



A STATE OF
CALIFORNIA
PUBLIC
AGENCY

QUAIL VALLEY WATER DISTRICT

BOARD OF DIRECTORS

Mike Biglay
Jean Grodewald
Rita Leonard
Enrique Lopez
Richard Sims

AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS OF QUAIL VALLEY WATER DISTRICT

To be held at 24750 Sand Canyon Road, Tehachapi, CA
Saturday, April 27th, 2019 at 8:30 AM.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Richard Cantrell at 661-822-1923 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials are available for public review at the District's office, 24750 Sand Canyon Road, Tehachapi. Please contact Richard Cantrell for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meetings will not be permitted and offenders will be requested to leave.

Each agenda item shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

The public shall have an opportunity to comment on non-agenda items at the beginning of the meeting. Public shall have an opportunity to comment on each agenda item prior to any action taken.

1. Roll Call.
2. Adoption of Agenda.
3. Public comments for NON-agenda items.
4. Consent Calendar:
 - 4.1. Approve minutes from Regular Meeting held 3/30/19.
5. Presentations:
 - 5.1. Update on Prop 84 project. (General Manager Hardenbrook)
 - 5.2. Update on wells, reservoirs and system status. (General Manager Hardenbrook)
 - 5.3. Update on Voluntary Rate Increase. (General Manager Hardenbrook)
 - 5.4. Report on terminating service agreement on Lot 46, Tract 3312. (General Manager Hardenbrook)



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- 5.5. Report on SB 998 regarding water service disconnections. (General Manager Hardenbrook)
6. Action Items:
 - 6.1. Discussion of monthly financial statements and consideration and possible action to approve payments for March. (General Manager Hardenbrook)
 - 6.2. Discussion and possible action on settlement offer with PVWC. (General Manager Hardenbrook)
 - 6.3. Discussion and possible action adopting a records retention policy. (General Manager Hardenbrook)
 - 6.4. Discussion and possible action to appoint Officers. (General Manager Hardenbrook)
 - 6.5. Discussion and possible action to establish a succession plan. (General Manager Hardenbrook)
7. Reports of Officers, Board Members and Standing Committees.
8. Report of General Manager.
9. Board Members' Requests for Future Agenda Items.
10. Adjournment.



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**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF QUAIL VALLEY WATER DISTRICT**
Held at 24750 Sand Canyon Road, Tehachapi, CA
Saturday, April 27th, 2019 at 8:30 AM.

1. Roll Call.
*Meeting called to order at 8:34 AM. There were present, representing a quorum:
Director Biglay;
Director Grodewald;
Director Leonard;
Director Lopez;
Director Sims.*
2. Adoption of Agenda.
Director Leonard moved, seconded by Director Grodewald, to adopt agenda. Motion approved by unanimous assent.
3. Public comments for NON-agenda items.
None.
4. Consent Calendar:
 - 4.1. Approve minutes from Regular Meeting held 3/30/19.
Director Leonard moved, seconded by Director Grodewald, to approve minutes from 3/30/19 regular meeting. Motion approved by unanimous assent.
5. Presentations:
 - 5.1. Update on Prop 84 project. (General Manager Hardenbrook)
General Manager Hardenbrook provided Board with a written update on the Prop 84 arsenic remediation project.
 - 5.2. Update on wells, reservoirs and system status. (General Manager Hardenbrook)
General Manager Hardenbrook provided Board with a written report on the operational status of the distribution system.
 - 5.3. Update on Voluntary Rate Increase. (General Manager Hardenbrook)
General Manager Hardenbrook provided Board with an update on the voluntary rate increase.



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- 5.4. Report on terminating service agreement on Lot 46, Tract 3312. (General Manager Hardenbrook)
General Manager Hardenbrook reported that the property owner of Lot 46, Tract 3312 has received a refund of all fees payed to the District for a water service connection to this property and has signed an agreement abandoning such service and agreeing that no water service will be provided to this property.
- 5.5. Report on SB 998 regarding water service disconnections. (General Manager Hardenbrook)
General Manager Hardenbrook provided Board with a copy of SB 998 and briefly discussed the effect.
6. Action Items:
 - 6.1. Discussion of monthly financial statements and consideration and possible action to approve payments for March. (General Manager Hardenbrook)
General Manager Hardenbrook led Board in a review of financial statements for December. Director Biglay moved, seconded by Director Sims, to approve payment of bills for January. Motion approved by unanimous assent.
 - 6.2. Discussion and possible action on settlement offer with PVWC. (General Manager Hardenbrook)
General Manager Hardenbrook Advised Board that no response to the settlement offer has been received from Pinion Valley Water Company although a few days remain for such response. Director Biglay moved, seconded by Director Leonard, to authorize General Manager to sign said agreement if accepted. Motion approved 5/0.
 - 6.3. Discussion and possible action adopting a records retention policy. (General Manager Hardenbrook)
Director Biglay moved, seconded by Director Lopez, to adopt records retention policy. Motion approved by unanimous assent.
 - 6.4. Discussion and possible action to appoint Officers. (General Manager Hardenbrook)
No action taken.
 - 6.5. Discussion and possible action to establish a succession plan. (General Manager Hardenbrook)
No action taken.
7. Reports of Officers, Board Members and Standing Committees.
None.
8. Report of General Manager.



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General Manager Hardenbrook provided Board a written report of activities since last meeting.

9. Board Members' Requests for Future Agenda Items.
Discuss new phone system to include auto-attendant feature (Director Biglay).
10. Adjournment.

I attest this is a true and complete copy of the minutes of a regular meeting of the Board as read and approved by the Board of Directors of the Quail Valley Water District.

A handwritten signature in black ink, appearing to be "Randy Hardenbrook", written over a horizontal line.

Randy Hardenbrook, Interim Secretary

Prop 84 Update

April 2019

District has requested an extension of time for project completion to September 30, 2019. We are still waiting for approval of the request.

Claim 31, 32 and 33 have been submitted to WaterBoards. Claim 31 has been approved and payment is pending. Claim 32 and 33 are pending approval and payment.

Well Phase:

Abundant returned on 4/15/19 and made repairs to the drill rig in preparation of continuing with well drilling operations. They also cut casing which was extending about 7 feet above conductor casing to allow installation of tooling. Abundant returned on 4/17/19 to resume drilling operations and discovered a coolant leak on drill rig which they repaired. Abundant assembled tooling and tested hammer on top of exposed casing prior to lower tooling. While lowering tooling, casing suddenly dropped 8 feet with the top of casing now resting 6 feet below the top of the conductor casing. After discussion with Anders and Abundant, Abundant will attempt to fish casing with a sling. Failing to successfully fish casing, the conductor casing will be excavated to allow the welding of additional casing to the existing casing then backfilling excavation and resuming operations. In anticipation of the possibility of welding on this additional casing, an 8-inch collar was picked up from Roscoe-Moss.

Reservoir Phase:

Cora has been off-site since 4/3/19 and they are expected to return on 4/22/19 to resume installation of underground piping to tanks and to prepare foundations.

REVE is continuing to complete specs for treatment plant and SCADA.

AVCC is working to provide maintenance manual materials satisfactory to REVE, REVE and District are coordinating a site inspection of installed facilities to allow close-out of pipeline phase.

SYSTEM STATUS

April 2019

- Montclair well and reservoir sole source for entire system.
- For the month of April to date (4/20/19), Montclair well is averaging 6.6 hours per day supplying an average of 13869 gallons per day. Average pumping for March was 15014 gallons per day.
- In response to dirty water complaints and system maintenance, staff flushed at 11 locations a total of 24689 gallons of water in the month of March. For the month of April to date (4/20/19), 13 locations have been flushed for a total of 16813 gallons.
- Montclair well continues to function normally with no issues. Static and pumping water levels have dropped 19.9 and 18.7 feet from 1 year ago and appear to be slightly declining at this time.
- April monthly bacteriological samples were collected in compliance with the combined system BSSP, all samples were absent for bacteria.

March, 2019

Water Produced	465,428	100%
Water Sold	195,219	42%
Flushing	20,231	4%
Lost	249,978	54%

Hackamore

Water Produced	5,466	100%
Water Sold	2,486	45%
Flushing	0	0%
Lost	2,980	55%

Year to Date (April 1)

Water Produced	1,231,597	100%
Water Sold	604,491	49%
Flushing	57,430	5%
Lost	569,676	46%

Hackamore

Water Produced	31,287	100%
Water Sold	8,046	26%
Flushing	0	0%
Lost	23,241	74%

and any other urban and community water system to comply with the bill's provisions on and after April 1, 2020. The bill would provide that the provisions of the bill are in addition to the provisions in existing law duplicative of the bill and that where the provisions are inconsistent, the provisions described in the bill apply.

DIGEST KEY

Vote: MAJORITY Appropriation: NO Fiscal Committee: YES Local Program: NO

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

The Legislature finds and declares as follows:

- (a) All Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the Water Code.
- (b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.
- (c) Water service discontinuations threaten human health and well-being, and have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.
- (d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.
- (e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.
- (f) It is the intent of the Legislature that this act provide additional procedural protections and expand upon the procedural safeguards contained in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections.

SEC. 2.

Chapter 6 (commencing with Section 116900) is added to Part 12 of Division 104 of the Health and Safety Code, to read:

CHAPTER 6. Discontinuation of Residential Water Service 116900.

This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.

116902.

For the purposes of this chapter, the following definitions apply:

- (a) "Board" means the State Water Resources Control Board.
- (b) "Public water system" has the same meaning as defined in Section 116275.
- (c) "Residential service" means water service to a residential connection that includes single-family residences, multifamily residences, mobilehomes, including, but not limited to, mobilehomes in mobilehome parks, or farmworker housing.
- (d) "Urban and community water system" means a public water system that supplies water to more than 200 service connections.
- (e) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

116904.

(a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.

(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform with this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

116906.

(a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

(1) A plan for deferred or reduced payments.

(2) Alternative payment schedules.

(3) A formal mechanism for a customer to contest or appeal a bill.

(4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

116908.

(a) (1) (A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

(i) The customer's name and address.

(ii) The amount of the delinquency.

(iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.

(iv) A description of the process to apply for an extension of time to pay the delinquent charges.

(v) A description of the procedure to petition for bill review and appeal.

(vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

116910.

(a) An urban and community water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the urban and community water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The urban and community water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. An urban and community water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than 5 business days after the urban and community water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

116912.

An urban and community water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential service.

116914.

(a) For a residential customer who demonstrates to an urban and community water system household income below 200 percent of the federal poverty line, the urban and community water system shall do both of the following:

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(2) Waive interest charges on delinquent bills once every 12 months.

(b) An urban and community water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

116916.

(a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an urban and community water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the urban and community water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(c) The urban and community water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the urban and community water system, or if there is a physical means legally available to the urban and community water system of selectively terminating service to those residential occupants who have not met the requirements of the urban and community water system's rules and tariffs, the urban and community water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the urban and community water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the urban and community water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the urban and community water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the urban and community water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the urban and community water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

116918.

An urban and community water system shall report the number of annual discontinuations of residential service for inability to pay on the urban and community water system's Internet Web site, if an Internet Web site exists, and to the board. The board shall post on its Internet Web site the information reported.

116920.

(a) The Attorney General, at the request of the board or upon his or her own motion, may bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(b) For an urban and community water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

116922.

All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the urban and community water system's service area.

116924.

Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

116926.

This chapter does not apply to the termination of a service connection by an urban and community water system due to an unauthorized action of a customer.

1:29 PM

04/24/19

Accrual Basis

Quail Valley Water District
Balance Sheet
As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Prop 84 Checking Account	141,358.27
Total Checking/Savings	141,358.27
Accounts Receivable	
Accounts Receivable	258,063.66
Total Accounts Receivable	258,063.66
Total Current Assets	399,421.93
TOTAL ASSETS	<u>399,421.93</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	145,381.91
Total Accounts Payable	145,381.91
Credit Cards	
CoBank LOC	281,408.41
Total Credit Cards	281,408.41
Total Current Liabilities	426,790.32
Total Liabilities	426,790.32
Equity	
Opening Balance Equity	1,000.00
Retained Earnings	-171,526.22
Net Income	143,157.83
Total Equity	-27,368.39
TOTAL LIABILITIES & EQUITY	<u>399,421.93</u>

Quail Valley Water District
Balance Sheet
 As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
131000 · Cash (Currency, coin, checks, money orders and banker's drafts on hand or on d...	
131002 · Cash-Kern County (Account held by Kern County Controler - Property tax Proc...	1,427.45
131003 · Union Bank	9,723.97
Total 131000 · Cash (Currency, coin, checks, money orders and banker's drafts on hand or...	11,151.42
Total Checking/Savings	11,151.42
Accounts Receivable	
137000 · Accounts Receivable (This account includes the amounts due from customers for...	
137121 · Accounts Receivable	52,082.17
137125 · Accounts Rec - Prop 84	65,377.87
137000 · Accounts Receivable (This account includes the amounts due from customers ...	-1,545.23
Total 137000 · Accounts Receivable (This account includes the amounts due from custom...	115,914.81
Total Accounts Receivable	115,914.81
Other Current Assets	
130000 · Undeposited Funds (Funds received, but not yet deposited to a bank account)	1,540.93
146000 · Inventory of Material and Suppl (This account includes the cost of all unapplied ...	18,866.12
Total Other Current Assets	20,407.05
Total Current Assets	147,473.28
Fixed Assets	
110000 · Property, Plant & Equipment	
111000 · Utility Plant In Service (This account accumulates accounts 111100-111999)	
111200 · Land (This account includes the cost of land owned by the district and includi...	31,216.96
111400 · Pumping Plant (This catagory covers the cost of plant and equipment in connec...	
1114151 · Tanganda Booster Relocation (Costs accumulated for relocation of Tangan...	6,252.21
1114161 · Country Cnyn Bstr Pump Replacem (Costs accumulated for Country Canyo...	1,692.83
111400 · Pumping Plant (This catagory covers the cost of plant and equipment in con...	22,379.86
Total 111400 · Pumping Plant (This catagory covers the cost of plant and equipment in ...	30,324.90
111500 · Water Treatment Plant (This catagory covers all costs of plant and equipment ...	2,975.22
111600 · Transmission & Distribution Pla (This category covers all cost of plant and equ...	287,466.16
111700 · General Plant (This catagory covers all costs of plant and equipment used for ...	
1117100 · Vehicles and Equipment (VEHICLES AND EQUIPMENT)	
1117161 · Trencher (Ditch Witch 3500 Trencher)	3,783.24
Total 1117100 · Vehicles and Equipment (VEHICLES AND EQUIPMENT)	3,783.24

5:19 AM
 04/22/19
 Accrual Basis

Quail Valley Water District
Balance Sheet
 As of March 31, 2019

	Mar 31, 19
111700 · General Plant (This category covers all costs of plant and equipment used f...	74,707.90
Total 111700 · General Plant (This category covers all costs of plant and equipment use...	78,491.14
Total 111000 · Utility Plant In Service (This account accumulates accounts 111100-111999)	430,474.38
112000 · Construction in Progress (This category covers labor, materials, overhead amoun...	
1121420 · Equestrian Main	
1121425 · Labor	350.00
1121420 · Equestrian Main - Other	-350.00
Total 1121420 · Equestrian Main	0.00
112300 · Const In Progress-111300 (Source of Supply Plant)	836.73
112700 · Const In Progress-111700 (General Plant)	
1127161 · Office Building Remodel-ADA (Costs accumulated for office building repair...	15,761.40
Total 112700 · Const In Progress-111700 (General Plant)	15,761.40
1128400 · Prop 84 Construction Project (All costs advanced by district for Prop 84 const...	
1128401 · 1. Construction of Facilities	558.04
1128402 · 2. Construction Management	90.77
1128404 · 4. Easement Recording	-1,595.00
1128407 · 7. Prop 218 Rate study	-660.00
1128400 · Prop 84 Construction Project (All costs advanced by district for Prop 84 co...	1,000.00
Total 1128400 · Prop 84 Construction Project (All costs advanced by district for Prop 84 ...	-606.19
112000 · Construction in Progress (This category covers labor, materials, overhead am...	69,168.64
Total 112000 · Construction in Progress (This category covers labor, materials, overhead a...	85,160.58
115000 · Accumulated Depreciation and Am (This account accumulates accounts 115100-1...	
115100 · Depreciation, Plant In Service (The cumulative depreciation and amortization c...	
115130 · Depreciation, Source of Supply (The cumulative depreciation and amortizati...	-4,174.10
115140 · Depreciation, Pumping Plant In (The cumulative depreciation and amortizati...	-10,304.38
115150 · Depreciation, Treatment Plant (The cumulative depreciation and amortizatio...	-247.94
115160 · Depreciation, Distribution Plan (The cumulative depreciation and amortizati...	-34,374.85
115170 · Depreciation, General Plant In (The cumulative depreciation and amortizatio...	-11,548.92
115100 · Depreciation, Plant In Service (The cumulative depreciation and amortizatio...	-99,784.00
Total 115100 · Depreciation, Plant In Service (The cumulative depreciation and amortiza...	-160,434.19
115300 · Depreciation, Other Physical Pr (The cumulative depreciation and amortization...	-6,953.27
Total 115000 · Accumulated Depreciation and Am (This account accumulates accounts 115...	-167,387.46
Total 110000 · Property, Plant & Equipment	348,247.50
Total Fixed Assets	348,247.50

Quail Valley Water District
Balance Sheet
 As of March 31, 2019

	Mar 31, 19
Other Assets	
120000 · Investments, Restricted Assets (Investments, Restricted Assets, & Other Long -Term...	
125000 · Other Long-Term Assets (This category covers assets not properly includible in a...	
125100 · A/R Connection Fees	
125101 · Anderson, M.	4,882.95
125103 · Giesregen, J.	7,324.80
125105 · Hilade, Fe	2,118.69
125106 · Lozano, M.	5,165.57
125107 · Miller, J.	8,839.19
125108 · Miller, L.	5,596.54
125111 · Stancliff R.	2,647.64
125113 · Villasenor, D.	6,365.15
125100 · A/R Connection Fees - Other	-10,970.98
Total 125100 · A/R Connection Fees	31,969.55
Total 125000 · Other Long-Term Assets (This category covers assets not properly includibl...	31,969.55
Total 120000 · Investments, Restricted Assets (Investments, Restricted Assets, & Other Long ...	31,969.55
150000 · Deferred Charges	
151000 · Preliminary Survey & Investigat (This account includes all costs for preliminary s...	
151100 · Prop 84 Feasibility Study	442,500.32
Total 151000 · Preliminary Survey & Investigat (This account includes all costs for prelimin...	442,500.32
Total 150000 · Deferred Charges	442,500.32
Total Other Assets	474,469.87
TOTAL ASSETS	970,190.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222000 · Accounts Payable (Amounts owed on open account to private persons or orga...	56,303.58
Total Accounts Payable	56,303.58
Credit Cards	
222100 · Acc Payable -Visa Cards	
222104 · 3542 - Acc Payable-FNBO-Randy	-114.21
222100 · Acc Payable -Visa Cards - Other	114.21
Total 222100 · Acc Payable -Visa Cards	0.00

5:19 AM
 04/22/19
 Accrual Basis

Quail Valley Water District
Balance Sheet
 As of March 31, 2019

	Mar 31, 19
222200 · Acc Payable - Cal Cards	
222201 · Acc Payable-CalCard-Randy	319.18
222204 · Acc Payable-CalCard-Rich	55.04
222206 · Acc Payable-CalCard-Dan	116.97
Total 222200 · Acc Payable - Cal Cards	491.19
Total Credit Cards	491.19
Other Current Liabilities	
229000 · Taxes Accrued (This account covers obligations to pay taxes (income, propert...	
229331 · 331 - Federal Taxes	2,344.38
229333 · 333 - Calif State Taxes	289.29
Total 229000 · Taxes Accrued (This account covers obligations to pay taxes (income, pr...	2,633.67
230000 · Other Current Liabilities (This account covers miscellaneous obligations of the...	
230101 · Loan-Hardenbrook (Loan-Hardenbrook)	11,600.00
230102 · May 2018 Voluntary Rate Increas	15,700.00
Total 230000 · Other Current Liabilities (This account covers miscellaneous obligations ...	27,300.00
Total Other Current Liabilities	29,933.67
Total Current Liabilities	86,728.44
Total Liabilities	86,728.44
Equity	
250000 · Contributed Capital	
251000 · Contrib In Aid Of Cons-Plant (This account includes amounts received, in the for...	
251100 · ContributionsInAid-Plant-State	575,207.25
251400 · ContributionsInAid-Plant-Other	58,500.00
Total 251000 · Contrib In Aid Of Cons-Plant (This account includes amounts received, in th...	633,707.25
Total 250000 · Contributed Capital	633,707.25
263000 · Retained Earnings-Unreserved (This account includes the amount of accumulated e...	-194,899.14
300000 · Opening Balance Equity (Opening balances during setup post to this account. The ba...	490,052.67
Net Income	-45,398.57
Total Equity	883,462.21
TOTAL LIABILITIES & EQUITY	970,190.65

1:25 PM
04/24/19

Quail Valley Water District
Statement of Cash Flows
March 2019

	<u>Mar 19</u>
OPERATING ACTIVITIES	
Net Income	3,877.83
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	-128,507.45
Accounts Payable	116,954.30
CoBank LOC	124,345.79
Net cash provided by Operating Activities	<u>116,670.47</u>
Net cash increase for period	116,670.47
Cash at beginning of period	<u>24,687.80</u>
Cash at end of period	<u><u>141,358.27</u></u>

Quail Valley Water District
Statement of Cash Flows
 March 2019

	Mar 19
OPERATING ACTIVITIES	
Net Income	-20,577.30
Adjustments to reconcile Net Income to net cash provided by operations:	
137000 · Accounts Receivable	342.48
137000 · Accounts Receivable:137121 · Accounts Receivable	10,553.89
146000 · Inventory of Material and Suppl	-1,003.86
222000 · Accounts Payable	14,661.32
222100 · Acc Payable -Visa Cards	1.75
222100 · Acc Payable -Visa Cards:222104 · 3542 - Acc Payable-FNBO-Randy	2.99
222200 · Acc Payable - Cal Cards:222201 · Acc Payable-CalCard-Randy	-725.79
222200 · Acc Payable - Cal Cards:222204 · Acc Payable-CalCard-Rich	-4.00
222200 · Acc Payable - Cal Cards:222206 · Acc Payable-CalCard-Dan	184.36
229000 · Taxes Accrued:229331 · 331 - Federal Taxes	231.18
229000 · Taxes Accrued:229333 · 333 - Calif State Taxes	87.61
230000 · Other Current Liabilities:230102 · May 2018 Voluntary Rate Increas	980.00
Net cash provided by Operating Activities	4,734.63
INVESTING ACTIVITIES	
110000 · Property, Plant & Equipment:111000 · Utility Plant In Service:111400 · Pum...	-6,077.01
120000 · Investments, Restricted Assets:125000 · Other Long-Term Assets:125100 · ...	298.15
Net cash provided by Investing Activities	-5,778.86
FINANCING ACTIVITIES	
250000 · Contributed Capital:251000 · Contrib In Aid Of Cons-Plant:251100 · Contri...	2,413.85
Net cash provided by Financing Activities	2,413.85
Net cash increase for period	1,369.62
Cash at beginning of period	11,708.93
Cash at end of period	13,078.55

1:27 PM

04/24/19

Accrual Basis

Quail Valley Water District
Profit & Loss
March 2019

	<u>Mar 19</u>
Ordinary Income/Expense	
Expense	
Non Reimbursable Expense	
Interest	257.17
Non Reimbursable Expense - Other	30.00
Total Non Reimbursable Expense	<u>287.17</u>
Total Budget	
1-Construction of Facilities	0.00
2-Construction Management, Insp	-4,165.00
Total Total Budget	<u>-4,165.00</u>
Total Expense	<u>-3,877.83</u>
Net Ordinary Income	<u>3,877.83</u>
Net Income	<u><u>3,877.83</u></u>

12:09 PM
 04/25/19
 Accrual Basis

Quail Valley Water District
Profit & Loss
 March 2019

	Mar 19
Ordinary Income/Expense	
Income	
410000 · Operating Revenues (Revenue related to District operations)	
411000 · Water Sales (This account accumulates all costs in accounts 401110-4011799.)	
411100 · Water Sales - Residential (This account includes revenues earned from wat...)	7,550.28
411000 · Water Sales (This account accumulates all costs in accounts 401110-40117...)	-5.00
Total 411000 · Water Sales (This account accumulates all costs in accounts 401110-401...)	7,545.28
421000 · Water Services (This account accumulates all costs in accounts 402110-40215...)	
421500 · Water Services-Other (This account includes billings for customer installati...)	
421550 · Late Fees	127.28
Total 421500 · Water Services-Other (This account includes billings for customer in...)	127.28
Total 421000 · Water Services (This account accumulates all costs in accounts 402110-...)	127.28
Total 410000 · Operating Revenues (Revenue related to District operations)	7,672.56
490000 · Non-Operating Revenues (This account accumulates all costs from accounts 409...)	
491000 · Non-Operating Revenue - Rents (This account includes all rent revenues from...)	50.00
492000 · Non-Operating - Interest Revenue (This account includes interest revenues on ...)	157.15
493000 · Taxes and Assessments (This account accumulates all charges from account...)	
493050 · Property Taxes-Current Secured (All taxes apportioned as a result of levies ...)	317.98
493100 · Property Taxes-Current Unsecured (All taxes apportioned as a result of levie...)	2.43
493200 · Property Taxes-Prior Unsecured (All taxes apportioned as a result of levies ...)	-5.11
493450 · Penalties and Costs On Delinque (Include all amounts apportioned as a res...)	0.92
493500 · Supplemental Property Taxes-Cur (Property tax revenues(secured and uns...)	34.30
493600 · Supplemental-Prior Taxes & Pena (Prior year supplemental roll property tax...)	0.81
Total 493000 · Taxes and Assessments (This account accumulates all charges from ac...)	351.33
495000 · Intergovernmental Revenues (This account accumulates all costs in accounts...)	
495200 · Homeowners Property Tax Relief (This account includes amount received f...)	99.55
Total 495000 · Intergovernmental Revenues (This account accumulates all costs in acc...)	99.55
Total 490000 · Non-Operating Revenues (This account accumulates all costs from accoun...)	658.03
Total Income	8,330.59
Cost of Goods Sold	
50000 · Cost of Goods Sold (Costs of items purchased and then sold to customers)	171.60
Total COGS	171.60
Gross Profit	8,158.99
Expense	
Merchant deposit fees	59.18

12:09 PM
 04/25/19
 Accrual Basis

Quail Valley Water District
 Profit & Loss
 March 2019

	Mar 19
500000 · Operating Expenses	
510000 · Source of Supply	
511000 · Supervision, Labor & Expense (This account includes the cost of labor and ...)	0.00
512000 · Maintenance-Structure & Improve (This account includes the cost of labor ...)	0.00
Total 510000 · Source of Supply	0.00
520000 · Pumping (521000-Operation of pumping plant. 522000-Operation & maintenanc...	
521000 · Supervision, Labor & Expense (This account includes the cost of labor and...)	0.00
522000 · Maintenance-Structures & Improv (This account includes the costs of labor...)	
522661 · Wages-Maintenance, Pumping (Wages and salaries related to maintenanc...)	98.24
Total 522000 · Maintenance-Structures & Improv (This account includes the costs of...)	98.24
523000 · Fuel or Power Purchased-Pumping (This account includes the cost of fuel ...)	
523103 · SCE Montclair 1	176.87
523111 · SCE Hackamore	27.97
523273 · SCE Country CynBooster	16.49
Total 523000 · Fuel or Power Purchased-Pumping (This account includes the cost of...)	221.33
Total 520000 · Pumping (521000-Operation of pumping plant. 522000-Operation & maint...)	319.57
530000 · Water Treatment (531000-Operation of Water Treatment Plant (includes sampli...	
531000 · Supervision, Labor & Expense (This account includes the cost of labor and...)	
531200 · Water Quality Testing	183.42
531000 · Supervision, Labor & Expense (This account includes the cost of labor a...)	0.00
Total 531000 · Supervision, Labor & Expense (This account includes the cost of lab...)	183.42
532000 · Maintenance-Structures & impro (This account includes the costs of labor...)	0.00
Total 530000 · Water Treatment (531000-Operation of Water Treatment Plant (includes s...)	183.42
540000 · Transmission & Distribution (541000-Operation of Distribution Plant 542000-Re...	
541000 · Supervision, Labor & Expense (This account includes the cost of labor and...)	
541661 · Wages, Transmission & Distribut (Wages and salaries related to supervi...)	0.00
Total 541000 · Supervision, Labor & Expense (This account includes the cost of lab...)	0.00
542000 · Maintenance-Structures & Improv (This account includes the cost of labor ...)	
542661 · Wages, Transmission & Distribut (Wages and salaries related to the mai...)	
5426611 · FLUSHING	436.61
542661 · Wages, Transmission & Distribut (Wages and salaries related to the ...)	567.58
Total 542661 · Wages, Transmission & Distribut (Wages and salaries related to th...)	1,004.19

Quail Valley Water District
Profit & Loss
 March 2019

	Mar 19
542000 · Maintenance-Structures & Improv (This account includes the cost of lab...	0.00
Total 542000 · Maintenance-Structures & Improv (This account includes the cost of L...	1,004.19
540000 · Transmission & Distribution (541000-Operation of Distribution Plant 542000-...	2.17
Total 540000 · Transmission & Distribution (541000-Operation of Distribution Plant 5420...	1,006.36
550000 · Customer Accounts (551000-meter reading, billing, maintaining customer acc...	
551000 · Supervision, Meter Reading & Ot (This account includes the costs of labor ...	
551661 · Wages, Customer Accounts (Wages and salaries related to maintenace ...	171.52
Total 551000 · Supervision, Meter Reading & Ot (This account includes the costs of L...	171.52
552000 · Uncollectable Accounts (This account includes accounts receivable estima...	4.62
Total 550000 · Customer Accounts (551000-meter reading, billing, maintaining custome...	176.14
560000 · Administrative & General	
561000 · Salaries (This account includes salaries and other considerations (but not ...	
561661 · Wages, Administration (Wages and salaries related to general administr...	839.04
561000 · Salaries (This account includes salaries and other considerations (but n...	639.29
Total 561000 · Salaries (This account includes salaries and other considerations (bu...	1,478.33
562000 · Office Supplies & Other Expense (This account includes office supplies an...	
562710 · Postage	-7.35
562750 · Answering Service	109.86
562760 · Com-Telephone-Internet	330.56
562770 · Utilities-Office	
562771 · SCE Office	89.21
562772 · Propane Office	992.23
Total 562770 · Utilities-Office	1,081.44
Total 562000 · Office Supplies & Other Expense (This account includes office suppli...	1,514.51
563000 · Contractual Services (This account includes the fees and expenses of prof...	14,749.00
565000 · Employee Retirement & Benefits (This account includes charges to provide...	
565663 · Employee Reimbursement	17.40
565664 · Wokers Comp Insurance	740.42
565000 · Employee Retirement & Benefits (This account includes charges to prov...	1,993.76
Total 565000 · Employee Retirement & Benefits (This account includes charges to pr...	2,751.58
568000 · Maintenance-General Plant (This account includes the costs assignable to ...	
568100 · Building Maintenance	403.86

12:09 PM
04/25/19
Accrual Basis

Quail Valley Water District
Profit & Loss
March 2019

	<u>Mar 19</u>
568640 · Op Expenses Auto	
568642 · Small Tools & Supplies	106.71
568640 · Op Expenses Auto - Other	375.26
Total 568640 · Op Expenses Auto	<u>481.97</u>
Total 568000 · Maintenance-General Plant (This account includes the costs assigna...	885.83
560000 · Administrative & General - Other	1.75
Total 560000 · Administrative & General	<u>21,381.00</u>
570000 · Other Operating Expenses	
572000 · Taxes (This account includes the amount of federal, state, county, municip...	72.26
Total 570000 · Other Operating Expenses	<u>72.26</u>
Total 500000 · Operating Expenses	23,138.75
600000 · Nonoperating Expenses	
604000 · Other Nonoperating Expenses (This account includes all nonoperating expen...	94.50
Total 600000 · Nonoperating Expenses	94.50
660000 · Payroll Expenses (Payroll expenses)	5,443.86
Total Expense	<u>28,736.29</u>
Net Ordinary Income	<u>-20,577.30</u>
Net Income	<u><u>-20,577.30</u></u>

11:44 AM

04/24/19

Quail Valley Water District
Reconciliation Summary
131002 - Cash-Kern County, Period Ending 03/31/2019

	<u>Mar 31, 19</u>
Beginning Balance	1,427.45
Cleared Transactions	
Deposits and Credits - 1 item	<u>386.20</u>
Total Cleared Transactions	<u>386.20</u>
Cleared Balance	<u>1,813.65</u>
Register Balance as of 03/31/2019	1,813.65
Ending Balance	1,813.65

9:13 AM

04/24/19

Quail Valley Water District Reconciliation Summary

222200 · Acc Payable - Cal Cards, Period Ending 03/21/2019

	<u>Mar 21, 19</u>
Beginning Balance	785.54
Cleared Transactions	
Charges and Cash Advances - 9 items	-429.24
Payments and Credits - 2 items	785.54
Total Cleared Transactions	<u>356.30</u>
Cleared Balance	<u>429.24</u>
Register Balance as of 03/21/2019	429.24
New Transactions	
Charges and Cash Advances - 12 items	-1,736.81
Payments and Credits - 3 items	429.24
Total New Transactions	<u>-1,307.57</u>
Ending Balance	<u><u>1,736.81</u></u>

11:01 AM

04/22/19

Quail Valley Water District
Reconciliation Summary
CoBank LOC, Period Ending 03/29/2019

	<u>Mar 29, 19</u>
Beginning Balance	157,062.62
Cleared Transactions	
Charges and Cash Advances - 2 items	-125,257.17
Payments and Credits - 1 item	257.17
Total Cleared Transactions	<u>-125,000.00</u>
Cleared Balance	<u><u>282,062.62</u></u>
Uncleared Transactions	
Payments and Credits - 1 item	654.21
Total Uncleared Transactions	<u>654.21</u>
Register Balance as of 03/29/2019	<u><u>281,408.41</u></u>
Ending Balance	281,408.41

4:30 PM

04/12/19

Quail Valley Water District
Reconciliation Summary
131003 · Union Bank, Period Ending 03/31/2019

	<u>Mar 31, 19</u>
Beginning Balance	10,938.78
Cleared Transactions	
Checks and Payments - 22 items	-15,941.70
Deposits and Credits - 15 items	16,515.46
Total Cleared Transactions	<u>573.76</u>
Cleared Balance	<u>11,512.54</u>
Uncleared Transactions	
Checks and Payments - 9 items	-1,888.57
Deposits and Credits - 1 item	100.00
Total Uncleared Transactions	<u>-1,788.57</u>
Register Balance as of 03/31/2019	<u>9,723.97</u>
New Transactions	
Checks and Payments - 12 items	-15,842.99
Deposits and Credits - 6 items	9,480.36
Total New Transactions	<u>-6,362.63</u>
Ending Balance	<u>3,361.34</u>

10:52 AM

04/17/19

Quail Valley Water District
Reconciliation Summary
Prop 84 Checking Account, Period Ending 03/31/2019

	<u>Mar 31, 19</u>
Beginning Balance	141,806.85
Cleared Transactions	
Checks and Payments - 7 items	-121,283.58
Deposits and Credits - 1 item	125,000.00
Total Cleared Transactions	<u>3,716.42</u>
Cleared Balance	<u>145,523.27</u>
Uncleared Transactions	
Checks and Payments - 1 item	-4,165.00
Total Uncleared Transactions	<u>-4,165.00</u>
Register Balance as of 03/31/2019	<u>141,358.27</u>
New Transactions	
Checks and Payments - 2 items	-121,878.91
Total New Transactions	<u>-121,878.91</u>
Ending Balance	<u>19,479.36</u>

9:35 AM

04/24/19

Quail Valley Water District
Reconciliation Summary
222100 · Acc Payable -Visa Cards, Period Ending 03/29/2019

	<u>Mar 29, 19</u>
Beginning Balance	2.99
Cleared Transactions	
Charges and Cash Advances - 3 items	-7.73
Payments and Credits - 1 item	2.99
Total Cleared Transactions	<u>-4.74</u>
Cleared Balance	<u>7.73</u>
Register Balance as of 03/29/2019	7.73
New Transactions	
Payments and Credits - 1 item	7.73
Total New Transactions	<u>7.73</u>
Ending Balance	<u><u>0.00</u></u>

Quail Valley Water District

4/24/2019 12:11 PM

Register: CoBank LOC

From 03/01/2019 through 03/29/2019

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Charge</u>	<u>C</u>	<u>Payment</u>	<u>Balance</u>
03/04/2019		CoBank	Non Reimbursable Ex...	interest on loan...	257.17	X		157,319.79
03/04/2019		CoBank	Accounts Payable			X	257.17	157,062.62
03/15/2019		CoBank	Accounts Payable				654.21	156,408.41
03/29/2019		CoBank	Prop 84 Checking Acc...	Draw for Claim...	125,000.00	X		281,408.41

**COUNTY OF KERN
MONTHLY CASH BALANCE**

As of Date: 3/29/2019

FUND	FUND NAME	AS OF DATE	TREASURERS CASH	WARRANTS PAYABLE	AUDITORS CASH
60085	QUAIL VALLEY WATER DISTRICT	03/29/2019	\$1,813.65	\$0.00	\$1,813.65
			\$1,813.65	\$0.00	\$1,813.65



STATEMENT OF ACCOUNTS

Page 1 of 2
Statement Number: 2740026359
03/01/19 - 03/29/19

UNION BANK
TEHACHAPI 0985
PO BOX 512360
LOS ANGELES CA 90051-0380

Telephone Banking
For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 661-822-2500

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

QUAIL VALLEY WATER DISTRICT
24750 SAND CANYON RD
TEHACHAPI CA 93561-8115

Business Essentials Checking Summary

Account Number: 2740026359

Days in statement period: 29

Balance on 3/1	\$	10,938.78
Additions		16,515.46
Subtractions		-15,941.70
	Checks	-1,546.29
	Payments	-14,395.41
Balance on 3/29	\$	11,512.54
Statement Average Ledger Balance		8,286.42

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
3/1	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	57282670	\$ 100.00
3/4	OFFICE DEPOSIT	76878899	277.08
3/4	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	59200657	313.50
3/5	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	50813105	124.16
3/6	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	52435196	128.96
3/7	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	54002672	147.08
3/11	OFFICE DEPOSIT	76310393	3,163.13
3/19	OFFICE DEPOSIT	76601546	4,943.48
3/26	UB CHECKING TRANSFER 190326 XXXXXX7029 0101	60856328	3,877.36
3/27	OFFICE DEPOSIT	76889505	2,310.11
3/27	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	53504893	788.12
3/28	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	54955022	342.48
Total			\$ 16,515.46

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
8586	3/19	07521434	130.00	10606*	3/6	08355560	175.87
8595*	3/13	07542132	740.42	10607	3/27	08278422	500.00
Total							\$ 1,546.29

* Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

Payments *online and electronic banking*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
3/1	INTUIT PYMT SOLN TRAN FEE CCD 57283957 524771992259814		\$ 3.80 ✓
3/4	FRIEDMAN & SPRIN ONLINE PMT CCD 57980332 UN1330586897POS		470.00 ✓
3/4	BELDEN BLAINE RA ONLINE PMT CCD 57979108 UN1330586897POS		1,792.00 ✓
3/4	INTUIT PYMT SOLN TRAN FEE CCD 59205794 524771992259814		11.57 ✓
3/5	INTUIT PYMT SOLN TRAN FEE CCD 50813462 524771992259814		4.65 ✓
3/6	AT&T (PAC BELL) ONLINE PMT CCD 52612194 UN1330586897POS		102.57 ✓
3/6	US BANK CORP ONLINE PMT CCD 52630590 UN1330586897POS		785.54 ✓
3/6	INTUIT PYMT SOLN TRAN FEE CCD 52435500 524771992259814		4.81 ✓
3/6	INTUIT PAYROLL S QUICKBOOKS CCD 770328828	52571597	2,137.56 ✓
3/7	INTUIT PYMT SOLN TRAN FEE CCD 54004240 524771992259814		5.45 ✓
3/14	EMPLOYMENT DEVEL EDD EFTPMT CCD 50604022 1766307648		117.80 ✓
3/14	EMPLOYMENT DEVEL EDD EFTPMT CCD 50607346 424130368		281.41 ✓
3/14	IRS USATAXPYMT CCD 225947320029479	50082267	2,102.26 ✓
3/14	INTUIT PAYROLL S QUICKBOOKS CCD 770328828	50962076	2,764.44 ✓
3/27	SUBURBAN PROPANE ONLINE PMT CCD 53654416 UN1330586897POS		882.18 ✓
3/27	INTUIT PYMT SOLN TRAN FEE CCD 53506340 524771992259814		28.18 ✓
3/28	INTUIT PYMT SOLN TRAN FEE CCD 54954830 524771992259814		12.29 ✓
3/28	INTUIT PAYROLL S QUICKBOOKS CCD 770328828	55115665	2,888.90 ✓
Total			\$ 14,395.41



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4246 0445 5573 8586
STATEMENT DATE 03-20-2019
AMOUNT DUE \$429.24
NEW BALANCE \$429.24

PAYMENT DUE ON RECEIPT

000000042 01 SP 0.560 106481953475914 P

QUAIL VALLEY WATER DIST
ATTN RICHARD CANTRELL
24750 SAND CANYON ROAD
TEHACHAPI CA 93561-8115

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

*pd \$429.24 4/23
confirm PICLS-DK57D*

4246044555738586 000042924 000042924

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY								
QUAIL VALLEY WATER D 4246 0445 5573 8586	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	Credits	Payments	New = Balance
Company Total	\$785.54	\$429.24	\$0.00	\$0.00	\$0.00	\$0.00	\$785.54	\$429.24

CORPORATE ACCOUNT ACTIVITY				
QUAIL VALLEY WATER DIST 4246-0445-5573-8586			TOTAL CORPORATE ACTIVITY \$785.54 CR	
Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-06	03-06	74798269065000000001002	PAYMENT - QUAIL VALLEY WA00000 A	785.54 PY

NEW ACTIVITY					
RICHARD CANTRELL 4246-0400-8028-4633		CREDITS \$0.00	PURCHASES \$7.35	CASH ADV \$0.00	TOTAL ACTIVITY \$7.35
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-28	02-27	24445009059600062621868	USPS.COM CLICKNSHIP 800-344-7779 DC	7.35	

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4246-0445-5573-8586		ACCOUNT SUMMARY	
	STATEMENT DATE 03/20/19	DISPUTED AMOUNT .00	PREVIOUS BALANCE 785.54 PURCHASES & OTHER CHARGES 429.24 CASH ADVANCES .00 CASH ADVANCE FEES .00 LATE PAYMENT CHARGES .00 CREDITS .00 PAYMENTS 785.54	AMOUNT DUE 429.24
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335				



Company Name: QUAIL VALLEY WATER DIST
Corporate Account Number: 4246 0445 5573 8586
Statement Date: 03-20-2019

NEW ACTIVITY					
DAN CASTEEL		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4246-0401-8026-5847		\$0.00	\$45.92	\$0.00	\$45.92
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
03-04	02-28	24510439060010184505996	THE HOME DEPOT #6835 TEHACHAPI CA	45.92	
RANDY HARDENBROOK		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4246-0402-8026-4344		\$0.00	\$375.97	\$0.00	\$375.97
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-25	02-22	24801979054286277900235	SPEEDY FUEL TEHACHAPI CA	145.82	
02-25	02-22	24801979054286277900250	SPEEDY FUEL TEHACHAPI CA	14.30	
03-01	02-28	24692169059100170699775	HNS*HUGHESNET.COM 866-347-3292 MD	114.18	
03-04	03-01	24275399060900011543818	KERN DATA 888-8717205 CA	40.00	
03-07	03-06	24692169065100994475065	UPS*1ZB5TZ880191731574 800-811-1648 GA	38.77	
03-07	03-06	24692169065100994517098	UPS*2962526K29P 800-811-1648 GA	14.65	
03-13	03-13	2420429907200009133633	MSFT * E05007VGYN 800-6427676 WA	8.25	

Department: 00000 Total: \$429.24
 Division: 00000 Total: \$429.24



6340 S. Fiddlers Green Circle
Greenwood Village, CO 80111

00000597 TCBL29851 01 001000
QUAIL VALLEY WATER DISTRICT
24750 SAND CANYON ROAD
TEHACHAPI, CA 93561

Customer Billing Statement

Customer Number 00103319
Statement Date 03/29/2019
Payment Due Date 04/22/2019
Page 1 of 3

Customer Service Information

Customer Service
(800) 255-6190

CoBank National Office
6340 S. Fiddlers Green Circle
Greenwood Village, CO 80111

Visit Us Online
www.cobank.com

BILLING SUMMARY

Amounts in USD

Agreement	Facility Fee/Loan Number	Fee/Balance Description	Balance Due	Total Amount Due
S01-A	01 002989625	INTEREST OWING	654.21	
S01-A	01 002989625	LOAN AMOUNT DUE		654.21
Grand Total Due:				654.21

Balances Due Summary

Total Principal	Total Interest	Total Fees	Total Other	Grand Total Due
0.00	654.21	0.00	0.00	\$654.21

00000597-0001193-000 03-TCBL2985103-01-L

POQYL - NFNZA

Please wire transfer your payment to CoBank:

ABA Number: 307088754

Account Number: 00103319

Or return with your check payable to:



PO BOX 910167
DENVER, CO 80291-0167

Customer Number 00103319
Statement Date 03/29/2019
Payment Due Date 04/22/2019
Grand Total Due (USD) 654.21

Amount Enclosed: _____



6340 S. Fiddlers Green Circle
Greenwood Village, CO 80111

Customer Billing Statement

Customer Number 00103319
Statement Date 03/29/2019
Payment Due Date 04/22/2019
Page 2 of 3

LOAN BILLING DETAIL

Amounts in USD

AGREEMENT S01-A FACILITY 01 0000290791 LOAN 01 002989625

Loan Information

Effective Date 08/11/2016
Maturity Date 07/31/2019
Interest Rate Maturity Date
Currency USD
Principal Balance 282,062.62

Balances Due

Balance	Description	From	To	Current Due	Past Due	Total Due
INT	INTEREST OWING	03/01/2019	04/01/2019	654.21	0.00	654.21

00000597-0001194-000 /3-T/CBL2985103-01-L





6340 S. Fiddlers Green Circle
Greenwood Village, CO 80111

Customer Billing Statement

Customer Number 00103319
Statement Date 03/29/2019
Payment Due Date 04/22/2019
Page 3 of 3

FACILITY STATEMENT OF ACTIVITY

No activity for Facility Fees billed during this period

LOAN STATEMENT OF ACTIVITY

AGREEMENT S01-A FACILITY 01 0000290791 LOAN 01 002989625 Currency: USD

Accrual INT01 LOAN INTEREST				From 03/01/2019 To 04/01/2019		
From	To	No. of Days	Accruing Balance	Accruing Rate	Amount Accrued	
03/01/2019	03/04/2019	3	157,062.62	4.480000	58.64	
03/04/2019	03/11/2019	7	157,062.62	4.490000	137.12	
03/11/2019	03/14/2019	3	157,062.62	4.500000	58.90	
03/14/2019	03/18/2019	4	157,062.62	4.500000	78.53	
03/18/2019	03/25/2019	7	157,062.62	4.490000	137.13	
03/25/2019	03/29/2019	4	157,062.62	4.490000	78.35	
03/29/2019	04/01/2019	3	282,062.62	4.490000	105.54	

Transaction Activity Since Last Statement

Date	Transaction Description	Transaction Value
03/14/2019	INTEREST PAYMENT	257.17
03/29/2019	LOAN DISBURSE	125,000.00

00000597-0001194-0003-0003-TCBL2985103-01-L



STATEMENT OF ACCOUNTS

Page 1 of 2
Statement Number: 2740027029
03/01/19 - 03/29/19

UNION BANK
TEHACHAPI 0985
PO BOX 512380
LOS ANGELES CA 90051-0380

Telephone Banking
For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 661-822-2500

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

QUAIL VALLEY WATER DISTRICT
PROP 84
24750 SAND CANYON RD
TEHACHAPI CA 93561-8115

Business Essentials Checking Summary

Account Number: 2740027029

Days in statement period: 29

Balance on 3/1	\$	141,806.85
Additions		125,000.00
Subtractions		-121,283.58
		Checks -111,616.22
		Payments -9,637.36
		Other Withdrawals -30.00
Balance on 3/29	\$	145,523.27
Statement Average Ledger Balance		49,774.26

Bal

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
3/29	WIRE TRANS TRN 0329034057 032919 201903290000212	93050199	\$ 125,000.00
	Received From: COBANK ACB Originator: QUAIL VALLEY WATER DISTRICT		

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5122	3/6	08251492	81,581.25 ✓	5124	3/8	06030150	21,479.21 ✓
5123	3/6	08282594	8,298.59 ✓	5125	3/13	06819594	257.17 ✓
Total							\$ 111,616.22

Payments online and electronic banking

Date	Description/Location	Reference	Amount
3/5	REVE ENVIRONMENT ONLINE PMT WEB	59870740	\$ 5,760.00 ✓
	UN1330586897POS		
3/26	CHECKING TRANSFER 190326 XXXXXX6359 0000	60856328	3,877.36 ✓
Total			\$ 9,637.36

Other Withdrawals including fees and adjustments

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>		<i>Amount</i>
3/4	WIRE TRANSFER MONTHLY FEE/WEB (WTM)	90251873	\$	15.00
3/29	INCOMING WIRE TRANSFER FEE TRN 190329-034057	93053368		15.00
Total			\$	30.00



Account Number: 4031 5299 5526 9769
 New Balance: \$7.73
 Minimum Payment Due: \$3.00
 Payment Due Date: April 25, 2019

2253
 QUAIL VALLEY WD
 BILLING ACCOUNT
 ATTN: RANDY CANTRELL
 24750 SAND CANYON RD
 TEHACHAPI CA 93561-8115

First Bankcard
 P.O. Box 2818
 Omaha, NE 68103-2818

PS03
 2638

Make checks payable to First Bankcard
 Amount of Payment Enclosed

\$

Change of Address? If yes, please complete reverse side.

*pd 4/10/19
 confirm # PC00V -9690T*

4031529955269769 0000000000300 0000000000773

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

Union Bank VOX® Business Visa®

Account Number:
 4031 5299 5526 9769
 Page 001 of 001



Account Summary

Previous Balance \$2.99
 Payments -\$0.00
 Other Credits -\$0.00
 Purchases +\$2.99
 Balance Transfers +\$0.00
 Cash Advances +\$0.00
 Fees Charged +\$0.00
 Interest Charged +\$1.75
New Balance \$7.73
 Statement Closing Date 03/29/19
 Days in Billing Cycle 29



Payment Information

New Balance \$7.73
 Minimum Payment Due \$3.00
 Past Due Amount \$0.00
 Payment Due Date April 25, 2019

Manage your business expenses with convenient online access.



- Make secure online payments
- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Login today to explore all the online possibilities!



Customer Service

Call: Toll Free 1-800-819-4249

(TDD Telecommunications Device for the Deaf: 1-800-925-2833)

Save Time and Stamps
 by Paying Online!

Visit: www.firstbankcard.com/unionbank

Remit to: First Bankcard, P.O. Box 2818, Omaha, NE 68103-2818



Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
3-29	3-29	740315290880008064000	MINIMUM *FINANCE CHARGE*	\$1.75
RANDY HARDENBROOK				
		3542	Credit Limit	\$20,000
			Net Balance	\$2.99

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) Variable Rate (f) Fixed Rate

Charge Summary	Annual Percentage Rate (APR)	Special Offer or Eligible Purchase APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	15.24% (v)	N/A	\$4.24	29	\$1.75
Cash Advance	27.49% (v)	N/A	\$0.00	29	\$0.00

2019 Total Year-to-Date

Total fees charged in 2019 \$0.00
 Total interest charged in 2019 \$1.75



Account Number: 4031 5291 0738 3542
 New Balance: \$0.00
 Minimum Payment Due: \$0.00
 Payment Due Date: April 25, 2019

2253 / 0

QUAIL VALLEY WD
 RANDY HARDENBROOK
 24750 SAND CANYON RD
 TEHACHAPI CA 93561-8115

First Bankcard
 P.O. Box 2818
 Omaha, NE 68103-2818

P303
 10127

Make checks payable to First Bankcard

Amount of Payment Enclosed

\$

Change of Address? If yes, please
 complete reverse side.



4031529107383542 00000000000000 00000000000000

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

Union Bank VOX® Business Visa®

Account Number:
 4031 5291 0738 3542
 Page 001 of 001



Account Summary

Previous Balance \$0.00
 Payments -\$0.00
 Other Credits -\$0.00
 Purchases +\$2.99
 Balance Transfers +\$0.00
 Cash Advances +\$0.00
 Fees Charged +\$0.00
 Interest Charged +\$0.00
New Balance \$0.00
 Statement Closing Date 03/29/19
 Days in Billing Cycle 29
 Total Credit Limit \$20,000.00
 Available Credit \$20,000.00
 Cash Limit \$0.00
 Available Cash \$0.00



Payment Information

New Balance \$0.00
 Minimum Payment Due \$0.00
 Past Due Amount \$0.00
 Payment Due Date April 25, 2019

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 online access.



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- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Login today to explore all the online possibilities!



Customer Service

Call: Toll Free 1-800-819-4249

(TDD Telecommunications Device for the Deaf: 1-800-925-2833)

Save Time and Stamps
 by Paying Online!

Visit: www.firstbankcard.com/unionbank

Remit to: First Bankcard, P.O. Box 2818, Omaha, NE 68103-2818

Important Information Regarding Your Account

This is a zero balance statement for your information only. No payment is required.



Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
3-18	3-20	240552290780472184052587	WWW.1AND1.COM CHESTERBROOK PA	\$2.99

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) Variable Rate (f) Fixed Rate

Charge Summary	Annual Percentage Rate (APR)	Special Offer or Eligible Purchase APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	15.24% (v)	N/A	\$0.00	29	\$0.00
Cash Advance	27.49% (v)	N/A	\$0.00	29	\$0.00

2019 Total Year-to-Date



Account Number: 4031 5298 7521 1206
 New Balance: \$0.00
 Minimum Payment Due: \$0.00
 Payment Due Date: April 25, 2019

2253

QUAIL VALLEY WD
 RANDY RPS-HARDENBROOK
 24750 SAND CANYON RD
 TEHACHAPI CA 93561-8115

First Bankcard
 P.O. Box 2818
 Omaha, NE 68103-2818

P303
 9848

Make checks payable to First Bankcard
 Reward Point Summary - Do Not Pay



Change of Address? If yes, please
 complete reverse side.



4031529875211206 000000000000 000000000000

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

Union Bank VOX® Business Visa®

Account Number:
 4031 5298 7521 1206
 Page 001 of 002



Account Summary

Previous Balance \$0.00
 Payments -\$0.00
 Other Credits -\$0.00
 Purchases +\$0.00
 Balance Transfers +\$0.00
 Cash Advances +\$0.00
 Fees Charged +\$0.00
 Interest Charged +\$0.00
New Balance \$0.00

Statement Closing Date 03/29/19
 Days in Billing Cycle 29

Total Credit Limit
 Available Credit
 Cash Limit
 Available Cash



Payment Information

New Balance \$0.00
 Minimum Payment Due \$0.00
 Past Due Amount \$0.00
Payment Due Date April 25, 2019

Manage your business expenses with convenient
 online access.



- Make secure online payments
- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Login today to explore all the online possibilities!



Customer Service

Call: Toll Free 1-800-819-4249

Save Time and Stamps
 by Paying Online!

Visit: www.firstbankcard.com/unionbank

Remit to: First Bankcard, P.O. Box 2818, Omaha, NE 68103-2818

REWARDS SUMMARY

Remember... keep using your card to increase your rewards total - the more you charge, the more rewards you earn!

Total points earned this month.....3
 Bonus points earned this month.....0
 Total points redeemed this month.....0
 Accumulated point total.....6,768
 Points expiring next month.....0
 Current point balance.....6,768

Points expiring on your next statement closing date0

(Points earned expire on or after 3 years from the date they are awarded. To avoid expiring your points, please redeem them before your due date listed on this statement.)

Redeem your points for travel, gift cards, merchandise, cash back as a statement credit to the designated Account, as ACH deposit to any checking or savings account (ABA routing number required), or as a check

POLICY FOR THE PRESERVATION, PROTECTION, RETENTION AND DISPOSITION OF RECORDS

1. OVERVIEW OF RECORDS MANAGEMENT:

The purpose of records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the requisite time period, and then documented when destroyed. Records management encompasses all of the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to disposition.

The benefits of a sound records management program include improved customer service, increased staff efficiency, improved allocation of scarce resources, and providing a legal foundation for how an agency manages records as it conducts its daily mission. A sound record management policy helps identify and justify opportunities for new technology. Other benefits include:

- Providing public access to and protecting the public's rights to inspect public records in accordance with the California Public Records Act;
- Preservation of records with long-term or permanent value;
- Protection of records vital to Quail Valley Water District in the event of a disaster;
- Protection of records essential to Quail Valley Water District, but which are referenced infrequently;
- Demonstration of compliance with legal retention requirements established by federal, state, and local authorities;
- Orderly retirement and destruction of records no longer required by statute to be retained or needed for reference;
- Elimination of duplicate records filed in several departments;
- Ensuring proper administration of records not subject to disclosure;
- Providing protection in litigation, audits, and other disputes;
- Saving space; and
- Increased efficiency in information retrieval.

Understanding the importance of a good records management program is to establish policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of District records, based on federal and state statutes governing public records, and, further, insuring that a responsible program of records management is practiced within the District organization, serving the best interest of the District and its citizens.

2. DEFINITIONS:

2.1. Active Records:

- 2.1.1. As a measure of **ACTIVITY**: Records that are referred to at least once a month per cubic foot of records.
- 2.1.2. As a **RETENTION PERIOD**: A **PERPETUAL RECORD** that remains **ACTIVE** until some event occurs to change its status, at which time it has fulfilled its function. (see also **PERPETUAL RECORD**)
- 2.2. **Administrative Records**: Records commonly found in all offices and typically retained only for short time periods-less than five years. Examples include subject, chronological, budget, and policy files.
- 2.3. **Archival Records**: Records with enduring value because they reflect significant historical events, document the history and development of the District, or provide valuable research data.
- 2.4. **Discovery**: The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- 2.5. **Local Government**: Quail Valley Water District - Government Code, Section 6252 states: "Local Agency' includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952."
- 2.6. **Non-Records**: Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)
- 2.7. **Permanent Records**: Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- 2.8. **Perpetual Records**: Records retained for an indefinite time period and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- 2.9. **Program Records**: Records that relate to the primary function of the District in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- 2.10. **Public Records**: Any information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.

- 2.11. **Records:** All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by the District, regardless of physical form or characteristics.
- 2.12. **Records Retention Schedule:** A list of all records produced or maintained by the District and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the District by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".
- 2.13. **Retention Period:** The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

3. **OWNERSHIP OF RECORDS:**

All public records are the property of the District and shall be delivered by outgoing officials and employees to their successors. Public records are to be maintained in active file areas or in a designated records center.

4. **RECORDS MANAGEMENT:**

4.1. **Creating Files:** District personnel are advised to begin new files with an eye to the future disposition of the file being created. For example, by knowing that the information/materials contained within a new file will be retained for a specific number of years, it would be prudent to create the file on a calendar year or perhaps fiscal year basis. Planning ahead avoids separating files later when it comes time for storage and/or destruction. Also, reviewing the department's retention schedule beforehand can avoid the necessity and time-consuming activity of separating permanent information/documents from short-term materials prior to time of destruction. District personnel are also advised to ensure some level of consistency in labeling and identifying files, particularly at the time of creating new ones.

4.2. **Converting Hard Copy to Electronic Formats:**

4.2.1. Government Code Section 34090.5 authorizes the conversion of hard copy materials and records onto other electronic mediums (*i.e.*, burning CDs or DVDs or other format reasonably accepted within the industry, as may be determined by the General Manager) as long as the following conditions are met:

- 4.2.1.1. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images, recorded in electronic data processing system, recorded on

- optical disk, or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document;
- 4.2.1.2. The device or method used to reproduce the record, paper, or document reproduces the original in all details and does not permit additions, deletions, or changes to the original document images;
 - 4.2.1.3. The reproductions are made accessible for public reference as the original records were; and
 - 4.2.1.4. A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

If the above conditions are met, the public official having custody of the records may convert the hard copy to a permissible electronic format and destroy the hard copy.

The Secretary of State's Local Government Records Management Guideline, Trustworthy Electronic Document or Records Preservation Standards, and Association for Information and Image Management's Recommended Practice for Analysis, Selection, and Implementation of Electronic Document Management Systems are on file with the City Clerk's Office.

- 4.2.2. Practical Application with Current Technology: In accordance with the Secretary of State's guidelines on "trustworthy electronic document or records preservation" the City Clerk, in consultation with the City Attorney, has determined that documents scanned and electronically stored in JPEG, JBIG, JPEG 2000, TIFF, or PDF-A image format, retained in a document/library service such as Laserfiche, and the images/documents are twice duplicated onto a trusted electronic media, such as Archival Grade DVD-R – Said hard copies may be destroyed. Here is an example how this process might work:
 - 4.2.2.1. Scan a document into Laserfiche. Documents should be stored as JPEG, JBIG, JPEG 2000, TIFF, or PDF-A images.
 - 4.2.2.2. Place the original hard copy (now scanned) in a banker box for pending destruction.
 - 4.2.2.3. Now that several boxes of documents have been scanned and are electronically stored in Laserfiche
 - 4.2.2.3.1. Back-up the current Laserfiche volume onto Archival Grade DVD-R.
 - 4.2.2.3.2. Repeat the process to create a second duplicate copy.
 - 4.2.2.3.3. Retain one back-up DVD on-site and one back-up DVD off-site.
 - 4.2.2.3.4. Create a new volume in Laserfiche.
 - 4.2.2.4. Now that the original hard copy has been scanned, stored in Laserfiche, and twice duplicated onto trusted media – The original hard copy may be destroyed.

4.3. Inventory: The first step in records management is a records inventory.

Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing and maintaining a Records Retention Schedule to document the agencies normal course of doing business. The Records Inventory Worksheet, Attachment A, is used to gather the following information needed in a records management program:

- 4.3.1. **Record Series:** A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (connection fees, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence".
- 4.3.2. **Media:** Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.
- 4.3.3. **Years covered:** Determine the period of years covered by each record series. (Example: 1994-98).
- 4.3.4. **Activity Level:** The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.
- 4.3.5. **Volume:** Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

4.4. Appraisal and Scheduling: After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them. The appraisal will:

- 4.4.1. Establish reasonable retention periods.
- 4.4.2. Identify records that can be destroyed immediately.
- 4.4.3. Identify records that should be transferred to low cost storage.
- 4.4.4. Identify vital and/or confidential records.
- 4.4.5. Identify records with historic and/or research value.
- 4.4.6. Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

4.5. Retention Schedules: A properly prepared and approved Records Retention Schedule, Attachment B, is the District's legal authority to do whatever needs to be done with records and documents entrusted to the District's care. It certifies the life, care, and disposition of all District records. Schedules must be specific and consistently used. The signature General Manager attests to the completeness and accuracy of the information on the schedule. The Records Retention Schedule is considered current for five years unless amended sooner due to a significant change in the District's record keeping practices. Regardless of any amendments, a new schedule must be prepared and approved after five years to ensure the schedule accurately and completely reflects the agency's records holdings and disposition.

4.6. Disposition of Records: Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule.

At least annually, all records in the District's custody shall be reviewed. Records that have reached the end of their retention period are to be disposed of pursuant to the Records Retention Schedule.

All original records to be destroyed must be listed on the Records Destruction Form, Attachment C, and approved by General Manager. Once approved, all forms of that record must be destroyed: paper, microfilm, electronic format.

Permanent records are not authorized for destruction.

4.7. Records Retention Codes:

A/E	After expiration
AU	Audit
CU	Current
CL	Closed
D/R	Destroy once no longer relevant
E	After election
P	Permanent
S	Superseded
T	Termination

Report of General Manager

March 25 through April 20, 2019

- Monitor and operate Montclair well and chlorination equipment.
- Monitor chlorine residuals in water system.
- Provide emergency off for plumber on Umtali, found valve obstructed by concrete block requiring meter box to be removed. Will need to replace meter pit.
- Turn on water on Tanganda.
- Meet with Bill Walker, provide access to District records for audit.
- Attend Board meeting.
- Complete and submit Claim 33 to WaterBoards.
- Perform inspection activities at Prop 84 construction site and complete Daily Inspection Reports for REVE.
- Repair leak at Umfalozi PRV.
- Read water meters, inspect PRV stations for proper operation.
- Complete billing, pay bills.
- Collect monthly bacteriological samples in accordance with combined system bacteriological site sampling plan.
- Repair water damage to road at Montclair gate to improve site access. Repair sinkhole at Montclair gate over pipeline (settling from inadequate compaction, remove broken concrete, add & compact material under concrete, install section of sidewalk to replace damaged concrete).
- Meet with property owner on Quail Mountain, discuss water service installation, receive down payment of r service.
- Finish engineering new service installation on Quail Mountain, order material.
- Dispose of trash and hazardous waste (used oil and printer cartridges) at landfill.
- Pickup chlorine from Palmdale.
- Collect and ship Lead and Copper Rule samples.
- Assist Dan installing crane on service truck for loading and unloading tamper.
- Mark and submit locate tickets to USA North for service installations.
- Travel to Tehachapi and fill fuel trailer for fueling equipment.
- Work with Edison to determine location for electrical service at Montclair.
- Provide documents requested by CPRA request to GSLC.
- Review requested minor change to PVWC agreement, email proposal to Board and discuss with counsel.
- Complete service termination agreement for Lot 46 and provide refund to property owner.
- Deliver 4 additional Lead and Copper Rule sample containers to property owners for collection.

Upcoming:

- Install new service on Tanganda.
- Install new service on Quail Mountain Road.
- Replace and relocate meter pit on Umtali.
- Install blow-off at east end of Umtali to facilitate flushing Umtali line.

- Finish sampling system for Lead and Copper rule.
- Sampling system for Disinfection Byproducts.
- Oversee well construction and re-hab.
- Oversee reservoir and treatment plant building construction.
- Oversee completion of Water Treatment Plant specs.
- Cleanup along Umtali (complete services, install valve boxes, backfill, etc.).
- Finish well house repairs-Dan.
- Finish Building remodel-Dan.
- Replace door on garage-Dan.
- Install vault for Transvaal air-vac.
- Install cross and valves at Umtali and Roper for service on Roper and Inyanga.