

DIRECTORS  
Chris Calvert  
President  
  
Robert Whitehouse  
Vice President  
  
Michael Bianco  
Secretary  
  
Joe Gates  
Director  
  
Elizabeth Miles  
Director



STAFF  
Gordon Stankowski  
General Manager  
  
Rick Trites  
Meter Reading/Backflow  
  
Solano Irrigation District  
Operator & Maintenance  
  
Brenda Kane  
Billing Manager  
  
Nancy Veerkamp  
Clerk/Admin

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**BOARD OF DIRECTORS REGULAR MEETING**  
**September 12, 2017 at 7:00 pm**  
**Vacaville Fire Protection District, Fire Station #67**  
**4135 Cantelow Road, Vacaville CA 95688**

**I. Call to order/ Roll Call/ Approval of the Agenda**

Chris Calvert called to order the Regular Meeting of the Rural North Vacaville Water District at 7:00 pm on September 12, 2017 at Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA 95688.

The following persons were present: Chris Calvert, President; Robert "Bob" Whitehouse, Vice President (by phone); Mike Bianco, Secretary; Elizabeth Miles, Director; Joseph Gates, Director; Gordon Stankowski, General Manager; Nancy Veerkamp, Clerk. Visitors: Nathan Stankowski, Jim Miles.

Elizabeth made a motion to approve the Agenda. Mike seconded the motion. The Board approved the motion unanimously.

**II. Public Comment**

Jim Miles commented on two issues:

1. He is troubled about the increase in the General Manager's hourly rate for extra work from \$100 to \$150 per hour and the yearly 3% increase which was approved during last month meeting without public discussion. The future costs of the district are unknown and the districts needs to find ways to generate income.
2. He would like to see public comment after each Agenda item. He believes other districts provide public comment time after agenda items and he would like to see the board members discuss agenda items more openly at the meetings. He thinks more people will be attending the meetings and that we need more room. He wants more transparency. He wants to get people more involved.

Chris thanked him for his comments.

**III. Consent Items**

Joe made a motion to approve the consent items. Mike seconded the motion and the Board approved the motion unanimously.

- a) Approval of the Board Meeting Minutes from the August 8, 2017 regular meeting.
- b) Approval of the Financial Reports for July 2017 and Adjustments for August 2017.

#### **IV. General Managers Report**

The following items were available for handout and had been emailed to board members earlier (except #6):

- 1. Improving Oversight & Transparency Special Districts Report – Hoover Report #239, August 2017
- 2. Rosenberg's Rules of Order Revised 2011
- 3. Laws Governing Special Districts 2015
- 4. SID Service Alert for September 14, 2017- major shut down leak at a home and Station #3 meter repair
- 5. SDLF Transparency Certificate 2017-district started in 2015
- 6. Draft Board Orientation checklist

Board Member Reference Binder will be kept on Dropbox from now instead of a hard copy binder. Nancy will send a the link to Board Directors.

Last month's leaks were 4.5% and currently we are at 7% for the year.

The JPIA Liability and Property Programs Risk Assessment letter was received with two suggestions, but no recommendations:

- a) Install additional "No Trespassing signs" should be installed at all locations
- b) Install voltage safety signs per NFPA 70E ARTICLE 205.12 on electrical circuit control panels to identify the voltage.

There have been no reported district losses since the District joined the ACWA JPIA Property and Liability Programs in 2013.

Gordon and Nancy will start processing the 15 day notifications before the next meeting for the two board openings the first Friday of December. We can make appointments at the October board meeting. Joe Gates and Chris Calvert terms end at that time.

Elizabeth asked how many people will be affected by the Service Alert and how much notice is given. SID has gone from house to house already to notify customers and there is notification on the website and it will be mail chimped. At least 24-hour notice is given.

## **V. Continuing Business**

- a) Status of Board Member Training- Form 700 is to be completed within 30 days of appointment or leaving office. Has Jim Mortensen filed Form 700 – leaving? Nancy to verify with Solano County. AB 1234 Ethics and AB 1825 Sexual Harassment Training are required within 6 months of being appointed. Joe will verify if he has had this training. Elizabeth has completed Ethics Training and needs to complete Sexual Harassment Training. Mike's Ethics Training expires in October 2017 and he requested a link to the CSDA website. Nancy will send all of them a link to the training sites.

## **VI. New Business**

- a) Consider for approval updated District Rules and Regulations. Gordon brought copies of red line edits and copies of the final version. No Discussion. Mike made a motion to approve the Rules and Regulations. Elizabeth seconded the motion. Ayes: Bob, Elizabeth, Mike, Chris, Joe. Noes: None. Item passed.

- b) Consider for Review the Luhdorff & Scalmanini (L&S) proposal for engineering services related to Arsenic Treatment of Well #2. Discussion: Gordon verified that he had a complete package from L&S with approval from SID and Marco Pacheco from the State Water Board. The pricing has been updated due to a math error and the total is \$208,000 for the complete Engineering Services portion of the project. Gordon asked the board if we should get more proposals or continue with L&S. Mike said that with Engineering, purchasing equipment, installation and start-up we are talking close to one million dollars. L&S will send out bid packages to vendors who will recommend different methods of "fixing" the arsenic levels. Elizabeth asked why it seemed to be urgent to deal with this when in April it did not seem urgent. Elizabeth wanted to know if the fix is required. Gordon said it was not required by the state regulations, but we have no secondary or alternative well as originally designed. The directors discussed how after the state lowered the Arsenic level from 50 ppm to 10 we have not been able to use the well, except in an emergency. Since Gordon became General Manager 5 years ago, the first three years the district did not have the money to deal with the problem. The last two years has been a process to come to a final proposal from L&S and improvement of the District finances. In the meantime, not using the equipment was causing it to rust and deteriorate. The well pump is now run briefly, to waste, once month to exercise and prevent damage from non-use and be ready in the event of emergency stand by use. Elizabeth would also like to see a whole package budget from the General Manager which includes engineering, equipment, operating costs and any other costs. Bob commented he would defer to Gordon's expertise

in this matter since he has been working on this. Mike would not like to reinvent the wheel, meaning L&S would be most qualified. Mike is concerned that the future operating costs need to be determined when deciding what process will be ultimately used to reduce the Arsenic levels to current standards. SID will be the operator of the system per Gordon. Gordon recommended we only award L&S Item 1 in the proposal. The L&S proposal envisions about one year for the design and construction process leading to approval of the well for daily use as needed. Mike made a motion to approve the implementation of Phase I for a total of \$8,838. Elizabeth asked Gordon if it was his company what would he do. He thinks consistency and continuity is important and would stay with L&S but perhaps consider peer oversight. The nation's largest company is in the Bay Area, but he doesn't think larger is better. Chris said the board is asking the General Manager to move forward with Task 1. All agreed.

## **VII. Board Member Comments**

Elizabeth thanked the board for sending out the meeting minutes quickly and addressing any changes.

Elizabeth thanked Nancy for sending the members the Hoover Report.

Elizabeth has read the Hoover Report mentioned above and would like the district to refer item #11: The California Special Districts Association, working with experts in public outreach and engagement, should develop best practices for independent special district outreach to the public on opportunities to serve on boards.

Elizabeth asked what are our expectations for October appointments? Gordon said that resumes will be requested from candidates and will be distributed to board members before the meeting. Notices will be placed in the Vacaville Reporter, on the website (and mail chimped), at the Fire Station and at the local grocery store requesting interested qualified candidates. Gordon will collect the resumes from interested candidates and distribute them to the Board Members. Then the board will decide who they will appoint.

Elizabeth would like clarification on the annual budget item of \$70,000 for Arsenic, Valve Exercising and Hydrant Flushing. Gordon explained that it is \$50,000 for the Arsenic issue and may be paid to SID, RG West, L&S and others but there are no fixed deals at this time, it is a conceptual budget. \$10,000 is estimated for SID valve testing and \$10,000 is estimated is for SID

hydrant flushing. The estimated breakdown of this line item is not posted separately on the financials, all one cost category for accounting.

Elizabeth asked about the Board Orientation Checklist – there is an old draft in the Board Members Reference Binder. Nancy and Gordon are working on a new version for distribution at the next meeting.

Elizabeth also asked if we can have telephone number for the public to call in and listen to the meeting. Chris stated that it is highly unusual. He is on other boards and they do not do this. Elizabeth will look for information she had found about teleconferencing and bring it to the next meeting. Mike feels it is difficult to implement and for people to hear clearly. She asked if the tape recording is available to the public? The tape recording is destroyed after 30 days per Nancy.

Bob welcomed Joe as a new Board Member – and said see you next month.

**VIII. Adjourn** – The meeting was adjourned by Chris Calvert at 7:51pm.

The next regular meeting is scheduled for October 10, 2017 @ 7:00 pm.

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by: Chris Calvert, President

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**RESOLUTION NO. 2017-38**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RURAL NORTH VACAVILLE WATER DISTRICT  
ADOPTING THE REQUIREMENTS TO TRANSITION FROM ODD-YEAR TO EVEN-YEAR GOVERNING BOARD  
ELECTIONS**

**WHEREAS**, the Rural North Vacaville Water District (“District”) shall approve or disapprove a request to consolidate board member elections with statewide general elections when presented with a resolution as provided for in Elections Code section 10404; and

**WHEREAS**, this change was necessary after the District received notice from the Solano County Registrar of Voters that Senate Bill (“SB”) 415 requires the District to transition from odd-year to even-year governing board elections; and

**WHEREAS**, the District determined that it was in the best interest to consolidate elections with the Solano countywide general elections in order to receive greater voter input due to higher voter turnout for general elections; and

**WHEREAS**, the terms of current Board members shall be extended as necessary, but no more than 12 months. Three board seats that will expire in 2019 (Joe Gates, Mike Bianco & Bob Whitehouse) will be extended to 2020 and two board seats (Elizabeth Miles & Chris Calvert) that will expire in 2021 will be extended to 2022.

NOW, THEREFORE, BE IT RESOLVED that the Rural North Vacaville Water District Board of Directors approves the request for consolidation of its Governing Board member elections with the statewide general elections effective 2017.

PASSED AND ADOPTED by the Rural North Vacaville Water District Governing Board at its regular meeting on October 10, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:

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Chris Calvert, President  
Rural North Vacaville Water District  
Board of Directors

## Adjustments Detail Report

From: 9/1/2017

To: 10/1/2017

**These Adjustments Have NOT Been Posted to the Customer's Balance:**

*These Adjustments Haven't Been Billed.*

| Implement Date                | Account Number | Account Status | Revenue | Amount     | User | Comment                          |
|-------------------------------|----------------|----------------|---------|------------|------|----------------------------------|
| 9/11/2017                     | 2601           | OFF AND BILLED | BA      | (\$193.00) | ADMI | Client sold home July 26th, 2017 |
| Total Number of Adjustments = |                | 1              | Total = | (\$193.00) |      |                                  |

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|                               |  |   |         |            |  |  |
|-------------------------------|--|---|---------|------------|--|--|
| Total Number of Adjustments = |  | 1 | Total = | (\$193.00) |  |  |
|-------------------------------|--|---|---------|------------|--|--|

**These Adjustments Have Been Posted to the Customer's Balance:**

*These Adjustments Haven't Been Billed.*

| Implement Date | Account Number | Account Status | Revenue | Amount     | User | Comment                               |
|----------------|----------------|----------------|---------|------------|------|---------------------------------------|
| 9/1/2017       | 26801          | ACTIVE         | BA      | \$148.00   | ADMI | Payment entered in wrong account      |
| 9/1/2017       | 44602          | ACTIVE         | BA      | (\$14.80)  | ADMI |                                       |
| 9/1/2017       | 44602          | ACTIVE         | BA      | (\$148.00) | ADMI | Entered in wrong account              |
| 9/3/2017       | 1401           | ACTIVE         | CFEE    | \$5.00     | ADMI |                                       |
| 9/3/2017       | 34002          | ACTIVE         | CFEE    | \$5.00     | ADMI |                                       |
| 9/9/2017       | 2701           | ACTIVE         | CFEE    | \$5.00     | ADMI |                                       |
| 9/11/2017      | 40301          | ACTIVE         | LC1     | \$14.50    | ADMI |                                       |
| 9/11/2017      | 21501          | ACTIVE         | LC1     | \$8.50     | ADMI |                                       |
| 9/11/2017      | 21701          | ACTIVE         | LC1     | \$20.30    | ADMI |                                       |
| 9/11/2017      | 21801          | ACTIVE         | LC1     | \$3.50     | ADMI |                                       |
| 9/11/2017      | 22402          | ACTIVE         | LC1     | \$15.43    | ADMI |                                       |
| 9/11/2017      | 22601          | ACTIVE         | LC1     | \$10.30    | ADMI |                                       |
| 9/11/2017      | 22701          | ACTIVE         | LC1     | \$17.86    | ADMI |                                       |
| 9/11/2017      | 24402          | ACTIVE         | LC1     | \$19.17    | ADMI |                                       |
| 9/11/2017      | 32202          | ACTIVE         | LC1     | \$14.14    | ADMI |                                       |
| 9/11/2017      | 34201          | ACTIVE         | LC1     | \$18.90    | ADMI |                                       |
| 9/11/2017      | 21402          | ACTIVE         | LC1     | \$11.08    | ADMI |                                       |
| 9/11/2017      | 38601          | ACTIVE         | LC1     | \$26.37    | ADMI |                                       |
| 9/11/2017      | 24002          | ACTIVE         | LC1     | \$1.03     | ADMI |                                       |
| 9/11/2017      | 40901          | ACTIVE         | LC1     | \$11.50    | ADMI |                                       |
| 9/11/2017      | 43201          | ACTIVE         | LC1     | \$8.10     | ADMI |                                       |
| 9/11/2017      | 42201          | ACTIVE         | LC1     | \$17.88    | ADMI |                                       |
| 9/11/2017      | 35001          | ACTIVE         | LC1     | \$11.99    | ADMI |                                       |
| 9/11/2017      | 2601           | OFF AND BILLED | BA      | (\$197.08) | ADMI | Home sold in June                     |
| 9/11/2017      | 18202          | ACTIVE         | BA      | \$447.54   | ADMI | Client purchased home in April 2017.  |
| 9/11/2017      | 10302          | ACTIVE         | BA      | \$197.08   | ADMI | Should have been billed starting July |
| 9/11/2017      | 26801          | ACTIVE         | LC1     | \$13.32    | ADMI |                                       |
| 9/11/2017      | 21001          | ACTIVE         | LC1     | \$8.50     | ADMI |                                       |
| 9/11/2017      | 18201          | OFF AND PAID   | BA      | (\$447.54) | ADMI | Client sold home in March 2017        |
| 9/11/2017      | 701            | ACTIVE         | LC1     | \$21.20    | ADMI |                                       |

|           |       |        |      |            |      |                                      |
|-----------|-------|--------|------|------------|------|--------------------------------------|
| 9/11/2017 | 4502  | ACTIVE | LC1  | \$13.96    | ADMI |                                      |
| 9/11/2017 | 5401  | ACTIVE | LC1  | \$30.54    | ADMI |                                      |
| 9/11/2017 | 7101  | ACTIVE | LC1  | \$8.30     | ADMI |                                      |
| 9/11/2017 | 18501 | ACTIVE | LC1  | \$10.63    | ADMI |                                      |
| 9/11/2017 | 20801 | ACTIVE | LC1  | \$14.70    | ADMI |                                      |
| 9/11/2017 | 19901 | ACTIVE | LC1  | \$20.27    | ADMI |                                      |
| 9/11/2017 | 2602  | ACTIVE | BA   | \$193.00   |      | should have been billed Sept 1, 2017 |
| 9/11/2017 | 19201 | ACTIVE | LC1  | \$25.89    | ADMI |                                      |
| 9/11/2017 | 15601 | ACTIVE | LC1  | \$13.73    | ADMI |                                      |
| 9/11/2017 | 8001  | ACTIVE | LC1  | \$6.88     | ADMI |                                      |
| 9/11/2017 | 8201  | ACTIVE | LC1  | \$80.57    | ADMI |                                      |
| 9/11/2017 | 10202 | ACTIVE | LC1  | \$9.10     | ADMI |                                      |
| 9/12/2017 | 43201 | ACTIVE | BA   | (\$200.00) | ADMI | Water leak credit approved by GM     |
| 9/21/2017 | 11101 | ACTIVE | CFEE | \$5.00     | ADMI |                                      |
| 9/21/2017 | 26101 | ACTIVE | CFEE | \$5.00     | ADMI |                                      |
| 9/21/2017 | 15801 | ACTIVE | CFEE | \$5.00     | ADMI |                                      |
| 9/22/2017 | 12501 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 32002 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 10001 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 38401 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 6201  | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 2401  | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 12101 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 31501 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 701   | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 40801 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 27202 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 38201 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 36801 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 40901 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 19201 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 36501 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 4502  | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 25501 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 7101  | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 46001 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 3501  | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 10601 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 29701 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 602   | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 26101 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 30801 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 30402 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 25003 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 47001 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 20801 | ACTIVE | BT   | \$40.00    | ADMI |                                      |
| 9/22/2017 | 35401 | ACTIVE | BT   | \$40.00    | ADMI |                                      |



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| 9/22/2017 | 35001 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 2101  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 2903  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 30701 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 32401 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 28601 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 16901 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 20201 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 24501 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 9501  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 24801 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 13501 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 8301  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 7302  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 31701 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 39101 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 32202 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 4401  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 17401 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 45001 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 21201 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 39302 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 14801 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 22402 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 13802 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 23401 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 7401  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 33101 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 16301 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 8401  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 17001 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 19801 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 42103 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 32501 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 41101 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 30001 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 25201 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 24301 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 28701 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 11601 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 37601 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 25101 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 31801 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 28901 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 28402 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 28301 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 1702  | ACTIVE | BT | \$40.00 | ADMI |

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| 9/22/2017 | 5201  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 18601 | OFF AND PAID | BT | \$40.00 | ADMI |
| 9/22/2017 | 16103 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 32901 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 35301 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 13001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 7901  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 25601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 27101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 5601  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 29801 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 26401 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 34901 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 47102 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 30601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 3901  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 37401 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 18501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 33201 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 15601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 22902 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 7502  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 18101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 33001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 43101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 21501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 26501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 20601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 18201 | OFF AND PAID | BT | \$40.00 | ADMI |
| 9/22/2017 | 44101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 18402 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 10702 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 16801 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 14501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 38301 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 12301 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 10202 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 3201  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 44202 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 8901  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 9101  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 12001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 26001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 28001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 40601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 14401 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 29402 | ACTIVE       | BT | \$40.00 | ADMI |

|           |       |              |    |         |      |
|-----------|-------|--------------|----|---------|------|
| 9/22/2017 | 1801  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 7001  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 31201 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 30901 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 38601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 36901 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 19701 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 11701 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 26601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 101   | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 33702 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 16401 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 31001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 10301 | OFF AND PAID | BT | \$40.00 | ADMI |
| 9/22/2017 | 11301 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 802   | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 9702  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 7202  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 5401  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 34301 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 5901  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 25901 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 22601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 35501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 6602  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 22502 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 21902 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 1201  | OFF AND PAID | BT | \$40.00 | ADMI |
| 9/22/2017 | 4101  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 21001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 24902 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 33501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 19101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 37201 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 11401 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 26701 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 6901  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 15402 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 27302 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 31402 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 36001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 12901 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 29601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 25301 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 6502  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 39501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 16701 | ACTIVE       | BT | \$40.00 | ADMI |

|           |       |                |    |           |      |
|-----------|-------|----------------|----|-----------|------|
| 9/22/2017 | 22101 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 27401 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 29501 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 40002 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 16201 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 29301 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 3403  | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 17201 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 9901  | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 26801 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 25701 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 40101 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 40201 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 2601  | OFF AND BILLED | BT | \$40.00   | ADMI |
| 9/22/2017 | 31901 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 16001 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 14201 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 35102 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 26201 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 2701  | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 18701 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 5101  | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 34402 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 40301 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 37902 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 19401 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 17301 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 10501 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 36301 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 14701 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 1601  | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 34101 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 36601 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 28101 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 40701 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 18601 | OFF AND PAID   | BT | (\$40.00) | ADMI |
| 9/22/2017 | 8601  | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 15701 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 35901 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 501   | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 36401 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 30102 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 5301  | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 18201 | OFF AND PAID   | BT | (\$40.00) | ADMI |
| 9/22/2017 | 44602 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 10902 | ACTIVE         | BT | \$40.00   | ADMI |
| 9/22/2017 | 13303 | ACTIVE         | BT | \$40.00   | ADMI |

|           |       |                |    |           |      |              |
|-----------|-------|----------------|----|-----------|------|--------------|
| 9/22/2017 | 2601  | OFF AND BILLED | BT | (\$40.00) | ADMI |              |
| 9/22/2017 | 2602  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 10301 | OFF AND PAID   | BT | (\$40.00) | ADMI | Off and paid |
| 9/22/2017 | 10302 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 18601 | OFF AND PAID   | BA | (\$8.60)  | ADMI | off and paid |
| 9/22/2017 | 1201  | OFF AND PAID   | BT | (\$40.00) | ADMI | Off and paid |
| 9/22/2017 | 39201 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 15201 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 25401 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 4601  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 12201 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 34002 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 20301 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 37301 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 13202 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 4702  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 22701 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 19002 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 9801  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 21801 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 1501  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 11001 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 27701 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 36702 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 39901 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 1001  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 3701  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 41201 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 2802  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 13103 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 301   | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 34201 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 20501 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 10802 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 15901 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 33402 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 11901 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 17801 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 19901 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 11201 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 16601 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 3801  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 34502 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 2301  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 7701  | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 38902 | ACTIVE         | BT | \$40.00   | ADMI |              |
| 9/22/2017 | 29001 | ACTIVE         | BT | \$40.00   | ADMI |              |

|           |       |        |    |         |      |
|-----------|-------|--------|----|---------|------|
| 9/22/2017 | 11801 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 901   | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 8001  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 18901 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 24002 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 21302 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 5701  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 34701 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 4001  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 14301 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 32301 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 34801 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 23501 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 40401 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 21402 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 2502  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 21701 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 30201 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 11101 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 3001  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 2201  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 13901 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 39701 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 39801 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 24402 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 27901 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 11501 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 14003 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 23101 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 37101 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 4301  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 26301 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 20901 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 37802 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 26901 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 1401  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 10103 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 12601 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 24702 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 33901 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 42201 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 9601  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 35701 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 44002 | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 9301  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 6002  | ACTIVE | BT | \$40.00 | ADMI |
| 9/22/2017 | 29102 | ACTIVE | BT | \$40.00 | ADMI |

|   |       |        |            |                |                    |  |
|---|-------|--------|------------|----------------|--------------------|--|
| 9/25/2017   | 22402 | ACTIVE | CFEE       | \$5.00         | ADMI               |  |
| 10/1/2017   | 40301 | ACTIVE | CFEE       | \$5.00         | ADMI               |  |
| Total Number of Adjustments =                     |       |        | 361        | Total =        | \$12,597.74        |  |
| Total Number of Adjustments =                     |       |        | 361        | Total =        | \$12,597.74        |  |
| <b>Total Number of Adjustments for Group: 1 =</b> |       |        | <b>362</b> | <b>Total =</b> | <b>\$12,404.74</b> |  |
| <b>Total Number of Adjustments for Area: 1 =</b>  |       |        | <b>362</b> | <b>Total =</b> | <b>\$12,404.74</b> |  |

**These Adjustments Have NOT Been Posted to the Customer's Balance:**

*These Adjustments Haven't Been Billed.*

| Implement Date                | Account Number | Account Status | Revenue | Amount    | User      | Comment                             |
|-------------------------------|----------------|----------------|---------|-----------|-----------|-------------------------------------|
| 9/22/2017                     | 27801          | ACTIVE         | BA      | (\$85.00) | ADMI      | Home is sold should not have been c |
| Total Number of Adjustments = |                |                | 1       | Total =   | (\$85.00) |                                     |
| Total Number of Adjustments = |                |                | 1       | Total =   | (\$85.00) |                                     |

**These Adjustments Have Been Posted to the Customer's Balance:**

*These Adjustments Haven't Been Billed.*

| Implement Date | Account Number | Account Status | Revenue | Amount    | User | Comment                             |
|----------------|----------------|----------------|---------|-----------|------|-------------------------------------|
| 9/5/2017       | 27801          | ACTIVE         | BA      | (\$85.00) |      | Account closed should not have been |
| 9/22/2017      | 13302          | OFF AND PAID   | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 39001          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 32601          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 23901          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 32801          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 8801           | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 22001          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 6102           | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 5501           | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 17701          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 14101          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 1101           | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 1301           | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 4801           | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 33601          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 1902           | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 7601           | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 13302          | OFF AND PAID   | BT      | (\$40.00) | ADMI |                                     |
| 9/22/2017      | 34603          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 38801          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 6301           | ACTIVE         | BT      | \$40.00   | ADMI |                                     |
| 9/22/2017      | 10901          | OFF AND PAID   | BT      | (\$40.00) | ADMI | off and paid                        |
| 9/22/2017      | 25802          | ACTIVE         | BT      | \$40.00   | ADMI |                                     |

|           |       |              |    |         |      |
|-----------|-------|--------------|----|---------|------|
| 9/22/2017 | 30501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 5802  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 39601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 44401 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 13601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 28201 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 38002 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 27802 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 6801  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 38101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 28801 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 22202 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 6701  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 17602 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 27501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 37001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 5001  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 31602 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 10901 | OFF AND PAID | BT | \$40.00 | ADMI |
| 9/22/2017 | 20701 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 23301 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 32101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 15101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 19301 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 38701 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 23202 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 23602 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 35801 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 24601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 17101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 31101 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 8101  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 19601 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 18001 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 12401 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 3301  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 4201  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 27003 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 32701 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 401   | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 18301 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 30302 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 17901 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 16501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 9202  | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 15501 | ACTIVE       | BT | \$40.00 | ADMI |
| 9/22/2017 | 22801 | ACTIVE       | BT | \$40.00 | ADMI |



|           |       |        |    |          |      |             |
|-----------|-------|--------|----|----------|------|-------------|
| 9/22/2017 | 36101 | ACTIVE | BT | \$40.00  | ADMI |             |
| 9/22/2017 | 28501 | ACTIVE | BT | \$40.00  | ADMI |             |
| 9/22/2017 | 6401  | ACTIVE | BT | \$40.00  | ADMI |             |
| 9/22/2017 | 27601 | ACTIVE | BT | \$40.00  | ADMI |             |
| 9/22/2017 | 201   | ACTIVE | BT | \$40.00  | ADMI |             |
| 10/1/2017 | 5001  | ACTIVE | BA | \$300.00 | ADMI | Acct closed |

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Total Number of Adjustments = 77 Total = \$3,055.00

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Total Number of Adjustments = 77 Total = \$3,055.00

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**Total Number of Adjustments for Group: 1 = 78 Total = \$2,970.00**

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**Total Number of Adjustments for Area: 2 = 78 Total = \$2,970.00**

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**Total Number of Adjustments for All Areas: = 440 Total = \$15,374.74**

| <b>Arsenic Removal Treatment Facility; Preliminary Budget Estimate 10-2-17</b> |                 |  |
|--|-----------------|--|
|  |                 |  |
|  |                 |  |
|  | <b>Estimted</b> |  |
| <b>Description</b>   | <b>Amount</b>   | <b>Notes/Vendors/Consultants</b>           |
|  |                 |  |
| Design, Engineering, Construction Management                                   | \$ 208,640      | Luhdorff & Scalmanini (L&S)                |
| Arsenic Removal Equipment and Accessories                                      | \$ 350,000      | De Nora, AdEdge, H&T, others, etc          |
| Equipment Installation, Piping and Site Improvements                           | \$ 200,000      | Contractor to bid after design             |
| Coordination, Management & SID Engineering                                     | \$ 71,000       | SID, RG West, Peer Review                  |
| Testing, Inspections & Start up Commissioning                                  | \$ 40,000       | SID, RG West or Others                     |
|  |                 |  |
| Subtotal   | \$ 869,640      |  |
| Contingency  | \$ 130,446      | 15%  |
| Total Estimate   | \$ 1,000,086    |  |
|  |                 |  |
|  |                 |  |
|  |                 |  |
| <b>Financing Draft Plan</b>  |                 |  |
| Funding from current year operating budget                                     | \$ 50,000       | in place                                   |
| Funding from current Operating Reserve   | \$ 70,000       | draw down operating reserve to \$200,000   |
| Funding from current Capital Expense Reserve                                   | \$ 240,000      | draw down capital reserve to \$300,000     |
| Funding from Fiscal Year F/Y 18/19 budget                                      | \$ 40,000       |  |
| 10 year loan, pending terms  | \$ 600,000      | Capitcal Recover Charge @ \$20/month       |
|  | \$ 1,000,000    |  |
|  |                 |  |
|  |                 |  |
|  |                 |  |
| <b>Schedule</b>  |                 |  |
| RFP for Vendor proposals   | 2               | start 10/10/17 complete 12/10/17, approved |
| Pilot testing and treatment selection  | 2               | upon board approval of budget & financing  |
| Design and Permitting  | 3               |  |
| Contractor Bidding   | 1               |  |
| Construction   | 6               |  |
| Start up Commissioning   | <u>2</u>        | complete 2/10/19                           |
|  | 16              | months                                     |



| RNVWD NEW BOARD MEMBER ORIENTATION CHECKLIST (Draft 9-28-17) |  |                            |                        |                     |                  |
|--|--|----------------------------|------------------------|---------------------|------------------|
|  | <b>New Board Member:</b>   | <b>Jane Smith</b>          |                        |                     |                  |
|  | <b>Date on Board:</b>  | <b>9/12/2017</b>           |                        |                     |                  |
|  | <b>Board Manual is provided on Drop Box to Board</b>   |                            |                        |                     |                  |
|  | <u>Orientation Item</u>  | <u>Document Source</u>     | <u>Complete within</u> | <u>Who will do?</u> | <u>Completed</u> |
| 1  | Personal Meeting with board President on current issues  |                            | 1 month                | President           |                  |
| 2  | Personal Meeting with General Manager, Annual Budget; Staff; current issues                          |                            | 1 month                | General Manager     |                  |
| 3  | Read board history, mission, Rules & Regulations, By-Laws  | Board Manual               | 3 months               | Jane Smith          |                  |
| 4  | Read biographical info on other board members  | Website                    | 1 month                | Jane Smith          |                  |
| 5  | Visit the RNVWD Website and Review all info and Audits etc.  | RNVWD.COM                  | 3 months               | Jane Smith          |                  |
| 6  | Review Vendor Contracts, Insurance   | Board Manual               | 6 months               | Jane Smith          |                  |
| 7  | Tour the District Facilities   |                            | 6 months               | SID / GM            |                  |
| 8  | Form 700   | Solano County e-disclosure | 30 days                | Jane Smith          |                  |
| 9  | AB 1234 Ethic Training   | CSDA                       | 6 months               | Jane Smith          |                  |
| 10   | Sexual Harrasment Training   | CSDA                       | 6 months               | Jane Smith          |                  |
| 11   | Best Practices for Agenda Preparation and Recording Minutes Under the Brown Act. Intent of Brown Act | Board Manual               | 3 months               | Jane Smith          |                  |
| 12   | Laws Governing Special Districts   | Board Manual               | 3 months               | Jane Smith          |                  |
| 13   | Rosenberg's Rules of Order   | Board Manual               | 3 months               | Jane Smith          |                  |
| 14   | Special Districts: Improving Oversight & Transparency  | Board Manual               | 3 month                | Jane Smith          |                  |
| 15   | What Every Board Member Should Know  | CSDA                       | 3 months               | Jane Smith          |                  |

**CHRIS CALVERT**  
3946 Ciarlo Lane  
Vacaville, CA 95688  
(707) 447-4389

**PURPOSE:** To apply for the vacant position on the Board of Directors of the Rural North Vacaville Water District (RNVWD)

**RESUME:**

Personal

- Resident of English Hills area for last 16 years
- Familiar with RNVWD conditions and water issues
- Monitor progress of RNVWD
- Continue to be paying member of RNVWD

Professional

- Professor (Emeritus) of Animal Science, UC-Davis since July 1, 1980
- lived in Solano County for 16 years
- Member of Winters City Council 1995 – 2001
- Mayor of the City of Winters 1997 - 1999
- Continue to harvest estate grown olives and manage small olive production systems
- Current President of the Board of Directors – VFPD
- Current President of the Board of Directors – RNVWD (member since December 2009)

Skills/attributes

- I am in agreement with the California Special Districts Association that “One of the most significant responsibilities as a board member/trustee is to understand that the board is a team and we need to work together as such”.
- Committed to the development of our water district (RNVWD)
- Served as a member and presiding officer on many previous boards
- Familiar with governing laws for boards and personnel
- Oversee large budgets and supervise/evaluate numerous employees
- Good listener, fair and impartial, problem solver, welcomes community input, works well with others

From: joegates@rnvwd.com  
Subject: Interest in Appointment  
Date: Sep 29, 2017, 4:18:23 PM  
To: gm@rnvwd.com

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Good Afternoon Gordon,

I am interested in being considered for appointment to the RNVWD. I feel I would be an asset to the district due to my personal interest in this district and my experience in working with others to reach a common goal that benefits all parties.

I have served 12 years on the River Delta Unified School District's School Board and am experienced in board operations and protocols.

In addition, I am a land owner in the district and am familiar with the needs and requirements of this area.

Thank you for considering me for this appointment. If you have any questions, please feel free to call me.

Thank you,

Joseph Gates  
[707-694-3063](tel:707-694-3063)

From: Steve Strickland sstrickland60@gmail.com  
Subject: Re: Notice of appointments  
Date: Sep 27, 2017, 8:22:09 AM  
To: Gordon Stankowski gm@rnvwd.com

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First of all thank you for the consideration in being a board member.  
I am interested in being on the board so I might be able to preserve and contribute to our community water needs and concerns.  
My goal is to represent to the best of my ability the owners of the district.  
Having an owners opinion, but where majority and fairness rules.

My qualifications while not related directly but indirectly is a strength not weakness.

I served in the USAF working in the medical field both as an employee and owner of medical imaging department.  
Supervising staff and financial book keeping.

My strengths are honesty, hard work and eagerness to learn or help. I am an open minded considerate and fair.

Thanks again for your consideration.

Steve Strickland RT,CNMT,CT

**RNVWD - Operating Fund  
Balance Sheet  
As of August 31, 2017**

|   | <u>Aug 31, 17</u>       |
|---|-------------------------|
| <b>ASSETS</b>                           |                         |
| <b>Current Assets</b>                   |                         |
| <b>Checking/Savings</b>                 |                         |
| 160.020 · Cash WFB Checking #3799       | 44,184                  |
| 160.015 · Cash WFB - Op Fund #6169      | 270,121                 |
| 160.021 · Cash WFB-Cap Maint Fund #4202 | 540,829                 |
| 160.025 · Cash PayPal Account           | 720                     |
| <b>Total Checking/Savings</b>           | <u>855,854</u>          |
| <b>Other Current Assets</b>             |                         |
| 160.110 · Accounts Receivable           | 68,918                  |
| 160.130 · Accounts Receivable - Other   | 2,995                   |
| 160.119 · Due from Other Fund           | (1,311)                 |
| <b>Total Other Current Assets</b>       | <u>70,602</u>           |
| <b>Total Current Assets</b>             | 926,457                 |
| <b>Fixed Assets</b>                     |                         |
| 160.315 · Infrastructure                | 12,826,854              |
| 160.340 · Equipment                     | 42,816                  |
| 160.370 · Allowance For Depreciation    | (6,093,698)             |
| <b>Total Fixed Assets</b>               | <u>6,775,973</u>        |
| <b>TOTAL ASSETS</b>                     | <u><b>7,702,429</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>         |                         |
| <b>Liabilities</b>                      |                         |
| <b>Current Liabilities</b>              |                         |
| <b>Other Current Liabilities</b>        |                         |
| 160.510 · Accounts Payable              | 29,717                  |
| 160.550 · Deposits Payable              | 6,500                   |
| <b>Total Other Current Liabilities</b>  | <u>36,217</u>           |
| <b>Total Current Liabilities</b>        | <u>36,217</u>           |
| <b>Total Liabilities</b>                | 36,217                  |
| <b>Equity</b>                           |                         |
| 160.740 · Fund Balance Available        | 653,441                 |
| 160.770 · Investment in Fixed Assets    | 6,775,973               |
| 32000 · Retained Earnings               | 213,786                 |
| Net Income                              | 23,013                  |
| <b>Total Equity</b>                     | <u>7,666,213</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <u><b>7,702,429</b></u> |



**RNVWD - Operating Fund**  
**Profit & Loss Budget Performance**  
**August 2017**

|  | Aug 17        | Budget        | \$ Over Budget | Jul - Aug 17   | YTD Budget    | \$ Over Budget | Annual Bud...  |
|--|---------------|---------------|----------------|----------------|---------------|----------------|----------------|
| <b>Ordinary Income/Expense</b>           |               |               |                |                |               |                |                |
| <b>Income</b>                            |               |               |                |                |               |                |                |
| <b>60.9000 · Revenues</b>                |               |               |                |                |               |                |                |
| 60.9005 · Base Fee                       | 27,720        | 27,720        | 0              | 55,370         | 55,440        | (70)           | 332,640        |
| 60.9010 · Supplemental Fees              | 1,717         | 1,717         | 0              | 3,434          | 3,434         | 0              | 20,604         |
| 60.9015 · Tier 1                         | 8,812         | 6,000         | 2,812          | 17,670         | 12,000        | 5,670          | 72,000         |
| 60.9020 · Tier 2                         | 4,142         | 1,583         | 2,559          | 8,240          | 3,166         | 5,074          | 19,000         |
| 60.9025 · Tier 3                         | 3,560         | 1,083         | 2,477          | 7,344          | 2,166         | 5,178          | 13,000         |
| 60.9027 · Capital Recovery Charge        | 5,940         | 5,940         | 0              | 11,865         | 11,880        | (15)           | 71,280         |
| 60.9030 · Hydrant Water Usage            | 0             | 250           | (250)          | 380            | 500           | (120)          | 3,000          |
| 60.9035 · Backflow Testing               | 0             | 0             | 0              | 0              | 0             | 0              | 15,160         |
| 60.9060 · New Connection Fees            | 0             | 417           | (417)          | 0              | 834           | (834)          | 5,000          |
| 60.9075 · Admin Fees, Late Fees & Int.   | 381           | 360           | 21             | 619            | 720           | (101)          | 4,316          |
| <b>Total 60.9000 · Revenues</b>          | <b>52,272</b> | <b>45,070</b> | <b>7,202</b>   | <b>104,922</b> | <b>90,140</b> | <b>14,782</b>  | <b>556,000</b> |
| <b>Total Income</b>                      | <b>52,272</b> | <b>45,070</b> | <b>7,202</b>   | <b>104,922</b> | <b>90,140</b> | <b>14,782</b>  | <b>556,000</b> |
| <b>Expense</b>                           |               |               |                |                |               |                |                |
| <b>60.2000 · Operating Expenses</b>      |               |               |                |                |               |                |                |
| 60.2005 · General Manager                | 4,800         | 4,938         | (138)          | 9,600          | 9,875         | (275)          | 59,250         |
| 60.2010 · Administration & Board Clerk   | 500           | 542           | (42)           | 935            | 1,084         | (149)          | 6,500          |
| 60.2015 · Billing Manager                | 3,000         | 3,090         | (90)           | 6,000          | 6,180         | (180)          | 37,080         |
| 60.2020 · Meter Reading                  | 1,100         | 1,100         | 0              | 2,200          | 2,200         | 0              | 13,200         |
| 60.2025 · Backflow Testing               | 0             | 0             | 0              | 0              | 0             | 0              | 15,160         |
| 60.2028 · Plant & Facilities Operations  | 13,385        | 7,500         | 5,885          | 20,383         | 15,000        | 5,383          | 90,000         |
| 60.2033 · Weed Abatement                 | 0             | 204           | (204)          | 0              | 408           | (408)          | 2,450          |
| 60.2035 · Legal                          | 0             | 375           | (375)          | 700            | 750           | (50)           | 4,500          |
| 60.2040 · Engineering                    | 0             | 375           | (375)          | 0              | 750           | (750)          | 4,500          |
| 60.2045 · Audit                          | 0             | 667           | (667)          | 0              | 1,334         | (1,334)        | 8,000          |
| 60.2050 · Accountant CPA                 | 352           | 708           | (356)          | 1,217          | 1,416         | (199)          | 8,500          |
| 60.2065 · USA Marking                    | 826           | 625           | 201            | 1,031          | 1,250         | (219)          | 7,500          |
| 60.2070 · Webmaster                      | 0             | 417           | (417)          | 450            | 834           | (384)          | 5,000          |
| 60.2075 · Office Supplies                | 0             | 167           | (167)          | 160            | 334           | (174)          | 2,000          |
| 60.2080 · Records Storage & Office Space | 0             | 300           | (300)          | 0              | 600           | (600)          | 3,600          |
| 60.2090 · Postage & PO Box Rental        | 0             | 292           | (292)          | 400            | 584           | (184)          | 3,500          |
| 60.2105 · Ins. Gen. Liab., Prop., & Bond | 875           | 333           | 542            | 875            | 666           | 209            | 4,000          |
| 60.2115 · Electricity, PGE               | 5,966         | 6,085         | (119)          | 11,598         | 12,594        | (996)          | 45,000         |
| 60.2125 · Office Equipment               | 0             | 62            | (62)           | 0              | 125           | (125)          | 750            |
| 60.2130 · Bank & Bankcard Fees           | 310           | 333           | (23)           | 526            | 666           | (140)          | 4,000          |
| 60.2145 · Phone Service                  | 0             | 33            | (33)           | 0              | 66            | (66)           | 400            |
| 60.2150 · Tank Access Rd. Maint. & Gate  | 0             | 1,000         | (1,000)        | 486            | 2,000         | (1,514)        | 12,000         |
| 60.2160 · CORE SW Lic., Data Stg, Trng.  | 0             | 63            | (63)           | 0              | 126           | (126)          | 750            |
| 60.2175 · Publications & Legal Notices   | 0             | 42            | (42)           | 80             | 84            | (4)            | 500            |
| 60.2185 · Trade Memberships & Training   | 0             | 542           | (542)          | 0              | 1,084         | (1,084)        | 6,500          |
| 60.2190 · Licenses, Permits & Fees       | 0             | 175           | (175)          | 0              | 350           | (350)          | 2,100          |
| 60.2200 · ITRON Mobile Reader SW & Warr. | 2,399         | 93            | 2,306          | 2,399          | 186           | 2,213          | 1,120          |
| 60.2205 · New Connections                | 499           | 417           | 82             | 499            | 834           | (335)          | 5,000          |

**RNVWD - Operating Fund  
Profit & Loss Budget Performance  
August 2017**

|   | <u>Aug 17</u>       | <u>Budget</u>         | <u>\$ Over Budget</u> | <u>Jul - Aug 17</u>  | <u>YTD Budget</u>     | <u>\$ Over Budget</u> | <u>Annual Bud...</u> |
|---|---------------------|-----------------------|-----------------------|----------------------|-----------------------|-----------------------|----------------------|
| 60.2208 · Underground Leak Repairs        | 12,327              | 4,167                 | 8,160                 | 22,018               | 8,334                 | 13,684                | 50,000               |
| 60.2210 · Routine Maintenance & Minor Rep | 0                   | 1,750                 | (1,750)               | 351                  | 3,500                 | (3,149)               | 21,000               |
| 60.2235 · Contingency                     | 0                   | 428                   | (428)                 | 0                    | 856                   | (856)                 | 5,140                |
| 60.2246 · Arsenic Study, Valve Ex., Hydrn | 0                   | 5,833                 | (5,833)               | 0                    | 11,666                | (11,666)              | 70,000               |
| 60.2250 · Depreciation Expense            | (0)                 | 0                     | (0)                   | (0)                  | 0                     | (0)                   | 0                    |
| 60.2300 · Capital Improvements, CRC Resv. | 0                   | 4,750                 | (4,750)               | 0                    | 9,500                 | (9,500)               | 57,000               |
| <b>Total 60.2000 · Operating Expenses</b> | <u>46,340</u>       | <u>47,406</u>         | <u>(1,066)</u>        | <u>81,909</u>        | <u>95,236</u>         | <u>(13,327)</u>       | <u>556,000</u>       |
| <b>Total Expense</b>                      | <u>46,340</u>       | <u>47,406</u>         | <u>(1,066)</u>        | <u>81,909</u>        | <u>95,236</u>         | <u>(13,327)</u>       | <u>556,000</u>       |
| <b>Net Ordinary Income</b>                | <u>5,932</u>        | <u>(2,336)</u>        | <u>8,268</u>          | <u>23,013</u>        | <u>(5,096)</u>        | <u>28,109</u>         | <u>0</u>             |
| <b>Net Income</b>                         | <u><u>5,932</u></u> | <u><u>(2,336)</u></u> | <u><u>8,268</u></u>   | <u><u>23,013</u></u> | <u><u>(5,096)</u></u> | <u><u>28,109</u></u>  | <u><u>0</u></u>      |

2:22 PM

09/11/17

Accrual Basis

## RNWWD - Operating Fund Check Register August 2017

| Type          | Date       | Num  | Name                    | Account                                  | Clr | Split                                    | Debit     | Credit    |
|---------------|------------|------|-------------------------|--|-----|--|-----------|-----------|
| <b>Aug 17</b> |            |      |                         |  |     |  |           |           |
| Check         | 08/01/2017 | 1880 | RG West Builders        | 160.020 · Cash WFB Checking #3799        | X   | -SPLIT-                                  |           | 5,300.00  |
| Check         | 08/01/2017 | 1880 | RG West Builders        | 60.2005 · General Manager                |     | 160.020 · Cash WFB Checking #3799        | 4,800.00  |           |
| Check         | 08/01/2017 | 1880 | RG West Builders        | 160.119 · Due from Other Fund            |     | 160.020 · Cash WFB Checking #3799        | 500.00    |           |
| Check         | 08/01/2017 | 1881 | BK Bookkeeping Inc      | 160.020 · Cash WFB Checking #3799        | X   | 60.2015 · Billing Manager                |           | 3,000.00  |
| Check         | 08/01/2017 | 1881 | BK Bookkeeping Inc      | 60.2015 · Billing Manager                |     | 160.020 · Cash WFB Checking #3799        | 3,000.00  |           |
| Check         | 08/02/2017 | 1882 | Veerkamp                | 160.020 · Cash WFB Checking #3799        | X   | -SPLIT-                                  |           | 606.25    |
| Check         | 08/02/2017 | 1882 | Veerkamp                | 60.2010 · Administration & Board Clerk   |     | 160.020 · Cash WFB Checking #3799        | 500.00    |           |
| Check         | 08/02/2017 | 1882 | Veerkamp                | 160.119 · Due from Other Fund            |     | 160.020 · Cash WFB Checking #3799        | 106.25    |           |
| Check         | 08/04/2017 | 1883 | Shaw & Associates       | 160.020 · Cash WFB Checking #3799        | X   | -SPLIT-                                  |           | 652.00    |
| Check         | 08/04/2017 | 1883 | Shaw & Associates       | 60.2050 · Accountant CPA                 |     | 160.020 · Cash WFB Checking #3799        | 352.00    |           |
| Check         | 08/04/2017 | 1883 | Shaw & Associates       | 160.119 · Due from Other Fund            |     | 160.020 · Cash WFB Checking #3799        | 300.00    |           |
| Check         | 08/04/2017 | 1884 | Trites Backflow Sv...   | 160.020 · Cash WFB Checking #3799        | X   | 60.2020 · Meter Reading                  |           | 1,100.00  |
| Check         | 08/04/2017 | 1884 | Trites Backflow Sv...   | 60.2020 · Meter Reading                  |     | 160.020 · Cash WFB Checking #3799        | 1,100.00  |           |
| Check         | 08/08/2017 | 1885 | Wells Fargo Insur...    | 160.020 · Cash WFB Checking #3799        | X   | 60.2105 · Ins. Gen. Liab., Prop., & B... |           | 875.00    |
| Check         | 08/08/2017 | 1885 | Wells Fargo Insur...    | 60.2105 · Ins. Gen. Liab., Prop., & Bond |     | 160.020 · Cash WFB Checking #3799        | 875.00    |           |
| Check         | 08/08/2017 | 1886 | Solano Irrigation Di... | 160.020 · Cash WFB Checking #3799        | X   | -SPLIT-                                  |           | 26,737.72 |
| Check         | 08/08/2017 | 1886 | Solano Irrigation Di... | 60.2028 · Plant & Facilities Operations  |     | 160.020 · Cash WFB Checking #3799        | 13,384.98 |           |
| Check         | 08/08/2017 | 1886 | Solano Irrigation Di... | 60.2065 · USA Marking                    |     | 160.020 · Cash WFB Checking #3799        | 826.37    |           |
| Check         | 08/08/2017 | 1886 | Solano Irrigation Di... | 60.2040 · Engineering                    |     | 160.020 · Cash WFB Checking #3799        | 0.00      |           |
| Check         | 08/08/2017 | 1886 | Solano Irrigation Di... | 60.2208 · Underground Leak Repairs       |     | 160.020 · Cash WFB Checking #3799        | 12,326.88 |           |
| Check         | 08/08/2017 | 1886 | Solano Irrigation Di... | 60.2205 · New Connections                |     | 160.020 · Cash WFB Checking #3799        | 199.49    |           |
| Check         | 08/09/2017 | 1887 | Itron                   | 160.020 · Cash WFB Checking #3799        | X   | 60.2200 · ITRON Moble Reader SW ...      |           | 325.71    |
| Check         | 08/09/2017 | 1887 | Itron                   | 60.2200 · ITRON Moble Reader SW & ...    |     | 160.020 · Cash WFB Checking #3799        | 325.71    |           |
| Check         | 08/10/2017 |      | Bancard Discount ...    | 160.020 · Cash WFB Checking #3799        | X   | 60.2130 · Bank & Bankcard Fees           |           | 11.11     |
| Check         | 08/10/2017 |      | Bancard Discount ...    | 60.2130 · Bank & Bankcard Fees           |     | 160.020 · Cash WFB Checking #3799        | 11.11     |           |
| Check         | 08/10/2017 |      | Bancard Discount ...    | 160.020 · Cash WFB Checking #3799        | X   | 60.2130 · Bank & Bankcard Fees           |           | 13.19     |
| Check         | 08/10/2017 |      | Bancard Discount ...    | 60.2130 · Bank & Bankcard Fees           |     | 160.020 · Cash WFB Checking #3799        | 13.19     |           |
| Check         | 08/10/2017 |      | Bancard Discount ...    | 160.020 · Cash WFB Checking #3799        | X   | 60.2130 · Bank & Bankcard Fees           |           | 42.22     |
| Check         | 08/10/2017 |      | Bancard Discount ...    | 60.2130 · Bank & Bankcard Fees           |     | 160.020 · Cash WFB Checking #3799        | 42.22     |           |
| Check         | 08/10/2017 |      | PG & E                  | 160.020 · Cash WFB Checking #3799        | X   | 60.2115 · Electricity, PGE               |           | 240.46    |
| Check         | 08/10/2017 |      | PG & E                  | 60.2115 · Electricity, PGE               |     | 160.020 · Cash WFB Checking #3799        | 240.46    |           |
| Check         | 08/10/2017 | 1888 | Itron                   | 160.020 · Cash WFB Checking #3799        | X   | 60.2200 · ITRON Moble Reader SW ...      |           | 2,073.72  |
| Check         | 08/10/2017 | 1888 | Itron                   | 60.2200 · ITRON Moble Reader SW & ...    |     | 160.020 · Cash WFB Checking #3799        | 2,073.72  |           |
| Check         | 08/10/2017 | 1889 | NBS                     | 160.020 · Cash WFB Checking #3799        | X   | -SPLIT-                                  |           | 300.00    |
| Check         | 08/10/2017 | 1889 | NBS                     | 160.119 · Due from Other Fund            |     | 160.020 · Cash WFB Checking #3799        |           |           |
| Check         | 08/10/2017 | 1889 | NBS                     | 60.2205 · New Connections                |     | 160.020 · Cash WFB Checking #3799        | 300.00    |           |
| Check         | 08/11/2017 |      | Client Analysis Ser...  | 160.020 · Cash WFB Checking #3799        | X   | 60.2130 · Bank & Bankcard Fees           |           | 158.09    |
| Check         | 08/11/2017 |      | Client Analysis Ser...  | 60.2130 · Bank & Bankcard Fees           |     | 160.020 · Cash WFB Checking #3799        | 158.09    |           |
| Check         | 08/16/2017 |      | PG & E                  | 160.020 · Cash WFB Checking #3799        | X   | 60.2115 · Electricity, PGE               |           | 156.67    |
| Check         | 08/16/2017 |      | PG & E                  | 60.2115 · Electricity, PGE               |     | 160.020 · Cash WFB Checking #3799        | 156.67    |           |
| Check         | 08/22/2017 |      | PG & E                  | 160.020 · Cash WFB Checking #3799        | X   | 60.2115 · Electricity, PGE               |           | 136.97    |
| Check         | 08/22/2017 |      | PG & E                  | 60.2115 · Electricity, PGE               |     | 160.020 · Cash WFB Checking #3799        | 136.97    |           |
| Check         | 08/23/2017 |      |                         | 160.020 · Cash WFB Checking #3799        | X   | 160.999 · AR Adjustments Clearing ...    |           | 125.00    |
| Check         | 08/23/2017 |      |                         | 160.999 · AR Adjustments Clearing Ac...  |     | 160.020 · Cash WFB Checking #3799        | 125.00    |           |
| Check         | 08/25/2017 |      | PG & E                  | 160.020 · Cash WFB Checking #3799        | X   | 60.2115 · Electricity, PGE               |           | 3,658.65  |
| Check         | 08/25/2017 |      | PG & E                  | 60.2115 · Electricity, PGE               |     | 160.020 · Cash WFB Checking #3799        | 3,658.65  |           |
| Check         | 08/28/2017 |      | PG & E                  | 160.020 · Cash WFB Checking #3799        | X   | 60.2115 · Electricity, PGE               |           | 1,773.27  |
| Check         | 08/28/2017 |      | PG & E                  | 60.2115 · Electricity, PGE               |     | 160.020 · Cash WFB Checking #3799        | 1,773.27  |           |

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09/11/17

Accrual Basis

**RNVWD - Operating Fund**  
**Check Register**  
**August 2017**

| Type          | Date       | Num | Name | Account                        | Clr | Split                          | Debit            | Credit           |
|---------------|------------|-----|------|--------------------------------|-----|--------------------------------|------------------|------------------|
| Check         | 08/31/2017 |     |      | 160.025 · Cash PayPal Account  | X   | 60.2130 · Bank & Bankcard Fees |                  | 41.09            |
| Check         | 08/31/2017 |     |      | 60.2130 · Bank & Bankcard Fees |     | 160.025 · Cash PayPal Account  | 41.09            |                  |
| <b>Aug 17</b> |            |     |      |                                |     |                                | <b>47,327.12</b> | <b>47,327.12</b> |

**Rural N. Vacaville Water Dist.-DSF**  
**Balance Sheet**  
As of August 31, 2017

|  | <u>Aug 31, 17</u>       |
|--|-------------------------|
| <b>ASSETS</b>                          |                         |
| <b>Current Assets</b>                  |                         |
| Checking/Savings                       |                         |
| 164.010 · Cash in Treasury             | 1,624,045               |
| <b>Total Checking/Savings</b>          | <u>1,624,045</u>        |
| <b>Total Current Assets</b>            | 1,624,045               |
| <b>Other Assets</b>                    |                         |
| 164.230 · Long-Term Receivables        | 51,645                  |
| 164.250 · Future Loan Redempt Req      | 4,332,394               |
| <b>Total Other Assets</b>              | <u>4,384,039</u>        |
| <b>TOTAL ASSETS</b>                    | <b><u>6,008,084</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                         |
| <b>Liabilities</b>                     |                         |
| <b>Current Liabilities</b>             |                         |
| <b>Other Current Liabilities</b>       |                         |
| 164.520 · Due to Other Fund            | (1,311)                 |
| 164.605 · Current Portion of LT Debt   | 793,273                 |
| <b>Total Other Current Liabilities</b> | <u>791,962</u>          |
| <b>Total Current Liabilities</b>       | 791,962                 |
| <b>Long Term Liabilities</b>           |                         |
| 164.610 · Bond & Other LT Debt         | 3,539,121               |
| <b>Total Long Term Liabilities</b>     | <u>3,539,121</u>        |
| <b>Total Liabilities</b>               | 4,331,083               |
| <b>Equity</b>                          |                         |
| 164.700 · Reserve for LT Assets        | 14,485                  |
| 164.730 · Reserve-Other                | 645,216                 |
| 164.740 · Fund Balance                 | (9,025)                 |
| 164.790 · Fund Balance - Designated    | 908,903                 |
| 32000 · Retained Earnings              | 118,427                 |
| Net Income                             | (1,006)                 |
| <b>Total Equity</b>                    | <u>1,677,001</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b><u>6,008,084</u></b> |

**Rural N. Vacaville Water Dist.-DSF  
Profit & Loss Budget Performance**

August 2017

|  | Aug 17 | Budget  | \$ Over Budget | Jul - Aug 17 | YTD Budget | \$ Over Budget | Annual Budget |
|--|--------|---------|----------------|--------------|------------|----------------|---------------|
| <b>Ordinary Income/Expense</b>                   |        |         |                |              |            |                |               |
| <b>Income</b>                                    |        |         |                |              |            |                |               |
| 64.9014 · Taxes - Special Assessments            | 0      | 0       | 0              | 0            | 0          | 0              | 926,649       |
| 64.9100 · From Pre Payment Assmt Res Acct        | 0      | 693     | (693)          | 0            | 1,386      | (1,386)        | 8,314         |
| 64.9401 · Interest Income                        | 985    | 667     | 318            | 985          | 1,334      | (349)          | 8,000         |
| <b>Total Income</b>                              | 985    | 1,360   | (375)          | 985          | 2,720      | (1,735)        | 942,963       |
| <b>Expense</b>                                   |        |         |                |              |            |                |               |
| 64.2005 · General Manager                        | 500    | 521     | (21)           | 1,000        | 1,042      | (42)           | 6,250         |
| 64.2008 · Administration                         | 106    | 166     | (60)           | 266          | 333        | (67)           | 1,993         |
| 64.2009 · Legal                                  | 0      | 42      | (42)           | 125          | 84         | 41             | 500           |
| 64.2010 · NBS Administration Fee                 | 0      | 529     | (529)          | 0            | 1,058      | (1,058)        | 6,350         |
| 64.2012 · NBS Delinq, Tx Rolls and Late          | 0      | 42      | (42)           | 0            | 84         | (84)           | 500           |
| 64.2045 · Auditor                                | 0      | 417     | (417)          | 0            | 834        | (834)          | 5,000         |
| 64.2050 · Accountant Services                    | 300    | 292     | 8              | 600          | 584        | 16             | 3,500         |
| 64.2075 · NBS Administrative Expenses            | 0      | 31      | (31)           | 0            | 62         | (62)           | 367           |
| 64.2190 · County Collection Fees                 | 0      | 800     | (800)          | 0            | 1,600      | (1,600)        | 9,600         |
| 64.3200 · Debt Service Expenditures              |        |         |                |              |            |                |               |
| 64.3230 · Long-Term Loan Redemption              | 0      | 0       | 0              | 0            | 0          | 0              | 793,273       |
| 64.3244 · Interest on LT Debt                    | 0      | 0       | 0              | 0            | 0          | 0              | 115,630       |
| <b>Total 64.3200 · Debt Service Expenditures</b> | 0      | 0       | 0              | 0            | 0          | 0              | 908,903       |
| <b>Total Expense</b>                             | 906    | 2,840   | (1,934)        | 1,991        | 5,681      | (3,690)        | 942,963       |
| <b>Net Ordinary Income</b>                       | 79     | (1,480) | 1,559          | (1,006)      | (2,961)    | 1,955          | 0             |
| <b>Net Income</b>                                | 79     | (1,480) | 1,559          | (1,006)      | (2,961)    | 1,955          | 0             |