



LCWD
Lebec County Water District

PACKET

January 12, 2016

FOR PUBLIC VIEW ONLY

(Please do not remove from office)

MINUTES
LEBEC COUNTY WATER DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY JANUARY 6, 2016
5:00PM

CALL THE MEETING TO ORDER/ROLL CALL/MOMENT OF SILENCE/FLAG SALUTE
MEETING BEGAN AT 5:06PM

2 Directors present (BH, PM) 1 Director present through Teleconference (MH) 1 Absent (WM)

NEW BUSINESS

- a. SELECTION OF TEST WELL DRILL SITE– DISCUSSION AND APPROPRIATE ACTION
(REQUESTED BY PRESIDENT HIGHTOWER)

Director Maillis made a MOTION to select the location south of the creek bed recommended by the Hydrologist to drill the test well with an option to purchase the land.

Secretary/Treasurer Hopper SECONDED the Motion.

Yea: 3(BH, PM, MH)

Nay: 0

Abstain: 0

Board concurs and Motion passes.

President Hightower made a MOTION to Adjourn Meeting

Director Maillis SECONDED the Motion

Yea: 3 (MH,BH, PM)

Nay: 0

Abstain: 0

Board concurs, and Motion passes.

MEETING WAS ADJOURNED AT 5:27PM

MINUTES
LEBEC COUNTY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY DECEMBER 8, 2015
7:00 PM

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

Meeting begins- 7:08pm

BILL HOPPER, WILLARD MARTIN, PATTY MAILLIS PRESENT
AND MIKE HIGHTOWER PRESENT BY TELECONFERENCE

2. MINUTES:

- a. REVIEW THE MINUTES FROM NOVEMBER 10, 2015 REGULAR MEETING
- b. MOTION TO APPROVE THE MINUTES FROM NOVEMBER 10, 2015 REGULAR MEETING

Secretary/Treasurer Hopper made a **MOTION** to accept the minutes for November 10, 2015 regular meeting
Director Maillis SECONDED the Motion.

Yea: 4(BH, PM, WM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes.

3. FINANCIAL REPORTS:

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

Secretary/Treasurer Hopper made a **MOTION** to approve the Financial Report.
President Hightower SECONDED the Motion.

Yea: 4(BH, PM, WM, MH) 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.

Secretary/Treasurer Hopper made a **MOTION** to move item 7.a to 5.c (Shinault Baker- LCWD Audit)

Director Maillis SECONDED the Motion.

Yea: 4(BH, PM, WM, MH)

Nay: 0

Abstain:

0

Board concurs and Motion passes.

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 November 2015.

Director Maillis SECONDED the Motion.

Yea: 4(BH, PM, WM, MH)

Nay: 0

Abstain:

0

Board concurs and Motion passes

Secretary/Treasurer Hopper made a **MOTION** to accept the audit presented by Shinault Baker for fiscal year ending June 30, 2015

Director Maillis SECONDED the Motion.

Yea: 4(BH, PM, WM, MH)

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)

President Hightower made a **MOTION** to table item 6.a (Annexing Juniper Ridge) until next meeting.

Secretary/Treasurer Hopper SECONDED the Motion.

Yea: 4(BH, PM, MH, WM)

Nay: 0

Abstain:

0

Board concurs and Motion passes.

President Hightower made a **MOTION** to table item 6.b (DWSRF Grant) until next meeting.

Secretary/Treasurer Hopper SECONDED the Motion.

Yea: 4(BH, PM, WM, MH)

Nay: 0

Abstain:

0

Board concurs and Motion passes

President Hightower made a **MOTION** to explore LP Gas generator costs and report back at next meeting.

Secretary/Treasurer Hopper SECONDED the Motion.

Yea: 4(BH, PM, WM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes.

President Hightower made a **MOTION** to table item 6.d (Employee Benefits) until next meeting.

Secretary/Treasurer Hopper SECONDED the Motion.

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

President Hightower made a **MOTION** to table item 6.e (Employee IRA Benefit) until next meeting.

Director Maillis SECONDED the Motion.

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

V.P. Martin made a **MOTION** to table item 6.f (Tejon Ranch Water Service) until next meeting.

President Hightower SECONDED the Motion.

Yea: 4(BH, PM, WM, MH) Nay: 0 Abstain: 0
Board concurs and Motion passes.

Secretary/Treasurer Hopper made a **MOTION** to table item 6.g (Policies and Procedures changes) until next meeting.

Director Maillis SECONDED the Motion.

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

V.P. Martin made a **MOTION** to table item 6.h (West side Lebec to State side connection) until next meeting.

Secretary/Treasurer Hopper SECONDED the Motion.

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

President Hightower made a **MOTION** to table item 6.i (Cuddy Creek Well Storage) until next meeting.

Secretary/Treasurer Hopper SECONDED the Motion.

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

7. NEW BUSINESS:

- a. SHINAULT BAKER-2014-2015 FISCAL YEAR AUDIT- DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY LARRY BAKER)
- b. CHRISTMAS BONUSES FOR FULL TIME EMPLOYEES- DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY SEC/TREASURER BILL HOPPER)
- c. 2016 REGULAR MEETING CALENDAR AND HOLIDAY CALENDAR- DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY JESSICA CARROLL)
- d. UTILITY DEMAND RESPONSE PROPOSAL – DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT HIGHTOWER)

Secretary/Treasurer Hopper made a **MOTION** to split the board stipend that Mr. Hopper and Mr. Hightower do not take each month, and give it to the two permanent employees as a Christmas bonus. The amount is 1200.00 each.

Director Maillis SECONDED the Motion.

Yea: 3(BH, PM, WM)

Nay: 0

Abstain:

1 (MH)

Board concurs and Motion passes

V.P. Martin made a **MOTION** to schedule February 2016 regular meeting to February 16, 2016.

Secretary/Treasurer Hopper SECONDED the Motion.

Yea: 4(BH, PM, WM, MH)

Nay: 0

Abstain:

0

Board concurs and Motion passes

President Hightower made a **MOTION** to enroll in ENERNOC.

Secretary/Treasurer Hopper SECONDED the Motion.

Yea: 4(BH, PM, WM, MH)

Nay: 0

Abstain:

0

Board concurs and Motion passes

8. BOARD/STAFF PROPOSED AGENDA ITEMS

9. ANNOUNCE DATE/TIME OF THE NEXT MEETING

Regular Board Meeting Scheduled for JANUARY 12, 2105 7pm District Office

10. ADJOURNMENT

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

President Hightower SECONDED the Motion.

Yea: 4(BH, PM, WM, MH)

Nay: 0

Abstain:

0

Board concurs and Motion passes

MEETING WAS ADJOURNED AT 8:27PM

11:11 AM

01/06/16

LEBEC COUNTY WATER DISTRICT

Reconciliation Summary

1020 · Lebec Co Water Dist. - Checking, Period Ending 12/31/2015

	Dec 31, 15
Beginning Balance	79,277.90
Cleared Transactions	
Checks and Payments - 49 ite...	-33,032.79
Deposits and Credits - 27 items	33,191.00
Total Cleared Transactions	158.21
Cleared Balance	79,436.11
Uncleared Transactions	
Checks and Payments - 1 item	-100.00
Total Uncleared Transactions	-100.00
Register Balance as of 12/31/2015	79,336.11
New Transactions	
Checks and Payments - 6 items	-10,068.92
Total New Transactions	-10,068.92
Ending Balance	69,267.19

12:24 PM
01/06/16

LEBEC COUNTY WATER DISTRICT
Reconciliation Summary
1080 · Savings, Period Ending 12/31/2015

	Dec 31, 15
Beginning Balance	475,029.49
Cleared Transactions	
Checks and Payments - 1 item	-20.00
Deposits and Credits - 1 item	11.96
Total Cleared Transactions	-8.04
Cleared Balance	<u>475,021.45</u>
Register Balance as of 12/31/2015	475,021.45
Ending Balance	475,021.45

12:19 PM

01/06/16

LEBEC COUNTY WATER DISTRICT
Reconciliation Summary
1040 · Grant Checking Account, Period Ending 12/31/2015

	Dec 31, 15
Beginning Balance	25.00
Cleared Transactions	
Checks and Payments - 1 item	-20.00
Total Cleared Transactions	-20.00
Cleared Balance	<u>5.00</u>
Register Balance as of 12/31/2015	5.00
Ending Balance	5.00

LEBEC COUNTY WATER DISTRICT

Reconciliation Detail

1020 - Lebec Co Water Dist. - Checking, Period Ending 12/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						79,277.90
Cleared Transactions						
Checks and Payments - 49 items						
Bill Pmt -Check	11/10/2015	7100	Wainright Emilie	X	-800.00	-800.00
Bill Pmt -Check	11/24/2015	7144	Wainright Emilie	X	-800.00	-1,600.00
Bill Pmt -Check	11/24/2015	7143	AT&T Uverse	X	-82.00	-1,682.00
Bill Pmt -Check	11/30/2015	7151	Fred C. Gilbert Co.	X	-1,127.68	-2,809.68
Bill Pmt -Check	11/30/2015	7155	SCE 2-03-200-81...	X	-982.64	-3,792.32
Bill Pmt -Check	11/30/2015	7156	State Compensat...	X	-802.58	-4,594.90
Bill Pmt -Check	11/30/2015	7153	Pitney Bowes Pur...	X	-273.33	-4,868.23
Bill Pmt -Check	11/30/2015	7157	Verizon Wireless	X	-229.06	-5,097.29
Bill Pmt -Check	11/30/2015	7149	BC Laboratories	X	-220.00	-5,317.29
Bill Pmt -Check	11/30/2015	7148	AUS Aramark	X	-177.63	-5,494.92
Bill Pmt -Check	11/30/2015	7147	At&T Office	X	-174.89	-5,669.81
Bill Pmt -Check	11/30/2015	7152	Pilot Travel Cent...	X	-160.39	-5,830.20
Bill Pmt -Check	11/30/2015	7145	3D Imaging Syste...	X	-137.56	-5,967.76
Bill Pmt -Check	11/30/2015	7150	Environmental H...	X	-100.00	-6,067.76
Bill Pmt -Check	11/30/2015	7154	Price Disposal	X	-42.33	-6,110.09
Bill Pmt -Check	11/30/2015	7146	Ability Answering ...	X	-30.22	-6,140.31
Liability Check	12/03/2015	E-pay	EFTPS	X	-3,126.08	-9,266.39
Liability Check	12/03/2015	E-pay	EDD	X	-619.77	-9,886.16
Bill Pmt -Check	12/03/2015	7159	Lewis & Associates	X	-450.00	-10,336.16
Bill Pmt -Check	12/03/2015	7158	HD Supply Water...	X	-250.57	-10,586.73
Paycheck	12/07/2015	7162	Michael D Highto...	X	-3,084.89	-13,671.62
Paycheck	12/07/2015	7161	Jessica Carroll	X	-1,201.93	-14,873.55
Paycheck	12/07/2015	7160	Jeffrey G Bryan	X	-868.25	-15,741.80
Paycheck	12/09/2015	7164	Michael D Highto...	X	-1,003.89	-16,745.69
Paycheck	12/09/2015	7163	Jessica Carroll	X	-985.93	-17,731.62
Bill Pmt -Check	12/14/2015	7165	Bolen Fransen S...	X	-2,953.75	-20,685.37
Bill Pmt -Check	12/14/2015	7166	Ca Bank-Visa	X	-1,227.43	-21,912.80
Bill Pmt -Check	12/14/2015	7178	Shinault Baker & ...	X	-1,177.50	-23,090.30
Bill Pmt -Check	12/14/2015	7173	PGE5159	X	-1,037.72	-24,128.02
Bill Pmt -Check	12/14/2015	7175	PGE8279	X	-510.43	-24,638.45
Bill Pmt -Check	12/14/2015	7176	RVS Software	X	-170.34	-24,808.79
Bill Pmt -Check	12/14/2015	7169	Hometown Publis...	X	-135.00	-24,943.79
Bill Pmt -Check	12/14/2015	7170	Maillis, Patricia E	X	-100.00	-25,043.79
Bill Pmt -Check	12/14/2015	7168	GE Capital	X	-96.75	-25,140.54
Bill Pmt -Check	12/14/2015	7177	SCE 2-36-538-21...	X	-60.22	-25,200.76
Bill Pmt -Check	12/14/2015	7179	Sparkletts	X	-33.93	-25,234.69
Bill Pmt -Check	12/14/2015	7172	PGE4923	X	-26.41	-25,261.10
Bill Pmt -Check	12/14/2015	7167	Gas Company	X	-21.84	-25,282.94
Bill Pmt -Check	12/14/2015	7174	PGE5230	X	-21.68	-25,304.62
Bill Pmt -Check	12/18/2015	7182	Bell's Garage & R...	X	-1,211.58	-26,516.20
Bill Pmt -Check	12/18/2015	7180	AFCO Insurance ...	X	-828.86	-27,345.06
Bill Pmt -Check	12/18/2015	7184	Wainright Emilie	X	-800.00	-28,145.06
Bill Pmt -Check	12/18/2015	7183	Martin's Garage	X	-548.70	-28,693.76
Bill Pmt -Check	12/18/2015	7181	AT&T Uverse	X	-82.00	-28,775.76
Paycheck	12/21/2015	7187	Michael D Highto...	X	-1,917.81	-30,693.57
Paycheck	12/21/2015	7185	Jeffrey G Bryan	X	-1,156.94	-31,850.51
Paycheck	12/21/2015	7186	Jessica Carroll	X	-1,149.28	-32,999.79
Check	12/31/2015			X	-25.00	-33,024.79
Check	12/31/2015		QuickBooks Payr...	X	-8.00	-33,032.79
Total Checks and Payments					-33,032.79	-33,032.79

LEBEC COUNTY WATER DISTRICT

Reconciliation Detail

1020 · Lebec Co Water Dist. - Checking, Period Ending 12/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 27 items						
Deposit	12/04/2015			X	49.76	49.76
Deposit	12/04/2015			X	58.00	107.76
Deposit	12/04/2015			X	161.37	269.13
Deposit	12/04/2015			X	207.46	476.59
Deposit	12/04/2015			X	264.42	741.01
Deposit	12/04/2015			X	397.51	1,138.52
Deposit	12/10/2015			X	1,150.88	2,289.40
Deposit	12/10/2015			X	7,328.31	9,617.71
Deposit	12/11/2015			X	100.00	9,717.71
Deposit	12/11/2015			X	110.83	9,828.54
Deposit	12/11/2015			X	114.33	9,942.87
Deposit	12/11/2015			X	125.78	10,068.65
Deposit	12/11/2015			X	706.03	10,774.68
Deposit	12/18/2015			X	271.20	11,045.88
Deposit	12/18/2015			X	6,563.33	17,609.21
Deposit	12/21/2015			X	38.11	17,647.32
Deposit	12/21/2015			X	38.11	17,685.43
Deposit	12/21/2015			X	160.21	17,845.64
Deposit	12/21/2015			X	3,299.28	21,144.92
Deposit	12/21/2015			X	3,812.79	24,957.71
Deposit	12/23/2015			X	126.50	25,084.21
Deposit	12/23/2015			X	130.00	25,214.21
Deposit	12/23/2015			X	181.37	25,395.58
Deposit	12/23/2015			X	2,058.62	27,454.20
Deposit	12/31/2015			X	204.00	27,658.20
Deposit	12/31/2015			X	671.95	28,330.15
Deposit	12/31/2015			X	4,860.85	33,191.00
Total Deposits and Credits					33,191.00	33,191.00
Total Cleared Transactions					158.21	158.21
Cleared Balance					158.21	79,436.11
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	12/14/2015	7171	Martin, Willard		-100.00	-100.00
Total Checks and Payments					-100.00	-100.00
Total Uncleared Transactions					-100.00	-100.00
Register Balance as of 12/31/2015					58.21	79,336.11
New Transactions						
Checks and Payments - 6 items						
Liability Check	01/04/2016	E-pay	EFTPS		-4,329.76	-4,329.76
Liability Check	01/04/2016	E-pay	EDD		-756.60	-5,086.36
Liability Check	01/04/2016	E-pay	EDD		-237.08	-5,323.44
Paycheck	01/07/2016	7190	Michael D Hight...		-2,019.40	-7,342.84
Paycheck	01/07/2016	7188	Jeffrey G Bryan		-1,534.98	-8,877.82
Paycheck	01/07/2016	7189	Jessica Carroll		-1,191.10	-10,068.92
Total Checks and Payments					-10,068.92	-10,068.92
Total New Transactions					-10,068.92	-10,068.92
Ending Balance					-10,010.71	69,267.19

12:24 PM

01/06/16

LEBEC COUNTY WATER DISTRICT
Reconciliation Detail
1080 - Savings, Period Ending 12/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						475,029.49
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/31/2015			X	-20.00	-20.00
Total Checks and Payments					-20.00	-20.00
Deposits and Credits - 1 item						
Deposit	12/31/2015			X	11.96	11.96
Total Deposits and Credits					11.96	11.96
Total Cleared Transactions					-8.04	-8.04
Cleared Balance					-8.04	475,021.45
Register Balance as of 12/31/2015					-8.04	475,021.45
Ending Balance					-8.04	475,021.45

12:19 PM

01/06/16

LEBEC COUNTY WATER DISTRICT

Reconciliation Detail

1040 · Grant Checking Account, Period Ending 12/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25.00
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/31/2015			X	-20.00	-20.00
Total Checks and Payments					-20.00	-20.00
Total Cleared Transactions					-20.00	-20.00
Cleared Balance					-20.00	5.00
Register Balance as of 12/31/2015					-20.00	5.00
Ending Balance					-20.00	5.00

12:33 PM

01/06/16

LEBEC COUNTY WATER DISTRICT

A/P Aging Detail

As of January 6, 2016

Name	Memo	Open Balan...
Current		
State Compe...	Workers Comp Insurance 6120	802.58
Ability Answer...	Answering Service 6170	34.98
BC Laboratories	Water Test 6390	62.50
3D Imaging S...	Copies 6175	131.76
AUS Aramark	Uniforms 6352	48.45
AUS Aramark	uniforms 6352	27.79
AUS Aramark	Uniforms 6352	48.45
AUS Aramark	Uniforms 6352	27.79
HD Supply W...	Maintenance Supplies 6140	1,223.34
Lewis & Asso...	6255	450.00
Price Disposal	TRASH SERVICE 6370	42.33
State Water R...	6095	1,788.00
Griffith Comp...	Deposit Reimbursement	5,000.00
SCE 2-03-200...	6380	891.35
At&T Office	Office 6340	174.89
Verizon Wirel...	6340	109.58
Sparkletts	Water 6185	33.93
Ca Bank-Visa		408.56
Pilot Travel C...	Fuel 6022	271.93
GE Capital	Equipment Rental 6090	96.75
Gas Company	office 6365	90.24
Environmenta...	Cross connections 6095	100.00
AT&T Uverse	6340	82.00
Bell's Garage ...	Pipe Rack 6028.2	1,211.58
Martin's Garage	Tires 6028.1	548.70
AFCO Insura...	liability/property insurance 6115	828.86
Wainright Emi...	Rent 6290	800.00
Maillis, Patrici...	Regular meeting 12-8-15 6050	100.00
Martin, Willard	Regular Meting 12-8-15 6050	100.00
Bolen Franse...	Legal 6270	2,953.75
RVS Software	Billing Statements 6310	170.34
Hometown Pu...	Help Wanted 6010	135.00
Shinault Bake...		1,177.50
Ca Bank-Visa	Bank Card	1,227.43
Sparkletts	Water 6185	33.93
GE Capital	copier Rental 6090	96.75
Gas Company	office 6365	21.84
SCE 2-36-538...	Office	60.22
PGE8279	Lebec Well Pump Electricity 6375	510.43
PGE5230	Landfill Rd Booster Electricity 6375	21.68
PGE4923	Ridge Route Pump Electricity 6375	26.41
PGE5159	State Well Pump Electrictv 6375	1,037.72

TOTAL

23,009.34

LEBEC COUNTY WATER DISTRICT

Profit & Loss YTD Comparison

December 2015

	Dec 15	Jul - Dec 15
Ordinary Income/Expense		
Income		
4000 · Operating Revenue		
4010 · Commercial	16,229.78	103,641.86
4030 · Other-Copies	0.00	928.00
4040 · Residential	10,285.51	71,901.59
4060 · Rent Income	671.95	3,994.52
4090 · Refund	0.00	12.90
4100 · Kern Co Tax Income	4,963.67	9,002.19
4120 · Surplus Water	-2,971.59	9,479.30
4130 · Will Serve	136.50	861.00
4140 · Late Charges & Customer Char...	1,144.33	7,133.32
Total 4000 · Operating Revenue	30,460.15	206,954.68
Total Income	30,460.15	206,954.68
Expense		
6233 · Employee Drug Testing Fees	0.00	30.00
6010 · Advertising	135.00	274.50
6020 · Auto Expense		
6022 · Gas	271.93	1,724.26
6028 · Repairs		
6028.3 · BACKHOE	0.00	575.00
6028.2 · DODGE	1,211.58	1,211.58
6028.1 · GMC	548.70	577.29
Total 6028 · Repairs	1,760.28	2,363.87
6030 · Service		
6030.2 · Gmc Service	10.09	191.14
6030.1 · Dodge Service	0.00	404.53
Total 6030 · Service	10.09	595.67
Total 6020 · Auto Expense	2,042.30	4,683.80
6040 · Bank Service Charge	65.00	190.00
6050 · Compensation of Board	200.00	1,700.00
6065 · Depreciation	4,952.08	29,712.48
6070 · Dues & Subscriptions	30.00	1,356.00
6075 · Education	199.99	527.91
6090 · Equipment Rental	193.50	644.84
6095 · Fees and Permits	1,888.00	2,001.50
6110 · Insurance		
6112 · Insurance - AFLAC	0.00	0.00
6113 · Medical Insurance	0.00	-529.91
6115 · Business Insurance	828.86	6,673.24
6120 · Workers Compensation Insura...	802.58	3,908.44
Total 6110 · Insurance	1,631.44	10,051.77
6130 · Maintenance		
6135 · Maintenance Services	0.00	792.08
6140 · Maintenance Supplies	1,234.09	13,693.09
Total 6130 · Maintenance	1,234.09	14,485.17
6145 · Meals & Entertainment	0.00	120.00
6155 · Office Expense		
6160 · Computer	20.97	796.93
6170 · Answering Service	34.98	227.97
6175 · Repair	131.76	752.80
6180 · Signage	0.00	27.76
6185 · Supplies	358.25	1,028.64
Total 6155 · Office Expense	545.96	2,834.10

LEBEC COUNTY WATER DISTRICT
Profit & Loss YTD Comparison
December 2015

	Dec 15	Jul - Dec 15
6215 · Payroll - Gross Wages	15,285.90	67,020.56
6235 · Payroll Service Fees	8.00	32.45
6245 · Postage	659.61	1,765.36
6250 · Professional Fees		
6255 · Accounting / Bookkeeping	450.00	2,700.00
6260 · Audit	1,177.50	11,000.00
6270 · Legal	2,953.75	5,903.50
Total 6250 · Professional Fees	4,581.25	19,603.50
6290 · Rent	800.00	4,800.00
6300 · Repairs & Maintenance		
6302 · Maintenance		
6302.2 · Backhoe	128.52	128.52
6302 · Maintenance - Other	0.00	732.39
Total 6302 · Maintenance	128.52	860.91
6300 · Repairs & Maintenance - Other	417.33	1,200.19
Total 6300 · Repairs & Maintenance	545.85	2,061.10
6310 · Software System	0.00	913.00
6315 · Taxes		
6320 · Payroll Taxes	1,329.55	5,804.41
6325 · Property Tax	0.00	100.07
Total 6315 · Taxes	1,329.55	5,904.48
6340 · Telephone	366.47	2,235.46
6342 · Tools	38.68	54.79
6345 · Travel	0.00	466.90
6352 · Uniforms	152.48	1,245.01
6355 · Utilities - Office		
6360 · Electric	60.22	379.12
6365 · Gas	112.08	114.92
6370 · Trash	42.33	253.98
Total 6355 · Utilities - Office	214.63	748.02
6375 · Utilities - Pumps		
6380 · Electric	2,487.59	20,080.68
Total 6375 · Utilities - Pumps	2,487.59	20,080.68
6390 · Water Test	62.50	1,140.00
Total Expense	39,649.87	196,683.38
Net Ordinary Income	-9,189.72	10,271.30
Other Income/Expense		
Other Income		
9015 · Grant Income	0.00	4,878.16
9000 · Interest Income	11.96	22.23
Total Other Income	11.96	4,900.39
Other Expense		
9016 · Grant Expense	0.00	9,262.40
Total Other Expense	0.00	9,262.40
Net Other Income	11.96	-4,362.01
Net Income	-9,177.76	5,909.29

LEBEC COUNTY WATER DISTRICT

Balance Sheet

As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1040 · Grant Checking Account	5.00
1080 · Savings	
1081 · Emergency Fund Reserve	120,000.00
1080 · Savings - Other	355,021.45
Total 1080 · Savings	475,021.45
1011 - Customer Change Petty Ca	300.00
1020 · Lebec Co Water Dist. - Chec...	79,336.11
Total Checking/Savings	554,662.56
Accounts Receivable	
1200 · Accounts Receivable	32,046.56
Total Accounts Receivable	32,046.56
Other Current Assets	
1260 · Bad Debt Loss A/R	-231.55
Total Other Current Assets	-231.55
Total Current Assets	586,477.57
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	-721,836.81
Total 1400 · Fixed Assets	600,625.56
Total Fixed Assets	600,625.56
Other Assets	
1800 · Deposits	1,675.00
Total Other Assets	1,675.00
TOTAL ASSETS	1,188,778.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	11,865.20
Total Accounts Payable	11,865.20
Other Current Liabilities	
2030 · Surplus Water Deposits	650.00
2110 · Direct Deposit Liabilities	288.24

LEBEC COUNTY WATER DISTRICT

Balance Sheet

01/06/16

As of December 31, 2015

Accrual Basis

	Dec 31, 15
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	5,323.29
Total 2300 · Payroll Liabilities	5,323.07
2400 · Accrued Payroll	-0.19
Total Other Current Liabilities	6,261.12
Total Current Liabilities	18,126.32
Total Liabilities	18,126.32
Equity	
3290 · Fund Balance -Net Assets	797,919.12
3300 · Retained Earnings	366,823.40
Net Income	5,909.29
Total Equity	1,170,651.81
TOTAL LIABILITIES & EQUITY	1,188,778.13

Lebec County Water District.

Monthly Distribution Report

December, 2015

By: Mike Hightower, Jr.

Well Reports:

State Well

	December	November	Difference	Uranium	Fluoride	Nitrate
Static Level	122' 5"	122'	-5 inches	17 pCi/L	1.8 mg/L	5.3 mg/L
Drawdown	124' 10"	124' 5 Feet	-5 inches		Date: Dec 2015	
GPM	230 Gallons	230 Gallons	0		Bacteriological:	
Total Gallons	1,250,686 Gal	1,177,531 Gal	+73,155 Gal		Absent	

Lebec Well

	December	November	Difference	Uranium	Fluoride	Nitrate
Static Level	83' 2" Feet	81' 8" Feet	-1' 6" inches	13 pCi/L	1.3 mg/L	5.2 mg/L
Drawdown	93' 4" Feet	91' 8" Feet	-1' 6" inches		Date: Dec 2015	
GPM	210 Gallons	210 Gallons	0		Bacteriological:	
Total Gallons	1,250,963 Gal	1,487,957 Gal	-236,994 Gal		Absent	

Chimney Canyon Well

	December	November	Difference	Uranium	Fluoride	Nitrate
Static Level	173' 6" Feet	173' 2" Feet	-4" inches	21 pCi/L	2.0 mg/L	6.0 mg/L
Drawdown	201' 7" Feet	201' 3" Feet	-4" inches		Date: Dec 2015	
GPM	105 Gallons	105 Gallons	0		Bacteriological:	
Total Gallons	938,321 Gal	2,352,064 Gal	-1,413,743 Gal		Absent	

Water Pumped	3,439,970 Gal	2,827,790 Gal	+612,180 Gal
Water Sold	3,159,989 Gal	2,661,007 Gal	+498,982 Gal
Water Loss	279,981 GL	166,783 GL	8 % for Oct

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: Dec 2015	

System Information:

1. No water leaks were reported for the month of December.
2. All routine monthly Bac "T" sample for the month of December came back absent for coliform bacteria.
3. Quarterly Bacteriological for source monitoring "wells" returned an absence for Coliform Bacteria.
4. A sanitary survey, and system inspection was performed, by the State Water Resources Control Board, particularly by Jessie Dhaliwal, and Colton Nichelson. It has been determined that well three Chimney Cyn well is in violation for Uranium for the last four quarters (mcl is 20pCi/ the Chimney well is at 21pCi/L) as well as the already known fluoride violation. A quarterly Uranium notification and proof of service is now required to notify the public of the added Uranium mcl violation every quarter. Lebec County Water District has received a compliance order as of 01/07/2016 from the State Water Recourses Control Board. This compliance order outlines the requirements and timeframe given for well #3, and its mcl violations.
5. The system inspection that was performed on December 16, and 17 revealed only minor issues, such as the removal of the old well at Chimney Canyon, also the possible removal of the propane tank that remains on the lot adjacent to well #3. Other minor issues were pointed out, like the removal of the abandoned tank located at the Chimney tanks. Well to waste valves were mentioned, as well as gravel laid down at the State and Lebec wells, and the removal of the old pump motors, and old well piping. All in all the list gets longer, and Lebec County Water District should receive a detailed to do list from the State soon.
6. Rmr has begun hauling water to Lake of The Woods Mutual Water Company, I have put a meter on the 1550 gpm hydrant just north of the FAS Radiator sign, as the board agreed too several months back.
7. Jeff Bryan, and myself have begun to clean out customer meter boxes, and have been creating a list of outdated meters, the eventual replacement of these meters should help with meter reading accuracy, and accuracy of the meters due to their age.

All other systems are running normally. Thank You.

Part-time office staff and temporary office staff shall work according to the schedule designated by their immediate supervisor.

An employee who does not call or report to work for three (3) consecutive work days will be considered to have voluntarily resigned employment with the Company, unless there are extenuating circumstances. Supervisors experiencing such absences should contact the President immediately.

3004. Overtime Policy

Overtime pay will be paid to non-exempt employees as required by applicable state law or federal law. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted unless otherwise required by law. On occasion, you may be required to work overtime. Refusal to work required overtime will result in disciplinary action. ADVANCE APPROVAL BY MANAGEMENT FOR OVERTIME MUST BE APPROVED BY THE PRESIDENT IN WRITING. Failure to obtain prior approval for overtime will result in disciplinary action.

3005. Holiday Pay Policy

The Company observes eight paid holidays (8-1/2 days total) per year (see section 4003). Water operators who are on duty on a holiday will receive pay at the overtime rate. Those employees who are within a probationary period, as described in section 1000, shall not receive holiday pay.

3006. Time Records

All employees are required to submit time records by the date set by your immediate supervisor. The time record should show all hours worked and vacation or leave hours. An employee's supervisor must initial corrections and sign off on each time card.

Punching or filling out another employee's time record, allowing another employee to punch or fill out your time record, or altering a time record, is considered a falsification of Company documents and is grounds for disciplinary action.

3007. Paydays

There are 26 paydays every calendar year. Employees are paid every other Thursday for work through the previous two weeks. The Company work week begins on Monday and continues through the subsequent Sunday.

Paychecks are normally available by 4 pm from the Payroll Office. If a payday falls on a holiday, paychecks will be available the prior business day unless the Company specifies otherwise.

If there is an error in your paycheck, please report it immediately to your supervisor or the President.

3008. Absences

Prior to taking a leave of absence for purposes of personal illness, family illness, bereavement leave, military leave, jury duty, personal leave, or other foreseeable absences, an Employee Leave Request should be submitted to your immediate supervisor for approval at least two weeks prior to the scheduled leave date, unless the request is due to an unexpected emergency or unplanned necessity. The nature of the emergency should then be shared with the supervisor.

All employees are expected to work on a regular and consistent basis to complete their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. Disciplinary action taken due to absenteeism will be considered following a review of the employee's absences, reasons for such absences, and overall work record.

An employee who does not call or report to work for three consecutive work days will be considered to have voluntarily resigned employment with the Company, unless there are extenuating circumstances. Such incidents will be reviewed by your supervisor and/or the Company President.

3009. Expense Reimbursement

Expenses incurred in connection with the Company's business will be reimbursed as set forth herein. Claims for reimbursement must be submitted on the Expense Reimbursement form, which is available from your supervisor. Expense reports must (1) be prepared monthly, (2) contain the reimbursable expenses incurred during the prior 30-day period along with supporting documentation (e.g. receipts for meals, mileage reports, etc.), (3) be signed by the employee, (4) be submitted to your supervisor on the first day of the month, and (5) be approved by your supervisor.

3010. Employee Separation Procedures

An employee who chooses to terminate his or her employment with the Company should submit a letter of resignation to their supervisor stating their last date of employment and the reason for leaving. A two-week notice of resignation is requested, if possible.

The employee agrees to return all Company equipment before the last day of employment including but not limited to, all keys and/or access cards, Company telephones and/or radios, and charge card (if issued).