

## Special Meeting of the Board of Directors

9751 Merced Falls Road  
**December 11, 2023 at 10:00 a.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:
  - Grant / Study Updates
  - Current District Projects
  - Operations Updates
  - Administrative Updates

**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 November 30, 2023 including summary of claims paid
- b. Approval of the Minutes of the following meeting:
  - ♦ Regular Meeting of November 20, 2023

**5. DISCUSSION AND ACTION ITEMS:**

- a. Discussion / Information from Black Water Engineering Group (Jessie Franco) to provide an update regarding DWR (Department of Water Resources) Grant involving the Raw Water Intake Pump Station Project
- b. Conduct the Annual Board Reorganization to include the appointment of the Office of President and Vice-President
- c. Discussion / Approval regarding Confirmation of the Board Presidents Standing Committee Appointments for December 2023 thru December 2024 Calendar year
- d. Discussion / Information regarding USDA Funding Opportunity

Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options:

- A paper copy viewed at the District office, 9751 Merced Falls Rd., La Grange, CA 95329 during business hours or mailed pursuant to a written request and payment of associated mailing fees
- An electronic copy received by email. Note - a form requesting email delivery of agendas and/or meeting materials must be completed a minimum of one week in advance of the meeting
- Viewed on the Board page of the District's website
- A limited number of copies of agenda materials will also be available at the meeting

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the LDPCSD Board Secretary at (209) 852-2251 Ext. 2. Advance notification will enable the District to make reasonable arrangements to insure accessibility

- e. Discussion / Information regarding the Verizon Wireless Cell Tower Right of Way Agreement
- f. Discussion / Action regarding an Update on Solar provided by the Ad Hoc Committee which includes Directors Warren and Hankemeier

## **6. ADJOURNMENT:**

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# Lake Don Pedro Community Services District

## GENERAL MANAGER'S REPORT

December 11, 2023

Continue to meet with Black Water and Mountain Cascade to find a solution for the lack of additional funding for the Raw Water Intake Pump Station Project. Jesse is here to give a presentation on where we are at with this project. Treatment Plant is operating fine and the water quality is excellent. We just ordered some more polymer and chlorine. The polymer most likely will not be needed until February but in the past it has taken several weeks for a delivery. Syndie and Randy are working together on establishing a zero consumption list that will be reviewed after meters have been read each month.

Held our monthly meeting with DWSRF on the Surface Water Reliability and Water Treatment Plant Modernization Project to discuss status of project. Randy and I are prioritizing a list of upgrades that need to be completed for the plant so the scope of work will include our input in a planning document.

In addition to finding me in my office, I can be reached at the following:

- District phone – (209) 852-2331 Ext 1
- E-mail - dave@ldpcsd.org

### *Grant/Study Updates*

**DWR RAW WATER INTAKE PUMP STATION PROJECT- Status of Project–Black Water Presentation**

**USDA / FUNDING OPPORTUNITY – Upcoming Item**

### *Operations*

**Operations staff are filling out daily logs and we will have them in the Board Meeting for viewing**

**Assistant General Manager will start filling out as well.**

**Monitor budget with Lead Operator**

Ordered 24 5/8 meters for installation

*Administrative*

- **SAFETY MEETINGS MONTHLY – Binder in Board Room for Viewing – Topic was Stress Management.**
- **WEEKLY STAFF MEETINGS – There will be a binder in the Board room for viewing the topics of discussion. All notes from the meeting I will be holding in my office but the topics of the staff meetings will be available.**

Sincerely,

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Dave Savidge, Assistant General Manager

**End of Month Water Report**

**Nov 2023**

Description	CCF	Acre/ft.	Percent	
Water pumped from Lake McClure acre/ft.	15730	36.11		
Water pumped from Well acre/ft.	1337	3.07		
Total Pumped acre/ft.		39.18		
Last month acre/ft.		52.18		
Difference from last month %			-24.91%	
Treated water sold acre/ft.	11956	27.45		
Last month treated water sold acre/ft.		38.19		
Difference from last month %			-39.14%	
Golf course water sold acre/ft.	0	0.00		
Hydrant usage	0	0.00		
Billed Metered Customers				1540
Meters with no consumption this month				282
Meters with no consumption last month				267
Usage outside filed MID Place of Use	599	1.38		
Total acre/ft. from Wells		3.07		
Backwash/Rinse on start up	1562	3.59		
Plant Process Equipment (FIXED VALUE)	55	0.13		
Water in Distribution system (Averaged Main Size) FIXED VALUE	901	2.07		
Sed Basin cleaning	0	0.00		
Raw Storage Difference from last month	-.08	0.00		
Treated storage difference from last month	+1017	2.33		
Total water loss in acre/ft. ( Leaks and Evaporation)		3.62	9.23%	

**End of the Month MID Lake McClure Readings**

Date of Reading	11/28/2023	
Inflow	141	CFS (Cubic Feet Per Second)
Storage	661,549	AF (Acre Feet)
Elevation	807.1	Feet Above Mean Sea Level
Outflow	622	CFS (Cubic Feet Per Second)
Lake McClure Capacity	1,024,600	AF (Acre Feet)

**LAKE DON PEDRO  
COMMUNITY SERVICES DISTRICT**

**Treasurer's Report**

Reporting Period: November 2023

**The district ended the month of November 2023 with the following balances in our accounts:**

\* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 181,435	
Total Restricted:		<u>\$ 181,435</u>
Unrestricted:		
Checking	\$ 44,786	
Money Market - Working Capital	\$ 228,714	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 273,625</u>
Total Restricted & Unrestricted:		<u>\$ 455,060</u>

**The district ended November 2023 with the following amounts affecting our financial status:**

	Nov-2023	Year to Date
Sales & Business Revenue:	\$ 139,625	\$ 780,672
Total Operating Expenses:	\$ (115,387)	\$ (762,485)
Non-Operating Income/Expense:	\$ (7,629)	\$ (77,624)
Water Drought Income/Expense:	\$ (632)	\$ 75,240
Change in Net Assets (P&L):	\$ 15,977	\$ 15,803
Net Cash Flow:	\$ (21,463)	\$ (99,590)

**Accounts Receivable:**

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 45,516	\$ -	\$ -	\$ 122,922
> 30 Days	\$ 20,275	\$ -	\$ 43	\$ -
> 60 Days	\$ 560	\$ -		\$ -
> 90 Days	\$ 11,542	\$ -	\$ -	\$ -
> 120 Days	\$ 56,870	\$ 176,094	\$ 35,241	\$ -
Credits	\$ (27,291)			
<b>Total</b>	<b>\$ 107,472</b>	<b>\$ 176,094</b>	<b>\$ 35,284</b>	<b>\$ 122,922</b>
<b>Total Combined</b>	<b>\$ 406,488</b>		<b>\$ 35,284</b>	
G/L Balance	\$ 406,488		\$ 35,284	
<b>Difference</b>	<b>\$ -</b>		<b>\$ 0</b>	

\* Amount of availability payments received: \$0

\* Amount of availability payments outstanding: \$176,094

**Accounts Payables:**

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 27,667	\$ -	\$ 7,331
> 30 Days	\$ -	\$ -	\$ 9,764
> 60 Days	\$ -	\$ -	\$ 13,244
> 90 Days	\$ -	\$ -	\$ 21,692
Credits	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 27,667</b>	<b>\$ -</b>	<b>\$ 52,031</b>
G/L Balance	\$ 27,667	\$ -	\$ 52,031
<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

**Statement of Revenues and Expenses (P&L)**  
**November 2023 & Year-To-Date Versus 6/30/24 Approved Budget**

	Nov-23	November vs Budget %	2023-2024 YTD	YTD vs Budget %	2023-2024 Budget	Remaining Budget	Available Budget %
<b>Revenue</b>							
01-0-3010-301		0.00%		0.00%	100	100	100.00%
01-0-3010-302	10,000	15.38%	15,000	23.08%	65,000	50,000	76.92%
01-0-4010-400	30,846	6.93%	239,385	53.79%	445,000	205,615	46.21%
01-0-4010-402	14,601	7.89%	73,211	39.57%	185,000	111,789	60.43%
01-0-4010-403	92,478	8.06%	461,963	40.28%	1,147,000	685,037	59.72%
01-0-4020-410	-	0.00%	3,022	97.49%	3,100	78	2.51%
01-0-4020-413	3,613	11.47%	17,989	57.11%	31,500	13,511	42.89%
01-0-4020-414	700	9.33%	1,900	25.33%	7,500	5,600	74.67%
01-0-4020-415	-	0.00%	101	1.84%	5,500	5,399	98.16%
01-0-4020-416	1,000	15.38%	2,000	30.77%	6,500	4,500	69.23%
01-0-4020-900	-	0.00%	47	11.75%	400	353	88.25%
01-0-4020-901	-	0.00%	160	21.33%	750	590	78.67%
01-0-4020-902	-	0.00%	257	34.30%	750	493	65.70%
01-0-4020-999	-	0.00%	1,748	72.83%	2,400	652	27.17%
01-0-4040-100	3,250	4.20%	11,750	15.17%	77,467	65,717	84.83%
<b>TOTAL REVENUE</b>	<b>156,488</b>	<b>7.91%</b>	<b>828,534</b>	<b>41.89%</b>	<b>1,977,967</b>	<b>1,149,433</b>	<b>58.11%</b>
<b>Expenses</b>							
01-1-5010-100	16,460	6.12%	102,503	38.11%	269,000	166,497	61.89%
01-1-5010-101	2,204	8.81%	13,979	55.92%	25,000	11,021	44.08%
01-1-5010-102	782	9.71%	5,034	62.49%	8,056	3,022	37.51%
01-1-5010-104	1,044	8.95%	6,247	53.57%	11,660	5,413	46.43%
01-1-5010-105	3,165	27.80%	6,132	53.84%	11,388	5,256	46.16%
01-1-5010-200	2,063	7.94%	11,125	42.79%	26,000	14,875	57.21%
01-1-5010-201	1,915	7.66%	10,023	40.09%	25,000	14,977	59.91%
01-1-5010-202	-	0.00%	-	0.00%	1,200	1,200	100.00%
01-1-5010-203	5,043	8.34%	24,380	40.30%	60,500	36,120	59.70%
01-1-5010-204	2,859	20.42%	5,055	36.10%	14,000	8,945	63.90%
01-1-5010-206	315	6.85%	1,577	34.27%	4,600	3,024	65.73%
01-1-5010-546	-	0.00%	496	19.84%	2,500	2,004	80.16%
01-1-5020-510	2,626	13.13%	4,775	23.88%	20,000	15,225	76.12%
01-1-5020-511	26	0.26%	5,811	58.11%	10,000	4,189	41.89%
01-1-5020-512	2,635	8.78%	10,500	35.00%	30,000	19,500	65.00%
01-1-5020-515	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
01-1-5020-517	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
01-1-5020-520	508	7.82%	1,696	26.10%	6,500	4,804	73.90%
01-1-5020-521	1,748	11.27%	7,863	50.73%	15,500	7,637	49.27%
01-1-5020-522	-	0.00%	780	21.07%	3,700	2,920	78.93%
01-1-5020-524	468	7.80%	4,756	79.27%	6,000	1,244	20.73%
01-1-5020-529	1,194	9.18%	7,417	57.05%	13,000	5,583	42.95%
01-1-5020-544	245	1.81%	3,795	28.11%	13,500	9,705	71.89%
01-1-5020-545	-	0.00%	-	0.00%	13,700	13,700	100.00%
01-1-5020-548	-	0.00%	3,113	113.21%	2,750	(363)	-13.21%
01-1-5021-521	-	0.00%	66,445	116.57%	57,000	(9,445)	-16.57%
01-1-5021-524	238	5.41%	1,800	40.90%	4,400	2,600	59.10%
01-1-5021-525	12,864	10.01%	67,842	52.80%	128,500	60,658	47.20%
01-1-5021-526	34	0.76%	3,862	85.82%	4,500	638	14.18%
01-1-5021-527	3,524	8.60%	21,372	52.13%	41,000	19,628	47.87%
01-1-5021-528	3,777	7.55%	27,123	54.25%	50,000	22,877	45.75%
01-1-5021-529	721	60.06%	3,959	329.95%	1,200	(2,759)	-229.95%
01-1-5021-530	129	2.86%	2,548	56.63%	4,500	1,952	43.37%
01-1-5021-532	129	2.86%	2,548	56.63%	4,500	1,952	43.37%
01-1-5021-561	7,829	7.53%	48,377	46.52%	104,000	55,623	53.48%
01-1-5023-533	317	4.88%	1,935	29.77%	6,500	4,565	70.23%
01-1-5023-535	-	0.00%	-	0.00%	250	250	100.00%
01-1-5023-537	38	0.69%	190	3.45%	5,500	5,310	96.55%
01-1-5023-538	-	0.00%	-	0.00%	3,500	3,500	100.00%
01-1-5023-539	-	0.00%	210	7.79%	2,700	2,490	92.21%
01-1-5024-540	-	0.00%	-	0.00%	1,500	1,500	100.00%
01-1-5024-542	-	0.00%	-	0.00%	500	500	100.00%
01-1-5024-543	-	0.00%	-	0.00%	1,000	1,000	100.00%
01-1-5032-583	21,885	8.68%	111,615	44.29%	252,000	140,385	55.71%
01-2-6010-100	13,025	4.60%	104,295	36.85%	283,000	178,705	63.15%
01-2-6010-101	277	10.27%	2,558	94.76%	2,700	142	5.24%
01-2-6010-102	350	4.86%	4,946	68.70%	7,200	2,254	31.30%
01-2-6010-104	715	8.13%	9,590	108.98%	8,800	(790)	-8.98%

		November vs	2023-2024	YTD vs	2023-2024	Remaining	Available	
	Nov-23	Budget %	YTD	Budget %	Budget	Budget	Budget %	
01-2-6010-105	Holiday Pay	1,364	24.81%	2,729	49.61%	5,500	2,771	50.39%
01-2-6010-200	PERS	1,132	5.52%	9,934	48.46%	20,500	10,566	51.54%
01-2-6010-201	FICA/Medicare	1,157	5.93%	8,912	45.70%	19,500	10,588	54.30%
01-2-6010-202	SUI	-	0.00%	189	15.12%	1,250	1,061	84.88%
01-2-6010-203	Health Insurance	1,685	3.59%	12,891	27.43%	47,000	34,109	72.57%
01-2-6010-204	Workers Compensation	54	4.18%	271	20.88%	1,300	1,029	79.12%
01-2-6010-206	Dental Insurance	314	8.04%	1,578	40.46%	3,900	2,322	59.54%
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	722	722	100.00%
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	922	35.47%	2,600	1,678	64.53%
01-2-6020-512	Propane	-	0.00%	66	5.50%	1,200	1,134	94.50%
01-2-6020-515	Customer Billing Supplies	-	0.00%	1,700	48.56%	3,500	1,800	51.44%
01-2-6020-529	Telephone - Admin	3,184	23.58%	11,421	84.60%	13,500	2,079	15.40%
01-2-6020-530	Office Supplies	339	9.17%	1,505	40.67%	3,700	2,195	59.33%
01-2-6020-531	Postage	678	7.14%	3,635	38.27%	9,500	5,865	61.73%
01-2-6023-531	Computer IT	1,794	6.52%	12,998	47.27%	27,500	14,502	52.73%
01-2-6023-532	R & M Equipment	-	#DIV/0!	191	#DIV/0!	-	(191)	#DIV/0!
01-2-6023-533	Outside Services	2,500	9.26%	14,622	54.15%	27,000	12,379	45.85%
01-2-6023-535	Office Cleaning Serv	180	8.57%	900	42.86%	2,100	1,200	57.14%
01-2-6023-536	Legal Services	280	3.99%	3,035	43.35%	7,000	3,965	56.65%
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	9,000	9,000	100.00%
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	2,700	2,700	100.00%
01-2-6024-540	Memberships	-	0.00%	9,622	111.88%	8,600	(1,022)	-11.88%
01-2-6024-542	Publications	-	0.00%	260	32.54%	800	540	67.46%
01-2-6024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	800	800	100.00%
01-2-6024-999	County Avail Fee	-	0.00%	1,866	93.30%	2,000	134	6.70%
01-3-6025-100	Regular Pay	400	6.67%	5,700	95.00%	6,000	300	5.00%
01-3-6025-201	FICA/Medicare	31	4.37%	436	62.29%	700	264	37.71%
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	117	4.32%	2,700	2,583	95.68%
01-9-6030-569	Credit Card Service Charges	1,083	9.84%	5,853	53.21%	11,000	5,147	46.79%
01-9-6030-570	Bank Service charges	489		2,439				#DIV/0!
01-9-6030-572	Business Insurance Expense	9,455	9.75%	42,035	43.34%	97,000	54,965	56.66%
01-9-6030-576	Misc Other Expense	26	4.53%	439	75.68%	580	141	24.32%
01-9-6030-577	Retired Employee Health	1,214	7.99%	6,071	39.94%	15,200	9,130	60.06%
01-9-6031-580	Interest Long Term Debt	1,350	5.29%	7,275	28.53%	25,500	18,225	71.47%
01-9-6032-583	Depreciation Expense	17	8.60%	88	43.84%	200	112	56.17%
<b>TOTAL EXPENSES</b>		<b>139,879</b>	<b>7.18%</b>	<b>887,971</b>	<b>45.58%</b>	<b>1,948,356</b>	<b>1,060,385</b>	<b>54.42%</b>
<b>CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)</b>								
01-9-6030-597	DWSRF Expenses		#DIV/0!		#DIV/0!			#DIV/0!
01-9-6030-598	DWR Intake	632	0.74%	17,000	20.00%	85,000		0.00%
<b>TOTAL CIP IN PROGRESS</b>		<b>632</b>	<b>0.74%</b>	<b>17,000</b>	<b>20.00%</b>	<b>85,000</b>	<b>68,001</b>	<b>80.00%</b>
<b>CARRYOVER PROJECT (GRANT) REVENUE</b>								
01-0-4020-430	DWR Grant Revenue	-	#DIV/0!	92,240	#DIV/0!	-	(92,240)	#DIV/0!
<b>TOTAL CARRYOVER PROJECT REVENUE</b>		<b>-</b>	<b>#DIV/0!</b>	<b>92,240</b>	<b>#DIV/0!</b>	<b>-</b>	<b>(92,240)</b>	<b>#DIV/0!</b>
<b>NEW CAPITAL PURCHASES / IMPROVEMENTS</b>								
01-0-1090-216	Auto Meter Read/Replace		0.00%		0.00%	7,500	7,500	100.00%
01-0-1090-321	Filter Tank Inspection Cleaning		0.00%		0.00%	95,000	95,000	100.00%
01-0-1090-322	Flushing/Valve Program		0.00%	120	2.00%	6,000	5,880	98.00%
01-0-1090-327	1999 GMC Dump Truck Rest.		0.00%		0.00%	4,500	4,500	100.00%
01-0-1090-328	2022 SCADA Master Plan		0.00%		0.00%	16,000	16,000	100.00%
01-0-1090-329	2022 Pressure Regulating Station		0.00%	4,789	53.21%	9,000	4,211	46.79%
TBD	2000 CAT Backhoe Restoration		0.00%		0.00%	14,500	14,500	100.00%
01-0-1090-331	LDPCSD Technology Upgrades		0.00%	2,985	13.57%	22,000	19,015	86.43%
TBD	Central Station Control Valves		0.00%		0.00%	35,000	35,000	100.00%
TBD	IM4000 Digital Copier System		0.00%		0.00%	9,000	9,000	100.00%
<b>TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS</b>		<b>-</b>	<b>0.00%</b>	<b>7,894</b>	<b>3.61%</b>	<b>218,500</b>	<b>210,606</b>	<b>96.39%</b>

**LDPCSD Financials****Statement of Net Assets (Balance Sheet)  
for the month ending November 2023****Asset :**

Cash and investments	\$	455,060
Restricted cash	\$	-
Accts Receivable net of res	\$	355,138
Water Drought Receivable	\$	-
Inventory	\$	69,932
Prpd expense & deposits	\$	75,259
Deferred Outflow of Resources - OPEB	\$	209,186
Deferred Outflow of Resources - Pension	\$	243,673
<b>Total current assets</b>	<b>\$</b>	<b>1,408,247</b>

Property, plant & equipment	\$	13,752,699
less depreciation	\$	(8,356,685)
C I P	\$	532,795
<b>Net P P &amp; E</b>	<b>\$</b>	<b>5,928,809</b>

## Other L T Assets

**Total Assets** \$ 7,337,056

**Liabilites:**

Accounts payable	\$	27,667
Interest payable	\$	3,375
Water Accrual	\$	52,031
Accrued Payroll	\$	125,245
A/P Accrued Payables	\$	2,682
L T debt, current	\$	104,041
<b>Total current liab</b>	<b>\$</b>	<b>315,041</b>

## L T debt

Post Retirment Benefit	\$	1,803,182
Net Pension Liability	\$	396,612
Deferred Inflow of Resources - OPEB	\$	33,243
Deferred Inflow of Resources - Pension	\$	431,141
Muni Loan	\$	328,025
less current above	\$	(104,041)

**Total Liabilites** \$ 3,203,204

**Net assets** \$ 4,133,852

**Total liab & net ass't** \$ 7,337,056

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
993	000076	USPS	11/01/2023	668.43
1014	0000129	PRECISION ENVIRO-TECH	11/01/2023	340.00
1015	0000605	Black Water Consulting Engineers Inc	11/01/2023	6,090.50
1016	000550	LUIS'S HOUSEKEEPING / YARDS	11/01/2023	180.00
1017	660108	VERIZON WIRELESS	11/01/2023	395.33
1018	000032	BOBCAT CENTRAL INC.	11/01/2023	3,942.15
1019	000094	USA BlueBook	11/01/2023	4,180.94
1020	101005	California Special Dist Assoc	11/01/2023	8,187.00
1021	000105	PACIFIC GAS & ELECTRIC	11/01/2023	20,722.07
1022	000118	D & D PEST CONTROL *	11/04/2023	38.00
1023	000051	MERCED IRRIGATION DISTRICT	11/04/2023	47,262.77
1024	0005300	AVENTA TECHNOLOGY INC	11/04/2023	930.00
1025	0002321	STREAMLINE	11/04/2023	249.00
1026	000067	GENERAL PLUMBING SUPPLY CO., I	11/13/2023	776.57
1027	000606	BARRY ELECTRIC	11/13/2023	951.09
1028	000128	GRAINGER, INC.	11/13/2023	2,102.89
1029	00071	Mother Lode Answering Service	11/13/2023	498.00
1030	702	Warmerdam CPA Group	11/13/2023	2,500.00
1031	000203	GRISWOLD, LaSALLE, COBB, DOWD	11/13/2023	279.58
1032	000165	ACWA/JPIA	11/13/2023	7,942.13
1033	000585	MO CAL OFFICE SOLUTIONS	11/13/2023	7.00
1034	0007349	Recology Mariposa	11/13/2023	317.42
1035	0000605	Black Water Consulting Engineers Inc	11/21/2023	4,296.00
1036	0000605	Black Water Consulting Engineers Inc	11/21/2023	632.00
1037	0000129	PRECISION ENVIRO-TECH	11/21/2023	245.00
1038	000105	PACIFIC GAS & ELECTRIC	11/21/2023	720.69
1039	000105	PACIFIC GAS & ELECTRIC	11/21/2023	257.09
1040	000606	BARRY ELECTRIC	11/21/2023	521.75
1041	0006293	WEX Bank	11/21/2023	1,747.59
1042	00008	SENTRY ALARM SYTEMS	11/21/2023	468.00
1043	000118	D & D PEST CONTROL *	11/21/2023	38.00
1044	000158	SDRMA Business Insurance	11/21/2023	865.91
1045	000110	SDRMA Wrk Comp/QTR	11/21/2023	2,310.41

**Report Total: 120,663.31**

## Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
**November 20, 2023 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 Hankemeier called the meeting to order at 1:02 p.m.  
Directors present: Hankemeier, Johnson, Warren, and Smith  
Directors absent: Ross  
Also absent: AGM D. Savidge  
Also present: Board Secretary: S. Marchesiello
2. **PUBLIC COMMENT:**  
***None at this time***
3. **PRESENTATION ONLY:**
  - a. Presiding Officer's Report  
***None presented at this time***
  - b. General Manager's Report:
    - Grant / Study Updates
    - Current District Projects
    - Operations Updates
    - Administrative Updates***Presented by AGM Dave Savidge***
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 October 31, 2023 including summary of claims paid
  - b. Approval of the Minutes of the following meeting:
    - ♦ Regular Meeting of October 16, 2023

**Motion: To approve the consent calendar**  
**Votes: Carried 4-0**  
**First: Warren    Second: Smith**  
**Ayes: Warren, Smith, Hankemeier, and Johnson**  
**Absent: Ross:**
5. **DISCUSSION AND ACTION ITEMS:**
  - a. Discussion / Information regarding an Update on the Raw Water Intake Pump Station Project  
**Information Only – No Action Taken**
  - b. Discussion / Information regarding the DWSRF Treatment Plant Modernization Grant Site Visit  
**Information Only – No Action Taken**

c. Discussion / Action regarding Supplying Raw Water to Lake Don Pedro Golf Course

**No action taken**

d. Discussion / Approval regarding Rescheduling December's Regular Board Meeting

**Motion: To approve rescheduling December's regular board meeting to December 11, at 10:00 a.m.2024**

**Votes: Carried 4-0**

**First: Johnson    Second: Warren**

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

**Absent: Ross**

**6. ADJOURNMENT: 2:00 p.m.**

Respectfully submitted by,  
S. Marchesiello  
Board Secretary

# Lake Don Pedro Community Services District

## Special Meeting of December 11, 2023

### AGENDA SUPPORTING DATA

#### 5. Discussion and Action Items

- a. Conduct the annual Board reorganization to include the appointment of the office of President and Vice-President

#### **Recommended Motion**

Staff recommends a motion for the following:

***I move to appoint director \_\_\_\_\_ to the office of Board President, and \_\_\_\_\_ to the office of Board Vice President.***

#### **Background**

It is customary and the policy of the Board that in December of each year, the board conduct an annual organizational meeting in which the appointment of Board President and Vice President is made. The District policy describing the role of Board President and its policy on Board meeting, including the process and limitations of Board officers, is included with this agenda item. The Board is not required to change officers.

The Board is not bound by law to follow its own existing protocol or policy with regard to the appointment of officers, and there is also no legal guidance or industry standard on how officer appointments are made. If the Board is to take action which is counter to its policy in this matter, as a best practice the member making the motion should also state why the policy should not be applicable in consideration of their recommended action, and/or what changes to policy should be considered in the future by the Board.

Government Code 61043 simply states:

- (a) Within 45 days after the effective date of the formation of a district, the board of directors shall meet and elect its officers. Thereafter, within 45 days after each general district or unopposed election, the board of directors shall meet and elect the officers of the board of directors. A board of directors may elect the officers of the board of directors annually.
- (b) The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve.
- (c) A board of directors may create additional offices and elect members to those offices, provided that no member of a board of directors shall hold more than one office.

# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## Policy and Procedures Manual

**POLICY TITLE: Board President**

**POLICY NUMBER: 4040**

**4040.1** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.2** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## Policy and Procedures Manual

**POLICY TITLE: Committees of the Board of Directors**

**POLICY NUMBER: 4060**

**ADOPTED: February 16, 2016**

**PURPOSE: This policy establishes rules for standing and ad hoc committees and study sessions (workshops).**

**4060.10 Appointment of Committees.** The Board President shall establish and/or confirm the members of the standing committees for the ensuing year no later than the Board's regular meeting in January, as he/she deems necessary with the concurrence of a majority of the Board. Standing committees are outlined in B-100-30. Additionally, he/she shall appoint with the concurrence of a majority of the Board, Ad Hoc committees as needed at any time throughout the year.

**4060.11 Specific Purpose.** Standing and Ad Hoc committees are created for specific purposes. The performance of all duties and functions by committees is for the purpose of advising and recommending actions to the Board of Directors. Reports of standing, special and Ad Hoc committees shall be addressed to the Board.

### **4060.11.1 Definitions of "Specific Purpose" Committees.**

- a) **Standing Committee.** A Standing committee consists of two Board members with alternate Board members. Standing committees duties are outlined in B-100-40. A Standing committee will meet with District Staff and Consulting firms as deemed necessary during the fiscal year in order to fulfill the needs of the Board.
- b) **Ad Hoc Committee.** An Ad Hoc committee consists of two Board members selected during a Regular Board meeting to meet with District Staff and Consulting firms to discuss and provide recommendation to the Board regarding a Specific Item not covered by the Standing committees. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.

**4060.12 Appointment of Chairperson.** The Board President shall designate the committee chairperson, who shall determine, in consultation with the District Manager, the date, time, and place of each committee meeting. The chairperson shall make periodic reports to the Board on the committee's progress.

This policy supersedes and replaces all previous policies pertaining to Board Committee Meetings of the District as of February 16, 2016  
Approved February 16, 2016

**4060.13 Scope of Responsibility.** The committee shall gather information, explore alternatives, examine implications, and offer recommendations to the full Board. The committee may meet with staff and/or District consultants, but shall not interfere with their duties as determined by the Board.

**4060.14 Limits on Authority.** The committee shall not speak or act on behalf of the Board, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff.

**4060.20 Periodic Study Sessions.** The Board, by majority vote, may call for a Board study session as deemed necessary and appropriate. A study session may be held separate from the regular meeting of the Board at a time and place to be determined by majority vote of the Board. The study session may be an adjourned regular or special meeting. The District Manager in consultation with the Board President shall recommend appropriate items to be discussed at the study session. The agenda will be prepared and posted in the same manner as other Board meeting as is set forth in Policy B-80.

**4060.21 Study Sessions and Action Plans.** Study sessions shall generally be conducted to identify or determine key issues facing the District and provide the opportunity to develop plans of action that addresses those issues with specific actions, along with a timeline and responsibilities for carrying out the action plan to achieve District goals.

**4060.22 Annual Study Session on Strategic Plan –** An annual study session will take place in February each year or other such time as mutually agreed upon for the purpose of reviewing the continued relevancy of the District Strategic Plan and the progress made during the prior year. The annual study session will the following objectives:

1. For the Board to receive a detailed status report from the District Manager on the progress made in achieving the current year goals and objectives
2. To conduct the required annual review of the strategic plan and confirm its continued relevance for the following year
3. To adopt goals and objectives for the following year
4. To address any matters of concern to the Board

**4060.30** The following shall be standing committees of the Board:

**4060.31** Planning Committee;

**4060.32** Ordinance Committee;

**4060.33** Personnel Committee;

**4060.34** Finance Committee; and,

**4060.35** Public Information Committee.

**4060.40 Duties of the Standing Committees.** Upon direction of the Board, standing committees meet\* and review District functions, activities, and/or operations pertaining to their respective areas of concern as set for the below.

This policy supersedes and replaces all previous policies pertaining to Board  
Committee Meetings of the District as of February 16, 2016  
Approved February 16, 2016

**4060.41** The Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

**4060.42** The Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.

**4060.43** The Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

**B4060.44** The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

**4060.45** The Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

This policy supersedes and replaces all previous policies pertaining to Board  
Committee Meetings of the District as of February 16, 2016  
Approved February 16, 2016

# Lake Don Pedro Community Services District

## Special Meeting of April 17, 2023

The following are standing committees that will conduct their meetings in compliance with the Brown Act:

- **Planning: Hankemeier/Warren**  
The Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.
- **Ordinance: Ross/Warren**  
The Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.
- **Personnel: Hankemeier/Ross**  
The Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.
- **Finance: Hankemeier/Smith**  
The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.
- **Public Information: Warren/Smith**  
The Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.



# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**

**From: Dave Savidge**

**Date: December 11, 2023**

**Subject: USDA Funding Opportunity**

Since the additional funding for the Raw Water Intake Pump Station Project was denied from DWR, I have made contact with Sara Brookes from the USDA to seek additional funding. Jesse Franco from Black Water Consulting Engineering and I had a phone conference last week with Sara to discuss our shortage of funding to complete the Raw Water Intake Pump Station Project. The discussion was very positive and hopeful so I am submitting financials and Jesse is submitting project details. We should be hearing something shortly. If we can get funding to complete this project, it will most likely jeopardize the funding for the Raw Water Main Replacement Project and cause us to seek funding elsewhere.

**Recommendation: Information only, no recommendation at this time**



## Lake Don Pedro Community

### STAFF REPORT

**To: Board of Directors**

**From: Dave Savidge**

**Date: November 20, 2023**

**Subject: VERIZON WIRELESS CELL TOWER RIGHT OF WAY UPDATE**

Verizon last week had contractors visiting the site to review scope of work with contractors so they can give their bids to construct new infrastructure. The building permit for the small shed to house their infrastructure was approved by Mariposa County. Should see the lease fully executed by next week and payment in January or early February.

**Recommendation: Information Discussion Only No Action Needed**

## Syndie Marchesiello

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**From:** [REDACTED]  
**Sent:** Thursday, December 7, 2023 12:21 PM  
**To:** Syndie Marchesiello; [REDACTED]  
**Subject:** Solar committee

Syndie,

The solar committee is currently inactive. We have successfully met our goal of obtaining the applicable PG&E commitment for three future LDPCSD solar installations. The district has three years to complete these installations. A further activity will require a new action of the Board and prioritizing any actual solar system installation will be determined by the Board and General Manager.

Thank You,

Russ Warren

Dan Hankemeier