

## Regular Meeting of the Board of Directors

9751 Merced Falls Road  
April 15, 2019 at 1:00 p.m.

**Mission Statement:** *The Lake Don Pedro CSD is dedicated to providing our customers with ample quantities of high quality water meeting all standards, in a fiscally responsible manner.*

### AGENDA

1. **CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
2. **PUBLIC COMMENT:**  
Any person may address the Board at this time on any matter within the jurisdiction of the Board that is NOT ON THE AGENDA. A maximum of three minutes is allowed each person and a maximum of 20 minutes per topic. Any person wishing to address the Board on an item ON THE AGENDA will be given the opportunity at that time. Speakers are encouraged to consult District Management or Directors prior to agenda preparation regarding any District matters, as no action will be taken on non-agenda issues.
3. **PRESENTATION ONLY:**
  - a. Presiding Officer's Report
  - b. General Manager's Report: Peter J. Kampa
  - c. Chief Plant Operator's Report: R. Gilgo
4. **APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
  - a. Read and file the Treasurer's Report for the period ending March 31, 2019, including summary of claims paid
  - b. Approval of the Minutes of the Regular Meeting of March 18, 2019
5. **DISCUSSION AND ACTION ITEMS**
  - a. Progress Report on the Water Service Line Replacement and Effluent Meter Vault Upgrade Project
  - b. Adoption of a Resolution Approving the Lake McClure Intake Control Valve Replacement, Enebro and Alamo Tank Altitude Valve Replacement Projects and Associated 2018/19 Budget Amendments
  - c. Review and Update of the 2015 District Strategic Plan
6. **CLOSED SESSION - Public Employment (Pursuant to Govt. Code Sec. 54957) Title: General Manager**

**7. RECONVENE OPEN SESSION**

- a. Announcement of Action Taken in Closed Session
- b. Appointment of a Board Representative(s) for the Purpose of Negotiations with the General Manager Regarding Contract Terms and Conditions

**8. ADJOURNMENT:**

# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## OPERATIONS MANAGER REPORT

Board of Directors Meeting  
Monday April 15<sup>th</sup> 2019

**Treatment Operations** – The plant has continued to operate well with no problems to report at this time.

**Plant Maintenance** –Maintenance included daily cleaning and calibrating of all our process analysis equipment, chemical injection pump maintenance and filter pump/motor maintenance.

MarTech had picked up two of our three flocculator mixers so the necessary modifications can be made to them so we can reinstall with a new design and better quality gear drives. I was told it would take four to five weeks to complete the mods and reinstall equipment in the floc basin. I expect it should be less than two weeks to have equipment and crew on site to reinstall. Once I have a scheduled date, we will drain and clean the basin for the last time before high demand summer months and remove the remaining mixer at the same time they are reinstalling the other two. After the summer months we will drain and clean basin again and reinstall the last remaining mixer.

I have received and approved a quote from E.R.S. Industrial Services for complete filter surveillance. At the time of writing this report I have not yet gotten a scheduled date from them but do expect it will be in the next coming weeks. I have included the quote in this report.

**Water Distribution System** - In the distribution system, staff performed site inspections for all facilities and conducted manual reading of all remote tank/pump site meters and gauges.

The service line replacement project is well underway and seems to be moving along very smoothly. At the time of writing this report, SCCI has completed 75 replacements and is hopeful to start permanent asphalt paving in the next week or two.

Syndie and I have been working a lot together trying to resolve the issue with misreading meters. As mentioned before, Syndie has compiled a list of meters that have no consumption, are over reading or aren't reading at all. Jose is spending all available time replacing meters on this list as it seems that reprogramming them or replacing the transmitters is not a permanent solution in most cases. That being said, I have a call into Kathy from National Meter and Automation to provide suggestions in solving these issues and give me a quote for a whole new system if the district feels it's the only permanent solution. Keep in mind that our current system is over ten years old already even though it had just been installed four or five years ago and AMCO no longer makes the meters that we use with this system so we will have to switch to a new brand of meter in the near future as our supply of AMCO meters are running out. I don't think the district has the funds to do this at the present moment but I would just like to get an idea of the cost of a permanent solution so we can plan accordingly.

**Intake** – The leak in the raw water main running down Barret Entrance Rd. has yet to be repaired but is scheduled to be repaired in the week of this meeting. Njirich has spent some time on leak investigation and preparing for the repair. At the time of writing this report Njirich said materials have been ordered for the repair and they are waiting on the arrival of the rest of the fittings that had to be special ordered because of the size and style of pipe needing repaired. I was told all supplies would be in hand on Friday the 12<sup>th</sup> of April and repairs will begin soon after.

I have spent some time talking and meeting with Rain 4 Rent to get a quote for renting a floating pump system for intake. As we know, the barge will take some time to complete and in the event of low water levels or intake pump failure we will need another way to pump water until our barge is complete, intake pump repairs can be made or water levels return to normal. The quote for renting what is needed at intake is almost \$24,000 for one month of rental. This should shed some light on how important having our own functional barge is to the district and also justify moneys spent on upgrading our current barge. I have included the quote in this report.

**Wells** – Three of the four wells continue to operate perfectly at this time and Njirich has scheduled to begin construction on Ranchito well #1 the week after the raw water main repair.

**Customer Service** - In customer service, staffs remaining available time was spent responding to customer service requests and work orders that included meter lock offs and unlocks, meter read requests, meter install or removals, leak identification and underground service alerts.

**Other** – Last week, Mariposa County E.P.A. inspected our treatment plant and shop facilities for HazMat regulations and current fire code requirements and I'm pleased to announce that they said their findings are that we are in compliance and up to code and it's a well run facility.

Randy Gilgo  
Water Operations Manager/Chief Operator  
Lake Don Pedro C.S.D.





March 22, 2019

Randy Gilgo  
Lake Don Pedro CSD  
9751 Merced Falls Rd.  
La Grange, CA 95329

QUOTE #: LDP032219-1Q  
PHONE #: 209-852-2331  
EMAIL ADDRESS: randy@ldpcsd.org

Dear Randy Gilgo:

ERS is pleased to submit its proposal for our Filter Surveillance services for two (2) double-cell pressure vessels located at the Lake Don Pedro Plant.

**Standard Provisions**

1. Qualified manpower:
  - a. Onsite Supervisor/Environmental Technician/Hole Watch
  - b. Certifications in Forklift/Reach Lift, Crane Operator, Confined Space & Rescue, and First Aid/CPR/AED
2. Equipment and PPE:
  - a. Ventilation fan for air circulation
  - b. Four gas monitors for pre-entry and continuous LEL testing
  - c. Air-purifying respirators (supplied air respirators available if required)
3. Safety Regulations:
  - a. Confined Space:
    - I. Tripod/winch for emergency evacuation
    - II. Fall arrest harnesses with safety lanyards for all men
    - III. Permit-required confined space entry permits as applicable
    - IV. Daily monitoring log
  - b. 2-Way radios for communication with in-tank personnel
  - c. Cellular phone as an emergency response tool
4. New media as follows:
  - a. None



**PRICING: \$6,140.00**

*Quote Valid for 45 days*

Our time and materials work is billed at \$180.00 per man-hour, straight time, plus materials with a 25% margin. Price includes all applicable sales tax.

Please feel free to call me should you need further information or any clarification. My cell phone is (408) 834-3804; office is (510) 770-0202.

Sincerely,

Bradford Radonich  
*Filter Surveillance Manager – NACE 1*

Dear Customer,

Upon acceptance of this Quotation, please complete the attached *Project Information Sheet* and return a signed copy of the entire Quotation Package via fax or e-mail to:

F: (510) 770-3024

E: [kbvers@ersfilter.com](mailto:kbvers@ersfilter.com)

*ERS Industrial Services, Inc.*  
*General Engineering Contractor – Class A*  
*Painting and Decorating Contractor – Class C33*  
*CSLB License #724233*  
*Registered DIR Public Works Contractor*  
*PCWR #1000003275*

**WE THANK YOU FOR YOUR BUSINESS!**

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## ERS Industrial Services, Inc. Products and Services

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ERS Industrial Services Inc. is a privately-owned general engineering contractor specializing in turn-key media change-out, coatings, and repairs of gravity and pressure vessels in the Water and Waste Water industries. We also repair and upgrade other systems associated with water operating systems including clarifiers, primary sedimentation tanks, aeration basins, manholes, and pump stations. The following are products and services we offer to the water treatment industry.

### Centralized inventory of all common media:

- Anthracite
- GAC
- Resin
- Silica gravel
- Garnet
- Sand

### Repair and upgrade pressure vessels and gravity filters:

- Wedge wire underdrains
- Wash arms, PVC laterals
- Valving & controls
- Custom fabrication of piping
- Plastic block underdrains
- Clay tile underdrains
- Air scour systems

### Specialized Coatings:

- Standard and high build epoxies
- Elastomeric coatings
- Hi-Pressure water blasting
- Bypass solutions
- Secondary containments

### Concrete Restoration:

- Crack injection
- Spall repairs
- Expansion joints
- Elastomeric and Epoxy coatings
- Manhole coatings

### Specialty Trained Personnel

- Confined space entry & rescue
- BATT and TWIC certified
- First AID CPR
- DIR certified
- Class A and C33 license

### Filter surveillance:

- Scheduled annual field evaluations
- Lab testing of media
- Coatings evaluation
- Floc & Turbidity testing

### ERS Industrial Services, Inc.

2120 Warm Springs  
Ct. Fremont, CA  
94539

Phone: (510) 770-0202

Fax: (510) 490-3024

[Sales@ersfilter.com](mailto:Sales@ersfilter.com)

1051-IND-830233

**Quotation Developed Especially for:**

Randy Gilgo  
Lake Don Pedro Community Services District

Phone: (209) 916-5025

**Prepared on 3/29/2019 by:**

Mike Bronze  
Cell: 559-907-8379  
21500 West Manning Ave  
San Joaquin CA 93660  
Phone: 559-693-4315  
Fax: 559-693-2129

[www.rainforrent.com](http://www.rainforrent.com)





Rental Quotation

San Joaquin

www.rainforrent.com

21500 West Manning Ave
San Joaquin CA 93660
Phone: 559-693-4315
Fax: 559-693-2129

Quotation Number: 1051-IND-830233
Prepared By: Mike Bronze

Job Description:
Temporary Floating Pump Station to supply water to storage tank. Quote is for one cycle (28 Days) and includes delivery, install, removal, and return hauling. Quote does not include sales tax. Crane Rental is estimated and depends on lake level.

Customer: Lake Don Pedro Community Services District
Customer ID: 7062681
Address:
City/State:
Contact: Randy Gilgo
Office: (209) 916-5025
Fax:

Location:
Lake Don Pedro - CA

Rental Sub Total: \$8,616.64

Sub Total: \$8,616.64

Recommended Optional Items - Rental: \$0.00
Recommended Optional Items - Sales: \$0.00
Does not include sales tax
Accept Decline Initial
By checking Accept and initialing customer is acknowledging that the additional cost for the above items will be added to the grand total.

Table with 2 columns: Item Description and Amount. Items include Est. Delivery Hauling (\$2,761.40), Est. Pick-up Hauling (\$2,761.40), Est. Install Labor (\$4,970.00), Est. Removal Labor (\$4,251.00), Est. Services (\$0.00), Est. Air Quality Fee (\$0.00), Est. Rev Air Quality Fee (-\$0.00), Est. Enviro Recovery Fee (\$216.00), Est. Rev Enviro Recovery Fee (-\$0.00).

Recommended Optional Item - RPP: \$1,206.33

( Does Not Include Sales Tax )

Grand Total: \$23,576.44

Date Prepared: 3/29/2019

Valid Until: 4/28/2019

Customer

Date

By signing this quotation, customer represents that he/she has read and agreed to both the Statement of Work and Scope of Agreement sections, and is also agreeing to the grand total amount listed above, plus any recommended optional items if checked and initialed. If customer requires a Purchase Order number to process and submit payment, it must be supplied to Rain for Rent at the time of acceptance of this quotation. Please insert Purchase Order number here:

Rental Protection Plan
I have received and reviewed the Rental Protection Plan Agreement incorporated as the last page of this estimate. By initialing this paragraph, I understand that I am agreeing to enter into and be bound by the terms of the Rental Protection Plan Program Agreement and that I am authorized to enter into this Agreement on behalf of Customer. FOR ALL RENTALS OF EQUIPMENT, EXCEPT THOSE SPECIFICALLY EXCLUDED, YOU MAY EITHER SHOW PROOF OF PROPERTY INSURANCE IN ACCORDANCE WITH INSURANCE REQUIREMENTS AND RENTAL AGREEMENT, OR PURCHASE THE RENTAL PROTECTION. THE PURCHASE OF THE RENTAL PROTECTION PLAN FOR RENTALS OF EQUIPMENT IS NOT MANDATORY AND MAY BE DECLINED IF YOU HAVE PROOF OF ALL RISK PROPERTY INSURANCE AS REQUIRED BY CONTRACT.
Initial here:



Rental Quotation

San Joaquin

www.rainforrent.com

21500 West Manning Ave  
San Joaquin CA 93660  
Phone: 559-693-4315  
Fax: 559-693-2129

Quotation Number: 1051-IND-830233

\*Rain for Rent Cycle = 28 Days.

This quotation is a PREVAILING WAGE job.

Rental Items

Qty	Unit	Duration	Item	Description	Day	Week	*Cycle	Extension
2	Each	1 *Cycle	+820505	Pump Submersible Turbine	\$972.23	\$2,916.67	\$3,223.61	\$6,447.22
2	Each	1 *Cycle	MR IND	Turbine Float Deck	\$0.00	\$0.00	\$987.42	\$1,974.84
2	Each	1 *Cycle	726313	Adapter Reducing 12"x10" Flange x Ind Groove Weld STL	\$12.29	\$12.29	\$36.88	\$73.76
2	Each	1 *Cycle	720910	Adapter 10" Ind Groove x Flange 7170 Cast	\$10.22	\$10.22	\$30.67	\$61.34
2	Each	1 *Cycle	720769	Coupler 10" Ind Groove Heavy Wt Cast 77	\$3.43	\$3.43	\$10.30	\$20.60
2	Each	1 *Cycle	MR IND	Bolt Up Kits	\$0.00	\$0.00	\$19.44	\$38.88

Rental Sub Total: \$8,616.64

Sub Total: \$8,616.64



## Rental Quotation

San Joaquin

www.rainforrent.com

21500 West Manning Ave  
San Joaquin CA 93660  
Phone: 559-693-4315  
Fax: 559-693-2129

Quotation Number: 1051-IND-830233

### Statement of Work

**Background:**

Temporary Floating Pump Station to supply water to storage tank. Quote is for one cycle (28 Days) and includes delivery, install, removal, and return hauling. Quote does not include sales tax. Crane Rental is estimated and depends on lake level.

**Scope:**

Rain for Rent will deliver, install, rent and pick up the items requested by customer.

Customer is supplying HDPE discharge line, power and wiring for Scada system.

In the event of an emergency, Overtime Rates May Apply.

Rental Products are subject to availability. Additional freight charges may be required at the time of rental.

**References Materials:**

See attached product specification sheet(s).

**Operating Parameters:**

Rain for Rent has provided this proposal for equipment as requested and without design criteria or requirements.

**Estimated Duration:**

For the quoted items, Rain for Rent requires a signed quote not less than 5 days prior to delivery.

**Rain for Rent Responsibilities:**

Rain for Rent will provide labor and equipment necessary to perform one (1) unimpeded delivery & return trip per load to site.

**Customer Responsibilities:**

- Ensure that the application of this system does not damage nearby structures or cause negative impacts to the environment either directly or indirectly.

**Rain for Rent Exclusions:**

- All design input and services. This system is provided as per customer provided information.
- Compliance with unknown discharge requirements.

**Additional Information:**



San Joaquin

## Rental Quotation

www.rainforrent.com

21500 West Manning Ave  
San Joaquin CA 93660  
Phone: 559-693-4315  
Fax: 559-693-2129

Quotation Number: 1051-IND-830233

### Scope of Agreement

If Customer has entered into a Master Service Agreement with Rain for Rent and there is a conflict between the terms and conditions of this Scope of Agreement and the Customer's Master Service Agreement, then the terms and conditions in the Customer's Master Service Agreement signed by Rain for Rent will prevail.

Availability of products and services is subject to change without notice.

The rental period begins the day the equipment is delivered and continues until returned to originating Rain for Rent facility unless agreed to in writing before the rental period begins. A Cycle is defined as 4 weeks or 28 days which is our standard billing period. The weekly and/or daily rate for equipment quoted will be listed in the products grid when products are eligible for less than cycle rates. Payment terms are net 30 days from invoice date. Interest at the rate of 18% per year shall be charged on any past due invoice.

A Fuel Surcharge will be calculated and invoiced based on the diesel fuel price as published by the Department of Energy on <https://www.eia.gov/petroleum/gasdiesel/>

An Environmental Recovery Fee shall apply to all rental charges invoiced for the duration of the rental pursuant to this quote/Estimate to help offset direct and indirect costs associated with regulatory compliance, obtaining permits, and obtaining licenses. California Air Quality Fee will be added to the cost of diesel pumps used in California only. This is a State mandated fee.

Customer is prohibited from deducting retention from Rain for Rent invoices and charging Rain for Rent liquidated damages.

Customer is responsible for flushing and cleaning tanks, roll off boxes, pipelines, pumps, filters and other Rain for Rent equipment prior to return unless specifically agreed to by both parties in writing.

The Terms and Conditions of the Rain For Rent Rental and Acute Hazardous Waste Agreements, Credit Application/Master Rental & Sales Agreement, Invoice and this Quotation (also known as the Rain for Rent Rental/Sale Estimate as may be referenced in any Master Service Agreement, Blanket Purchase Order, or any other contractual document executed between the parties) contain the complete and final agreement between Rain For Rent and Customer and no other agreement in any way modifying or adding to any of said Terms and Conditions will be binding upon Rain For Rent unless made in writing and signed by a Rain For Rent Corporate Officer or Rain for Rent authorized representative.

The Customer cannot alter the equipment without Rain for Rent's prior written approval. Customer is responsible for equipment, repairs, maintenance and damage, excluding normal wear and tear or damage caused by Rain for Rent. All returned equipment is subject to inspection by Rain for Rent personnel. Damages and accrued rent will be invoiced to Customer while equipment is out of service for repairs. The Customer is responsible for damage caused by reactive, corrosive or abrasive material; including, but not limited to sand, sodium hydroxide, chlorine, and acids. Customer must notify Rain for Rent immediately of any spill so that any necessary repairs to the system can be made and to minimize service interruption. The Customer assumes all risks of loss due to operation and use of the equipment. Customer will provide "all risk" property insurance for rented equipment.

Customer shall pay Rain For Rent additional expenses caused by unforeseen or changing conditions, including, but not limited to, soil, underground conditions, rock formations, environmental conditions, weather events, regulations or restrictions, hard pan, boulders, cesspools, gas lines, water lines, drain pipes, underground electrical conduits or other above ground or underground obstructions.

All equipment rented or used products sold are provided "AS IS, WHERE IS" in their present condition. Rain for Rent makes no warranties, expressed or implied of any kind whatsoever with respect to the equipment or products. Customer agrees that customer is renting equipment or purchasing used products based on their judgment and evaluation, without reliance upon any statements of representations by Rain for Rent, and that Rain for Rent is not responsible for any defects in their operation or for any repairs, parts or services, unless otherwise noted.

All new products sold are provided without warranty beyond the terms of such warranty offered by the manufacturer, if any. Customer must comply with all original manufacturer's terms and conditions for any warranty claims that may arise. Neither Rain for Rent nor the manufacturer warrants the product if it has failed due to corrosion, misuse or damage; (2) it has been altered, repaired or modified in any way that would adversely affect its operation; or (3) it was installed or operated other than in accordance with manufacturer's operating instructions. Products supplied by Rain for Rent are warranted to be free from any defect in workmanship and material under conditions of normal use and service. Rain for Rent's obligation under this warranty is limited to replacing or repairing at the designated manufacturer's or Rain for Rent facility any part or parts returned to it with transportation charges prepaid, which Rain for Rent determines in its sole discretion to be defective.

This Quotation excludes any additional costs to Rain for Rent associated with Owner Controlled Insurance (OCIP) or WRAP insurance programs that will be added to Rain For Rent's prices.

De-watering, Roll-off, Vacuum boxes and similar equipment are not liquid tight. Rentee accepts full responsibility for all losses, damages and costs caused by or arising out of spills, leakage or discharge from this equipment. Rain for Rent will not be held liable for any structural or soils subsidence.

This Quotation is valid for 30 days and is subject to credit approval.



## RENTAL PROTECTION PLAN PROGRAM AGREEMENT

**If you elect to maintain All Risk Property Insurance coverage, and the certificate of insurance You provide to Rain for Rent to evidence Your insurance coverage expires or is cancelled for any reason, You agree Rain for Rent may charge RPP for Your rentals until such time as You provide an acceptable and valid certificate of insurance to Rain for Rent.**

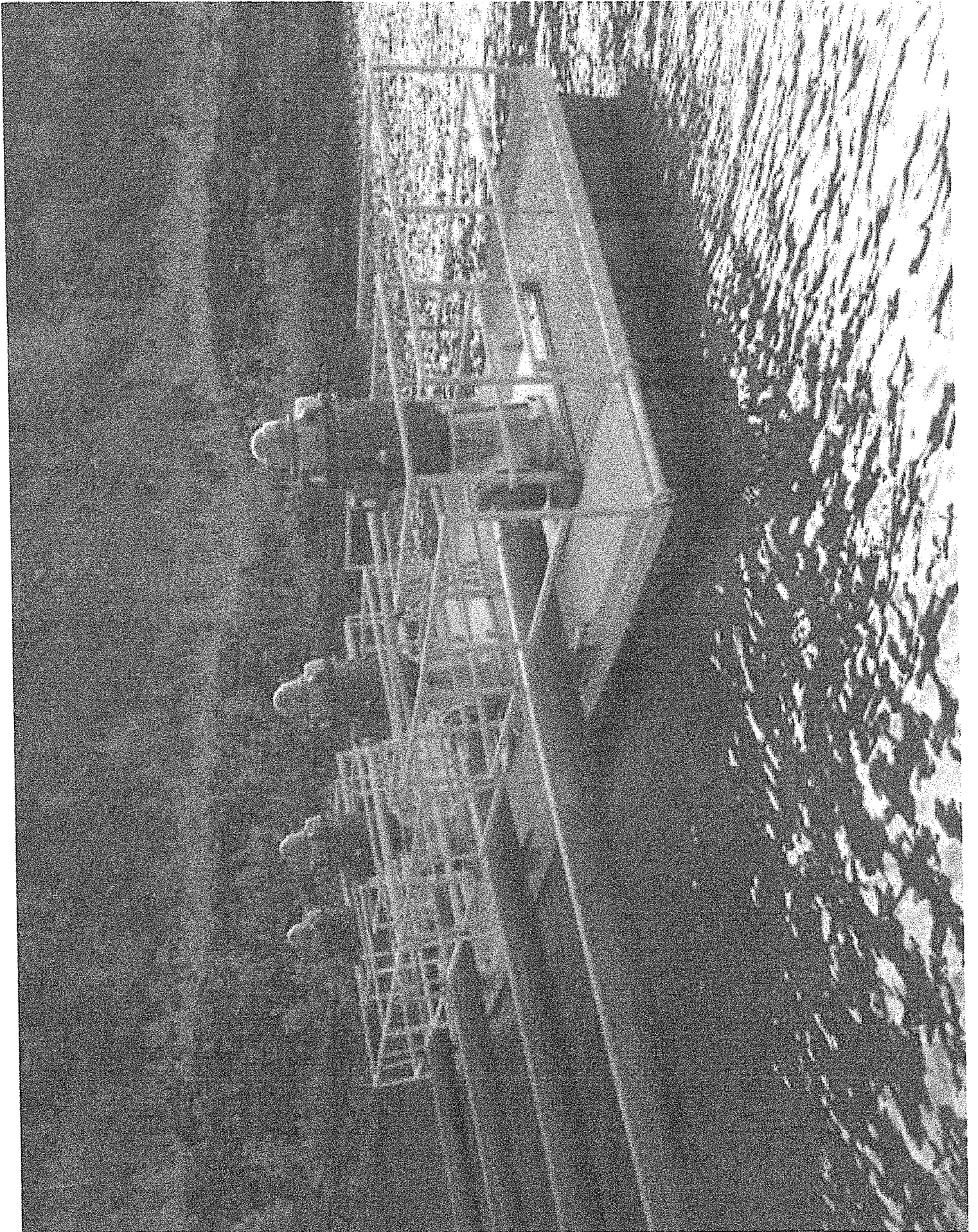
This Rental Protection Plan Program Agreement (this "RPP Agreement") is entered into between the undersigned Rentor and Rentee in relation to the Master Rental and Sales Agreement (MRSA) between Rentor and Rentee. If Rentee has checked or initialed, as applicable, the Rental Protection Plan Program (the "RPP Program") box on the quote, then Rentee has opted-in to the RPP Program and this RPP Agreement shall supplement the MRSA whether or not executed by Rentee. Rentee understands and agrees that the RPP Program is not insurance and that the RPP Program provides only limited coverage, as described below.

1. Cost; Deductible; Maximum Coverage; Rentee shall pay a fee equal to 14 percent (14%) of the rental charge for each covered item, which fee shall be listed on each invoice during which period Rentee has opted to participate in the RPP Program. In the event of a Covered Occurrence, as defined below, Rentee shall further be responsible for the lesser of \$500 or 10 percent (10%) of the total loss, as a deductible. The maximum coverage available under the RPP Program is \$150,000 per Covered Occurrence, whether or not there is more than one piece of equipment involved in the occurrence.

2. Coverage; The RPP Program provides coverage only for losses involving Covered Equipment, as defined below, in the following instances: fire that was not caused by Rentee's gross negligence or willful misconduct; theft for which a police report was filed, and that occurred despite Rentee's reasonable precautions to protect and secure the covered equipment; and vandalism for which a police report was filed (individually, "Covered Occurrence," and collectively, "Covered Occurrence"). The RPP Program provides coverage only for the following types of equipment: pumps, electric submersible pumps, tanks, generators, light towers, filtration, boxes, heaters, spillguards, sprinklers, hoses, pipe, valves and fittings ("Covered Equipment"). Coverage does not extend to any equipment not owned by Rentor such as re-rented equipment.

3. Exclusions; The RPP program does not cover any equipment or event of loss that is not specifically described in Section 2. Without limiting the foregoing, the RPP Program does not provide coverage for the following: misuse of equipment; willful abuse of equipment; failure to maintain equipment; failure to secure items from theft (including but not limited to failing to store items in a fenced, locked area or failing to maintain personnel on site); damage or theft while in transit to or from a jobsite; corrosion from any source; any damage caused by named storm events; any instance that occurs while the account is not in good standing, such as a default as defined in the MRSA or upon written notice of non-payment; and any occurrence not reported to Rentor within 24 hours after the occurrence. The RPP program does not provide coverage for: electronic equipment (controls, instrumentation, and wiring), flow meters, water meters, wheel wash systems & accessories, Freezesentry items, or tires.

4. Claims; All claims must be submitted within 24 hours of the Covered Occurrence. Rentor's mechanic will inspect the equipment following any claim. The mechanic's findings as to the cause of the damage and cost of repair will be final. In the event of a theft or vandalism, Rentee must also provide supporting evidence that the site was secured at the time of loss.



Quote # Q8871

January 23, 2019

Lake Don Pedro CSD  
9751 Merced Falls Road  
La Grange, CA 95329

Attn: Randy Gilgo

Randy here is the quote for the Eurodrive gear motors for your #1, #2 and #3 Flocculation Basin mixer drives. The shafts will need to be modified to adapt to new reducers. A shaft adapter will not work as I first thought.

1 Each Model FAF67R37DRS71S4 .25 HP 13 RPM 230 VAC 3 Phase

#1 Flocculator \$ 2,385.57 Each + Tax

1 Each Model FAF67R37DRS71S4 .25 HP 8 RPM 230 VAC 3 Phase

#2 Flocculator \$ 2,385.57 Each + Tax

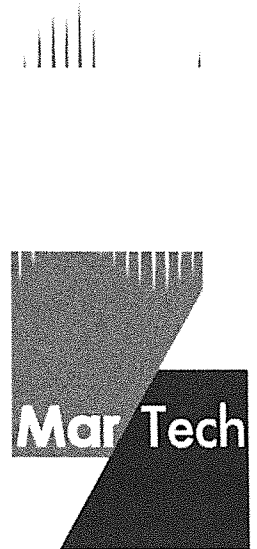
1 Each Model FAF57R37DRS71S4/DH .25 HP 3 RPM 230 VAC3Phase

#3 Flocculator \$ 2,385.57 Each + Tax

Modify 3 shaft Assemblies. \$ 2,457.75 Total for 3 shafts

Blast and coat 3 shaft assys. \$ 958.11 Total for 3 shafts  
NSF 61 coating

Delivery and pickup \$ 450.00 Total



Mechanical  
Analysis /  
Repair, Inc.

142 North Cluff Avenue, Lodi CA 95240 Tel: 209.333.8478 Fax  
209.333.8479

email: [martech@mar-tech.com](mailto:martech@mar-tech.com)  
website: [www.martech.com](http://www.martech.com)

Contacto License: 684442  
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Prevailing Wage Labor to install, connect and test run above equipment.

\$ 13,565.60

Total project cost \$ 24,588.17 + tax on Materials only

Delivery is 3-4 Weeks ARO Prices are less Sales Tax and Freight.

Thank you for the opportunity to work with you on this project.

Sincerely,  
Rick Leddy

APPROVED 3-18-19



## Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
March 18, 2019 at 1:00 p.m.

1. **CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:  
The Board of Directors of the Lake Don Pedro Community Services District held a regular meeting at 9751 Merced Falls Rd., La Grange, CA 95329.  
President Johnson called the meeting to order at 1:00 p.m.  
Directors present: Johnson, Hankemeier, Warren, Sperry, and Ross  
Also present: GM P. Kampa  
Also present: Staff S. Marchesiello  
Also present: Staff R. Gilgo
2. **PUBLIC COMMENT:**  
*The Board received one public comment*
3. **PRESENTATION ONLY:**
  - a. Presiding Officer's Report  
Director Johnson submitted report in writing, please see attached
  - b. General Manager's Report: Peter J. Kampa  
*Presented by GM P. Kampa*
  - c. Chief Plant Operator's Report: R. Gilgo  
*Presented by GM R. Gilgo*
4. **APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
  - a. Read and file the Treasurer's Report for the period ending February 2019, including summary of claims paid
  - b. Approval of the Minutes of the Special Meeting of February 20, 2019

**Motion: To approve the consent calendar**

**Votes: Carried 5-0**

**First: Hankemeier                      Second: Warren**

**Ayes: Hankemeier, Warren, Sperry, Ross, and Johnson**

**Absent:**

### 5. DISCUSSION AND ACTION ITEMS

- a. Approval of a Resolution Adopting an Updated Multi-Jurisdictional Local Hazard Mitigation Plan

**Motion: To approve the recommended motion to adopt a resolution adopting an update multi-jurisdictional local hazard mitigation plan**

**Votes: Carried 4-1**

**First: Hankemeier                      Second: Warren**

**Ayes: Hankemeier, Warren, Sperry, and Johnson**

**Noes: Ross**

**Absent:**

- b. Progress Report on the Water Service Line Replacement and Effluent Meter Vault Upgrade Project, and Approval of a Project Budget Increase of \$50,000 to Allow for Street Valve Replacements and Related System Improvements

**Motion: To approve the recommended motion to approve an allocation of \$50,000 to the service line replacement and effluent meter vault upgrade project for street valve replacements and other related work**

**Votes: Carried 5-0**

**First: Hankemeier                      Second: Warren**

**Ayes: Hankemeier, Warren, Sperry, Ross, and Johnson**

**Absent:**

- c. Adoption of a Resolution Approving Agreement with Twin Lakes Marina for the Completion of the Emergency Barge Renovation Project

**Motion: To approve the recommended motion to adopt a resolution approving agreement with Twin Lakes Marina for the completion of the Emergency Barge Renovation Project**

**Votes: Carried 5-0**

**First: Ross                      Second: Hankemeier**

**Ayes: Ross, Hankemeier, Warren, Sperry, and Johnson**

**Absent:**

- d. Adoption of a Resolution Approving Agreement with Njirich and Sons, Inc. for the Renovation of Ranchito Well #1

**Motion: To approve the recommended motion to adopt a resolution approving agreement with Njirich and Sons, Inc. for the renovation of Ranchito Well #1**

**Votes: Carried 5-0**

**First: Hankemeier                      Second: Ross**

**Ayes: Hankemeier, Ross, Warren, Sperry, and Johnson**

**Absent:**

- e. Status update on Completion of Strategic Plan Goals and Objectives

***Consensus of the Board – Directed staff to hold a special meeting / workshop to discuss strategic planning goals and objectives***

## 5. ADJOURNMENT: 3:28

Respectfully submitted by,

S. Marchesiello  
Board Secretary



**LAKE DON PEDRO  
COMMUNITY SERVICES DISTRICT**

**Treasurer's Report**

Reporting Period: March 2019

**The district ended the month of March 2019 with the following balances in our accounts:**

\* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	168,371
Total Restricted:		<u>\$ 168,371</u>
Unrestricted:		
Checking	\$	79,563
Money Market - Working Capital	\$	1,034,313
Petty Cash	\$	<u>125</u>
Total Unrestricted:		<u>\$ 1,114,001</u>
Total Restricted & Unrestricted:		<u>\$ 1,282,372</u>

**The district ended March 2019 with the following amounts affecting our financial status:**

	Mar-2019	Year to Date
Sales & Business Revenue:	\$ 109,224	\$ 1,099,084
Total Operating Expenses:	\$ (85,291)	\$ (768,635)
Non-Operating Income/Expense:	\$ (19,550)	\$ (158,843)
Water Drought Income/Expense:	\$ (17,850)	\$ 163,101
Change in Net Assets (P&L):	\$ (13,467)	\$ 334,707
Net Cash Flow:	\$ (9,453)	\$ 318,324

**Accounts Receivable:**

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water IRWMP	A/R Water USDA
Current	\$ 27,151	\$ -	\$ -	\$ 94,426	\$ -	\$ -
> 30 Days	\$ 11,361	\$ -	\$ -	\$ -	\$ -	\$ -
> 60 Days	\$ 3,493	\$ -	\$ -	\$ -	\$ -	\$ -
> 90 Days	\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 14,986	\$ 186,360	\$ 5,241	\$ -	\$ -	\$ -
Credits	\$ (21,059)					
<b>Total</b>	<b>\$ 37,832</b>	<b>\$ 186,360</b>	<b>\$ 5,241</b>	<b>\$ 94,426</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Combined</b>	<b>\$ 318,618</b>		<b>\$ 5,241</b>		<b>\$ -</b>	
<b>G/L Balance</b>	<b>\$ 318,618</b>		<b>\$ 5,241</b>		<b>\$ -</b>	
<b>Difference</b>	<b>\$ -</b>		<b>\$ -</b>			<b>\$ -</b>

\* Amount of availability payments received: \$100,732

\* Amount of availability payments outstanding: \$85,628

**Accounts Payables:**

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 66,331	\$ -	\$ 3,593
> 30 Days	\$ -	\$ -	\$ 3,847
> 60 Days	\$ -	\$ -	\$ 3,910
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 66,331</b>	<b>\$ -</b>	<b>\$ 11,350</b>
<b>G/L Balance</b>	<b>\$ 66,331</b>	<b>\$ -</b>	<b>\$ 11,350</b>
<b>Difference</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



“ I certify that the District investments have been made in accordance with the Investment Policy. I further certify that the District has adequate revenue to cover its operating expenses for the next six months, in accordance with California Government Code Sections 53646 (b) (2) and (3) respectively”.

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Name	Title	Date
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Statement of Revenues and Expenses (P&L)  
 March 2019 & Year-To-Date Versus 6/30/19 Approved Final Budget

	Mar-19	March vs Budget %	2018-2019 YTD	YTD vs Budget %	2018-2019 Approved Final Budget	Remaining Budget
<b>Revenue</b>						
01-0-3010-301	Meter Reconnection Fee	-	#DIV/0!	200	#DIV/0!	- (200)
01-0-3010-302	Donated Capital - Meters Curre	-	0.00%	20,000	133.33%	15,000 (5,000)
01-0-4010-400	Water Sales Residential	13,524	4.28%	227,522	72.02%	315,917 88,395
01-0-4010-402	Water Availability Revenue	15,530	8.31%	140,781	75.30%	186,971 46,190
01-0-4010-403	Water Service Charges	79,870	8.39%	718,225	75.49%	951,430 233,205
01-0-4020-410	Interest Income - LAIF	-	0.00%	2,702	116.36%	2,322 (380)
01-0-4020-413	Int Inc Penalties - Customer	2,207	7.65%	21,064	73.02%	28,847 7,783
01-0-4020-414	Transfer Fee Income	300	3.91%	4,500	58.59%	7,680 3,180
01-0-4020-415	Other Income	49	0.89%	5,971	107.86%	5,536 (435)
01-0-4020-416	Meter Set Fee	-	0.00%	3,000	166.67%	1,800 (1,200)
01-0-4020-417	Interest Income Guaranty Fed	-	#DIV/0!	-	#DIV/0!	-
01-0-4020-901	Hydrant Rental	-	0.00%	973	506.77%	192 (781)
01-0-4020-902	Hydrant Consumption	-	0.00%	2,111	4397.92%	48 (2,063)
01-0-4020-999	Avail Fee Income	-	0.00%	1,771	110.22%	1,607 (164)
01-0-4040-100	Lease Fee	2,745	6.35%	24,480	56.67%	43,200 18,720
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000 32,000
TBD	Connection/Capacity Fees	-	-	-	-	-
TBD	Transfer From Reserve	-	-	-	-	-
<b>TOTAL REVENUE</b>		<b>114,225</b>	<b>7.17%</b>	<b>1,173,301</b>	<b>73.67%</b>	<b>1,592,550 419,249</b>
<b>Expenses</b>						
01-1-5010-100	Regular Pay - Plant	7,456	4.78%	66,402	42.54%	156,093 89,692
01-1-5010-101	Overtime Pay	1,446	8.20%	12,628	71.61%	17,634 5,006
01-1-5010-102	Sick Pay	336	6.07%	3,194	57.63%	5,543 2,349
01-1-5010-104	Vacation Pay	523	6.98%	5,107	68.12%	7,498 2,391
01-1-5010-105	Holiday Pay	-	0.00%	4,572	69.61%	6,568 1,996
01-1-5010-200	PERS	644	6.67%	6,797	70.33%	9,665 2,868
01-1-5010-201	FICA/Medicare	681	5.09%	7,194	53.82%	13,367 6,173
01-1-5010-202	SUI	-	0.00%	868	47.96%	1,810 942
01-1-5010-203	Health Insurance	3,736	6.84%	33,220	60.79%	54,646 21,426
01-1-5010-204	Workers Compensation	571	9.43%	5,117	84.53%	6,054 937
01-1-5010-206	Dental Insurance	240	7.01%	2,164	63.12%	3,428 1,264
01-1-5010-207	Vision Care	-	#DIV/0!	-	#DIV/0!	-
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	109	3.63%	3,000 2,891
01-1-5020-501	Lease Of Equipment	-	0.00%	-	0.00%	643 643
01-1-5020-510	Repair & Maintenance - Plant	38	0.21%	1,936	10.75%	18,000 16,065
01-1-5020-511	Repair & Maintenance - Vehicle	-	0.00%	9,680	83.18%	11,637 1,957
01-1-5020-512	Repair & Maintenance - Distribution	6,946	11.78%	57,131	96.91%	58,950 1,819
01-1-5020-515	R&M Transmission - Intake	6,519	65.19%	10,591	105.91%	10,000 (591)
01-1-5020-520	Small Tools & Equipment	-	0.00%	1,982	67.79%	2,923 941
01-1-5020-522	Gas, Oil & Lubricant - Plant	1,177	9.85%	9,029	75.52%	11,956 2,927
01-1-5020-524	Health & Safety	-	0.00%	3,568	59.46%	6,000 2,432
01-1-5020-529	Telephone - T & D	592	7.63%	5,139	66.30%	7,751 2,612
01-1-5020-544	Water Testing Fees	-	0.00%	5,200	27.37%	18,999 13,799
01-1-5020-545	Water System Fees	-	0.00%	3,534	33.86%	10,437 6,903
01-1-5020-548	Water Testing Materials	-	0.00%	612	16.05%	3,811 3,199
01-1-5021-521	Water Treatment Chemicals	-	0.00%	16,712	41.78%	40,000 23,288
01-1-5021-524	P G & E Power - Office	150	5.80%	1,882	72.93%	2,581 699
01-1-5021-525	P G & E Power - Intake	4,149	6.38%	52,524	80.75%	65,049 12,525
01-1-5021-526	P G & E Power - Well	19	0.64%	198	6.61%	3,000 2,802
01-1-5021-527	P G & E Power - Water Treatment	1,568	4.74%	20,938	63.28%	33,088 12,150
01-1-5021-528	P G & E Power - Distribution	1,946	6.11%	26,583	83.42%	31,868 5,285
01-1-5021-529	P G & E Power - Well 2	327	10.91%	8,552	285.07%	3,000 (5,552)
01-1-5021-530	P G & E Power - Medina	244	8.13%	2,604	86.80%	3,000 396
01-1-5021-532	P G & E Power - Well 5/6	244	8.13%	2,199	73.28%	3,000 802
01-1-5021-561	Purchased Water Actual-mid-p	3,593	4.69%	52,042	67.99%	76,546 24,504
01-1-5023-533	Outside Services	2,003	7.10%	4,529	16.06%	28,203 23,674
01-1-5023-535	Fire Protection/Weed Control	-	#DIV/0!	-	#DIV/0!	-
01-1-5023-537	Pest Control	4,280	73.34%	4,536	77.72%	5,836 1,300
01-1-5023-538	Engineering Services	3,259	32.59%	6,204	62.04%	10,000 3,796
01-1-5023-539	Employee Education	-	0.00%	166	4.14%	4,000 3,834

		March vs	2018-2019	YTD vs	2018-2019 Approved	Remaining
	Mar-19	Budget %	YTD	Budget %	Final Budget	Budget
01-1-5024-540	Memberships	-	400	46.40%	862	462
01-1-5024-542	Publications	-	914	147.86%	618	(296)
01-1-5024-543	Licenses, Permits & Cert.	-	744	92.94%	800	56
01-1-5032-583	Depreciation Expense	20,722	183,159	91.59%	199,967	16,808
01-2-6010-100	Regular Pay - Administration	7,422	63,034	72.41%	87,058	24,024
01-2-6010-101	Overtime Pay	407	1,629	66.06%	2,466	837
01-2-6010-102	Sick Pay	300	5,286	88.55%	5,969	683
01-2-6010-104	Vacation Pay	498	5,756	81.08%	7,099	1,343
01-2-6010-105	Holiday Pay	-	3,389	75.99%	4,459	1,070
01-2-6010-200	PERS	672	6,523	100.92%	6,464	(59)
01-2-6010-201	FICA/Medicare	657	5,982	71.37%	8,382	2,400
01-2-6010-202	SUI	106	764	48.38%	1,580	816
01-2-6010-203	Health Insurance	2,011	17,726	74.25%	23,873	6,147
01-2-6010-204	Workers Compensation	56	508	84.14%	604	96
01-2-6010-206	Dental Insurance	159	1,434	79.46%	1,804	370
01-2-6010-207	Vision Care	-	-	0.00%	252	252
01-2-6010-546	Travel, Meetings & Mileage	-	39	3.24%	1,200	1,161
01-2-6020-512	Propane	-	633	92.49%	684	51
01-2-6020-515	Customer Billing Supplies	717	1,106	66.33%	1,667	561
01-2-6020-529	Telephone - Admin	314	2,788	73.33%	3,802	1,014
01-2-6020-530	Office Supplies	-	1,638	68.10%	2,406	768
01-2-6020-531	Postage	474	5,794	64.08%	9,042	3,248
01-2-6023-531	Computer IT	2,409	23,674	53.11%	44,572	20,898
01-2-6023-533	Outside Services	12,465	95,560	70.26%	136,017	40,457
01-2-6023-534	Temporary Outside Labor	-	#DIV/0!	#DIV/0!	-	-
01-2-6023-535	Office Cleaning Serv	-	1,080	71.43%	1,512	432
01-2-6023-536	Legal Services	-	5,818	56.58%	10,283	4,465
01-2-6023-537	Audit Services	-	7,000	56.68%	12,350	5,350
01-2-6023-539	Employee Education	-	348	23.20%	1,500	1,152
01-2-6024-540	Memberships	-	5,336	82.16%	6,495	1,159
01-2-6024-542	Publications	-	1,079	34.41%	3,137	2,058
01-2-6024-547	County Fees	-	80	79.21%	101	21
01-2-6024-999	County Avail Fee	-	1,788	87.84%	2,035	248
01-3-6025-100	Regular Pay	500	4,300	77.56%	5,544	1,244
01-3-6025-201	FICA/Medicare	38	329	77.58%	424	95
01-3-6025-546	Travel, Meetings & Mileage	-	59	2.93%	2,000	1,941
01-9-6030-546	Travel, Meetings & Mileage	-	-	0.00%	95	95
01-9-6030-569	Credit Card Service Charges	490	5,045	81.74%	6,172	1,127
01-9-6030-572	Business Insurance Expense	2,907	35,613	84.21%	42,289	6,676
01-9-6030-576	Misc Other Expense	23	200	9.98%	2,000	1,801
01-9-6030-577	Retired Employee Health	2,267	20,324	73.49%	27,655	7,331
01-9-6030-580	Retired EE Benefit Expense	-	-	0.00%	148,142	148,142
01-9-6031-580	Interest Long Term Debt	1,522	29,220	65.38%	44,692	15,472
01-9-6032-583	Depreciation Expense	18	157	71.68%	219	62
01-9-6035-575	Office Fire Recovery	-	#DIV/0!	#DIV/0!	-	-
<b>TOTAL EXPENSES</b>	<b>109,843</b>	<b>6.76%</b>	<b>1,001,695</b>	<b>61.69%</b>	<b>1,623,876</b>	<b>622,181</b>

	Mar-19	March vs Budget %	2018-2019 YTD	YTD vs Budget %	2018-2019 Approved Final Budget	Remaining Budget
<b>CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)</b>						
01-1-5020-535	Water Supply Emergency 2014	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-584	Well 2*	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-585	Medina Well*	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-586	Well 3/4	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-587	Well 5*	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-588	Well 6	-	#DIV/0!	-	#DIV/0!	-
01-0-1090-315	Intake Booster #2 Installation	-	#DIV/0!	-	#DIV/0!	-
01-0-1090-314	CIP-Barge Renovation	-	0.00%	1,988	2.48%	80,000
TBD	Springbrook Update	-	0.00%	-	0.00%	30,000
01-0-1090-305	Ranchito Well #1 Renovation	-	0.00%	5,582	37.21%	15,000
01-9-6030-591	IRWMP Service Lines	17,850	1.88%	157,670	16.60%	950,000
01-9-6030-592	IRWMP Administrative Expenses	-	0.00%	1,820	16.10%	11,307
01-9-6030-593	IRWMP Water Use Efficiency	-	0.00%	83,839	100.56%	83,369
<b>TOTAL CIP IN PROGRESS</b>		<b>17,850</b>	<b>1.53%</b>	<b>250,899</b>	<b>21.45%</b>	<b>1,169,676</b>
<b>CARRYOVER PROJECT (GRANT) REVENUE</b>						
01-0-4020-418	Well 2 Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-419	Medina Well Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-420	Well 3 & 4 Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-421	Well 5 Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-428	USDA Grant	-	#DIV/0!	-	#DIV/0!	-
01-0-4020-429	Flood Reimbursement	-	#DIV/0!	45,672	#DIV/0!	-
TBD	DWR Grant	-	-	-	-	86,520
01-0-4020-425	IRWMP Service Line Replacement	-	0.00%	183,973	21.71%	847,287
01-0-4020-427	IRWMP Regional Water Use Efficiency	-	0.00%	115,264	107.46%	107,260
01-0-4020-426	IRWMP Grant Administration***	-	0.00%	4,380	36.50%	12,000
<b>TOTAL CARRYOVER PROJECT REVENUE</b>		<b>-</b>	<b>0.00%</b>	<b>435,810</b>	<b>41.38%</b>	<b>1,053,067</b>
<b>NEW CAPITAL PURCHASES / IMPROVEMENTS</b>						
01-0-1090-318	2018 SCADA Update Project***	1,723	3.13%	33,624	61.13%	55,000
01-0-1090-319	Fire Hydrant Replace 2018/19	26,958	-	26,958	-	21,376
TBD	Replacement Truck (2003 Chevy)	-	0.00%	-	0.00%	32,000
TBD	Replacement Truck (2005 Chevy)	-	#DIV/0!	-	#DIV/0!	-
TBD	Tablets for System Maintenance	-	#DIV/0!	-	#DIV/0!	-
TBD	Effluent Meter Replacement (Plant)	-	#DIV/0!	-	#DIV/0!	-
TBD	Replacement Flocculator Gear Drives	-	0.00%	-	0.00%	12,000
01-0-1090-316	Hormiga Water Line Replacement	-	0.00%	-	0.00%	46,463
TBD	Portable Generator	-	0.00%	-	0.00%	6,000
<b>TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS</b>		<b>28,681</b>	<b>18.94%</b>	<b>60,582</b>	<b>40.00%</b>	<b>151,463</b>
<b>PROJECT PLANNING, DESIGN AND STUDIES</b>						
TBD	CIP Development	-	-	-	-	20,000
TBD	Connection Fee Study	-	-	-	-	10,000
01-9-6030-594	Grant Application Services	-	0.00%	29,379	154.62%	19,000
01-9-6030-595	District Map Digitizing and Updates	-	0.00%	-	0.00%	5,000
TBD	Planning Study re Lake McClure	-	-	-	-	-
<b>TOTAL PLANNING, DESIGN AND STUDIES</b>		<b>-</b>	<b>0.00%</b>	<b>29,379</b>	<b>54.40%</b>	<b>54,000</b>

\*\*\*Amounts from these accounts were not added properly on the approved budget. Differences on the totals of the approved budget and the budget on this form are from these accounts

**LDPCSD Financials**

**Statement of Net Assets (Balance Sheet)  
for the month ending March 2019**

**Asset :**

Cash and investments	\$	1,282,372
Restricted cash	\$	-
Accts Receivable net of res	\$	183,777
Water Drought Receivable	\$	-
Inventory	\$	69,931
Prpd expense & deposits	\$	22,196
Deferred Outflow of Resources	\$	157,167
<b>Total current assets</b>	<b>\$</b>	<b>1,715,443</b>

Property, plant & equipment	\$	11,414,788
less depreciation	\$	(7,169,831)
C I P	\$	527,553
<b>Net P P &amp; E</b>	<b>\$</b>	<b>4,772,510</b>

Other L T Assets

**Total Assets** \$ **6,487,953**

**Liabilites:**

Accounts payable	\$	66,331
Interest payable	\$	1,522
Water Accrual	\$	11,350
Accrued Payroll	\$	54,544
A/P Accrued Payables	\$	2,682
L T debt, current	\$	83,491
<b>Total current liab</b>	<b>\$</b>	<b>219,920</b>

L T debt

Post Retirement Benefit	\$	1,168,000
Net Pension Liability	\$	297,925
Deferred Inflow of Resources	\$	95,631
Muni Loan	\$	738,086
less current above	\$	(83,491)

**Total Liabilites** \$ **2,436,071**

**Net assets** \$ **4,051,882**

**Total liab & net ass't** \$ **6,487,953**

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
23284	000076	USPS	03/05/2019	466.20
23894	0003221	KAMPA COMMUNITY SOLUTIONS LLC	03/07/2019	6,250.00
23895	000196	AQUA SIERRA CONTROLS, INC	03/07/2019	31,900.88
23896	0000303	Kennedy/Jenks Consultants	03/07/2019	17,526.08
23897	0000605	Black Water Consulting Engineers Inc	03/07/2019	2,237.50
23898	100995	Ann Bruley	03/07/2019	15.00
23899	000383	BUSINESS CARD	03/07/2019	467.97
23900	UB*10645	JOELLA SARGENT	03/07/2019	125.26
23901	UB*10646	RICHARD ALLEN CRUZ	03/07/2019	91.70
23902	UB*10647	IRENE BLOMGREN	03/07/2019	169.26
23903	UB*10648	TIM STONE	03/07/2019	122.00
23904	UB*10649	STEVEN & CINDRA VALLIN	03/07/2019	177.00
23905	UB*10650	BENJAMIN & ADOLFO LOPEZ	03/07/2019	68.50
23906	UB*10651	ED RECTOR	03/07/2019	145.34
23907	000105	PACIFIC GAS & ELECTRIC	03/12/2019	6,962.32
23908	0028330	Core & Main LP	03/12/2019	439.89
23909	000165	ACWA/JPIA	03/12/2019	8,013.98
23910	00071	Mother Lode Answering Service	03/12/2019	312.00
23911	000411	Bartel Associates LLC	03/12/2019	3,220.00
23912	0000605	Black Water Consulting Engineers Inc	03/25/2019	7,866.84
23913	660108	VERIZON WIRELESS	03/25/2019	151.34
23914	000304	HRM Consulting Inc	03/25/2019	1,425.00
23915	000065	KKI CORPORATION	03/25/2019	541.60
23916	000196	AQUA SIERRA CONTROLS, INC	03/25/2019	37.76
23917	000290	Tuolumne County Recorder	03/25/2019	75.00
23918	0007349	Recology Mariposa	03/25/2019	252.65
23919	702	Warmerdam CPA Group	03/25/2019	2,500.00
23920	0002321	STREAMLINE	03/25/2019	200.00
23921	000118	D & D PEST CONTROL *	03/25/2019	4,280.00
23922	000105	PACIFIC GAS & ELECTRIC	03/25/2019	487.86
23923	000105	PACIFIC GAS & ELECTRIC	03/25/2019	327.28
<b>Report Total:</b>				<b>96,856.21</b>

**Lake Don Pedro Community Services District**  
**Regular Meeting of April 15, 2019**

**AGENDA SUPPORTING DATA**

**5. DISCUSSION AND ACTION ITEMS**

- a. Progress Report on the Water Service Line Replacement and Effluent Meter Vault Upgrade Project

**RECOMMENDED ACTION**

*Staff recommends the following action:*

*This is an update item only*

**SUMMARY**

The District's contractor, Sierra Communications and Construction is in the process of completing the service line replacement project. The purpose of the attached report from our District Engineer is to provide an update on progress. It is also appropriate to discuss any concerns or issues and provide direction as part of this agenda item.

**FINANCIAL IMPACTS**

None

**ATTACHMENTS**

District Engineer Jeff Black's report on the project

To: **Peter Kampa, General Manager**

Report Period: **March, 2019**

Black Water Consulting Engineers, Inc. (Black Water) is pleased to submit this report summarizing our work and progress of District projects for the report period. This summary is based on our best understanding at the time of preparation. If you have any questions, requested updated, or revisions, please contact our office.

## PROJECTS

### 1.0 Service Line Replacement and Water Treatment Plant Effluent Meter Upgrade Project

March 30, 2019

Report No. 1

Construction Contractor: Sierra Communications & Construction, Inc.

Construction start date: March 5, 2018

Scheduled construction completion date: July 2, 2019

Contract amount/ Bid: \$967,400

Earned to date: \$222,605

Percent completed: 23%

#### Current Month Activities:

- Submittals and review
- Service lateral replacement on Caracol Circle, Mirasol Way, Fachada Way, Romero Str., Jalisco Way.
- Compaction testing of first six laterals were all above 95% therefore acceptable.

#### Bid Schedule A Water Service Pipe Replacement

Item, Description	Bid Quantity	Quantity this Period	Cumulative Quantity
1. Water services piping	3,600 LF	1,041	1,041
2. Install meter box	30 EA	43	43
3. Furnish and install Saddle	120 EA	43	43
4. Furnish and Install Corporation stop	120 EA	43	43
5. Service meter stops	120 EA	0	0
6. Pavement replacement	12,000 SF		
7. Rock excavation and removal	50 CY	.5	.5

#### Bid Schedule B Effluent Meter Replacement



Item, Description	Bid Quantity	Quantity this Period	Cumulative Quantity
1. Furnish and install effluent meter	1 LS	0	0
2. Furnish and install precast concrete vault	1 LS	0	0
3. Furnish and install sump pump and piping	1 LS	0	0
4. Furnish and install blow-it's off meter	1 LS	0	0
5. Rock excavation and removal	50 CY	0	0

The Contractor's schedule shows 55 services to be installed in 20 workdays in March. The Contractor mobilized on March 5, 2019, however significant rains delayed the start and impacted the work. The Contractor has installed a total of 43 services, with five services installed on multiple days. Their work progress and quality of work is satisfactory. Continuing their average of 14 services per week, and allowing for paving time, the 120 services could be replaced before the end of May.

## 2.0 Valve Replacements (Enebro, Alamo, and Intake Pump Station)

Designs have been completed for the replacement of two altitude valves at the Enebro and Alamo tank sites. A design for the replacement of the failed pump control valve has also been prepared for the Intake Pump Station. This Intake PS project replaces the existing pump control valve with a check valve and isolation valve for Pump No. 1. This will allow for reliable operation of this pump while the drives, controls and pumps are replaced as part of a follow-up project.

*Prepared by:* Jeff Black, PE

# Lake Don Pedro Community Services District

## Regular Meeting of April 15, 2019

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS

- b. Adoption of a Resolution Approving the Lake McClure Intake Control Valve Replacement, Enebro and Alamo Tank Altitude Valve Replacement Projects and Associated 2018/19 Budget Amendments

#### RECOMMENDED ACTION

*Staff recommends the following action:*

*I move to approve a Resolution Approving the Lake McClure Intake Control Valve Replacement, Enebro and Alamo Tank Altitude Valve Replacement Projects and Associated 2018/19 Budget Amendments.*

#### SUMMARY

The pump control valve at the Lake McClure Intake has been failing for several months and causing water stored in the transmission pipeline and raw water tank to be leaked past the valve and back into the lake. We currently pay for the water pumped through the meter even though it is leaked back to the lake. The control valve is no longer manufactured and repair parts are rarely available. The valve is critical to the operation and must be replaced. The tank altitude valves at Alamo and Enebro Tanks are also both failing intermittently and are no longer manufactured. These valves control the tank levels and their failure typically causes overflow of the tank and large water losses. Both valves need to be immediately replaced.

District Engineer Jeff Black has prepared plans and specifications adequate for securing a contractor for the project. The Engineer's Cost Estimate will be delivered by email and posted on the website late Friday afternoon or Saturday morning. Although not expected, should the cost of the work exceed \$200,000, the project will be competitively bid. If the project is estimated to cost between \$60,000 and \$200,000, the project will be informally bid to a list of interested contractors. If the project will cost less than \$60,000 we will negotiate directly with a contractor to complete the work. The attached draft resolution approves the project(s), authorizes the General Manager to execute a construction contract, and approves a budget amendment to add the projects to the 2018/19 fiscal year budget.

#### FINANCIAL IMPACTS

The cost of the project will be conveyed at the Board meeting

#### ATTACHMENTS

Project plans and specifications

# BLACKWATER

CONSULTING ENGINEERS, INC.

602 Lyell Dr, Modesto, CA 95356

p: 209.322.1820 | f: 209.222.4088

www.blackwater-eng.com

JOB J: 18210/19C - ALAMO & ENEBRO CONTROL VALVES

SHEET NO. 1 OF 3

CALCULATED BY TCL & JMB DATE 4/5/2019

CHECKED BY JMB DATE 4/8/2019

SCALE NONE

## Enebro Project Description and Limits

-Project starts upstream of the existing flange adapter on the 6" WSP.

-Project limited to downstream of the existing flange on the 6" WSP.

-Project includes connection to drain line on site

- Contractor shall remove existing equipment:

- Bailey 425/139 altitude valve.
- (2) Ex. 90° cast iron elbows
- 3'x6' utility vault
- Flanges to 6" WSP

1. Contractor shall install the following:

1. 6" 3/4" crushed rock as base for utility vault
2. 3'-0" x 6'-0" Utility vault with galvanized traffic rated H-20 lid and floor slab. Vault will be raised to allow for CLA-VAL pilot clearance as necessary.
3. 2" Floor drain in utility vault sch. 40
4. Connect floor drain to existing drain line with 45° wye
5. (2) #150 Flange fitting to 6" WSP
6. (2) 6" ductile iron elbows
7. CLA-VAL 6" C210-03 full port, non-modulating globe valve with #150 flanges
8. Connect CLA-VAL to ex. 3/8" copper sensing tube



## Alamo Project Description and Limits

-Project starts upstream of the existing flange adapter on the 10" ACP.

-Project limited to downstream of the existing flange on the 8" WSP.

-Project includes trench from vault to surface drainage ditch ±70LF

- Contractor shall remove existing equipment:

- Bailey 425/139 altitude valve.
- Dresser #450 butterfly valve
- 10x8" Reducer
- Flange connection to the ACP
- 3' x 3' concrete vault with lid

- Contractor shall install the following:

1. #150 Flange connection to ACP and WSP
2. 10"x8" ductile iron reducer
3. 6" 3/4" Crushed rock as base for utility vault



# BLACKWATER

CONSULTING ENGINEERS, INC.

602 Lyell Dr, Modesto, CA 95356

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JOB J: 18210/19C - ALAMO & ENEBRO CONTROL VALVES

SHEET NO. 2 OF 3

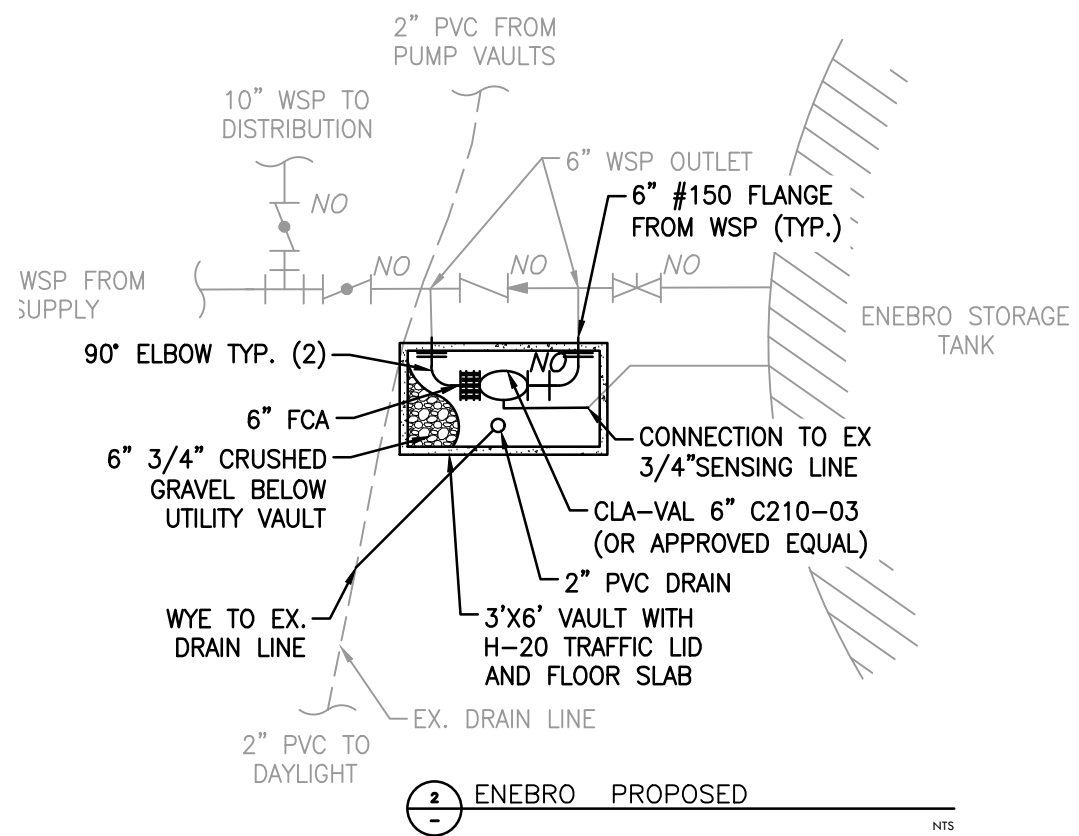
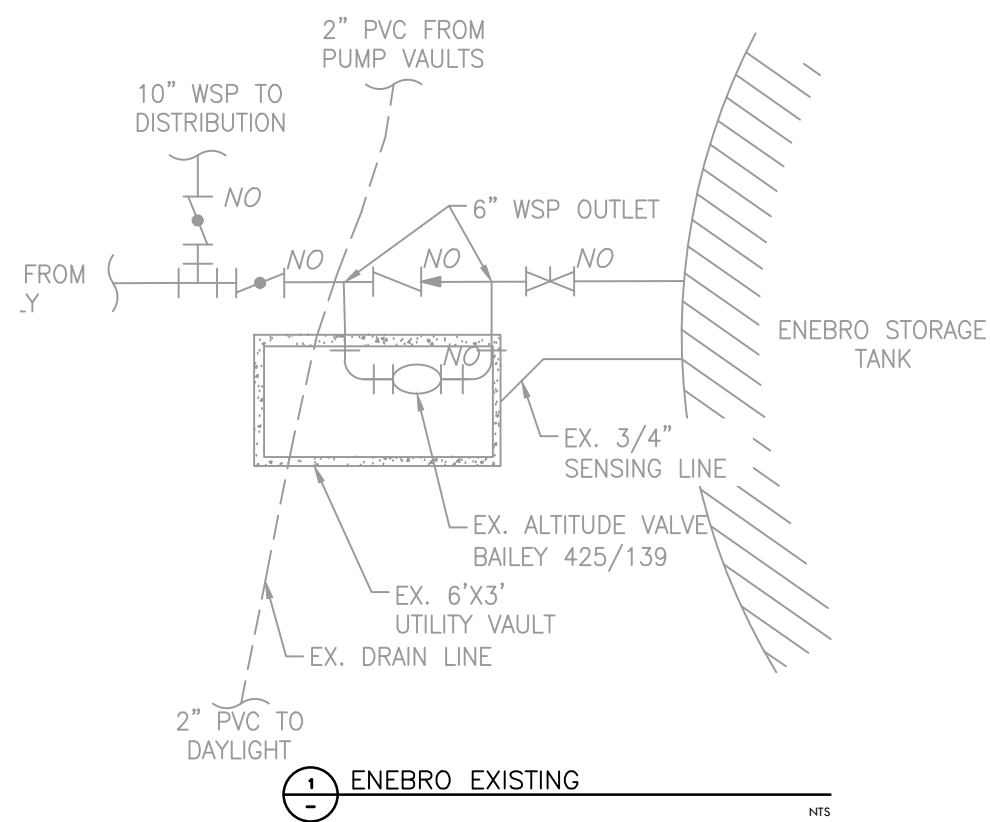
CALCULATED BY TCL & JMB DATE 4/5/2019

CHECKED BY JMB DATE 4/8/2019

SCALE NONE

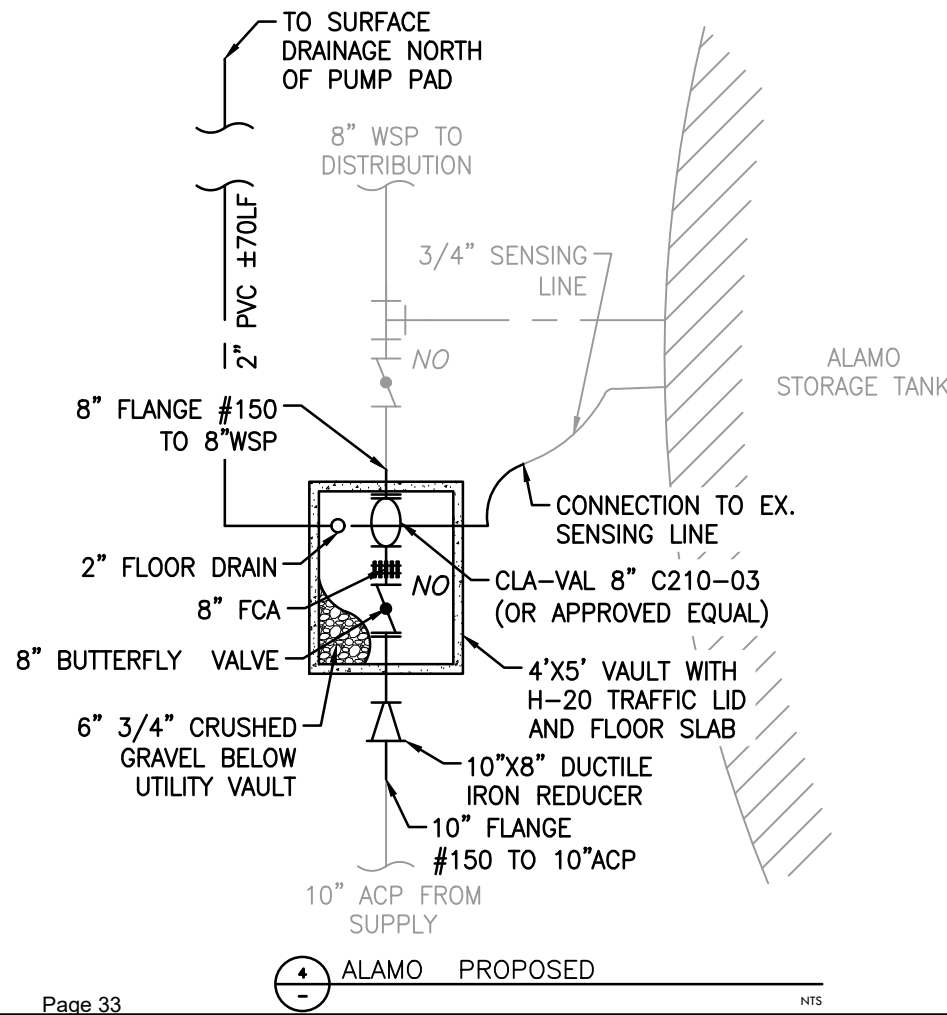
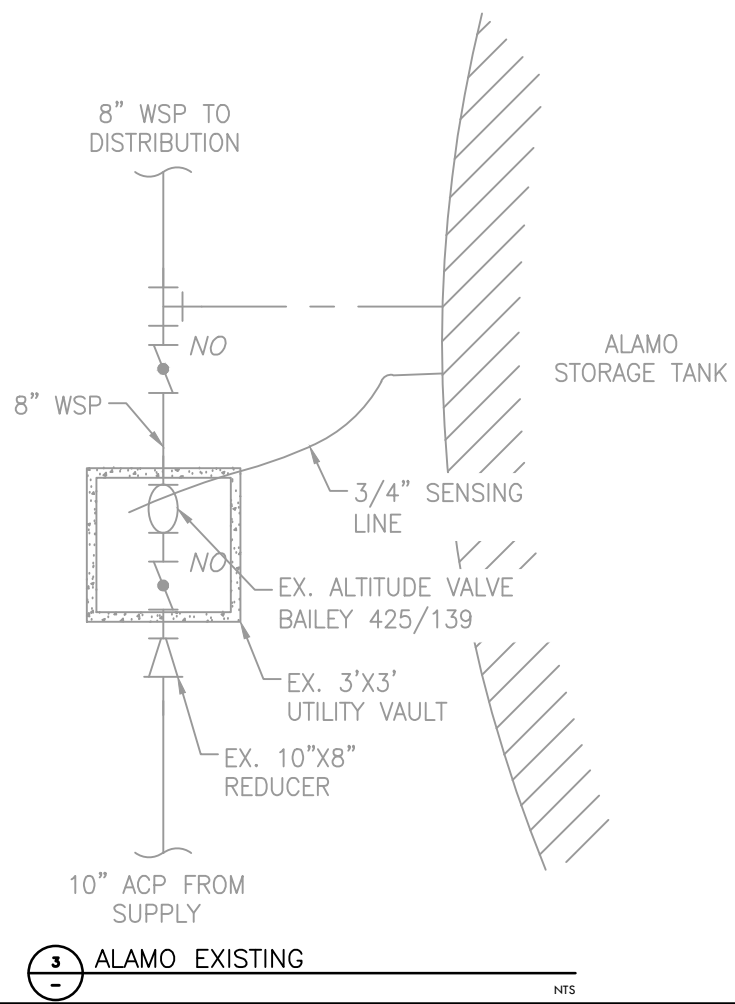
4. New 4'-0" x 5'-0" utility vault with galvanized traffic rated H-20 lid and floor slab. Vault will be raised to allow for CLA-VAL pilot clearance.
  5. 2" Floor drain in utility vault sch. 40
  6. CLA-VAL 8" C210-03 full port non-modulating globe valve with #150 flanges
  7. Connect CLA-VAL to ex. 3/4" copper tubing sensing line
  8. 8" Butterfly valve with square operating nut upstream of the CLA-VAL
  9. 2" sch. 40 drain to daylight ± 7OLF (minimum slope of 0.005)
- Provide shop applied fusion bonded epoxy coating per AWWA C213.
  - Shop applied epoxy coating of all other valves and fittings.
  - Provide material submittals including shop drawings, manufactures data, and certificates of compliance with applicable standards.
  - Clean and restore the site to pre-construction conditions.

I:\18210 LAKE DON PEDRO CSD\TASKS\210 19C ALAMO AND ENEBRO CONTROL VALVES\CAD\TASK-1 ALAMO AND ENEBRO\EXHIBITS\ALAMO & ENEBRO\VALVE\_UPGRADE.DWG PLOT: 4/8/2019 2:51:11 PM BY TYLER LEE



1 - ENEBRO EXISTING NTS

2 - ENEBRO PROPOSED NTS



3 - ALAMO EXISTING NTS

4 - ALAMO PROPOSED NTS

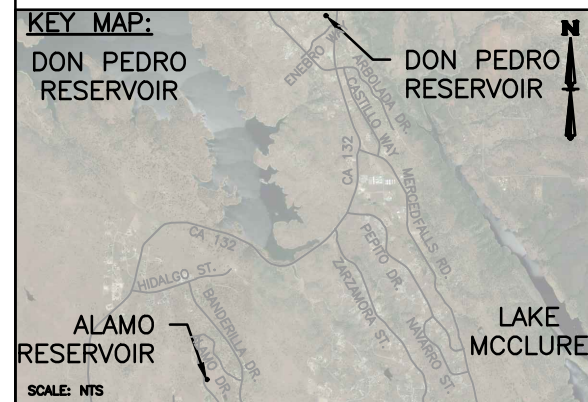
**NOTES:**

**ABBREVIATIONS:**

ACP ASBESTOS CEMENT PIPE  
 EX EXISTING  
 FCA FLEXIBLE COUPLING ADAPTER  
 NO NORMALLY OPEN  
 NC NORMALLY CLOSED  
 PVC POLY VINYL CHLORIDE  
 WSP WELDED STEEL PIPE

**LEGEND:**

REDUCER  
 BUTTERFLY VALVE  
 CHECK VALVE  
 ALTITUDE VALVE  
 TEE  
 GATE VALVE



**FIGURE 1**

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

ENEBRO AND ALAMO ALTITUDE VALVE REPLACEMENTS

0 1" 2'

SCALE: 1"= NTS

**BLACKWATER**  
 CONSULTING ENGINEERS, INC.  
 602 LYELL DR., MODESTO, CA 95355 PH. 209.322.1820



**Project Description**

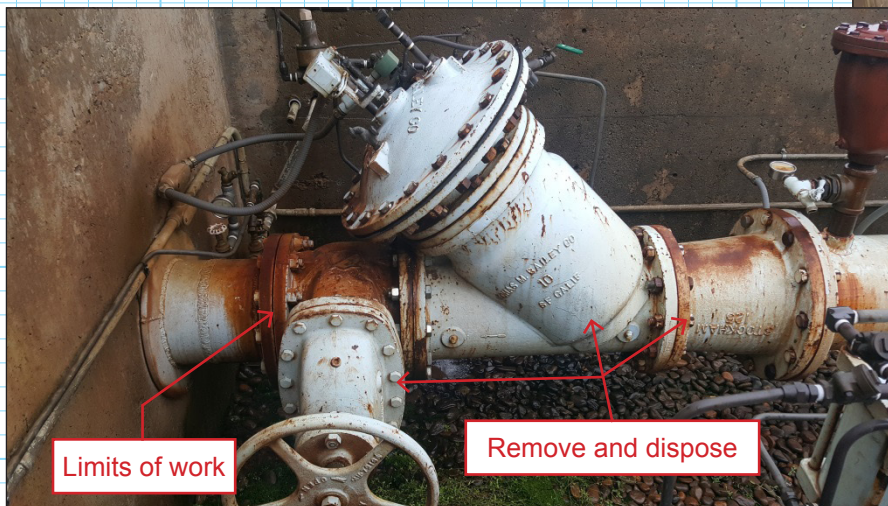
The project includes modification of the Pump No. 1 Intake (north intake).

Contractor shall:

- Remove and dispose of approximately 16 feet of existing 12-inch steel pipe, 10-inch pump control valve, 10-inch isolation valve, 12x10 flanged reducer, and appurtenant fittings. The extents of the demolition are between the grooved end coupling on the east end and the flanged wall penetration on the west end.
- Salvage existing air release valve and flow meter to be installed with new improvements.
- Furnish and install:
  - one (1) 12-inch grooved end restrained flexible coupling, Victaulic Style 232 or approved equal;
  - approximately 16 feet of new 12-inch steel pipe (AWWA C200, ASTM A53); (Specification attached)
  - one (1) 12-inch restrained expansion joint, Proco Series 230, Redflex J-1, or approved equal;
  - one (1) 12"x10" cast iron 150# flanged reducer;
  - one (1) 10-inch Cla-Val Series 584 Flex Check Valve with integral surge protection, position indicator, and backflush feature;
  - one (1) 10-inch gate valve with hand wheel operator; threaded taps for re-installation of the air release valve and flow meter; all other appurtenant material, anchors, and fittings to make the system complete and operable.
- Reconnect wiring and conduit as necessary for the flow meter.
- Provide shop applied fusion bonded epoxy coating per AWWA C213.
- Shop applied epoxy coating of all other valves and fittings.
- Provide material submittals including shop drawings, manufactures data, and certificates of compliance with applicable standards.
- Clean and restore the site to pre-construction conditions.



**Reference Photos**



Looking North



Looking West



## SECTION 15066

### STEEL PIPE

#### PART 1 GENERAL

##### 1.01 SCOPE

A. This Section specifies steel pipe, fittings, connections, linings, and coatings.

##### 1.02 QUALITY ASSURANCE

###### A. References

1. The publications referred to hereinafter form a part of this Specification to the extent referenced. The publications are referred to in the text by the basic designation only. The latest edition of referenced publications in effect at the time of the bid shall govern, except where a specific date or edition is given below. In case of conflict between the requirements of this Section and the listed standards, the requirements of this Section shall prevail.
2. American National Standards Institute (ANSI) Publications:
  - a. ANSI B1.1 *Unified Inch Screw Threads*
  - b. ANSI B1.20.1 *Pipe Threads, General Purpose*
  - c. ANSI B16.3 *Malleable Iron Threaded Fittings*
  - d. ANSI B16.5 *Pipe Flanges and Flanged Fittings*
  - e. ANSI B16.9 *Factory-Made Wrought Steel Buttwelding Fittings*
  - f. ANSI B16.11 *Forged Fittings, Socket-Welding and Threaded*
  - g. ANSI B18.2.1 *Square and Hex Bolts and Screws*
  - h. ANSI B18.2.2 *Square and Hex Nuts*
  - i. ANSI B31.1 *Power Piping*
  - j. ANSI B31.3 *Chemical Plant and Petroleum Refinery Piping*
3. American Society of Mechanical Engineers (ASME) Publications:
  - a. ASME Section IX *Certification and Standard for Welding and Brazing Procedures, Welders, Brazers, and Welding and Brazing Operators*
4. American Society for Testing and Materials (ASTM) Publications:
  - a. ASTM A47 *Ferritic Malleable Iron Castings*
  - b. ASTM A53 *Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless*
  - c. ASTM A105/A105M *Forgings, Carbon Steel, for Piping Components*
  - d. ASTM A106 *Seamless Carbon Steel Pipe for High-Temperature Service*
  - e. ASTM A182 *Forged or Rolled Alloy-Steel Pipe Flanges, Forged Fittings, and Valves and Parts for High-Temperature Service*
  - f. ASTM A193 *Alloy-Steel and Stainless Steel Bolting Materials for High-Temperature Service*



- g. ASTM A194 *Carbon and Alloy Steel Nuts for Bolts for High Pressure or High-Temperature Service, or Both.*
- h. ASTM A197 *Cupola Malleable Iron*
- i. ASTM A234/A234M *Piping Fittings of Wrought Carbon Steel and Alloy Steel for Moderate and Elevated Temperatures*
- j. ASTM A269 *Seamless and Welded Austenitic Stainless Steel Tubing for General Service*
- k. ASTM A312 *Seamless and Welded Austenitic Stainless Steel Pipe*
- l. ASTM A403 *Wrought Austenitic Stainless Steel Piping Fittings*
- m. ASTM A774 *As-Welded Wrought Austenitic Stainless Steel Fittings for General Corrosive Service at Low and Moderate Temperature*
- n. ASTM A778 *Welded, Unannealed Austenitic Stainless Steel Tubular Products*
- o. ASTM F152 *Tension Testing of Nonmetallic Gasket Materials*
- 5. American Water Works Association (AWWA) Publications:
  - a. AWWA C200 *Steel Water Pipe--6 Inches (150 mm) and Larger*
  - b. AWWA C205 *Cement Mortar Protective Lining and Coating for Steel Water Pipe --4 In. and Larger--Shop Applied*
  - c. AWWA C206 *Field Welding of Steel Water Pipe*
  - d. AWWA C207 *Steel Pipe Flanges for Waterworks Services--Sizes 4 In. Through 144 In.*
  - e. AWWA C208 *Dimensions for Fabricated Steel Water Pipe Fittings*
  - f. AWWA C209 *Cold-Applied Tape Coatings for the Exterior of Special Sections, Connections, and Fittings for Steel Water Pipelines*
  - g. AWWA C213 *Fusion-Bonded Epoxy Coating for the Interior and Exterior of Steel Water Pipelines*
  - h. AWWA C214 *Tape Coating Systems for the Exterior of Steel Water Pipelines*
  - i. AWWA C600 *Installation of Ductile-Iron Water Mains and Their Appurtenances*
  - j. AWWA C606 *Grooved and Shouldered Joints*
  - k. AWWA M11 *Steel Pipe --A Guide for Design and Installation*
- 6. Steel Structures Painting Council (SSPC) Specifications:
  - a. SP-10 *Near White Blast Cleaning*

B. Testing

- 1. Factory testing shall conform to the requirements of ASTM A53, ASTM A106, or AWWA C200 as applicable.

1.03 SUBMITTALS

- A. The CONTRACTOR shall submit information in accordance with Section 01330 Submittal Procedures to substantiate compliance with this specification. In addition, the following specific information shall be submitted.

B. Shop Drawings

1. Shop drawings, including details and dimensions of joints and special fittings.
- C. Calculations
1. Pipe design calculations including buried pipe thrust restraint for all locations requiring restraints.
- D. Manufacturer's Data
1. Manufacturer's information and catalog data for all piping systems.
- E. Certificates
1. Affidavits of compliance with AWWA C200, AWWA C205, AWWA C209, AWWA C213, AWWA C214, ASTM A53, ASTM A106, and ASTM A312 as applicable.

#### 1.04 DEFINITIONS

- A. Terms used in Division 15 Mechanical are defined as follows:
1. Pipe Joint: The area approximately 12 inches each way from the centerline of the visible gap between pipe lengths.
  2. Pipe Length: The pipe between two joints; part of a pipe section.
  3. Pipe Section: The reach of pipeline between two successive manholes.
  4. Pressure Terms:
    - a. Maximum: The greatest continuous pressure at which the piping system operates.
    - b. Test: The hydrostatic or pneumatic pressure used to determine system acceptance.
  5. Piping Exposure Terms:
    - a. Buried: Pipe, which may be insulated, that is located below grade and in contact with backfill material; or pipe, which may be insulated, that is located below grade and is concrete encased.
    - b. Not Buried: Pipe that does not meet the definition of buried pipe.

## PART 2 PRODUCTS

### 2.01 PIPE

- A. ASTM A53 - The minimum wall thickness for ASTM A53 pipe shall be Schedule 40 for pipe 10 inch diameter and less, and 3/8 inch for pipe 12 inch through 24 inch diameter. Increased shell thickness shall be provided where specified in Section 15052 Common Work Results for General Process Piping, or shown on the plans.
- B. ASTM A106 - The minimum wall thickness for ASTM A106 pipe shall be Schedule 40 for pipe 10 inch diameter and less and 3/8 inch for pipe 12 inch through 24 inch diameter. Increased shell thickness shall be provided where specified.
- C. ASTM A312 - Pipe shall be seamless, Schedule 10, 316 stainless steel in accordance with ASTM A312, and shall be annealed and passivated.

- D. ASTM A778 - Pipe shall be welded, 304L stainless steel. The minimum wall thickness for pipe 20-inch diameter and less shall be Schedule 10, and 5/16 inch for pipe larger than 20-inch diameter. Pipe shall be passivated.
- E. AWWA C200 - AWWA C200 pipe shall be straight seam. The minimum wall thickness shall be 1/4 inches for pipe 36 inches and larger. The minimum wall thickness shall be 3/16 inches for pipe smaller than 36 inches. Increased shell thickness shall be provided where specified.

## 2.02 FITTINGS AND APPURTENANCES

- A. Fittings and appurtenances shall be as specified or as shown on the plans.
- B. Malleable iron threaded fittings and appurtenances shall conform to the requirements of ASTM A47, ASTM A197, or ANSI B16.3.
- C. Steel fittings and appurtenances shall conform to the requirements of ASTM A234 or ASTM A105, ANSI B16.11.
- D. Fabricated steel fittings and appurtenances shall conform to AWWA C208. Fittings shall be smooth radius type. Shell thickness shall be as specified for straight pipe.
- E. Stainless steel fittings for ASTM A312 pipes shall be butt weld type, ASTM A403, Grade WP 316L, dimensions according to ANSI B16.9 or flanged with welding neck and conforming to ANSI B16.5.
- F. Fittings for ASTM A778 pipes shall be manufactured in accordance to ASTM A774 or/an ASTM A403. End configuration shall be flanged or beveled for welding.
- G. Unless otherwise specified, all fittings shall be rated for pressure and loadings equal to the pipe.

## 2.03 CONNECTIONS

- A. Threaded Connections
  - 1. Pipe thread dimensions and size limits shall conform to ANSI B1.20.1.
- B. Flange Connections
  - 1. Flanges: Where companion flanges are used, the flanges on pipe shall be refaced to be flush with the companion flange face. Class 150 and Class 300 forged steel flanges shall be raised face conforming to ANSI B16.5. Lightweight slip-on flanges shall be plain face conforming to AWWA C207, Class B and ANSI B16.5. Unless otherwise specified, steel flanges shall be ANSI B16.5, Class 150 or AWWA C207, Class D. Plain faced flanges shall not be bolted to raised face flanges.
    - a. Flanges for stainless steel pipe shall be ANSI B16.5 150 pound flat face slip on style. Flanges shall be 304 stainless steel per ASTM A182. Flanges and unions shall be provided as needed to assemble and disassemble piping.
  - 2. Gaskets

- a. Gaskets shall be as follows:
    - 1) EPDM: ethylene-propylene-diene-terpolymer.
    - 2) Neoprene: neoprene.
    - 3) Nitrile: nitrile (Buna N).
    - 4) Neoprene Cl: neoprene with cloth insert.
    - 5) Neoprene, oil resistant: neoprene with oil-resisting characteristics.
    - 6) TFE: noncreeping tetrafluoroethylene (TFE) with insert filler.
    - 7) Compressed gasketing consisting of organic fibers (Kevlar), fillers and styrene butadiene rubber (SBR) binder.
    - 8) TFE bonded EPDM: TFE bonded to EPDM in full-face gasket having concentric-convex molded rings.
    - 9) Nylon gasketing, Garlock Style 3504, 2000 psi (ASTM F152).
  - b. Gaskets for plain faced flanges shall be the full face type. Thickness shall be 1/16 inch for pipe 10 inches and less in diameter and 1/8 inch for pipe 12 inches and larger in diameter. Unless otherwise specified, gaskets for raised face flanges shall match the raised face and shall be 1/16 inch thick for pipe 3-1/2 inches and less in diameter and 1/8 inch thick for pipe 4 inches and larger. Gaskets for stainless steel flange shall be full face, 1/8 in. thick white neoprene or Buna-N.
3. Bolts: Not buried flange assembly bolts shall be SAE Grade 5, ANSI B18.2.1 hexagon head carbon steel machine bolts with ANSI B18.2.2 hot pressed heavy hexagon nuts. Threads shall be ANSI B1.1, standard coarse thread series; bolts shall be Class 2A, nuts shall be Class 2B. Bolt length shall conform to ANSI B16.5. Flange assembly bolts and nuts for submerged or buried service shall be type 316 stainless steel regardless of any other protective coating. Stainless steel flange bolts shall be 316 stainless steel, ASTM A193, Grade B8M, hex head. Nuts shall be 316 stainless steel, ASTM A194, Grade 8M, hex.
  4. Insulating Flange Set: Insulating flange joints shall have 1/6-inch thick plastic, full length bolt sleeves, with 1/8-inch thick insulating washers and flat washer for each flange bolt.

### C. Welded Connections for Stainless Steel Pipes

1. Materials for welded joints shall be as follows:
  - a. Filler Metal: The bard wire to be used for the gas tungsten arc welding (GTAW) root layer shall conform to SFA 5.9 Type F-6.
    - 1) The covered electrode to be used for the subsequent shielded metal arc welding layers shall conform to SFA 5.4, F-5.
    - 2) The deposited weld metal for both bare wire and covered electrodes shall conform to Weld Metal Analysis No. A-8 of Table QW-442, Section IX of the ASME Boiler and Pressure Vessel Code.
    - 3) Filler shall be ER 316L (bare wire) and E316L-15, -16 (covered electrodes).
    - 4) Bare filler rod shall be free of grease, oil, rust or other foreign matter.
    - 5) Extreme care must be exercised in handling electrodes. Wet or damaged electrodes shall not be used. Electrodes shall be purchased in sealed metal containers. Handling of weld rods shall be in accordance with manufacturer's recommendations.

- b. Tungsten Electrodes: The electrodes used for the GTAW process shall be 1% or 2% thoriated tungsten electrodes.
- c. Inert Gas: The shielding gas for GTAW welding shall be commercial grade argon at a minimum flow rate of 15 CFH.
  - 1) The purging gas shall be commercial grade argon.

#### D. Bell and Spigot Joints

- 1. Joints shall be bell and spigot ends with rubber gaskets as per Section 3.6.6 of AWWA C200. Ends shall employ joint rings (Carnegie shape) fabricated to accommodate a rubber O-ring gasket seal.
- 2. Where restrained joints are specified in Section 15052 Common Work Results for General Process Piping, or noted on the plans, and other types of restrained joints are not shown or specified, then the following pipe ends may be used:
  - a. Joints shall be single weld, lap welded slip joint per AWWA C206. Alternatively, ends shall employ joint rings (Carnegie shape) fabricated to accommodate a rubber O-ring gasket seal and restrained with field welded restraint bar. The CONTRACTOR shall employ the "skip" method of welding (on rubber gasketed joints only), not to exceed 6-inch section, to prevent rubber gaskets from melting.
  - b. Plain End Pipe Fitted for Butt Straps with Field Welded Joints: Ends of pipe to be fitted with butt straps for field welded joints shall conform to manufacturer's recommendations and/or Section 3.6.5 of AWWA C200. Straight butt end straps shall be a minimum of six inches wide and 1/4 inch in thickness. Butt strap joints may be used for turns or directional changes up to two degrees (2E), where field conditions warrant with the ENGINEER'S approval.
  - c. Flanges as specified in Paragraph 2.03.C, Flange Connections of this Section.

#### E. Restrained Expansion Joints

- 1. The restrained expansion joints shall consist of a single-arched inner tube, body, and outer cover, and shall have flanged ends and control rods. The cover and tube material shall be neoprene. The expansion joints shall include a molded integral flange that joins the body at a true 90 degree angle. Flanges shall be drilled to ANSI B16.5, Class 150. The expansion joint shall fit snug against the mating pipe flange without voids. The expansion joint must be suitable for the conditions, temperature, and pressures associated with the project. The control rods shall comply with the guidelines as set forth in Appendix C of the Fluid Sealing Association's Rubber Expansion Joint Division Technical Handbook (Sixth Edition). The control unit assembly shall be designed for an allowable stress of 65 percent of material yield for each rod and plate. The restrained expansion joint shall be Proco Series 230, Redflex J-1, or approved equal.

### 2.04 PIPE LINING

#### A. Epoxy Lining

- 1. Where specified in Section 15052 Common Work Results for General Process Piping, pipe (including butt ends) and fittings shall be epoxy lined with not less

than 10 mils of epoxy. Surfaces shall be prepared in accordance with SSPC-SP-10 and the lining applied as recommended by the manufacturer.

2. Epoxy lining shall be Pittsburgh Paint 97-Line DTR, or equal.

B. Fusion Epoxy Lining

1. Where specified, pipe (including butt ends) and fittings shall be fusion epoxy lined in accordance with AWWA C213. Surface preparation shall be in accordance with SSPC-SP 10. The application method shall be by the fluidized bed method and shall attain 12 mils minimum dry film thickness.
2. Field welds, connections and otherwise damaged areas shall be patched according to the manufacturer's instructions with 3M Scotchkote 306.
3. Fusion epoxy lining shall be 3M Scotchkote 206N, or equal.

C. Cement Mortar Lining

1. Cement mortar lining shall be as specified in AWWA C205. Thickness of the cement mortar lining shall be as specified in Table 2 of AWWA C205.
2. Fittings and specials larger than 24 inches, not fabricated from centrifugally lined straight sections, shall require 2-inch by 4-inch by 13-gage self-furring wire mesh reinforcement for hand-applied lining.

## 2.05 PIPE COATINGS

A. Fusion Epoxy Coating

1. Where specified, pipe and fittings shall be fusion epoxy coated in accordance with AWWA C213. Surface preparation shall be in accordance with SSPC-SP 10. The application method shall be by the fluidized bed method and shall attain 12 mils minimum dry film thickness.
2. Field welds, connections and otherwise damaged areas shall be coated and patched according to the manufacturer's instructions with 3M Scotchkote 206N.
3. Fusion epoxy coating shall be 3M Scotchkote 203, or equal.

B. Polyethylene Tape Coating

1. Where specified, pipe and fittings shall be coated with primer and wrapped in accordance with AWWA C214 and AWWA C209. The coating application shall be a continuous step operation in conformance with AWWA C214, Section 3. The total coating thickness shall be not less than 50 mils for pipe 24 inches and smaller and not less than 80 mils for pipe 26 inches and larger.
2. Polyethylene tape coating system shall be as specified in AWWA C214 and AWWA C209.

C. Mortar Coating

1. Shop applied in accordance with AWWA C205.

## PART 3 EXECUTION

### 3.01 PIPE INSTALLATION

A. General

1. Pipe shall be installed in accordance with AWWA M11, Chapter 12, and as shown on the plans.

B. Support and Anchorage

1. Support and anchorage shall be provided as shown on the plans.

3.02 FITTING INSTALLATION

- A. Fittings shall be installed in accordance with the manufacturer's recommendations.

3.03 CONNECTION INSTALLATION

A. Threaded Connections

1. Pipe cutting, threading and jointing shall conform to the requirements of ANSI B1.20.1, and the fitting manufacturer's installation recommendations.

B. Flanged Connections

1. Flanges shall be installed true and plumb. Raised face flanges shall not be bolted to flat face flanges.
2. Pipe cutting, threading and jointing shall conform to the requirements of ANSI B31.1, and the fitting manufacturer's installation recommendations.
3. Where a metallic nonferrous pipe or appurtenance is connected to ferrous pipe or appurtenance, an insulating section shall be provided as specified.

C. Mechanical Coupling Connections

1. Mechanical couplings shall be installed in accordance with the coupling manufacturer's installation recommendations.

D. Push-On Connections

1. Push-on connections shall be installed in accordance with the fitting manufacturer's installation recommendations.

E. Welded Connections

1. Pipe shall be welded by ASME certified welders using shielded metal arc, gas shielded arc or submerged arc welding methods. Welds shall be made in accordance with the requirements of ASME Section IX, ANSI B31.1, ANSI B31.3, or AWWA C206.

F. Takedown Couplings

1. Takedown couplings shall be screwed unions, flanged or grooved end mechanical coupling type joints and shall be provided as specified. Flanged or grooved end joints shall be employed on pipelines 2-1/2 inches in diameter and larger. Where piping passes through walls, takedown couplings shall be provided within 3 feet of the wall, unless specified otherwise.
2. A union or flanged connection shall be provided within 2 feet of each threaded end valve.

G. Flexibility

1. Unless otherwise specified, piping 2 inches in diameter and larger passing from concrete to earth shall be provided with pipe couplings or flexible joints as specified (1) within 2 feet of the structure and (2) within 3 feet of the first joint. Where required for resistance to pressure, mechanical couplings shall be restrained in accordance with AWWA MII, paragraph 13.10, Tables 13-6 and 13-7, and Figure 13-17.

H. Dielectric Connections

1. Where a non-ferrous pipe is connected to steel pipe, dielectric unions or insulating connections shall be provided. Dielectric unions shall be EPCO, Capital, or equal.

I. Bonding Of Joints

1. Where indicated all pipe joints, other than welded joints or bolted flange joints, shall be bonded to provide an electrically continuous pipeline. Bonding jumper shall be as shown on the plans.

3.04 LINING INSTALLATION

A. Epoxy Lining

1. Epoxy linings shall be installed and patched in accordance with the lining manufacturer's recommendations.

B. Cement Mortar Lining

1. Cement mortar lining shall be installed per AWWA 205. Field apply lining at joints.

3.05 COATING

A. Couplings

1. Couplings for buried installation shall be coated and patched as specified in Section 09960A High-Performance Coatings and the coating manufacturer's instructions.

B. Mortar Coating

1. Shop apply per AWWA C205. Field apply mortar at joints.

3.06 PIPELINE ACCEPTANCE

A. Leakage Tests

1. Piping shall be tested in accordance with Section 15956 Piping System Testing.

B. Cleaning

1. After backfilling and restoration of surfaces, pipelines shall be cleaned. Pipelines 21 inches or less in diameter shall be cleaned by the sewer ball method unless the pipeline can be shown to be clean by visual inspection.

END OF SECTION



**Lake Don Pedro Community Services District**  
**Regular Meeting of April 15, 2019**

**AGENDA SUPPORTING DATA**

**5. DISCUSSION AND ACTION ITEMS**

- c. Review and Update of the 2015 District Strategic Plan

**RECOMMENDED ACTION**

*Staff recommends the following action:*

*This item does not require specific action at this time. The concepts for the updated plan will be compiled into a draft updated plan for future adoption*

**SUMMARY**

In 2015, the District completed its first ever strategic plan. At the time, the District was in the middle of a drought and several large groundwater well development projects. Members of the Board have changed and projects/operational priorities may have changed and realities set in. Now is the optimal time to update the strategic plan at the request of the Board.

Included herein is the adopted strategic plan including reports/attachments that are part of the plan. At this meeting, we will visit each of the strategic plan elements and objectives and update all components of the report.

**FINANCIAL IMPACTS**

There is no cost to update of the plan

**ATTACHMENTS**

2015 Strategic Plan and Attachments A, B and C

2016

# Vision 2020 - Strategic Plan



Lake Don Pedro Community Services District

Board of Directors:

President - Danny Johnson

Vice President – Dan Hankemeir

Board Member – Emery Ross

Board Member – Russ Warren

Board Member – James Sult

1/21/2016



# VISION 2020

## PLANNING FOR TOMORROW; TODAY

The Lake Don Pedro Community Services District (herein referred to as CSD or LDPCSD) Board of Directors is committed to providing customers with ample quantities of high quality water meeting all standards. This directive sounds straight forward and easy enough to accomplish; until you peel back the layers and understand the complexity of the LDPCSD infrastructure, and of compliance with very stringent state and federal water and local government regulations. With

some of the underground infrastructure failing at a higher than normal rate, and many other critical system components such as pumps, valves, fire hydrants and controls reaching the end of their useful life the CSD Board has directed the completion of this strategic business plan to chart the course for continued improvement over the next five years.

This plan directs the immediate preparation and adoption of an infrastructure replacement and system maintenance plan to maximize the useful life of the existing infrastructure that we already have in place; the least expensive way to operate this water utility. This plan has been publically prepared during the past six months, including both special and regular board meetings. Once approved by the Board, the actions outlined in the Plan are set into immediate action, with regular public updates provided to the Board to ensure progress is consistent, relevant and on track toward success.

2015 taught the CSD that planning is essential, both short and long range. In this Strategic Vision 2020, the Board directs actions to:

- Optimize system maintenance to reduce and stabilize costs
- Identify the infrastructure and equipment replacement and upgrade needs of the District
- Establish systems to direct management actions and evaluate their performance
- Establish performance based standards for all positions in the District

# DRAFT VISION 2020 - STRATEGIC PLAN

For the Lake Don Pedro Community Services District

Prepared under the direction of the LDPCSD Board of Directors, by Peter J. Kampa, GM

*January 21, 2016*

## MISSION STATEMENT

The Lake Don Pedro CSD will make prudent financial decisions in providing our customers with ample quantities of high quality water meeting all standards.

## VISION STATEMENT

The Board of Directors herein establishes this Vision 2020 Plan to ensure that the District by the year 2020 will:

- Provide a consistently high level of customer service
- Achieve a sound financial plan with rates charged equitably to all beneficiaries of the system; both active users and properties
- Maintain a consistently high level of water system reliability and a very efficient operation
- Uphold a culture of respect and informed action
- Hold a high value to our employees and will provide an environment to ensure that we attract and retain a highly skilled and efficient workforce; and likewise our employees are accountable and high performers

### Strategic Elements, Goals and Objectives

For the purposes of Vision 2020, the District as an organization is defined in four primary areas or elements including:

- Management and administration
- Personnel and organization
- Infrastructure and operations, and
- Partnerships and relationships

In each of these areas, the Board of Directors has developed the following goals and objectives, achievement of which will ensure that the District will accomplish and achieve our collective vision of what we expect the LDPCSD to look like in the year 2020.

Successful accomplishment of the actions described in this Vision 2020 is directly tied to:

1. Having adequate resources in terms of personnel to perform the work or activities specified in this plan which may add and be in addition to their existing daily responsibilities. This includes not only understanding the time required to complete the new work, but also the time commitments for existing work.
2. Having access to professional consultants and other contractors necessary to complete certain evaluations as required by law, where lack of staff availability will cause delays and more rapid completion of the task is required, or where staff expertise or experience may be lacking
3. Having clear and reasonable expectations of the level and type of work that can be reasonably completed within the timeframe desired
4. Having adequate financial resources to complete the directives detailed in the Vision 2020
5. Updating the Vision and plan on a frequent enough basis to keep it current and relevant. For example, if priorities change from year to year, and funding is not made available to complete some of the Vision objectives, then these bypassed items should be considered for priority of continued inclusion in the plan, modification or deletion and a new schedule identified.

This Plan assumes many future Board actions, each of which is individually subject to public debate and consideration at the time adopted in the future. For example, this Vision 2020 directs the development of system maintenance and capital improvement plans; and identifies an estimated cost for development of these plans but not the cost of implementation of the projects contained in the CIP. In the case of the Capital Improvement Plan (CIP) for example, the Board will adopt standards that set the criteria for the plan, and will adopt the CIP in total. The CIP as proposed to the Board will identify the estimated cost of each infrastructure and equipment item, and the timeline for its completion.

The Vision 2020 conveys no higher authority for management actions than allowed in current policy. For example, the Vision 2020 directs the development of a system Maintenance Plan to increase system reliability and efficiency, as well as to reduce costs. Attachment A identifies the approximate cost of development of the full Maintenance Plan at \$85,000 in consulting, contracting and software costs. Approval of this Vision 2020 Plan directs management to move forward with the Maintenance Plan development, but does not allow management to award associated contracts or otherwise spend outside of the existing budgets or Board approvals.

The Vision 2020 Plan where appropriate describes the approximate level of work being completed in each area today, the issue we intend to address and the reason and/or benefits of doing so, and the specific actions to be undertaken to accomplish each objective. The Vision objectives, or work to be done, are prepared to be SMART, meaning:

- **Specific** – identified to the level of detail where we all know what we are describing
- **Measurable** – identified so that you know when you are done with the task
- **Attainable** – identified as something normal or required and achievable
- **Realistic** – identified as possible to be done both within the timeframe and money and other resources available to the District
- **Timeframe** attached - The date at which that task is expected to be completed, which is within the Vision planning period of five years

The Board has directed that the development of maintenance and capital improvement plans are a higher priority than general administrative matters such as policy housekeeping. The General Manager is expected to be mindful of this priority in the event that competition for financial or staff resources requires a decision in their allocation. The GM is expected to keep the administrative house in order, and keep the Board involved in the priorities of the District.

Lastly, the success of Vision 2020 and the District's finances are intrinsically linked. Table 1 summarizes the Vision's objectives, their schedule and cost for implementation as described.

## INFRASTRUCTURE AND OPERATIONS

### **1) *Develop a system maintenance plan and strategy***

To maximize the useful life of the existing expensive infrastructure, control operation and maintenance costs and maximize the efficiency of financial investments in the system, the optimal level of water system maintenance needs to be identified and performed, as required to keep the system operating to industry standards. Once identified, these maintenance practices need to be included in a maintenance plan and strategy developed for its implementation.

- a) Develop a system infrastructure inventory, identify and input critical information
- b) Purchase appropriate asset management software
- c) Identify the staffing requirements in terms of employee numbers, skill/training/certification levels and availability
- d) Develop a performance report for the Board and public

### **2) *Develop and implement a plan to control system leaks and keep them under control***

- a) Adopt system leak performance expectations
- b) Produce a leak performance report to monitor leakage rates as an indicator of maintenance program success and project prioritization within the capital improvement plan

### **3) *Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments***

- a) Consider health and safety, cost savings, government requirements, redundancy and efficiency
- b) Perform a condition analysis on all assets and document replacement needs
- c) Identify necessary system capacity enhancements and plan/schedule their completion
- d) Calculate cost of capacity enhancements into connection and capacity fees

### **4) *Develop a Capital Improvement Plan (CIP)***

The Board directs management to develop a CIP designed to identify the cost to replace critical system components BEFORE the items fail, and to develop adequate reserve funds or cash flow for their implementation.

- a) Plan for the longest necessary period of infrastructure, vehicle and equipment replacements and upgrades
- b) Schedule improvements for planning, design, permitting and construction
- c) Develop a CIP funding/financing plan
- d) Update connection, capacity and other development related fees to include CIP

## PARTNERSHIPS AND RELATIONSHIPS

### **1) *Increase the productivity of relationships between the District and its stakeholders***

- a) Use an inclusive approach in identifying entities with which to partner
- b) Develop and maintain a comprehensive, current list of partners, their relationship or likely interest in the District, contact person(s) phone and email address. Include:
  - i) Lake Don Pedro Owners Association, Merced Irrigation District, PG&E, County supervisors and management staff (both counties), Tuolumne county Fire and Calfire, Yosemite/Mariposa IRWMP
- c) Increase communication with partners by including them in distribution of newsletters and other outreach materials
- d) Advise and include stakeholders in strategic planning activities
- e) Participate in meetings and activities of stakeholders if invited
- f) Provide updates to Boards of Supervisors on critical projects and issues

## MANAGEMENT AND ADMINISTRATION

### **1) Refine the financial reporting to maximize transparency and accountability**

The Board of Directors has the fiduciary responsibility to ensure that the financial affairs of the District are conducted in compliance with law and government accounting standards. To accomplish this, the Board adopts policies to clearly articulate its expectations to management with regard to the handling of District finances, and hires an accounting firm to conduct an annual audit of the District's financial statements to verify to the maximum extent feasible that the financial statements are understandable, accurate and the exposure to fraud, theft and other financial crimes are minimized.

It is important that the Board have an opportunity to review regular financial reports to determine that management is operating the District finances in compliance with policy, including the budgeting, purchasing and future reserve policies. California law describes the board responsibility as the development of policy, with the day to day operation of the District and its finances delegated to the General Manager. Examples of determining compliance with financial policies are:

- Ensuring that purchases are within total budget amounts (if the policy requires Board approval to exceed)
- Ensuring that CIPs are approved, and construction projects or materials purchases are competitively bid (if the policy requires such)
- Review of Treasurer's and budget reports and ensuring that account balances are within the limits prescribed by the policy
- Review of the Treasurer's Report for determination that the District accounts and investments are in accordance with policy.

The Board is not responsible for the day to day operation of the District, and therefore individual Directors are not required as part of their Board responsibility to review each check written, review bank statements or verify bank reconciliation records. However, some Board members feel it is their responsibility to review the finances in a higher level of detail, which is completely understandable and management will prepared new or revised draft policies for consideration if the Board determines it necessary as detailed below.

The District Board, management and the public have wrangled with the amount, type and level of detail of financial reports to be received by the Board. Too much detail is not necessary and confusing, but when presented too little or summary information only, some critical financial health indicators or trends that the Board should know and understand, could be missed. The Board has directed a change in the method of monthly financial reporting to make the statements easier to read and understand, as a priority activity. The

Board has also directed financial reporting to be able to track performance by activity, such as operations, personnel and administration costs.

- a) Develop a monthly financial report that increases financial transparency to the public and that contains a level of detail adequate to inform the Board in a timely manner on:
  - i) Performance to budget
  - ii) Identification and explanation of unanticipated revenue or expense trends
  - iii) Longer term expenses such as retirement, retired employee medical obligations, debt service (loans), and capital improvement plans
  - iv) Warrant (check) list to confirm policy compliance
  - v) Treasurer's Report containing the required detail of investments and their balances, as well as the balance of established reserves.

**2) Create a comprehensive Budgeting/Accounting Program and Policy**

Currently the District prepares a budget annually for the ensuing fiscal year. Management will review all current policies and propose any new policies necessary to implement this plan; for example, a reserve policy for the Capital Improvement Plan (to be developed). Any policies proposed will be consistent with the community services district law and Generally Accepted Accounting Principles (GAAP) which must also be followed by the District. The GM will focus on policies that will:

- a) Develop updated budgeting and financial policies that will increase transparency and accountability and:
  - i) Create budget performance measurements
  - ii) Provides for regular, understandable public reports, preparation of annual Management Discussion and Analysis to compliment the audited financial statements, and a midyear budget review
  - iii) Describe fixed asset accounting

**3) Create a financial reserve policy that addresses necessary reserve funds and their appropriate use**

Reserve funds are critical to ensure that cash available to the District is adequate to cover expenses as they occur, for all liabilities including personnel, materials, supplies, and infrastructure projects. Droughts and other emergencies, as we have seen firsthand, can drain the funds of the District. Dedicated reserve funds show the public and state regulators that the Board is adequately planning its financial future.

- a) The District shall prepare a reserve policy to govern the creation and expenditure of reserve funds for:
  - i) Capital infrastructure, equipment, technology and vehicle replacements and improvements based on industry standards, condition assessments and capital improvement plans
  - ii) Rate stabilization to cover losses of revenue due to drought, weather conditions, fluctuations in expenses
  - iii) Personnel obligations such as retirement costs and retiree medical expenses
  - iv) Contingencies

**4) Develop an understanding of Management roles, responsibilities and performance expectations**

Paramount to the success of this Vision and the future achievements of this District are the development of performance expectations of a General Manager in all aspects of managing the District and administering its day to day affairs, as well as the manager's role in helping the Board plan critical programs. The Board's role in support of successful implementation of the policies, programs and projects of the District must also be identified and documented. Completion of the following objectives will ensure that District managers and Board members of today and in the future will fully



understand their role and responsibility; as well as how to measure and articulate the success of management actions and the District in general.

- a) The District shall prepare and adopt a strategic plan
- b) The General Manager and Board shall jointly prepare annual management performance objectives which shall be widely published and used to convey management value and District performance expectations
- c) An updated General Manager job description shall be prepared to support strategic plan implementation
- d) An updated General Manager performance evaluation process shall be developed
  - i) A portion of the GM's performance will be evaluated based on successful implementation of the Vision 2020 and future strategic plans

**5) *Develop a comprehensive Board/Board member orientation program***

Board members are elected to govern this multimillion dollar, very complex public utility typically with no experience in serving on a governance team and taking policy action in lieu of direct, hand-on work. In order for the Board, especially with new Board members, to come up to full "decision-making" speed quickly, a comprehensive orientation program is needed to connect new Board members to the District and their governance role. This Board orientation program will also support the Board's understanding of management's role in running the District, and serve to inform their collective view of the success of management and the District's services in general.

- a) Develop a Board member orientation program with the understanding that:
  - i) Management will provide the orientation for each Board member as early as possible following election or appointment
  - ii) A resource binder containing comprehensive general information about special districts, community services districts, board member roles and responsibilities, specific District information and policies
  - iii) A system tour to understand the District properties, facilities and infrastructure will be provided
  - iv) The current strategic plan, Board member norms and Board meeting protocol will be placed on the agenda as necessary for update

**6) *Develop up to date policies, organizational procedures and a supportive administrative structure***

The Board of Directors adopts policies, and District management operates the District in compliance with Board policies. Policies are the Board's statements of how management is expected to handle the day to day affairs of the District. Management will propose updated policies for Board approval as the need is identified. All policies will be organized into a continuously numbered, organized policy manual.

**7) *Develop Board member Norms and Board meeting protocol***

Norms or "rules" on how the Board will conduct itself during meetings and Board meeting "protocol" will substantially improve the Board's meeting process to increase efficiency and reduce controversy, while improving decision making ability, ensure comprehensive public input while creating a positive, understanding environment for the public at meetings.

- a) Conduct Board workshops to create agreements, protocol and policies
  - i) To increase cooperation and effective deliberations among Board members during meetings
  - ii) Ensure effective and productive Board meetings
  - iii) Include focused public input, increase transparency and accountability
  - iv) Reduce hostility and misunderstandings during meetings
  - v) Clarify Board and staff roles and responsibilities

**8) Have a solid communication plan and strategy**

- a) Keep an updated website and social media page, posting reports, project or issue blogs, adopted policies and board meeting information
- b) Produce some form of newsletter for distribution to customers, that summarizes activities and accomplishments.
- c) Conduct at least one annual community meeting, public workshop or other venue where the Board can receive general public input on how the District is performing, and the District can convey its performance for the year.
- d) Develop a simple written plan detailing public communication responsibilities and expectations; assigning responsibilities to appropriate staff members

**9) Improve public image of the District through a variety of means**

Due to the fact that we collect and spend the public's money, the public must have trust and faith in the District.

- a) Perform customer surveys to determine customer needs, trends, concerns and perception of the value of the service they receive.
- b) Increase information output from the District on the positive work being done with ratepayer dollars, accomplishments and solid Board decisions
- c) Adopt Board Norms and meeting protocol to make the Board meetings more efficient and positive
- d) Create a strategic plan, tie accomplishments to customer dollars and advertise the successes achieved through plan implementation

**10) Create a Board Committee "Plan"**

Board committees can be an effective vehicle to increase Board and public understanding and input on critical or controversial projects or issues. Used properly, committees are an ideal location for District management to see if Board support of major initiatives is likely, resulting in efficient and focused effort and more informed, orderly Board meetings.

- a) Create a Board committee policy defining which committees are created, their purpose, membership, action taken, reporting and recommendations to Board. A draft policy containing the following will be developed by staff and proposed for Board approval. It is understood that once adopted, this policy is adopted by the Board, that regular updates should be considered to ensure that the needs of new Board members are met.
  - i) The Committee policy will identify the public involvement strategy of each committee, which may be left up to the Committee chair itself on an issue by issue basis.
  - ii) The Committee policy will identify when ad-hoc committees may be appropriate and the procedures for their creation and work.
- b) The committee policy will require the development of a committee work plan that will define the areas of the strategic plan to be undertaken by the established committees
- c) The Committee policy and work plans will be considered annually by the Board

**PERSONNEL AND ORGANIZATION**

One of the largest annual expenses of the District is its personnel. With solid well trained employees experienced in their job, the services of the District can be delivered efficiently and the infrastructure maintained to industry standards and expected to perform for its full, predictable service life. The District operations requires water treatment and water distribution operators certified by the state and performing operations and maintenance duties in compliance with state requirements. The competition for certified water and wastewater operators in the state is huge; with an expectation of a near future shortage of operators in the thousands within the next five years.

To attract and retain highly performing operators or administrative office employees in our rural area requires attractive positions with competitive pay and benefits, advancement opportunities and a flexible work environment. Also, the District has a significant amount of technical maintenance and operational work to complete each and every day. With its small staff, supervisors such as the Operations Supervisor, actively participate in not only work planning, assignment and employee performance management, but also spend time directly performing field work, therefore employees must be prepared to perform their duties with little direct supervision. To accomplish this, clear performance expectations must be laid out by the District for each position; and authority and responsibility accepted by the employee. The continued employment and potential for advancement of all District staff members will be based on their performance to these standards.

**1) *Update the District organizational chart, job descriptions and job requirements if needed***

**2) *Update the performance evaluation process for all positions***

Develop performance expectations by position

Create a system tying expected performance to the strategic plan

**3) *Perform a salary and benefits survey***

Evaluate all positions' pay, benefits and work environment compared agencies in the region, with like budgets, similar budgets, and serving similar populations

Evaluate the pay versus job responsibilities for mid management positions and consider salary versus hourly

Table 1, Summary of Objectives, Schedule and Cost

Objectives	Start Date	Completion Date	Cost
<b>Management and Administration</b>			
Refine the financial reporting to maximize transparency and accountability	3/1/15	3/31/16	\$3,000
Create a comprehensive Budgeting/Accounting Program and Policy	2/1/16	4/31/16	\$2,000
Create a financial reserve policy that addresses necessary reserve funds and their appropriate use	2/1/16	4/31/16	\$1,000
Develop an understanding of Management roles, responsibilities and performance expectations	10/1/15	4/31/16	\$0
Develop a comprehensive Board/Board member orientation program	2/1/16	3/28/16	\$500 + \$300/yr
Develop up to date policies, organizational procedures and a supportive administrative structure	2/1/16	12/31/16	\$0
Develop Board member Norms and Board meeting protocol	10/1/15	12/30/16	\$0
Have a solid communication plan and strategy	2/1/15	5/30/16	\$4,000 <sup>1</sup> + \$2,000 <sup>1</sup> /yr
Improve public image of the District through a variety of means	2/1/16	12/31/16	\$1,000/yr
Create a Board Committee "Plan"	2/1/16	8/31/16	\$0
Update and improve the District's record management system and document office procedures	2/1/16	12/31/17	\$20,000 <sup>2</sup> + \$2,000/yr
<b>Personnel and Organization</b>			
Update the District organizational chart, job descriptions and job requirements	2/1/16	12/31/16	\$10,000 <sup>1</sup>
Update the performance evaluation process for all positions	2/1/16	12/31/16	\$0
Perform a salary and benefits survey	4/1/16	6/1/16	\$10,000 <sup>1</sup>
<b>Infrastructure and Operations</b>			
Develop a system maintenance plan and strategy	2/1/16	8/31/16	\$75,000 <sup>1</sup>
Develop and implement a plan to control system leaks and keep them under control	2/1/16	4/31/16	\$0
Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments	5/1/16	8/31/16	\$0
Develop a Capital Improvement Plan (CIP)	3/1/16	12/31/16	\$10,000 <sup>1</sup>
<b>Partnerships and Relationships</b>			
Increase the productivity of relationships between the District and its stakeholder	2/1/16	12/31/17	\$500/yr

<sup>1</sup> Requires a 2015/16 fiscal year budget amendment

<sup>2</sup> Existing record scanning to be included in 2016/17 fiscal year budget

# O&M PROGRAM DEFICIENCIES AND RECOMENDATIONS

Lake Don Pedro CSD

December 2, 2015

## OVERVIEW

Currently, water system operations, work related to the well projects, emergency response, assisting the contractor with leak repair, and reactive system maintenance are all that are occurring with the existing level of staff, staff training and condition of the system as further discussed below. Virtually no preventative maintenance is occurring.

The LDPCSD water system is very mechanical in nature, with dozens of pumps and control valves, hundreds of street valves and fire hydrants, many miles of pipelines, 8 water storage tanks, fences, electrical controls, SCADA, filters, buildings and many other items requiring maintenance. As with your personal vehicle, if routine maintenance is not performed, early failure of components can be expected. Lack of preventative maintenance results in system unreliability, unpredictable overtime hours and costs, water outages, increased operating costs from early failure, increased potential for property damage, unhappy customers, stressed employees, managers and Board members.

There is no documented analysis showing the number of staff hours available compared to the total number of hours required for proper system operation, maintenance including preventative maintenance, emergencies, training, customer services, etc. Lacking this information, it is impossible to determine the appropriate number of employees, and their level of training and certification required to maintain the system in compliance with industry standards. This report provides the current status of our maintenance program, and recommendations to invest in certain activities that will ultimately substantially reduce and stabilize system cost and reliability.

## SYSTEM OPERATIONS

By law, water treatment plant and distribution system operation, in accordance with state and federal laws and standards is the highest priority activity for our three full time employees in the field. The operating activities do not, and cannot stop so they occur before and in many cases during (at the same time as) any maintenance or system repairs. Water treatment and distribution system operators are state certified, and must uphold the requirements of the Safe Drinking Water Act and related laws at all times; or lose their certification and possibly their career.

For the purpose of this report, Operations includes:

- Operation of the water treatment plant and taking readings, samples, calibrating equipment, performing tests, documenting information, maintenance of basins, operating and repairing chemical feed pumps and systems, troubleshooting, preparing state reports, training, classes and certification tests
- Operation of the water distribution system including taking readings, documenting, state reports, customer service, troubleshooting, flushing to maintain water quality, checking pumps and control valves, sampling, meter reading, and responding to alarms and other emergencies
- Facility maintenance including weed control and basic building maintenance

- Also included in operations time is coordination among employees, communication about issues, group troubleshooting, safety training, certification training, project planning, purchasing of materials and supplies, coordination with the office, and drive time

With increased water production and stress on our water system in the six months of summer water demand, operations can consume well over 50% of our available staff time. Currently the remaining staff time is spent in response to problems.

## EXISTING MAINTENANCE PROGRAM

In management’s experience with this system, approximately 1.5 full time equivalent employees is needed to focus completely on system preventative maintenance. This staffing level considers that the system is in a condition where preventative maintenance is possible and beneficial. This also assumes that these 1.5 employees would work continuously on maintenance, and perform a portion of the operations, and some emergency repair work. In order to get to this point where employees can focus on maintenance, significant investments will need to be made initially as described in the recommendations at the end of this report.

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#### STAFF ASSIGNMENTS

One of the major impediments to implementation of a maintenance program has been the practice of assigning existing staff with responsibilities and work that takes them away from their ongoing existing responsibilities, without identifying the fact that employees have only so much expertise, and can only get so much work done. For example, assuming that existing operations staff could respond to leaks every day and still operate the system and perform full maintenance responsibilities, led to the demise of any preexisting maintenance program.

Also, an incorrect assumption was made that management could administer the day to day affairs of this District in compliance with laws while informing the Board's decisions, develop maintenance and capital improvement plans, lead the development of staff and deliver excellent customer service while at the same time taking after hours emergency calls and performing field duties. In reality, the operations and management of the District are two different skill sets, both of which are difficult and time consuming. Our historical commitment of management to operational duties has affected Board productiveness, reduced management effectiveness potential while at the same time limiting the professional growth and responsibilities assigned to mid management, in the operations manager (supervisor) position.

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#### SYSTEM CONDITION

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System equipment with remaining useful life, including vehicles and equipment will benefit greatly through the implementation of a maintenance program as quickly as possible.

#### PROGRAM FUNDING

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#### RECOMMENDATIONS

The following are made based on previous experience with operation of the District's systems, through development and implementation of many successful strategic, operations, maintenance and capital improvement plans. The history of the District, its successes and shortcomings, and current conditions were used to inform and develop the following recommendations, presented mostly in priority or sequential order.

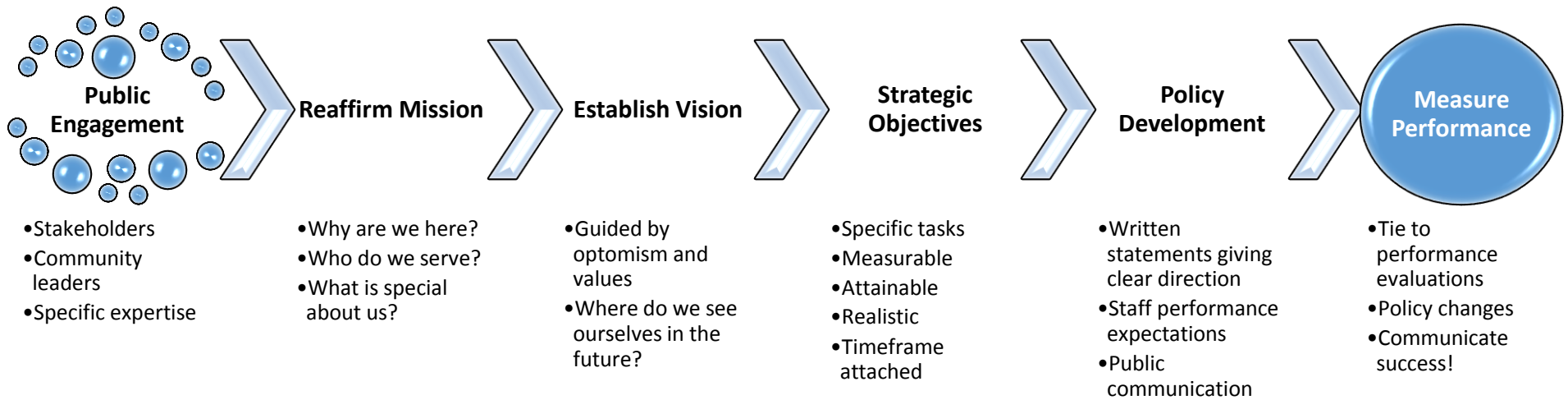
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# Setting Direction Process



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## Contracted VS In-House Construction

Peter J. Kampa, General Manager

*September 16, 2015*

### Background

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The Board of Directors has supported the use of independent contractors to complete major water system repairs and water service line replacements. This report evaluates the cost, impact and benefits and other factors associated with contracted construction versus doing the work with existing crews (in-house).

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Even though we are currently working under an emergency resolution due to drought, I do not recommend long term use of this legal provision to avoid bidding. My interpretation is also that due to its high cost, replacing service lines with our own crews may be in conflict with public contract law and our UCCAA procedures. Our crews responding to leaks as they occur would be completely appropriate, but establishing a crew of our forces to “pick away” at the service lines is in violation of the Public Contract Code.

Further, once this emergency is over and we repeal our emergency contracting resolution (exemption from public contract procedures), we will need to bid out future service line replacement work, due to the cost. If we can keep the cost of the contract between \$45,000 and \$175,000, we can use informal bidding, and if the contract will exceed \$175,000, we will use a formal bidding process as required.

## Contracted System Repairs

We have spent approximately \$127,000 on contracted service line replacements and \$10,000 on contracted system repairs since May 2015. We have replaced a total of 53 service lines at an average cost of \$2356 each. The cost for the service line replacements has been decreasing on a per unit basis as the contractor gets faster and more efficient with experience as shown in Table 1 below:

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Service Lines Replaced		24	19	10	53
Cost Each Service Line	\$ 2,500	\$ 2,368	\$ 2,200	\$ 2,356	

## System Impact

The Public Contract Code does not allow the use of our crews for construction projects such as service line replacements. Our existing staff and staffing level does not support the ability to do service line replacement work at the level currently needed. The day to day operation of the plant and system does not stop and must continue even when we are doing pipeline construction or leak repairs. The maintenance needs of the system are MANY and our three full time operators are needed to work full time just to accomplish basic operation and maintenance duties. In addition, our staff needs technical training in system maintenance, and must have adequate work time in which to do so. Add in required safety training, communication, customer service at an acceptable level, reporting and system evaluation, plus state mandated reporting.

Our existing staff would have worked approximately 26 weeks continuously to complete the same amount of service line replacements. During these 26 weeks, their productivity in operation and maintenance would be reduced to minimal, with just basic operations being completed, and no preventative maintenance. System breakdowns would further extend the 26 week construction timeframe. Operating in this manner will likely resulting in an additional 15 to 20 weeks of an increased level of maintenance and repair work following the construction period; just working in catch-up mode. The reliability of our system is negatively affected and repair costs increase when maintenance is not performed. To assume that the existing crew can just “step it up” and complete construction projects and maintain the system according to schedule is being unrealistic.

Over the next several months, we will be developing a written system maintenance plan which will have specific system data, maintenance schedules, staff training/skills needed and time requirements to accomplish. At this point, I can assure you that system maintenance is far behind due to no fully documented maintenance program, our crews working for years on leak repairs and lacking specific training on maintenance practices. This is not the fault of our operations staff or operations manager but must be remedied immediately. Once this exercise is completed, the Board will know how many full time trained employees it takes to maintain the system appropriately.

### **Cost Comparison**

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The budgeted cost of our current Operations employees is \$5,470 per week. We stated previously that this crew can replace these 53 water service lines in approximately 26 weeks while continuing to operate the system minimally. However in reality, they are performing other work of value during the non-construction portions of the week. So to compare costs, and apples to apples, we can assume our crew can replace 4 service lines per week, at a cost of \$5740. The total cost of this work would be approximately \$73,000. On the surface comparing the \$127,000 contracted cost to the \$73,000 cost of our staff, we seem like the most inexpensive way to get this work done. However, it is simply not possible for our crew to perform construction work only, and it is not legal for us to hire a crew to perform construction work only. In addition, if we are to secure grants to construct service line replacements, we cannot complete the work with our crews.

### **Management Recommendation**

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Place this item on the agenda for separate consideration by the Board in October 2015.

# O&M PROGRAM DEFICIENCIES AND RECOMENDATIONS

Lake Don Pedro CSD

December 2, 2015

## OVERVIEW

Currently, water system operations, work related to the well projects, emergency response, assisting the contractor with leak repair, and reactive system maintenance are all that are occurring with the existing level of staff, staff training and condition of the system as further discussed below. Virtually no preventative maintenance is occurring.

The LDPCSD water system is very mechanical in nature, with dozens of pumps and control valves, hundreds of street valves and fire hydrants, many miles of pipelines, 8 water storage tanks, fences, electrical controls, SCADA, filters, buildings and many other items requiring maintenance. As with your personal vehicle, if routine maintenance is not performed, early failure of components can be expected. Lack of preventative maintenance results in system unreliability, unpredictable overtime hours and costs, water outages, increased operating costs from early failure, increased potential for property damage, unhappy customers, stressed employees, managers and Board members.

There is no documented analysis showing the number of staff hours available compared to the total number of hours required for proper system operation, maintenance including preventative maintenance, emergencies, training, customer services, etc. Lacking this information, it is impossible to determine the appropriate number of employees, and their level of training and certification required to maintain the system in compliance with industry standards. This report provides the current status of our maintenance program, and recommendations to invest in certain activities that will ultimately substantially reduce and stabilize system cost and reliability.

## SYSTEM OPERATIONS

By law, water treatment plant and distribution system operation, in accordance with state and federal laws and standards is the highest priority activity for our three full time employees in the field. The operating activities do not, and cannot stop so they occur before and in many cases during (at the same time as) any maintenance or system repairs. Water treatment and distribution system operators are state certified, and must uphold the requirements of the Safe Drinking Water Act and related laws at all times; or lose their certification and possibly their career.

For the purpose of this report, Operations includes:

- Operation of the water treatment plant and taking readings, samples, calibrating equipment, performing tests, documenting information, maintenance of basins, operating and repairing chemical feed pumps and systems, troubleshooting, preparing state reports, training, classes and certification tests
- Operation of the water distribution system including taking readings, documenting, state reports, customer service, troubleshooting, flushing to maintain water quality, checking pumps and control valves, sampling, meter reading, and responding to alarms and other emergencies
- Facility maintenance including weed control and basic building maintenance

- Also included in operations time is coordination among employees, communication about issues, group troubleshooting, safety training, certification training, project planning, purchasing of materials and supplies, coordination with the office, and drive time

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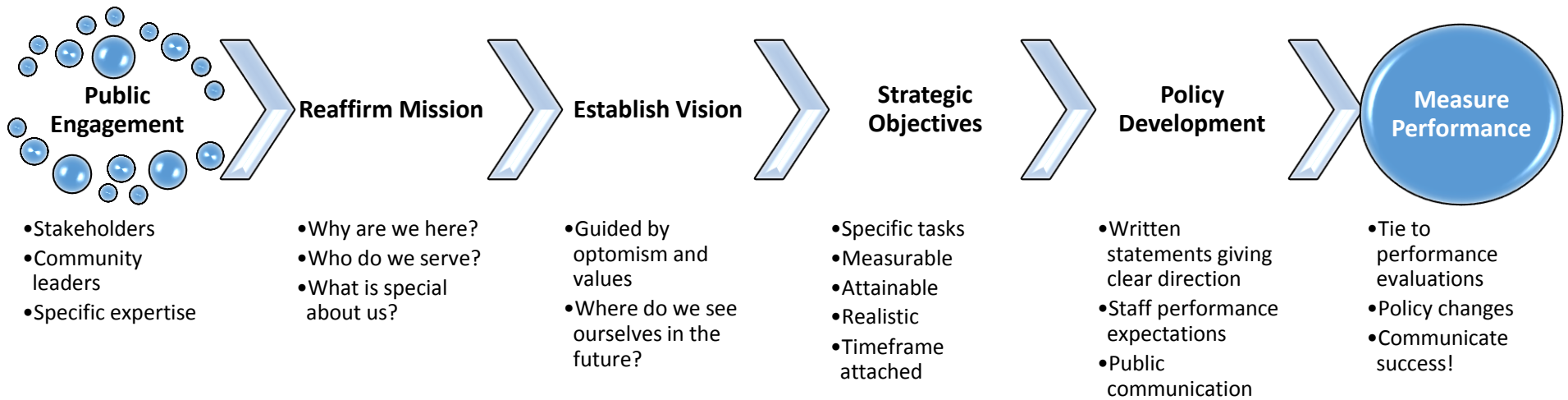
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# LAKE DON PEDRO

## Community Services District

### Contracted VS In-House Construction

Peter J. Kampa, General Manager

*September 16, 2015*

#### Background

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### **Management Recommendation**

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Place this item on the agenda for separate consideration by the Board in October 2015.

TO: Lake Don Pedro Community Service District

2-15-2016

ATTN: Mr. Peter Kampa & Board of Directors

The rapid changes in California water law and regulations exacerbated by the current drought bring a new reality to the Don Pedro Community Service District. The increased demands for Merced River water means that we will only be able to depend on limited amounts of lake water most years. Lake water levels will seldom if ever reach historic averages and lower levels will be the new normal.

The excellent timing of the new production from our wells will provide us adequate time to respond to this new and evolving reality, but immediate action is still required. It is my opinion that we are still a very long way from having a secure water supply. The total combined production of the wells is not adequate to meet long term District needs even without any population growth. With reduced lake levels the new normal, the temporary nature of the barge system combined with the poor condition and inadequacy of the inlet piping system must be addressed with a permanent long term solution.

Following is a list of what I consider to be our most practical solutions. Adequate funding will be a challenge but our recent success in obtaining grants leads me to assume that additional grants will be available this year. Conservation of existing District funds for use in future construction projects is also critical.

A. Infrastructure improvements:

1. Upgrade McClure inlet piping and pump system to operate efficiently at any level from minimum pool up.
2. Increase well water availability. (Flow requirement is to be determined)
3. Utilize 100% of treatment plant backwash and purge flows as part of an aquifer recharge system.
4. Complete the previously approved flowmeter and SCADA repairs and upgrades to enhance leak detection.
5. Service line replacement is a lower priority because it has been proven to be manageable to replace them as they fail. If an adequate funding source was available this priority would equally match water production.

B. Other improvements:

1. Develop an effective in-house leak detection capability. (See note a)
2. Seek legal pre-approval to divert Lake McClure water when it is below minimum pool provided it is determined as necessary during a wild fire emergency to maintain pressure to the fire hydrants.
3. Determine legality of using Lake McClure water (when available) as part of an aquifer recharge system that supports the district wells. If this is a viable concept provide the Board with a practical proposal.
4. Reconsider the timing of and need for the previously approved Rate Structure study. This money may be better utilized this year for infrastructure improvements.

(Note a) Research the purchase of suitable leak detection equipment capable of detecting service line leaks. Consider creating a new Technician position with responsibilities to include instrumentation, control, valve, regulator, and drive maintenance. Additional duties would include designation as "Qualified Electrician" with system wide electrical safety, energy utilization, and daily leak monitoring responsibility. Would form a necessary part of any future preventive maintenance program.

Thank You,

Russ Warren