



A STATE OF
CALIFORNIA
PUBLIC AGENCY

QUAIL VALLEY WATER DISTRICT

BOARD OF DIRECTORS

Mike Biglay
Jean Grodewald
Rita Leonard Phillips
Enrique Lopez
Joan Tyer

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 24, 2021 at 8:30 AM.

Quail Valley Water District will make every effort to insure social distancing at this meeting. If social distancing cannot be maintained, this meeting may be adjourned to another time and/or place to enable adequate social distancing.

All attendees are reminded to follow all State and Local health and safety recommendations and guidance for attending meetings.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawnette Boatman 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 Dawnette Boatman 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 of 3/27/2021.
5. Action Items:
 - 5.1. Discussion of monthly financial statements and consideration and possible action to approve payments for March 2021. (General Manager Hardenbrook)

- 5.2. Discussion and possible action developing a water use plan in response to continued draught. (General Manager Hardenbrook)
- 5.3. Discussion and possible action on various charges for new connections. (General Manager Hardenbrook)
- 5.4. Discussion and possible action accepting Secretary's 50% developed certification. (General Manager Hardenbrook)
- 5.5. Discussion and possible action establishing policy and fee schedule for use of District facilities. (General Manager Hardenbrook)
- 5.6. Discussion and possible action establishing budget for backhoe repairs. (General Manager Hardenbrook)
- 5.7. Discussion and possible action developing succession plan for General Manager. (General Manager Hardenbrook)
- 5.8. Discussion and possible action on recommendations of counsel for revisions to District Rules and Regulations for Water Service. (General Manager Hardenbrook)
- 5.9. Discussion and possible action regarding continued use of District well by property owner and subsequent leak from property owner's water lines onto adjacent property. (General Manager Hardenbrook)
- 5.10. Discussion and possible action approving letter to property owners regarding gate on Quail Ridge Road. (General Manager Hardenbrook)
- 5.11. Discussion and possible action making security improvements at District facilities (fencing, posting, security cameras, etc.). (General Manager Hardenbrook)
- 5.12. Discussion and possible action creating email addresses for Board of Directors. (General Manager Hardenbrook)
- 5.13. Discussion and possible action on residents' request for repairs of damage to Transvaal Road caused by truck traffic using construction hydrant. (General Manager Hardenbrook)
6. Board Members' Requests for Future Agenda Items
7. Report of General Manager.
 - 7.1 General Manager's report. (General Manager Hardenbrook)
 - 7.2 Update on Prop 84 project. (General Manager Hardenbrook)
 - 7.3 Update on wells, reservoirs, and system status. (General Manager Hardenbrook)
 - 7.4 Update on Covid-19 effects on District and mitigation measures taken. (General Manager Hardenbrook)
8. Adjournment.



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QUAIL VALLEY WATER DISTRICT

BOARD OF DIRECTORS

Mike Biglay
Jean Grodewald
Rita Leonard Phillips
Enrique Lopez
Joan Tyer

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 24, 2021 at 8:30 AM.

1. Roll Call.

*Meeting called to order at 8:32 AM. There were present, representing a quorum:
Director Biglay;
Director Grodewald;
Director Leonard;
Director Lopez;
Director Tyer.*

2. Adoption of Agenda.

Director Phillips 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 on 03/27/2021.

Director Grodewald moved, seconded by Director Biglay to approve minutes from the Regular Meeting of 03/27/2021. Motion approved by unanimous assent.

5. Action Items:

5.1. Discussion of monthly financial statements and consideration and possible action to approve payments for March 2021. (General Manager Hardenbrook)

General Manager Hardenbrook led a review and explanation of financial statements. Director Biglay moved, seconded by Director Grodewald, to approve payments for March 2021. Motion approved by unanimous assent.

5.2. Discussion and possible action developing a water use plan in response to continued draught. (General Manager Hardenbrook)

No action taken.

- 5.3. Discussion and possible action on various charges for new connections. (General Manager Hardenbrook)
No action taken.
 - 5.4. Discussion and possible action accepting Secretary's 50% developed certification. (General Manager Hardenbrook)
No action taken.
 - 5.5. Discussion and possible action establishing policy and fee schedule for use of District facilities. (General Manager Hardenbrook)
No action taken.
 - 5.6. Discussion and possible action establishing budget for backhoe repairs. (General Manager Hardenbrook)
No action taken.
 - 5.7. Discussion and possible action developing succession plan for General Manager. (General Manager Hardenbrook)
No action taken.
 - 5.8. Discussion and possible action on recommendations of counsel for revisions to District Rules and Regulations for Water Service. (General Manager Hardenbrook)
No action.
 - 5.9. Discussion and possible action regarding continued use of District well by property owner and subsequent leak from property owner's water lines onto adjacent property. (General Manager Hardenbrook)
No action taken.
 - 5.10. Discussion and possible action approving letter to property owners regarding gate on Quail Ridge Road. (General Manager Hardenbrook)
Pending legal input. No action taken.
 - 5.11. Discussion and possible action making security improvements at District facilities (fencing, posting, security cameras, etc.). (General Manager Hardenbrook)
No action taken.
 - 5.12. Discussion and possible action creating email addresses for Board of Directors. (General Manager Hardenbrook)
General Manager Hardenbrook advised Board that the email address board@qvwd.org is setup and that no emails have been received.
 - 5.13. Discussion and possible action on residents' request for repairs of damage to Transvaal Road caused by truck traffic using construction hydrant. (General Manager Hardenbrook)
No action taken.
6. Board Members' Requests for Future Agenda Items.
None.


7. Report of General Manager.

- 7.1 General Manager's report. (General Manager Hardenbrook)
General Manager Hardenbrook provided Board with a written report and brief overview of activities from March 17, 2021 through April 19, 2021.
- 7.2 Update on Prop 84 project. (General Manager Hardenbrook)
General Manager Hardenbrook provided Board with written report and brief overview of report contents.
- 7.3 Update on wells, reservoirs and system status. (General Manager Hardenbrook)
General Manager Hardenbrook advised Board that written report is not available.
- 7.4 Update on COVID-19 effects and District mitigation measures take. (General Manager Hardenbrook)
General Manager Hardenbrook reported that there has been no change in effects to District operations.

8. Adjournment.

There being no further business before the Board, Director Phillips moved, seconded by Director Biglay to adjourn at 9:43 AM. Motion approved by unanimous assent.

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.



Dawnette Boatman, Secretary

11:18 AM

Quail Valley Water District

Balance Sheet

As of March 31, 2021

04/21/21

Accrual Basis

	Mar 31, 21
ASSETS	
Current Assets	
Checking/Savings	
131000 · Cash (Currency, coin, checks, money orders and banker's drafts on hand or on deposit with the county treasurer	20,392.06
131002 · Cash-Kern County (Account held by Kern County Controller - Property tax Proceeds)	3,925.69
131003 · Union Bank	
Total 131000 · Cash (Currency, coin, checks, money orders and banker's drafts on hand or on deposit with the county tre	24,317.75
133000 · Special Deposits (This account includes deposits with others for special purposes other than the payment of in	6,500.00
Total Checking/Savings	30,817.75
Accounts Receivable	
137000 · Accounts Receivable (This account includes the amounts due from customers for utility services, including merc	
137121 · Accounts Receivable	13,022.81
137125 · Accounts Rec - Prop 84	13,585.62
137126 · Accounts Rec-Conn-Fees	484.50
137000 · Accounts Receivable (This account includes the amounts due from customers for utility services, including merc	686.38
Total 137000 · Accounts Receivable (This account includes the amounts due from customers for utility services, includin	27,779.31
Total Accounts Receivable	27,779.31
Other Current Assets	
12100 · Inventory Asset (Costs of inventory purchased for resale)	619.16
130000 · Undeposited Funds (Funds received, but not yet deposited to a bank account)	2,657.71
146000 · Inventory of Material and Suppl (This account includes the cost of all unapplied materials and supplies includ	20,844.70
Total Other Current Assets	24,121.57
Total Current Assets	82,718.63
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 including rights, interests, and privil	31,216.96
111400 · Pumping Plant (This category covers the cost of plant and equipment in connection with pumping equipment. Incl	
1114151 · Tanganda Booster Relocation (Costs accumulated for relocation of Tanganda Booster Station during 2015/16 fisc	6,252.21
1114161 · Country Cnyn Bstr Pump Replacem (Costs accumulated for Country Canyon Booster Pump replacement 2016)	1,692.83
111400 · Pumping Plant (This category covers the cost of plant and equipment in connection with pumping equipment. Incl	22,379.86
Total 111400 · Pumping Plant (This category covers the cost of plant and equipment in connection with pumping equipment	30,324.90
111500 · Water Treatment Plant (This category covers all costs of plant and equipment used in connection with water tre	2,975.22
111600 · Transmission & Distribution Pla (This category covers all cost of plant and equipment used in connection with	319,629.32
111700 · General Plant (This category covers all costs of plant and equipment used for general water utility purposes.	
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
111700 · General Plant (This category covers all costs of plant and equipment used for general water utility purposes.	74,707.90
Total 111700 · General Plant (This category covers all costs of plant and equipment used for general water utility purp	78,491.14
Total 111000 · Utility Plant In Service (This account accumulates accounts 111100-111999)	462,637.54
112000 · Construction in Progress (This category covers labor, materials, overhead amounts and interest costs incurred	
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 repairs/remodel/ADA compliance for 2015/16	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 construction project.)	
1128401 · 1. Construction of Facilities	88,336.25
1128402 · 2. Construction Management	90.77
1128404 · 4. Easement Recording	63,808.83
1128407 · 7. Prop 218 Rate study	-660.00
1128400 · Prop 84 Construction Project (All costs advanced by district for Prop 84 construction project.) - Other	1,000.00
Total 1128400 · Prop 84 Construction Project (All costs advanced by district for Prop 84 construction project.)	152,575.85
112000 · Construction in Progress (This category covers labor, materials, overhead amounts and interest costs incurred	69,168.64
Total 112000 · Construction in Progress (This category covers labor, materials, overhead amounts and interest costs inc	238,342.62

Quail Valley Water District

Balance Sheet

As of March 31, 2021

	Mar 31, 21
115000 · Accumulated Depreciation and Am (This account accumulates accounts 115100-115999)	
115100 · Depreciation, Plant In Service (The cumulative depreciation and amortization charges since the time of acquisi	-2,648.00
115130 · Depreciation, Source of Supply (The cumulative depreciation and amortization for the SOURCE of Supply Plant In	-20,293.07
115140 · Depreciation, Pumping Plant In (The cumulative depreciation and amortization for the Pumping Plant In Service	-1,438.02
115150 · Depreciation, Treatment Plant (The cumulative depreciation and amortization charges for the Water Treatment Pl	-54,578.65
115160 · Depreciation, Distribution Plan (The cumulative depreciation and amortization charges for Transmission and Dis	-17,478.77
115170 · Depreciation, General Plant In (The cumulative depreciation and amortization for the General Plant In Service	-99,784.00
115100 · Depreciation, Plant In Service (The cumulative depreciation and amortization charges since the time of acquisi	-196,220.51
Total 115100 · Depreciation, Plant In Service (The cumulative depreciation and amortization charges since the time of a	-9,826.59
115300 · Depreciation, Other Physical Pr (The cumulative depreciation and amortization charges since the time of acquis	-206,047.10
Total 115000 · Accumulated Depreciation and Am (This account accumulates accounts 115100-115999)	494,933.06
Total 110000 · Property, Plant & Equipment	494,933.06
Total Fixed Assets	494,933.06
Other Assets	
120000 · Investments, Restricted Assets (Investments, Restricted Assets, & Other Long -Term Assets.)	
125000 · Other Long-Term Assets (This category covers assets not properly includible in accounts 123000-142999.)	
125100 · A/R Connection Fees	
125101 · Anderson, M.	4,882.95
125103 · Giesregen, J.	9,500.00
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	-21,892.05
Total 125100 · A/R Connection Fees	21,104.99
Total 125000 · Other Long-Term Assets (This category covers assets not properly includible in accounts 123000-142999.)	21,104.99
Total 120000 · Investments, Restricted Assets (Investments, Restricted Assets, & Other Long -Term Assets.)	21,104.99
150000 · Deferred Charges	
151000 · Preliminary Survey & Investigat (This account includes all costs for preliminary surveys, plans, and investiga	
151100 · Prop 84 Feasibility Study	442,500.32
Total 151000 · Preliminary Survey & Investigat (This account includes all costs for preliminary surveys, plans, and inv	442,500.32
150000 · Deferred Charges - Other	-1.20
Total 150000 · Deferred Charges	442,499.12
Total Other Assets	463,604.11
TOTAL ASSETS	1,041,255.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222000 · Accounts Payable (Amounts owed on open account to private persons or organizations for goods and services furn	59,653.90
Total Accounts Payable	59,653.90
Credit Cards	
222100 · Acc Payable -Visa Cards	
222104 · 3542 - Acc Payable-FNBO-Randy	187.03
222100 · Acc Payable -Visa Cards - Other	-581.77
Total 222100 · Acc Payable -Visa Cards	-394.74
222200 · Acc Payable - Cal Cards	
222201 · 4344 Acc Payable-CalCard-Randy	28,283.78
222204 · Acc Payable-CalCard-Rich	47.69
222206 · Acc Payable-CalCard-Dan	649.01
222200 · Acc Payable - Cal Cards - Other	-28,323.42
Total 222200 · Acc Payable - Cal Cards	657.06
Total Credit Cards	262.32
Other Current Liabilities	
226000 · Deposits	
226200 · Service Connection/Meter Deposi (This account includes amounts deposited with the utility as security for the	310.08
Total 226000 · Deposits	310.08
229000 · Taxes Accrued (This account covers obligations to pay taxes (income, property, payroll, etc.) which have accru	
229331 · 331 - Federal Taxes	1,758.55
229333 · 333 - Calif State Taxes	29.38
Total 229000 · Taxes Accrued (This account covers obligations to pay taxes (income, property, payroll, etc.) which have	1,787.93
230000 · Other Current Liabilities (This account covers miscellaneous obligations of the district due within one year a	
230101 · Loan-Hardenbrook (Loan-Hardenbrook)	11,600.00
230102 · May 2018 Voluntary Rate Increas	20,293.98
Total 230000 · Other Current Liabilities (This account covers miscellaneous obligations of the district due within one	31,893.98

Quail Valley Water District

Balance Sheet

As of March 31, 2021

	Mar 31, 21
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	100.00
Total Other Current Liabilities	34,091.99
Total Current Liabilities	94,008.21
Long Term Liabilities	
212000 · Due To Other Gov Agencies	
212100 · Due To Other State Agencies (This account includes long-term debt, other than bonds or time warrents, due to S	-63.00
Total 212000 · Due To Other Gov Agencies	-63.00
Total Long Term Liabilities	-63.00
Total Liabilities	93,945.21
Equity	
250000 · Contributed Capital	
251000 · Contrib In Aid Of Cons-Plant (This account includes amounts received, in the form of grants, donations, or oth	733,094.35
251100 · ContributionsInAid-Plant-State	76,666.67
251400 · ContributionsInAid-Plant-Other	
Total 251000 · Contrib In Aid Of Cons-Plant (This account includes amounts received, in the form of grants, donations,	809,761.02
Total 250000 · Contributed Capital	809,761.02
263000 · Retained Earnings-Unreserved (This account includes the amount of accumulated earnings which are not reserved	-348,261.95
30000 · Opening Balance Equity (Opening balances during setup post to this account. The balance of this account should	487,933.98
Net Income	-2,122.46
Total Equity	947,310.59
TOTAL LIABILITIES & EQUITY	1,041,255.80

Quail Valley Water District Statement of Cash Flows

March 2021

	Mar 21
OPERATING ACTIVITIES	
Net Income	-139.45
Adjustments to reconcile Net Income to net cash provided by operations:	
137000 · Accounts Receivable	80.69
137000 · Accounts Receivable:137121 · Accounts Receivable	1,691.50
137000 · Accounts Receivable:137125 · Accounts Rec - Prop 84	-1,019.93
137000 · Accounts Receivable:137126 · Accounts Rec-Conn-Fees	1,070.19
12100 · Inventory Asset	-68.54
222000 · Accounts Payable	-542.79
222100 · Acc Payable -Visa Cards	-388.76
222200 · Acc Payable - Cal Cards	-1,248.87
222200 · Acc Payable - Cal Cards:222201 · 4344 Acc Payable-CalCard-Randy	1,790.71
229000 · Taxes Accrued:229331 · 331 - Federal Taxes	156.48
229000 · Taxes Accrued:229333 · 333 - Calif State Taxes	-22.54
Net cash provided by Operating Activities	1,358.69
FINANCING ACTIVITIES	
250000 · Contributed Capital:251000 · Contrib In Aid Of Cons-Plant:251100 · ContributionsInAid-Plant-State	634.90
Net cash provided by Financing Activities	634.90
Net cash increase for period	1,993.59
Cash at beginning of period	31,481.87
Cash at end of period	33,475.46

Quail Valley Water District Statement of Cash Flows

July 2020 through March 2021

Jul '20 - Mar 21

OPERATING ACTIVITIES

Net Income	-2,122.46
Adjustments to reconcile Net Income to net cash provided by operations:	
137000 · Accounts Receivable	-401.44
137000 · Accounts Receivable:137121 · Accounts Receivable	-839.33
137000 · Accounts Receivable:137125 · Accounts Rec - Prop 84	-1,712.85
137000 · Accounts Receivable:137126 · Accounts Rec-Conn-Fees	8,839.19
12100 · Inventory Asset	-1,217.68
146000 · Inventory of Material and Suppl	1,396.60
222000 · Accounts Payable	7,586.95
222100 · Acc Payable -Visa Cards	-581.77
222100 · Acc Payable -Visa Cards:222104 · 3542 - Acc Payable-FNBO-Randy	187.03
222200 · Acc Payable - Cal Cards	-16,694.13
222200 · Acc Payable - Cal Cards:222201 · 4344 Acc Payable-CalCard-Randy	16,331.53
229000 · Taxes Accrued:229331 · 331 - Federal Taxes	-1,215.09
229000 · Taxes Accrued:229333 · 333 - Calif State Taxes	-112.07
230000 · Other Current Liabilities:230102 · May 2018 Voluntary Rate Increas	-834.86

Net cash provided by Operating Activities

8,609.62

INVESTING ACTIVITIES

110000 · Property, Plant & Equipment:111000 · Utility Plant In Service:111600 · Transmission & Distribution Pla	-5,223.89
110000 · Property, Plant & Equipment:112000 · Construction in Progress:1128400 · Prop 84 Construction Project:1128401 ·	-24,685.14
120000 · Investments, Restricted Assets:125000 · Other Long-Term Assets:125100 · A/R Connection Fees:125105 · Hilade, F	2,118.69

Net cash provided by Investing Activities

-27,790.34

FINANCING ACTIVITIES

212000 · Due To Other Gov Agencies:212100 · Due To Other State Agencies	-38.00
250000 · Contributed Capital:251000 · Contrib In Aid Of Cons-Plant:251100 · ContributionsInAid-Plant-State	37,231.34
30000 · Opening Balance Equity	-2,118.69

Net cash provided by Financing Activities

35,074.65

Net cash increase for period

15,893.93

Cash at beginning of period

17,581.53

Cash at end of period

33,475.46

Quail Valley Water District Profit & Loss

March 2021

	Mar 21
Ordinary Income/Expense	
Income	
410000 · Operating Revenues (Revenue related to District operations)	
411000 · Water Sales (This account accumulates all costs in accounts 401110-4011799.)	8,958.63
411100 · Water Sales - Residential (This account includes revenues earned from water supplied to single or multiple fam	1,703.16
411200 · Water Sales - Business (This account includes revenues earned from water supplied to premises devoted primaril	
Total 411000 · Water Sales (This account accumulates all costs in accounts 401110-4011799.)	10,661.79
421000 · Water Services (This account accumulates all costs in accounts 402110-402159.)	
421500 · Water Services-Other (This account includes billings for customer installations of meters and service connecti	
421550 · Late Fees	224.38
Total 421500 · Water Services-Other (This account includes billings for customer installations of meters and service co	224.38
Total 421000 · Water Services (This account accumulates all costs in accounts 402110-402159.)	224.38
Total 410000 · Operating Revenues (Revenue related to District operations)	10,886.17
490000 · Non-Operating Revenues (This account accumulates all costs from accounts 409100-409899.)	
491000 · Non-Operating Revenue - Rents (This account includes all rent revenues from land, buildings, or other property	25.00
492000 · Non-Operating - Interest Revenu (This account includes interest revenues on special deposits, loans, notes, ad	24.96
493000 · Taxes and Assessments (This account accumulates all charges from accounts 409305-409365.)	
493050 · Property Taxes-Current Secured (All taxes apportioned as a result of levies made against the unsecured roll of	446.70
493100 · Property Taxes-Current Unsecured (All taxes apportioned as a result of levies made against the unsecured roll o	1.23
493200 · Property Taxes-Prior Unsecured (All taxes apportioned as a result of levies made against the unsecured rolls o	1.12
493450 · Penalties and Costs On Delinque (Include all amounts apportioned as a result of penalties and costs charged ag	1.01
493500 · Supplemental Property Taxes-Cur (Property tax revenues(secured and unsecured) received pursuant to Chapter 3 o	22.20
493600 · Supplemental-Prior Taxes & Pena (Prior year supplemental roll property taxes, interest and penalties.)	2.28
Total 493000 · Taxes and Assessments (This account accumulates all charges from accounts 409305-409365.)	474.54
Total 490000 · Non-Operating Revenues (This account accumulates all costs from accounts 409100-409899.)	524.50
Total Income	11,410.67
Cost of Goods Sold	
500000 · Cost of Goods Sold (Costs of items purchased and then sold to customers)	-89.57
Total COGS	-89.57
Gross Profit	11,500.24
Expense	
Merchant deposit fees	244.72
500000 · Operating Expenses	
510000 · Source of Supply	
511000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	0.00
512000 · Maintenance-Structure & Improve (This account includes the cost of labor and materials used and expenses incur	0.00
Total 510000 · Source of Supply	0.00
520000 · Pumping (521000-Operation of pumping plant. 522000-Operation & maintenance of pumping plant. 523000-Energy c	
521000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	0.00
522000 · Maintenance-Structures & Improv (This account includes the costs of labor and materials used and expenses incu	
522661 · Wages-Maintenance, Pumping (Wages and salaries related to maintenance of pumping facilities.)	0.00
Total 522000 · Maintenance-Structures & Improv (This account includes the costs of labor and materials used and expense	0.00
523000 · Fuel or Power Purchased-Pumping (This account includes the cost of fuel or power purchased which is used direc	
523103 · SCE Montclair 1	140.62
523108 · SCE Tangan/Bloemfontein	250.50
523111 · SCE Hackamore	17.02
523273 · SCE Country CynBooster	13.32
Total 523000 · Fuel or Power Purchased-Pumping (This account includes the cost of fuel or power purchased which is used	421.46
Total 520000 · Pumping (521000-Operation of pumping plant. 522000-Operation & maintenance of pumping plant. 523000-En	421.46
530000 · Water Treatment (531000-Operation of Water Treatment Plant (includes sampling) 532000-Maintenance & repair of	
531000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	
531100 · Chemicals-Water Quality	47.92
531200 · Water Quality Testing	428.00
531000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	0.00
Total 531000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses in	475.92
532000 · Maintenance-Structrures & impro (This account includes the costs of labor and materials used and expenses incu	0.00
Total 530000 · Water Treatment (531000-Operation of Water Treatment Plant (includes sampling) 532000-Maintenance & rep	475.92
540000 · Transmission & Distribution (541000-Operation of Distribution Plant 542000-Repair & Maintenance of Distributi	
541000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	
541661 · Wages, Transmission & Distribut (Wages and salaries related to supervision and operation of transmission and d	0.00
Total 541000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses in	0.00

Quail Valley Water District

Profit & Loss

March 2021

	Mar 21
542000 · Maintenance-Structures & Improv (This account includes the cost of labor and materials used and expenses incur 542661 · Wages, Transmission & Distribut (Wages and salaries related to the maintenance of transmission and distributio	0.00
Total 542000 · Maintenance-Structures & Improv (This account includes the cost of labor and materials used and expenses	0.00
Total 540000 · Transmission & Distribution (541000-Operation of Distribution Plant 542000-Repair & Maintenance of Dist	0.00
550000 · Customer Accounts (551000-meter reading, billing, maintaining customer accounts. 552000-Uncollectable account 551000 · Supervision, Meter Reading & Ot (This account includes the costs of labor and materials used and expenses incu 551661 · Wages, Customer Accounts (Wages and salaries related to maintenace of customer accounts including meter readin	0.00
Total 551000 · Supervision, Meter Reading & Ot (This account includes the costs of labor and materials used and expense	0.00
Total 550000 · Customer Accounts (551000-meter reading, billing, maintaining customer accounts. 552000-Uncollectable a	0.00
560000 · Administrative & General	
561000 · Salaries (This account includes salaries and other considerations (but not Directors' fees) for services of of 561661 · Wages, Administration (Wages and salaries related to general administration not chargeable to a specific accou 561000 · Salaries (This account includes salaries and other considerations (but not Directors' fees) for services of of	626.40 1,000.00
Total 561000 · Salaries (This account includes salaries and other considerations (but not Directors' fees) for services	1,626.40
562000 · Office Supplies & Other Expense (This account includes office supplies and other expenses incurred in connecti 562760 · Com-Telephone-Internet 562770 · Utilities-Office 562771 · SCE Office 562772 · Propane Office	107.04 74.30 343.77
Total 562770 · Utilities-Office	418.07
562780 · Dues & Subscriptions	40.00
Total 562000 · Office Supplies & Other Expense (This account includes office supplies and other expenses incurred in co	565.11
564000 · Property Insurance, Injuries & (This account includes the cost of insurance or reserve accruals to protect the 565000 · Employee Retirement & Benefits (This account includes charges to provide for payment of benefits to retired em 565663 · Employee Reimbursement 565664 · Wokers Comp Insurance 565000 · Employee Retirement & Benefits (This account includes charges to provide for payment of benefits to retired em	327.91 0.00 629.83 0.00
Total 565000 · Employee Retirement & Benefits (This account includes charges to provide for payment of benefits to reti	629.83
568000 · Maintenance-General Plant (This account includes the costs assignable to customer accounts, sales and administ 568100 · Building Maintenance	1,473.54
568640 · Op Expenses Auto 568642 · Small Tools & Supplies 568645 · Repair & Main-Equip 568646 · Fuel - Auto 568640 · Op Expenses Auto - Other	154.94 102.88 269.14 180.88
Total 568640 · Op Expenses Auto	707.84
Total 568000 · Maintenance-General Plant (This account includes the costs assignable to customer accounts, sales and ad	2,181.38
Total 560000 · Administrative & General	5,330.63
570000 · Other Operating Expenses 572000 · Taxes (This account includes the amount of federal, state, county, municipal and other taxes, which are proper	56.05
Total 570000 · Other Operating Expenses	56.05
Total 500000 · Operating Expenses	6,284.06
600000 · Nonoperating Expenses 604000 · Other Nonoperating Expenses (This account includes all nonoperating expenses which are not properly includible	85.25
Total 600000 · Nonoperating Expenses	85.25
660000 · Payroll Expenses (Payroll expenses) 660010 · Bank Service Charges	5,015.66 10.00
Total Expense	11,639.69
Net Ordinary Income	-139.45
Net Income	-139.45

Quail Valley Water District Profit & Loss

July 2020 through March 2021

Jul '20 - Mar 21

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 water supplied to single or multiple fam	93,310.29
411200 · Water Sales - Business (This account includes revenues earned from water supplied to premises devoted primaril	6,020.82
	99,331.11
Total 411000 · Water Sales (This account accumulates all costs in accounts 401110-4011799.)	
421000 · Water Services (This account accumulates all costs in accounts 402110-402159.)	
421500 · Water Services-Other (This account includes billings for customer installations of meters and service connecti	
421550 · Late Fees	2,379.73
421570 · Returned Check Charges	60.00
421580 · Disconnect Notice Fee	30.00
421590 · Disconnection Fee	750.00
	3,219.73
Total 421500 · Water Services-Other (This account includes billings for customer installations of meters and service co	
421515 · 515 - Account Transfer Fee	1,350.00
	4,569.73
Total 421000 · Water Services (This account accumulates all costs in accounts 402110-402159.)	
Total 410000 · Operating Revenues (Revenue related to District operations)	103,900.84
490000 · Non-Operating Revenues (This account accumulates all costs from accounts 409100-409899.)	
491000 · Non-Operating Revenue - Rents (This account includes all rent revenues from land, buildings, or other property	100.00
492000 · Non-Operating - Interest Revenu (This account includes interest revenues on special deposits, loans, notes, ad	402.79
493000 · Taxes and Assessments (This account accumulates all charges from accounts 409305-409365.)	
493050 · Property Taxes-Current Secured (All taxes apportioned as a result of levies made against the unsecured roll of	19,673.51
493100 · Property Taxes-Current Unsecured (All taxes apportioned as a result of levies made against the unsecured roll o	4,251.85
493200 · Property Taxes-Prior Unsecured (All taxes apportioned as a result of levies made against the unsecured rolls o	-31.75
493450 · Penalties and Costs On Delinque (Include all amounts apportioned as a result of penalties and costs charged ag	19.60
493500 · Supplemental Property Taxes-Cur (Property tax revenues(secured and unsecured) received pursuant to Chapter 3 o	430.19
493600 · Supplemental-Prior Taxes & Pena (Prior year supplemental roll property taxes, interest and penalties.)	64.77
	24,408.17
Total 493000 · Taxes and Assessments (This account accumulates all charges from accounts 409305-409365.)	
495000 · Intergovernmental Revenues (This account accumulates all costs in accounts 4095100-4095359.)	
495200 · Homeowners Property Tax Relief (This account includes amount received from the State to compensate the distric	41.28
	41.28
Total 495000 · Intergovernmental Revenues (This account accumulates all costs in accounts 4095100-4095359.)	
498000 · Other Non-Operating Revenues (This account includes all non-operating revenues, which are not properly includi	
498530 · 530 - Miscellaneous	114.02
	114.02
Total 498000 · Other Non-Operating Revenues (This account includes all non-operating revenues, which are not properly i	
Total 490000 · Non-Operating Revenues (This account accumulates all costs from accounts 409100-409899.)	25,066.26
Total Income	128,967.10
Cost of Goods Sold	
500000 · Cost of Goods Sold (Costs of items purchased and then sold to customers)	-35.58
	-35.58
Total COGS	
Gross Profit	129,002.68
Expense	
Merchant deposit fees	1,797.60
500000 · Operating Expenses	
510000 · Source of Supply	
511000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	0.00
512000 · Maintenance-Structure & Improve (This account includes the cost of labor and materials used and expenses incur	0.00
	0.00
Total 510000 · Source of Supply	
520000 · Pumping (521000-Operation of pumping plant. 522000-Operation & maintenance of pumping plant. 523000-Energy c	
521000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	0.00
522000 · Maintenance-Structures & Improv (This account includes the costs of labor and materials used and expenses incu	
522661 · Wages-Maintenance, Pumping (Wages and salaries related to maintenance of pumping facilities.)	414.77
	414.77
Total 522000 · Maintenance-Structures & Improv (This account includes the costs of labor and materials used and expense	
523000 · Fuel or Power Purchased-Pumping (This account includes the cost of fuel or power purchased which is used direc	
523103 · SCE Montclair 1	5,504.56
523108 · SCE Tangan/Bloemfontein	1,140.28
523111 · SCE Hackamore	381.67
523273 · SCE Country CynBooster	137.23
	7,163.74
Total 523000 · Fuel or Power Purchased-Pumping (This account includes the cost of fuel or power purchased which is used	
Total 520000 · Pumping (521000-Operation of pumping plant. 522000-Operation & maintenance of pumping plant. 523000-En	7,578.51

Quail Valley Water District

Profit & Loss

July 2020 through March 2021

	Jul '20 - Mar 21
530000 · Water Treatment (531000-Operation of Water Treatment Plant (includes sampling) 532000-Maintenance & repair of	
531000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	
531100 · Chemicals-Water Quality	503.25
531200 · Water Quality Testing	2,977.02
531000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	0.00
Total 531000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses in	3,480.27
532000 · Maintenance-Structures & impro (This account includes the costs of labor and materials used and expenses incu	0.00
Total 530000 · Water Treatment (531000-Operation of Water Treatment Plant (includes sampling) 532000-Maintenance & rep	3,480.27
540000 · Transmission & Distribution (541000-Operation of Distribution Plant 542000-Repair & Maintenance of Distributi	
541000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses incurred	
541661 · Wages, Transmission & Distribut (Wages and salaries related to supervision and operation of transmission and d	425.69
Total 541000 · Supervision, Labor & Expense (This account includes the cost of labor and materials used and expenses in	425.69
542000 · Maintenance-Structures & Improv (This account includes the cost of labor and materials used and expenses incur	
542661 · Wages, Transmission & Distribut (Wages and salaries related to the maintenance of transmission and distributio	
5426611 · FLUSHING	54.58
542661 · Wages, Transmission & Distribut (Wages and salaries related to the maintenance of transmission and distributio	860.36
Total 542661 · Wages, Transmission & Distribut (Wages and salaries related to the maintenance of transmission and distr	914.94
Total 542000 · Maintenance-Structures & Improv (This account includes the cost of labor and materials used and expenses	914.94
540000 · Transmission & Distribution (541000-Operation of Distribution Plant 542000-Repair & Maintenance of Distributi	1,523.84
Total 540000 · Transmission & Distribution (541000-Operation of Distribution Plant 542000-Repair & Maintenance of Dist	2,864.47
550000 · Customer Accounts (551000-meter reading, billing, maintaining customer accounts. 552000-Uncollectable account	
551000 · Supervision, Meter Reading & Ot (This account includes the costs of labor and materials used and expenses incu	
551661 · Wages, Customer Accounts (Wages and salaries related to maintenace of customer accounts including meter readin	0.00
Total 551000 · Supervision, Meter Reading & Ot (This account includes the costs of labor and materials used and expense	0.00
Total 550000 · Customer Accounts (551000-meter reading, billing, maintaining customer accounts. 552000-Uncollectable a	0.00
560000 · Administrative & General	
561000 · Salaries (This account includes salaries and other considerations (but not Directors' fees) for services of of	
561661 · Wages, Administration (Wages and salaries related to general administration not chargeable to a specific accou	5,852.23
561000 · Salaries (This account includes salaries and other considerations (but not Directors' fees) for services of of	9,075.23
Total 561000 · Salaries (This account includes salaries and other considerations (but not Directors' fees) for services	14,927.46
562000 · Office Supplies & Other Expense (This account includes office supplies and other expenses incurred in connecti	
562710 · Postage	237.30
562730 · Office Supplies	428.87
562740 · Freight	377.16
562760 · Com-Telephone-Internet	2,181.13
562770 · Utilities-Office	
562771 · SCE Office	646.62
562772 · Propane Office	1,675.42
Total 562770 · Utilities-Office	2,322.04
562780 · Dues & Subscriptions	988.00
562000 · Office Supplies & Other Expense (This account includes office supplies and other expenses incurred in connecti	89.98
Total 562000 · Office Supplies & Other Expense (This account includes office supplies and other expenses incurred in co	6,624.48
563000 · Contractual Services (This account includes the fees and expenses of professional consultants and others for	4,136.75
564000 · Property Insurance, Injuries & (This account includes the cost of insurance or reserve accruals to protect the	2,951.19
565000 · Employee Retirement & Benefits (This account includes charges to provide for payment of benefits to retired em	
565663 · Employee Reimbursement	0.00
565664 · Wokers Comp Insurance	5,435.91
565666 · 666 - Safety Supplies	58.04
565000 · Employee Retirement & Benefits (This account includes charges to provide for payment of benefits to retired em	2,937.60
Total 565000 · Employee Retirement & Benefits (This account includes charges to provide for payment of benefits to reti	8,431.55
566000 · Franchise Requirements (This account includes payments to municipal or other governmental authorities in compl	448.80
568000 · Maintenance-General Plant (This account includes the costs assignable to customer accounts, sales and administ	
568100 · Building Maintenance	2,685.13
568640 · Op Expenses Auto	
568641 · Repair & Main-Auto	589.59
568642 · Small Tools & Supplies	557.29
568645 · Repair & Main-Equip	102.88
568646 · Fuel - Auto	1,062.11
568640 · Op Expenses Auto - Other	7,326.86
Total 568640 · Op Expenses Auto	9,638.73
Total 568000 · Maintenance-General Plant (This account includes the costs assignable to customer accounts, sales and ad	12,323.86
560000 · Administrative & General - Other	3,912.00
Total 560000 · Administrative & General	53,756.09

Quail Valley Water District Profit & Loss

July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>
570000 · Other Operating Expenses	
572000 · Taxes (This account includes the amount of federal, state, county, municipal and other taxes, which are proper	868.32
573000 · Other Operating Expense (This account includes all operating expenses not chargeable to any other operating ac	<u>-1.50</u>
Total 570000 · Other Operating Expenses	866.82
Total 500000 · Operating Expenses	<u>68,546.16</u>
600000 · Nonoperating Expenses	
604000 · Other Nonoperating Expenses (This account includes all nonoperating expenses which are not properly includible	258.05
600000 · Nonoperating Expenses - Other	<u>4,316.96</u>
Total 600000 · Nonoperating Expenses	4,575.01
660000 · Payroll Expenses (Payroll expenses)	56,138.37
660010 · Bank Service Charges	<u>68.00</u>
Total Expense	<u>131,125.14</u>
Net Ordinary Income	<u>-2,122.46</u>
Net Income	<u><u>-2,122.46</u></u>

Quail Valley Water District

4/14/2021 10:55 AM

Register: 131000 · Cash:131002 · Cash-Kern County

From 02/27/2021 through 03/31/2021

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
03/31/2021			-split-	Deposit		X	397.14	20,392.06

10:54 AM

04/14/21

Quail Valley Water District Reconciliation Summary

131002 · Cash-Kern County, Period Ending 03/26/2021

	<u>Mar 26, 21</u>
Beginning Balance	19,994.92
Cleared Transactions	
Deposits and Credits - 1 item	<u>397.14</u>
Total Cleared Transactions	<u>397.14</u>
Cleared Balance	<u>20,392.06</u>
Register Balance as of 03/26/2021	20,392.06
Ending Balance	20,392.06

**COUNTY OF KERN
MONTHLY CASH BALANCE**

As of Date: 3/31/2021

FUND	FUND NAME	AS OF DATE	TREASURERS CASH	WARRANTS PAYABLE	AUDITORS CASH
60085	QUAIL VALLEY WATER DISTRICT	03/31/2021	\$20,392.06	\$0.00	\$20,392.06
			\$20,392.06	\$0.00	\$20,392.06

**COUNTY OF KERN
MONTHLY FUND REVENUE TRANSACTION REGISTER**

As of Date: 3/31/2021

DATE	CODE	DOC TYPE	REFERENCE NUMBER	REVENUE ESTIMATE	REVENUE AMOUNT	TRANSACTION DESCRIPTION
Fund: 60085 QUAIL VALLEY WATER DISTRICT						
Dept: 0900 PROPERTY TAX DEPT-AUD CONTR						
CHARGES FOR SERVICES						
4315 PROPERTY TAX ADM CHARGES-2557						
03/17/21	3602		0017130	\$0.00	(\$85.25)	20/21 PROP TAX ADMIN 1 OF 3
Account Total				\$0.00	(\$85.25)	
Category Total				\$0.00	(\$85.25)	
FINES, FORFEITURES & PENALTIES						
3565 PENALTIES-REDEMPTIONS						
03/17/21	3601		0017121	\$0.00	\$0.18	20/21 APN PSS IP COL @03/03/21
03/17/21	3601		0017116	\$0.00	\$0.83	20/21 APN PSS COLL @03/03/21
Account Total				\$0.00	\$1.01	
Category Total				\$0.00	\$1.01	
REV FROM USE OF MONEY & PROP						
3615 INTEREST FROM OTHER SOURCES						
03/17/21	3602		0017124	\$0.00	(\$0.23)	APPN 03/03/21 SEC REF INT
03/17/21	3602		0017125	\$0.00	(\$0.02)	APPN 03/03/21 SUPP REF INT
03/17/21	3601		0017128	\$0.00	\$2.13	20/21 QTR INTEREST APPN 12/31
03/17/21	3601		0017129	\$0.00	\$5.97	20/21 QTR INTEREST APPN 12/31
Account Total				\$0.00	\$7.85	
Category Total				\$0.00	\$7.85	
TAXES						
3005 PROPERTY TAXES-CURRENT SECURED						
03/17/21	3602		0017099	\$0.00	(\$5.55)	20/21 PS RC REF @03/03/21
03/17/21	3602		0017099	\$0.00	(\$1.18)	20/21 PS RC REF @03/03/21
03/17/21	3601		0017088	\$0.00	\$0.01	20/21 APPN PS R/C @03/03/21
03/17/21	3601		0017095	\$0.00	\$0.06	20/21 CS UT1% COLL @03/03/21
03/17/21	3601		0017093	\$0.00	\$0.07	20/21 APPN PS IP RC@03/03/2021
03/17/21	3601		0017097	\$0.00	\$0.48	20/21 CS RLWY UT1%COL@03/03/21

604000

493450

492000

493050

DATE	CODE	DOC TYPE	REFERENCE NUMBER	REVENUE ESTIMATE	REVENUE AMOUNT	TRANSACTION DESCRIPTION
03/17/21	3601		0017094	\$0.00	\$452.81	20/21 APPN CS COLL @03/03/21
Account Total				\$0.00	\$446.70	
3007 SUPPLEMENTAL PROP TAX-CURRENT				493500		
03/17/21	3602		0017089	\$0.00	(\$1.33)	20/21 APPN CSS RFDS@03/03/21
03/17/21	3602		0017091	\$0.00	(\$0.05)	20/21 APPN CUS RFDS@03/03/21
03/17/21	3601		0017114	\$0.00	\$22.96	20/21 APN CSS COLL @03/03/21
Account Total				\$0.00	\$21.58	
3010 PROPERTY TAXES-CURRENT UNSEC				493100		
03/17/21	3602		0017103	\$0.00	(\$1.04)	20/21 CU UT1% COLL @03/03/21
03/17/21	3601		0017105	\$0.00	\$0.25	20/21 APN CU RW1% @03/03/21
03/17/21	3601		0017102	\$0.00	\$2.02	20/21 APPN CU COLL @03/03/21
Account Total				\$0.00	\$1.23	
3014 PROP TAX-CURRENT UNSEC SUPPL				493500		
03/17/21	3601		0017120	\$0.00	\$0.14	20/21 APN PUS COLL @03/03/21
03/17/21	3601		0017118	\$0.00	\$0.48	20/21 APN CUS COLL @03/03/21
Account Total				\$0.00	\$0.62	
3017 SUPPLEMENTAL PROP TAX-PRIOR				493600		
03/17/21	3601		0017121	\$0.00	\$0.29	20/21 APN PSS IP COL @03/03/21
03/17/21	3601		0017116	\$0.00	\$1.99	20/21 APN PSS COLL @03/03/21
Account Total				\$0.00	\$2.28	
3025 PROPERTY TAXES-PRIOR UNSECURED				493200		
03/17/21	3602		0017108	\$0.00	(\$0.68)	20/21 PU UT1% COLL @03/03/21
03/17/21	3602		0017110	\$0.00	(\$0.23)	20/21 APN PU RW1% @03/03/21
03/17/21	3601		0017107	\$0.00	\$2.03	20/21 APPN PU COLL @03/03/21
Account Total				\$0.00	\$1.12	
Category Total				\$0.00	\$473.53	
Department Total				\$0.00	\$397.14	
Fund Total				\$0.00	\$397.14	

Quail Valley Water District

4/15/2021 9:00 AM

Register: 131000 · Cash:131003 · Union Bank

From 02/28/2021 through 03/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/28/2021			-split-	Deposit		X	519.62	2,320.64
03/01/2021			130000 · Undeposited ...	Deposit		X	123.28	2,443.92
03/01/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	4.61	X		2,439.31
03/02/2021			-split-	Deposit		X	2,537.04	4,976.35
03/02/2021			-split-	Deposit		X	1,539.04	6,515.39
03/02/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	55.07	X		6,460.32
03/03/2021			-split-	Deposit		X	316.72	6,777.04
03/03/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	11.99	X		6,765.05
03/04/2021			-split-	Deposit		X	432.97	7,198.02
03/04/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	9.00	X		7,189.02
03/05/2021			-split-	Deposit		X	635.74	7,824.76
03/05/2021			130000 · Undeposited ...	Deposit		X	103.36	7,928.12
03/05/2021	Auto Pay	Southern Calif Edison	222000 · Accounts Pay...	0514 - Hackam...	17.18	X		7,910.94
03/05/2021	Auto Pay	Southern Calif Edison	222000 · Accounts Pay...	6411 - Country...	17.82	X		7,893.12
03/05/2021	Auto Pay	Southern Calif Edison	222000 · Accounts Pay...	4719 - Sand Ca...	77.48	X		7,815.64
03/05/2021	Auto Pay	Southern Calif Edison	222000 · Accounts Pay...	5910 - Bloemf...	157.04	X		7,658.60
03/05/2021	Auto Pay	Southern Calif Edison	222000 · Accounts Pay...	2214 - Quail Ri...	177.92	X		7,480.68
03/05/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	26.74	X		7,453.94
03/05/2021		QuickBooks Payroll ...	2110 · Direct Deposit ...	Created by Pay...	2,616.97	X		4,836.97
03/08/2021			130000 · Undeposited ...	Deposit		X	50.56	4,887.53
03/08/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	2.07	X		4,885.46
03/08/2021	DD1286	Dan L Casteel	-split-	Direct Deposit		X		4,885.46
03/08/2021	DD1287	Randy D Hardenbrook	-split-	Direct Deposit		X		4,885.46
03/08/2021	10732	Dawnette Boatman	-split-		536.45	X		4,349.01
03/09/2021			130000 · Undeposited ...	Deposit		X	202.96	4,551.97
03/09/2021			-split-	Deposit		X	374.00	4,925.97
03/09/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	16.99	X		4,908.98
03/10/2021			-split-	Deposit		X	321.30	5,230.28
03/10/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	11.84	X		5,218.44
03/10/2021	E-pay	UNITED STATES T...	-split-	77-0328828 Q...	1,469.76	X		3,748.68
03/10/2021	E-pay	EMPLOYMENT DE...	-split-	698-1692-4 Q...	80.97	X		3,667.71
03/10/2021	E-pay	EMPLOYMENT DE...	229000 · Taxes Accrue...	698-1692-4 Q...	224.60	X		3,443.11
03/11/2021			130000 · Undeposited ...	Deposit		X	110.00	3,553.11
03/11/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	4.15	X		3,548.96
03/11/2021	R9N2J-...	State Compensation I...	222000 · Accounts Pay...		629.83	X		2,919.13
03/12/2021			130000 · Undeposited ...	Deposit		X	123.28	3,042.41
03/12/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	4.61	X		3,037.80
03/13/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	4.61	X		3,033.19
03/14/2021			130000 · Undeposited ...	Deposit		X	123.28	3,156.47
03/17/2021	RB7XX-...	State Water Resource...	222000 · Accounts Pay...	Billing Period ...	448.80	X		2,707.67

Quail Valley Water District

4/15/2021 9:00 AM

Register: 131000 · Cash:131003 · Union Bank

From 02/28/2021 through 03/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/18/2021			-split-	Deposit		X	2,684.88	5,392.55
03/18/2021			130000 · Undeposited ...	Deposit		X	86.00	5,478.55
03/18/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	3.31	X		5,475.24
03/19/2021		QuickBooks Payroll ...	2110 · Direct Deposit ...	Created by Pay...	2,679.51	X		2,795.73
03/22/2021	DD1288	Dan L Casteel	-split-	Direct Deposit		X		2,795.73
03/22/2021	DD1289	Randy D Hardenbrook	-split-	Direct Deposit		X		2,795.73
03/22/2021	10733	Dawnette Boatman	-split-		369.40	X		2,426.33
03/24/2021			-split-	Deposit		X	1,477.12	3,903.45
03/26/2021			130000 · Undeposited ...	Deposit		X	236.16	4,139.61
03/26/2021	Auto Pay	Union Bank - Visa	222000 · Accounts Pay...	internet Storate	2.99	X		4,136.62
03/26/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	8.57	X		4,128.05
03/30/2021			130000 · Undeposited ...	Deposit		X	136.56	4,264.61
03/30/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	5.08	X		4,259.53
03/31/2021			130000 · Undeposited ...	Deposit			2,165.01	6,424.54
03/31/2021			660010 · Bank Service ...	Service Charge	10.00	X		6,414.54
03/31/2021	CCADJ		Merchant deposit fees	Batch Fee ID=...	76.08			6,338.46
03/31/2021	RCNQY-...	State Compensation I...	222000 · Accounts Pay...	3/01/21 - 4/01/...	629.83	X		5,708.63
03/31/2021	RCNQY-...	U. S. Bank - Cal Card	222000 · Accounts Pay...		1,782.94	X		3,925.69

12:29 PM

04/14/21

Quail Valley Water District Reconciliation Summary

131003 · Union Bank, Period Ending 03/26/2021

	<u>Mar 26, 21</u>	
Beginning Balance		2,372.24
Cleared Transactions		
Checks and Payments - 37 items	-12,848.12	
Deposits and Credits - 29 items	12,312.64	
Total Cleared Transactions	<u>-535.48</u>	
Cleared Balance		<u>1,836.76</u>
Register Balance as of 03/26/2021		1,836.76
New Transactions		
Checks and Payments - 27 items	-9,587.56	
Deposits and Credits - 14 items	9,674.30	
Total New Transactions	<u>86.74</u>	
Ending Balance		<u>1,923.50</u>



STATEMENT OF ACCOUNTS

Page 1 of 3
Statement Number: 2740026359
02/27/21 - 03/31/21

UNION BANK
STOCKDALE VILLAGE 0441
P.O. BOX 60368
PHOENIX AZ 85082-0368

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

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

To open additional accounts,
or apply for loans, call your
banking office at 661-322-5035

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

Business Essentials Checking Summary

Account Number: 2740026359

Days in statement period: 33

Balance on 2/27	\$		2,372.24
Additions			12,312.64
Subtractions			-12,848.12
		Checks	-1,054.50
		Payments	-11,783.62
		Other Withdrawals	-10.00
Balance on 3/31	\$		1,836.76
Statement Average Ledger Balance			3,681.94

Additions

Date	Description/Location	Reference	Amount
3/1	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	53999079 \$	178.77✓
3/1	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	53557243	519.62✓
3/2	OFFICE DEPOSIT	75065136	2,537.04✓
3/2	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	55388753	123.28✓
3/3	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	56970160	1,539.04✓
3/4	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	58363523	316.72✓
3/5	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	59591866	432.97✓
3/8	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	51225407	739.10✓
3/9	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	52571864	50.56✓
3/10	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	53889451	576.96✓
3/11	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	55184945	321.30✓
3/12	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	56357262	110.00✓
3/15	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	57941891	123.28✓
3/15	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	58316754	123.28✓
3/19	OFFICE DEPOSIT	77270247	2,684.88✓
3/19	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	53210399	86.00✓
3/24	OFFICE DEPOSIT	75030078	1,477.12✓
3/29	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	50976433	236.16✓
3/31	INTUIT PYMT SOLN DEPOSIT CCD 524771992259814	53725406	136.56✓
Total			\$ 12,312.64

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
8792	3/19	06755880	52.00✓	10732*	3/9	06785444	536.45✓
8793	3/22	08349756	96.65✓	10733	3/23	06811308	369.40✓

Checks

<u>Number</u>	<u>Date</u>	<u>Reference</u>	<u>Amount</u>	<u>Number</u>	<u>Date</u>	<u>Reference</u>	<u>Amount</u>
Total							\$ 1,054.50

* 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*

<u>Date</u>	<u>Description/Location</u>	<u>Reference</u>	<u>Amount</u>
3/1	INTUIT PYMT SOLN TRAN FEE CCD 54000034	\$	6.56 ✓
	524771992259814		
3/1	INTUIT PYMT SOLN TRAN FEE CCD 53557309		18.78 ✓
	524771992259814		
3/2	INTUIT PYMT SOLN TRAN FEE CCD 55388615		4.61 ✓
	524771992259814		
3/3	INTUIT PYMT SOLN TRAN FEE CCD 56972167		55.07 ✓
	524771992259814		
3/4	INTUIT PYMT SOLN TRAN FEE CCD 58362882		11.99 ✓
	524771992259814		
3/5	INTUIT PYMT SOLN TRAN FEE CCD 59592159		9.00 ✓
	524771992259814		
3/5	SO CALIF EDISON PAYMENTS PPD *****0514	59856298	17.18 ✓
3/5	SO CALIF EDISON PAYMENTS PPD *****6411	59857305	17.82 ✓
3/5	SO CALIF EDISON PAYMENTS PPD *****4719	59857319	77.48 ✓
3/5	SO CALIF EDISON PAYMENTS PPD *****5910	59856297	157.04 ✓
3/5	SO CALIF EDISON PAYMENTS PPD *****2214	59856296	177.92 ✓
3/5	INTUIT PAYROLL S QUICKBOOKS CCD 770328828	59739127	2,616.97 ✓
3/8	INTUIT PYMT SOLN TRAN FEE CCD 51229743		26.74 ✓
	524771992259814		
3/9	INTUIT PYMT SOLN TRAN FEE CCD 52570620		2.07 ✓
	524771992259814		
3/10	INTUIT PYMT SOLN TRAN FEE CCD 53890454		16.99 ✓
	524771992259814		
3/11	STATE COMP INS ONLINE PMT CCD 54481844		629.83 ✓
	UN1330586897POS		
3/11	INTUIT PYMT SOLN TRAN FEE CCD 55182938		11.84 ✓
	524771992259814		
3/12	INTUIT PYMT SOLN TRAN FEE CCD 56356757		4.15 ✓
	524771992259814		
3/12	EMPLOYMENT DEVEL EDD EFTPMT CCD 56100776		80.97 ✓
	1950323232		
3/12	EMPLOYMENT DEVEL EDD EFTPMT CCD 56096327		224.60 ✓
	1603326496		
3/12	IRS USATAXPYMT CCD 225147120323048	55687046	1,469.76 ✓
3/15	INTUIT PYMT SOLN TRAN FEE CCD 57941192		4.61 ✓
	524771992259814		
3/15	INTUIT PYMT SOLN TRAN FEE CCD 58317670		4.61 ✓
	524771992259814		
3/17	SWRCB ACCOUNTING ONLINE PMT CCD 50219380		448.80 ✓
	UN1330586897POS		
3/17	BELDEN BLAINE RA ONLINE PMT CCD 50217382		576.00 ✓
	UN1330586897POS		
3/19	INTUIT PYMT SOLN TRAN FEE CCD 53212522		3.31 ✓
	524771992259814		
3/19	INTUIT PAYROLL S QUICKBOOKS CCD 770328828	53347438	2,679.51 ✓
3/25	US BANK CORP ONLINE PMT CCD 58642377		1,782.94 ✓
	UN1330586897POS		
3/26	1ST BANKCARD CTR ONLINE PMT CCD 59576326		2.99 ✓
	CC0006279078		

Payments *online and electronic banking*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
3/29	INTUIT PYMT SOLN TRAN FEE CCD 524771992259814	50976607	8.57 ✓
3/31	STATE COMP INS ONLINE PMT CCD UN1330586897POS	52992040	629.83 ✓
3/31	INTUIT PYMT SOLN TRAN FEE CCD 524771992259814	53725740	5.08 ✓
Total			\$ 11,783.62

Other Withdrawals *including fees and adjustments*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
3/31	SERVICE CHARGE WITH ONLINE STATEMENT		\$ 10.00

About Your Monthly Service Charge

No Monthly Service Charge when you have any one of the following:

- keep at least \$3,000.00 in your account at all times
- keep an average balance of at least \$6,000.00 in your checking account -- your average checking balance between 2/27 and 3/31 was \$ 3,681.94
- keep a Combined Balance of at least \$7,500.00 in your combined checking, savings, time deposit and money market accounts -- your Combined Balance between 2/27 and 3/31 was \$ 3,681.94

Your account was charged a monthly service charge. You may be able to avoid this charge in the future by changing to a different type of account. Call Telephone Banking at 800-238-4486 for details.

Quail Valley Water District

4/21/2021 11:15 AM

Register: 222200 · Acc Payable - Cal Cards

From 02/23/2021 through 03/22/2021

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
02/28/2021		Hughes Net	500000 · Operating Ex...	Monthly Internet	115.22	X		115.22
03/01/2021		Murcal	-split-		232.41	X		347.63
03/01/2021		Kern Data	500000 · Operating Ex...	Monthly Subsc...	40.00	X		387.63
03/03/2021		Kern River Propane	222100 · Acc Payable -...		385.77	X		773.40
03/06/2021		Leslie's Pool Supplies	-split-		52.47	X		825.87
03/09/2021		Ebay	-split-		27.89	X		853.76
03/12/2021	7289	Gas On	500000 · Operating Ex...	Fuel for equip...	198.52	X		1,052.28
03/12/2021	570156	Tractor Supply	-split-	Oil & Grease f...	110.34	X		1,162.62
03/13/2021		Microsoft	500000 · Operating Ex...	Office 365	8.25	X		1,170.87
03/13/2021		Intuit	660000 · Payroll Expe...	Payroll Charges	4.00	X		1,174.87
03/17/2021		WWW.IANDI.COM	500000 · Operating Ex...	Internet Storage	2.99			1,177.86
03/21/2021		Ebay	500000 · Operating Ex...		74.00	X		1,251.86
03/22/2021		U. S. Bank - Cal Card	222000 · Accounts Pay...				1,248.87	2.99

11:06 AM

04/21/21

Quail Valley Water District Reconciliation Summary

222200 · Acc Payable - Cal Cards, Period Ending 03/22/2021

	Mar 22, 21
Beginning Balance	1,782.94
Cleared Transactions	
Charges and Cash Advances - 11 items	-1,248.87
Total Cleared Transactions	-1,248.87
Cleared Balance	<u>3,031.81</u>
Uncleared Transactions	
Charges and Cash Advances - 3 items	-193.01
Payments and Credits - 2 items	3,031.81
Total Uncleared Transactions	<u>2,838.80</u>
Register Balance as of 03/22/2021	<u>193.01</u>
New Transactions	
Charges and Cash Advances - 5 items	-697.06
Total New Transactions	<u>-697.06</u>
Ending Balance	<u><u>890.07</u></u>



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4246 0445 5573 8586
STATEMENT DATE 03-22-2021
AMOUNT DUE \$3,031.81
NEW BALANCE \$3,031.81
PAYMENT DUE ON RECEIPT

000000501 01 SP 0.560 106481319219126 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

4246044555738586 000303181 000303181

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	\$1,782.94	\$1,248.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,031.81

NEW ACTIVITY

RANDY HARDENBROOK
4246-0402-8026-4344

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$1,248.87	\$0.00	\$1,248.87

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-28		24692161059100943951245	HNS*HUGHESNET.COM 866-347-3292 MD	115.22
03-02	03-01	24275391060900012722616	KERN DATA 888-8717205 CA	40.00
03-02	03-01	24492151060852744166189	MURCAL INC. 661-272-4700 CA	232.41
03-08	03-04	24207851064160700720073	KERN RIVER PROPANE 760-3796259 CA	385.77
03-08	03-06	24692161066100091650699	LESLIES POOL SPLY PALMDALE CA	52.47
03-10	03-10	24204291069001402218726	EBAY O*06-06711-25799 SAN JOSE CA	27.89
03-15	03-12	24137461073001083932327	TRACTOR SUPPLY CO #1785 TEHACHAPI CA	110.34
03-15	03-13	24430991072400815027797	MSFT * E0500DYGUZ 800-642-7676 WA	8.25
03-15	03-13	24692161072100596403380	INTUIT *PAYROLLEE USAG 833-830-9255 CA	4.00
03-15	03-12	24801971071207251900351	GAS ON TEHACHAPI CA	198.52
03-22	03-21	24204291080000732648730	EBAY O*01-06772-79790 408-3766151 CA	74.00

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4246-0445-5573-8586

ACCOUNT SUMMARY

PREVIOUS BALANCE 1,782.94
PURCHASES &
OTHER CHARGES 1,248.87

STATEMENT DATE 03/22/21
DISPUTED AMOUNT .00

CASH ADVANCES .00
CASH ADVANCE FEES .00
LATE PAYMENT
CHARGES .00

SEND BILLING INQUIRIES TO:

U.S. Bank National Association
U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

3,031.81

CREDITS .00
PAYMENTS .00

ACCOUNT BALANCE 3,031.81



Company Name: QUAIL VALLEY WATER DIST
Corporate Account Number: 4246 0445 5573 8586
Statement Date: 03-22-2021

Department: 00000 Total:
Division: 00000 Total:

\$1,248.87
\$1,248.87



A STATE OF
CALIFORNIA
PUBLIC AGENCY

QUAIL VALLEY WATER DISTRICT

BOARD OF DIRECTORS

Mike Biglay
Jean Grodewald
Rita Leonard Phillips
Enrique Lopez
Joan Tyer

Assistant General Manager

QUAIL VALLEY WATER DISTRICT
Revision Date: May 1, 2021

DESCRIPTION:

Under administrative direction from the General Manager, the Assistant General Manager provides support for the General Manager and gains experience necessary to assume duties of General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager. In the absence of the General Manager, assumes full duties of General Manager.

EXAMPLES OF DUTIES:

- Works in partnership with the Board of Directors to establish and clarify the District's mission, vision goals and objectives.
- Directs District-wide planning efforts to develop, recommend and implement strategic goals, objectives, policies and procedures.
- Serves as Chief Administrative Officer for the District.
- Serves as Chairperson for all Board and committee meetings.
- Serves as District Distribution and Treatment Chief Operators.
- Oversees development of Board agendas.
- Provides advice and consultation on the development of District programs and policies.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- Oversees District personnel matters, including employment procedures, grievances, classification and pay.
- Oversees the loan and grant application process and maintains responsibility for proper administration of loans and grants received.
- Prepares long-term Capital Improvement plans.
- Represents the District before Boards and commissions.
- Monitor the District's financial condition, analyze financial statements and identify trends and irregularities.
- Prepare and review technical designs, maps, drawings, visual aids, and graphic presentation materials related to District facilities projects; use manual or computerized methods to develop or revise engineering drawings during design and construction phase.
- Perform technical design review including conceptual and detailed design review according to District standards and policies; issue rejection or will-serve notifications.
- Maintain mapping and recording of the District's conveyance and distribution systems and related water facilities; identify and report problems with new and/or existing pipeline maintenance and construction.
- Work with consultants and private engineers relative to the design of water facilities; prepare estimates for connection fees and meter installation; perform survey work and prepare field sketches and notes.
- Prepare plan specifications or modifications and ensure compliance with building and design codes.
- Inspect construction methods and materials to ensure compliance with approved plans and specifications.
- Directs office operations and procedures such as bookkeeping, requisition and purchase of supplies, and other related services in accordance with modern office management methods.

- Oversees the record keeping and reporting systems of the District.
- Oversees risk management, training, environmental, and safety programs of the District.
- Develops and maintains District's human resources policies and procedures.
- Assures that District employment, safety, labor relations, personnel, and equal opportunity policies and practices comply with the applicable provisions of federal and state labor laws, including the maintenance of necessary files, etc.
- Develops and maintains the District job descriptions; administers the benefit programs; administers the District's compensation program, ensuring increases and adjustments are timely and that the District's programs remain competitive with the market.
- Ensure regulatory compliance with State and Federal agencies regarding water quality testing, analysis, and production.
- Prepares and maintains regulatory permits required for District operations including air quality permits, discharge permits, and system permits.
- Construct, operate, repair, adjust, and maintain pumps, pump and motor controls, tanks, valves, and various other water systems and related components; operates tools and equipment used to perform operation, maintenance, adjustment, repair, and construction of water system components and facilities such as hand and powered tools, crane, forklift, backhoe, dump truck, and water truck.
- Plan, implement, and coordinate the District's public relations program; prepare written publicity materials such as brochures, pamphlets, news releases, newsletters, and flyers; coordinate production and distribution of publicity materials.
- Develops, implements, and maintains an effective cross connection control program; sets up and maintains accurate records of compliance for annual testing of backflow devices.
- Conducts water use survey of all customer accounts to ensure no hazardous or potentially hazardous conditions exist.
- Assist, train, mentor, and coach other District staff as needed.

TYPICAL QUALIFICATIONS:

Knowledge of:

Principles and practices of public administration, including administrative analysis, fiscal planning and control, policy and program development; organization, operation, and issues of special districts.

Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.

Principles and practices of financial management, accounting, budgeting, risk management, cost estimating and contract administration.

Principles and practices of office management, personnel administration, and employee safety and training programs.

Principles and practices of water utility operations including water treatment, and distribution; principles and practices common to building maintenance, asset management, and equipment diagnosis and repair.

Design, construction, operation and diagnosis of wells, pumps and motors; ability to read, understand and apply information typically found in pump specifications and curves.

Methods of preparing designs, plans, specification, estimates, and reports related to water distribution; methods, materials, and techniques used in the construction of public works.

Mathematics and physics as applied to engineering, topography, hydraulics, design of simple structures, hydrology, drainage, irrigation, and construction.

Computer software commonly used in word processing, spreadsheet, accounting, and database applications; operation of typical office equipment and machines.

Operations, procedures, policies, and precedents of the District.

Ability to:

Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet District goals.

Prepare concise and comprehensive reports; oversee the preparation of Board agendas; communicate well during public presentations; collect, organize, and analyze data on a variety of topics.

Exercise leadership, authority, and supervision tactfully and effectively.

Evaluate and make recommendations on improvements to existing District operations, programs, facilities and assets.

Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs and policies.

Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other governmental organizations.

Perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities.

Plan, carry out, and coordinate District engineering projects; Ensure proper completion and inspection of construction projects and related materials.

Inspect, diagnose, adjust, repair, replace, and maintain District facilities and equipment, including pumps, motors, wells, generators, water treatment plant, valves, and controls.

Organize, implement, and direct regulatory and compliance activities.

Perform field surveys of consumer water use activities; inspect, diagnose, adjust and repair backflow prevention devices and assemblies.

Operate equipment such as crane, backhoe, dump truck, hand and power tools, pipe fitting, and welding equipment common to

the repair of water utilities.

Intermittently, walk stand, kneel, climb, and bend in the field; sit at a desk, in meetings, driving in vehicle or operating equipment for long periods of time; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight of up to 100 pounds.

Work outdoors in a variety of weather conditions; must be available to respond to emergencies within 1 hour, work after business hours, weekends, holidays, and extended work shifts.

Education and Experience

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

A minimum of 2 years experience in water system operations or related field, including a minimum of 1 years of management responsibility is preferred.

1 year of skilled work in construction, repair, and maintenance of water distribution systems and components including underground piping, valves, pumps, motors, and wells or related experience is preferred.

Training:

Successful completion of USC FCCC "Cross-Connection Control Program Specialist" and "Backflow Prevention Assembly Tester" courses highly desirable.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license; commercial Class A with tank endorsement preferred.

Possession of, or ability to obtain, a valid California Grade 1 Distribution certificate.

Possession of, or ability to obtain, a valid California Grade 1 Treatment certificate.

Possession of, or ability to obtain, a valid AWWA or ABPA Backflow Prevention Assembly Tester certificate.

Possession of, or ability to obtain, a valid AWWA or ABPA Cross-Connection Control Specialist certificate.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

1. Communicate clearly and concisely, both orally, and in writing.
2. Hear normal conversation in person and/or on the telephone.
3. Vision must be sufficient to accomplish the duties of the position, which may include operating a District vehicle.
4. Sit for prolonged periods of time.
5. Manual dexterity must be sufficient to accomplish the duties of the position.
6. Push and pull 50 to 100 pounds.
7. Lift and carry 50 to 100 pounds.
8. Stand for prolonged periods of time to include frequent twisting, kneeling, stretching, bending, stooping, crouching, crawling, climbing, and squatting.
9. Exposure to hazardous machinery.
10. Works in an environment with exposure to dust, dirt, water, and significant temperature changes between cold and heat.

Report of General Manager

March 17, 2021 through April 19, 2021

- Monitor and operate Montclair well and chlorination equipment.
- Monitor and operate Tanganda well for construction water.
- Monitor chlorine residuals in water system.
- Continue operating Treatment Plant and adjustment operation to optimize performance.
- Work with E&EC, Foreshock, to update filtration system and SCADA programming, test treatment plant operational modes.
- Work with Cora to resolve COR issues.
- Continue cutting and disposing of brush from WWTP clearing and grubbing activities.
- Deliver pallet of ready-mix cement to WTP for valve can pads. Pick up extra chainsaw chains, fuel.
- Review and pay Prop 84 vendor invoices.
- Read water meters, assist with March billing.
- Draft April newsletter.
- Collect bacteriological, iron and manganese samples, deliver to lab.
- Complete and submit annual government compensation report.
- Remove cap from well and attend well video, weld cap back on well casing.
- Check Tanganda well production issue-pump breaking suction, switch pump off.
- Review pump specs and pumping curves for new well, send info to Anders for review.
- Excavate around new well casing to uncover sanitary seal and remove conductor casing.
- Tanganda well allowed to rest several days, recheck static water level and restart pump.
- Prepare water service cost estimates for several parcels in District boundaries.
- Utilized 48 hours of sick leave during period for family medical.

Issues and Concerns:

- Need to develop operations manual for complete system operation and administration to ensure continuity in event of personnel changes.

Completed:

Upcoming:

- Install blow-off on Lalaponzi.
- Replace blow-off at 13029 Umtali.
- Complete site grading.
- Relocate existing Montclair tank to West Tank site and install tank.
- Install blow-off at east and west ends of Umtali to facilitate flushing Umtali line.
- Oversee well construction and re-hab. (In Process)

- Cleanup along Umtali (complete services, install valve boxes, backfill, etc.).
- Re-roof office building.
- Finish Building remodel-Dan.
- Replace door on garage-Dan.
- Install cross and valves at Umtali and Roper for service on Roper and Inyanga.
- Finish Insulating Country Canyon booster building (Near Completion)
- Repair storm damage at Pretoria and Hackamore wells.
- Install back-up generator at Office.

Prop 84 Update

April 19, 2021

Well Phase:

Video shows un-reamed hole below fracture has some deviation and hole is in fractured rock but appears stable. Installed casing is sitting square on rock with no visible undercut to catch pump equipment and installation of pump in un-cased area should not pose any hazard. Well contractor is preparing submittal for pumping equipment to be installed and conductor casing has been removed exposing well casing to sanitary seal.

Reservoir Phase:

District, REVE and Cora are working to resolve change orders and close out reservoir phase.

Treatment Plant:

E&EC has coordinated with subcontractor and QVWD to resolve programming issues. Treatment plant was started and run in various configurations including simulating high flow to run both filters simultaneously and to run abbreviated back wash runs on both filters.

District Construction Activities:

District staff has been completing miscellaneous tasks to finish treatment plant including cutting and disposal of brush removed during clearing and grubbing.

Financial Update:

District staff is completing claim 42 for submittal.

