



LCWD
Lebec County Water District

PACKET

February 16, 2016

FOR PUBLIC VIEW ONLY

(Please do not remove from office)

MINUTES
LEBEC COUNTY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY JANUARY 12, 2016
7:00 PM

CALL THE MEETING TO ORDER/ROLL CALL/PRAYER/FLAG SALUTE

Meeting begins- 7:01pm

BILL HOPPER, WILLARD MARTIN, PATTY MAILLIS PRESENT

AND MIKE HIGHTOWER-ABSENT

2. MINUTES:

- a. REVIEW THE MINUTES FROM DECEMBER 8, 2015 REGULAR MEETING AND JANUARY 6, 2016 SPECIAL MEETING
- b. MOTION TO APPROVE THE MINUTES FROM DECEMBER 8, 2015 REGULAR MEETING AND JANUARY 6, 2016 SPECIAL MEETING

Secretary/Treasurer Hopper made a **MOTION** to accept the minutes for December 8, 2015 regular meeting with changes.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, WM) Nay: 0 Abstain: 0
Board concurs and Motion passes.

Secretary/Treasurer Hopper made a **MOTION** to accept the minutes for January 6, 2016 special meeting.

Director Maillis SECONDED the Motion.

Yea: 2(BH, PM) Nay: 0 Abstain: 1
Board concurs and Motion passes.

3. FINANCIAL REPORTS:

- a. BARBARA LEWIS TO GO OVER FINANCIAL REPORT
- b. MOTION TO APPROVE FINANCIAL REPORT FOR DECEMBER 2015

Secretary/Treasurer Hopper made a **MOTION** to transfer \$20.00 into the Grant and Savings account to replace the charge for audit.

Director Maillis SECONDED the Motion.

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

Director Maillis made a **MOTION** to approve the Financial Report for December 2015.

Secretary/Treasurer Hopper **SECONDED** the Motion.

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

4. 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.

5. WATER OPERATIONS REPORT:

- a. SYSTEM REPORT - DISCUSSION AND APPROPRIATE ACTION
- b. MOTION TO APPROVE WATER OPERATORS REPORT

Secretary/Treasurer Hopper made a **MOTION** to approve Water Operators Report for December 2015.

Director Maillis **SECONDED** the Motion.

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

6. UNFINISHED BUSINESS:

- a. ANNEXING JUNIPER RIDGE - DISCUSSION AND APPROPRIATE ACTION
- b. DWSRF GRANT - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- c. EMERGENCY GENERATOR CONNECTIONS ESTIMATES - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- d. EMPLOYEE HEALTH BENEFITS-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT HIGHTOWER)
- e. EMPLOYEE IRA BENEFIT- DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT HIGHTOWER)
- f. TEJON RANCH WATER SERVICE - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT HIGHTOWER)
- g. POLICIES AND PROCEDURES CHANGES - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY V.P. MARTIN)
- h. WEST SIDE LEBEC TO STATE SYSTEM CONNECTION - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY V.P. MARTIN)
- i. CUDDY CREEK WELL STORAGE - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)

Secretary/Treasurer Hopper made a **MOTION** to table item 6.a (Annexing Juniper Ridge) until next meeting.

Director Maillis **SECONDED** the Motion.

Yea: 2(BH, PM) Nay: 0 Abstain: 1
Board concurs and Motion passes.

Secretary/Treasurer Hopper made a **MOTION** to table item 6.i (Cuddy Creek Well Storage) until next meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, WM)

Nay: 0

Abstain:

0

Board concurs and Motion passes

7. NEW BUSINESS:

- a. CHANGE SCHEDULED DAY FOR EMPLOYEE PAYCHECKS TO BE DISBURSED- DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)
- b. QUARTERLY BUDGET REPORT-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY SEC/TREASURER HOPPER)
- c. ON CALL POLICY - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRES. HIGHTOWER)

V.P. Martin made a **MOTION** to keep Policies and Procedures the same regarding payday being every other Thursday but if checks are ready sooner, they can be handed out.

Secretary/Treasurer Hopper SECONDED the Motion.

Yea: 3(BH, PM, WM)

Nay: 0

Abstain:

0

Director Maillis made a **MOTION** to accept the Quarterly budget report.

Secretary/Treasurer Hopper SECONDED the Motion.

Yea: 3(BH, PM, WM)

Nay: 0

Abstain:

0

Secretary/Treasurer Hopper made a **MOTION** to table item 7 c. (On Call Policy) to next meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, WM)

Nay: 0

Abstain:

0

8. BOARD/STAFF PROPOSED AGENDA ITEMS

9. ANNOUNCE DATE/TIME OF THE NEXT MEETING

Regular Board Meeting Scheduled for February 16, 2016 7pm at the District Office

10. ADJOURNMENT

Secretary/Treasurer Hopper made a **MOTION** to adjourn the meeting.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, WM)

Nay: 0

Abstain:

0

Board concurs and Motion passes

MEETING WAS ADJOURNED AT 8:27PM

9:46 AM

02/11/16

LEBEC COUNTY WATER DISTRICT
Reconciliation Summary
1020 · Lebec Co Water Dist. - Checking, Period Ending 01/31/2016

	Jan 31, 16
Beginning Balance	79,436.11
Cleared Transactions	
Checks and Payments - 44 ite...	-30,182.49
Deposits and Credits - 25 items	43,177.35
Total Cleared Transactions	12,994.86
Cleared Balance	<u>92,430.97</u>
Uncleared Transactions	
Checks and Payments - 5 items	-2,138.24
Total Uncleared Transactions	-2,138.24
Register Balance as of 01/31/2016	<u>90,292.73</u>
New Transactions	
Checks and Payments - 15 ite...	-11,543.72
Total New Transactions	-11,543.72
Ending Balance	<u><u>78,749.01</u></u>

9:20 AM

02/11/16

LEBEC COUNTY WATER DISTRICT
Reconciliation Summary
1040 · Grant Checking Account, Period Ending 01/31/2016

	<u>Jan 31, 16</u>
Beginning Balance	5.00
Cleared Balance	5.00
Uncleared Transactions	
Deposits and Credits - 1 item	<u>20.00</u>
Total Uncleared Transactions	<u>20.00</u>
Register Balance as of 01/31/2016	<u><u>25.00</u></u>
Ending Balance	25.00

9:46 AM

02/11/16

LEBEC COUNTY WATER DISTRICT

Reconciliation Detail

1020 · Lebec Co Water Dist. - Checking, Period Ending 01/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						79,436.11
Cleared Transactions						
Checks and Payments - 44 items						
Bill Pmt -Check	12/14/2015	7171	Martin, Willard	X	-100.00	-100.00
Check	01/01/2016		QuickBooks Payr...	X	-4.00	-104.00
Liability Check	01/04/2016	E-pay	EFTPS	X	-4,329.76	-4,433.76
Liability Check	01/04/2016	E-pay	EDD	X	-756.60	-5,190.36
Liability Check	01/04/2016	E-pay	EDD	X	-237.08	-5,427.44
Bill Pmt -Check	01/06/2016	7200	Griffith Company	X	-5,000.00	-10,427.44
Bill Pmt -Check	01/06/2016	7208	State Water Res...	X	-1,788.00	-12,215.44
Bill Pmt -Check	01/06/2016	7201	HD Supply Water...	X	-1,223.34	-13,438.78
Bill Pmt -Check	01/06/2016	7205	SCE 2-03-200-81...	X	-891.35	-14,330.13
Bill Pmt -Check	01/06/2016	7207	State Compensat...	X	-802.58	-15,132.71
Bill Pmt -Check	01/06/2016	7202	Lewis & Associates	X	-450.00	-15,582.71
Bill Pmt -Check	01/06/2016	7196	Ca Bank-Visa	X	-408.56	-15,991.27
Bill Pmt -Check	01/06/2016	7203	Pilot Travel Cent...	X	-271.93	-16,263.20
Bill Pmt -Check	01/06/2016	7193	At&T Office	X	-174.89	-16,438.09
Bill Pmt -Check	01/06/2016	7194	AUS Aramark	X	-152.48	-16,590.57
Bill Pmt -Check	01/06/2016	7191	3D Imaging Syste...	X	-131.76	-16,722.33
Bill Pmt -Check	01/06/2016	7209	Verizon Wireless	X	-109.58	-16,831.91
Bill Pmt -Check	01/06/2016	7197	Environmental H...	X	-100.00	-16,931.91
Bill Pmt -Check	01/06/2016	7199	GE Capital	X	-96.75	-17,028.66
Bill Pmt -Check	01/06/2016	7198	Gas Company	X	-90.24	-17,118.90
Bill Pmt -Check	01/06/2016	7195	BC Laboratories	X	-62.50	-17,181.40
Bill Pmt -Check	01/06/2016	7204	Price Disposal	X	-42.33	-17,223.73
Bill Pmt -Check	01/06/2016	7192	Ability Answering ...	X	-34.98	-17,258.71
Bill Pmt -Check	01/06/2016	7206	Sparkletts	X	-33.93	-17,292.64
Paycheck	01/07/2016	7190	Michael D Hight...	X	-2,019.40	-19,312.04
Paycheck	01/07/2016	7188	Jeffrey G Bryan	X	-1,534.98	-20,847.02
Paycheck	01/07/2016	7189	Jessica Carroll	X	-1,191.10	-22,038.12
Paycheck	01/21/2016	7212	Michael D Hight...	X	-1,869.51	-23,907.63
Paycheck	01/21/2016	7211	Jessica Carroll	X	-1,221.72	-25,129.35
Paycheck	01/21/2016	7210	Jeffrey G Bryan	X	-1,158.15	-26,287.50
Bill Pmt -Check	01/21/2016	7221	PGE5159	X	-1,105.54	-27,393.04
Bill Pmt -Check	01/21/2016	7214	AFCO Insurance ...	X	-828.86	-28,221.90
Bill Pmt -Check	01/21/2016	7225	Wainright Emilie	X	-800.00	-29,021.90
Bill Pmt -Check	01/21/2016	7223	PGE8279	X	-496.89	-29,518.79
Bill Pmt -Check	01/21/2016	7218	Maillis, Patricia E	X	-200.00	-29,718.79
Bill Pmt -Check	01/21/2016	7219	Martin, Willard	X	-100.00	-29,818.79
Bill Pmt -Check	01/21/2016	7215	AT&T Uverse	X	-82.00	-29,900.79
Bill Pmt -Check	01/21/2016	7217	Lewis & Associates	X	-70.00	-29,970.79
Bill Pmt -Check	01/21/2016	7224	SCE 2-36-538-21...	X	-57.57	-30,028.36
Bill Pmt -Check	01/21/2016	7220	PGE4923	X	-40.04	-30,068.40
Bill Pmt -Check	01/21/2016	7213	Ability Answering ...	X	-36.93	-30,105.33
Bill Pmt -Check	01/21/2016	7216	Hometown Publis...	X	-31.50	-30,136.83
Bill Pmt -Check	01/21/2016	7222	PGE5230	X	-20.66	-30,157.49
Check	01/31/2016			X	-25.00	-30,182.49
Total Checks and Payments					-30,182.49	-30,182.49
Deposits and Credits - 25 items						
Deposit	01/05/2016			X	631.00	631.00
Deposit	01/05/2016			X	705.47	1,336.47
Deposit	01/12/2016			X	171.62	1,508.09
Deposit	01/12/2016			X	3,076.76	4,584.85
Deposit	01/12/2016			X	12,380.58	16,965.43
Deposit	01/15/2016			X	38.11	17,003.54
Deposit	01/15/2016			X	80.00	17,083.54
Deposit	01/15/2016			X	84.26	17,167.80
Deposit	01/15/2016			X	125.00	17,292.80
Deposit	01/15/2016			X	175.30	17,468.10
Deposit	01/15/2016			X	4,100.44	21,568.54
Deposit	01/20/2016			X	245.11	21,813.65
Deposit	01/20/2016			X	9,593.11	31,406.76
Deposit	01/21/2016			X	2,217.40	33,624.16
Deposit	01/26/2016			X	40.00	33,664.16
Deposit	01/26/2016			X	41.92	33,706.08
Deposit	01/26/2016			X	42.44	33,748.52

LEBEC COUNTY WATER DISTRICT

Reconciliation Detail

1020 · Lebec Co Water Dist. - Checking, Period Ending 01/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	01/26/2016			X	56.60	33,805.12
Deposit	01/26/2016			X	87.00	33,892.12
Deposit	01/26/2016			X	100.00	33,992.12
Deposit	01/26/2016			X	270.90	34,263.02
Deposit	01/26/2016			X	671.95	34,934.97
Deposit	01/26/2016			X	7,568.07	42,503.04
Deposit	01/29/2016			X	283.00	42,786.04
Deposit	01/29/2016			X	391.31	43,177.35
Total Deposits and Credits					43,177.35	43,177.35
Total Cleared Transactions					12,994.86	12,994.86
Cleared Balance					12,994.86	92,430.97
Uncleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	01/28/2016	7230	Sam Farr		-1,493.74	-1,493.74
Bill Pmt -Check	01/28/2016	7229	McMor Chlorinati...		-269.50	-1,763.24
Bill Pmt -Check	01/28/2016	7227	Fred C. Gilbert Co.		-215.00	-1,978.24
Bill Pmt -Check	01/28/2016	7226	BC Laboratories		-100.00	-2,078.24
Bill Pmt -Check	01/28/2016	7228	Lewis & Associates		-60.00	-2,138.24
Total Checks and Payments					-2,138.24	-2,138.24
Total Uncleared Transactions					-2,138.24	-2,138.24
Register Balance as of 01/31/2016					10,856.62	90,292.73
New Transactions						
Checks and Payments - 15 items						
Paycheck	02/01/2016	7233	Michael D Hight...		-2,231.43	-2,231.43
Paycheck	02/01/2016	7231	Jeffrey G Bryan		-1,393.96	-3,625.39
Paycheck	02/01/2016	7232	Jessica Carroll		-1,272.28	-4,897.67
Bill Pmt -Check	02/02/2016	7240	SCE 2-03-200-81...		-915.25	-5,812.92
Bill Pmt -Check	02/02/2016	7241	State Compensat...		-802.58	-6,615.50
Bill Pmt -Check	02/02/2016	7239	Pilot Travel Cent...		-288.50	-6,904.00
Bill Pmt -Check	02/02/2016	7237	At&T Office		-175.73	-7,079.73
Bill Pmt -Check	02/02/2016	7242	Underground Ser...		-166.80	-7,246.53
Bill Pmt -Check	02/02/2016	7238	AUS Aramark		-152.48	-7,399.01
Bill Pmt -Check	02/02/2016	7236	3D Imaging Syste...		-115.42	-7,514.43
Bill Pmt -Check	02/02/2016	7243	Verizon Wireless		-109.88	-7,624.31
Bill Pmt -Check	02/02/2016	7235	3470218732		-20.00	-7,644.31
Bill Pmt -Check	02/02/2016	7234	3470109441		-20.00	-7,664.31
Liability Check	02/11/2016	E-pay	EFTPS		-3,321.82	-10,986.13
Liability Check	02/11/2016	E-pay	EDD		-557.59	-11,543.72
Total Checks and Payments					-11,543.72	-11,543.72
Total New Transactions					-11,543.72	-11,543.72
Ending Balance					-687.10	78,749.01

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02/11/16

LEBEC COUNTY WATER DISTRICT
Reconciliation Detail
1040 · Grant Checking Account, Period Ending 01/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5.00
Cleared Balance						5.00
Uncleared Transactions						
Deposits and Credits - 1 item						
Bill	01/31/2016	xfr to ...	3470109441		20.00	20.00
Total Deposits and Credits					20.00	20.00
Total Uncleared Transactions					20.00	20.00
Register Balance as of 01/31/2016					20.00	25.00
Ending Balance					20.00	25.00

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Accrual Basis

LEBEC COUNTY WATER DISTRICT

Profit & Loss YTD Comparison

January 2016

	Jan 16	Jul '15 - Jan 16
Ordinary Income/Expense		
Income		
4000 · Operating Revenue		
4010 · Commercial	15,069.54	118,711.40
4030 · Other-Copies	0.00	928.00
4040 · Residential	9,613.89	81,515.48
4060 · Rent Income	671.95	4,666.47
4090 · Refund	0.00	12.90
4100 · Kern Co Tax Income	12,380.58	21,382.77
4120 · Surplus Water	7,826.70	17,306.00
4130 · Will Serve	136.50	997.50
4140 · Late Charges & Customer Char...	996.97	8,130.29
Total 4000 · Operating Revenue	46,696.13	253,650.81
Total Income	46,696.13	253,650.81
Expense		
6233 · Employee Drug Testing Fees	0.00	30.00
6010 · Advertising	31.50	306.00
6020 · Auto Expense		
6022 · Gas	288.50	2,012.76
6028 · Repairs		
6028.3 · BACKHOE	0.00	575.00
6028.2 · DODGE	0.00	1,211.58
6028.1 · GMC	0.00	577.29
Total 6028 · Repairs	0.00	2,363.87
6030 · Service		
6030.2 · Gmc Service	80.43	271.57
6030.1 · Dodge Service	80.43	484.96
Total 6030 · Service	160.86	756.53
Total 6020 · Auto Expense	449.36	5,133.16
6040 · Bank Service Charge	25.00	215.00
6050 · Compensation of Board	300.00	2,000.00
6065 · Depreciation	4,952.08	34,664.56
6070 · Dues & Subscriptions	0.00	1,356.00
6075 · Education	0.00	527.91
6090 · Equipment Rental	96.75	741.59
6095 · Fees and Permits	166.80	2,168.30
6110 · Insurance		
6112 · Insurance - AFLAC	0.00	0.00
6113 · Medical Insurance	0.00	-529.91
6115 · Business Insurance	828.86	7,502.10
6120 · Workers Compensation Insura...	802.58	4,711.02
Total 6110 · Insurance	1,631.44	11,683.21
6130 · Maintenance		
6135 · Maintenance Services	0.00	792.08
6140 · Maintenance Supplies	2,015.34	15,708.43
Total 6130 · Maintenance	2,015.34	16,500.51
6145 · Meals & Entertainment	0.00	120.00
6155 · Office Expense		
6160 · Computer	230.97	1,027.90
6170 · Answering Service	96.69	324.66
6175 · Repair	115.42	868.22
6180 · Signage	0.00	27.76
6185 · Supplies	211.16	1,239.80
Total 6155 · Office Expense	654.24	3,488.34

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Accrual Basis

LEBEC COUNTY WATER DISTRICT

Profit & Loss YTD Comparison

January 2016

	Jan 16	Jul '15 - Jan 16
6215 · Payroll - Gross Wages	11,959.36	78,979.92
6235 · Payroll Service Fees	4.00	36.45
6245 · Postage	88.55	1,853.91
6250 · Professional Fees		
6255 · Accounting / Bookkeeping	580.00	3,280.00
6260 · Audit	0.00	11,000.00
6270 · Legal	1,493.74	7,397.24
Total 6250 · Professional Fees	2,073.74	21,677.24
6290 · Rent	800.00	5,600.00
6300 · Repairs & Maintenance		
6302 · Maintenance		
6302.2 · Backhoe	0.00	128.52
6302 · Maintenance - Other	381.53	1,113.92
Total 6302 · Maintenance	381.53	1,242.44
6301 · Repairs	381.62	381.62
6300 · Repairs & Maintenance - Other	0.00	1,200.19
Total 6300 · Repairs & Maintenance	763.15	2,824.25
6310 · Software System	99.00	1,012.00
6315 · Taxes		
6320 · Payroll Taxes	1,656.40	7,460.81
6325 · Property Tax	0.00	100.07
Total 6315 · Taxes	1,656.40	7,560.88
6340 · Telephone	367.61	2,603.07
6342 · Tools	0.00	54.79
6345 · Travel	0.00	466.90
6352 · Uniforms	152.48	1,397.49
6355 · Utilities - Office		
6360 · Electric	108.49	487.61
6365 · Gas	89.95	204.87
6370 · Trash	42.33	296.31
Total 6355 · Utilities - Office	240.77	988.79
6375 · Utilities - Pumps		
6380 · Electric	4,472.95	24,553.63
Total 6375 · Utilities - Pumps	4,472.95	24,553.63
6390 · Water Test	353.75	1,493.75
Total Expense	33,354.27	230,037.65
Net Ordinary Income	13,341.86	23,613.16
Other Income/Expense		
Other Income		
9015 · Grant Income	0.00	4,878.16
9000 · Interest Income	0.00	22.23
Total Other Income	0.00	4,900.39
Other Expense		
9016 · Grant Expense	0.00	9,262.40
Total Other Expense	0.00	9,262.40
Net Other Income	0.00	-4,362.01
Net Income	13,341.86	19,251.15

10:09 AM

02/11/16

Accrual Basis

LEBEC COUNTY WATER DISTRICT

Balance Sheet

As of January 31, 2016

	Jan 31, 16
ASSETS	
Current Assets	
Checking/Savings	
1040 · Grant Checking Account	25.00
1080 · Savings	
1081 · Emergency Fund Reserve	120,000.00
1080 · Savings - Other	355,041.45
Total 1080 · Savings	475,041.45
1011 - Customer Change Petty Ca	300.00
1020 · Lebec Co Water Dist. - Chec...	90,292.73
Total Checking/Savings	565,659.18
Accounts Receivable	
1200 · Accounts Receivable	35,565.34
Total Accounts Receivable	35,565.34
Other Current Assets	
1260 · Bad Debt Loss A/R	-231.55
Total Other Current Assets	-231.55
Total Current Assets	600,992.97
Fixed Assets	
1400 · Fixed Assets	
1530 · Inventory	28,218.42
1495 · Generator	8,225.00
1490 · 02 Backhoe	28,782.00
1480 · Used Welder	2,600.00
1470 · Soft Start Well	7,975.00
1630 · Tools	4,084.73
1460 · 2012 Chevy Truck	17,544.00
1615 · Tank Ladders	6,972.00
1410 · Land	15,521.00
1430 · Office Equipment	4,352.00
1440 · RVS Software	2,800.00
1450 · 2011 Dodge Truck	36,179.75
1500 · Other Equipment	8,250.00
1590 · Lebec Well Motor Pump	10,109.35
1600 · Pumps & Wells	191,245.40
1610 · Tanks	313,180.72
1620 · Transmission & Distribution	636,423.00
1690 · Accumulated Depreciation	-726,788.89
Total 1400 · Fixed Assets	595,673.48
Total Fixed Assets	595,673.48
Other Assets	
1800 · Deposits	1,675.00
Total Other Assets	1,675.00
TOTAL ASSETS	1,198,341.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	8,789.20
Total Accounts Payable	8,789.20
Other Current Liabilities	
2030 · Surplus Water Deposits	650.00
2110 · Direct Deposit Liabilities	288.24

10:09 AM

02/11/16

Accrual Basis

LEBEC COUNTY WATER DISTRICT
Balance Sheet
As of January 31, 2016

	Jan 31, 16
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	4,620.75
	<hr/>
Total 2300 · Payroll Liabilities	4,620.53
2400 · Accrued Payroll	-0.19
	<hr/>
Total Other Current Liabilities	5,558.58
	<hr/>
Total Current Liabilities	14,347.78
	<hr/>
Total Liabilities	14,347.78
Equity	
3290 · Fund Balance -Net Assets	797,919.12
3300 · Retained Earnings	366,823.40
Net Income	19,251.15
	<hr/>
Total Equity	1,183,993.67
	<hr/>
TOTAL LIABILITIES & EQUITY	1,198,341.45
	<hr/> <hr/>

10:10 AM

02/11/16

LEBEC COUNTY WATER DISTRICT

A/P Aging Detail

As of February 11, 2016

Name	Memo	Open Balan...
Current		
Total Current		
1 - 30		
Ability Answer...	6170	59.76
BC Laboratories	6390	253.75
Ca Bank-Visa	Visa	1,343.69
GE Capital	6090	96.75
HD Supply W...	6140	1,530.84
PC Pal	6160	210.00
PGE8279	Lebec Well Pump Electricity 6375	713.37
PGE5230	Landfill Rd Booster Electricity 6375	19.06
PGE5159	State Well Pump Electricity 6375	1,162.14
Price Disposal	TRASH SERVICE 6370	42.33
Gas Company	office 6365	89.95
SCE 2-36-538...	Office 6360	50.92
Lewis & Asso...		450.00
Ability Answer...	Answering service 6170	36.93
Lewis & Asso...	w2's and 1099 6250	70.00
Maillis, Patrici...	Meetings 1-6-16 and 1-12-16 6050	200.00
Martin, Willard	meeting 1-12-16 6050	100.00
PGE8279	Lebec Well Pump Electricity 6375	496.89
PGE4923	Ridge Route Pump Electricity 6375	40.04
PGE5230	Landfill Rd Booster Electricity 6375	20.66
PGE5159	State Well Pump Electricity 6375	1,105.54
SCE 2-36-538...	Office	57.57
AT&T Uverse	Uverse 6340	82.00
Hometown Pu...	Help Wanted 6010	31.50
Wainright Emi...	Rent 6290	800.00
AFCO Insura...	liability/property insurance 6115	828.86
State Compe...	Workers Comp Insurance 6120	802.58
3D Imaging S...	6155	115.42
AUS Aramark	6352	27.79
AUS Aramark	6352	48.45
AUS Aramark	6352	27.79
AUS Aramark	6352	48.45
At&T Office	6340	175.73
Pilot Travel C...	6022	288.50
3470109441	transfer to grant checking	20.00
3470218732	transfer to savings	20.00
SCE 2-03-200...	6380	915.25
Verizon Wirel...	6340	109.88
McMor Chlari...	6140	269.50
BC Laboratories	6390	62.50
Lewis & Asso...	6250	60.00
Sam Farr	6270	1,493.74
Fred C. Gilber...	Replace cl/2 Pump Lebec Well backup 6140	215.00
BC Laboratories	6390	37.50

TOTAL

14797.43

Lebec County Water District.

Monthly Distribution Report

January, 2016

By: Mike Hightower, Jr.

Well Reports:

State Well

	January	December	Difference	Uranium	Fluoride	Nitrate
Static Level	123'	122' 5"	-5"	17 pCi/L	1.8 mg/L	5.3mg/L
Drawdown	125' 3"	124' 10"	-5"		Date: Jan 2016	
GPM	230 Gpm	230 Gpm	0		Bacteriological:	
Total Gallons	1,590,711	1,250,686	+340,025		Absent	

Lebec Well

	January	December	Difference	Uranium	Fluoride	Nitrate
Static Level	82' 10"	83' 2"Feet	+ 4"	13 pCi/L	1.3 mg/L	5.2mg/L
Drawdown	93'	93' 4" Feet	+ 4"		Date: Jan 2016	
GPM	210 Gpm	210 Gpm	0		Bacteriological:	
Total Gallons	1,582,312	1,250,963	+331,349		Absent	

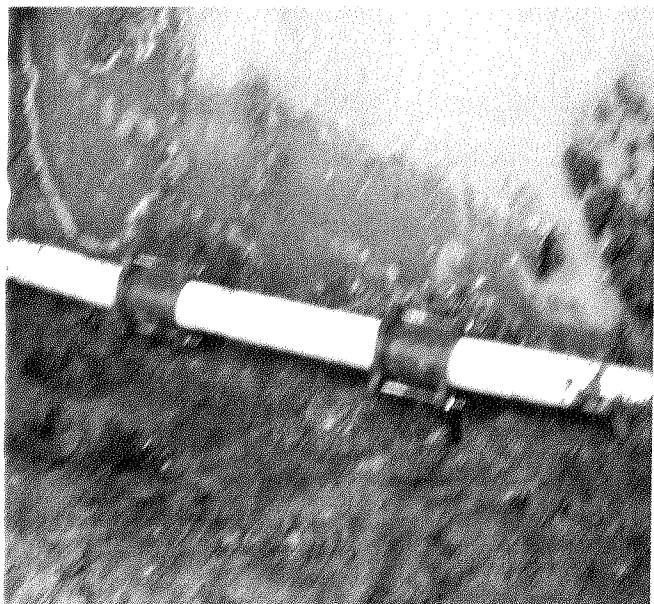
Chimney Canyon Well

	January	December	Difference	Uranium	Fluoride	Nitrate
Static Level	172' 11"	173' 6"	+ 7"	21 pCi/L	2.0 mg/L	6.0mg/L
Drawdown	201'	201' 7"			Date: Jan 2016	
GPM	105 Gpm	105 Gpm	0		Bacteriological:	
Total Gallons	1,283,291	938,321	+344,976		Absent	

Water Pumped	4,456,314 Gal	3,439,970 Gal	+1,016,344Gal
Water Sold	3,158,961 Gal	3,159,989 Gal	+1,2028 Gal
Water Loss	1,297,353 GL	279,981 GL	29% for Jan2016

Cuddy Creek Well - Non-Potable

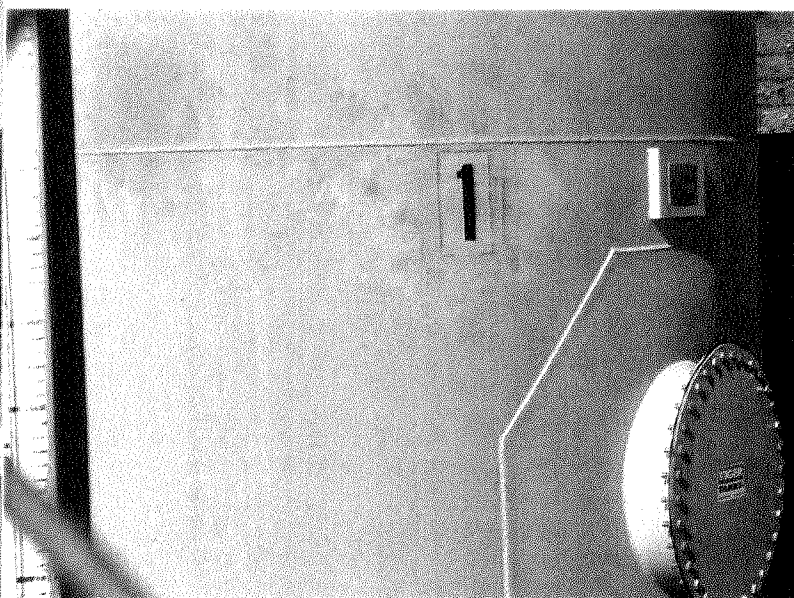
	December	November	Difference	Fluoride	Nitrate
Static Level	177 Feet	177 Feet	0	mg/L	mg/L
Drawdown	188 Feet	188 Feet	0	Date: Jan 2016	



2 inch line repair on ridge route, and completed backfill



Well identification



Tank identification

System Information:

1. Three water leaks were reported for the month of January.
2. The first water leak occurred at 800 Circle dr, where we discovered a 5-10 gpm leak on January 7 2016, USA dig was called on the same day to have utilities mark their locations, with a anticipation to begin repairs on the following Tuesday the 12th. It was discovered that the leak had begun to flow at 10-20 gallons a minute on Monday the 11th. Both operators began the repair at approximately 10 am. Upon excavation of the 4" asbestos cement main line, the pipe ruptured emptying the Lebec Tanks completely. This complete loss of water in the system could have been avoided if there were isolation gate valves on each end of Circle dr. The leak was repaired using two compression couplers and a 10' section of C-900 4" pipe. The Lebec zone was put back online at approximately 7:30 pm that evening.
3. Lebec County Water District experienced its second water leak at a point of 700' past 1940 Ridge route dr. It was observed and reported to the operators at 9pm the 22nd of January, that steady flow of water was traveling down Canyon Dr. The leak was at a point above the end of Canyon dr. Our operator was unable to locate the leak till the following morning due to the lack of visibility due to darkness. The leak was repaired the following morning of the 23rd of January, using two compression couplings and a 2' section of 2" schedule 40 pvc. "See attached pictures."
4. Our third leak in less than two weeks occurred when the operator received a call from the answering service at 3:30 am the following Monday the 25th of January, where a customer reported a broken fire hydrant at a point of 300' south east of 770 Roads End Point. The operator responded to discover that the hydrant had been struck by an automobile and was severed from the 4" C-900 main line. It was also discovered by the operator there was no axillary emergency shut off valve for this hydrant. This hydrant was fixed luckily by screwing the hydrant back in under line pressure. It has been discovered that this is not the only hydrant in the system that lacks emergency shut off valves.
5. Due to these three leaks, Lebec County Water District's water loss for the month of January came in at a whopping 29 percent, almost 21 percent higher than average for other previous months.

6. All routine monthly Bac “T” samples for the month of January came back absent for coliform bacteria. Our quarterly Bacteriological results for source monitoring, also brought back a negative result for coliform bacteria. Quarterly Source monitoring for uranium resulted with the same numbers for previous months at 21pCi/L for the Chimney Canyon Well.
7. The State well saw 5” drop in the static level for the month of January although this is not much of a drop in the water table, it does however show that for this time of year the water table should be increasing, and not decreasing. We did see a static level increase of 4 inches at the Lebec well, and a 7 inch increase at the Chimney Cyn well. Never the less our wells are producing very well for such a long period of drought.
8. Operators have begun to mark all tanks with numbers indicating the sequence of identification, as well as labeling well heads with system ID numbers. “See attached photos.”
9. I’d like to thank Rafael Jr and Sr, for their assistance in the repair of our 4 “ line break on 800 Circle dr. These two customers, and community members pitched in their assistance without any asking on operator’s request. I personally think these two individuals went above, and beyond. They lent us power saws to cut the line which we lacked to complete the job. I would recommend to the board to consider to compensate them for their generosity.

All other systems are running normally. Thank You.



January 22, 2016

Lebec County Water District
Mr. Michael Hightower, President
323 Frazier Mountain Park Road
Lebec, CA 93243
lebecwater@att.net

Dear Mr. Hightower:

Thank you for choosing the Law Offices of David E. Holland to represent the Lebec County Water District. The following letter agreement will govern all services that this offices provides to you.

General Nature of Legal Services to be Provided

This office will provide such legal services as you request and that we expressly agree to undertake. This letter agreement does not cover litigation services of any kind, whether in court, arbitration, administrative hearings, or government agency hearings. *Also, we do not provide tax advice*, and you must rely on your accountants or other tax advisors for tax advice. In particular, it will be very important for you to work closely with your accountant to insure you receive the tax benefits you want from any transaction.

Of course, we cannot make any promises or guarantees about the outcome of the matters as to which you have asked us to represent you. When this office provides you with an opinion as to the probable outcome of any matter, it is with the understanding that our opinion is just that, and not a promise or guarantee.

To the extent our client is a legal entity or trust, our client will be the entity itself or the trustee and not its officers, directors, shareholders, partners, members or beneficiaries. There may be times when the interests of the entity may not be identical to those of some or all of the owners or managers. In those instances, those parties may need separate legal representation.

Client's Duties

Effective legal representation requires a high level of cooperation between attorney and client. Therefore, by executing this letter, you are agreeing to cooperate with this office, keep us fully and truthfully informed of all developments, and to abide by the terms of this letter.

Legal Fees and Other Charges

You agree to pay this office's prevailing rates for all time spent on your matters. Current hourly rates for legal personnel are as follows:

David E. Holland	\$345.00/hour
Paralegals	\$100/hour

These rates are subject to change on 30 days' notice. If you decline to pay any increased rates, this office will have the right to withdraw as attorney for you.

You will be charged for all time which is spent on your behalf. This includes time spent for conferences with you and with others whose consultation we believe is necessary for the handling of your matter, for preparation and research, for making and receiving telephone calls, for drafting documents, and for both reviewing and preparing correspondence. Necessary travel time is likewise included.

Fees for these and any additional services that you may hereafter request are subject to adjustment based upon all of the factors considered relevant under the California Rules of Professional Conduct. These factors include the novelty and difficulty of the questions involved and the skill requisite to perform the legal services properly, the amount involved and the results obtained, and the time limitations imposed by you or by the circumstances.

As a result, fees based on hourly rates are subject to adjustment to reflect what we believe to be a reasonable charge for tasks performed on your behalf. In some cases, we may provide a courtesy discount if we believe the hourly fee exceeds the reasonable value of the services. On the other hand, a premium may be imposed if an urgent matter requires disruption to normal workflow, or if client-imposed deadlines require a project to be accomplished in an unusually short period of time.

Any discussion or estimate regarding fees and costs is only an estimate, and the fees and costs may be more or less than that estimate. The time expended in any matter, and the resulting fees and costs, can vary greatly depending on working relationships, the opposing party, and opposing counsel. In addition, over the course of a transaction or matter, circumstances can change and legal and factual issues can become more or less complex. These factors, among others, often make it impossible to estimate an ultimate fee and cost amount with any reasonable accuracy.

You will also be responsible for reimbursement of expenses that this office incurs on your behalf. Such expenses include postage in excess of \$10.00, fees for

messenger and courier services, computer database charges, filing fees, conference call fees, and similar charges. All expenses will be itemized on your billing statements. We do not charge for routine expenses such as normal long distance telephone calls, facsimile transmissions and minimal in-house photocopy charges.

Billing Statements

We generally bill monthly for services provided, although smaller bills may be deferred to be included in a future statement with additional, related work.

Billing statements will indicate the nature of the legal services performed, the fees and expenses incurred in connection with those services, and your trust account balance (if any) as of the date of the statement. Statements are payable upon presentation, with payment expected within 30 days. We reserve the right to impose a late charge of .833% per month on all amounts not paid within 30 days. We have the right to suspend all services for you if statements are not paid within 30 days. Our continuing to provide services during any such delinquency is not a waiver of our ability to suspend services at any time thereafter.

In the event any legal action or collection activity is necessary to enforce the terms of this fee agreement, you agree to pay reasonable costs and attorney fees incurred by us in attempting to collect the amount due.

If our fees charged to you are not clear, please do not hesitate to contact us regarding them. Of course we will not charge you to discuss your billing with you. We want to ensure that you understand and agree with any fees that are charged to you. However, you do have the right to arbitrate any fee dispute through Fresno County Fees Arbitration Procedures (California Business & Professions Code Section 6200, et seq.).

Termination

You may discharge this office at any time. We may withdraw with your consent or for good cause. Good cause includes your breach of this letter agreement, refusal to cooperate or to follow this our advice on a material matter, or any fact or circumstance that would render our continuing representation unlawful or unethical. After services conclude, we will, upon your request, deliver your file and property in our possession.

Responding to Subpoenas and Other Requests for Information

In the event this office is required to respond to a subpoena or other formal request from a third party or a governmental agency for our records or other

information relating to services we have performed for you, or to testify by deposition or otherwise concerning such services, we will first consult with you as to whether you wish to supply the information demanded or assert your attorney-client privilege to the extent you may properly do so. It is understood that you will reimburse us for our time and expense incurred in responding to any such demand, including, but not limited to, time and expense incurred in search and photocopying costs, reviewing documents, appearing at depositions or hearings, etc.

Release, Retention, and Disposition of Client's Papers and Property

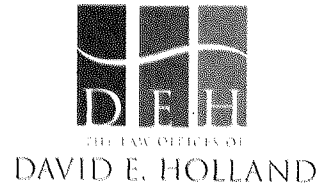
Following the completion of each engagement for which we are retained, we will keep the files, documents, records and writings relating to that engagement (the "files") for a period of time, so that we may be able to respond if additional items come up regarding that engagement. However, we are unable to store these files indefinitely, so from time to time we review our files to determine which files should be retained and which may be destroyed. When we no longer believe that our retention of the files is needed, we will send you a letter asking whether you wish to pick up the files or whether you wish to have us destroy the files. We will give you at least 30 days to respond. Please keep us advised of any changes of address so that we may be able to communicate with you regarding the files. You agree that if we are unable to reach you, or if we do not hear from you within 30 days after notification, we may proceed with file destruction.

Mediation

If a dispute arises out of or relating to our attorney-client relationship (other than any fee dispute subject to Fresno County Fees Arbitration Procedures under California Business & Professions Code Section 6200, et seq.), and if the dispute cannot be settled through negotiation, you agree to first try in good faith to settle the dispute by private mediation before resorting to litigation, or any other dispute resolution procedure. The cost of such mediation shall be borne equally by the parties, unless otherwise stipulated in a settlement agreement by the parties.

Acceptance

If the foregoing meets with your approval, please sign and date this letter agreement where indicated below and return it to us. Please retain a copy for your records. (A scanned version of the signature page will be sufficient.) If you have any questions concerning our fee and expense arrangements or procedures, the scope of our legal services, or our respective obligations as to the performance of this agreement, please feel free to contact us.



We look forward to working with you.

Sincerely,

David E. Holland

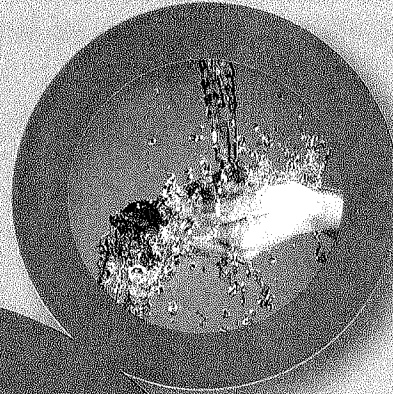
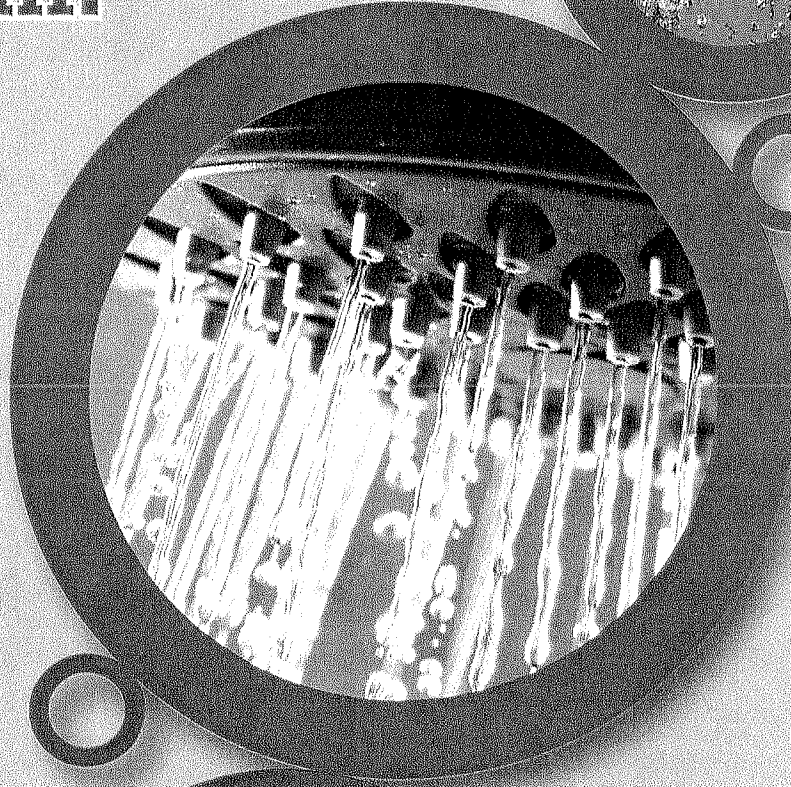
CLIENT ACCEPTANCE

I have read and understand the foregoing letter agreement on behalf of the Lebec County Water District, and agree to engage the Law Offices of David E. Holland for legal services on the terms and conditions of that agreement.

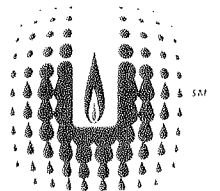
LEBEC COUNTY WATER DISTRICT

By _____
Its _____

**Enhance.
Engage.
Inform.**



UTILIGENT
INTELLIGENT COMMUNICATION



Enhance

Communicate More, Spend Less

- Customizable web-based solution broadcasts messages simultaneously to multiple communication devices

Drive Cost Savings

- Reduce mailing, printing and labor costs by sending late pay and termination notifications
- Recover outstanding funds by routing customers to the billing department for immediate payment

Achieve Operational Excellence

- Attain accurate and up-to-date customer data
- Document all messages and provide archived records of communication, including a time/date stamp of alerts received

Work Smart

- Intuitive interface allows for quick and simple message creation and broadcasting
- Geographically targeted notifications can be used to contact residents in a specific area, including a weather map overlay – with Call Center Support available 24/7/365

Engage

Improve Communication

- Establish real-time conference calls gathering the appropriate people in order to remedy the situation
- Improve customer relations by proactively delivering notices to a specified target audience during critical events

Involve the Community

- Survey residents to simplify and expedite information regarding customer's water quality and water pressure
- Give the community a voice and opportunity to put new initiatives to a vote
- Ensure customers receive your message through multiple translation

Enhance Customer Service

- Provide customizable reports based on customer feedback
- Reduce inbound call volume using proactive messages
- Enable your staff to focus on more complex customer issues
- Streamline routine customer service: payment notification, late payments, etc.

Send Consistent Messaging

- Personalized voice recorded messages act as positive PR for your utility company regarding the quality of the public's drinking water

"Utiligent has been an invaluable tool for our utility company to communicate with residents regarding scheduled maintenance work and pipe freeze instructions. We have had a huge increase in customer satisfaction, not to mention an overall cost savings and decrease in inbound customer calls."

—Jim Haymon, President of Far Hills Utility District and First Vice President and Immediate Past President, AWBD – Texas



Inform

Protect the Public's Health and Safety

- Send time-sensitive information, such as boil water or contamination notices, to affected residents on all devices in minutes

Prepare for the Unexpected

- Prepare in advance for service interruption and maintenance and keep the public informed about water main breaks and repairs at their location
- Provide instructional information, such as evacuation routes during an emergency, which in turn saves lives and alleviates customer apprehension

Inform the Community

- Send messages regarding drought contingency plans and direct the public to your website

Minimize Risk

- Supply a complete historical audit trail for liability protection and risk mitigation
- Create customizable reports which can be helpful with local and state regulatory compliance requirements

Additional Features

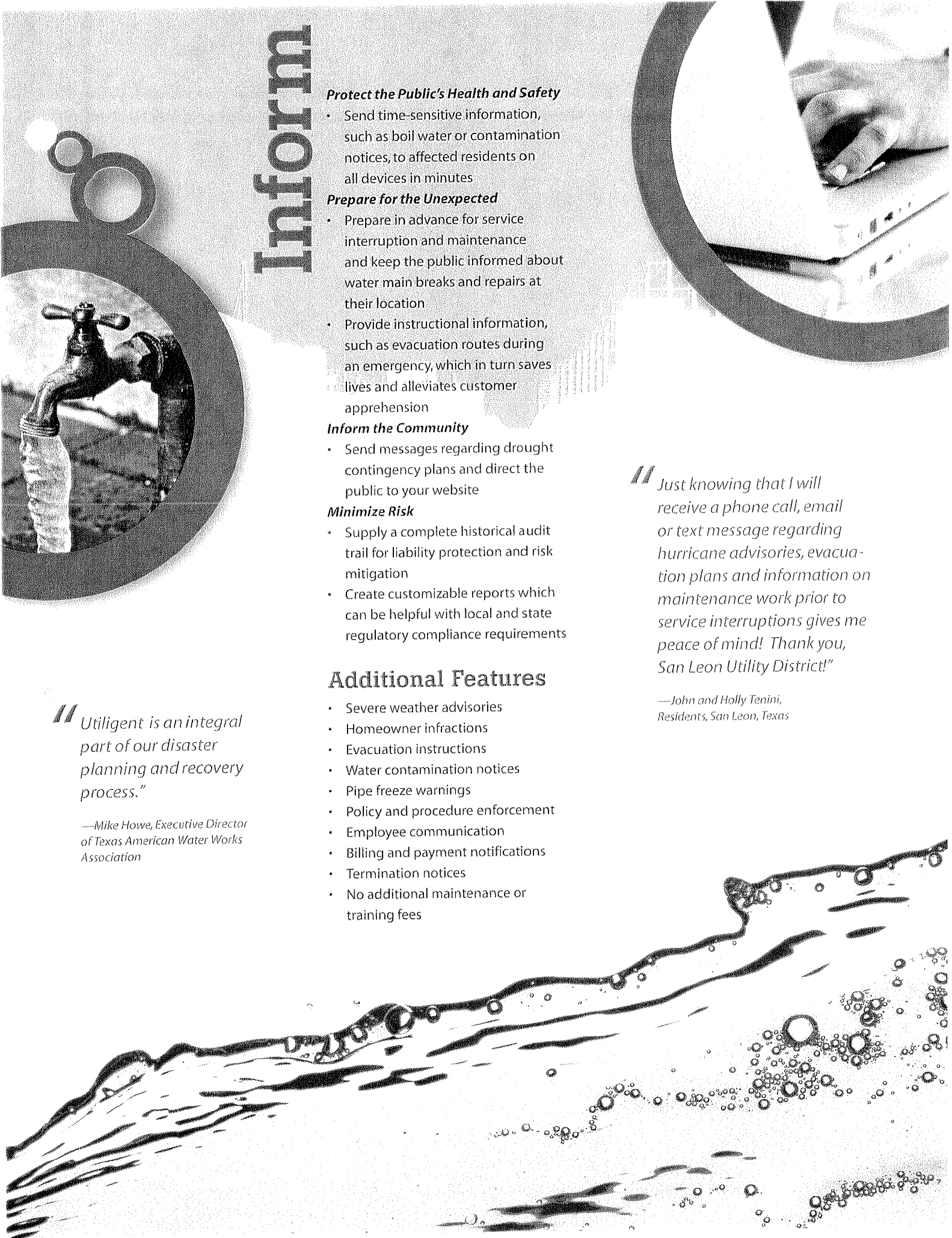
- Severe weather advisories
- Homeowner infractions
- Evacuation instructions
- Water contamination notices
- Pipe freeze warnings
- Policy and procedure enforcement
- Employee communication
- Billing and payment notifications
- Termination notices
- No additional maintenance or training fees

"Just knowing that I will receive a phone call, email or text message regarding hurricane advisories, evacuation plans and information on maintenance work prior to service interruptions gives me peace of mind! Thank you, San Leon Utility District!"

*—John and Holly Tenini,
Residents, San Leon, Texas*

"Utiligent is an integral part of our disaster planning and recovery process."

*—Mike Howe, Executive Director
of Texas American Water Works
Association*



"After a water main break at 2:00 AM, I called TechRadium to send out a boil water notice. Our customer data was uploaded from our billing software and with the assistance from TechRadium's wonderful customer service department; ALL of our customers were notified via home phone, cell phone, text messaging and emails within only two hours of my initial call that morning. What would have been a time consuming, highly stressful situation was made much easier for us to handle using Utiligent"

—Mary Buechmann, Montgomery County WCID #1



About TechRadium

TechRadium, Inc. is a leading provider of high-speed communication services to educational institutions, corporations, non-profits and government entities worldwide. TechRadium gives organizations the ability to broadcast information via voice and text to thousands of people simultaneously with its easy-to-use mass notification service, IRISSM – Immediate Response Information System. TechRadium is the owner of eleven United States patents and has multiple patents pending.

www.utiligent.org

For additional information email: sales@techradium.com

12705 S. Kirkwood Drive, Suite 218, Stafford Texas 77477

www.utiligent.net • Phone: 281-263-6300



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FREE Trial available. See detail >

Pay as You Go

No monthly subscription fees.
Fund your account and only get charged for what
you use.

5¢

per call. period.

Frequently Asked Questions

AM I CHARGED FOR CALLS THAT DON'T GO THROUGH?

If any of your calls do not go through, you will not be charged for them. Also, you are only charged after the calls are completed successfully, not when the phonevite broadcast is initiated or scheduled.

PREPAID AND THE BALANCE NEVER EXPIRES.

It works like a gift card or calling card. You prepay and add funds to your account, but the balance never expires until it is used.

NO GIMMICKS?

We charge on a per call basis. We don't charge per call minute or call unit(e.g. 30 seconds), which would make budgeting/planning difficult. Also, we don't have hidden monthly fees secretly eating away your balance.

DO YOU HAVE ANY PROMOTIONS?

WHAT ARE THE PAYMENT OPTIONS?

CREDIT CARD TRANSACTION SECURE?

Yes. We provide a greater amount of additional dollars/calls the higher the prepaid amount. Please see our current bonus promotions. In addition, we provide users with regular promo codes for additional bonus dollars/calls.

Currently, we accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and PAYPAL. For payment via check and other special cases, please contact customer support.


For your security, we do not store any sensitive credit card and/or billing information either. Please check security policy page for more details.

Free Trial

The Phonevite Free Trial is designed differently, with two goals in mind:

- > Test Drive before Purchase - Phonevite allows you to try the service for free without purchasing the Premium Service.
- > Support Small Groups - For Small Community Groups with limited budgets, we allow limited free usage.

No credit card required.

 We allow up to 2 free Phonevite broadcasts per month.

 Free Phonevite broadcasts only possible for groups of 25 or less.

^ Limited Customer Support and Features.

Sign up for a new account

Non-Profit Pricing

We offer a discounted rate to verified Non-Profit Organizations. Please contact customer support for details: Customer Support

Groups with special needs?

Please contact us and we will do our best to support your needs: customer support.

Signup Now