

**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

**AUGUST 16, 2018**

This meeting will be conducted by Roberts Rule of Order.

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

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

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

**AGENDA**

**Call to Order – 4:00 p.m.**

**Pledge of Allegiance**

**Roll Call**

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

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

**Public comment on non-agenda items**

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

**Consent Items**

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

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

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

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

**4. Bills**

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

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

**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:** \_\_\_\_\_

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

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

**6. Agenda (New Business)**

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

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

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

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

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

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

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

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

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

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



**Clearlake Oaks County Water District**  
**August 13, 2018**

**Billing Department / Front Office**

- ❖ We have officially begin implementation of our new billing system, UMS! This process will continue over the next 2-3 months. We are eager for this upgrade and confident that it will be successful!
- ❖ Susie is currently working on getting all past Ordinances, Resolutions and Policies scanned into the server, we were able to find more Ordinances from the beginning years of CLOCWD when we cleaned the shed for our annual shredding.
- ❖ We have purchased and set up the new Ipads for field staff, they are getting familiar with them now in preparation for the UMS launch. We will also be downloading the CLOCWD maps onto the devices.
- ❖ Received over \$3500.00 in payments towards our <120 Aged Receivables, this amount stems from foreclosure sales.
- ❖ I anticipated about 35 liens; however, after running reports to date, we will be filing 75 liens. The jump in numbers is due to placing a lien on properties that have been delinquent since 2017, which was cleared through the county.
- ❖ Currently working on a Delinquent Account AND Payment Arrangement policies with intent to have them on the September agenda. These policies will allow us to be completely transparent and fair with each situation that may be brought to our attention.
- ❖ Starting today, August 13<sup>th</sup>, I will be attending Water Distribution night classes at Yuba Community College in preparation for my D2 testing / certificate.
- ❖ Unfortunately, given the date, my Aged Receivables Report will not reflect a majority of payments that come in between now and the 15<sup>th</sup> of the month. We will continue to process payments as normal.

Respectfully,



Olivia Mann

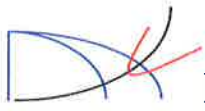
Customer Service Lead

**Clearlake Oaks County Water District**  
**Administrative Services Manager**  
**August 16, 2018**

**Administration / Grants**

- ❖ State Water Resources Control Board (SWRCB) Wastewater Infrastructure Rehabilitation is moving forward, MC will be presenting 90 and 95% complete drawings by the end of August, early September. Please see attached status report.
- ❖ Highway 20 Waterline Project: Alan met with State, and had a good news, bad news scenario. More money will be available however, additional information is now required.
- ❖ USDA Wastewater Treatment Project: I attend most of the weekly construction meetings and I will continue to send weekly construction agendas and minutes to all Board members to keep everyone up to date on the progress. I am excited to say that we are getting close to completion having only a month until completion. I am sorry I have not scheduled tours of the new clarifier between the General Manager and Board Members, however, things have been a little crazy.
- ❖ I am still patiently awaiting notice on the USBR Smart Water Grant application for AMI meters that I applied for. This is an \$870,448.38 with a 50% match. District will use force labor in addition with monies already spent on studies to offset District share.
- ❖ I will be following up with MC Engineering to check on the Scope of Work I requested for possibly obtaining funds through a federally funded opportunity titled FY 2018 EDA Disaster Supplemental. This grant is for counties that had an emergency declared in 2017, and although our repairs from the flood are complete, this allows for preparation for future emergencies. I believe that our lift stations may benefit from this grant.
- ❖ Attached, please see the list of leaks that were fixed in July and first week of August, provided to me by the D/C Department.
- ❖ I am currently working on updating our IIPP (Injury and Illness Prevention Plan) that hasn't been updated since 2009. I will remind field staff when they have a minute they need to review and return to me.
- ❖ I have been working with Susie to complete the District's Emergency Response Plan and the Emergency Action Plan. These plans are taking some time to gather all necessary information and complete, however, the Board will be supplied copies when finished.
- ❖ As soon as the Advisory Evacuation was issued, I arranged for Jeremy, Olivia, and myself to meet at Admin and gather the server, all necessary accessories, computer towers, and handhelds. We then loaded them in the Focus and moved it down to the Sewer Plant. The next morning, I asked Susie to come to work and we loaded her SUV with all District's maps, ordinances, emergency contacts, etc. Once I figured the mandatory evacuation would be lifted, I arranged to escort our I.T. guy, Bill, to the Admin and get the District back on line. The evacuation was lifted that same day and the District was able to transition back to "business as normal" without any delays.

Respectfully Submitted,  
Dianna Mann



**Report Date:** August 3, 2018

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

**Billing Period:** July, 2018

**I. Project Status Update**

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

- LS 7 pump station wetwell revisions and site modifications
- Rehab work on prior lift stations (continued to modify electrical plans from prior USDA plans)
- Coordination and initial review of CCTV work by Norcal
- Electrical design of LS 7 by EDEA
- Initial specifications by EDEA
- Refined hydraulics and pump selections for LS 7
- Designed masonry building for LS 7
- Continued refinement of sewer rehab work including setting up sheets in GIS and Autocad
- Site visits to review CCTV work
- Workshop to review initial designs with CLOCWD staff
- Additional survey shots by Geo-legal
- Monthly invoicing and reporting

**II. Budget Status Update**

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

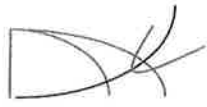
**This Invoice:** \$40,058.31

**Cost to Date:** \$155,524.74

**Cost to Complete:** \$500,461.06

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

- CEPs drawings (95%)
- LS-2 drawings (90%)
- Refine drawings from prior USDA lift station plans
- Refinement of Rehab related work
- 70% drawings LS-7
- Specification and bid package prep
- Investigate need for use permit for LS7 site
- Electrical design coordination for SEPS pumps and LS-2, LS-7 and other lift stations



**Report Date:** August 3, 2018

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

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

**I. Project Status Update**

Work on the project during July 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)
- Processed a change order for drying beds and tie-in of new forcemain
- Progress by Contractor Included:
  - Clarifier mechanical equipment
  - RAS and WAS pump stations and piping
  - Electrical and Controls
  - Initial programming
  - Completion of splitter boxes and weir structures
  - Backfill of yard piping

**II. Construction Budget Status Update**

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

**This Invoice:** \$24,600.66

**Cost to Date:** \$336,117.91 (construction only)

**Cost to Complete:** \$91,510.16

**USDA amount Remaining:** \$27,522.27

**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 August, 2018**

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

# repairs made (where and what

- 3 - On Butler near bath / main w/ 3" split - 30 G.
- Pine St service line 2 holes 10 gpm
- Hwy 20 + Keys service line granite 20 gpm
- 8 - 13,xxx 1st
- 8 - Catfish cafe
- 8 - 12727 Highway 20 / Granite hit service line 20 gpm
- 18 - 13470 Drift wood / main beam break. 50 G.P.M.
- 18 - McBride Ct. / service line 1" - 20 G.P.M.
- 18 - 13340 1st service line 2 gpm
- 18 - 13087 1st service line 1 gpm
- 3 - 13215 2nd service line 10 gpm
- 8 - Keys feverglade Main break 50 gpm
- 8 - 12100 Widgeon service line .5 gpm

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

Reporting Period: July, 2018  
From: Francisco Castro, CPO

To: Clearlake Oaks County Water District Board of Directors

July 13, 2018

The Clearlake Oaks Wastewater Plant received a total of 8.990 MG of influent averaging 290,000 gallons a day. A total of 7.510 MG were treated averaging 242,000 gallons a day. All treated effluent was in compliance with our Discharge Permit. Clearlake averaged 3.28' Rumsey Gauge. During this month, Rotor #1 had to be pulled from the oxidation ditch due to a bearing fail. We were lucky T&S is on site and asked for them to pull the rotor out for repair. Using their excavator, the rotor was worked on and put back in the water. I have started to identify parts that are critical to have on our shelves. I will continue to budget a few more parts that are essential to have on the shelf this physical year because of the adverse affect that a repair can cause if the down time is prolonged. On the 18<sup>th</sup> a Vulnerability Assessment was performed at the waste plant and lift stations. Please refer to the final report for results if completed.

Construction at the waste plant continues to make progress. The mechanical components to the clarifier and pipe tie-ins are close to being completed. Coastal Mountain Electrical has been laying some conduit and installing electrical components. We have experienced two major incidents that involved T&S hitting our existing electrical lines. Our power source to our main building and all our treatment process electrical components were compromised. As a result our transformer was damaged and had to be replaced. We were able to get the plant running with our generator on site minimizing treatment process problems. Remote wires going to Rotor #2 were also hit causing damage to our SCADA pack, electrical components and our radio repeater from Lift Station 7. This made it necessary for distribution staff to supervise Lift 7 'till it was fixed. Joe Matella worked on the repairs and was able to repair back to normal.

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

Thank you,  
Francisco Castro  
CPO

August 10, 2018

General Manager's Board Letter

**Loans/Grants/ Accounting:**

- The Water Board has changed the process for our water grants. They have expanded the opportunity to \$18 million, \$6 million each, but are requiring an additional step for each. Net this is very good for the District because it will allow much more of the necessary work to be done that had to be trimmed from the existing applications. This will require quick reformatting and work. I will keep you closely apprised.
- Please see Dianna's letter.

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

- Field customer phone calls and meeting personally with any and all customers, heavy involvement with Electeds and SWRCB and County on Hwy 20. Fires:
  - The office was evacuated and equipment removed on August 3. All equipment restored on August 8. The office reopened on August 9. Office staff did a great job getting everything out and safe and then putting it back together. Bill our computer consultant gave us first priority in making sure everything worked and was in full service.
  - Plant and field staff were truly exceptional during the emergency. I am very proud that they kept both plants running also while dealing with distribution and collection problems.
  - Very well done!

**Water Plant:**

- **Notice of violation. Prior staff did not file the June 2017 water plant report due July 10, 2017 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** as of this date on the result of the Appeal.
- Dave Sherron will report.

**Sewer Plant**

- Principle construction essentially completed. Other cleanup and final construction work at the plant is progressing. No change.
- Francisco Castro will report.

**Backflows:**

- They have been submitted in water improvement grant project # 3, which has now been delayed and expanded. Annual required inspections are completed.
- There are now two employees certified to perform these tests. One is now also certified for cross connections, a higher level of certification.
- Like with the water meters, we are also seeking alternative funding for the backflows, including from the Federal Bureau of Reclamation.

**Meters:**

- We have just applied for a new grant for all of the meters. 50% paid by the government and 50% from the District. The District's 50% will largely be made up of credit for the costs of installation by staff. There may be a \$100,000 to 150,000 cash requirement. The Board has already agreed to \$100,000 for meters for just the west end.
- This is in addition to Grant 3 in progress at the SWRCB.

**Solar:**

- Operational review by Helio completed.
- Currently back in service still at a reduced level.
- Nave is now in discussions with Hayden and its counsel.

**Sidewalks:**

- Granite has proceeded. We have had some facilities damaged. We are keeping track of the repair costs.
- All of our sidewalk related hydrants have been replaced and are in operation.

**Recycled Water**

- The study is finished. We are talking about potential placement of facilities, etc. We have been in discussions with now several potential major customers about a private public partnership, including cost sharing. We are exploring various funding opportunities for work inside the plant. There also may be federal funds for the project, with assistance by Garamendi. This is a long term project.
- The State Board has begun reviewing our recycled water study materials. No change.

Alan Gardner, GM

8:31 AM

08/10/18

Accrual Basis

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

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	<u>Jul 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	1,914,148.41
Accounts Receivable	-6.00
Other Current Assets	<u>781,636.84</u>
<b>Total Current Assets</b>	2,695,779.25
<b>Fixed Assets</b>	<u>9,414,172.13</u>
<b>TOTAL ASSETS</b>	<b><u>12,109,951.38</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	50,442.72
Credit Cards	-10,311.32
Other Current Liabilities	<u>990,207.58</u>
<b>Total Current Liabilities</b>	1,030,338.98
<b>Total Liabilities</b>	1,030,338.98
<b>Equity</b>	<u>11,079,612.40</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>12,109,951.38</u></b>

## Clearlake Oaks County Water District

## Balance Sheet

08/10/18

As of July 31, 2018

Accrual Basis

	Jul 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102.001 · GL - 9122 (Old Acct. # 053420019)	124,788.51
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	1,079,694.37
<b>Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013550)</b>	<b>1,268,694.37</b>
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AMERICA BANK C...	88.98
102.02 · CRP Water - 6990	263,549.18
102.03 · CRP Sewer - 3745	256,827.37
<b>Total Checking/Savings</b>	<b>1,914,148.41</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
130 · Const In Progress - Studies	119,234.21
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>781,636.84</b>
<b>Total Current Assets</b>	<b>2,695,779.25</b>
<b>Fixed Assets</b>	
128 · Sewer Infrstrcture & Rehab Proj (Grant to repair/replace sewer Infrastru...	115,466.43
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water di...	
121.1 · Sidewalk Project - District Exp	115,347.43
121 · Wtr Dist & Wtr Storage Projects (Replacement or installation of water ...	124,594.80
<b>Total 121 · Wtr Dist &amp; Wtr Storage Projects (Replacement or installation of wa...</b>	<b>239,942.23</b>
131 · Waste Water Plant	
131.1 · Pumps/Equipment	541.40
131 · Waste Water Plant - Other	3,054.37
<b>Total 131 · Waste Water Plant</b>	<b>3,595.77</b>
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85
123 · USDA - Sewer Plant Cap Imprvmt	1,090,904.02
127 · Water Plant	229,817.38
120 · District General CIP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS...	1,920,341.58
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	5,732.69
120.75 · SCADA	5,036.50
120.90 · Vehicles/Generators/Trailers	5,234.23
120 · District General CIP (EQUIPMENT - WAS 1011181) - Other	16,590.63
<b>Total 120 · District General CIP (EQUIPMENT - WAS 1011181)</b>	<b>1,952,935.63</b>
122 · Bldgs/Grounds Cap Improvements	8,533,557.59
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS...	
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	47,665.07

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

	Jul 31, 18
<b>Total 124.30 · Lift Stations</b>	113,707.30
124.50 · Mains	14,938.73
124.60 · Meters	700.00
124.90 · Water Tanks	7,965.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - W...	3,160,781.12
<b>Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...</b>	<b>3,298,092.19</b>
125 · Land - Dist. Cap. Improvements	300,385.50
129 · ALLOW. FOR DEPRECIATION	-7,604,123.46
<b>Total Fixed Assets</b>	<b>9,414,172.13</b>
<b>TOTAL ASSETS</b>	<b>12,109,951.38</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS 2097200)	50,442.72
<b>Total Accounts Payable</b>	50,442.72
<b>Credit Cards</b>	
210 · Cal Card	
210.06 · Cal Card - Jason 3879	-7,002.64
210.04 · Cal Card - Alan - 7397	-3,604.89
210.03 · Cal Card - Matt - 9988	1,622.74
210 · Cal Card - Other	-1,326.53
<b>Total 210 · Cal Card</b>	-10,311.32
<b>Total Credit Cards</b>	-10,311.32
<b>Other Current Liabilities</b>	
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to make a federal ta...	-322.01
280 · Loan	
280.07 · Bridge Loan for Forced Main (will be reimbursed from State g...	496,126.20
280.05 · USDA Bridge Loan (Bridge loan until USDA funds become ava...	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>	964,933.49
221 · Health Ins - EE Portion	
221.1 · EE Cobra Payments - Medical (Cobra Payments for Medical Co...	734.97
221 · Health Ins - EE Portion - Other	2,892.32
<b>Total 221 · Health Ins - EE Portion</b>	3,627.29
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISHMENT - LAKE ...	1,895.77
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL) - Other	-5,694.50
<b>Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)</b>	-3,798.73
223.45 · FICA & SOCIAL SEC PAYABLE (FICA & SOCIAL SEC PAYABLE -...	-340.68
223.50 · MEDICARE TAX PAYABLE (MEDICARE TAX PAYABLE - WAS 20...	-160.05
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERAL PAYROLL T...	-377.00
223.60 · STATE PAYROLL TAX WITHHOLDING (STATE PAYROLL TAX WI...	-84.49
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY PAYABLE - W...	-1,283.73
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL DEDUCTION - ...	-3,374.02
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTIONS PAYABLE - ...	695.67
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPENSATED EMPL...	49,102.00
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or...	-18,410.16
<b>Total Other Current Liabilities</b>	990,207.58
<b>Total Current Liabilities</b>	<b>1,030,338.98</b>

14

8:32 AM

Clearlake Oaks County Water District

08/10/18

Balance Sheet

Accrual Basis

As of July 31, 2018

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	<u>Jul 31, 18</u>
Total Liabilities	1,030,338.98
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 3030300)	6,009,715.61
304 · Opening Balance Equity (Opening balances during setup post to this ac...	326,612.31
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - E...	4,673,112.24
Net Income	<u>70,172.24</u>
Total Equity	<u>11,079,612.40</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>12,109,951.38</u></b>

**Clearlake Oaks County Water District**  
**Profit and Loss**  
**July 2018**

08/02/18

Accrual Basis

	Admin (GL)	DC (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
<b>Income</b>						
<b>Income</b>						
410 · Client Reg Pmt	0.00	0.00	78,919.51	93,449.00	172,368.51	172,368.51
430 · Penalty & Interest	0.00	0.00	1,553.52	1,876.53	3,430.05	3,430.05
440 · Misc Revenue	0.00	0.00	0.00	8,860.12	8,860.12	8,860.12
450 · Other - Non S/W Rev	0.00	0.00	7,735.55	7,735.56	15,471.11	15,471.11
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>88,208.58</b>	<b>111,921.21</b>	<b>200,129.79</b>	<b>200,129.79</b>
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>88,208.58</b>	<b>111,921.21</b>	<b>200,129.79</b>	<b>200,129.79</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>0.00</b>	<b>88,208.58</b>	<b>111,921.21</b>	<b>200,129.79</b>	<b>200,129.79</b>
<b>Expense</b>						
<b>Salaries &amp; EE Benefits</b>						
505 · Salaries & Wages	35,805.61	9,690.55	12,614.03	12,112.81	70,223.00	70,223.00
520 · FICA - District Share	2,648.12	700.80	907.05	912.82	5,168.79	5,168.79
530 · Medical Ins - Dist Share	7,742.66	2,369.89	4,986.41	2,368.47	17,467.43	17,467.43
540 · PERS - District Share	4,482.65	1,664.81	2,260.81	1,924.71	10,332.98	10,332.98
560 · Workers Comp Ins	1,266.02	1,952.54	2,597.17	3,300.50	9,116.23	9,116.23
<b>Total Salaries &amp; EE Benefits</b>	<b>51,945.06</b>	<b>16,378.59</b>	<b>23,365.47</b>	<b>20,619.31</b>	<b>112,308.43</b>	<b>112,308.43</b>
<b>Services &amp; Supplies</b>						
610 · Bank Fees	1,403.34	0.00	0.00	0.00	1,403.34	1,403.34
620 · Communications & Internet	504.74	0.00	397.16	178.24	1,080.14	1,080.14
640 · Fuel & Oil	0.00	19.55	48.86	48.86	117.27	117.27
657 · Lab	0.00	0.00	330.97	380.00	710.97	710.97
660 · Memberships & Subscript...	52.55	0.00	75.00	75.00	202.55	202.55
670 · Postage & Shipping	1,200.94	0.00	25.68	25.69	1,252.31	1,252.31
675 · Professional Services	4,450.30	0.00	85.00	85.00	4,620.30	4,620.30
685 · Rents	1,074.83	0.00	975.59	0.00	2,050.42	2,050.42
690 · Safety & Security	89.00	151.04	398.87	0.00	638.91	638.91
700 · Tools & Instruments	0.00	169.23	0.00	0.00	169.23	169.23
705 · Supplies - Office	171.28	9.43	63.34	113.67	357.72	357.72
715 · Supplies-Chemicals-Oper...	0.00	0.00	0.00	8,064.00	8,064.00	8,064.00
720 · Supplies - Inventory - Other	0.00	0.00	185.65	0.00	185.65	185.65
735 · Training/Classes/Certs/Cl...	-5.60	-27.85	267.15	-27.85	205.85	205.85
750 · Utilities	524.18	0.00	8,470.08	11,337.77	20,332.03	20,332.03
760 · Waste Disposal	39.18	0.00	6,272.56	0.00	6,311.74	6,311.74
799 · Misc						
799.1 · Customer Refund - Ac...	0.00	0.00	0.00	348.94	348.94	348.94
<b>Total 799 · Misc</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>348.94</b>	<b>348.94</b>	<b>348.94</b>
<b>Total Services &amp; Supplies</b>	<b>9,504.74</b>	<b>321.40</b>	<b>17,595.91</b>	<b>20,629.32</b>	<b>48,051.37</b>	<b>48,051.37</b>
<b>Total Expense</b>	<b>61,449.80</b>	<b>16,699.99</b>	<b>40,961.38</b>	<b>41,248.63</b>	<b>160,359.80</b>	<b>160,359.80</b>
<b>Net Income</b>	<b>-61,449.80</b>	<b>-16,699.99</b>	<b>47,247.20</b>	<b>70,672.58</b>	<b>39,769.99</b>	<b>39,769.99</b>

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

1

Target % > **8%**

As of July 2018 Summary	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
<b>Total Operating Revenue</b>	1,197,975	99,831	111,922	9%	1,027,946	85,662	88,210	9%
<b>Total Operating Expenses</b>	1,042,052	86,838	79,977	8%	1,065,195	88,766	80,037	8%
<b>Operating Balance (loss)</b>	<b>155,923</b>	<b>12,994</b>	<b>31,945</b>		<b>(37,249)</b>	<b>(3,104)</b>	<b>8,173</b>	
420 Connection Rev			-				-	
435			-				-	
450 Other - Non S/W Rev	96,000	8,000	7,736	8%	85,000	7,083	7,736	9%
Depreciation Exp	125,000	10,417	10,417	8%	80,000	6,667	6,667	8%
<b>Net Change In Net Position (loss)</b>	<b>126,923</b>	<b>10,577</b>	<b>29,264</b>		<b>(32,249)</b>	<b>(2,687)</b>	<b>9,242</b>	

**Current Revenue Notes:**

440- Misc Water = Bulk Water

450 - Other - Non S/W Rev: ATT Lease

**Past Revenue Notes**

WestAmer Op	\$	158,819
WestAmer CRP		520,424
LAIF		1,280,046
<b>Total</b>	<b>\$</b>	<b>1,959,289</b>

As of July 2018 Operating Revenue	<u>WATER</u>				<u>SEWER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,137,975	94,831	93,449	8%	1,014,446	84,537	78,920	8%
430 Penalty & Interest	30,000	2,500	1,877	6%	13,500	1,125	1,554	12%
440 Misc	30,000	2,500	8,860	0%	0	0		0%
<b>Total Revenue &gt;</b>	<b>1,197,975</b>	<b>99,831</b>	<b>104,186</b>	<b>9%</b>	<b>1,027,946</b>	<b>85,662</b>	<b>80,474</b>	<b>8%</b>

As of July 2018 Operating Expenses	Budget				Actual			
	Annual	YTD	YTD	%	YTD	YTD	YTD	%
505 Salaries & Wages	403,406	33,617	34,862	9%	411,575	34,298	35,363	9%
510 Contracted Labor	-	-	-	0%	-	-	-	0%
520 FICA - District Share	31,879	2,657	2,588	8%	32,719	2,727	2,582	8%
530 Medical Ins - District Share	79,544	6,629	7,425	9%	108,002	9,000	10,042	9%
540 PERS - District Share	46,151	3,846	4,999	11%	48,788	4,066	5,335	11%
550 Unemployment	2,500	208	-	0%	2,500	208	-	0%
560 Workers Comp Ins	27,587	2,299	4,911	18%	22,985	1,915	4,207	18%
<b>Salaries and Employee Benefits &gt;</b>	<b>591,067</b>	<b>49,256</b>	<b>54,784</b>	<b>9%</b>	<b>626,570</b>	<b>52,214</b>	<b>57,528</b>	<b>9%</b>
605 Advertising	200	17	-	0%	200	17	-	0%
610 Bank Fees	9,010	751	702	8%	9,000	750	702	8%
620 Communications & Internet	10,000	833	431	4%	9,500	792	650	7%
622 Board Exp	5,000	417	-	0%	5,000	417	-	0%
625 Equip - Field (\$300-\$4999)	2,500	208	-	0%	4,000	333	-	0%
630 Equip - Office	3,000	250	-	0%	3,500	292	-	0%
640 Fuel & Oil	6,500	542	59	1%	4,000	333	59	1%
645 Insurance	40,000	3,333	-	0%	40,000	3,333	-	0%

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650	Interest	-	-	-	0%	-	-	-	0%
657	Lab	20,000	1,667	380	2%	25,000	2,083	331	1%
660	Memberships & Subscriptions	28,500	2,375	102	0%	25,500	2,125	102	0%
665	Mileage Reimb	2,250	188	-	0%	2,250	188	-	0%
670	Postage & Shipping	6,100	508	627	10%	6,050	504	626	10%
675	Professional Services	20,000	1,667	2,310	12%	20,000	1,667	2,310	12%
685	Rents	5,700	475	538	9%	15,700	1,308	1,514	10%
690	Safety & Security	4,125	344	120	3%	8,125	677	519	6%
700	Tools & Instruments	2,250	188	85	4%	5,250	438	85	2%
703	Supplies - Clothing & Personal	2,175	181	-	0%	2,175	181	-	0%
705	Supplies - Office	4,625	385	204	4%	5,125	427	153	3%
715	Treatment Chemicals	52,000	4,333	8,064	16%	53,000	4,417	-	0%
720	Supplies - Operating - Other	9,250	771	-	0%	20,750	1,729	186	1%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	7,250	604	(45)	-1%	10,250	854	250	2%
745	Travel	2,000	167	-	0%	2,000	167	-	0%
750	Utilities	135,650	11,304	11,600	9%	97,750	8,146	8,732	9%
760	Waste Disposal	550	46	20	4%	52,250	4,354	6,293	12%
795	Yolo Co	54,600	4,550	-	0%				
799	Misc	-	-	-	0%	-	-	-	0%
	<b>Services and Supplies &gt;</b>	<b>433,235</b>	<b>36,103</b>	<b>25,193</b>	<b>6%</b>	<b>426,375</b>	<b>35,531</b>	<b>22,509</b>	<b>5%</b>
810	R&R Buildings & Grounds	7,500	625	-	0%	7,500	625	-	0%
815	R & R Damage Claims	5,000	417	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	2,000	167	-	0%	500	42	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles (\$2k/vehicle)	3,250	271	-	0%	4,250	354	-	0%
	<b>Repairs &amp; Replacement &gt;</b>	<b>17,750</b>	<b>1,479</b>	<b>-</b>	<b>0%</b>	<b>12,250</b>	<b>1,021</b>	<b>-</b>	<b>0%</b>
	<b>Total Expenses &gt;</b>	<b>1,042,052</b>	<b>86,838</b>	<b>79,977</b>	<b>8%</b>	<b>1,065,195</b>	<b>88,766</b>	<b>80,037</b>	<b>8%</b>

1 Administration - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **8.3%**

As of July 2018		2018-2019 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	478,396	39,866	35,806	7.5%	442,590	
510 Contracted Labor	-	-	-		-	
520 FICA - District Share	36,932	3,078	2,648	7.2%	34,284	
530 Medical Ins - District Share	99,404	8,284	7,743	7.8%	91,661	
540 PERS-District Share (incl unfunded Liab, 14.5K)	51,119	4,260	4,483	8.8%	46,636	
550 Unemployment	5,000	417		0.0%	5,000	
560 Workers Comp Ins	17,202	1,434	1,266	7.4%	15,936	
Salaries and Employee Benefits >	688,053	57,338	51,946	<b>7.5%</b>	636,107	
605 Advertising	400	33	-	0.0%	400	
610 Bank Fees	18,000	1,500	1,403	7.8%	16,597	
620 Communications & Internet	7,000	583	505	7.2%	6,495	
622 Board Exp	10,000	833		0.0%	10,000	
625 Equip - Field (up to \$4999)	0	0		0.0%	0	
630 Equip - Office	2,500	208		0.0%	2,500	
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	83	53	5.3%	947	
665 Mileage Reimb	3,000	250		0.0%	3,000	
670 Postage & Shipping	12,000	1,000	1,201	10.0%	10,799	
675 Professional Services (Legal, IT, etc)	20,000	1,667	4,450	22.3%	15,550	
685 Rents	7,400	617	1,075	14.5%	6,325	
690 Safety & Security (boots)	2,500	208	89	3.6%	2,411	
700 Tools & Instruments	0	0		0.0%	0	
703 Supplies - Clothing & Personal	600	50		0.0%	600	
705 Supplies - Office	7,000	583	171	2.4%	6,829	
715 Treatment Chemicals	0	0		0.0%	0	
720 Supplies - Operating - Other	0	0		0.0%	0	
730 Taxes - Licenses	0	0		0.0%	0	
735 Training, Certs (Classes, books)	3,500	292	(6)	-0.2%	3,506	
745 Travel / Lodging	2,000	167		0.0%	2,000	
750 Utilities	5,500	458	524	9.5%	4,976	
760 Waste Disposal	500	42	39	7.8%	461	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
Services and Supplies >	102,900	8,575	9,504	<b>9.2%</b>	93,396	
810 R&R Buildings & Grounds	5,000	417		0.0%	5,000	
815 R & R Damage Claims	0	0		0.0%	0	
820 R&R Lift Stations	-	-		0.0%	-	
830 R&R Equipment	1,000	83		0.0%	1,000	
832 R&R Mains/Service Lines	0	0		0.0%	0	
840 R&R Vehicles (\$2k/vehicle)	500	42		0.0%	500	
Repairs & Replacement >	6,500	542	-	<b>0.0%</b>	6,500	
<b>Total Expenses &gt;</b>	<b>797,453</b>	<b>66,454</b>	<b>61,450</b>	<b>7.7%</b>	<b>736,003</b>	

1 D\C - Budget Variance Report July 1, 2018 though June 30, 2019		Target % >		8.3%	
As of July 2018		2018-2019 Budget		Actual	
Expenses	Annual	YTD	YTD	% Spent	Total Remaining
505 Salaries & Wages	110,068	9,172	9,691	8.8%	100,377
510 Contracted Labor	-	-	-		-
520 FICA - District Share	9,036	753	701	7.8%	8,335
530 Medical Ins - District Share	29,843	2,487	2,370	7.9%	27,473
540 PERS - District Share	21,143	1,762	1,665	7.9%	19,478
550 Unemployment	-	-	-	0.0%	-
560 Workers Comp Ins	11,194	933	1,953	17.4%	9,241
Salaries and Employee Benefits >	181,282	15,107	16,380	9.0%	164,902
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	0	0	-	0.0%	0
622 Board Exp	0	0	-	0.0%	0
625 Equip - Field (up to \$4999)	0	0	-	0.0%	0
630 Equip - Office	0	0	-	0.0%	0
640 Fuel & Oil	1,500	125	20	1.3%	1,480
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	313	151	4.0%	3,599
700 Tools & Instruments	3,750	313	169	4.5%	3,581
703 Supplies - Clothing & Personal	750	63	-	0.0%	750
705 Supplies - Office	250	21	9	3.6%	241
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	1,500	125	-	0.0%	1,500
730 Taxes - Licenses	0	0	-	0.0%	0
735 Training, Certs (classes, books)	3,000	250	(29)	-1.0%	3,029
745 Travel / Lodging	1,000	83	-	0.0%	1,000
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Misc	0	0	-	0.0%	0
Services and Supplies >	15,500	1,292	320	2.1%	15,180
810 R&R Buildings & Grounds	-	-	-	0.0%	-
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	-	-	-	0.0%	-
830 R&R Equipment	-	-	-	0.0%	-
832 R&R Mains/Service Lines	-	-	-	0.0%	-
840 R&R Vehicles (\$2k/vehicle)	2,500	208	-	0.0%	2,500
Repairs & Replacement >	2,500	208	-	0.0%	2,500
<b>Total Expenses &gt;</b>	<b>199,282</b>	<b>16,607</b>	<b>16,700</b>	<b>8.4%</b>	<b>182,582</b>

Expense Notes

1 Sewer - Budget Variance Report July 1, 2018 through June 30, 2019 Target % > **8.3%**

As of July 2018		2018-2019 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	172,377	14,365	12,614	7.3%	159,763	
510 Contracted Labor	-	-	-		-	
520 FICA - District Share	14,253	1,188	907	6.4%	13,346	
530 Medical Ins - District Share	58,300	4,858	4,986	8.6%	53,314	
540 PERS - District Share (\$14.5K Unfunded)	23,229	1,936	2,261	9.7%	20,968	
550 Unemployment	0	0		0.0%	0	
560 Workers Comp Ins	14,384	1,199	2,597	18.1%	11,787	
Salaries and Employee Benefits >	282,543	23,545	23,365	<b>8.3%</b>	259,178	
605 Advertising	0	0		0.0%	0	
610 Bank Fees	0	0		0.0%	0	
620 Communications & Internet	3,500	292	397	11.3%	3,103	
622 Board Exp	0	0		0.0%	0	
625 Equip - Field (up to \$4999)	1,500	125		0.0%	1,500	
630 Equip - Office	1,000	83		0.0%	1,000	
640 Fuel & Oil (Schaeffers)	1,500	125	49	3.3%	1,451	
645 Insurance	40,000	3,333		0.0%	40,000	
650 Interest	0	0		0.0%	0	
657 Outsource Lab / Internal Lab	25,000	2,083	331	1.3%	24,669	
660 Memberships & Subscriptions	25,000	2,083	75	0.3%	24,925	
665 Mileage Reimb	500	42		0.0%	500	
670 Postage & Shipping	50	4	26	51.4%	24	
675 Professional Services (SCADA)	10,000	833	85	0.9%	9,915	
685 Rents	12,000	1,000	976	8.1%	11,024	
690 Safety & Security (boots)	5,000	417	399	8.0%	4,601	
700 Tools & Instruments	5,000	417		0.0%	5,000	
703 Supplies - Clothing & Personal	1,500	125		0.0%	1,500	
705 Supplies - Office	1,500	125	63	4.2%	1,437	
715 Treatment Chemicals	53,000	4,417		0.0%	53,000	
720 Supplies-Operating-Other-Titan Tubes	20,000	1,667	186	0.9%	19,814	
730 Taxes - Licenses	-	-		0.0%	-	
735 Training, Certs (classes, books)	7,000	583	267	3.8%	6,733	
745 Travel / Lodging	500	42		0.0%	500	
750 Utilities	95,000	7,917	8,470	8.9%	86,530	
760 Waste Disposal	52,000	4,333	6,273	12.1%	45,727	
795 Yolo Co	0	0		0.0%	0	
799 Misc	0	0		0.0%	0	
799.1 Customer Refund						
Services and Supplies >	360,550	30,046	17,597	<b>4.9%</b>	342,953	
810 R&R Buildings & Grounds	1,500	125		0.0%	1,500	
815 R & R Damage Claims	0	0		0.0%	0	
820 R&R Lift Stations	0	0		0.0%	0	
830 R&R Equipment	0	0		0.0%	0	
832 R&R Mains/Service Lines	0	0	-	0.0%	-	
840 R&R Vehicles (\$2k/vehicle)	4,000	333		0.0%	4,000	
Repairs & Replacement >	5,500	458	-	<b>0.0%</b>	5,500	
<b>Total Expenses &gt;</b>	<b>648,593</b>	<b>54,049</b>	<b>40,962</b>	<b>6.3%</b>	<b>607,632</b>	

Expense Notes

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1 Water - Budget Variance Report July 1, 2018 through June 30, 2019		Target % >	8.3%			
As of July 2018		2018-2019 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent	Remaining	
505 Salaries & Wages	164,208	13,684	12,113		152,095	
510 Contracted Labor	0	0		7.4%	0	
520 FICA - District Share	13,413	1,118	913	6.8%	12,500	
530 Medical Ins - District Share	29,843	2,487	2,369	7.9%	27,474	
540 PERS - District Share	20,591	1,716	1,925	9.3%	18,666	
550 Unemployment	0	0		0.0%	0	
560 Workers Comp Ins	18,986	1,582	3,301	17.4%	15,685	
Salaries and Employee Benefits >	247,040	20,587	20,621	8.3%	226,419	
605 Advertising	0	0		0.0%	0	
610 Bank Fees	0	0		0.0%	0	
620 Communications & Internet	4,000	333	178	4.5%	3,822	
622 Board Exp	0	0		0.0%	0	
625 Equip - Field (\$300 - \$4999)	0	0		0.0%	0	
630 Equip - Office	500	42		0.0%	500	
640 Fuel & Oil	4,000	333	49	1.2%	3,951	
645 Insurance	40,000	3,333		0.0%	40,000	
650 Interest	0	0		0.0%	0	
657 Outside Lab / Internal Lab	20,000	1,667	380	1.9%	19,620	
660 Memberships & Subscriptions	28,000	2,333	75	0.3%	27,925	
665 Mileage Reimb	500	42		0.0%	500	
670 Postage & Shipping	100	8	26	26.0%	74	
675 Professional Services (SCADA)	10,000	833	85	0.9%	9,915	
685 Rents	2,000	167		0.0%	2,000	
690 Safety & Security (boots)	1,000	83		0.0%	1,000	
700 Tools & Instruments	2,000	167		0.0%	2,000	
703 Supplies - Clothing & Personal	1,500	125		0.0%	1,500	
705 Supplies - Office	1,000	83	114	11.4%	886	
715 Treatment Chemicals	52,000	4,333	8,064	15.5%	43,936	
720 Supplies - Operating - Other	8,500	708		0.0%	8,500	
730 Taxes - Licenses	0	0		0.0%	0	
735 Training, Certs (classes, books)	4,000	333	(28)	-0.7%	4,028	
745 Travel / Lodging	500	42		0.0%	500	
750 Utilities	132,900	11,075	11,338	8.5%	121,562	
760 Waste Disposal	300	25		0.0%	300	
795 Yolo Co	54,600	4,550		0.0%	54,600	
799 Misc	0	0		0.0%	0	
799.1 Customer Refund			349			
Services and Supplies >	367,400	30,617	20,630	5.6%	346,770	
810 R&R Buildings & Grounds	5,000	417		0.0%	5,000	
815 R & R Damage Claims	0	0		0.0%	0	
820 R&R Lift Stations	0	0			0	
830 R&R Equipment	1,500	125		0.0%	1,500	
832 R&R Mains/Service Lines	0	0		0.0%	-	
840 R&R Vehicles (\$2k/vehicle)	3,000	250		0.0%	3,000	
Repairs & Replacement >	9,500	792	-	0.0%	9,500	
<b>Total Expenses &gt;</b>	<b>623,940</b>	<b>51,995</b>	<b>41,251</b>	<b>6.6%</b>	<b>582,689</b>	

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2:00 PM

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

08/02/18

Accrual Basis

	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
<b>Income</b>				
<b>Income</b>				
425 · CRP (Capital Replacement Plan)	28,524.86	27,777.34	56,302.20	56,302.20
430 · Penalty & Interest	661.44	780.74	1,442.18	1,442.18
<b>Total Income</b>	<u>29,186.30</u>	<u>28,558.08</u>	<u>57,744.38</u>	<u>57,744.38</u>
<b>Total Income</b>	29,186.30	28,558.08	57,744.38	57,744.38
<b>Gross Profit</b>	29,186.30	28,558.08	57,744.38	57,744.38
<b>Expense</b>				
<b>Salaries &amp; EE Benefits</b>				
505 · Salaries & Wages	3,453.28	3,994.31	7,447.59	7,447.59
520 · FICA - District Share	264.17	305.57	569.74	569.74
530 · Medical Ins - Dist Share	838.99	838.99	1,677.98	1,677.98
540 · PERS - District Share	271.55	299.89	571.44	571.44
560 · Workers Comp Ins	976.27	976.27	1,952.54	1,952.54
<b>Total Salaries &amp; EE Benefits</b>	<u>5,804.26</u>	<u>6,415.03</u>	<u>12,219.29</u>	<u>12,219.29</u>
<b>Services &amp; Supplies</b>				
620 · Communications & Internet	103.32	103.31	206.63	206.63
640 · Fuel & Oil	136.81	136.78	273.59	273.59
700 · Tools & Instruments	2.17	2.17	4.34	4.34
<b>Total Services &amp; Supplies</b>	<u>242.30</u>	<u>242.26</u>	<u>484.56</u>	<u>484.56</u>
<b>Repairs &amp; Replacement</b>				
830 · R&R Equipment	0.00	612.68	612.68	612.68
840 · R&R Vehicles	13.63	13.62	27.25	27.25
<b>Total Repairs &amp; Replacement</b>	<u>13.63</u>	<u>626.30</u>	<u>639.93</u>	<u>639.93</u>
<b>Total Expense</b>	<u>6,060.19</u>	<u>7,283.59</u>	<u>13,343.78</u>	<u>13,343.78</u>
<b>Net Income</b>	<u><u>23,126.11</u></u>	<u><u>21,274.49</u></u>	<u><u>44,400.60</u></u>	<u><u>44,400.60</u></u>

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

**SEWER-CRP**

Target % > **8.3%**

As of July 2018

Summary	Budget		Actual YTD		
	Annual	YTD	Amount	%	
<b>SEWER CRP Revenue</b>	392,097	32,675	28,558	7.3%	0%
<b>SEWER CRP Expenses</b>	202,488	16,874	7,284	3.6%	0%
USDA Annual Payment	129,000	10,750			
Short term depreciation reserve	30,000	2,500	2,500		
Previous Year Balance 6/30/17	-				
<b>Operating Balance (loss)</b>	<b>30,609</b>	<b>2,551</b>	<b>18,774</b>		

Expenses	2018 - 2019 Budget		Actual YTD	%	Total Remaining
	Annual	YTD			
505 Salaries & Wages	45,929	3,827	3,994	8.7%	41,935
510 Contracted Labor	-	-			-
520 FICA - District Share	3,762	314	306	8.1%	3,456
530 Medical Ins - District Share	10,571	881	840	7.9%	9,731
540 PERS - District Share	2,629	219	300	11.4%	2,329
550 Unemployment	-	-		0.0%	-
560 Workers Comp Ins	4,596	383	976	21.2%	3,620
<b>Salaries and Employee Benefits &gt;</b>	<b>67,488</b>	<b>5,624</b>	<b>6,416</b>	<b>9.5%</b>	<b>61,072</b>
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	417	103	2.1%	4,897
622 Board Exp	0	0		0.0%	0
625 Equip - Field (up to \$4999)	2,500	208		0.0%	2,500
630 Equip - Office	2,500	208		0.0%	2,500
640 Fuel & Oil	5,000	417	137	2.7%	4,863
645 Insurance	0	0		0.0%	0
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	0	0		0.0%	0
660 Memberships & Subscriptions	0	0		0.0%	0
665 Mileage Reimb	0	-		0.0%	0
670 Postage & Shipping	0	0		0.0%	0
675 Professional Services (SCADA)	0	0		0.0%	0
685 Rents	-	-		0.0%	-
690 Safety & Security (boots)	0	0		0.0%	0
700 Tools & Instruments	0	0	2	0.0%	(2)
703 Supplies - Clothing & Personal	0	0		0.0%	0
705 Supplies - Office	0	0		0.0%	0
715 Treatment Chemicals	0	0		0.0%	0
720 Supplies - Operating - Other	8,500	708		0.0%	8,500
730 Taxes - Licenses	0	0		0.0%	0
735 Training, Certs (classes, books)	0	0		0.0%	0
745 Travel / Lodging	0	0		0.0%	0
750 Utilities	0	0		0.0%	0
760 Waste Disposal	0	0		0.0%	0
795 Yolo Co	0	0		0.0%	0
799 Misc	0	0	-	0.0%	0
<b>Services and Supplies &gt;</b>	<b>23,500</b>	<b>1,958</b>	<b>242</b>	<b>1.0%</b>	<b>23,258</b>
810 R&R Buildings & Grounds	35,000	2,917		0.0%	35,000
815 R & R Damage Claims	0	0		0.0%	0
820 R&R Lift Stations	20,000	1,667		0.0%	20,000
830 R&R Equipment	5,000	417	612	12.2%	4,388
832 R&R Mains/Service Lines	25,000	2,083		0.0%	25,000
840 R&R Vehicles (\$2k/vehicle)	26,500	2,208	14	0.1%	26,486
<b>Repairs &amp; Replacement &gt;</b>	<b>111,500</b>	<b>9,292</b>	<b>626</b>	<b>0.6%</b>	<b>110,874</b>
<b>Total Expenses &gt;</b>	<b>202,488</b>	<b>16,874</b>	<b>7,284</b>	<b>3.6%</b>	<b>195,204</b>

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

1 Target % > **8.3%**

As of July 2018 Summary	<u>WATER - CRP</u> Budget		Actual YTD	
	Annual	YTD	Amount	%
<b>WATER CRP Revenue</b>	394,332	32,861	29,186	7.4%
<b>WATER CRP Expenses</b>	166,911	13,909	6,060	3.6%
Short term depreciation reserve	30,000	2,500	2,500	
Previous Year Balance 6/30/17	-			
<b>Operating Balance</b>	<b>197,421</b>	<b>16,452</b>	<b>23,126</b>	

	Expenses	2018 - 2019 Budget		Actual YTD	% Spent	Total Remaining
		Annual	YTD			
505	Salaries & Wages	41,508	3,459	3,453		38,055
510	Contracted Labor	0	0		8.3%	0
520	FICA - District Share	3,396	283	264	7.8%	3,132
530	Medical Ins - District Share	10,571	881	840	7.9%	9,731
540	PERS - District Share	2,327	194	271	11.6%	2,056
550	Unemployment	0	0		0.0%	0
560	Workers Comp Ins	4,110	342	976	23.7%	3,134
	<b>Salaries and Employee Benefits &gt;</b>	<b>61,911</b>	<b>5,159</b>	<b>5,804</b>	<b>9.4%</b>	<b>56,107</b>
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	5,000	417	103	2.1%	4,897
622	Board Exp	0	0		0.0%	0
625	Equip - Field (up to \$4999)	2,500	208		0.0%	2,500
630	Equip - Office	2,500				
640	Fuel & Oil	5,000	417	137	2.7%	4,863
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	0	0		0.0%	0
660	Memberships & Subscriptions	0	0		0.0%	0
665	Mileage Reimb	0	0		0.0%	0
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services Leak Chk	10,000	833		0.0%	10,000
685	Rents	0	0		0.0%	0
690	Safety & Security (boots)	0	0		0.0%	0
700	Tools & Instruments	0	0	2	0.0%	(2)
703	Supplies - Clothing & Personal	0	0		0.0%	0
705	Supplies - Office	0	0		0.0%	0
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	8,500	708		0.0%	8,500
730	Taxes - Licenses	0	0		0.0%	0
735	Training, Certs (classes, books)	0	0		0.0%	0
745	Travel / Lodging	0	0		0.0%	0
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Misc	0	0		0.0%	0
	<b>Services and Supplies &gt;</b>	<b>33,500</b>	<b>2,583</b>	<b>242</b>	<b>0.7%</b>	<b>33,258</b>
810	R&R Buildings & Grounds	15,000	1,250		0.0%	15,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	5,000	417		0.0%	5,000
832	R&R Mains/Service Lines	25,000	2,083		0.0%	25,000
840	R&R Vehicles (\$2k/vehicle)	26,500	2,208	14	0.1%	26,486
	<b>Repairs &amp; Replacement &gt;</b>	<b>71,500</b>	<b>5,958</b>	<b>14</b>	<b>0.0%</b>	<b>71,486</b>
	<b>Total Expenses &gt;</b>	<b>166,911</b>	<b>13,701</b>	<b>6,060</b>	<b>3.6%</b>	<b>160,851</b>

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

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
<b>126 · Forcemain (phase 1) Cap. Imprv.</b>				
Total 126 · Forcemain (phase 1) Cap. Imprv.				
<b>123 · USDA - Sewer Plant Cap Imprvmt</b>				
07/02/2018	Adams Ashby	May - General a...	GL:Sewer	540.00
07/02/2018	Adams Ashby	USDA SEWER -...	GL:Sewer	1,980.00
07/07/2018	MC Engineering, Inc	USDA Wastewat...	GL:Sewer	30,760.88
07/18/2018		MC Engineering ...	GL:Sewer	-25,206.62
07/18/2018		T&S Payment C...		-282,548.31
Total 123 · USDA - Sewer Plant Cap Imprvmt				-274,474.05
<b>127 · Water Plant</b>				
Total 127 · Water Plant				
<b>120 · District General CIP (EQUIPMENT - WAS 1011181)</b>				
<b>120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)</b>				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMEN...				
<b>120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)</b>				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
<b>120.75 · SCADA</b>				
Total 120.75 · SCADA				
<b>120.90 · Vehicles/Generators/Trailers</b>				
Total 120.90 · Vehicles/Generators/Trailers				
<b>120 · District General CIP (EQUIPMENT - WAS 1011181) - Other</b>				
Total 120 · District General CIP (EQUIPMENT - WAS 1011181) - ...				
Total 120 · District General CIP (EQUIPMENT - WAS 1011181)				
<b>122 · Bldgs/Grounds Cap Improvements</b>				
Total 122 · Bldgs/Grounds Cap Improvements				
<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>				
Total 124.30 · Lift Stations - Other				
Total 124.30 · Lift Stations				
<b>124.50 · Mains</b>				
Total 124.50 · Mains				
<b>124.60 · Meters</b>				
Total 124.60 · Meters				
<b>124.90 · Water Tanks</b>				
Total 124.90 · Water Tanks				
<b>124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other</b>				
Total 124 · D/C System Cap Improvements (COLLECTION SYST...				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTE...				
<b>125 · Land - Dist. Cap. Improvements</b>				
Total 125 · Land - Dist. Cap. Improvements				
<b>129 · ALLOW. FOR DEPRECIATION</b>				
Total 129 · ALLOW. FOR DEPRECIATION				
210 · Cal Card				
<b>280 · Loan</b>				
<b>280.07 · Bridge Loan for Forced Main (will be reimbursed from State grant)</b>				

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8:36 AM  
08/10/18  
Accrual Basis

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

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
	Total 280.07	Bridge Loan for Forced Main (will be reimbursed fr...		
	Total 280	Loan		
<b>TOTAL</b>				<b>-274,474.05</b>

---



Accounts

Transfers

Bill Pay

### Accounts

[Transfer Settings](#)

#### CRP SEWER \*3745

Current	\$256,827.37
Available	**\$256,827.37

#### GENERAL LEDGER \*9122

Current	\$158,819.34
Available	**\$278,813.09

#### CRP WATER \*6990

Current	\$263,596.13
Available	**\$263,596.13

#### Credit Line \*1999

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

#### Note \*1001

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

#### BALANCE TOTALS

Total Deposit Accounts	\$679,242.84
Total Tiered Commercial Loans	\$0.00

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

### Outside Accounts



No outside accounts added.

### Make a Payment

Make paying bills fast and easy

Pay your bills on one screen in seconds.

### Purchase Rewards

You currently have no rewards available. Check back soon.



CRP SEWER [change account](#) ▼

[How does this work?](#)

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- [iPhone and iPad on the App Store](#)
- [Android Apps for mobile phones and tablets on Google Play](#)
- [Amazon app store for the Kindle Fire tablet](#)

August 2018

Su	Mo	Tu	We	Th	Fr
29	30	31	1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

### Money Management

## Budgets made easy!

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

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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)  
August 13, 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

July 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/13/2018	7/12/2018	QRD	1579111	SYSTEM	4,713.41

Account Summary

Total Deposit:	4,713.41	Beginning Balance:	1,275,332.97
Total Withdrawal:	0.00	Ending Balance:	1,280,046.38

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

	Hours	Rate	Jul 18
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
CTO Saved	-12.25	30.63	-501.28
CTO Used	26.5	20.42	542.11
Holiday	99.25	20.00	2,561.72
Holiday Worked (x2.5)	12.75	39.15	788.93
Overtime (x1.5)	257	30.63	9,903.85
PTO	255.6	36.40	6,651.98
Straight Board	1,980	36.40	52,248.28
Duty Pay			1,100.00
			4,375.00
<b>Total Gross Pay</b>	<b>2,618.85</b>		<b>77,670.59</b>
<b>Deductions from Gross Pay</b>			
ACWA (pre-tax)			-2,334.93
AFLAC (pre-tax)			-322.44
AFLAC (taxable) AFTER TAX			-347.52
CALPers 457			-450.00
CALPers EE (Pretax)			-3,316.43
<b>Total Deductions from Gross Pay</b>			<b>-6,771.32</b>
<b>Adjusted Gross Pay</b>	<b>2,618.85</b>		<b>70,899.27</b>
<b>Taxes Withheld</b>			
Federal Withholding			-3,840.00
Medicare Employee			-1,087.69
Social Security Employee			-4,650.84
CA - Withholding			-1,301.71
CA - Disability			-750.11
<b>Total Taxes Withheld</b>			<b>-11,630.35</b>
<b>Net Pay</b>	<b>2,618.85</b>		<b>59,268.92</b>
<b>Employer Taxes and Contributions</b>			
Medicare Company			1,087.69
Social Security Company			4,650.84
<b>Total Employer Taxes and Contributions</b>			<b>5,738.53</b>

8:38 AM

08/10/18

Accrual Basis

## Clearlake Oaks County Water District

## Trial Balance

As of July 31, 2018

	Jul 31, 18	
	Debit	Credit
102.001 · GL - 9122	124,788.51	
102.04 · DWR - CHECKING	200.00	
101 · LAIF - CASH IN BANK	1,079,694.37	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	263,549.18	
102.03 · CRP Sewer - 3745	256,827.37	
CUSI Accounts Receivable		6.00
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	21,680.00	
130 · Const In Progress - Studies	119,234.21	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CIP SEWER	366,081.00	
132 · CIP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CIP WATER	74,033.00	
135 · CIP WATER:135.02 · Aircon Project	0.00	
135 · CIP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CIP WATER:135.10 · High Valley Project 2013	0.00	
135 · CIP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	155.04	
114 · ACCOUNTS RECEIVABLE.	176,790.00	
115 · PRE-PAID INSURANCE	23,357.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
128 · Sewer Infrstrcture & Rehab Proj	115,466.43	
121 · Wtr Dist & Wtr Storage Projects	124,594.80	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project...	115,347.43	
131 · Waste Water Plant	3,054.37	
131 · Waste Water Plant:131.1 · Pumps/Equipment	541.40	
126 · Forcemain (phase 1) Cap. Imprv.	1,253,598.85	
123 · USDA - Sewer Plant Cap Imprvmt	1,090,904.02	
USDA Project	0.00	
127 · Water Plant	229,817.38	
120 · District General CIP	16,590.63	
120 · District General CIP:120.01 · General Equipment/Tools	1,920,341.58	
120 · District General CIP:120.60 · Office	5,732.69	
120 · District General CIP:120.75 · SCADA	5,036.50	
120 · District General CIP:120.90 · Vehicles/Generators/Trailers	5,234.23	
122 · Bldgs/Grounds Cap Improvements	8,533,557.59	
124 · D/C System Cap Improvements	3,160,781.12	
124 · D/C System Cap Improvements:124.30 · Lift Stations	47,665.07	
124 · D/C System Cap Improvements:124.30 · Lift Stations:12...	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,938.73	
124 · D/C System Cap Improvements:124.60 · Meters	700.00	
124 · D/C System Cap Improvements:124.90 · Water Tanks	7,965.04	
125 · Land - Dist. Cap. Improvements	300,385.50	
129 · ALLOW. FOR DEPRECIATION		7,604,123.46
200 · ACCOUNTS PAYABLE		50,442.72
210 · Cal Card	1,326.53	
210 · Cal Card:210.06 - Cal Card - Jason 3879	7,002.64	
210 · Cal Card:210.05 · Cal Card - Dan - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - Alan - 7397	3,604.89	
210 · Cal Card:210.01 · Cal Card - Iris - 2083	0.00	
210 · Cal Card:210.02 · Cal Card - Larry - 0010	0.00	
210 · Cal Card:210.03 · Cal Card - Matt - 9988		1,622.74
223.56 · FEDERAL PAYROLL TAX PENALTY	322.01	
280 · Loan:280.07 · Bridge Loan for Forced Main		496,126.20
280 · Loan:280.05 · USDA Bridge Loan		466,000.00
280 · Loan:280.01 · Kansas State Bk - VACON		2,820.08
280 · Loan:280.03 · Kansas State Bk - Camera Traile	12.79	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		2,892.32
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Me...		734.97
222 · Direct Deposit Liabilities	0.00	

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8:38 AM

08/10/18

Accrual Basis

**Clearlake Oaks County Water District**  
**Trial Balance**  
**As of July 31, 2018**

	Jul 31, 18	
	Debit	Credit
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	5,694.50	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT D...	0.00	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO ...		1,895.77
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Ti...	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	340.68	
223.50 · MEDICARE TAX PAYABLE	160.05	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	377.00	
223.60 · STATE PAYROLL TAX WITHHOLDING	84.49	
223.65 · STATE DISABILITY PAYABLE	1,283.73	
2135 · CALPERS RETIREMENT PAYABLE	0.00	
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	3,374.02	
223.80 · DEFERRED COMP PAYABLE	0.00	
223.85 · MISC DEDUCTIONS PAYABLE		695.67
223.90 · COMPENSATED EMPLOYEE BENEFITS		49,102.00
24000 · Payroll Liabilities	18,410.16	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		6,009,715.61
304 · Opening Balance Equity		326,612.31
306 · Retained Earnings - OLD		4,673,112.24
Income:410 · Client Reg Pmt		172,383.93
Income:425 · CRP		56,302.20
Income:430 · Penalty & Interest		4,872.23
Income:440 · Misc Revenue		8,860.12
Income:450 · Other - Non S/W Rev		15,471.11
Salaries & EE Benefits:545 · CALPers 457	75.00	
Salaries & EE Benefits:505 · Salaries & Wages	77,670.59	
Salaries & EE Benefits:520 · FICA - District Share	5,738.53	
Salaries & EE Benefits:530 · Medical Ins - Dist Share	19,145.41	
Salaries & EE Benefits:540 · PERS - District Share	10,904.42	
Salaries & EE Benefits:560 · Workers Comp Ins	11,068.77	
Services & Supplies:610 · Bank Fees	1,403.34	
Services & Supplies:620 · Communications & Internet	1,286.77	
Services & Supplies:622 · Board Exp	1,311.50	
Services & Supplies:640 · Fuel & Oil	1,959.47	
Services & Supplies:657 · Lab	1,556.97	
Services & Supplies:660 · Memberships & Subscription	202.55	
Services & Supplies:670 · Postage & Shipping	1,252.31	
Services & Supplies:675 · Professional Services	10,783.43	
Services & Supplies:685 · Rents	2,050.42	
Services & Supplies:690 · Safety & Security	658.79	
Services & Supplies:700 · Tools & Instruments	173.57	
Services & Supplies:705 · Supplies - Office	357.72	
Services & Supplies:715 · Supplies-Chemicals-Operating	11,568.06	
Services & Supplies:720 · Supplies - Inventory - Other	185.65	
Services & Supplies:735 · Training/Classes/Certs/ClassB	205.85	
Services & Supplies:750 · Utilities	20,332.03	
Services & Supplies:760 · Waste Disposal	6,311.74	
Services & Supplies:799 · Misc:799.1 · Customer Refund - Ac...	348.94	
Repairs & Replacement:830 · R&R Equipment	612.68	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	285.00	

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8:38 AM

08/10/18

Accrual Basis

Clearlake Oaks County Water District

**Trial Balance**

As of July 31, 2018

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	Jul 31, 18	
	Debit	Credit
Repairs & Replacement:840 · R&R Vehicles	267.84	
<b>TOTAL</b>	<b><u>19,943,791.68</u></b>	<b><u>19,943,791.68</u></b>

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## Aged Accounts Receivable

As of 8/13/2018

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0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Balance
211,081.51	36,699.12	6,624.16	2,960.96	84,332.16	<u>\$341,697.91</u>

**Total number of accounts with open balances: 1,753**

These totals include all accounts on the Tax Roll

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## Account Payable Breakdown

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Date: 8/13/2018

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger	\$148,654.28	\$158,819.34	\$278,813.09
CRP Water	\$286,675.29	\$263,596.13	\$263,596.13
CRP Sewer	\$277,608.42	\$256,827.37	\$256,827.37
Current A/P Aging	\$404,494.02		\$404,494.02
NOTES:	US Bank Credit Card		\$9,747.17

**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

**July 19, 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, ABSENT    ✓ Mr. Karl Hosier, Vice President  
✓ Mr. Samuel Boucher, Director    ✓ Mr. Stanley Archacki, Director,    ✓ Mrs. Barbara Higman, Director  
  
✓ Mr. Alan Gardner – General Manager    ✓ Mrs. Dianna Mann - Secretary to the Board  
Scott Nave, Counsel to the Board, was 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. General Manager
2. **Financial Reports for review and approval**
  - a. June 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 06-21-18
- b. Minutes of Special Meeting 06-27-18

**4. Bills**

- a. MC Engineering Invoice No1633, dated 07/07/18, in the amount of \$28,088.31 for the Sewer Infrastructure and Design
- b. MC Engineering Invoice No 1634, dated 07/07/18, in the amount of \$30,760.88 for the USDA Project

**Action Taken: Motion to accept consent items**  
**ARCHACKI / BOUCHER M/S/C**  
**UNANIMOUSLY PASSED**  
**ABSENT: MEDEIROS**

**5. Agenda (Old Business)**

- a. Discussion and update of CSA 16 Annexation progress

**Action Taken: NO ACTION**

- b. Discussion and update of sidewalk project

**Action Taken: NO ACTION**

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

**Action Taken: NO ACTION**

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

**Action Taken: NO ACTION**

**6. Agenda (New Business)**

- a. Discussion and consideration of engagement letter from Pehling & Pehling, CPAs for fiscal year-end audit 2018, including invoice number 869 in the amount of \$3,760, 50% down payment

**Action Taken: Motion to approve engagement letter**  
**BOUCHER / HIGMAN M/S/C**  
**UNANIMOUSLY PASSED**  
**ABSENT: MEDEIROS**

- b. Discussion and consideration of approving the proposal for additional CCTV work for \$30,887.50 by Nor Cal Pipeline Services. This work is required in preparation of the Waste Water Infrastructure Improvements project that is part of the Waste Water Infrastructure Improvements grant as funded by SWRCB. This money will be reimbursed through the Waste Water Infrastructure Improvement grant.

**Action Taken: Motion to approve proposal with changes**  
**BOUCHER / ARCHACKI M/S/C**  
**UNANIMOUSLY PASSED**  
**ABSENT: MEDEIROS**

c. Discussion and consideration of Policy Pertaining to a Closed Account Refund

**Action Taken: Motion to approve policy with changes**  
**ARCHACKI / BOUCHER M/S/C**  
**UNANIMOUSLY PASSED**  
**ABSENT: MEDEIROS**

Closed Session Time: 4:45 PM

- a. Existing Litigation: Luna vs. CLOCWD
- b. Anticipated Litigation: Two Case
- c. Personnel Evaluation: General Manager

Open Session Time: 5:52 p.m.

**Action Taken in Closed Session: In closed session, Counsel updated the Board on the status of the Luna lawsuit, the Board discussed two cases of potential litigation and gave direction to Counsel, and the Board conducted an evaluation of the performance of the General Manager and no other items were discussed.**

**Motion to adjourn was made by Director Archacki and seconded by Director Boucher at 5:53 p.m.**

**Adjournment Time: 5:53 p.m.**

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



MC Engineering, Inc.

6917 Ohana Place  
Orangevale, CA 95662

# Invoice

Date	Invoice #
08/03/2018	1639

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	09/02/2018	Sewer Infrastructure and Design	
Description	Qty	Rate	Amount	
Engineering Tech, Jose Diaz-Mendez	47.5	105.00	4,987.50	
Project Engineer 2, Richard Relyea	72	120.00	8,640.00	
Project Manager, Mark Carey, PE	31	165.00	5,115.00	
Operations Management Engineer, John Pedri, PE	27	160.00	4,320.00	
Engineering Tech	55.5	65.00	3,607.50	
Operations Specialist, Doyle Champlain	4	105.00	420.00	
Administrative Support	3	65.00	195.00	
Geo Legal	1	1,559.40	1,559.40	
EDEA Inv 995 8/1/18	1	10,593.19	10,593.19	
Bentley 7/16/18 WaterCAD 100 pipes		245.75	245.75	
Mail Biz - CCTV drawings		159.53	159.53	
60 miles @ \$0.545 / mi - Jose Diaz		32.70	32.70	
OV Copy Inv 29861		6.03	6.03	
OV Copy Inv 29862		0.64	0.64	
OV Copy Inv 29870		2.97	2.97	
214 mi @ \$0.545 / mi - John Pedri		116.63	116.63	
Granzella's Lunch		11.00	11.00	
Granzella's Dinner		13.47	13.47	
Granzella's Dinner 2 people		32.00	32.00	
		<b>Total</b>	<b>\$40,058.31</b>	
		<b>Payments/Credits</b>	<b>\$0.00</b>	
		<b>Balance Due</b>	<b>\$40,058.31</b>	

198-GLS

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 #
08/03/2018	1641

**Bill To**

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

P.O. No.	Terms	Due Date	Project	
	Net 30	09/02/2018	USDA Wastewater Engineering Services	
Description	Qty	Rate	Amount	
Project Manager, Mark Carey, PE	16.5	139.05	2,294.33	✓
Assistant Engineer, Jared P. Nelson	136	97.85	13,307.60	✓
Administrative Support	2	56.65	113.30	✓
RGH Consultants Inv 0618055		1,226.05	1,226.05	✓
EDEA Inv 997 8/1/18		791.00	791.00	✓
EDEA Inv 996 8/1/18		2,983.20	2,983.20	✓
Trailer Rent	1	700.00	700.00	
140 mi @ \$0.545 / mi - Jared (7-29) to (7-31)		76.30	76.30	
320 mi @ \$0.545 / mi - Jared (7-22) to (7-27)		174.40	174.40	
330 mi @ \$0.545 / mi - Jared (7-15) to (7-27)		179.85	179.85	
340 mi @ \$0.545 / mi - Jared (7-8) to (7-13)		185.30	185.30	
325 mi @ \$0.545 / mi - Jared (7-1) to (7-6)		177.13	177.13	
Per Diem - 2 days 7-29 to 7/31 + dinner on 7/29		112.00	112.00	
Per Diem - 4 days 7/22 to 7/27 + dinner 7/22 and 7/27		225.00	225.00	
Per Diem - 4 days 7/15 to 7/20 + Dinner 7/15 and 7/20		235.00	235.00	
Per Diem - 4 days 7/8 to 7/13 + dinner 7/8 and 7/13		230.00	230.00	
Per Diem - 4 days 7/2 to 7/4 + dinner 7/1, lunch on 7/6		241.00	241.00	
Geo Legal inv GLI-180731m		949.20	949.20	✓
August 2018 Pine Dell		400.00	400.00	✓
Total Reimbursable Expenses			3,185.18	

123 - GLS - (JOM)

Total	\$24,600.66
Payments/Credits	\$0.00
Balance Due	\$24,600.66

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

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# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 18-07

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

#### TO AMEND THE EMPLOYEE HANDBOOK

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

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

**BE IT FURTHER RESOLVED** that except as expressly set forth herein, the Employee Handbook is reaffirmed and readopted.

**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 16th day of August 2018 by the following vote:

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

CLEARLAKE OAKS COUNTY WATER DISTRICT

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

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

safe working practices, and when necessary provide assistance to the designated field stand-by duty person.

c. Response Time – The designated stand-by employees shall be required to remain within 60 minute response time to the District during their stand-by period.

d. The designated stand-by employee shall be compensated at the rate of Thirty-five (\$35.00) dollars per day Monday through Thursday and seventy (\$70.00) per day Friday through Sunday and Holidays, by cash payment or compensatory time off. The payment per day is intended to fairly compensate employees for the stress relating to pursuit of personal endeavors while responding to the pager and/or emergency phone calls. Plant Duty personnel shall be compensated for a minimum of 6 hours at one and one-half (1 ½) times the regular rate of pay for observed Holidays.

e. Duty Shift Pay Is any hours worked on a regularly scheduled duty shift between the hours of ~~4:30pm and 8am~~ 4:00 pm and 7:30 am Monday through Friday or anytime Saturday or Sunday, will be compensated with two hours at one-half (1 ½) times the employee's regular rate or the actual time worked, whichever is greater. Plant duty work done on Saturday or Sunday will be a paid a minimum of ~~four~~ two hours or their actual time worked, whichever is greater, at (1 ½) times the employee's regular rate.

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## M. Attendance

The Clearlake Oaks County Water District relies on its employees to consistently provide "high quality, cost effective services to its customers." All employees must routinely interact with other staff, vendors and the general public to effectively meet these objectives. Good attendance is essential to providing these objectives and is an indicator of effective employee performance.

It is recognized that employees will have periodic absences for illness or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, work flow and service and directly impacts the District's ability to meet its challenging goals. Unauthorized excessive absenteeism and tardiness may result in disciplinary action.

The professionalism that you bring to your position and the District is valued and it is anticipated that you will manage your own good attendance. There are occasions, however, when attendance guidelines are beneficial and necessary to direct employees and managers.

The guidelines are intended to be straightforward and concise. They are subject to management discretion and allow for flexibility in addressing individual attendance situations. Your supervisor will consider State and Federal laws, family and medical leave issues, the demands of different work units, the District's policy, your performance, your attendance history, and individual circumstances when assessing appropriate steps to correct attendance problems.

written performance appraisals may be conducted by your Supervisor at any time to advise you of the existence of performance or disciplinary problems. The use of such a system does not waive either the Clearlake Oaks County Water District's or your right to terminate employment at any time with or without cause.

### 1. Overview

As a new employee, you will be evaluated at the end of your first 90 days of employment. It ~~will provide~~ will provide you with an opportunity to become comfortable with your job position. Major objectives will be outlined by your supervisor at this appraisal.

Thereafter, you will be evaluated annually, ~~on or about your hire date anniversary~~ in between the months of May and June. The appraisal will provide a rating to be used in any compensation changes. Job descriptions should be reviewed at each appraisal and updated accordingly.

A performance appraisal will be used to inform you of your performance during a review period and set new goals for the coming year. It will also be used to determine the appropriateness of a salary adjustment within the established guidelines for the current salary level and job classification. The rating received, combined with current pay level, will determine the percent of salary increase, if any.

Substandard ratings mean any rating below the rating level of "satisfactory". Employees receiving a substandard rating may have their employment conditions modified in any of, but not limited to, the following:

- Ineligibility for promotional consideration until the deficiency is corrected;
- Consideration of a performance based pay increase will not begin until the deficiency is corrected;
- Transfer to a comparable position or demotion for an indefinite period to a position in which competency can be reasonably expected; or
- Termination.

If the employee's deficient performance has improved to an acceptable level or type of performance, while maintaining the satisfactory performance in all other respects, the rating management may recommend the use of a corresponding performance pay increase and restoration of promotional consideration.

### Q. Access to Personnel Records

Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

#### 1. Persons Other Than the Employee

Other employees of the Clearlake Oaks County Water District may have access to personnel files only if they have a "need to know." This means access is limited to:

## Section IV — Employee Benefits

### A. Introduction

The Clearlake Oaks County Water District has developed a broad, comprehensive set of employee benefit programs to supplement your regular wages. The Clearlake Oaks County Water District is continually investigating opportunities to improve its benefits as budget limitations permit.

These employee benefit programs consist of two categories: insured and uninsured. Insured benefits are those that the Clearlake Oaks County Water District pays for through an outside source. Examples of these benefits are Medical, Dental, and vision care.

Examples of uninsured benefits are vacation, sick and holiday pay. These are benefits that are paid for directly by the Clearlake Oaks County Water District and are available to you with conditions and specifications summarized in the following pages.

### B. Group Insurance Plans

The Clearlake Oaks County Water District provides group major medical, dental, vision, and Employee Assistance Program insurance at no cost to eligible employees and 75% of cost for eligible dependents. You will receive information during the new employee orientation from [the Director of Administration-Human Resources](#).

Eligible employees are [defined as regular full-time employees; see Section II-F for details: employees who work 30+ hours.](#)

Eligible dependent is defined by our insurance carrier, state and federal laws.

- 
- For an eligible dependent to be eligible [for coveragescoverage's](#), a copy of a marriage license, State of California Declaration of Domestic Partnership form (NP/SF DP-1), birth certificate, or other identifying paperwork is required.

NOTE: It is the employee's responsibility to notify the Clearlake Oaks County Water District upon divorce, termination of Domestic Partnership, over-age dependent, or any event that changes the status of dependency.

The following is a brief description of the plans available and is not meant to replace the actual wording of the policy, which makes the final determination of the benefits to be provided.

#### 1. Medical Plan

- a. Persons Eligible: [Regular full-time employees](#)[Employees who work 30+ hours](#) and their eligible dependents.
- b. Waiting Period: First day of the month following ~~ninety (90)~~[thirty \(30\)](#)[sixty \(60\)](#) days of continuous employment.

- c. Employee Contribution: None for standard policy. If the employee chooses to upgrade to a "premium policy" then the policy cost increase shall be paid by employee.
- d. Employer Contribution: Total cost for employee and 75% of the cost for eligible dependents.
- e. Providers: As provided by the Clearlake Oaks County Water District.
- f. Benefits Provided: See information provided for details.
- g. Where ~~To~~ File Claims: As provided by carrier or see [the Financial Officer Human Resources](#).

**3. Dental Plan**

- a. Persons Eligible: Regular full-time employees and their eligible dependents.
- b. Waiting Period: First day of the month following ~~thirty (30)~~ **90** ~~sixty (60)~~ days of continuous employment.
- c. Employee Contribution: None.
- d. Employer Contribution: Total cost for employee and eligible family members.
- e. Provider: As provided by the Clearlake Oaks County Water District.
- f. Benefits Provided: See information provided for details.
- g. Where ~~To~~ File Claims: As provided by the carrier or see [the Financial Officer Human Resources](#).

**4. Vision Plan**

- a. Persons Eligible: Regular full-time employees and their eligible dependents.
- b. Waiting Period. First day of the month following ~~ninety thirty (930)~~ **sixty (60)** days of continuous employment
- c. Employee Contribution: None.
- d. Employer Contribution: Total cost for employee and eligible dependents.
- e. Where ~~To~~ File Claims: As provided by the carrier or see [the Financial Officer Human Resources](#).

Commented [VeC4]: Clarify coverage w/JPIA

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## 5. Disability (State Disability Insurance)

a. Persons ~~Eligible~~Eligible: Regular Full-time Employees

## C. COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at affordable group rates. Employees are notified at hiring of their rights under this law and it is the employee's responsibility to notify the Clearlake Oaks County Water District (Financial Officer) of any qualifying event (defined below) within 60 days of the event. Specifics of COBRA include:

### 1. Qualifications

Any employee/eligible family member who loses regular group eligibility because of a qualifying event is eligible for enrollment under COBRA.

### 2. Qualifying Event

Qualifying event is defined by COBRA regulations and includes loss of coverage due to: termination of employment; reduction of hours; death of employee; employee's Medicare entitlement; divorce or legal separation; child ceasing to be eligible; bankruptcy of employer. **It is the employee's or eligible family member's responsibility to inform the Clearlake Oaks County Water District (~~Financial Officer~~Human Resources) within 60 days when a qualifying event takes place.**

### 3. Selection Period

~~Infinisource, Inc. will send written notification, upon notification to the Clearlake Oaks County Water District,~~Human Resources will provide to the employee/eligible family member of their right to elect continued coverage, the election period, and premium payments.

### 4. Cost

The employee/eligible family member must pay a full monthly premium for each coverage selected plus a 2% administrative charge to the Clearlake Oaks County Water District by the 1<sup>st</sup> day of each month that the premium(s) are due. No bills or invoices are sent.

### 5. Coverage Available

At the time of the qualifying event, whichever health insurance the employee/dependent is enrolled in will be considered the coverage's available.

### 6. Open Enrollment

Purpose: COBRA continues have the same rights under the plan as active employees. This includes rights during open enrollment periods. When an

open enrollment period occurs, COBRA continues must be informed of their rights.

The Open Enrollment Notification should inform COBRA continues of the open enrollment period, the options available during the open enrollment period and the monthly premium rates for those options.

It defines COBRA continues as possible electees, electees and continues. Possible electees are individuals in their 60-day election period; electees are individuals who have elected but have not yet paid; continues are individuals who have elected and paid.

**7. Special Note**

There can be no interruption of coverage under COBRA.

**8. Employee Notification**

Will be handled by the District's bookkeeping office.

**D. Employee Assistance Program (EAP)**

**1. Persons Eligible:**

Regular full-time employees.

**2. Waiting period:**

First of the month following date of employment.

**3. Provider:**

As provided by the Clearlake Oaks County Water District.

**4. Benefits provided:**

The Employee Assistance Program (EAP) provides confidential, professional assistance when personal problems affect an employee's life and work. The program provides information, consultation and counseling for employees and their family members, as well as offering training and consultation to management.

The EAP encourages employees to use services early in the progression of a problem before situations significantly impact work. This is accomplished by promoting service for "normal problems in living" such as relationships, stress, legal and financial problems, career concerns, anxiety and depression. The EAP also services more serious concerns such as alcohol/marijuana and drug problems, family violence, and threats of suicide.

**5. Employee Contribution: None**

**6. Employer Contribution:**

Total cost for employee and eligible family members.

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**7. Who to contact:**

Financial Officer Human Resources at 707 998-3322-3322.

**E. Workers' Compensation Program**

The Clearlake Oaks County Water District provides workers' compensation coverage. This coverage protects you if you are injured or disabled on the job. It also provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation payments begin from the first day of your hospitalization or after the third day following the injury if you are not hospitalized.

The cost of this coverage is completely paid for by the Clearlake Oaks County Water District. Accumulated "Sick/Paid Time Off" may be used for the three-day waiting period, and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay, at the discretion of the General Manager. Employees needing follow-up medical appointments will be charged the time off from their accumulated "Sick/Paid Time Off" leave. Any overpayment of benefits will require reimbursement to the Clearlake Oaks County Water District.

If you are injured while working, you must immediately report such injuries to your Supervisor, or another manager, regardless of how minor the injury might be. If you have any questions regarding this workers' compensation coverage, you should contact the General Manager or Financial Officer.

**F. Workers' Compensation Disclaimer Notice**

The Clearlake Oaks County Water District or its insurance carrier may not be liable for the payment of workers' compensation benefits for any injury which arises out of your voluntary participation in any off-duty recreational, social or athletic activity which is not a part of your work-related duties.

**G. Return-to-Work Program (RTW)**

In an effort to minimize serious disability due to on-the-job and off-the-job injuries and illnesses and to reduce workers' compensation costs (if applicable), the Clearlake Oaks County Water District has developed a Return-to-Work program.

This policy is consistent with the Authority's responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and constant flow of communication with the injured worker. They will also assist in arranging work which meets "light duty" restrictions, as needed, to reduce lost time. The Clearlake Oaks County Water District management staff will work with the workers' compensation carrier (if applicable) and the physician to assist with the assessment of the employee's ability to return to work. Together they will actively encourage the treating physician to release the injured worker to work as soon as possible.

By this joint effort, the Clearlake Oaks County Water District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employees' wage loss, and reduce workers' compensation costs.

## H. Retirement

All employees are covered by Social Security. The District pays the employer share and deducts the employee's share from your paycheck. All regular full time employees are also covered by the Public Employees Retirement System. At the present time, the District pays both the employer and the employee's share if your date of hire was before July 19, 2012. All employees hired after July 19, 2012 shall pay ~~seven-six and a quarter~~ percent (76.25%) of regular bi-weekly earnings (overtime earnings are not included.) This is a tax deferred contribution.

Employees nearing retirement are urged to avail themselves of the retirement pre-counseling and planning available to them by PERS. PERS requires at least 90 days notice in advance of planned retirement (as does Social Security for any previous services). However, the Clearlake Oaks County Water District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

The General Manager or Financial Officer can provide you with names and phone numbers of personnel at PERS who can assist you in your retirement planning.

More detailed information may be obtained from the Financial Officer.

## I. Educational Assistance

a. The District provides funds for registration, tuition, books, meals, and lodging for work related education and training programs, with General Manager or Operations Manager approval for certain District required education. No employee shall receive overtime pay for attending a training or education seminar. If employee resigns within six (6) months of completion of training the expense must be reimbursed to District as a deduction from employee's final paycheck.

b. If an employee has been requested to attend educational training sessions on behalf of the district, travel pay shall not exceed actual travel time. If it is necessary for or if employee chooses to use their own vehicle for training the employee shall be compensated at the rate allowed by the I.R.S.

c. For District required certification(s), the District will, at the discretion of the General Manager, provide one (1) time certification review class per certification level. If the employee fails to pass the certification test, no other training expense will be borne by the District for that certification level.

## J. Paid Time Off Policy

The Clearlake Oaks County Water District's policy allows eligible employees to earn time off in accordance with their employment status and length of service and to use such earned time to take time off with pay under the guidelines stated in this policy.

Employees who are out on a leave of absence do not accrue PTO time while they are on their leave.

Exempt employees must take PTO in increments of no less than ½ day. For non-exempt employees, the minimum PTO amount you can take is 1/4 hour.

Upon termination, eligible employees will be paid for accrued but unused CTO/PTO.

#### **KL. Utilization of PTO**

PTO scheduling for all employees shall be subject to the employee's immediate Supervisor's approval. PTO pay can only be used if the time off work had been previously scheduled and approved by the employee's immediate supervisor.

- (a) Employees shall give at least two (2) ~~weeks~~weeks' notice of a vacation request. Scheduling of vacations must be made with consideration of departmental workload, and approval by the General Manager or the Board of Directors.
- (b) Employees who separate from service shall be cashed out of their PTO -at the employee's hourly rate at the time of separation from District service.
- (c) Employees may sell PTO time back to the District with approval by the General Manager for ~~field employees~~ staff and the Board of Directors ~~for~~ for exempt employees..

#### **LM. Holiday Observances**

All regularly scheduled full and part-time employees will receive a normal day's pay at their normal hourly rate for the following holidays, subject to the conditions below:

- New Year's Day — January 1
- Martin Luther King Day – 3<sup>rd</sup> Monday in January
- Presidents' Day — Third Monday in February
- Memorial Day — Last Monday in May
- Independence Day — July 4
- Labor Day — First Monday in September
- Columbus Day — Second Monday in October
- Veteran's Day — November 11
- Thanksgiving — Fourth Thursday and Friday in November

days of an absence. The District will try and contact the employee with the contact information you provided the District, however, if an Eemployees cannot be reached and does not report who do not report for work at the end of an approved PDL will be considered to have voluntarily resigned. Employees returning from a PDL shall be required to provide a physician's statement that indicates that they are medically able to return to work. Group insurance benefits ordinarily provided by the Clearlake Oaks County Water District will remain in effect until the end of the month in which the leave terminates. You are expected to pay the full costs of these coverages thereafter. You are requested to notify the General Manager that arrangements have been made with the Financial Officer to pay for the cost of such coverages before the leave begins.

If you require a PDL, you must notify your manager as soon as possible. The written notice should specify the commencement date of the leave, the expected duration of the leave and be accompanied by a signed physician's statement. The General Manager will provide appropriate paperwork that coincides with PDL, FMLA, and CFRA.

For employees on PDL, the Clearlake Oaks County Water District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless granting such a leave would substantially undermine the District's ability to operate the business safely and efficiently. Employees on PDL will be credited with all service prior to the commencement of their disability, but not for the period of their disability.

#### **5. School Activity Leave**

Any employee who is the parent or guardian of a child in kindergarten through grade 12 may request up to 40 hours off per school year for the purpose of participating in school activities. This time will be unpaid unless you choose to use CTO/PTO off for this purpose. You will be limited to no more than eight hours off for this purpose in any one calendar month. Upon request, the Clearlake Oaks County Water District reserves the right to require documentation from the school as proof that you participated in the school activity. This request must be made in writing with as much advance notice as possible.

## Section V — Employee Relations

### A. Standards of Conduct

The following examples are given in order to provide you some guidance concerning unacceptable behavior. If the CLEARLAKE OAKS COUNTY WATER DISTRICT chooses to correct an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

- Poor performance.
- Using abusive or vulgar language, physical violence or causing disruption to the work place or to fellow employees or visitors.
- Unavailability for work, i.e. absenteeism or tardiness.
- Misuse of the Clearlake Oaks County Water District's monies.
- Conducting non-business activities during working hours.
- Any action indicating a disrespect or disregard for the Clearlake Oaks County Water District, its vendors, suppliers or customers.
- Release of confidential information about the Clearlake Oaks County Water District employees or its customers.
- Falsification of forms, records, or reports including, but not limited to, time sheets, employment applications and employees records.
- Possessing or bringing firearms, weapons, open containers of alcohol/marijuana, illegal drugs or chemicals on or to the Clearlake Oaks County Water District's property.
- Insubordination, refusing to follow a manager's directions, or other disrespectful conduct toward a manager.
- Unauthorized possession or removal of property, records, or other materials that do not belong to you.
- Smoking in restricted areas.
- Destroying or willfully damaging the Clearlake Oaks County Water District's or another employee's property, records, or other materials.
- Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
- Leaving the Clearlake Oaks County Water District's boundaries without approval prior to the end of a scheduled work day.
- Sexual harassment or other unlawful harassment of another employee.

- Giving false or misleading information during the application and/or selection process.
- Failure to report involvement in an accident occurring on the Clearlake Oaks County Water District's premises, or involving the District's equipment, or giving false information in accident or insurance reports.
- Willful failure to report to supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment.
- Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys.
- Reporting to work under the influence of drugs and/or alcohol/marijuana.
- Threatening, intimidating or physical violence to other employees or supervisors.
- Behavior unbecoming a District employee; that behavior or action which would adversely prejudice public opinion of the Clearlake Oaks County Water District.
- Failure to immediately report the loss of a California driver's license or required certifications due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of their employment.
- Installing unauthorized software on the Clearlake Oaks County Water District's computer system.
- Misuse of electronic systems (email, internet, fax) per policy.
- Inability to get along with co-workers, members' staff, vendors, and/or Board Members.
- Failure of or refusal to take a Drug/Alcohol/Alcohol/marijuana test will result in termination.

This list of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remain free to terminate the employment relationship at any time, with or without reason or advance notice.

## **B. Attendance Policy**

If the number of absences within the most recent 12 month period, regardless of the reason, is excessive, you may be subject to corrective action, at the discretion of the Clearlake Oaks County Water District, to make you aware of problems and to create an action plan to resolve issues. The attendance policy of the Clearlake Oaks County Water District will be followed only to the extent allowed by law and is not meant to circumvent or abrogate any existing

provisions of the FEHA, ADA, ADEA, or other state or federal law and/or regulation.

### C. Discretionary Use of the Corrective Process

The Clearlake Oaks County Water District may utilize a system of corrective action, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of such a system does not waive either the Clearlake Oaks County Water District's or your right to terminate employment at any time with or without cause.

Summary discipline may be taken in cases involving criminal conduct, drunkenness or drug abuse on the job, insubordination and similar employee conduct which requires imposition of the immediate discipline. Where summary discipline is not required, a system of progressive discipline may be implemented, at the sole discretion of the District, and may include any of the following steps: Oral Reprimand, Written Reprimand, Suspension without Pay or Discharge.

The General Manager shall review and approve all disciplinary actions involving suspensions, and only the General Manager has the authority to discharge or terminate employees.

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### D. Issue Resolution

The Clearlake Oaks County Water District encourages employees that may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of your respective supervisors or to the General Manager if your supervisor is involved in the situation or does not respond to the complaint in a reasonable length of time.

This procedure cannot possibly result in every problem being resolved to your satisfaction. However, the District values your input and you should feel free to raise issues or concerns, in good faith, without the fear of retaliation.

### E. Alcohol/Marijuana-Drug Free Workplace

The Clearlake Oaks County Water District recognizes that behavior resulting from the use of alcohol/marijuana and/or drugs may detrimentally affect the safety and work performance of its work force and can present a risk to the health and welfare of its employees and members.

In recognition of the Clearlake Oaks County Water District's responsibility to maintain a safe work environment and your responsibility to perform safely, the District will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the use or possession of illegal drugs, alcohol/marijuana or, abuse of prescription drugs, which could impair

your work performance and/or ability to perform your job safely. It is expected that:

- You shall not be at work, drive a vehicle on Clearlake Oaks County Water District business, or operate the District's equipment with any amount of alcohol/alcohol/marijuana or illegal drugs in your system which would result in a confirmed positive test; shall not use alcohol/alcohol/marijuana, possess open containers of alcohol/alcohol/marijuana, or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell or provide illegal drugs to any person while on duty.
- If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to your supervisor or General Manager prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.
- **Reasonable Suspicion Testing**  
Employees may be subject to drug and alcohol/alcohol/ marijuana testing when there is reasonable suspicion that the employee has violated the rules expressed above. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or return to Clearlake Oaks County Water District employment.

## F. Fitness-For-Duty & Return-To-Work Evaluations

The purpose of this policy is to determine an employee's ability to safely perform the essential job tasks of his/her job with or without reasonable accommodation. This policy is not designed or intended to supersede employer requirements under any state or federal law or regulation and will be utilized in accordance with the law.

General guidelines:

- Each employee is responsible for maintaining his/her health in such a way that the employee can perform the essential functions of his/her job with or without reasonable accommodations. If a supervisor has reason to question the ability of an employee to perform the essential job functions, a Fitness-for-Duty or Return-to- Work Evaluation may be requested.
- To determine the appropriateness of a Fitness-for-Duty or Return-to-Work Evaluation request, management must consult and receive approval from the General Manager or Financial Officer.
- Time required by the employee to complete the Fitness-for-Duty / Return-to-Work Evaluation is considered work time and may require an administrative leave. Time off for prescribed treatment (after the evaluation), mandatory or otherwise, will be charged to accrued sick leave and/or compensatory time.
- Results of the evaluation will be maintained confidentially and separate from the employee's personnel record.

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- If a Fitness-for-Duty / Return-to-Work evaluation is necessary, the employee will be required to be examined by a treating, personal physician or specialist selected by the Clearlake Oaks County Water District.
- Failure to attend a Fitness-for-Duty or Return-to-Work Evaluation may lead to disciplinary action, up to and including, termination.

### **G. Outside Relations/Media Contact**

You are not permitted to give or report any information about the members of the Clearlake Oaks County Water District, another employee, outside vendor, client or consultant to anyone outside of the Clearlake Oaks County Water District. You should forward any such request, whether verbal or written, to the General Manager for handling.

### **H. Prohibition of Discrimination**

The Clearlake Oaks County Water District is committed to providing a work environment that is free of unlawful discrimination. In keeping with the commitment, the District strictly prohibits harassment of any employee on the basis of a state or federally recognized protected class. Discrimination of anyone in or from the Clearlake Oaks County Water District, on any of these bases, is strictly prohibited.

This policy prohibits discrimination in any form, including:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's actual or perceived protected class as defined by State or Federal law;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons or drawings, based on the actual or perceived protected class as defined by State or Federal law. Also included are emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment.

If you believe you have been or are being subjected to this kind of discrimination, and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, you should promptly report it to your supervisor, any other supervisor, ~~the~~ or the General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the Clearlake Oaks County Water District may seek to resolve the matter informally. Any employee found to have discriminated against anyone in or from the District's work environment, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

If you have any questions about this policy, or want more information about it, please contact the ~~Director of Administration~~ Human Resources or the General Manager.

#### 4. Determination

The determination of providing a reasonable accommodation is made on a case-by-case process, known as the "interactive process". This is a timely individual process where management and the individual discuss the request and effective reasonable accommodation(s).

In considering a request for accommodation the following factors must be considered when reviewing a request for accommodation:

- a. Analyze the job or activity to determine the essential functions.
- b. Determine with the employee, applicant or participant how the disability limits their performance of the essential functions.
- c. Identify accommodation options that overcome limitations and determine the effectiveness and feasibility of the proposed accommodations.
- d. Considering the requester's preference, the General Manager selects the accommodation most appropriate for the requester and the department involved.

If the request is approved, management will notify and meet with the requester to make necessary arrangements. If the request is not approved, management will notify and meet with the requester to explain the decision, elicit other possible solutions, and determine the outcome. The decision of the General Manager is final.

#### L. Employment Reference Checks

All inquiries regarding a current or former Clearlake Oaks County Water District employee must be referred to ~~the Financial Officer~~ Human Resources or the General Manager.

Should you receive a written request for a reference, you must refer the request to ~~the Financial Officer~~ Human Resources for handling. You may not issue a reference letter to any current or former employee without the permission of the General Manager.

Under no circumstances should you release any information about any current or former Clearlake Oaks County Water District employee over the telephone. All telephone inquiries regarding any current or former employee of the District must be referred to ~~the Director of Administration~~ Human Resources.

In response to an outside request for information regarding a current or former employee, ~~Financial Officer~~ Human Resources will verify only an employee's name, dates of employment, and job title. No other data regarding any current or former Clearlake Oaks County Water District employee will be released unless the employee authorizes the District to release such information in writing or the District is required by law to furnish any information.

If, however, you are contacted to give a personal reference regarding a current or former Clearlake Oaks County Water District employee, you are permitted to

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application or interpretation of any legal requirements should refer the matter to their supervisor.

The Clearlake Oaks County Water District expects its employees to conduct themselves in a businesslike manner and perform duties conscientiously, honestly, and in accordance with the best interests of the organization. Employees are expected to take great care when working with Clearlake Oaks County Water District suppliers, contractual contacts and customers. Employees should respect the confidentiality of information acquired in the course of their work. Regardless of circumstances, if an employee senses that a course of action may involve a conflict of interest, fraud and/or dishonesty, they should communicate all facts to their supervisor or General Manager, or if the potential conflict involves the General Manager, to the President of the Board of Directors should immediately communicate all facts to their supervisor, any Director, or the General Manager.

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Clearlake Oaks County Water District, per our Media Contact policy. Violations of this policy will result in discipline which may include termination, depending on the severity of the situation and its impact on the Clearlake Oaks County Water District.

Additionally, engaging in social networking during your workday can negatively impact your productivity and work performance. Therefore, it is your responsibility to regulate your social networking so that it does not impact your productivity or cause performance issues.

Identified below are general guidelines and examples of prohibited communications. Please note that this lists shows examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. *The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.* Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

#### **General Guidelines and Examples of Prohibited Communications:**

- If your posts on social media mention the Clearlake Oaks County Water District, its products or services, employees, customers and/or competitors, make clear that you are an employee of the Clearlake Oaks County Water District and that the views posted are yours and do not represent the views of the Clearlake Oaks County Water District or customers without their express consent. Information published on social networks or blog(s) should comply with the Clearlake Oaks County Water District's confidentiality and disclosure of proprietary data policies.
- You may not use the Clearlake Oaks County Water District's logo on your posts unless given written consent by the CEO General Manager. Respect copyright laws, and reference or cite sources appropriately.
- You are responsible for what you write or present on social media. You can be sued by other employees, customers or and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.
- Employees may not use Clearlake Oaks County Water District equipment or facilities for non-work related activities without permission.
- Do not link to the Clearlake Oaks County Water District's website or post Clearlake Oaks County Water District material on a social media site without written permission.
- All Clearlake Oaks County Water District policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline up to and including termination.

## Section IX — Leaving ~~The the~~ Clearlake Oaks County Water District

### A. Resignation

When you decide to leave for any reason, your supervisor, ~~and/or~~ the General Manager ~~and/or the Operations Manager~~ would like an opportunity to discuss the resignation with you before final action is taken.

### B. Termination

As a Clearlake Oaks County Water District employee, you have the status of "employee-at-will", meaning that you have no contractual right, expressed or implied, to remain in the employment of the Clearlake Oaks County Water District's employ. ~~Excluding the Operations Manager position, The Clearlake Oaks County Water District General Manager along with the recommendation from one (1) or more Supervisors may terminate any Non-Exempt/Hourly Employee your employment, or you may terminate your employment, with or without cause, and with or without notice, at any time. With exception, the Operations Manager position may be terminated at the sole discretion of the General Manager or said employee may terminate their employment, with or without cause, and with or without notice, at any time.~~

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No manager or other representative of the Clearlake Oaks County Water District has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above, with the exception of the General Manager.

If you fail to report to work for three consecutive workdays without notice or approval by your manager, Clearlake Oaks County Water District will try and reach you with the contact information you provided the District, however, if the District cannot reach you then the Clearlake Oaks County Water District may consider that you have abandoned your job and your employment may be terminated.

### C. Property Return Agreement

Upon employment with the Clearlake Oaks County Water District, each employee may complete a Property Return Agreement if they receive any Clearlake Oaks County Water District property. Property includes, but is not limited to, laptops, cell phones, PDAs, equipment, keys, reports, proprietary information, and any other job related materials. All Clearlake Oaks County Water District property must be returned prior to departure.

### D. Exit Interview

The General Manager is responsible for scheduling an exit interview with you on your last date of employment and for arranging the return of the Clearlake Oaks County Water District's property.

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# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 18-08

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

#### APPROVING GENERAL MANAGER'S, CHIEF PLANT OPERATOR'S AND LEAD D/C'S SPENDING LIMIT

**WHEREAS**, the Board of Directors of Clearlake Oaks County Water District approved a spending limit for the General Manager of \$8,000, at their Regular Meeting held on December 21, 2017, and approved a spending limit of \$2,500.00 for Chief Plant Operators and Lead D/C Operator at their Regular Meeting held August 16, 2018.

**NOW, THEREFORE, BE IT RESOLVED**, that the General Manager can spend up to \$8,000.00 without priori Board approval and Chief Operators and Lead D/C Operator can spend up to \$2,500.00 without prior General Manager's approval, 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 16<sup>th</sup> day of August, 2018 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

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

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

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# CLEARLAKE OAKS COUNTY WATER DISTRICT

## RESOLUTION NO. 18-09

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

**AUTHORIZING THAT CAL-CARD VISA ACCOUNTS BE ESTABLISHED FOR THE GENERAL MANAGER,  
CHIEF PLANT OPERATORS, AND LEAD D/C**

**WHEREAS**, the Board of Directors is responsible for the supervision and administration of the Clearlake Oaks County Water District's water and wastewater systems; and

**WHEREAS**, the Clearlake Oaks County Water District Board of Directors has determined that a need exists for the General Manager, Chief Plant Operators, and Lead D/C to make immediate purchases from random vendors which do not offer credit; and

**WHEREAS**, it is in the best interest of the Clearlake Oaks County Water District and the public it serves that credit be extended on behalf of Clearlake Oaks County Water District in the form of credit cards issued to the General Manager, Chief Plant Operators and Lead D/C; and

**WHEREAS**, the Clearlake Oaks County Water District Board of Directors has determined the credit needs to be \$10,000 for the General Manager and \$3,500.00 for the Chief Plant Operators and Lead D/C.

**BE IT RESOLVED AND ORDERED**, that Clearlake Oaks County Water District Board of Directors authorizes CAL-Card Visa credit cards be issued to the District in the name of Alan Gardner, General Manager, for the amount of \$10,000.00, Francisco Castro in the amount of \$3,500.00, David Sherron in the amount of \$3,500.00 and Jeremy Backus in the amount of \$3,500.00.

**THE ABOVE RESOLUTION** is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a special meeting thereof held on the 16<sup>th</sup> day of August 2018, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

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

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

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## **Information for Clearlake Oaks County Water District's Board of Directors**

On May 2, 2006 the State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (GWDR) 2006-003 for Sanitary Sewer Systems, hereafter referred to as the "General Order". All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this order. Under this General Order, each agency is required to prepare a Sewer System Management Plan (SSMP) which provides specific guidelines outlining how the municipality effectively operates and maintains the collection system.

This GWDR and SSMP requires a designated "Legally Responsible Official" or LRO who will enter data and reporting as required under this GWDR, who will provide information for reporting all Sanitary Sewer Overflows (SSOs) to the SWRCB's online SSO database, California Integrated Water Quality System (CIWQS), and other agencies as needed based on the category of the event.

Effective August 2, 2018, The District General Manager, Alan Gardner, has delegated Jeremy Backus, currently lead operator for Water distribution and Sewer collections to act as this Legally Responsible Official (LRO) as it relates to reporting online to the State Board via the CIWQS site. The LRO with direction from the General Manager shall determine all SSO reporting based on specific categories outlined in the GWDR and its subsequent executive orders to comply with the monitoring and reporting requirements of the GWDR according to category, amount, response time, and method of reporting.

Attached, please see the submitted Authorization Form

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## Electronic Submittal Authorization Form

**Directions:** To complete the CIWQS user registration process, please print, sign, and mail this form to the address at the bottom of this page.

### STATE WATER RESOURCES CONTROL BOARD

#### LEGALLY RESPONSIBLE OFFICIAL REGISTRATION FORM FOR THE SSO DATABASE

A legally responsible official (LRO) is any individual authorized to enter and certify data into the online sanitary sewer overflow (SSO) database on behalf of an agency enrolled under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003). A LRO must certify any submitted SSO report. A LRO is defined as either a principal executive officer or ranking elected official for an agency, or a duly authorized representative of that person. To qualify as a duly authorized representative, an individual must receive authorization in writing from another LRO (this completed form satisfies this condition) and have responsibility for the overall operation of the regulated facility or activity. This form enables agencies to register an additional LRO for SSO reporting.

To complete the CIWQS user registration process, please print the form, provide signatures of the account requestor and approving legally responsible official (see below), and mail this form to the address at the bottom of this page.

#### 1. LRO Registration Information

I, Mr. Jeremy Backus, certify that I am the legally authorized representative for Clearlake Oaks Co Wtr Dis CS. My signature on this form certifies that, I agree, my California Integrated Water Quality System (CIWQS) user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that I am legally bound, obligated, or responsible by use of my electronic signature as much as by a handwritten signature.

I agree that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Resources Control Board, within 24-hours of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised. I certify that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person.

I have provided the following contact information:

- Print Name: Mr. Jeremy Backus
- Mailing Address: 12545 E. Hwy 20 12545 E. Hwy 20 Clearlake Oaks, CA 95423
- Phone Number: 707-998-3322
- Fax Number:
- E-Mail Address: j.backus@clowd.org
- Agency: Clearlake Oaks Cnty Water Dist
- Agency WDID #: 5SSO10906
- Sanitary Sewer System: Clearlake Oaks Co Wtr Dis CS
- Title/Role: Lead DC

I certify that the above information is complete and correct. By signing this registration form, I agree, on behalf of myself and Clearlake Oaks Cnty Water Dist to be bound by its terms.

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Signed: Jeremy BackusDate: 8 / 2 / 2018**2. Approved by a Legally Responsible Official for the agency on file with the State Water Board**

I, Jeremy Backus, certify that I am the legally authorized representative for Clearlake Oaks County Water Dist. My signature on this form authorizes a legally responsible official account to be created within CIWQS for the individual listed in Section 1, above. A legally responsible official account will allow this individual to enter, edit, delete, and certify data associated with SSO reports for the agency.

Regional Water Quality Control Board: 5

Signature: Jeremy Backus Date: 8 / 2 / 2018

Mail completed form to (this form must be mailed because an original signature is required to be on file):

State Water Resources Control Board  
Division of Water Quality  
c/o DMR Processing Center / CIWQS Registration  
PO BOX 100  
Sacramento, CA 95812-1000

NOTE: Please call the CIWQS Help Center with any questions regarding this form at (866)792-4977.

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