

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

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

December 15, 2016

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

Call to Order – 4:00 p.m.

Pledge of Allegiance

Roll Call

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

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

Public comment on non-agenda items

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

Consent Items

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

1. Staff Written Operational Reports

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

2. Financial Reports for review and approval

- a. Nov. 2016 QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable and check register
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

3. Minutes of previous meeting for review and approval

- a. Minutes of Special Meeting 11-16-16
- b. Minutes of Special Meeting 11-29-16

4. Bills

- a. MC Engineering Invoice No. 1430, dated 11/30/16, in the amount of \$6,773.80, for the Wastewater Treatment Plant Reclamation Study
- b. MC Engineering Invoice No. 1433, dated 11/30/16, in the amount of \$18,068.13, for the Water Distribution Study (Water Master Plan)
- c. MC Engineering Invoice No. 1431, dated 11/30/16, in the amount of \$18,515.14 for the USDA Wastewater pre-design, design phase

Action Taken: _____

5. Agenda (Old Business)

- a. Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: _____

- b. Discussion and update of CSA 16 Annexation progress

Action Taken: _____

- c. Discussion and consideration of quotes for new video equipment for Board Room

Action Taken: _____

- d. Discussion and update on LS 10 and Big Oak Storage spills. Please note for information on all spills, visit the State's website at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

Action Taken: _____

6. Agenda (New Business)

- a. Discussion and consideration of Resolution 16-14, amending Employee Handbook

Action Taken: _____

- b. Discussion and explanation of proposed major projects under the Water Master Plan Study

Action Taken: _____

- c. Discussion and consideration of Resolution 16-15, Authorizing Representative for Financing Agreement for a grant with the SWRCB for Water Storage Tanks and Distribution System Improvements

Action Taken: _____

- d. Discussion and consideration of Resolution 16-16, Authorizing Representative for Financing Agreement for a grant with the SWRCB for Water Treatment Plant, Meters, and Backflow Prevention Projects.

Action Taken: _____

- e. Discussion and consideration of MC Engineering support for the Technical, Financial, and the Environmental applications for the three major projects under the Master Water Plan. Funds will be reimbursed if applications are approved

Action Taken: _____

- f. Discussion and consideration of Memorandum of Agreement for Sanitary and Source Water Assessment Survey of the Clearlake Watershed Area. Required every five years, total cost \$140,000 divided by 18 districts. Active services are 1,796 equaling 9.81% of services. CLOCWD portion is \$13,740.64.

Action Taken: _____

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

Action Taken: _____

- h. Discussion and consideration of non reporting of spills

Action Taken: _____

Closed Session **Time:** _____

- a. ANTICIPATED LITIGATION (Government Code 54956.9): One case involving land acquisition

Open Session **Time:** _____

Action Taken in Closed Session: _____

Adjournment **Time:** _____

1.a

Clearlake Oaks County Water District Customer Service Report

December 09, 2016

To: Clearlake Oaks County Water District, Board of Directors

From: Magen Estep, Customer Service Rep III

RE: December 2016 Meeting Update

Current: We have made the switch to High Country Security and so far we are extremely happy with the change! I have been working on getting information on a video/audio system for the board room but it has been difficult to get quotes from local vendors for the combination package. However I have provided Alan with a breakdown of options. We are excited to say that our sewer has survived the planned shutdown for a scheduled PG&E outage.

Other: Bulk water has slowed down so we will be looking into any changes that need to be made before the spring pickup.

Magen Estep
Customer Service Rep III

4

7.6

Clearlake Oaks County Water District
Administrative Services Manager
December 15, 2016

Administration/Grant Status:

- **State Water Resources Control Board (SWRCB) Wastewater Collection System Mapping and Infiltration and Inflow Construction** – Environmental packet has now been approved by the State. A big thank you to John Pedri for all his work on getting this approved. Currently, the State is working on the Technical and Financial part of the application, which should go fairly quick. If all goes well, we are hoping to be funded sometime in the beginning of next year.
- **Department of Water Resources (DWR), Distribution System Study**
Amount Approved: \$400,000.00. MC Engineering is approx 97% complete as of the end of November, with status report attached.

The Water Master Plan will allow me to apply for multiple grants for our water system. Working with John Pedri, I will be submitting three additional loan applications through State Water Resource Control Board, Drinking Water State Revolving Fund:

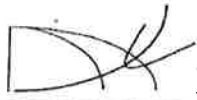
1. Harvey Tank Installation - \$1,192,299 (Approved by Resolution 16-13)
2. Storage Tanks and Distribution System Improvements - \$5,133,535
3. Water Plant, Meters and Cross Connection Projects - \$3,388,649

Total amount of grants I will be applying for, with Board approval is \$9,580,948.00

- **State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study** **Amount Requested: \$299,640.** MC Engineering is approx 56% complete, and we are at 50% of the time allotment. Status report is attached.
- **USDA Waste Water Treatment Plant (loan) \$2.8M,** MC and staff will be holding a meeting before every Regular Board Meeting to discuss. Two board members were invited to attend. Status report is attached.
- **USDA Waste Water Treatment Plant (grant) \$1M,** this grant will become available once the loan has been disbursed.
- **Preparing** for yearend W2's, 1099's, Federal and State Returns

Respectfully submitted,
Dianna Mann

1.b.1



MC ENGINEERING

Report Date: December 2, 2016

To: Alan Gardner, CLOCWD General Manager

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

RE: CLOCWD Water Planning Grant Project Monthly Status Update and Projected Tasks
Billing Period: November, 2016

I. Project Status Update and Work Accomplished to Date

- Work during November included finalizing the water master plan report after conducting a review meeting with District staff on November 15, 2016 to discuss project priorities. AES, the team's environmental consultant is nearing completion of an update to the related environmental document. MC Engineering is currently in the process of assisting the District in applying for grant funding for various projects identified in the Water Master Plan and will be submitting a separate proposal to provide on-going support for various small grant related services in efforts to seek 100% grant funding for the various priority projects.

Budget Status Update

Total Budget: \$400,000

This Invoice: \$18,068.13

Cost to Date: \$387,462.49

Cost to Complete: \$12,537.51

II. Projected Tasks for December, 2016

- Finalize environmental document
- Provide on-going assistance under a separate work authorization for applying for State grants for the priority projects identified in the Water Master Plan

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1.b.2

**RE: CLOCWD SWRCD Wastewater Reclamation Study Planning Grant
Status Report**

I. Project Status Update and Work Accomplished to Date: Work completed this period was focused on the improvements at the WWTP needed to for both the USDA related improvements and future reclamation plant. Specific tasks included misc. Project Management functions (Task A), Task 1.1, 6.1, 6.2 and 6.4 through 6.8. Specific work associated with these tasks is summarized below:

- Project Management and Administration included invoicing reporting, meeting attendance and coordination. This included additional discussions with the RWQCB to discuss stormwater permitting issues.
- Task 1.1, Records Search: Additional time was spent on this task researching record information for the various facilities as they relate to the proposed reclamation improvements as well as additional research to support anticipated permitting needs.
- Task 6.1, Additional Maps and Study Area Evaluations: This work included further evaluation of the Shannon Ridge reclamation option as well as additional research on the study area in response to permitting related requirements.
- Task 6.2, Water Balance Supply Characteristics and Related Facilities: The work included additional review of available storage an how to utilize Pond 4 for treated storage. Hydraulic calculations were also performed for the related reclamation pipeline. A preliminary alignment was set for the reclamation line to serve Shannon Ridge and property owners for a needed easement were identified.
- Tasks 6.4 through 6.8, Reclamation Facility Evaluation: Completed various tasks related to the final reclamation facility. Investigated financing options and considered various operational impacts based on proposed facilities.

Budget Status Update

Total Budget: \$299,640.00

This Invoice: \$6,773.80

Cost to Date: \$168,784.67

Cost to Complete: \$130,855.33

II. Projected Tasks for December, 2016

- Meet with representatives from Shannon Ranches to discuss offsite pipeline, easements, and storage for reclamation
- Layout proposed reclamation facilities with consideration of Phase 1 USDA improvements

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- Continue to investigate filtration and disinfection alternatives and solicit support and review of proposed UV and Amiad filters from Stantec. Consider having Stantec assist with a section of the final report related to filtration, disinfection, and permitting requirements for vineyard irrigation
- Continue to develop site plan for future process needs for full Title 22 reclamation (filtration and disinfection)
- Estimate costs for pipeline and storage to serve Shannon Ranch
- Solicit review from Stantec on Water Balance
Continue work on required ROWD with RWQCB with input from Stantec engineer.

PERCENTAGES OF COMPLETION, INVOICED, AND ELAPSED SCHEDULE

- As of this report, the project completion is approx. 56%. We are in the ninth month of a 18 month project, using an approximate 50% of the scheduled allotment.

PROBLEMS ENCOUNTERED

- No problems have been encountered.

Report Date: December 2, 2016

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

Billing Period: October, 2016

I. Project Status Update

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

- On-going coordination with RGH geotechnical for completion of the geotechnical design report was conducted. It should be noted that they requested additional funding for traffic control at the lift stations, as directed by the County. MC Engineering received verbal approval for an estimated \$1300 +/- for RGH to hire a traffic consultant to provide Caltrans level traffic control during the lift station borings. The District indicated they did not have the manpower to provide the requested traffic control. Borings at the lift station and clarifier were scheduled for the first part of December.
- MC Engineering staff conducted an initial field review and call for USA markings at all lift stations under design in an effort to identify potential utility conflicts. The USA markings were placed, after which MC Engineering requested additional surveying shots from Geo-Legal, Inc. in order to develop schematic level site plans for the design improvements at each lift station.
- The team coordinated with Stantec Engineering for the structural design of the new clarifier. Stantec provided a sample design for a clarifier that was designed in Atwater which includes an attached RAS and scum pump station. We are currently working with Stantec for modifications to the proposed clarifier design which includes placing the valving and meters above grade for the RAS pumps. Once initial dimensions are finalized Stantec will be providing the structural detailing and design for the clarifier.
- Drafting was initiated for the lift station in order to depict the survey shots from Geo-Legal. An additional site visit by the designers is anticipated in December to pick up remaining dimensions if needed.
- An initial structural design was initiated for the proposed modifications to the lift stations receiving new barrels and access hatches.
- Related work was completed under the reclamation grant project in order to determine a viable location for proposed filters and disinfection system for the future reclamation plant. Currently the team is developing an option for future pressure Amiad filters and a packaged UV system that would feed reclaimed water to Pond 4 for subsequent pumping to Shannon Ranches and the ridge.
- MC Engineering prepared estimates and will be sending in a request for additional funding to process a new Report of Waste Discharge (ROWD) as requested by the RWQCB. Some initial work has been started on this meanwhile to keep it moving forward.

II. Budget Status Update

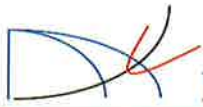
The total billed by MC Engineering for April was

Total Design Budget: \$351,303.54

This Invoice: \$18,515.14

Cost to Date: \$31,430.73

Cost to Complete Design: \$319,872.81



III. Projected Tasks for November

- Continue with design of clarifier and yard piping at the WWTP based on the revised wetwell design received from Stantec
- Complete geotechnical investigations and report
- Additional field review of lift stations by design team
- Complete application to PG&E for various electrical service re-locations associated with the new control panels
- Finalize initial structural design for proposed lift station access improvements and new hatches
- Finalize Scope and Fee for proposed ROWD and submit for District review and approval
- Meet with CLOCWD District staff to review status of the project on December 15, 2016

Clearlake Oaks County Water District

1.C

12952 East Highway 20, P.O. Box 709
Clearlake Oaks, CA 95423
(707) 998-4758 Phone (707) 998-1245 Fax
www.clocwd.org website f.trujillo@clocwd.org e-mail

This is a brief report of notable events for the month of November, 2016

A Plant Report to SWRCB was completed, and was sent to Amy Little @ SWRCB via EDT on December 2, 2016. A copy was filed at the water plant

Water produced in the month of November 2016 was 14.905mg; at this time last year the production was 16.29mg. This month's production is 1.385mg lower than last year, or a 8% decrease in production. This was primarily due to several leaks that were located by the leak detection personnel contracted by the district, and the distribution crew doing a very good job in repairing them as quickly as time and personnel permitted.

Our chemical consumption for this period has for the most part remained unchanged from last year in terms of gallons of chemical per MG. Source conditions this time of year are usually very consistent so our treatment chemical demand is constant and predictable.

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

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

9800 Primary Couagulant	\$4201.84
9890 Coagulant Aid	\$1207.44
Zinc Corrosion Control	\$3258.64
NaOCL Disinfection	<u>\$1057.50</u>
Total value	\$9725.42

Thank you,



Frank Trujillo, Chief Operator

1.d

CLEARLAKE OAKS COUNTY WATER DISTRICT
Wastewater Treatment Plant Report
DECEMBER 2016

Reporting Period: November, 2016

From: Pam Parker, Supervisor/Lead Plant Operator WWTP

To: Clearlake Oaks County Water District Board of Directors

December 12, 2016

Influent flows to the Wastewater Treatment Plant averaged 249,000 gallons per day in the month of November. With the daily recordings, the current lake level is 1.89 feet at the Rumsey Gauge. We received 2.75" of rain and the average lake level was 3.50 feet at the Rumsey Gauge, however November 2015; the monthly average was .55 feet at Rumsey.

We had another failure with Rotor #1. On the weekend of November 19th, the brush rotor #1 failed. I took offline, removed from the ditch, and diagnosed the motor was failing. I ordered a new motor from Industrial Electric Motors, and replaced on November 28th, and installed the rotor back in ditch on December 1st.

We conducted 4th quarter GWM (groundwater monitoring) on November 17th, with Dean Enderlin present for his annual inspection and observation. We tried something new this quarter with our forever troublesome well #2. I spoke with Dean and he acknowledged a very good idea I had to try and purge the well prior to groundwater monitoring. So we tried the day prior to reach our purge volume so we could grab samples this quarter from that well. However we spent the whole day there and did not reach the amount required for purge volume based on the water elevation in the well. So he said on the morning of GWM to just grab samples, however we only were able to grab a Coliform sample before completely running out of water.

All routine maintenance has been performed; emergency alarms checked and verified operating correctly.

Thank you,
Pam Parker
Supervisor/Lead Operator



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1.e

Clearlake Oaks County Water District

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

December 12, 2016

Dear Board of Directors,

Aside from a few small service leaks there are no major leak repairs to report.

There were no sewer spills this month. Please refer to the CIWQS website for verification.

We have been in the process of parching holes from old repairs and are about done with that.

I was able to acquire a date to run the water plant on the new generator so that the project can be finalized. The date is set for Friday, December 16. We are happy to be wrapping this up.

A replacement operator has been found, and will be starting Monday, December 19. He is a D2 T2 and looks to be a fine addition to the D/C Crew as well as a nice fit all around.

Hope everyone has a happy and safe holiday!

Thank you,
Jason Mitchell

Mary Margaret
Medeiros
President

Karl Hosier
Vice President

Judith Heeszel
Director

Dena Barron
Director

Richard Kuehn
Director

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1.8
December 12, 2016

General Manager's Board Letter

Loans/Grants/ Accounting:

See Dianna's Report and Agenda

Items done since the last Board Meeting:

- Field customer phone calls and meeting personally with any and all customers on questions regarding the rate changes and forfeiture agreements.
- **Staff changes:** A replacement Operator 2 has been hired. No change in total authorized staff.
- **Water Plant Generator:**
 - The new generator will be final tested on the 16th to obtain permanent Air Board Certification.

Sidewalks:

- Despite several calls to the County, as of the date of this letter we have still not been advised whether our suggested resolution of using dragon's teeth to eliminate infrastructure conflicts for the south side has been accepted, and no work has been started.

Backflows:

- We are including it in grant Project 3.

Solar:

- No change.

Emergency Services Planning:

- Working with all County water companies to develop an online index of available equipment and personnel.

Alan Gardner, GM
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Revenue Totals Through November 2016

	2015-2016		2016		2017		YTD Totals
	2015-2016	2016-2017	2015	2016	2017	2017	
Water	\$1,219,070.87	\$553,984.68	\$1,172,938.74	\$19,145.77	\$2,392,009.61	\$1,073,130.45	
Sewer	\$1,172,938.74	\$519,145.77	\$1,172,938.74	\$519,145.77	\$2,392,009.61	\$1,073,130.45	
Total	\$2,392,009.61	\$1,073,130.45	\$2,392,009.61	\$1,073,130.45	\$4,784,019.22	\$2,146,260.90	
Water	\$101,613.99	\$102,780.51	\$105,918.86	\$98,602.58	\$105,940.56	\$93,092.84	\$102,885.02
Water	101,427.67	89,290.68	87,354.62	81,183.77	85,509.06	76,112.73	83,858.14
Water CRP	3226.85	1,659.61	1,873.63	1,956.12	1,958.26	1,904.38	2,132.68
Water Penalty	2796.05	1,778.13	2,586.1	2,406.41	3,025.67	2,254.69	2,841.63
Water CRP Penalty	0	326.14	1,159.82	1,102.34	762.21	655.56	640.15
Water Misc	3,612.29	3,078.86	3,327.4	2,738.52	5,465.33	3,856.24	3,008.13
Water Rebid	-9,448.87	-8,252.91	-8,007.98	-8,389.71	-8,179.97	-8,832.76	-8,783.71
Water Int	0	0	0	0	0	0	0
Water Total	\$101,613.99	\$102,780.51	\$105,918.86	\$98,602.58	\$105,940.56	\$93,092.84	\$102,885.02
Sewer	\$87,123.90	\$96,448.42	\$95,136.21	\$97,016.89	\$94,567.99	\$95,440.55	\$103,176.58
Sewer	87,123.90	96,448.42	95,136.21	97,016.89	94,567.99	95,440.55	103,176.58
Sewer Surchg	0	0	0	0	0	0	0
Sewer CRP	0	0	0	0	0	0	0
Sewer Penalty	0	0	0	0	0	0	0
Swr Surchg Penalty	0	0	0	0	0	0	0
Sewer CRP Penalty	0	0	0	0	0	0	0
Sewer Misc	0	0	0	0	0	0	0
Sewer Int	0	0	0	0	0	0	0
Sewer Surchg Int	0	0	0	0	0	0	0
Sewer Rebid	-159.9	-113.28	-53.3	-53.35	-54.42	-53.3	-53.3
Sewer Total	\$87,123.90	\$96,448.42	\$95,136.21	\$97,016.89	\$94,567.99	\$95,440.55	\$103,176.58
Total Revenue	\$188,737.89	\$199,228.93	\$201,055.07	\$195,619.47	\$200,508.55	\$188,533.39	\$206,061.60
Water	\$101,810.53	\$120,416.66	\$119,648.51	\$104,519.52	\$104,519.52	\$104,519.52	\$104,519.52
Water	101,810.53	120,416.66	119,648.51	104,519.52	104,519.52	104,519.52	104,519.52
Water CRP	0	0	0	0	0	0	0
Water Penalty	0	0	0	0	0	0	0
Water CRP Penalty	0	0	0	0	0	0	0
Water Misc	0	0	0	0	0	0	0
Water Rebid	0	0	0	0	0	0	0
Water Int	0	0	0	0	0	0	0
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Sewer CRP	0	0	0	0	0	0	0
Sewer Penalty	0	0	0	0	0	0	0
Swr Surchg Penalty	0	0	0	0	0	0	0
Sewer CRP Penalty	0	0	0	0	0	0	0
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Water	101,810.53	120,416.66	119,648.51	104,519.52	104,519.52	104,519.52	104,519.52
Water CRP	0	0	0	0	0	0	0
Water Penalty	0	0	0	0	0	0	0
Water CRP Penalty	0	0	0	0	0	0	0
Water Misc	0	0	0	0	0	0	0
Water Rebid	0	0	0	0	0	0	0
Water Int	0	0	0	0	0	0	0
Water Total	\$101,810.53	\$120,416.66	\$119,648.51	\$104,519.52	\$104,519.52	\$104,519.52	\$104,519.52
Sewer	\$87,123.90	\$96,448.42	\$95,136.21	\$97,016.89	\$94,567.99	\$95,440.55	\$103,176.58
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Sewer Surchg	0	0	0	0	0	0	0
Sewer CRP	0	0	0	0	0	0	0
Sewer Penalty	0	0	0	0	0	0	0
Swr Surchg Penalty	0	0	0	0	0	0	0
Sewer CRP Penalty	0	0	0	0	0	0	0
Sewer Misc	0	0	0	0	0	0	0
Sewer Int	0	0	0	0	0	0	0
Sewer Surchg Int	0	0	0	0	0	0	0
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Total Revenue	\$188,737.89	\$199,228.93	\$201,055.07	\$195,619.47	\$200,508.55	\$188,533.39	\$206,061.60

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9:40 AM

12/09/16

Accrual Basis

Clearlake Oaks County Water District

Summary Balance Sheet

As of November 30, 2016

J.A.

	<u>Nov 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	1,108,806.20
Other Current Assets	662,241.00
Total Current Assets	<u>1,771,047.20</u>
Fixed Assets	<u>6,112,308.89</u>
TOTAL ASSETS	<u><u>7,883,356.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	32,486.84
Credit Cards	-0.12
Other Current Liabilities	151,289.59
Total Current Liabilities	<u>183,776.31</u>
Total Liabilities	183,776.31
Equity	<u>7,699,579.78</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,883,356.09</u></u>

9:40 AM

12/09/16

Accrual Basis

Clearlake Oaks County Water District

Balance Sheet

As of November 30, 2016

J.A.2

	<u>Nov 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
102.04 · DWR - CHECKING	400.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - Other	<u>292,873.58</u>
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	481,873.58
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK CHECKING - WAS ...	92,720.58
102.02 · WAB SAVINGS - CRP WATER	245,773.15
102.03 · WAB SAVINGS - CRP SEWER	<u>288,038.89</u>
Total Checking/Savings	1,108,806.20
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	300.00
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	74,033.00
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	<u>23,357.00</u>
Total Other Current Assets	662,241.00
Total Current Assets	1,771,047.20
Fixed Assets	
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)	<u>1,851,100.60</u>
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	1,851,100.60
122 · Buildings (OFFICE BUILDING - WAS 1011180)	8,475,638.00
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	<u>46,264.48</u>
Total 124.30 · Lift Stations	112,306.71
124.50 · Mains	5,526.58
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other	<u>3,136,437.00</u>
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	3,254,270.29
125 · Land	278,470.00
129 · ALLOW. FOR DEPRECIATION	<u>-7,747,170.00</u>
Total Fixed Assets	6,112,308.89
TOTAL ASSETS	<u>7,883,356.09</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	<u>32,486.84</u>
Total Accounts Payable	32,486.84
Credit Cards	
210 · Cal Card	
210.05 · Cal Card - Dan - 4075	<u>-0.12</u>
Total 210 · Cal Card	-0.12
Total Credit Cards	-0.12

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Clearlake Oaks County Water District
Balance Sheet
 As of November 30, 2016

2.03

	Nov 30, 16
Other Current Liabilities	
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become available to cover pr...	80,000.00
280.01 · Kansas State Bk - VACON	22,258.13
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	102,245.34
221 · Health Ins - EE Portion	-91.23
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE CO SHERIFF - WA...	222.33
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	222.33
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WAS 2097110)	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX WITHHOLDIN...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WITHHOLDING - WA...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS 2097122)	-24.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS CO-PAY - WA...	-589.17
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WAS 2097195)	496.12
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYEE BENEFITS - ...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not ...	891.15
Total Other Current Liabilities	151,289.59
Total Current Liabilities	183,776.31
Total Liabilities	183,776.31
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this account. The balanc...	328,889.15
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/31/2011)	1,075,137.51
Net Income	285,837.51
Total Equity	7,699,579.78
TOTAL LIABILITIES & EQUITY	7,883,356.09

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Accrual Basis

Clearlake Oaks County Water District

Profit and Loss

July 2016 through November 2016

2.0.4

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Income						
Income						
410 · Client Reg Pmt	0.00	0.00	377,459.42	458,422.65	835,882.07	835,882.07
420 · Connection Fees	0.00	0.00	1,896.00	1,673.00	3,569.00	3,569.00
430 · Penalty & Interest	0.00	0.00	4,663.87	9,245.59	13,909.46	13,909.46
440 · Misc Revenue	180.96	0.00	0.00	18,836.97	19,017.93	19,017.93
450 · Other - Non S/W Rev	0.00	0.00	11,281.19	26,351.34	37,632.53	37,632.53
Total Income	180.96	0.00	395,300.48	514,529.55	910,010.99	910,010.99
Total Income	180.96	0.00	395,300.48	514,529.55	910,010.99	910,010.99
Gross Profit	180.96	0.00	395,300.48	514,529.55	910,010.99	910,010.99
Expense						
Salaries & EE Benefits						
505 · Salaries & Wages	139,902.18	26,278.04	67,472.80	49,250.71	282,903.73	282,903.73
510 · Contract Labor	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00
520 · FICA - District Share	10,362.29	1,962.93	4,922.69	3,735.90	20,983.81	20,983.81
530 · Medical Ins - Dist Share	32,366.74	3,643.35	19,032.11	7,286.71	62,328.91	62,328.91
540 · PERS - District Share	12,478.68	872.43	3,312.81	4,710.53	21,374.45	21,374.45
550 · Unemployment	4,824.88	0.00	0.00	0.00	4,824.88	4,824.88
560 · Workers Comp Ins	1,906.12	1,296.67	3,387.48	3,426.40	10,016.67	10,016.67
Total Salaries & EE Benefits	201,840.89	34,053.42	103,127.89	68,410.25	407,432.45	407,432.45
Services & Supplies						
610 · Bank Fees	168.00	0.00	0.00	0.00	168.00	168.00
620 · Communications & Internet	2,147.21	0.00	1,370.14	1,365.97	4,883.32	4,883.32
625 · Equip - Field (\$300-\$4999)	0.00	0.00	857.70	0.00	857.70	857.70
630 · Equip - Office	75.51	0.00	14.36	0.00	89.87	89.87
640 · Fuel & Oil	0.00	3,343.12	395.86	2,519.71	6,258.69	6,258.69
645 · Insurance	0.00	0.00	25,660.80	25,660.80	51,321.60	51,321.60
650 · Interest	0.00	302.16	1,035.71	-23.33	1,314.54	1,314.54
657 · Lab	0.00	0.00	12,175.76	6,826.56	19,002.32	19,002.32
660 · Memberships & Subscription	170.39	0.00	4,370.00	17,712.29	22,252.68	22,252.68
665 · Mileage Reimb	1,424.37	167.94	0.00	65.88	1,658.19	1,658.19
670 · Postage & Shipping	2,876.39	1.20	7.30	0.00	2,884.89	2,884.89
675 · Professional Services	22,992.71	0.00	2,613.33	1,155.60	26,761.64	26,761.64
685 · Rents	2,325.59	0.00	0.00	0.00	2,325.59	2,325.59
690 · Safety & Security	600.44	1,173.52	2,641.57	10,785.88	15,201.41	15,201.41
700 · Tools & Instruments	0.00	64.26	1,327.82	2,076.48	3,468.56	3,468.56
703 · Supplies - Clothing & Personal	577.99	537.18	305.55	203.70	1,624.42	1,624.42
705 · Supplies - Office	2,462.62	46.39	328.60	686.72	3,524.33	3,524.33
715 · Supplies-Chemicals-Operating	0.00	0.00	22,632.09	4,965.29	27,597.38	27,597.38
720 · Supplies - Inventory - Other	0.00	4,602.43	3,606.02	3,821.92	12,030.37	12,030.37
730 · Taxes - Licenses	0.00	73.00	1,479.00	1,074.57	2,626.57	2,626.57
735 · Training (Classes, books, etc)	169.00	385.00	480.00	50.00	1,084.00	1,084.00
745 · Travel / Lodging	199.33	331.51	297.73	0.00	828.57	828.57
750 · Utilities	2,118.12	0.00	28,654.57	62,393.54	93,166.23	93,166.23
760 · Waste Disposal	182.08	0.00	29,555.81	0.00	29,737.89	29,737.89
795 · Yolo Co	0.00	0.00	0.00	20,431.82	20,431.82	20,431.82
Total Services & Supplies	38,489.75	11,027.71	139,809.72	161,773.40	351,100.58	351,100.58
Repairs & Replacement						
810 · R&R Buildings & Grounds	1,283.50	0.00	592.00	3,887.19	5,762.69	5,762.69
830 · R&R Equipment	0.00	0.00	5,968.34	677.89	6,646.23	6,646.23
840 · R&R Vehicles	100.46	45.35	299.71	2,085.33	2,530.85	2,530.85
Total Repairs & Replacement	1,383.96	45.35	6,860.05	6,650.41	14,939.77	14,939.77
Total Expense	241,714.60	45,126.48	249,797.66	236,834.06	773,472.80	773,472.80
Net Income	-241,533.64	-45,126.48	145,502.82	277,695.49	136,538.19	136,538.19

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Clearlake Oaks Co Water District
APPROVED BUDGET 2016-2017

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Target % > **42%**

Thru End of November 2016 Summary	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,067,122	444,634	514,530	48%	969,433	403,930	395,300	41%
Total Operating Expenses	906,028	377,512	380,257	42%	948,617	395,257	393,219	41%
Operating Balance (loss)	161,094	67,122	134,273		20,816	8,673	2,081	
420 Connection Rev			1,673				1,896	
435 Loan/Grant Rev		-	-			-	-	
450 Other - Non S/W Rev	96,000	40,000	26,351	27%	85,000	35,417	11,281	13%
Depreciation Exp	194,168	80,903	80,903	42%	135,786	56,578	56,578	42%
Net Change In Net Position (loss)	62,926	26,219	81,394		(29,970)	(12,487)	(41,320)	

Current Revenue Notes:

WestAmer Op	\$	147,869
WestAmer CRP		533,812
LAIF		481,874
Total	\$	1,163,555

Past Revenue Notes

- 450-W \$11,491.27 from Tax Roll, and \$14,117.91 from tower lease**
- 450-S \$11,281 from Tax Roll**
- 440-W Bulk Water Sales**

Thru End of November 2016 Operating Revenue	WATER				SEWER			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,037,122	432,134	458,423	44%	955,933	398,305	377,459	39%
430 Penalty & Interest	30,000	12,500	9,246	31%	13,500	5,625	4,664	35%
440 Misc	0	0	18,837		0	0	-	0%
Total Revenue >	1,067,122	444,634	486,506	46%	969,433	403,930	382,123	39%

Thru End of November 2016 Operating Expenses	Budget				Actual			
	Annual	YTD	YTD	%	YTD	%	YTD	%
505 Salaries & Wages	337,881	140,784	132,341	39%	364,297	151,791	150,563	41%
510 Contracted Labor	-	-	-	0%	28,000	11,667	5,000	18%
520 FICA - District Share	28,024	11,677	9,899	35%	29,977	12,491	11,086	37%
530 Medical Ins - District Share	65,762	27,401	25,292	38%	94,430	39,346	37,037	39%
540 PERS - District Share	36,003	15,001	11,387	32%	29,324	12,218	9,989	34%
550 Unemployment	6,000	2,500	2,413	40%	6,000	2,500	2,413	40%
560 Workers Comp Ins	17,599	7,333	5,027	29%	15,288	6,370	4,988	33%
Salaries and Employee Benefits >	491,268	204,695	186,358	38%	567,317	236,382	221,075	39%

605 Advertising	125	52	-	0%	125	52	-	0%
610 Bank Fees	2,810	1,171	84	3%	2,800	1,167	84	3%
620 Communications & Internet	5,650	2,354	2,440	43%	4,650	1,938	2,444	53%
622 Board Exp	250	104	-	0%	250	104	-	0%
625 Equip - Field (\$300-\$4999)	1,250	521	-	0%	3,250	1,354	858	26%
630 Equip - Office	850	354	38	4%	1,350	563	52	4%
640 Fuel & Oil	14,000	5,833	4,192	30%	2,250	938	2,068	92%
645 Insurance	38,500	16,042	25,661	67%	38,500	16,042	25,661	67%

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650	Interest	1,175	490	128	11%	1,925	802	1,187	62%
657	Lab	16,000	6,667	6,827	43%	21,000	8,750	12,176	58%
660	Memberships & Subscriptions	28,450	11,854	17,797	63%	5,450	2,271	4,455	82%
665	Mileage Reimb	1,500	625	862	57%	1,500	625	796	53%
670	Postage & Shipping	4,825	2,010	1,439	30%	4,775	1,990	1,446	30%
675	Professional Services	35,000	14,583	12,653	36%	23,000	9,583	14,110	61%
685	Rents	5,950	2,479	1,163	20%	3,950	1,646	1,163	29%
690	Safety & Security	3,075	1,281	11,673	380%	9,075	3,781	3,529	39%
700	Tools & Instruments	3,875	1,615	2,109	54%	4,875	2,031	1,360	28%
703	Supplies - Clothing & Personal	1,200	500	762	63%	1,700	708	864	51%
705	Supplies - Office	3,225	1,344	1,942	60%	3,825	1,594	1,584	41%
715	Treatment Chemicals	47,000	19,583	4,965	11%	65,000	27,083	22,632	35%
720	Supplies - Operating - Other	11,525	4,802	6,123	53%	11,525	4,802	5,907	51%
730	Taxes - Licenses	1,750	729	1,112	64%	2,550	1,063	1,516	59%
735	Training	4,250	1,771	327	8%	4,250	1,771	757	18%
745	Travel	2,750	1,146	265	10%	2,250	938	563	25%
750	Utilities	112,600	46,917	63,453	56%	72,600	30,250	29,714	41%
760	Waste Disposal	550	229	91	17%	60,250	25,104	29,647	49%
795	Yolo Co	42,000	17,500	20,432	49%				
799	Misc	5,375	2,240	-	0%	5,375	2,240	-	0%
Services and Supplies >		395,510	164,796	186,535	47%	358,050	149,188	164,570	46%
810	R&R Buildings & Grounds	7,000	2,917	4,529	65%	7,000	2,917	1,234	18%
815	R & R Damage Claims	5,000	2,083	678	14%	5,000	2,083	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	833	-	0%	6,000	2,500	5,968	99%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	5,250	2,188	2,158	41%	5,250	2,188	373	7%
Repairs & Replacement >		19,250	8,021	7,365	38%	23,250	9,688	7,575	33%
Total Expenses >		906,028	377,512	380,257	42%	948,617	395,257	393,219	41%

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Thru End of November 2016		2016 - 2017 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	365,469	152,279	139,902	38.3%	225,567
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	30,241	12,601	10,362	34.3%	19,879
530	Medical Ins - District Share	74,799	31,166	32,367	43.3%	42,432
540	PERS - District Share	37,160	15,484	12,479	33.6%	24,681
550	Unemployment	12,000	5,000	4,825	40.2%	7,175
560	Workers Comp Ins	10,415	4,340	1,906	18.3%	8,509
Salaries and Employee Benefits >		530,085	220,869	201,841	38.1%	328,244
605	Advertising	250	104	-	0.0%	250
610	Bank Fees	5,600	2,333	168	3.0%	5,432
620	Communications & Internet	3,300	1,375	2,147	65.1%	1,153
622	Board Exp	500	208	-	0.0%	500
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	700	292	76	10.9%	624
640	Fuel & Oil	0	0	-	0.0%	0
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	900	375	170	18.9%	730
665	Mileage Reimb	2,000	833	1,424	71.2%	576
670	Postage & Shipping	9,400	3,917	2,876	30.6%	6,524
675	Professional Services (Legal, IT, etc)	20,000	8,333	22,993	115.0%	(2,993)
685	Rents	7,400	3,083	2,326	31.4%	5,074
690	Safety & Security (boots)	2,000	833	600	30.0%	1,400
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	400	167	578	144.5%	(178)
705	Supplies - Office	5,000	2,083	2,463	49.3%	2,537
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	50	21	-	0.0%	50
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (Classes, books)	2,500	1,042	169	6.8%	2,331
745	Travel / Lodging	2,500	1,042	199	8.0%	2,301
750	Utilities	5,200	2,167	2,118	40.7%	3,082
760	Waste Disposal	500	208	182	36.4%	318
795	Yolo Co	0	0	-	0.0%	0
799	Misc	500	208	-	0.0%	500
Services and Supplies >		68,700	28,625	38,489	56.0%	30,211
810	R&R Buildings & Grounds	4,000	1,667	1,284	32.1%	2,716
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	2,000	833	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	2,500	1,042	100	4.0%	2,400
Repairs & Replacement >		8,500	3,542	1,384	16.3%	7,116
Total Expenses >		607,285	253,036	241,714	39.8%	365,571

Expense Notes

620 Communications & Internet	Increased speed of internet, increasing expense
665 Mileage	Multiple required meetings in Sacramento and Lakeport by GM
675 Professional Services	Research and Legal Fees concerning Director Kuehn
703 Supplies - Clothing & Personal	New staff shirts
705 Supplies - Office	Purchase of new year calendars and bulk envelopes
750 Utilities	PG&E

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Thru End of November 2016

2016 - 2017 Budget

Actual

%

Total

Expenses

Annual

YTD

YTD

Spent

Remaining

505	Salaries & Wages	63,954	26,647	26,278	41.1%	37,676
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	5,221	2,175	1,963	37.6%	3,258
530	Medical Ins - District Share	20,000	8,333	3,643	18.2%	16,357
540	PERS - District Share	3,159	1,316	872	27.6%	2,287
550	Unemployment	0	0	-	0.0%	0
560	Workers Comp Ins	3,339	1,391	1,297	38.8%	2,042
	Salaries and Employee Benefits >	95,671	39,863	34,053	35.6%	61,618
605	Advertising	-	-	-	0.0%	-
610	Bank Fees	-	-	-	0.0%	-
620	Communications & Internet	-	-	-	0.0%	-
622	Board Exp	-	-	-	0.0%	-
625	Equip - Field (up to \$4999)	2,500	1,042	-	0.0%	2,500
630	Equip - Office	-	-	-	0.0%	-
640	Fuel & Oil	4,000	1,667	3,343	83.6%	657
645	Insurance	-	-	-	0.0%	-
650	Interest	1,750	729	302	17.3%	1,448
657	Outsource Lab / Internal Lab	-	-	-	0.0%	-
660	Memberships & Subscriptions	-	-	-	0.0%	-
665	Mileage Reimb	500	208	168	33.6%	332
670	Postage & Shipping	50	21	1	2.0%	49
675	Professional Services (SCADA)	1	0	-	0.0%	1
685	Rents	500	208	-	0.0%	500
690	Safety & Security (boots)	2,150	896	1,174	54.6%	976
700	Tools & Instruments	3,750	1,563	64	1.7%	3,686
703	Supplies - Clothing & Personal	1,500	625	537	35.8%	963
705	Supplies - Office	250	104	46	0.0%	204
715	Treatment Chemicals	-	-	-	0.0%	-
720	Supplies - Operating - Other	13,000	5,417	4,602	35.4%	8,398
730	Taxes - Licenses	500	208	73	0.0%	427
735	Training (classes, books)	1,500	625	385	25.7%	1,115
745	Travel / Lodging	1,000	417	331	33.1%	669
750	Utilities	-	-	-	0.0%	-
760	Waste Disposal	-	-	-	0.0%	-
795	Yolo Co	-	-	-	0.0%	-
799	Misc	250	104	-	0.0%	250
	Services and Supplies >	33,201	13,834	11,026	33.2%	22,175
810	R&R Buildings & Grounds	-	-	-	0.0%	-
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	-	-	-	0.0%	-
832	R&R Mains/Service Lines	-	-	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	-	-	45	0.0%	(45)
	Repairs & Replacement >	0	0	45	450000.0%	(45)
	Total Expenses >	128,872	53,697	45,124	35.0%	83,748

Expense Notes

703 Supplies - Clothing & Personal

New Pants for DC Crew

735 Training

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

2.0.9

Sewer - Budget Variance Report Jul 2016

Target % > **41.7%**

Thru End of November 2016		2016 - 2017 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	149,586	62,327	67,473	48.4%	82,113
510	Contracted Labor	28,000	11,667	5,000		23,000
520	FICA - District Share	12,246	5,103	4,923	40.2%	7,323
530	Medical Ins - District Share	47,030	19,596	19,032	40.5%	27,998
540	PERS - District Share	9,165	3,819	3,313	36.2%	5,852
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	8,411	3,505	3,387	40.3%	5,024
Salaries and Employee Benefits >		254,439	106,016	103,128	40.5%	151,311
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	3,000	1,250	1,370	45.7%	1,630
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	2,000	833	858	42.9%	1,142
630	Equip - Office	1,000	417	14	1.4%	986
640	Fuel & Oil (Schaeffers)	250	104	396	158.4%	(146)
645	Insurance	38,500	16,042	25,661	66.7%	12,839
650	Interest	1,050	438	1,036	98.7%	14
657	Outsource Lab / Internal Lab	21,000	8,750	12,176	58.0%	8,824
660	Memberships & Subscriptions	5,000	2,083	4,370	87.4%	630
665	Mileage Reimb	500	208		0.0%	500
670	Postage & Shipping	50	21	7	14.0%	43
675	Professional Services (SCADA)	13,000	5,417	2,613	20.1%	10,387
685	Rents	-	-	-	0.0%	-
690	Safety & Security (boots)	7,000	2,917	2,642	37.7%	4,358
700	Tools & Instruments	3,000	1,250	1,328	44.3%	1,672
703	Supplies - Clothing & Personal	1,500	625	306	20.4%	1,194
705	Supplies - Office	1,200	500	329	27.4%	871
715	Treatment Chemicals	65,000	27,083	22,632	34.8%	42,368
720	Supplies- Operating - Other	5,000	2,083	3,606	72.1%	1,394
730	Taxes - Licenses	2,300	958	1,479	64.3%	821
735	Training (classes, books)	3,000	1,250	480	16.0%	2,520
745	Travel / Lodging	1,000	417	298	29.8%	702
750	Utilities	70,000	29,167	28,655	40.9%	41,345
760	Waste Disposal	60,000	25,000	29,556	49.3%	30,444
795	Yolo Co	0	0	-	0.0%	0
799	Misc	5,000	2,083		0.0%	5,000
Services and Supplies >		309,350	128,896	139,812	45.2%	169,538
810	R&R Buildings & Grounds	5,000	2,083	592	11.8%	4,408
815	R & R Damage Claims	5,000	2,083	-	0.0%	5,000
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	5,000	2,083	5,968	119.4%	(968)
832	R&R Mains/Service Lines	-	-	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	1,667	300	7.5%	3,700
Repairs & Replacement >		19,000	7,917	6,860	36.1%	12,140
Total Expenses >		582,789	242,829	249,800	42.9%	332,989

Expense Notes

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

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2.9.10

5 Water - Budget Variance Report July 2016		2016 - 2017 Budget		Target % >	41.7%	
Thru End of November 2016		Annual	YTD	Actual YTD	% Spent	Total Remaining
Expenses						
505	Salaries & Wages	123,169	51,320	49,251		73,918
510	Contracted Labor	-	-	-	40.0%	-
520	FICA - District Share	10,293	4,289	3,736	36.3%	6,557
530	Medical Ins - District Share	18,362	7,651	7,287	39.7%	11,075
540	PERS - District Share	15,844	6,601	4,711	29.7%	11,133
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	10,722	4,468	3,426	32.0%	7,296
Salaries and Employee Benefits >		178,390	74,329	68,411	38.3%	109,979
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	1,667	1,366	34.2%	2,634
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0	-	0.0%	0
630	Equip - Office	500	208	-	0.0%	500
640	Fuel & Oil	12,000	5,000	2,520	21.0%	9,480
645	Insurance	38,500	16,042	25,661	66.7%	12,839
650	Interest	300	125	(23)	-7.7%	323
657	Outside Lab / Internal Lab	16,000	6,667	6,827	42.7%	9,173
660	Memberships & Subscriptions	28,000	11,667	17,712	63.3%	10,288
665	Mileage Reimb	500	208	66	13.2%	434
670	Postage & Shipping	100	42	-	0.0%	100
675	Professional Services (SCADA)	25,000	10,417	1,156	4.6%	23,844
685	Rents	2,000	833	-	0.0%	2,000
690	Safety & Security (boots)	1,000	417	10,786	1078.6%	(9,786)
700	Tools & Instruments	2,000	833	2,077	103.9%	(77)
703	Supplies - Clothing & Personal	1,000	417	204	20.4%	796
705	Supplies - Office	600	250	687	114.5%	(87)
715	Treatment Chemicals	47,000	19,583	4,965	10.6%	42,035
720	Supplies - Operating - Other	5,000	2,083	3,822	76.4%	1,178
730	Taxes - Licenses	1,500	625	1,075	71.7%	425
735	Training (classes, books)	3,000	1,250	50	1.7%	2,950
745	Travel / Lodging	1,500	625		0.0%	1,500
750	Utilities	110,000	45,833	62,394	56.7%	47,606
760	Waste Disposal	300	125	-	0.0%	300
795	Yolo Co	42,000	17,500	20,432	48.6%	21,568
799	Misc	5,000	2,083		0.0%	5,000
Services and Supplies >		346,800	144,500	161,777	46.6%	185,023
810	R&R Buildings & Grounds	5,000	2,083	3,887	77.7%	1,113
815	R & R Damage Claims	5,000	2,083	678	13.6%	4,322
820	R&R Lift Stations	-	-	-		-
830	R&R Equipment	1,000	417	-	0.0%	1,000
832	R&R Mains/Service Lines	-	-	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	1,667	2,085	52.1%	1,915
Repairs & Replacement >		15,000	6,250	6,650	44.3%	8,350
Total Expenses >		540,190	225,079	236,838	43.8%	303,352

Expense Notes:

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

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12/09/16

Accrual Basis

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Clearlake Oaks County Water District
CRP/CIP Profit and Loss
July through November 2016

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Income				
Income				
425 · CRP (Capital Replacment Plan)	110,835.21	111,721.87	222,557.08	222,557.08
430 · Penalty & Interest	4,299.65	1,641.24	5,940.89	5,940.89
Total Income	115,134.86	113,363.11	228,497.97	228,497.97
Total Income	115,134.86	113,363.11	228,497.97	228,497.97
Gross Profit	115,134.86	113,363.11	228,497.97	228,497.97
Expense				
Salaries & EE Benefits				
505 · Salaries & Wages	13,643.72	13,754.28	27,398.00	27,398.00
520 · FICA - District Share	942.17	1,050.35	1,992.52	1,992.52
530 · Medical Ins - Dist Share	6,783.56	2,183.66	8,967.22	8,967.22
540 · PERS - District Share	707.14	700.33	1,407.47	1,407.47
560 · Workers Comp Ins	1,296.67	1,296.66	2,593.33	2,593.33
Total Salaries & EE Benefits	23,373.26	18,985.28	42,358.54	42,358.54
Services & Supplies				
625 · Equip - Field (\$300-\$4999)	0.00	810.17	810.17	810.17
640 · Fuel & Oil	269.80	269.80	539.60	539.60
650 · Interest	161.32	140.82	302.14	302.14
675 · Professional Services	2,750.00	0.00	2,750.00	2,750.00
690 · Safety & Security	121.98	121.96	243.94	243.94
720 · Supplies - Inventory - Other	4,578.49	1,980.07	6,558.56	6,558.56
Total Services & Supplies	7,881.59	3,322.82	11,204.41	11,204.41
Repairs & Replacement				
810 · R&R Buildings & Grounds	7,781.92	622.55	8,404.47	8,404.47
820 · R&R Electronics	0.00	4,020.61	4,020.61	4,020.61
830 · R&R Equipment	7,034.04	0.00	7,034.04	7,034.04
832 · R&R D/C	16,097.91	0.00	16,097.91	16,097.91
840 · R&R Vehicles	1,214.67	1,253.53	2,468.20	2,468.20
Total Repairs & Replacement	32,128.54	5,896.69	38,025.23	38,025.23
Total Expense	63,383.39	28,204.79	91,588.18	91,588.18
Net Income	51,751.47	85,158.32	136,909.79	136,909.79

Clearlake Oaks Co Water District
Budget Variance Report August 2016

2.9.12

5

SEWER-CRP

Target % > **41.7%**

Thru End of November 2016

Summary	Budget		Actual YTD	
	Annual	YTD	Amount	%
SEWER CRP Revenue	297,440	123,933	111,728	38.1%
Penalty & Interest			1,641	
SEWER CRP Expenses	164,687	68,619	28,206	17.1%
(1/2 Vac all Camera) Debt Service Exp	47,961	19,984	19,984	
USDA Annual Payment	129,000	53,750		
I & I/Lift Station Rehab Improvements	42,000	17,500		
Short term depreciation reserve	30,000	12,500	12,500	
Previous Year Balance	208,351			
Operating Balance (loss)	92,143	38,393	52,679	

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

Expenses	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	31,977	13,324	13,754	43.0%	18,223
510 Contracted Labor	-	-	-	-	-
520 FICA - District Share	2,610	1,088	1,050	40.2%	1,560
530 Medical Ins - District Share	10,000	4,167	2,184	21.8%	7,816
540 PERS - District Share	1,580	658	700	44.3%	880
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	1,669	696	1,297	77.7%	372
Salaries and Employee Benefits >	47,836	19,931	18,985	39.7%	28,851
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	0	0	-	0.0%	0
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	521	810	64.8%	440
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	2,000	833	270	13.5%	1,730
645 Insurance	-	-	-	0.0%	-
650 Interest	875	365	141	16.1%	734
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	-	-	-	0.0%	-
670 Postage & Shipping	25	10	-	0.0%	25
675 Professional Services (SCADA)	1	0	-	0.0%	1
685 Rents	250	104	-	0.0%	250
690 Safety & Security (boots)	1,075	448	122	11.3%	953
700 Tools & Instruments	1,875	781	-	0.0%	1,875
703 Supplies - Clothing & Personal	-	-	-	0.0%	-
705 Supplies - Office	125	52	-	0.0%	125
715 Treatment Chemicals	-	-	-	0.0%	-
720 Supplies - Operating - Other	6,500	2,708	1,980	30.5%	4,520
730 Taxes - Licenses	250	104	-	0.0%	250
735 Training (classes, books)	-	-	-	0.0%	-
745 Travel / Lodging	-	-	-	0.0%	-
750 Utilities	-	-	-	0.0%	-
760 Waste Disposal	-	-	-	0.0%	-
795 Yolo Co	-	-	-	0.0%	-
799 Misc	125	52	-	0.0%	125
Services and Supplies >	14,351	5,980	3,323	23.2%	11,028
810 R&R Buildings & Grounds	25,000	10,417	623	2.5%	24,377
815 R & R Damage Claims	-	-	-	0.0%	-
820 R&R Lift Stations	10,000	4,167	4,021	40.2%	5,979
830 R&R Equipment	5,000	2,083	-	0.0%	5,000
832 R&R Mains/Service Lines	50,000	20,833	-	0.0%	50,000
840 R&R Vehicles (\$2k/vehicle)	12,500	5,208	1,254	10.0%	11,246
Repairs & Replacement >	102,500	42,708	5,898	5.8%	96,602
Total Expenses >	164,687	68,619	28,206	17.1%	136,481

Expense Notes

625 Field Equip

Down hole roller for camera trailer

820 R&R Lift Stations

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

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Clearlake Oaks Co Water District
Budget Variance Report August 2016

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Target % > 41.7%

Thru End of November 2016 Summary	WATER - CRP Budget		Actual YTD	
	Annual	YTD	Amount	%
WATER CRP Revenue	287,532	119,805	110,835	40.0%
Penalty & Interest			4,300	
WATER CRP Expenses	164,687	68,619	63,384	38.5%
(1/2 Vac Con) Debt Service Exp	26,079	10,866	10,866	
**Previous Year Balance	167,406			
Operating Balance (loss)	264,172	110,072	40,885	

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

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

Expenses	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	31,977	13,324	13,644	42.7%	18,333
510 Contracted Labor	-	-	-	-	-
520 FICA - District Share	2,610	1,088	942	36.1%	1,668
530 Medical Ins - District Share	10,000	4,167	6,784	67.8%	3,216
540 PERS - District Share	1,580	658	707	44.8%	873
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	1,669	696	1,297	77.7%	372
Salaries and Employee Benefits >	47,836	19,931	23,374	48.9%	24,462
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	0	0	-	0.0%	0
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	521	-	0.0%	1,250
640 Fuel & Oil	2,000	833	270	13.5%	1,730
645 Insurance	-	-	-	0.0%	-
650 Interest	875	365	161	18.4%	714
657 Outsource Lab / Internal Lab	-	-	-	0.0%	-
660 Memberships & Subscriptions	-	-	-	0.0%	-
665 Mileage Reimb	-	-	-	0.0%	-
670 Postage & Shipping	25	10	-	0.0%	25
675 Professional Services (SCADA)	1	0	2,750	275000.0%	(2,749)
685 Rents	250	52	-	0.0%	250
690 Safety & Security (boots)	1,075	448	122	11.3%	953
700 Tools & Instruments	1,875	781	-	0.0%	1,875
703 Supplies - Clothing & Personal	-	-	-	0.0%	-
705 Supplies - Office	125	52	-	0.0%	125
715 Treatment Chemicals	-	-	-	0.0%	-
720 Supplies - Operating - Other	6,500	2,708	4,578	70.4%	1,922
730 Taxes - Licenses	250	104	-	0.0%	250
735 Training (classes, books)	-	-	-	0.0%	-
745 Travel / Lodging	-	-	-	0.0%	-
750 Utilities	-	-	-	0.0%	-
760 Waste Disposal	-	-	-	0.0%	-
795 Yolo Co	-	-	-	0.0%	-
799 Misc	125	26	-	0.0%	125
Services and Supplies >	14,351	5,901	7,881	54.9%	6,470
810 R&R Buildings & Grounds	25,000	10,417	7,782	31.1%	17,218
815 R & R Damage Claims	-	-	-	0.0%	-
820 R&R Lift Stations	10,000	4,167	-	0.0%	10,000
830 R&R Equipment	5,000	2,083	7,034	140.7%	(2,034)
832 R&R Mains/Service Lines	50,000	20,833	16,098	32.2%	33,902
840 R&R Vehicles (\$2k/vehicle)	12,500	5,208	1,215	9.7%	11,285
Repairs & Replacement >	102,500	42,708	32,129	31.3%	70,371
Total Expenses >	164,687	68,541	63,384	38.5%	101,303

Expense Notes

- 675 Professional Services Leak Repair in Redwood Wtr Tnk
- 720 Supplies - inventory 18 meters for inventory \$1,393, Replacement Inventory
- 830 R&R Equipment Controller and Reactor Replacement for 03 Generator, approved at 7-21-16 RM
- 832 R&R mains / Service Lines Clay Valves, \$14,855 Board approved

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12/09/16

Accrual Basis

**Clearlake Oaks County Water District
Capital Improvements
As of November 30, 2016**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)			
08/08/2016	Power Plus	2016 Cummins 250 kw Tier 3 Generator	29,876.14
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 10...			29,876.14
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			29,876.14
122 · Buildings (OFFICE BUILDING - WAS 1011180)			
Total 122 · Buildings (OFFICE BUILDING - WAS 1011180)			
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			
124.30 · Lift Stations			
124.31 · Lift Station 7 Bypass			
07/12/2016	Pace	Returned PVC pipe	-1,275.84
Total 124.31 · Lift Station 7 Bypass			-1,275.84
124.30 · Lift Stations - Other			
09/19/2016	Shape Inc.	2 pumps for Lift Station #10 - Approved Eme...	23,581.98
Total 124.30 · Lift Stations - Other			23,581.98
Total 124.30 · Lift Stations			22,306.14
124.50 · Mains			
Total 124.50 · Mains			
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			22,306.14
125 · Land			
09/13/2016	TERESA FEDERIGI	Final pymt. for Harvey Blvd. tank easement	1,000.00
Total 125 · Land			1,000.00
TOTAL			53,182.28

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2.6

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

www.treasurer.ca.gov/pmia-laif/laif.asp

December 12,
2016

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

Account Number:
90-17-001

Tran Type Definitions

November 2016 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	481,873.58
Total Withdrawal:	0.00	Ending Balance:	481,873.58

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MY ACCOUNTS

BILL PAY

TRANSFER FUNDS

MANAGE MONEY

2, b.1

(LAUNCHAPP?APPCODE=MY+ACCOUNTS)

(LAUNCHAPP?APPCODE=BILL+PAY)

ADDITIONAL SERVICES

CREDIT CARD APPLICATION

ESTATEMENTS

My Accounts

[Manage mobile alerts](#)

Make a transfer

DEPOSIT ACCOUNTS

PUBLIC REGULAR CHK

Checking *3745

[Quick peek](#)

\$288,038.89

**Available \$288,038.89

PUBLIC REGULAR CHK

Checking *3786

[Quick peek](#)

\$200.00

**Available \$200.00

PUBLIC REGULAR CHK

Checking *0019

[Quick peek](#)

\$147,643.08

**Available \$147,869.23

REGULAR SAVINGS

Savings *6990

[Quick peek](#)

\$245,773.15

**Available \$245,773.15

TOTAL DEPOSIT ACCOUNTS

\$681,655.12

TIERED COMMERCIAL LOANS

Credit Line

TCL Credit Line *1999

[Quick peek](#)

\$0.00

Available credit \$420,000.00

Note

TCL Note *1001

[Quick peek](#)

\$80,000.00

\$361.66 due 12/31/2016
pay

TOTAL TIERED COMMERCIAL LOANS

\$80,000.00

Outside Accounts

MY FINANCIAL INSTITUTION

Checking

[Quick peek](#)

Savings

[Quick peek](#)

Add Outside Accounts

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

Get Help with Taxes



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is here for you.

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every penny you deserve on
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Make a Payment



Make paying bills fast and easy

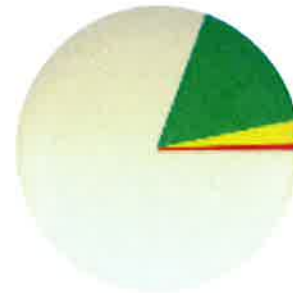
Pay your bills on one
screen with one
password in seconds.

[Signup for payments](#)

View My Spending

All categories

Last 30 days



<input type="checkbox"/>	Uncategorized	\$201,871.31	81%
<input type="checkbox"/>	Household	\$40,782.50	16%
<input type="checkbox"/>	Tax Payment	\$6,630.92	3%
<input type="checkbox"/>	Insurance	\$1,185.86	< 1%
<input type="checkbox"/>	Bank Fee	\$12.00	< 1%

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2.6.2

Aged Accounts Receivable

As of 12/9/16

<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>
\$134,849.22	\$8,584.91	\$8,549.55	\$8,314.14	\$16,033.59	<u>\$176,331.41</u>

Total number of accounts with open balances: 1129

These totals include all accounts on the Tax Roll

Clearlake Oaks County Water District

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Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 11/01/2016 through 11/30/2016

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/01/2016			-split-	Deposit		2,441.48	95,977.86
11/01/2016			-split-	Deposit		4,192.35	100,170.21
11/01/2016	EFT	CalPers	-split-	4751900248	3,390.96		96,779.25
11/02/2016			-split-	Deposit		15,099.12	111,878.37
11/02/2016			-split-	Deposit		2,477.63	114,356.00
11/02/2016			-split-	Deposit		4,619.98	118,975.98
11/02/2016			-split-	Deposit		294.78	119,270.76
11/02/2016			Income:410 · Client Re...	Deposit		50.00	119,320.76
11/02/2016		Bluefin	Services & Supplies:61...		1,018.93		118,301.83
11/02/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 ...	83.02		118,218.81
11/02/2016	E-pay	United States Treasury	-split-	94-6050430 ...	527.42		117,691.39
11/03/2016			-split-	Deposit		3,581.27	121,272.66
11/03/2016			-split-	Deposit		2,981.96	124,254.62
11/03/2016			-split-	Deposit		1,437.67	125,692.29
11/03/2016			-split-	Deposit		4,259.15	129,951.44
11/03/2016			Income:410 · Client Re...	Deposit		91.28	130,042.72
11/03/2016			Income:410 · Client Re...	Deposit		50.00	130,092.72
11/03/2016			Income:435 · Loans/Gr...	Deposit		35,886.53	165,979.25
11/03/2016			Income:440 · Misc Rev...	Deposit		104.00	166,083.25
11/04/2016			-split-	Deposit		2,545.52	168,628.77
11/04/2016			-split-	Deposit		2,691.38	171,320.15
11/04/2016			-split-	Deposit		1,015.26	172,335.41
11/04/2016			-split-	Deposit		2,906.51	175,241.92
11/05/2016			-split-	Deposit		44.49	175,286.41
11/06/2016			-split-	Deposit		514.62	175,801.03
11/07/2016			-split-	Deposit		1,842.46	177,643.49
11/07/2016			-split-	Deposit		3,774.28	181,417.77
11/07/2016			-split-	Deposit		10,606.53	192,024.30
11/07/2016			-split-	Deposit		10,399.80	202,424.10
11/07/2016			-split-	Deposit		1,304.54	203,728.64
11/08/2016			-split-	Deposit		5,327.65	209,056.29
11/08/2016	8	ACWA/JPIA - Healt...	221 · Health Ins - EE P...		974.60		208,081.69
11/09/2016			-split-	Deposit		2,296.05	210,377.74
11/09/2016			-split-	Deposit		3,439.57	213,817.31
11/09/2016			Income:440 · Misc Rev...	Deposit		19.50	213,836.81
11/09/2016	30977	Alpha Analytical Labs	200 · ACCOUNTS PA...		562.00		213,274.81
11/09/2016	30978	AT & T - CalNet 3	200 · ACCOUNTS PA...		161.67		213,113.14
11/09/2016	30979	Best Best & Krieger	200 · ACCOUNTS PA...	Matter #30714....	611.00		212,502.14
11/09/2016	30980	Bob's Vacuum	200 · ACCOUNTS PA...		34.01		212,468.13
11/09/2016	30981	Brelje and Race Labo...	200 · ACCOUNTS PA...		49.00		212,419.13

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Clearlake Oaks County Water District

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Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 11/01/2016 through 11/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/09/2016	30982	CA Dept Pest Regula...	200 · ACCOUNTS PA...	137069 -QAC A	60.00			212,359.13
11/09/2016	30983	Clearlake Lava	200 · ACCOUNTS PA...		1,098.65			211,260.48
11/09/2016	30984	County of Lake - Spe...	200 · ACCOUNTS PA...	98840	2,785.00			208,475.48
11/09/2016	30985	COURT ORDERED ...	200 · ACCOUNTS PA...	CE-066-8442 -	240.00			208,235.48
11/09/2016	30986	Deeper Cleaning	200 · ACCOUNTS PA...	October service	320.00			207,915.48
11/09/2016	30987	Eureka Oxygen	200 · ACCOUNTS PA...	10016800	70.95			207,844.53
11/09/2016	30988	Gregory Matson	200 · ACCOUNTS PA...	13297 Ebbtide ...	47.76			207,796.77
11/09/2016	30989	Hasa Inc	200 · ACCOUNTS PA...	IN31153	4,187.41			203,609.36
11/09/2016	30990	Hayden Solar, LLC	200 · ACCOUNTS PA...		3,230.48			200,378.88
11/09/2016	30991	High Country Security	200 · ACCOUNTS PA...		688.00			199,690.88
11/09/2016	30992	John Hopkins.	200 · ACCOUNTS PA...		1,000.00			198,690.88
11/09/2016	30993	John Lambirth Truck...	200 · ACCOUNTS PA...		3,875.00			194,815.88
11/09/2016	30994	Lake County Waste ...	200 · ACCOUNTS PA...		259.56			194,556.32
11/09/2016	30995	Mark Amato	200 · ACCOUNTS PA...	12731 Island C...	100.00			194,456.32
11/09/2016	30996	MC Engineering, Inc	200 · ACCOUNTS PA...		50,648.07			143,808.25
11/09/2016	30997	Mendo Mill	200 · ACCOUNTS PA...		670.07			143,138.18
11/09/2016	30998	Nave & Cortell, LLP	200 · ACCOUNTS PA...		2,740.00			140,398.18
11/09/2016	30999	PG&E	200 · ACCOUNTS PA...	1324698179-2	13,117.88			127,280.30
11/09/2016	31000	Sierra Chemical Com...	200 · ACCOUNTS PA...	400396	205.33			127,074.97
11/09/2016	31001	Southport Control So...	200 · ACCOUNTS PA...		3,148.92			123,926.05
11/09/2016	31002	SWRCB Accounting ...	200 · ACCOUNTS PA...	1710001	13,342.29			110,583.76
11/09/2016	31003	Tri-Cities Answering...	200 · ACCOUNTS PA...		222.40			110,361.36
11/09/2016	31004	United States Post Of...	200 · ACCOUNTS PA...	P.O. Box 709 ...	140.00			110,221.36
11/09/2016	31006	US Bank	210 · Cal Card:210.04 ...	4246 0445 556...	2,055.35			108,166.01
11/09/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	18,201.74			89,964.27
11/10/2016			-split-	Deposit			1,695.35	91,659.62
11/10/2016			-split-	Deposit			4,069.28	95,728.90
11/10/2016			-split-	Deposit			4,110.02	99,838.92
11/10/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	6,797.92			93,041.00
11/10/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	993.50			92,047.50
11/10/2016	DD1618	Alan J Gardner	-split-	Direct Deposit		X		92,047.50
11/10/2016	DD1619	Dan Hodem	-split-	Direct Deposit		X		92,047.50
11/10/2016	DD1620	David Valerga	-split-	Direct Deposit		X		92,047.50
11/10/2016	DD1621	Dianna L Mann	-split-	Direct Deposit		X		92,047.50
11/10/2016	DD1622	Francisco J Castro	-split-	Direct Deposit		X		92,047.50
11/10/2016	DD1623	Francisco Trujillo	-split-	Direct Deposit		X		92,047.50
11/10/2016	DD1624	Jason Mitchell	-split-	Direct Deposit		X		92,047.50
11/10/2016	DD1625	Jeremy J Backus	-split-	Direct Deposit		X		92,047.50
11/10/2016	DD1626	Magen E Estep	-split-	Direct Deposit		X		92,047.50
11/10/2016	DD1627	Mary Johnson	-split-	Direct Deposit		X		92,047.50

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Clearlake Oaks County Water District

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From 11/01/2016 through 11/30/2016

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Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/10/2016	DD1628	Pamela J Parker	-split-	Direct Deposit	X		92,047.50
11/10/2016	DD1629	Rachel A Schainblatt	-split-	Direct Deposit	X		92,047.50
11/10/2016	DD1630	Steve R Bonge	-split-	Direct Deposit	X		92,047.50
11/10/2016	DD1631	Dena Barron	-split-	Direct Deposit	X		92,047.50
11/10/2016	DD1632	Judith A Heeszal	-split-	Direct Deposit	X		92,047.50
11/10/2016	DD1633	Karl L Hosier	-split-	Direct Deposit	X		92,047.50
11/10/2016	DD1634	Mary M Medeiros	-split-	Direct Deposit	X		92,047.50
11/10/2016	31007	Richard A Kuehn	-split-			91.45	91,956.05
11/10/2016			102.02 · WAB SAVIN...	Funds Transfer	24,106.47		67,849.58
11/10/2016			102.03 · WAB SAVIN...	Funds Transfer	25,636.03		42,213.55
11/10/2016			102.02 · WAB SAVIN...	Funds Transfer		10,066.66	52,280.21
11/10/2016			102.03 · WAB SAVIN...	Funds Transfer		3,146.34	55,426.55
11/11/2016			-split-	Deposit		812.70	56,239.25
11/12/2016			-split-	Deposit		202.28	56,441.53
11/13/2016			-split-	Deposit		818.87	57,260.40
11/14/2016			-split-	Deposit		3,522.04	60,782.44
11/14/2016			-split-	Deposit		6,578.06	67,360.50
11/14/2016			-split-	Deposit		7,961.38	75,321.88
11/14/2016			-split-	Deposit		7,715.53	83,037.41
11/14/2016			-split-	Deposit		6,863.84	89,901.25
11/15/2016			-split-	Deposit		5,670.64	95,571.89
11/15/2016			-split-	Deposit		19,287.13	114,859.02
11/15/2016			-split-	Deposit		912.72	115,771.74
11/15/2016			Income:440 · Misc Rev...	Deposit		614.57	116,386.31
11/15/2016	EFT	CalPers	-split-	4751900248	3,369.30		113,017.01
11/15/2016	EFT	AFLAC	-split-	SV365	560.58		112,456.43
11/16/2016			-split-	Deposit		2,450.16	114,906.59
11/16/2016			-split-	Deposit		223.34	115,129.93
11/16/2016			Income:435 · Loans/Gr...	Deposit		15,058.00	130,187.93
11/16/2016			-split-	Deposit		928.98	131,116.91
11/16/2016	31008	Alan Gardner	200 · ACCOUNTS PA...		59.40		131,057.51
11/16/2016	31009	Alpha Analytical Labs	200 · ACCOUNTS PA...		340.00		130,717.51
11/16/2016	31010	AT&T 555 6	200 · ACCOUNTS PA...	960 739 5348 5...	105.23		130,612.28
11/16/2016	31011	Brelje and Race Labo...	200 · ACCOUNTS PA...		105.00		130,507.28
11/16/2016	31012	EDD - Unemployment	200 · ACCOUNTS PA...		3,522.91		126,984.37
11/16/2016	31013	EEL River Fuels Inc	200 · ACCOUNTS PA...		865.85		126,118.52
11/16/2016	31014	Eric Luna	200 · ACCOUNTS PA...	Aflac refund fr...	20.82		126,097.70
11/16/2016	31015	HD Excavating	200 · ACCOUNTS PA...		1,040.00		125,057.70
11/16/2016	31016	Kansas State Bank - ...	200 · ACCOUNTS PA...	3343293	6,519.87		118,537.83
11/16/2016	31017	Lagerlof, Senecal, G...	200 · ACCOUNTS PA...	155141000/AD...	381.50		118,156.33

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Clearlake Oaks County Water District

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From 11/01/2016 through 11/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/16/2016	31018	Mediacom - WWTP ...	200 · ACCOUNTS PA...	8384 80 003 00...	149.10		118,007.23
11/16/2016	31019	Mendo Mill	200 · ACCOUNTS PA...		622.02		117,385.21
11/16/2016	31020	Napa Auto Parts	200 · ACCOUNTS PA...		65.46		117,319.75
11/16/2016	31021	People Services Inc	200 · ACCOUNTS PA...		100.00		117,219.75
11/16/2016	31022	Petty Cash - Rachel ...	200 · ACCOUNTS PA...		35.56		117,184.19
11/16/2016	31023	Potrero Hills Landfill...	200 · ACCOUNTS PA...		6,520.15		110,664.04
11/16/2016	31024	US Cellular	200 · ACCOUNTS PA...	957131516	149.08		110,514.96
11/16/2016	31025	Yolo County Flood ...	200 · ACCOUNTS PA...	October 2016	3,662.97		106,851.99
11/16/2016	31026	ACWA/JPIA - Healt...	-split-	Inv. 0446571	16,134.31		90,717.68
11/16/2016			280 · Loan:280.05 · U...	Funds Transfer		20,000.00	110,717.68
11/17/2016			-split-	Deposit		842.48	111,560.16
11/17/2016			-split-	Deposit		1,974.46	113,534.62
11/17/2016			-split-	Deposit		424.36	113,958.98
11/17/2016			-split-	Deposit		790.46	114,749.44
11/17/2016			-split-	Deposit		1,828.55	116,577.99
11/19/2016			-split-	Deposit		166.55	116,744.54
11/20/2016			-split-	Deposit		230.27	116,974.81
11/21/2016			-split-	Deposit		599.30	117,574.11
11/21/2016			-split-	Deposit		5,005.72	122,579.83
11/22/2016			-split-	Deposit		358.90	122,938.73
11/22/2016			-split-	Deposit		1,703.23	124,641.96
11/22/2016	EFT	CalPers	-split-		2,283.79		122,358.17
11/22/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	20,587.48		101,770.69
11/23/2016			-split-	Deposit		395.84	102,166.53
11/23/2016			-split-	Deposit		711.30	102,877.83
11/23/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	6,426.86		96,450.97
11/23/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	973.85		95,477.12
11/23/2016	DD1635	Alan J Gardner	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1636	Dan Hodem	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1637	David Valerga	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1638	Dianna L Mann	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1639	Francisco J Castro	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1640	Francisco Trujillo	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1641	Jason Mitchell	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1642	Jeremy J Backus	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1643	Magen E Estep	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1644	Mary Johnson	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1645	Pamela J Parker	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1646	Rachel A Schainblatt	-split-	Direct Deposit		X	95,477.12
11/23/2016	DD1647	Steve R Bonge	-split-	Direct Deposit		X	95,477.12

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Clearlake Oaks County Water District

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Register: 102.01 · WEST AMERICA - REGULAR CHECKING

From 11/01/2016 through 11/30/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/25/2016			-split-	Deposit		661.69	96,138.81
11/26/2016			-split-	Deposit		506.61	96,645.42
11/26/2016			-split-	Deposit		506.61	97,152.03
11/27/2016			-split-	Deposit		97.28	97,249.31
11/28/2016			-split-	Deposit		2,039.73	99,289.04
11/28/2016			-split-	Deposit		4,299.68	103,588.72
11/28/2016			-split-	Deposit		2,910.96	106,499.68
11/29/2016			-split-	Deposit		1,778.71	108,278.39
11/29/2016			-split-	Deposit		3,982.06	112,260.45
11/29/2016			Income:410 · Client Re...	Deposit		50.00	112,310.45
11/29/2016			Income:410 · Client Re...	Deposit		50.00	112,360.45
11/29/2016	E-pay	EDD - Payroll Liabili...	-split-	Alan Gardners ...	12.00		112,348.45
11/29/2016	E-pay	United States Treasury	-split-	Alan Gardner P...	204.06		112,144.39
11/29/2016	31027	Advanced Electronic ...	200 · ACCOUNTS PA...		66.00		112,078.39
11/29/2016	31028	Alpha Analytical Labs	200 · ACCOUNTS PA...		159.00		111,919.39
11/29/2016	31029	Aristotle Select - CUSI	200 · ACCOUNTS PA...	57160	18.00		111,901.39
11/29/2016	31030	AT & T - CalNet 3	200 · ACCOUNTS PA...		160.79		111,740.60
11/29/2016	31031	Brelje and Race Labo...	200 · ACCOUNTS PA...		105.00		111,635.60
11/29/2016	31032	Canon Financial Serv...	200 · ACCOUNTS PA...	200-5029691-0...	456.91		111,178.69
11/29/2016	31033	County of Lake - Co...	200 · ACCOUNTS PA...		50.00		111,128.69
11/29/2016	31034	County of Lake - Hea...	200 · ACCOUNTS PA...	Facility #71301	1,563.00		109,565.69
11/29/2016	31035	County of Lake - Spe...	200 · ACCOUNTS PA...	98840	2,785.00		106,780.69
11/29/2016	31036	Dan Hodem.	200 · ACCOUNTS PA...	Reimb.	100.00		106,680.69
11/29/2016	31037	Eureka Oxygen	200 · ACCOUNTS PA...		151.20		106,529.49
11/29/2016	31038	Mediacom - Admin 0...	200 · ACCOUNTS PA...	838480003009...	295.34		106,234.15
11/29/2016	31039	Mendo Mill	200 · ACCOUNTS PA...		439.64		105,794.51
11/29/2016	31040	On Site Safety Servic...	200 · ACCOUNTS PA...	Annual DOT Fee	625.00		105,169.51
11/29/2016	31041	Pace	200 · ACCOUNTS PA...		2,747.78		102,421.73
11/29/2016	31042	PG&E	200 · ACCOUNTS PA...	1324698179-2	16,409.89		86,011.84
11/29/2016	31043	Quill	200 · ACCOUNTS PA...		189.52		85,822.32
11/29/2016	31044	Rachel Schainblatt	200 · ACCOUNTS PA...		110.80		85,711.52
11/29/2016	31045	State Water Resource...	200 · ACCOUNTS PA...	Francisco Castr...	230.00		85,481.52
11/29/2016	31046	SWRCB-DWOC	200 · ACCOUNTS PA...	Steve Bonge - ...	80.00		85,401.52
11/29/2016	31047	West America Bank	200 · ACCOUNTS PA...	353 000 0312-...	303.34		85,098.18
11/29/2016	31048	Alan J Gardner	-split-		1,219.79		83,878.39
11/30/2016			-split-	Deposit		1,057.10	84,935.49
11/30/2016			-split-	Deposit		1,449.02	86,384.51
11/30/2016			-split-	Deposit		173.74	86,558.25
11/30/2016			-split-	Deposit		6,162.33	92,720.58

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Clearlake Oaks County Water District
Payroll Summary
 November 2016

J.C

	<u>Hours</u>	<u>Rate</u>	<u>Nov 16</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-24.5	40.97	-895.42
CTO Used	8.5	27.31	212.45
Holiday	86	15.00	1,849.46
Holiday Worked (x2.5)	10	58.95	551.36
Overtime (x1.5)	126.25	22.50	4,448.60
PTO	191.75	39.23	5,062.05
Straight	1,813.78	15.00	41,330.30
Board			500.00
Duty Pay			2,835.00
Total Gross Pay	2,211.78		55,893.80
Deductions from Gross Pay			
ACWA (pre-tax)			-1,899.20
AFLAC (pre-tax)			-453.04
AFLAC (taxable) AFTER TAX			-172.36
CALPers EE (Pretax)			-1,734.14
Total Deductions from Gross Pay			-4,258.74
Adjusted Gross Pay	2,211.78		51,635.06
Taxes Withheld			
Federal Withholding			-5,237.00
Medicare Employee			-776.34
Social Security Employee			-3,319.58
CA - Withholding			-1,497.47
CA - Disability			-481.88
Total Taxes Withheld			-11,312.27
Deductions from Net Pay			
Wage Garnishment			-222.33
Total Deductions from Net Pay			-222.33
Net Pay	2,211.78		40,100.46
Employer Taxes and Contributions			
Medicare Company			776.34
Social Security Company			3,319.58
Total Employer Taxes and Contributions			4,095.92

38

2.c.1

PAYROLL BREAKDOWN FOR THE MONTH OF NOVEMBER 2016

TITLE	STRAIGHT HOURS	OVERTIME HOURS	DUTY HOURS	GROSS PAY
General Manager	120	0		\$7,610.62
Operations Manager	150	0.75	16	\$5,944.83
Interim WWTP Chief Op	127.5	8	18	\$4,972.44
WTP Chief Op	125	5.5	14.5	\$4,801.63
Op III WTP	145.5	6	19.5	\$4,415.01
Op II WWTP	150	5.5	14	\$3,796.96
Op II WWTP	148	0	0	\$3,096.20
Op II D/C -				
Op I D/C	130.25	5.25	0	\$2,693.13
Op I D/C	151.5	5	8.25	\$3,923.08
Admin Srves Mgr/Bd Sec	150.5	0		\$4,000.00
Customer Service Rep III	149	9.75		\$4,123.54
Customer Service Rep II	144	0.25		\$3,568.35
Customer Service Rep I	122.25	0		\$2,448.01
Temporary	0	0		\$0.00
Board Director				\$100.00
Board Director				\$100.00
Board Director				\$100.00
Board Director				\$100.00
Board Director				\$100.00
	1813.5	46	90.25	\$55,893.80
			136.25	

Higher straight hours and gross pay due to three pay days in the month of September instead of only 2

Overtime contributed to:

Main break on Anchor Village and SCADA connection issues

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9:49 AM

12/09/16

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of November 30, 2016

2.d

	Nov 30, 16	
	Debit	Credit
102.04 · DWR - CHECKING	400.00	
101 · LAIF - CASH IN BANK	292,873.58	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	92,720.58	
102.02 · WAB SAVINGS - CRP WATER	245,773.15	
102.03 · WAB SAVINGS - CRP SEWER	288,038.89	
CUSI Accounts Receivable	0.00	
103 · PETTY CASH	300.00	
104 · COUNTY TREASURY	21,680.00	
130 · CIP	0.00	
130 · CIP:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
USDA Project	0.00	
120 · EQUIPMENT:120.01 · GENERAL EQUIPMENT	1,851,100.60	
120 · EQUIPMENT:120.60 · Office	0.00	
120 · EQUIPMENT:120.75 · SCADA	0.00	
120 · EQUIPMENT:120.90 · Vehicles	0.00	
122 · Buildings	8,475,638.00	
124 · D/C System	3,136,437.00	
124 · D/C System:124.30 · Lift Stations	46,264.48	
124 · D/C System:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System:124.50 · Mains	5,526.58	
125 · Land	278,470.00	
129 · ALLOW. FOR DEPRECIATION		7,747,170.00
200 · ACCOUNTS PAYABLE		32,486.84
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.12	
210 · Cal Card:210.04 · Cal Card - Alan - 4000	0.00	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988	0.00	
280 · Loan:280.05 · USDA Bridge Loan		80,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		22,258.13
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion	91.23	
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	0.00	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		222.33
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	

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9:49 AM

12/09/16

Accrual Basis

Clearlake Oaks County Water District

Trial Balance

As of November 30, 2016

2.d.1

	Nov 30, 16	
	Debit	Credit
223.50 · MEDICARE TAX PAYABLE	160.05	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	377.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	84.49	
223.65 · STATE DISABILITY PAYABLE	24.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	589.17	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		496.12
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities		891.15
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		328,889.15
306 · Retained Earnings - OLD		1,075,137.51
Income:410 · Client Reg Pmt		835,793.09
Income:420 · Connection Fees		3,569.00
Income:425 · CRP		222,821.90
Income:430 · Penalty & Interest		19,850.35
Income:435 · Loans/Grants:435-4 · USDA Contruction Loan:435-4.1 · Bridge Loan	1,146.25	
Income:435 · Loans/Grants:435-3 · WWTP Reclamation Study		128,687.00
Income:435 · Loans/Grants:435-2 · Water Distribution Study		183,963.94
Income:440 · Misc Revenue		19,017.93
Income:450 · Other - Non S/W Rev		37,632.53
Loans/Grants:920 · Inflow & Infiltration Construct	2,440.89	
Loans/Grants:915 · USDA Construction Loan:915.1 · Adams and Ashby Group	675.00	
Loans/Grants:910 · MC USDA Construction Loan	62,258.41	
Loans/Grants:905 · MC WWTP Reclamation	91,303.81	
Loans/Grants:900 · MC Water Distribution Study	126,342.75	
Salaries & EE Benefits:505 · Salaries & Wages	310,301.73	
Salaries & EE Benefits:510 · Contract Labor	5,000.00	
Salaries & EE Benefits:520 · FICA - District Share	22,976.33	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	71,296.13	
Salaries & EE Benefits:540 · PERS - District Share	34,195.52	
Salaries & EE Benefits:550 · Unemployment	4,824.88	
Salaries & EE Benefits:560 · Workers Comp Ins	12,610.00	
Services & Supplies:610 · Bank Fees	4,998.64	
Services & Supplies:620 · Communications & Internet	4,883.32	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	1,667.87	
Services & Supplies:630 · Equip - Office	89.87	
Services & Supplies:640 · Fuel & Oil	6,798.29	
Services & Supplies:645 · Insurance	51,321.60	
Services & Supplies:650 · Interest	1,616.68	
Services & Supplies:657 · Lab	19,002.32	
Services & Supplies:660 · Memberships & Subscription	22,252.68	
Services & Supplies:665 · Mileage Reimb	1,658.19	
Services & Supplies:670 · Postage & Shipping	2,884.89	
Services & Supplies:675 · Professional Services	29,511.64	
Services & Supplies:685 · Rents	2,325.59	
Services & Supplies:690 · Safety & Security	15,445.35	
Services & Supplies:700 · Tools & Instruments	3,468.56	
Services & Supplies:703 · Supplies - Clothing & Personal	1,624.42	
Services & Supplies:705 · Supplies - Office	3,524.33	
Services & Supplies:715 · Supplies-Chemicals-Operating	27,597.38	
Services & Supplies:720 · Supplies - Inventory - Other	18,588.93	
Services & Supplies:730 · Taxes - Licenses	2,626.57	
Services & Supplies:735 · Training (Classes, books, etc)	1,084.00	
Services & Supplies:745 · Travel / Lodging	828.57	
Services & Supplies:750 · Utilities	93,166.23	
Services & Supplies:760 · Waste Disposal	29,742.97	
Services & Supplies:795 · Yolo Co	20,431.82	
Services & Supplies:798 · Reconciliation Discrepancies	20.82	
Repairs & Replacement:810 · R&R Buildings & Grounds	14,167.16	
Repairs & Replacement:820 · R&R Electronics	4,020.61	

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9:49 AM

Clearlake Oaks County Water District

Trial Balance

g.d.z

12/09/16

Accrual Basis

As of November 30, 2016

	Nov 30, 16	
	Debit	Credit
Repairs & Replacement:830 · R&R Equipment	13,680.27	
Repairs & Replacement:832 · R&R D/C	16,097.91	
Repairs & Replacement:840 · R&R Vehicles	4,999.05	
TOTAL	16,797,704.58	16,797,704.58

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

J.L.

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alan Gardner	70.20	0.00	0.00	0.00	0.00	70.20
Deeper Cleaning	320.00	0.00	0.00	0.00	0.00	320.00
Kansas State Bank - Vacon - Mon...	6,519.87	0.00	0.00	0.00	0.00	6,519.87
MC Engineering, Inc	18,068.13	0.00	0.00	0.00	0.00	18,068.13
People Services Inc	112.94	0.00	0.00	0.00	95.00	207.94
SWRCB	17,017.00	0.00	0.00	0.00	0.00	17,017.00
TOTAL	42,108.14	0.00	0.00	0.00	95.00	42,203.14

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2.e.1

Account Payable Breakdown

Date: 12/12/2016

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Checking	\$101,000.84	\$147,643.08	\$147,869.23
Water CRP	\$245,773.15	\$245,773.15	\$245,773.15
Sewer CRP	\$288,038.89	\$288,038.89	\$288,038.89
DWR Checking	\$400.00	\$200.00	\$200.00
Current A/P Aging	\$42,203.14		
US Bank Credit Card	\$1,989.35		

NOTES:

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

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3. a

**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

November 16, 2016

This meeting will be conducted by Roberts Rule of Order.

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

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

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

AGENDA

- Call to Order – 4:00 p.m.**
- Pledge of Allegiance**
- Roll Call**

- √ Mrs. Margaret Medeiros, President √ Mr. Karl Hosier, Vice President
- √ Mrs. Judy Heeszal, Director √ Ms. Dena Barron, Director √ Mr. Richard Kuehn, Director, arrived at 4:03
- √ Mr. Alan Gardner – General Manager √ Mr. Jason Mitchell – Operations Manager
- √ Mrs. Dianna Mann - Secretary to the Board

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. Grants/Administration
 - b. Customer Service
 - c. Water Plant Operator
 - d. Waste Treatment Plant Operator
 - e. Operations Manager
 - f. General Manager
- 2. Financial Reports for review and approval**
 - a. Oct. 2016 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable and check register
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown
- 3. Minutes of previous meeting for review and approval**
 - a. Minutes of Regular Meeting 10-20-16
- 4. Bills**
 - a. MC Engineering Invoice No. 1415, dated 10/31/16, in the amount of \$10,544.76, for the Wastewater Treatment Plant Reclamation Study

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3.0.1

- b. MC Engineering Invoice No. 1417, dated 10/31/16, in the amount of \$25,927.72, for the Water Distribution Study (Water Master Plan)
- c. MC Engineering Invoice No. 1416, dated 10/31/16, in the amount of \$12,915.59, for USDA Wastewater

Action Taken: (12:01) Motion to approve Consent Items
HOSIER/BARRON M/S/C
EYES: MEDEIROS, HOSIER, HEESZEL, BARRON, KUEHN
NOES: NONE

5. Agenda (Old Business)

- a. (12:23) Discussion and update on Wastewater Reclamation Study, USDA Wastewater Project and Master Water Plan from MC Engineering

Action Taken: No Action

- b. (20:11) Discussion and update of CSA 16 Annexation progress

Action Taken: No Action

- c. (20:35) Discussion and approval of Addendum 1 for General Manager's contract

Action Taken: (27:53) Motion to approve Addendum 1 for General Manger's Contract
HOSIER/HEESZEL M/S/C
EYES: MEDEIROS, HOSIER, HEESZEL
NOES: BARRON, KUEHN

6. Agenda (New Business)

- a. (28:17) Discussion and consideration to purchase the ignition SCADA system software using CRP Water

Action Taken: (43:27) Carried Forward

- b. (45:07) Discussion and consideration to purchase 50,000 lbs of Coagulant for filtering process at the water plant at \$.38/lb totaling \$19,000.00

Action Taken: (45:51) Motion to purchase Coagulant
KUEHN/HEESZEL M/S/C
EYES: MEDEIROS, HOSIER, HEESZEL, BARRON, KUEHN
NOES: NONE

- c. (45:56) Discussion and consideration of Resolution 16-13, Authorizing Agent for the financial agreement with SWRCB for the Harvey Tank Installation

Action Taken: (47:22) Motion to approve Resolution 16-13 with changes
HEESZEL/KUEHN
EYES: MEDEIROS, HOSIER, HEESZEL, KUEHN
NOES: BARRON

- d. (47:58) Discussion and consideration of purchase and installation of video equipment for Board Room

Action Taken: (49:52) Board directed General Manger to get three (3) estimates for video, sound and web cam

- e. (50:40) Discussion and consideration of State Approved CLOCWD Spill Procedures

Action Taken: No Action

Motion to Adjourn Hosier/Kuehn

Adjournment Time: 4:53 p.m.

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

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3.6

**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

November 29, 2016

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 – 1:00 p.m.

Pledge of Allegiance

Roll Call

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

✓ Ms. Dena Barron, Director, □ Mr. Richard Kuehn, Director, ABSENT

✓ Mr. Alan Gardner – General Manager ✓ Mr. Jason Mitchell – Operations Manager

✓ Mrs. Dianna Mann - Secretary to the Board

New Business

- a. Discussion and consideration to approve PTO cash out of 31 hours for General Manager

Action Taken: The PTO cash out should have been for 34 hours, with motion to approve

HEESZEL/HOSIER M/S/C

AYES: MEDEIROS, HOSIER, HEESZEL, BARRON

ABSENT: KUEHN

Old Business

- b. Discussion and consideration to purchase the ignition SCADA system software using CRP Water

Action Taken: Motion to accept both quotes, Inductive Automation for \$5,324.60, and Southport Control Solutions, LLC for \$1,800.00 for a total of \$7,124.60

HOSIER/HEESZEL M/S/C

AYES: MEDEIROS, HOSIER, HEESZEL, BARRON

ABSENT: KUEHN

Adjournment

Time: 1:43 P.M.

SIGNED: _____
Margaret Medeiros, Board President

ATTESTED TO: _____
Dianna Mann, Board Secretary

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MC Engineering, Inc.

6917 Ohana Place
Orangevale, CA 95662

4.a

Invoice

Date	Invoice #
11/30/2016	1430

Bill To

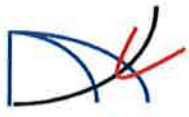
Clearlake Oaks Water District
12545 Highway 20
Clearlake Oaks, CA 95423

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	12/30/2016		Reclamation Eval...
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	15.5	145.00	2,247.50	
Engineering Tech	13.5	55.00	742.50	
Project Manager, Mark Carey, PE	23.5	150.00	3,525.00	
Engineering Tech, Jose Diaz-Mendez	1	85.00	85.00	
Administrative Support	1	55.00	55.00	
Travel mileage 11/16/16 220 miles John Pedri		118.80	118.80	
Total			\$6,773.80	
Payments/Credits			\$0.00	
Balance Due			\$6,773.80	

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

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H.b



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

Invoice

Date	Invoice #
11/30/2016	1433

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	12/30/2016		Water Master Plan
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	56	95.00	5,320.00	
Operations Management Engineer, John Pedri, PE	13	140.00	1,820.00	
Project Manager, Mark Carey, PE	7	145.00	1,015.00	
Administrative Support	1	55.00	55.00	
OV Copy Inv 25127 10/07/16		8.29	8.29	
OV Copy Inv 25244 10/21/16		74.43	74.43	
OV Copy Inv 25290 10/27/16		438.33	438.33	
OV Copy Inv 25335 11/02/16		15.15	15.15	
OV Copy Inv 25341 11/02/16		209.89	209.89	
Total Reimbursable Expenses			746.09	
AES Inv 612581 11/15/16		9,112.04	9,112.04	
Total			\$18,068.13	
Payments/Credits			\$0.00	
Balance Due			\$18,068.13	

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

4.C

Invoice

Date	Invoice #
11/30/2016	1431

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	12/30/2016		USDA Wastewat...
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	22	139.05	3,059.10	
Operations Specialist, Doyle Champlain	20.5	87.55	1,794.78	
Project Manager, Mark Carey, PE	21.5	139.05	2,989.58	
Assistant Engineer, Jared AP. Nelson	49	97.85	4,794.65	
Design Lead and Structural Engineer, Matt Parisk, PE	9	150.00	1,350.00	
Administrative Support	1	56.65	56.65	
GE Legal Inv GLI-166130m 11/30/16		4,350.50	4,350.50	
Travel Mileage 11/30/16 182 miles Jared Nelson		98.28	98.28	
Travel mileage 11/16/16 40 miles Mark Carey		21.60	21.60	
Total Reimbursable Expenses			119.88	
Total			\$18,515.14	
Payments/Credits			\$0.00	
Balance Due			\$18,515.14	

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

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6.a

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 16-14

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

TO AMEND THE EMPLOYEE HANDBOOK

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

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

THE ABOVE RESOLUTION is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 15th day of December, 2016 by the following vote:

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Board Secretary

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6.2.1

Employee Handbook page 6

J. Conditions of Employment

Prior to employment commencing, all full-time, safety or security sensitive employees will be required to pass a pre-employment physical exam and drug test to determine their fitness to carry out the duties of the position. Temporary employees may also be required to pass a pre-employment physical and drug test.

6.b

**Project Priorities
for
Grant Submittals to the SWRCB DWSRF Program
for the
CLOCWD Water Master Plan and the Harvey Pipelines and Access Road Projects
(Scope of Work)**

Assumption: The State Water Resource Control Board Drinking Water State Revolving Fund (DWSRF)-Grant program has finalized their policies to establish grant and loan funding levels and policies for communities. For extremely disadvantaged communities like the District a maximum (100%) grant funding level at \$5,000,000 per project has been established. The policies also provide for a District being funded for potentially multiple 100% grant projects.

It is in the best interest of the District to re-evaluate its project priorities as presented within the final draft of the Water Master Plan (WMP) and to file for 100% grants as quickly as possible to take advantage of available funding from the DWSRF program before it is allocated to others beginning early in 2017.

Distribution of Water Master Plan Projects to Maximize Grant Funding: The most recent determination of project funding levels and the ability to now fund each project will independently allow the CLOCWD to maximize its ability to acquire 100% grant money. Absent this redistribution of projects the District, and potentially the County, have funding “short-falls”, and would not be able to fund a large-number of these very important and recommended projects.

An additional reason to separate the projects is due to the annexation of the Paradise Cove Area. Because consolidation of the Cove into the District is a high State priority, the new proposed Harvey Tank grant will receive fast track consideration. This is true even though the new water model justifies the tank and location for District needs.

Project Descriptions: To upgrade and improve the CLOCWD water system and implement recommendations as found within the WMP, the staff of CLOCWD and MC Engineering have re-evaluated and re-prioritized the water system project(s) list into three (3) separate large scale projects that will be submitted to the DWSRF for 100% funding.

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6.6.1

Improvement Project No. 1: Installation of the Harvey Tank and Booster Pump Station
Total Cost: \$1,220,899

Improvement Project No. 2: Water Storage Tanks and Distribution System Improvements
Total Cost: \$5,133,535¹

Improvement Project No. 3: Water Treatment, AMI/Meter Retro-fit and Cross Connection Control Project
Total Cost: \$3,690,422

Total Grants: \$10,044,856

Project Schedule: Short-term December 1, 2016 through February 28, 2017

**Revised Project List from Water Master Plan
(11-27-2016)**

Project Description	TOTAL ESTIMATED Project Costs		
	Sub-Total	Engr/Contingency (30%)	Total
Improvement Project No. 1 <i>Harvey Tank, Booster Pump Station, Pipelines and Access Road</i>	\$939,153	\$281,746	\$1,220,899
Improvement Project No. 2- <i>Water Storage Tanks and Distribution System Improvements</i>	\$3,948,873	\$1,184,662	\$5,133,535
Improvement Project No. 3- <i>Water Treatment Plant, AMI/Meter Retro-fit and Cross Connection Control Projects</i>	\$2,838,786	\$851,636	\$3,690,422
Total Revised Project Cost	\$7,472,679	\$2,241,804	\$10,044,856

¹ (Project 2 may have an overage of about 1% or \$133,535 of total grant funding, which can be covered by the CRP account. The Board will be able to fully consider this issue and make a determination later.)

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Improvement Project No.1:

Harvey Area Transmission Pipelines, Access Road, Water Tank and Booster Pump Station

This proposed project includes combining the Water Master Plan’s Harvey Water Storage Tank/Booster Pump Project with a portion of the Lake County’s Harvey Water Transmission Project on the Harvey site to “fast-track” the total construction with 100% grant financing. At no out of pocket cost to the District, this cures a current funding “shortfall” for Harvey site work for the Lake County Harvey Transmission and Control Valve Project.

The justification for the State to “fast track” this project is that it is part of a consolidation to provide potable water to the Paradise Cove Area, and to meet the conditions specified within the annexation agreement between Lake County and CLOCWD.

This State high-priority infrastructure will require completing the following tasks:

Project Tasks/Hours (Short-term December 1, 2016 through February 28, 2017)

1. Providing support for the submittal of the FAAST Application to the SWRCB DWSRF-Small Community Grant for a 100% design and construction grant.
2. Verify that all environmental work has been completed including a Notice of Determination (NOD) and filling with the County and the State Clearinghouse for related environmental documents.
3. Developing an Engineer’s “chain” of responsibility for design of the two (2) water main pipelines from Hwy 20 to the new Harvey Tank Site.
4. Acquiring a design and construction grant agreement from the SWRCB, confirming that the project is fundable and approved to begin design.
5. Providing cost-estimates, revised scope of work, project schedules for preparation of P&S, required bid documents, construction, and construction management of the agreed upon pipelines, storage tank, and access road projects.
6. Attending various meetings with the County, CLOCWD, and the SWRCB.
7. Reviewing all plan and specifications as prepared by BFK Engineers in light of proposed funding programs (see Item 5, above).

To complete the task above, a clear understanding of the areas of responsibility will need to be confirmed and agreed to:

Areas of Responsibility (updated)

1. MC Engineering will be responsible for preparing plans and specifications and managing the construction of the Harvey Tank and booster pump station, including grading, yard piping, chem. feed, building, and paving. It is also understood that MC Engineering will be responsible for preparing plans, specifications, bid documents, bidding, construction contracts, and provide required construction management services, which meet all DWSRF requirements.

b.b.3

2. MC Engineering will oversee the design and construction of the two (2) water transmission mains beginning at Station 0+00 (tank access road and ending at Station 5+75 at the new Harvey Tank site pad, including the access road construction. It should be noted that BKF will be responsible for completing the access road and pipeline plans from Station 0+00 to 5+75. It is also understood that MC Engineering will be responsible for assisting with bidding and verifying the format of the bid documents, construction contracts and providing required construction management services, which meet all DWSRF requirements. CLOCWD will be responsible for submitting the FFAST application with assistance from MC Engineering and provide and manage all necessary correspondence with the SWRCB and the County.
3. MC Engineering will provide necessary costs estimates and continue to coordinate all environmental approvals.

The District will need to acquire prior approval from the SWRCB DWSRF staff for all costs associated with the submittal of the applications. These expenditures are necessary and require close coordination with SWRCB staff, and the County of Lake. A detailed description of the proposed improvements for **Improvement Project No. 1**, are described below:

Harvey Blvd. Tank and Booster Pump Station Project Costs

Improvement Site: Harvey Tank Site w/ Booster Pumps	Cost
Demolition	-
Temporary Facilities	-
Site Work	\$44,830
Yard Piping	\$13,251
Hypochlorite Feed System	\$14,718
Electrical, Instrumentation, and Controls	\$103,972
Booster Pumps	\$92,972
Prefabricated Pump House	\$30,000
Welded Steel Tank ¹ - 220,000 gallons	\$280,250
Tank Foundation	\$53,760
PRV	By Special Districts
Geotechnical	\$10,000
Subtotal	\$643,753
Less Engr/Contingency	

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6.64

Harvey Pipelines and Access Road Costs
(Station 0+00 Access Road to Station 5+75 Access Road)
(Proposed Road to Tank with Water Lines)

	No./Amt	Unit Price	Cost
Demolition			na-
Temporary Facilities w/ Mobilization & Testing		LS	\$7,000
Site Work (Erosion Control)		LS	\$5,000
Pipeline Construction (Access Road) COMMON	575 LF	\$140/LF	\$80,500
House Service Tees	3	\$2,500(EA)	\$7,500
Access Road Grading (575 FT)	12,650	\$8/SF	\$101,200
Access Road Paving	10,925	\$4/SF	\$43,700
PRV/Control Valve	NA	NA	NA
Drainage Improvements (access road-culverts)	200	40/LF	\$8,000
Drainage Improvements (rip/rap v-ditch)	450	\$10/LF	\$10,000
Cut-off walls	5k	\$2,500/EA	\$12,500
Geotechnical	LS	\$20,000	\$20,000
Subtotal			\$295,400
Less Engr/Contingency			

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b.b.5

Improvement Project No.2:

Water Storage Tanks and Distribution System Improvements

Project Tasks/Hours (Short-term December 1, 2016 through February 28, 2017)

1. Providing support for the submittal of the FFAST Application to the SWRCB DWSRF-Small Community Grant for a 100% design and construction grant.
2. Verify that all environmental work and documents have been completed, including a Notice of Determination (NOD) and filling with the County and the State Clearinghouse.
3. Acquiring a design and construction grant agreement from the SWRCB, confirming that the project is fundable and approved to begin design.
4. Attend various meetings with the County, CLOCWD, and the SWRCB.

To complete the task above, a clear understanding of the areas of responsibility will need to be confirmed and agreed to:

Areas of Responsibility

1. MC Engineering responsible for the design and construction of all improvements both at the water treatment plant, meters and backflow/cross connection programs, which includes the preparation of plans, specifications, bid documents, bidding, construction contracts, and providing required construction management and administration services.
2. CLOCWD will be responsible for submitting the FFAST application with assistance from MC Engineering and provide and manage all necessary correspondence with the SWRCB and the County.
3. MC Engineering will provide necessary costs estimates and continue to coordinate all environmental approvals.

The District will need to acquire prior approval from the SWRCB for all costs associated with the submittal of the applications. These expenditures are necessary and require close coordination with SWRCB staff, and the County of Lake. A detailed description of the proposed improvements for **Improvement Project No. 2**, are described below:

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6.6.6

High Valley Tank and Booster Pump Station Project Costs

Improvement Site: High Valley	Cost
Demolition	-
Temporary Facilities	\$6,300
Site Work	\$59,196
Yard Piping	\$17,710
Hypochlorite Feed System	\$14,718
Electrical, Instrumentation, and Controls	\$77,972
Booster Pumps	\$99,222
Prefabricated Pump House	\$30,000
Welded Steel Tank ¹ - 210,000 gallons	\$246,600
Tank Foundation	\$60,950
Geotechnical	\$10,000
TOTAL	\$622,668

Cerrito Tank and Booster Station Project Costs

Improvement Site: Cerrito	Cost
Demolition	\$5,001
Temporary Facilities	\$11,300
Site Work	\$24,456
Yard Piping	\$7,934
Hypochlorite Feed System	\$14,717
Electrical, Instrumentation, and Controls	\$60,000
Booster Pumps	\$79,222
Prefabricated Pump House	\$45,000
Welded Steel Tank ¹ – 103,000 gallons	\$211,750
Tank Foundation	\$46,775
Geotechnical	\$10,000
TOTAL	\$516,155

Storage Tank (Coating) Corrosion Protection Project Costs

Tank	Item	Cost
Shady Lane Tank	Internal Tank Renovation (10-yr)	\$155,000
	Subtotal	\$155,000
Pluth Tank	Tank Renovation (10-yr)	0
	Subtotal	0
Konocti Tank	Tank Renovation (Immediate)	\$155,000
	Cathodic Protection System	\$9,800
	Subtotal	\$164,800
TOTAL		\$319,800

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6.6.1

Distribution System Improvement Costs

Item	Cost
Harvey Area (Replacement of backyard mains and all work excluding 8" lines to PRV at Hwy 20)	613,429
Keys Blvd Area (Replacing primarily 2" mains)	1,536,414
Plaza/Oak and Pine Area (Oak and Pine Street main replacements)	285,907
Pluth/Orchard Shores Services (Replacing under-sized older mains to improve fire fighting abilities)	54,500
TOTAL \$2,490,250	

Cost Summary for Improvement Project No. 2

Project Description	Project Costs
High Valley Tank and Booster Pump Station	\$622,668
Cerrito Tank and Booster Station	\$516,155
Storage Tank (Coating) Corrosion Protection	\$319,800
Distribution System Improvement	\$2,490,250
Total Revised Estimated Project Cost Less Engr/Contingency	\$3,948,873

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6.6.8

Improvement Project No.3

Water Treatment Plant, Meters, and Cross Connection Control

This potential grant project includes improvements as recommended by the WMP, including water treatment plant improvements and the backflow/cross connection control program and the Shady Lane booster station.

The WTP improvements include only those projects that were recommended for both the immediate and five-year (5yr) planning periods. As recommended within the WMP, the backflow/cross connection control project was considered a five-year (5yr) program and not an immediate project. This was due to a funding shortfall as recognized during the report preparation. SWRCB program guidelines now allow for projects to be separated with maximum grant funding limit of \$5,000,000 per project.

Project Tasks/Hours (Short-term December 1, 2016 through February 28, 2017)

1. Providing support for the submittal of the FFAST Application to the SWRCB DWSRF-Small Community Grant for a 100% design and construction grant.
2. Verify that all environmental work has been completed including a NOD and filling with the County and the State Clearinghouse.
3. Acquiring a design and construction grant agreement from the SWRCB, confirming that the project is fundable and approved to begin design.
4. Attend various meetings with the County, CLOCWD, and the SWRCB.

Areas of Responsibility

1. MC Engineering responsible for the design and construction of all improvements both at the water treatment plant and for the backflow/cross connection programs, which includes the preparation of plans, specifications, bid documents, bidding, construction contracts, and provide required construction management and administration services.
2. CLOCWD will be responsible for submitting the FFAST application with assistance from MC Engineering and provide and manage all necessary correspondence with the SWRCB and the County.
3. MC Engineering will provide necessary costs estimates and continue to coordinate all environmental approvals.

The District will need to acquire prior approval from the SWRCB DWSRF staff for all costs associated with the submittal of the applications. These expenditures are necessary and require close coordination with SWRCB staff, and the County of Lake.

A detailed description of the proposed improvements for **Improvement Project No. 3**, are described below:

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6.b.9

Water Treatment Plant Improvement Projects (Immediate)

Project Summary Reference (Section 5)		Cost
5.2.1	Ozone Generator	\$85,300
5.2.3	High Service Pumps VFD	\$79,900
5.2.4	High Service Pump 2 Replacement	
5.2.6	THM Removal System	\$295,000
5.2.8	Clearwell Renovation (interior) and Cathodic Protection	\$128,500
5.5.1	Lab Equipment	\$18,000
TOTAL		\$620,300

Water Treatment Plant Improvement Projects (5 yr.)

Project Summary Reference (Section 5)		Cost
5.2.5	Equalization Tank	\$321,600
5.2.8	Clearwell Exterior Renovation	\$41,500
5.2.8	Clarifier Renovations	\$169,300
5.5.2	Pump House HVAC Installation Project	\$29,000
5.5.1	GAC Filter Media Replacement Project	\$72,000
5.2.7	Acid Feed Project	\$46,000
(Less Post Ozonation) TOTAL		\$697,600

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6.6.10

Shady Lane Booster Pump Station and Pump Building

Improvement Site: Shady Lane	Cost
Demolition	\$3,000
Temporary Facilities	\$3,000
Site Work	\$20,324
Yard Piping	\$7,615
Hypochlorite Feed System	-
Electrical, Instrumentation, and Controls	\$71,472
Booster Pumps	\$86,722
Prefabricated Pump House	\$30,000
Welded Steel Tank	-
Tank Foundation	-
Geotechnical	\$10,000
TOTAL	\$232,133

Backflow/Cross Connection Control Program Cost (5 yr.)

Line Item	Total Cost
Single Backflow Install Cost = \$706.98	
B9 Box (\$27.59)	
B9 Lid (\$19.86)	
B9 Extension (\$21.54)	
Crushed Rock (\$38.00)	
Febco LF825Y (\$249.99)	
Labor (\$350.00)	
771 Backflow Installations = \$706.98 x 771 =	\$545,082

Meter Replacements and AMI System Projects Costs

Item	Quantity	Average Cost
Handheld Devices	0	\$3,235.83
Transmitters/Endpoints	1955	\$184,747.50
Collectors	4	\$55,600.00
Repeaters	1	\$3,233.33
Head-End Hardware	0	\$0.00
MDM/AMI Software	1	\$2,837.50
Additional Analytical Software	1	\$3,883.33
Taxes		\$20,029.11
Training		\$4,219.17
Subtotal:		\$253,152.45
Vendors Project Mgmt. (15%):		\$37,972.87
Subtotal		\$291,125.32

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6-b-11

Installation and Meter Retrofit		
Install Collectors	4	\$62,333.33
Install Repeaters	0	\$2,000.00
Purchase New Registers (HRE LCD)	1955	\$121,047.08
New 5/8" x 3/4" Meters	701	\$45,565.00
New Intermediate (1.5" and 2") Meters	3	\$3,000.00
Fire Rated Master Meters	5	\$60,000.00
Replace Lids	1955	\$68,425.00
Install Intermediate Meter and Endpoint	3	\$825.00
Install 5/8" Register, Meter, and Endpoint	701	\$45,565.00
Install Register and Endpoint Only	1251	\$43,785.00
	Subtotal	\$452,545.42
	TOTAL	\$743,670.73

Cost Summary for Improvement Project No. 3

Project Description	Project Costs
WTP Improvement Projects (Immediate)	\$620,300
WTP Improvement Projects (5 yr.)	\$697,600
Shady Lane Booster Pump Station	\$232,133
Backflow Device Program Opinion of Construction Cost (5 yr.)	\$545,082
Meter Replacements and AMI System Projects Costs	\$ 743,671
Total Revised Project Cost Less Engr/Contingency	\$2,838,786

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b.c

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 16-15

AUTHORIZING REPRESENTATIVE FOR FINANCING AGREEMENT FOR A GRANT WITH THE STATE WATER RESOURCES CONTROL BOARD FOR WATER STORAGE TANKS AND DISTRIBUTION 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 a financing agreement from the State Water Resources Control Board for the design, and construction of Clearlake Oaks County Water District’s (“District’s”) Water Storage Tanks and Distribution System Improvements.

WHEREAS, 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; and

BE IT FURTHER RESOLVED, the 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 scheduled meeting held on the 15th day of December, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Board Secretary

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b.d

CLEARLAKE OAKS COUNTY WATER DISTRICT

RESOLUTION NO. 16-16

AUTHORIZING REPRESENTATIVE FOR FINANCING AGREEMENT FOR A GRANT WITH THE STATE WATER RESOURCES CONTROL BOARD FOR WATER TREATMENT PLANT, METERS, AND BACKFLOW PREVENTION PROJECTS

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 a financing agreement from the State Water Resources Control Board for the design, and construction of Clearlake Oaks County Water District’s (“District’s”) Water Treatment Plant, Meters, and Backflow Prevention Projects;

WHEREAS, 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; and

BE IT FURTHER RESOLVED, the 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 scheduled meeting held on the 15th day of December, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Margaret Medeiros, President

Attest: _____
Dianna Mann, Board Secretary

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Date: December 9, 2016

To: Alan Gardner, CLOCWD General Manager

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

RE: CLOCWD Authorization to Initiate Water Related Grant Support Services

Mr. Gardner,

Pursuant to our discussions we provided an updated list of prioritized water projects that was revised today, 12/9/16 (attached for reference). The related proposal includes an estimated fee of \$18,488 for MC Engineering to provide various services through the end of February. At this time we are requesting an initial authorization of \$4,500 from that budget to begin work on the package for Project 1. This amount will need to be amended at some point but it will allow the work to proceed immediately based on our time and materials rates.

If you could please sign below to acknowledge you are in agreement with an initial authorization of \$4,500 towards the attached proposal we will use this letter as the basis of initial notice to proceed.

Thank you for your continued support of the MC Engineering team for advancing this very important project for you.



Mark A. Carey, P.E.

Total Estimated Budget:	\$18,488
Initial Authorization:	\$4,500
Estimated Balance:	\$13,988

Accepted by:

Alan Gardner, General Manager

Date

6f

**MEMORANDUM OF AGREEMENT
REGARDING CONTRACTING FOR
SANITARY AND SOURCE WATER ASSESSMENT SURVEY OF
THE CLEAR LAKE WATERSHED AREA**

This Memorandum of Agreement (hereinafter "MOA") is made effective on December 1, 2016, and it is made by and between the Buckingham Park Water District (hereinafter "Buckingham"), Cache Creek Mobile Home Park (hereinafter "Cache Creek"), Golden State Water Company (hereinafter "Golden State Water"), California Water Service Company (hereinafter "Cal Water"), Clearlake Oaks County Water District (hereinafter "The Oaks"), Clearwater Mutual Water Company (hereinafter "Clearwater"), Crescent Bay Improvement Company (hereinafter "Crescent Bay"), Highlands Mutual Water District (hereinafter "Highlands"), Konocti County Water District (hereinafter "Konocti County"), Konocti Harbor Resort & Spa (hereinafter "Konocti Harbor"), County of Lake Special Districts (hereinafter "County"), City of Lakeport (hereinafter "Lakeport"), Mt. Konocti Mutual Water Company (hereinafter "Konocti Mutual"), Nice Mutual Water Company (hereinafter "Nice"), Richmond Park Resort (hereinafter "Richmond Park"), Riviera West Mutual Water Company (hereinafter "Riviera West"), and Westwind Mobile Home Park (hereinafter "Westwind") (individually referred to as a "Party" and collectively referred to as the "Parties").

RECITALS

Whereas, the Parties each provide public water service to customers within the general Clear Lake watershed area;

Whereas, the Parties each are required by the California State Water Resources Control Board's Division of Drinking Water (DDW) to complete a sanitary survey (Survey) at least every five years, the next Survey by December 2017.

Whereas, the Parties believe it to be in their best interest, as well as the public's best interest, to share in the cost of hiring an expert consulting firm to conduct the required Survey and thereby achieve enhanced cost, schedule and technical effectiveness.

NOW THEREFORE, in consideration of the mutual obligations set forth herein the Parties agree as above and as follows:

AGREEMENTS AND UNDERSTANDINGS

1. Purpose: The purpose of this MOA is to memorialize an agreement and the understandings of all of the Parties to collectively hire and share the costs of completing the Survey.
2. Advisory Committee: The Parties hereby agree to participate in an Advisory Committee consisting of one representative of each of the Parties, as described on the list titled "Clear Lake Watershed Survey Advisory Committee" attached as Exhibit "A". Each Party shall designate, and may change from time to time in its sole discretion, its

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representative on the Advisory Committee. The Advisory Committee shall: a) develop the scope of work and evaluation criteria such as cost, qualifications, past performance and experience and technical aspects, to be included in the anticipated Request for Proposal described below; b) solicit and select one or more qualified individuals or firms to properly perform the Survey; c) carryout such other acts reasonably necessary and related to the successful completion of the Survey. The Advisory Committee shall meet as required at a location determined by the Advisory Committee, or at such times and places as the Advisory Committee may agree. Golden State shall provide necessary administrative support to the Advisory Committee and to the Parties in carrying out administrative activities under this MOA.

3. Decisions of Advisory Committee: To the extent practical, the decisions of the Advisory Committee shall be made by consensus. If the Parties are unable to reach a consensus on an issue, action may be taken after approval based on a weighted majority vote. In the weighted majority vote, each Party shall have votes equivalent to that Party's share of the costs (as designated in paragraph 5, below) associated with the Survey issue being voted upon.

4. Contract Administration: Although each Party shall be responsible for its respective cost allocation as designated in paragraph 5, Golden State Water will serve as the contracting Party for the purpose of efficiently administering the anticipated contract entered into with one or more individuals or consultants selected by the Advisory Committee to complete the Survey Contract.

5. Cost Sharing, Invoices: Each Party shall be responsible for a portion of all of the costs of the Contract based upon the following formula for each contract task:

a. Task 1 Watershed Sanitary Survey 2017 Update

Each Party's share of the Parties' total service connections reported to the DDW as of December 31, 2015.

Based on the above formula, it is agreed and accepted by each Party that the percentage of the costs allocated to each Party for the task is as listed in the table titled "Cost Allocations" and attached as Exhibit B.

In no case shall the total value of goods or services procured pursuant to this MOA exceed \$140,000.00 for Task 1, except by written Amendment to this MOA. Upon receipt of an invoice(s) for Survey services, Golden State Water will forward a copy of the Survey invoice(s) to the other Parties, who shall promptly, and in any event not later than within thirty (30) days after receiving such invoice(s) remit their respective percentage share of said invoice(s), to Golden State Water for payment. In the event one or more Parties reasonably and in good-faith believes an invoice(s) should not be paid in whole or in part, then the dispute shall be promptly resolved by the Advisory Committee in its discretion; provided, however, that notwithstanding any provision herein, Golden State Water shall be promptly reimbursed by each of the other Parties for their respective percentage share of all monies ultimately paid to the individual(s) or consultant(s) by Golden State Water in the exercise of its discretion.

b.f.2

MOA Regarding Contract for
Clear Lake Watershed Survey

6. The Parties agree to actively and timely cooperate with Golden State Water to exercise good faith and diligence in all aspects of this MOA including in the resolution of any disputed invoice(s) amounts.

7. Administrative Costs: In order to help reimburse Golden State Water for the estimated costs of administering this MOA and the resultant Survey Contract, each Party with 100 or less service connections shall deposit \$500.00 and each Party with more than 100 service connections shall deposit \$1,500.00 with Golden State Water contemporaneously upon its execution of this MOA. Golden State Water shall establish a special segregated fund to account for these funds. Golden State Water shall use these funds for the estimated costs of administering this MOA and the resultant Survey Contract. After the conclusion of this MOA and the resultant Survey Contract, any funds remaining in this special account shall be promptly returned to the Parties at the same percentage as paid. Golden State Water shall provide to the Advisory Committee a report of the estimated costs and expenditures relating to the MOA and the resultant Contract on a quarterly basis, or more frequently, as deemed desirable by Golden State Water.

8. Notices: Any invoice, payment notice or other written communication related to this MOA will be provided to each Party as identified on Exhibit "A" and may be done so by confirmed electronic means including by email or by facsimile transmission.

9. Term of MOA: This MOA shall be effective as of the effective date written above and shall remain in force until all services and contracts covered by this MOA have been completed and performed, and all payments required under this MOA and resultant Survey Contract have been made to Golden State Water. However, in the event that the administration, resolution of any disputes or funding of the administration of the MOA becomes impracticable to Golden State Water, then Golden State Water may terminate this MOA effective upon written notice to each Party hereto and equitably and reasonably reimburse itself for its estimated costs to date and return any unused remaining funds to each of the Parties in their pro rata share.

10. Amendments: This MOA and any of its Exhibits hereto constitute the entire MOA between the parties concerning the subject matter hereof. Any amendments to this MOA must be in writing and executed by all Parties.

11. No Agency Established: Each Party understands and agrees that there is no agency or joint venture relationship between the Parties. It is further understood and agreed by the Parties that notwithstanding anything contained herein, the employees of each Party shall continue to be entirely and exclusively under the direction, supervision and control of the employing Party.

12. Individual Costs and Expenses: Each Party understands and agrees that any internal, in-house or administrative costs or expenses incurred by any Party related to that Party's obligations under this MOA, excepting only the estimated administration costs and expenses incurred by Golden State Water as provided for in paragraph 5, shall be the sole responsibility of the Party incurring any of said costs and expenses.

13. Counterparts: This MOA may be executed in counterparts to the original.

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6.f.3

MOA Regarding Contract for
Clear Lake Watershed Survey

Duly authorized representatives of each of the Parties hereby agree and accept this MOA, as indicated by their signature below. This MOA shall have no force or effect unless all of the Parties hereto have executed a counterpart of this MOA and returned it along with its pro rata deposit amount to Golden State Water.

Buckingham Park Water District
George Hawley, Vice President

Golden State Water Company
William Gedney, Vice President

Cache Creek Mobile Home Park
Lee Burgess, Owner

Clearlake Oaks County Water District
Alan Gardner, General Manager

Clearwater Mutual Water Co.
John Unger, Board President

Lake County Special District
Jan Coppinger, Administrator

Crescent Bay Improvement Company
Mary Benson, Manager

Westwind Mobile Home Park
Kenny Pratt, Manager

Highlands Mutual Water Company
Jeff Davis, General Manager

Konocti County Water District
Frank Costner, General Manager

Konocti Harbor Resort & Spa
Greg Bennett, President and Gen. Mgr.

City of Lakeport
Margaret Silveira, City Manager

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6.f.4

MOA Regarding Contract for
Clear Lake Watershed Survey

California Water Service Company-
Lucerne
Darin McCosker, Local Manager

Mt. Konocti Mutual Water Company
Alan Farr, General Manager

Nice Mutual Water Company
David Fultz, General Manager

Richmond Park Resort
Dan Steckfus, Owner

Riviera West Mutual Water Company
Thomas R. Smythe, President

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EXHIBIT A

**CLEAR LAKE WATERSHED SURVEY
ADVISORY COMMITTEE**

Buckingham Park Water District
2880 Eastlake Drive
Kelseyville, CA 95451
Attention: Nakia Foskett
Ph: 707.279.8568
Fax: 707.279.2947
bpwd_nakiaf@mediacombb.net

Highlands Mutual Water District
P.O. Box 1090
Clearlake, CA 95422
Attention: Jeff Davis
Ph: 707.994.2393 707.994.8676
Fax: 707.994.1308
jdavis@highlandswater.com

Golden State Water Co.
3035 Prospect Park, Suite 60
Rancho Cordova, CA 95670
Attention: Bryan Rinde
Ph: 916.853.3632
Fax: 916.852.0142
bryan.rinde@gswater.com

Konocti County Water District
15844 35th Avenue
Clearlake, CA 95422
Attention Frank Costner
Ph: 707.994.2561
Fax: 707.994.1107
kcwd@mchsi.com

Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423
Attention: Dan Hodem
Ph: 707.998.3322
d.hodem@clocwd.org

Lake County Special Districts
230 North Main Street
Lakeport, CA 95453
Attention: Jan Coppinger
Ph: 707.263.0119
Fax: 707.263.3836
janet.coppinger@lakecountyCA.gov

Clearwater Mutual Water Co.
4120 Aztec Drive
Kelseyville, CA 95451
Attention: John Unger
clearwtr.water@sbcglobal.net
johnun4143@att.net

City of Lakeport
591 Martin Street
Lakeport, CA 95453
Attention: Paul Harris
Ph: 707.263.6217
Fax: 707.263.1514
pharris@cityoflakeport.com

Crescent Bay Improvement Co.
12820 Anderson Road
Lower Lake, CA 95457
Attention: Mary Benson
Ph: 707.994.1005
Fax: 707.676.1182
mary.benson.ca@gmail.com

Nice Mutual Water Co.
P.O. Box 578
Nice, CA 95464
Attention: David Fultz
Ph: 707.274.1149
Fax: 707.274.3345
nicemwmng@mchsi.com

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b.f.b

EXHIBIT A
(continued)

Cache Creek Mobile Home Park
P.O. Box 200
Redwood Valley, CA 95470
Attention: Lee Burgess
Ph: 707.485.8072
Fax:
leeburgess@willitsonline.com

Richmond Park Resort
c/o P.O. Box 578
Nice, CA 95464
Attention: David Fultz
Ph: 707.277.7466
Fax:
Signatory: Dan Steckfus
nicemwmng@mchsi.com

California Water Service Co. - Lucerne
P.O. Box 1133
Lucerne, CA 95458
Attention: Darin McCosker/ John Graham
Ph: 707.274.6624
Fax: 707.274.2612
dmccosker@calwater.com

Harbor View Mutual Water Co.
8475 Harbor View Drive
Kelseyville, CA 95451
Attention: Jeremiah Fossa
Ph: 707.279.4143
Fax:
jeremiahfossa@yahoo.com

Mt. Konocti Mutual Water Co.
9733 Soda Bay Rd.
Kelseyville, CA 95451
Attention: Alan Farr
Ph: 707.277.7466
Fax: 707.277.7467
mkonocti@yahoo.com

Westwind Mobil Home Park
3815 Marconi Avenue, Suite 100
Sacramento, CA 95621
Attention: Kenny Pratt
Ph: 916.481.2600 x 119
Fax:
kenny@cpinc.us

Konocti Harbor Resort and Spa
Mail Address: 8727 Soda Bay Rd.
Kelseyville, CA 95451
Attn: Greg Bennett
Ph: 707.279.6601
Fax: 707.279.1735
greg@konoctiharbor.com

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EXHIBIT B
COST ALLOCATIONS

Watershed Sanitary Survey 2017 Update			
PARTY	Active Services (2015)¹	Percent of Services	Portion of \$140,000²
Buckingham Park Water District	455	2.49	\$3481.06
Cache Creek Mobile Home Park	42	0.23	\$321.33
Golden State Water Company-Clearlake	2,174	11.88	\$16632.60
California Water Service - Lucerne	1173	6.41	\$8974.26
Clearlake Oaks County Water District	1796	9.81	\$13,740.64
Clearwater Mutual Water Company	94	0.51	\$719.16
Crescent Bay Improvement Company	24	0.13	\$183.62
Highlands Mutual Water Company	2836	15.50	\$21697.36
Konocti County Water District	1922	10.50	\$14704.63
Konocti Harbor Resort & Spa	33	0.18	\$252.47
Lake County Special Districts-N. Lakeport	1885	10.30	\$14421.55
Lake County Special Districts-Soda Bay	679	3.71	\$5194.82
Lakeport, City of	2252	12.31	\$17229.36
Mt. Konocti Mutual Water Company	1567	8.56	\$11988.63
Nice Mutual Water Company	1,064	5.81	\$8140.34
Richmond Park Resort	30	0.16	\$229.52
Riviera West Mutual Water Company	235	1.28	\$1797.91
Westwind Mobile Home Park	38	0.21	\$290.73
TOTALS	16,457	100	\$140,000

Notes: ¹ Active service connections reported to DDW in 2015 Annual Report
² Amount does not include deposit to cover GSWC administrative costs

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