



**LCWD**  
Lebec County Water District

# PACKET

August 9, 2016

FOR PUBLIC VIEW ONLY

(Please do not remove from office)

**MINUTES**  
**LEBEC COUNTY WATER DISTRICT**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**TUESDAY JULY 19, 2016**  
**6:30PM**

**1. CALL THE MEETING TO ORDER/ROLL CALL**

Meeting begins- 6:37pm

BILL HOPPER, BRETT TUCKER AND WILLARD MARTIN PRESENT CLOSED SESSION: - Gov't code 54954.2

**2. CLOSED SESSION:** Gov't code 54954.2

- a. ANNOUNCE TO MOVE TO CLOSED SESSION – Gov't code 54957.7 (a)
- b. LEGAL - DISCUSSION AND APPROPRIATE ACTION ( REQUESTED BY PRESIDENT MARTIN)
- c. CONVENE TO OPEN SESSION – Gov't code 54957.7

**3. OPEN SESSION**

**President Martin** made a **MOTION** to move to open session.

**V.P. Hopper** **SECONDED** the Motion.

Yea: 3 (WM, BH, BT)                      Nay: 0                      Abstain: 0

**PRAYER/FLAG SALUTE**

**4. MINUTES:**

- a. REVIEW THE MINUTES FROM MAY 10, 2016 REGULAR MEETING
- b. MOTION TO APPROVE THE MINUTES FROM MAY 10, 2016 REGULAR MEETING

**V.P. Hopper** made a **MOTION** to accept the minutes for May 10, 2016 with corrections.

**Director Tucker** **SECONDED** the Motion.

Yea: 3(BH, WM, BT)                      Nay: 0                      Abstain: 0

Board concurs and Motion passes.

**5. FINANCIAL REPORTS:**

- a. BARBARA LEWIS TO GO OVER FINANCIAL REPORT FOR MAY AND JUNE 2016
- b. MOTION TO APPROVE FINANCIAL REPORT FOR MAY AND JUNE 2016

**V.P. Hopper** made a **MOTION** to approve the Financial Report form May 2016.

**Director Tucker** **SECONDED** the Motion.

Yea: 3(BH,WM, BT)                      Nay: 0                      Abstain: 0

Board concurs and Motion passes

**V.P. Hopper** made a **MOTION** to approve the Financial Report for June 2016.

**Director Tucker SECONDED** the Motion.

Yea: 3(BH,WM, BT)

Nay: 0

Abstain:

0

Board concurs and Motion passes

## **6. WATER OPERATIONS REPORT:**

**a.** SYSTEM REPORT – DISCUSSION AND APPROPRIATE ACTION

**b.** MOTION TO APPROVE WATER OPERATORS REPORT FOR MAY 2016

**Director Tucker** made a **MOTION** to approve Water Operators Report for May 2016.

**V.P. Hopper SECONDED** the Motion.

Yea: 3(BH,WM, BT)

Nay: 0

Abstain:

0

Board concurs and Motion passes

## **7. 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 FURTHER 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.

## **8. UNFINISHED BUSINESS:**

- a.** ANNEXING JUNIPER RIDGE - DISCUSSION AND APPROPRIATE ACTION
- b.** DWSRF GRANT - DISCUSSION AND APPROPRIATE ACTION
- c.** EMERGENCY GENERATOR CONNECTIONS ESTIMATES - DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY PRESIDENT MARTIN)
- d.** WEST SIDE LEBEC TO STATE SYSTEM CONNECTION - DISCUSSION AND APPROPRIATE ACTION ( REQUESTED BY PRESIDENT MARTIN)
- e.** CAMERA SURVEILLANCE AND GOV'T CODE COMPLIANCE-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY V.P. HOPPER)
- f.** ENGINEERING REPORT TO INSTALL NEW STORAGE TANK AT LEBEC ZONE – DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY V.P. HOPPER)
- g.** BIDS FOR PURCHASE OF GRAVEL-DISCUSSION AND APPROPRIATE ACTION (REQUESTED BY V.P. HOPPER)
- h.** STATE REQUEST FOR TANK REPAIRS-DISCUSSION APPROPRIATE ACTION (REQUESTED BY MICHAEL HIGHTOWER JR.)

**Director Tucker** made a **MOTION** to table item 8.b (DWSRF Grant) until next meeting.

**V.P. Hopper SECONDED** the Motion.

Yea: 3(BH,WM, BT)

Nay: 0

Abstain:

0

Board concurs and Motion passes



**President Martin** made a **MOTION** to nominate Director Tucker for the Sec/Treasurer Position on the Board.  
**V.P. Hopper SECONDED** the Motion.

Yea: 3 (WM, BH, BT)                      Nay: 0                      Abstain: 0

**President Martin** made a **MOTION** to add Sec/Treasurer Tucker to all bank accounts.  
**V.P. Hopper SECONDED** the Motion.

Yea: 3 (WM, BH, BT)                      Nay: 0                      Abstain: 0

**President Martin** made a **MOTION** to leave the Surplus Water Rates as is.  
**V.P. Hopper SECONDED** the Motion.

Yea: 3 (WM, BH, BT)                      Nay: 0                      Abstain: 0

**Sec/Treasurer Tucker** made a **MOTION** to approve the Tejon-Castac Water District Annexation with changes.  
**V.P. Hopper SECONDED** the Motion.

Yea: 3(BH, WM, BT)                      Nay: 0                      Abstain: 0

Board concurs and Motion passes

**Sec/Treasurer Tucker** made a **MOTION** to approve the 2016-2017 Fiscal Year Budget with changes.  
**V.P. Hopper SECONDED** the Motion.

Yea: 3(BH, WM, BT)                      Nay: 0                      Abstain: 0

Board concurs and Motion passes

**10. BOARD/STAFF PROPOSED AGENDA ITEMS**

**11. ANNOUNCE DATE/TIME OF THE NEXT MEETING**

August 9, 2016

**12. ADJOURNMENT**

**V.P. Hopper** made a **MOTION** to adjourn.  
**Sec/Treasurer Tucker SECONDED** the Motion.

Yea: 3(BH, WM, BT)                      Nay: 0                      Abstain: 0

Board concurs and Motion passes

**MEETING WAS ADJOURNED AT 9:31PM**

11:36 AM

08/04/16

**LEBEC COUNTY WATER DISTRICT**  
**Reconciliation Summary**  
1020 · Lebec Co Water Dist. - Checking, Period Ending 07/31/2016

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	Jul 31, 16
Beginning Balance	49,310.94
Cleared Transactions	
Checks and Payments - 38 ite...	-27,168.01
Deposits and Credits - 30 items	45,010.58
Total Cleared Transactions	17,842.57
Cleared Balance	67,153.51
Uncleared Transactions	
Checks and Payments - 14 ite...	-17,127.43
Total Uncleared Transactions	-17,127.43
Register Balance as of 07/31/2016	50,026.08
New Transactions	
Checks and Payments - 5 items	-6,181.13
Total New Transactions	-6,181.13
Ending Balance	43,844.95

11:38 AM

08/04/16

LEBEC COUNTY WATER DISTRICT  
**Reconciliation Summary**  
1040 · Grant Checking Account, Period Ending 07/31/2016

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	Jul 31, 16
Beginning Balance	3,936.24
Cleared Transactions	
Checks and Payments - 1 it...	-3,903.57
Total Cleared Transactions	-3,903.57
Cleared Balance	<u>32.67</u>
Register Balance as of 07/31/2016	32.67
Ending Balance	32.67

## LEBEC COUNTY WATER DISTRICT

## Reconciliation Detail

1020 - Lebec Co Water Dist. - Checking, Period Ending 07/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						49,310.94
Cleared Transactions						
Checks and Payments - 38 items						
Paycheck	07/01/2016	7439	Jeffrey G Bryan	X	-2,045.00	-2,045.00
Paycheck	07/01/2016	7440	Jessica Carroll	X	-1,547.03	-3,592.03
Bill Pmt -Check	07/01/2016	7435	Anthem Blue Cross	X	-1,456.43	-5,048.46
Bill Pmt -Check	07/01/2016	7437	State Compensat...	X	-802.58	-5,851.04
Bill Pmt -Check	07/01/2016	7438	Wainright Emilie	X	-800.00	-6,651.04
Bill Pmt -Check	07/01/2016	7436	Pitney Bowes/Re...	X	-64.34	-6,715.38
Bill Pmt -Check	07/05/2016	7446	CMAC	X	-5,000.00	-11,715.38
Bill Pmt -Check	07/05/2016	7450	SCE 2-03-200-81...	X	-1,055.20	-12,770.58
Bill Pmt -Check	07/05/2016	7447	Lewis & Associates	X	-450.00	-13,220.58
Bill Pmt -Check	07/05/2016	7444	Burtch Trucking Inc	X	-400.00	-13,620.58
Bill Pmt -Check	07/05/2016	7448	Pilot Travel Cent...	X	-295.73	-13,916.31
Bill Pmt -Check	07/05/2016	7451	Staples Office Su...	X	-283.39	-14,199.70
Bill Pmt -Check	07/05/2016	7442	At&T Office	X	-167.72	-14,367.42
Bill Pmt -Check	07/05/2016	7452	Verizon Wireless	X	-109.86	-14,477.28
Bill Pmt -Check	07/05/2016	7453	Wells Fargo Bank	X	-96.75	-14,574.03
Bill Pmt -Check	07/05/2016	7443	AUS Aramark	X	-83.85	-14,657.88
Bill Pmt -Check	07/05/2016	7441	Ability Answering ...	X	-57.64	-14,715.52
Bill Pmt -Check	07/05/2016	7445	Cash	X	-19.41	-14,734.93
Bill Pmt -Check	07/08/2016	7454	Molina Rafael Sr.	X	-2,000.00	-16,734.93
Bill Pmt -Check	07/14/2016	7460	PGE5159	X	-2,162.02	-18,896.95
Bill Pmt -Check	07/14/2016	7462	PGE8279	X	-1,183.69	-20,080.64
Bill Pmt -Check	07/14/2016	7457	Ca Bank-Visa	X	-861.45	-20,942.09
Bill Pmt -Check	07/14/2016	7458	Fred C. Gilbert Co.	X	-90.58	-21,032.67
Bill Pmt -Check	07/14/2016	7465	SCE 2-36-538-21...	X	-72.36	-21,105.03
Bill Pmt -Check	07/14/2016	7456	BC Laboratories	X	-62.50	-21,167.53
Bill Pmt -Check	07/14/2016	7463	Price Disposal	X	-42.33	-21,209.86
Bill Pmt -Check	07/14/2016	7459	PGE4923	X	-27.95	-21,237.81
Bill Pmt -Check	07/14/2016	7461	PGE5230	X	-19.71	-21,257.52
Paycheck	07/18/2016	7466	Jeffrey G Bryan	X	-1,983.17	-23,240.69
Paycheck	07/18/2016	7467	Jessica Carroll	X	-1,516.50	-24,757.19
Liability Check	07/18/2016	E-pay	EFTPS	X	-1,445.84	-26,203.03
Liability Check	07/18/2016	E-pay	EDD	X	-252.99	-26,456.02
Bill Pmt -Check	07/25/2016	7476	McMor Chlorinati...	X	-358.40	-26,814.42
Bill Pmt -Check	07/25/2016	7472	Kern County Envi...	X	-125.00	-26,939.42
Bill Pmt -Check	07/25/2016	7468	3D Imaging Syste...	X	-115.59	-27,055.01
Bill Pmt -Check	07/25/2016	7475	Martin, Willard	X	-100.00	-27,155.01
Check	07/29/2016		QuickBooks Payr...	X	-6.00	-27,161.01
Check	07/31/2016			X	-7.00	-27,168.01
Total Checks and Payments					-27,168.01	-27,168.01
Deposits and Credits - 30 items						
Deposit	07/07/2016			X	340.36	340.36
Deposit	07/07/2016			X	2,810.22	3,150.58
Deposit	07/12/2016			X	353.38	3,503.96
Deposit	07/12/2016			X	1,798.16	5,302.12
Deposit	07/18/2016			X	38.11	5,340.23
Deposit	07/18/2016			X	45.06	5,385.29
Deposit	07/18/2016			X	95.44	5,480.73
Deposit	07/18/2016			X	100.00	5,580.73
Deposit	07/18/2016			X	125.78	5,706.51
Deposit	07/18/2016			X	127.99	5,834.50
Deposit	07/18/2016			X	247.79	6,082.29
Deposit	07/18/2016			X	307.49	6,389.78
Deposit	07/18/2016			X	394.53	6,784.31
Deposit	07/18/2016			X	13,773.22	20,557.53
Deposit	07/20/2016			X	55.00	20,612.53
Deposit	07/20/2016			X	65.00	20,677.53
Deposit	07/20/2016			X	167.70	20,845.23
Deposit	07/20/2016			X	248.33	21,093.56
Deposit	07/20/2016			X	991.68	22,085.24
Deposit	07/20/2016			X	5,722.39	27,807.63
Deposit	07/20/2016			X	7,420.69	35,228.32
Deposit	07/26/2016			X	291.50	35,519.82
Deposit	07/26/2016			X	671.95	36,191.77



## LEBEC COUNTY WATER DISTRICT

## Reconciliation Detail

1020 · Lebec Co Water Dist. - Checking, Period Ending 07/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	07/26/2016			X	1,141.14	37,332.91
Deposit	07/28/2016			X	274.52	37,607.43
Deposit	07/29/2016			X	88.44	37,695.87
Deposit	07/29/2016			X	112.42	37,808.29
Deposit	07/29/2016			X	203.84	38,012.13
Deposit	07/29/2016			X	450.00	38,462.13
Deposit	07/29/2016			X	6,548.45	45,010.58
Total Deposits and Credits					45,010.58	45,010.58
Total Cleared Transactions					17,842.57	17,842.57
Cleared Balance					17,842.57	67,153.51
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Bill Pmt -Check	07/05/2016	7449	Provost & Prichar...		-2,996.70	-2,996.70
Bill Pmt -Check	07/14/2016	7464	Provost & Prichar...		-5,769.40	-8,766.10
Liability Check	07/15/2016	E-pay	EFTPS		-1,502.00	-10,268.10
Liability Check	07/15/2016	E-pay	EDD		-267.39	-10,535.49
Bill Pmt -Check	07/25/2016	7479	Santana's Pumping		-3,190.00	-13,725.49
Bill Pmt -Check	07/25/2016	7469	Anthem Blue Cross		-1,456.43	-15,181.92
Bill Pmt -Check	07/25/2016	7481	Wainright Emilie		-800.00	-15,981.92
Bill Pmt -Check	07/25/2016	7473	Lewis & Associates		-550.00	-16,531.92
Bill Pmt -Check	07/25/2016	7474	Martin's Garage		-137.18	-16,669.10
Bill Pmt -Check	07/25/2016	7471	Kern County Audi...		-132.00	-16,801.10
Bill Pmt -Check	07/25/2016	7480	Tucker, Brett		-100.00	-16,901.10
Bill Pmt -Check	07/25/2016	7478	Pitney Bowes/Re...		-94.33	-16,995.43
Bill Pmt -Check	07/25/2016	7470	AT&T Uverse		-82.00	-17,077.43
Bill Pmt -Check	07/25/2016	7477	PC Pal		-50.00	-17,127.43
Total Checks and Payments					-17,127.43	-17,127.43
Total Uncleared Transactions					-17,127.43	-17,127.43
Register Balance as of 07/31/2016					715.14	50,026.08
<b>New Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Paycheck	08/01/2016	7484	Michael D Hight...		-1,919.79	-1,919.79
Liability Check	08/01/2016	E-pay	EFTPS		-1,590.94	-3,510.73
Paycheck	08/01/2016	7483	Jessica Carroll		-1,512.12	-5,022.85
Paycheck	08/01/2016	7482	Jeffrey G Bryan		-910.32	-5,933.17
Liability Check	08/01/2016	E-pay	EDD		-247.96	-6,181.13
Total Checks and Payments					-6,181.13	-6,181.13
Total New Transactions					-6,181.13	-6,181.13
Ending Balance					-5,465.99	43,844.95

11:38 AM

08/04/16

**LEBEC COUNTY WATER DISTRICT**  
**Reconciliation Detail**  
**1040 - Grant Checking Account, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,936.24
Cleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	03/09/2016	107	Provost & Prichar...	X	-3,903.57	-3,903.57
Total Checks and Payments					-3,903.57	-3,903.57
Total Cleared Transactions					-3,903.57	-3,903.57
Cleared Balance					-3,903.57	32.67
Register Balance as of 07/31/2016					-3,903.57	32.67
Ending Balance					-3,903.57	32.67

# LEBEC COUNTY WATER DISTRICT

## Profit & Loss YTD Comparison

July 2016

	Jul 16	Jul 16
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Operating Revenue		
4010 · Commercial	19,579.55	19,579.55
4040 · Residential	15,488.75	15,488.75
4060 · Rent Income	671.95	671.95
4100 · Kern Co Tax Income	274.52	274.52
4120 · Surplus Water	6,234.63	6,234.63
4130 · Will Serve	143.26	143.26
4140 · Late Charges & Customer Charg...	1,001.88	1,001.88
<b>Total 4000 · Operating Revenue</b>	<b>43,394.54</b>	<b>43,394.54</b>
<b>Total Income</b>	<b>43,394.54</b>	<b>43,394.54</b>
<b>Expense</b>		
6020 · Auto Expense		
6022 · Gas	307.73	307.73
6028 · Repairs		
6028.1 · GMC	274.36	274.36
<b>Total 6028 · Repairs</b>	<b>274.36</b>	<b>274.36</b>
<b>Total 6020 · Auto Expense</b>	<b>582.09</b>	<b>582.09</b>
6040 · Bank Service Charge	7.00	7.00
6050 · Compensation of Board	200.00	200.00
6065 · Depreciation	5,777.00	5,777.00
6090 · Equipment Rental	255.42	255.42
6095 · Fees and Permits	257.00	257.00
6110 · Insurance		
6113 · Medical Insurance	2,912.86	2,912.86
6120 · Workers Compensation Insurance	1,605.16	1,605.16
<b>Total 6110 · Insurance</b>	<b>4,518.02</b>	<b>4,518.02</b>
6130 · Maintenance		
6135 · Maintenance Services	6,535.00	6,535.00
6140 · Maintenance Supplies	358.40	358.40
<b>Total 6130 · Maintenance</b>	<b>6,893.40</b>	<b>6,893.40</b>
6155 · Office Expense		
6160 · Computer	50.00	50.00
6170 · Answering Service	33.45	33.45
6175 · Office Repair	241.70	241.70
6185 · Supplies	27.85	27.85
<b>Total 6155 · Office Expense</b>	<b>353.00</b>	<b>353.00</b>
6215 · Payroll - Gross Wages	5,692.94	5,692.94
6235 · Payroll Service Fees	6.00	6.00
6245 · Postage	4.50	4.50
6250 · Professional Fees		
6255 · Accounting / Bookkeeping	550.00	550.00

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08/04/16

accrual Basis

# LEBEC COUNTY WATER DISTRICT

## Profit & Loss YTD Comparison

July 2016

	Jul 16	Jul 16
Total 6250 · Professional Fees	550.00	550.00
6290 · Rent	1,600.00	1,600.00
6300 · Repairs & Maintenance		
6303 · System Maint and Repairs	2,000.00	2,000.00
Total 6300 · Repairs & Maintenance	2,000.00	2,000.00
6315 · Taxes		
6320 · Payroll Taxes	750.42	750.42
Total 6315 · Taxes	750.42	750.42
6340 · Telephone	360.19	360.19
6352 · Uniforms	81.02	81.02
6375 · Utilities - Pumps		
6380 · Electric	1,645.30	1,645.30
Total 6375 · Utilities - Pumps	1,645.30	1,645.30
6390 · Water Test	62.50	62.50
Total Expense	31,595.80	31,595.80
Net Ordinary Income	11,798.74	11,798.74
Net Income	11,798.74	11,798.74

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08/04/16

Accrual Basis

## LEBEC COUNTY WATER DISTRICT

## Balance Sheet

As of July 31, 2016

	Jul 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1011 - Customer Change Petty Ca	300.00
1020 - Lebec Co Water Dist. - Checki...	50,026.08
1040 - Grant Checking Account	32.67
1080 - Savings	
1081 - Emergency Fund Reserve	120,000.00
1080 - Savings - Other	430,066.70
Total 1080 - Savings	550,066.70
Total Checking/Savings	600,425.45
Accounts Receivable	
1200 - Accounts Receivable	37,523.34
Total Accounts Receivable	37,523.34
Other Current Assets	
1260 - Bad Debt Loss A/R	-231.55
Total Other Current Assets	-231.55
Total Current Assets	637,717.24
<b>Fixed Assets</b>	
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	28,218.42
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	-767,225.33
Total 1400 - Fixed Assets	555,237.04
Total Fixed Assets	555,237.04
<b>Other Assets</b>	
1800 - Deposits	1,675.00
Total Other Assets	1,675.00

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## LEBEC COUNTY WATER DISTRICT

08/04/16

## Balance Sheet

Accrual Basis

As of July 31, 2016

	Jul 31, 16
<b>TOTAL ASSETS</b>	<b>1,194,629.28</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	7,473.16
Total Accounts Payable	7,473.16
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	-0.15
Total 2300 · Payroll Liabilities	-0.37
Total Other Current Liabilities	287.87
Total Current Liabilities	7,761.03
Total Liabilities	7,761.03
Equity	
3290 · Fund Balance -Net Assets	797,919.12
3300 · Retained Earnings	377,150.39
Net Income	11,798.74
Total Equity	1,186,868.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,194,629.28</b>

1:11 PM

08/04/16

## LEBEC COUNTY WATER DISTRICT

**A/P Aging Detail**

As of August 4, 2016

Name	Memo	Open Balance
Current		
3D Imagi...	copier maint	126.11
Ability A...	answering service	33.45
AUS Ara...	rugs	40.51
AUS Ara...	rugs	40.51
At&T Offi...	office phones	168.29
BC Labor...	lab testing fees	62.50
Cash	postage and water	32.35
Pilot Tra...	chevy-989 diesel-381 miles	307.73
Martin's ...	gmc tires	137.18
PowerTe...	motor failure phillips booster	1,265.00
Santana'...	refund on deposit surplus water	525.00
Santana'...	6 inch mainline break	2,080.00
SCE 2-03...	pump electric	1,645.30
State Co...	Workers Comp Insurance 6120 ...	802.58
Verizon ...	cell phones	109.90
Wells Far...	copier lease	96.75
Martin, ...	Stipend 6050	100.00
Tucker, ...	Stipend 6050	100.00
AT&T Uv...	Acct# 135001060 -6340	82.00
Kern Cou...	backflow fee 6095	125.00
Anthem ...	Invoice # 0201607001791	1,456.43
Wainrigh...	Rent 6290	800.00
Kern Cou...	lafco sharing costs 6095	132.00
Lewis & ...	6255	550.00
Martin's ...	6028.1 GMC	137.18
McMor C...	6140	358.40
PC Pal	6160 Laptop	50.00
3D Imagi...	6175	115.59
Santana'...	Repair on Lebec Road	3,190.00
Pitney B...	Rental 6090	94.33
Anthem ...	Invoice # 0201605001710	1,456.43
Wainrigh...	Rent 6290	800.00
Pitney B...	6090 Equipment Rental	64.34
State Co...	Workers Comp Insurance 6120 ...	802.58

TOTAL

17,887.44

# Lebec County Water District.

## Monthly Distribution Report

July, 2016

By: Mike Hightower, Jr., Water Operations Supervisor

### Well Reports:

#### State Well

	July	June	Difference	Uranium	Fluoride	Nitrate
Static Level	130'	125'8"	-4'4"	17 pCi/L	1.9 mg/L	23mg/L
Drawdown	132'3 "	127'11"	-4'4"		Date:July 2016	
GPM	230 Gpm	230 Gpm	0		Bacteriological:	
Total Gallons	2,629,601	1,989,471	+640,130		Absent	

#### Lebec Well

	July	June	Difference	Uranium	Fluoride	Nitrate
Static Level	92'0"	87'5"	-4'7 "	12 pCi/L	1.4 mg/L	23mg/L
Drawdown	104'4"	97'9"	-4'7 "		Date:July 2016	
GPM	210 Gpm	210 Gpm	0		Bacteriological:	
Total Gallons	2,657,038	2,418,987	+238,051		Absent	

#### Chimney Canyon Well

	July	June	Difference	Uranium	Fluoride	Nitrate
Static Level	182'6"	176'5"	-6'1"	24 pCi/L	2.3 mg/L	26mg/L
Drawdown	210'2"	204'1"	-6'1"		Date:July 2016	
GPM	105 Gpm	105 Gpm	0		Bacteriological:	
Total Gallons	2,013,152	1,735,390	+277,762		Absent	

	July	June	Difference
Water Pumped	3,864,901	3,447,554 Gal	+417347 Gal
Water Sold	3,465,050	3,447,160 Gal	+17,890Gal
Water Loss	513,473 GL	363,918 GL	8% July 2016

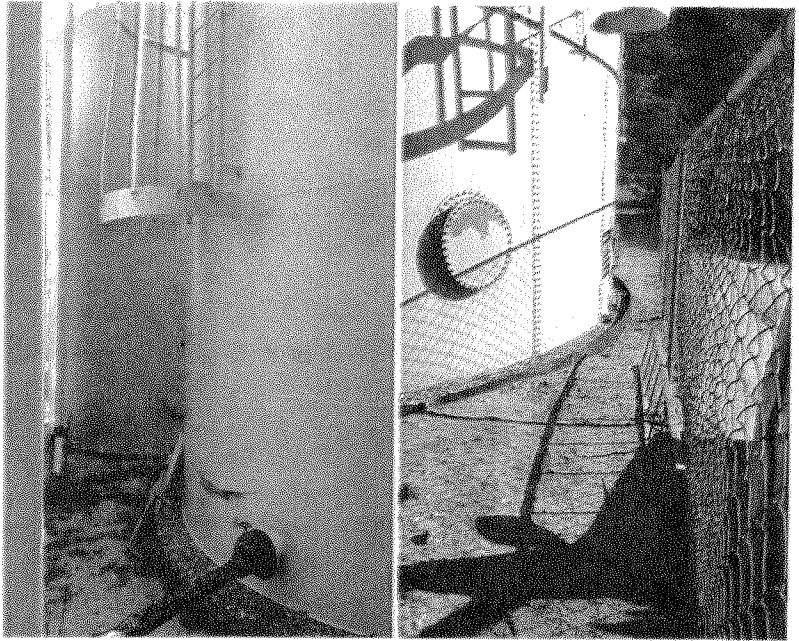
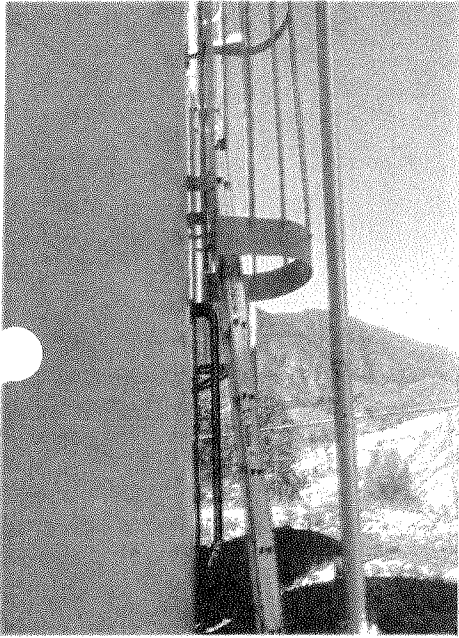
#### Cuddy Creek Well - Non-Potable

	July	June	Difference	Fluoride	Nitrate
Static Level	177 Feet	177 Feet	0	mg/L	mg/L
Drawdown	188 Feet	188 Feet	0	Date:July 2016	



## System Information:

1. There were two water leaks reported for the month of July 2016. First leak occurred on the 12<sup>th</sup> of July at the corner of Circle Dr and Canyon Drive, Santana's Plumbing was contracted to perform the repair. Two 8" compression coupling and one 4' section of c-900 pipe was used to repair the Lebec mainline. **Attached is copy of the invoice for work performed.**
2. Lebec experienced its second water leak on Monday the 25<sup>th</sup> of July, just east of the Jehovah Witness church located on Lebec Rd, Santana's Plumbing was contracted once again to perform the repair. A band aid was used to repair the 6" main line of the lebec zone line. **Attached is copy of the invoice for the work performed.**
3. All bacteriological samples returned an absence for coliform bacteria for the month of July 2016.
4. The operators thank the Lebec County Water District's Board of Director's for purchase of the ¾" rock it is being spread out on the two well heads.
5. I have attached a proposal from our electrician we usually use on our wells, and booster pumps. Terry from Power-Tech has submitted a cost, and labor estimate for the required hook-ups for the generator, and all the three boosters "Phillips, Mesa Valley, and Ridge Route". Keep in mind the proposal for the booster is times three \$ 3340.00 x 3 plus the cost of the generator hook up. **(this is carried on from the month of May, in case the board has any unanswered questions regarding this proposal)**
6. In the month of June, the Philips booster motor failed, a used replacement was purchased from Rafael Molina Sr. Jeff Bryan, and Terry from Power Tech performed the work for this repair. This unit carries no warranty. **Attached is the invoice.**
7. Attached is a proposal for work to be performed at our Chimney Canyon well. The electrical panel has been wired several times over, and has been left in a state of disarray. The wire feeding well pump motor from the electrical panel to the junction box at the well, is under sized and is heating up. **Attached is an estimate to clean up the electrical panel, and replace the undersized wire as mentioned.**
8. As mentioned in previous meetings, attached is a description of deficiency list provided by the State Water Resources Control Board. I have highlighted the items orange that need to be addressed asap.
9. Tank ladder pics are attached as requested by the board last meeting.



All other systems are running normally. Thank You.



(<http://www.csda.net>)

+ NAV

## Board Secretary/Clerk Conference and Certificate Program

CSDA's Special District Board Secretary/Clerk Conference and Certificate Program Whether you are a new or seasoned Board Secretary/Clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts and provide an opportunity to recognize individuals that invest the time in becoming trained in the various components of the job, CSDA created this certificate program. Now, in its sixth year, the Board Secretary/Clerk Certificate has become the gold standard for special district Board Secretaries and Clerks throughout California. We invite you to participate as a first time attendee to earn your certificate and come back year after year to advance your knowledge of special districts through new and exciting breakout sessions tailored to your position. On/before 10/14/16: SDRMA-\$525, CSDA-\$575, Non-Mem-\$865. After 10/14/16: SDRMA-\$575, CSDA-\$625, Non-Mem-\$940

Call 1-800-EMBASSY to make your reservations by phone. Refer to the code CS1 when booking.

Link for online reservations:

[http://embassysuites.hilton.com/en/es/groups/personalized/M/MRYESES-31-20161114/index.html?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/M/MRYESES-31-20161114/index.html?WT.mc_id=POG)

[http://embassysuites.hilton.com/en/es/groups/personalized/M/MRYESES-CS1-20161114/index.html?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/M/MRYESES-CS1-20161114/index.html?WT.mc_id=POG)

Click here (<http://www.csda.net/wp-content/uploads/2016/01/2016-CSDA-Business-Gold-Pages-5-6.pdf>) for exhibitor and sponsor opportunities.

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**When** 11/14/2016 - 11/16/2016

### Where

Embassy Suites Monterey Bay - Seaside

1441 Canyon Del Rey

Seaside, CA 93955 United States

## Program Options

Monday, 14 November 2016



11/14/2016 9:00 AM Pre-conference Workshop Only: Policy & Procedure Writing  
Agenda: Workshop 9:00am - 4:00pm, lunch to be provided  
**Time** 9:00 AM - 4:00 PM

4/2016 9:00 AM Pre-conference Workshop: Policy & Procedure Writing  
Agenda: Workshop 9:00am - 4:00pm, lunch to be provided  
**Time** 9:00 AM - 4:00 PM

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## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

Welcome to the CALIFORNIA SPECIAL DISTRICTS ASSOCIATION reservation site!

A block of rooms have been reserved for November 14, 2016 - November 17, 2016. The special room rate will be available until October 23rd or until the group block is sold-out, whichever comes first.

Booking a reservation from our site is simple. To begin the process, click on "Book a Room" below to receive your group's preferred rate.

See you at the Embassy Suites by Hilton Monterey Bay Seaside in November! We hope you enjoy your stay and your group's event!

## Quick and Easy Reservations for Attendees

Attending an event at our hotel? Special room rates have been arranged for this event. Click on the room type below to view room details.

Check-in Date:

14 November 2016 - 17 November 2016

Special Room Rates:

[1 KING BED NONSMOKING](#)

rates from  
146.00 USD/Night

[2 DOUBLE BEDS  
NONSMOKING](#)

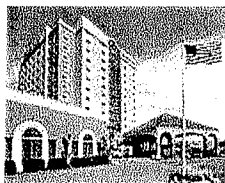
rates from  
146.00 USD/Night

Book **by October 23rd** to reserve your room!

[Terms & Conditions](#)

[Book a Room](#)

## Embassy Suites by Hilton Monterey Bay Seaside



1441 Canyon Del Rey  
Seaside, California 93955  
USA  
Tel: +1-831-393-1115  
Fax: +1-831-899-1928

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## Breakouts for Returning Attendees

### **A Deep Dive into the Public Records Act**

*Burke Williams Sorensen*

This breakout session will include an in-depth discussion of the California Public Records Act (CPRA). We will walk through the process of handling records requests from beginning to end, discussing both the legal requirements and practical considerations. We will also discuss some of the most common exemptions from disclosure and CPRA litigation.

### **Does Your Employee Handbook Violate the Law?**

*Atkinson, Andelson, Loya, Ruud & Romo*

A staple in the workplace, the "employee handbook," sets the parameters of acceptable employee behavior, and is often used in determining the application of disciplinary actions and the resolution of employee disputes. We will review the provisions that should be added to your handbook and those sections that require updating, along with the pitfalls to avoid when drafting a handbook.

### **Human Resources for Board Secretaries and Clerks** *Liebert Cassidy Whitmore*

This is a human resources 101 workshop that will provide a general overview of relevant HR issues that face special districts. We will cover an array of important topics including: hiring and recruitment, negotiations with employee bargaining units, personnel files, overtime, leaves and absenteeism, and retirement issues.

### **Keeping Up with the Brown Act**

*Liebert Cassidy Whitmore*

Board secretaries/clerks must know how to comply with the complex set of laws found in the Brown Act, which governs how boards must meet in public. In this session, we will go over common mistakes made with the Brown Act, including the intricacies involved with closed sessions, administrative decisions, and litigation and settlements, while providing tips along the way. This workshop will also explain the new amendments to the Brown Act addressing transparency, which can pose a challenge for California special districts.

### **Let's Get Digital - Electronic Document Management** *Laserfiche*

How much are your documents costing you? It might be more than you think—special districts are document-driven organizations, and inefficient document management takes a toll on your time and resources. However, by establishing a solid foundation for document management, you're better able to provide excellent customer service and smooth operations.

Many special districts are finding efficiency by going digital with their documents and processes. In this session, we'll look at how special districts are:

- Easily filing and retrieving documents from a central document repository.
- Eliminating lost, misfiled, and redundant hard copies in their offices.
- Increasing cross-departmental communication and visibility while becoming more transparent.
- Automating document-intensive processes such as the public records request process.

### **Look Before You Leap! Taking the Next Steps for Web and Digital**

*Atkinson, Andelson, Loya, Ruud & Romo*

This informative session will cover all things digital from videotaping of board meetings, electronic agenda packets, best practices - including using Dropbox and including a "digital library" for the board member's important documents - to new board member orientation, benefits of social media, and cost savings vs. benefits of going digital.

### **Now What? Real World Implications for Board Secretaries/Clerks**

*David Aranda*

Many attendees reflect on the amount of information that was presented during their attendance at the initial Board Secretary/Clerk Foundations class and wish they could hear it again after gaining some work experience. This workshop will cover subjects such as the Brown Act, public records, effective meetings, and the district's guiding principles, i.e. minutes, ordinances, resolutions, and policies all in relation to your job responsibilities.

### **Policy and Procedure Writing**

*CPS HR Consulting*


This session will prepare you to plan and organize highly effective work systems through policy, procedure, and task development. Participants will learn policy and procedure writing skills, and how to apply them in their workplace. Course materials include templates for development of policy, procedure, and task descriptions that can be utilized back at your agency.

### **Proposition 218: Procedural Requirements and Limitations Board Secretaries and Clerks Need to Know**

*Meyers Nave*

Proposition 218 controls the primary funding lifeline of every special district. The "Right to Vote on Taxes Act" sets forth specific procedural requirements that must be followed and establishes limits on both the use and amount of revenues than can be levied and collected from taxes, special assessments, and fees and charges. This session will include practical tips and best practices, as well the explanation of three key provisions: (1) the adoption of taxes, extend, or increase assessments, fees, or charges, and (2) the voters' power to reduce or repeal local revenue-generating measures.

 **Board Secretaries: Masters of Prioritization**  
*CPS HR Consulting*  
Learn how to manage multiple priorities and look good doing it. Today's workplace is full of competing deadlines, conflicting objectives, limited resources, and a superior who wants everything done perfectly, yesterday. In this session we'll explore some strategies for managing multiple priorities to ensure you remain productive and positive in attaining your personal and professional goals.

 **District Documentation – What to Look For**  
*Liebert Cassidy Whitmore*  
"If it's not written down, it didn't happen." This common mantra describes the difficulty of proving an event occurred if there is no contemporaneous documentation. This session will explain how to effectively create a host of documents ranging from discipline documents to performance evaluations to disability interactive process letters and other writings. Effective documentation goes beyond simply recording the required information. We will show you how to create effective exhibits in the event your agency is sued or a discipline is appealed. Using fun examples, the presenters will explain what should—and should not be—in various types of documents in order to effectively demonstrate that your district acted appropriately.



Look for the 

## Breakouts For First-time Attendees\*

### **Protecting Your Board Members – Ethics in Elected Office**

*Liebert Cassidy Whitmore*

This session will cover an overview of the ethics and related laws that affect elected leaders, so that senior support staff can educate the well-meaning elected official concerning easily violated ethical standards. Among the laws to be addressed will be elements of the Brown Act, privacy law, MMBA and related labor negotiation laws, conflict of interest law, and abusive conduct prohibitions.

### **Success in Controlling Your Time** *CPS HR Consulting*

In this fun session you will take a short assessment that will reveal your own personal time savers and sinkers. Then we will explore 11 dimensions of time that can help you focus your efforts on what is most important. The session includes a time mastery evaluation tool.

### **Website Tips Every Board Secretary Should Know - Even if You Don't Have a Website** *Streamline*

In this session the folks at Streamline will go over things that can make your life easier: everything from online compliance pitfalls you'll want to avoid, to easier ways to post your agendas online, to best practices for website content and email communications that will help lessen the number of calls or PRA requests your district gets. Attendees will leave with cheat sheets to help them remember helpful guidelines when they get back to the office.

### **Board Secretary/Clerk Foundations**

*David Aranda*

The board secretary in a special district plays a multi-faceted role that is also one of the most highly visible in the district. Board members, the public, and staff turn to the board secretary as a resource for information and assistance. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines. This course provides a comprehensive review and insight into all components of the board secretary/clerk position.

### **Holding Effective Public Meetings**

*Atkinson, Andelson, Loya, Ruud & Romo*

Public meetings need to be run lawfully, efficiently, and openly. They must address the business of the district, while also creating an appropriate forum for the public. This session will cover the various aspects of public meeting procedures and assist districts with running lawful public meetings that are efficient, effective, and transparent.

### **Records Retention and Management**

*Burke Williams Sorensen and Laserfiche*

This session provides attendees with information on the details of creating a records retention schedule for a special district. Information provided will include appropriate retention policies, what's required by law, where to go to research the laws, and how to determine the right retention requirements. This course will also offer suggestions on use of electronic documents in records retention and management.

### **Staying In Compliance: Understanding Fundamental Special District Laws**

*Meyers Nave*

As times change, so does the need to re-interpret and review the laws governing special districts. This workshop covers crucial areas of the law as they relate to all types of special districts. Those areas include general compliance, answering specific questions about items such as communications through email, special meetings, economic conflicts of interest, what documents are considered public, and much more.

### **Understanding Board Member and District Liability Issues**

*Special District Risk Management Authority (SDRMA)*

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the board in the management and operation of a public agency, and the role of individual board members acting within the course and scope of their official duties.

\*Must attend all sessions to receive your certificate.

