

**Agenda**  
**Lake Canyon Community Services District**  
**Call-In #: (515) 604-9061 Access Code: 987178#**  
***Filtration Plant - 19605 Manzanita Dr.***  
***Los Gatos, CA***

**March 12, 2019, 7 P.M.**

***Call to Order***

***Roll Call***

Kirk Epperly, Board Member  
Bryan Cameron, Board Member  
Bud Everts, Board Member  
Terry Truong, Board Member  
James Freeman, Board Member

***Communications and correspondence***

1. Bryan's communication regarding the Orenco panel replacement.

***Approval of the Consent Calendar including:***

1. Profit and Loss for February 2019.
2. Balance Sheet as of February 2019.
3. Review of bank statement, budget, and capital improvement plan.

***Previous minutes approval:***

1. Previous months minutes have been deferred until next month.

***Operations Report***

1. Splitting up the current GM function into three functions (Controller, Secretary, Operations Mgr.)

***New/Old Business:***

1. Prop 218 quotes. - May meeting presentation.
2. Transitioning the CSD books and financial report to Cheri Wood.
3. Leach field tank replacement.
4. Meeting minutes – move from USPS to email.

***Board Member Reports:***

1. Orenco panel replacement

***Adjournment***

# Lake Canyon Community Services District

## PROFIT AND LOSS COMPARISON

July 1, 2018 - March 11, 2019

	TOTAL	
	JUL 1, 2018 - MAR 11, 2019	JUL 1, 2017 - MAR 11, 2018 (PY)
Income		
County Tax Assessments		30,483.00
<b>Total Income</b>	<b>\$0.00</b>	<b>\$30,483.00</b>
<b>GROSS PROFIT</b>	<b>\$0.00</b>	<b>\$30,483.00</b>
Expenses		
Bank Charges	160.25	161.09
Contract Labor		
Bonny Doon Environmental Services		271.35
Maintenance/Inspections (EOA)	16,456.37	5,488.50
Operations Manager (EOA)	2,375.00	3,800.00
<b>Total Contract Labor</b>	<b>18,831.37</b>	<b>9,559.85</b>
Dues & Subscriptions	914.00	672.75
Insurance	965.75	1,208.72
Legal & Professional Fees		
Accounting	1,800.00	
Association Reserves		1,000.00
Attorney		3,093.00
Electrician	7,520.00	1,165.00
Engineering Fees (Questa)	14,200.00	2,514.33
Tax Roll Preparation	625.00	543.75
<b>Total Legal &amp; Professional Fees</b>	<b>24,145.00</b>	<b>8,316.08</b>
Licenses & Fees	8,174.00	7,465.00
Printing & Postage	293.42	166.15
Pump Services	1,706.00	1,900.00
Supplies	2,059.35	669.36
Utilities		
Electric Power	1,279.46	1,041.32
Ring Central VOIP	160.02	185.84
Telephone	304.59	299.91
<b>Total Utilities</b>	<b>1,744.07</b>	<b>1,527.07</b>
<b>Total Expenses</b>	<b>\$58,993.21</b>	<b>\$31,646.07</b>
<b>NET OPERATING INCOME</b>	<b>\$ -58,993.21</b>	<b>\$ -1,163.07</b>
Other Income		
Miscellaneous Income	0.00	
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET OTHER INCOME</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET INCOME</b>	<b>\$ -58,993.21</b>	<b>\$ -1,163.07</b>

# Lake Canyon Community Services District

## BALANCE SHEET

As of February 28, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of America	32,321.48
Controller's Fund #1670	123,269.15
NetBank checking acct.	0.00
US Bank Svc. Dist. Rev. Act. 95418902	0.00
<b>Total Bank Accounts</b>	<b>\$155,590.63</b>
Accounts Receivable	
Accounts receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Prepaid expenses	0.00
Undeposited funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$155,590.63</b>
Fixed Assets	
Office Equipment	0.00
Depreciation	-3,089.32
Original Cost	3,089.32
<b>Total Office Equipment</b>	<b>0.00</b>
Sanitation System	
Depreciation	-1,016,358.26
Original Cost	1,793,573.40
<b>Total Sanitation System</b>	<b>777,215.14</b>
<b>Total Fixed Assets</b>	<b>\$777,215.14</b>
Other Assets	
District Formation	0.00
Suspense	0.00
US Bank Obligation Res. #95418900	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$932,805.77</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
Payroll tax payable	0.00
Warrants Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>

	TOTAL
<b>Total Current Liabilities</b>	<b>\$0.00</b>
Long-Term Liabilities	
Notes payable	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Capital Contribution - Grant	1,476,911.00
Fund Equity	0.00
LCMWC Grant	-98,799.99
Opening balance equity	124,649.17
Retained earnings	-510,961.20
Net Income	-58,993.21
<b>Total Equity</b>	<b>\$932,805.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$932,805.77</b>

July 2018 - June 2019

	TOTAL
Able Septic Service	1,706.00
Ace Hardware	6.73
Amazon Marketplace	39.17
Chavan & Associates, LLP	1,800.00
Costco	21.84
CSDA	269.00
David Taussig and Associates	625.00
Estates Of America, Inc.	18,831.37
Frontier Communications	304.59
Green Lantern Electric	7,520.00
Home Depot	52.10
Intuit - Quickbooks online	645.00
Orenco Systems	1,939.51
P G & E	1,279.46
Questa Engineering	14,200.00
RingCentral	160.02
SDRMA	965.75
State Water Resources Control Board	8,174.00
USPS Online mailing	293.42
Not Specified	160.25
<b>TOTAL</b>	<b>\$58,993.21</b>



**Lake Canyon CSD**  
**Projected Profit Loss (Budget)**  
**July 2018 - June 2019**

**Income**

County Tax Assessments	56,000	
Interest income	2,200	
<b>Total Income</b>	<b>58,200</b>	

**Expenses**

Bank Charges	225	
Contract Labor		
Clerical (State reporting, etc.)	2,000	
Maintenance & Inspections		
EOA (Maint, other)	5,400	
Tom Newhall and others	5,500	
Operations Manager (Books, State reporting)	4,700	
Total Contract Labor		17,825

**Other**

Dues & Subscriptions	200	
Interest Expense	100	
Licenses & Fees		
SWRCB (Permit)	8,000	
Printing & Postage		
Repair & Maintenance	100	
Orenco (Tank equipment)	2,000	
Tank pumping services	2,975	
Generator	5,000	
Other	100	
Services and Supplies		
USPS Online mailing	540	
Ring Central	150	
Office Depot	150	
Project #1 - Leachfield tank (Questa)	10,000	
Project #2 - Additional generator storage (completion)	1,250	
Project #3 - Effluent line cleaning (Laurel)	1,000	
Project #4 - Move main panel transfer switch	1,500	
<b>Other Total</b>		<b>30,565</b>

**Legal & Professional Fees**

Attorney	3,000	
Engineering Fees (Questa)	5,000	
Accounting (audit)	5,000	
Tax Roll preparation (Hunt)	550	
LAFCO	100	
Intuit QuickBooks	300	
Electrician	1,375	
<b>Total Legal &amp; Professional Fees</b>		<b>13,000</b>

**Utilities**

PG&E	1,300	
DSL	420	
Telephone	450	
Total Utilities		2,170

<b>Total Expenses</b>	<b>68,385</b>	<b>63,560</b>
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Capital Improvement fund	3,333	
Total		1,000 From LCMWC grant payments
<b>Net Operating Income</b>	<b>-13,518</b>	

# Lake Canyon Community Services District

## Capital Improvement Plan

2018-2023

<b><u>Project</u></b> <i>(descriptions in comments)</i>	<b><u>Total Cost</u></b>	<b><u>Annual allocation</u></b>	<b><u>Allocation start</u></b>	<b><u>Allocation completion</u></b>	<b><u>Duration (years)</u></b>
Main Tank Generator enclosure	\$13,500	\$6,750	Q3 2017	Q4 2018	2
Main Tank panel replacement	\$5,000	\$2,500	2022	2024	2
Parcel Control panel generator plugs	\$3,000	\$1,000	2017	2019	3
Capital Budget Total through 2023	\$21,500	\$10,250			