

**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

**April 21, 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.

**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

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

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

- a. Minutes of Regular Meeting 03-17-16

**4. Bills**

- a. MC Engineering Invoice No. 1353, dated 03/31/16, in the amount of \$53,818.88, for the Water Distribution Study (Water Master Plan)

**Action Taken:** \_\_\_\_\_

**5. Agenda (Old Business)**

- a. Discussion and consideration of a Consumer Claim for 11055 E. Highway 20, Consumer was notified on 4/7/16 that more information was needed and agreed to attend this meeting

**Action Taken:** \_\_\_\_\_

- b. Discussion and consideration of implementing a Backflow Prevention Program per State requirements

**Action Taken:** \_\_\_\_\_

- c. Discussion and update of Harvey Blvd. tank site

**Action Taken:** \_\_\_\_\_

- d. Discussion and update of CSA 16 Annexation progress

**Action Taken:** \_\_\_\_\_

- e. Discussion and update of water plant generator

**Action Taken:** \_\_\_\_\_

- f. Discussion and consideration of releasing a 5' sewer easement along Wayne Chaff's property conditioned on proof of dedicated water line across three properties. No impact on CLOCWD

**Action Taken:** \_\_\_\_\_

**6. Agenda (New Business)**

- a. Discussion and review of 2016-2017 budget presented by budget committee

**Action Taken:** \_\_\_\_\_

- b. Discussion and consideration of adopting Rules and Regulations presented by Rules and Regulations committee

**Action Taken:** \_\_\_\_\_

- c. Discussion and consideration of Ordinance No. 82

**Action Taken:** \_\_\_\_\_

- d. Discussion and consideration of repairs for Pressure Reducing Valves

**Action Taken:** \_\_\_\_\_

**Closed Session**                      **Time:** \_\_\_\_\_

- a. Discussion and consideration of eminent domain

**Action Taken:** \_\_\_\_\_

- b. Discussion of staff evaluation pursuant to Government Code Section 54957 (b)(1)

**Action Taken:** \_\_\_\_\_

**Open Session**                      **Time:** \_\_\_\_\_

**Directors and Committee's Reports and Comments:**

**Adjournment**                      **Time:** \_\_\_\_\_

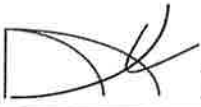
1. a

**Clearlake Oaks County Water District  
Administrative Assistant Report  
April 21, 2016**

**Administrative/Grant Status:**

- **State Water Resources Control Board (SWRCB) Wastewater Collection System Mapping and Infiltration and Inflow Construction** - Moving forward with the applications to State. John Pedri and I are currently working on a five year budget plan
- **Department of Water Resources (DWR), Distribution System Study**  
**Amount Approved: \$400,000.00.** MC Engineering is approx 39% complete as of the end of March, with status report attached.
- **State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study** **Amount Requested: \$299,640.** With the recently approved contract with MC Engineering, this study has just been started. Status report is attached.
- **Cyanotoxin Testing Equipment grant** was submitted through FFAST on April 15, by Dan and Amy Little to receive funding for necessary supplies/equipment for testing of Blue-green Algae for Elem Indian Colony. Total funds requested \$7,510.
- **USDA Waste Water Treatment Plant (loan) \$2.8M,** MC status report is attached.
- **USDA Waste Water Treatment Plant (grant) \$1M,** this grant will become available once the loan has been disbursed.
- **Completed 2017 budget** that has been reviewed by Budget Committee and on the agenda for Board review.
- **Board Rules and Regulations** are included on this agenda for Board review
- **Emergency repairs** for Lift Station 2 totaled \$13,869.66, after deductible, the District was reimbursed \$8,869.66 from JPIA.
- **Sexual Harassment and Ethics training is still ongoing.**

Respectfully submitted,  
Dianna Mann



**Report Date:** April 8, 2016

**To:** Alan Gardner, CLOCWD General Manager

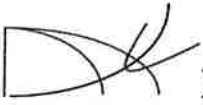
**From:** Mark Carey, P.E. MC Engineering Principal Engineer

**RE: CLOCWD Water Planning Grant Project Monthly Status Update and Projected Tasks**

**Billing Period:** March, 2016

**I. Project Status Update and Work Accomplished to Date**

- Work during February included items under Task A, 1.1 through 1.3, 1.5, 2.1, 2.2, 2.3, 3.1, 3.2 and Task 4.1 and 4.2. These are addressed separately below.
- Task 1.1 work during March included:
  - Collected additional drawings and data on water tanks and water treatment plant.
- Task 1.2 work during March included:
  - Surveying and mapping for water system components
- Task 1.3 related work completed during March included:
  - Produced and plotted distribution system maps and reviewed with District staff
- Task 1.5 related work completed during March included:
  - Developed topographic planning base map for Harvey tank site
  - Reviewed road alignment at Harvey and created base map
  - Field surveying of High Valley and Cerrito to note and tie-down pre-existing conditions, generated base map
- Task 2.1 related work completed in March included:
  - Meeting with plant operations staff to finalize list of CIP projects
  - Discussed deficiencies with plant staff
- Task 2.2 related work completed in March included:
  - Completed system-wide hydraulic network for subsequent analysis
- Task 2.3 related work completed in February included:
  - Collected additional data on historic leaks and placed into GIS
- Task 3.1 related work completed in March included:
  - Compiled monthly production and billing data for subsequent audits
- Task 3.2 related work completed in March included:
  - Purchased replacement small meters and two intermediate meters to facilitate meter testing program
  - Removed and replaced select meters for testing (RTS)
  - Tested small meters and all intermediate and large meters
- Task 4.1 related work completed in March included:
  - Obtained pricing for future generator at WTP and VFDs with input from electrical engineering subcontractor (El Dorado Engineering and Architecture)
  - Obtained pricing for PRV upgrades and prepared economic analysis of PRV repairs
  - Obtained pricing for bolted steel water tanks
  - Solicited pricing for skid mounted booster pump stations
- Task 4.2 related work completed in March included:
  - Refined outline for draft project report



**II. Budget Status Update**

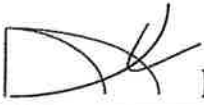
**Total Budget: \$400,000**

**Cost to Date: \$159,502.10**

**Cost to Complete: \$240,497.90**

**III. Projected Tasks for April, 2016**

- Various modeling runs and analysis of distribution system deficiencies
- Continue to work on WTP upgrades including proposed washwater recovery system, VFDs, etc. (finalize memo for VFDs, generators, and related electrical)
- Finalize memo for PRV improvements
- Finalize pricing and sizing of water tanks and prepare brief summary memo
- Analyze results of meter tests and prepare recommended meter replacement program
- Finalize options for meter reading system and include in meter replacement memo
- WTP needs assessment, planning, and estimating
- Distribution system pipeline replacement assessment
- Complete updated AWWA water audits
- Misc. surveying (Geo-Legal)
- Finalize tank site preliminary layouts



**Report Date:** April 8, 2016

**To:** Alan Gardner, CLOCWD General Manager

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

**RE: CLOCWD SWRCD Wastewater Reclamation Study Planning Grant March, 2016 Progress**

**I. Project Status Update and Work Accomplished to Date** A contract was received by MC Engineering at the March Board of Directors meeting. Initial work in March was focused on data collection and verification of design flows for the WWTP. Specific tasks included misc. Project Management functions, Task 1.1, Task 1.2, and Task 2.3. Specific work associated with these tasks is summarized below:

- Task 1.1, Records Search: Reviewed historical plant flows and updated based on wet weather and high lake levels incurred in 2016.
- Task 1.2, Operations Review: Obtained flows from lift stations to cross check influences from high lake levels as initially noted during the previous inflow and infiltration study that was conducted during the 2015 drought.
- Task 2.3, Process Analysis and Modeling: Utilized 2016 wet weather flow data to predict anticipated plant flows as a function of lake level.

**II. Budget Status Update**

**Total Budget:** \$299,640.00

**Cost to Date:** \$2,747.50

**Cost to Complete:** \$296,772.80

**III. Projected Tasks for April, 2016**

- Develop base survey map for wastewater treatment plant
- Finalize design flow rates
- Begin Process Analysis
- Begin detailed equipment inventory
- Operations Review of existing WWTP
- Scoping Recycled Water Market Opportunities

# WASTEWATER RECLAMATION STUDY

## RECENT INFILTRATION IMPACTS TO WWTP

(4-15-2016)

**INTRODUCTION:** This initial phase of the Wastewater Reclamation Study is to identify organic and hydraulic loading patterns affecting the District's WWTP operations and its overall ability to treat influent waste flows. MC Engineering was informed by the District's WWTP plant operator that influent flows (hydraulic loading) were exceeding the average daily dry weather flow (ADWF) by a factor of 3, where the typical WWTP ADWF is between 290,000 to 310,000 gallons per day (GPD), the March 2016 influent waste flows were exceeding 900,000 GPD ADWF.

To properly verify this abnormal flow pattern, MC Engineering, with the assistance of District staff, initiated a flow isolation and follow-up program to identify excessive infiltration entering the collection system. This inspection process included the visual inspection of waste flows entering key manholes, in problematic collection system areas, as previously identified in the Wastewater Collection System Infiltration/Inflow Analysis and Mapping Program (Project Report), dated December, 2016. Additional information was also acquired from the WWTP operator, including daily flow records and lake levels. The Project Report identified and made a correlation between the rising lake levels and the resulting increase in the amount of infiltration, especially in those collection system areas where pipeline and manhole defects were noted.

It is important to also note that the limited rainfall was encountered during the 2015 data acquisition period of the I/I analysis. Lake levels were also minimal and failed to reach typical high water elevation(s). Limited data was utilized for the flow modeling with assumptions made for the type and severity of defects that were observed within the collection system. Based on these defects, MC Engineering predicted significant infiltration once the lake levels began to rise. The results and correlation between infiltration and rising lake levels can be found within the Project Report (**Figures 4-1** and **Appendix E**).

This follow-up flow isolation program will allow the engineering team to achieve three important goals:

1. Identify any serious pipeline and manhole defects that require the immediate attention of the operations staff. The identified manholes and pipelines contributing serious infiltration can directly impact the lift stations and the WWTP ability to properly transport and treat the waste, along with increasing operations cost, including energy, chemicals, labor costs, additional wear on pumps and appurtenances, and an overall health and safety risk to the environment and public.
2. The results of the prescribed flow isolation and field investigation will allow for more accurate assessment and further confirmation of the data, assumptions, and recommendations, as found within the Wastewater Collection System

1.9.5

Infiltration/Inflow Analysis and Mapping Program (Project Report), dated December 2015.

3. Allow for the calculation of future waste flows entering the WWTP, assuming both pre and post I/I rehabilitation efforts. The quantity of influent and effluent flow and its effects will be an essential component of the proposed Wastewater Reclamation Study.

**FIELD INVESTIGATION AND FLOW ISOLATION:** Prior to the initiation of field investigations, flow data was collected by MC Engineering staff. This data includes the following:

1. WWTP records from January through March of 2016. This included significant rain events and lake level readings.
2. Lift Station pump data (operator logs) for all lift station sites from January through March, 2016.
3. Review of previous defect spreadsheet and recorded invert elevations for potential sources as noted within the I/I Analysis.
4. Manhole inspections previously performed, with noted defects.
5. CLOCWD field crew observations.

## **RESULTS OF THE RECENT INVESTIGATION**

MC Engineering inspected various manholes, including visual evaluations of pipelines entering manholes that were contributing higher than normal influent waste flows, effecting lift station pumping and the WWTP.

Following the review of the current lift station operator logs, it appears that LS No. 2, LS No. 4, LS No. 5, & LS No. 7 and their corresponding shed areas are significantly being impacted by the high lake level. All the lift stations were impacted by inflow (rainfall) but for relatively short duration and then it subsides. The stations, as listed above, have continued to maintain significantly higher constant flows, with some exceeding 400%.

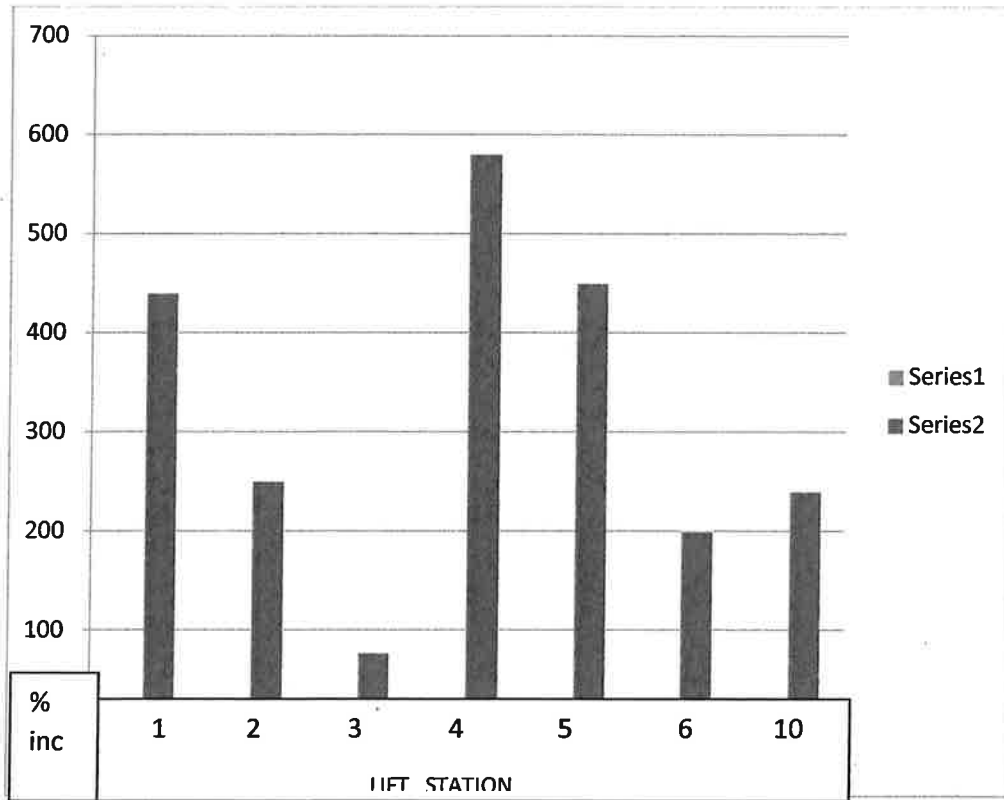
**(Please refer to Figure below).**

With the exception of LS No. 7, these lift stations are significantly impacted by lake level(s), with a majority of collection system piping being vitrified clay pipe (VCP), which, if not constructed properly and maintained can become very problematic. It should be noted that certain lift stations have been listed for various upgrades and improvements per USDA and SWRCB funding requests.

LS No. 7 has its own service area as well being the downstream point for cumulative flows from LS No. 2, LS No. 4, LS No. 5, and others. Therefore, its cumulative flow is much greater. It is also recommended within the Project Report to be upgraded.

LS No. 7 has a much higher pump capacity than these others but is limited by the size of its wet well. It is common for it to cause surcharging in the immediate upstream manholes and pipelines. This poses as a significant risk for an SSO, along with concurrent customer service problems.

**LIFT STATIONS IMPACTED BY RISING  
LAKE LEVEL/GROUNDWATER TABLE**



As stated earlier, drought conditions experienced over the past few years had made it difficult to accurately measure ground water/lake level influence and its impact upon the wastewater collection system and treatment plant. The recently conducted flow isolation program has identified significant infiltration entering the system as noted in Table below:

1.9.7

LOCATION	MH #	SA	SOURCE	INFILTRATION
STATION 1	WETWELL	1	DIRECT	5 GPM
ISLAND DRIVE	# 9A	2	INFIL @ INVERT	15 GPM
ISLAND DRIVE	# 144	2	INFIL @ PLUG IN MH	10 GPM
BEHIND COFFEE HSE	#139B	2	INFIL FROM LATERAL	5 GPM
12733 HERON DR.	#110	4	INFIL FROM BROKEN SERVICE	3-5 GPM
HERON DRIVE	#111	4	INFIL @ BASE AND BARREL	3-5 GPM
HERON DRIVE	# 112	4	INFIL @ BASE AND BARREL	5 GPM
ISLAND CIRCLE	# 117	5	INFIL @ BASE AND BARREL	15-20 GPM
ISLAND CIRCLE	#119	5	INFIL @ BASE AND BARREL	5 GPM
ISLAND CIRCLE	#107	5	INFIL @ BASE AND BARREL	3 GPM
ISLAND CIRCLE	#106A	5	INFIL UPSTREAM @ 10FT	5 GPM
KEYS BLVD	#13	7	INFIL around lateral at 100'	4-6 GPM
KEYS BLVD	#13	7	INFIL around lateral at 130'	4-6 GPM

The accumulated infiltration based on the above observations exceeded 85 GPM, which is equivalent to 120,000 GPD, entering the WWTP. Again, this was only based on a small portion of the system and conducted over a brief two-day period.

**RECOMMENDATIONS AND FOLLOWUP TO THE FLOW ISOLATION PROGRAM**

A narrow window of opportunity exists to gather critical data and observe and confirm findings in the field within current high lake level conditions.

The following recommendations are as noted below:

1. Further investigation by MC Engineering and District staff be performed immediately, using the District CCTV equipment, in specified areas, to be provided to staff. The areas of concern are those impacted by lake levels contributing groundwater into defective pipelines.
2. Additional manhole inspections be conducted as a means to effectively determine the influence on the treatment plant and overall reclamation efforts. The areas of concern are those impacted by lake levels contributing groundwater into defective pipelines.
3. MC Engineering to confirm and validate the recent impact on the areas as identified within the Project Report as candidates for system rehabilitation.

**Report Date:** April 15, 2016

**To:** Alan Gardner, CLOCWD General Manager

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

**RE: CLOCWD USDA Wastewater Facility Improvements Project Monthly Status Update and Projected Tasks**  
**Billing Period:** March, 2016

**I. Project Status Update and Work Accomplished to Date**

- **Standby Power for Sewage Lift Stations:** This work was completed previously by the District. The engineering budget for project came in under forecast due to limited involvement by the engineering team during construction. However, additional site visits are needed to coordinate the new panel installations under the USDA contract at which point accurate record drawings can be completed. Southport Controls, our subcontractor is working on a proposal to assist with completion of designs for the lift stations in conjunction with MC Engineering.
- **Monthly invoicing** was completed under the Project Management task along with an internal coordination meeting to review the project status.
- **Lift Station 7 Emergency Bypass:** This project was completed by staff with no involvement from the MC Engineering team during construction. There is a need to prepare record drawings since the work installed was done from a temporary hand drawing and several changes were made during construction.
- **MC Engineering** received a notice to proceed for the related SWRCB funded reclamation study. A breakdown in cost overlap was provided to the District prior to that award. The impact to the USDA funded portions will require additional detailed breakout which is forthcoming.
- **Work on the SWRCB study** includes data collection for the WWTP. Because the plant influent flows are so crucial to understanding the reclamation needs for storage, conveyance, disposal, etc. MC Engineering took advantage of the high lake levels to analyze plant influent flows. A separate tech memo is forthcoming on this topic.

**II. Budget Status Update**

The total billed by MC Engineering for January was \$135.00

**Total Budget:** \$710,847

**Cost to Date:** \$45,927.69 (note that this includes the \$20,822.00 for the original PER)

**Cost to Complete:** \$665,784.31



**III. Projected Tasks**

- Continue with design of lift station control panels, including new flow meters and SCADA for each lift station (USDA funded)
- Provide further clarification and breakdown between USDA, SWRCB, and I/I related improvements for which additional grant funding is currently being sought
- Prepare topographic base map of WWTP site (SWRCB)
- Begin market research for reclaimed water uses (SWRCB)
- Develop data collection needs for wastewater and collect additional data as needed (SWRCB/USDA)
- Collect data on existing plant equipment for inventory as required under SWRCB grant
- Conduct operations review of existing plant (SWRCB)
- Prepare process analysis for existing plant (SWRCB)
- Attend coordination meeting with the District and Lori Adams on April 28, 2016

# Clearlake Oaks County Water District

12952 East Highway 20, P.O. Box 709

Clearlake Oaks, CA 95423

(707) 998-4758 Phone (707) 998-1245 Fax

[www.clocwd.org](http://www.clocwd.org) website [f.trujillo@clocwd.org](mailto:f.trujillo@clocwd.org) e-mail

1.2

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

A Plant Report to SWRCB was completed, and mailed to Sheri Miller @ SWRCB on April 1, 2016. A copy was filed at the water plant

Water produced in the month of March 2016 was 13.268 mg; at this time last year the production was 16.728 mg. This month's production is 3.46 mg lower than last year, or a 20% decrease. Our chemical usage is down 7% from this time last year, primarily a reduction in chemical demand was from a lower demand for disinfection. The significant amount of precipitation that we have received has helped our lake level is at near capacity, which in turn dilutes the organics in our source and attributes to less usage of our disinfectant.

The water plant is still performing well, we are still backwashing every other day, there have been no plant alarms or issues that come to mind at this time.

Thank you,



Frank Trujillo, Chief Operator

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**CLEARLAKE OAKS COUNTY WATER DISTRICT**  
**Wastewater Treatment Plant Report**  
**APRIL 2016**

Reporting Period: March, 2016

From: Pam Parker, Supervisor/Lead Plant Operator WWTP

To: Clearlake Oaks County Water District Board of Directors

April 11, 2016

Influent flows to the Wastewater Treatment Plant averaged 695,000 gallons per day in the month of March. With the daily recordings, the current lake level is 7.63 feet at the Rumsey Gauge. We received 8.5" of rain in the month of March. The average lake level was 6.94 feet at the Rumsey Gauge, however March 2015; the monthly average was 4.52 feet at Rumsey. We received only .30" of rain that month in 2015.

Influent flows to the Wastewater Treatment Plant experienced two major events in the month of March.

- 1- On March 5<sup>th</sup> the lake level reached 5 feet at Rumsey which affected my influent flows by doubling the flow with 3.10" of rain for the 2 day event.
- 2- The lake level reaching 7 feet at Rumsey on the 13<sup>th</sup> with another 3" of rain calculated at the same time doubling the flows again.

With the last few weeks of little rain the flows have gone down a bit but still double the flows for February. The month of February 2016 our flows were 9,279,000 gallons for the month, but in March the influent flows were 21,559,000 gallons quite an increase.

The effluent quality of the water discharged was fairly good considering the flows. We experienced some Turbidity issues, but we were able to stay within regulatory guidelines with no violations. Our chlorine consumption and use is tripled due to the excessive flows.

Operations and treatment is running normal with the performance of all routine maintenance.

Thank you,  
Pam Parker   
Supervisor/Lead Operator

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# 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](http://www.clocwd.org) website

April 15, 2016

Dear Board of directors,

### Distribution,

We had a fair sized leak at Highway 20 and Lakeview that required traffic control this month and the crew also proceeds with everyday affairs. The meter study was also conducted this month, we are waiting for the report on that they were able to test all of the large meters and only had to replace two due to lack of testing capabilities. (The Motel and Flagship marine)

### Collections,

There was a reportable sewer spill on Schindler this month, without going into a lot of detail this spill could have been avoided had people not been flushing clothing down their toilets. There was a near spill at lift station 11 due to a failed controller I was able to make repairs to the broken controller and source a new controller which has already been installed.

I was able to work with Joe Matella on the Data loggers and with the last rain event I can see the Lift Station cycles increase as the lake level rises on the USGS graph all of this is very apparent at Lift Station 2.

I had the garbage pile at the Waste plant cleaned up as well as the old sludge bags and the pile of dirt that had accumulated (including the dirt from OC Jones) the facility looks much better now. Most of the dirt is from district repairs, we try to remove the pile in our free time but there hasn't been much of that in the last 18 months.

Speaking with Dan the current water loss numbers are at 48%. That is a 20% improvement over last year at this time but is still 10% over what we would really like to be seeing.

Thank you for your time,  
Jason

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Mary Margaret  
Medeiros  
President

Karl Hosier  
Vice President

Judith Heeszal  
Director

Dena Barron  
Director

Richard Kuehn  
Director

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1/f

April 12, 2016

General Manager's Board Letter

**Loans/Grants/ Accounting:**

See Dianna's Report

**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:** None.

**Water Plant Generator (please recall we are required to have one)**

- Have independent opinion on how to minimize cost with used generator that could be in place for a few years until a grant for a permanent one is obtained. NOTE per the independent opinion, a tier 4 generator could cost \$125,000-150,000 due to the cost of the filters.
- I will be talking with the Air Board and trying to get an exception from tier 4 use under 20hrs a year except in emergencies. I will also ask for assistance to try and get the exception into the state rules.
- Given the significant uncertainty on what's required and the fact that we have 1 day's storage with current use, I am targeting having something in place in June for the summer season.

**CSA 16.**

- The Fire Marshall has approved our fire flow model.
- The clay valve design is progressing.
- Special District is securing rights of way to the Harvey site.
- We have confirmed the Harvey site is suitable, have surveyed the site to see what we need to remodel, and the information necessary for an easement.
- Tentative water service to CSA 16 potentially by December.

**Lift Stations**

- **Re 2**
  - Have determined that prior Board Member Ben Lawson quit claimed the site to the County for the lift station in 1985. He gave it to the County because he was a sitting member of the Board and couldn't make an agreement with the District. As a county water district we had a right to and did use the land.
  - Have advised Jess Brannon that the issue is now final as far as we are concerned.
  - Continued my offer to make the improvements as compatible as possible.

17

J.F.J

- **Re 7**
  - Andy Turner Esq. has provided his roadmap for a friendly eminent domain proceeding. Copy attached. Request a motion to begin the process.
- **Re 3, 4, 5, 6, 11 and 12.**
  - The transfer switches and plug upgrades to each station has been completed.
  - Station 1 required an extra breaker and Station 10 required additional consideration of how to place the equipment.

#### **"Bylaws" Rules and Regulations Committee**

- The Committee has met and has a draft for presentation that has been reviewed by counsel.
- Request discussion and motion for approval.

#### **Budget Committee**

- The Committee met several times and has a proposed 2016-2017 budget with a proposed simplified format.
- It is included for first review and hopefully will be approved in May, about a month and a half before the fiscal year starts.

#### **Wayne Chatoff's request to release sewer easement.**

- Request motion for approval.
- Director Kuehn determined that the necessary water lines are in place and dedicated.

#### **Backflows**

- The District has known about this obligation to enforce since 2013. We patterned our ordinance after Buckingham's because it survived court challenge. Attached is the memo circulated by email on 3-21-16, to which I have included the ordinance.
- **Amy Little, SWRCB, via email dated 3-22-16 stated:**
  - **"The District needs to come up with a plan to (1) install the recommended devices and (2) complete the required annual testing each year."**
- We have to proceed. But, I have discussed with Little about a phased process for installations, and the possibility of including some of residents' costs in some type of subsidy.
- Little or Sherri Miller plan to be here to discuss with you.
- After discussion, request direction.

Alan Gardner, GM

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Revenue Totals Up To March 2016

19

	2014 - 2015			2015 - 2016			Total		
	Water	Sewer	Total	Water	Sewer	Total	Water	Sewer	Total
	\$882,637.13	\$718,621.15	\$1,601,258.28	\$921,925.87	\$872,272.08	\$1,794,197.95			

	2014												YTD Totals	
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March					
Water	103,765.21	103,752.19	104,908.97	104,913.13	82,587.63	96,852.97	93,119.95	83,684.05	89,224.57					
Water Penalty	2,403.23	2,032.29	2,458.51	2,648.31	1,923.14	2,944.52	3,030.7	2,361.12	2,351.69					
Water Int	0.00	0.27	0	0	0	0.41	0	0	0					
Water Misc	5,418.20	2,806.61	3,064.29	3,600.69	2,500.19	4,739.79	3,711.7	3,167.76	3,596.36					
Water Redist	-8,517.67	-7,680.55	-7,128.15	-7,220.7	-7,143.8	-6,959.1	-6,647.9	-7,757.57	-8,279.88					
Water Total	\$103,068.97	\$100,910.81	\$103,303.62	\$106,345.43	\$79,867.16	\$97,578.59	\$93,214.45	\$81,455.36	\$86,892.74					\$882,637.13
Sewer	77,711.39	74,085.18	77,407.62	82,301.67	66,315.8	83,654.92	80,619.34	72,013.88	79,465.51					
Sewer Surcng	2,109.87	2,537.32	2,426.8	2,391.78	1,965.86	1,572.7	1,513.36	1,255.87	1,285.63					
Sewer Penalty	354.22	314.84	619.92	492.95	304.41	286.09	398.91	259.99	319.84					
Sewer Int	0.00	0.23	0	0	0	0.58	0	0	0					
Swr Surcng Penalty	771.75	740	950	840	620	519.6	400	390	420.4					
Sewer Surcng Int	0.00	0.01	0	0	0	0	0	0	0					
Sewer Misc	0.00	0	0	0	0	10.36	0	0	0					
Sewer Redist	-97.73	-97.73	-148.91	-154.91	-152.91	-115.97	-154.73	-53.38	-51.18					
Sewer Total	\$80,849.50	\$77,579.85	\$81,255.43	\$85,871.49	\$69,053.16	\$85,928.28	\$82,776.88	\$73,866.36	\$81,440.20					\$718,621.15
<b>Total Revenue</b>	<b>\$183,918.47</b>	<b>\$178,490.66</b>	<b>\$184,559.05</b>	<b>\$222,216.92</b>	<b>\$148,920.32</b>	<b>\$183,506.87</b>	<b>\$175,991.33</b>	<b>\$155,321.72</b>	<b>\$168,332.94</b>					<b>\$1,601,258.28</b>

	2015												YTD Totals	
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March					
Water	101,269.59	88,979.72	85,263.78	87,145.14	81,115.19	84,341.19	85,509.06	79,224.22	83,858.14					
Water Penalty	2,786.05	1,778.13	1,819.99	2,586.1	2,396.41	2,290.32	3,025.67	2,424.14	2,841.63					
Water Int	0	0	0	0	0	0	0	0	0					
Water Misc	3,612.29	3,078.86	4,746.88	3,327.4	2,738.52	3,732.85	5,465.33	3,956.24	3,008.13					
Water Redist	-9,448.87	-8,252.91	-9,132.11	-8,007.98	-8,389.71	-6,558.7	-8,179.97	-8,832.76	-8,783.71					
Water CRP	3,226.85	1,650.2	1,869.86	1,949.8	1,954.18	2,083.16	1,935.26	1,986.01	2,132.08					
Water CRP Penalty	0	326.14	893.09	1,159.82	1,092.34	736.32	762.21	687.2	640.15					
Water Total	\$101,445.91	\$102,460.14	\$102,290.29	\$105,709.38	\$98,498.93	\$105,373.89	\$105,940.56	\$97,322.05	\$102,885.02					\$921,925.87
Sewer	81,330.9	78,863.12	76,251.93	74,837.51	75,907.17	80,686.85	74,685.69	77,989.35	81,184.73					
Sewer Surcng	1,648.81	4,609.96	1,411.1	23.96	0.36	0	40.44	7.57	0					
Sewer Penalty	320.73	1,803.3	230	335.19	401.9	365.71	314.69	476.76	263.71					
Sewer Int	0	0	0	0	0	0	0	0	0					
Swr Surcng Penalty	670	250	20	20	0	0	0	0	0					
Sewer Surcng Int	0	0	0	0	0	0	0	0	0					
Sewer Redist	-159.9	-113.28	-111.42	-53.3	-53.35	-58.3	-54.42	-53.3	-53.3					
Sewer CRP	2,936.87	1,619.79	1,979.07	1,970.68	2,032.13	2,194.63	1,936.41	2,105.16	2,162.18					
Sewer CRP Penalty	0	80.88	123.19	269.17	334.33	233.56	217.48	300.84	159.58					
Sewer Total	\$86,747.41	\$96,341.80	\$96,445.28	\$95,136.21	\$96,916.54	\$103,167.45	\$94,567.99	\$99,772.82	\$103,176.58					\$872,272.08
<b>Total Revenue</b>	<b>\$188,193.32</b>	<b>\$198,801.94</b>	<b>\$198,735.57</b>	<b>\$200,845.59</b>	<b>\$195,415.47</b>	<b>\$208,541.04</b>	<b>\$200,508.55</b>	<b>\$197,094.87</b>	<b>\$206,061.60</b>					<b>\$1,794,197.95</b>

Clearlake Oaks County Water District

Summary Balance Sheet

As of March 31, 2016

*L.A.1*

	<u>Mar 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	932,706.42
Other Current Assets	662,241.00
<b>Total Current Assets</b>	<u>1,594,947.42</u>
<b>Fixed Assets</b>	<u>6,029,250.45</u>
<b>TOTAL ASSETS</b>	<u><u>7,624,197.87</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	70,269.03
Credit Cards	1,195.99
Other Current Liabilities	155,421.05
<b>Total Current Liabilities</b>	<u>226,886.07</u>
<b>Total Liabilities</b>	<u>226,886.07</u>
<b>Equity</b>	<u>7,397,311.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,624,197.87</u></u>

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Clearlake Oaks County Water District  
**Balance Sheet**  
 As of March 31, 2016

*J.A.J*

	<u>Mar 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102.04 · DWR - CHECKING	400.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 10135... CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 101...	<u>290,491.03</u>
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS ...</b>	<b>479,491.03</b>
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERI...	181,000.11
102.02 · WAB SAVINGS - CRP WATER	135,658.70
102.03 · WAB SAVINGS - CRP SEWER	<u>136,156.58</u>
<b>Total Checking/Savings</b>	<b>932,706.42</b>
<b>Other Current Assets</b>	
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 ...	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1...	74,033.00
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - W...	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 10...	<u>23,357.00</u>
<b>Total Other Current Assets</b>	<b>662,241.00</b>
<b>Total Current Assets</b>	<b>1,594,947.42</b>
<b>Fixed Assets</b>	
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WAT...	<u>1,791,348.30</u>
<b>Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)</b>	<b>1,791,348.30</b>
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	67,318.07
124.30 · Lift Stations - Other	<u>22,682.50</u>
<b>Total 124.30 · Lift Stations</b>	<b>90,000.57</b>
124.50 · Mains	5,526.58
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011...	<u>3,136,437.00</u>
<b>Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1...</b>	<b>3,231,964.15</b>
125 · Land	277,470.00
129 · ALLOW. FOR DEPRECIATION	<u>-7,747,170.00</u>
<b>Total Fixed Assets</b>	<b>6,029,250.45</b>
<b>TOTAL ASSETS</b>	<b><u>7,624,197.87</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 20...	<u>70,269.03</u>
<b>Total Accounts Payable</b>	<b>70,269.03</b>

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Clearlake Oaks County Water District  
Balance Sheet  
As of March 31, 2016

2,193

	Mar 31, 16
<b>Credit Cards</b>	
210 · Cal Card	
210.05 · Cal Card - Dan - 4075	-0.12
210.04 · Cal Card - Alan - 4000	1,196.11
<b>Total 210 · Cal Card</b>	<u>1,195.99</u>
<b>Total Credit Cards</b>	1,195.99
<b>Other Current Liabilities</b>	
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds ...	20,000.00
280.01 · Kansas State Bk - VACON	73,211.99
280.03 · Kansas State Bk - Camera Traile	20,832.53
<b>Total 280 · Loan</b>	<u>114,044.52</u>
221 · Health Ins - EE Portion	-7,487.84
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	-2,051.10
223.40 · ACCRUED PAYROLL (ACCRUED PAYROLL - WAS 2...	2,051.10
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABL...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL ...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYR...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY P...	-24.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DE...	250.78
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS ...	500.00
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENS...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts...	-1.46
<b>Total Other Current Liabilities</b>	<u>155,421.05</u>
<b>Total Current Liabilities</b>	<u>226,886.07</u>
<b>Total Liabilities</b>	226,886.07
<b>Equity</b>	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup po...	328,889.15
306 · Retained Earnings - OLD (Undistributed earnings of the cor...	708,745.59
Net Income	349,961.45
<b>Total Equity</b>	<u>7,397,311.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,624,197.87</u></u>

## Clearlake Oaks County Water District

04/14/16

## Profit and Loss

Accrual Basis

July 2015 through March 2016

2,9.4

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
<b>Income</b>						
<b>Income</b>						
410 · Client Reg Pmt	0.00	0.00	667,990.78	763,801.63	1,431,792.41	1,431,792.41
420 · Connection Fees	0.00	0.00	0.00	1,815.00	1,815.00	1,815.00
425 · CRP (Capital Replacmen...	0.00	0.00	156,946.24	156,134.37	313,080.61	313,080.61
430 · Penalty & Interest	0.00	0.00	4,989.08	24,817.90	29,806.98	29,806.98
440 · Misc Revenue	993.95	0.00	0.00	24,286.02	25,279.97	25,279.97
450 · Other - Non S/W Rev	0.00	0.00	59,634.99	79,846.51	139,481.50	139,481.50
<b>Total Income</b>	<b>993.95</b>	<b>0.00</b>	<b>889,561.09</b>	<b>1,050,701.43</b>	<b>1,941,256.47</b>	<b>1,941,256.47</b>
<b>Total Income</b>	<b>993.95</b>	<b>0.00</b>	<b>889,561.09</b>	<b>1,050,701.43</b>	<b>1,941,256.47</b>	<b>1,941,256.47</b>
<b>Gross Profit</b>	<b>993.95</b>	<b>0.00</b>	<b>889,561.09</b>	<b>1,050,701.43</b>	<b>1,941,256.47</b>	<b>1,941,256.47</b>
<b>Expense</b>						
<b>Salaries &amp; EE Benefits</b>						
505 · Salaries & Wages	223,203.41	134,114.92	112,045.43	83,961.71	553,325.47	553,325.47
510 · Contract Labor	0.00	0.00	10,250.00	0.00	10,250.00	10,250.00
520 · FICA - District Share	16,608.47	9,749.33	8,164.09	6,396.97	40,918.86	40,918.86
530 · Medical Ins - Dist Share	38,382.01	26,296.48	26,505.25	10,456.49	101,640.23	101,640.23
540 · PERS - District Share	21,283.35	7,985.50	6,837.90	8,058.29	44,165.04	44,165.04
550 · Unemployment	8,069.35	26.07	0.00	324.54	8,419.96	8,419.96
560 · Workers Comp Ins	4,411.88	8,387.55	4,825.14	7,308.43	24,933.00	24,933.00
<b>Total Salaries &amp; EE Benefits</b>	<b>311,958.47</b>	<b>186,559.85</b>	<b>168,627.81</b>	<b>116,506.43</b>	<b>783,652.56</b>	<b>783,652.56</b>
<b>Services &amp; Supplies</b>						
605 · Advertising	7,910.35	0.00	0.00	0.00	7,910.35	7,910.35
610 · Bank Fees	2,489.93	0.00	45.00	0.00	2,534.93	2,534.93
620 · Communications & Inter...	2,378.95	0.00	2,425.68	2,782.86	7,587.49	7,587.49
625 · Equip - Field (\$300-\$4999)	0.00	392.38	392.38	392.37	1,177.13	1,177.13
630 · Equip - Office	290.22	0.00	13.45	0.00	303.67	303.67
640 · Fuel & Oil	0.00	11,175.42	1,061.12	63.10	12,299.64	12,299.64
645 · Insurance	286.00	0.00	34,449.50	34,449.50	69,185.00	69,185.00
650 · Interest	-13.27	2,874.82	0.00	0.00	2,861.55	2,861.55
657 · Lab	0.00	0.00	8,988.64	10,536.73	19,525.37	19,525.37
660 · Memberships & Subscri...	1,388.23	0.00	6,283.69	24,930.01	32,601.93	32,601.93
665 · Mileage Reimb	1,053.05	179.98	453.68	88.47	1,775.18	1,775.18
670 · Postage & Shipping	6,960.53	6.74	0.00	37.30	7,004.57	7,004.57
675 · Professional Services	42,263.20	0.00	4,854.94	100.00	47,218.14	47,218.14
685 · Rents	4,293.10	0.00	0.00	0.00	4,293.10	4,293.10
690 · Safety & Security	1,256.73	2,561.48	4,143.28	1,773.72	9,735.21	9,735.21
700 · Tools & Instruments	0.00	5,147.84	3,317.98	1,447.73	9,913.55	9,913.55
703 · Supplies - Clothing & Pe...	1,002.92	1,001.64	1,195.10	928.30	4,127.96	4,127.96
705 · Supplies - Office	4,048.87	334.61	744.19	782.98	5,910.65	5,910.65
715 · Supplies-Chemicals-Ope...	0.00	214.81	70,297.00	66,693.16	137,204.97	137,204.97
720 · Supplies - Inventory - Ot...	0.00	0.00	3,784.15	280.97	4,065.12	4,065.12
730 · Taxes - Licenses	0.00	286.00	1,634.00	769.57	2,689.57	2,689.57
735 · Training	935.50	210.00	1,600.50	695.39	3,441.39	3,441.39
745 · Travel	0.00	0.00	86.69	0.00	86.69	86.69
750 · Utilities	3,536.34	0.00	48,890.58	80,792.79	133,219.71	133,219.71
760 · Waste Disposal	319.42	46.52	25,625.73	38.85	26,030.52	26,030.52
795 · Yolo Co	0.00	0.00	0.00	28,907.79	28,907.79	28,907.79
799 · Misc	12.69	2.12	17,955.64	20,620.77	38,591.22	38,591.22
<b>Total Services &amp; Supplies</b>	<b>80,412.76</b>	<b>24,434.36</b>	<b>238,242.92</b>	<b>277,112.36</b>	<b>620,202.40</b>	<b>620,202.40</b>
<b>Repairs &amp; Replacement</b>						
810 · R&R Buildings & Grounds	1,404.76	283.10	36,099.25	17,799.24	55,586.35	55,586.35
815 · R&R Damage Claim (Cos...	0.00	0.00	-6,252.69	0.00	-6,252.69	-6,252.69
820 · R&R Electronics	2,238.87	310.80	415.00	3,241.21	6,205.88	6,205.88
830 · R&R Equipment	0.00	2,511.24	10,508.82	1,656.70	14,676.76	14,676.76
832 · R&R D/C	0.00	33.09	11,623.20	34,991.42	46,647.71	46,647.71

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7:59 AM

04/14/16

Accrual Basis

# Clearlake Oaks County Water District

## Profit and Loss

July 2015 through March 2016

219.5

	<u>Admin (GL)</u>	<u>DC (GL)</u>	<u>Sewer (GL)</u>	<u>Water (GL)</u>	<u>Total GL</u>	<u>TOTAL</u>
840 · R&R Vehicles	0.00	12,152.16	10,695.66	3,751.72	26,599.54	26,599.54
Total Repairs & Replacement	3,643.63	15,290.39	63,089.24	61,440.29	143,463.55	143,463.55
Total Expense	396,014.86	226,284.60	469,959.97	455,059.08	1,547,318.51	1,547,318.51
Net Income	<u>-395,020.91</u>	<u>-226,284.60</u>	<u>419,601.12</u>	<u>595,642.35</u>	<u>393,937.96</u>	<u>393,937.96</u>

**Clearlake Oaks Co Water District**  
**Budget Variance Report March 2016**

*2,0.6*

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Target % > **75%**

Thru End of March 2016 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,128,000	846,000	812,906	72%	1,060,700	795,525	672,980	63%
<b>Total Operating Expenses</b>	970,909	728,182	766,222	79%	1,040,074	780,056	781,110	75%
<b>Operating Balance (loss)</b>	<b>157,091</b>	<b>117,818</b>	<b>46,684</b>		<b>20,626</b>	<b>15,469</b>	<b>(108,130)</b>	
420 Connection Rev								
425 CRP Rev	130,872	98,154	156,134	119%	168,036	126,027	156,946	93%
450 Other-Non S/W Rev	96,000	72,000	79,847	83%	85,000	63,750	59,635	70%
CRP Exps			55,937				41,199	
Debt Service Exp	37,391	28,043	23,271	62%	57,250	42,938	44,545	78%
Depreciation Exp	194,168	145,626	129,445	67%	165,786	124,340	110,524	67%
<b>Net Change In Net Position (loss)</b>	<b>152,404</b>	<b>142,346</b>	<b>74,012</b>		<b>50,626</b>	<b>80,907</b>	<b>(87,817)</b>	

**Report Revenue Notes:**

<b>675 - Auditor, and MC Engineering Title 22 Feasibility</b>	WestAmer Op	\$	181,000
<b>700 - Tools for both water and sewer</b>	WestAmer(2) CRP Accounts		313,081
<b>703 - Purchased most of the clothing for the year.</b>	LAIF		479,941
	<b>Total</b>	<b>\$</b>	<b>974,022</b>

Thru End of March 2016 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,100,000	825,000	763,802	69%	1,047,200	785,400	667,991	64%
430 Penalty & Interest	28,000	21,000	24,818	89%	13,500	10,125	4,989	37%
440 Misc	0	0	24,286		0	0	-	0%
<b>Total Revenue &gt;</b>	<b>1,128,000</b>	<b>846,000</b>	<b>812,906</b>	<b>72%</b>	<b>1,060,700</b>	<b>795,525</b>	<b>672,980</b>	<b>63%</b>

Thru End of March 2016 Operating Expenses	Budget				Actual			
	Annual	YTD	YTD	% Spent	YTD	% Spent	YTD	% Spent
505 Salaries & Wages	346,547	259,910	262,621	76%	371,852	278,889	290,704	78%
510 Contracted Labor	14,000	10,500	-	0%	14,000	10,500	10,250	73%
520 FICA - District Share	28,578	21,433	19,576	68%	30,670	23,002	21,343	70%
530 Medical Ins - District Share	76,995	57,746	42,795	56%	107,816	80,862	58,844	55%
540 PERS - District Share	35,875	26,906	22,693	63%	33,795	25,346	21,473	64%
550 Unemployment	5,500	4,125	4,373	80%	5,500	4,125	4,048	74%
560 Workers Comp Ins	15,857	11,892	13,708	86%	14,134	10,601	11,225	79%
Salaries and Employee Benefits >	523,352	392,514	365,765	70%	577,767	433,325	417,886	72%
605 Advertising	125	94	3,955	3164%	125	94	3,955	3164%
610 Bank Fees	2,800	2,100	1,245	44%	2,800	2,100	1,290	46%

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620	Communications & Interne	5,500	4,125	3,973	72%	4,500	3,375	3,616	80%
622	Board Exp	250	188	-	0%	250	188	-	0%
625	Equip - Field (\$300-\$4999)	2,000	1,500	588	29%	4,000	3,000	588	15%
630	Equip - Office	850	638	158	19%	1,350	1,013	158	12%
640	Fuel & Oil	12,000	9,000	5,651	47%	11,500	8,625	6,649	58%
645	Insurance	38,500	28,875	34,593	90%	38,500	28,875	34,593	90%
650	Interest	2,050	1,538	1,431	70%	3,850	2,888	1,431	37%
657	Lab	16,000	12,000	10,537	66%	21,000	15,750	8,989	43%
660	Memberships & Subscriptic	16,750	12,563	25,624	153%	23,550	17,663	6,978	30%
665	Mileage Reimb	1,750	1,313	705	40%	1,550	1,163	1,071	69%
670	Postage & Shipping	4,850	3,638	3,521	73%	4,800	3,600	3,484	73%
675	Professional Services	10,150	7,613	21,232	209%	25,150	18,863	25,987	103%
685	Rents	6,200	4,650	2,147	35%	6,200	4,650	2,147	35%
690	Safety & Security	4,808	3,606	3,683	77%	11,808	8,856	6,052	51%
700	Tools & Instruments	2,150	1,613	4,022	187%	3,250	2,438	5,892	181%
703	Supplies - Clothing & Perso	1,950	1,463	1,931	99%	2,450	1,838	2,198	90%
705	Supplies - Office	3,350	2,513	2,975	89%	3,950	2,963	2,936	74%
715	Supplies - Chemicals - Oper	47,000	35,250	66,801	142%	40,000	30,000	70,405	176%
720	Supplies - Other	1,525	1,144	281	18%	1,525	1,144	3,784	248%
730	Taxes - Licenses	2,000	1,500	913	46%	2,800	2,100	1,777	63%
735	Training	3,050	2,288	1,268	42%	4,050	3,038	2,174	54%
745	Travel	2,000	1,500	-	0%	2,000	1,500	87	4%
750	Utilities	97,050	72,788	82,561	85%	72,050	54,038	50,659	70%
760	Waste Disposal	550	413	222	40%	60,250	45,188	25,809	43%
795	Yolo Co	37,000	27,750	28,908	78%				
799	Misc	7,750	5,813	20,629	266%	7,750	5,813	17,964	232%
<b>Services and Supplies &gt;</b>		<b>329,958</b>	<b>247,468</b>	<b>329,550</b>	<b>100%</b>	<b>361,008</b>	<b>270,756</b>	<b>290,669</b>	<b>81%</b>
810	R&R Buildings & Grounds	29,500	22,125	18,643	63%	19,500	14,625	36,943	189%
815	R & R Damage Claims	5,000	3,750	-	0%	5,000	3,750	(6,253)	-125%
820	R&R Electronics	6,050	4,538	4,516	75%	5,550	4,163	1,690	30%
830	R&R Equipment	3,050	2,288	2,913	95%	11,250	8,438	11,765	105%
832	R&R Mains/Service Lines	60,000	45,000	35,009	58%	40,000	30,000	11,640	29%
840	R&R Vehicles (\$2k/vehicle)	14,000	10,500	9,828	70%	20,000	15,000	16,772	84%
<b>Repairs &amp; Replacement &gt;</b>		<b>117,600</b>	<b>88,200</b>	<b>70,908</b>	<b>60%</b>	<b>101,300</b>	<b>75,975</b>	<b>72,556</b>	<b>72%</b>
<b>Total Expenses &gt;</b>		<b>970,909</b>	<b>728,182</b>	<b>766,222</b>	<b>79%</b>	<b>1,040,074</b>	<b>780,056</b>	<b>781,110</b>	<b>75%</b>

**Report Expense Notes:**

660w Annual Water Permits

799 MISC Water and Sewer - \$35K expense from Cal Trans for manholes on Hwy 20. Contract signed and approved in 2014

605 Advertising Admin = \$7,200 expense from Lake County for elections

690 Safety and Security Admin = \$333 CPR

735 - Training Admin = \$625 Utility Management Certification for General Manager

715 Supplies Sewer = \$14K Sludge Bags

660 Membership and Subscriptions Water was completely underfunded

9 Administration - Budget Variance Report 2015		Target % >		75.0%		2.9.1
Thru End of March 2016		2015-2016 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	300,390	225,292	223,203	74.3%	77,187
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	24,976	18,732	16,608	66.5%	8,368
530	Medical Ins - District Share	72,060	54,045	38,382	53.3%	33,678
540	PERS - District Share	37,589	28,191	21,283	56.6%	16,306
550	Unemployment	11,000	8,250	8,069	73.4%	2,931
560	Workers Comp Ins	7,522	5,641	4,412	58.7%	3,110
Salaries and Employee Benefits >		453,536	340,152	311,957	68.8%	141,579
605	Advertising	250	188	7,910	3164.0%	(7,660)
610	Bank Fees	5,600	4,200	2,490	44.5%	3,110
620	Communications & Internet	3,000	2,250	2,379	79.3%	621
622	Board Exp	500	375	-	0.0%	500
625	Equip - Field (\$300-\$4999)	0	0	-	0.0%	0
630	Equip - Office	700	525	290	41.4%	410
640	Fuel & Oil	0	0	-	0.0%	0
645	Insurance	0	0	286	2860000.0%	(286)
650	Interest	0	0	(13)	-1327000.0%	13
657	Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	700	525	1,388	198.3%	(688)
665	Mileage Reimb	2,000	1,500	1,053	52.7%	947
670	Postage & Shipping	9,400	7,050	6,961	74.1%	2,439
675	Professional Services	16,300	12,225	42,263	259.3%	(25,963)
685	Rents	7,400	5,550	4,293	58.0%	3,107
690	Safety & Security	315	236	1,257	399.0%	(942)
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Persona	400	300	1,003	250.8%	(603)
705	Supplies - Office	5,000	3,750	4,049	81.0%	951
715	Supplies - Chemicals - Operati	0	0	-	0.0%	0
720	Supplies - Other	50	38	-	0.0%	50
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training	600	450	936	156.0%	(336)
745	Travel	1,000	750	-	0.0%	1,000
750	Utilities	4,100	3,075	3,536	86.2%	564
760	Waste Disposal	500	375	319	63.8%	181
795	Yolo Co	0	0	-	0.0%	0
799	Misc	500	375	13	2.6%	487
Services and Supplies >		58,315	43,736	80,413	137.9%	(22,098)
810	R&R Buildings & Grounds	4,000	3,000	1,405	35.1%	2,595
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Electronics	3,600	2,700	2,239	62.2%	1,361
830	R&R Equipment	2,000	1,500	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	3,000	2,250	-	0.0%	3,000
Repairs & Replacement >		12,600	9,450	3,644	28.9%	8,956
Total Expenses >		524,451	393,338	396,014	75.5%	128,437

Thru End of March 2016		2015-2016 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	148,070	111,053	134,115	90.6%	13,955	
510 Contracted Labor	28,000	21,000			28,000	
520 FICA - District Share	12,155	9,116	9,749	80.2%	2,406	
530 Medical Ins - District Share	47,857	35,893	26,296	54.9%	21,561	
540 PERS - District Share	12,017	9,013	7,986	66.5%	4,031	
550 Unemployment	0	0	26	2600000.0%	(26)	
560 Workers Comp Ins	7,970	5,978	8,388	105.2%	(418)	
<b>Salaries and Employee Benefits &gt;</b>	<b>256,070</b>	<b>192,052</b>	<b>186,560</b>	<b>72.9%</b>	<b>69,510</b>	
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 (\$300-\$4999)	4,000	3,000	392	9.8%	3,608	
630 Equip - Office	0	0		0.0%	0	
640 Fuel & Oil	23,000	17,250	11,175	48.6%	11,825	
645 Insurance	0	0		0.0%	0	
650 Interest	3,500	2,625	2,875	82.1%	625	
657 Lab	0	0		0.0%	0	
660 Memberships & Subscriptions	800	600		0.0%	800	
665 Mileage Reimb	500	375	180	36.0%	320	
670 Postage & Shipping	100	75	7	7.0%	93	
675 Professional Services	0	0		0.0%	0	
685 Rents	1,000	750		0.0%	1,000	
690 Safety & Security	4,300	3,225	2,561	59.6%	1,739	
700 Tools & Instruments	2,900	2,175	5,148	177.5%	(2,248)	
703 Supplies - Clothing & Personal	1,500	1,125	1,002	66.8%	498	
705 Supplies - Office	500	375	335	67.0%	165	
715 Supplies - Chemicals - Operating	0	0	215	2150000.0%	(215)	
720 Supplies - Other	1,000	750		0.0%	1,000	
730 Taxes - Licenses	1,000	750	286	28.6%	714	
735 Training	1,500	1,125	210	14.0%	1,290	
745 Travel	1,000	750		0.0%	1,000	
750 Utilities	0	0		0.0%	0	
760 Waste Disposal	0	0	47	4700000.0%	(47)	
795 Yolo Co	0	0		0.0%	0	
799 Misc	5,000	3,750	2	0.0%	4,998	
<b>Services and Supplies &gt;</b>	<b>51,600</b>	<b>38,700</b>	<b>24,435</b>	<b>47.4%</b>	<b>27,165</b>	
810 R&R Buildings & Grounds	5,000	3,750	283	5.7%	4,717	
815 R & R Damage Claims	0	0		0.0%	0	
820 R&R Electronics	1,500	1,125	311	20.7%	1,189	
830 R&R Equipment	500	375	2,511	502.2%	(2,011)	
832 R&R Mains/Service Lines	0	0	33	3300000.0%	(33)	
840 R&R Vehicles (\$2k/vehicle)	17,000	12,750	12,152	71.5%	4,848	
<b>Repairs &amp; Replacement &gt;</b>	<b>24,000</b>	<b>18,000</b>	<b>15,290</b>	<b>63.7%</b>	<b>8,710</b>	
<b>Total Expenses &gt;</b>	<b>331,670</b>	<b>248,753</b>	<b>226,285</b>	<b>68.2%</b>	<b>105,385</b>	

Thru End of March 2016		2015-2016 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	147,622	110,717	112,045	82.8%	35,577	
510 Contracted Labor	-	-	10,250		(10,250)	
520 FICA - District Share	12,104	9,078	8,164	67.4%	3,940	
530 Medical Ins - District Share	47,857	35,893	26,505	55.4%	21,352	
540 PERS - District Share	8,992	6,744	6,838	76.0%	2,154	
550 Unemployment	0	0		0.0%	0	
560 Workers Comp Ins	6,388	4,791	4,825	75.5%	1,563	
Salaries and Employee Benefits >	222,964	167,223	168,627	<b>75.6%</b>	54,337	
605 Advertising	0	0		0.0%	0	
610 Bank Fees	0	0	45	4500000.0%	(45)	
620 Communications & Internet	3,000	2,250	2,426	80.9%	574	
622 Board Exp	0	0	-	0.0%	0	
625 Equip - Field (\$300-\$4999)	2,000	1,500	392	19.6%	1,608	
630 Equip - Office	1,000	750	13	1.3%	987	
640 Fuel & Oil	0	0	1,061	106100000.0%	(1,061)	
645 Insurance	38,500	28,875	34,450	89.5%	4,050	
650 Interest	2,100	1,575		0.0%	2,100	
657 Lab	21,000	15,750	8,989	42.8%	12,011	
660 Memberships & Subscriptions	22,800	17,100	6,284	27.6%	16,516	
665 Mileage Reimb	300	225	454	151.3%	(154)	
670 Postage & Shipping	50	38		0.0%	50	
675 Professional Services	17,000	12,750	4,855	28.6%	12,145	
685 Rents	2,000	1,500		0.0%	2,000	
690 Safety & Security	9,500	7,125	4,143	43.6%	5,357	
700 Tools & Instruments	1,800	1,350	3,318	184.3%	(1,518)	
703 Supplies - Clothing & Personal	1,500	1,125	1,195	79.7%	305	
705 Supplies - Office	1,200	900	744	62.0%	456	
715 Supplies - Chemicals - Operating	40,000	30,000	70,297	175.7%	(30,297)	
720 Supplies - Other	1,000	750	3,784	378.4%	(2,784)	
730 Taxes - Licenses	2,300	1,725	1,634	71.0%	666	
735 Training	3,000	2,250	1,601	53.4%	1,399	
745 Travel	1,000	750	87	8.7%	913	
750 Utilities	70,000	52,500	48,891	69.8%	21,109	
760 Waste Disposal	60,000	45,000	25,626	42.7%	34,374	
795 Yolo Co	0	0		0.0%	0	
799 Misc	5,000	3,750	17,956	359.1%	(12,956)	
Services and Supplies >	306,050	229,538	238,245	<b>77.8%</b>	67,805	
810 R&R Buildings & Grounds	15,000	11,250	36,099	240.7%	(21,099)	
815 R & R Damage Claims	5,000	3,750	(6,253)	-125.1%	11,253	
820 R&R Electronics	3,000	2,250	415	13.8%	2,585	
830 R&R Equipment	10,000	7,500	10,509	105.1%	(509)	
832 R&R Mains/Service Lines	40,000	30,000	11,623	29.1%	28,377	
840 R&R Vehicles (\$2k/vehicle)	10,000	7,500	10,696	107.0%	(696)	
Repairs & Replacement >	83,000	62,250	63,089	<b>76.0%</b>	19,911	
<b>Total Expenses &gt;</b>	<b>612,014</b>	<b>459,010</b>	<b>469,961</b>	<b>76.8%</b>	<b>142,053</b>	

## Water - Budget Variance Report 2015

Target % &gt;

75.0%

2.9.11

Thru End of March 2016		2015-2016 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	122,317	91,738	83,962	68.6%	38,355
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	10,012	7,509	6,397	63.9%	3,615
530	Medical Ins - District Share	17,036	12,777	10,456	61.4%	6,580
540	PERS - District Share	11,072	8,304	8,058	72.8%	3,014
550	Unemployment	0	0	325	32500000.0%	(325)
560	Workers Comp Ins	8,111	6,083	7,308	90.1%	803
Salaries and Employee Benefits >		168,549	126,412	116,506	<b>69.1%</b>	52,043
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0%	0
620	Communications & Internet	4,000	3,000	2,783	69.6%	1,217
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (\$300-\$4999)	0	0	392	39200000.0%	(392)
630	Equip - Office	500	375	13	2.6%	487
640	Fuel & Oil	500	375	63	12.6%	437
645	Insurance	38,500	28,875	34,450	89.5%	4,050
650	Interest	300	225	-	0.0%	300
657	Lab	16,000	12,000	10,537	65.9%	5,463
660	Memberships & Subscriptions	16,000	12,000	24,930	155.8%	(8,930)
665	Mileage Reimb	500	375	88	17.6%	412
670	Postage & Shipping	100	75	37	37.0%	63
675	Professional Services	2,000	1,500	100	5.0%	1,900
685	Rents	2,000	1,500	-	0.0%	2,000
690	Safety & Security	2,500	1,875	1,774	71.0%	726
700	Tools & Instruments	700	525	1,448	206.9%	(748)
703	Supplies - Clothing & Personal	1,000	750	928	92.8%	72
705	Supplies - Office	600	450	783	130.5%	(183)
715	Supplies - Chemicals - Operating	47,000	35,250	66,693	141.9%	(19,693)
720	Supplies - Other	1,000	750	281	28.1%	719
730	Taxes - Licenses	1,500	1,125	770	51.3%	730
735	Training	2,000	1,500	695	34.8%	1,305
745	Travel	1,000	750	-	0.0%	1,000
750	Utilities	95,000	71,250	80,793	85.0%	14,207
760	Waste Disposal	300	225	39	13.0%	261
795	Yolo Co	37,000	27,750	28,908	78.1%	8,092
799	Misc	5,000	3,750	20,621	412.4%	(15,621)
Services and Supplies >		275,000	206,250	277,126	<b>100.8%</b>	(2,126)
810	R&R Buildings & Grounds	25,000	18,750	17,799	71.2%	7,201
815	R & R Damage Claims	5,000	3,750	-	0.0%	5,000
820	R&R Electronics	3,500	2,625	3,241	92.6%	259
830	R&R Equipment	1,800	1,350	1,657	92.1%	143
832	R&R Mains/Service Lines	60,000	45,000	34,992	58.3%	25,008
840	R&R Vehicles (\$2k/vehicle)	4,000	3,000	3,752	93.8%	248
Repairs & Replacement >		99,300	74,475	61,441	<b>61.9%</b>	37,859
<b>Total Expenses &gt;</b>		<b>542,849</b>	<b>407,137</b>	<b>455,073</b>	<b>83.8%</b>	<b>87,776</b>

**Clearlake Oaks County Water District**  
**Capital Improvements**  
**As of March 31, 2016**

219.12

Date	Name	Memo	Amount
<b>120 · EQUIPMENT (EQUIPMENT - WAS 1011181)</b>			
<b>120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>			
12/14/2015	Hydra-Stop	CRP - INSTA VALVE UNIT COMPLETE	55,936.77
03/01/2016	Genset West, LLC	Generator - SER# PO508170004	11,366.25
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 10...			67,303.02
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)			67,303.02
<b>122 · Buildings (OFFICE BUILDING - WAS 1011180)</b>			
Total 122 · Buildings (OFFICE BUILDING - WAS 1011180)			
<b>124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>			
<b>124.30 · Lift Stations</b>			
<b>124.31 · Lift Station 7 Bypass</b>			
12/21/2015	Pace	REPAIR NIPPLES FOR LS7	279.33
12/29/2015	Pace	LS 7 BYPASS	2,979.03
12/31/2015	Pace	LS 7 BYPASS	-1,478.56
12/31/2015	Pace	LS 7 BYPASS	2,067.70
01/04/2016	United Rentals	PUMP RENTAL	7,393.46
01/05/2016	Pace	LS 7 BYPASS PROJECT	12,877.74
01/06/2016	Pace	LS 7 BYPASS	126.81
01/06/2016	Pace	LS 7 BYPASS	658.22
01/06/2016	Pace	LS 7 BYPASS	1,444.48
01/07/2016	Pace	LS 7 BYPASS	2,249.55
01/08/2016	Pace	LS 7 BYPASS	266.92
01/11/2016	Pace	LS 7 BYPASS	766.86
01/12/2016	Pace	LS 7 BYPASS	2,244.78
01/28/2016	Pace	LS 7 BYPASS	929.57
02/01/2016	Coastal Mountain Electric	LS 7 LIFT STATION GENSETS	2,946.00
02/10/2016	HD Excavating	LS 7 PROJECT	32,930.00
02/19/2016	Pace	LS 7 BYPASS PROJECT	370.42
02/29/2016	Pace	LS 7 BYPASS - RETURNED UNUSED ITEMS	-1,734.24
Total 124.31 · Lift Station 7 Bypass			67,318.07
<b>124.30 · Lift Stations - Other</b>			
12/09/2015	Cummings Pacific, LLC	Generator for Lift Station #7	22,682.50
Total 124.30 · Lift Stations - Other			22,682.50
Total 124.30 · Lift Stations			90,000.57
<b>124.50 · Mains</b>			
12/16/2015	Hydra-Stop	VALVE FOR EVERGLADE FORCED SEWE...	5,526.58
Total 124.50 · Mains			5,526.58
<b>124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other			
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)			95,527.15
<b>125 · Land</b>			
02/29/2016	TERESA FEDERIGI	Harvey Blvd Tank Option	1,000.00
Total 125 · Land			1,000.00
<b>TOTAL</b>			<b>163,830.17</b>

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](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
April 18, 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

March 2016 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	479,934.82
Total Withdrawal:	0.00	Ending Balance:	479,934.82

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MY ACCOUNTS

BILL PAY

TRANSFER FUNDS

MANAGE MONEY

2.6.1

(LAUNCHAPP?APPCODE=MY+ACCOUNTS)

(LAUNCHAPP?APPCODE=BILL+PAY)

ADDITIONAL SERVICES

CREDIT CARD APPLICATION

ESTATEMENTS

My Accounts

DEPOSIT ACCOUNTS

Make a transfer

PUBLIC REGULAR CHK

Quick peek

\$156,957.71

Checking \*3745

\*\*Available \$156,957.71

PUBLIC REGULAR CHK

Quick peek

\$188.00

Checking \*3786

\*\*Available \$188.00

PUBLIC REGULAR CHK

Quick peek

\$232,444.73

Checking \*0019

\*\*Available \$249,522.31

REGULAR SAVINGS

Quick peek

\$156,156.72

Savings \*6990

\*\*Available \$156,156.72

TOTAL DEPOSIT ACCOUNTS

\$545,747.16

TIERED COMMERCIAL LOANS

Credit Line

Quick peek

\$0.00

TCL Credit Line \*1999

Available credit \$480,000.00

Note

Quick peek

\$20,000.00

TCL Note \*1001

\$116.66 due 04/30/2016 pay

TOTAL TIERED COMMERCIAL LOANS

\$20,000.00

Make a Payment

Pay to

Select a payee

Pay from checking x4587

View My Spending

All categories



- Uncategorized
- Household
- Tax Payment
- Insurance
- Bank Fee

Outside Accounts

MY FINANCIAL INSTITUTION

Checking

Quick peek

Savings

Quick peek

TOTAL

Add Outside Accounts

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

Add outside accounts

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2.6.2

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**Aged Accounts Receivable**

**As of 4/18/16**

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<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>
\$35,260.58	\$7,647.95	\$4,900.50	\$179.15	\$31,648.71	<u>\$79,636.89</u>

**Total number of accounts with open balances: 689**

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 03/01/2016 through 03/31/2016

Sorted by: Date, Type, Number/Ref

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Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/01/2016			-split-	Deposit		2,300.98	166,360.81
03/01/2016			-split-	Deposit		5,740.96	172,101.77
03/01/2016			Income:440 · Misc Rev...	Deposit		877.57	172,979.34
03/01/2016			Salaries & EE Benefits...	Deposit		786.66	173,766.00
03/01/2016			Income:440 · Misc Rev...	Deposit		109.75	173,875.75
03/02/2016			-split-	Deposit		10,483.76	184,359.51
03/02/2016			-split-	Deposit		2,734.36	187,093.87
03/02/2016			-split-	Deposit		92.00	187,185.87
03/02/2016			-split-	Deposit		3,002.83	190,188.70
03/02/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	18,143.64		172,045.06
03/03/2016			-split-	Deposit		2,489.83	174,534.89
03/03/2016			-split-	Deposit		2,902.75	177,437.64
03/03/2016			-split-	Deposit		2,125.98	179,563.62
03/03/2016			-split-	Deposit		2,379.43	181,943.05
03/03/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	956.71		180,986.34
03/03/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	6,305.98		174,680.36
03/03/2016	E-Pay	CalPers	-split-	4751900248	3,007.59		171,672.77
03/03/2016	30366	Alpha Analytical Labs	200 · ACCOUNTS PA...		1,906.00		169,766.77
03/03/2016	30367	AT & T - CalNet 3	200 · ACCOUNTS PA...	Clearlake Oaks...	162.78		169,603.99
03/03/2016	30368	Burrell's Automotive	200 · ACCOUNTS PA...		149.28		169,454.71
03/03/2016	30369	Canon Financial Serv...	200 · ACCOUNTS PA...	200-5029691-0...	307.10		169,147.61
03/03/2016	30370	Coastal Mountain El...	200 · ACCOUNTS PA...	SERVICE: 1/2...	2,794.00		166,353.61
03/03/2016	30371	DON FOWLER	200 · ACCOUNTS PA...	VOID: 13239 ...		X	166,353.61
03/03/2016	30372	EEL River Fuels Inc	200 · ACCOUNTS PA...	CUSTOMER #...	855.72		165,497.89
03/03/2016	30373	Eureka Oxygen	200 · ACCOUNTS PA...	CUSTOMER #...	109.78		165,388.11
03/03/2016	30374	Genset West, LLC	200 · ACCOUNTS PA...	Generator	11,366.25		154,021.86
03/03/2016	30375	Granite Constr	200 · ACCOUNTS PA...	CUSTOMER #...	670.82		153,351.04
03/03/2016	30376	Helix Laboratories, I...	200 · ACCOUNTS PA...		2,226.83		151,124.21
03/03/2016	30377	John Hammer	200 · ACCOUNTS PA...	WATER DIST...	150.00		150,974.21
03/03/2016	30378	John Hopkins.	200 · ACCOUNTS PA...	SERVICE FR...	1,000.00		149,974.21
03/03/2016	30379	McMaster-Carr	200 · ACCOUNTS PA...	53675601	609.89		149,364.32
03/03/2016	30380	Mediacom - Admin 0...	200 · ACCOUNTS PA...	838480003009...	218.59		149,145.73
03/03/2016	30381	Mendo Mill	200 · ACCOUNTS PA...		848.51		148,297.22
03/03/2016	30382	MICHAEL NYDAM	200 · ACCOUNTS PA...	13012 KEYS B...	90.00		148,207.22
03/03/2016	30383	Municipal Maintenanc...	200 · ACCOUNTS PA...	01-CLEAR	2,248.77		145,958.45
03/03/2016	30384	Napa Auto Parts	200 · ACCOUNTS PA...		1,064.99		144,893.46
03/03/2016	30385	National Meter	200 · ACCOUNTS PA...	CUSTOMER #...	977.52		143,915.94
03/03/2016	30386	NOREEN WESTPH...	200 · ACCOUNTS PA...	13058 Keys Blvd	95.55		143,820.39
03/03/2016	30387	Pace	200 · ACCOUNTS PA...		9,820.39		134,000.00
03/03/2016	30388	PG&E	200 · ACCOUNTS PA...	1324698179-2	3,175.62		130,824.38

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From 03/01/2016 through 03/31/2016

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/03/2016	30389	Quackenbush MRRCF	200 · ACCOUNTS PA...	060104	58.51			130,765.87
03/03/2016	30390	Quill	200 · ACCOUNTS PA...		552.65			130,213.22
03/03/2016	30391	RAIN FOR RENT	200 · ACCOUNTS PA...	CONTRACT #...	756.00			129,457.22
03/03/2016	30392	Rainbow Ag Services	200 · ACCOUNTS PA...	CUSTOMER #...	27.34			129,429.88
03/03/2016	30393	Schaeffer's Specializ...	200 · ACCOUNTS PA...	CUSTOMER #...	52.34			129,377.54
03/03/2016	30394	US Cellular	200 · ACCOUNTS PA...	957131516	197.95			129,179.59
03/03/2016	30395	USA BlueBook	200 · ACCOUNTS PA...	20397	738.57			128,441.02
03/03/2016	30396	US Bank	-split-	ACCT # 4246 ...	2,368.77			126,072.25
03/03/2016	DD1331	Judith A Heeszal	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1332	Karl L Hosier	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1333	Mary M Medeiros	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1334	Alan J Gardner	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1335	Dan Hodem	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1336	David Valerga	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1337	Dianna L Mann	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1338	Eric W Luna	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1339	Francisco J Castro	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1340	Francisco Trujillo	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1341	Jason Mitchell	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1342	Jeremy J Backus	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1343	Magen E Estep	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1344	Pamela J Parker	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1345	Rachel A Schainblatt	-split-	Direct Deposit		X		126,072.25
03/03/2016	DD1346	Steve R Bonge	-split-	Direct Deposit		X		126,072.25
03/03/2016	30397	Dena Barron	-split-		91.45			125,980.80
03/04/2016			-split-	Deposit			1,574.47	127,555.27
03/04/2016			-split-	Deposit			3,348.71	130,903.98
03/04/2016			-split-	Deposit			1,075.50	131,979.48
03/04/2016			-split-	Deposit			2,883.58	134,863.06
03/05/2016			-split-	Deposit			421.69	135,284.75
03/06/2016			-split-	Deposit			2,860.64	138,145.39
03/06/2016			-split-	Deposit			366.05	138,511.44
03/07/2016			-split-	Deposit			2,803.41	141,314.85
03/07/2016			-split-	Deposit			3,845.77	145,160.62
03/07/2016			-split-	Deposit			10,523.77	155,684.39
03/08/2016			-split-	Deposit			932.46	156,616.85
03/08/2016			-split-	Deposit			3,500.16	160,117.01
03/08/2016			-split-	Deposit			4,259.06	164,376.07
03/08/2016			-split-	Deposit			5,620.40	169,996.47
03/08/2016			102.02 · WAB SAVIN...	Funds Transfer	18,985.79			151,010.68

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*2,6.5*

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/08/2016			102.03 · WAB SAVIN...	Funds Transfer	20,324.98		130,685.70
03/09/2016			-split-	Deposit		1,157.50	131,843.20
03/09/2016			-split-	Deposit		2,539.22	134,382.42
03/09/2016			-split-	Deposit		5,483.28	139,865.70
03/09/2016			Income:440 · Misc Rev...	Deposit		117.00	139,982.70
03/09/2016			Income:440 · Misc Rev...	Deposit		989.00	140,971.70
03/10/2016			-split-	Deposit		1,732.60	142,704.30
03/10/2016			-split-	Deposit		2,425.86	145,130.16
03/10/2016			-split-	Deposit		1,892.73	147,022.89
03/10/2016			-split-	Deposit		5,250.89	152,273.78
03/11/2016			-split-	Deposit		911.05	153,184.83
03/11/2016			-split-	Deposit		3,036.81	156,221.64
03/11/2016			-split-	Deposit		2,932.91	159,154.55
03/11/2016			-split-	Deposit		2,260.02	161,414.57
03/12/2016			-split-	Deposit		583.03	161,997.60
03/13/2016			-split-	Deposit		283.96	162,281.56
03/14/2016			-split-	Deposit		3,313.26	165,594.82
03/14/2016			-split-	Deposit		5,871.88	171,466.70
03/14/2016			-split-	Deposit		5,048.41	176,515.11
03/14/2016			-split-	Deposit		7,392.42	183,907.53
03/14/2016			-split-	Deposit		5,126.99	189,034.52
03/14/2016			Income:440 · Misc Rev...	Deposit		333.00	189,367.52
03/15/2016			-split-	Deposit		2,922.52	192,290.04
03/15/2016			-split-	Deposit		19,828.29	212,118.33
03/15/2016			-split-	Deposit		518.05	212,636.38
03/16/2016			-split-	Deposit		1,725.26	214,361.64
03/16/2016			-split-	Deposit		1,100.29	215,461.93
03/16/2016			-split-	Deposit		1,281.85	216,743.78
03/16/2016			-split-	Deposit		287.20	217,030.98
03/16/2016	30399	ACWA/JPIA - W/C ...	200 · ACCOUNTS PA...	PROPERTY P...	11,727.00		205,303.98
03/16/2016	30400	Alpha Analytical Labs	200 · ACCOUNTS PA...		1,502.00		203,801.98
03/16/2016	30401	AT&T 555 6	200 · ACCOUNTS PA...	960 739 5348 5...	105.96		203,696.02
03/16/2016	30402	Bill Fredriksson	200 · ACCOUNTS PA...	IT SERVICES	360.00		203,336.02
03/16/2016	30403	Clearlake Machine S...	200 · ACCOUNTS PA...		8.33		203,327.69
03/16/2016	30404	Coastal Mountain El...	200 · ACCOUNTS PA...	LS 2 REPAIRS	12,124.00		191,203.69
03/16/2016	30405	Dan Hodem.	200 · ACCOUNTS PA...	BACKFLOW ...	320.00		190,883.69
03/16/2016	30406	Deeper Cleaning	200 · ACCOUNTS PA...	FEB 2016 SER...	320.00		190,563.69
03/16/2016	30407	Hasa Inc	200 · ACCOUNTS PA...	IN31153	3,143.60		187,420.09
03/16/2016	30408	Hayden Solar, LLC	200 · ACCOUNTS PA...	SOLAR ELEC...	3,483.92		183,936.17
03/16/2016	30409	Jason Mitchell.	200 · ACCOUNTS PA...	SHIPPING RE...	217.57		183,718.60

Clearlake Oaks County Water District

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*J.B.L*

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/16/2016	30410	John Hammer	200 · ACCOUNTS PA...		225.00			183,493.60
03/16/2016	30411	Kansas State Bank - ...	200 · ACCOUNTS PA...	3343293	6,519.87			176,973.73
03/16/2016	30412	Lake County Waste ...	200 · ACCOUNTS PA...		250.05			176,723.68
03/16/2016	30413	MC Engineering, Inc	200 · ACCOUNTS PA...		1,549.02			175,174.66
03/16/2016	30414	McMaster-Carr	200 · ACCOUNTS PA...	53675601	2,584.29			172,590.37
03/16/2016	30415	Mediacom - WWTP ...	200 · ACCOUNTS PA...	8384 80 003 00...	149.41			172,440.96
03/16/2016	30416	Mendo Mill	200 · ACCOUNTS PA...		539.49			171,901.47
03/16/2016	30417	Municipal Maintenanc...	200 · ACCOUNTS PA...	01-CLEAR	104.88			171,796.59
03/16/2016	30418	Napa Auto Parts	200 · ACCOUNTS PA...	CUSTOMER #...	127.17			171,669.42
03/16/2016	30419	National Meter	200 · ACCOUNTS PA...		1,817.34			169,852.08
03/16/2016	30420	Nave & Cortell, LLP	200 · ACCOUNTS PA...	LEGAL SERV...	120.00			169,732.08
03/16/2016	30421	People Services Inc	200 · ACCOUNTS PA...	FEB GROUN...	103.55			169,628.53
03/16/2016	30422	Rachel Schainblatt	200 · ACCOUNTS PA...	MILEAGE REI...	27.92			169,600.61
03/16/2016	30423	RAIN FOR RENT	200 · ACCOUNTS PA...	CONTRACT #...	756.00			168,844.61
03/16/2016	30424	Sonic.net Inc	200 · ACCOUNTS PA...	VOID: SVC D...		X		168,844.61
03/16/2016	30425	Terminix	200 · ACCOUNTS PA...	CUSTOMER #...	175.00			168,669.61
03/16/2016	30426	Tri-Cities Answering...	200 · ACCOUNTS PA...	SERVICE DA...	209.00			168,460.61
03/16/2016	30427	US Cellular	200 · ACCOUNTS PA...	957131516	156.98			168,303.63
03/16/2016	30428	USA BlueBook	200 · ACCOUNTS PA...	20397	1,549.39			166,754.24
03/16/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	18,632.13			148,122.11
03/17/2016			-split-	Deposit			1,258.16	149,380.27
03/17/2016			Income:410 · Client Re...	Deposit			500.00	149,880.27
03/17/2016	EFT	CalPers	-split-	4751900248	3,007.59			146,872.68
03/17/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	742.80			146,129.88
03/17/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	5,795.38			140,334.50
03/17/2016	DD1347	Alan J Gardner	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1348	Dan Hodem	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1349	David Valerga	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1350	Dianna L Mann	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1351	Eric W Luna	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1352	Francisco J Castro	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1353	Francisco Trujillo	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1354	Jason Mitchell	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1355	Jeremy J Backus	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1356	Magen E Estep	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1357	Pamela J Parker	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1358	Rachel A Schainblatt	-split-	Direct Deposit		X		140,334.50
03/17/2016	DD1359	Steve R Bonge	-split-	Direct Deposit		X		140,334.50
03/18/2016			-split-	Deposit			647.56	140,982.06
03/18/2016			-split-	Deposit			1,385.49	142,367.55

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/18/2016			-split-	Deposit		1,189.92	143,557.47
03/19/2016			-split-	Deposit		101.85	143,659.32
03/20/2016			-split-	Deposit		107.81	143,767.13
03/21/2016			-split-	Deposit		593.77	144,360.90
03/21/2016			-split-	Deposit		2,640.27	147,001.17
03/21/2016			-split-	Deposit		3,050.26	150,051.43
03/21/2016			280 · Loan:280.05 · U...	Funds Transfer ...		20,000.00	170,051.43
03/22/2016			-split-	Deposit		1,686.06	171,737.49
03/22/2016			-split-	Deposit		150.00	171,887.49
03/22/2016			-split-	Deposit		2,300.60	174,188.09
03/22/2016			Income:440 · Misc Rev...	Deposit		179.00	174,367.09
03/22/2016			Income:440 · Misc Rev...	Deposit		454.51	174,821.60
03/22/2016	EFT	CalPers	Salaries & EE Benefits...	Employer Cont...	141.00		174,680.60
03/23/2016			-split-	Deposit		577.30	175,257.90
03/23/2016			-split-	Deposit		873.55	176,131.45
03/24/2016			-split-	Deposit		110.76	176,242.21
03/24/2016			-split-	Deposit		1,007.63	177,249.84
03/24/2016			Income:410 · Client Re...	Deposit		100.00	177,349.84
03/24/2016			Income:410 · Client Re...	Deposit		50.00	177,399.84
03/24/2016			Income:410 · Client Re...	Deposit		50.00	177,449.84
03/24/2016			Income:440 · Misc Rev...	Deposit		0.49	177,450.33
03/25/2016			-split-	Deposit		420.85	177,871.18
03/25/2016			-split-	Deposit		382.68	178,253.86
03/25/2016			Income:435 · Loans/Gr...	Deposit		30,936.08	209,189.94
03/26/2016			-split-	Deposit		95.29	209,285.23
03/27/2016			-split-	Deposit		695.10	209,980.33
03/28/2016			-split-	Deposit		1,288.00	211,268.33
03/28/2016			-split-	Deposit		6,652.72	217,921.05
03/28/2016			Income:440 · Misc Rev...	Deposit		882.00	218,803.05
03/28/2016	30429	MC Engineering, Inc	200 · ACCOUNTS PA...	WATER MAS...	19,556.02		199,247.03
03/29/2016			-split-	Deposit		1,310.94	200,557.97
03/29/2016			-split-	Deposit		2,009.16	202,567.13
03/29/2016			Income:440 · Misc Rev...	Deposit		106.00	202,673.13
03/30/2016			-split-	Deposit		1,976.09	204,649.22
03/30/2016			-split-	Deposit		1,727.97	206,377.19
03/30/2016			-split-	Deposit		1,568.81	207,946.00
03/30/2016	EFT	CalPers	-split-	4751900248	3,007.59		204,938.41
03/30/2016		QuickBooks Payroll ...	222 · Direct Deposit Li...	Created by Pay...	21,519.72		183,418.69
03/31/2016			-split-	Deposit		1,036.98	184,455.67
03/31/2016			-split-	Deposit		529.48	184,985.15

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/31/2016			-split-	Deposit			4,265.86	189,251.01
03/31/2016			Services & Supplies:65...	Deposit			9.77	189,260.78
03/31/2016	E-pay	EDD - Payroll Liabili...	-split-	925-0185-7 Q...	1,030.09			188,230.69
03/31/2016	E-pay	United States Treasury	-split-	94-6050430 Q...	7,230.58			181,000.11
03/31/2016	DD1360	Alan J Gardner	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1361	Dan Hodem	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1362	David Valerga	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1363	Dianna L Mann	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1364	Eric W Luna	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1365	Francisco J Castro	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1366	Francisco Trujillo	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1367	Jason Mitchell	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1368	Jeremy J Backus	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1369	Magen E Estep	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1370	Pamela J Parker	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1371	Rachel A Schainblatt	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1372	Steve R Bonge	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1373	Dan Hodem	-split-	Direct Deposit		X		181,000.11
03/31/2016	DD1374	Francisco Trujillo	-split-	Direct Deposit		X		181,000.11

**Clearlake Oaks County Water District**  
**Payroll Summary**  
**March 2016**

210

	<u>Hours</u>	<u>Rate</u>	<u>Mar 16</u>
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-8	45.00	-360.00
CTO Used	6.75	30.00	202.50
Holiday	82	23.12	1,728.00
Holiday Worked (x2.5)	6	57.50	345.00
Overtime (x1.5)	149.75	22.50	4,684.38
PTO	180.43	27.04	4,415.35
Straight	2,940.5	15.00	64,180.78
Board			400.00
Duty Pay			4,235.00
<b>Total Gross Pay</b>	<b>3,357.43</b>		<b>79,831.01</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-1,734.28
AFLAC (pre-tax)			-658.83
AFLAC (taxable) AFTER TAX			-182.04
CALPers EE (Pretax)			-2,581.35
<b>Total Deductions from Gross Pay</b>			<b>-5,156.50</b>
<b>Adjusted Gross Pay</b>	<b>3,357.43</b>		<b>74,674.51</b>
<b>Taxes Withheld</b>			
Federal Withholding			-7,484.00
Medicare Employee			-1,122.84
Social Security Employee			-4,801.13
CA - Withholding			-2,032.68
CA - Disability			-696.92
Medicare Employee Addl Tax			0.00
<b>Total Taxes Withheld</b>			<b>-16,137.57</b>
<b>Deductions from Net Pay</b>			
Miscellaneous Deduction			-150.00
Wage Garnishment			0.00
<b>Total Deductions from Net Pay</b>			<b>-150.00</b>
<b>Net Pay</b>	<b>3,357.43</b>		<b>58,386.94</b>
<b>Employer Taxes and Contributions</b>			
Federal Unemployment			0.00
Medicare Company			1,122.84
Social Security Company			4,801.13
CA - Unemployment			0.00
Workers Compensation			0.00
<b>Total Employer Taxes and Contributions</b>			<b>5,923.97</b>

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Clearlake Oaks County Water District

Trial Balance

As of March 31, 2016

*2id*

		Mar 31, 16	
		Debit	Credit
102.04 · DWR - CHECKING		400.00	
101 · LAIF - CASH IN BANK		290,491.03	
101 · LAIF - CASH IN BANK:CIP Deposits 2014		189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING		181,000.11	
102.02 · WAB SAVINGS - CRP WATER		135,658.70	
102.03 · WAB SAVINGS - CRP SEWER		136,156.58	
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		1,791,348.30	
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		22,682.50	
124 · D/C System:124.30 · Lift Stations:124.31 · Lift Station 7 Byp...		67,318.07	
124 · D/C System:124.50 · Mains		5,526.58	
125 · Land		277,470.00	
129 · ALLOW. FOR DEPRECIATION			7,747,170.00
200 · ACCOUNTS PAYABLE			70,269.03
210 · Cal Card:210.05 · Cal Card - Dan - 4075		0.12	
210 · Cal Card:210.04 · Cal Card - Alan - 4000			1,196.11
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			20,000.00
280 · Loan:280.01 · Kansas State Bk - VACON			73,211.99
280 · Loan:280.03 · Kansas State Bk - Camera Traile			20,832.53
220 · Restricted - Expansion Fee's		0.00	
221 · Health Ins - EE Portion		7,487.84	
222 · Direct Deposit Liabilities		2,051.10	
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 DEB...		0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SH...		0.00	
223.20 · STATE UNEMPLOYMENT TAX PAYABLE		0.00	
223.25 · Vacation Dump Account		0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time		0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation		0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation		0.00	
223.30 · Sick Dump Account		0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick		0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick		0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick		0.00	
223.40 · ACCRUED PAYROLL			2,051.10
223.45 · FICA & SOCIAL SEC PAYABLE		340.68	

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Clearlake Oaks County Water District

Trial Balance

As of March 31, 2016

*J.d.1*

	Mar 31, 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		250.78
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		500.00
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	1.46	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		328,889.15
306 · Retained Earnings - OLD		708,745.59
Income:410 · Client Reg Pmt		1,431,792.41
Income:420 · Connection Fees		1,815.00
Income:425 · CRP		313,090.02
Income:430 · Penalty & Interest		29,806.98
Income:435 · Loans/Grants:435-2 · Water Distribution Study		86,127.20
Income:435 · Loans/Grants:435-1 · Inflow and Infiltration Study		240,607.00
Income:440 · Misc Revenue		25,279.97
Income:450 · Other - Non S/W Rev		139,481.50
Salaries & EE Benefits:505 · Salaries & Wages	553,325.47	
Salaries & EE Benefits:510 · Contract Labor	10,250.00	
Salaries & EE Benefits:520 · FICA - District Share	40,918.86	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	101,640.23	
Salaries & EE Benefits:540 · PERS - District Share	44,165.04	
Salaries & EE Benefits:550 · Unemployment	8,419.96	
Salaries & EE Benefits:560 · Workers Comp Ins	24,933.00	
Services & Supplies:605 · Advertising	7,910.35	
Services & Supplies:610 · Bank Fees	6,492.60	
Services & Supplies:620 · Communications & Internet	7,587.49	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	1,177.13	
Services & Supplies:630 · Equip - Office	303.67	
Services & Supplies:640 · Fuel & Oil	12,299.64	
Services & Supplies:645 · Insurance	69,185.00	
Services & Supplies:650 · Interest	2,861.55	
Services & Supplies:657 · Lab	19,525.37	
Services & Supplies:660 · Memberships & Subscription	32,601.93	
Services & Supplies:665 · Mileage Reimb	1,891.79	
Services & Supplies:670 · Postage & Shipping	7,004.57	
Services & Supplies:675 · Professional Services	48,088.14	
Services & Supplies:675 · Professional Services:675-6 · Inflow & ...	1,034.67	
Services & Supplies:675 · Professional Services:675-5 · USDA C...	760.00	
Services & Supplies:675 · Professional Services:675-5 · USDA C...	2,160.00	
Services & Supplies:675 · Professional Services:675-4 · MC USD...	23,365.69	
Services & Supplies:675 · Professional Services:675-3 · MC WW...	6,875.00	
Services & Supplies:675 · Professional Services:675-2 · MC Wate...	105,683.22	
Services & Supplies:675 · Professional Services:675-1 · MC Info...	223,474.97	
Services & Supplies:685 · Rents	4,293.10	
Services & Supplies:690 · Safety & Security	9,735.21	
Services & Supplies:700 · Tools & Instruments	9,913.55	
Services & Supplies:703 · Supplies - Clothing & Personal	4,127.96	
Services & Supplies:705 · Supplies - Office	5,910.65	
Services & Supplies:715 · Supplies-Chemicals-Operating	137,204.97	
Services & Supplies:720 · Supplies - Inventory - Other	4,065.12	
Services & Supplies:730 · Taxes - Licenses	2,689.57	
Services & Supplies:735 · Training	3,441.39	
Services & Supplies:745 · Travel	86.69	
Services & Supplies:750 · Utilities	133,219.71	
Services & Supplies:760 · Waste Disposal	26,030.52	
Services & Supplies:795 · Yolo Co	28,907.79	
Services & Supplies:799 · Misc	38,591.22	

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Clearlake Oaks County Water District  
**Trial Balance**  
As of March 31, 2016

*2.d.2*

	Mar 31, 16	
	Debit	Credit
Repairs & Replacement:850 · CRP:850.1 · Water	876.00	
Repairs & Replacement:810 · R&R Buildings & Grounds	56,875.15	
Repairs & Replacement:815 · R&R Damage Claim		6,252.69
Repairs & Replacement:820 · R&R Electronics	6,205.88	
Repairs & Replacement:830 · R&R Equipment	14,676.76	
Repairs & Replacement:832 · R&R D/C	46,647.71	
Repairs & Replacement:840 · R&R Vehicles	26,599.54	
7190 · SAFETY - SEWER OP		11.51
66000 · Payroll Expenses	269.00	
<b>TOTAL</b>	<b>17,306,198.17</b>	<b>17,306,198.17</b>

3:01 PM

04/12/16

**Clearlake Oaks County Water District**  
**A/P Aging Summary**  
**As of April 12, 2016**

*d.e*

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
County of Lake - County Counsel	200.00	0.00	0.00	0.00	0.00	200.00
County of Lake - Special Districts	1,275.25	0.00	0.00	0.00	0.00	1,275.25
Department of Transportation	0.00	35,800.00	0.00	0.00	0.00	35,800.00
Hayden Solar, LLC	2,125.17	0.00	0.00	0.00	0.00	2,125.17
Kansas State Bank - Vacon - Monthly	0.00	6,519.87	0.00	0.00	0.00	6,519.87
Mendo Mill	64.04	0.00	0.00	0.00	0.00	64.04
Pace	0.00	0.00	-856.47	0.00	0.00	-856.47
RAIN FOR RENT	756.00	0.00	0.00	0.00	0.00	756.00
State Water Resources Control Board	70.00	0.00	0.00	0.00	0.00	70.00
USA BlueBook	912.20	0.00	0.00	0.00	0.00	912.20
<b>TOTAL</b>	<b><u>5,402.66</u></b>	<b><u>42,319.87</u></b>	<b><u>-856.47</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>46,866.06</u></b>

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

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

**March 17, 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.

**Call to Order – 4:00 p.m.**

**Pledge of Allegiance**

**Roll Call: Directors present: Medeiros/Hosier/Heeszel/Barron/Kuehn  
Staff present: Gardner/Mitchell/Parker/Mann**

**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. February 2015 QB balance sheet and profit & loss statements
- b. Bank account balances, accounts receivable, and check register
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report

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

- a. Minutes of Regular Meeting 02-18-16
- b. Minutes of Special Meeting 03-03-16

#### 4. Bills

- a. MC Engineering Invoice No. 1336, dated 02/29/2016, in the amount of \$19,556.02, for the Water Distribution Study (Water Master Plan)
- b. Coastal Mountain Electric Invoice No. 6700, dated 3/2/16, in the amount of \$12,124.00 for emergency repairs to Lift Station 2

**Action Taken: (11:59) Motion to accept Consent Items  
HOSIER/KUEHN M/S/C  
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN  
NOES: NONE  
ABSTAIN: BARRON/KUEHN TO ITEM 4.b ONLY**

#### 5. Agenda (Old Business)

- a. (12:00) Discussion and consideration of CSA 16 annexation progress

**Action Taken: No Action**

- b. Discussion and review of Harvey Blvd. tank site

**Action Taken: (22:18) It was recommended by MC Engineering to use the lower site**

- c. (22:23) Discussion and consideration of the revised Contract for Consulting Services between District and MC Engineering for the Wastewater Treatment Plant Recycling Study with SWRCB

**Action Taken: (22:58) Motion to approve contract with MC Engineering for the Wastewater Treatment Plant Recycling Study**

**HOSIER/KUEHN M/S/C  
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN  
NOES: NONE**

- d. (23:15) Discussion and consideration of water plant generator

**Action Taken: (30:59) Board directed GM to look at all options and bring back to Board**

- e. (33:11) Discussion and update of the \$35,000 contract with CalTrans regarding the manholes on Hwy. 20

**Action Taken: No Action**

- f. (36:29) Discussion and consideration of leaving the expense of the Insta-valve in CRP

**Action Taken: Consensus of the Board to leave in CRP**

#### 6. Agenda (New Business)

- a. (41:17) Discussion and consideration of Consumer Claim for 13820 Peach Circle

**Action Taken: Motion to waive fee due to clerical error  
KUEHN/HOSIER M/S/C  
AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN  
NOES: NONE**

- b. (46:25) Discussion and consideration of Consumer Claim for 11055 E. Highway 20

**Action Taken: Carried Forward**

- c. Discussion and consideration of appointing an easement committee

**Action Taken: (53:06) Board directed GM to reach out to First American Title for assistance**

- d. (53:36) Discussion and consideration of appointing a Director to JPIA Board of Directors along with an alternate per JPIA Agreement

**Action Taken: Director Barron nominated Director Kuehn, Director Hosier seconded nomination, and General Manager will be alternate**

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

- e. (55:36) Discussion and consideration of releasing 5' sewer easement along Wayne Chatoff's property conditioned on proof of dedicated water line across three properties. No impact on CLOCWD

**Action Taken: No Action**

- f. (1:04:09) Discussion and consideration of approving an attorney for representing the District

**Action Taken: (1:14:229) Motion to hire Lagerlof Senecal Gosney & Kruse, LLP for eminent domain on Keys Blvd, then Board will re-evaluate**

**KUEHN/BARRON M/S/C**

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

- g. (1:15:01) Discussion and consideration of Resolution 16-06, approving the I & I Study and an addendum to the existing mitigated Negative Declaration that was prepared for the I & I Rehabilitation Project

**Action Taken: (1:19) Motion to approve for procedural purposes only**

**KUEHN/BARRON M/S/C**

**AYES: MEDEIROS/HOSIER/HEESZEL/BARRON/KUEHN**

**NOES: NONE**

**Closed Session**

**Time: 5:21 p.m.**

- a. Discussion and consideration of eminent domain

**Action Taken: No Action**

**Open Session**

**Time: 5:27 p.m.**

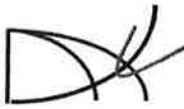
**Directors and Committee's Reports and Comments:**

**Adjournment**

**Time: 5:27 p.m.**

**SIGNED: \_\_\_\_\_**  
**Margaret Medeiros, Board President**

**ATTESTED TO: \_\_\_\_\_**  
**Karl Hosier, Vice President**



**MC Engineering, Inc.**

6917 Ohana Place  
Orangevale, CA 95662

4/a

**Invoice**

Date	Invoice #
03/31/2016	1353

**Bill To**

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

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	04/30/2016		Water Master Plan
Description	Qty	Rate	Amount	
Data Analyst, Jacobus Prins, PE	22.5	150.00	3,375.00	
Operations Management Engineer, John Pedri, PE	39.5	140.00	5,530.00	
Project Manager, Mark Carey, PE	41	145.00	5,945.00	
Project Engineer 2, Richard Relyea	34	95.00	3,230.00	
Engineering Tech, Jose Diaz-Mendez	1.5	55.00	82.50	
Assistant Engineer, Jared P. Nelson	4	95.00	380.00	
3/3/16 John Pedri Travel Mileage Reimbursement	210	0.54	113.40	
3/17/16 John Pedri Travel Mileage Reimbursement	210	0.54	113.40	
3/28/16 Mark Carey Travel Mileage Reimbursement	234	0.54	126.36	
Subcontractor Services- RTS (Meter, Install/Test)		18,555.73	18,555.73	
Subcontractor Services- GEO Legal (Harvey/Tanks)		6,130.25	6,130.25	
Subcontractor Services- GEO Legal (Misc)		2,712.00	2,712.00	
Subcontractor Services- El Dorado Eng (VFD and Generator Evaluation at WTP)		5,085.00	5,085.00	
Orangevale Copy		474.79	474.79	
Golden State Flow Measurement (1.5" and 2" Omni Meters)		1,965.45	1,965.45	
<b>Total</b>			<b>\$53,818.88</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$53,818.88</b>	

675-2 (W)

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

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5.a

Clearlake Oaks County Water District  
P.O. Box 709 /12952 E. Hwy 20  
Clearlake, Ca 95423  
Phone: (707) 998-3322 Fax: (707) 998-1245

Consumer Claim For Resolution Form

**Claimant Instructions:** Clearly state your claim/grievance(s) for resolution with accompanied supporting documentation attach hereto. All claims/grievance(s) shall be submitted to the Clearlake Oaks County Water District-General Manager. Action taken by the District in an effort to resolve and execute settlement of any and all claim/grievance(s) will be made within the boundaries of Clearlake Oaks County Water District Ordinances, Rules, Regulation, Policies, Procedures, and all applicable State and Federal Law applied. If Clearlake Oaks County Water District and the "claimant" cannot secure settlement and/or resolution of a matter, an application for a "Special Meeting" shall be submitted by the "Claimant" into the Clearlake Oaks County Water District General Manager. The matter shall be placed on calendar and heard before the Clearlake Oaks County Water District Board of Directors. (Article 1.4-Appeals/Ordinance 31)

Name of Claimant(s): VICKI CARR

Claimants(s) Address: 11055 EAST HIGHWAY 20  
CLEARLAKE OAKS, CA 95423

Do you want all notices to be sent to the above listed address?  Yes  No

If no, state the address where you would like notices to be sent:  
\_\_\_\_\_  
\_\_\_\_\_

Date and time of the incident: PLEASE SEE ATTACHED

Where the incident(s) occurred: \_\_\_\_\_

Description of the incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of injury, damage and/or loss: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of the public employee(s) who caused the injury, damage and/or loss:  
\_\_\_\_\_

RECEIVED  
FEB 16 2016

BY: .....

50



5a.2

On the morning of January 2, 2016, I awoke to find I had no water. Knowing that several times in the last few years the water has been turned off by the water company for maintenance, my first reaction was to call your office and inquire whether they knew of an issue or if anyone else had reported no water. I reached the answering service. I stated the reason for my call. I was asked if my account was paid up to date. I responded that it was. She stated that she would look into it and that I would receive a call back. At no point did I request service to my property, nor was I told that there would be a charge for that service. After an hour with no further information, I called again and the answering service connected me to a water company employee. I then discovered that he had been to the gate of my property and determined that the water was running up to my property line.

When I received my most recent bill there was a \$150 charge with the description "Misc. Charges." I called your office to inquire as to the reason for this charge and was told that it was due to a service call on January 7th; my call to the answering service was on January 2nd and I am not aware of any activity on January 7th.

I believe I was charged \$150 in error for the following reasons: 1) I never requested an employee dispatch; 2) I was never told that I would be charged \$150 for the aforementioned service; 3) the service date in your records does not match any activity on my property.

In good faith I have paid your bill in full and I am respectfully requesting a reversal of the \$150.

Thank you in advance for your attention to this matter.

Regards,

*Vicki Carr*

**CLEARLAKE OAKS COUNTY WATER DISTRICT**  
P.O. BOX 709 / 12952 E. HIGHWAY 20  
CLEARLAKE OAKS, CA 95423, (707) 998-3322

Presorted  
First-Class Mail  
U.S. Postage Paid  
Clearlake Oaks, CA  
Permit No. 9

SERVICE LOCATION		
11055 E HWY 20		
SERVICE FROM	SERVICE TO	USAGE IN GAL
12/14/2015	01/12/2016	2020
Previous Reading	Current Reading	Usage (Cu. Ft. x 100)
34768	35038	2.70
SERVICES		AMOUNT
PREV BALANCE		42.32
PAYMENTS RECD		-42.32
WATER		31.97
SEWER		0.00
CRP		9.41
MISC CHARGES		AMOUNT
Cust. Acct. No.	Service Acct. No.	AMOUNT
3992	03335	191.38



**ALL CHARGES ARE DUE AND PAYABLE UPON RECEIPT. PREVIOUS BALANCES ARE DELINQUENT.**

Billing Date	DELINQUENT ON	AMOUNT PAID
01/25/2016	02/15/2016	
Cust. Acct. No.	Service Acct. No.	AMOUNT DUE
3992	03335	191.38

**CLEARLAKE OAKS COUNTY WATER DISTRICT**  
P.O. BOX 709 / 12952 E. HIGHWAY 20  
CLEARLAKE OAKS, CA 95423, (707) 998-3322  
[www.clocwd.org](http://www.clocwd.org)

**PLEASE RETURN THIS STUB WITH YOUR PAYMENT.**

TO:

VICKI & JOHN CARR  
11055 E HWY 20  
CLEARLAKE OAKS, CA 95423-8341

Offices will be closed 2/15/16 for President's Day

52

**Clearlake Oaks Co Water District**  
**PROJECTED BUDGET 2016-2017**

*b.a*

0

Target % > **0%**

Thru End of July 2016 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,067,122	-	-	0%	969,433	-	-	0%
<b>Total Operating Expenses</b>	904,498	-	-	0%	951,513	-	-	0%
<b>Operating Balance (loss)</b>	<b>162,624</b>	-	-		<b>17,920</b>	-	-	
420 Connection Rev								
435 Loan/Grant Rev		-				-		
450 Other - Non S/W Rev	96,000	-		0%	85,000	-		0%
Depreciation Exp	194,168	-		0%	135,786	-		0%
<b>Net Change In Net Position (loss)</b>	<b>64,456</b>	-	-		<b>(32,866)</b>	-	-	

**Report Revenue Notes:**


WestAmer Op	\$	-
WestAmer CR/I		-
LAIF		-
<b>Total</b>	<b>\$</b>	<b>-</b>
Previous month		-
Beginning fiscal year		-

Thru End of July 2016 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,037,122	-	-	0%	955,933	-	-	0%
430 Penalty & Interest	30,000	-	-	0%	13,500	-	-	0%
440 Misc	0	-	-	0%	0	-	-	0%
<b>Total Revenue &gt;</b>	<b>1,067,122</b>	-	-	<b>0%</b>	<b>969,433</b>	-	-	<b>0%</b>

Thru End of July 2016 Operating Expenses	Budget				Actual YTD	% Spent
	Annual	YTD	Amount	%		
505 Salaries & Wages	337,855	-		0%	368,057	0%
510 Contracted Labor	-	-		0%	28,000	0%
520 FICA - District Share	27,605	-		0%	29,387	0%
530 Medical Ins - District Share	69,606	-		0%	98,274	0%
540 PERS - District Share	33,543	-		0%	27,088	0%
550 Unemployment	6,000	-		0%	6,000	0%
560 Workers Comp Ins	14,003	-		0%	12,283	0%
<b>Salaries and Employee Benefits &gt;</b>	<b>488,613</b>	-		<b>0%</b>	<b>569,088</b>	<b>0%</b>
605 Advertising	125	-		0%	125	0%
610 Bank Fees	2,810	-		0%	2,800	0%
620 Communications & Internet	5,650	-		0%	4,650	0%
622 Board Exp	250	-		0%	250	0%

6.a.1

625 Equip - Field (\$300-\$4999)	1,250	-	0%	3,250	-	-	0%
630 Equip - Office	850	-	0%	1,350	-	-	0%
640 Fuel & Oil	14,000	-	0%	2,250	-	-	0%
645 Insurance	38,500	-	0%	38,500	-	-	0%
650 Interest	1,175	-	0%	1,925	-	-	0%
657 Lab	16,000	-	0%	21,000	-	-	0%
660 Memberships & Subscriptions	28,450	-	0%	5,450	-	-	0%
665 Mileage Reimb	1,625	-	0%	1,625	-	-	0%
670 Postage & Shipping	4,825	-	0%	4,775	-	-	0%
675 Professional Services	35,000	-	0%	23,000	-	-	0%
685 Rents	5,950	-	0%	3,950	-	-	0%
690 Safety & Security	3,075	-	0%	9,075	-	-	0%
700 Tools & Instruments	3,875	-	0%	4,875	-	-	0%
703 Supplies - Clothing & Personal	1,575	-	0%	2,075	-	-	0%
705 Supplies - Office	3,225	-	0%	3,825	-	-	0%
715 Treatment Chemicals	47,000	-	0%	65,000	-	-	0%
720 Supplies - Operating - Other	11,525	-	0%	11,525	-	-	0%
730 Taxes - Licenses	1,750	-	0%	2,550	-	-	0%
735 Training	4,625	-	0%	4,625	-	-	0%
745 Travel	3,000	-	0%	2,500	-	-	0%
750 Utilities	112,600	-	0%	72,600	-	-	0%
760 Waste Disposal	550	-	0%	60,250	-	-	0%
795 Yolo Co	42,000	-	0%				
799 Misc	5,375	-	0%	5,375	-	-	0%
<b>Services and Supplies &gt;</b>	<b>396,635</b>	<b>-</b>	<b>0%</b>	<b>359,175</b>	<b>-</b>	<b>-</b>	<b>0%</b>
810 R&R Buildings & Grounds	7,000	-	0%	7,000	-	-	0%
815 R & R Damage Claims	5,000	-	0%	5,000	-	-	0%
820 R&R Lift Stations	-	-	0%	-	-	-	0%
830 R&R Equipment	2,000	-	0%	6,000	-	-	0%
832 R&R Mains/Service Lines	-	-	0%	-	-	-	0%
840 R&R Vehicles (\$2k/vehicle)	5,250	-	0%	5,250	-	-	0%
<b>Repairs &amp; Replacement &gt;</b>	<b>19,250</b>	<b>-</b>	<b>0%</b>	<b>23,250</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total Expenses &gt;</b>	<b>904,498</b>	<b>-</b>	<b>0%</b>	<b>951,513</b>	<b>-</b>	<b>-</b>	<b>0%</b>

Report Expense Notes:

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0 Administration - Budget Variance Report Jul 2016		2016 - 2017 Budget		Target % >	0.0%	6.9.2
Thru End of July 2016		Annual	YTD	Actual YTD	% Spent	Total Remaining
Expenses						
505	Salaries & Wages	365,294	-		0.0%	365,294
510	Contracted Labor	-	-			-
520	FICA - District Share	28,421	-		0.0%	28,421
530	Medical Ins - District Share	82,487	-		0.0%	82,487
540	PERS - District Share	32,071	-		0.0%	32,071
550	Unemployment	12,000	-		0.0%	12,000
560	Workers Comp Ins	7,861	-		0.0%	7,861
Salaries and Employee Benefits >		528,134	-	-	0.0%	528,134
605	Advertising	250	-		0.0%	250
610	Bank Fees	5,600	-		0.0%	5,600
620	Communications & Internet	3,300	-		0.0%	3,300
622	Board Exp	500	-		0.0%	500
625	Equip - Field (\$300-\$4999)	0	-		0.0%	0
630	Equip - Office	700	-		0.0%	700
640	Fuel & Oil	0	-		0.0%	0
645	Insurance	0	-		0.0%	0
650	Interest	0	-		0.0%	0
657	Outsource Lab / Internal Lab	0	-		0.0%	0
660	Memberships & Subscriptions	900	-		0.0%	900
665	Mileage Reimb	2,000	-		0.0%	2,000
670	Postage & Shipping	9,400	-		0.0%	9,400
675	Professional Services (Legal, IT, etc)	20,000	-		0.0%	20,000
685	Rents	7,400	-		0.0%	7,400
690	Safety & Security (boots)	2,000	-		0.0%	2,000
700	Tools & Instruments	0	-		0.0%	0
703	Supplies - Clothing & Personal	400	-		0.0%	400
705	Supplies - Office	5,000	-		0.0%	5,000
715	Treatment Chemicals	-	-		0.0%	-
720	Supplies - Operating - Other	50	-		0.0%	50
730	Taxes - Licenses	0	-		0.0%	0
735	Training (Classes, books)	2,500	-		0.0%	2,500
745	Travel / Lodging	2,500	-		0.0%	2,500
750	Utilities	5,200	-		0.0%	5,200
760	Waste Disposal	500	-		0.0%	500
795	Yolo Co	0	-		0.0%	0
799	Misc	500	-		0.0%	500
Services and Supplies >		68,700	-	-	0.0%	68,700
810	R&R Buildings & Grounds	4,000	-		0.0%	4,000
815	R & R Damage Claims	0	-		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	2,000	-		0.0%	2,000
832	R&R Mains/Service Lines	0	-		0.0%	0
840	R&R Vehicles (\$2k/vehicle)	2,500	-		0.0%	2,500
Repairs & Replacement >		8,500	-	-	0.0%	8,500
Total Expenses >		605,334	-	-	0.0%	605,334

6.4.3

0

D\C - Budget Variance Report Jul 2016

Target % > 0.0%

Thru End of July 2016		2016 - 2017 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	63,954	-			0.0%	63,954
510 Contracted Labor	-	-				-
520 FICA - District Share	5,221	-			0.0%	5,221
530 Medical Ins - District Share	20,000	-			0.0%	20,000
540 PERS - District Share	3,159	-			0.0%	3,159
550 Unemployment	0	-			0.0%	0
560 Workers Comp Ins	3,339	-			0.0%	3,339
<b>Salaries and Employee Benefits &gt;</b>	<b>95,671</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>95,671</b>	
605 Advertising	-	-			0.0%	-
610 Bank Fees	-	-			0.0%	-
620 Communications & Internet	-	-			0.0%	-
622 Board Exp	-	-			0.0%	-
625 Equip - Field (\$300-\$4999)	2,500	-			0.0%	2,500
630 Equip - Office	-	-			0.0%	-
640 Fuel & Oil	4,000	-			0.0%	4,000
645 Insurance	-	-			0.0%	-
650 Interest	1,750	-			0.0%	1,750
657 Outsource Lab / Internal Lab	-	-			0.0%	-
660 Memberships & Subscriptions	-	-			0.0%	-
665 Mileage Reimb	250	-			0.0%	250
670 Postage & Shipping	50	-			0.0%	50
675 Professional Services (SCADA)	-	-			0.0%	-
685 Rents	500	-			0.0%	500
690 Safety & Security (boots)	2,150	-			0.0%	2,150
700 Tools & Instruments	3,750	-			0.0%	3,750
703 Supplies - Clothing & Personal	750	-			0.0%	750
705 Supplies - Office	250	-			0.0%	250
715 Treatment Chemicals	-	-			0.0%	-
720 Supplies - Operating - Other	13,000	-			0.0%	13,000
730 Taxes - Licenses	500	-			0.0%	500
735 Training (classes, books)	750	-			0.0%	750
745 Travel / Lodging	500	-			0.0%	500
750 Utilities	-	-			0.0%	-
760 Waste Disposal	-	-			0.0%	-
795 Yolo Co	-	-			0.0%	-
799 Misc	250	-			0.0%	250
<b>Services and Supplies &gt;</b>	<b>30,950</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>30,950</b>	
810 R&R Buildings & Grounds	-	-			0.0%	-
815 R & R Damage Claims	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)	-	-			0.0%	-
<b>Repairs &amp; Replacement &gt;</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0</b>	
<b>Total Expenses &gt;</b>	<b>126,621</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>126,621</b>	

56

6.0.4

0

Sewer - Budget Variance Report Jul 2016

Target % > 0.0%

Thru End of July 2016		2016 - 2017 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	153,433	-		0.0%	153,433
510	Contracted Labor	28,000	-			28,000
520	FICA - District Share	12,567	-		0.0%	12,567
530	Medical Ins - District Share	47,030	-		0.0%	47,030
540	PERS - District Share	9,472	-		0.0%	9,472
550	Unemployment	0	-		0.0%	0
560	Workers Comp Ins	6,683	-		0.0%	6,683
Salaries and Employee Benefits >		257,186	-	-	0.0%	257,186
605	Advertising	0	-		0.0%	0
610	Bank Fees	0	-		0.0%	0
620	Communications & Internet	3,000	-		0.0%	3,000
622	Board Exp	0	-		0.0%	0
625	Equip - Field (\$300-\$4999)	2,000	-		0.0%	2,000
630	Equip - Office	1,000	-		0.0%	1,000
640	Fuel & Oil (Schaeffers)	250	-		0.0%	250
645	Insurance	38,500	-		0.0%	38,500
650	Interest	1,050	-		0.0%	1,050
657	Outsource Lab / Internal Lab	21,000	-		0.0%	21,000
660	Memberships & Subscriptions	5,000	-		0.0%	5,000
665	Mileage Reimb	500	-		0.0%	500
670	Postage & Shipping	50	-		0.0%	50
675	Professional Services (SCADA)	13,000	-		0.0%	13,000
685	Rents	-	-		0.0%	-
690	Safety & Security (boots)	7,000	-		0.0%	7,000
700	Tools & Instruments	3,000	-		0.0%	3,000
703	Supplies - Clothing & Personal	1,500	-		0.0%	1,500
705	Supplies - Office	1,200	-		0.0%	1,200
715	Treatment Chemicals	65,000	-		0.0%	65,000
720	Supplies- Operatiang - Other	5,000	-		0.0%	5,000
730	Taxes - Licenses	2,300	-		0.0%	2,300
735	Training (classes, books)	3,000	-		0.0%	3,000
745	Travel / Lodging	1,000	-		0.0%	1,000
750	Utilities	70,000	-		0.0%	70,000
760	Waste Disposal	60,000	-		0.0%	60,000
795	Yolo Co	0	-		0.0%	0
799	Misc	5,000	-		0.0%	5,000
Services and Supplies >		309,350	-	-	0.0%	309,350
810	R&R Buildings & Grounds	5,000	-		0.0%	5,000
815	R & R Damage Claims	5,000	-		0.0%	5,000
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	5,000	-		0.0%	5,000
832	R&R Mains/Service Lines	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	-		0.0%	4,000
Repairs & Replacement >		19,000	-	-	0.0%	19,000
Total Expenses >		585,536	-	-	0.0%	585,536

57

0

## Water - Budget Variance Report July 2016

Target % &gt; 0.0%

6.2.5

Thru End of July 2016		2016 - 2017 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	123,231	-		0.0%	123,231	
510 Contracted Labor	-	-			-	
520 FICA - District Share	10,785	-		0.0%	10,785	
530 Medical Ins - District Share	18,362	-		0.0%	18,362	
540 PERS - District Share	15,928	-		0.0%	15,928	
550 Unemployment	0	-		0.0%	0	
560 Workers Comp Ins	8,404	-		0.0%	8,404	
Salaries and Employee Benefits >	176,710	-	-	0.0%	176,710	
605 Advertising	0	-		0.0%	0	
610 Bank Fees	0	-		0.0%	0	
620 Communications & Internet	4,000	-		0.0%	4,000	
622 Board Exp	0	-		0.0%	0	
625 Equip - Field (\$300-\$4999)	0	-		0.0%	0	
630 Equip - Office	500	-		0.0%	500	
640 Fuel & Oil	12,000	-		0.0%	12,000	
645 Insurance	38,500	-		0.0%	38,500	
650 Interest	300	-		0.0%	300	
657 Outside Lab / Internal Lab	16,000	-		0.0%	16,000	
660 Memberships & Subscriptions	28,000	-		0.0%	28,000	
665 Mileage Reimb	500	-		0.0%	500	
670 Postage & Shipping	100	-		0.0%	100	
675 Professional Services (SCADA)	25,000	-		0.0%	25,000	
685 Rents	2,000	-		0.0%	2,000	
690 Safety & Security (boots)	1,000	-		0.0%	1,000	
700 Tools & Instruments	2,000	-		0.0%	2,000	
703 Supplies - Clothing & Personal	1,000	-		0.0%	1,000	
705 Supplies - Office	600	-		0.0%	600	
715 Treatment Chemicals	47,000	-		0.0%	47,000	
720 Supplies - Operating - Other	5,000	-		0.0%	5,000	
730 Taxes - Licenses	1,500	-		0.0%	1,500	
735 Training (classes, books)	3,000	-		0.0%	3,000	
745 Travel / Lodging	1,500	-		0.0%	1,500	
750 Utilities	110,000	-		0.0%	110,000	
760 Waste Disposal	300	-		0.0%	300	
795 Yolo Co	42,000	-		0.0%	42,000	
799 Misc	5,000	-		0.0%	5,000	
Services and Supplies >	346,800	-	-	0.0%	346,800	
810 R&R Buildings & Grounds	5,000	-		0.0%	5,000	
815 R & R Damage Claims	5,000	-		0.0%	5,000	
820 R&R Lift Stations	-	-			-	
830 R&R Equipment	1,000	-		0.0%	1,000	
832 R&R Mains/Service Lines	-	-		0.0%	-	
840 R&R Vehicles (\$2k/vehicle)	4,000	-		0.0%	4,000	
Repairs & Replacement >	15,000	-	-	0.0%	15,000	
Total Expenses >	538,510	-	-	0.0%	538,510	

6.a.6

Clearlake Oaks Co Water District  
Budget Variance Report July 2016

0

Target % > 0%

WATER - CRP

Thru End of July 2016 Summary	Budget Annual	YTD	Actual YTD Amount	%
<b>WATER CRP Revenue</b>	287,532	-	-	0%
<b>WATER CRP Expenses</b>	165,998	-	-	0%
(1/2 Vac Con) Debt Service Exp	26,079			
**Previous Year Balance	167,406			
<b>Operating Balance (loss)</b>	<b>262,861</b>	-	-	

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

SEWER -CRP

Summary	Budget Annual	YTD	Actual YTD Amount	%
<b>SEWER CRP Revenue</b>	297,440	-	-	0%
<b>SEWER CRP Expenses</b>	165,998	-	-	0%
(1/2 Vac all Camera) Debt Service Exp	47,961			
USDA Annual Payment	129,000			
SWRCB Payment for I & I Const	42,000			
Short term depreciation reserve	30,000			
Previous Year Balance	208,351			
<b>Operating Balance (loss)</b>		-	-	

Report Revenue Notes:

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69.7

0 Thru End of July 2016

D\C -CRP Budget Variance Report Jul 2016

Target % > 0.0%

Expenses		2016 - 2017 Budget		Actual	%	Total
		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	63,954	-		0.0%	63,954
520	FICA - District Share	5,221	-		0.0%	5,221
530	Medical Ins - District Share	20,000	-		0.0%	20,000
540	PERS - District Share	3,159	-		0.0%	3,159
550	Unemployment	-	-		0.0%	-
560	Workers Comp Ins	3,339	-		0.0%	3,339
<b>Salaries and Employee Benefits &gt;</b>		<b>95,671</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>95,671</b>
605	Advertising	0	-		0.0%	0
610	Bank Fees	0	-		0.0%	0
620	Communications & Internet	0	-		0.0%	0
622	Board Exp	0	-		0.0%	0
625	Equip - Field (\$300-\$4999)	2,500	-		0.0%	2,500
630	Equip - Office	-	-		0.0%	-
640	Fuel & Oil	4,000	-		0.0%	4,000
645	Insurance	-	-		0.0%	-
650	Interest	1,750	-		0.0%	1,750
657	Outsource Lab / Internal Lab	-	-		0.0%	-
660	Memberships & Subscriptions	-	-		0.0%	-
665	Mileage Reimb	250	-		0.0%	250
670	Postage & Shipping	50	-		0.0%	50
675	Professional Services (SCADA)	-	-		0.0%	-
685	Rents	500	-		0.0%	500
690	Safety & Security (boots)	2,150	-		0.0%	2,150
700	Tools & Instruments	3,750	-		0.0%	3,750
703	Supplies - Clothing & Personal	750	-		0.0%	750
705	Supplies - Office	250	-		0.0%	250
715	Treatment Chemicals	-	-		0.0%	-
720	Supplies - Operating - Other	13,000	-		0.0%	13,000
730	Taxes - Licenses	500	-		0.0%	500
735	Training (classes, books)	750	-		0.0%	750
745	Travel / Lodging	500	-		0.0%	500
750	Utilities	-	-		0.0%	-
760	Waste Disposal	-	-		#DIV/0!	-
795	Yolo Co	-	-		0.0%	-
799	Misc	250	-		0.0%	250
<b>Services and Supplies &gt;</b>		<b>30,950</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>30,950</b>
810	R&R Buildings & Grounds	50,000	-		0.0%	50,000
815	R & R Damage Claims	-	-		0.0%	-
820	R&R Lift Stations	20,000	-		0.0%	20,000
830	R&R Equipment	10,000	-		0.0%	10,000
832	R&R Mains/Service Lines	100,000	-		0.0%	100,000
840	R&R Vehicles (\$2k/vehicle)	25,000	-		0.0%	25,000
<b>Repairs &amp; Replacement &gt;</b>		<b>205,000</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>205,000</b>
<b>Total Expenses &gt;</b>		<b>331,621</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>331,621</b>

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**RULES AND REGULATIONS  
OF THE  
CLEARLAKE OAKS COUNTY WATER DISTRICT**

**ARTICLE I  
NAME AND POWERS**

1. **This governmental body shall** be known as the "**BOARD OF DIRECTORS**" of the **CLEARLAKE OAKS COUNTY WATER DISTRICT**, a County Water District formed pursuant to the provisions of the County Water District Code.

2. **All District powers shall** be those established by the County Water District Code, and shall be exercised by, under, and by virtue of the Board of Directors.

**ARTICLE II  
BOARD OF DIRECTORS**

**1. Membership.**

The Board of Directors shall consist of five Directors, elected as provided by law. Each Director shall be a resident of the District and shall be registered as a District voter at the time of their election and during their term of office.

**2. General Authority and Duties.**

The Board of Directors has general oversight responsibility for the management of the District's affairs. Except as otherwise specifically provided by law or by these Rules and Regulations, the Board collectively and individually shall have the following powers:

- attend regularly scheduled meetings;
- act with the highest ethical standards and good conduct, including compliance with all state and federal laws;
- participate in two tours of all facilities, one for water and one for wastewater;
- conduct business only as a Board;
- not act alone on any matter without a majority vote of the Board;
- not act alone to disrupt the work of, or request work from, or direct any member of the staff without a majority vote of the Board.
- observe basic sanitation and prepare for any meeting by being properly groomed and attired or be asked to leave the meeting by the President;
- prepare for any meeting by reviewing all relevant materials before the meeting;

- request the General Manager for any additional information directly related and necessary for consideration of any item on the agenda for the scheduled Board or Committee meeting;
- establish and set the District's mission, goals, rules and regulations, and guidelines for carrying out these directions;
- appoint the Board Secretary from the employees of the District;
- ensure compliance with all applicable federal, state and local laws and ordinances;
- set the rates charged for District water and wastewater, and impose rates and special assessments as may be necessary to cover planned, unplanned or unanticipated contingencies pursuant to the procedures and requirements of Article XIID of the California Constitution, and applicable statutory law;
- have the authority to levy fines to ratepayers who violate District rules as authorized by law;
- approve a budget consistent with District needs and resources by June 30<sup>th</sup>, the last day of the fiscal year;
- approve expenditures allocated to the Capital Replacement Project (CRP) accounts;
- all checks require two Directors signatures;
- ensure that all records, minutes and notices are created, maintained and made available according to federal and state laws;
- exercise rights and powers for, and on behalf of the District with diligence and care;
- ensure that the District's water and wastewater systems receives, records and spends funds in accordance with modern accounting, purchasing and record-keeping standards;
- assure that system revenue covers operations plus debt service plus reserves; and,
- hire, direct, evaluate, compensate, and terminate the General Manager.

**3. Conflict of Interest.**

- No Director or official of the District shall make, participate in making or in any way attempt to use his official position to influence a decision in which he knows or has reason to know he has a financial interest in accordance with the Government Code.
- Any contract, agreement or other financial arrangement made in violation of these provisions is void and unenforceable, and the party with whom the District contracts may not be entitled to any compensation, regardless of any work performed, service provided, or goods delivered.
- A financial interest of a director includes interests of the director's family and of any entity in which the director has an interest, as provided by law.
- Directors should take great care in avoiding even an appearance of impropriety, such that any potential conflict should be disclosed before a matter is brought before the Board for consideration.

6.b.2

#### 4. Meetings.

- **Regular meetings** of the Board of Directors shall be held at the District Administrative Office Building on the third Thursday of the month at 4PM. Notice shall be given 72 hours in advance to Board Members via email or text or voice, and the public by posting the agenda 72 hours in advance. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board 72 hours in advance including posting on the District website. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Special meetings** may be called at any time by the President or any two Directors. Whether the meetings are called by the President or by the Directors, notice shall be made 24 hours in advance to each Board Member via email or text or voice, and the public 24 hours in advance by posting the agenda. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board including posting on the District website 24 hours in advance. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Emergency meetings** may be called at any time by the President or any two Directors. Whether the meetings are called by the President or by the Directors, notice thereof shall be made 1 hour in advance to each Board Member via email or text or voice, and the public 1 hour in advance by posting the agenda. The agenda will be posted at the place of the meeting and any other public location as agreed to by the Board including posting on the District website 1 hour in advance. Prior to the Secretary posting the agenda any Director may add agenda items by submitting them in writing to the President or General Manager.
- **Committee meetings** may be called as required without public notice and cannot include more than two Directors. Committee Reports and Recommendations will be presented to the Board for final approval.
- **Meetings are to be Open to the Public.** All of the sessions of the Board of Directors, whether regular, special or emergency, shall be open to the public. All non-agenda items shall be limited to a maximum of 3 minutes per Speaker.
- **Closed Sessions** of the Board of Directors are permitted during a regular or special meeting to consider any matter permitted under the Ralph M. Brown Act.
- **Meetings shall be held and conducted** pursuant to the agenda and notice requirements of the Ralph M. Brown Act and Roberts Rules of Order.

#### 5. Quorum; Vote Necessary.

- Three Directors shall constitute a quorum of the Board for the transaction of business. If only three Directors are at a meeting then all three shall be necessary and sufficient to determine any proposition or resolution presented.

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- If more than three Directors are present then the vote of a majority of the Directors shall be necessary and sufficient to determine any proposition or resolution presented.

#### **6. Terms of Office.**

The term of office of each Director elected at a general District election is four years or until his or her successor qualifies and takes office. If a Director resigns, dies, or is otherwise ineligible to continue as a Member of the Board, the office of that Director shall be filled pursuant to the Government Code. No more than three Directors may stand for election at the same time in order to ensure terms are and remain staggered.

#### **7. Organization of the Board.**

At the December meeting of the Board in each calendar year, the Board shall organize and elect its officers. Interim reorganization may be undertaken by the Board as deemed necessary.

#### **8. Compensation.**

- Compensation shall be determined by Ordinance pursuant to the Water Code.

#### **9. Censure and Removal.**

- A Director may be recalled at a special or general election by resident voters as provided in the Uniform District Election Law.

#### **10. Hold harmless, Indemnify and Defend.**

- The District shall hold harmless, indemnify and defend any officer, Director or employee from a claim, complaint, cause of action or other proceedings arising out of, or relating to the lawful and official performance of such individuals duties as an officer, Director or employee of the Clearlake Oaks County Water District.
- As to any officer, Director or employee who is no longer associated or employed by the District at the time that such claim, complaint, cause of action, or other proceeding is brought, the District agrees to hold harmless, indemnify or defend such officer, Director or employee as to any such claim, complaint, cause of action or other proceedings arising out of or relating to a lawful and official act undertaken by such officer, Director or employee in the course of performance of his/her duties for the District.

#### **11. Insurance.**

The District shall procure and maintain insurance, including coverage under an Errors and Omissions Liability insurance policy covering acts performed in connection with duties, and such other insurance as is necessary to protect the officers, Directors and employees of the District.

**ARTICLE III  
ELECTIONS**

**1. General Election.**

The Directors shall be elected at the general election of the District, by resident voter election, and shall be held as provided in the Uniform District Election Law, and shall be consolidated with the Statewide general election in accordance with California Elections Code. The election shall be held in conformity with the provisions of the Uniform District Election Law, California Elections Code. No more than three Directors may stand for election at the same time in order to ensure terms are and remain staggered.

**2. Special Elections.**

The Board of Directors, by resolution, may call a special election on any proposition which the Board desires or is required to present to the voters of the District. Such special election shall be called in the manner and upon the notice prescribed by the County Water District Law and these Rules and Regulations and District Policies and Procedures.

**3. Time, Place and Manner of Conducting Elections.**

Notwithstanding any other provision of law, or the Rules and Regulations of the District, all elections within the District, including elections for Directors and elections that are required by law to authorize any special taxes or bonded indebtedness, shall be conducted as resident voter elections in accordance with this chapter. Nothing in this chapter shall be construed to require resident voter approval of bonds where voter approval is not required under the statutory or constitutional provisions in effect prior to January 1, 1994.

**4. Qualified Voters.**

Qualified voters within the District shall be residents of, and registered voters in the District.

**ARTICLE IV  
PRINCIPAL OFFICE**

**1. The principal office** of the District shall be located in the County of Lake, State of California, at a place designated from time to time by the Board of Directors by resolution entered in its minutes.

**2. The current principal office** of the District shall be located at Clearlake Oaks County Water District Administration Office at 12952 E. Hwy 20, Clearlake Oaks, CA 95423.

**ARTICLE V  
SEAL**

**The District shall have and maintain a seal, described as follows:**

IMPRINT SEAL BELOW

Two concentric circles, the outer circle being approximately one and one-half inches in diameter and the inner circle approximately one inch in diameter; with the words "CLEARLAKE OAKS COUNTY WATER" in the upper part of the space between the circles; with the word "CALIFORNIA" in the lower part of the inner circle; and with the words "Oct. 25, 1960" inside the inner circle above "CALIFORNIA". An impression of said seal appears in the margin hereof.

**ARTICLE VI  
OFFICERS, GENERAL MANAGER AND EMPLOYEES**

**1. Officers.**

In addition to the Directors, the officers of the District shall be: President, Vice President, and Secretary.

**2. President.**

The President shall be elected by the Board of Directors from among its members. The term of the President shall be for one year, or until the election and qualification of her/his successor. Nominations and election of the President shall be at the first regular meeting of the Board in December. The President is:

- responsible for leading the Board in its activities and for serving as the principal liaison between the Board and District management;
- primarily responsible, with the input of other Directors, for setting the agenda for regularly scheduled Board meetings consistent with these Rules and Regulations, and for determining whether and when special meetings should be held;
- responsible for presiding at and managing all meetings;
- responsible for coordinating Board representation for events and functions;
- expected to keep the Board apprised of his or her activities that have a material bearing on District affairs;
- to serve as the principal liaison between the Board and District management, and is expected to stay in regular contact with the Directors and officers of the Board, in accordance with the open meeting provisions of the Brown Act and to appraise the Board on important issues discussed with District management;

- not authorized to take unilateral action on any District matter or publicly represent the District on any issue without prior authorization of the Board in accordance with these Rules and Regulations;
- is expected to respect and reinforce the appropriate roles of the Board and District management, and to operate in a capacity as a member of the Board and not as a member of the District's management.
- shall sign all District contracts, except the General Manager may sign contracts up to the limit of delegated authority per project or purchase.

### **3. Vice President.**

The Vice President shall be elected by the Board of Directors from among its members, at the same time and for the same term as the President. In the absence of or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other duties and authority as may be assigned to him/her by the Board.

### **4. Secretary.**

The Board of Directors shall appoint a District employee to serve as the Secretary. Once designated the Secretary shall: administer the Oath of Office to the Directors; manage all agenda requirements; keep a record of all the proceedings at meetings of the Board; perform all required state and federal filings; maintain all documents pertaining to District affairs in an appropriate filing system and filed in the office of the District and shall be available for public inspection. The Secretary, in consultation with the General Manager, may be assigned other Secretarial duties to assist the Board in carrying out its role. The Board shall provide input to the General Manager for the Secretary's annual review.

### **5. Employees.**

The Board of Directors hires, directs, annually reviews in writing, compensates and terminates the General Manager. The General Manager is the sole District employee directly hired by the Board. The Board shall determine the spending and signing authority of the General Manager. The duty of the General Manager is to then manage the District consistent with the policies, procedures and guidance of the Board. The General Manager will provide a proposed budget working with a Board appointed Committee. The annual proposed budget will be presented to the Board for consideration and review by the April regular meeting, and present the revised budget by the June meeting for final approval. The District staff are hired, terminated, reviewed, compensated, and report to the General Manager. The General Manager will bring a new position that expands the number of employees beyond what was included in the authorized budget to the Board for approval. Board communication to employees is through the General Manager. Employee communication to the Board is through the General Manager, except that an employee may direct a written statement to the President if it concerns misconduct by the

General Manager. If the President is unavailable or the issue is with the President and General Manager, the employee may direct the written statement to the Vice President.

**ARTICLE VII  
FISCAL YEAR**

**The fiscal year** for the District shall begin on July 1st and end June 30th of the following year.

**ARTICLE VIII  
ANNUAL BUDGET**

**The Board shall adopt** by June 30 and publish an annual budget setting forth the estimated cost for all activities and programs of the District for the next fiscal year. The General Manager will include a page listing job positions and pay ranges as backup for the total employee budget allocation.

# ANNOTATIONS TO RULES AND REGULATIONS

All legal citations are to Division 12 of the California Water Section 30000 and following, which is specifically for County Water Districts

## ARTICLE I

Paragraph 1. Division 12 of the Water Code §§30000, et seq.

Paragraph 2. Division 12 of the Water Code §§30000, et seq.

## ARTICLE II

### Paragraph 2

31024. A district may establish rules and regulations for the sale, distribution, and use of water and may therein provide that water shall not be furnished to persons against whom there are delinquent water rates.

30530. The board shall establish rules for its proceedings.

Division 13 of the Water Code. This deals with California Water Districts, not County Water Districts. **Per Andy Turner, Esq.**, "they are a slightly different sort of animal. I wouldn't necessarily call either a "regular" water district. They are substantially similar, just created under different sets of statutes. There is no parallel provision in the County Water District Law," [for bylaws].

## ARTICLE XIII C California Constitution --Voter Approval for Local Tax Levies

[Sections 1 through 3 adopted November 5, 1996.]

Section 1. Definitions. As used in this article:

(a) "General tax" means any tax imposed for general governmental purposes.

(b) "Local government" means any county, city, city and county, including a charter city or county, any special district, or any other local or regional governmental entity.

(c) "Special district" means an agency of the State, formed pursuant to general or a special act, for the local performance of governmental or proprietary functions with limited geographic boundaries including, but not limited to, school districts and redevelopment agencies.

(d) "Special tax" means any tax imposed for specific purposes, including a tax imposed for specific purposes, which is placed into a general fund.

(e) As used in this article, "tax" means any levy, charge, or exaction of any kind imposed by a local government, except the following:

(1) A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.

(2) A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.

(3) A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

(4) A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.

(5) A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.

(6) A charge imposed as a condition of property development.

(7) Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

The local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity.

History.—The amendment of November 2, 2010 (Proposition 26), added subdivision (e).

Note.—Section 1 of Proposition 26, in effect November 3, 2010, provided the following Findings and Declarations of Purpose:

The people of the State of California find and declare that:

(a) Since the people overwhelmingly approved Proposition 13 in 1978, the Constitution of the State of California has required that

increases in state taxes be adopted by not less than two-thirds of the members elected to each house of the Legislature.

(b) Since the enactment of Proposition 218 in 1996, the Constitution of the State of California has required that increases in local taxes be approved by the voters.

(c) Despite these limitations, California taxes have continued to escalate. Rates for state personal income taxes, state and local sales and use taxes, and a myriad of state and local business taxes are at all-time highs. Californians are taxed at one of the highest levels of any state in the nation.

(d) Recently, the Legislature added another \$12 billion in new taxes to be paid by drivers, shoppers, and anyone who earns an income.

(e) This escalation in taxation does not account for the recent phenomenon whereby the Legislature and local governments have disguised new taxes as "fees" in order to extract even more revenue from California taxpayers without having to abide by these constitutional voting requirements. Fees couched as "regulatory" but which exceed the reasonable costs of actual regulation or are simply imposed to raise revenue for a new program and are not part of any licensing or permitting program are actually taxes and should be subject to the limitations applicable to the imposition of taxes.

(f) In order to ensure the effectiveness of these constitutional limitations, this measure also defines a "tax" for state and local purposes so that neither the Legislature nor local governments can circumvent these restrictions on increasing taxes by simply defining new or expanded taxes as "fees."

Construction.—Domestic water delivery through a pipeline is a property-related service within the meaning of Articles XIII D and XIII C, Section 3. Thus, once a property owner or resident has paid the connection charges and has become a customer of a public water agency, all charges for water delivery incurred thereafter are charges for a property-related service, whether the charge is calculated on the basis of consumption or is imposed as a fixed monthly fee. *Bighorn-Desert View Water Agency v. Verjil*, 39 Cal.4th 205. Under this article, a tax constitutes a general tax only when its revenue is placed into a general fund and is available for expenditure for any governmental purpose(s). A tax constitutes a special tax whenever the expenditure of its revenue is limited to specific purposes. *Howard Jarvis Taxpayers Association v. City of Roseville*, 106 Cal.App.4th 1178. All taxes imposed by any local government shall be deemed to be either general taxes or special taxes. The two types of taxes are distinguished by the purposes for which they were imposed, not the activity or rights on which they are imposed. Therefore, the specification of the purposes for the tax is important in determining

whether a tax is special or general. Neilson v. City of California City, 133 Cal.App.4th 1296.

General Tax.—A fee levied upon residential property owners engaged in the rental of their properties, and imposed for the primary purpose of recovering the cost of collecting and administering a general tax levied on those same property owners, was itself a general tax. Weisblat v. City of San Diego, 176 Cal. App. 4th 1022.

Special tax.—A city's business improvement district assessment imposed on businesses by a city ordinance pursuant to the Parking and Business Improvement Area Law of 1989, Streets and Highways Code Section 36500 et. seq., is not a special tax within the meaning of Article XIII C and Article XIII D. Howard Jarvis Taxpayers' Assn. v. City of San Diego, 72 Cal.App.4th 230. Police, fire, and parks and recreation services can be "specific purposes" when specified to voters, and not necessarily "general governmental purposes." Neilson v. City of California City, 133 Cal.App.4th 1296.

Groundwater augmentation fee.—A groundwater augmentation fee to be charged to operators of wells who extract water from the wells for the purposes of paying the costs of purchasing, capturing, storing, and distributing supplemental water for use, while not a tax or assessment, is a property-related fee or charge "imposed . . . as an incident of property ownership," and, thus, subject to constitutional preconditions for the imposition of such charges. Pajaro Valley Water Mgmt. Agency v. Amrhein, 150 Cal.App.4th 1364.

Sec. 2. Local government tax limitation. Notwithstanding any other provision of this Constitution. (a) All taxes imposed by any local government shall be deemed to be either general taxes or special taxes. Special purpose districts or agencies, including school districts, shall have no power to levy general taxes.

(b) No local government may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote. A general tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved. The election required by this subdivision shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body.

(c) Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision (b).

(d) No local government may impose, extend, or increase any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved.

Construction.—A tax measure proposing to ratify an existing city utility user's tax was ineffective, since it constituted a special tax requiring approval by two-thirds of the voters but received only majority approval. *Howard Jarvis Taxpayers Association v. City of Roseville*, 106 Cal.App.4th 1178. A fee levied upon residential property owners engaged in the rental of their properties, and imposed for the primary purpose of recovering the cost of collecting and administering a general tax levied on those same property owners, was itself a general tax, and was void because it was not approved by a majority vote of the municipal electorate. *Weisblat v. City of San Diego*, 176 Cal. App. 4th 1022.

Changes in methods of calculating taxes.—A city's increased cell phone service tax, which changed the way the tax was calculated, violated Proposition 218 because the city failed to submit the increase to the voters before implementing the new tax. A local government's methodology cannot evolve. Proposition 218 does not allow a fluctuating local government tax even if the fluctuation is due to expanding constitutional boundaries. *AB Cellular LA, LLC v. City of Los Angeles*, 150 Cal.App.4th 747.

Payment of money judgments.—The initiative limitations on taxing and spending contained in Article XIII A, Article XIII B, and Article XIII C do not preclude judicial enforcement by writ of mandate of a judgment imposing inverse condemnation liability, an obligation imposed by statutory . Payment of such a judgment does not implement a municipal "purpose" within the meaning of the Articles' provisions; rather, such payment acts solely to vindicate the constitutional rights of the landowner. *F & L Farm Co. v. City Council of the City of Lindsay*, 65 Cal.App.4th 1345. This article prohibits a county from levying property taxes in excess of 1 percent to pay a money judgment under Harbors and Navigation Code Section 6361 and Government Code Sections 970 through 971. Although Section 6361 authorizes a board of supervisors to levy a special tax sufficient to meet a port district's annual estimate of the amount of money it will need "for all purposes," that statute has been superseded by the statutes implementing Proposition 13 insofar as they are inconsistent. Formulae for the distribution of tax funds to local agencies and districts have been enacted by the Legislature (Rev. & Tax. Code, Sec. 93 et seq.), and a district can no longer expect a county to levy taxes to raise whatever sum the district budget calls for. (Disapproving *F & L Farm Co. v. City Council*, 65 Cal.App.4th 1345 to the extent it holds to the contrary.) *Ventura Group Ventures, Inc. v. Ventura Port District*, 24 Cal.4th 1089.

Groundwater augmentation fee.—A groundwater augmentation fee to be charged to operators of wells who extract water from the wells for the purposes of paying the costs of purchasing, capturing, storing, and distributing supplemental water for use, while not a tax or assessment, is a property-related fee or charge "imposed . . . as an incident of property ownership," and, thus, subject to constitutional preconditions for the imposition of such charges. Pajaro Valley Water Mgmt. Agency v. Amrhein, 150 Cal.App.4th 1364.

Sec. 3. Initiative power for local taxes, assessments, fees, and charges. Notwithstanding any other provision of this Constitution, including, but not limited to, Sections 8 and 9 of Article II, the initiative power shall not be prohibited or otherwise limited in matters of reducing or repealing any local tax, assessment, fee or charge. The power of initiative to affect local taxes, assessments, fees and charges shall be applicable to all local governments and neither the Legislature nor any local government charter shall impose a signature requirement higher than that applicable to statewide statutory initiatives.

Construction.—This section applies to assessments, fees, and charges and not just to special and general taxes. Any levy that is ordinarily understood to be a fee or charge under Article XIII D, including all of the property-related fees and charges subject to Article XIII D, are also considered a "fee" or "charge" under this section. Bighorn-Desert View Water Agency v. Verjil, 39 Cal.4th 205.

Commodity charges.—Domestic water delivery through a pipeline is a property-related service within the meaning of Articles XIII D and XIII C, Section 3. Thus, under this section, an initiative may be used to reduce water delivery charges. However, this section does not authorize initiative measures that impose voter-approval requirements for future increases in fees or charges. Bighorn-Desert View Water Agency v. Verjil, 39 Cal.4th 205.

## **CALIFORNIA CONSTITUTION**

### **ARTICLE 13D (ASSESSMENT AND PROPERTY-RELATED FEE REFORM)**

SECTION 1. Application. Notwithstanding any other provision of law, the provisions of this article shall apply to all assessments, fees and charges, whether imposed pursuant to state statute or local government charter authority. Nothing in this article or Article XIII C shall be construed to:

- (a) Provide any new authority to any agency to impose a tax, assessment, fee, or charge.
- (b) Affect existing laws relating to the imposition of fees or charges as a condition of property development.
- (c) Affect existing laws relating to the imposition of timber yield taxes.

SEC. 2. Definitions. As used in this article:

(a) "Agency" means any local government as defined in subdivision (b) of Section 1 of Article XIIIIC.

(b) "Assessment" means any levy or charge upon real property by an agency for a special benefit conferred upon the real property. "Assessment" includes, but is not limited to, "special assessment," "benefit assessment," "maintenance assessment" and "special assessment tax."

(c) "Capital cost" means the cost of acquisition, installation, construction, reconstruction, or replacement of a permanent public improvement by an agency.

(d) "District" means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service.

(e) "Fee" or "charge" means any levy other than an ad valorem tax, a special tax, or an assessment, imposed by an agency upon a parcel or upon a person as an incident of property ownership, including a user fee or charge for a property related service.

(f) "Maintenance and operation expenses" means the cost of rent, repair, replacement, rehabilitation, fuel, power, electrical current, care, and supervision necessary to properly operate and maintain a permanent public improvement.

(g) "Property ownership" shall be deemed to include tenancies of real property where tenants are directly liable to pay the assessment, fee, or charge in question.

(h) "Property-related service" means a public service having a direct relationship to property ownership.

(i) "Special benefit" means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute "special benefit."

SEC. 3. Property Taxes, Assessments, Fees and Charges Limited. (a) No tax, assessment, fee, or charge shall be assessed by any agency upon any parcel of property or upon any person as an incident of property ownership except:

(1) The ad valorem property tax imposed pursuant to Article XIII and Article XIIIIA.

(2) Any special tax receiving a two-thirds vote pursuant to Section 4 of Article XIIIIA.

(3) Assessments as provided by this article.

(4) Fees or charges for property related services as provided by this article.

(b) For purposes of this article, fees for the provision of electrical or gas service shall not be deemed charges or fees imposed as an incident of property ownership.

SEC. 4. Procedures and Requirements for All Assessments. (a) An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public

improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and an agency shall separate the general benefits from the special benefits conferred on a parcel. Parcels within a district that are owned or used by any agency, the State of California or the United States shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit.

(b) All assessments shall be supported by a detailed engineer's report prepared by a registered professional engineer certified by the State of California.

(c) The amount of the proposed assessment for each identified parcel shall be calculated and the record owner of each parcel shall be given written notice by mail of the proposed assessment, the total amount thereof chargeable to the entire district, the amount chargeable to the owner's particular parcel, the duration of the payments, the reason for the assessment and the basis upon which the amount of the proposed assessment was calculated, together with the date, time, and location of a public hearing on the proposed assessment. Each notice shall also include, in a conspicuous place thereon, a summary of the procedures applicable to the completion, return, and tabulation of the ballots required pursuant to subdivision (d), including a disclosure statement that the existence of a majority protest, as defined in subdivision (e), will result in the assessment not being imposed.

(d) Each notice mailed to owners of identified parcels within the district pursuant to subdivision (c) shall contain a ballot which includes the agency's address for receipt of the ballot once completed by any owner receiving the notice whereby the owner may indicate his or her name, reasonable identification of the parcel, and his or her support or opposition to the proposed assessment.

(e) The agency shall conduct a public hearing upon the proposed assessment not less than 45 days after mailing the notice of the proposed assessment to record owners of each identified parcel. At the public hearing, the agency shall consider all protests against the proposed assessment and tabulate the ballots. The agency shall not impose an assessment if there is a majority protest. A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property.

(f) In any legal action contesting the validity of any assessment, the burden shall be on the agency to demonstrate that the property or properties in question receive a special benefit over and above the benefits conferred on the public at large and that the amount of any contested assessment is proportional to, and no greater than, the benefits conferred on the property or properties in question.

(g) Because only special benefits are assessable, electors

residing within the district who do not own property within the district shall not be deemed under this Constitution to have been deprived of the right to vote for any assessment. If a court determines that the Constitution of the United States or other federal law requires otherwise, the assessment shall not be imposed unless approved by a two-thirds vote of the electorate in the district in addition to being approved by the property owners as required by subdivision (e).

SEC. 5. Effective Date. Pursuant to subdivision (a) of Section 10 of Article II, the provisions of this article shall become effective the day after the election unless otherwise provided. Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article. Notwithstanding the foregoing, the following assessments existing on the effective date of this article shall be exempt from the procedures and approval process set forth in Section 4:

(a) Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control. Subsequent increases in such assessments shall be subject to the procedures and approval process set forth in Section 4.

(b) Any assessment imposed pursuant to a petition signed by the persons owning all of the parcels subject to the assessment at the time the assessment is initially imposed. Subsequent increases in such assessments shall be subject to the procedures and approval process set forth in Section 4.

(c) Any assessment the proceeds of which are exclusively used to repay bonded indebtedness of which the failure to pay would violate the Contract Impairment Clause of the Constitution of the United States.

(d) Any assessment which previously received majority voter approval from the voters voting in an election on the issue of the assessment. Subsequent increases in those assessments shall be subject to the procedures and approval process set forth in Section 4.

SEC. 6. Property Related Fees and Charges. (a) Procedures for New or Increased Fees and Charges. An agency shall follow the procedures pursuant to this section in imposing or increasing any fee or charge as defined pursuant to this article, including, but not limited to, the following:

(1) The parcels upon which a fee or charge is proposed for imposition shall be identified. The amount of the fee or charge proposed to be imposed upon each parcel shall be calculated. The agency shall provide written notice by mail of the proposed fee or charge to the record owner of each identified parcel upon which the fee or charge is proposed for imposition, the amount of the fee or charge proposed to be imposed upon each, the basis upon which the amount of the proposed fee or charge was calculated, the reason for the fee or charge, together with the date, time, and location of a public hearing on the proposed fee or charge.

(2) The agency shall conduct a public hearing upon the proposed fee or charge not less than 45 days after mailing the notice of the proposed fee or charge to the record owners of each identified parcel upon which the fee or charge is proposed for imposition. At the public hearing, the agency shall consider all protests against the proposed fee or charge. If written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels, the agency shall not impose the fee or charge.

(b) Requirements for Existing, New or Increased Fees and Charges. A fee or charge shall not be extended, imposed, or increased by any agency unless it meets all of the following requirements:

(1) Revenues derived from the fee or charge shall not exceed the funds required to provide the property related service.

(2) Revenues derived from the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed.

(3) The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.

(4) No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question. Fees or charges based on potential or future use of a service are not permitted. Standby charges, whether characterized as charges or assessments, shall be classified as assessments and shall not be imposed without compliance with Section 4.

(5) No fee or charge may be imposed for general governmental services including, but not limited to, police, fire, ambulance or library services, where the service is available to the public at large in substantially the same manner as it is to property owners. Reliance by an agency on any parcel map, including, but not limited to, an assessor's parcel map, may be considered a significant factor in determining whether a fee or charge is imposed as an incident of property ownership for purposes of this article. In any legal action contesting the validity of a fee or charge, the burden shall be on the agency to demonstrate compliance with this article.

(c) Voter Approval for New or Increased Fees and Charges. Except for fees or charges for sewer, water, and refuse collection services, no property related fee or charge shall be imposed or increased unless and until that fee or charge is submitted and approved by a majority vote of the property owners of the property subject to the fee or charge or, at the option of the agency, by a two-thirds vote of the electorate residing in the affected area. The election shall be conducted not less than 45 days after the public hearing. An agency may adopt procedures similar to those for increases in assessments in the conduct of elections under this subdivision.

(d) Beginning July 1, 1997, all fees or charges shall comply with this section.

Paragraph 3

Conflict of Interest provisions of California Government Code Section 1090, Section 87100 and Section 87103.

Paragraph 6  
Section 1780 of the Government Code.

Paragraph 8 concerning monetary and health compensation of the Board:  
**Monetary (Dollars and Days)**

**DOLLARS**

30507. Each director shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incurred in the performance of his or her duties required or authorized by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

Per email sent Monday 4-11-16 our counsel Andy Turner was asked how the District can increase compensation up to \$100 from the amount currently set. He stated:

"You can use the 20202 procedure if you like, but it is not necessary. Whether you use the ordinance procedure or have it approved by motion, you can increase the daily rate to any number that is \$100 or less, regardless of the 5% rule. Division 12 impliedly contemplates action by the Board by motion, where no other specified method is set forth. Section 30523 provides that the Board acts by ordinance, resolution or motion."

Our counsel Andy Turner, Esq., states; "You can use the alternate provisions of 20202 [to exceed \$100]. In fact, we have taken the position that you can increase 5% per year since the last increase. So if it's been 3 years, that's a 15% increase."

**DAYS**

Again, 30507 is specific to County Water Districts. As such, the number of days that can be compensated is limited to 6. It requires a specific legislative change to expand beyond 6 days paid per month. See for example:

30507.1. Each director of the Contra Costa Water District shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board and for each day's service rendered as a director by request of the board, not exceeding a total of 10 days in any calendar month,...

There is no limitation preventing including committee meetings as part of the 6 days. New Ordinance 82 adds committee meetings.

**Health and welfare benefits**

53201. (a) The legislative body of a local agency, subject to conditions as may be established by it, may provide for any health and welfare benefits for the benefit of its officers, employees, retired employees, and retired members of the legislative body, as provided in subdivision (b), who elect to accept the benefits and who authorize the local agency to deduct the

premiums, dues, or other charges from their compensation, to the extent that the charges are not covered by payments from funds under the jurisdiction of the local agency as permitted by Section 53205.

**ARTICLE III**

Paragraph 1

Uniform District Election Law, on the first Tuesday after the first Monday in November of each even-numbered year, and shall be consolidated with the Statewide general election in accordance with California Elections Code Section 10400 et seq. The election shall be held in conformity with the provisions of the Uniform District Election Law, California Elections Code Section 10500 et seq.

**ARTICLE V paragraph 5 Employees**

30580. The general manager shall:

- (a) Have full charge and control of the maintenance, operation, and construction of the water works or water-works system of the district.
- (b) Have full power and authority to employ and discharge all employees and assistants at pleasure.
- (c) Prescribe the duties of employees and assistants.
- (d) Fix and alter the compensation of employees and assistants subject to approval by the board.

b.c

**CLEARLAKE OAKS COUNTY WATER DISTRICT  
COUNTY OF LAKE, STATE OF CALIFORNIA**

**ORDINANCE NO. 82**

**An ordinance to establish Board Member Compensation**

**BE IT ORDAINED** by the Clearlake Oaks County Water District Board of Directors

**WHEREAS**, the Board wishes to amend Ordinance No. 80 that provides monetary compensation to all members in accordance to California Water Code for each day's service rendered as a member of the Board, not to exceed six (6) days in any one (1) calendar month, and

**WHEREAS**, the Board wishes to make the compensation for regular meetings \$100 a day, for special or emergency meetings \$50 a day, and

**WHEREAS**, the Board wishes to include committee meetings as a service day at \$50 per day,

**WHEREAS**, the Board wishes to offer all members of the Board the opportunity to purchase medical benefits under the District plan; however, under this plan if a Board member declines coverage, there will be no further opportunity to purchase the benefits; and that the Board member must repay the District full cost of the benefits received each month.

**NOW, THEREFORE BE IT ORDAINED**, by the Clearlake Oaks County Water District Board of Directors hereby awards all members of the Board of Directors compensation in the amount of \$100 for attendance at regular meetings, \$50.00 for attendance at a special, emergency or committee meeting, not to exceed six (6) meetings in any one (1) calendar month.

**IT IS FURTHER ORDAINED**, that the District will offer all Board members the opportunity to purchase District medical benefits, that if the Board member declines there will be no further such opportunity, and that the cost of any benefits received must be repaid monthly.

**THIS SPACE LEFT BLANK**

81

6.C.1

**BE IT FURTHER ORDAINED**, this ordinance shall become effective the first of the month following the date of its final passage.

The foregoing Ordinance was introduced before the Board of Directors at their regular meeting on April 21, 2016, and passed by the following vote:

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: \_\_\_\_\_  
Margaret Medeiros, President

Attest: \_\_\_\_\_  
Karl Hosier, Vice President

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**Date:** April 14, 2016

**To:** Alan Gardner, CLOCWD General Manager

**From:** Mark Carey, PE, MC Engineering, Inc.

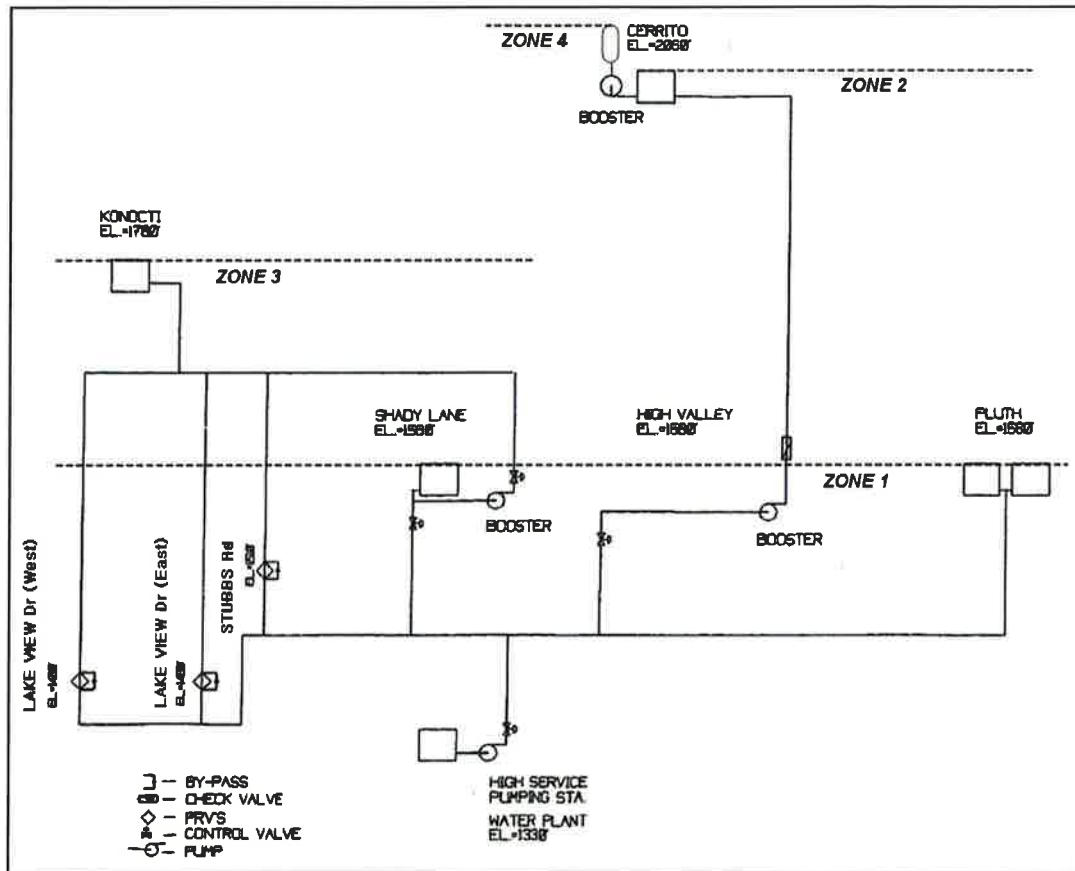
**RE:** Pressure Reducing Valve Repair Needs

### **System Description**

Currently, there are 4 pressure zones within the District's distribution system. Finished water produced by the WTP is pumped directly to Zone 1 via the high-lift pump station at the water treatment plant (WTP). Pressure in Zone 1 is established by relying on two tank sites, Pluth and Shady Lane, with a cumulative storage of approximately 482,000 gallons at a base elevation of approximately 1580 ft. The two tank sites perform as a balanced system, acting as a single open-surface reservoir providing service to the 1,560 connections in Zone 1.

Water from Zone 1 is conveyed further to Zone 2 from the High Valley booster pump station (elevation 1580 ft); as well to Zone 3 from the booster pump at the Shady Lane tank site. Pressure in Zone 2 is controlled from the Cerrito tank site with a working capacity of 95,000 gallons at a base elevation of 2060 ft providing service to approximately 13 connections. The Cerrito tank site is also equipped with a 300-gallon hydro-pneumatic tank and booster pump to supply service to the 6 connections in Zone 4, the highest service zone within the system. System pressure and storage for the 40 connections within Zone 3 are maintained by the Konocti tank site at a base elevation of 1820 ft with 92,000 gallons of working storage. A schematic of the overall system is presented below in Figure 1.

**Figure 1**  
**Water System Schematic**



### Zone 3 Pressure Reducing Valves

There are three existing Cla-Val pressure reducing valves (PRVs) downstream of the Konocti tank connecting Zone 3 to the Zone 1 service area. The PRVs are located on Stubbs Rd, Lakeview Dr, and Beryl Way as shown in Figure 2. The intent of the PRVs is to allow water from Zone 3 to flow back into Zone 1 if the pressure and/or reservoir levels in Zone 1 fall to critically low levels. Thus, Zone 3 can assist in maintaining adequate pressure within Zone 1 during low-pressure events. These self-actuating valves are designed to sustain a set pressure downstream of the valve independent of upstream pressure. The PRVs are designed to open in order to activate a potential of 92,000 gallons within the Konocti tank in the event of a low-pressure emergency within Zone 1. These three connections can be critical to sustaining adequate pressure for fire flows within the higher elevations of Zone 1 as well as providing additional storage capacity for use in Zone 1 during emergencies.

### Current Conditions

A field survey was conducted to by MCE (Mark Carey), Cla-Val rep. (Joe Passalaqua) and district operator (Dan Hodem) to investigate the condition in which the valves appeared to be operating. The existing Cla-Vals in use (model 90-01) are designed to add pressure on the downstream side by using a self-actuating diaphragm to control the release of flow through the valve. The action of the diaphragm is entirely dependent on the pressure on the downstream side of the valve. Each 6" PRV is supplemented with a 2" PRV in parallel. The 2" bypasses are self-actuating as well, and respond to downstream pressure only. If the flow from the 2" bypass valve is unable to sustain the downstream pressure setpoint the larger valve is designed to open up to pass more flow. Table 1.0 below summarizes observations made during the field investigation, valve locations are identified in Figure 2, and photos of valves during the field visit are presented in Figure 3 as well.

Valve Location	Field Observations
Lakeview Dr (west valve)	Incorrect restriction fittings on 2" Valve.
Lakeview Dr (east valve)	Incorrect restriction fittings on 2" Valve. 6" valve installed opposing flow direction (backwards).
Stubbs Rd	Incorrect restriction fittings on 2" Valve

*Table 1.0 PRV Field Notes*



**Client/Project**  
 CLEARLAKE OAKS COUNTY WATER DISTRICT  
 WATER SYSTEM MASTER PLAN

Sheet Title:  
 Figure 2 - Pressure Reducing Valve Locations

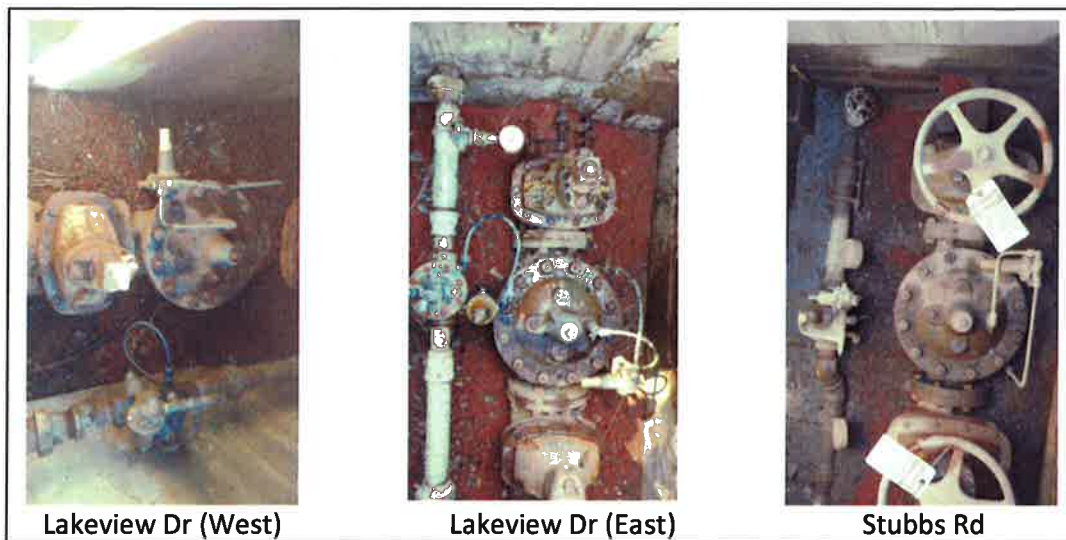
**MC Engineering, Inc.**  
 8917 OHANA PLAGE  
 Clearlake, CA 916-223-3828  
 Tel: 916-860-1863  
 Fax: 916-860-1863  
 www.mcengr.com

Copyright Reserved

The Contractor shall verify and be responsible for all dimensions. The Engineer, Inc. is not responsible for any errors or omissions. The Engineer, Inc. is not responsible for any errors or omissions. The Engineer, Inc. is not responsible for any errors or omissions. The Engineer, Inc. is not responsible for any errors or omissions.

**Legend**

- WATER DISTRIBUTION PIPE
- ⊗ PRESSURE REDUCING VALVE
- ⬮ FIRE HYDRANT
- ⊠ DISTRICT WATER TANK
- ▭ PARCELS
- ⊗ WATER VALVE

*Figure 3 PRV Photos*


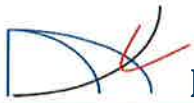
With insufficient restriction fittings on all three 2" valves, they are rendered inoperable. Because the 6" valve at Lakeview Dr (East) is installed backwards causing unrestricted flow is passing flow from Zone 3 to Zone 1. The following hyperlink paths to a detailed description of the 90-01 Model operation:

[Pressure Reducing/Sustaining Valve](#)

### Zone 3 Water Use

As previously mentioned, water is delivered to Zone 3 from the booster pump at the Shady Lane tank site by pumping up from Zone 1 (i.e. the Shady Lane tank). The booster pump consists of a single 40 horsepower centrifugal pump housed in a wood frame structure next to the Shady Lane Tank. The single speed pump produces a flow rate over 500 gpm, however due to the surges created by the abrupt start-stop operation the flow has reportedly been throttled to less than 50% of the pump capacity using a partially closed valve downstream of the pump in order to protect existing piping from damage. The Konocti tank signals the Shady Lane booster pump to start and stop via a leased telephone line. Based on discussions with the WTP operator, the Konocti tank is filled in the morning with an initial water level of 15 feet, until reaching a high-level of 23 ft. The tank is then automatically refilled when the level drops to 21 ft. On a typical day, the tank requires a total of 11 ft of refill, with a tank capacity of 5200 gal/ft it is estimated that Zone 3 consumes approximately 57,000 gal/day.

With a total of 28-32 connections within Zone 3, mostly single-family residences, the average daily consumption per residence in would equate to 1780 gal/day if all of the water currently being pumped to the Konocti tank was for domestic use. As one would expect, a consumption rate this high is rather unlikely. Furthermore, utility data for 2015 shows that the average consumption rate for a single



residence within Zone 3 was on average 177 gal/day, however, it is assumed that customers practiced water-saving measures due to the drought that year. Using the District's historic average for a single family residence (200 gal/day) a conservative estimate 6,400 gal/day will be assumed for the daily demand for Zone 3. The discrepancy between the amount of water being pumped up to Konocti, and the actual consumption by Zone 3 (50,600 gal/day) is due to the unrestricted flow through the faulty 6" PRV and inoperable 2" bypass PRVs. The unrestricted flow from Zone 3 to Zone 1 is likely recirculating through the system causing unnecessary energy consumption and subsequent high energy costs. This is exacerbated by the relatively inefficient throttling of the existing 40 HP pump to achieve the desired flow rate.

### Recommendations

**1. The 6" PRV should be repaired immediately along with the 2" bypass valves.**

The inoperable PRV will continue to circulate flow from between Zone 1 and Zone 3 until repaired. The continuous "leaking" of Zone 3 requires approximately 57,000 gal/day to be pumped up to Konocti in order to meet the residence's demand of 6,400 gal/day. It is anticipated that after these repairs are made the Shady Lane pump station will only need to pump approximately 6,400 gal/day. Currently, PG&E electricity bills from 2015 indicate it had cost approximately \$735/month (\$8,800/year) to provide power to the Shady Lane pump station, See Attachment 1. **In the future, with the PRVs repaired, the District's energy costs for the Shady Lane pump station are expected to go from an average of \$735/month to approximately \$90/month (\$1050/year), a savings of approximately \$7,750 annually.** Cla-val provided an estimate to repair and rebuild the existing PRV valves for a total cost of \$14,001.52, see attachment 2. It is recommended that the District proceed with this work as soon as possible. With an expected annual savings in the range of \$7,750, **the District would pay for the valve repairs in around 21 months through a reduction in monthly energy costs.** Future modifications will include installing two smaller pumps that can be staged as needed to meet higher flows while providing redundancy under normal operating conditions.

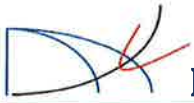
**2. Replace the existing pump station with a more efficient duplex pump station.**

In addition to having only one large pump with potentially higher than necessary flows, there is no redundant pump at the Shady Lane site to ensure reliable service to Zone 3 if the pump fails. A duplex pump station should be considered for the purpose of providing fire flows as well, thus allowing staff to meet the original design intent of approximately 500 gpm with both pumps running while running only one pump under normal operations to minimize pressure surges and high demands on Zone 1. A smaller 20 HP pump with a flow rate of around 280 gpm would be capable of refilling the Konocti tank in approximately 20 minutes each day. A surge control valve should be at each booster pump station to minimize high-pressure surges on pump start up, pump stops, and potential power failures while

pumping. The future costs are expected to drop by at least 60% more in the future once the appropriately sized pumps are in operation and operators no longer need to throttle the pump, thus resulting in monthly energy costs in the range of around \$30/month (\$380/year) in the future or a savings of roughly \$8,420 annually for the pump station compared with current conditions.

**3. Install flow meter and designate Zone 3 as a District Metered Area**

Also, as part of identifying and controlling the District-wide water losses, it is recommended that a flow meter is included with the aforementioned improvements. Flow metering of all water pumped to Konocti would designate Zone 3 as a District Metered Area. The ability to quantify all water purveyed to Zone 3 is critical to identifying real water losses as well as water theft. Details pertaining to the booster pump stations at all sites are forthcoming as part of the current master planning DWR grant-funded study.



***Attachment 1  
PG&E Billing Data***



# ENERGY STATEMENT

www.pge.com/MyEnergy

U.d. 8

Account No: 1324698179-2

Statement Date: 03/22/2016

Due Date: 04/08/2016

## Summary of your energy related services

	Meter Number	Usage	Amount
Service For: <b>12160 KONOCTI DR</b>			
Service Agreement ID: 1324698923 WTR TANK SITE #4			
Electric Charges	1009543792	4,099.783000 kWh	<u>\$846.90</u>
<b>Total</b>			<b>\$846.90</b>
Service For: <b>HWY 20</b>			
Service Agreement ID: 1324698246 SEWER LIFT #1			
Electric Charges	1006501908	58.638000 kWh	<u>\$30.77</u>
<b>Total</b>			<b>\$30.77</b>
Service For: <b>12545 ISLAND DR</b>			
Service Agreement ID: 1324698020 WATER PLANT			
Electric Charges	54R589	45,840.000000 kWh	<u>\$6,770.01</u>
<b>Total</b>			<b>\$6,770.01</b>
Service For: <b>ISLAND PARK BRIDGE</b>			
Service Agreement ID: 1324698807 SEWER LIFT #2			
Electric Charges	1006591285	1,176.957000 kWh	<u>\$253.62</u>
<b>Total</b>			<b>\$253.62</b>
Service For: <b>ORCHARD DR</b>			
Service Agreement ID: 1324698261 SEWER LIFT #10			
Electric Charges	1006501918	510.011000 kWh	<u>\$120.89</u>
<b>Total</b>			<b>\$120.89</b>
Service For: <b>BLUE HERRON CT &amp; SHORE VIEW</b>			
Service Agreement ID: 1324698337 SEWER LIFT #3			
Electric Charges	1009543661	458.316000 kWh	<u>\$110.03</u>
<b>Total</b>			<b>\$110.03</b>
Service For: <b>LAKE ST/LAKELAND</b>			
Service Agreement ID: 1324698181 SEWER LIFT #6			
Electric Charges	1008829871	266.779800 kWh	<u>\$72.07</u>
<b>Total</b>			<b>\$72.07</b>
Service For: <b>12822 ISLAND CIR</b>			
Service Agreement ID: 1324698964 SEWER LIFT #5			
Electric Charges	1006501916	620.330520 kWh	<u>\$142.47</u>
<b>Total</b>			<b>\$142.47</b>
Service For: <b>BLUE HERRON BRIDGE</b>			
Service Agreement ID: 1324698552 SEWER LIFT #4			
Electric Charges	1006501917	233.569000 kWh	<u>\$65.62</u>
<b>Total</b>			<b>\$65.62</b>
Service For: <b>HIGH VALLEY RD</b>			
Service Agreement ID: 1324698487 WTR TANK SITE #3			
Electric Charges	1009543791	302.516000 kWh	<u>\$80.97</u>
<b>Total</b>			<b>\$80.97</b>



Visit [www.pge.com/MyEnergy](http://www.pge.com/MyEnergy) for a detailed bill comparison.

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# ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: 1324698179-2  
Statement Date: 03/22/2016  
Due Date: 04/08/2016

b.d.9

## Summary of your energy related services (continued)

Service For:	Meter Number	Usage	Amount
<b>CERRITO DR</b> Service Agreement ID: 1324698733 WTR TANK SITE #2 Electric Charges	1009543662	18.818520 kWh	<u>\$22.83</u>
<b>Total</b>			<b>\$22.83</b>
<b>KEYS BLVD #9</b> Service Agreement ID: 1324698260 SEWER LIFT #9 Electric Charges	1009544164	217.928000 kWh	<u>\$62.37</u>
<b>Total</b>			<b>\$62.37</b>
<b>KEYS BLVD #8</b> Service Agreement ID: 1324698916 SEWER LIFT #8 Electric Charges	1009544139	91.976000 kWh	<u>\$37.36</u>
<b>Total</b>			<b>\$37.36</b>
<b>KEYS BLVD &amp;</b> Service Agreement ID: 1324698727 SEWER LIFT #7 Electric Charges	1008837732	6,295.430000 kWh	<u>\$1,198.60</u>
<b>Total</b>			<b>\$1,198.60</b>
<b>13705 JENSEN RD</b> Service Agreement ID: 1324698862 SEWER PLANT Electric Charges	1009905069	12,335.000000 kWh	<u>\$34.57</u>
<b>Total</b>			<b>\$34.57</b>
<b>SULPHUR BANK RD</b> Service Agreement ID: 1324698952 SEWER LIFT #11 Electric Charges	1008842069	197.159400 kWh	<u>\$58.35</u>
<b>Total</b>			<b>\$58.35</b>
<b>SULPHUR BANK RD</b> Service Agreement ID: 1324698658 SEWER LIFT #12 Electric Charges	1008842072	142.071300 kWh	<u>\$47.37</u>
<b>Total</b>			<b>\$47.37</b>
<b>12952 E HIGHWAY 20</b> Service Agreement ID: 1324698361 ADMIN BLDG Electric Charges	1003917957	1,608.039000 kWh	<u>\$329.39</u>
<b>Total</b>			<b>\$329.39</b>

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***Attachment 2  
Cla-Val Repairs Quote***

6.d.11

# CLA-VAL CO. WESTERN REGIONAL SERVICE QUOTATION

<b>QUOTE NUMBER:</b> 040416MT1	<b>DATE:</b> 4/14/2016	<b>PAGE:</b> 1
<b>CUSTOMER:</b> Clearlake Oaks Water		
<b>CONTACT:</b> Mark Carey		
<b>ADDRESS:</b> Clearlake	<b>PHONE:</b> 916-223-3828	
<b>JOB NAME:</b>		<b>FAX:</b>

ITEM NO.	QTY	SIZE	DESCRIPTION	NET EA.	TOTAL
01)	1	2"	<b>Model 90-01 Main Valve &amp; Pilot Rubber Rebuild Kit</b>	\$ 141.00	\$ 141.00
02)	3	6"	<b>Model 90-01 Main Valve &amp; Pilot Rubber Rebuild Kit</b>	\$ 250.00	\$ 750.00
03)	4	2" & 6"	<b>Convert to Stainless Steel Ball Valves, Tubing &amp; Fittings: Includes Restriction Fitting</b>	\$ 440.00	\$ 1,760.00
04)	1	2'	<b>New Diaphragm Assembly &amp; Stainless Steel Seat Includes: Stem, Stem Nut, Disc Retainer, Diaphragm Washer, Disc Guide</b>	\$ 453.00	\$ 453.00
05)	3	6"	<b>New Diaphragm Assembly &amp; Stainless Steel Seat Includes: Stem, Stem Nut, Disc Retainer, Diaphragm Washer, Disc Guide</b>	\$ 1,286.00	\$ 3,858.00
06)	2	2"	<b>Model 90-01 150lb Flanged / Complete New Valve Epoxy Coated, Stainless Steel Trim, Opening Speed Control, Stainless Steel Ball Valves, Tubing &amp; Fittings</b>	\$ 2,143.00	\$ 4,286.00
07)	1		<b>Food &amp; Lodging / 1 Night</b>	\$ 175.00	\$ 175.00
08)	16		<b>Labor / 2 Days</b>	\$ 128.00	\$ 2,048.00
09)	6		<b>Travel</b>	\$ 66.00	\$ 396.00
10)	236		<b>Fuel Surcharge Per Mile</b>	\$ 0.57	\$ 134.52
<b>TOTAL / WITHOUT TAX</b>					<b>\$ 14,001.52</b>

**NOTES:** Main Valve Rebuild Kit Consists of Disc, Diaphragm, & Spacer Washers

**Any hard parts are extra!!**



This quotation is valid for 30 days from the above date.  
After 30 days Cla-Val reserves the right to change the pricing due to material cost increases.  
All prices are **NET**

<b>AUTHORIZED BY:</b>	<b>SALESPERSON:</b> Mike Trospen
<b>TERRITORY:</b> 3900	

**QUOTATION EFFECTIVE FOR 30 DAYS FROM** *See Quote Number*

**MESSAGES: Quote is for estimating only, Cla-Val Service is billed on an actual time & materials used basis.**  
If you have any questions regarding this quotation please contact Mike Trospen @ Cell (949)-923-0649  
24100 Water St.  
Perris, CA. 92570  
P. 951-657-1718 Ext.288 / Fax 951-657-8540

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6.d.12

# CLA-VAL CO. WESTERN REGIONAL OFFICE QUOTATION

QUOTE NUMBER:	DATE: 4/14/2016	PAGE: 2
CUSTOMER:		
CONTACT:		
ADDRESS:	PHONE:	
JOB NAME:	FAX:	

ITEM NO.	QTY	SIZE	DESCRIPTION	LIST EA.	TOTAL
06)				\$ -	\$ -
07)				\$ -	\$ -
08)				\$ -	\$ -
09)				\$ -	\$ -
10)				\$ -	\$ -
<b>TOTAL</b>				<b>\$ -</b>	<b>-</b>

NOTES: Main Valve Rebuild Kit Consists of Disc, Diaphragm, & Spacer Washers  
Any hard parts are extra!!



AUTHORIZED BY:	SALESPERSON: Mike Trospen
TERRITORY: 3900	
F.O.B. NEWPORT BEACH, CALIFORNIA	
QUOTATION EFFECTIVE FOR	30 DAYS FROM See Quote Number

MESSAGES:  
 If you have any questions regarding this quotation please contact the W.R.O. @ (800) 247-9090

Delivery is for estimating only, firm delivery on receipt of order.  
 NET 30 days from date of invoice.

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