

## Regular Meeting of the Board of Directors

9751 Merced Falls Road  
And Via Phone conference Located at  
Blvd. El Cid, Mz. 20, Lote 1-01 Unidad 11, S.M. 03  
Puerto Morelos, Q. Roo. México, C.P. 77580

**September 19, 2022 at 1:00 p.m.**

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

### AGENDA

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

**2. PUBLIC COMMENT:**

Any person may address the Board at this time on any matter within the jurisdiction of the Board that is NOT ON THE AGENDA A maximum of three minutes is allowed each person and a maximum of 20 minutes per topic. Any person wishing to address the Board on an item ON THE AGENDA will be given the opportunity at that time. Speakers are encouraged to consult District Management or Directors prior to agenda preparation regarding any District matters, as no action will be taken on non-agenda issues.

**3. PRESENTATION ONLY:**

- a. Presiding Officer's Report
- b. General Manager's Report:
  - 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 August 31, 2022 including summary of claims paid
- b. Approval of the Minutes of the Regular Meeting August 15, 2022, Special Meeting August 17, 2022, and Special Meeting August 24, 2022

**5. DISCUSSION AND ACTION ITEMS:**

- a. Discussion / Approval regarding information provided for Potential Water Transfer from MID (Merced Irrigation District)

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

- b. Information only regarding Staff Report Emergency Leak Update
- c. Discussion / Approval regarding Proposed Revisions to On-Call Policy #2171
- d. Discussion / Approval regarding Proposed Revisions to Cell Phone Policy #2414
- e. Discussion / Adoption regarding Office Manager Job Description
- f. Discussion / Action regarding Proposed Revisions to Water Operator 1(one) Job description
- g. Discussion / Action regarding Proposed Revisions to General Manager Job Description

## **6. ADJOURNMENT:**

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:

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# Lake Don Pedro Community Services District

## GENERAL MANAGER'S REPORT

September 19th, 2022

LDPCSD'S water barge has been providing approximately 97% of our community's water for the past 400 days. The vision and fortitude shown from District Board of Directors to fund and oversee the barge renovation project has come to fruition. This auxiliary water pumping system has protected our community during these low reservoir levels we are facing.

Distribution system leaks have increased with seasonal water demand. We greatly appreciate the communities help in notifying of these water system breaks when identified. LDPCSD staff's unified approach to addressing distribution system failures has been superb.

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

- District phone – (209) 852-2331
- E-mail - Patrick@ldpcsd.org

### *Grant/Study Updates*

**DWR BARRETT COVE RAW WATER INTAKE PROJECT-** Geotechnical drilling is scheduled to begin beginning of October. Results are expected by November of 2022.

**USDA LOAN / RAW WATER MAIN REPLACEMENT-** Robert Neilson, the State Engineer, is preparing the Preliminary Engineering Report (PER) for the Raw Water Intake Pump Station. This will save the District the expenses associated with writing a PER. The PER would then be used to formally apply for funding through the USDA. We anticipate the USDA will provide the required funding for the project, but it is currently unknown what amount of the funding will be grant versus low-interest loan.

### *Current District Projects*

- **EMERGENCY LEAK CREW** – There have been **eleven service** leaks and **one main** leak since our last meeting. Staff continues to assist water loss numbers with quick and immediate repairs once notified.
- **PRESSURE REGULATING STATIONS** – District operations staff are performing preventative maintenance on our twelve P.R.S in our system.
- **TREATMENT PLANT INFLUENT METER UPGRADE** – Our 35-year-old influent meter recently stopped registering a read. I was able to locate a replacement meter head and register. Upon delivery, operations staff will install.
- **TREATMENT PLANT PMP-** Staff spent time rebuilding backup c12 pumps (chlorine) to ensure we are prepared in an emergency. Having these vital tools ready and available when needed, helps to ensure water quality for our residents.
- **1999 GMC DUMP TRUCK RESTORATION - COMPLETE**
- **BOBCAT 863 RESTORATION - COMPLETE**
- **LDPCSD SANITARY SEPTIC - COMPLETE**
- **PORTER WELL** – Planning Committee
- **RANCHITO II** – Scheduled for week of 9/19/22.
- **RANCHITO I** – Scheduled for week of 9/19/22.
- **HYDRANT/VALVE MAINTENANCE** – We recently identified a broken isolation valve and non-operational hydrant within our system. Parts and materials have been received. We will schedule accordingly.

### *Operations*

- **SERVICE ORDERS** – This past month we have completed 37 service order requests included:
  - 14 Meter reads, for properties being transferred or sold
  - 8 Possible leaks
  - 2 Meter installs
  - 2 Meter tests
  - 2 Water pressure
- **BARGE** – Operating efficiently. Staff recently installed a new fire extinguisher, safety flagging, and glow in the dark tape to increase visibility & safety.

- **MONTHLY METER READS** - Staff performed **1525** monthly meter reads for billing.
- **USA NORTH 811** – Underground Service Alert is a non-profit organization that links the excavation community and the owners of the underground lines. LDPCSD receives USA Ticket requests daily to locate and mark our existing water lines for a planned excavation. PG&E and their subcontractors have been extremely active in our community. Staff typically has on average 2 USA Tickets to complete.
- **WATER SAMPLES** - Working with our water lab under the guidance of the SWRCB, District staff grab water samples on the 1<sup>st</sup> or 3<sup>rd</sup> Tuesday of each month.
- **WATER QUALITY** – Remains extremely consistent at this time.

### *Administrative*

- **OPERATOR CERTIFICATION** – District operations staff have been busy in their pursuit of operator certifications. An employee was successful in his Treatment 1 exam on September 2<sup>nd</sup>. Additionally, a staff member recently submitted his application for Treatment 1 & Distribution 1 exams.
- **OPERATOR CERTIFICATION RE-CERT** – I recently was successful in recertification of my Distribution IV certification. I am currently logging training hours in the treatment plant. I plan to take my treatment III exam in January. My Treatment II, Backflow Specialist & Cross Connection Specialist Certifications are current.
- **BLACK WATER ENGINEERING** – For the duration of my tenure with LDPCSD we have had the same grant administrator with Black Water Inc. Unfortunately our trusted representative is no longer with the firm. I have been working with my new contact, to try to ensure a smooth transition.
- **MONTHLY STATE REPORTING** – I assisted operations staff in our monthly State reporting to the SWRCB. The report submitted is a combination of data provided throughout the month. Reports submitted are CT (concentration, contact time) referring to chlorine within our system, WQP Report which tracks all chemicals used, backwashing, water quality, and Bacteriological Testing Report that reports the potential indicating presence of E coli or Fecal Coliform bacteria in our water.
- **TWIN LAKES NEGOTIATIONS** – LDPCSD & TLMC recently negotiated the terms for payment on a previous invoice. Inquiries and open communication between the parties assisted LDPCSD in saving approximately \$6,500. Both parties were satisfied with the compromise.
- **SCADA** – We have had continued problems remoting in to our SCADA monitoring. Working with IT professionals, we believe we have resolved this issue.

- **GEOTECHNICAL SCOPE CONTRACT** – A revised scope of work was requested to add clarity. The driller is scheduled to begin work on October 4<sup>th</sup>.
- **DIR/LABOR COMPLIANCE REPORT** – This annual report was recently completed.
- **SWRCB DROUGHT TECHNICAL MONITORING ORDER** – This monthly report tracks the usage of all District water sources.
- **SDRMA TRAINING PROGRAM** – LDPCSD staff continue to participate in the relevant monthly tailgate safety training. I have cataloged years of training manuals and distribute accordingly.
- **PUBLIC RECORDS REQUESTS** – I have worked with legal counsel, and District CPA to provide documents requested from public.
- **AUGUST DAILY TASK BREAKDOWN – PLEASE SEE ATTACHMENT**
- **VEHICLE GPS SYSTEM – COMPLETE**

Sincerely,

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Patrick McGowan, General Manager



# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**  
**From: Patrick McGowan**  
**Date: September 19th, 2022**  
**Subject: Monthly Water Loss Report**

**Date: 7/26/2022 – 8/30/2022**

**We have seen an increase in our water loss numbers this month. The increase in distribution system leaks, and a non-functioning influent meter are contributing factors.**

**Water Sold: 24,785(ccf) = 56.89 Acre Feet**

**Flows into System: 33,608 (ccf) = 77.14 Acre Feet**

**Change in Storage: 186 (ccf) = .42 Acre Feet**

**Flows Out of Zone: 27,711 (ccf) = 63.61 Acre Feet**

**Water Used at Plant: 1588.43(ccf) = 3.64 Acre Feet**

**Pumped From Lake: 33,608 (ccf) = 77.14 Acre Feet**

**Pumped From Wells: 2,757 (ccf) = 6.32 Acre Feet**

**Total Water Pumped: 36,365 (ccf) = 83.46 Acre Feet**

**Real and Apparent Treated Water Loss: 14.61 Acre Feet = 18.9%**



# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**  
**From: Patrick McGowan**  
**Date: September 19th, 2022**  
**Subject: Reservoir Level Update**

### Description – Reservoir Level

**August 4th, 2022**

**720.04'** Above Sea Level  
**317,920** Acre Feet Water Storage

**September 6th, 2022**

**696.29'** Above Sea Level  
**253,725** Acre Feet Water Storage

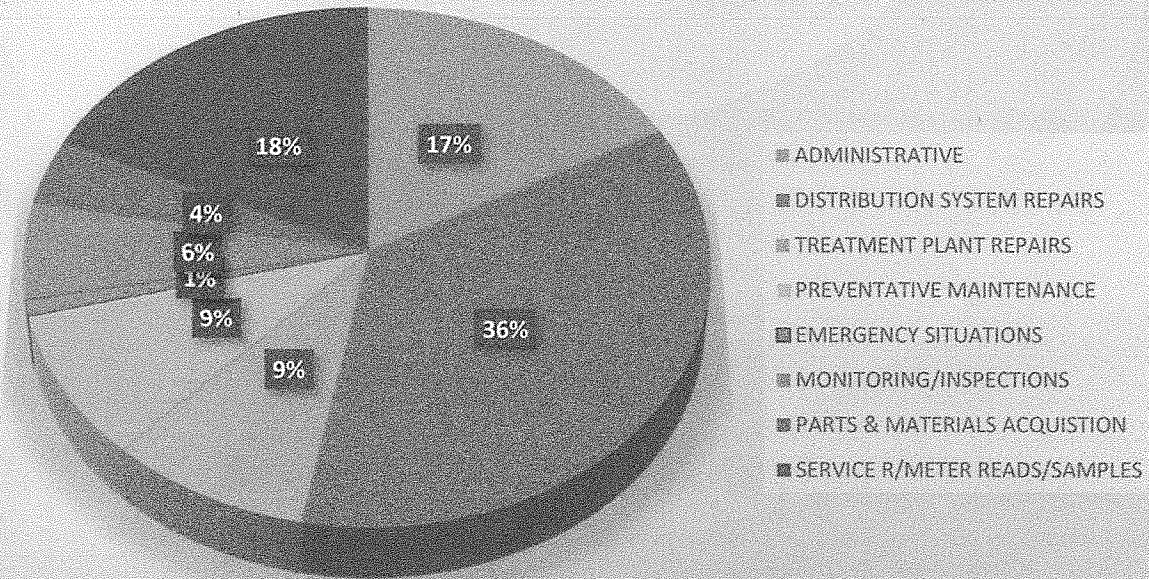
**64,195** Acre Feet **Decrease** in Storage  
**21** Billion Gallons of Water decrease  
**23.75'** Decrease in Reservoir Level  
**Fiscal Year Rainfall Total = .14**

**Reservoir level September 6<sup>th</sup> 2021 = 691.50**  
**Reservoir level September 6<sup>th</sup> 2022 = 696.29**



ADMINISTRATIVE	17%
DISTRIBUTION SYSTEM REPAIRS	36%
TREATMENT PLANT REPAIRS	9%
PREVENTATIVE MAINTENANCE	9%
EMERGENCY SITUATIONS	1%
MONITORING/INSPECTIONS	6%
PARTS & MATERIALS ACQUISITION	4%
SERVICE R/METER READS/SAMPLES	18%

### AUGUST TASK BREAKDOWN



# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## Treasurer's Report

Reporting Period: August 2022

**The district ended the month of August 2022 with the following balances in our accounts:**

\* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	175,700
Total Restricted:		<u>\$ 175,700</u>
Unrestricted:		
Checking	\$	104,721
Money Market - Working Capital	\$	365,225
Petty Cash	\$	<u>125</u>
Total Unrestricted:		<u>\$ 470,071</u>
Total Restricted & Unrestricted:		<u>\$ 645,771</u>

**The district ended August 2022 with the following amounts affecting our financial status:**

	<u>Aug-2022</u>	<u>Year to Date</u>
<u>Sales &amp; Business Revenue:</u>	<u>\$ 162,741</u>	<u>\$ 318,686</u>
<u>Total Operating Expenses:</u>	<u>\$ (150,331)</u>	<u>\$ (268,707)</u>
<u>Non-Operating Income/Expense:</u>	<u>\$ (12,571)</u>	<u>\$ (29,696)</u>
<u>Water Drought Income/Expense:</u>	<u>\$ (7,466)</u>	<u>\$ (32,217)</u>
<u>Change in Net Assets (P&amp;L):</u>	<u>\$ (7,626)</u>	<u>\$ (11,934)</u>
 <u>Net Cash Flow:</u>	 <u>\$ (68,262)</u>	 <u>\$ (114,525)</u>

**Accounts Receivable:**

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 42,447	\$ -	\$ 111	\$ 145,868
> 30 Days	\$ 3,382	\$ 177,912	\$ 138	\$ -
> 60 Days	\$ 13,967	\$ -	\$ 244	\$ -
> 90 Days	\$ 9,557	\$ -	\$ 68	\$ -
> 120 Days	\$ 13,986	\$ -	\$ 35,241	\$ -
Credits	\$ (31,207)			
<b>Total</b>	<b>\$ 52,132</b>	<b>\$ 177,912</b>	<b>\$ 35,802</b>	<b>\$ 145,868</b>
<b>Total Combined</b>	<b>\$ 375,912</b>		<b>\$ 35,802</b>	
 G/L Balance	 \$ 375,912		 \$ 35,802	
 <b>Difference</b>	 \$ -		 \$ -	

\* Amount of availability payments received: \$0

\* Amount of availability payments outstanding: \$177,912

**Accounts Payables:**

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 40,974	\$ -	\$ 14,454
> 30 Days	\$ -	\$ -	\$ 10,881
> 60 Days	\$ -	\$ -	\$ -
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 40,974</b>	<b>\$ -</b>	<b>\$ 25,335</b>
 G/L Balance	 \$ 40,974	 \$ -	 \$ 25,335
 <b>Difference</b>	 \$0	 \$0	 \$0

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

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Name	Title	Date
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**Statement of Revenues and Expenses (P&L)  
August 2022 & Year-To-Date Versus 6/30/23 Approved Budget**

		Aug-22	August vs Budget %	2022-2023 YTD	YTD vs Budget %	2022-2023 Budget	Remaining Budget
<b>Revenue</b>							
01-0-3010-301	Meter Reconnection Fee	200	200.00%	200	200.00%	100	(100)
01-0-3010-302	Donated Capital - Meters Curre	10,000	10.53%	10,000	10.53%	95,000	85,000
01-0-4010-400	Water Sales Residential	59,907	15.17%	110,657	28.01%	395,000	284,343
01-0-4010-402	Water Availability Revenue	14,459	7.82%	29,105	15.73%	185,000	155,895
01-0-4010-403	Water Service Charges	86,014	8.11%	171,959	16.22%	1,060,000	888,041
01-0-4020-410	Interest Income - LAIF	-	0.00%	328	19.83%	1,656	1,328
01-0-4020-413	Int Inc Penalties - Customer	2,939	12.78%	5,674	24.67%	23,000	17,326
01-0-4020-414	Transfer Fee Income	550	5.34%	1,000	9.71%	10,300	9,300
01-0-4020-415	Other Income	296	2.90%	1,008	9.88%	10,200	9,192
01-0-4020-416	Meter Set Fee	1,500	15.79%	1,500	15.79%	9,500	8,000
01-0-4020-900	Hydrant Service Charge	37	9.25%	73	18.25%	400	327
01-0-4020-901	Hydrant Rental	40	3.08%	120	9.23%	1,300	1,180
01-0-4020-902	Hydrant Consumption	34	4.52%	107	14.20%	750	643
01-0-4020-999	Avail Fee Income	-	0.00%	3,966	165.25%	2,400	(1,566)
01-0-4040-100	Lease Fee	900	3.19%	4,700	16.67%	28,200	23,500
<b>TOTAL REVENUE</b>		<b>176,876</b>	<b>9.70%</b>	<b>340,396</b>	<b>18.67%</b>	<b>1,822,806</b>	<b>1,482,410</b>
<b>Expenses</b>							
01-1-5010-100	Regular Pay - Plant	16,371	7.87%	29,311	14.09%	208,000	178,689
01-1-5010-101	Overtime Pay	2,900	10.52%	5,197	18.86%	27,560	22,363
01-1-5010-102	Sick Pay	690	8.56%	1,717	21.32%	8,056	6,339
01-1-5010-104	Vacation Pay	840	7.20%	2,513	21.55%	11,660	9,147
01-1-5010-105	Holiday Pay	-	0.00%	531	5.12%	10,388	9,857
01-1-5010-200	PERS	5,576	29.22%	6,684	35.03%	19,080	12,396
01-1-5010-201	FICA/Medicare	1,646	8.63%	3,194	16.74%	19,080	15,886
01-1-5010-202	SUI	-	0.00%	-	0.00%	1,700	1,700
01-1-5010-203	Health Insurance	4,264	8.20%	8,527	16.40%	52,000	43,473
01-1-5010-204	Workers Compensation	3,212	24.70%	3,773	29.03%	13,000	9,227
01-1-5010-206	Dental Insurance	315	7.88%	631	15.77%	4,000	3,369
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	913	91.35%	1,000	87
01-1-5020-510	Repair & Maintenance - Plant	5,886	25.59%	9,658	41.99%	23,000	13,342
01-1-5020-511	Repair & Maintenance - Vehicle	41	0.41%	41	0.41%	10,000	9,959
01-1-5020-512	Repair & Maintenance - Distribution	1,757	5.32%	2,671	8.09%	33,000	30,329
01-1-5020-515	R&M Transmission - Intake	-	0.00%	-	0.00%	5,000	5,000
01-1-5020-517	R&M Transmission - Well #2	-	0.00%	3,650	24.33%	15,000	11,350
01-1-5020-520	Small Tools & Equipment	658	6.58%	658	6.58%	10,000	9,342
01-1-5020-521	Vehicle Equipment Fuel	2,991	21.37%	4,911	35.08%	14,000	9,089
01-1-5020-522	Gas, Oil & Lubricant - Plant	447	8.94%	492	9.85%	5,000	4,508
01-1-5020-524	Health & Safety	468	6.24%	2,730	36.40%	7,500	4,770
01-1-5020-529	Telephone - T & D	1,210	9.31%	2,418	18.60%	13,000	10,582
01-1-5020-544	Water Testing Fees	815	5.43%	815	5.43%	15,000	14,185
01-1-5020-545	Water System Fees	-	0.00%	-	0.00%	11,000	11,000
01-1-5020-548	Water Testing Materials	406	40.58%	406	40.58%	1,000	594
01-1-5021-521	Water Treatment Chemicals	14,419	37.94%	15,625	41.12%	38,000	22,375
01-1-5021-524	P G & E Power - Office	437	15.33%	858	30.11%	2,850	1,992
01-1-5021-525	P G & E Power - Intake	14,245	12.89%	28,614	25.90%	110,500	81,886
01-1-5021-526	P G & E Power - Well	31	0.18%	61	0.36%	17,000	16,939
01-1-5021-527	P G & E Power - Water Treatment	4,284	12.24%	8,686	24.82%	35,000	26,314
01-1-5021-528	P G & E Power - Distribution	5,648	14.12%	11,138	27.84%	40,000	28,862
01-1-5021-529	P G & E Power - Well 2	61	1.35%	118	2.62%	4,500	4,382
01-1-5021-530	P G & E Power - Medina	339	33.87%	553	55.30%	1,000	447
01-1-5021-532	P G & E Power - Well 5/6	339	33.87%	553	55.30%	1,000	447
01-1-5021-561	Purchased Water Actual-mid-p	14,454	17.41%	28,302	34.10%	83,000	54,698
01-1-5023-533	Outside Services	308	5.60%	616	11.20%	5,500	4,884
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	250	250
01-1-5023-537	Pest Control	36	0.65%	72	1.31%	5,500	5,428
01-1-5023-538	Engineering Services	-	0.00%	-	0.00%	5,000	5,000
01-1-5023-539	Employee Education	-	0.00%	-	0.00%	1,000	1,000
01-1-5024-540	Memberships	-	0.00%	643	64.29%	1,000	357
01-1-5024-542	Publications	-	0.00%	-	0.00%	500	500
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	1,000	1,000
01-1-5032-583	Depreciation Expense	21,515	8.54%	43,030	17.08%	252,000	208,970
01-2-6010-100	Regular Pay - Administration	19,253	7.96%	35,098	14.50%	242,000	206,902
01-2-6010-101	Overtime Pay	617	41.14%	970	64.65%	1,500	530

		Aug-22	August vs Budget %	2022-2023 YTD	YTD vs Budget %	2022-2023 Budget	Remaining Budget
01-2-6010-102	Sick Pay	375	7.66%	727	14.84%	4,900	4,173
01-2-6010-104	Vacation Pay	568	7.47%	1,160	15.26%	7,600	6,440
01-2-6010-105	Holiday Pay	-	0.00%	376	6.84%	5,500	5,124
01-2-6010-200	PERS	1,653	7.87%	3,262	15.53%	21,000	17,738
01-2-6010-201	FICA/Medicare	1,537	7.88%	3,035	15.57%	19,500	16,465
01-2-6010-202	SUI	-	0.00%		0.00%	1,250	1,250
01-2-6010-203	Health Insurance	4,353	7.91%	8,706	15.83%	55,000	46,294
01-2-6010-204	Workers Compensation	56	4.27%	111	8.55%	1,300	1,189
01-2-6010-206	Dental Insurance	319	8.17%	637	16.34%	3,900	3,263
01-2-6010-207	Vision Care	-	0.00%		0.00%	722	722
01-2-6010-546	Travel, Meetings & Mileage		0.00%	229	22.85%	1,000	771
01-2-6020-512	Propane	-	0.00%		0.00%	1,650	1,650
01-2-6020-515	Customer Billing Supplies		0.00%		0.00%	2,600	2,600
01-2-6020-529	Telephone - Admin	1,518	12.14%	3,032	24.26%	12,500	9,468
01-2-6020-530	Office Supplies	825	22.29%	825	22.29%	3,700	2,875
01-2-6020-531	Postage	616	6.48%	1,429	15.04%	9,500	8,071
01-2-6023-531	Computer IT	7,056	26.63%	10,090	38.08%	26,500	16,410
01-2-6023-532	R & M Equipment		0.00%		0.00%	4,000	4,000
01-2-6023-533	Outside Services	2,500	9.26%	5,000	18.52%	27,000	22,000
01-2-6023-535	Office Cleaning Serv	160	9.41%	320	18.82%	1,700	1,380
01-2-6023-536	Legal Services	1,723	21.54%	2,663	33.29%	8,000	5,337
01-2-6023-537	Audit Services		0.00%		0.00%	9,000	9,000
01-2-6023-539	Employee Education	270	27.00%	375	37.50%	1,000	625
01-2-6024-540	Memberships		0.00%		0.00%	8,600	8,600
01-2-6024-542	Publications		0.00%		0.00%	800	800
01-2-6024-543	Licenses, Permits & Cert.		0.00%		0.00%	800	800
01-2-6024-999	County Avall Fee		0.00%		0.00%	2,000	2,000
01-3-6025-100	Regular Pay	500	8.33%	900	15.00%	6,000	5,100
01-3-6025-201	FICA/Medicare	38	7.65%	69	13.77%	500	431
01-9-6030-546	Travel, Meetings & Mileage	252	31.55%	339	42.42%	800	461
01-9-6030-569	Credit Card Service Charges	1,053	9.57%	2,073	18.84%	11,000	8,927
01-9-6030-572	Business Insurance Expense		0.00%		0.00%	72,000	72,000
01-9-6030-576	Misc Other Expense	887	152.88%	916	158.01%	580	(336)
01-9-6030-577	Retired Employee Health	1,177	6.04%	2,355	12.08%	19,500	17,145
01-9-6031-580	Interest Long Term Debt	3,109	12.19%	5,069	19.88%	25,500	20,431
01-9-6032-583	Depreciation Expense	18	8.89%	36	17.77%	200	164
<b>TOTAL EXPENSES</b>		<b>177,036</b>	<b>10.04%</b>	<b>320,113</b>	<b>18.15%</b>	<b>1,763,226</b>	<b>1,443,113</b>
<b>CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)</b>							
01-9-6030-597	DWSRF Expenses		#DIV/0!		#DIV/0!		
01-9-6030-598	DWR Intake	7,466	#DIV/0!	32,217	#DIV/0!		
<b>TOTAL CIP IN PROGRESS</b>		<b>7,466</b>	<b>#DIV/0!</b>	<b>32,217</b>	<b>#DIV/0!</b>	<b>-</b>	<b>(32,217)</b>
<b>CARRYOVER PROJECT (GRANT) REVENUE</b>							
01-0-4020-431	SWRCB Grant Revenue	-	#DIV/0!		#DIV/0!	-	-
<b>TOTAL CARRYOVER PROJECT REVENUE</b>		<b>-</b>	<b>#DIV/0!</b>	<b>-</b>	<b>#DIV/0!</b>	<b>-</b>	<b>-</b>
<b>NEW CAPITAL PURCHASES / IMPROVEMENTS</b>							
01-0-1090-216	Auto Meter Read/Replace		0.00%	456	1.75%	26,000	25,544
01-0-1090-321	Filter Tank Inspection Cleaning	-	0.00%		0.00%	11,000	11,000
01-0-1090-322	Flushing/Valve Program	6,033	100.54%	7,688	128.13%	6,000	(1,688)
01-0-1090-323	Intake Emergency	4,951		4,951			
01-0-1090-326	Used Vacuum Truck / Valve Truck		0.00%		0.00%	16,000	16,000
01-0-1090-327	1999 GMC Dump Truck Rest.		0.00%	5,754	52.31%	11,000	5,246
TBD	Replacement Truck		0.00%		0.00%	45,000	45,000
01-0-1090-328	2022 SCADA Master Plan	500	3.13%	2,313	14.46%	16,000	13,687
TBD	2022 Computer Server Upgrade		0.00%		0.00%	22,000	22,000
01-0-1090-330	Bobcat Restoration	8,507		8,507			
01-0-1090-329	2022 Pressure Regulating Station	287	2.87%	6,402	64.02%	10,000	3,598
TBD	IM4000 Digital Copier System		0.00%		0.00%	9,000	9,000
<b>TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS</b>		<b>20,277</b>	<b>11.79%</b>	<b>36,070</b>	<b>20.97%</b>	<b>172,000</b>	<b>135,930</b>

**LDPCSD Financials****Statement of Net Assets (Balance Sheet)  
for the month ending August 2022****Asset :**

Cash and investments	\$	645,770
Restricted cash	\$	-
Accts Receivable net of res	\$	275,728
Water Drought Receivable	\$	-
Inventory	\$	69,932
Prpd expense & deposits	\$	24,495
Deferred Outflow of Resources - OPEB	\$	209,186
Deferred Outflow of Resources - Pension	\$	96,562
<b>Total current assets</b>	<b>\$</b>	<b>1,321,673</b>
Property, plant & equipment	\$	13,337,077
less depreciation	\$	(8,020,664)
C I P	\$	847,503
<b>Net P P &amp; E</b>	<b>\$</b>	<b>6,163,916</b>
<b>Other L T Assets</b>		
<b>Total Assets</b>	<b>\$</b>	<b>7,485,589</b>
<b>Liabilites:</b>		
Accounts payable	\$	40,974
Interest payable	\$	-
Water Accrual	\$	25,335
Accrued Payroll	\$	98,606
A/P Accrued Payables	\$	2,682
L T debt, current	\$	99,076
<b>Total current liab</b>	<b>\$</b>	<b>266,673</b>
<b>L T debt</b>		
Post Retirement Benefit	\$	1,653,377
Net Pension Liability	\$	357,432
Deferred Inflow of Resources - OPEB	\$	33,243
Deferred Inflow of Resources - Pension	\$	50,403
Muni Loan	\$	427,100
less current above	\$	(99,076)
<b>Total Liabilites</b>	<b>\$</b>	<b>2,689,153</b>
<b>Net assets</b>	<b>\$</b>	<b>4,796,436</b>
<b>Total liab &amp; net ass't</b>	<b>\$</b>	<b>7,485,589</b>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
303	0000103	CENTRAL VALLEY GPS	08/02/2022	631.31
304	0001526	BRIAN AYALA	08/02/2022	26.00
305	000550	LUIS'S HOUSEKEEPING / YARDS	08/02/2022	160.00
306	000263	Brenntag	08/02/2022	1,206.45
307	000118	D & D PEST CONTROL *	08/02/2022	36.00
308	000105	PACIFIC GAS & ELECTRIC	08/09/2022	24,713.04
309	000203	GRISWOLD, LaSALLE, COBB, DOWD	08/09/2022	939.59
310	000585	MO CAL OFFICE SOLUTIONS	08/09/2022	214.49
311	00409211	SUNBELT RENTALS, INC	08/09/2022	913.87
312	0007592	FERGUSON ENT LLC #3325	08/09/2022	151.03
313	0005300	AVENTA TECHNOLOGY INC	08/09/2022	67.50
314	0007349	Recology Mariposa	08/09/2022	308.08
315	000383	BUSINESS CARD	08/09/2022	2,066.41
316	000383	BUSINESS CARD	08/09/2022	257.95
317	000165	ACWA/JPIA	08/09/2022	9,794.20
318	0002321	STREAMLINE	08/09/2022	200.00
319	0000702	FOOTHILL SANITARY SEPTIC INC	08/09/2022	560.00
320	000032	BOBCAT CENTRAL INC.	08/09/2022	7,170.00
321	00071	Mother Lode Answering Service	08/09/2022	446.00
322	0000605	Black Water Consulting Engineers Inc	08/09/2022	892.50
323	0000170	ALFRED EDGMON	08/09/2022	155.20
324	000094	USA BlueBook	08/15/2022	3,541.94
325	004779	California CAD Solutions	08/15/2022	5,940.00
326	000196	AQUA SIERRA CONTROLS, INC	08/15/2022	500.00
327	702	Warmerdam CPA Group	08/15/2022	2,500.00
328	000263	Brenntag	08/15/2022	1,720.57
329	000383	BUSINESS CARD	08/15/2022	175.00
330	00008	SENTRY ALARM SYTEMS	08/19/2022	468.00
331	000136	AT&T	08/19/2022	2,010.74
332	00740827	FERGUSON WATERWORKS	08/19/2022	6,332.08
333	0000605	Black Water Consulting Engineers Inc	08/19/2022	6,573.00
334	0000129	PRECISION ENVIRO-TECH	08/19/2022	815.00
335	000094	USA BlueBook	08/19/2022	405.81
336	000105	PACIFIC GAS & ELECTRIC	08/19/2022	677.31
337	000105	PACIFIC GAS & ELECTRIC	08/19/2022	60.91
338	000157	CITY NATIONAL BANK	08/19/2022	59,503.04
339	0006293	WEX Bank	08/19/2022	2,991.19
340	000032	BOBCAT CENTRAL INC.	08/29/2022	1,336.70
341	0001157	Sierra Instant Printing	08/29/2022	398.68
342	000025	CHEMCO PRODUCTS COMPANY	08/29/2022	12,697.96
343	0005300	AVENTA TECHNOLOGY INC	08/29/2022	2,317.98
344	000550	LUIS'S HOUSEKEEPING / YARDS	08/29/2022	160.00
345	660108	VERIZON WIRELESS	08/29/2022	180.71
346	000118	D & D PEST CONTROL *	08/29/2022	36.00
347	0009779	Victoria Lowey	08/29/2022	58.63
348	0009924	PATRICK MCGOWAN	08/29/2022	193.75
349	000383	BUSINESS CARD	08/29/2022	1,093.17
350	000383	BUSINESS CARD	08/29/2022	21.45
351	000383	BUSINESS CARD	08/29/2022	41.96
352	000383	BUSINESS CARD	08/29/2022	626.74
353	000383	BUSINESS CARD	08/29/2022	272.01
354	000383	BUSINESS CARD	08/29/2022	73.27
484	000076	USPS	08/02/2022	615.92
485	100683	Secretary of State	08/17/2022	40.00

**Report Total: 165,289.14**



## Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
**August 15, 2022 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 1:00 p.m.  
Directors present: Hankemeier, Ross, Johnson, Warren, and Sperry  
Also present: GM P. McGowan  
Also present: Board Secretary: S. Marchesiello
2. **PUBLIC COMMENT:**  
*The Board of Directors received two public comments*
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 GM P. McGowan*
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 July 31, 2022 including summary of claims paid
  - b. Approval of the Minutes of the Regular Meeting July 18, 2022 and Special Meeting of August 5, 2022

**Motion: To approve the consent calendar**  
**Votes: Carried 5-0**  
**First: Ross                      **Second: Warren**  
**Ayes: Ross, Warren, Sperry Johnson, and Hankemeier****
5. **DISCUSSION AND ACTION ITEMS:**
  - a. Discussion / Approval of Resolution 2022-xxxx regarding Funding for Ranchito II Mitigation Work

**Motion: To approve the Recommended Motion to accept the estimate from Howk Systems in the amount of \$18,811.84**  
**Votes: Carried 5-0**  
**First: Johnson                      **Second: Ross**  
**Ayes: Johnson, Ross, Sperry, Warren, and Hankemeier****

b. Discussion / Information regarding Regional Water Quality Control Board California In-Lieu Fee, regarding the Raw Water Intake Upgrade Project  
**No action taken – Information only**

c. Discussion / Information regarding SWRCB (State Water Resource Control Board) Drought Technical Monitoring Order  
**No action taken – Information only**

d. Discussion / Approval regarding Treatment Plant Backwash SOP (Standard Operating Procedure)  
**Consensus of the Board of Directors for the General Manager to have all operational instructions and reference material signed off on by each employee that will be performing that task and have the employee demonstrate that they are proficient in performing the task**

e. Discussion / Action - Government Code section 54957(b)(2), A Complaint Received regarding the Work Environment at the LDPCSD

**Motion: To have a Closed Session- Special Meeting held August 17, 2022 at 3:30 p.m. for all board members deliberate this item**

**Votes: Carried 5-0**

**First: Johnson                      Second: Ross**

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

**6. ADJOURNMENT: 3:42 p.m.**

Respectfully submitted by,

S. Marchesiello  
Board Secretary

## Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road

*August 17, 2022 at 3:30 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 special meeting at 9751 Merced Falls Rd., La Grange, CA 95329.  
President Hankemeier called the meeting to order at 3:30 p.m.  
Directors present: Hankemeier, Ross, Johnson, and Warren  
Directors absent: Sperry  
Also present: GM P. McGowan  
Also present: Board Secretary: S. Marchesiello
- Closed Open Session: 3:30 p.m.  
Reconvened: 5:34 p.m.,

**2. CLOSED SESSION:**

- a. CLOSED SESSION  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Government Code 54957(b)(1)  
Review complaints heard in prior open session
- b. CLOSED SESSION  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code 54957(b)(1)  
Title: General Manager  
Receive and review report from Personnel Subcommittee

**REPORT OUT: Both items 2 a. & b. on the agenda have been reviewed by the board and the board has reached a consensus to form an AD Hoc Committee consisting of Directors Hankemeier and Johnson to seek legal advice**

**3. ADJOURNMENT:** 5:35 p.m.

Respectfully submitted by,

S. Marchesiello  
Board Secretary

## Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road

*Wednesday*

*August 24, 2022 at 9:00 a.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 9:00 a.m.

Directors present: Hankemeier, Ross, Johnson, Warren, and Sperry

Director Ross left the closed session at 9:50 a.m. and did not return

Also present: GM P. McGowan

Also present: Board Secretary: S. Marchesiello

Closed Open Meeting: 9:00 a.m.

Reconvene to Open Meeting: 10:08 a.m.

**2. CLOSED SESSION:**

a. CLOSED SESSION

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code section 54957

Title: General Manager

**REPORT: The board is going to assign an impartial person to investigate the allegations and the Ad Hoc Committee will take up a couple of other items / issues later on**

**3. ADJOURNMENT:** 10:08 a.m.

Respectfully submitted by,

S. Marchesiello  
Board Secretary



# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**

**From: Patrick McGowan**

**Date: September 19<sup>th</sup>, 2022**

**Subject: WATER TRANSFER**

### **Description –**

The District's "outside place of use" residents receive their entirety allotment of water from our four groundwater wells. To ensure there are no potential violations the District has been following a compliance plan since 2017. A potential alternative to operating District wells, is entering into a water transfer agreement with Merced Irrigation District. This alternative would allow our District to pump "new water" from our Barrett Cove Intake. The new water would be legally served to any and all District residents. This potential auxiliary water source would have annual conditions on availability. I have recently began discussions with MID representatives to hopefully secure this option. The new water would be purchased at an increased rate, typically 4 to 5x the amount of normal water purchased. Below is background and history of water transfers.

Water transfers between willing sellers and willing buyers can help stretch California's water supplies in dry times and move water to places of critical need. Each year hundreds of water transfers occur in California. The majority of these transfers are between agricultural water users in the same basin. A water transfer is proposed and initiated by willing sellers who have legal rights to a supply of water of interest to a potential buyer. The seller must take specific actions within the seller's service area to make water available to the buyer that would not be water available in the watercourse absent the transfer of "new water." Water transfers can be one of the water management tools to enhance flexibility in the allocation and use of water in California. Transfers are particularly useful for meeting critical needs during drought periods. Transfers must be carried out in a responsible manner to ensure that they do not result in adverse impacts to other water users or the environment.

A basic tenet underlying all water transfers is that they must be based upon the availability of "new water." That is, water that would not be in the watercourse absent the transfer. Each water transfer is unique and must be evaluated individually.

**A long-term water transfer** involves changing the point of diversion, place of use, or purpose of use for any period in excess of one-year. In reviewing a proposed long-term transfer, the SWRCB must provide public notice and an opportunity for a hearing on the proposed transfer. Because these transfers will last longer than one year, the Water Code does not provide for expedited

processing like that for short-term transfers. Long-term transfers are also subject to the requirements of the California Environmental Quality Act (“CEQA”), which means environmental documentation must be completed. Such documentation, depending on the circumstances, can be a simple declaration of no significant environmental impacts or as complicated as a full-blown Environmental Impact Report.

**Reservoir Storage Release Transfers** make surface water available for transfer when the seller releases water from their reservoir in excess of what would be released annually under normal operations. The water must also be released at a time when it can be captured and/or diverted downstream after conveyance loss.

**Recommendation:** Support General Manager in his continued conversations with MID representatives.



# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**

**From: Patrick McGowan**

**Date: September 19<sup>th</sup>, 2022**

**Subject: LEAK UPDATE**

**Description** – As of 8/17/22 our District had 10 emergency leaks pending repair, in addition to a recently identified non-functioning hydrant replacement, and a new service connection that needed to be installed. Working with a shorthanded operations staff, we have been able to gain control of our aging system this past month. Operations staff have done a tremendous job scheduling these repairs the past month! Listed below are the 12 emergency leaks/projects completed from 8/17/22 – 9/15/22:

**Jalapa - 1” service line replacement**

**1<sup>st</sup> Ranchito - 1” service line replacement**

**Lozano – 2” water main repair**

**1<sup>st</sup> Ladera - 1” service line replacement**

**Violetta - 1” service line replacement**

**Madresvilla - 1” service line replacement**

**Pariaso - 1” service line repair**

**Golfito - 1” service line replacement**

**Cedro - 1” service line replacement**

**Alameda – 1” service line repair**

**2<sup>nd</sup> Ladera – 1” service line replacement**

**2<sup>nd</sup> Ranchito – 1” service line replacement**

Our staff have worked extremely efficiently maintaining our system at this time. Administrative staff have notified any and all District residents that may be affected by water outages. My role has been facilitating

staff with appropriate tools, materials, and handling service requests daily. Operations staff have worked in 100 + degree temperatures for a month, replacing these lines. LDPCSD staff have done an excellent job!

Reviewing past contracted distribution system repairs from previous years, I was able to approximate the value of the work completed this month by our staff at **\$65,000 to \$75,000.**

**Pending Leaks/projects:**

**Maravilla Hydrant Replacement**

**Maravilla leak**

**Avenida Central 1” Tap**





# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**

**From: Patrick McGowan**

**Date: September 19<sup>th</sup>, 2022**

**Subject: REVISIONS TO LDPCSD ON-CALL POLICY #2171**

**Description** – LDPCSD operations staff respond to all emergency utility calls 24/7/365. This is a demanding task, however crucial in providing adequate water services to our residents. In order to continue this high level of service, I felt there were minor revisions that need to be made to our existing “On Call” Policy #2171. The policy adjustments are:

1. Remove unfilled position “**Operations Manager**” replace with “**General Manager/Operations Lead.**”
2. Remove “**seven day on call period**” replace with “**An agreed upon term**”
3. Remove “**So long as located within the District water service area, and District facilities.**”

I believe that these minor revisions will play a vital role in recruiting, and retaining valuable operations staff members. Policy #2171 currently limits the ability of three operations staff from being in rotation due to item #3 listed above: “**So long as located within the District water service area, and District facilities.**”

## LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

### Policy and Procedures Manual

**POLICY TITLE: Standby Duty (On Call-Pay)**

**POLICY NUMBER: 2171**

**ADOPTED:** February 2014

**REVISED:** 7/18/2016

Answering and responding to afterhours emergency calls for utility repair and customer service is an essential job function of all operations staff. The employee who is "on-call" will be responsible to receive and respond to all calls for emergency service during -working hours, **during an assigned seven-day period**. The **Operations Manager** shall assign any required duties, such as treatment plant operation, needed to occur during the non- work hours. Four hours' compensation shall be paid at the overtime rate as a lump-sum stipend for the responsibility of being prepared and responding to afterhours calls by remaining within response time of the District boundaries and constantly fit for work duty for **the seven day on-call period**. If the on-call employee is assigned to report to work or responds to the location of an emergency call, he/she will document the reason for having to work and will be paid for the time worked with a minimum of at least 1 hour at the overtime rate.

A schedule shall be maintained by the **Operations Supervisor** whereby operations employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.

When an employee is on-call, he/she shall be provided a District issued cell phone. Said cell phone shall be kept in the employee's possession during the entire on-call period, and all calls received shall be acknowledged and responded to as required. If the on-call employee is in a location where cellular service is unavailable or unreliable, said employee shall notify the **Operations Manager** and afterhours answering service and provide an equally reliable, adequate means of contact for the entire period out of range. All afterhours calls from the answering service shall be answered as quickly as possible and missed calls/voicemail calls returned immediately. Notification of an emergency repair (a repair that cannot wait to be conducted during normal business hours) shall be given to the **Operations Manager** for approval either by telephone or in person if available.

When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain fit for duty and be able to respond within 60 minutes to the District facility if called in. The District on- call vehicle is to be used for travel to and from the on-call operator's home **so long as located within the District water service area, and District facilities**. Incidental personal use of the District vehicle is allowed when on-call and responding to a call, such as stopping at the store on the way to or from a District facility.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
Policy and Procedures Manual

**POLICY TITLE: Standby Duty (On Call-Pay)**

**POLICY NUMBER: 2171**

**ADOPTED:** February 2014

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Answering and responding to after hour emergency calls for utility repair and customer service is an essential job function of all operations staff. The employee who is "on-call" will be responsible to receive and respond to all calls for emergency service during -working hours, during an **assigned agreed upon period. The General Manager/Operations Lead** shall assign any required duties, such as treatment plant operation, needed to occur during the non- work hours. Four hours' compensation shall be paid at the overtime rate as a lump-sum stipend for the responsibility of being prepared and responding to afterhours calls by remaining within response time of the District boundaries and constantly fit for work duty **for a seven day duration.** If the on-call employee is assigned to report to work or responds to the location of an emergency call, he/she will document the reason for having to work and will be paid for the time worked with a minimum of at least 1 hour at the overtime rate.

A schedule shall be maintained by the **General Manager/Operations Lead** whereby operations employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.

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When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain fit for duty and be able to respond within 60 minutes to the District facility if called in. The District on- call vehicle is to be used for travel to and from the on-call operator's home and District facilities. Incidental personal use of the District vehicle is allowed when on-call and responding to a call, such as stopping at the store on the way to or from a District facility.



# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**

**From: Patrick McGowan**

**Date: September 19<sup>th</sup>, 2022**

**Subject: LDPCSD CELL PHONE POLICY #2414 REVISIONS**

**Description** – Operations staff currently all have a District issued cell phone. I feel this the appropriate time to update this policy.

Remove:

**“You may be provided a District issued cell phone for use when on-call and other assignments.”**

Replace:

**“Full-time operations staff members may be issued a District cell phone for work use only.”**

**RECOMMENDATION-** Approve changes to policy #2414

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

**POLICY TITLE: Cell Phones Wireless Handheld Device**

**POLICY NUMBER: 2414**

**ADOPTED:** February 2014

**REVISED:** 7/18/2016

Lake Don Pedro CSD will not be liable for the loss of personal cell phones or mobile devices at the workplace. The use of cell phones/mobile devices for non-District business is prohibited during working hours unless you are on a designated rest or meal period. You must obtain approval from your Supervisor prior to using your cell phone during working hours. The personal cell phone should be turned off and stored away from your work area at all times.

**You may be provided a District issued cell phone for use when on-call and other assignments.** District cell phones are not to be used for personal reasons except to notify family of important matters related to work schedule, emergencies or for safety purposes. If you are issued a District phone, its safe and proper use and care is an important responsibility of your job. Misuse or careless use of the District cell phone is cause for disciplinary action. The phone must be turned over to the next user in a clean, operable condition or its malfunction must be immediately reported to the supervisor.

In accordance with California laws, except in the case of an emergency, you are required to use a hands-free device when using a cell phone (personal cell phone or District cell phone) while operating a motor vehicle. Employees should only use cell phones while driving when it is required for District business. Whenever feasible, you should safely pull off the road to use a cell phone.

Employees are prohibited from texting at any time while operating a vehicle on District business.

Employees under the age of eighteen are prohibited from using a cell phone at any time while driving.

Employees are prohibited from using the camera feature on personal of District cell phones or wireless handheld devices for non-business purposes.

## LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

### Policy and Procedures Manual

#### **POLICY TITLE: Cell Phones Wireless Handheld Device**

**POLICY NUMBER: 2414**

**ADOPTED:** February 2014

**REVISED:** 9/19/2022

Lake Don Pedro CSD will not be liable for the loss of personal cell phones or mobile devices at the workplace. The use of cell phones/mobile devices for non-District business is prohibited during working hours unless you are on a designated rest or meal period. You must obtain approval from your Supervisor prior to using your cell phone during working hours. The personal cell phone should be turned off and stored away from your work area at all times.

**Full-time operations staff members may be issued a District cell phone for work use only.** District cell phones are not to be used for personal reasons except to notify family of important matters related to work schedule, emergencies or for safety purposes. If you are issued a District phone, its safe and proper use and care is an important responsibility of your job. Misuse or careless use of the District cell phone is cause for disciplinary action. The phone must be turned over to the next user in a clean, operable condition or its malfunction must be immediately reported to the supervisor.

In accordance with California laws, except in the case of an emergency, you are required to use a hands-free device when using a cell phone (personal cell phone or District cell phone) while operating a motor vehicle. Employees should only use cell phones while driving when it is required for District business. Whenever feasible, you should safely pull off the road to use a cell phone.

Employees are prohibited from texting at any time while operating a vehicle on District business.

Employees under the age of eighteen are prohibited from using a cell phone at any time while driving.

Employees are prohibited from using the camera feature on personal of District cell phones or wireless handheld devices for non-business purposes.



# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**

**From: Patrick McGowan**

**Date: September 19<sup>th</sup>, 2022**

**Subject: OFFICE MANAGER JOB DESCRIPTION**

**Description** – There is no existing job description for LDPCSD Office Manager. We have reviewed Office Supervisor duties, and added additional responsibilities performed to create new Office Manager job description.

**RECOMMENDATION** – Approve proposed Office Manager job description.

**LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**  
**Policy and Procedures Manual**

PAGE 1 OF 2

**POLICY TITLE:** Job Description – Office Manager  
**POLICY NUMBER:** 2450

**2450.10 DESCRIPTION:**

Under the general direction of the General Manager; this position classification is singularly unique in that due to the size of our work force we require multiple duties over a wide spread area of responsibility. This position requires a high level of discretion, initiative, independent judgment and confidentiality.

**2450.101 Primary:**

Under the supervision of the General Manager who provides guidance and review as needed. This position oversees basic functions of Office Staff, Billing / Property Specialist, Accounts Clerk I & II, and Secretary. It includes clerical duties, light accounting, filing, typing, data input for the computers and office procedures to support the administrative functions of the District.

**2450.102 Secondary:**

This position requires a high level of discretion, initiative, independent judgment, and confidentiality. The position requires regular contact with management from other government and private organizations, legal counsel, employees, and the public.

**2450.103 Reporting to:**

This position reports to the General Manager.

**2450.20 RESPONSIBILITIES:**

**2450.201** Supervises and evaluates office staff.

**2450.202** Reviews office staff's work for accuracy.

**2450.203** Organizes work schedules and priorities for office staff.

**2450.204** Reconciles monthly UB billing ledger and provides General Manager / Treasurer the financial results.

**2450.205** Supervises and performs a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public.

**2450.206** Serves as Board Secretary.

**2450.207** Provides CPA timecards for each payroll bi-weekly, distributes payroll checks to personnel and properly files paperwork.

**2450.208** Provides CPA with requested financial information in order for him/her to complete monthly financial report and monthly treasurer's report.



**2450.209** Provides CPA with copies of weekly accounts payables, receive payments, and distribute them appropriately.

**2450.210** May process book transfers from savings account to checking account.

**2450.211** Provides support for computer usage and performs the functions associated with the maintenance of the District's computer network.

**2450.212** Attempts at all times, to build a consensus among District personnel, through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy administration.

**2450.213** This position and duties may also be combined with additional office classifications.

**2450.30 MUST POSSESS:**

**2450.301 Education:**

Preferred minimum education requirement is Associate of Arts degree from an accredited educational institution. An individual may be permitted to gain the former and/or latter degree while serving in the position, on a schedule agreed upon by the General Manager.

**2450.302 Certification:**

Supervisor course / Academy

**2450.302 Licenses:**

Valid California Driver's License appropriate to job and satisfactory driving record.

**2450.303 Experience:**

Any combination of training and experience that would provide the required knowledge and abilities are qualifying. A typical way the knowledge and abilities would be:

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, previously five years of customer service, data entry, and clerical, financial record keeping experience. Minimum of five years of working with the functions and responsibilities of a public agency.

**2450.304 Physical Condition:**

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. BY PHYSICIAN (appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG / ALCOHOL TESTING (appendix C).

**2450.40 QUALIFICATIONS:**

**2450.401** Knowledge of policies, procedures and functions of the District.

**2450.402** Customer service or financial record keeping experience.

**2450.403** Demonstrates a professional image of the District. The ability to communicate and evaluate information received is paramount importance in the operation of the District's maintenance of good public relations.

**2450.404** Knowledge of function, responsibilities, and experience in Accounts Clerk I & II, and Billing/Property Specialist and or knowledge of functions and responsibilities of a public agency.

**2450.405** Must be proficient in computer and software skills, as well as, office machines including typewriters, calculators, computers, copy machine, and fax.

**2450.406** Ability to input data into computer systems.



# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**

**From: Patrick McGowan**

**Date: September 19<sup>th</sup>, 2022**

**Subject: WATER OPERATOR I JOB DESCRIPTION**

**Description** – To assist in recruiting potential candidates to join our team here at LDPCSD, I feel it valuable to make minor revisions to our existing Water Operator 1 job description. My proposed revision follows the industry standard. Please see below:

Remove:

**2330.303.1 Must possess Water Treatment Operator Grade I**

**2330.303.2 Must possess Water Distribution Operator Grade I**

Replace:

**2330.303.1 Must possess Water Treatment Operator Grade 1, within 24 months of appointment**

**2330.303.2 Must possess Water Distribution Operator Grade 1, within 24 months of appointment**

**RECCOMENDATION-** Approve proposed revisions to job description.

**LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**  
**Policy and Procedures Manual**

PAGE 1 OF 4

**POLICY TITLE:** Job Description – Water Operator 1  
**POLICY NUMBER:** 2350

**2350.10 Description:**

**2350.101 Primary:**

Position will operate treatment plant and distribution system. Further position will operate on a rotating basis as needed or under emergency conditions or in the event of absences as dictated by superior. Will communicate professionally.

**2350.102 Secondary:**

Will perform routine maintenance and repair of the district's distribution system, treatment plant, equipment, appurtenances and vehicles.

**2350.103 Reporting to:**

This position reports to the Water Operations Supervisor or the Lead Operator

**2350.20 Responsibilities:**

**2350.201** Ensures that the District's preventative maintenance and safety programs are routinely followed.

**2350.202** Ensures that repairs found during preventative maintenance or safety inspection are scheduled for repair with superior.

**2350.203** Performs calculations to ensure adequate water supply to meet daily demands.

**2350.204** Performs and documents laboratory analysis.

**2350.205** Adjusts system operations as necessary.

**2350.206** Observes treatment processes and collects samples for analysis.

**2350.207** Performs scheduled maintenance and calibrations of lab equipment.

PAGE 2 of 4

**POLICY TITLE:** Job Description – Water Operator 1  
**POLICY NUMBER:** 2350

2350.208 Determines optimum chemical dosages to produce a high quality effluent.

2350.209 Adjusts chemical dosages accordingly.

**2350.20 Responsibilities:**

2350.210 Performs customer service related duties including but not limited to: Meter Reading, meter installation, turning services on or off, lock-off and unlocks.

2350.211 Performs repairs and construction projects as assigned including but not limited to: underground piping and road repairs.

2350.212 Performs emergency repairs after normal working hours.

2350.213 Responds promptly if assigned to “On-Call Duty”

2350.214 Other duties as assigned.

**2350.30 Must Possess:**

2350.301 **Education:** High School or General Education Diploma (GED) and ability to complete college level coursework in water treatment and distribution.

2350.302 **Licenses:** Valid California Driver’s License appropriate to job and satisfactory driving record.

**2350.303 Certifications:**

2330.303.1 Water Treatment Operator Grade 1

2330.303.2 Water Distribution Operator Grade 1

2350.304 **Physical Condition:** Must be in good physical condition and capable of handling the laborious tasks normally associated with heavy construction. The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. STATEMENT BY PHYSICIAN (Appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING (Appendix C).

PAGE 3 of 4

POLICY TITLE: Job Description – Water Operator 1  
POLICY NUMBER: 2350

2350.40 Must Attain: None

2350.50 Must competently demonstrate within a 12 month period:

2350.501 Knowledge:

2350.501.1 Of tools, equipment, materials, and methods used in general construction and maintenance.

2350.502 Skills:

2350.502.1 In underground piping construction and repair.

2350.502.2 General plumbing and repair techniques.

2350.503 Abilities:

2350.503.1 To establish and maintain an effective working relationship with the public and other employees.

2350.503.2 To work weekends, holidays, shifts and overtime as necessary.

2350.503.3 To promptly respond if assigned to “On-Call Duty”.

2350.503.4 To routinely handle hazardous chemicals, work on elevated tanks, work on a floating barge, work in a noisy environment.

2350.503.5 To operate and/or retrieve information from the District’s SCADA computer.

2350.503.6 To understand and follow oral and written instructions quickly and accurately.

2350.503.7 To read and understand the District’s maps, plans, and manuals.

2350.503.8 To maintain construction equipment, including backhoe, bobcat, asphalt saw, etc.

2350.503.9 To weld and fabricate components as necessary.

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POLICY TITLE: Job Description- Water Operator 1

POLICY NUMBER: 2350

**2350.60 Promotional Opportunities after ALL of the following criteria has been accomplished:**

2350.601 Successful completion of a period of (60) months of satisfactory performance as a Water Operator 1, in all areas outlined in this job description as determined by the Supervisor.

**2350.60 Promotional Opportunities after ALL of the following criteria has been accomplished: (continued)**

2350.602 Must possess valid Grade 2 Treatment and Grade 2 Distribution license given by the California Dept. of Public Health

2350.603 Promotion of Water Operator 1 to Water Operator 2 (if the position is available and as District requirements deem necessary subject to the G.M.'s discretion).

**LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**  
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**POLICY TITLE:                   Job Description – Water Operator 1**  
**POLICY NUMBER:               2350**

**2350.10 Description:**

**2350.101 Primary:**

Position will operate treatment plant and distribution system. Further position will operate on a rotating basis as needed or under emergency conditions or in the event of absences as dictated by superior. Will communicate professionally.

**2350.102 Secondary:**

Will perform routine maintenance and repair of the district's distribution system, treatment plant, equipment, appurtenances and vehicles.

**2350.103 Reporting to:**

This position reports to the Water Operations Supervisor or the Lead Operator

**2350.20 Responsibilities:**

**2350.201** Ensures that the District's preventative maintenance and safety programs are routinely followed.

**2350.202** Ensures that repairs found during preventative maintenance or safety inspection are scheduled for repair with superior.

**2350.203** Performs calculations to ensure adequate water supply to meet daily demands.

**2350.204** Performs and documents laboratory analysis.

**2350.205** Adjusts system operations as necessary.

**2350.206** Observes treatment processes and collects samples for analysis.

**2350.207** Performs scheduled maintenance and calibrations of lab equipment.



**POLICY TITLE:** Job Description – Water Operator 1  
**POLICY NUMBER:** 2350

**2350.208** Determines optimum chemical dosages to produce a high quality effluent.

**2350.209** Adjusts chemical dosages accordingly.

**2350.20 Responsibilities:**

**2350.210** Performs customer service related duties including but not limited to: Meter Reading, meter installation, turning services on or off, lock-off and unlocks.

**2350.211** Performs repairs and construction projects as assigned including but not limited to: underground piping and road repairs.

**2350.212** Performs emergency repairs after normal working hours.

**2350.213** Responds promptly if assigned to “On-Call Duty”

**2350.214** Other duties as assigned.

**2350.30 Must Possess:**

**2350.301 Education:** High School or General Education Diploma (GED) and ability to complete college level coursework in water treatment and distribution.

**2350.302 Licenses:** Valid California Driver’s License appropriate to job and satisfactory driving record.

**2350.303 Certifications:**

**2330.303.1** Must possess Water Treatment Operator Grade 1, within 24 months of appointment.

**2330.303.2** Must possess Water Distribution Operator Grade 1, within 24 months of appointment.

**2350.304 Physical Condition:** Must be in good physical condition and capable of handling the laborious tasks normally associated with heavy construction. The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. STATEMENT BY PHYSICIAN (Appendix B) completed by Physician indicating medical ability to perform job. Successful

completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING (Appendix C).

**PAGE 3 of 4**

**POLICY TITLE: Job Description – Water Operator 1**  
**POLICY NUMBER: 2350**

**2350.40 Must Attain:** None

**2350.50 Must competently demonstrate within a 12 month period:**

**2350.501 Knowledge:**

**2350.501.1** Of tools, equipment, materials, and methods used in general construction and maintenance.

**2350.502 Skills:**

**2350.502.1** In underground piping construction and repair.

**2350.502.2** General plumbing and repair techniques.

**2350.503 Abilities:**

**2350.503.1** To establish and maintain an effective working relationship with the public and other employees.

**2350.503.2** To work weekends, holidays, shifts and overtime as necessary.

**2350.503.3** To promptly respond if assigned to “On-Call Duty”.

**2350.503.4** To routinely handle hazardous chemicals, work on elevated tanks, work on a floating barge, work in a noisy environment.

**2350.503.5** To operate and/or retrieve information from the District’s SCADA computer.

**2350.503.6** To understand and follow oral and written instructions quickly and accurately.

**2350.503.7** To read and understand the District’s maps, plans, and manuals.

**2350.503.8** To maintain construction equipment, including backhoe, bobcat, asphalt saw, etc.

**2350.503.9** To weld and fabricate components as necessary.

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**POLICY TITLE: Job Description- Water Operator 1**

**POLICY NUMBER: 2350**

**2350.60 Promotional Opportunities after ALL of the following criteria has been accomplished:**

**2350.601** Successful completion of a period of (60) months of satisfactory performance as a Water Operator 1, in all areas outlined in this job description as determined by the Supervisor.

**2350.60 Promotional Opportunities after ALL of the following criteria has been accomplished: (continued)**

**2350.602** Must possess valid Grade 2 Treatment and Grade 2 Distribution license given by the California Dept. of Public Health

**2350.603** Promotion of Water Operator 1 to Water Operator 2 (if the position is available and as District requirements deem necessary subject to the G.M.'s discretion).



# Lake Don Pedro Community Services District

## STAFF REPORT

**To: Board of Directors**

**From: Patrick McGowan**

**Date: September 19<sup>th</sup>, 2022**

**Subject: GENERAL MANAGER JOB DESCRIPTION REVISIONS**

**Description** – In order to follow contractual agreements and assist in recruitment in future years, I have made one revision to existing General Manager job description:

Remove:

**Must be "On-Call" rotation**

Replace:

**May serve "On-Call" rotation**

**RECOMMENDATION-** Approve revision made to General Manager job description.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
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PAGE 1 of 3

**POLICY TITLE:** Job Description-GENERAL MANAGER

**POLICY NUMBER:** 2300

**2300.10**      DESCRIPTION:

The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. The GM position is a public relations position; he or she is the voice of the District and will keep the public informed of District operations.

**2300.11**      DEFINITION:

Under administrative direction of the Board of Directors, to be in charge of the administrative affairs, water treatment operations, and capital improvement activities of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to review budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; and to do related work as required.

**2300.12**      EXAMPLES OF DUTIES:

Serves as Chief Administrative Officer for the Lake Don Pedro Community Services District;  
Provides advice and consultation on the development of District programs and policies;  
Coordinates the preparation of the agenda for Board of Directors meetings;  
Conducts a variety of special studies and surveys to determine the effectiveness of District programs and services;  
Represents the Board's policies and programs with employees, community representatives, and other government agencies;  
Reviews budget requests; oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels;  
Maintains continuous awareness of administrative practices and recommends changes to increase the efficiency and economy of District operations;  
Responsibility for District personnel matters, including employment procedures, grievances, and employer-employee relations;  
Assists in Long Term Capital Improvement plans;  
Oversees construction activities;  
Serves as District representative with other government agencies, boards, and commissions;

**POLICY TITLE: Job Description-GENERAL MANAGER**

**POLICY NUMBER: 2300**

General responsibility for day-to-day management of the District;  
May serve as the Treasurer;  
Will assist in emergency repairs;  
Must be able to operate all the equipment the District owns;  
Must be "On-Call" rotation.

**2300.13**      TYPICAL PHYSICAL REQUIREMENTS:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

**2300.14**      TYPICAL WORKING CONDITIONS:

Work is generally performed in an office; some outdoor work during construction projects; continuous contact with staff and the public.

**2300.15**      EMPLOYMENT STANDARDS:

Knowledge of:

Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;  
Laws, rules, ordinances, and legislative processes controlling special district functions, programs, and operations;  
Organization, operations, and problems of special districts;  
Research and evaluation methodologies;  
Budgeting principles and practices;  
Personnel programs and procedures;  
Water and Wastewater Treatment and Distribution systems;  
Construction planning and administration;  
Cost estimating;  
Principles of supervision, training, and management;

Ability to:

Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals;  
Direct, oversee, and administer the District budgeting and fiscal control process;  
Perform Capital Improvement planning and administer construction activities;  
Collect and analyze data on a variety of topics;  
Prepare concise and comprehensive reports;  
Coordinate the preparation of Board agendas;  
Evaluate and make recommendations on improvements to existing District

PAGE 2 of 3

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

operations, programs, and services;

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

Exercise leadership, authority, and supervision tactfully and effectively;

Communicate well during public presentations;

Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other government agencies;

Establish and maintain cooperative working relationships.

**2300.16** SPECIAL REQUIREMENTS:

Possession of a valid and current California Driver's License as issued by the California Department of Motor Vehicles. Must be physically active.

**2300.17** TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Broad and extensive work experience in a management or administrative position, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations.

At least two years of the experience should be in a management or supervisory capacity.

**2300.18** DESIRABLE QUALIFICATIONS:

Possession of a bachelors or masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently. Must have a current CDPH T2 and D2 License.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
Policy and Procedures Manual

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POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

2300.10 DESCRIPTION:

The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. The GM position is a public relations position; he or she is the voice of the District and will keep the public informed of District operations.

2300.11 DEFINITION:

Under administrative direction of the Board of Directors, to be in charge of the administrative affairs, water treatment operations, and capital improvement activities of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to review budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; and to do related work as required.

2300.12 EXAMPLES OF DUTIES:

Serves as Chief Administrative Officer for the Lake Don Pedro Community Services District;  
Provides advice and consultation on the development of District programs and policies;  
Coordinates the preparation of the agenda for Board of Directors meetings;  
Conducts a variety of special studies and surveys to determine the effectiveness of District programs and services;  
Represents the Board's policies and programs with employees, community representatives, and other government agencies;  
Reviews budget requests; oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels;  
Maintains continuous awareness of administrative practices and recommends changes to increase the efficiency and economy of District operations;  
Responsibility for District personnel matters, including employment procedures, grievances, and employer-employee relations;  
Assists in Long Term Capital Improvement plans;  
Oversees construction activities;  
Serves as District representative with other government agencies, boards, and commissions;



**POLICY TITLE:** Job Description-GENERAL MANAGER

**POLICY NUMBER:** 2300

General responsibility for day-to-day management of the District;  
May serve as the Treasurer;  
Will assist in emergency repairs;  
Must be able to operate all the equipment the District owns;  
May serve "On-Call" rotation.

**2300.13** TYPICAL PHYSICAL REQUIREMENTS:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

**2300.14** TYPICAL WORKING CONDITIONS:

Work is generally performed in an office; some outdoor work during construction projects; continuous contact with staff and the public.

**2300.15** EMPLOYMENT STANDARDS:

Knowledge of:

Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;  
Laws, rules, ordinances, and legislative processes controlling special district functions, programs, and operations;  
Organization, operations, and problems of special districts;  
Research and evaluation methodologies;  
Budgeting principles and practices;  
Personnel programs and procedures;  
Water and Wastewater Treatment and Distribution systems;  
Construction planning and administration;  
Cost estimating;  
Principles of supervision, training, and management;

Ability to:

Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals;  
Direct, oversee, and administer the District budgeting and fiscal control process;  
Perform Capital Improvement planning and administer construction activities;  
Collect and analyze data on a variety of topics;  
Prepare concise and comprehensive reports;  
Coordinate the preparation of Board agendas;  
Evaluate and make recommendations on improvements to existing District

PAGE 2 of 3

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

operations, programs, and services;  
Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies;  
Exercise leadership, authority, and supervision tactfully and effectively;  
Communicate well during public presentations;  
Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other government agencies;  
Establish and maintain cooperative working relationships.

**2300.16** SPECIAL REQUIREMENTS:

Possession of a valid and current California Driver's License as issued by the California Department of Motor Vehicles. Must be physically active.

**2300.17** TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Broad and extensive work experience in a management or administrative position, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations.

At least two years of the experience should be in a management or supervisory capacity.

**2300.18** DESIRABLE QUALIFICATIONS:

Possession of a bachelors or masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently. Must have a current CDPH T2 and D2 License.