

**Special Meeting of the Board of Directors
Lake Don Pedro Community Services District**

NOTE SPECIAL MEETING LOCATION AND TIME

***The Deerwood Office
9096 Merced Falls Rd.***

September 17, 2015 at 10:00 a.m.

Mission Statement: The LDPCSD is dedicated to providing potable water that either meets or exceeds all state and federal standards in sufficient quantities to meet the needs of our customers utilizing the most cost effective methods possible while still maintaining a sound financial plan now and for the future.

AGENDA

1. CALL TO ORDER: Presiding Officer: Establish Quorum, Pledge of Allegiance

2. BOARD OF DIRECTORS PLANNING SESSION:

The Board meeting will reconvene at the address listed above to conduct a strategic planning workshop for the purpose of establishing Board Goals and Objectives related to all aspects of the District including:

- i. Management and Administration
- ii. Personnel and Organization
- iii. Infrastructure and Operations
- iv. Partnerships and Relationships

Break for Lunch: 12:00 p.m. – 1:00 p.m.

3. PRESENTATION ONLY:

- a. Presiding Officer's Report
- b. Interim 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 August 2015 Treasurer's Report

5. DISCUSSION AND ACTION ITEMS:

- a. Approval of a resolution dedicating the temporary allocation of District reserve funding for the completion of Well No. 5 and establishing associated reserve replenishment requirements.
- b. Approval of a resolution accepting the Environmental Assessment for the Emergency Well Project.
- c. Review of the budget and expense report for the emergency well project.

- d. Resolution approving a change in allowable outside irrigation hours as restricted under the current mandatory water restrictions, Resolution 2015-15.
- e. Approval of a resolution creating the a Master Water Meter Upgrade construction in progress account, establishing an initial project budget and authorizing expenditures in the 2015/16 Fiscal Year Capital Improvement Budget.

6. ADJOURNMENT



Strategic Planning 2015

Peter J. Kampa, General Manager

September 16, 2015

Mission Statement

The Lake Don Pedro CSD is dedicated to providing our customers with ample quantities of high quality, water meeting all standards.

Vision Statement

The Board of Directors expects that the District will continually work toward and be able to say that LDPCSD will:

- Provide a consistently high level of customer service
- Achieve a sound financial plan with rates charged equitably to all beneficiaries of the system, active users and properties.
- Ensure a 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

The District as an organization is defined in four primary areas 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, achievement of which will further the District toward achievement of our collective vision.

Management and Administration

- 1) Develop up to date policies, organizational procedures and a supportive administrative structure
 - a) Develop policies to define and refine the Board's role
 - b) Create a Board Committee "Plan"
 - c) Develop policies on how to respond to public input, criticism, questions of complaints given at the Board meetings
- 2) Have a solid communication plan and strategy

- 3) Improve public image of the District through a variety of means
- 4) Refine the financial reporting (to the Board) to maximize transparency and accountability
- 5) Improve the Board's meeting process to increase efficiency and reduce controversy, while improving decision making ability and the public 's experience

Personnel and Organization

- 1) Develop performance expectations by position
 - a) Create a system tying expected performance to the strategic plan

Infrastructure and Operations

- 1) Develop a system maintenance plan and strategy
 - a) Identify the staffing requirements in terms of employee numbers, skill/training/certification levels and availability
- 2) Develop and implement a plan to control system leaks and keep them under control

Partnerships and Relationships

- 1) Increase the productive relationship with county governments

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: August 2015

The district ended the month of August 2015 with the following balances in our accounts:

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 162,206	
Total Restricted:		<u>\$ 162,206</u>
Unrestricted:		
Checking	\$ 74,256	
Money Market - Working Capital	\$ 569,354	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 643,735</u>
Total Restricted & Unrestricted:		<u>\$ 805,941</u>

The district ended August 2015 with the following amounts affecting our financial status:

	Aug-2015	Year to Date
Sales & Business Revenue:	\$ 119,691	\$ 241,227
Total Operating Expenses:	\$ (121,782)	\$ (518,553)
Non-Operating Income/Expense:	\$ (10,021)	\$ (38,879)
Change in Net Assets (P&L):	\$ (12,112)	\$ (316,205)
Net Cash Flow:	\$ (142,448)	\$ (484,414)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	Accrued A/R
Current	\$ 34,487	\$ -	\$ 66	\$ 103,571
> 30 Days	\$ 12,393	\$ 189,552	\$ -	\$ -
> 60 Days	\$ 3,200	\$ -	\$ 17	\$ -
> 90 Days	\$ 1,673	\$ -	\$ -	\$ -
> 120 Days	\$ 8,130	\$ -	\$ 5,241	\$ -
Credits	\$ (11,814)			
Total	\$ 48,069	\$ 189,552	\$ 5,324	\$ 103,571
Total Combined	\$ 341,192		\$ 5,324	
 G/L Balance	 \$ 341,192		 \$ 5,324	
Difference	\$ -		\$ -	

* Amount of availability payments received: \$0

* Amount of availability payments outstanding: \$189,552

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 52,457	\$ -	\$ 5,000
> 30 Days	\$ -	\$ -	\$ 5,000
> 60 Days	\$ -	\$ -	\$ -
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
Total	\$ 52,457	\$ -	\$ 10,000
 G/L Balance	 \$ 52,457	 \$ -	 \$ 10,000
Difference	\$0	\$0	\$0

Statement of Revenues and Expenses (P&L)
 August 2015 & Year-To-Date Versus 6/30/16 Budget

	Aug-15	Aug vs Budget %	2015-2016 YTD	YTD vs Budget %	2015-2016 Prop. Budget	Remaining Budget
TOTAL REVENUE	122,101	8.20%	244,410	16.41%	1,489,779	1,245,369
TOTAL OPERATING EXPENSES	79,522	8.13%	157,325	16.09%	977,831	820,506
TOTAL ADMIN EXPENSES	21,810	7.83%	44,234	15.88%	278,631	234,397
TOTAL BOARD MEMBER EXPENSE	646	3.29%	1,830	9.32%	19,631	17,801
TOTAL MISCELLANEOUS EXPENSES	(1,063)	-0.83%	15,067	11.80%	127,721	112,654
TOTAL EMERGENCY WATER DROUGH'	33,299	1.68%	342,160	17.28%	1,980,000	1,637,840
Total Revenue	122,101	8.20%	244,410	16.41%	1,489,779	1,245,369
Total Expense	134,213	3.97%	560,616	16.57%	3,383,814	2,823,198
Net Income / (Loss)	(12,112)	0.64%	(316,205)	16.69%	(1,894,035)	(1,577,830)

* Total income and expenses are different from the Statement of Revenue & Expenses due to how the finance and non-operating income are combined. Net income is identical.

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**Statement of Revenues and Expenses (P&L)
 August 2015 & Year-To-Date Versus 6/30/16 Budget**

		Aug	2015-2016	YTD vs	2015-2016	Remaining	
	Aug-15	vs Budget %	YTD	Budget %	Prop. Budget	Budget	
Revenue							
01-0-3010-301	Meter Reconnection Fee	-	0.00%	-	0.00%	1,000	1,000
01-0-3010-302	Donated Capital - Meters Curre	-	0.00%	(5,000)	-25.00%	20,000	25,000
01-0-4010-400	Water Sales Residential	24,917	10.64%	48,063	20.53%	234,117	186,054
01-0-4010-402	Water Availability Revenue	15,796	8.32%	31,420	16.55%	189,899	158,479
01-0-4010-403	Water Service Charges	78,228	8.32%	156,440	16.64%	940,413	783,973
01-0-4020-410	Interest Income - LAIF	-	0.00%	115	29.01%	395	280
01-0-4020-413	Int Inc Penalties - Customer	1,636	7.54%	3,426	15.79%	21,698	18,272
01-0-4020-414	Transfer Fee Income	750	10.35%	1,550	21.40%	7,244	5,694
01-0-4020-415	Other Income	(145)	-1.00%	996	6.87%	14,500	13,504
01-0-4020-416	Meter Set Fee	-	0.00%	200	3.64%	5,500	5,300
01-0-4020-417	Interest Income Guaranty Fed	19	5.08%	46	12.30%	376	330
01-0-4020-901	Hydrant Rental	-	0.00%	-	0.00%	40	40
01-0-4020-902	Hydrant Consumption	-	0.00%	-	0.00%	997	997
01-0-4020-999	Avail Fee Income	-	#DIV/0!	3,554	#DIV/0!	-	(3,554)
01-0-4040-100	Lease Fee	900	4.17%	3,600	16.67%	21,600	18,000
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000	32,000
TOTAL REVENUE	122,101	8.20%	244,410	16.41%	1,489,779	1,245,369	
Expenses							
01-1-5010-100	Regular Pay - Plant	9,406	6.53%	22,902	15.90%	144,066	121,164
01-1-5010-101	Overtime Pay	2,284	12.72%	4,311	24.01%	17,954	13,643
01-1-5010-102	Sick Pay	295	4.54%	481	7.42%	6,481	6,000
01-1-5010-104	Vacation Pay	295	5.18%	1,927	33.91%	5,682	3,756
01-1-5010-105	Holiday Pay	-	0.00%	508	5.78%	8,785	8,277
01-1-5010-200	PERS	737	6.91%	1,897	17.80%	10,653	8,756
01-1-5010-201	FICA/Medicare	939	6.48%	2,305	15.89%	14,501	12,196
01-1-5010-202	SUI	-	0.00%	-	0.00%	1,736	1,736
01-1-5010-203	Health Insurance	3,697	7.40%	7,393	14.80%	49,971	42,578
01-1-5010-204	Workers Compensation	503	4.57%	1,006	9.14%	11,000	9,994
01-1-5010-206	Dental Insurance	390	9.21%	780	18.42%	4,237	3,457
01-1-5010-207	Vision Care	-	0.00%	-	0.00%	65	65
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	1,000	1,000
01-1-5020-501	Lease Of Equipment	-	0.00%	-	0.00%	1,000	1,000
01-1-5020-510	Repair & Maintenance - Plant	3,551	17.38%	5,103	24.98%	20,429	15,326
01-1-5020-511	Repair & Maintenance - Vehicle	2,956	23.10%	2,981	23.30%	12,797	9,816
01-1-5020-512	Repair & Maintenance - Distribution	1,410	3.36%	10,134	24.12%	42,009	31,875
01-1-5020-515	R&M Transmission - Intake	-	0.00%	-	0.00%	5,000	5,000
01-1-5020-518	R&M Transmission - 10" Irrigation	-	0.00%	-	0.00%	2,000	2,000
01-1-5020-520	Small Tools & Equipment	91	1.81%	91	1.81%	5,000	4,909
01-1-5020-522	Gas, Oil & Lubricant - Plant	2,129	10.06%	3,788	17.90%	21,169	17,381
01-1-5020-524	Health & Safety	468	5.02%	468	5.02%	9,316	8,848
01-1-5020-529	Telephone - T & D	460	8.87%	798	15.38%	5,189	4,391
01-1-5020-535	Water Supply Emergency 2014	33,299	66.60%	342,160	684.32%	50,000	(292,160)
01-1-5020-544	Water Testing Fees	-	0.00%	2,360	18.98%	12,437	10,077
01-1-5020-545	Water System Fees	-	0.00%	-	0.00%	18,781	18,781
01-1-5020-548	Water Testing Materials	-	0.00%	-	0.00%	688	688
01-1-5021-521	Water Treatment Chemicals	12,878	24.59%	12,878	24.59%	52,361	39,483
01-1-5021-524	P G & E Power - Office	354	15.58%	670	29.47%	2,274	1,604
01-1-5021-525	P G & E Power - Intake	8,555	9.65%	16,258	18.34%	88,638	72,380
01-1-5021-526	P G & E Power - Well	946	12.80%	1,832	24.78%	7,394	5,562
TBD	P G & E Power - Well 2	-	0.00%	-	0.00%	7,394	7,394
TBD	P G & E Power - Medina	-	0.00%	-	0.00%	7,394	7,394
TBD	P G & E Power - Well 3/4	-	0.00%	-	0.00%	10,000	10,000
01-1-5021-527	P G & E Power - Water Treatment	3,013	8.61%	5,708	16.32%	34,972	29,264
01-1-5021-528	P G & E Power - Distribution	2,647	9.92%	5,251	19.68%	26,680	21,429
01-1-5021-561	Purchased Water Actual-mid-p	5,000	5.96%	10,000	11.92%	83,916	73,916

		Aug	2015-2016	YTD vs	2015-2016	Remaining	
	Aug-15	vs Budget %	YTD	Budget %	Prop. Budget	Budget	
01-1-5023-533	Outside Services	127	3.92%	127	3.92%	3,232	3,105
01-1-5023-534	Temporary Outside Labor		0.00%	-	0.00%	9,600	9,600
01-1-5023-535	Fire Protection/Weed Control		0.00%	-	0.00%	500	500
01-1-5023-536	Cleaning Services		0.00%	-	0.00%	1,000	1,000
01-1-5023-537	Pest Control	32	9.09%	64	18.18%	352	288
01-1-5023-538	Engineering Services	-	0.00%	2,468	16.45%	15,000	12,533
01-1-5023-539	Employee Education		0.00%	-	0.00%	2,000	2,000
01-1-5024-540	Memberships	-	0.00%	417	6.08%	6,866	6,449
01-1-5024-541	Subscriptions		0.00%	-	0.00%	200	200
01-1-5024-542	Publications		0.00%	-	0.00%	322	322
01-1-5024-543	Licenses, Permits & Cert.	300	70.59%	300	70.59%	425	125
01-1-5032-583	Depreciation Expense	13,836	8.90%	27,671	17.79%	155,505	127,834
01-2-6010-100	Regular Pay - Administration	5,252	7.97%	11,803	17.91%	65,910	54,107
01-2-6010-101	Overtime Pay	516	14.37%	1,316	36.63%	3,593	2,277
01-2-6010-102	Sick Pay		#DIV/0!	-	#DIV/0!	-	-
01-2-6010-104	Vacation Pay	216	11.68%	216	11.68%	1,850	1,634
01-2-6010-105	Holiday Pay	-	0.00%	216	7.09%	3,048	2,832
01-2-6010-200	PERS	417	6.76%	1,006	16.32%	6,166	5,160
01-2-6010-201	FICA/Medicare	458	7.69%	1,041	17.47%	5,955	4,914
01-2-6010-202	SUI	-	0.00%	40	4.45%	888	848
01-2-6010-203	Health Insurance	1,520	7.82%	3,040	15.64%	19,439	16,399
01-2-6010-204	Workers Compensation	50	13.74%	99	27.48%	362	263
01-2-6010-206	Dental Insurance	159	8.55%	319	17.09%	1,864	1,545
01-2-6010-207	Vision Care		#DIV/0!	-	#DIV/0!	-	-
01-2-6010-546	Travel, Meetings & Mileage	33	4.73%	65	9.24%	704	639
01-2-6020-512	Propane	277	400.80%	277	400.80%	69	(208)
01-2-6020-515	Customer Billing Supplies	-	0.00%	401	20.04%	2,000	1,599
01-2-6020-529	Telephone - Admin	629	12.44%	923	18.27%	5,052	4,129
01-2-6020-530	Office Supplies	285	11.39%	285	11.39%	2,500	2,215
01-2-6020-531	Postage	477	5.46%	1,205	13.80%	8,736	7,531
01-2-6023-531	Computer IT	2,145	9.92%	3,272	15.13%	21,624	18,352
01-2-6023-532	R & M Equipment		0.00%	-	0.00%	109	109
01-2-6023-533	Outside Services	8,743	11.10%	17,479	22.20%	78,750	61,271
01-2-6023-535	Office Cleaning Serv	140	8.97%	280	17.95%	1,560	1,280
01-2-6023-536	Legal Services	494	2.25%	494	2.25%	21,951	21,457
01-2-6023-537	Audit Services		0.00%	-	0.00%	7,000	7,000
01-2-6023-539	Employee Education		0.00%	-	0.00%	900	900
01-2-6024-540	Memberships		0.00%	-	0.00%	12,000	12,000
01-2-6024-541	Subscriptions		0.00%	-	0.00%	300	300
01-2-6024-542	Publications	-	0.00%	458	13.57%	3,375	2,917
01-2-6024-543	Licenses, Permits & Cert.		0.00%	-	0.00%	1,000	1,000
01-2-6024-547	County Fees		0.00%	-	0.00%	1,926	1,926
01-3-6025-100	Regular Pay	600	5.00%	1,700	14.17%	12,000	10,300
01-3-6025-201	FICA/Medicare	46	5.00%	130	14.17%	918	788
01-3-6025-202	SUI		0.00%	-	0.00%	300	300
01-3-6025-204	Workers Compensation		0.00%	-	0.00%	113	113
01-3-6025-546	Travel, Meetings & Mileage		0.00%	-	0.00%	2,000	2,000
01-3-6025-550	Board Meeting Expense		0.00%	-	0.00%	1,300	1,300
01-3-6025-555	Board Election Expenses		0.00%	-	0.00%	3,000	3,000
01-9-6030-569	Credit Card Service Charges	341	#DIV/0!	676	#DIV/0!	-	(676)
01-9-6030-570	Bank Service Charges		#DIV/0!	-	#DIV/0!	-	-
01-9-6030-572	Business Insurance Expense	2,224	7.45%	4,448	14.90%	29,860	25,412
01-9-6030-576	Misc Other Expense	(10,677)	-245.73%	(1,992)	-45.83%	4,345	6,337
01-9-6030-577	Retired Employee Health	2,573	7.28%	5,147	14.56%	35,339	30,192
01-9-6030-580	Retired EE Benefit Expense		#DIV/0!	-	#DIV/0!	-	-
01-9-6030-584	SWRCB Well #2		0.00%	-	0.00%	350,000	350,000
TBD	Medina Well		0.00%	-	0.00%	300,000	300,000
TBD	Well 3/4		0.00%	-	0.00%	1,200,000	1,200,000
TBD	Long Term Surface Supply		#DIV/0!	-	#DIV/0!	-	-

		Aug	2015-2016	YTD vs	2015-2016	Remaining
		Aug-15	YTD	Budget %	Prop. Budget	Budget
				vs Budget %		
TBD	Grant Application Services		-	0.00%	80,000	80,000
01-9-6030-585	State Water Board Barge Reimb		-	#DIV/0!		-
01-9-6030-586	Dept of Water Resources		-	#DIV/0!		-
01-9-6030-587	State Revolving Fund		-	#DIV/0!		-
01-9-6031-580	Interest Long Term Debt	6,423	10,683	20.24%	52,783	42,100
01-9-6032-583	Depreciation Expense	276	553	16.99%	3,254	2,701
01-9-6035-575	Office Fire Recovery		-	0.00%	32,000	32,000
TOTAL EXPENSES		134,213	560,616	16.57%	3,383,814	2,823,198
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General Manager's Report Summary

September 14, 2015

The following items will be briefly presented verbally in the order shown, at the meeting. For many of the reported items, there is available supporting documentation available in the office, or included as part of this or future agendas. The purpose of this report is to keep the Board of Directors apprised of the status of prior direction, newly occurring issues and the status of critical projects and issues.

1 Management and Administration

- **Grant payment received** - We received our first grant reimbursement in the amount of \$60,900 from the State Water Board for Agreement Number 14-603-550; which is the entire amount of the contract for that particular grant. We will be submitting the final closing reports for this grant.
- **Grant reimbursement approved** - Received preliminary approval from the State Water Board of our first grant reimbursement request under Grant Agreement 14-615-550 in the amount of \$79,577. We will be submitting for reimbursement on a monthly basis until the project is completed.
- **Grant reimbursement prepared** - Our first Department of Water Resources grant reimbursement request is being finalized and will be submitted within one week and we will submit for reimbursement monthly under this grant agreement as well.
- **Office fire restoration** - I continue to work with our insurance SDRMA, their adjuster and various technology vendors in an attempt to complete and close out the office fire damage restoration. Unfortunately it appears that soon after the fire, the District received an advance of approximately \$120,000 toward the purchase and restoration of all lost computers, printers and software; however the work funded with this advance was never completed, nor was the revenue booked as reserved for this work. Our budget this year contains only approximately \$30,000 for this technology work, when we have \$106,000 remaining in estimated in remaining expenses.



2 Personnel and Organization

- **Office assistance** – We have added a temporary, part time employee as funded within the current budget, to complete some absolutely necessary office functions related to records, customer outreach and internal communication and documentation management.

3 Infrastructure and Operations

- **System Water losses** - Attached are water system reports for August 2015 (4.5% loss), and a corrected report for July 2015 (10.5% loss), which reflect a clear and dramatic trend of decreased system losses resulting from the aggressive leak repair and water service line replacement. This aggressive effort was to accomplish multiple objectives:
 - Allow our existing workforce to be able to conduct system operation and maintenance work, which had not been done in years due to their full time being consumed in leak repairs, meter reading and
 - Reduce leakage quickly to save water during drought and 50% customer mandated reductions
 - Determine the cost effectiveness of contracting versus staff conducted leak repairs, and the associated impact on the District budget and system operation and maintenance
 - Get our system water losses below 10%

I would say we accomplished each and every objective!

- Please see the attached customer water consumption report that shows our customers have achieved an average of 50% conservation as compared to 2013, and 41% conservation average when compared to last year. Our customers are the best!!
- We have worked the bugs out of the automated water meter reading system, and were able to accurately read all meters in the system within several hours last month! Thank s go out to Syndie for driving this project to success. Completing this project alone has saved the District a minimum of \$40,000 per year in perpetuity!

4 Partnerships and Relationships

- GM Kampa attended the Drought Task Force meeting in Sonora
- Over 300 individual wells have been affected going dry with drought.



LAKE DON PEDRO

Community Services District

Contracted VS In-House Construction

Peter J. Kampa, General Manager

September 16, 2015

Background

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).

Public Contracting

Community Services Districts are authorized Public Contract Code 20682 to purchase construction materials or contract for work of less than \$25,000 in cost on the open market without calling for bids. However if the amount is over \$25,000, the District must call for bid. Public Contract Code 20682.5 allows the District to use its own employees to construct work costing up to \$25,000. In January 2015, the Board elected to be subject to the Uniform Construction Cost Accounting Act (UCCAA) contained in Public Contract Code 22000 et seq, which raised the cost of work the District can legally construct in-house to \$45,000 and raised the cost of a project over which the District must seek competitive bids to \$175,000.

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:

Table 1

Column1	May-June 2015	Jul-15	Aug-15	Totals/Average	
Total cost	\$ 60,000	\$45,000	\$22,000	\$127,000	
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

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

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

(EXISTING)
Ranchito
Well #1 @
50GPM



(NEW)
Ranchito
Well #2 @
90GPM



(NEW)
Medina
Well @
90GPM



(NEW)
Well #5 @
125GPM



Lake Don Pedro Community
Services District – Emergency Well
Project Status

Community Water Demand = 350
Gallons Per Minute (GPM)

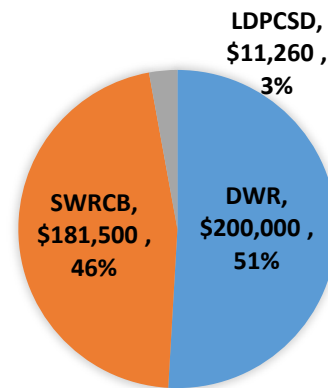
355
GPM

Existing Ranchito Well No. 1 – 50 GPM

Constructed in 1992. Flow rate based on historical operations and pump test by Binkley. Potential to increase GPM flow by maintenance or drilling deeper.

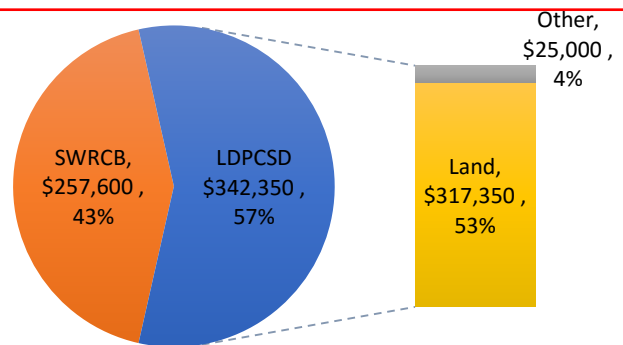
(New) Ranchito Well No. 2 – 90 GPM

Cost (Est): \$392,760
 Grant Amount: \$281,500 (97%)
 Grant Status: Contract + Receiving Reimbursements
 Completion (Est): 10/15/15



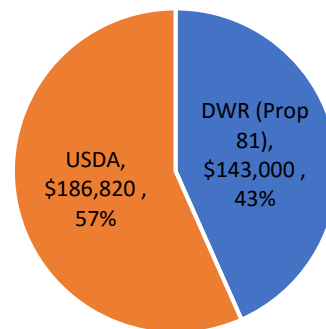
(New) Medina Well

Cost (Est): \$392,760
 Grant Amount: \$257,600 (43%)
 Grant Status: Contract + Receiving Reimbursements
 Completion (Est): 10/15/15



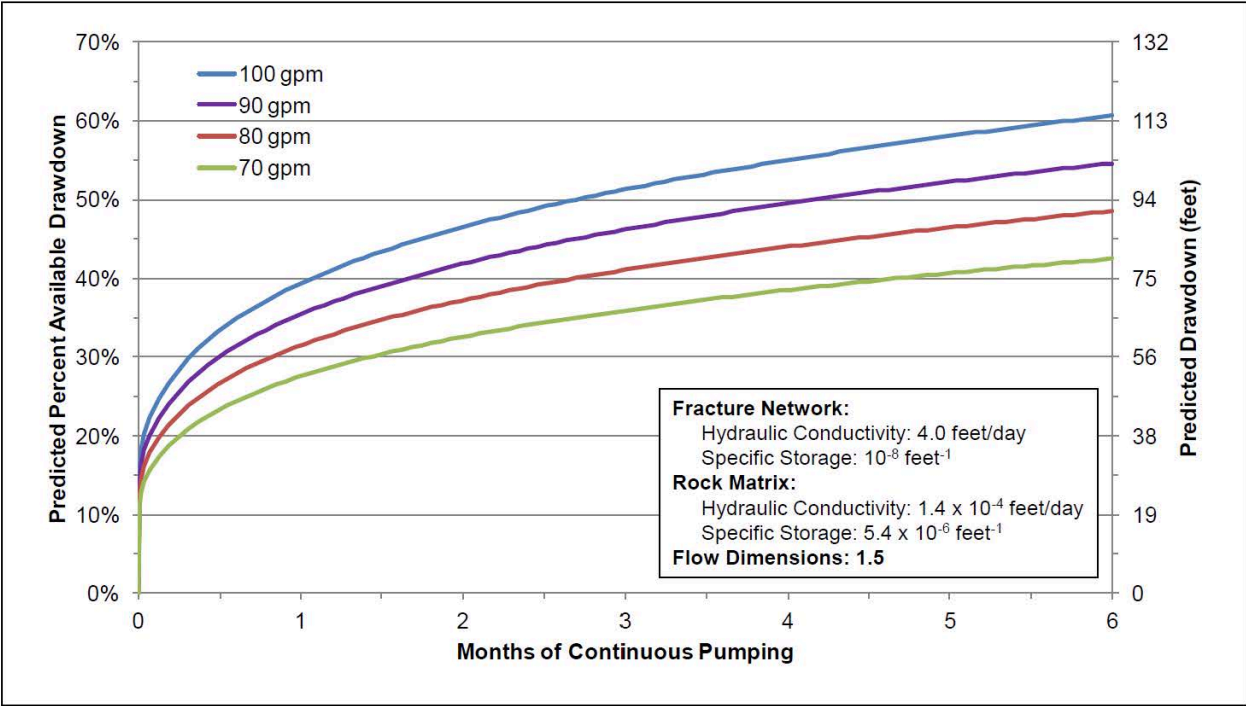
(New) Well No. 5

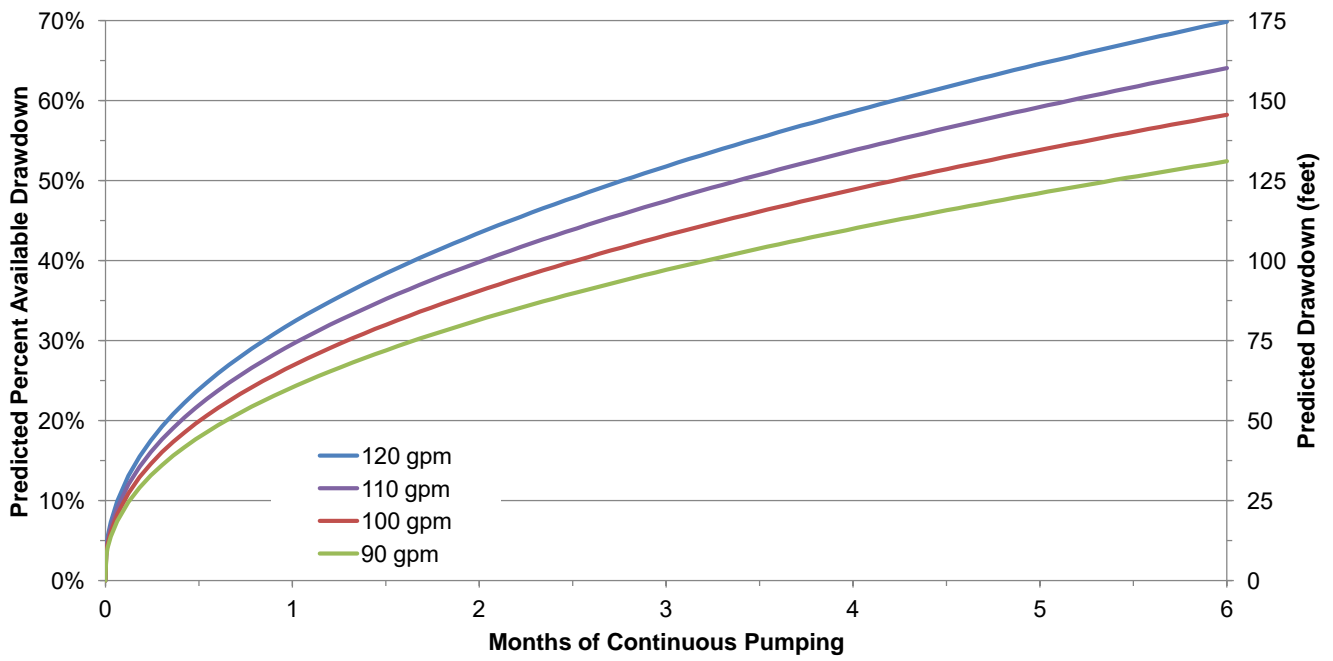
Cost (Est): \$329,820
 Grant Amount: \$329,820 (100%)
 Grant Status: DWR Contract Est. – 10/15/15
 USDA Contract Est. – 11/15/15
 Completion (Est): 11/30/15



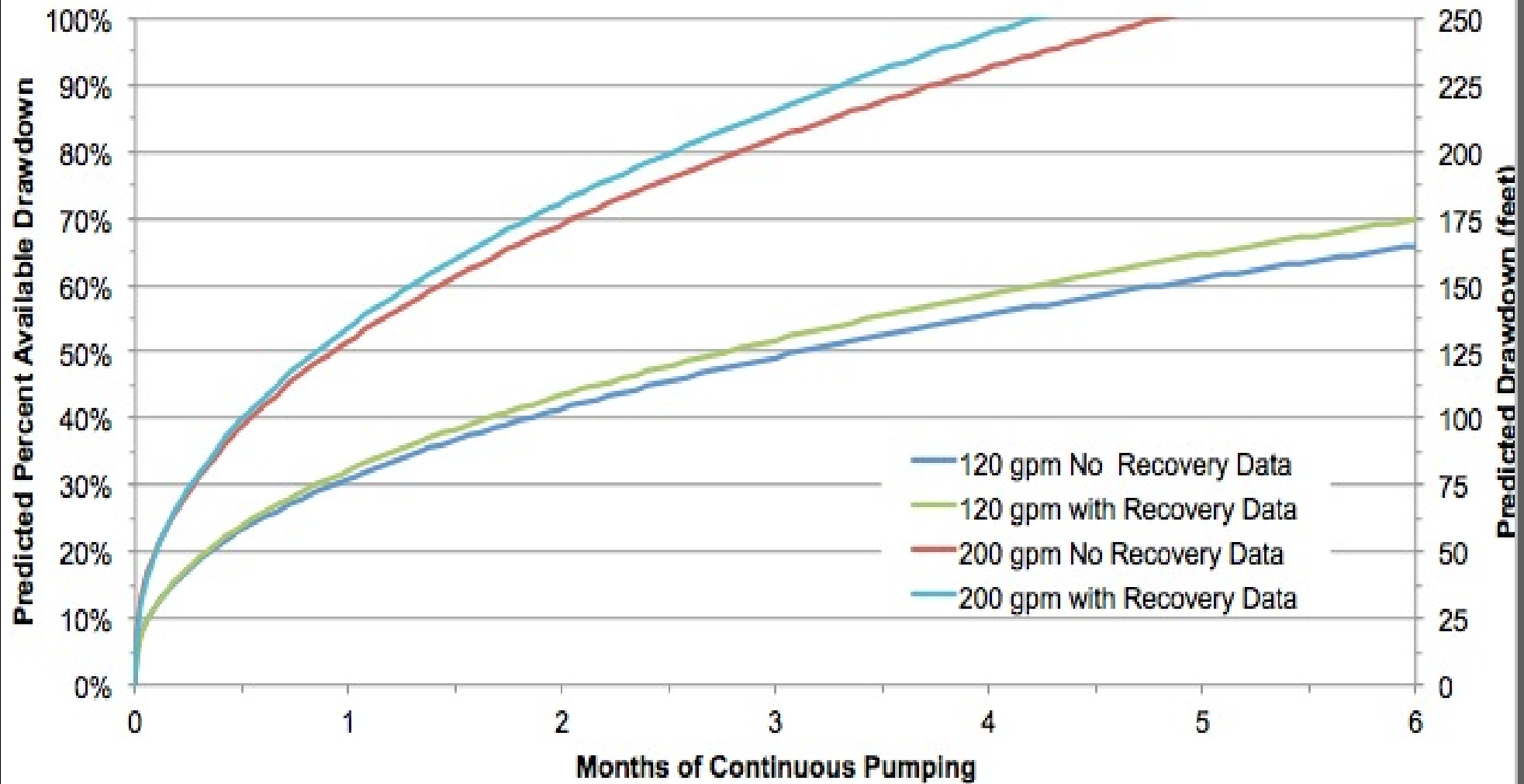
(Drilled and Not Developed) Wells No. 3-4

Cost: \$257,000
 Grant Amount: \$257,000 (100%)
 Grant Status: DWR Contract Est. – 10/15/15
 Completion: 7/30/15

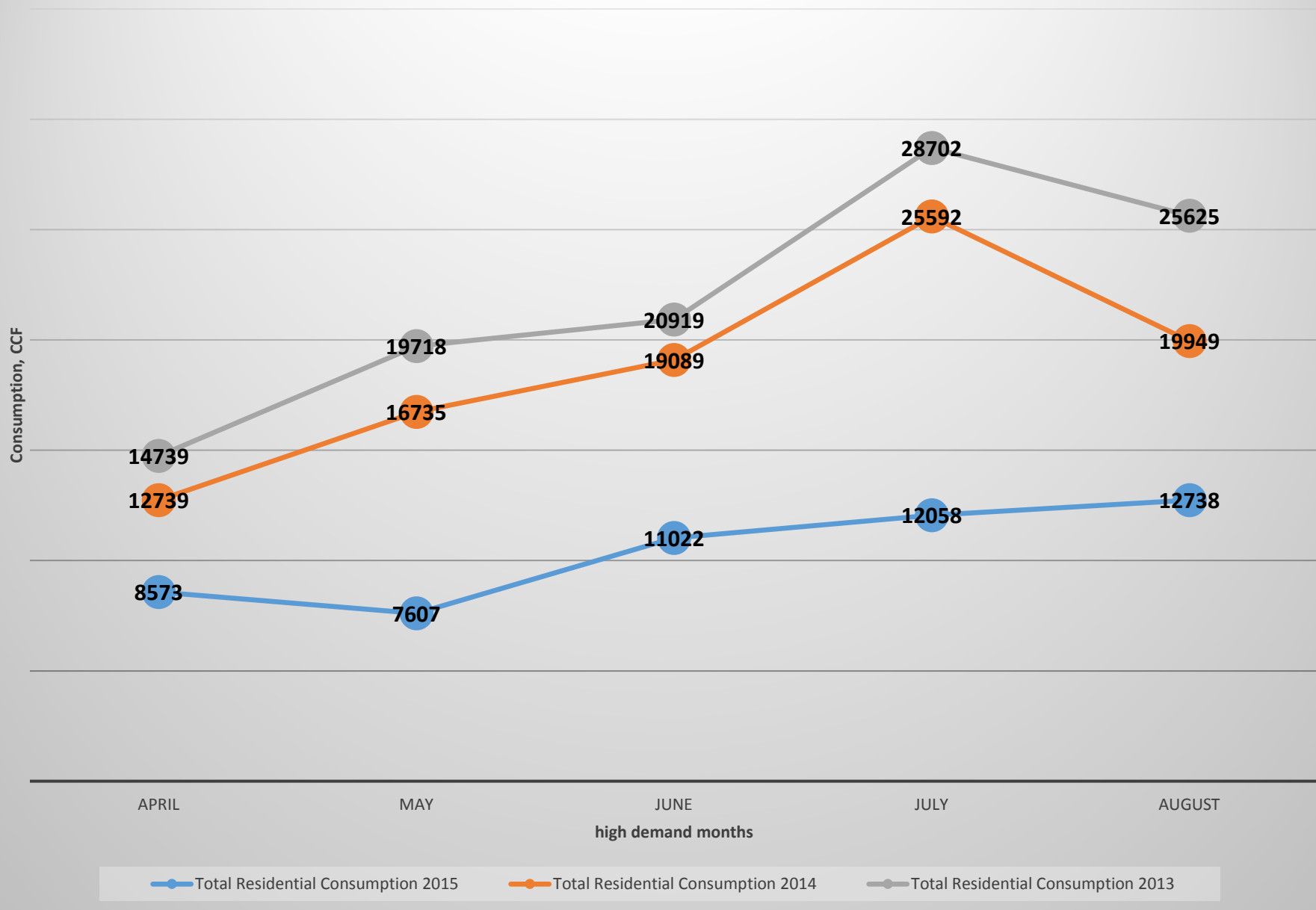




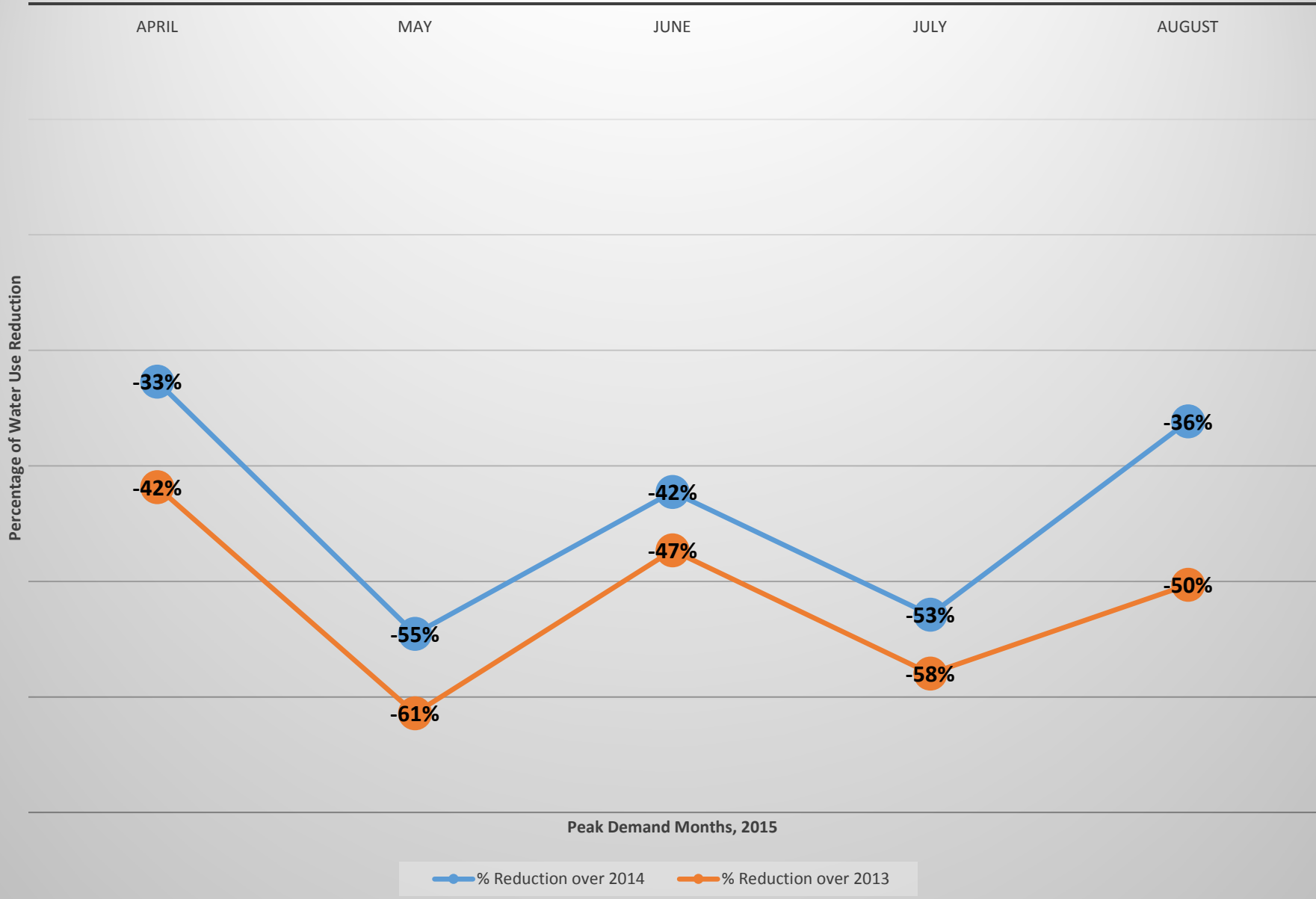
Well No. 5 Production Estimates



LDPCSD CUSTOMER WATER USAGE, CCF



% Water Use Reduction



Instructions: -Enter values into white boxed cells. Do not edit grey or colored cells.

-To start a new annual file: Save as a new file, and manually enter the "last" meter readings and meter correction values on the "Read 1" sheet. Delete the "Initial Snapshot" sheet, and erase all data in white cells except for meter correction values.

-Each reading day has a separate tap. "last" values are automatically transferred from the previous reading tab.

-If, at any time, any data seems incorrect or formula not functional, or to add calculations to the sheet, please contact Binkley Associates ASAP.

Notes:

1. Units must be consistent throughout spreadsheet. Sheet is set up for meter readings in hundred cubic feet (ccf). Tank levels are in feet.

Meter Correction Factors and Method Determined*:

(Enter a negative sign if meter is underregistering; leave positive if overregistering)

	Plant	Customers	Transmission
Percentage			
Method*			

* Meter accuracy testing method

- 1) Testing in place using tank level measurement
- 2) Tested in place using fire hydrant and hydrant meter
- 3) Tested in place by meter testing contractor using in line pitot or other method not listed above
- 4) Tested in shop by testing lab
- 5) Assumption based on similar meters in LDPCSD
- 6) Assumption based on meter manufacturer spec.
- 7) Other

**Other metered and unmetered water uses category:

Enter "A" for metered, "B" for estimated another way

Water Distribution System:

	Date (mo/dy/yr)	Plant Eff Meter Reading (ccf)	(A) Plant Eff Meter Corrected (ccf)	Central Tank Level (feet)	(B) Central Tank Volume (cu. ft.)	Enebro Tank Level (feet)	(C) Enebro Tank Volume (cu. ft.)	Alamo Tank Level (feet)	(D) Alamo Tank Volume (cu. ft.)	Coronado Tank Level (feet)	(E) Coronado Tank Volume (cu. ft.)	Lazo Tank Level (feet)	(F) Lazo Tank Volume (cu. ft.)	Arobolada Tank Level (feet)	(G) Arbolada Tank Volume (cu. ft.)	Sturtevant Tank Level (feet)	(H) Sturtevant Tank Volume (cu. ft.)	Customer Meters Total Readings (ccf)	(I) Customer Meters Corrected (ccf)
Current	07/29/15	793,453.00	793,453.00	22.00	186,887.06	39.00	33,356.65	16.00	61,575.22	21.00	46,329.85	17.00	9,733.44	25.00	55,154.59	29.00	63,979.32	12,058.00	12,058.00
Last:	07/01/15	779,639.00	779,639.00	20.60	174,994.25	37.20	31,817.11	13.10	50,414.71	19.00	41,917.49	18.00	10,305.99	27.30	60,228.81	26.00	57,360.77	11,022.00	11,022.00
Difference:			13,814.00	1.40	11,892.81	1.80	1,539.54	2.90	11,160.51	2.00	4,412.37	-1.00	-572.56	-2.30	-5,074.22	3.00	6,618.55		1,036.00

Other metered and unmetered uses (J):

Item	**Method Measured	Quantity (ccf)
Fire fighting		
Other hydrant usage		
Main flushing		
Bulk water sales		
Repaired leaks		
Water quality testing		
Tank drainage or overflow		
Other:		
Other:		
Other:		
Other:		
Total (ccf): (G)		0

Totals for Zone:

Flows into System (A):	13,814.00 (ccf)
Change in Storage (B+C+D+E+F+G+H)	299.77 (ccf)
Flows Out of Zone (I+J):	12,058.00 (ccf)

Real and Apparent Water Loss: 1,456.23 CCF = 3.34 AC-FT for period: 07/01/15 through 07/29/15 10.54% LOSS

Instructions: -Enter values into white boxed cells. Do not edit grey or colored cells.

-To start a new annual file: Save as a new file, and manually enter the "last" meter readings and meter correction values on the "Read 1" sheet. Delete the "Initial Snapshot" sheet, and erase all data in white cells except for meter correction values.

-Each reading day has a separate tap. "last" values are automatically transferred from the previous reading tab.

-If, at any time, any data seems incorrect or formula not functional, or to add calculations to the sheet, please contact Binkley Associates ASAP.

Notes:

1. Units must be consistent throughout spreadsheet.

Sheet is set up for meter readings in hundred cubic feet (ccf). Tank levels are in feet.

Meter Correction Factors and Method Determined*:

(Enter a negative sign if meter is underregistering; leave positive if overregistering)

	Plant	Customers
Percentage		
Method*		

* Meter accuracy testing method

- 1) Testing in place using tank level measurement
- 2) Tested in place using fire hydrant and hydrant meter
- 3) Tested in place by meter testing contractor using in line pitot or other method not listed above
- 4) Tested in shop by testing lab
- 5) Assumption based on similar meters in LDPCSD
- 6) Assumption based on meter manufacturer spec.
- 7) Other

**Other metered and unmetered water uses category:

Enter "A" for metered, "B" for estimated another way

Water Distribution System:

	Date (mo/dy/yr)	Plant Eff Meter Reading (ccf)	(A) Plant Eff Meter Corrected (ccf)	Central Tank Level (feet)	(B) Central Tank Volume (cu. ft.)	Enebro Tank Level (feet)	(C) Enebro Tank Volume (cu. ft.)	Alamo Tank Level (feet)	(D) Alamo Tank Volume (cu. ft.)	Coronado Tank Level (feet)	(E) Coronado Tank Volume (cu. ft.)	Lazo Tank Level (feet)	(F) Lazo Tank Volume (cu. ft.)	Aroblada Tank Level (feet)	(G) Arbolada Tank Volume (cu. ft.)	Sturtevant Tank Level (feet)	(H) Sturtevant Tank Volume (cu. ft.)	Customer Meters Total Readings (ccf)	(I) Customer Meters Corrected (ccf)
Current	08/28/15	807,341.00	807,341.00	27.00	229,361.40	38.00	32,501.35	14.00	53,878.31	24.00	52,948.40	19.00	10,878.55	28.00	61,773.14	28.00	61,773.14	12,777.00	12,777.00
Last:	07/29/15	793,453.00	793,453.00	22.00	186,887.06	39.00	33,356.65	16.00	61,575.22	21.00	46,329.85	17.00	9,733.44	25.00	55,154.59	29.00	63,979.32	12,058.00	12,058.00
Difference:			13,888.00	5.00	42,474.33	-1.00	-855.30	-2.00	-7,696.90	3.00	6,618.55	2.00	1,145.11	3.00	6,618.55	-1.00	-2,206.18		719.00

Other metered and unmetered uses (J):

Item	**Method Measured	Quantity (ccf)
Fire fighting		
Other hydrant usage		
Main flushing		
Bulk water sales		
Repaired leaks		
Water quality testing		
Tank drainage or overflow		
Other:		
Other:		
Other:		
Other:		
Total (ccf): (J)		0

Totals for Zone:

Flows into System (A):	13,888.00 (ccf)
Change in Storage (B+C+D+E+F+G+H)	460.98 (ccf)
Flows Out of Zone (I+J):	12,777.00 (ccf)

Real and Apparent Water Loss: 650.02 CCF = 1.49 AC-FT for period: 07/29/15 through 08/28/15 4.68%

RESOLUTION NO. 2015-____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
DEDICATING A TEMPORARY ALLOCATION OF DISTRICT
RESERVE FUNDING FOR COMPLETION OF WELL #5 AND
ESTABLISHING ASSOCIATED RESERVE REPLENISHMENT
REQUIREMENTS**

WHEREAS, the District has declared a water supply emergency due to the potential loss of its water supply in Lake McClure due to this serious drought, and is in the process of construction of a number of major projects to increase water supply availability and reduce water system leakage; and

WHEREAS, the District has entered into contract with the State Water Resources Control Board and the Department of Water Resources for grant funding for completion of two of the required four new groundwater wells, referred to herein as Wells No. 2 and Medina; and

WHEREAS, the peak water demand of the District customers exceeds the capacity safely available from the new Well No. 2 and Medina, and the District has identified additional locations for development of new groundwater wells, identified herein as Wells Nos. 3 and 4 and Nos. 5 and 6; and

WHEREAS, Wells No 3 and 4 have been tested to state standards and determined to not be usable in the public water system due to low water production and high salinity (salt) resulting in very poor water quality requiring advanced and expensive water treatment; and

WHEREAS, Well No. 5 has been tested to state standards and determined to produce a safe water yield of 125 gallons per minute, making it very desirable to develop, however the District does not have adequate funding available to pay the cost for construction of Well No. 5; and

WHEREAS, the Department of Water Resources (DWR) through Proposition 88 funds can make up to a maximum of \$400,000 in grant funding available to the District for the immediate construction of Well No. 5 if the District can commit the funding necessary to pay the remaining construction costs; and

WHEREAS, the District has established capital reserves to fund infrastructure replacement needs pursuant to a 2009 water rate increase and Proposition 218 proceeding, in which such funding was dedicated. To date, this reserve funding has been used to construct this emergency water supply project with the commitment of the Board to refund this reserve to the maximum extend practical, due to the poor condition of the exiting District infrastructure and high system leakage rates; and

WHEREAS, any permanent withdrawal of more of these reserve funds must be avoided as the District must endeavor to address system leakage as quickly as possible to preserve this new groundwater

supply for the health and safety of the community. Temporary withdrawals of this capital reserve continues to be necessary; and

WHEREAS, a commitment of \$200,000 from District infrastructure reserves will provide adequate funding, when combined with \$400,000 from DWR to complete Well No. 5 in its entirety, allowing DWR to issue a funding contract.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT DOES HEREBY:

1. Approve the dedication of up to \$200,000 in capital reserve funding to be combined with \$400,000 in grant funding from DWR to complete construction of Well No. 5.
2. Continue to aggressively pursue the emergency water supply funding through the USDA Rural Utilities Services in the amount of \$500,000 for the construction of Well No. 6 and the reimbursement of District emergency reserves used for wells 3, 4, 5 and 6.
3. Continue to aggressively address system leakage and pursue sources of funds to complete the Water Service Line Replacement Project.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on September 17, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Syndic Marchesiello, the duly appointed and acting Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Lake Don Pedro Community Services District, duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on September 17, 2015.

DATED: _____.

RESOLUTION NO. 2015-____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
MODIFYING THE ALLOWED OUTSIDE IRRIGATION SCHEDULE
CONTAINED IN THE MANDATORY WATER USE RESTRICTIONS**

WHEREAS, the Lake Don Pedro Community Services District (District) adopted 50% mandatory water use restriction by Resolution 2015-15 on March 9, 2015 and those restrictions have remained in effect since that date; and

WHEREAS, Resolution 2015-15 was amend on May 18, 2015 to allow limited outside irrigation but no change in allowed irrigation times were adopted; and

WHEREAS, Section 7 (a) iv of District Resolution 2014-09 was the last action adopted by the Board that set an allowed irrigation time, which was established to restrict watering between the hours of 6:00am and 7:00 pm; and

WHEREAS, these hours have been found to be too restrictive and currently require customers to irrigate in the dark, which is not desired.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT DOES HEREBY:

1. Amend the water use restrictions in Resolution 2015-15 and subsequent Board actions related to water use restrictions to allow for outside irrigation with no time-of-day restrictions.
2. Customers are encouraged to continue to water at the coolest, less windy times of the day.
3. All other water use restrictions and requirements of prior Board actions remain in full force and affect.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on September 17, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Syndic Marchesiello, the duly appointed and acting Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Lake Don Pedro Community Services District, duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on September 17, 2015.

DATED: _____.

RESOLUTION NO. 2015-____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
CREATING THE MASTER WATER METER UPGRADE PROJECT
AND AUTHORIZING RELATED ACTIONS**

WHEREAS, the Lake Don Pedro Community Services District (District) water system contains large water meters, herein referred to as Master Meters that are installed in various locations through out the water system and located to assist in determining water consumption and losses on a tank-zone by tank-zone basis; and

WHEREAS, the Master Meters were installed with the original water system in the late 1960's and have never been replaced, adequately services or accuracy tested; and

WHEREAS, the Master Meter locations and other specifics are described in the upgrade proposal, submitted by AquaSierra Controls, Inc. and attached hereto for reference only; and

WHEREAS, the Master Meters are near their life expectancy and are have operated far beyond the recommended service and testing schedule without any service whatsoever, and have been determined to be inaccurately reading and in some cases difficult or impossible to test accurately, as described in the Aquasierra report; and

WHEREAS, the Master Meters must measure water accurately to assist the District in determining the location of water system leakage, which is widespread and increasing over the past few years; and

WHEREAS, accurate Master Meters will assist the District in immediately locating water leaks, help prioritize leak repairs and save the customers thousands of dollars annually in lost water and leak damage; and

WHEREAS, District staff desires that the Board take action to establish the Master Meters as a priority project for upgrade, and dedicate financial resources as available to their upgrade.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT DOES HEREBY:

1. Approve the creation of a Construction in Progress account titled Master Meter Upgrade Project.
2. Establish the budget for the Master Meter Upgrade Project at \$180,000 including contracted services and improvements constructed by force account.
3. Allocate \$15,000 from the 2015/16 Capita Improvement Budget already adopted toward the priority portions of the project

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on September 17, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Syndic Marchesiello, the duly appointed and acting Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Lake Don Pedro Community Services District, duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on September 17, 2015.

DATED: _____.



Aqua Sierra Controls, Inc.

Engineering General and Electrical Contractor
Sales & Service (800) 649-4287



1650 Industrial Drive, Auburn, CA 95603
Office (530) 823-3241 Fax (530) 823-3475
service@aquasierra.com/www.aquasierra.com
Contractor License 474023 A & C-10

DESIGN BUILD - SCADA – AUTOMATION - MOTOR CONTROLS
PUMP STATIONS - UL508 PANEL SHOP - INSTRUMENTATION SERVICES AND
TESTING - FLOW STUDIES AND EVALUATION

July 31, 2015

Lake Don Pedro
9751 Merced Falls Road
La Grange, CA95329

Attention: Peter Kampa

Subject: Budgetary Cost Estimate
For: Flow Meter Calibration and Assessment
Quote: QD04234

Dear Pete

I have been working with my senior technician, Ken Lane regarding calibrating the various existing flow meters in the water system. Ken has visually inspected each of the sites to make a decision on what method could be used to test the meters listed below.

1. Plant Influent Sparling Flow meter 18"
2. Plant Effluent Siemens Magnetic Flow meter 18"
3. Central Tank either a 12" or 10" Sparling flow meter (to be discussed further)
4. Arbolata Tank Hersey Sparling 4" Turbine
5. Enebro tank Sparling 10" flow meter
6. Tulipan tank Sparling 10" flow meter
7. Alamo tank Sparling 4" flow meter
8. Coronado tank 3" Sparling flow meter
9. Intake Flow meter 18" McCrometer

Please note Ken's brief report for each of the sites listed above

1. Plant Influent flow meter. 18" steel pipe. Sparling. 32.125" spool. There is room for an attempt at a clamp-on test. The meter has a 4-20 ma output. The flow indication at SCADA is erratic and unstable. The signal is looped through the

AMM card and a chem. Pump. If totalization at SCADA is to occur, additional programming will be required.

2. Plant effluent flow meter on 18" steel pipe with Siemens 5100W Magmeter. They have installed the flow tube. The transmitter has not been wired or installed. There is no place for a clamp-on test. We can perform a secondary calibration. A Data Flow Rio 32 has been installed which should allow for an available analog input. Conduit is in place. If totalization at SCADA is to occur, additional programming will be required.
3. Central Tank flow meter. 12" wrapped steel pipe on drawing. May be 10" at meter site. Need to confirm pipe size. Meter is a Sparling K-483. 24" spool. There is no place for a clamp-on test. Meter is severely corroded and buried. Meter appears to have had a meter extension that is no longer in place. Probable removal of the vault and excavation. Power is available, conduit will need to be installed. There are available inputs on the SCADA AMM card. If totalization at SCADA is to occur, additional programming will be required.
4. Arbolata flow meter. 4" steel pipe. Hersey Sparling K-473 on upper portion. K-325 on body. Serial #84850. Spool is 13.9375". Possible clamp-on test site. Power is available. Conduit will have to be run. No SCADA available at this site.
5. Enebro flow meter. 10" steel pipe, need to confirm. Sparling, K-483 on upper portion. No site available for clamp-on test. Spool is 24". Meter is buried. Vault is on portion of flange. Power is available. SCADA AMM input is available. Conduit will need to be run. Probable removal of vault and excavation. If totalization at SCADA is to occur additional programming will be required.
6. Tulipan flow meter. 10" steel pipe, need to confirm. Sparling, K-483 on upper portion. 24" Spool. No site available for clamp-on test. SCADA is available. Will need to add AMM card. Will need to run conduit. Power is available. Will need to remove vault and excavate pipe.
7. Alamo Tank flowmeter. 4" steel pipe. Sparling K-473 on upper portion. 14" Spool. Possible clamp-on test site. Power is available. SCADA is available. AMM card input is available. Conduit will need to be ran. If totalization at SCADA is to occur, additional programming will be required.
8. Coronado Tank flow meter. 3" steel pipe. Sparling. Serial #84767. Spool is 12.875". No site available for clamp-on test. SCADA is available. AMM card input is available. Will need to run conduit. If SCADA totalization is to occur, additional programming will be required.

9. Intake flow meter 18" steel pipe. McCrometer #87 14 199. Spool is 42". No clamp-on test site is available. SCADA is available. AMM card input is available. Power is available. Will need to run conduit. SCADA totalization will require additional programming.

As you will see, trying to calibrate the existing flow meters has been made Impossible: without construction excavation. Excavation is required because in most cases there is not any up or down stream straight pipe to clamp our test meter on. Also in most cases the flow meter itself and piping is partially buried under ground inside the individual meter vaults. With the exception of the one magnetic flow meter and the McCrometer meter, the remaining flow meters are old style Sparling Turbine meters with no remote or digital displays. The flow meters have never been tested or serviced and most likely need a complete over haul. The Sparling flow meters are not equipped with a flow transmitter for remote input to SCADA.

There appears to be only two ways to test and calibrate the turbine meters. One way is by using a clamp-on Transi-time test meter for flow comparison. Two provide a source of clean water thru a certified fire hydrant test meter. To test using fire hydrant water takes reconfiguring the inlet and outlet piping to and from the meter to force a known volume of water thru the meter. This requires the installation of a gate valve retrofit onto the piping for inlet and outlet flow. It also requires that the flow meter isolation valves are in good condition and close tightly to prevent leak thru. The existing turbine flow meter piping is not configured for testing with fire hydrant water and as indicated above, cannot be tested using clamp-on test devices.

WTP Influent flow meter

1. The plant Sparling influent meter is currently experiencing a problem with erratic and unstable signal interpretation at SCADA. The erratic behavior will have to be diagnosed and repaired first before any testing can be performed. There are two possible ways to test and calibrate this meter. One, there appears that there might be just enough pipe to allow a clamp-on test. Two, if the first option does not work, then I recommend fitting the 18" pipeline with a 2" Corp stop that we could use for Pitot testing. To Pitot test we would have to hot tap the pipe to add the 2" Corp stop valve. Our proposal for this item includes diagnosing the erratic signal behavior and repairing the problem if possible. We have not included any repair parts in this estimate. These costs if any would have to be added as the project progresses. There is an apparent place on the pipeline to install a clamp-on test meter. The available space will have to be verified. There is no other option to test this meter unless the pipeline is exposed if the clamp-on test does not work. I have not included any cost for excavation.

Proposal budgetary estimate, Turnkey \$ 2,234.68

Plant Effluent flow meter

2. The plant effluent Siemens magnetic Flow meter has not been completely installed. The integral model 5000 transmitter has not been wired for power or signal. Conduit has been installed. There is no place on the 18" pipe to perform a clamp-on test, nor fit the

pipe for Pitot testing. Because the flow meter is a Siemens we will be able to use the secondary calibrator from Siemens to certify the meter. We will complete the wiring for the signal and power for the flow meter and terminate the wires at both ends, to make the meter functional. We shall provide the Data Flow programming required to build the graphical screen for the flow meter and provide a rate and active totalizer screen on the SCADA system. We will calibrate and certify the flow meter using the Siemens field calibrator. We will provide documented accuracy certification with as left accuracy results.

Proposal budgetary estimate, Turnkey \$ 7,672.00

Intake flow meter

3. The Intake flow meter, an 18" McCrometer does not have available up or down stream piping for clamp-on or Pitot calibration. The flow meter does not have a transmitter for remote signal transmission, but the flow meter is modern enough to have one retrofitted. To calibrate this meter we would need to excavate and pothole to locate and un-cover the pipe the down stream pipe. Once the pipe is exposed we can clamp out test meter on the pipe and perform a clamp-on flow test. The pipe excavation would be back filled when the testing is complete. As an option you could install a vault over the pipe for future testing, but the cost for this has not been included.

Proposal budgetary estimate, Turnkey \$ 4,865.55

Storage Tank sites requiring flow meter replacement

4. All other metering sites for the storage tanks utilizing the Sparling Turbine meter will require the following recommended work including meters 3 thru 8 from the above list. Our recommendation below is based on the age, condition of the meters and the fact that they cannot be retrofitted with a remote transmitter for SCADA purposes. We recommend that the flow meters be replaced with a magnetic style of flow meter for accuracy and ease of future calibrations.

We recommend excavating in and around the flow meter and vaults for each meter and remove the vault. This will allow us to expose the pipe and meter for each site and provide enough room to remove the old meter and install the new meter and pipe spool. We would then install a new Endress Hauser Magnetic flow meter with a remote transmitter. Because the Endress Hauser meter is shorter in length, than the Sparling, we will provide custom stainless flanged spool pieces to take up the distance. For each flow meter with a remote transmitter we will provide a Nema 4 enclosure to house the display. The display will be installed next to the RTU at each site. Our quote includes the Trenching , conduit and wiring work necessary to get power and signal to the meter and display.

We would remove the old flow meter and install the new spool and flow meter with new bolt kits and gaskets for each flange assembly. Basically three bolt kits per installation. Once the meter is bolted into place it will be tested for leaks under water pressure. We will fix any leak that is found before back fill. We will reset the flow meter vault around the flow meter by back filling the excavation with drainage rock and setting the vault on the rock. We will trench from the meter vault to the DFS RTU and install

power and signal conduit and wire between the two locations. We will terminate the power and signal wires to make the flow meter fully operational. We will back fill around the vault and compact as required to get 95% or best compaction in your area.

We will provide a flow meter calibration and certification for the new Magnetic Flow meter using the Endress Hauser field calibrator. We will provide a typed certification reflecting as left accuracy.

Budgetary cost Estimate.

1. New flow meters:	\$ 31,369.20
2. Installation materials and Spools:	7,363.81
3. Estimated sales tax.	2,904.98
4. Estimated freight.	2,588.25
5. Construction and excavation:	8,725.00
6. Install labor and expense:	89,581.70

7. Budgetary estimate total.	\$ 142,532.93

This quote provides budgetary costs for all of the work required to provide the Means for calibrating and certifying all of the districts water meters. The quote includes sales tax and estimated freight costs for all equipment and prevailing wage.

This quote is good for 60 days.
Equipment delivery is estimated at 3 to 4 weeks.

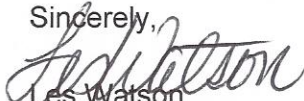
The following is the compiled cost estimate for all of the sites described above.

1. Plant Influent:	\$ 2,234.68
2. Plant Effluent:	7,672.00
3. Intake flow meter:	4,865.55
4. Storage tank flow meters:	142,532.93
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5. Total compiled budgetary estimate.	\$ 157,305.16

Items not included in this estimate

1. Bldg. Permits, bid bonds, Premium time or holiday work.
2. Replacement or repair of distribution isolation valves that do not close or cannot be operated.
3. Insurance requirements that exceed our 2 million liability and workers comp insurance.

Sincerely,


Les Watson
President

CC: Ken Lane, Operations Manager