

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

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

**March 15, 2018**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 4:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

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

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

**Public comment on non-agenda items**

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

**Consent Items**

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

1. **Staff Written Operational Reports**
  - a. Customer Service
  - b. Administration/Grants
  - c. Water Plant Chief Operator
  - d. Wastewater Plant Chief Operator
  - e. Operations Manager
  - f. General Manager
2. **Financial Reports for review and approval**
  - a. February 2018, QB balance sheet and profit & loss statements
  - b. Bank account balances and accounts receivable
  - c. Employee payroll report
  - d. Aged trial balance summary
  - e. Vendor aging report, accounts payable breakdown

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

- a. Minutes of Regular Meeting 02-15-18

**4. Bills**

- a. MC Engineering Invoice No.1606, dated 02/28/18, in the amount of \$ 19,383.48 for the Forced Main Design and Construction
- b. MC Engineering Invoice No. 1607, dated 02/28/18, in the amount of \$36,857.41, for the Highway 20 Waterline Design Project
- c. MC Engineering Invoice No.1608, dated 02/28/18, in the amount of \$24,760.59 for the I & I Rehabilitation Project
- d. MC Engineering Invoice No. 1609, dated 02/28/18, in the amount of \$45,771.30 for the USDA Project

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

**5. Agenda (Old Business)**

- a. Discussion and update of CSA 16 Annexation progress

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

- b. Discussion and update of sidewalk project

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

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

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

**6. Agenda (New Business)**

- a. Discussion and consideration of purchasing four (4) Titantubes for Sewer Plant from Ryan Process in the amount of \$9,743.96, including shipping, not including taxes

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

- b. Discussion and consideration of purchasing one bench top charge analyzer and two syringe pumps from Chemtrac, not to exceed \$15,053.13, to allow for proper coagulant dosing to prevent chemical waste and less wear and tear on Filter #1, please refer to comment section on attached purchase order

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

- c. Discussion and consideration of General Manager cashing out 100 hours of PTO

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

- d. Discussion and consideration to approve Resolution No. 18-03, to amend the Employee Handbook

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

- e. Discussion and consideration to approve Resolution No. 18-04, Authorization of Laif Account

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

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

- a. Anticipated litigation:
  - 1. One case

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

**Action Taken in Closed Session:** \_\_\_\_\_

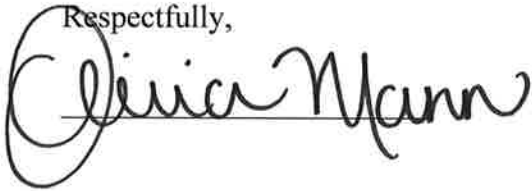
**Adjournment**                      **Time:** \_\_\_\_\_

**Clearlake Oaks County Water District**  
**Billing Department**  
**March 9, 2018**

**Billing Department / Front Office**

- ❖ Continuing to assist AP desk and front desk part time as we are still working with 2 full time people in the front office. We are approaching one full month with our new CSR I.
- ❖ Continuing work on lowering the amount of returned mail we are getting from billing/delinquencies. We are going through individual files to contact the owner and get updated contact information, this is also a note we are going to add to the monthly bill.
- ❖ Preparing for our first round of reminder Backflow letters to be sent out, testing will begin as early as April 2018.
- ❖ CSA 16 files are being updated and prepared for account setup in CUSI, I will have a list to the CSA Committee by the next meeting regarding documents still needed from property owners.

Respectfully,

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

**Clearlake Oaks County Water District**  
**Administrative Services Manager**  
**March 15, 2018**

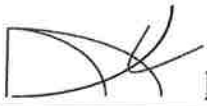
**Administration / Grants**

- ❖ State Water Resources Control Board (SWRCB) Wastewater Infrastructure Rehabilitation Project grant in the amount of \$5,450,000 was approved and has been executed. The first reimbursement for phase 1 for the Forced Main has been approved and we should receive funds from Disbursement No. 1 in a couple of weeks. As stated last month, the bridge loan will be paid off once the District receives the funds. Just a few items remain that need to be buttoned up on Everglade, all and all, the installation of the Forced Main went very smooth. Please see attached status update.

MC Engineering has now moved into the design phase for the rest of the Waste Water Infrastructure Rehabilitation Project, and I have requested a time line for going to bid, etc. Please see attached status report.

- ❖ Highway 20 Waterline Project: MC Engineering continues to move forward by completing surveying on Hwy. 20, along with initial layout of waterline. Please see attached status update.
- ❖ USDA Wastewater Treatment Project: I am attending the weekly construction meetings and I continue to send weekly construction agendas and minutes to all Board members to keep everyone up to date on the progress. Per our last outlay report, we have paid \$2,397,358.46 of \$4,893,540 bringing the project to 48% complete. Please see status report attached
- ❖ Attached, please see the list of leaks that were fixed in February, provided to me by Lead D/C
- ❖ Continuing to work on the budget every chance I get in preparation for budget committee so we can start projecting 2018-2019 budget
- ❖ I am continuing to work with the CSA-16 committee and hopefully will assist in getting this project done
- ❖ Assisting in training the new CSR I

Respectfully Submitted,  
Dianna Mann



**Report Date:** March 9, 2018

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

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

**RE: CLOCWD SWRCB Forcemain Design and Construction Project Status Update**

**Billing Period:** February 2018

**I. Project Status Update**

Construction was substantially completed in February on the forcemain project. MC Engineering performed the following tasks in support of the efforts by T&S construction:

- Monitored construction on Everglades
- Conducted and attended weekly construction coordination meetings including meeting agendas, minutes, and project controls
- Processed record drawings

After receiving all invoices for work by RGH Engineers for field work and compaction oversight it was determined that insufficient budget was allocated originally for materials testing. MC Engineering has requested a justification for these cost over-runs by RGH and is requesting an additional allocation of **\$3,719.85**. Meanwhile record drawings will be completed between construction activities by MCE field staff at the WWTP. The actual increase in testing on the forcemain by RGH was substantially more than what is being requested. Items contributing to the increases in field testing and observation by RGH included:

- Additional compacting and testing in Jensen and subsequent re-alignment of pipe
- Increased testing and compaction due to inadequate compaction on Everglades and increased scrutiny by Lake County
- Additional sieve analysis due to suspected gradation concerns with AB used for backfill on Everglades
- Weekend work and observation to expedite completion (RGH served as backup during weekends when MC Engineering staff was unavailable)

**II. Budget Status Update**

**Total Design and Construction Budget: \$165,097.10**

**This Invoice: \$19,383.48**

**Cost to Date: \$168,816.95**

**Budget Overage: \$3,719.85**

**III. Projected Tasks for March 2018:**

- Review final punchlist items
- Submit record drawings



**Report Date:** March, 2018, 2018

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

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

**RE: CLOCWD SWRCB Funded Sewer Infrastructure Project**

**Billing Period:** February, 2018

**I. Project Status Update**

Work on the project during February included the following:

- Additional Geo-legal topographic survey of LS 7 and LS 2 (Geo-Legal)
- Draft drawings for SEPs pump station
- Meeting with trenchless contractor for alternatives on CIPP
- Maps and analysis of CIPP and dig and repair locations as well as potential pilot project area
- Board presentation
- Drilled borings for initial investigations at LS-7 (RGH)

**II. Budget Status Update**

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

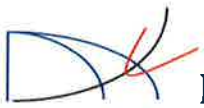
**This Invoice:** \$24,760.59

**Cost to Date:** \$31,466.43

**Cost to Complete:** \$624,519.37

**III. Projected Tasks for March, 2018**

- RGH report for LS 7
- CEPs drawings (70%)
- Draft drawing for LS-7
- Meeting with tunneling contractor for LS7 wetwell options
- Prioritizing Rehab projects at meeting on 3/12/18 with Jason and Alan (MCE office)
- Refining preliminary design for LS 7
- Refining preliminary design for SEPS pumps
- Review scope and electrical design with EDEA



**Report Date:** March 9, 2018

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

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

**RE: CLOCWD Highway 20 Waterline Project**

**Billing Period:** February, 2018

**I. Project Status Update**

Work on the project during February included the following:

- Completed surveying on Hwy 20
- Initial layout of waterline
- Trimbed in water meters in the field
- Initial geotechnical investigations
- Coordinated with Geotechnical Engineer and solicited proposal from them
- Processed various items associated with grant package
- Initial coordination and setup for 70% design package

**II. Budget Status Update**

**Total Engineering Design and Construction Budget:** \$195,734.60 (including materials testing)

**This Invoice:** \$36,857.41

**Cost to Date:** \$60,503.71

**Cost to Complete:** \$135,230.89

**III. Projected Tasks for February 2018**

- Additional field review
- Additional record search review
- Develop topographic base map
- Initial layout of pipeline
- Draft specifications
- Geotechnical memo



**Report Date:** March 9, 2018

**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:** February, 2018

## I. Project Status Update

Work on the project during February included the following:

- Attended weekly construction meetings (see meeting minutes for additional detail)
- Responded to and processed RFIs (see RFI list)
- Reviewed and processed submittals (see submittal list)
- Coordinated concrete testing for clarifier wall pours and documented test results
- Progress by Contractor Included:
  - Completed clarifier walls
  - Completed 10" bypass and placed return pump station wetwell
  - Submittal and RFI processing with emphasis on electrical MCC and related work

## II. Construction Budget Status Update

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

**This Invoice:** \$45,771.30

**Cost to Date:** \$210,503.92 (construction only)

**Cost to Complete:** \$217,124.15

**Note: USDA Allocated Budget remaining is less than cost to complete and may require a draw from contingency fund to address \$63,987.89 shortfall**

## III. Projected Tasks for March 2018

- Attend weekly construction meetings and daily field reporting
- Witness clarifier water test
- Continue submittal/RFI review and responses as needed (primarily electrical)
- Review clarifier and oversee construction of launderer at clarifier
- Coordinate proposed 10" bypass piping construction and related tie-ins at Pond 1 return pump station
- Coordinate with Joe Matella of Southport and Larry Smithey (electrical designer) of EDEA
- Process change order for new 30 HP SEPs pumps

# Leak repairs made (where and what type leak)

2-1-18 - Tomalee 3 G.P.M. (saddle leak)

2-5-18 - 13107 3<sup>rd</sup> 2 G.P.M. service line.

2-6-18 - Surf hydrant 2 G.P.M.

2-15-18 - 13080 5<sup>th</sup> 1.5 G.P.M. service line.

# 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 [d.sherron@clocwd.org](mailto:d.sherron@clocwd.org) e-mail

Greetings Board Members,

**The month of February has passed rather smoothly here at the water Treatment plant. We are slowly but surely gearing up for the challenges that Summer will bring. The newly rebuilt filter #1 is still working wonderfully. We were able to run the filter 66.5 hours this run before requiring a backwash. We are waiting for the new turbidimeters to arrive, hopefully we will receive them next week and get them installed soon after that. Thank you for seeing fit to approve the order of these turbidimeters, they are a big part of the long list of improvements we hope to implement before the summer algae blooms hit.**

**We have requested approval for a bench top charge analyzer for the water lab this month. The charge analyzer will allow us to adjust our coagulant with pin point accuracy, saving chemical costs, and protecting our filters from any over coagulation issues in the future. I believe the unit will pay for itself in just a season or two with the money we save on coagulants and I hope you can see your way clear to approve the purchase of this much needed laboratory tool.**

**I am still searching for two more companies that can give us a bid on rebuilding filters #2 and #3. It seems that ERS, the company that did our filter#1 last year has the market cornered in our area, I will extend my search out to neighboring states this month in hopes that I can find two more contractors. These filters really need to be ready as backups should we have any issues with filter #1.**

**Our Water Treatment Operator II, Dan Larson is currently awaiting his T-3 water treatment certification from the California State Water Resources Control Board. Hopefully I'll be announcing he has received the new cert in the mail in our next letter.**

**As always, please feel free to contact us at the water plant if you have any questions or concerns.**

**Best Regards,**

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

**CLEARLAKE OAKS COUNTY WATER DISTRICT**  
**Wastewater Treatment Plant Report**  
**MARCH 2018**

Reporting Period: February 2018  
From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors

March 9, 2018

The flow to the plant for the month of February was 6.604 influent and 5.838 treated effluent left the plant. The lake level averaged 3.04 at Rumsey. The total rain that we received at the plant was 1.10". The plant is running very good at this time. All outsource and in house lab results have been in compliance with our WDR.

Construction continues in progress. At this point the clarifier perimeter is completely poured. Leete Generator has quoted me on replacing the existing fuel tank on our backup generator (see attached). Our pressure test at this time has been scheduled.

Ground Water Monitoring First Quarter was performed by staff on the 22<sup>nd</sup>. We were unable to purge the required purge volume on well #2. It was recommended by Dean Enderlin to take sample anyways. It was also recommended to purge even a week prior to testing to achieve the required volume. We will consider this approach second quarter. No results have been back at this time.

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

Thank you,  
Francisco Castro  
CPO



<b>Customer #</b>	<b>Estimate Date</b>	<b>Estimate #</b>
1878	3/7/2018	33007

# Proposal

**Service Location:**

Generator Spectrum 400kW  
Model # 400 DS  
Serial # 610638

Jensen Road Site Spectrum 400  
13705 Jensen Road  
Clearlake Oaks, CA 95423

**Bill To:**

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

\*\*\*Budgetary Estimate\*\*\*

Please see our estimate to replace the skidbase diesel fuel tank on the standby emergency generator set located at your facility on Jensen Road in Clearlake Oaks.

**Scope of Work:**

Disable generator controller from the autostart mode and disconnect starting battery. Disconnect electrical conduit and wiring from generator and disconnect unit from concrete pad. Install necessary lifting straps and have crane lift the complete generator with skidbase tank attached from the pad and set aside. Set new tank in place and mark and drill mounting holes and secure tank with anchor bolts. Disconnect generator from original tank and set generator on to new 300 gallon skidbase tank and bolt generator to tank. Pump diesel fuel from original tank into new tank with our fuel polishing machine that will polish/filter the fuel as it is transferred from one tank to the other. Reconnect all electrical conduit and wiring. (Electrical may need to be modified to fit configuration of new tank setup. Connect sensors from new fuel tank the the generator control system. Connect starting battery bank and prime fuel system. Test run the engine to ensure proper operation. Upon completion of services and testing, restore the engine controller to the autostart mode with the mainline circuit breaker in the closed position.

**Note:**

Due to the daily price fluctuation with steel products we added a \$500.00 contingency to allow this estimate to be valid for 30 days. If estimate is accepted and our costs have not changed from our vendor, we will honor pricing quoted without the added charge. (within 30 days).

If you have any questions regarding this matter, please feel free to call or email me at your earliest convenience.

Sincerely,

Jack Parodi  
Service Specialist  
Leete Generators

Upon receipt, I will process your repair estimate, order the materials needed for the project, and have our scheduler contact you to arrange your appointment.

Though we have diagnosed the problem as fully as possible up to this point, without actually expending the labor to disassemble and examine each part and component in detail, we may still uncover deeper and/or hidden issues that have not yet been revealed. Our experience indicates that this is unlikely but it remains a possibility. If we find any residual problems we will contact you right away to discuss the issue(s), options and costs, and get your approval prior to moving forward.

1908-2016 Celebrating 108 Years

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3360 McMaude Place • Santa Rosa, CA 95407  
 Ph: 800-649-0484 • Fax: 707-545-8930

**Customer #**  
1878

**Estimate Date**  
3/7/2018

**Estimate #**  
33007

# Proposal

**Bill To:**

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

**Service Location:**

Generator Spectrum 400kW  
 Model # 400 DS  
 Serial # 610638

Jensen Road Site Spectrum 400  
 13705 Jensen Road  
 Clearlake Oaks, CA 95423

Qty	Description	Unit Amount	Tax	Total
1	300gal Skidbase Diesel Fuel Tank with Secondary Containment. UL142 Listed.	\$7,625.00	Y	\$7,625.00
1	Accessories required for 300 gal UL142 Listed skidbase diesel tank (2" mushroom vent cap, (2) 4" emergency vent cap, top mount fuel gauge, high & low fuel level switch, leak alarm switch and 5 gal AST spill container w/drain.	\$2,098.00	Y	\$2,098.00
1	Estimated Misc. Electrical and Plumbing Supplies to modify new tank to existing generator. Includes fuel supply and return hoses.	\$150.00	Y	\$150.00
1	Misc. Hardware to mount new tank to pad and mount generator to tank.	\$60.00	Y	\$60.00
1	Crane Rental- 1 full day	\$2,400.00	N	\$2,400.00
1	Fuel Polisher Rental Fee Transfer fuel from old tank to new and will polish during transfer.	\$100.00	N	\$100.00
1	Misc. Contingency costs for daily price fluctuation in steel costs as imposed by vendor. (If needed)	\$500.00	Y	\$500.00
1	Estimated factory freight to Leete Generators.	\$375.00	N	\$375.00
2	Trip Charge-RT	\$283.00	N	\$566.00
1	Estimated labor charges to perform services and testing as outlined under 'Scope of Work'.	\$1,400.00	N	\$1,400.00
1	Site Visit "maybe" required prior to ordering new tank to inspect unit for stub up locations, etc..	\$560.00	Y	\$560.00
1	Second Tech: Labor charges for second tech to assist lead tech with 'Scope of Work'.	\$1,120.00	N	\$1,120.00

Please acknowledge acceptance by returning a signed copy via fax or e-mail to Jack Parodi

Fax: 707-545-8930

[j.parodi@leetegenerators.com](mailto:j.parodi@leetegenerators.com)

Estimate is good for 30 days from date of issue.

Subtotal:	\$16,954.00
Sales Tax:	\$756.40
<b>Estimate Total:</b>	<b>\$17,710.40</b>

\_\_\_\_\_  
 Representative Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Customer Signature

\_\_\_\_\_  
 Date

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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

3/9/2018

Dear Board,

Not much to report this month,

There were no major leaks this month as well as no reportable spills. I would like to commend the guys in collections on their efforts of preventative maintenance.

The Clarifier with the exception of the top in a couple of places is done being poured; it's impressive to say the least.

There was more potholing along the highway to determine service connections. I would like to say that the sidewalk project is going smoothly, but with the lack of support from the county it is making it difficult to continue moving forward.

I have spoken with HD and it sounds like they are planning on starting the intertie project in the first weeks of April. It will be nice to see this project pick up some momentum again.

The ponds at the waste plant are about done, the weather determines the work that can be done in the ponds seeing as how we don't want to tear up equipment or get it stuck. We are receiving some help from T&S on this at this point. I look forward to the finished project.

Jason Mitchell  
Operations Manager

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## Board of Directors

Margaret Medeiros  
President

Karl Hosier  
Vice President

Barbra Higman  
Director

Stanley Archscki  
Director

Samuel Boucher  
Director

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March 9, 2018

General Manager's Board Letter

**Loans/Grants/ Accounting:**

- We have received the first major reimbursement for the force main project.
- The Water Board has been reviewing the water grants and is expediting all of the grants with estimated approval in April. We have design approval on the sidewalk project. We are trying also to get reimbursable construction approval for the sidewalk project.
- Please see Dianna's letter.

**Items done since the last Board Meeting:**

- Field customer phone calls and meeting personally with any and all customers on questions regarding the July rate changes, the flood, the fire behind the sewer plant, the Everglade construction, and forfeiture agreements.

**Water Plant:**

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

**Sewer Plant**

- Construction has been under way. Basic clarifier form done and will be water tested by board. See photo in our foyer.
- Staff has made preparations in case we have excess rain and flow through the plant again this year. Note the rain event the week of the 1/8 caused a relatively significant peak inflow. Staff will be initiating a camera test at the suspected source to see if it goes into the sewer or storm drain.
- Other work running transfer pipes and connections are progressing.

**Force main:**

- It is essentially done except for connection work at each end. Everglade is paved. County wants minor touchup to paving, plus replacing curb we damaged in front of lot with the crossing end, which was planned.

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

- All six Mobile Home Parks and Orchard Shores have either directly or through posting been notified of the program. During this phase caps will be provided at NO CHARGE.
- We have completed inspections and capping at LVE and Oasis. We are continuing to work with Island Park. IF an impacted MHP is ready to go and there is a delay in capping due to the District we will not charge for any impacted lots.

**Harvey tank and CSA 16:**

- LAFCO extended the time to complete the annexation to January 2019.
- Our committee with CSA 16 has had two very good meetings. We expect to have a unified memo on the remaining work before the Board meeting and then proceed to a joint meeting with Special Districts.
- The Committee agrees that neither the Harvey tank has to be in service nor the Paradise Cove tank have to be rehabbed prior to completing the annexation.

**Backflows:**

- They have been submitted in water improvement grant project # 3, which is under active review. Annual required inspections were done. There were a small number of violators and they were all addressed.
- There are now two employees certified to perform these tests.

**Solar:**

- Currently back in service.
- No other news at this time.
- December/January failure to perform. We will be discussing with Nave whether the evidence is clear enough to file a claim for the increased electricity cost if we can accurately estimate our loss.

**Sidewalks:**

- Our surveys are complete and MC is proceeding with plans.
- We have twice submitted two Public Records Act requests for the County's CAD files with no cooperation.
- I provided a letter to BOS President Steele raising the issues and offering cooperative solutions to keep the project on track. There has been no response.
- On March 6 I authorized Counsel Nave to call County Attorney Anita Grant to note that the County needed to comply with the records request.
- Based on our staffs work assisted by HD we will soon have a firm game plan from Lake to Schindler on the south side, leaving the initial block from the firehouse to Lake until we have construction approval.
- We continue to push as hard as politically practical to speed the grant and authority to construct and be reimbursed prior to final grant approval.
- We do not yet know if or when any special meetings will be necessary.

**Recycled Water**

- The study is finished. We are talking about potential placement of facilities, etc. We have been in discussions with a potential customer about a private public partnership, including cost sharing. That customer is soliciting additional partners. This is a long term project.
- The State Board has begun reviewing our study materials.

Alan Gardner, GM

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

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Target % > **67%**

Thru End of February Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,134,732	756,488	839,899	74%	998,247	665,498	707,669	71%
<b>Total Operating Expenses</b>	986,807	657,871	679,199	69%	1,018,868	679,246	591,335	58%
<b>Operating Balance (loss)</b>	<b>147,925</b>	<b>98,617</b>	<b>160,700</b>		<b>(20,621)</b>	<b>(13,748)</b>	<b>116,334</b>	
420 Connection Rev			-				-	
435			-				-	
450 Other - Non S/W Rev	96,000	64,000	7,377	8%	85,000	56,667	7,377	9%
Depreciation Exp	164,168	109,445	109,445	67%	105,786	70,524	70,524	67%
<b>Net Change In Net Position (loss)</b>	<b>79,757</b>	<b>53,171</b>	<b>58,632</b>		<b>(41,407)</b>	<b>(27,605)</b>	<b>53,187</b>	

**Current Revenue Notes:**

WestAmer Op	\$	84,133
WestAmer CRP		541,796
LAIF		487,519
<b>Total</b>	<b>\$</b>	<b>1,113,448</b>

**Past Revenue Notes**

440 Misc = ATT Lease and Tax Roll

Thru End of February Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,104,732	736,488	743,267	67%	984,747	656,498	616,354	63%
430 Penalty & Interest	30,000	20,000	12,152	41%	13,500	9,000	11,591	86%
440 Misc	0	0	69,726	0%	0	0	64,970	0%
<b>Total Revenue &gt;</b>	<b>1,134,732</b>	<b>756,488</b>	<b>832,522</b>	<b>73%</b>	<b>998,247</b>	<b>665,498</b>	<b>700,292</b>	<b>70%</b>

Thru End of February Operating Expenses	Budget				Actual			
	Annual	YTD	YTD	%	YTD	%	YTD	% Spent
505 Salaries & Wages	356,310	237,540	274,871	77%	362,901	241,934	229,961	63%
510 Contracted Labor	-	-	-	0%	12,000	8,000	8,000	67%
520 FICA - District Share	29,633	19,755	20,389	69%	29,919	19,946	16,732	56%
530 Medical Ins - District Share	73,068	48,712	44,634	61%	113,120	75,413	64,930	57%
540 PERS - District Share	55,358	36,905	15,881	29%	45,286	30,190	14,782	33%
550 Unemployment	9,000	6,000	252	3%	9,000	6,000	252	3%
560 Workers Comp Ins	15,053	10,035	17,998	120%	12,218	8,145	12,671	104%
<b>Salaries and Employee Benefits &gt;</b>	<b>538,422</b>	<b>358,948</b>	<b>374,023</b>	<b>69%</b>	<b>584,443</b>	<b>389,629</b>	<b>347,326</b>	<b>59%</b>

605 Advertising	200	133	-	0%	200	133	-	0%
610 Bank Fees	2,810	1,873	1,787	64%	2,800	1,867	1,787	64%
620 Communications & Internet	10,000	6,667	4,815	48%	9,500	6,333	5,142	54%
622 Board Exp	10,000	6,667	2,127	21%	10,000	6,667	2,127	21%
625 Equip - Field (\$300-\$4999)	1,250	833	60	5%	2,750	1,833	162	6%
630 Equip - Office	3,000	2,000	1,155	38%	3,500	2,333	311	9%
640 Fuel & Oil	8,500	5,667	4,318	51%	4,000	2,667	4,794	120%
645 Insurance	40,000	26,667	13,775	34%	40,000	26,667	13,775	34%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	16,000	10,667	15,592	97%	25,000	16,667	10,076	40%
660	Memberships & Subscription:	28,500	19,000	13,969	49%	25,500	17,000	23,472	92%
665	Mileage Reimb	2,500	1,667	1,506	60%	2,500	1,667	1,506	60%
670	Postage & Shipping	4,800	3,200	3,959	82%	4,750	3,167	3,959	83%
675	Professional Services	20,000	13,333	27,801	139%	20,000	13,333	23,617	118%
685	Rents	5,700	3,800	3,307	58%	3,700	2,467	16,830	455%
690	Safety & Security	4,625	3,083	5,655	122%	10,625	7,083	7,854	74%
700	Tools & Instruments	3,875	2,583	2,233	58%	6,875	4,583	1,696	25%
703	Supplies - Clothing & Persona	1,675	1,117	1,124	67%	2,175	1,450	1,059	49%
705	Supplies - Office	4,250	2,833	4,781	112%	4,750	3,167	4,725	99%
715	Treatment Chemicals	52,000	34,667	69,658	134%	53,000	35,333	20,679	39%
720	Supplies - Operating - Other	15,000	10,000	8,057	54%	26,500	17,667	7,981	30%
730	Taxes - Licenses	1,500	1,000	1,347	90%	2,300	1,533	1,982	86%
735	Training	2,750	1,833	1,099	40%	3,250	2,167	616	19%
745	Travel	1,750	1,167	100	6%	1,750	1,167	100	6%
750	Utilities	135,650	90,433	81,451	60%	97,750	65,167	40,201	41%
760	Waste Disposal	550	367	135	25%	52,250	34,833	41,445	79%
795	Yolo Co	52,000	34,667	30,388	58%				
799	Misc	-	-	5	0%			5	0%
	<b>Services and Supplies &gt;</b>	<b>428,885</b>	<b>285,923</b>	<b>300,200</b>	<b>70%</b>	<b>415,425</b>	<b>276,950</b>	<b>235,897</b>	<b>57%</b>
810	R&R Buildings & Grounds	8,750	5,833	4,363	50%	8,750	5,833	4,437	51%
815	R & R Damage Claims	5,000	3,333	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,500	1,667	58	2%	6,000	4,000	339	6%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	2,336	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	2,167	557	17%	4,250	2,833	1,002	24%
	<b>Repairs &amp; Replacement &gt;</b>	<b>19,500</b>	<b>13,000</b>	<b>4,977</b>	<b>26%</b>	<b>19,000</b>	<b>12,667</b>	<b>8,113</b>	<b>43%</b>
	<b>Total Expenses &gt;</b>	<b>986,807</b>	<b>657,871</b>	<b>679,199</b>	<b>69%</b>	<b>1,018,868</b>	<b>679,246</b>	<b>591,335</b>	<b>58%</b>

**Clearlake Oaks County Water District**  
**Summary Balance Sheet**  
As of February 28, 2018

03/06/18

Accrual Basis

	<u>Feb 28, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	1,084,736.98
Accounts Receivable	-6.00
Other Current Assets	781,399.19
<b>Total Current Assets</b>	<u>1,866,130.17</u>
<b>Fixed Assets</b>	<u>7,790,292.55</u>
<b>TOTAL ASSETS</b>	<u><u>9,656,422.72</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	11,855.74
Credit Cards	1,537.72
Other Current Liabilities	906,201.17
<b>Total Current Liabilities</b>	<u>919,594.63</u>
<b>Total Liabilities</b>	919,594.63
<b>Equity</b>	<u>8,736,828.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>9,656,422.72</u></u>

**Clearlake Oaks County Water District**  
**Balance Sheet**  
As of March 6, 2018

03/06/18

Accrual Basis

	Mar 6, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
102.001 · GL - 9122 (Old Acct. # 053420019)	81,177.35
102.04 · DWR - CHECKING	200.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550) - O...	293,694.37
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)</b>	<b>482,694.37</b>
102.02 · CRP Water - 6990	243,813.08
102.03 · CRP Sewer - 3745	268,342.97
<b>Total Checking/Savings</b>	<b>1,076,227.77</b>
Accounts Receivable	
CUSI Accounts Receivable	-6.00
<b>Total Accounts Receivable</b>	<b>-6.00</b>
Other Current Assets	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
130 · Const In Progress - Studies	118,996.56
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	74,033.00
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 1057100)	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097000)	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	23,357.00
<b>Total Other Current Assets</b>	<b>781,399.19</b>
<b>Total Current Assets</b>	<b>1,857,620.96</b>
<b>Fixed Assets</b>	
128 · Sewer Infrastructure & Rehab Proj (Grant to repair/replace sewer infrastr...	6,705.84
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...	27,137.92
131 · Waste Water Plant	1,413.37
126 · Forcemain (phase 1) Cap. Imprv.	1,008,984.27
123 · USDA - Sewer Plant Cap Imprvmt	370,313.81
127 · Water Plant	18,300.17
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - W...	1,920,155.10
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	5,518.20
120.75 · SCADA	5,036.50
120.90 · Vehicles/Generators/Trailers	3,850.41
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	16,590.63
<b>Total 120 · District General CIP (EQUIPMENT - WAS 1011181)</b>	<b>1,951,150.84</b>
122 · Bldgs/Grounds Cap Improvements	8,528,840.28
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - W...	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	47,665.07
<b>Total 124.30 · Lift Stations</b>	<b>113,707.30</b>
124.50 · Mains	14,938.73
124.60 · Meters	700.00
124.90 · Water Tanks	7,965.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...	3,160,781.12
<b>Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...</b>	<b>3,298,092.19</b>
125 · Land - Dist. Cap. Improvements	300,385.50

## Clearlake Oaks County Water District

## Balance Sheet

As of March 6, 2018

03/06/18

Accrual Basis

	Mar 6, 18
129 · ALLOW. FOR DEPRECIATION	-7,721,470.00
Total Fixed Assets	7,789,854.19
<b>TOTAL ASSETS</b>	<b>9,647,475.15</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	12,652.13
Total Accounts Payable	12,652.13
<b>Credit Cards</b>	
210 · Cal Card	
210.06 · Cal Card - Jason 3879	1,060.97
210.04 · Cal Card - Alan - 7397	180.54
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,326.53
Total 210 · Cal Card	1,537.72
Total Credit Cards	1,537.72
<b>Other Current Liabilities</b>	
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal...	-322.01
280 · Loan	
280.09 · USDA WWTP Loan (USDA WWRP loan for Waste Plant im...	-4,240.15
280.07 · Bridge Loan for Forced Main (install of Forced Main until s...	431,005.31
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become ...	466,000.00
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
Total 280 · Loan	895,572.45
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments for Medical ...	734.97
221 · Health Ins - EE Portion - Other	3,880.93
Total 221 · Health Ins - EE Portion	4,615.90
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LA...	3,280.05
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-5,694.50
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	-2,414.45
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABL...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS ...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROL...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX ...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE -...	-1,283.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTIO...	-3,039.04
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABL...	616.11
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EM...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withel...	-7,752.20
Total Other Current Liabilities	934,132.81
Total Current Liabilities	948,322.66
Total Liabilities	948,322.66
<b>Equity</b>	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this ...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ...	706,698.67
Net Income	1,656,125.90

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Clearlake Oaks County Water District

03/06/18

Balance Sheet

Accrual Basis

As of March 6, 2018

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	<u>Mar 6, 18</u>
Total Equity	8,699,152.49
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>9,647,475.15</u></b>

## Clearlake Oaks County Water District

03/05/18

## Profit and Loss

Accrual Basis

July 2017 through February 2018

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL
<b>Income</b>					
<b>Income</b>					
410 · Client Reg Prmt	0.00	0.00	616,354.28	743,267.42	1,359,621.70
430 · Penalty & Interest					
430.1 · Condemnation Fund (58...	0.00	0.00	110.98	0.00	110.98
430 · Penalty & Interest - Other	0.00	0.00	11,479.99	12,151.75	23,631.74
<b>Total 430 · Penalty &amp; Interest</b>	<b>0.00</b>	<b>0.00</b>	<b>11,590.97</b>	<b>12,151.75</b>	<b>23,742.72</b>
440 · Misc Revenue	41.70	0.00	64,968.87	69,726.87	134,737.44
450 · Other - Non S/W Rev	0.00	0.00	7,376.61	7,376.61	14,753.22
<b>Total Income</b>	<b>41.70</b>	<b>0.00</b>	<b>700,290.73</b>	<b>832,522.65</b>	<b>1,532,855.08</b>
<b>Total Income</b>	<b>41.70</b>	<b>0.00</b>	<b>700,290.73</b>	<b>832,522.65</b>	<b>1,532,855.08</b>
<b>Gross Profit</b>	<b>41.70</b>	<b>0.00</b>	<b>700,290.73</b>	<b>832,522.65</b>	<b>1,532,855.08</b>
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	232,470.12	42,810.92	92,320.25	137,230.10	504,831.39
510 · Contract Labor	0.00	0.00	8,000.00	0.00	8,000.00
520 · FICA - District Share	17,171.70	2,971.26	6,659.66	10,316.82	37,119.44
530 · Medical Ins - Dist Share	50,999.37	12,773.94	33,042.68	12,746.60	109,562.59
540 · PERS - District Share	15,967.05	2,615.78	5,490.34	6,588.88	30,662.05
550 · Unemployment	503.81	0.00	0.00	0.00	503.81
560 · Workers Comp Ins	3,777.51	7,814.99	6,874.03	12,200.81	30,667.34
<b>Total Salaries &amp; EE Benefits</b>	<b>320,889.56</b>	<b>68,986.89</b>	<b>152,386.96</b>	<b>179,083.21</b>	<b>721,346.62</b>
<b>Services &amp; Supplies</b>					
610 · Bank Fees	3,573.56	0.00	0.00	0.00	3,573.56
620 · Communications & Internet	4,133.51	225.77	2,961.83	2,635.04	9,956.15
622 · Board Exp	4,253.39	0.00	0.00	0.00	4,253.39
625 · Equip - Field (\$300-\$4999)	0.00	118.78	101.66	0.00	220.44
630 · Equip - Office	620.73	0.00	0.00	843.87	1,464.60
640 · Fuel & Oil	0.00	3,817.42	2,884.60	2,408.72	9,110.74
645 · Insurance	0.00	0.00	13,775.00	13,775.00	27,550.00
657 · Lab	0.00	0.00	10,075.68	15,592.43	25,668.11
660 · Memberships & Subscription	562.29	0.00	23,190.73	13,688.14	37,441.16
665 · Mileage Reimb	3,010.96	0.00	0.00	0.00	3,010.96
670 · Postage & Shipping	7,918.49	0.00	0.00	0.00	7,918.49
675 · Professional Services	34,043.24	0.00	6,595.49	10,778.55	51,417.28
685 · Rents	4,660.65	0.00	14,499.37	975.59	20,135.61
690 · Safety & Security	711.50	7,007.12	3,995.14	1,796.49	13,510.25
700 · Tools & Instruments	0.00	2,427.16	482.28	1,019.21	3,928.65
703 · Supplies - Clothing & Personal	310.81	601.74	601.54	667.09	2,181.18
705 · Supplies - Office	7,398.46	395.53	828.19	883.62	9,505.80
715 · Supplies-Chemicals-Operating	0.00	0.00	20,679.15	69,658.16	90,337.31
720 · Supplies - Inventory - Other	0.00	1,658.22	7,151.79	7,227.67	16,037.68
730 · Taxes - Licenses	0.00	0.00	1,981.50	1,346.60	3,328.10
735 · Training (Classes, books, etc)	33.85	604.58	296.50	780.30	1,715.23
745 · Travel / Lodging	76.34	124.12	0.00	0.00	200.46
750 · Utilities	3,261.76	0.00	38,570.01	79,819.92	121,651.69
760 · Waste Disposal	270.22	0.00	41,310.12	0.00	41,580.34
795 · Yolo Co	0.00	0.00	0.00	30,387.79	30,387.79
799 · Misc					
799.1 · Customer Refund - Acct ...	0.00	0.00	274.90	1,445.04	1,719.94
799 · Misc - Other	10.00	0.00	0.00	0.00	10.00
<b>Total 799 · Misc</b>	<b>10.00</b>	<b>0.00</b>	<b>274.90</b>	<b>1,445.04</b>	<b>1,729.94</b>
<b>Total Services &amp; Supplies</b>	<b>74,849.76</b>	<b>16,980.44</b>	<b>190,255.48</b>	<b>255,729.23</b>	<b>537,814.91</b>
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	1,836.65	0.00	3,517.82	3,444.45	8,798.92
830 · R&R Equipment	0.00	114.92	280.45	0.00	395.37

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03/05/18

Accrual Basis

# Clearlake Oaks County Water District

## Profit and Loss

July 2017 through February 2018

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	<u>Admin (GL)</u>	<u>DC (GL)</u>	<u>Sewer (GL)</u>	<u>Water (GL)</u>	<u>Total GL</u>
832 · R&R Mains and Sewer Lines	0.00	0.00	2,335.91	0.00	2,335.91
840 · R&R Vehicles	304.15	309.78	694.50	250.00	1,558.43
<b>Total Repairs &amp; Replacement</b>	<u>2,140.80</u>	<u>424.70</u>	<u>6,828.68</u>	<u>3,694.45</u>	<u>13,088.63</u>
<b>Total Expense</b>	<u>397,880.12</u>	<u>86,392.03</u>	<u>349,471.12</u>	<u>438,506.89</u>	<u>1,272,250.16</u>
<b>Net Income</b>	<u><b>-397,838.42</b></u>	<u><b>-86,392.03</b></u>	<u><b>350,819.61</b></u>	<u><b>394,015.76</b></u>	<u><b>260,604.92</b></u>

Thru End of February		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	386,991	257,994	232,470	60.1%	154,521
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	32,024	21,350	17,172	53.6%	14,852
530	Medical Ins - District Share	86,993	57,995	50,999	58.6%	35,994
540	PERS-District Share (incl unfunded Liab, 35K)	42,535	28,357	15,967	37.5%	26,568
550	Unemployment	18,000	12,000	504	2.8%	17,496
560	Workers Comp Ins	8,683	5,789	3,778	43.5%	4,905
Salaries and Employee Benefits >		575,226	383,484	320,890	<b>55.8%</b>	254,336
605	Advertising	400	267	-	0.0%	400
610	Bank Fees	5,600	3,733	3,574	63.8%	2,026
620	Communications & Internet	7,000	4,667	4,134	59.1%	2,866
622	Board Exp	20,000	13,333	4,253	21.3%	15,747
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	2,500	1,667	621	24.8%	1,879
640	Fuel & Oil	0	0	-	0.0%	0
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	1,000	667	562	56.2%	438
665	Mileage Reimb	3,500	2,333	3,011	86.0%	489
670	Postage & Shipping	9,400	6,267	7,918	84.2%	1,482
675	Professional Services (Legal, IT, etc)	20,000	13,333	34,043	170.2%	(14,043)
685	Rents	7,400	4,933	4,661	63.0%	2,739
690	Safety & Security (boots)	3,500	2,333	712	20.3%	2,788
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	600	400	311	51.8%	289
705	Supplies - Office	6,250	4,167	7,398	118.4%	(1,148)
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	0	0	-	0.0%	0
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (Classes, books)	2,000	1,333	34	1.7%	1,966
745	Travel / Lodging	1,500	1,000	76	5.1%	1,424
750	Utilities	5,500	3,667	3,262	59.3%	2,238
760	Waste Disposal	500	333	270	54.0%	230
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	10	0.0%	(10)
Services and Supplies >		96,650	64,433	74,850	<b>77.4%</b>	21,800
810	R&R Buildings & Grounds	7,500	5,000	1,837	24.5%	5,663
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	2,000	1,333	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	500	333	304	60.8%	196
Repairs & Replacement >		10,000	6,667	2,141	<b>21.4%</b>	7,859
<b>Total Expenses &gt;</b>		<b>681,876</b>	<b>454,584</b>	<b>397,881</b>	<b>58.4%</b>	<b>283,995</b>

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

705 Additional envelopes, paper, etc for new billing format

8		D\C - Budget Variance Report Jul 2017			Target % >	66.7%
Thru End of February		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	45,460	30,307	42,811	94.2%	2,649
510	Contracted Labor	-	-	-		-
520	FICA - District Share	3,723	2,482	2,971	79.8%	752
530	Medical Ins - District Share	18,502	12,335	12,774	69.0%	5,728
540	PERS - District Share	11,381	7,587	2,616	23.0%	8,765
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	2,454	1,636	7,815	318.5%	(5,361)
Salaries and Employee Benefits >		81,521	54,347	68,987	84.6%	12,534
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	0	0	226	0.0%	(226)
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	2,500	1,667	119	4.8%	2,381
630	Equip - Office	0	0		0.0%	0
640	Fuel & Oil	5,000	3,333	3,817	76.3%	1,183
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	0	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services (SCADA)	0	0	-	0.0%	0
685	Rents	0	0	-	0.0%	0
690	Safety & Security (boots)	3,750	2,500	7,005	186.8%	(3,255)
700	Tools & Instruments	3,750	2,500	2,427	64.7%	1,323
703	Supplies - Clothing & Personal	750	500	602	80.3%	148
705	Supplies - Office	250	167	396	158.4%	(146)
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	13,000	8,667	1,658	12.8%	11,342
730	Taxes - Licenses	0	0	-	0.0%	0
735	Training (classes, books)	1,500	1,000	605	40.3%	895
745	Travel / Lodging	1,000	667	124	12.4%	876
750	Utilities	0	0	-	0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
Services and Supplies >		31,500	21,000	16,979	53.9%	14,521
810	R&R Buildings & Grounds	-	-		0.0%	-
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	-	-	115	0.0%	(115)
832	R&R Mains/Service Lines	-	-		0.0%	-
840	R&R Vehicles (\$2k/vehicle)	-	-	310	0.0%	(310)
Repairs & Replacement >		0	0	425	4250000.0%	(425)
Total Expenses >		113,021	75,347	86,391	76.4%	26,630

**Expense Notes**

505 Three Pay Periods for August

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

Thru End of February		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	146,675	97,783	92,320		54,355
510	Contracted Labor	12,000	8,000	8,000	68.4%	4,000
520	FICA - District Share	12,045	8,030	6,660	55.3%	5,385
530	Medical Ins - District Share	60,372	40,248	33,043	54.7%	27,329
540	PERS - District Share	18,328	12,218	5,490	30.0%	12,838
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	6,650	4,433	6,874	103.4%	(224)
Salaries and Employee Benefits >		256,070	170,713	152,387	59.5%	103,683
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	3,500	2,333	2,962	84.6%	538
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,500	1,000	102	6.8%	1,398
630	Equip - Office	1,000	667	-	0.0%	1,000
640	Fuel & Oil (Schaeffers)	1,500	1,000	2,885	192.3%	(1,385)
645	Insurance	40,000	26,667	13,775	34.4%	26,225
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	25,000	16,667	10,076	40.3%	14,924
660	Memberships & Subscriptions	25,000	16,667	23,191	92.8%	1,809
665	Mileage Reimb	500	333		0.0%	500
670	Postage & Shipping	50	33		0.0%	50
675	Professional Services (SCADA)	10,000	6,667	6,595	66.0%	3,405
685	Rents	0	0	14,499	1449900000.0%	(14,499)
690	Safety & Security (boots)	7,000	4,667	3,995	57.1%	3,005
700	Tools & Instruments	5,000	3,333	482	9.6%	4,518
703	Supplies - Clothing & Personal	1,500	1,000	602	40.1%	898
705	Supplies - Office	1,500	1,000	828	55.2%	672
715	Treatment Chemicals	53,000	35,333	20,679	39.0%	32,321
720	Supplies-Operating-Other-Titan Tubes	20,000	13,333	7,152	35.8%	12,848
730	Taxes - Licenses	2,300	1,533	1,982	86.2%	318
735	Training (classes, books)	1,500	1,000	297	19.8%	1,203
745	Travel / Lodging	500	333	-	0.0%	500
750	Utilities	95,000	63,333	38,570	40.6%	56,430
760	Waste Disposal	52,000	34,667	41,310	79.4%	10,690
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0		0.0%	0
799.1	Customer Refund			275		
Services and Supplies >		347,350	231,567	190,257	54.8%	157,093
810	R&R Buildings & Grounds	5,000	3,333	3,518	70.4%	1,482
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	0	0	-	0.0%	0
830	R&R Equipment	5,000	3,333	281	5.6%	4,719
832	R&R Mains/Service Lines	0	0	2,336	233600000.0%	(2,336)
840	R&R Vehicles (\$2k/vehicle)	4,000	2,667	695	17.4%	3,305
Repairs & Replacement >		14,000	9,333	6,830	48.8%	7,170
<b>Total Expenses &gt;</b>		<b>617,420</b>	<b>411,613</b>	<b>349,474</b>	<b>56.6%</b>	<b>267,946</b>

## Expense Notes

675 Leete Generators 2 Hr Load bank Tst, Leete Generators annual inspection, 2nd quarter WWTP Report

685 Baker Tank. Back Hoe and escavator rental for tree removal in ponds

660 SWRCB Annual Permit

820 Forfeiture Locks

8	Water - Budget Variance Report July 2017	Target % >	66.7%			
Thru End of February		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	140,085	93,390	137,230	98.0%	2,855
510	Contracted Labor	0	0	-		0
520	FICA - District Share	11,759	7,840	10,317	87.7%	1,442
530	Medical Ins - District Share	20,320	13,547	12,747	62.7%	7,573
540	PERS - District Share	28,400	18,933	6,589	23.2%	21,811
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	9,484	6,323	12,201	128.6%	(2,717)
Salaries and Employee Benefits >		210,049	140,033	179,084	85.3%	30,965
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	2,667	2,635	65.9%	1,365
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0	-	0.0%	0
630	Equip - Office	500	333	844	168.8%	(344)
640	Fuel & Oil	6,000	4,000	2,409	40.2%	3,591
645	Insurance	40,000	26,667	13,775	34.4%	26,225
650	Interest	0	0	-	0.0%	0
657	Outside Lab / Internal Lab	16,000	10,667	15,592	97.5%	408
660	Memberships & Subscriptions	28,000	18,667	13,688	48.9%	14,312
665	Mileage Reimb	500	333	-	0.0%	500
670	Postage & Shipping	100	67	-	0.0%	100
675	Professional Services (SCADA)	10,000	6,667	10,779	107.8%	(779)
685	Rents	2,000	1,333	976	48.8%	1,024
690	Safety & Security (boots)	1,000	667	1,796	179.6%	(796)
700	Tools & Instruments	2,000	1,333	1,019	51.0%	981
703	Supplies - Clothing & Personal	1,000	667	667	66.7%	333
705	Supplies - Office	1,000	667	884	88.4%	116
715	Treatment Chemicals	52,000	34,667	69,658	134.0%	(17,658)
720	Supplies - Operating - Other	8,500	5,667	7,228	85.0%	1,272
730	Taxes - Licenses	1,500	1,000	1,347	89.8%	153
735	Training (classes, books)	1,000	667	780	78.0%	220
745	Travel / Lodging	500	333		0.0%	500
750	Utilities	132,900	88,600	79,820	60.1%	53,080
760	Waste Disposal	300	200		0.0%	300
795	Yolo Co	52,000	34,667	30,388	58.4%	21,612
799	Misc	0	0	-	0.0%	0
799.1	Customer Refund			1,445		
Services and Supplies >		360,800	240,533	255,730	70.9%	105,070
810	R&R Buildings & Grounds	5,000	3,333	3,444	68.9%	1,556
815	R & R Damage Claims	5,000	3,333	-	0.0%	5,000
820	R&R Lift Stations	0	0	-		0
830	R&R Equipment	1,500	1,000	-	0.0%	1,500
832	R&R Mains/Service Lines	0	0	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	2,000	250	8.3%	2,750
Repairs & Replacement >		14,500	9,667	3,694	25.5%	10,806
<b>Total Expenses &gt;</b>		<b>585,349</b>	<b>390,233</b>	<b>438,508</b>	<b>74.9%</b>	<b>146,841</b>

505 Extreme overtime due to Lake Conditions and final check for former Emp. PTO/CTO, 24/hr plant monitoring  
675 LEETE Generator Inspections, SCADA trng for new Chief PO, Leak Detection, 5 yr watershed Survey  
685 Baker Tank Rental  
715 Due to extreme lake conditions, additiional chemicals for treatment was necessary  
750 Utilites: Due to lake conditions, Plant running almost 24/7

**Clearlake Oaks County Water District**  
**CRP/CIP Profit and Loss**  
**July 2017 through February 2018**

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Income</b>				
<b>Income</b>				
425 · CRP (Capital Replacment Plan)	204,980.45	222,136.67	427,117.12	427,117.12
430 · Penalty & Interest	3,612.83	4,473.43	8,086.26	8,086.26
<b>Total Income</b>	<u>208,593.28</u>	<u>226,610.10</u>	<u>435,203.38</u>	<u>435,203.38</u>
<b>Total Income</b>	208,593.28	226,610.10	435,203.38	435,203.38
<b>Gross Profit</b>	208,593.28	226,610.10	435,203.38	435,203.38
<b>Expense</b>				
<b>Salaries &amp; EE Benefits</b>				
505 · Salaries & Wages	29,748.22	45,313.02	75,061.24	75,061.24
520 · FICA - District Share	2,275.73	3,450.70	5,726.43	5,726.43
530 · Medical Ins - Dist Share	5,742.41	6,548.77	12,291.18	12,291.18
540 · PERS - District Share	1,480.53	2,392.81	3,873.34	3,873.34
560 · Workers Comp Ins	1,157.73	1,273.62	2,431.35	2,431.35
<b>Total Salaries &amp; EE Benefits</b>	<u>40,404.62</u>	<u>58,978.92</u>	<u>99,383.54</u>	<u>99,383.54</u>
<b>Services &amp; Supplies</b>				
620 · Communications & Internet	225.80	225.80	451.60	451.60
625 · Equip - Field (\$300-\$4999)	0.00	190.00	190.00	190.00
640 · Fuel & Oil	3,489.44	2,780.94	6,270.38	6,270.38
675 · Professional Services	12,037.00	0.00	12,037.00	12,037.00
685 · Rents	2,307.12	2,314.89	4,622.01	4,622.01
690 · Safety & Security	106.71	282.69	389.40	389.40
700 · Tools & Instruments	0.00	68.05	68.05	68.05
720 · Supplies - Inventory - Other	11,320.76	5,610.07	16,930.83	16,930.83
<b>Total Services &amp; Supplies</b>	<u>29,486.83</u>	<u>11,472.44</u>	<u>40,959.27</u>	<u>40,959.27</u>
<b>Repairs &amp; Replacement</b>				
810 · R&R Buildings & Grounds	3,249.04	15,683.39	18,932.43	18,932.43
820 · R&R Lift Stations	0.00	911.61	911.61	911.61
830 · R&R Equipment	5,262.53	5,077.37	10,339.90	10,339.90
832 · R&R Mains and Sewer Lines	6,686.50	3,712.26	10,398.76	10,398.76
840 · R&R Vehicles	6,077.34	5,083.13	11,160.47	11,160.47
<b>Total Repairs &amp; Replacement</b>	<u>21,275.41</u>	<u>30,467.76</u>	<u>51,743.17</u>	<u>51,743.17</u>
<b>Total Expense</b>	<u>91,166.86</u>	<u>100,919.12</u>	<u>192,085.98</u>	<u>192,085.98</u>
<b>Net Income</b>	<u>117,426.42</u>	<u>125,690.98</u>	<u>243,117.40</u>	<u>243,117.40</u>

Clearlake Oaks Co Water District  
**Budget Variance Report 2017-2018**

8

Target % > **66.7%**

Thru End of January Summary	WATER - CRP Budget			Actual YTD	
	Annual	YTD		Amount	%
<b>WATER CRP Revenue</b>	337,932	225,288	208,593	61.7%	0%
<b>WATER CRP Expenses</b>	190,772	127,181	91,168	47.8%	0%
Reimburs Eng fees prior to grant funding	75,000	50,000			
Previous Year Balance 6/30/17	10,469				
<b>Operating Balance</b>	<b>82,629</b>	<b>55,086</b>	<b>117,425</b>		

Expenses	2016 - 2017 Budget		Actual YTD	% Spent	Total Remaining
	Annual	YTD			
505 Salaries & Wages	46,964	31,309	29,748		17,216
510 Contracted Labor	0	0	-	63.3%	0
520 FICA - District Share	3,955	2,637	2,276	57.5%	1,679
530 Medical Ins - District Share	18,502	12,335	5,742	31.0%	12,760
540 PERS - District Share	2,547	1,698	1,481	58.1%	1,066
550 Unemployment	0	0	-	0.0%	0
560 Workers Comp Ins	2,554	1,703	1,158	45.3%	1,396
<b>Salaries and Employee Benefits &gt;</b>	<b>74,522</b>	<b>49,681</b>	<b>40,405</b>	<b>54.2%</b>	<b>34,117</b>
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	3,333	226	4.5%	4,774
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	833	-	0.0%	1,250
630 Equip - Office	2,500				
640 Fuel & Oil	2,500	1,667	3,489	139.6%	(989)
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	0	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	12,037	0.0%	(12,037)
685 Rents	0	0	2,307	0.0%	(2,307)
690 Safety & Security (boots)	0	0	107	0.0%	(107)
700 Tools & Instruments	0	0	-	0.0%	0
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	8,500	5,667	11,321	133.2%	(2,821)
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training (classes, books)	0	0	-	0.0%	0
745 Travel / Lodging	0	0	-	0.0%	0
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
<b>Services and Supplies &gt;</b>	<b>19,750</b>	<b>11,500</b>	<b>29,487</b>	<b>149.3%</b>	<b>(9,737)</b>
810 R&R Buildings & Grounds	15,000	10,000	3,249	21.7%	11,751
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	0	0	-	0.0%	0
830 R&R Equipment	5,000	3,333	5,263	105.3%	(263)
832 R&R Mains/Service Lines	50,000	33,333	6,687	13.4%	43,313
840 R&R Vehicles (\$2k/vehicle)	26,500	17,667	6,077	22.9%	20,423
<b>Repairs &amp; Replacement &gt;</b>	<b>96,500</b>	<b>64,333</b>	<b>21,276</b>	<b>22.0%</b>	<b>75,224</b>
<b>Total Expenses &gt;</b>	<b>190,772</b>	<b>125,515</b>	<b>91,168</b>	<b>47.8%</b>	<b>99,604</b>

675 Professional Services: Utilities Services / Leak Checks

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

830 R & R Equipment: Replacement of Cagulant pumps

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Clearlake Oaks Co Water District

Budget Variance Report 2017-2018

8

SEWER-CRP

Target % > 66.7%

Thru End of February

Summary	Budget		Actual YTD		
	Annual	YTD	Amount	%	
SEWER CRP Revenue	347,769	231,846	224,137	64.4%	0%
SEWER CRP Expenses	218,423	145,615	100,921	46.2%	0%
I & I/Lift Station Rehab Improvements	42,000	28,000	-		
USDA Annual Payment	129,000	86,000	4,240		
Reimbuseable fees for Eng Cost prior to grant	95,000	63,333			
Short term depreciation reserve	30,000	20,000	20,000		
Previous Year Balance 6/30/17	362,837				
<b>Operating Balance (loss)</b>	<b>196,183</b>	<b>130,789</b>	<b>103,216</b>		

Expenses	2016 - 2017 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	43,711	29,141	45,313	103.7%	(1,602)
510 Contracted Labor	-	-	-		-
520 FICA - District Share	3,578	2,385	3,451	96.5%	127
530 Medical Ins - District Share	10,160	6,773	6,549	64.5%	3,611
540 PERS - District Share	2,374	1,583	2,393	100.8%	(19)
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	2,350	1,567	1,274	54.2%	1,076
<b>Salaries and Employee Benefits &gt;</b>	<b>62,173</b>	<b>41,449</b>	<b>58,980</b>	<b>94.9%</b>	<b>3,193</b>
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	3,333	226	4.5%	4,774
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	833	190	15.2%	1,060
630 Equip - Office	2,500	1,667	-	0.0%	2,500
640 Fuel & Oil	2,500	1,667	2,781	111.2%	(281)
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	0	0	2,315	0.0%	(2,315)
690 Safety & Security (boots)	0	0	283	0.0%	(283)
700 Tools & Instruments	0	0	68	0.0%	(68)
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	8,500	5,667	5,610	66.0%	2,890
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training (classes, books)	0	0	-	0.0%	0
745 Travel / Lodging	0	0	-	0.0%	0
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
<b>Services and Supplies &gt;</b>	<b>19,750</b>	<b>13,167</b>	<b>11,473</b>	<b>58.1%</b>	<b>8,277</b>
810 R&R Buildings & Grounds	35,000	23,333	15,684	44.8%	19,316
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	13,333	912	4.6%	19,088
830 R&R Equipment	5,000	3,333	5,077	101.5%	(77)
832 R&R Mains/Service Lines	50,000	33,333	3,712	7.4%	46,288
840 R&R Vehicles (\$2k/vehicle)	26,500	17,667	5,083	19.2%	21,417
<b>Repairs &amp; Replacement &gt;</b>	<b>136,500</b>	<b>91,000</b>	<b>30,468</b>	<b>22.3%</b>	<b>106,032</b>
<b>Total Expenses &gt;</b>	<b>218,423</b>	<b>145,615</b>	<b>100,921</b>	<b>46.2%</b>	<b>117,502</b>

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

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

690 Safety and Security Gloves

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**Clearlake Oaks County Water District**  
**Capital Improvements**  
**As of February 28, 2018**

Date	Name	Memo	Class	Amount
<b>130 - Const In Progress - Studies</b>				
07/21/2017	MC Engineering, Inc	Tanks & Distribution	Loan/Grant:...	2,413.86
07/21/2017	MC Engineering, Inc	Tanks & Distributions	Loan/Grant:...	2,183.75
07/21/2017	MC Engineering, Inc	WTP Meters/ Backflow	Loan/Grant:...	2,170.00
07/21/2017	MC Engineering, Inc	WWTP Reclamation	Loan/Grant:...	25,619.75
08/10/2017	MC Engineering, Inc		Loan/Grant:...	784.00
08/10/2017	MC Engineering, Inc		Loan/Grant:...	784.70
08/10/2017	MC Engineering, Inc		Loan/Grant:...	8,655.66
08/10/2017	MC Engineering, Inc		Loan/Grant:...	831.49
08/31/2017	MC Engineering, Inc		Loan/Grant:...	503.45
08/31/2017	MC Engineering, Inc		Loan/Grant:...	3,351.26
08/31/2017	MC Engineering, Inc		Loan/Grant:...	2,161.89
08/31/2017	MC Engineering, Inc		Loan/Grant:...	18,877.98
08/31/2017	MC Engineering, Inc		Loan/Grant:...	9,464.07
08/31/2017	MC Engineering, Inc		Loan/Grant:...	16,730.11
08/31/2017	MC Engineering, Inc		Loan/Grant:...	7,029.93
09/30/2017	MC Engineering, Inc		Loan/Grant:...	7,518.75
09/30/2017	MC Engineering, Inc		Loan/Grant:...	27.50
09/30/2017	MC Engineering, Inc	Engineering Tech	Loan/Grant:...	27.50
09/30/2017	MC Engineering, Inc	Engineering Tech time	Loan/Grant:...	27.50
10/27/2017	ABC Plumbing	smoke testing of lines	Loan/Grant:...	3,000.00
10/31/2017	MC Engineering, Inc	Reclamation Study	Loan/Grant:...	450.00
11/30/2017	MC Engineering, Inc		Loan/Grant:...	23,801.24
11/30/2017	MC Engineering, Inc	Smoke Testing	CRP:Sewer	1,695.00
11/30/2017	MC Engineering, Inc		Loan/Grant:...	2,242.26
12/31/2017	MC Engineering, Inc		Loan/Grant:...	2,385.00
12/31/2017	MC Engineering, Inc		Loan/Grant:...	17,242.91
01/25/2018		Reclamation Study F...	Loan/Grant:...	-23,480.00
02/20/2018		Last reclamation pay...	Loan/Grant:...	-17,503.00
Total 130 - Const In Progress - Studies				118,996.56
<b>126 - Forcemain (phase 1) Cap. Imprv.</b>				
07/21/2017	MC Engineering, Inc		Loan/Grant:...	30,820.05
07/21/2017	MC Engineering, Inc	II	Loan/Grant:...	9,824.59
08/10/2017	MC Engineering, Inc		Loan/Grant:...	13,495.32
08/10/2017	MC Engineering, Inc		Loan/Grant:...	3,003.58
08/31/2017	MC Engineering, Inc	I & I Construction for...	Loan/Grant:...	24,566.66
09/30/2017	MC Engineering, Inc		Loan/Grant:...	29,283.64
09/30/2017	Geo Legal	Construction Easem...	CRP:Sewer	4,425.00
10/03/2017	HD Excavating	Potholing for pipe siz...	CRP:Sewer	1,448.00
10/03/2017	HD Excavating	Potholing - Prep for ...	CRP:Sewer	17,812.00
10/03/2017	HD Excavating	Forcemain Prep	CRP:Sewer	16,221.50
10/10/2017	Pace	Forcemain Parts	CRP:Sewer	21,322.20
10/24/2017	Pace		CRP:Sewer	638.99
10/24/2017	Action Sanitary, Inc		CRP:Sewer	2,825.00
10/24/2017	Pace	parts needed for For...	CRP:Sewer	5,439.83
10/25/2017	Pace		CRP:Sewer	-3,174.06
10/25/2017	Pace		CRP:Sewer	258.63
10/25/2017	Pace	Forcemain	CRP:Sewer	809.01
10/26/2017	Action Sanitary, Inc		CRP:Sewer	3,362.50
10/27/2017	Pace	inventory/parts for F...	CRP:Sewer	380.39
10/27/2017	Action Sanitary, Inc	Forcemain Work - A...	CRP:Sewer	5,200.00
10/31/2017	Clearlake Lava	I & I Construction	Loan/Grant:...	592.05
10/31/2017	MC Engineering, Inc	I & I Construction	Loan/Grant:...	2,276.83
10/31/2017	MC Engineering, Inc	I & I Construction	Loan/Grant:...	25,211.97
10/31/2017	Geo Legal	Forcemain	CRP:Sewer	1,540.00
11/12/2017	Clearlake Lava	WTP gray base	CRP:Sewer	91.87
11/30/2017	MC Engineering, Inc		Loan/Grant:...	27,978.78
11/30/2017	MC Engineering, Inc		Loan/Grant:...	648.33
12/04/2017	T & S Construction Co...	Forcemain - 1st Pay...	Loan/Grant:...	328,669.78
12/14/2017	T & S Construction Co...		Loan/Grant:...	132,422.18
12/28/2017	Pace	Force Main Project	Loan/Grant:...	349.64
12/31/2017	MC Engineering, Inc		Loan/Grant:...	19,104.35
01/19/2018	T & S Construction Co...	Forcemain USDA pa...	Loan/Grant:...	237,424.04
01/31/2018	MC Engineering, Inc		Loan/Grant:...	23,288.07
Total 126 - Forcemain (phase 1) Cap. Imprv.				987,560.72

**Clearlake Oaks County Water District**  
**Capital Improvements**  
**As of February 28, 2018**

Date	Name	Memo	Class	Amount
<b>123 - USDA - Sewer Plant Cap Imprvmt</b>				
07/17/2017	Adams Ashby	USDA WWTP	Loan/Grant:...	2,880.00
07/21/2017	MC Engineering, Inc	USDA WWTP Loan	Loan/Grant:...	4,273.22
08/01/2017	Adams Ashby		Loan/Grant:...	4,050.00
08/10/2017	MC Engineering, Inc		Loan/Grant:...	19,127.62
08/24/2017	USDA WWTP	Bond Counsel - The ...	Loan/Grant:...	-97,850.00
08/24/2017	USDA WWTP	District reimburseme...	Loan/Grant:...	-8,163.05
08/24/2017	USDA WWTP	District payoff of Brid...	Loan/Grant:...	-468,282.35
08/24/2017	USDA WWTP	District reimburseme...	Loan/Grant:...	-41,905.73
09/01/2017	Adams Ashby		Loan/Grant:...	2,520.00
09/19/2017	T & S Construction Co...	payment on Outlay r...	Loan/Grant:...	204,012.50
09/30/2017	MC Engineering, Inc		Loan/Grant:...	33,455.63
10/02/2017	Adams Ashby	General Admin/Labo...	Loan/Grant:...	1,800.00
10/19/2017	T & S Construction Co...	USDA Outlay #3	Loan/Grant:...	75,466.27
10/31/2017	MC Engineering, Inc	WWTP USDA	Loan/Grant:...	27,679.39
11/07/2017	Adams Ashby	WWTP USDA LOAN	Loan/Grant:...	2,790.00
11/30/2017	MC Engineering, Inc		Loan/Grant:...	19,722.70
12/01/2017	Adams Ashby		Loan/Grant:...	2,250.00
12/14/2017	T & S Construction Co...	USDA WWTP Impro...	Loan/Grant:...	251,221.95
12/14/2017	T & S Construction Co...		Loan/Grant:...	302,100.00
12/31/2017	MC Engineering, Inc		Loan/Grant:...	11,838.31
01/01/2018	Adams Ashby		Loan/Grant:...	2,970.00
01/19/2018	T & S Construction Co...	USDA WWTP paym...	Loan/Grant:...	381,425.00
01/31/2018	MC Engineering, Inc		Loan/Grant:...	31,905.66
02/01/2018	Adams Ashby		Loan/Grant:...	1,260.00
02/06/2018		reimbursement for A...	Loan/Grant:...	-2,970.00
02/06/2018		reimbursement for M...	Loan/Grant:...	-11,838.31
02/06/2018		funds to be paid to T...	Loan/Grant:...	-381,425.00
Total 123 - USDA - Sewer Plant Cap Imprvmt				370,313.81
<b>127 - Water Plant</b>				
10/23/2017	Pace	Bypass to pump at ...	CRP:Sewer	374.57
11/30/2017	Telstar Instruments	Mag Meter Replace...	CRP:Water	5,540.00
12/15/2017	Pace	capital improvement...	GL:Water	498.48
12/28/2017	Pace	Replaced injection m...	CRP:Water	31.50
12/28/2017	Pace	Replaced injection m...	CRP:Water	653.99
01/04/2018	Pace	parts for improve...	CRP:Water	438.16
01/11/2018	Kelseyville Lumber	water heater replace...	GL:Water	235.94
01/19/2018	Mendo Mill	stainless steel fauce...	GL:Water	21.08
01/22/2018	Mendo Mill	pump well for WTP (...)	GL:Water	237.34
01/23/2018	Pace	parts for NTU pump ...	GL:Water	232.26
01/30/2018	Cal-Tech Pump	purchase of new pu...	GL:Water	799.54
01/31/2018	B&B Industrial Supply	4" black pipe for WT...	CRP:Water	272.31
02/19/2018	Swan Analytical Instru...	Approved at RM on ...	CRP:Water	8,965.00
Total 127 - Water Plant				18,300.17
<b>120 - District General CIP (EQUIPMENT - WAS 1011181)</b>				
<b>120.01 - General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>				
08/31/2017	ERS Industrial Servic...	main water treatmen...	CRP:Water	52,972.45
09/07/2017	Air Technology West	WTP Compressor	CRP:Water	8,064.75
09/11/2017	Air Technology West	reconditioned control...	CRP:Water	2,236.23
01/22/2018	Hach	colorimeter assembl...	GL:Sewer	1,065.71
01/25/2018	HomeDepot	Dewalt 20 Volt Max ...	GL:Sewer	460.10
01/26/2018	Mendo Mill	tiedowns for V-28 - p...	GL:DC	31.86
02/14/2018	GME Supply	various safety cable...	GL:DC	2,496.84
02/17/2018	Best Buy	plug in memory for A...	GL:Admin	84.81
02/22/2018	Simplified Safety	safety harnesses - lo...	GL:DC	1,641.75
Total 120.01 - General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...)				69,054.50

**Clearlake Oaks County Water District**  
**Capital Improvements**  
**As of February 28, 2018**

03/06/18

Accrual Basis

Date	Name	Memo	Class	Amount
<b>120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)</b>				
07/12/2017	Quill	JM Printer/ ink for W...	GL:Water	342.97
07/27/2017	Quill	Keurig	GL:Water	139.99
07/27/2017	Quill	Keurig (split with GL:...	GL:Sewer	139.99
08/01/2017	Quill	Osgood Chair	GL:Admin	152.99
08/15/2017	Quill	Clear plastic 9x13 cli...	GL:Admin	107.24
09/21/2017	Webstaurant Store	3 stainless steel mix...	GL:Water	628.97
09/28/2017	Quill	lateral file 2 drawers ...	GL:Water	477.25
10/23/2017	Lake Mattress	printer table for WTP...	GL:Water	170.53
11/10/2017	Quill	Parsons desk	GL:Admin	83.64
01/05/2018	Quill	whiteboard for Ops ...	GL:Water	192.28
01/05/2018	Quill	new speakerphones ...	GL:Sewer	144.18
01/11/2018	Quill	Timeclock Timers fo...	GL:DC	364.53
01/11/2018	Quill		GL:Water	364.53
01/19/2018	Bill Fredriksson	admin desktop work...	GL:Admin	1,371.48
01/22/2018	Bill Fredriksson	virus removal and up...	GL:Sewer	30.00
01/22/2018	Quill	speakers for D/C co...	GL:DC	24.22
01/22/2018	Quill	speakers for Admin	GL:Admin	12.11
01/23/2018	Quill	4 drawer lateral filing...	GL:DC	178.73
01/23/2018	Quill	4 drawer lateral filing...	GL:Water	178.73
01/24/2018	Mendo Mill	equipment to make ...	GL:Water	16.65
01/24/2018	CLEARLAKE TV & A...	Answering Machine f...	GL:Water	32.61
01/25/2018	CLEARLAKE TV & A...	answering machine f...	GL:Sewer	32.61
01/31/2018	Atlantic Time Systems	time card slot holder ...	GL:DC	51.00
01/31/2018	Atlantic Time Systems	time card slot holder ...	GL:Water	51.00
02/13/2018	Quill	electric stapler - offic...	GL:Admin	85.79
02/14/2018	Quill	2 line speakerphones	GL:Water	144.18
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				5,518.20
<b>120.75 · SCADA</b>				
08/11/2017	Southport Control Sol...	SCADA assistance; ...	CRP:Water	1,630.50
08/11/2017	Southport Control Sol...	Install and Commissi...	CRP:Water	1,123.00
09/09/2017	Southport Control Sol...	programming - updat...	CRP:Water	1,703.00
02/05/2018	Southport Control Sol...	upgrade to Scada (a...	GL:Water	580.00
Total 120.75 · SCADA				5,036.50
<b>120.90 · Vehicles/Generators/Trailers</b>				
01/22/2018	Acme Rigging & Supp...	purchase to improve...	CRP:Sewer	88.38
01/26/2018	Mendo Mill	drop cloth for Vacco...	GL:DC	47.98
02/05/2018	B&B Industrial Supply	metal for rack set up...	GL:DC	28.73
02/14/2018	All Ford Auto Wrecking	Decklid Tailgate for ...	GL:Admin	71.85
02/14/2018	All Ford Auto Wrecking	Decklid Tailgate for ...	GL:DC	71.85
02/14/2018	All Ford Auto Wrecking	Decklid Tailgate for ...	GL:Sewer	71.85
02/14/2018	All Ford Auto Wrecking	Decklid Tailgate for ...	GL:Water	71.83
02/23/2018	Leete Generators Inc	Feb inspection w/ re...	CRP:Sewer	950.29
02/23/2018	Leete Generators Inc	Feb inspection w/ re...	CRP:Water	246.47
02/23/2018	Leete Generators Inc	Feb inspection w/ re...	CRP:Sewer	246.47
02/23/2018	Leete Generators Inc	Feb inspection w/ re...	CRP:Water	418.16
02/23/2018	Leete Generators Inc	Feb inspection w/ re...	CRP:Sewer	418.16
02/26/2018	CLEARLAKE TV & A...	relay for Vaccon (as...	CRP:Sewer	26.10
02/27/2018	Mendo Mill	clamps to hold tarp o...	CRP:Water	23.00
02/27/2018	Mendo Mill		CRP:Sewer	23.00
02/27/2018	Mendo Mill		CRP:Water	1.85
02/28/2018	Al's Upholstery	V-28	CRP:Water	197.36
02/28/2018	Al's Upholstery	V-28	CRP:Sewer	197.36
02/28/2018	Al's Upholstery	V-21	CRP:Water	197.36
02/28/2018	Al's Upholstery	V-21	CRP:Sewer	197.34
02/28/2018	Tire Pro	new tires, mount, bal...	GL:Sewer	693.38
Total 120.90 · Vehicles/Generators/Trailers				4,288.77

**Clearlake Oaks County Water District**  
**Capital Improvements**  
**As of February 28, 2018**

Date	Name	Memo	Class	Amount
<b>120 · District General CIP (EQUIPMENT - WAS 1011181) - Other</b>				
10/05/2017	Mendo Mill	materials for installat...	GL:Sewer	12.59
10/11/2017	Jeff Pasquetti	Emergency purchas...	CRP:Water	6,000.00
10/11/2017	Jeff Pasquetti	Purchase of a Gener...	CRP:Sewer	6,000.00
01/22/2018	Bill Fredriksson	set up new software ...	GL:Water	261.25
01/22/2018	Bill Fredriksson	general repairs/troub...	GL:Admin	809.74
01/22/2018	Bill Fredriksson	troubleshoot and fix ...	CRP:Water	261.25
01/22/2018	Bill Fredriksson	server upgrade proje...	GL:Admin	3,245.80
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - Other				16,590.63
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				100,488.60
<b>122 · Bldgs/Grounds Cap Improvements</b>				
08/22/2017	Performance Mechani...	add additional suppl...	CRP:Water	1,350.00
09/17/2017	Clearlake Lava	Installation of loadin...	GL:Sewer	7,372.65
09/19/2017	Mendo Mill	CIP - valve box build...	GL:Water	49.39
09/19/2017	Mendo Mill	CIP - valve box build...	GL:Water	32.50
09/25/2017	Mendo Mill	Improvement CIP ex...	GL:Sewer	43.93
09/26/2017	Mendo Mill	stationary desk for D...	GL:DC	102.80
09/27/2017	Mendo Mill	installation of new o...	GL:Sewer	20.00
10/03/2017	HD Excavating	Capital Improvement...	CRP:Sewer	11,968.00
10/03/2017	HD Excavating	Capital Improvement...	CRP:Sewer	21,411.00
10/03/2017	HD Excavating	WTP electrical ditch ...	CRP:Water	2,919.00
10/03/2017	Hydra-Stop Holdings ...	Repair approved - C...	CRP:Water	3,534.96
10/03/2017	Hydra-Stop Holdings ...	Repair approved - C...	CRP:Sewer	3,534.96
11/13/2017	Pace	Rebuilt manifold in c...	CRP:Water	109.09
11/16/2017	Coastal Mountain Ele...	Trouble call power to...	CRP:Sewer	754.00
Total 122 · Bldgs/Grounds Cap Improvements				53,202.28
<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>				
<b>124.30 · Lift Stations</b>				
<b>124.31 · Lift Station 7 Bypass</b>				
Total 124.31 · Lift Station 7 Bypass				
<b>124.30 · Lift Stations - Other</b>				
08/12/2018	High Country Security	installation and purc...	GL:Sewer	1,400.59
Total 124.30 · Lift Stations - Other				1,400.59
Total 124.30 · Lift Stations				1,400.59
<b>124.50 · Mains</b>				
08/27/2017	Clearlake Lava	Road Base	CRP:Sewer	150.15
Total 124.50 · Mains				150.15
<b>124.60 · Meters</b>				
Total 124.60 · Meters				
<b>124.90 · Water Tanks</b>				
08/22/2017	Aqua-Tech Company	tank diving for repair...	CRP:Water	2,750.00
Total 124.90 · Water Tanks				2,750.00
<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>				
11/17/2017	Mendo Mill	Wood box for Lamperti	GL:DC	78.12
01/25/2018	HD Excavating	Potholing to locate 1...	CRP:Water	15,522.00
02/01/2018	HD Excavating	of bill approved RM ...	CRP:Water	2,478.00
02/01/2018	HD Excavating	approval of GM on 2/...	CRP:Water	6,266.00
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				24,344.12
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				28,644.86
<b>125 · Land - Dist. Cap. Improvements</b>				
11/13/2017	Lagerlof, Senecal, Go...	675A & 589 Keys Bl...	GL:Admin	615.50
Total 125 · Land - Dist. Cap. Improvements				615.50

## Clearlake Oaks County Water District

03/06/18

## Capital Improvements

Accrual Basis

As of February 28, 2018

Date	Name	Memo	Class	Amount
<b>129 - ALLOW. FOR DEPRECIATION</b>				
07/10/2017	Greenbergs Quality M...	2008 Chevrolet Silve...		25,700.00
Total 129 - ALLOW. FOR DEPRECIATION				25,700.00
<b>210 - Cal Card</b>				
07/20/2017	US Bank		GL:Water	849.03
08/02/2017	WRANGLER			-509.25
11/01/2017	US Bank	Credit from previous ...	GL:Admin	-667.97
Total 210 - Cal Card				-328.19
<b>280 - Loan</b>				
<b>280.07 - Bridge Loan for Forced Main (install of Forced Main until state funding for the Inflow and Infiltration Rehab</b>				
11/20/2017	West America Bank	Reimbursement for ...	Loan/Grant:...	-80,000.00
12/21/2017	West America Bank	To cover expenses T...	Loan/Grant:...	-356,648.56
12/28/2017	West America Bank	Principal Balance \$7...	Loan/Grant:...	555.04
01/18/2018	West America Bank	Principal balance \$4...	Loan/Grant:...	2,967.32
02/15/2018	West America Bank	Principal balance \$4...	Loan/Grant:...	2,120.89
Total 280.07 - Bridge Loan for Forced Main (install of Forced Main until state f...				-431,005.31
Total 280 - Loan				-431,005.31
<b>TOTAL</b>				<b>1,272,489.00</b>



Accounts

Transfers

Bill Pay

### Accounts

Transfer Settings

#### CRP SEWER \*3745

Current \$282,302.43

Available \*\*\$282,302.43

#### GENERAL LEDGER \*9122

Current \$84,133.46

Available \*\*\$88,222.91

#### CRP WATER \*6990

Current \$259,493.19

Available \*\*\$259,493.19

#### Credit Line \*1999

Outstanding \$0.00

Available credit \$0.00

Due \$0.00

#### Note \*1001

Balance \$0.00

Pay

#### BALANCE TOTALS

Total Deposit Accounts \$625,929.08

Total Tiered Commercial Loans \$0.00

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

### Outside Accounts



### Make a Payment

Make paying bills fast and easy

Pay your bills on one screen in seconds.

Sign up for payments

### Get Help with Taxes



A simple tax solution is here for you.

We've teamed up with TurboTax to help you get every penny you deserve.

Start for free

### Money Management

## Budgets made easy!



Every transaction is automatically categorized put in a budget to help you stay on track.

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- Amazon app store for the Kindle Fire tablet

March 2018

Su	Mo	Tu	We	Th	Fr
25	26	27	28	1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

TurboTax price increase in March

**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)  
March 12, 2018

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

PMIA Average Monthly Yields

**Account Number:**  
90-17-001

Tran Type Definitions

February 2018 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	487,519.10
Total Withdrawal:	0.00	Ending Balance:	487,519.10

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**Aged Accounts Receivable**

**As of 3/12/17**

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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>
\$100,157.14	\$26,238.42	\$13,149.28	\$3,125.21	\$82,236.65	<u>\$224,906.70</u>

**Total number of accounts with open balances: 1097**

These totals include all accounts on the Tax Roll

HO

**Clearlake Oaks County Water District**  
**Payroll Summary**  
**February 2018**

	Hours	Rate	Feb 18
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-9.75	42.00	-364.50
CTO Used	2.5	28.00	70.00
Holiday	78.5	18.24	1,725.84
Holiday Worked (x2.5)	17.5	62.50	1,251.60
Overtime (x1.5)	184.5	42.00	6,923.88
PTO	132.25	15.00	4,047.89
Straight	2,071.75	28.00	50,293.98
Board			600.00
Duty Pay			4,235.00
<b>Total Gross Pay</b>	<b>2,477.25</b>		<b>68,783.69</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-2,012.90
AFLAC (pre-tax)			-322.44
AFLAC (taxable) AFTER TAX			-347.52
CALPers 457			-25.00
CALPers EE (Pretax)			-3,095.16
<b>Total Deductions from Gross Pay</b>			<b>-5,803.02</b>
<b>Adjusted Gross Pay</b>	<b>2,477.25</b>		<b>62,980.67</b>
<b>Taxes Withheld</b>			
Federal Withholding			-4,061.00
Medicare Employee			-963.52
Social Security Employee			-4,119.79
CA - Withholding			-1,347.09
CA - Disability			-664.49
<b>Total Taxes Withheld</b>			<b>-11,155.89</b>
<b>Deductions from Net Pay</b>			
Miscellaneous Deduction			-19.99
Wage Garnishment			-1,605.27
<b>Total Deductions from Net Pay</b>			<b>-1,625.26</b>
<b>Net Pay</b>	<b>2,477.25</b>		<b>50,199.52</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			963.52
Social Security Company			4,119.79
CA - Unemployment			45.13
<b>Total Employer Taxes and Contributions</b>			<b>5,128.44</b>

# Clearlake Oaks County Water District Trial Balance As of February 28, 2018

	Feb 28, 18	
	Debit	Credit
102.001 · GL - 9122	89,686.56	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	293,694.37	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	0.00	
102.02 · CRP Water - 6990	243,813.08	
102.03 · CRP Sewer - 3745	268,342.97	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · Const In Progress - Studies	118,996.56	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
128 · Sewer Infrstructure & Rehab Proj	6,705.84	
121 · Wtr Dist & Wtr Storage Projects	27,137.92	
131 · Waste Water Plant	1,413.37	
126 · Forcemain (phase 1) Cap. Imprv.	1,008,984.27	
123 · USDA - Sewer Plant Cap Imprvmt	370,313.81	
USDA Project	0.00	
127 · Water Plant	18,300.17	
120 · District General CIP	16,590.63	
120 · District General CIP:120.01 · General Equipment/To...	1,920,155.10	
120 · District General CIP:120.60 · Office	5,518.20	
120 · District General CIP:120.75 · SCADA	5,036.50	
120 · District General CIP:120.90 · Vehicles/Generators/Tr...	4,288.77	
122 · Bldgs/Grounds Cap Improvements	8,528,840.28	
124 · D/C System Cap Improvements	3,160,781.12	
124 · D/C System Cap Improvements:124.30 · Lift Stations	47,665.07	
124 · D/C System Cap Improvements:124.30 · Lift Stations...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,938.73	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	7,965.04	
125 · Land - Dist. Cap. Improvements	300,385.50	
129 · ALLOW. FOR DEPRECIATION		7,721,470.00
200 · ACCOUNTS PAYABLE		11,855.74
210 · Cal Card	1,326.53	
210 · Cal Card:210.06 - Cal Card - Jason 3879		1,060.97
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397		180.54
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.09 · USDA WWTP Loan	4,240.15	
280 · Loan:280.07 · Bridge Loan for Forced Main		431,005.31
280 · Loan:280.05 · USDA Bridge Loan		466,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		2,874.48
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - ...		734.97
222 · Direct Deposit Liabilities	24,419.53	
223 · COMP DUMP ACCOUNT	0.00	

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## Clearlake Oaks County Water District

## Trial Balance

03/06/18

As of February 28, 2018

Accrual Basis

	Feb 28, 18	
	Debit	Credit
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP US...	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP U...	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP U...	0.00	
223.15 · GARNISHMENTS	5,694.50	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COU...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE...		2,660.56
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacatio...	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	340.68	
223.50 · MEDICARE TAX PAYABLE	160.05	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	377.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	84.49	
223.65 · STATE DISABILITY PAYABLE	1,283.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	3,374.02	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		616.11
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	9,303.39	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		706,698.67
500 · 2017 Storms:500.5 · FEMA Payment		242,325.00
500 · 2017 Storms:500.4 · CalOES Payment		66,639.00
500 · 2017 Storms:500.3 · JPIA Payment		434,484.29
Income:410 · Client Reg Pmt		1,382,784.85
Income:425 · CRP		427,962.74
Income:430 · Penalty & Interest		31,718.00
Income:430 · Penalty & Interest:430.1 · Condemnation Fu...		168.40
Income:435 · Loans/Grants:435-7 · Water Master Plan:435...		7.70
Income:435 · Loans/Grants:435-4 · USDA Construction Loan		605,764.04
Income:435 · Loans/Grants:435-3 · WWTP Reclamation St...		93,212.00
Income:440 · Misc Revenue		122,355.59
Income:450 · Other - Non S/W Rev		14,753.22
50000 · Cost of Goods Sold	0.00	
1000 · Storms 2017	42.90	
1000 · Storms 2017:1000.2 · February 8 thru TBD	30,982.05	
Loans/Grants:903 · WTP, Meters, and Backflow	1,927.33	
Loans/Grants:920 · Inflow & Infiltration Construct	4,800.00	
Loans/Grants:915 · USDA Construction Loan	201,164.66	
Salaries & EE Benefits:545 · CALPers 457		25.00
Salaries & EE Benefits:505 · Salaries & Wages	579,892.63	
Salaries & EE Benefits:510 · Contract Labor	8,000.00	
Salaries & EE Benefits:520 · FICA - District Share	42,845.87	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	122,229.77	
Salaries & EE Benefits:540 · PERS - District Share	49,784.78	
Salaries & EE Benefits:550 · Unemployment	503.81	
Salaries & EE Benefits:560 · Workers Comp Ins	33,098.69	
Services & Supplies:667 · Medical Reimbursement	215.00	
Services & Supplies:610 · Bank Fees	8,909.29	
Services & Supplies:620 · Communications & Internet	10,567.19	
Services & Supplies:622 · Board Exp	4,253.39	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	410.44	
Services & Supplies:630 · Equip - Office	1,464.60	

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9:45 AM

03/06/18

Accrual Basis

**Clearlake Oaks County Water District**  
**Trial Balance**  
**As of February 28, 2018**

	Feb 28, 18	
	Debit	Credit
Services & Supplies:640 · Fuel & Oil	15,481.13	
Services & Supplies:645 · Insurance	27,550.00	
Services & Supplies:657 · Lab	25,668.11	
Services & Supplies:660 · Memberships & Subscription	37,481.16	
Services & Supplies:665 · Mileage Reimb	3,215.33	
Services & Supplies:670 · Postage & Shipping	7,973.66	
Services & Supplies:675 · Professional Services	63,454.28	
Services & Supplies:685 · Rents	24,757.62	
Services & Supplies:690 · Safety & Security	14,661.47	
Services & Supplies:700 · Tools & Instruments	3,996.70	
Services & Supplies:703 · Supplies - Clothing & Personal	2,690.43	
Services & Supplies:705 · Supplies - Office	10,012.95	
Services & Supplies:715 · Supplies-Chemicals-Operating	90,337.31	
Services & Supplies:720 · Supplies - Inventory - Other	32,976.84	
Services & Supplies:730 · Taxes - Licenses	3,328.10	
Services & Supplies:735 · Training (Classes, books, etc)	2,334.89	
Services & Supplies:745 · Travel / Lodging	200.46	
Services & Supplies:750 · Utilities	121,651.69	
Services & Supplies:760 · Waste Disposal	41,580.34	
Services & Supplies:795 · Yolo Co	30,387.79	
Services & Supplies:798 · Reconciliation Discrepancies	0.01	
Services & Supplies:799 · Misc	82.85	
Services & Supplies:799 · Misc:799.2 · Cust. Refund - Esc...	745.09	
Services & Supplies:799 · Misc:799.1 · Customer Refund -...	1,719.94	
Repairs & Replacement:810 · R&R Buildings & Grounds	27,871.08	
Repairs & Replacement:820 · R&R Lift Stations	911.61	
Repairs & Replacement:830 · R&R Equipment	10,735.27	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	12,734.67	
Repairs & Replacement:840 · R&R Vehicles	12,718.90	
9000 · Administration Labor:7057050 · ADMIN - CLERICAL...	0.00	
66000 · Payroll Expenses	46.25	
<b>TOTAL</b>	<b><u>19,157,235.92</u></b>	<b><u>19,157,235.92</u></b>

**Clearlake Oaks County Water District**  
**A/P Aging Summary**  
**As of March 12, 2018**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Al's Upholstery	789.42	0.00	0.00	0.00	0.00	789.42
Alpha Analytical Labs	463.00	231.00	51.00	0.00	0.00	745.00
AT & T - CalNet 3	0.00	-428.30	0.00	0.00	0.00	-428.30
B&B Industrial Supply	0.00	28.73	0.00	0.00	0.00	28.73
Cabelas Inc.	0.00	-508.99	0.00	0.00	0.00	-508.99
Cal-Tech Pump	0.00	799.54	0.00	0.00	0.00	799.54
CASH	0.00	4.56	0.00	0.00	0.00	4.56
CLEARLAKE TV & APPLIANCE	26.10	0.00	0.00	0.00	0.00	26.10
Defatte Equipment Rental	2,891.46	0.00	0.00	0.00	0.00	2,891.46
Grainger	42.90	-42.90	0.00	0.00	0.00	0.00
Hach	0.00	1,065.71	0.00	0.00	0.00	1,065.71
High Country Security	1,400.59	0.00	0.00	0.00	0.00	1,400.59
Jesse Seth.	140.00	0.00	0.00	0.00	0.00	140.00
John Hopkins.	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Lake County Vector Control Dist...	352.99	0.00	0.00	0.00	0.00	352.99
Mark Freeman, MD	404.25	0.00	0.00	0.00	0.00	404.25
Mediacom - Admin 0411	295.94	0.00	0.00	0.00	0.00	295.94
Mendo Mill	530.37	-20.87	0.00	0.00	0.00	509.50
National Meter	0.00	0.00	0.00	1,967.52	0.00	1,967.52
One Stop Automotive	40.00	0.00	0.00	0.00	0.00	40.00
Redwood Coast Fuels	907.93	1,486.23	0.00	0.00	0.00	2,394.16
Southport Control Solutions	0.00	1,413.00	0.00	0.00	0.00	1,413.00
Tire Pro	0.00	693.38	0.00	0.00	0.00	693.38
US Bank	8,982.46	0.00	0.00	0.00	0.00	8,982.46
US Cellular	0.00	0.00	0.00	-0.01	0.00	-0.01
USA BlueBook	0.00	0.00	1,815.24	0.00	0.00	1,815.24
<b>TOTAL</b>	<b>18,267.41</b>	<b>4,721.09</b>	<b>1,866.24</b>	<b>1,967.51</b>	<b>0.00</b>	<b>26,822.25</b>

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## Account Payable Breakdown

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Date: 3/12/2018

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$71,240.13	\$84,133.46	\$88,222.91
CRP Water	\$259,493.19	\$259,493.19	\$259,493.19
CRP Sewer	\$282,302.43	\$282,302.43	\$282,302.43
Current A/P Aging	\$26,822.25		

NOTES:

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

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

**February 15, 2018**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 4:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

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

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

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

√ Mrs. Dianna Mann - Secretary to the Board

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

**Public comment on non-agenda items**

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

**Consent Items**

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

**1. Staff Written Operational Reports**

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

**2. Financial Reports for review and approval**

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

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

- a. Minutes of Regular Meeting 01-18-18

**4. Bills**

- a. MC Engineering Invoice No. 1599, dated 01/31/18, in the amount of \$23,288.07 for the Forced Main Design and Construction
- b. MC Engineering Invoice No. 1600, dated 01/31/18, in the amount of \$23,646.30 for the Highway 20 Waterline Design and Construction Management
- c. MC Engineering Invoice No. 1603, dated 01/31/18, in the amount of \$31,905.66 for the USDA Project

**Action Taken: Motion to accept consent items**

**ARCHACKI/BOUCHER M/S/C**

**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

**5. Agenda (Old Business)**

- a. Discussion and update of CSA 16 Annexation progress

**Action Taken: No Action**

- b. Discussion and update of sidewalk project

**Action Taken: Board directed General Manager to send a letter stating that the District has not received anything yet**

- c. Update from MC Engineering on District projects

**Action Taken: MC performed a presentation and update on current projects**

**6. Agenda (New Business)**

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

**Action Taken: Carried Forward**

- b. Discussion and consideration of purchasing a new back hoe from QMC JCB for \$85,604.47, plus tax, tire fee, and delivery.

**Action Taken: Motion to purchase new back hoe from QMC JBB**

**HOSIER/BOUCHER M/S/C**

**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

- c. Discussion and consideration of appointing a new board member, Barbara Higman, that will fill the vacancy from the resignation of Judith Heeszal, and will serve as Director to the Board until December of 2019

**Action Taken: Motion to appoint Barbara Higman as a Director to CLOCWD Board**

**HOSIER/BOUCHER M/S/C**

**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

d. Administer the Oath of Office to appointed board member, Barbara Higman

**Action Taken: Oath Administered**

e. Discussion and consideration to approve Director Higman as a check signer on all District bank accounts

**Action Taken: Motion to approve Director Higman as a check signer on all District bank accounts**

**HOSIER/ARCHACKI M/S/C**

**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI**

**NOES: NONE**

f. Discussion and consideration of purchasing two (2) AMI Turbiwell Turbidity Analyzers and one (1) Verification Kit Turbiwell w/LED

**Action Taken: Motion to purchase using CRP-W account**

**BOUCHER/ARCHACKI M/S/C**

**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN**

**NOES: NONE**

g. Discussion and consideration of Resolution No. 18-02, to fill a vacancy on the ACWA Board

**Action Taken: Motion to approve Resolution No. 18-02**

**ARCHACKI/BOUCHER M/S/C**

**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN**

**NOES: NONE**

h. Discussion and consideration of District Policy regarding squatters and tenant transfers

**Action Taken: Motion to accept policy**

**BOUCHER/ARCHACKI M/S/C**

**AYES: MEDEIROS/HOSIER/BOUCHER/ARCHACKI/HIGMAN**

**NOES: NONE**

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

a. Anticipated litigation:

- 1. One case

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

**Action Taken in Closed Session: No closed session**

**Motion to adjourn by Director Hosier and seconded by Director Boucher at 5:38 p.m.**

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

**ATTESTED TO: \_\_\_\_\_  
Dianna Mann, Board Secretary**



# MC Engineering, Inc.

6917 Ohana Place  
Orangevale, CA 95662

# Invoice

Date	Invoice #
02/28/2018	1606

### Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	03/30/2018	Forcemain Design and Construction	
Description		Qty	Rate	Amount
Engineering Tech, Jose Diaz-Mendez		4	95.00	380.00
Operations Management Engineer, John Pedri, PE		4	155.00	620.00
235 mi @ \$0.545 / mi - 2/7 J Pedri			128.08	128.08
Granzella's - dinner - J Pedri			13.47	13.47
Happy Garden Restaurant & Bar - Lunch - J Pedri			25.21	25.21
RGH Consultants Inv 0118092 2/14/18			13,823.85	13,823.85
RGH Consultants Inv 0218026 3/8/18			4,392.87	4,392.87
<b>Total</b>				<b>\$19,383.48</b>
<b>Payments/Credits</b>				<b>\$0.00</b>
<b>Balance Due</b>				<b>\$19,383.48</b>

124 - 4G - I+J Const

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



# MC Engineering, Inc.

6917 Ohana Place  
Orangevale, CA 95662

# Invoice

Date	Invoice #
02/28/2018	1607

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	03/30/2018	Hghwy 20 Waterline Design and CM	
Description	Qty	Rate	Amount	
Operations Management Engineer, John Pedri, PE	31.5	160.00	5,040.00	
Engineering Tech, Jose Diaz-Mendez	24	105.00	2,520.00	
Project Manager, Mark Carey, PE	13	165.00	2,145.00	
Administrative Support	1	65.00	65.00	
OV Copy Inv 28343 1/19/18		27.80	27.80 ✓	
OV Copy Inv 28375 1/19/18		9.91	9.91 ✓	
OV Copy Inv 28425 1/25/18		28.83	28.83 ✓	
OV Copy Inv 28440 1/29/18		2.97	2.97 ✓	
OV Copy Inv 28448 1/30/18		23.79	23.79 ✓	
OV Copy Inv 28464 1/31/18		1.49	1.49 ✓	
CA Surveying & Drafting Inv 1/31/18		107.17	107.17 ✓	
OV Copy Inv 28482 2/1/18		4.96	4.96 ✓	
CA Surveying & Drafting Inv 2/16/18 D23885.1		323.25	323.25 ✓	
OV Copy Inv 28653 2/21/18		16.03	16.03 ✓	
OV Copy Inv 28678 2/26/18		63.03	63.03 ✓	
OV Copy Inv 28687 2/26/18		64.43	64.43 ✓	
Total Reimbursable Expenses			673.66	
Geo Legal inv GLI-180228M 02/28/18		21,893.75	21,893.75 ✓	
RGH Consultants Inv 0118192 3/5/18		4,520.00	4,520.00 ✓	
<b>Total</b>			<b>\$36,857.41</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$36,857.41</b>	

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2/G Janks # Out.

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



# MC Engineering, Inc.

6917 Ohana Place  
Orangevale, CA 95662

# Invoice

Date	Invoice #
02/28/2018	1608

### Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	03/30/2018	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Engineering Tech, Jose Diaz-Mendez	14	105.00	1,470.00	
Operations Specialist, Doyle Champlain	30.5	105.00	3,202.50	
Project Manager, Mark Carey, PE	25.5	165.00	4,207.50	
Operations Management Engineer, John Pedri, PE	26.5	160.00	4,240.00	
Engineering Tech	25	65.00	1,625.00	
Project Engineer 2, Richard Relyea	8	120.00	960.00	
Administrative Support	2	65.00	130.00	
230 miles 2/16/18 - Mark Carey		125.35	125.35	
231 mi @ \$0.545 / mi - 2/22 J Pedri		125.90	125.90	
232 mi @ \$0.545 / mi - 2/15 J Pedri		126.44	126.44	
OV Copy Inv 28426 1/25/18		69.48	69.48	
OV Copy Inv 28497 2/5/18		2.97	2.97	
OV Copy Inv 28533 2/7/18		7.43	7.43	
OV Copy Inv 28575 2/13/18		19.49	19.49	
OV Copy Inv 28618 2/16/18		7.43	7.43	
Total Reimbursable Expenses			106.80	
Geo Legal inv GLI-180231M 02/28/18		2,226.10	2,226.10	
RGH Consultants Inv 0118191 3/5/18		6,215.00	6,215.00	
<i>128</i>		<i>4/G I4I Const</i>		
<b>Total</b>			<b>\$24,760.59</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$24,760.59</b>	

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



**MC Engineering, Inc.**

6917 Ohana Place  
Orangevale, CA 95662

**Invoice**

Date	Invoice #
02/28/2018	1609

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	03/30/2018	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	28.5	139.05	3,962.93	
Assistant Engineer, Jared P. Nelson	72	97.85	7,045.20	
Engineering Tech, Jose Diaz-Mendez	68	77.25	5,253.00	
Operations Management Engineer, John Pedri, PE	14.5	139.05	2,016.23	
Administrative Support	2	56.65	113.30	
342 mi 2/5-2/8/18 - Jose Diaz		186.39	186.39	
230 miles 2/6 - Mark Carey		125.35	125.35	
326 mi 2/12-2/14/18 - Jose Diaz		177.67	177.67	
324 mi 2/20-2/22/18 Jose Diaz		176.58	176.58	
160 mi - to Clearlake (2-25) Jared		87.20	87.20	
250 mi - to Clearlake (2-21) and back (2-22) Jared		136.25	136.25	
350 mi - to Clearlake (2-4) and back (2-7) Jared		190.75	190.75	
250 mi i - to CL and back 2-2-18 (same day) Jared		136.25	136.25	
PG&E 9/11/17 -1/15/18 Trailer Utilities		217.00	217.00	
March 2018 Pine Dell		400.00	400.00	
Trailer Rent		700.00	700.00	
Granzella's - lunch - J Pedri		16.65	16.65	
Granzella's - dinner - J Pedri		44.72	44.72	
<b>Total Reimbursable Expenses</b>			<b>61.37</b>	
Per diem - 7 days 2/5-2/8; 2/12-2/14; 2/20/2/22 J Diaz		357.00	357.00	
Per diem - 7 days @\$51/day 2/5-2/7; 2/21-2/22; 2/26-2/28 J Pedri		357.00	357.00	
<b>Total Reimbursable Expenses</b>			<b>714.00</b>	
RGH Consultants Inv 0118091 2/14/18		6,029.96	6,029.96	
<b>Total</b>				
<b>Payments/Credits</b>				
<b>Balance Due</b>				

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

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# MC Engineering, Inc.

6917 Ohana Place  
Orangevale, CA 95662

# Invoice

Date	Invoice #
02/28/2018	1609

### Bill To

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

P.O. No.	Terms	Due Date	Project	
	Net 30	03/30/2018	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
EDEA Inv 971 3/5/18		1,663.92	1,663.92 ✓	
Domenichelli and Associates Inv 8 3/5/18		7,093.57	7,093.57 ✓	
Domenichelli and Associates Inv 8 3/5/18 expenses		448.35	448.35 ✓	
RGH Consultants Inv 0118170 3/5/18		7,791.91	7,791.91 ✓	
Southport Control Solutions Inv 180306 3/7/18		1,044.12	1,044.12 ✓	
<i>123 -</i>		<i>4/6 WWTP USDA Loan</i>		
<b>Total</b>			<b>\$45,771.30</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$45,771.30</b>	

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

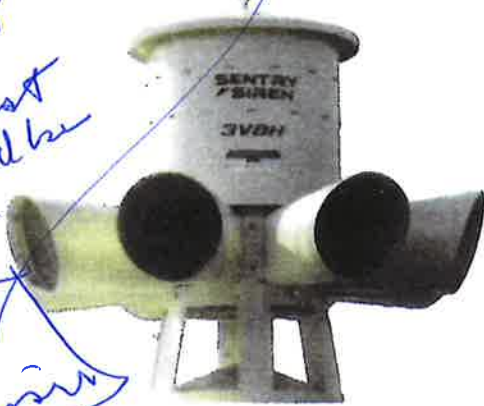
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# 3V8-H-B

Premium Warning Siren

Big-time power. UPS reliability, amazing affordability...

## SENTRY SIREN inc.



- **100% Maintenance Free**, not just the siren, the whole system!
- **Non-Rotating**: Forget the worries of rotating sirens, this unit has only two moving parts and does not require lubrication or any type of scheduled adjustment or maintenance.
- **UPS Reliability**: This 48V DC powerhouse provides 30 minutes of run time from its battery bank, so you know you'll have your siren ready when you need it!
- **5 year Warranty**: rest assured your siren will be functional at all times and enjoy the confidence of free lifetime tech support and the best customer service in the industry.

Made in the USA



Sentry Siren is proud to introduce the 3V8-H-B! Powered by a continuous-duty, 4HP, 48V DC motor, the 3V8-H-B provides UPS reliability and 30 minutes of run time while producing 116dB(C) at 100 ft. continuous\*. Keep in mind, this rating is not just for 25% of its cycle time, like its rotating competitors, the 116dB measurement is for 100% of its full RPM run time. Plus, this 116dB is produced in a 460 Hz tone, the lowest pitch in the industry. Therefore, its sound will fade at a lower rate than its competitors, giving the user more distance per decibel. This pitch has been shown to stand up to wind fade and tree cover better than its high pitch competitors. Priced to compete, this siren is 100% FEMA and USDA grant compliant.

A feature again worth noting is the length of time that the 3V8-H-B siren will run on its battery bank. As is common in the United States, storms frequently come in lines over a 3 or 4 hour period. When that happens, you may

need a siren which can be sounded 6 or 7 times before the storm strikes. The Sentry model 3V8-H-B provides 30 minutes of continuous run time from its battery bank - that's more than double the battery capacity of its competitors.

Ease of installation is of paramount importance to emergency management teams and the 3V8-H-B fills that need perfectly. All you need is a 120VAC, 30amp power supply for the siren's battery chargers and siren controller - connect the batteries, chargers and controller and the siren is ready to run! A costly and time consuming high voltage power service is no longer necessary. This DC system is completely maintenance free. Furthermore, we can add solar panels to the battery chargers for optional "green energy" capability.

The 3V8-H-B is another state of the art system from Sentry Siren, created with tried and true technology for a winning combination.

### ELECTRO-MECHANICAL SIRENS

produce stronger and further reaching sound than electronic sirens while providing far better reliability.

### OMNI-DIRECTIONAL DEVICES

"..present a distinct advantage.. over rotational devices," according to FEMA's warning system guide. It says "a rotational device will have an overall lower dB level when assessed across a given time period than an Omni-directional device operating at the same frequency." (4.4.5 FEMA OWS Technical Bulletin 2.0)

Further, the guide states: "Omni-directional sirens provide a greater area of coverage than do rotating or directional devices. They provide a more constant signal that improves public alerting..." (4.4.5 FEMA OWS Technical Bulletin 2.0)

# Sentry Siren Coverage Study for Clearlake Oaks, CA - Version 2



- Siren coverages are approximate and assume perfect conditions.
- Actual coverages may vary based on local terrain, conditions, foliage, structures and other unknown conditions.
- Sentry Siren makes no guarantee that coverage shown will mimic actual, real-world, coverage.
- Areas within the sound circle not shaded in color represent topographical features that could affect sound travel.
- Coverage area is based on computer generated data and FEMA Guidelines covering atmospheric attenuation.
- Data subject to license and use / reproduction is restricted.

**SENTRY  
SIREN** Inc  
719-275-8691  
www.SentrySiren.com

**RYAN  
PROCESS**

WASTEWATER, WATER & PROCESS SPECIALISTS  
511 1<sup>st</sup> Street Benicia, CA 94510  
TEL: 925-837-0670 FAX: 925/837-4832

QUOTE# CLOW030618DW PAGE: 1

DATE: March 6, 2018  
QUOTATION VALID: 30 days

QUOTATION TO:

FRANCISCO CASTRO  
CLEARLAKE OAKS WATER & SANITATION DEPT  
CLEARLAKE OAKS, CA 95423  
PHONE #: 707-350-0719  
EMAIL: f.castro@clowd.org

SUBJECT:

1 ea TITANTUBE OS385/OS425 HI-FLO, 45' X 75'  
Price: \$2,017.00 EA X 4 = \$8068.00 (FOB Factory)

TOTAL PRICE: \$8068.00  
ESTIMATED FRT: \$1675.96 valid 7 days  
No sales tax included in pricing.

Your shipment will be delivered by either common carrier, UPS, or Federal Express. Before you, or any agent representing your company, signs for product at delivery – inspect the box, pallet, tank, etc., for any damages or missing items. Make sure you make note of damages, with locations of damage on delivery ticket, also note any missing items. Remember, you have the right to, and should, refuse delivery of damaged goods. Any, and all claims, at that point will need to be directed to the freight company making the delivery. Be sure to contact Ryan Process immediately at (925) 837-0670 to make us aware that there is a problem.

TERMS: Net 20, add 1.5%/mo after 30 days

QUOTATION DOES NOT INCLUDE SALES  
TAX OR FREIGHT CHARGES UNLESS  
OTHERWISE INDICATED.

SUBJECT TO TERMS AND CONDITIONS ATTACHED.  
WARRANTIES AND LIABILITIES ARE LIMITED TO THOSE  
BY THE EQUIPMENT MANUFACTURER

SIGNED: Dave White  
dw@RYANPROCESS.COM



# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 18-03

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

#### TO AMEND THE DISTRICT EMPLOYEE HANDBOOK

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

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

**THE ABOVE RESOLUTION** is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a Regular Meeting thereof held on the 15th day of March, 2018 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

Attest: \_\_\_\_\_  
Dianna Mann, Board Secretary

- Day before or day after Christmas Day
- Christmas Day — December 25

**Holiday Conditions:**

- If the holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the next Monday, unless otherwise noted.
- Employees on unpaid leave of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
- If a holiday falls during your approved vacation period, you will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
- When computing overtime pay, you do not receive credit for hours worked on holidays that are not actually worked.
- In order to be paid for a holiday, you must have worked both the day before and the day after a holiday, unless scheduled/ planned time off was approved in advance (i.e., vacation). In the event of an emergency, (ie illness) please contact your General Manager.

**MN. Other Leave Policies**

**1. Bereavement Leave**

In the event of a death in your immediate family, the Clearlake Oaks County Water District may grant up to ~~32~~ 40 hours for non-exempt employees (pro-rated for less than 40 hours per week) or four ~~(4)~~ (5) days for exempt employees of paid time away from work if you are a regular full-time employee.

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Commented [VeC7]: Review Article 6.7 in old manual

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**CLEARLAKE OAKS COUNTY WATER DISTRICT**

**P.O. Box 709, 12952 E. Hwy. 20**

**CLEARLAKE OAKS, CA 95423**

**(707) 998-3322**

**RESOLUTION NO. 18-04**

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

**AUTHORIZING INVESTMENT OF MONIES  
IN THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Clearlake Oaks County Water District Board of Directors hereby finds that the deposit and withdrawal of Clearlake Oaks County Water District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided within.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following Clearlake Oaks County Water District officers holding the title(s) specified herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Mary Margret Medeiros  
Board President

Karl Hosier  
Board Vice President

Samuel Boucher  
Director

Stanley Archacki  
Director

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

Barbara Higman  
Director

Alan Gardner  
General Manager

Dianna Mann  
Board Secretary

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

**THE ABOVE RESOLUTION** is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a Regular Meeting thereof held on the 15th day of March, 2018, by the following vote:

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

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

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

Attest: \_\_\_\_\_  
Dianna Mann, Board Secretary

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