies:720 · Supplies - Inventory - Other	3,259.37	
Services & Supplies:735 · Training/Classes/Certs/ClassB	1,152.45	

9:54 AM

Clearlake Oaks County Water District

09/17/18

Trial Balance

Accrual Basis

As of August 31, 2018

	Aug 31, 18	
	Debit	Credit
Services & Supplies:750 · Utilities	39,971.75	
Services & Supplies:760 · Waste Disposal	9,839.56	
Services & Supplies:795 · Yolo Co	4,817.58	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acc...	528.79	
Repairs & Replacement:810 · R&R Buildings & Grounds	439.73	
Repairs & Replacement:830 · R&R Equipment	13,735.86	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	410.75	
Repairs & Replacement:840 · R&R Vehicles	4,644.96	
66000 · Payroll Expenses	320.00	
TOTAL	20,523,601.42	20,523,601.42

10:11 AM

09/17/18

Clearlake Oaks County Water District
A/P Aging Summary
As of September 20, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Account Payable Breakdown

Date: 9/17/2018

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$201,480.45	\$136,337.80	\$173,189.03
CRP Water	\$301,095.41	\$301,142.36	\$301,142.36
CRP Sewer	\$300,633.11	\$300,633.11	\$300,633.11
Current A/P Aging	\$35,458.59		

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

AUGUST 16, 2018

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

✓ Mrs. Margaret Medeiros, President ✓ Mr. Karl Hosier, Vice President

✓ Mr. Samuel Boucher, Director ✓ Mr. Stanley Archacki, Director,

☐ Mrs. Barbara Higman, Director, ABSENT

✓ Mr. Alan Gardner – General 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 (unavailable)
 - d. Wastewater Plant Chief Operator
 - e. General Manager
2. **Financial Reports for review and approval**
 - a. July 2018, QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Regular Meeting 07-19-18

4. Bills

- a. MC Engineering Invoice No 1639, dated 08/03/18, in the amount of \$40,058.31 for the Sewer Infrastructure and Design
- b. MC Engineering Invoice No 1641, dated 08/03/18, in the amount of \$24,600.66 for the USDA Project

Action Taken: Motion to approve consent items

HOSIER/BOUCHER

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: HIGMAN

5. Agenda (Old Business)

- a. Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- b. Discussion and update of sidewalk project

Action Taken: No Action

- c. Discussion and consideration of allowing POA to install an alert siren on the lot where Lift Station 7 will be relocated

Action Taken: No Action

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

Action Taken: No Action

6. Agenda (New Business)

- a. Discussion and assessment of the Ranch Fire impact on the District

Action Taken: No Action

- b. Discussion and consideration of Resolution 18-07 – Amending the Employee Handbook (current changes are in blue, other colors have been previously approved)

Action Taken: Motion to approve Resolution 18-07, and have an Ad Hoc committee of Directors Boucher and Archacki to completely review employee handbook and board rules and regulations

BOUCHER/ARCHACKI

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: HIGMAN

- c. Discussion and consideration of approving spending limits of \$2,500.00 for Chiefs and Lead D/C

Action Taken: Motion to approve spending limits for Chiefs and Lead D/C

ARCHACKI/BOUCHER

AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI

NOES: NONE

ABSENT: HIGMAN

- d. Discussion and consideration of Resolution 18-08, Spending Limits for General Manager, Chiefs, and Lead D/C

Action Taken: Motion to approve Resolution 18-08
HOSIER/ARCHACKI
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI
NOES: NONE
ABSENT: HIGMAN

- e. Discussion and consideration of Resolution 18-09, additional credit cards for Chiefs and Lead D/C

Action Taken: Motion to approve Resolution 18-09
HOSIER/ARCHACKI
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI
NOES: NONE
ABSENT: HIGMAN

- f. Discussion and consideration of a new 218

Action Taken: Motion to move forward with 218 investigation and to appoint an Ad Hoc committee of Directors Medeiros and Hosier with one or two volunteers from community
ARCHACKI/HOSIER
AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI
NOES: NONE
ABSENT: HIGMAN

- g. Information and update on new "Legally Responsible Official" the District has registered with the SWRCB

Action Taken: No Action

- h. Discussion and modifications to three existing water grant applications

Action Taken: No Action

Closed Session Time: 6:03 pm

- a. Existing Litigation: Luna vs. CLOCWD
- b. Anticipated Litigation: One Case

Open Session Time: 6:26 pm

Action Taken in Closed Session: In closed session the board discussed one case of existing litigation, Luna, and one case of potential litigation, and gave direction to the General Manager and Counsel. No other business was discussed

Motion to adjourn by Director Hosier and Seconded by Director Archacki at 6:26 pm

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

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**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

August 29, 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.

Public comment on non-agenda items

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

AGENDA

Call to Order – 10:00 a.m.

Pledge of Allegiance

Roll Call

√ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President √ Mr. Samuel Boucher, Director
√ Mr. Stanley Archacki, Director √ Mrs. Barbara Higman, Director
√ Mr. Alan Gardner – General Manager √ Mrs. Dianna Mann - Secretary of the Board

New Business

- a. Discussion and consideration of appointing an ad hoc committee for solar research

**Action Taken: Motion to appoint Directors Hosier and Boucher
ARCHACKI/BOUCHER M/S/C
PASSED UNANIMOUSLY**

- b. Discussion and consideration of approving Ozone system repairs

**Action Taken: Motion to approve repairs not to exceed \$18,000
HOSIER/HIGMAN M/S/C
PASSED UNANIMOUSLY**

Closed Session

Time: 10:19

a. Anticipated litigation:

1. Luna vs. CLOCWD
2. One case of anticipated litigation

Open Session

Time: 11:01 a.m.

Action Taken in Closed Session: In closed session the Board discussed the Luna case and one case of potential litigation. No other items were discussed

Motion to adjourn by Director Hosier and seconded by Director Archacki at 11:01 a.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

September 6, 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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In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Clearlake Oaks County Water District Secretary to the Board at 707-998-3322. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Public comment on non-agenda items

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

AGENDA

Call to Order – 1:00 PM

Pledge of Allegiance

Roll Call

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

√ Mr. Alan Gardner – General Manager √ Mrs. Dianna Mann - Secretary to the Board
Olivia Mann in training, Dan Larson in audience

New Business

Margaret left due to medical emergency

- a. Discussion and consideration of purchasing a new Ozone System

Action Taken: Motion to repair the existing Ozone generator, purchase a new Ozone generator, and clean and disinfect system

ARCHACKI/BOUCHER

AYES: HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: MEDEIROS

- b. Discussion and consideration of appointing an Ad Hoc committee for Yolo

Action Taken: Motion to appoint Directors' Hosier and Boucher for Yolo Ad Hoc Committee
HIGMAN/BOUCHER

AYES: HOSIER/BOUCHER/ARCHACKI/HIGMAN

NOES: NONE

ABSENT: MEDEIROS

Closed Session **Time: 1:44 P.M.**

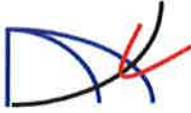
- a. Performance evaluation pursuant to Government Code Section 54957(b)(1)

Open Session **Time: 2:15 P.M.**

Action Taken in Closed Session: In closed session the board discussed one item and no action was taken. It was decided that the above Government Code did not apply for this session.

Motion by Director Boucher and seconded by Director Archacki to adjourn at 2:16 p.m.

SIGNED: _____ **ATTESTED TO:** _____
Karl Hosier, Board Vice President Dianna Mann, Board Secretary



MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

Invoice

Date	Invoice #
09/06/2018	1650

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	10/06/2018	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Operations Specialist, Doyle Champlain	18	105.00	1,890.00	
Project Engineer 2, Richard Relyea	53	120.00	6,360.00	
Project Manager, Mark Carey, PE	40	165.00	6,600.00	
Assistant Engineer, Jared P. Nelson	70	120.00	8,400.00	
Engineering Tech	89	65.00	5,785.00	
Operations Management Engineer, John Pedri, PE	27	160.00	4,320.00	
Engineering Tech, Jose Diaz-Mendez	32	105.00	3,360.00	
Operations Specialist, Doyle Champlain	14	105.00	1,470.00	
Administrative Support	2	65.00	130.00	
Infrastructure Improvement INV 01		3,051.00	3,051.00	
EDEA Inv 999 8/31/2018		18,069.33	18,069.33	
EDEA Inv 1000 8/31/2018		3,729.00	3,729.00	
OV Copy Inv 29952		12.50	12.50	
Starbucks - Lunch 8/08/18 Jose		17.00	17.00	
Chevron/food Lunch 7/23/18 Jose		13.95	13.95	
Total Reimbursable Expenses			43.45	
Mileage	165	0.545	89.93	
165 Miles @ .545 Mark				

128-GLS

Total	\$63,297.71
Payments/Credits	\$0.00
Balance Due	\$63,297.71

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 #
09/06/2018	1651

Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	10/06/2018	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	20	139.05	2,781.00	
Assistant Engineer, Jared P. Nelson	82	97.85	8,023.70	
Administrative Support	2	56.65	113.30	
Travel Mileage 165 Miles @ .545 Mark	165	0.545	89.93	
Stantec Inv 138606 081018		696.08	696.08	
EDEA Inv 1001 8/31/2018		1,186.50	1,186.50	
RGH Consultants Inv 0618055		1,532.56	1,532.56	
Trailer Rent - September		700.00	700.00	
Pine Dell Rent - September		400.00	400.00	
July 2018 Pine Dell Utilities		51.22	51.22	
August 2018 Pine Dell Utilities		114.92	114.92	
290 @ \$0.545 / mi - To CL (8-26) and back (8-30)		158.05	158.05	
250 @ \$0.545 / mi - To (8-19) and back (8-21)		136.25	136.25	
250 @ \$0.545 / mi - To CL (8-12) and back (8-15)		136.25	136.25	
120 @ \$0.545 / mi - From CL (8-3)		65.40	65.40	
Per Diem for 3 full days 8-27, 8-28, and 8-29 + dinner 8-26, lunch 8-30		175.13	175.13	
Per diem for 8-20, dinner 8-19, lunch 8-21		61.80	61.80	
Per diem for 2 full days 8-13 to 8-14, Dinner 8-12, lunch 8-15		156.79	156.79	
Per diem for 2 full days 8-1 and 8-2 + lunch 8/3		105.89	105.89	
OV Copy Inv 29966		2.33	2.33	
Total Reimbursable Expenses			1,164.03	
			0.00	
			Total	\$16,687.10
			Payments/Credits	\$0.00
			Balance Due	\$16,687.10

123 GLS

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

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QUOTATION

LAKE COUNTY ELECTRIC SUPPLY, INC.
 65 SODA BAY ROAD
 LAKEPORT, CA 95453
 USA
 707-263-7002



Order Number	
1106812	
Order Date	Page
7/25/2018 07:36:49	1 of 1

Quote Expires On 8/24/2018

Bill To:

CLEARLAKE OAKS CNTY WATER DIST
 12952 E HWY 20
 PO BOX 709
 CLEARLAKE OAKS, CA 95423
 USA
 707-998-3322

Ship To:

CLEARLAKE OAKS CNTY WATER DIST
 12952 E HWY 20
 CLEARLAKE OAKS, CA 95423
 USA

Requested By: Mr. Daniel Larson

Customer ID: 131793

PO Number		Ship Route	Taker											
100HP SVX			TOMP											
Quantities														
Ordered	Allocated	Remaining	UOM Unit Size	Disp.										
1	0	1 EA												
<table border="0"> <tr> <td>(001) SVX100A1-4A1N1 C-H</td> <td>EA</td> <td>6,150.0000</td> <td>6,150.00</td> <td></td> </tr> <tr> <td>CH2 SVX100A1-4A1N1 100HP DRV</td> <td>1.0</td> <td></td> <td></td> <td></td> </tr> </table>					(001) SVX100A1-4A1N1 C-H	EA	6,150.0000	6,150.00		CH2 SVX100A1-4A1N1 100HP DRV	1.0			
(001) SVX100A1-4A1N1 C-H	EA	6,150.0000	6,150.00											
CH2 SVX100A1-4A1N1 100HP DRV	1.0													
Total Lines: 1			SUB-TOTAL:	6,150.00										
			TAX:	445.88										
			AMOUNT DUE:	6,595.88										
			U.S. Dollars											

Minutes of Solar Committee Meeting 8/30/18

Present: Karl Hosier, Sam Boucher, Alan Gardner, Dianna Mann

After an in depth review of the information, the committee has compiled in the last few weeks, including:

1. Summaries of all PG&E transactions from January 2012 thru present
2. Summaries of all Helio/Hayden transactions from 2014 thru present
 - a. Sample billings from both

We came to a unanimous agreement of the following:

1. The solar field design of 220 KW is not overbuilt, but in fact short of the existing MC Engineering one line drawing calculated load of 339 KVA, and estimated new load of (78 KVA – 40 KVA) for a total of 377 KVA
2. The billings by Helio/Haden for KW production are in order. Apparent disparities were explained by high lake levels of 8.5 Rumsey in 2016 and 11.5 Rumsey in 2017. Additionally the flood period of Feb, March, and Aril of 2017 caused almost a 24/7 operation of the WWTP. This created the enormous use of pumps, lights, etc. to support this work effort.
3. During those periods solar power production was very little.
4. Moving forward, we are recommending accepting the bills as presented. Delaying/ceasing any legal actions at this time, and instructing our Counsel to initiate, in writing, a request to Helio/Hayden for the following:
 - a. Clarify in writing, the relationship of Helio and Hayden to CLOCWD, and getting one of them signed on the Contract
 - b. Complete all the blank sections of the existing contract consisting of:
 - i. Ground Lease
 1. Need signature by Helio/Hayden
 2. Section 2.0, Term of Lease
 3. Commercial operating date
 - ii. Purchase Power Agreement
 1. Section 1.0, Effective Date
 2. Section 5.3, Commercial Operating Date
 3. Section 5.3, Seller's obligation to CLOCWD

4. The "Delivery Point" as defined in Exhibit C
5. Dianna is going to look into the insurance required by the Contract
6. Section 8.2, insurance for both Helio/Hayden and CLOCWD for Liability and Equipment in the amount of \$1,000,000.00
7. Section 8.2(b), additional insurance?
8. A few remaining items the Committee needs to clarify:
 - a. Section 6.4(b), CLOCWD to maintain signage on meters.
 - b. The "Delivery Point" is defined in Exhibit C as a mutually agreed point, and referenced in the PPA. We will probably need to provide guidance to Counsel for the "Delivery Point" as that may be beyond his expertise and is a significant issue.

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 18-10

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

ADOPTING A RECORDS RETENTION POLICY

WHEREAS, the District is a public entity subject to laws regarding the retention, production, and destruction of public records; and

WHEREAS, the District desires to adopt a policy for the orderly and cost-effective retention and disposition of its public records;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors as follows:

1. The "Records Retention and Destruction Policy" attached hereto as Attachment A is hereby approved.
2. The records identified in the attached Policy may be disposed of as authorized by the Policy
3. In any case, the disposition of records shall be done in accordance with applicable law, rules, and regulations including Government Code Section 12236.
4. This resolution shall take effect immediately upon adoption.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 20th day of September 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Dianna Mann, Secretary of the Board

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO RECORDS RETENTION AND DESTRUCTION OF DISTRICT RECORDS

PURPOSE AND SCOPE

This Chapter provides criteria and procedures for the inspection of records.

GENERAL

District records are open to inspection during the office hours, and every person has a right to inspect the records, except as otherwise provided by law.

DEFINITIONS

As used in this Policy:

- (a) "Public Records" includes writing containing information relating to the conduct of District's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.
- (b) "Writing" means handwriting, typewriting, printing, photostating, photographing, and other means of recording upon any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents. Writing does not include compilations of writings not created in the normal course of business.

EXCEPTIONS

Nothing in this Policy requires disclosure of records not subject to disclosure by law, including without limitation the following records:

- (a) Preliminary drafts, notes, or intra or inter agency memoranda not retained by the District in the ordinary course of business, if the public interest in withholding such records clearly outweighs the public interest in disclosure;
- (b) Records pertaining to pending litigation which the District is a party or to claims made pursuant to Division 3.6 (Commencing with section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;
- (c) Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;

- (d) Geological and geophysical data, plant production data and similar information relating to utility systems development obtained in confidence from any person;
- (e) Test questions, scoring keys, and other examination data used to administer examinations for employment;
- (f) The contents of real estate appraisals, engineering or feasibility estimates, and evaluations made for or by the District relative to the acquisition of property, or to prospective supply and construction contracts, until the property has been acquired or the contract agreement obtained. The law of eminent domain shall not be affected by this provision;
- (g) Records exempted or prohibited pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Bylaws relating to privilege;
- (h) Other records the disclosure of which is not required by law.

ADDITIONAL PUBLIC RECORDS

Notwithstanding the foregoing:

- (a) Every employment contract between the District and a public official or public employee is a public record.
- (b) An itemized statement of the total expenditures and disbursements of the District provided for in Article VI of the California Constitution shall be open for inspection.

JUSTIFICATION FOR WITHHOLDING OF RECORDS

The District shall justify withholding a record by demonstrating the record is exempt under the express provisions of this Policy or the public interest served by not making the record available clearly outweighs the public interest served by disclosure of the record. Notice of intent to withhold records shall be provided to the person requesting the record within ten days of the request for inspection.

COPIES OF RECORDS

- (a) A person may obtain a copy of an identifiable record. On written request, an exact copy shall be provided in an appropriate form. Officers, agents, and employees of the District are not required to request records in compliance with this Section when acting within the course and scope of employment or office holding. The copy shall be provided within ten days or the person requesting the record shall be notified within ten days when the record will be provided.
- (b) A payment shall be made in the amount of \$0.20 cents per page. A certified copy of such record shall require an additional payment of \$2.00. No charge shall be imposed for research or labor.

- (c) A person who desires to obtain a copy of a record must deposit an amount equal to the estimated fees for copying prior to receiving the record. The portion of the deposit not required shall be refunded. If the deposit is insufficient an additional deposit will be required.

PUBLIC COUNTER FILES

- (a) Public records readily available shall be provided upon request to members of the public who come to the District office in person. Except for writings exempt from public disclosure, the Board Secretary shall maintain at the public counter located in the District's offices a duplicate copy of approved minutes, the agenda, and written materials distributed to the Board for discussion or consideration at the next scheduled Board meeting. Public records discussed during a public meeting, but not previously available, shall be made available before the commencement of discussion at such meeting, and shall be made available for public inspection immediately or as soon thereafter as practicable.
- (b) No charge will be imposed for the use of the records described in this section unless a copy is requested, in which case a copy charge shall be imposed.
- (c) The District shall maintain a record of requests for inspection that are declined, including the reason.

RETENTION OR DESTRUCTION

PURPOSE AND SCOPE

This section provides criteria and procedures for the retention or destruction of records.

RETENTION OF ORIGINAL RECORDS

The following original records shall be maintained in perpetuity in the District's files:

- (a) The Certificate of Incorporation of the District;
- (b) Certifications of annexation proceedings;
- (c) Certificates of the Secretary of State reciting the filing of annexation papers by the District in his office;
- (d) Certifications by the Secretary of State that detachment papers have been received and area is excluded from the District;
- (e) Resolutions;
- (f) Minutes of meetings of the Board;

- (g) Certificates of Assessed Valuation prepared by the Auditor of each County in which property taxable by the District lies;
- (h) Documents received from the Tax Assessor detailing District taxes collected;
- (i) Ballot arguments pro or contra on bond issues;
- (j) Results of bond propositions received from the canvassing bodies;
- (k) Results of elections for the directors received from the canvassing body;
- (l) Records of securities acquired with surplus moneys;
- (m) Receipts for securities from banks;
- (n) Documents received relating to claims against the District;
- (o) Documents received pursuant to eminent domain proceedings by the District;
- (p) Records affecting title to land or rights of way owned by the District or liens thereon;
- (q) Records determined by the Board to be of significant and lasting historical, administrative, legal, fiscal or research value; and
- (r) Any other records required by law to be filed and preserved.

RETENTION OF DUPLICATE ORIGINAL RECORDS

The following original records may be destroyed if a copy is maintained in perpetuity:

- (a) Financial records summarizing the financial status of the District other than reports prepared pursuant to Article 9 (commencing with section 53891) of Part 1 of Division 2 of the Government Code;
- (b) Oaths of Office and related materials depicting the authenticity of the appointment of director or officer;
- (c) Paid vouchers with attached documents, summary of collections, registers of demands issued, and journals of warrants paid, if the original is maintained in the District's files for a period of five years;
- (d) Reports of the District in correspondence not covered in another Section of this Policy; and
- (e) Records received pursuant to State statute not expressly required by law to be filed and preserved.

RETENTION OF RECORDS

Except as otherwise required by law, the following records may be destroyed after the passage of time, without maintenance of a copy:

- (a) Unaccepted bids or proposals for construction may be destroyed after two years;
- (b) Work orders or in-house records of time spent on work assignments may be destroyed after two years;
- (c) Records created for a specific event or action may be destroyed after five years following the end of the fiscal year in which the event or action was completed;
- (d) Canceled checks for the payment of bond interest and redemption may be destroyed after ten years;
- (e) Tape recordings of the Board meetings may be erased after thirty days; and
- (f) Any record, paper or document more than two years old and prepared or received in a manner other than pursuant to State statute.

RETENTION OF OTHER RECORDS

The following records may be destroyed at any time, without maintenance of a copy:

- (a) Duplicates, the original or a permanent photographic record of which is on file;
- (b) Rough drafts, notes and working papers accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document representing the work of any employee;
- (c) Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters, and tracer letters;
- (d) Canceled coupon sheets from registered bonds; and
- (e) Shorthand notebooks, telephone messages and inter departmental notes.

AUDIO OR VIDEO RECORDINGS

An audio or video recording of a meeting of the Board or a Board committee made by the District may be erased or destroyed 30 days after the recording or after the Board approves the final written minutes of the meeting, whichever is later. Members of the public may inspect or copy a recording prior to its being erased or destroyed.

AYES:
NOES:
ABSENT:
ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____, President

Attest: _____, Board Secretary

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 18-11

AUTHORIZING REPRESENTATIVE FOR FINANCING AGREEMENT AND APPROVALS NECESSARY FOR A GRANT WITH THE STATE WATER RESOURCES CONTROL BOARD FOR WATER STORAGE, DISTRIBUTION, AND TREATMENT SYSTEM IMPROVEMENTS

WHEREAS, per the findings and recommendations from the Water Master Plan Study, the following is resolved by the Clearlake Oaks County Water District Board of Directors:

WHEREAS, The General Manager ("the Authorized Representative") or his/her designee is hereby authorized and directed to sign and file, for and on behalf of the District, a Financial Assistance Application for financing and other documents and agreements as required by the State Water Resources Control Board for the design and construction of Clearlake Oaks County Water District's ("District's") Water Storage, Distribution, And Treatment System Improvements ("Project"), as defined within the approved Clearlake Oaks County Water Master Plan, dated December 2016 and revised July 2017. The specific grant applications and projects to be submitted to the SWRCB DWSRF Program include;

Improvement Project No. 1: Harvey Area Improvements and Access Road for CSA 16 Annexation (formerly known as the Installation of the Harvey Tank and Booster Pump Station Project)

Improvement Project No. 2: Water Distribution System Infrastructure Improvement Projects (formerly known as the Water Storage Tanks and Distribution System Improvements Project)

Improvement Project No. 3: Water Treatment Plant, Meter, and Cross Connection Control Improvement Projects (formerly known as the Water Treatment, AMI/Meter Retro-fit and Cross Connection Control Project; and

WHEREAS, the District has been requested by the State Water Resources Control Board Drinking Water Revolving Loan Program (SWRCB DWSRF) to re-submit a Planning and Design Grant application to the SWRCB DWSRF Program to acquire available 100% EDAC funding for updates to the existing Water Master Plan and to design of the proposed projects, as noted, and

WHEREAS, the staff of the SWRCB DWSRF has asked the District to re-submit a modified planning and design grant to the SWRCB DWSRF that would provide the District with better opportunities to design the facilities without having to front all design costs, and

WHEREAS, the SWRCB DWSRF Program has recently revised its funding guidelines and policies, that would now allow the District to apply for and ultimately acquire 15,000,000 dollars of 100% grant funding, and

WHEREAS, the new SWRCB DWSRF Program allows communities to request up to \$5,000,000 per project with no limitation on the total amount of grant funds per community, and

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BE IT FURTHER RESOLVED, the General Manager, or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning and/or design of the three (3) projects, as listed above.

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted as Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District's responsibilities under the financing agreement, including certifying disbursements requests on behalf of the District, in compliance with applicable state and federal laws.

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting held on the 20th day of September 2018 by the following vote:

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, Board President

Attest: _____
Dianna Mann, Secretary of the Board