



LCWD
Lebec County Water District

PACKET

February 23, 2017

FOR PUBLIC VIEW ONLY

(Please do not remove from office)

**REGULAR MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 23, 2017– 7:00PM
323 FRAZIER MOUNTAIN PARK ROAD, LEBEC, CA 93243**

AGENDA

1. CALL THE MEETING TO ORDER/ROLL CALL/MINUTE OF SILENCE/FLAG SALUTE

2. MINUTES:

- a. REVIEW THE MINUTES FROM JANUARY 24, 2017 REGULAR MEETING
- b. MOTION TO APPROVE MINUTES FOR JANUARY 24, 2017 REGULAR MEETING

3. FINANCIAL REPORT

- a. FINANCIAL REPORT FOR JANUARY 2017
- b. MOTION TO APPROVE FINANCIAL REPORT FOR JANUARY 2017

4. WATER OPERATIONS REPORT:

- a. SYSTEM REPORT - DISCUSSION AND APPROPRIATE ACTION
- b. REPLACING OLD PIPE- DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT MARTIN, PRESENTED BY WATER OPERATOR)
- c. MOTION TO APPROVE WATER OPERATIONS REPORT FOR JANUARY 2017

5. PUBLIC PRESENTATIONS:

PLEASE LIMIT ANY PRESENTATIONS OR ANNOUNCEMENTS TO THREE (3) MINUTES PER PERSON. THIS PORTION OF THE MEETING IS RESERVED FOR PERSONS TO ADDRESS THE BOARD OF DIRECTORS ON ANY MATTER NOT ON THE AGENDA, BUT UNDER THE JURISDICTION OF THE BOARD. BOARD MEMBERS MAY RESPOND BRIEFLY TO STATEMENTS MADE OR QUESTIONS POSED. THEY MAY ASK A QUESTION FOR CLARIFICATION MAKE A REFERRAL TO STAFF FOR FACTUAL INFORMATION OR REQUEST STAFF TO REPORT BACK TO THE BOARD AT A LATER MEETING. ALSO, THE BOARD MAY TAKE ACTION TO DIRECT STAFF TO PLACE A MATTER OF BUSINESS ON A FUTURE AGENDA

6. UNFINISHED BUSINESS:

- a. DWSRF GRANT - DISCUSSION AND APPROPRIATE ACTION
- b. WEST SIDE LEBEC TO STATE SYSTEM CONNECTION - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT MARTIN)
- c. POLICIES & PROCEDURES-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY JESSICA CARROLL)

7. NEW BUSINESS:

- a. 2016 AUDIT REVIEW WITH MAYER HOFFMAN MCCANN-DISCUSSION AND APPROPRIATE ACTION
- b. EMILIE WAINRIGHT WILL SERVE REQUEST-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY EMILIE WAINRIGHT)
- c. KERN COUNTY ELECTIONS AMENDMENT-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY JESSICA CARROLL)

8. CLOSED SESSION: - Gov't code 54954.5

- a. ANNOUNCE TO MOVE TO CLOSED SESSION – Gov't code 54957.7 (a)
- b. EMPLOYEE EVALUATION OF WATER OPERATOR – DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY MICHAEL HIGHTOWER) Gov't code 54957.6
- c. CONVENE TO OPEN SESSION – Gov't code 54957.1

9. OPEN SESSION

ANNOUNCE ACTIONS TAKEN – Gov't code 54957.1

10. BOARD/STAFF PROPOSED AGENDA ITEMS

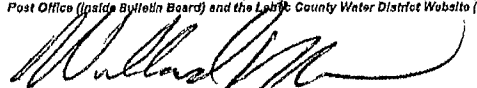
11. ANNOUNCE DATE/TIME OF THE NEXT MEETING

12. ADJOURNMENT

Written materials related to an item on this agenda to be considered in open session that are public documents and that are distributed to board members after the posting of the agenda, will be made available for public inspection when they are so distributed at the offices of the District located at 323 Frazier Mountain Park Road, Lebec, California during normal business hours. Documents that are public documents provided by others during a meeting will be available at the same location during business hours after the meeting. Members of the public may directly address the Board of Directors on any item of interest within the Board's subject matter jurisdiction, before or during the Board's consideration of the item. The President may limit the time allowed for comment.

Any person with a qualifying disability under the Americans with Disabilities Act of 1990 may request that the District (1) make agenda available in appropriate alternative formats, and (2) provide a disability-related modification accommodation, including auxiliary aids or services, to participate in any public meeting of the Board of Directors. A request for modification or accommodation shall be made in person, or by telephone, facsimile or written correspondence to the Office Manager at the District's office at least seven days before the public meeting for which the modification or accommodation is requested. The District will attempt to accommodate persons who make request less than seven days before the public meeting.

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by the Lebec County Water District and I posted the foregoing Agenda at the Lebec County Water District Office (Outside Bulletin Board), Lebec Post Office (Inside Bulletin Board) and the Lebec County Water District Website (<http://www.lebecwater.com>) on or before 02-20-17 by 7P.M.



Willard Martin – President of the Board

MINUTES
LEBEC COUNTY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY JANUARY 24, 2017 @ 7PM

1. CALL THE MEETING TO ORDER/ROLL CALL /MINUTE OF SILENCE/FLAG SALUTE

Meeting begins- 7:00pm

BOARD MEMBERS PRESENT-BILL HOPPER, CARL RADUSCH, WILLARD MARTIN, AND SAMUEL STERN BY TELECONFERENCE.

2. MINUTES:

- a. REVIEW THE MINUTES FROM DECEMBER 13, 2016 REGULAR MEETING
- b. MOTION TO APPROVE THE MINUTES FROM DECEMBER 13, 2016 REGULAR MEETING.

V.P. Hopper made a **MOTION** to accept the minutes for December 13, 2016 as written.

Director Stern SECONDED the Motion.

Yea: 4(BH, WM, SS, CR)

Nay: 0

Abstain: 0

Board concurs and Motion passes.

3. FINANCIAL REPORTS:

- a. BARBARA LEWIS TO GO OVER FINANCIAL REPORT FOR DECEMBER 2016
- b. MOTION TO APPROVE FINANCIAL REPORT FOR DECEMBER 2016

V.P. Hopper made a **MOTION** to approve the Financial Report with corrections for December 2016.

Director Stern SECONDED the Motion.

Yea: 4(BH, WM, SS, CR)

Nay: 0

Abstain: 0

Board concurs and Motion passes

4. WATER OPERATIONS REPORT:

- a. SYSTEM REPORT - DISCUSSION AND APPROPRIATE ACTION
- b. REPLACING OLD PIPE- DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT MARTIN,PRESENTED BY WATER OPERATOR)
- c. MOTION TO APPROVE WATER OPERATIONS REPORT FOR DECEMBER 2016

V.P. Hopper made a **MOTION** to accept the Water Operators as written for December 2016.

Director Radusch SECONDED the Motion.

Yea: 4(BH, WM, CR, SS)

Nay: 0

Abstain: 0

Board concurs and Motion passes

5. PUBLIC PRESENTATIONS:

PLEASE LIMIT ANY PRESENTATIONS OR ANNOUNCEMENTS TO THREE (3) MINUTES PER PERSON. THIS PORTION OF THE MEETING IS RESERVED FOR PERSONS ADDRESS THE BOARD OF DIRECTORS ON ANY MATTER NOT ON THE AGENDA, BUT UNDER THE JURISDICTION OF THE BOARD. BOARD MEMBERS MAY RESPOND BRIEFLY TO STATEMENTS MADE OR QUESTIONS POSED. THEY MAY ASK A QUESTION FOR CLARIFICATION MAKE A REFERRAL TO STAFF FOR FACTUAL INFORMATION OR REQUEST STAFF TO REPORT BACK TO THE BOARD AT A LATER MEETING. ALSO, THE BOARD MAY TAKE ACTION TO DIRECT STAFF TO PLACE A MATTER OF BUSINESS ON A FUTURE AGENDA.

6. UNFINISHED BUSINESS:

- d. DWSRF GRANT - DISCUSSION AND APPROPRIATE ACTION
- e. WEST SIDE LEBEC TO STATE SYSTEM CONNECTION - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT MARTIN)

V.P Hopper made a **MOTION** to table 6.a (DWSRF Grant) until next meeting.

Director Radusch SECONDED the Motion.

Yea: 4(BH, WM, SS, CR) Nay: 0 Abstain: 0
Board concurs and Motion passes

V.P Hopper made a **MOTION** to table 6.b (West side to State connection) until next meeting.

Director Radusch SECONDED the Motion.

Yea: 4(BH, WM, SS, CR) Nay: 0 Abstain: 0
Board concurs and Motion passes

7. NEW BUSINESS:

- a. SECRETARY OF THE BOARD POSITION-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT MARTIN)
- b. EMPLOYEE VACATION-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT MARTIN)
- c. SELF HELP ENTERPRISES WORK PLAN-DISCUSSION AND APPROPRIATE ACTION
- d. POLICIES & PROCEDURES LEGAL REVIEW-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY JESSICA CARROLL)
- e. WATER RATE STUDY-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY V.P. HOPPER)

V.P. Hopper nominates Director Stern to take the position as Secretary/Treasurer of the Board.

V.P Hopper made a **MOTION** to appoint Director Samuel Stern as Secretary/Treasurer of the Board.

Director Radusch SECONDED the Motion.

Yea: 4(BH, WM, SS, CR) Nay: 0 Abstain: 0
Board concurs and Motion passes

Director Stern accepts the position.

Director Radusch made a **MOTION** to continue to have V.P. Hopper oversee the Budget.

Secretary/Treasurer Stern SECONDED the Motion.

Yea: 4(BH, WM, CR, SS) Nay: 0 Abstain: 0
Board concurs and Motion passes

V.P. Hopper made a **MOTION** to give employees paid vacation and follow the example policy provided by FPPUD and the start date will be backdated to January 2016.

Director Stern SECONDED the Motion.

Yea: 4(BH, WM, SS, CR) Nay: 0 Abstain: 0
Board concurs and Motion passes

V.P. Hopper made a **MOTION** to deny the request to add Martin Luther King Day and Veterans Day to the paid Holiday schedule.

Director Stern SECONDED the Motion.

Yea: 3(BH, WM, SS) Nay: 0 Abstain: 1 (CR)
Board concurs and Motion passes

V.P. Hopper made a **MOTION** to table item 7.d (Policies & Procedures) to next meeting.

Director Radusch SECONDED the Motion.

Yea: 4(BH, WM, CR, SS) Nay: 0 Abstain: 0
Board concurs and Motion passes

V.P. Hopper made a **MOTION** to set up a Rate Study with RCAC as long as it's at a low cost.

Secretary/Treasurer Stern SECONDED the Motion.

Yea: 4(BH, WM, CR, SS) Nay: 0 Abstain: 0
Board concurs and Motion passes

10. BOARD/STAFF PROPOSED AGENDA ITEMS

11. ANNOUNCE DATE/TIME OF THE NEXT MEETING

February 23, 2017 @ 7pm

12. ADJOURNMENT

V.P. Hopper made a **MOTION** to adjourn.

Secretary/Treasurer Stern SECONDED the Motion.

Yea: 4(BH, WM, CR, SS) Nay: 0 Abstain: 0
Board concurs and Motion passes

MEETING WAS ADJOURNED AT 9:01PM

9:32 AM

02/17/17

LEBEC COUNTY WATER DISTRICT
Reconciliation Summary
1020 - Lebec Co Water Dist. - Checking, Period Ending 01/31/2017

	Jan 31, 17
Beginning Balance	69,431.45
Cleared Transactions	
Checks and Payments - 41 ite...	-29,416.44
Deposits and Credits - 33 items	43,746.04
Total Cleared Transactions	14,329.60
Cleared Balance	83,761.05
Uncleared Transactions	
Checks and Payments - 30 ite...	-12,706.50
Total Uncleared Transactions	-12,706.50
Register Balance as of 01/31/2017	71,054.55
New Transactions	
Checks and Payments - 6 items	-6,932.26
Total New Transactions	-6,932.26
Ending Balance	64,122.29

9:22 AM

02/17/17

LEBEC COUNTY WATER DISTRICT
Reconciliation Summary
1040 - Grant Checking Account, Period Ending 01/31/2017

	Jan 31, 17
Beginning Balance	25.00
Cleared Balance	25.00
Register Balance as of 01/31/2017	25.00
New Transactions	
Checks and Payments - 1 it...	-14,226.94
Total New Transactions	-14,226.94
Ending Balance	<u>-14,201.94</u>

9:22 AM

02/17/17

LEBEC COUNTY WATER DISTRICT
Reconciliation Detail
1040 - Grant Checking Account, Period Ending 01/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25.00
Cleared Balance						25.00
Register Balance as of 01/31/2017						25.00
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	02/08/2017	117	Provost & Prichar...		-14,226.94	-14,226.94
Total Checks and Payments					-14,226.94	-14,226.94
Total New Transactions					-14,226.94	-14,226.94
Ending Balance					-14,226.94	-14,201.94

LEBEC COUNTY WATER DISTRICT

Reconciliation Detail

1020 · Lebec Co Water Dist. - Checking, Period Ending 01/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						69,431.45
Cleared Transactions						
Checks and Payments - 41 items						
Bill Pmt -Check	11/30/2016	7677	Stern, Samuel	X	-100.00	-100.00
Bill Pmt -Check	12/07/2016	7689	Lewis & Associates	X	-450.00	-550.00
Bill Pmt -Check	12/19/2016	7709	Tucker, Brett	X	-100.00	-650.00
Bill Pmt -Check	12/29/2016	7714	Mayer Hoffman M...	X	-3,000.00	-3,650.00
Bill Pmt -Check	12/29/2016	7716	State Compensat...	X	-664.25	-4,314.25
Bill Pmt -Check	12/29/2016	7713	HD Supply Water...	X	-459.68	-4,773.93
Bill Pmt -Check	12/29/2016	7715	SCE 2-03-200-81...	X	-261.93	-5,035.86
Bill Pmt -Check	12/29/2016	7711	3D Imaging Syste...	X	-120.28	-5,156.14
Bill Pmt -Check	12/29/2016	7712	AUS Aramark	X	-81.02	-5,237.16
Bill Pmt -Check	12/31/2016	7721	Anthem Blue Cross	X	-1,456.43	-6,693.59
Bill Pmt -Check	12/31/2016	7724	Ca Bank-Visa	X	-1,010.19	-7,703.78
Bill Pmt -Check	12/31/2016	7727	Lewis & Associates	X	-450.00	-8,153.78
Bill Pmt -Check	12/31/2016	7728	Pilot Travel Cent...	X	-313.82	-8,467.60
Bill Pmt -Check	12/31/2016	7726	HD Supply Water...	X	-202.02	-8,669.62
Bill Pmt -Check	12/31/2016	7722	At&T Office	X	-167.54	-8,837.16
Bill Pmt -Check	12/31/2016	7731	Verizon Wireless	X	-109.17	-8,946.33
Bill Pmt -Check	12/31/2016	7732	Wells Fargo Bank	X	-96.75	-9,043.08
Bill Pmt -Check	12/31/2016	7725	Gas Company	X	-91.57	-9,134.65
Bill Pmt -Check	12/31/2016	7723	BC Laboratories	X	-62.50	-9,197.15
Bill Pmt -Check	12/31/2016	7730	SCE 2-36-538-21...	X	-44.51	-9,241.66
Bill Pmt -Check	12/31/2016	7729	Price Disposal	X	-42.33	-9,283.99
Paycheck	01/03/2017	7719	Michael D Hight...	X	-2,709.71	-11,993.70
Liability Check	01/03/2017	E-pay	EFTPS	X	-1,799.24	-13,792.94
Paycheck	01/03/2017	7718	Jessica Carroll	X	-1,564.97	-15,357.91
Paycheck	01/03/2017	7717	Jeffrey G Bryan	X	-1,455.83	-16,813.74
Liability Check	01/03/2017	7720	Wells Fargo Bank	X	-603.78	-17,417.52
Liability Check	01/03/2017	E-pay	EDD	X	-244.35	-17,661.87
Bill Pmt -Check	01/10/2017	7733	West Coast Truc...	X	-252.00	-17,913.87
Paycheck	01/16/2017	7736	Michael D Hight...	X	-2,826.13	-20,740.00
Paycheck	01/16/2017	7735	Jessica Carroll	X	-1,576.04	-22,316.04
Liability Check	01/16/2017	E-pay	EFTPS	X	-1,527.00	-23,843.04
Bill Pmt -Check	01/16/2017	7738	PGE5159	X	-1,382.71	-25,225.75
Paycheck	01/16/2017	7734	Jeffrey G Bryan	X	-792.14	-26,017.89
Bill Pmt -Check	01/16/2017	7740	PGE8279	X	-536.00	-26,553.89
Liability Check	01/16/2017	E-pay	EDD	X	-185.85	-26,739.74
Bill Pmt -Check	01/16/2017	7739	PGE5230	X	-27.64	-26,767.38
Bill Pmt -Check	01/16/2017	7737	PGE4923	X	-23.23	-26,790.61
Paycheck	01/30/2017	7755	Jessica Carroll	X	-1,499.39	-28,290.00
Paycheck	01/30/2017	7754	Jeffrey G Bryan	X	-1,093.44	-29,383.44
Check	01/31/2017			X	-25.00	-29,408.44
Check	01/31/2017		QuickBooks Payr...	X	-8.00	-29,416.44
Total Checks and Payments					-29,416.44	-29,416.44
Deposits and Credits - 33 items						
Deposit	01/06/2017			X	111.08	111.08
Deposit	01/06/2017			X	2,108.61	2,219.69
Deposit	01/06/2017			X	11,871.92	14,091.61
Deposit	01/11/2017			X	353.02	14,444.63
Deposit	01/11/2017			X	3,052.26	17,496.89
Deposit	01/13/2017			X	44.90	17,541.79
Deposit	01/13/2017			X	90.02	17,631.81
Deposit	01/13/2017			X	100.40	17,732.21
Deposit	01/13/2017			X	113.47	17,845.68
Deposit	01/13/2017			X	2,505.21	20,350.89
Deposit	01/18/2017			X	347.49	20,698.38
Deposit	01/18/2017			X	3,415.65	24,114.03
Deposit	01/18/2017			X	3,994.73	28,108.76
Deposit	01/20/2017			X	210.03	28,318.79
Deposit	01/20/2017			X	816.48	29,135.27
Deposit	01/20/2017			X	4,174.35	33,309.62
Deposit	01/23/2017			X	50.57	33,360.19
Deposit	01/23/2017			X	85.00	33,445.19
Deposit	01/23/2017			X	96.01	33,541.20
Deposit	01/23/2017			X	252.33	33,793.53

9:32 AM

02/17/17

LEBEC COUNTY WATER DISTRICT

Reconciliation Detail

1020 · Lebec Co Water Dist. - Checking, Period Ending 01/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	01/23/2017			X	503.04	34,296.57
Deposit	01/27/2017			X	250.01	34,546.58
Deposit	01/27/2017			X	252.38	34,798.96
Deposit	01/27/2017			X	462.63	35,261.59
Deposit	01/27/2017			X	692.11	35,953.70
Deposit	01/27/2017			X	1,510.21	37,463.91
Deposit	01/27/2017			X	5,689.67	43,153.58
Deposit	01/29/2017			X	72.02	43,225.60
Deposit	01/29/2017			X	80.00	43,305.60
Deposit	01/29/2017			X	90.00	43,395.60
Deposit	01/29/2017			X	132.44	43,528.04
Deposit	01/29/2017			X	218.00	43,746.04
Check	02/13/2017	7773	Void	X	0.00	43,746.04
Total Deposits and Credits					43,746.04	43,746.04
Total Cleared Transactions					14,329.60	14,329.60
Cleared Balance					14,329.60	83,761.05
Uncleared Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	12/19/2016	7708	Stern, Samuel		-100.00	-100.00
Bill Pmt -Check	01/27/2017	7753	Wainright Emilie		-800.00	-900.00
Bill Pmt -Check	01/27/2017	7751	State Compensat...		-664.25	-1,564.25
Bill Pmt -Check	01/27/2017	7742	AFCO Insurance		-663.86	-2,228.11
Bill Pmt -Check	01/27/2017	7746	Lewis & Associates		-500.00	-2,728.11
Bill Pmt -Check	01/27/2017	7745	BC Laboratories		-377.50	-3,105.61
Bill Pmt -Check	01/27/2017	7750	SCE 2-03-200-81...		-245.93	-3,351.54
Bill Pmt -Check	01/27/2017	7748	Pitney Bowes Pur...		-208.99	-3,560.53
Bill Pmt -Check	01/27/2017	7747	Martin, Willard		-100.00	-3,660.53
Bill Pmt -Check	01/27/2017	7749	Radusch, Carl		-100.00	-3,760.53
Bill Pmt -Check	01/27/2017	7752	Stern, Samuel		-100.00	-3,860.53
Bill Pmt -Check	01/27/2017	7744	AUS Aramark		-81.02	-3,941.55
Bill Pmt -Check	01/27/2017	7743	AT&T Uverse		-80.00	-4,021.55
Bill Pmt -Check	01/27/2017	7741	Ability Answering ...		-34.98	-4,056.53
Paycheck	01/30/2017	7756	Michael D. Hight...		-1,513.18	-5,569.71
Liability Check	01/30/2017	E-pay	EFTPS		-1,287.70	-6,857.41
Liability Check	01/30/2017	7758	Wells Fargo Bank		-843.07	-7,700.48
Check	01/30/2017	7757	Kern County Sher...		-504.39	-8,204.87
Liability Check	01/30/2017	E-pay	EDD		-127.41	-8,332.28
Bill Pmt -Check	01/31/2017	7761	Ca Bank-Visa		-1,345.14	-9,677.42
Bill Pmt -Check	01/31/2017	7763	HD Supply Water...		-1,005.62	-10,683.04
Bill Pmt -Check	01/31/2017	7767	PowerTech Electr...		-450.00	-11,133.04
Bill Pmt -Check	01/31/2017	7765	Mountain Auto B...		-409.00	-11,542.04
Bill Pmt -Check	01/31/2017	7766	Pilot Travel Cent...		-329.49	-11,871.53
Bill Pmt -Check	01/31/2017	7768	Verizon Wireless		-242.96	-12,114.49
Bill Pmt -Check	01/31/2017	7760	At&T Office		-167.31	-12,281.80
Bill Pmt -Check	01/31/2017	7764	Kern County Envi...		-125.00	-12,406.80
Bill Pmt -Check	01/31/2017	7759	3D Imaging Syste...		-112.54	-12,519.34
Bill Pmt -Check	01/31/2017	7769	Wells Fargo Bank		-96.53	-12,615.87
Bill Pmt -Check	01/31/2017	7762	Gas Company		-90.63	-12,706.50
Total Checks and Payments					-12,706.50	-12,706.50
Total Uncleared Transactions					-12,706.50	-12,706.50
Register Balance as of 01/31/2017					1,623.10	71,054.55

9:32 AM

02/17/17

LEBEC COUNTY WATER DISTRICT

Reconciliation Detail

1020 · Lebec Co Water Dist. - Checking, Period Ending 01/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 6 items						
Paycheck	02/13/2017	7772	Michael D Highto...		-1,677.08	-1,677.08
Paycheck	02/13/2017	7771	Jessica Carroll		-1,510.83	-3,187.91
Paycheck	02/13/2017	7770	Jeffrey G Bryan		-1,323.70	-4,511.61
Check	02/13/2017	7774	Kern County Sher...		-559.03	-5,070.64
Liability Check	02/17/2017	E-pay	EFTPS		-1,655.58	-6,726.22
Liability Check	02/17/2017	E-pay	EDD		-206.04	-6,932.26
Total Checks and Payments					-6,932.26	-6,932.26
Total New Transactions					-6,932.26	-6,932.26
Ending Balance					-5,309.16	64,122.29

10:14 AM

02/17/17

Accrual Basis

LEBEC COUNTY WATER DISTRICT

Profit & Loss YTD Comparison

January 2017

	Jan 17	Jul '16 - Jan 17
Ordinary Income/Expense		
Income		
4000 · Operating Revenue		
4010 · Commercial	15,935.20	129,763.84
4040 · Residential	10,444.87	92,656.60
4060 · Rent Income	692.11	4,806.47
4100 · Kern Co Tax Income	12,688.40	23,617.32
4120 · Surplus Water	1,173.88	28,683.88
4130 · Will Serve	121.22	925.68
4140 · Late Charges & Customer Charg...	1,139.65	8,238.09
Total 4000 · Operating Revenue	42,195.33	288,691.88
Total Income	42,195.33	288,691.88
Expense		
6010 · Advertising	0.00	172.50
6020 · Auto Expense		
6022 · Gas	329.49	2,717.15
6028 · Repairs		
6028.1 · GMC	29.80	1,903.81
6028.2 · DODGE	708.87	2,343.98
Total 6028 · Repairs	738.67	4,247.79
6030 · Service		
6030.1 · Dodge Service	0.00	315.19
6030.2 · Gmc Service	0.00	233.43
Total 6030 · Service	0.00	548.62
Total 6020 · Auto Expense	1,068.16	7,513.56
6040 · Bank Service Charge	25.00	217.00
6050 · Compensation of Board	300.00	2,100.00
6065 · Depreciation	5,777.00	40,439.00
6070 · Dues & Subscriptions	0.00	1,507.00
6075 · Education	0.00	0.00
6085 · Engineering	0.00	5,061.80
6090 · Equipment Rental	96.53	900.04
6095 · Fees and Permits	286.20	846.20
6110 · Insurance		
6113 · Medical Insurance	2,912.86	13,107.87
6115 · Business Insurance	663.86	5,976.40
6120 · Workers Compensation Insurance	664.25	6,648.86
Total 6110 · Insurance	4,240.97	25,733.13
6130 · Maintenance		
6135 · Maintenance Services	450.00	14,858.05
6140 · Maintenance Supplies	1,005.62	10,078.48
Total 6130 · Maintenance	1,455.62	24,936.53
6145 · Meals & Entertainment	0.00	153.00
6155 · Office Expense		
6160 · Computer	0.00	361.94

10:14 AM

02/17/17

Accrual Basis

LEBEC COUNTY WATER DISTRICT

Profit & Loss YTD Comparison

January 2017

	Jan 17	Jul '16 - Jan 17
6170 • Answering Service	34.98	262.03
6175 • Office Repair	112.54	986.06
6185 • Supplies	169.14	1,076.46
Total 6155 • Office Expense	316.66	2,686.49
6205 • Outside Services	252.00	1,046.00
6215 • Payroll - Gross Wages	20,046.37	120,577.16
6235 • Payroll Service Fees	8.00	42.00
6245 • Postage	215.46	880.02
6250 • Professional Fees		
6255 • Accounting / Bookkeeping	500.00	3,525.00
6260 • Audit	2,325.00	13,325.00
6270 • Legal	3,401.91	2,626.33
Total 6250 • Professional Fees	6,226.91	19,476.33
6290 • Rent	800.00	6,400.00
6300 • Repairs & Maintenance		
6301 • Repairs		
6301.2 • Backhoe	30.01	30.01
6301 • Repairs - Other	0.00	706.17
Total 6301 • Repairs	30.01	736.18
6303 • System Maint and Repairs	322.26	14,742.35
Total 6300 • Repairs & Maintenance	352.27	15,478.53
6310 • Software System	20.97	1,052.96
6315 • Taxes		
6320 • Payroll Taxes	2,593.23	10,920.35
6325 • Property Tax	0.00	99.62
Total 6315 • Taxes	2,593.23	11,019.97
6340 • Telephone	490.27	2,721.61
6342 • Tools	0.00	434.65
6345 • Travel	0.00	1,025.20
6352 • Uniforms	81.02	607.65
6355 • Utilities - Office		
6360 • Electric	42.29	390.42
6365 • Gas	90.63	205.57
6370 • Trash	0.00	253.98
Total 6355 • Utilities - Office	132.92	849.97
6375 • Utilities - Pumps		
6380 • Electric	2,055.85	26,699.29
Total 6375 • Utilities - Pumps	2,055.85	26,699.29
6390 • Water Test	377.50	2,137.50
Total Expense	47,218.91	322,715.09

10:14 AM

02/17/17

Accrual Basis

LEBEC COUNTY WATER DISTRICT Profit & Loss YTD Comparison

January 2017

	Jan 17	Jul '16 - Jan 17
Net Ordinary Income	-5,023.58	-34,023.21
Other Income/Expense		
Other Income		
9000 · Interest Income	0.00	27.72
9005 · Other Income	0.00	19,900.00
9015 · Grant Income	0.00	35,405.82
Total Other Income	0.00	55,333.54
Other Expense		
9016 · Grant Expense	3.99	35,417.48
Total Other Expense	3.99	35,417.48
Net Other Income	-3.99	19,916.06
Net Income	-5,027.57	-14,107.15

10:17 AM

LEBEC COUNTY WATER DISTRICT

02/17/17

Balance Sheet

accrual Basis

As of January 31, 2017

Jan 31, 17

ASSETS**Current Assets****Checking/Savings**

1011 - Customer Change Petty Ca	300.00
1020 - Lebec Co Water Dist. - Checki...	71,054.55
1040 - Grant Checking Account	25.00
1080 - Savings	
1081 - Emergency Fund Reserve	120,000.00
1080 - Savings - Other	430,094.42

Total 1080 - Savings	550,094.42
----------------------	------------

Total Checking/Savings	621,473.97
------------------------	------------

Accounts Receivable

1200 - Accounts Receivable	30,175.71
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Total Accounts Receivable	30,175.71
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Other Current Assets

1260 - Bad Debt Loss A/R	-231.55
--------------------------	---------

Total Other Current Assets	-231.55
----------------------------	---------

Total Current Assets	651,418.13
----------------------	------------

Fixed Assets**1400 - Fixed Assets**

1410 - Land	15,521.00
1430 - Office Equipment	4,352.00
1440 - RVS Software	2,800.00
1450 - 2011 Dodge Truck	36,179.75
1460 - 2012 Chevy Truck	17,544.00
1470 - Soft Start Well	7,975.00
1480 - Used Welder	2,600.00
1490 - 02 Backhoe	28,782.00
1495 - Generator	8,225.00
1500 - Other Equipment	8,250.00
1530 - Inventory	65,713.09
1590 - Lebec Well Motor Pump	10,109.35
1600 - Pumps & Wells	191,245.40
1610 - Tanks	313,180.72
1615 - Tank Ladders	6,972.00
1620 - Transmission & Distribution	636,423.00
1630 - Tools	4,084.73
1690 - Accumulated Depreciation	-801,887.33

Total 1400 - Fixed Assets	558,069.71
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Total Fixed Assets	558,069.71
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Other Assets

1800 - Deposits	1,000.00
-----------------	----------

Total Other Assets	1,000.00
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10:17 AM

LEBEC COUNTY WATER DISTRICT

02/17/17

Balance Sheet

accrual Basis

As of January 31, 2017

	Jan 31, 17
TOTAL ASSETS	1,210,487.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 • Accounts Payable	10,653.18
Total Accounts Payable	10,653.18
Other Current Liabilities	
2110 • Direct Deposit Liabilities	288.24
2300 • Payroll Liabilities	
2310 • Federal Withholding	-0.11
2320 • FICA	-0.45
2330 • State Withholding	0.41
2350 • SUTA	0.07
2360 • SDI	-0.14
2300 • Payroll Liabilities - Other	1,089.61
Total 2300 • Payroll Liabilities	1,089.39
Total Other Current Liabilities	1,377.63
Total Current Liabilities	12,030.81
Total Liabilities	12,030.81
Equity	
3290 • Fund Balance -Net Assets	797,919.12
3300 • Retained Earnings	414,645.06
Net Income	-14,107.15
Total Equity	1,198,457.03
TOTAL LIABILITIES & EQUITY	1,210,487.84

10:16 AM

LEBEC COUNTY WATER DISTRICT

02/17/17

A/P Aging Detail

As of February 17, 2017

Name	Memo	Open Balance
Current		
Anthem ... 6113		2,912.86
Law Offi... 6270		3,401.91
Mayer Ho... 6260		2,325.00
PGE5159 6380 State Well Pump Electrici...		1,264.01
PGE8279 6380 Lebec Well Pump Electrici...		495.90
PGE4923 6380		22.39
PGE5230 6380 Landfill Rd Booster Electr...		27.62
SCE 2-36... Office 2-36-538-2134		42.29
Undergro... dues for dig alert 6095		161.20
Ability A... 6170		34.98
AFCO Ins... liability/property insurance 6115		663.86
AT&T Uv... 6340		80.00
AUS Ara... 6352		40.51
AUS Ara... 6352		40.51
BC Labor... 6390		107.50
BC Labor... 6390		270.00
Lewis & ... 6255 W2's and 1099		50.00
Lewis & ... 6250		450.00
Pitney B... 6245		208.99
State Co... 6120		664.25
SCE 2-03... 6380		245.93
Wainrigh... 6290		800.00
Martin, ... 6050 1-24-17 Board Meeting		100.00
Stern, Sa... 6050 1-24-17 Board Meeting		100.00
Radusch,... 6050 1-24-17 Board Meeting		100.00
3D Imagi... 6175		112.54
At&T Offi... 6340		167.31
HD Suppl... 6140		1,005.62
Ca Bank... Visa		1,345.14
Kern Cou... backflow fee 6095		125.00
Mountain... 6028 Claim# CAXX216081183-0...		409.00
Pilot Tra... 6022		329.49
PowerTe... 6135		450.00
Gas Com... office 6365- Acct# 04601680103		90.63
Verizon ... 6340		242.96
Wells Far... 6090		96.53
Provost ... SDWSRF Grant Claim 10-9016		14,226.94

TOTAL

33,210.87

Lebec County Water District.

Monthly Distribution Report

January, 2017

By: Mike Hightower, Jr.

Well Reports:

State Well

	January	December	Difference	Uranium	Fluoride	Nitrate
Static Level	131'2"	133'6"	+2'4"	pCi/L 18	mg/L 1.9	24 mg/L
Drawdown	133'5"	135'9"	+2'4"		Date: Jan 2017	
GPM	230 Gpm	230 Gpm	0		Bacteriological:	
Total Gallons	1,460,268	1,524,079	-63,811		Absent	

Lebec Well

	January	December	Difference	Uranium	Fluoride	Nitrate
Static Level	91'4"	91'4"	0	pCi/L 12	mg/L 1.3	18 mg/L
Drawdown	105'6"	105'6"	0		Date: Jan 2017	
GPM	210 Gpm	210 Gpm	0		Bacteriological:	
Total Gallons	946,781	968,981	-22,200		Absent	

Chimney Canyon Well

	January	December	Difference	Uranium	Fluoride	Nitrate
Static Level	177'6"	180'4"	+2'10"	pCi/L 23	mg/L 2.2	26 mg/L
Drawdown	205'2"	208'	+2'10"		Date: Jan 2017	
GPM	107 Gpm	107 Gpm	0		Bacteriological:	
Total Gallons	567,979	650,520	-82,541		Absent	

	January	December	Difference
Water Pumped	2,975,028Gal	3,143,580Gal	-168,552Gal
Water Sold	2,725,973Gal	2,711,560Gal	+14,413Gal
Water Loss	249,055GL	432,020GL	8% Jan 2017

Cuddy Creek Well - Non-Potable

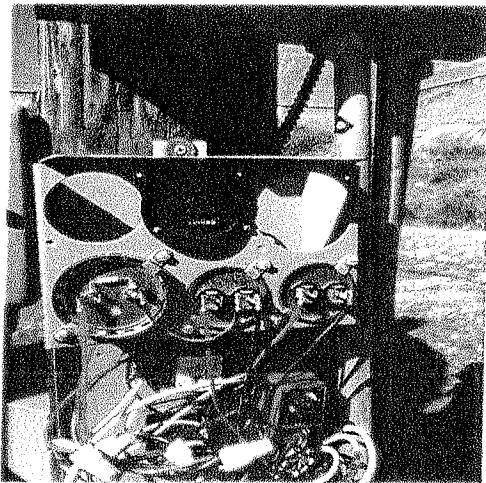
	January	December	Difference	Fluoride	Nitrate
Static Level	177 Feet	177 Feet	0	mg/L	mg/L
Drawdown	188 Feet	188 Feet	0	Date: Jan 2017	
Total Gallons	0Gal	59,840Gal	0		

System Information:

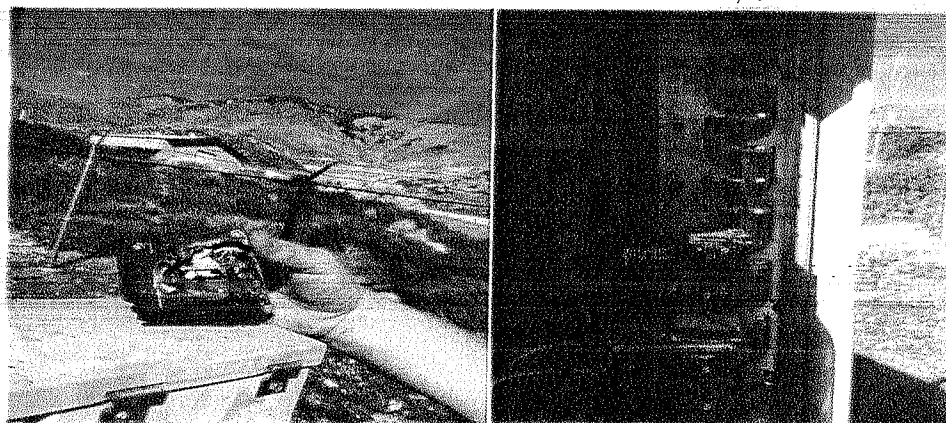
1. There were no water leaks reported for the month of January 2017.
2. All monthly bacteriological samples returned an absence for coliform bacteria for the month of January 2017.
3. 8" Pipe upgrade estimates "in front of the Jehovah's Whiteness Church" there are two more estimates for the proposed pipe upgrade on Lebec Road. I have contacted Jessie our sanitary engineer to discuss any requirements that may have been overlooked, such as permits, disinfection procedures that he may prefer ect. We are waiting on one more bid from Kern Plumbing **"See Attached for the estimates"**
4. Cla-Val valve vault box Ridge Route Rd & Lebec Rd, attached are some pictures of the repair, and rehab of the vault box and lid. New hinges, and a doubled up 2'x 6' was hung vertically across the top of the vault box to support the lid halves to prevent the lids from collapse when, and if a person were to stand on the lid. The bottom of the vault box was dug out to expose the Cla-Val valve and gate valves to prevent corrosion. **"See Attached Pictures"**
5. A bid to replace the existing booster pump tank on Ridge Route, has been provided by Santana's pumping. This bid is for all materials needed to replace the current configuration, including the tank welding, and electrical. After speaking with Santana, we agreed that going with the current configuration would be much cheaper and more reliable than an inline centrifugal pump. I hope the board will consider this option instead of the inline option. **"See attached bid"**
6. A bid for installing a 24" manway on the Lebec tank, state booster and all three Ridge route tanks five in all at a cost of \$3986.00 each was estimated by Superior Tank Inc, back in May Of 2016, also an estimate was given by Premier Tank Inc at a price of \$4800.00. I'd like the board to consider going ahead with this project, for there is no way of cleaning the interior of these tanks without these man ways installed.
7. New analog hour meters were installed at the three booster pumps "Phillips, Landfill, and Mesa Valley" the hour meters will help keep track of run the times, and aid in the calculation of the flow "gpm" of the pumps. Prior to the installation of these hour meters there was no way to keep track of the run times, or if the boosters had run at all.
8. The Mesa Valley Booster had a failure during January, Terry from Power-Tech replaced a shorted, and burned breaker. Also, the bus bar was damaged so a new beaker, and contacts were moved down two notches from the damaged area of the bus bar. **"See Attached Photos"**

All other systems are functioning as they should, Thank You!

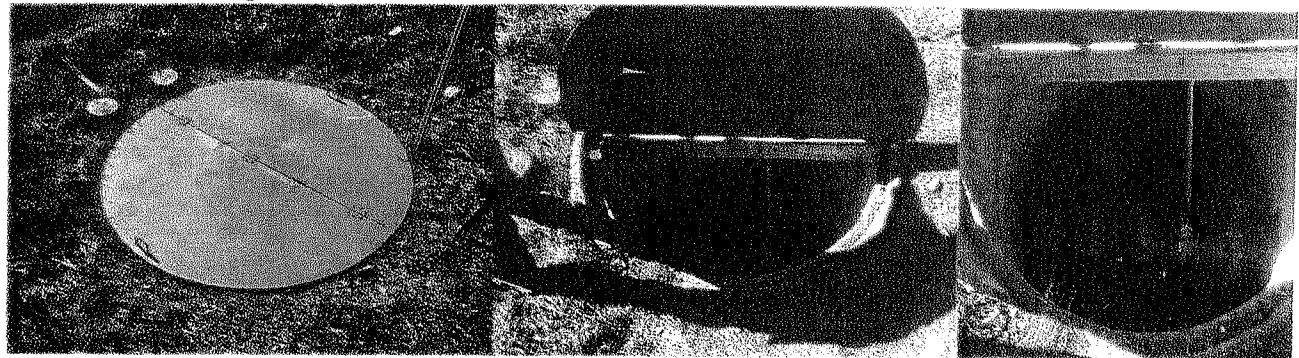
Pictures of the hour meter installed at the booster.



Pictures of the breaker Right and bus bar Left Mesa Valley Booster.



Pictures of the Ridge Route Cla Valve Vault



SANTANA'S PUMPING ~ PLUMBING
P.O. BOX 1270, LEBEC, CA 93243
(661) 248-6627 (800) 559-4786
FAX (661) 248-5563
License # 873981

DECEMBER 1, 2016

LOCATION: LEBEC ROAD

BID TO REPLACE 680 FEET OF WATER LINE WITH 8" C900 CL 200. SAWCUTT ASPHALT DRIVEWAY AS NECESSARY. REMOVE ASPHALT, HAUL AWAY TO DISPOSAL SITE AND REPLACE WHAT IS REMOVED. A SMALL PAVER WALL WILL BE REMOVED AND PUT BACK. THE EXISTING FIRE HYDRANT WILL BE REINSTALLED BUT THE UNDERGROUND FITTINGS AND SHUT OFF VALVE WILL BE NEW. THIS BID INCLUDES ALL LABOR AND MATERIALS.

NO ENGINEERING.


NO COMPACTION TEST.

CUSTOMER RESPONSIBLE TO SHUT OFF WATER AND NOTIFY CUSTOMERS..

CUSTOMER RESPONSIBLE FOR KERN COUNTY ENCROCHMENT PERMIT.

PRICE: \$32,100.00

ANY ADDITIONAL LINEAL FEET: \$39.00/ FOOT

RESPECTFULLY SUBMITTED BY:  DATE: 12/1/16

ACCEPTED BY: _____ DATE: _____

NOTE: S.P.P. MAY WITHDRAW BID IF NOT ACCEPTED WITHIN 30 DAYS.

Grizz Plumbing Services

guadster@reagan.com

ESTIMATE

ADDRESS

Lebec County Water District
PO Box 910
Lebec, Ca 93243

ESTIMATE

DATE 11/30/2016
EXPIRATION DATE 12/30/2016

ACTIVITY

QTY	RATE	AMOUNT
-----	------	--------

Waterworks

1	37,750.00	37,750.00
---	-----------	-----------

Replace 680 feet of 6 inch water line with new 8 inch C900 Class 200. The existing fire hydrant will be reinstalled. R&R asphalt & block wall as necessary. Customer responsible for all permits and engineering.

TOTAL

\$37,750.00

Accepted By

Accepted Date



Grading • Excavation • Concrete

Office: 661.248.6490 Fax: 661.248.6489 groundbreakers@integrity.com

License #823501

Proposal / Contract

Date 2/1/17

Estimate # 1696

Proposed To:

Lebec County Water District
Michael Hightower
323 Frazier Mountain Park Road
Lebec, CA 93243

Job Information:

Lebec Road Water Line Replacement
Lebec, CA 93243

Contact: Michael Hightower
Phone #: 661-248-6872
Fax #: 661-248-6439
Email Address: michaelh.lewd@att.net

Per Plans By: N/A
Engineer: N/A
Drawing Info: N/A
Permit #: N/A

Ground Breakers Construction Inc. will furnish all labor, materials, and equipment to construct and complete the following in a workman-like manner according to standard practices.

Item	<u>Scope of Work</u>	Quantity	Amount
U3	<p>U3 - WATER LINES 8" C900 PVC CL150 Water line (including excavation and natural backfill) Tie in with 8" gate valves Concrete Kickers Removal and disposal of existing 8" line (Does not include abatement if asbestos/concrete pipe) Notes: Does not include any sawcut; demolition or patchback. Assuming no traffic control required/needed. Does not include any existing utility relocation other than water line described above. Does not include any boring, steel casing or other special crossing requirements. Does not include any tree or other appurtenance removal or relocation. Does not include any shoring or trench plates. Assuming 4' depth maximum. Does not include handling of rock larger than 2'. Any and all exclusions/special conditions can be included/priced with a 100% construction documents.</p>	680 LF 2 EA 4 EA 680 LF	33,000.00

Work to commence on or before _____ and to be completed within _____ working days.

Total **\$33,000.00**

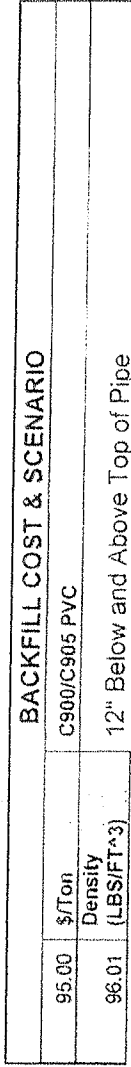
Customer Signature

Date

GBC Inc. Signature

Date

Please, read and initial the Ground Breakers General Contract for Products and Services on the reverse side.



Pipe Size (IN)	Total Length (LF)	Material Cost		Install Rate (LF/Hr)	Labor & Equipment Cost		Bedding and Backfill Cost		Total Installed Cost			
		(\$/LF)	(Total \$)		(\$/LF)	(Total \$)	(\$/LF)	(Total \$)	(\$/LF)	(Total \$)		
8	675	\$9.76	\$6,588.00	80	\$18.31	\$12,359.25	\$	54.74	\$	38,315.01	\$99.59	\$57,260.26

Mobilization in/out	\$ 4,500.00
Subtotal	\$61,762.26
15% OH	\$ 9,264.34
2nd subtotal	\$71,026.60
15% Profit	\$10,653.99
Total Estimated Costs (Non Prevailing Wage)	\$81,680.59

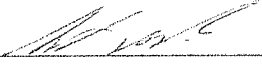
SANTANA'S PUMPING ~ PLUMBING
P.O. BOX 1270, LEBEC, CA 93243
(661) 248-6627 (800) 559-4786
FAX (661) 248-5563
License # 873981

FEBRUARY 10, 2017

LOCATION: RIDGE ROUTE RD

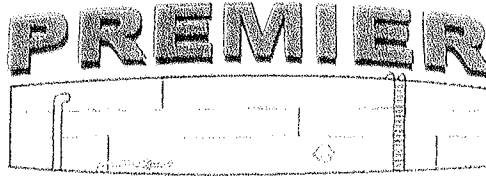
BID TO REPLACE THE EXISTING BOOSTER PUMP TANK WITH A 1,000 GALLON 3/16 A-36 STEEL
TANK. REMOVE ALL EXISTING ELECTRICAL, PUMP AND TANK. PREP AREA FOR NEW TANK AND
INSTALL. REINSTALL PUMP AND ELECTRICAL.

PRICE: \$18,950.00

RESPECTFULLY SUBMITTED BY:  DATE: 2-10-17

ACCEPTED BY: _____ DATE: _____

NOTE: S.P.P. MAY WITHDRAW BID IF NOT ACCEPTED WITHIN 30 DAYS.



PREMIER TANK, INC.
14625 Domart Avenue • Norwalk, CA 90650 •
310-729-8854 • FAX: 562 484-0604
License No. 715448 A – C60

April 1, 2016

Lebec Water
323 Frazier Mountain Park Road
Lebec, CA 93243

Attention: Michael Hightower

Regarding: Tank Repair

Gentlemen:

WE PROPOSE THE FOLLOWING: To supply labor, material and equipment to perform work as discussed in our site visit, (approximately 14 different tanks), including the following:

Prices are per appurtenance, work to be per your direction since at this time the district is undecided as to the exact scope of work.

1. Manways - 30" multi bolt, installed per code \$4,800.00/Each
Lebec Tank, Upper and Lower Ridge Route

2. Liquid Level Indicators, installed \$3,500.00/Each
State Tanks, Lebec Tanks, Chimney Tanks, Philips Tanks, Mesa Valley Tanks,
Upper and Lower Ridge Route Tanks

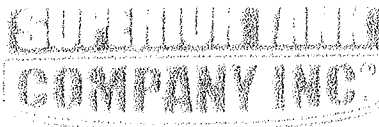
3. Minor liquid level indicator repair (cable, cable clamps,
guide wires, etc.) \$ 1,200.00/Each

4. New vents, up to 24" \$ 2,500.00/Each
All tanks

These vents would also double as access from the top of tanks for future
tank inspections with the use of divers ect

5. Minor vent repair, (screen, hardware) \$ 750.00/Each

6. OCV Float Valves can be installed on a Time and Material Basis, (provided



May 18, 2016

LAM - 3025

Company: Lebec Water
Attention: Michael Hightower
Project: Lebec Water Tanks Repair

To furnish labor, materials & equipment necessary to perform the following repairs on existing bolted steel tanks:

Bid Item 1: For State Tank T-1 29' dia. x 16' ht. Tank:

- 1). To completely knock-down & haul off existing 29' dia. x 16' ht. bolted steel tank.

Selling Price Including Sales Tax:.....\$ 14,986.00

- 2). To fabricate, deliver & erect on new pad, (not included in price) (1) new 29' dia. x 16' ht. powder epoxy factory coated bolted steel tank, including 100% new encapsulated hardware & gasket. Price includes shell & roof man-ways only.

Selling Price Including Sales Tax:.....\$ 39,958.00

- 3) For T-2 & T-3, 9' dia. x 26' ht welded tanks: Replace existing L.L.I parts with new S.S parts but use existing boards. Price includes labor to replace tape on existing board with new tape.

Selling Price Including Sales Tax:.....\$ 4,986.00

- 4) For T-2 & T-3, 9' dia. x 26' ht welded tanks: To furnish (1) day, 3-man crew to touch-up internal coatings on both tanks. Touch-up to be done off ladders.

Selling Price Including Sales Tax:.....\$ 2,986.00

Bid Item 2: For Ridge Tanks T-1 12' dia. x 12' ht. welded tanks:

- 1) For T-1, 12' dia. x 12' ht welded tank: To furnish & install 24" dia. powder epoxy factory coated shell man-may, including encapsulated hardware & gasket.

Selling Price Including Sales Tax:.....\$ 3,986.00

- 2) For T-2 & T-3, 12' dia. x 12' ht welded tanks: To furnish & install (1) 24" dia. powder epoxy factory coated shell man-may per tank, including encapsulated hardware & gasket. Price also includes labor for (1) day, 3-man crew to touch-up internal coatings on both tanks. Touch-up to be done off ladders.

Selling Price Including Sales Tax:.....\$ 7,986.00

Jessica,

Please pass on to the Board.

We now have written approval from the Division of Drinking Water to advertise for bids. I assume you received the letter from DDW.

Our proposed bidding schedule is:

- Start advertising Monday February 13. Legal notice ad will be placed in the Bakersfield Californian. It will be advertised twice, a minimum of 7 days apart.
- Non-mandatory pre-bid: meeting Wednesday, March 1, 2017 @ 10:00 am at the District office. We will then go to the well site.
- Bid opening Tuesday March 7 @ 10 AM. Bids are to be received and opened at P&P's office in Bakersfield.

As I understand, the Board has already approved advertising for Bids subject to DDW approval. After receipt of bids, we will review and then forward to DDW for their approval to award.

The first step to get this going is to publish a legal ad (see copy attached) in a local newspaper of general circulation.

Please have your Board President, Willard Martin, sign the Request for Bids. You may return a scanned copy to us.

If you have any questions, please call.

While the decision to begin the employment relationship is consensual, the same is not always true when the time comes to terminate the employment relationship. As an at-will employer, the Company may end the employment relationship at any time, with or without cause or notice. In the event that your employment is terminated, you must return all property owned by the Company upon the earlier of the Company's request or upon your departure.

4000. EMPLOYEE BENEFITS HANDBOOK

Since insurance benefits change from time to time, Company-approved insurance benefits are described in a Benefits Handbook provided separate and apart from this Employee Policy Handbook.

4001. VACATION

Full-time employees who have successfully completed the Company Waiting Period of 90 days accrue vacation to use for personal time off. A full-time employee is an employee who works an average of 35 hours per week. Temporary and part-time employees do not accrue vacation time.

Employees who do not successfully complete the Company Waiting Period have accrued no vacation and no payment for vacation is owed. Employees will accrue vacation thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

After successful completion of the Company Waiting Period of three months and continuing through 12 months of continuous employment, vacation will accrue at a rate of 0.417 days per month (5 days per year).

At the start of the employee's second year of continuous employment, the accrual rate will increase to 0.833 days per month (10 days per year).

At the start of the employee's fifth year of continuous employment the accrual rate increases to 1.25 days per month (15 days per year).

Vacation can accrue up to two times the annual allotment ("accrual cap"). Once the accrual cap is reached, no additional vacation can be accrued until earned vacation time is used.

Employees become eligible to take accrued vacation after six months of active service as work schedules permit. Vacation requests must be made in writing to the General Manager two weeks in advance. The General Manager will make final determinations and must approve your vacation schedule in advance. Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements.



5060 California Ave., Suite 800 ☎ Bakersfield, CA 93309
Main: 661.325.7500 ☎ Fax: 661.325.7004 ☎ www.mhmcpa.com

To the Board of Directors and Management
Lebec County Water District

In planning and performing our audit of the financial statements of the Lebec County Water District (the "District") as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the District's consolidating financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the District's internal control to be a material weakness:

(1) Inventory schedule

While testing inventory, we noted a clerical error in the June 30, 2015 inventory schedule (per unit value was not multiplied by quantity on hand). The current year listing also contained similar clerical errors. These errors resulted in an adjustment to beginning net assets (prior period adjustment related to the June 30, 2015 inventory balance) and an adjustment to the June 30, 2016 inventory balance.

Recommendation

Inventory should be counted on a regular basis, but at a minimum annually. After the count is performed, the inventory listing should be updated accordingly. After the inventory listing is prepared, it should be reviewed for clerical accuracy and reasonableness, and then reconciled to the trial balance. Not reviewing and monitoring the inventory schedules appropriately may lead to misstatements in the financial statements and possible misappropriation of assets.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The following matters conform to this definition:



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(2) Preparation of financial statements

Mayer Hoffman McCann P.C. ("MHM") assisted with the preparation of the financial statements and footnotes for the District. Upon completion, a draft of the financial statements is submitted to the District's management for review and approval. This service is performed as a convenience to management. Management accepts the responsibility to establish and maintain effective internal controls over financial reports and to adjust the financial statements and footnotes prepared by MHM in order to correct any material mistakes.

Recommendation

We recommend that the District identify a member of Management to take over the responsibility of financial reporting. MHM's preparation of the financial statements is less effective of a control than performing the reporting function internally.

(3) Agreements not retained

During our testing we noted two instances where key agreements were not available (rental income agreement and reimbursement from a customer for certain costs incurred by the District).

Recommendation

We recommend all significant agreements the District enters into should be in writing and retained. Failure to retain written agreements could result in non-payment from the customer and potential misstatements in the financial statements.

(4) Grant income

During our testing of grant income and expenses, we noted that certain grant income that met all eligibility requirements was not recorded in the current year (cash was not received in fiscal year 2016 but revenue should have been recognized).

Recommendation

We recommend that proper cut-off procedures be applied to grant revenue to ensure that income is reported in the proper period. Failure to properly report revenue can lead to potential material misstatements in the financial statements.

We identified certain other matters that provide you an opportunity to enhance your existing internal controls. These matters are provided as recommendations for your consideration and are not considered to be material weaknesses in internal control or significant deficiencies in internal control:

(5) Capital assets schedule

During our testing of capital assets, we noted that one of capital assets accounts did not agree to the capital asset schedule. It was discovered that the difference was a result of not recording an adjustment proposed by the auditors' in a prior year.

Recommendation

We recommend reviewing and reconciling the capital assets listing to the trial balance on a regular basis, at a minimum annually. Not properly reviewing and reconciling the capital assets schedule could lead to a misstatement in the financial statements.

(6) Prepaid expenses

During our testing of rent and insurance expense, we noted that only 11 monthly payments were recorded for rent and insurance during the year ended June 30, 2016. After further review, we noted that prepaid expenses should have been recorded as of June 30, 2015 for these items, and then expensed in 2016.

Recommendation

We recommend that payments made for future services be recorded as prepaid expenses on the balance sheet and that the expense be recorded when the services are rendered. Not recording expenses when services are rendered could lead to a potential misstatement of the financial statements.

(7) Journal entries posted after the audit

During our testing of net assets we noted that certain journal entries were posted to the 2015 ledger after the 2015 audit was completed.

Recommendation

We recommend that all journal entries be posted to the ledger prior to the audit being performed. Prior year financial statements should not be adjusted unless the transaction is significant. Not posting all entries timely can lead to a potential misstatement in the financial statements.

(8) Cash disbursements

During our evaluation of the internal controls over cash disbursements, we noted there were instances where BOD members had signed their own board stipend checks.

Recommendation

While all disbursements are reviewed and approved by the full BOD, as a best practice, a BOD should not sign their own board stipend check. Improper segregation of duties can lead to instances of funds being misappropriated.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the District, and is not intended to be, and should not be, used by anyone other than these specified parties.

Mayer Hoffman McCann P.C.

Bakersfield, California
January 26, 2017

February 16, 2017

Lebec County Water District
P.O. Box 910
Lebec, Ca. 93243

Re: Tract 6203, Map 237-34
Request for updated will serve

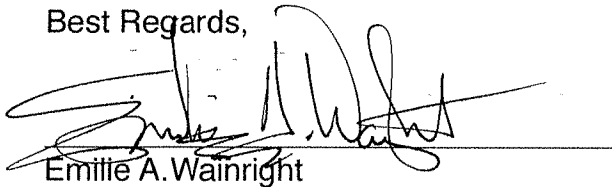
Gentlemen;

Regarding my conversation with Jessica and request to be added to the agenda for the next water board meeting, I have attached a copy of the previous will serve letter together with a copy of tentative tract map 6203

As this project is still ongoing the Kern County Planning Department is requesting I obtain an updated will serve letter from the water district. Please give me a call with any questions you may have.

Thank you for your consideration.

Best Regards,



Emilie A. Wainright

Lebec County Water District

P. O. Box 910
Lebec, Ca 93243
(661) 248-6872

June 7, 2005

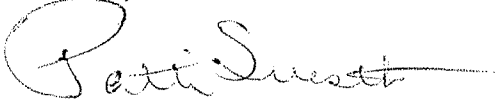
Kern County Planning & Development Services
2700 "M" Street
Bakersfield, Ca. 93301

RE: tract 6203, map 237-34
for Jim Wainwright *Emilie Wainwright*

The Lebec County Water District can and will serve water to the parcel indicated above for residential purposes only for a proposed 32 residences, provided all District requirements are met for this service.

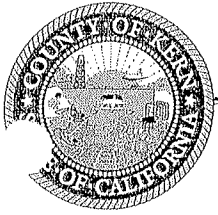
ON BEHALF OF THE BOARD OF DIRECTORS:

Sincerely,



Patti Svestka, Secretary-Treasurer
Lebec County Water District

cc: Jim Wainwright, Jeff French



Mary B. Bedard, CPA
Auditor-Controller-County Clerk

KERN COUNTY AUDITOR-CONTROLLER-COUNTY CLERK

1115 Truxtun Avenue, 1st and 2nd Floor • Bakersfield, CA 93301-4639

February 2, 2017

Lebec County Water District
William Hopper, Secretary
PO Box 910
Lebec, CA 93243

Re: UDEL Election – November 7, 2017

The Kern County Elections Office is preparing for the November 7, 2017 UDEL Election. This year we are requesting updated information regarding Consolidation to the UDEL Election, Tie Breaking Procedures and the District policy regarding payment of Candidate Statements. Enclosed you will find a Resolution Regarding Candidate Statements, and a Resolution Regarding Tie Breaking Procedures. **Please also provide a resolution stating you wish to consolidate to the UDEL Election and that this policy will remain in force until rescinded by your board.** Enclosed you will find sample resolutions that reflects the information we need to have included in this resolution. Please return the three requested resolutions by April 30, 2017. These additional forms will *not* need to be completed every year.

Your prompt response is appreciated. If you have any questions please contact Nyoka Reed at 661-868-3711 or 800-452-8683.

Sincerely,

Mary B. Bedard, CPA
Auditor-Controller-County Clerk

By: 
Nyoka Reed, Elections Process Clerk II

MBB:nr
resletter.dist2017

RECEIVED FEB 06 2017

RESOLUTION NO. _____

School District Name

Candidates' Statements

WHEREAS, Section 13307 of the Elections Code of the State of California requires this board to adopt certain policies in regard to statements of candidates who run for office as members of the governing board of the district;

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

- That the cost of printing, handling, and mailing candidates' statements shall be charged to the:

Lebec County Water District
(Candidate or District)

- That candidates not be permitted to submit additional materials to be sent to the voter with the sample ballot.

- That the candidate statement is limited to 200 words.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded.

PASSED AND ADOPTED by the Board of Directors of the Lebec County
Water District

this 23rd day of February, 2017

Ayes:

Noes:

Absent:

Secretary to the Board of Directors

RESOLUTION NO. _____

Lebec County Water District
District Name

Tie Breaking Procedures

WHEREAS, Pursuant to Section 10551 (b) of the California Elections Code, "If a tie vote makes it impossible to determine which of two or more candidates has been elected, the county elections official shall notify the governing body of the district thereof, and the governing body shall forthwith notify the candidates who have received the tie votes to appear before it either personally or by representative at the time and place designated by the governing body. The governing body shall, at that time and place, determine the tie by lot and the results thereof shall be declared by the governing body."

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

- That the district policy for breaking a tie is:

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded.

PASSED AND ADOPTED by the Board of Directors of the Lebec County
Water District

this 23rd day of February, 2017.

Ayes:

Noes:

Absent:

Secretary to the Board of Directors

RESOLUTION

KERN COUNTY ELECTIONS

A RESOLUTION OF THE BOARD OF DIRECTORS OF
CONSOLIDATING ELECTION WITH THE
STATEWIDE GENERAL ELECTIONS

WHEREAS, Elections Code sections 1000 and 1001 provide that elections held on the first Tuesday after the first Monday in November of even-numbered years are statewide election dates; and

WHEREAS, Elections Code sections 10400 and 10401 provide that district elections may be consolidated with a statewide election; and

WHEREAS, Elections Code section 10402.5 provides that a district election must be consolidated with a statewide election that is to be held on the same date; and

WHEREAS, Elections Code section 10403 further provides that the resolution requesting the consolidation shall be adopted and filed, and Election Code section 10418 provides such consolidate elections shall be conducted in accordance with provisions of laws for statewide regularly scheduled elections.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of that for 2016 and subsequent election of Directors of the District be consolidated with statewide regularly scheduled elections, the 2016 election being on November 8, 2016, all in accordance with the applicable provisions of law; and the District shall reimburse the County of Kern for the costs of conducting any election on behalf of the District as provided by Government Code Section 10002; and

BE IT FURTHER RESOLVED that the resolution shall remain in effect until rescinded.