

**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

**November 16, 2017**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 4:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

- Mrs. Margaret Medeiros, President    Mr. Karl Hosier, Vice President    Mrs. Judy Heeszal, Director
- Mr. Samuel Boucher    Mr. Stanley Archacki
  
- 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. October 2017 QB balance sheet and profit & loss statements
  - b. Bank account balances and accounts receivable
  - c. Employee payroll report
  - d. Aged trial balance summary
  - e. Vendor aging report, accounts payable breakdown

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

- a. Minutes of Special Meeting 10-16-17
- b. Minutes of Regular Meeting 10-19-17
- c. Minutes of Special Meeting 11-06-17

4. **Bills**

- a. MC Engineering Invoice No. 1571, dated 10/31/17, in the amount of \$25,211.97 for the Forced Main Design and Construction
- b. MC Engineering Invoice No. 1574, dated 10/31/17, in the amount of \$27,679.39 for the USDA Project
- c. NTU Technologies, Inc. Invoice No. 10074, dated 11/1/17, in the amount of \$8,535.40 for approx. 900 gallons of Pro Pac for water plant
- d.

**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 update of Mobile Home / RV parks billing procedures

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

6. **Agenda (New Business)**

- a. Discussion and consideration of maintenance of fire hydrants

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

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

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

- c. Discussion and consideration of building a loading/unloading ramp and parking lot to accommodate wastewater facilities during USDA improvement project not to exceed \$34,000

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

- d. Discussion and consideration of Resolution 17-29, Clarifying Ordinance 81

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

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

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

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

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

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

**Clearlake Oaks County Water District**  
**Billing Department**  
**November 16<sup>th</sup>, 2017**

**Billing Department / Front Office**

- ❖ Assisting Audit/Board Committee regarding *all* Mobile Home Parks. The goal is to have mobile home park billing uniform and corrected for the January 2018 billing cycle.
- ❖ We have implemented our new billing format, an 8 ½ x 11 size letter instead of the postcard. This letter allows for more information & clarification on charges, due dates, rates, and notes. With this new letter format, we will begin using our folding & inserting machine as of the 11/27/17 billing cycle.
- ❖ Continuing to assist AP desk and front desk part time as we are still working with 2 people in the front office.
- ❖ We have transitioned to our new server with minimal problems and are still continuing to update and restore devices fully.
- ❖ First round of collections letters were sent out last month, currently preparing for the 2<sup>nd</sup> round of collections letters to be sent out no later than 11/17/17.

Respectfully,

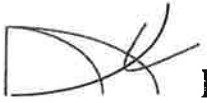
*Olivia Mann*

**Clearlake Oaks County Water District**  
**Administrative Services Manager**  
**November 16, 2017**

**Administration / Grants**

- ❖ State Water Resources Control Board (SWRCB) Wastewater Collection System Mapping and Infiltration and Inflow Construction grant in the amount of \$5,500,710 was approved and funding should start by end of December or January. MC Engineering is now working on the Design and Construction phase of the Forced Main, please see attached status update. District Staff completed the tie-ins on both sides of the crossing, and T & S has completed some set ups at the plant end.
- ❖ Department of Water Resources (DWR), Water Master Plan Study Grant in the amount of \$400,000. MC Engineering is approx 99.9% complete.  
From the Water Master Plan Study, three grants have been applied for:
  - Harvey Tank Installation
  - Storage Tanks and Distribution System Improvements
  - Water Plant, Meters and Backflow ProjectsI have been submitting additional information as it is being requested from SWRCB, and I am looking forward to approval soon.
- ❖ State Water Resources Control Board (SWRCB), Wastewater Treatment Plant Reclamation Study in the amount of \$299,640 is 87% complete using 63% of the time allotment. Please see progress report attached
- ❖ USDA Wastewater Treatment Project: I have been sending weekly construction agendas and minutes to all Board members to keep everyone up to date on the progress. Please see status report attached
- ❖ Attached, please find the list of leaks that were fixed in the month of October provided to me by Lead D/C
- ❖ Storms 2017, the claim has now moved on to the Forensic Auditor, and again I have been submitting invoices that I have already submitted to insurance, making double the work. I am in hopes this all comes to an end soon.
- ❖ Due to the server crashing, the audit has been postponed until November 15.

Respectfully Submitted,  
Dianna Mann



**Report Date:** November 7, 2017

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

**Billing Period:** October, 2017

**I. Project Status Update**

The project was bid out and awarded to T&S construction who was the low bidder for the work (see related bid summary). MC Engineering worked proactively with T&S to complete the tie-in at the WWTP while the forcemain was out of service to minimize costs and related impacts while flows are still low, thus completing a key milestone. Other work completed included:

- Finalized plans and specs
- Began work on conformed drawings for construction
- Coordinated with State for grant funding
- Reviewed plans with District
- Prepared various addenda and facilitated bidding process and construction award to T&S construction
- Revisions to alignment based on requests from Shannon Ranch
- Prepared 3 no cost change orders to revise completion dates and plans after bid was submitted
- Coordinated revisions to bypasses
- Met with Underground Solutions to review bursting process
- Attended initial meetings with T&S Construction
- Reviewed submittals for fast tracking pipe shipments
- Retained Geo-Legal for follow-up survey of various items
- Developed various strategies to facilitate the construction process in cooperation with T&S Construction

**II. Budget Status Update**

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

**This Invoice: \$25,211.97**

**Cost to Date: \$79,062.27**

**Cost to Complete Design and Construction: \$86,034.83**

**III. Projected Tasks for November:**

- Process submittals
- Prepare conformed construction drawings
- Attend weekly construction meetings
- Revise drawings based on new tie-in strategy at bypasses and influent sewer
- Monitor construction of pipelines
- Design new potable water service at WWTP entrance and request pricing from T&S

b



**Report Date:** November 7, 2017

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

**Billing Period:** October, 2017

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

- Met with Shannon Ranch representative to review draft report
- Coordinated with AES for completion of the environmental document

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**Budget Status Update**

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

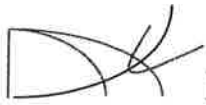
**This Invoice:** \$450.00

**Cost to Date:** \$258,395.85

**Cost to Complete:** \$41,244.15

**II. Projected Tasks for November, 2017**

- Meet with RWQCB and review permit related impacts
- Solicit review of the final report related to filtration, disinfection, and permitting requirements for vineyard irrigation
- Continue work on required ROWD with RWQCB with input from review team
- Update proposed project based on discussions with Shannon Ranch
- Complete final section of the report: project financial plan
- Coordinate with AES as needed to facilitate EIR



**Report Date:** September 6, 2017

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

**Billing Period:** October, 2017

**I. Project Status Update**

Work on the project during October 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)
- Continued to monitor clarifier excavation and coordinated with Geotechnical Engineer to document suitability of subgrade prior to first pour
- Arranged with surveyor to verify critical elevations of pipes and subgrade prior to first pour
- Coordinated work with related forcemain tie-in completed on influent sewer line
- Reviewed USDA pay request and submitted letter to district dated October 25, 2017 noting deficiencies in USDA budget for MC Engineering related work. MC Engineering will continue to track budget based on originally projected costs for CM which was found to be short of the USDA allocation by approximately \$64,000 while endeavoring to minimize engineering costs.
- Progress by Contractor Included:
  - Completed clarifier excavation and modified dewatering system
  - Installed various BMPs for upcoming rains
  - Placed fabric and rock under the slab
  - Adjusted under-slab clarifier piping elevations
  - Coordinated rebar placement for clarifier and made revisions
  - Submittal and RFI processing

**II. Construction Budget Status Update**

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

**This Invoice:** \$27,679.39

**Cost to Date:** \$101,256.96 (construction only)

**Cost to Complete:** \$326,362.11

**III. Projected Tasks for November 2017**

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

# Leak repairs made (where and what type)

## October 2017

- 10/2 - Mountain View, main - 5 G.P.M.
- 10/5 - 235 Butler, service line - 1 G.P.M. (2 holes)
- 10/5 - Pine, service line - 1 G.P.M. (4 pin holes)
- 10/11 - Front of L.S.7. 1 G.P.M. service line.
- 10/18 - Apple 3 G.P.M. curb stop
- 10/18 - Spinner & Everglade 2 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 from the Water Treatment Plant,

I am very sorry I won't be able to attend the board meeting this month. I will be attending classes in Santa Rosa all week to become recertified as a Backflow Preventer Assembly Tester for the district.

Things have been rather calm this month excluding the Sulpher fire on the morning of October 9<sup>th</sup>. To date we have experienced no ill effects to source water quality as a result of the fire, but we are in close cooperation with the State Water Resources Control Boards requirements for additional post fire sampling.

We are scheduled to have a technician from the Hach corporation to be onsite Monday the 13<sup>th</sup> to calibrate our Chlorine analyzers here at the plant. These are points of compliance to insure our disinfection residuals meet the SWRCB standards at all times. I have noticed a discrepancy between the instrument readings and our daily grab samples, so after consulting with Jason Mitchell I decided to have them officially calibrated by a certified technician.

We were able to remove and replace the stuck isolation valve for filter #1 this month, and are scheduled for the return of telstar industries this coming week on Wednesday the 15<sup>th</sup> to complete the installation and calibration of the new filter #1 flow meter. We have scheduled the following week for final disinfection of the new media in filter #1 and look forward to having it online and operational by the 24<sup>th</sup> of November.

Filters #2 and #3 have been working quite well for the shape they're in with the current source water quality in the lake, I would still suggest we get them both rebuilt at some point in the future as has been discussed so we are able to produce the best water quality possible for our customers at all times.

Thank You all for your time reviewing the above information, I look forward to having more good news concerning our progress at the Water Treatment Plant to share with you next month.

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

# CLEARLAKE OAKS COUNTY WATER DISTRICT

## Wastewater Treatment Plant Report

October 2017

Reporting Period: October 2017

From: Francisco Castro, CPO/INTERIM

To: Clearlake Oaks County Water District Board of Directors

November 8, 2017

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Our influent flows for the month were 8.185 million gallons averaging 264,000 gallons/day. We treated a total of 7.044 million gallons for the month averaging 227,000 gallons/day. The average lake level for the month was 2.47' Rumsey. It is important to note that our lake level is about the same as to last years. We are looking forward to another wet winter this season. Planning and preparations for the season is our main focus at this time.

We are happy to see construction of our new force main taking place. Hopefully this will be complete before the rains giving us more control of our flows that are expected this winter. Progress on the new clarifier continues.

On October 7<sup>th</sup> we experienced our CEPS overflowing. This was due to a pump fail that tripped our main breaker in the control room. This caused our pumping ability and alarm call out to deactivate. An average of about 150,000 gallons of partially treated effluent overflowed on to the property and down Jensen road. It was fortunate that this effluent was contained within the plant and a ditch next to our property. No effluent reached the lake. Disinfection and recovery were successful by CLOCWD staff. All reporting was handled by Jason Mitchell and myself. It is important to note that our CEPS need attention ASAP. There will be improvements next year as far as our pumping ability. It is important to note that the size of this structure gives us such a limited retention time. It would be in our interest and the Districts that this is addressed ASAP. We need to have a longer retention time to handle any problems that arise on this particular stage of our process. We have installed an additional alarm that will call us out if there is any power loss to our pumps. This is good but does not solve our problem.

The fire was a big threat to the plant. We lost power to the entire plant for about 12hrs. Our back-up generator handled the power loss. No major incidents happened during this time. All was handled by CLOCWD staff.

Thank you,  
Francisco Castro

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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

11/13/17

Dear Board,

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The past month has quite busy. The district prepared for and installed the bypass "T's" for the "Forced Main Project". T&S was working on the bypass on Friday and it appears to be right on schedule.

We unfortunately lost a team member this month; we are looking for a replacement and hope to have someone soon.

While we were supposed to have some folks from Konocti Camp the fire kept them busy elsewhere but we were able to get them back, they have been clearing trees and shrubbery from the emergency ponds as well as restocking our sandbag supply.

There were no reportable spills this month.

The distribution crew has also been handling leaks as they are called in this past month was actually quiet in that aspect.

Jason Mitchell  
Operations Manager

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## Board of Directors

Margaret Medeiros  
President

Karl Hosier  
Vice President

Judy Heeszal  
Director

Stanley Archscki  
Director

Samuel Boucher  
Director

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November 9, 2017

General Manager's Board Letter

**Loans/Grants/ Accounting:**

- The Water Board Division of Financial Assistance has signed off on \$5,500,710 for our sewer projects. As of 10-6-17 we are authorized to spend on the force main project and be reimbursed by the State Board. The Board will expedite the formal documents which could until early December or more. This makes obtaining the bridge loan a key priority just in case.
- The Water Board has started reviewing the water grants. We are hoping for real movement by the end of the year.
- See also Dianna's Board 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, and forfeiture agreements.

**Water Plant:**

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

**Sewer Plant**

- Construction has been under way. The latest news is pouring the new clarifier's concrete base. Directors should take a look at the size of the excavation before it starts to fill.
- Francisco will be on a month long vacation. Staff has fully planned for this time, and, if necessary, Hop will serve as our Grade III backup during that time.
- Staff is continuing to make preparations in case we have excess rain and flow through the plant again this year.
- Staff essentially completed the State Board's request to remove the small trees and shrubs from the emergency ponds by November.

**Force main:**

- We installed a connection point at each end of the existing 12" pipe constituting the crossing. This resulted in savings on the final contract bid and speeds installation, a real factor in trying to beat the rain in the field area. The entire field work, including the wetlands, is anticipated to be completed by Thanksgiving. The Everglade portion starts on December 5 and is scheduled to run 24 working days, i.e. no weekends or holidays. We met with the County and they approved the traffic plan for Everglade. The contractor is providing its runoff plan and a permit is expected soon. John Pedri, Jared, Dianna and I have been regularly responding to questions.
- The State Board is currently drafting the final award document. It is anticipated to be awarded the first week of December.

**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 also will be capping about 40 identified locations throughout the District identified as part of the Inflow & Infiltration grant work.
- FYI: Just LVE and Orchard Shores had documented inflow up from an average of 25,000-35,000 gallons a day to over 1.2 million gallons a day during one storm event last February, or about 20% of what the WWTP received during that time. Separately, the flow through Lift 7 exceeded 4.3 million gallons a day, of which well over 2 million gallons a day was clearly inflow or infiltration from storm or lake water.
- Note that it only takes about five minutes to install the new locking cleanout caps, including paperwork.

**Harvey tank and CSA 16:**

- Special District's has contracted for everything up to the Harvey property line, and is working with PGE. We met on 8-10-17 to determine final needs for completion and have talked and exchanged several emails since then. We are agreed consistent with prior Board authorizations.
- The problem is Special District's is short on funds due to delays and inflated construction costs. SD is creating an Assessment District to finish their work. SD has provided a list of three items and amounts to be escrowed. Cary is determining whether the amounts and proposals are sufficient. His work was slowed because SD hadn't forwarded the specs their estimates of cost were based on.
- Additionally, getting the clay valve in and the pipe to the Harvey site were delayed because SD changed its plan and needed a new OK from Caltrans.
- Finally, Cary is helping Jan with determining the PGE load. I have insisted that the power be to the site before annexation is complete because it is much easier for the County to get PGE's cooperation, especially after all the fires.

**Backflows:**

- They are being currently submitted in water improvement grant project # 3. Annual required inspections were done. There were a small number of violators, and we are addressing those that have not previously complied.

**Solar:**

- Flood issues.

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

We are claiming the cost difference from the last two years for the same time period with our insurance, the state and FEMA. **UPDATE:** There is no progress yet on that part of the flood claim. To the extent we are not compensated we will attempt a claim with the owner since the GM was not queried and did not authorize the interruption in service although so far as the owner is concerned Parker had apparent authority. Any claim would be by negotiation since the amount doesn't justify a court claim.

**Emergency Services Planning:**

- Continuing to work with all County water companies to develop an online index of available equipment and personnel. **UPDATE:** County has advised the finalization of the mutual aid agreement and index has been delayed due to the fires.

**Sidewalks:**

- We made our objections and requests in writing to the County on January 15, 2017 about the south sidewalk and they included them in their filing with Caltrans.
- Please recall the required work on the north side of Hwy 20 was estimated at \$15,000.
- No word from the County or Caltrans as of this letter's date. The County should be the one communicating the results to us.
- NOTE: I did send an email to Scott DeLeon Public Works Director on June 26, for which we have a read receipt of the same date, asking about the results of our requests and did not receive a verbal or written answer. It was read and he did not reply.
- The only work in the Oaks has been to make sidewalk corners ADA compliant.
- No change since last Board meeting.

**Jensen Road:**

- ~~You have previously been advised that Kuehn has fenced to the center line of the 50' public access right of way.~~ He owns the underlying land as does the District and other adjoining landowners, but the right of way to use the surface has existed since the 1930s at the latest.
  - It appears on some county maps as 50'. The County Surveyor had previously confirmed to me the 50'.
  - His assertion has effectively blocked or hindered our ability to bring large trucks into one of our two gates, and required large trucks to turn overly wide to enter the back (second) gate.
  - Because of the restricted ability to use Jensen during construction and the possibility that fire or other public safety vehicles may be hindered in serving the plant I have requested a fire department and County review.
  - **UPDATE:** The District has a 30' easement from Sulfur Bank to the WWTP that predates any of Kuehn's documents. Our survey of his fence line shows it is about 4' past his part of Jensen. We are undertaking further review. We will advise you of the result.

Alan Gardner, GM

2:30 PM  
11/08/17  
Accrual Basis

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

	Oct 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	659,720.73
Accounts Receivable	-6.00
Other Current Assets	662,402.63
<b>Total Current Assets</b>	1,322,117.36
<b>Fixed Assets</b>	5,763,696.41
<b>TOTAL ASSETS</b>	<b>7,085,813.77</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	137,163.16
Credit Cards	876.49
Other Current Liabilities	502,850.48
<b>Total Current Liabilities</b>	640,890.13
<b>Total Liabilities</b>	640,890.13
<b>Equity</b>	6,444,923.64
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,085,813.77</b>

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

	Oct 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102.001 · GL - 9122 (Old Acct. # 053420019)	64,592.79
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) - Other	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	88,971.62
102.03 · CRP Sewer - 3745	23,261.95
<b>Total Checking/Savings</b>	<b>659,720.73</b>
<b>Accounts Receivable</b>	
CUSI Accounts Receivable	-6.00
<b>Total Accounts Receivable</b>	<b>-6.00</b>
<b>Other Current Assets</b>	
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 1013201)	21,680.00
132 · CIP SEWER (CAPITOL IMPROVEMENTS - SEWER - WAS 1199200)	366,081.00
135 · CIP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)	74,033.00
111 · INVENTORY - WATER (INVENTORY - WATER - WAS 1057100)	155.04
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - WAS 1097010)	176,790.00
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1097840)	23,357.00
<b>Total Other Current Assets</b>	<b>662,402.63</b>
<b>Total Current Assets</b>	<b>1,322,117.36</b>
<b>Fixed Assets</b>	
126 · I & I Forcemain (Phase I)	66,295.15
123 · USDA - Sewer Plant	-607,802.81
127 · Plant	374.57
120 · EQUIPMENT (EQUIPMENT - WAS 1011181)	
120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011181)	1,914,374.03
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	1,276.75
120.75 · SCADA	4,456.50
120 · EQUIPMENT (EQUIPMENT - WAS 1011181) - Other	12,012.59
<b>Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)</b>	<b>1,932,119.87</b>
122 · Buildings & Grounds	8,520,907.27
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	46,264.48
<b>Total 124.30 · Lift Stations</b>	<b>112,306.71</b>
124.50 · Mains	14,938.73
124.90 · Water Tanks	2,750.00
124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other	3,143,506.92
<b>Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>	<b>3,273,502.36</b>
125 · Land	299,770.00
129 · ALLOW. FOR DEPRECIATION	-7,721,470.00
<b>Total Fixed Assets</b>	<b>5,763,696.41</b>
<b>TOTAL ASSETS</b>	<b>7,085,813.77</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	

## Clearlake Oaks County Water District

## Balance Sheet

11/08/17

As of October 31, 2017

Accrual Basis

	Oct 31, 17
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	137,163.16
<b>Total Accounts Payable</b>	137,163.16
<b>Credit Cards</b>	
210 · Cal Card	
210.06 · Cal Card - Jason 3879	1,801.63
210.04 · Cal Card - Alan - 4000	-553.38
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,994.50
<b>Total 210 · Cal Card</b>	876.49
<b>Total Credit Cards</b>	876.49
<b>Other Current Liabilities</b>	
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal tax de...	-322.01
280 · Loan	
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become availa...	466,000.00
280.01 · Kansas State Bk - VACON	2,820.08
280.03 · Kansas State Bk - Camera Traile	-12.79
<b>Total 280 · Loan</b>	468,807.29
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments for Medical Cover...	734.97
221 · Health Ins - EE Portion - Other	366.76
<b>Total 221 · Health Ins - EE Portion</b>	1,101.73
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE CO ...	1,421.58
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-3,216.54
<b>Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)</b>	-1,794.96
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE - WA...	-106.98
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 2097112)	-105.41
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL TAX ...	-178.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WITH...	-25.24
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - WAS ...	-7.76
223.70 · WORKERS COMP PAYABLE (WORKERS COMP PAYABLE - WAS 20...	-12,549.36
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - INS...	-838.61
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - WA...	596.12
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPLOYE...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or acc...	-828.33
<b>Total Other Current Liabilities</b>	502,850.48
<b>Total Current Liabilities</b>	640,890.13
<b>Total Liabilities</b>	640,890.13
<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 accoun...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS ...	679,360.08
Net Income	-570,764.36
<b>Total Equity</b>	6,444,923.64
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,085,813.77</b>

12:02 PM

11/08/17

Accrual Basis

**Clearlake Oaks County Water District**  
**Profit and Loss**  
**July through October 2017**

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL
<b>Income</b>					
Income	41.70	0.00	333,187.22	410,419.10	743,648.02
<b>Total Income</b>	41.70	0.00	333,187.22	410,419.10	743,648.02
<b>Gross Profit</b>	41.70	0.00	333,187.22	410,419.10	743,648.02
<b>Expense</b>					
<b>Salaries &amp; EE Benefits</b>					
505 · Salaries & Wages	116,648.86	23,881.66	45,329.10	81,857.90	267,717.52
510 · Contract Labor	0.00	0.00	4,000.00	0.00	4,000.00
520 · FICA - District Share	8,612.73	1,675.24	3,284.89	6,178.53	19,751.39
530 · Medical Ins - Dist Share	25,662.53	5,873.80	13,292.00	2,560.02	47,388.35
540 · PERS - District Share	7,887.36	1,059.06	2,630.21	4,142.96	15,719.59
560 · Workers Comp Ins	1,583.01	928.26	2,393.50	4,283.71	9,188.48
<b>Total Salaries &amp; EE Benefits</b>	160,394.49	33,418.02	70,929.70	99,023.12	363,765.33
<b>Services &amp; Supplies</b>					
620 · Communications & Internet	2,471.04	0.00	1,456.78	1,323.48	5,251.30
622 · Board Exp	1,969.50	0.00	0.00	0.00	1,969.50
625 · Equip - Field (\$300-\$4999)	0.00	118.78	101.66	0.00	220.44
630 · Equip - Office	562.72	0.00	139.99	968.53	1,671.24
640 · Fuel & Oil	0.00	2,741.21	1,637.00	1,281.33	5,659.54
645 · Insurance	0.00	0.00	13,775.00	13,775.00	27,550.00
657 · Lab	0.00	0.00	5,410.83	7,865.11	13,275.94
660 · Memberships & Subscription	172.29	0.00	6,873.60	6,718.00	13,763.89
665 · Mileage Reimb	1,346.55	0.00	0.00	0.00	1,346.55
670 · Postage & Shipping	3,109.67	0.00	0.00	0.00	3,109.67
675 · Professional Services	19,323.31	0.00	4,093.35	10,778.55	34,195.21
685 · Rents	2,332.08	0.00	3,387.63	3,137.61	8,857.32
690 · Safety & Security	465.00	2,694.86	1,514.55	620.79	5,295.20
700 · Tools & Instruments	0.00	1,381.11	445.98	660.72	2,487.81
703 · Supplies - Clothing & Personal	310.81	0.00	0.00	200.00	510.81
705 · Supplies - Office	4,246.81	62.55	278.32	876.36	5,464.04
715 · Supplies-Chemicals-Operating	0.00	0.00	10,088.89	37,722.57	47,811.46
720 · Supplies - Inventory - Other	0.00	226.25	4,223.03	6,011.03	10,460.31
730 · Taxes - Licenses	0.00	0.00	910.00	73.00	983.00
735 · Training (Classes, books, etc)	33.85	0.00	241.50	135.06	410.41
745 · Travel / Lodging	76.34	0.00	0.00	0.00	76.34
750 · Utilities	1,905.30	0.00	27,435.26	48,217.52	77,558.08
760 · Waste Disposal	115.68	0.00	28,904.71	0.00	29,020.39
795 · Yolo Co	0.00	0.00	0.00	18,297.03	18,297.03
799 · Misc					
799.1 · Customer Refund - Acct clos...	0.00	0.00	274.90	1,475.36	1,750.26
<b>Total 799 · Misc</b>	0.00	0.00	274.90	1,475.36	1,750.26
<b>Total Services &amp; Supplies</b>	38,440.95	7,224.76	111,192.98	160,137.05	316,995.74
<b>Repairs &amp; Replacement</b>					
810 · R&R Buildings & Grounds	1,021.49	0.00	530.00	1,364.45	2,915.94
830 · R&R Equipment	0.00	48.60	181.20	0.00	229.80
840 · R&R Vehicles	49.16	4.87	396.51	0.00	450.54
<b>Total Repairs &amp; Replacement</b>	1,070.65	53.47	1,107.71	1,364.45	3,596.28
<b>Total Expense</b>	199,906.09	40,696.25	183,230.39	260,524.62	684,357.35
<b>Net Income</b>	<b>-199,864.39</b>	<b>-40,696.25</b>	<b>149,956.83</b>	<b>149,894.48</b>	<b>59,290.67</b>

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

Thru End of September 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	378,244	410,419	36%	998,247	332,749	333,188	33%
<b>Total Operating Expenses</b>	986,807	328,936	379,353	38%	1,018,868	339,623	303,260	30%
<b>Operating Balance (loss)</b>	<b>147,925</b>	<b>49,308</b>	<b>31,066</b>		<b>(20,621)</b>	<b>(6,874)</b>	<b>29,928</b>	
420 Connection Rev			-				-	
435			-				-	
450 Other - Non S/W Rev	96,000	32,000	7,377	8%	85,000	28,333	7,377	9%
Depreciation Exp	164,168	54,723	54,723	33%	105,786	35,262	35,262	33%
<b>Net Change In Net Position (loss)</b>	<b>79,757</b>	<b>26,586</b>	<b>(16,280)</b>		<b>(41,407)</b>	<b>(13,802)</b>	<b>2,043</b>	

**Current Revenue Notes:**

440 Misc = ATT Lease and Tax Roll

WestAmer Op	\$	52,812
WestAmer CRP		112,234
LAIF		486,043
<b>Total</b>	<b>\$</b>	<b>651,089</b>

**Past Revenue Notes**

Thru End of September 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	368,244	379,912	34%	984,747	328,249	306,071	31%
430 Penalty & Interest	30,000	10,000	6,273	21%	13,500	4,500	5,800	43%
440 Misc	0	0	16,857	0%	0	0	13,940	0%
<b>Total Revenue &gt;</b>	<b>1,134,732</b>	<b>378,244</b>	<b>403,042</b>	<b>36%</b>	<b>998,247</b>	<b>332,749</b>	<b>325,811</b>	<b>33%</b>

Thru End of September Operating Expenses	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	% Spent	Annual	YTD	YTD	% Spent
505 Salaries & Wages	356,310	118,770	152,124	43%	362,901	120,967	115,595	32%
510 Contracted Labor	-	-	-	0%	12,000	4,000	4,000	33%
520 FICA - District Share	29,633	9,878	11,323	38%	29,919	9,973	8,429	28%
530 Medical Ins - District Share	73,068	24,356	18,329	25%	113,120	37,707	29,061	26%
540 PERS - District Share	55,358	18,453	8,616	16%	45,286	15,095	7,103	16%
550 Unemployment	9,000	3,000	-	0%	9,000	3,000	-	0%
560 Workers Comp Ins	15,053	5,018	5,540	37%	12,218	4,073	3,650	30%

Salaries and Employee Benefits >	538,422	179,474	195,931	36%	584,443	194,814	167,837	29%
605 Advertising	200	67	-	0%	200	67	-	0%
610 Bank Fees	2,810	937	-	0%	2,800	933	-	0%
620 Communications & Internet	10,000	3,333	2,559	26%	9,500	3,167	2,693	28%
622 Board Exp	10,000	3,333	985	10%	10,000	3,333	985	10%
625 Equip - Field (\$300-\$4999)	1,250	417	60	5%	2,750	917	162	6%
630 Equip - Office	3,000	1,000	1,251	42%	3,500	1,167	422	12%
640 Fuel & Oil	8,500	2,833	2,652	31%	4,000	1,333	3,008	75%
645 Insurance	40,000	13,333	13,775	34%	40,000	13,333	13,775	34%
650 Interest	-	-	-	0%	-	-	-	0%

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657	Lab	16,000	5,333	7,865	49%	25,000	8,333	5,411	22%
660	Memberships & Subscription:	28,500	9,500	6,804	24%	25,500	8,500	6,960	27%
665	Mileage Reimb	2,500	833	674	27%	2,500	833	674	27%
670	Postage & Shipping	4,800	1,600	1,555	32%	4,750	1,583	1,555	33%
675	Professional Services	20,000	6,667	20,441	102%	20,000	6,667	13,755	69%
685	Rents	5,700	1,900	4,304	76%	3,700	1,233	4,554	123%
690	Safety & Security	4,625	1,542	2,201	48%	10,625	3,542	3,095	29%
700	Tools & Instruments	3,875	1,292	1,352	35%	6,875	2,292	1,137	17%
703	Supplies - Clothing & Persona	1,675	558	356	21%	2,175	725	156	7%
705	Supplies - Office	4,250	1,417	3,031	71%	4,750	1,583	2,433	51%
715	Treatment Chemicals	52,000	17,333	37,723	73%	53,000	17,667	10,089	19%
720	Supplies - Operating - Other	15,000	5,000	6,124	41%	26,500	8,833	4,336	16%
730	Taxes - Licenses	1,500	500	73	5%	2,300	767	910	40%
735	Training	2,750	917	152	6%	3,250	1,083	259	8%
745	Travel	1,750	583	38	2%	1,750	583	38	2%
750	Utilities	135,650	45,217	49,171	36%	97,750	32,583	28,388	29%
760	Waste Disposal	550	183	58	11%	52,250	17,417	28,963	55%
795	Yolo Co	52,000	17,333	18,297	35%				
799	Misc	-	-	-	0%	-	-	-	0%
	Services and Supplies >	428,885	142,962	181,497	42%	415,425	138,475	133,754	32%
810	R&R Buildings & Grounds	8,750	2,917	1,875	21%	8,750	2,917	1,041	12%
815	R & R Damage Claims	5,000	1,667	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,500	833	25	1%	6,000	2,000	206	3%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	1,083	27	1%	4,250	1,417	424	10%
	Repairs & Replacement >	19,500	6,500	1,926	10%	19,000	6,333	1,670	9%
	<b>Total Expenses &gt;</b>	<b>986,807</b>	<b>328,936</b>	<b>379,353</b>	<b>38%</b>	<b>1,018,868</b>	<b>339,623</b>	<b>303,260</b>	<b>30%</b>

## Administration - Budget Variance Report Jul 2017

Target % > **33.3%**

Thru End of September		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	386,991	128,997	116,649	30.1%	270,342
510	Contracted Labor	-	-	-	-	-
520	FICA - District Share	32,024	10,675	8,613	26.9%	23,411
530	Medical Ins - District Share	86,993	28,998	25,663	29.5%	61,330
540	PERS-District Share (incl unfunded Liab, 35K)	42,535	14,178	7,887	18.5%	34,648
550	Unemployment	18,000	6,000	-	0.0%	18,000
560	Workers Comp Ins	8,683	2,894	1,583	18.2%	7,100
Salaries and Employee Benefits >		575,226	191,742	160,395	<b>27.9%</b>	414,831
605	Advertising	400	133	-	0.0%	400
610	Bank Fees	5,600	1,867	-	0.0%	5,600
620	Communications & Internet	7,000	2,333	2,471	35.3%	4,529
622	Board Exp	20,000	6,667	1,970	9.9%	18,030
625	Equip - Field (up to \$4999)	0	0	-	0.0%	0
630	Equip - Office	2,500	833	563	22.5%	1,937
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	333	172	17.2%	828
665	Mileage Reimb	3,500	1,167	1,347	38.5%	2,153
670	Postage & Shipping	9,400	3,133	3,110	33.1%	6,290
675	Professional Services (Legal, IT, etc)	20,000	6,667	19,323	96.6%	677
685	Rents	7,400	2,467	2,332	31.5%	5,068
690	Safety & Security (boots)	3,500	1,167	465	13.3%	3,035
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	600	200	311	51.8%	289
705	Supplies - Office	6,250	2,083	4,247	68.0%	2,003
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	667	34	1.7%	1,966
745	Travel / Lodging	1,500	500	76	5.1%	1,424
750	Utilities	5,500	1,833	1,905	34.6%	3,595
760	Waste Disposal	500	167	116	23.2%	384
795	Yolo Co	0	0	-	0.0%	0
799	Misc	0	0	-	0.0%	0
Services and Supplies >		96,650	32,217	38,442	<b>39.8%</b>	58,208
810	R&R Buildings & Grounds	7,500	2,500	1,021	13.6%	6,479
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	-	-	-	0.0%	-
830	R&R Equipment	2,000	667	-	0.0%	2,000
832	R&R Mains/Service Lines	0	0	-	0.0%	0
840	R&R Vehicles (\$2k/vehicle)	500	167	49	9.8%	451
Repairs & Replacement >		10,000	3,333	1,070	<b>10.7%</b>	8,930
<b>Total Expenses &gt;</b>		<b>681,876</b>	<b>227,292</b>	<b>199,907</b>	<b>29.3%</b>	<b>481,969</b>

675 Shred It, Bookkeeper, Water Shed Survey

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## D\C - Budget Variance Report Jul 2017

Target % &gt;

33.3%

Thru End of September		2017-2018 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	45,460	15,153	23,882	52.5%	21,578	
510 Contracted Labor	-	-	-		-	
520 FICA - District Share	3,723	1,241	1,675	45.0%	2,048	
530 Medical Ins - District Share	18,502	6,167	5,874	31.7%	12,628	
540 PERS - District Share	11,381	3,794	1,059	9.3%	10,322	
550 Unemployment	0	0		0.0%	0	
560 Workers Comp Ins	2,454	818	928	37.8%	1,526	
Salaries and Employee Benefits >	81,521	27,174	33,418	41.0%	48,103	
605 Advertising	0	0	-	0.0%	0	
610 Bank Fees	0	0		0.0%	0	
620 Communications & Internet	0	0		0.0%	0	
622 Board Exp	0	0		0.0%	0	
625 Equip - Field (up to \$4999)	2,500	833	119	4.8%	2,381	
630 Equip - Office	0	0		0.0%	0	
640 Fuel & Oil	5,000	1,667	2,741	54.8%	2,259	
645 Insurance	0	0	-	0.0%	0	
650 Interest	0	0	-	0.0%	0	
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0	
660 Memberships & Subscriptions	0	0	-	0.0%	0	
665 Mileage Reimb	0	0	-	0.0%	0	
670 Postage & Shipping	0	0	-	0.0%	0	
675 Professional Services (SCADA)	0	0	-	0.0%	0	
685 Rents	0	0	-	0.0%	0	
690 Safety & Security (boots)	3,750	1,250	2,695	71.9%	1,055	
700 Tools & Instruments	3,750	1,250	1,381	36.8%	2,369	
703 Supplies - Clothing & Personal	750	250	-	0.0%	750	
705 Supplies - Office	250	83	63	25.2%	187	
715 Treatment Chemicals	0	0	-	0.0%	0	
720 Supplies - Operating - Other	13,000	4,333	226	1.7%	12,774	
730 Taxes - Licenses	0	0	-	0.0%	0	
735 Training (classes, books)	1,500	500	-	0.0%	1,500	
745 Travel / Lodging	1,000	333	-	0.0%	1,000	
750 Utilities	0	0	-	0.0%	0	
760 Waste Disposal	0	0		0.0%	0	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
Services and Supplies >	31,500	10,500	7,225	22.9%	24,275	
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	-	-	49	0.0%	(49)	
832 R&R Mains/Service Lines	-	-		0.0%	-	
840 R&R Vehicles (\$2k/vehicle)	-	-	5	0.0%	(5)	
Repairs & Replacement >	0	0	54	540000.0%	(54)	
<b>Total Expenses &gt;</b>	<b>113,021</b>	<b>37,674</b>	<b>40,697</b>	<b>36.0%</b>	<b>72,324</b>	

## Expense Notes

505 Three Pay Periods for August

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Thru End of September		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	146,675	48,892	45,329	33.6%	101,346
510	Contracted Labor	12,000	4,000	4,000		8,000
520	FICA - District Share	12,045	4,015	3,285	27.3%	8,760
530	Medical Ins - District Share	60,372	20,124	13,292	22.0%	47,080
540	PERS - District Share	18,328	6,109	2,630	14.3%	15,698
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	6,650	2,217	2,394	36.0%	4,256
Salaries and Employee Benefits >		256,070	85,357	70,930	<b>27.7%</b>	185,140
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	3,500	1,167	1,457	41.6%	2,043
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,500	500	102	6.8%	1,398
630	Equip - Office	1,000	333	140	14.0%	860
640	Fuel & Oil (Schaeffers)	1,500	500	1,637	109.1%	(137)
645	Insurance	40,000	13,333	13,775	34.4%	26,225
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	25,000	8,333	5,411	21.6%	19,589
660	Memberships & Subscriptions	25,000	8,333	6,874	27.5%	18,126
665	Mileage Reimb	500	167		0.0%	500
670	Postage & Shipping	50	17		0.0%	50
675	Professional Services (SCADA)	10,000	3,333	4,093	40.9%	5,907
685	Rents	0	0	3,388	338800000.0%	(3,388)
690	Safety & Security (boots)	7,000	2,333	1,515	21.6%	5,485
700	Tools & Instruments	5,000	1,667	446	8.9%	4,554
703	Supplies - Clothing & Personal	1,500	500	-	0.0%	1,500
705	Supplies - Office	1,500	500	278	18.5%	1,222
715	Treatment Chemicals	53,000	17,667	10,089	19.0%	42,911
720	Supplies-Operating-Other-Titan Tubes	20,000	6,667	4,223	21.1%	15,777
730	Taxes - Licenses	2,300	767	910	39.6%	1,390
735	Training (classes, books)	1,500	500	242	16.1%	1,258
745	Travel / Lodging	500	167	-	0.0%	500
750	Utilities	95,000	31,667	27,435	28.9%	67,565
760	Waste Disposal	52,000	17,333	28,905	55.6%	23,095
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	115,783	111,195	<b>32.0%</b>	236,155
810	R&R Buildings & Grounds	5,000	1,667	530	10.6%	4,470
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	1,667	181	3.6%	4,819
832	R&R Mains/Service Lines	0	0	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	4,000	1,333	397	9.9%	3,603
Repairs & Replacement >		14,000	4,667	1,108	<b>7.9%</b>	12,892
<b>Total Expenses &gt;</b>		<b>617,420</b>	<b>205,807</b>	<b>183,233</b>	<b>29.7%</b>	<b>434,187</b>

## Expense Notes

675 Leete Generators 2 Hr Load bank Tst, Leete Generators annual inspection, 2nd quarter WWTP Report  
 685 Back Hoe Rental

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4 Water - Budget Variance Report July 2017				Target % >	33.3%	
Thru End of September		2017-2018 Budget		Actual	%	Total
Expenses		Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	140,085	46,695	81,858	58.4%	58,227
510	Contracted Labor	0	0	-		0
520	FICA - District Share	11,759	3,920	6,179	52.5%	5,580
530	Medical Ins - District Share	20,320	6,773	2,560	12.6%	17,760
540	PERS - District Share	28,400	9,467	4,143	14.6%	24,257
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	9,484	3,161	4,284	45.2%	5,200
Salaries and Employee Benefits >		210,049	70,016	99,024	47.1%	111,025
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	4,000	1,333	1,323	33.1%	2,677
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (\$300 - \$4999)	0	0	-	0.0%	0
630	Equip - Office	500	167	969	193.8%	(469)
640	Fuel & Oil	6,000	2,000	1,281	21.4%	4,719
645	Insurance	40,000	13,333	13,775	34.4%	26,225
650	Interest	0	0	-	0.0%	0
657	Outside Lab / Internal Lab	16,000	5,333	7,865	49.2%	8,135
660	Memberships & Subscriptions	28,000	9,333	6,718	24.0%	21,282
665	Mileage Reimb	500	167	-	0.0%	500
670	Postage & Shipping	100	33	-	0.0%	100
675	Professional Services (SCADA)	10,000	3,333	10,779	107.8%	(779)
685	Rents	2,000	667	3,138	156.9%	(1,138)
690	Safety & Security (boots)	1,000	333	621	62.1%	379
700	Tools & Instruments	2,000	667	661	33.1%	1,339
703	Supplies - Clothing & Personal	1,000	333	200	20.0%	800
705	Supplies - Office	1,000	333	876	87.6%	124
715	Treatment Chemicals	52,000	17,333	37,723	72.5%	14,277
720	Supplies - Operating - Other	8,500	2,833	6,011	70.7%	2,489
730	Taxes - Licenses	1,500	500	73	4.9%	1,427
735	Training (classes, books)	1,000	333	135	13.5%	865
745	Travel / Lodging	500	167		0.0%	500
750	Utilities	132,900	44,300	48,218	36.3%	84,682
760	Waste Disposal	300	100	-	0.0%	300
795	Yolo Co	52,000	17,333	18,297	35.2%	33,703
799	Misc	0	0		0.0%	0
799.1	Customer Refund			1,475		
Services and Supplies >		360,800	120,267	160,138	44.4%	200,662
810	R&R Buildings & Grounds	5,000	1,667	1,364	27.3%	3,636
815	R & R Damage Claims	5,000	1,667	-	0.0%	5,000
820	R&R Lift Stations	0	0	-		0
830	R&R Equipment	1,500	500	-	0.0%	1,500
832	R&R Mains/Service Lines	0	0	-	0.0%	-
840	R&R Vehicles (\$2k/vehicle)	3,000	1,000	-	0.0%	3,000
Repairs & Replacement >		14,500	4,833	1,364	9.4%	13,136
<b>Total Expenses &gt;</b>		<b>585,349</b>	<b>195,116</b>	<b>260,526</b>	<b>44.5%</b>	<b>324,823</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 WPO, Leak Detection, 5 yr watershed Survey

685 Baker Tank Rental

715 Chemicals: NTU Order for one year

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

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

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Income</b>				
<b>Income</b>				
425 · CRP (Capital Replacment P...	99,978.12	111,814.30	211,792.42	211,792.42
430 · Penalty & Interest	1,747.39	2,064.70	3,812.09	3,812.09
<b>Total Income</b>	<u>101,725.51</u>	<u>113,879.00</u>	<u>215,604.51</u>	<u>215,604.51</u>
<b>Total Income</b>	<u>101,725.51</u>	<u>113,879.00</u>	<u>215,604.51</u>	<u>215,604.51</u>
<b>Gross Profit</b>	<u>101,725.51</u>	<u>113,879.00</u>	<u>215,604.51</u>	<u>215,604.51</u>
<b>Expense</b>				
<b>Salaries &amp; EE Benefits</b>				
505 · Salaries & Wages	15,416.89	26,758.53	42,175.42	42,175.42
520 · FICA - District Share	1,179.38	2,038.68	3,218.06	3,218.06
530 · Medical Ins - Dist Share	3,225.44	3,225.44	6,450.88	6,450.88
540 · PERS - District Share	769.34	719.22	1,488.56	1,488.56
560 · Workers Comp Ins	928.26	928.27	1,856.53	1,856.53
<b>Total Salaries &amp; EE Benefits</b>	<u>21,519.31</u>	<u>33,670.14</u>	<u>55,189.45</u>	<u>55,189.45</u>
<b>Services &amp; Supplies</b>				
625 · Equip - Field (\$300-\$4999)	0.00	190.00	190.00	190.00
640 · Fuel & Oil	2,334.41	1,625.94	3,960.35	3,960.35
675 · Professional Services	6,586.00	0.00	6,586.00	6,586.00
685 · Rents	970.87	0.00	970.87	970.87
720 · Supplies - Inventory - Other	5,672.98	139.44	5,812.42	5,812.42
<b>Total Services &amp; Supplies</b>	<u>15,564.26</u>	<u>1,955.38</u>	<u>17,519.64</u>	<u>17,519.64</u>
<b>Repairs &amp; Replacement</b>				
810 · R&R Buildings & Grounds	3,065.10	13,563.12	16,628.22	16,628.22
830 · R&R Equipment	5,191.89	2,723.33	7,915.22	7,915.22
832 · R&R Mains and Sewer Lines	6,236.50	0.00	6,236.50	6,236.50
840 · R&R Vehicles	3,489.22	2,292.07	5,781.29	5,781.29
<b>Total Repairs &amp; Replacement</b>	<u>17,982.71</u>	<u>18,578.52</u>	<u>36,561.23</u>	<u>36,561.23</u>
<b>Total Expense</b>	<u>55,066.28</u>	<u>54,204.04</u>	<u>109,270.32</u>	<u>109,270.32</u>
<b>Net Income</b>	<u><u>46,659.23</u></u>	<u><u>59,674.96</u></u>	<u><u>106,334.19</u></u>	<u><u>106,334.19</u></u>

Clearlake Oaks Co Water District

Budget Variance Report 2017-2018

SEWER-CRP

Target % > 33.3%

4

Thru End of September

Summary	Budget		Actual YTD		
	Annual	YTD	Amount	%	
<b>SEWER CRP Revenue</b>	347,769	115,923	113,879	32.7%	0%
<b>SEWER CRP Expenses</b>	218,423	72,808	54,203	24.8%	0%
I & I/Lift Station Rehab Improvements	42,000	14,000	-		
USDA Annual Payment	129,000	43,000			
Reimbuseable fees for Eng Cost prior to grant	95,000	31,667			
Short term depreciation reserve	30,000	10,000	10,000		
Previous Year Balance	379,998				
<b>Operating Balance (loss)</b>	<b>213,344</b>	<b>71,115</b>	<b>49,676</b>		

Expenses	2016 - 2017 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	43,711	14,570	26,759	61.2%	16,952
510 Contracted Labor	-	-	-	-	-
520 FICA - District Share	3,578	1,193	2,039	57.0%	1,539
530 Medical Ins - District Share	10,160	3,387	3,225	31.7%	6,935
540 PERS - District Share	2,374	791	719	30.3%	1,655
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	2,350	783	928	39.5%	1,422
<b>Salaries and Employee Benefits &gt;</b>	<b>62,173</b>	<b>20,724</b>	<b>33,670</b>	<b>54.2%</b>	<b>28,503</b>
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	1,667	-	0.0%	5,000
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	1,250	417	190	15.2%	1,060
630 Equip - Office	2,500	833	-	0.0%	2,500
640 Fuel & Oil	2,500	833	1,626	65.0%	874
645 Insurance	0	0	-	0.0%	0
650 Interest	0	0	-	0.0%	0
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships & Subscriptions	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	0	0	-	0.0%	0
690 Safety & Security (boots)	0	0	-	0.0%	0
700 Tools & Instruments	0	0	-	0.0%	0
703 Supplies - Clothing & Personal	0	0	-	0.0%	0
705 Supplies - Office	0	0	-	0.0%	0
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	8,500	2,833	139	1.6%	8,361
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>6,583</b>	<b>1,955</b>	<b>9.9%</b>	<b>17,795</b>
810 R&R Buildings & Grounds	35,000	11,667	13,563	38.8%	21,437
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	6,667	-	0.0%	20,000
830 R&R Equipment	5,000	1,667	2,723	54.5%	2,277
832 R&R Mains/Service Lines	50,000	16,667	-	0.0%	50,000
840 R&R Vehicles (\$2k/vehicle)	26,500	8,833	2,292	8.6%	24,208
<b>Repairs &amp; Replacement &gt;</b>	<b>136,500</b>	<b>45,500</b>	<b>18,578</b>	<b>13.6%</b>	<b>117,922</b>
<b>Total Expenses &gt;</b>	<b>218,423</b>	<b>72,808</b>	<b>54,203</b>	<b>24.8%</b>	<b>164,220</b>

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

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

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

Target % > **33.3%**

Thru End of September Summary	<u>WATER - CRP</u> Budget			Actual YTD	
	Annual	YTD		Amount	%
<b>WATER CRP Revenue</b>	337,932	112,644	101,726	30.1%	0%
<b>WATER CRP Expenses</b>	190,772	63,591	63,591	33.3%	0%
Reimburs Eng fees prior to grant funding	75,000	25,000			
<b>Operating Balance</b>	<b>72,160</b>	<b>24,053</b>	<b>38,135</b>		

Expenses		2016 - 2017 Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	46,964	15,655	15,417		31,547
510	Contracted Labor	0	0	-	32.8%	0
520	FICA - District Share	3,955	1,318	1,179	29.8%	2,776
530	Medical Ins - District Share	18,502	6,167	3,225	17.4%	15,277
540	PERS - District Share	2,547	849	769	30.2%	1,778
550	Unemployment	0	0	-	0.0%	0
560	Workers Comp Ins	2,554	851	928	36.3%	1,626
	<b>Salaries and Employee Benefits &gt;</b>	<b>74,522</b>	<b>24,841</b>	<b>21,518</b>	<b>28.9%</b>	<b>53,004</b>
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	1,667	-	0.0%	5,000
622	Board Exp	0	0	-	0.0%	0
625	Equip - Field (up to \$4999)	1,250	417	-	0.0%	1,250
630	Equip - Office	2,500				
640	Fuel & Oil	2,500	833	2,334	93.4%	166
645	Insurance	0	0	-	0.0%	0
650	Interest	0	0	-	0.0%	0
657	Outsource Lab / Internal Lab	0	0	-	0.0%	0
660	Memberships & Subscriptions	0	0	-	0.0%	0
665	Mileage Reimb	0	0	-	0.0%	0
670	Postage & Shipping	0	0	-	0.0%	0
675	Professional Services (SCADA)	0	0	6,586	0.0%	(6,586)
685	Rents	0	0	971	0.0%	(971)
690	Safety & Security (boots)	0	0	-	0.0%	0
700	Tools & Instruments	0	0	-	0.0%	0
703	Supplies - Clothing & Personal	0	0	-	0.0%	0
705	Supplies - Office	0	0	-	0.0%	0
715	Treatment Chemicals	0	0	-	0.0%	0
720	Supplies - Operating - Other	8,500	2,833	5,673	66.7%	2,827
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>5,750</b>	<b>15,564</b>	<b>78.8%</b>	<b>4,186</b>
810	R&R Buildings & Grounds	15,000	5,000	3,065	20.4%	11,935
815	R & R Damage Claims	0	0	-	0.0%	0
820	R&R Lift Stations	0	0	-	0.0%	0
830	R&R Equipment	5,000	1,667	5,192	103.8%	(192)
832	R&R Mains/Service Lines	50,000	16,667	6,237	12.5%	43,763
840	R&R Vehicles (\$2k/vehicle)	26,500	8,833	3,489	13.2%	23,011
	<b>Repairs &amp; Replacement &gt;</b>	<b>96,500</b>	<b>32,167</b>	<b>17,983</b>	<b>18.6%</b>	<b>78,517</b>
	<b>Total Expenses &gt;</b>	<b>190,772</b>	<b>62,757</b>	<b>55,065</b>	<b>28.9%</b>	<b>135,707</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 County Water District**  
**Capital Improvements**  
**As of October 31, 2017**

Date	Name	Memo	Class	Amount
<b>127 · Plant</b>				
10/23/2017	Pace	Bypass to pump at WTPP for Ceps - E...	CRP:Sewer	374.57
Total 127 · Plant				374.57
<b>120 · EQUIPMENT (EQUIPMENT - WAS 1011181)</b>				
<b>120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>				
08/31/2017	ERS Industrial Services, Inc.	main water treatment filter repair/replac...	CRP:Water	52,972.45
09/07/2017	Air Technology West	WTP Compressor	CRP:Water	8,064.75
09/11/2017	Air Technology West	reconditioned control panel; air filter; oil...	CRP:Water	2,236.23
Total 120.01 · GENERAL EQUIPMENT (GENERAL EQUIPMENT - WATER - WAS 1011190)				63,273.43
<b>120.75 · SCADA</b>				
08/11/2017	Southport Control Solutions	SCADA assistance; Modifications; New...	CRP:Water	1,630.50
08/11/2017	Southport Control Solutions	Install and Commission a new IWAKI ...	CRP:Water	1,123.00
09/09/2017	Southport Control Solutions	programming - updates	CRP:Water	1,703.00
Total 120.75 · SCADA				4,456.50
<b>120 · EQUIPMENT (EQUIPMENT - WAS 1011181) - Other</b>				
10/11/2017	Jeff Pasquetti	Emergency purchase of a Generator - ...	CRP:Water	6,000.00
10/11/2017	Jeff Pasquetti	Purchase of a Generator - Magnum M...	CRP:Sewer	6,000.00
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181) - Other				12,000.00
Total 120 · EQUIPMENT (EQUIPMENT - WAS 1011181)				79,729.93
<b>122 · Buildings &amp; Grounds</b>				
08/22/2017	Performance Mechanical	add additional supply duct to back roo...	CRP:Water	1,350.00
10/03/2017	HD Excavating	Capital Improvement to WWTP ground...	CRP:Sewer	11,968.00
10/03/2017	HD Excavating	Capital Improvement to WWTP ground...	CRP:Sewer	21,411.00
10/03/2017	HD Excavating	WTP electrical ditch - ditch for clarifier ...	CRP:Water	2,919.00
Total 122 · Buildings & Grounds				37,648.00
<b>124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)</b>				
<b>124.30 · Lift Stations</b>				
<b>124.50 · Mains</b>				
08/27/2017	Clearlake Lava	Road Base	CRP:Sewer	150.15
Total 124.50 · Mains				150.15
<b>124.90 · Water Tanks</b>				
08/22/2017	Aqua-Tech Company	tank diving for repair to Cerrito and Plut...	CRP:Water	2,750.00
Total 124.90 · Water Tanks				2,750.00
<b>124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>				
10/10/2017	Hydra-Stop Holdings LLC	8 inch valve for Keys and 6 inch valve f...	CRP:Water	7,069.92
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				7,069.92
Total 124 · D/C System (COLLECTION SYSTEM - SEWER - WAS 1011161)				9,970.07
<b>TOTAL</b>				<b>127,722.57</b>

## My Accounts

### DEPOSIT ACCOUNTS

[Manage mobile alerts](#)

[Make a transfer](#)

#### CRP SEWER

Checking \*3745

[Quick peek](#)

**\$23,261.95**

\*\*Available \$23,261.95

#### GENERAL LEDGER

Checking \*9122

[Quick peek](#)

**\$52,812.33**

\*\*Available \$58,757.72

#### CRP WATER

Savings \*6990

[Quick peek](#)

**\$88,971.62**

\*\*Available \$88,971.62

TOTAL DEPOSIT ACCOUNTS

**\$165,045.90**

## Make a Payment

Pay to

Select a payee

13

\$

Pay from checking x4567

50

## View My Spending

### TIERED COMMERCIAL LOANS

#### Credit Line

TCL Credit Line \*1999

[Quick peek](#)

**\$0.00**

Available credit \$0.00

#### Note

TCL Note \*1001

[Quick peek](#)

**\$0.00**

pay

TOTAL TIERED COMMERCIAL LOANS

**\$0.00**

No activity found within the last 30 days.

Try refreshing your accounts in Financial Institutions from over 18,000 financial institutions.

## Outside Accounts

MY FINANCIAL INSTITUTION

Checking

[Quick peek](#)

Savings

[Quick peek](#)

TOTAL

### Add Outside Accounts

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

[Add outside accounts](#)

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Have a question? [Check our FAQs](#)

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

**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)  
 November 13,  
 2017

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

October 2017 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/13/2017	10/12/2017	QRD	1550964	SYSTEM	1,311.95

Account Summary

Total Deposit:	1,311.95	Beginning Balance:	484,731.54
Total Withdrawal:	0.00	Ending Balance:	486,043.49

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**Aged Accounts Receivable**

**As of 11/13/17**

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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>
102,149.04	37,727.83	5,750.25	5,778.93	68,291.09	<u>\$219,697.14</u>

**Total number of accounts with open balances: 1081**

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These totals include all accounts on the Tax Roll

**Clearlake Oaks County Water District**  
**Payroll Summary**  
**October 2017**

	Hours	Rate	Oct 17
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-8.25	27.36	-189.24
CTO Used	3.75	18.24	85.48
Holiday	52	16.35	1,051.36
Holiday Worked (x2.5)	65.25	45.60	4,361.65
Overtime (x1.5)	280.25	27.36	10,490.41
PTO	204.99	35.00	5,328.74
Straight	1,971.75	18.24	48,330.37
Board			700.00
Duty Pay			4,275.00
<b>Total Gross Pay</b>	<b>2,569.74</b>		<b>74,433.77</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-2,356.62
AFLAC (pre-tax)			-294.12
AFLAC (taxable) AFTER TAX			-82.08
CALPers EE (Pretax)			-2,833.93
<b>Total Deductions from Gross Pay</b>			<b>-5,566.75</b>
<b>Adjusted Gross Pay</b>	<b>2,569.74</b>		<b>68,867.02</b>
<b>Taxes Withheld</b>			
Federal Withholding			-5,124.00
Medicare Employee			-1,040.85
Social Security Employee			-4,450.55
CA - Withholding			-1,505.28
CA - Disability			-646.06
<b>Total Taxes Withheld</b>			<b>-12,766.74</b>
<b>Deductions from Net Pay</b>			
Wage Garnishment			-1,548.60
<b>Total Deductions from Net Pay</b>			<b>-1,548.60</b>
<b>Net Pay</b>	<b>2,569.74</b>		<b>54,551.68</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			1,040.85
Social Security Company			4,450.55
<b>Total Employer Taxes and Contributions</b>			<b>5,491.40</b>

## Clearlake Oaks County Water District

## Trial Balance

11/08/17

As of October 31, 2017

Accrual Basis

	Oct 31, 17	
	Debit	Credit
102.001 · GL - 9122	64,592.79	
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	88,971.62	
102.03 · CRP Sewer - 3745	23,261.95	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · CIP	0.00	
130 · CIP:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
126 · I & I Forcemain (Phase I)	66,295.15	
123 · USDA - Sewer Plant		607,802.81
USDA Project	0.00	
127 · Plant	374.57	
120 · EQUIPMENT	12,012.59	
120 · EQUIPMENT:120.01 · GENERAL EQUIPMENT	1,914,374.03	
120 · EQUIPMENT:120.60 · Office	1,276.75	
120 · EQUIPMENT:120.75 · SCADA	4,456.50	
120 · EQUIPMENT:120.90 · Vehicles	0.00	
122 · Buildings & Grounds	8,520,907.27	
124 · D/C System	3,143,506.92	
124 · D/C System:124.30 · Lift Stations	46,264.48	
124 · D/C System:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System:124.50 · Mains	14,938.73	
124 · D/C System:124.90 · Water Tanks	2,750.00	
125 · Land	299,770.00	
129 · ALLOW. FOR DEPRECIATION		7,721,470.00
200 · ACCOUNTS PAYABLE		137,163.16
210 · Cal Card	1,994.50	
210 · Cal Card:210.06 · Cal Card - Jason 3879		1,801.63
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 4000	553.38	
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:280.05 · 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		366.76
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical		734.97
222 · Direct Deposit Liabilities	0.00	
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	3,216.54	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		1,421.58

## Clearlake Oaks County Water District

## Trial Balance

11/08/17

As of October 31, 2017

Accrual Basis

	Oct 31, 17	
	Debit	Credit
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	106.98	
223.50 · MEDICARE TAX PAYABLE	105.41	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	178.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	25.24	
223.65 · STATE DISABILITY PAYABLE	7.76	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	12,549.36	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	838.61	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		596.12
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	828.33	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		679,360.08
Income:410 · Client Reg Pmt		711,091.74
Income:425 · CRP		211,792.42
Income:430 · Penalty & Interest		15,836.22
Income:430 · Penalty & Interest:430.1 · Condemnation Fund (589 Keys)		63.62
Income:435 · Loans/Grants:435-3 · WWTP Reclamation Study		77,763.00
Income:440 · Misc Revenue		18,248.22
Income:450 · Other - Non S/W Rev		14,753.22
1000 · Storms 2017:1000.2 · February 8 thru TBD	30,982.05	
Loans/Grants:903 · WTP, Meters, and Backflow	5,327.77	
Loans/Grants:902 · Tanks and Distribution	7,599.20	
Loans/Grants:901 · Harvey Tank Installation	784.00	
Loans/Grants:920 · Inflow & Infiltration Construct	93,636.85	
Loans/Grants:915 · USDA Construction Loan	572,040.01	
Loans/Grants:915 · USDA Construction Loan:915.1 · Adams and Ashby Group	9,450.00	
Loans/Grants:910 · MC USDA Construction Loan	40,130.95	
Loans/Grants:905 · MC WWTP Reclamation	48,824.09	
Salaries & EE Benefits:505 · Salaries & Wages	309,892.94	
Salaries & EE Benefits:510 · Contract Labor	4,000.00	
Salaries & EE Benefits:520 · FICA - District Share	22,969.45	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	54,215.23	
Salaries & EE Benefits:540 · PERS - District Share	26,674.42	
Salaries & EE Benefits:560 · Workers Comp Ins	11,045.01	
Services & Supplies:610 · Bank Fees	4,045.12	
Services & Supplies:620 · Communications & Internet	5,410.74	
Services & Supplies:622 · Board Exp	1,969.50	
Services & Supplies:625 · Equip - Field (\$300-\$4999)	410.44	
Services & Supplies:630 · Equip - Office	1,671.24	
Services & Supplies:640 · Fuel & Oil	9,719.90	
Services & Supplies:645 · Insurance	27,550.00	
Services & Supplies:657 · Lab	13,275.94	
Services & Supplies:660 · Memberships & Subscription	13,803.89	
Services & Supplies:665 · Mileage Reimb	1,550.92	
Services & Supplies:670 · Postage & Shipping	3,164.84	
Services & Supplies:675 · Professional Services	40,781.21	
Services & Supplies:685 · Rents	9,828.19	
Services & Supplies:690 · Safety & Security	6,057.02	
Services & Supplies:700 · Tools & Instruments	2,487.81	
Services & Supplies:703 · Supplies - Clothing & Personal	1,020.06	

2:27 PM

11/08/17

Accrual Basis

# Clearlake Oaks County Water District

## Trial Balance

As of October 31, 2017

	Oct 31, 17	
	Debit	Credit
Services & Supplies:705 · Supplies - Office	5,971.19	
Services & Supplies:715 · Supplies-Chemicals-Operating	47,811.46	
Services & Supplies:720 · Supplies - Inventory - Other	16,281.06	
Services & Supplies:730 · Taxes - Licenses	983.00	
Services & Supplies:735 · Training (Classes, books, etc)	1,030.07	
Services & Supplies:745 · Travel / Lodging	76.34	
Services & Supplies:750 · Utilities	78,401.99	
Services & Supplies:760 · Waste Disposal	29,020.39	
Services & Supplies:795 · Yolo Co	18,297.03	
Services & Supplies:798 · Reconciliation Discrepancies	0.01	
Services & Supplies:799 · Misc	72.85	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Acct closed	1,750.26	
Repairs & Replacement:810 · R&R Buildings & Grounds	19,683.89	
Repairs & Replacement:830 · R&R Equipment	8,145.02	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	6,236.50	
Repairs & Replacement:840 · R&R Vehicles	6,231.83	
9000 · Administration Labor:7057050 · ADMIN - CLERICAL LABOR - WATER	0.00	
66000 · Payroll Expenses	1.12	
<b>TOTAL</b>	<b>17,056,144.29</b>	<b>17,056,144.29</b>

8:42 AM

11/13/17

**Clearlake Oaks County Water District**  
**A/P Aging Summary**  
**As of November 13, 2017**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Action Sanitary, Inc	0.00	11,387.50	0.00	0.00	0.00	11,387.50
County of Lake - Special Districts	3,823.59	0.00	0.00	0.00	0.00	3,823.59
CUSI	0.00	3,146.00	0.00	0.00	0.00	3,146.00
DKF Solutions Group, LLC	225.00	0.00	0.00	0.00	0.00	225.00
Hach	0.00	265.98	0.00	0.00	0.00	265.98
Hasa Inc	2,929.85	0.00	0.00	0.00	0.00	2,929.85
HD Excavating	0.00	0.00	34,033.50	0.00	0.00	34,033.50
Hydra-Stop Holdings LLC	0.00	7,069.92	0.00	0.00	0.00	7,069.92
Independant Business Forms	689.18	0.00	0.00	0.00	0.00	689.18
John Hopkins.	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Mark Freeman, MD	429.45	0.00	0.00	0.00	0.00	429.45
MC Engineering, Inc	0.00	7,964.77	7,029.93	0.00	0.00	14,994.70
Mendo Mill	790.92	0.00	0.00	0.00	0.00	790.92
Napa Auto Parts	59.37	0.00	0.00	0.00	0.00	59.37
Nave & Cortell, LLP	2,150.00	0.00	0.00	0.00	0.00	2,150.00
Pace	0.00	-1,896.05	21,322.20	0.00	0.00	19,426.15
Quill	392.03	154.42	0.00	0.00	0.00	546.45
St Helena Clear Lake Hospital	44.89	0.00	0.00	0.00	0.00	44.89
West America Bank	350.00	0.00	0.00	0.00	0.00	350.00
<b>TOTAL</b>	<b>12,884.28</b>	<b>28,092.54</b>	<b>62,385.63</b>	<b>0.00</b>	<b>0.00</b>	<b>103,362.45</b>

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## Account Payable Breakdown

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Date: 11/13/2017

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$28,977.20	\$52,812.33	\$58,757.72
CRP Water	\$88,971.62	\$88,971.62	\$88,971.62
CRP Sewer	\$23,261.95	\$23,261.95	\$23,261.95

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Current A/P Aging      \$103,362.45

NOTES:

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

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

**October 16, 2017**

This meeting will be conducted by Roberts Rule of Order.

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

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. The President will call for comments at the appropriate time.

~~Comments will be subject to reasonable time limits of three minutes.~~

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

**Public comment on non-agenda items**

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

**AGENDA**

**Call to Order – 3:01 p.m.**

**Pledge of Allegiance**

**Roll Call**

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

Mr. Alan Gardner – General Manager     Mr. Jason Mitchell – Operations Manager, ABSENT  
 Mrs. Dianna Mann - Secretary to the Board

**New Business**

- a. Discussion and consideration of Resolution No. 17-24, Awarding the Contract for the Inflow and Infiltration Construction Project, the Forced Main portion

**Action Taken: Motion to approve Resolution No. 17-24**

**BOUCHER/ARCHACKI            MS/S/C**

**EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI**

**ABSENT: MEDEIROS**

- b. Discussion and consideration of Resolution No. 17-25, Authorizing Representative for the Inflow and Infiltration Construction Project, Forced Main portion

**Action Taken: Motion to approve Resolution No. 17-25**

**HEESESL/ARCHACKI            MS/S/C**

**EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI**

**ABSENT: MEDEIROS**

- c. Discussion and consideration of Resolution No. 17-26, Authorizing a line of credit with Westamerica Bank for the Inflow and Infiltration Construction Project, the forced main portion until grant monies become available

**Action Taken: Motion to approve Resolution No. 17-26**

**ARCHACKI/HEESZEL MS/S/C**

**EYES: HOSIER/HEESZEL/BOUCHER/ARCHACKI**

**ABSENT: MEDEIROS**

**Adjournment**

**Time: 3:36 p.m.**

**SIGNED: \_\_\_\_\_**  
**Karl Hosier, Board Vice President**

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

**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

**October 19, 2017**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 4:03 p.m.**

**Pledge of Allegiance**

**Roll Call**

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

√ 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 (unavailable)
- d. Wastewater Plant Interim Chief Operator
- e. Operations Manager
- f. General Manager

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

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

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

- a. Minutes of Regular Meeting 09-21-17
- b. Minutes of Special Meeting 10-04-17

**4. Bills**

- a. **MC Engineering** Invoice No.1561 dated 9/30/17, in the amount \$29,283.64, for the Forced Main Design and Construction
- b. **MC Engineering** Invoice No. 1562, dated 9/30/17, in the amount of \$7,518.75, for the Reclamation Study
- c. **MC Engineering** Invoice No. 1563, dated 9/30/17, in the amount of \$33,455.63 for USDA Construction Project

**Action Taken: Motion to approve consent items  
HEESZEL/BOUCHER M/S/C  
MOTION PASSED UNANIMOUSLY**

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**5. Agenda (Old Business)**

- a. Discussion and update of CSA 16 Annexation progress – See GM Board Letter

**Action Taken: No Action**

- b. Discussion and update of sidewalk project – See GM Board Letter

**Action Taken: No Action**

**6. Agenda (New Business)**

- a. Discussion and approval of purchased used 25K portable generator for \$12,000, this generator replaces the 25K generator that critically failed at Lift Station 12 during Sulphur Fire emergency

**Action Taken: Motion to approve purchase of 25K portable generator  
BOUCHER/HOSIER M/S/C  
MOTION PASSED UNANIMOUSLY**

- b. Discussion and consideration of Resolution 17-27, Governing Body Elections from Odd-Numbered years to Even-Numbered years. This Resolution replaces Resolution 17-21

**Action Taken: Motion to pass Resolution 17-27  
HOSIER/ARCHACKI M/S/C  
MOTION PASSED UNANIMOUSLY**

- c. Discussion and consideration of billing procedures for Mobil Home Parks in the District

**Action Taken: No Action**

**Closed Session**                      **Time: 4:40**

**Open Session**                        **Time: 4:43**

**Motion to add real property negotiations to closed session  
HOSIER/ARCHACKI  
MOTION PASSED UNANIMOUSLY**

**Closed Session**                      **Time: 4:43**

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

**Open Session**                        **Time: 5:47**

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**Action Taken in Closed Session:** In closed session, the Board discussed two matters of existing litigation and two matters of potential litigation. No action was taken in closed session

**Adjournment**                        **Time: 5:47**

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

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



**New Business**

- a. Discussion and consideration of approving T & S contract for the installation of the Forced Main

**Action Taken: Motion to approve the Forced Main Contract with T & S Construction  
HOSIER/ARCHACKI M/S/C  
MOTION PASSED UNANIMOUSLY**

- b. Discussion and consideration of giving permission to transfer from Bridge Loan to General Ledger for expenses incurred from Forced Main Project

**Action Taken: Motion to transfer \$20,000 increments to General Ledger  
HEESZEL/BOUCHER M/S/C  
MOTION PASSED UNANIMOUSLY**

- c. Discussion and consideration of water meter size for mobile home parks

**Action Taken: Motion to replace Mobile Home meters to Engineer's recommendations  
HOSIER/ARCHACKI M/S/C  
MOTION PASSED UNANIMOUSLY**

- d. Discussion and consideration of Resolution 17-28, clarifying Ordinance 81

**Action Taken: Carried Forward**

- e. Discussion and consideration of Resolution 17-29, add two more Billable Fees

**Action Taken: Because Resolution 17-28 was carried forward, Counsel suggested that we approve Resolutions in order, therefore, Resolution 17-29 became 17-28. Motion to approve Resolution 17-28, with addition to include Mobile Home Parks/RV Parks**

**HEESZEL/ARCHACKI M/S/C  
MOTION PASSED UNANIMOUSLY**

**Adjournment**

**Time: 11:48 a.m.**

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

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



MC Engineering, Inc.

6917 Ohana Place  
Orangevale, CA 95662

# Invoice

Date	Invoice #
10/31/2017	1571

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	11/30/2017	Forcemain Design and Construction	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	60.5	160.00	9,680.00	
Operations Management Engineer, John Pedri, PE	25	155.00	3,875.00	
Assistant Engineer, Jared P. Nelson	40	115.00	4,600.00	
Operations Specialist, Doyle Champlain	7	95.00	665.00	
Engineering Tech	0.5	65.00	32.50	
Administrative Support	2	65.00	130.00	
EDEA Inv 950 11/2/17		2,703.52	2,703.52	
Domenichelli and Associates Inv 3 11/2/17		2,785.45	2,785.45	
OV Copy Inv 27384 09/05/17		1.49	1.49	
OV Copy Inv 27455 9/12/17		57.31	57.31	
OV Copy Inv 27487 9/15/17		84.71	84.71	
OV Copy Inv 27490 9/15/17		46.93	46.93	
OV Copy Inv 27501 9/18/17		39.65	39.65	
OV Copy Inv 27536 9/22/17		131.99	131.99	
OV Copy Inv 27559 9/26/17		9.27	9.27	
Total Reimbursable Expenses			371.35	
Travel Mileage 230 miles 10/10/17 Mark Carey	230	0.535	123.05	
Travel Mileage 230 miles 10/24/17 Mark Carey	230	0.535	123.05	
Travel Mileage 230 miles 10/31/17 Mark Carey	230	0.535	123.05	

*YG I# Const.*

<b>Total</b>	<b>\$25,211.97</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$25,211.97</b>

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

*46*



MC Engineering, Inc.

6917 Ohana Place  
Orangevale, CA 95662

# Invoice

Date	Invoice #
10/31/2017	1574

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	11/30/2017	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
Assistant Engineer, Jared P. Nelson	134	97.85	13,111.90	
Project Manager, Mark Carey, PE	26	139.05	3,615.30	
Administrative Support	2	56.65	113.30	
Travel Mileage 230 miles 10/10/17 230 Mark Carey		123.05	123.05	
Travel Mileage 403 Mi @ \$0.535 / Mi 10/2/17 Jared Nelson		215.61	215.61	
Travel Mileage 365 Mi @ \$0.535 / Mi 10/16/17 Jared Nelson		195.28	195.28	
Travel Mileage 315 Mi @ \$0.535 / Mi 10/8 to 10/12 Jared Nelson		168.53	168.53	
Travel Mileage 302 Mi @ \$0.535 / Mi 10/2 to 10/5 Jared Nelson		161.57	161.57	
RGH Consultants Inv 0917023 10/2/17		1,974.67	1,974.67	
RGH Consultants Inv 0917046C 10/31/17		-1,101.75	-1,101.75	
Domenichelli and Associates Inv 4 11/2/17		4,925.48	4,925.48	
EDEA Inv 951 11/2/17		2,107.45	2,107.45	
November 2017 Pine Dell Resort		400.00	400.00	
November Trailer Rent		700.00	700.00	
Per Diem Full Day Rate 16 @ \$51 = \$816, Per Diem 3/4 Rate 4 @ \$38.25, 10/2-10/5, 10/9-10/12, 10/16-10/20, 10/23-10/27, 10/30-10/31		969.00	969.00	
Total Reimbursable Expenses			969.00	
			<i>4/G WWTP USDA</i>	
<b>Total</b>			<b>\$27,679.39</b>	
<b>Payments/Credits</b>			<b>\$0.00</b>	
<b>Balance Due</b>			<b>\$27,679.39</b>	

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

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NTU Technologies, Inc.

P. O. Box 1107  
Davis, CA 95617

RECEIVED  
NOV 09 2017  
BY: .....

# Invoice

Date	Invoice #
11/1/2017	10074

Bill To
Clearlake Oaks County Water District Accounts Payable P. O. Box 709 Clearlake Oaks, CA 95423

Ship To
Clearlake Oaks CWD Water Treatment Plant 12545 Highway 20 Clearlake Oaks, CA 95423

P.O. Number	Terms	Order Date	Ship Via	F.O.B.
4358	Net 30	10/24/2017	Greenbelt	Destination

Net Weight	Item Code	Description	Price Each	Amount
8,890	Pro Pac 9890	Pro Pac 9890, Approximately 900 Gallons Exempt from Sales Tax	0.96 0.00%	8,534.40 0.00
			<b>Total</b>	<b>\$8,534.40</b>

Phone #	Fax #
800-342-6733	844-270-1688

Web Site
<a href="http://www.ntutechnologies.com">www.ntutechnologies.com</a>

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# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 17-29

### A RESOLUTION OF THE BOARD OF DIRECTORS OF CLEARLAKE OAKS COUNTY WATER DISTRICT REGARDING BILLING PROCEDURES FOR MOBILE HOME AND RV CUSTOMERS

**WHEREAS**, the Board of Directors adopted Resolution 14-08 on October 16, 2014, establishing certain billing procedures for mobile home and RV parks;

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**WHEREAS**, the Board of Directors approved and adopted Ordinance 81 on May 21, 2015, setting rates for water and sewer services;

**WHEREAS**, Ordinance 81 changed the procedure for billing mobile home and RV parks, superseding Resolution 14-08; and

**WHEREAS**, the Board of Directors desires to restate its procedures for billing mobile home and RV parks, but not change, modify, extend, or alter the base, usage, or CIP rates;

**NOW, THEREFORE, BE IT RESOLVED**, by the Clearlake Oaks County Water District Board of Directors finds and determines as follows:

1. The Recitals above are true and correct.
2. Pursuant to Ordinance 81, Appendix A, mobile home and RV parks are defined as "Residential" customers.
3. All active Residential customers are billed the monthly base rate whether service is on or off, and whether or not there is a structure on the property, parcel, or lot.
4. An "active" customer is a property, parcel, or lot that has a service connection to the District, whether that connection is turned on or off.
5. Customers may avoid the monthly base rate by making a property, parcel, or lot "inactive" by physically disconnecting the water and service connections in accordance with the requirements of District policies.
6. Mobile home and RV park customers are to self-report the number of service connections in their parks, but the District may independently confirm the number of connections by inspecting the parks or through filings and permits from appropriate local and state regulatory agencies.

7. Any person who attempts to obtain service from the District without paying the full lawful charge may be guilty of a misdemeanor under California Penal Code section 498.

**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 16<sup>th</sup> day of November, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

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