

Regular Meeting of the Board of Directors

9751 Merced Falls Road
October 17, 2016, at 1:00 p.m.

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

AGENDA

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

2. PUBLIC COMMENT:

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

3. PRESENTATION ONLY:

- a. Presiding Officer's Report
- b. General Manager's Report: Peter J. Kampa
- c. Chief Plant Operator's Report: R. Gilgo

4. APPROVAL OF CONSENT AGENDA: The following items may all be approved in one motion or considered separately as determined appropriate by the President

- a. Read and file the September 2016 Treasurer's Report
- b. Approval of the Minutes of the Regular Board Meeting September 21, 2016
- c. Read and File California Environmental Quality Act (CEQA) Notice of Exemption Filed for the Water Service Line Replacement Project and Intake Booster Pump Installation Project

5. DISCUSSION AND ACTION ITEMS

- a. Review and Discussion Regarding Implementation of a Maintenance Program and Standards for District Infrastructure
- b. Review a report on the status of implementation of the drive by meter reading system and plan for completion of remedial solutions to failing meters and transmitters
- c. Review a report of the Emergency Groundwater Well Project Budget to Actual Expenses and Consideration of Approval of a Related 2016-17 Budget Amendment
- d. Informational Presentation Regarding the scope, function and cost of the District Supervisory Control and Data Acquisition system (SCADA).
- e. Discussion and action regarding location of communication equipment on district properties including cellular, internet, radio towers and related equipment; including equipment owned by others and the potential of district installed systems.

6. DIRECTORS COMMENTS:

Any Director may address the Board on any item of interest that is within the subject matter and jurisdiction of the District. Generally, no discussion or comment by other Board members should be expected on non-agenda items, except to properly place the matter on a future agenda for review, discussion or action as appropriate.

7. CLOSED SESSION

Conference with Real Property Negotiator

The Board will confer with its appointed negotiator, General Manager Peter J. Kampa to discuss price, terms and conditions of a potential real estate transaction related to the proposed lease of a portion of tank site property by AT&T for the purpose of installation of high speed internet communication equipment. Property Owner: Lake Don Pedro CSD, Location: Arbolada Water Tank, Mariposa County Assessor's Parcel 019-090-003-0.

8. 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:

- 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.



Lake Don Pedro Community Services District General Manager's Report

October 17, 2016

1 Report Overview

I am pleased to present this report of the management activities for the month of September, 2016. This report summarizes the activities of management which both drive the efforts of District staff on a daily basis, and also populates items on the Board's agenda. A detailed quarterly Strategic Plan Update Report is also attached hereto for your review and discussion. In addition, this report provides a brief summary of the status of various projects and Board directed actions.

Please note that I am pleased to answer any questions the Board or any member of the public may have on this report or any other materials contained in this agenda packet. I can be reached easiest by cell phone or email and will always try to answer your questions in advance of the Board meeting.

Also attached to this report are water system leak reports covering the period of August and September 2016. As discussed last month, there is an anomaly in the August 2016 readings where it appears that the amount of water billed to our customers exceeds the amount of water supplied into the system by the treatment plant. We have confirmed treatment plant meter readings as accurate, and the readings appear to have returned to a more normal amount for September. We will continue to evaluate the situation and determine if inaccuracies in customer meter registrations could have resulted in a substantial over reporting of sales; however highly doubtful.

The majority of the management efforts throughout this period was planning for implementation of the communication plan, preparing documents for legal counsel review related to the medical benefits evaluation, Well project closeout reports and discussions, preparation of work scopes, cost estimates and directing the work of the District engineer on a variety of projects, as well as planning implementation of the Water Use Efficiency and Service Line Replacement Projects.

In addition, significant time was spent preparing the Maintenance Program staffing analysis spreadsheet and supporting documentation. This spreadsheet reveals actual available work time for existing employees, considering work schedules, average vacation and sick leave usage, holidays, training and safety meeting time, documentation and paperwork, drive time and general administrative time such as vehicle inspections, fueling, loading tools and inventory, staff meetings and other times unavailable for maintenance and operations. The available employee work hours are then compared to the calculated time to fully maintain all facilities and equipment, in accordance with the Vehicle and System Maintenance Plans. The resulting calculation will show the percentage of work we can expect to get done with existing staffing and with each added employee.

2 Management and Administration

Medical Retirement Expense Evaluation – I have received and reviewed a draft determination from General Counsel Raymond Carlson regarding the retiree medical benefits in question as directed by the Board. The draft determination will be finalized on October 13, 2016 which may be too late for

distribution with this Board packet. If so, the document will be separately delivered. The Board may want to review the memo in closed session to ensure the protection of attorney client privilege due to the potential for litigation in this matter.

District Mapping Project – A request for proposals has been prepared describing the scope of mapping work and various map layers to be produced by the selected contractor. The difficulty has been in receiving cost proposals from contractors, when the scope includes for them to research and secure Geographical Information System (GIS) data or legal descriptions for all the various boundaries. The Board directed staff to determine exact boundaries to ensure complete accuracy in developing the various boundary lines. We have decided that we will provide the selected mapping contractor with the most current information we have available, with direction to engage both county Planning Departments to receive any current mapping they may have. Any of the map layers where the exact location of boundaries cannot be fully assured will be so delineated on the map.

Water Right Violation Response – District staff has spent significant time responding to phone calls, emails, researching documents and preparing reports for the State Water Board; who several months ago received a complaint against the district for a claimed water rights violation, alleged to be caused when the district served water to customers outside the MID Place of Use. The documentation we have provided in response thus far has shown clearly that no violation has occurred, since we have consistently more than covered any water use by outside customers with well water produced by the Ranchito well. We see nothing in the record or our conversation with the state thus far that is cause for concern that a violation actually occurred.

3 Water Service

- **DWR IRWMP Grant** – A meeting was held with the state DWR project representative, district staff, our contract accountant and the Mariposa County Resource Conservation District’s manager, Melinda Barrett. All aspects of project planning, implementation, reimbursements and reporting was covered and we have prepared our first draft project progress report and reimbursement request which is currently being reviewed by the state prior to its final submittal for payment.
 - **Service Line Replacement Project** – The CEQA Notice of Exemption will be filed this month, and our District Engineer will be completing project plans and specifications for bidding by the end of November 2016. The bidding process will take two months so it is likely a construction contract will be awarded in approximately February 2017.
 - **Water Use Efficiency Project** – We are continuing to work on the scope of work for the MCRCD, as well as the draft reimbursement program criteria to be used to pay customers back for such water conservation work as replacing toilets, renovating irrigation systems, installing smart irrigation controllers, installing greywater and rainwater systems. This program will likely start rolling after the first of the year realistically.
 - **Emergency Well Project** – I will provide a brief verbal description of any remaining work items. Project Engineer Mike Vasquez and I will be meeting with USDA Rural Development on
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Tuesday October 18, 2016 in their Merced office to finalize approvals for reimbursement of well project expenses.

4 Finance

- **Audit** - The site visits and inspections/tests conducted by our auditor for the annual audit will occur on November 17 and 18, 2016 and the draft audit will likely be completed in December 2016.
- **Project Grants and Reimbursements** –Final grant reimbursements are being prepared and a verbal update will be provided at the meeting.
- **September 2016 Treasurer’s Report** - In review of the monthly Treasurer’s Report, you will find the following:
 - That the Treatment Plant Maintenance Expense is shown significantly over budget, however the expenditures last month included a payment to Foothill Climate Control in the amount of \$18,500 which reflects the installation of the new Air Conditioning system in the Board room. This expense may be reclassified as a separately approved capital improvement project (fixed asset) in which case you will see this amount reversed out next month.
 - Our restricted and unrestricted cash (net cash flow) increased by \$36,811 from last month, and we appear to be on track at this point to finish the year within budget.
 - Our overall revenue is on track with budget
 - With three months of 2016 fiscal year under our belt, expenses appear to be in line at 26.23% of the total budget
 - Our operations personnel expenses will be higher than budget due to the extended absence of one employee out due to injury. He will continue to use sick and vacation time until exhausted, and we are hiring a replacement employee due to workload which will add pay and benefits costs above and beyond our payment of sick and vacation leave to the absent employee. In addition, the remaining two staff are experiencing a higher than normal level of overtime due to main breaks, and the absent employee.
 - Several extensive leaks were repaired on the Intake transmission main by Njirich Construction, and the Intake repair budget is already exceeded. Adjustments are expected elsewhere in the budget to make this up over the year.
 - Although chemical purchases are tracking over budget for the three months, as the water demand reduces this winter, the chemical purchases and use will slow dramatically resulting in a likely accurate budget figure

5 Infrastructure and Operations

- **Vacant Operations position** – We received a total of 14 applications for the position advertised, at least three of which are currently certified water system operators. We are extremely pleased with the response and expect to find a qualified applicant in the group no doubt. We will schedule interviews during this Board meeting week.

**LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Water Audit**

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 tab. "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.)	Arbolada 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	08/29/16	957,745.00	957,745.00	16.00	135,917.86	32.00	27,369.56	14.00	53,878.31	12.00	26,474.20	12.00	6,870.66	17.00	37,505.12	27.00	59,566.95	18,601.00	18,601.00
Last:	07/28/16	945,591.00	945,591.00	23.10	196,231.42	38.40	32,843.47	16.20	62,344.91	19.80	43,682.43	14.30	8,187.54	19.90	43,903.05	25.60	56,478.30	17,233.00	17,233.00
Difference:			12,154.00	-7.10	-60,313.55	-6.40	-5,473.91	-2.20	-8,466.59	-7.80	-17,208.23	-2.30	-1,316.88	-2.90	-6,397.93	1.40	3,088.66		1,368.00

Other metered and unmetered uses (J):

Item	**Method Measured	Quantity (ccf)
Fire fighting		
Other hydrant usage		
Main flushing		
Bulk water sales		
Repaired leaks		241
Water quality testing		
Tank drainage or overflow		
Other: Estimated system leakage		1155
Other:		
Other:		
Other:		
Total (ccf): (G)		1396

Totals for Zone:

Flows into System (A):	12,154.00	(ccf)
Change in Storage (B+C+D+E+F+G+H)	-960.88	(ccf)
Flows Out of Zone (I+J):	19,997	(ccf)

Real and Apparent Water Loss: -6,882 CCF = -15.80 AC-FT for period: 07/28/16 through 08/29/16 System Loss, % -57%

**LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Water Audit**

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-Each reading day has a separate tab. "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.)	Arbolada 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	09/29/16	957,745.00	974,651.00	18.10	153,757.08	30.90	26,428.73	16.10	61,960.06	16.60	36,622.65	16.70	9,561.67	15.70	34,637.08	27.90	61,552.52	15,278.00	15,278.00
Last:	08/29/16	957,745.00	957,745.00	16.00	135,917.86	32.00	27,369.56	14.00	53,878.31	12.00	26,474.20	12.00	6,870.66	17.00	37,505.12	27.00	59,566.95	18,601.00	17,233.00
Difference:			16,906.00	2.10	17,839.22	-1.10	-940.83	2.10	8,081.75	4.60	10,148.44	4.70	2,691.01	-1.30	-2,868.04	0.90	1,985.57		-1,955.00

Other metered and unmetered uses (J):

Item	**Method Measured	Quantity (ccf)
Fire fighting		
Other hydrant usage		
Main flushing		
Bulk water sales		
Repaired leaks		107
Water quality testing		
Tank drainage or overflow		
Other:		
Other:		
Other:		
Other:		
Total (ccf): (G)		107

Totals for Zone:

Flows into System (A):	16,906.00 (ccf)
Change in Storage (B+C+D+E+F+G+H)	369.37 (ccf)
Flows Out of Zone (I+J):	15,385 (ccf)

Real and Apparent Water Loss:	1,152 CCF =	2.64 AC-FT	for period:	08/29/16 through	09/29/16	System Loss, %	7%
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Objectives	Start Date	Completion Date	Status
Refine the financial reporting to maximize transparency and accountability	3/1/15	3/31/16	Complete
Create a comprehensive Budgeting/Accounting Program and Policy	2/1/16	11/21/16	Budget Reserve Policy adopted, Budgeting policy prepared for Board adoption in November
Create a financial reserve policy that addresses necessary reserve funds and their appropriate use	2/1/16	8/15/16	Completed
Develop an understanding of Management roles, responsibilities and performance expectations	10/1/15	8/15/16	Completed
Develop a comprehensive Board/Board member orientation program	2/1/16	3/28/16	Complete
Develop up to date policies, organizational procedures and a supportive administrative structure	2/1/16	12/31/16	In progress on track
Develop Board member Norms and Board meeting protocol	10/1/15	12/30/16	Not completed - We moved this meeting discussion – need to reschedule
Have a solid communication plan and strategy	2/1/15	9/19/16	Completed and being implemented in November 2016
Improve public image of the District through a variety of means	2/1/16	12/31/16	Working on it!
Create a Board Committee “Plan”	2/1/16	9/19/16	Completed
Update and improve the District’s record management system and document office procedures	2/1/16	12/31/17	On track
Update the District organizational chart, job descriptions and job requirements	2/1/16	12/31/16	On track - On August 2016 agenda for preliminary discussion, will be revisited following staffing evaluation of Maintenance Program
Update the performance evaluation process for all positions	2/1/16	12/31/16	On track – First step completed August 2016, then Revised job descriptions as directed in August 2016 meeting, develop performance expectation in Maintenance Program, set expectations and include in evaluation process
Perform a salary and benefits survey	4/1/16	6/1/16	Completed for office and ops supervisors, Still needed for operators

Develop a system maintenance plan and strategy	2/1/16	9/19/16	On track – draft plan completed and reviewed on September 19, 2016 and currently preparing staffing and cost evaluations
Develop and implement a plan to control system leaks and keep them under control	2/1/16	4/31/16	Completed - Developed plan for system master meter upgrades and funding in place, work scope complete and grant for service lines, spreadsheet completed, plant master meter in process of upgrade
Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments	5/1/16	8/31/16	On track – this is really the same as the next item (CIP) however we discussed created a new committee/delegated to a committee I believe? If so, we should have a prioritization model to propose
Develop a Capital Improvement Plan (CIP)	3/1/16	12/31/16	Completed with Implementation/funding Plan pending – Board approved the initial CIP list on August 19, 2016 and plan to present the funding and implementation plan in December 2016.
Increase the productivity of relationships between the District and its stakeholders	2/1/16	12/31/17	On track – continue to communicate regularly with county government and MID. Becoming a resource to state DWR when they have questions about other system problems, they call us.



LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

OPERATIONS SUPERVISOR REPORT

Board of Directors Meeting
Monday, October 17, 2016

Due to the short staffing and several days out of the office in the last week, the Operations Report will be delivered and reviewed at the meeting.

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

MID OUTSIDE PLACE OF USE METERED PROPERTIES
2016

Account #	Customer	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
1 5004	DOSCHER	0	0	0	0	0	0	0	0	0	0	0	0	0
2 5009	DOSCHER (BOAT STOR)	10	8	7	9	8	9	6	7	7	6	6	6	6
3 5057	COBARRUBIA	2	0	0	0	0	1	12	7	7	6	0	0	0
4 5188	PARSONS	0	0	0	1	0	2	0	0	0	0	0	0	0
5 100771	HILLS	X	X	X	X	X	X	X	X	X	X	X	X	X
6 102094	CARPENTER / ERICKSON	19	0	7	8	8	2	16	6	2	2	2	2	2
7 5444	ELEM. SCHOOL	22	22	29	26	62	87	93	82	105	81	8	18	8
8 5470	SHEPHERD	12	14	10	14	12	13	40	6	8	18	0	0	0
9 5477	(AT&T)	0	1	0	0	1	0	1	0	0	0	1	0	0
10 5481	C.D.F.	8	7	6	5	5	10	17	13	16	14	14	13	13
11 101328	HALL	3	4	4	6	7	10	15	19	18	13	10	10	10
12 5695	OLIVER	0	1	1	1	4	0	6	6	3	3	3	3	3
13 101662	ROSEMIRE	12	9	11	7	20	27	42	50	46	47	46	47	47
14 5754	ARTMAN	6	10	9	5	8	8	14	18	19	19	19	19	19
15 5908	CLARK	2	0	0	0	6	7	12	14	26	4	4	4	4
16 5910	DANIELSEN	4	3	5	3	5	7	10	10	13	10	10	10	10
17 5927	ARNDT	0	0	1	0	0	0	0	5	5	6	6	6	6
18 100237	HENDERSON	14	12	12	11	12	15	55	24	28	21	21	21	21
19 5980	LAWSON	5	4	5	4	6	8	64	63	66	49	49	49	49
20 101770	LAWSON (RENTAL)	6	4	4	4	4	4	6	6	4	6	6	6	6
21 101815	BOWDEN	10	10	15	12	10	13	34	24	54	30	30	30	30
22 6026	PONZO	0	0	0	0	0	0	0	0	0	0	0	0	0
23 101143	MARTIN	X	X	X	X	X	X	X	X	X	X	X	X	X
24 101333	KELLER	0	0	3	3	6	0	0	0	0	0	0	0	0
25 102085	DUMAS / NAUMANN	15	6	6	5	5	7	11	7	6	6	6	6	6
26 6238	ROSS	10	6	3	0	7	2	8	0	7	1	1	1	1
27 6245	ROSS	41	5	9	3	5	16	43	47	48	42	42	42	42
28 100687	Bozsk	20	18	16	12	14	22	40	47	46	32	32	32	32
29 101072	*KENNER	0	4	5	5	12	0	13	4	10	11	11	11	11
30 6259	*STONE	4	3	5	5	5	3	12	17	13	10	10	10	10
31 100872	BURLARLEY	8	7	6	4	5	6	13	18	19	16	16	16	16
32 100181	RAYHER	7	6	6	5	12	10	12	16	15	14	14	14	14
33 101248	WALKER	0	0	0	50	69	65	72	53	49	39	39	39	39
34 101803	KELLER	0	0	0	0	0	0	0	0	0	0	0	0	0
100473	TOTAL													
35	TOTAL GALLONS	2	148	12	27	24	24	30	19	16	32	32	32	32
	D P WASTE WTR													
	TOTAL UNITS (CCF)	242	312	197	235	342	378	697	588	657	554	1033	0	0
	TOTAL ACRES FEET	0.556	0.716	0.452	0.539	0.785	0.868	1.600	1.350	1.508	1.272	2.371	0.000	0.000

Lake Don Pedro Community Services District

Regular Meeting of October 17th, 2016

AGENDA SUPPORTING DATA

4. APPROVAL OF THE CONSENT AGENDA

- a. Read and File the September 2016 Treasurer's Report
- b. Approval of the Minutes of the Regular Board Meeting of September 19th, 2016
- c. Read and File California Environmental Quality Act (CEQA) Notice of Exemption filed for the Water Service Line Replacement Project and Intake Booster Pump Installation Project

Recommended Motion

Staff recommends the following motion:

I move to approve the Consent Agenda as presented.

Background

The August 2016 Treasurer's report and September 19, 2016 Board meeting minutes are attached hereto for your review.

Also included for review and information only is a copy of the California Environmental Quality Act (CEQA) Notice of Exemption filed for the Water Service Line Replacement Project and Intake Booster Pump Installation Project. The CEQA Notice will be filed with the State and County after approval by the board at this meeting. This item is presented to provide an understanding to the Board of the complexity of the regulatory requirements for building any type of public works project in California.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: September 2016

The district ended the month of September 2016 with the following balances in our accounts:

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	162,896
Total Restricted:		\$ 162,896
Unrestricted:		
Checking	\$	34,950
Money Market - Working Capital	\$	649,348
Petty Cash	\$	125
Total Unrestricted:		\$ 684,423
Total Restricted & Unrestricted:		\$ 847,319

The district ended September 2016 with the following amounts affecting our financial status:

	Sep-2016	Year to Date
Sales & Business Revenue:	\$ 126,694	\$ 391,414
Total Operating Expenses:	\$ (104,320)	\$ (322,176)
Non-Operating Income/Expense:	\$ (3,996)	\$ (33,567)
Water Drought Income/Expense:	\$ -	\$ (9,663)
Change in Net Assets (P&L):	\$ 18,378	\$ 26,008
Net Cash Flow:	\$ 36,811	\$ 223,075

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water Drought Reimb
Current	\$ 35,026	\$ -	\$ -	\$ 109,287	\$ -
> 30 Days	\$ 9,512	\$ -	\$ -	\$ -	\$ -
> 60 Days	\$ 3,882	\$ 188,094	\$ -	\$ -	\$ -
> 90 Days	\$ 2,773	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 7,582	\$ -	\$ 5,241	\$ -	\$ -
Credits	\$ (27,359)				
Total	\$ 31,416	\$ 188,094	\$ 5,241	\$ 109,287	\$ -
Total Combined	\$ 328,797		\$ 5,241		\$ -
 G/L Balance	 \$ 328,797		 \$ 5,241		 \$ -
Difference	\$ -		\$ -		\$ -

* Amount of availability payments received: \$0

* Amount of availability payments outstanding: \$188,094

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 30,298	\$ -	\$ 7,821
> 30 Days	\$ -	\$ -	\$ 9,002
> 60 Days	\$ -	\$ -	\$ 7,026
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
Total	\$ 30,298	\$ -	\$ 23,849
 G/L Balance	 \$ 30,298	 \$ -	 \$ 23,849
Difference	\$0	\$0	\$0

Name	Title	Date
------	-------	------

Statement of Revenues and Expenses (P&L)
September 2016 & Year-To-Date Versus 6/30/17 Budget

	Sep-16	September vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
Revenue						
01-0-3010-302	Donated Capital - Meters Curre	10,000	#DIV/0!	15,000	#DIV/0!	- (15,000)
01-0-4010-400	Water Sales Residential	30,332	14.36%	101,648	48.12%	211,229 109,581
01-0-4010-402	Water Availability Revenue	15,371	8.09%	46,720	24.59%	190,000 143,280
01-0-4010-403	Water Service Charges	78,841	8.40%	236,194	25.15%	939,101 702,907
01-0-4020-410	Interest Income - LAIF	-	0.00%	221	30.11%	735 514
01-0-4020-413	Int Inc Penalties - Customer	2,071	9.49%	6,116	28.02%	21,830 15,714
01-0-4020-414	Transfer Fee Income	150	2.11%	1,400	19.72%	7,100 5,700
01-0-4020-415	Other Income	225	5.92%	835	21.97%	3,800 2,965
01-0-4020-416	Meter Set Fee	2,000	40.00%	4,000	80.00%	5,000 1,000
01-0-4020-417	Interest Income Guaranty Fed	-	0.00%	9	6.07%	144 135
01-0-4020-999	Avail Fee Income	-	0.00%	1,453	111.75%	1,300 (153)
01-0-4040-100	Lease Fee	900	4.41%	2,700	13.24%	20,400 17,700
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000 32,000
	Transfer From Reserve					-
TOTAL REVENUE		139,890	9.76%	416,296	29.06%	1,432,639 1,016,343
Expenses						
01-1-5010-100	Regular Pay - Plant	7,952	6.11%	32,612	25.06%	130,147 97,535
01-1-5010-101	Overtime Pay	2,411	12.06%	5,443	27.22%	20,000 14,557
01-1-5010-102	Sick Pay	359	6.27%	1,407	24.55%	5,730 4,323
01-1-5010-104	Vacation Pay	557	5.05%	2,054	18.60%	11,044 8,990
01-1-5010-105	Holiday Pay	550	7.05%	1,095	14.04%	7,796 6,701
01-1-5010-200	PERS	807	7.36%	2,443	22.27%	10,972 8,529
01-1-5010-201	FICA/Medicare	847	6.29%	3,136	23.27%	13,477 10,341
01-1-5010-202	SUI	-	0.00%	-	0.00%	1,641 1,641
01-1-5010-203	Health Insurance	3,895	8.14%	11,685	24.43%	47,828 36,143
01-1-5010-204	Workers Compensation	48	0.65%	983	13.39%	7,345 6,362
01-1-5010-206	Dental Insurance	390	7.94%	1,171	23.81%	4,917 3,746
01-1-5010-207	Vision Care	-	0.00%	-	0.00%	300 300
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%	2,211 2,211
01-1-5020-510	Repair & Maintenance - Plant	20,427	118.03%	34,992	202.18%	17,307 (17,685)
01-1-5020-511	Repair & Maintenance - Vehicle	-	0.00%	2,190	8.90%	24,614 22,424
01-1-5020-512	Repair & Maintenance - Distribution	-	0.00%	3,925	6.54%	60,000 56,075
01-1-5020-515	R&M Transmission - Intake	13,381	123.90%	13,670	126.57%	10,800 (2,870)
01-1-5020-520	Small Tools & Equipment	-	0.00%	-	0.00%	3,000 3,000
01-1-5020-522	Gas, Oil & Lubricant - Plant	864	5.90%	2,981	20.37%	14,637 11,656
01-1-5020-524	Health & Safety	-	0.00%	1,151	20.21%	5,695 4,544
01-1-5020-529	Telephone - T & D	276	3.57%	1,314	17.00%	7,733 6,419
01-1-5020-544	Water Testing Fees	1,255	10.25%	3,230	26.37%	12,247 9,017
01-1-5020-545	Water System Fees	-	0.00%	-	0.00%	14,709 14,709
01-1-5020-548	Water Testing Materials	-	0.00%	-	0.00%	2,909 2,909
01-1-5021-521	Water Treatment Chemicals	-	0.00%	18,420	39.91%	46,151 27,731
01-1-5021-524	P G & E Power - Office	277	11.27%	997	40.51%	2,462 1,465
01-1-5021-525	P G & E Power - Intake	9,303	14.69%	25,567	40.37%	63,332 37,765
01-1-5021-526	P G & E Power - Well	24	0.25%	68	0.72%	9,523 9,455
01-1-5021-527	P G & E Power - Water Treatment	3,050	12.28%	8,894	35.81%	24,836 15,942
01-1-5021-528	P G & E Power - Distribution	3,528	17.18%	9,298	45.28%	20,533 11,235
01-1-5021-529	P G & E Power - Well 2	741	18.53%	825	20.61%	4,000 3,175
01-1-5021-530	P G & E Power - Medina	12	0.30%	1,846	46.14%	4,000 2,154
01-1-5021-532	P G & E Power - Well 5/6	12	0.30%	1,846	46.14%	4,000 2,154
01-1-5021-561	Purchased Water Actual-mid-p	7,821	14.42%	21,161	39.02%	54,232 33,071
01-1-5023-533	Outside Services	127	2.78%	380	8.34%	4,559 4,179
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	500 500
01-1-5023-537	Pest Control	32	7.94%	96	23.82%	403 307
01-1-5023-538	Engineering Services	700	4.67%	8,993	59.96%	15,000 6,007
01-1-5023-539	Employee Education	-	0.00%	-	0.00%	3,000 3,000
01-1-5024-540	Memberships	-	0.00%	328	31.11%	1,055 727
01-1-5024-542	Publications	-	0.00%	-	0.00%	500 500
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	1,200 1,200
01-1-5032-583	Depreciation Expense	13,344	8.34%	40,923	25.58%	160,000 119,077

	Sep-16	September vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget	
01-2-6010-100	Regular Pay - Administration	5,877	7.51%	20,534	26.25%	78,211	57,677
01-2-6010-101	Overtime Pay	693	11.95%	1,628	28.06%	5,800	4,172
01-2-6010-102	Sick Pay	462	194.87%	814	343.52%	237	(577)
01-2-6010-104	Vacation Pay	(91)	-1.94%	864	18.39%	4,697	3,833
01-2-6010-105	Holiday Pay	249	6.75%	498	13.50%	3,692	3,194
01-2-6010-200	PERS	397	6.93%	1,181	20.60%	5,730	4,549
01-2-6010-201	FICA/Medicare	492	6.79%	1,759	24.27%	7,248	5,489
01-2-6010-202	SUI	5	0.43%	192	16.34%	1,176	984
01-2-6010-203	Health Insurance	1,656	8.28%	4,967	24.83%	20,005	15,038
01-2-6010-204	Workers Compensation	5	0.65%	97	13.38%	727	630
01-2-6010-206	Dental Insurance	159	7.94%	478	23.81%	2,007	1,529
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	200	200
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	1,200	1,200
01-2-6020-512	Propane	66	15.28%	66	15.28%	432	366
01-2-6020-515	Customer Billing Supplies	-	0.00%	927	94.65%	979	52
01-2-6020-529	Telephone - Admin	367	8.94%	978	23.86%	4,099	3,121
01-2-6020-530	Office Supplies	-	0.00%	686	16.51%	4,153	3,467
01-2-6020-531	Postage	453	4.94%	2,076	22.64%	9,172	7,096
01-2-6023-531	Computer IT	1,543	7.15%	12,300	57.01%	21,576	9,276
01-2-6023-533	Outside Services	6,550	5.24%	32,773	26.22%	125,000	92,227
01-2-6023-535	Office Cleaning Serv	140	8.42%	460	27.66%	1,663	1,203
01-2-6023-536	Legal Services	-	0.00%	1,920	12.80%	15,000	13,080
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	7,000	7,000
01-2-6023-539	Employee Education	575	57.50%	575	57.50%	1,000	425
01-2-6024-540	Memberships	200	3.68%	720	13.26%	5,428	4,708
01-2-6024-542	Publications	110	11.39%	110	11.39%	966	856
01-2-6024-547	County Fees	-	0.00%	-	0.00%	1,000	1,000
01-2-6024-999	County Avail Fee	1,460	88.45%	1,460	88.45%	1,651	191
01-3-6025-100	Regular Pay	500	6.01%	1,500	18.04%	8,316	6,816
01-3-6025-201	FICA/Medicare	38	6.01%	115	18.04%	636	521
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%	1,000	1,000
01-3-6025-555	Board Election Expenses	-	0.00%	-	0.00%	3,000	3,000
01-9-6030-569	Credit Card Service Charges	424	9.42%	1,270	28.20%	4,503	3,233
01-9-6030-572	Business Insurance Expense	2,343	6.94%	7,028	20.82%	33,757	26,729
01-9-6030-576	Misc Other Expense	18	0.23%	67	0.89%	7,478	7,412
01-9-6030-577	Retired Employee Health	1,913	#DIV/0!	5,373	#DIV/0!	-	(5,373)
01-9-6030-580	Retired EE Benefit Expense	-	0.00%	-	0.00%	148,142	148,142
01-9-6031-580	Interest Long Term Debt	1,900	3.64%	11,864	22.74%	52,173	40,309
01-9-6032-583	Depreciation Expense	17	0.69%	221	8.86%	2,500	2,279
TOTAL EXPENSES		121,512	8.37%	380,624	26.23%	1,450,899	1,070,275
IRWMP (DWR) GRANT PROJECT EXPENSE							
TBD	Water Service Line Replacement	-	0.00%	-	0.00%	721,287	721,287
TBD	IRWMP Regional Water Use Efficiency	-	0.00%	-	0.00%	105,156	105,156
TOTAL IRWMP GRANT PROJECT EXPENSE		-		-		826,443	826,443
IRWMP GRANT PROJECT REVENUE							
TBD	IRWMP Service Line Replacement		0.00%		0.00%	721,287	721,287
TBD	IRWMP Regional Water Use Efficiency		0.00%		0.00%	87,630	87,630
TBD	IRWMP Grant Administration		0.00%		0.00%	85,000	85,000
TOTAL IRWMP GRANT REVENUE		-	0.00%	-	0.00%	893,917	893,917
CARRYOVER WELL PROJECT EXPENSES							
01-1-5020-535	Water Supply Emergency 2014	-	#DIV/0!	42	#DIV/0!	-	(42)
01-9-6030-584	Well 2	-	#DIV/0!	878	#DIV/0!	-	(878)
01-9-6030-585	Medina Well	-	#DIV/0!	6,089	#DIV/0!	-	(6,089)
01-9-6030-586	Well 3/4	-	#DIV/0!	-	#DIV/0!	-	-
01-9-6030-587	Well 5	-	#DIV/0!	2,654	#DIV/0!	-	(2,654)
01-9-6030-588	Well 6	-	#DIV/0!	-	#DIV/0!	-	-
TOTAL CARRYOVER PROJECTS EXPENSE		-	#DIV/0!	9,663	#DIV/0!	-	(9,663)
Net Income / (Loss)		18,378	37.34%	26,008	52.85%	49,214	23,206

Sep-16	September vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
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* 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.

* Plant Repairs over budget due to \$18,500 in HVAC repairs

New Capital Improvement Projects

TBD	Intake Booster #2 Installation	-	0.00%	-	0.00%	50,000	50,000
TBD	Intake Pump Control Replacements	-	0.00%	-	0.00%	85,000	85,000
TBD	Intake Raw Water Pipeline Replacements	-	0.00%	-	0.00%	250,000	250,000
TBD	Ranchito Well #1 Renovation	-	0.00%	-	0.00%	37,611	37,611
TBD	Office Server Installation w/Software	-	0.00%	-	0.00%	107,000	107,000
TOTAL NEW CAPITAL IMPROVEMENT PROJECTS		-	0.00%	-	0.00%	529,611	529,611

01-0-2040-233	Muni Finance Loan (Principal Payments)	-	0.00%	35,609	50.51%	70,500	34,891
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Recap of water drought related projects to show remaining budget amounts:

Account #	Account	2014-2015 YTD	2015-2016 YTD	2016-2017 YTD	Activity from Inception	Total Budget	Remaining Budget
01-9-6030-584	Water Supply Emergency 2014	132,505	142,608	42	275,155	21,000	(254,155)
01-9-6030-584	Well 2	142,298	236,703	878	379,880	392,760	12,881
01-9-6030-585	Medina Well	32,328	394,640	6,089	433,057	599,950	166,893
01-9-6030-586	Well 3/4	66,152	57,951	-	124,103	257,000	132,897
01-9-6030-587	Well 5	-	178,944	2,654	181,599	329,820	148,221
01-9-6030-588	Well 6	-	8,577	-	8,577	329,820	321,243
01-9-6030-589	Grant Application Services	-	79,907	-	79,907	80,000	93
01-9-6030-590	NBS rate evaluation	-	1,786	-	1,786	54,000	52,214
		373,283	1,101,117	9,663	1,484,063	2,064,350	580,287

Outstanding Well Grant Revenue

01-0-4020-418	Well 2 Grant Revenue	-	0.00%	-	0.00%	247,471	247,471
01-0-4020-419	Medina Well Grant Revenue	-	0.00%	-	0.00%	550,785	550,785
01-0-4020-421	Well 5 Grant Revenue	-	0.00%	-	0.00%	407,135	407,135

LDPCSD Financials**Asset :**

Cash and investments
Restricted cash
Accts Receivable net of res
Water Drought Receivable
Inventory
Prpd expense & deposits
Deferred Outflow of Resources

**Statement of Net Assets (Balance Sheet)
for the month ending September 2016**

\$ 847,319
\$ -
\$ 192,967
\$ -
\$ 69,931
\$ 36,014
\$ 1,112
Total current assets \$ 1,147,343

Property, plant & equipment
less depreciation
C I P

\$ 9,081,656
\$ (6,706,363)
\$ 920,956
Net P P & E \$ 3,296,249

Other L T Assets

Total Assets \$ 4,443,592

Liabilites:

Accounts payable
Interest payable
Water Accrual
Accrued Payroll
L T debt, current

\$ 30,298
\$ 1,900
\$ 23,849
\$ 43,712
\$ 73,884
Total current liab \$ 173,643

L T debt

Post Retirement Benefit
Net Pension Liability
Deferred Inflow of Resources
Muni Loan
less current above

\$ 830,950
\$ 185,591
\$ 56,405
\$ 929,797
\$ (73,884)
Total Liabilites \$ 2,102,502

Net assets

\$ 2,341,090
Total liab & net ass't \$ 4,443,592

<u>Vendor</u>	<u>Check Amount</u>
000012 AQUA LAB	1,255.00
000022 FOOTHILL CLIMATE CONTROL dba	18,500.00
000025 CHEMCO PRODUCTS COMPANY	8,305.48
000065 KKI CORPORATION	282.50
000076 USPS	445.33
000091 VALERO MARKETING & SUPPLY	863.63
000105 PACIFIC GAS & ELECTRIC	15,852.73
000106 BINKLEY ASSOCIATES, INC	700.00
000118 D & D PEST CONTROL *	32.00
000136 AT&T	414.33
000165 ACWA/JPIA	7,464.14
000203 GRISWOLD, LaSALLE, COBB, DOWD	755.75
0002321 STREAMLINE	200.00
000263 Brenntag	531.07
000289 Tuolumne County Auditors Offic	1,460.25
0003221 KAMPA COMMUNITY SOLUTIONS LLC	6,250.00
000383 BUSINESS CARD	880.88
000550 LUIS'S HOUSEKEEPING / YARDS	140.00
000564 TOTAL WASTE SYSTEMS MARIPOSA	126.72
000635 Contractor Compliance And Monitoring Inc	300.00
000700 Merced Chevrolet	927.21
0014501 DON PEDRO CUSTOM MARINE	359.98
660108 VERIZON WIRELESS	156.12
702 Warmerdam CPA Group	2,500.00
UB*10474 MR/MRS EDUARDO LAZARO	18.24
UB*10475 JOHN HOMENICK	1,012.10
UB*10476 MR/MRS ROBERT SNYDER	74.10
UB*10477 JAMES MORGAN	51.34
UB*10478 MR/MRS KERN MOULTON	91.46
UB*10479 ELIZABETH JOHNSON	19.04
UB*10480 CHAMPION MORTGAGE	133.20
UB*10481 FANNIE MAE	47.00

Report Total: 70,149.60

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
September 19th, 2016, 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 3090 Merced Falls Rd., La Grange, CA 95329.
President Johnson called the meeting to order at 1:03 p.m.
Directors present: Johnson, Hankemeier, Sult, Ross, and Warren
Also present: IGM P. Kampa
Also present: Staff S. Marchesiello
Also Present: Staff R. Gilgo
2. **PUBLIC COMMENT:**
One public member spoke
3. **PRESENTATION ONLY:**
 - a. Presiding Officer's Report
President Johnson reported that he listens to public comments and they are important. He stated that some of the comments are brought back and placed on future agendas. He referred to chemical purchases and outside place of use. He stated that we need to focus on the positives and moving the District forward. He said that when comments appear to attack then people get resistive; but if they try to encourage, coach and mentor it is more receptive.
 - b. General Manager's Report: Peter J. Kampa
Presented by G.M. P. Kampa
 - c. Chief Plant Operator's Report: R. Gilgo
Presented by 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 2016 Treasurer's Report
 - b. Approval of the Minutes of the Regular Board Meeting Aug 15, 2016
 - c. Read and File California Environmental Quality Act (CEQA) Notice of Exemption Filed for the Water Service Line Replacement Project and Intake Booster Pump Installation Project

Motion: To approve items a & b of the consent calendar with modifications to the minutes

Votes: Carried 5-0

First: Hankemeier Second: Warren

Ayes: Hankemeier, Warren, Ross, Sult, and Johnson

Nays: None

5. DISCUSSION AND ACTION ITEMS

- a. Adopt Resolution Approving a New District Policy on Merit Salary Increases

Motion: To approve the resolution approving the policy of Merit Salary Increases

Votes: Carried 5-0

First: Ross Second: Hankemeier

Ayes: Ross, Hankemeier, Warren, Sult, and Johnson

Nays: None

- b. Review and Discussion Regarding Implementation of a Maintenance Program and Standards for District Infrastructure

No action taken. Direction for the GM to bring the item back including time and cost associated with the maintenance plan

- c. Status Update Report on the Implementation of the Intake Booster Pump Installation and Approval of Addition of an Intake Surge Tank Bypass Pipeline Connection.

No action taken

- d. Status Update Report on the Implementation of the Water Service Line Replacement Project

No action taken

- e. Review a report of the Emergency Groundwater Well Project Budget to Actual Expenses and Consideration of Approval of a Related 2016-17 Budget Amendment

No action taken. Direction to have the item on next month's agenda

- f. Status Update Report Regarding the Determination of Applicability of Retiree Medical Benefits for Certain Employees

No action taken

- g. Informational Presentation Regarding the establishment and location of District Boundaries, Sphere of Influence and Lake McClure Place of Use Boundaries.

Consensus for G.M. P. Kampa to conduct research on the current maps of the District with legal descriptions and overlays and placed as an item on a future agenda

6. DIRECTORS COMMENTS:

Director Warren: - Read an article titled "from the cities and County of Merced, the cities and County of Stanislaus, and Irrigation Districts" and would like this item placed on a future agenda. Please see attached article.

7. ADJOURNMENT: 5:13 p.m.

Respectfully submitted by,

***S. Marchesiello
Board Secretary***

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Mariposa
4982 10th Street PO Box 247

Mariposa, CA 95338

From: (Public Agency): _____
Lake Don Pedro Community Services District
9751 Merced Falls Rd., La Grange, Ca 95329

(Address)

Project Title: Water Service Line Replacement Project

Project Applicant: Lake Don Pedro Community Services District

Project Location - Specific:

The project is located on public streets throughout the Lake Don Pedro Community Services District boundaries including both Mariposa and Tuolumne Counties .

Project Location - City: La Grange Project Location - County: Mariposa

Description of Nature, Purpose and Beneficiaries of Project:

The project will replace up to 800 individual leaking water service pipelines that extend from the LDPCSD water system mains to the customer water meter boxes located on property lines at the edge of the the county road right of way. The project also involves the replacement of existing water system master meters.

Name of Public Agency Approving Project: Lake Don Pedro Community Services District

Name of Person or Agency Carrying Out Project: Lake Don Pedro Community Services District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15302. Class 2, Replacement or Reconstru
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The project involves only replacement of existing service pipelines in their existing location with no change in delivery location or delivery capacity.

Lead Agency
Contact Person: Peter Kampa Area Code/Telephone/Extension: 209 852-2331

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: October 18, 2016 Title: General Manager

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Notice of Exemption**Appendix E**

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Mariposa
4982 10th Street PO Box 247

Mariposa, CA 95338

From: (Public Agency): _____
Lake Don Pedro Community Services District
9751 Merced Falls Rd., La Grange, Ca 95329

(Address)

Project Title: Lake McClure Intake Booster Pump Project

Project Applicant: Lake Don Pedro Community Services District

Project Location - Specific:

The project is located 1/4 mile north of the Barrett Cove Marina and Boat Launch Ramp on Lake McClure.

Project Location - City: La Grange Project Location - County: Mariposa

Description of Nature, Purpose and Beneficiaries of Project:

The project will add a second (redundant) pump to an existing emergency pumping system used during low water conditions on Lake McClure. This emergency system is critical to provide water supply to all LDPCSD customers.

Name of Public Agency Approving Project: Lake Don Pedro Community Services District

Name of Person or Agency Carrying Out Project: Lake Don Pedro Community Services District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15303. Class 3, New Construction
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The project involves only the installation of a redundant water pump for system reliability.

Lead Agency
Contact Person: Peter Kampa Area Code/Telephone/Extension: 209 852-2331

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: August 26, 2016 Title: General Manager

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Lake Don Pedro Community Services District

Regular Meeting of October 17th, 2016

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- a. Review and Discussion Regarding Implementation of a Maintenance Program and Standards for District Infrastructure

Recommended Motion

This item is presented for information, discussion and potential direction by the Board as it relates to finalization of the district preventative maintenance plan.

Background

This agenda item is a status update report on the completion and implementation of the district's transition from an emergency response based repair and maintenance program to one of preventative maintenance. At the September board meeting, a draft written maintenance program was presented and discussed. Board direction was given to continue finalizing the program, and to add information regarding the impact to the district budget by implementing preventative maintenance at the industry standard level.

District management is currently evaluating a number of factors that relate to maintenance program implementation. Due to the level of time and effort required to populate all aspects of the program, staff desires Board input to make sure we are all in alignment in expected outcomes. It is requested that the Board review the following and provide additional direction and clarification at this meeting. The items in bold below require board direction to staff.

1. Hours required to complete each of the necessary maintenance tasks
 - a. Can the task be completed by an individual employee safely or are multiple employees required, such as for traffic safety or potential confine space entry?
 - b. Is it more efficient to complete the task with two employees?
 - c. Can the work be completed in phases, or pieces (start and stop) or must the work be completed in a continuous time period?
 - d. How long does it normally take to complete the task? Are there industry standards for time to reference? Does weather affect the time required to complete?
 - e. Can the tasks be grouped for efficiency in tool loading, materials and supplies, and/or based on employee skills? This includes tasks such as hydrant flushing, valve exercising, safety inspections, taking readings, pump service, etc.
 - f. Are a reasonable number of contractors available to competitively bid on certain maintenance work tasks, such as valve box cleaning and valve exercising?
 - g. Does the Board wish to contract for such services or do we want to perform the maintenance work with our own forces?**
 - h. Can specialized tools and equipment result in a faster, safer or more efficient completion of the maintenance work?

2. Staffing numbers, certification, training required, recruitment potential – The District currently has one full time working supervisor, and two full time employees available to operate the water treatment plant and distribution system, and to perform the required preventative maintenance.
 - a. **The evaluation will likely result in a finding that additional employees are needed to support full maintenance of the system. Is the Board willing to support the addition of more employees?**
 - b. **The more time, effort and money the district invests in developing employees to be certified and proficient in maintenance, the more marketable they become to other local water agency employers in the region. Is the Board willing to evaluate salaries and benefits of other comparable employers and set /maintain ours to be competitive?**
3. Cost
 - a. What is the cost of the staffing necessary to fully implement the plan, including pay and benefits?
 - b. What is the district cost for training employees to be proficient in the maintenance work?
 - c. Is additional pay required to attract and retain employees who are proficient in maintenance?
 - d. What is the contracted cost for the maintenance work that can be completed by outside forces?
 - e. Need to include the cost of purchase, maintenance and replacement of vehicles and equipment needed to support additional maintenance staff.
 - f. Does the cost to complete the full maintenance of the system exceed the cost of early replacement of under-maintained equipment? **To save cost, is the Board willing to allow maintenance to be deferred which will result in early failure of equipment and a higher level of service interruptions if the system becomes unreliable?**

We have placed an order for the SEMS asset management and maintenance software; and who is contracted to perform the data entry of our system assets and to train our staff on its use. We are currently coordinating a conference call among the vendor, Randy and Syndie to begin the installation and population process.

Lake Don Pedro Community Services District

Regular Meeting of October 17th, 2016

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- b. Review a report on the status of implementation of the drive by meter reading system and plan for completion of remedial solutions to failing meters and transmitters

Recommended Motion

Staff recommends the following motion:

This is a Discussion Only Item. No action is required at this time.

Background

It has been discussed in the Operations Report over the past several months that the drive by meter reading system has been experiencing some problems in approximately 60 to 80 meters being incorrectly read by the handheld data collection device. According to the meter manufacturer's representative, it is very unusual for any automatic system to incorrectly read, rather these meters normally read correctly, or do not read at all.

You will remember that this meter system was installed by district employees over a relatively long period of time approximately four years ago, and never placed into service. Over one year ago, we completed the programming and initialization of the meters to begin using the system, but have experienced a variety of small issues each month since the beginning. The problems were varied, and troubleshooting difficult since our staff was not trained in their operation and testing. Through field investigation, we have discovered that we had some failed transmitters, and some problems in the wiring between the meter and transmitter. The meters are mostly functioning correctly.

The transmitters are covered by a 10 year warranty, which is still valid. Unfortunately, we selected a meter manufacturer that is now out of business and no longer supports their product. Therefore, having two different products involved in this troubleshooting exercise adds to the complexity of the solution. Staff is all now working actively together with the transmitter representative on solutions to the problems. We will soon be receiving a price for a qualified meter system installation contractor to go through each of the malfunctioning meters and complete a fix on each. If the transmitter is found to be bad in any meter, the parts will be replaced free of charge. We should have the quote in the next two weeks, and depending on cost, may call a special meeting or present the project for approval at our next Board meeting.

An interesting fact to understand; as with any technology several upgrades to the transmitters have occurred since they were installed four to five years ago. The new transmitters now have a data port and data storage capabilities that allow for up to 40 days of water usage data to be stored. With the new transmitters, we can now download on a drive by report, the minute by minute water usage for the property. This can be very helpful in terms of customer service to find leaks in customer plumbing, troubleshoot irrigation and high water usage. At a bulk rate, the new transmitters cost approximately \$85 each. In the case of any failed transmitter in our system, they will be replaced with the new version with the data logging capabilities.

Lake Don Pedro Community Services District Regular

Meeting of October 17th, 2016

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- c. Review a report of the Emergency Groundwater Well Project Budget to Actual Expenses and Consideration of Approval of a Related 2016-17 Budget Amendment

Recommended Motion

Staff recommends the following motion:

I move to direct staff to prepare a 2016/17 fiscal year budget amendment based on the final project costs incurred this fiscal year.

Background

This agenda item was submitted to the Board for review and discussion in September 2016, but staff did not have adequate time in the meeting to fully review the item with the Board. The item is one again submitted for Board review, with a recommendation that budget action be taken in the next month or two upon project final completion.

The 2016/17 budget was prepared assuming the emergency groundwater well project would be completely finished and paid for before the start of the fiscal year. However, delays in gate installation decisions and contracts as well as delays in certain electronic and control components have caused the project to extend into this fiscal year. Although it is known that we will now have unbudgeted expenditures this year for the project and staff is authorized to complete the work, it is proper for the Board to consider a budget amendment to document the authorized expenditures in this fiscal year. We propose to have the budget amendment prepared for Board consideration in November or December, when all project expenses are closed out.

Attached is a project budget to actual sheet showing the current status of expenditures. Staff will review this budget sheet in the meeting.

Lake Don Pedro Community Services District
Budget vs Actual Expenditures
 September 2, 2016

Legend:
 Actual expenditures at 85% of budget
 Actual expenditures at budget limit
 Actual expenditures over budget

Well 2: Phase 1 - Planning/Engineering/Environmental

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	*SRF inactive		*SDWBL Initially named DWR Prop 81 or Bond Law		District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
									SRF Budget:	SRF Actual:	SDWBL Bond Law Actual:	SDWBL Bond Law Actual:				
1	Project Evaluations and Pre-Design Engineering	\$ 29,706.13	\$ -	\$ -	\$ 29,706.13	\$ 29,706.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3/30/2015	3/30/2015
2	Plans, Specifications, and Estimates (PS&E)	\$ 40,000.00	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	8/15/2015	8/15/2015
3	Environmental Documents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6/30/2015	6/30/2015
4	Right-of-Way (ROW) Acquisition	\$ 5,040.21	\$ -	\$ -	\$ 5,040.21	\$ 5,040.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8/15/2015	8/15/2015
5	Permitting	\$ 333.00	\$ -	\$ -	\$ 333.00	\$ 333.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8/15/2015	8/15/2015
6	Project Management	\$ 44,920.66	\$ -	\$ -	\$ 24,920.66	\$ 22,766.25	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 14,488.33	\$ -	\$ -	10/15/2015	10/15/2015
Total:		\$ 120,000.00	\$ -	\$ -	\$ 90,000.00	\$ 87,845.59	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 24,488.33	\$ -	\$ -	\$ 120,000.00	\$ 112,333.92

Well 2: Phase 2 - Construction

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	*SRF inactive		*SDWBL Initially named DWR Prop 81 or Bond Law		District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
									SRF Budget:	SRF Actual:	SDWBL Bond Law Actual:	SDWBL Bond Law Actual:				
1	Test Hole Drilling, Sampling, Logging, Testing (Assume 8 Test Holes)	\$ 88,000.00	\$ 83,000.00	\$ 83,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	3/30/2015	3/30/2015
2	Well Drilling, Install Casing and Screening, Development, and Testing	\$ 50,000.00	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	7/30/2015	7/30/2015
3	Well Equipping, Mechanical, Electrical, and Controls	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/15/2015	9/15/2015
4	Site Improvements and Fencing	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/15/2015	9/15/2015
5	Power Source Improvements	\$ 25,000.00	\$ 2,000.00	\$ 2,000.00	\$ 23,000.00	\$ 23,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/15/2015	9/15/2015
6	Connection to Raw Water System, Pipe, Valving, Surface Restoration	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7/15/2015	7/15/2015
	Contingency (12%)	\$ 79,760.00	\$ -	\$ -	\$ 29,760.00	\$ 25,704.40	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 16,586.55	\$ -	\$ -	9/15/2015	9/15/2015
Total:		\$ 327,760.00	\$ 200,000.00	\$ 200,000.00	\$ 67,760.00	\$ 63,704.40	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 16,586.55	\$ 10,000.00	\$ 10,000.00	\$ 327,760.00	\$ 290,290.95

Well 2: Phase 3 - Construction Management/Inspection/Project Closeout

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	*SRF inactive		*SDWBL Initially named DWR Prop 81 or Bond Law		District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
									SRF Budget:	SRF Actual:	SDWBL Bond Law Actual:	SDWBL Bond Law Actual:				
1	Resident Engineering	\$ 12,840.83	\$ -	\$ -	\$ 12,840.83	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/15/2015	9/15/2015
2	Construction Surveying	\$ 899.17	\$ -	\$ -	\$ 899.17	\$ 899.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/15/2015	9/15/2015
3	Inspection	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/15/2015	9/15/2015
4	Project Closeout	\$ 3,760.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 1,260.00	\$ -	10/15/2015	10/15/2015
Total:		\$ 27,500.00	\$ -	\$ -	\$ 23,740.00	\$ 20,899.17	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 1,260.00	\$ -	\$ 27,500.00	\$ 20,899.17
Well 2 Total:		\$ 475,260.00	\$ 200,000.00	\$ 200,000.00	\$ 181,500.00	\$ 172,449.16	\$ -	\$ -	\$ -	\$ -	\$ 82,500.00	\$ 41,074.88	\$ 11,260.00	\$ 10,000.00	\$ 475,260.00	\$ 423,524.04

Medina Well: Phase 1 - Planning/Engineering/Environmental

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	SRF Budget:	SRF Actual:	SDWBL Bond Law Budget:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Project Evaluations and Pre-Design Engineering	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 6,384.80	\$ -	\$ -	5/15/2015	5/15/2015
2	Plans, Specifications, and Estimates (PS&E)	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,175.00	\$ 29,175.00	\$ 825.00	\$ 825.00	8/30/2015	8/30/2015
3	Environmental Documents	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	6/30/2015	6/30/2015
4	Right-of-Way (ROW) Acquisition (Property Purchase + Pipeline Easement)	\$ 262,350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262,350.00	\$ 274,498.19	8/30/2015	8/30/2015
5	Permitting	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 333.00	5/30/2015	5/30/2015
6	Project Management	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 18,835.67	\$ 10,000.00	\$ 6,315.84	11/15/2015	11/15/2015
Total:		\$ 337,350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,175.00	\$ 54,395.47	\$ 278,175.00	\$ 281,972.03	\$ 337,350.00	\$ 336,367.50

Medina Well: Phase 2 - Construction

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	SRF Budget:	SRF Actual:	SDWBL Bond Law Budget:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Existing Well, Sampling, Logging, Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5/15/2015	5/15/2015
2	Install Temporary Piping to Existing WTP, Transducers at Wells 1 and 2, Testing	\$ 45,596.36	\$ -	\$ -	\$ 45,596.36	\$ 45,596.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6/30/2015	6/30/2015
3	Well Equipping, Mechanical, Electrical, and Controls	\$ 56,645.93	\$ -	\$ -	\$ 56,645.93	\$ 56,645.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/15/2015	9/15/2015
4	Site Improvements and Fencing	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
5	Power Source Improvements	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
6	Connection to Raw Water System, Pipe, Valving, Surface Restoration	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
	Contingency (12%)	\$ 75,357.71	\$ -	\$ -	\$ 45,357.71	\$ 31,074.95	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
Total:		\$ 287,600.00	\$ -	\$ -	\$ 257,600.00	\$ 243,317.24	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 287,600.00	\$ 243,317.24

Medina Well: Phase 3 - Construction Management/Inspection/Project Closeout

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	SRF Budget:	SRF Actual:	SDWBL Bond Law Budget:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Resident Engineering	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	10/15/2015	10/15/2015
2	Construction Surveying	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 738.00	\$ -	\$ -	10/15/2015	10/15/2015
3	Inspection	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	10/15/2015	10/15/2015
4	Project Closeout	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	11/15/2015	11/15/2015
Total:		\$ 27,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 20,738.00	\$ -	\$ -	\$ 27,500.00	\$ 20,738.00

Medina Well Total:	\$ 652,450.00	\$ -	\$ -	\$ 257,600.00	\$ 243,317.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,675.00	\$ 75,133.47	\$ 278,175.00	\$ 281,972.03	\$ 652,450.00	\$ 600,422.74
Well 2 and Medina Total	\$ 1,127,710.00	\$ 200,000.00	\$ 200,000.00	\$ 439,100.00	\$ 415,766.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199,175.00	\$ 116,208.35	\$ 289,435.00	\$ 291,972.03	\$ 1,127,710.00	\$ 1,023,946.78

Wells 3 & 4: Phase 1 - Planning/Engineering/Environmental

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	SRF Budget:	SRF Actual:	SDWBL Bond Law Budget:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Project Evaluations and Pre-Design Engineering	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 29,825.00	\$ -	\$ -	\$ -	\$ 175.00	\$ 175.00	\$ -	\$ -	7/30/2015	7/30/2015
2	Plans, Specifications, and Estimates (PS&E)	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,350.00	\$ 9,350.00	\$ -	\$ -	\$ 650.00	\$ 650.00	\$ -	\$ -	7/30/2015	7/30/2015
3	Environmental Documents	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 1,788.80	\$ -	\$ -	7/15/2015	7/15/2015
4	Right-of-Way (ROW) Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
5	Permitting	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7/15/2015	7/15/2015
6	Project Management	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 14,901.67	\$ -	\$ -	8/30/2015	8/30/2015
Total:		\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ 62,175.00	\$ 9,350.00	\$ -	\$ -	\$ 17,825.00	\$ 17,515.47	\$ -	\$ -	\$ 80,000.00	\$ 26,865.47

Wells 3 & 4: Phase 2 - Construction

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	SRF Budget:	SRF Actual:	SDWBL Bond Law Budget:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Test Hole Drilling, Sampling, Logging, Testing (Assume 2 Test Holes)	\$ 22,000.00	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3/30/2015	3/30/2015
2	Well Drilling, Install Casing and Screening, Development, and Testing	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 96,104.51	\$ -	\$ -	7/30/2015	7/30/2015
3	Well Equipping, Mechanical, Electrical, and Controls	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
4	Site Improvements and Fencing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
5	Power Source Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
6	Connection to Water System, Pipe, Valving, Surface Restoration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
7	Portable Water Treatment Plant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Contingency (12%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total:		\$ 122,000.00	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 96,104.51	\$ -	\$ -	\$ 122,000.00	\$ 96,104.51

Wells 3 & 4: Phase 3 - Construction Management/Inspection/Project Closeout

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	SRF Budget:	SRF Actual:	SDWBL Bond Law Budget:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Resident Engineering	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	7/30/2015	7/30/2015
2	Construction Surveying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
3	Inspection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
4	Project Closeout	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total:		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
Well 3 & 4 Total:		\$ 212,000.00	\$ -	\$ -	\$ -	\$ -	\$ 84,175.00	\$ 9,350.00	\$ -	\$ -	\$ 127,825.00	\$ 123,619.98	\$ -	\$ -	\$ 212,000.00	\$ 132,969.98

Well 5 (Medina 2): Phase 1 - Planning/Engineering/Environmental

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	SRF Budget:	SRF Actual:	SDWBL Bond Law Budget:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Project Evaluations and Pre-Design Engineering	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 770.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8/30/2015	8/30/2015
2	Plans, Specifications, and Estimates (PS&E)	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 35,085.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/15/2015	9/15/2015
3	Environmental Documents	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 23,838.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/15/2015	9/15/2015
4	Right-of-Way (ROW) Acquisition	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/30/2015	9/30/2015
5	Permitting	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 333.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8/15/2015	8/15/2015
6	Project Management	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 29,000.00	\$ 25,068.58	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	11/15/2015	11/15/2015
Total:		\$ 146,500.00	\$ -	\$ -	\$ -	\$ -	\$ 145,500.00	\$ 85,095.82	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 146,500.00	\$ 86,095.82

Well 5 (Medina 2): Phase 2 - Construction

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	SRF Budget:	SRF Actual:	SDWBL Bond Law Budget:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Test Hole Drilling, Sampling, Logging, Testing	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 19,000.00	\$ 7,210.00	\$ -	\$ -	\$ 6,000.00	\$ 5,700.00	\$ -	\$ -	8/15/2015	8/15/2015
2	Well Drilling, Install Casing and Screening, Development, and Testing	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 66,000.00	\$ 65,848.93	\$ -	\$ -	8/30/2015	8/30/2015
3	Well Equipping, Mechanical, Electrical, and Controls	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 49,770.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9/30/2015	9/30/2015
4	Site Improvements and Fencing	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 8,665.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
5	Power Source Improvements	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
6	Connection to Raw Water System, Pipe, Valving, Surface Restoration	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
7	Contingency (12%)	\$ 34,825.00	\$ -	\$ -	\$ -	\$ -	\$ 34,825.00	\$ 8,647.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
Total:		\$ 314,825.00	\$ -	\$ -	\$ -	\$ -	\$ 242,825.00	\$ 102,792.74	\$ -	\$ -	\$ 72,000.00	\$ 71,548.93	\$ -	\$ -	\$ 314,825.00	\$ 174,341.67

Well 5 (Medina 2): Phase 3 - Construction Management/Inspection/Project Closeout

Task No.:	Task Description:	Cost:	DERP Budget:	DERP Actual:	SWRCB Budget:	SWRCB Actual:	USDA Budget:	USDA Actual:	SRF Budget:	SRF Actual:	SDWBL Bond Law Budget:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Resident Engineering	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
2	Construction Surveying	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 738.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
3	Inspection	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 4,957.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
4	Project Closeout	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11/15/2015	11/15/2015
Total:		\$ 27,500.00	\$ -	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 15,695.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 15,695.00
Well 5 Total:		\$ 488,825.00	\$ -	\$ -	\$ -	\$ -	\$ 415,825.00	\$ 203,583.56	\$ -	\$ -	\$ 73,000.00	\$ 72,548.93	\$ -	\$ -	\$ 488,825.00	\$ 276,132.49
Well 3-5 Total:		\$ 700,825.00	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 212,933.56	\$ -	\$ -	\$ 200,825.00	\$ 196,168.91	\$ -	\$ -	\$ 700,825.00	\$ 409,102.47
Budget Total:		\$ 1,828,535.00	\$ 200,000.00	\$ 200,000.00	\$ 439,100.00	\$ 415,766.40	\$ 500,000.00	\$ 212,933.56	\$ -	\$ -	\$ 400,000.00	\$ 312,377.26	\$ 289,435.00	\$ 291,972.03	\$ 1,828,535.00	\$ 1,433,049.25
Reimbursable Total:		\$ 1,539,100.00	\$ 200,000.00	\$ 200,000.00	\$ 439,100.00	\$ 415,766.40	\$ 500,000.00	\$ 212,933.56	\$ -	\$ -	\$ 400,000.00	\$ 312,377.26	\$ -	\$ -	\$ 1,539,100.00	\$ 1,141,077.22

Lake Don Pedro Community Services District

Regular Meeting of October 17th, 2016

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- d. Informational Presentation Regarding the scope, function and cost of the District Supervisory Control and Data Acquisition system (SCADA).

Recommended Motion

Staff recommends the following motion:

This is an informational item only, no further action is required at this time.

Background

The district has a fairly complex system of water tanks that are filled from pumps in remote locations. Prior to 1995, each tank continuously sent its level information to the district office, where chart recorders were located in the plant to gather tank level data. An electrical signal was transmitted from the treatment plant to the remote pump site, turning the pump on or off depending on its water tank level. The electrical tones and pulses were sent to and from the tank and pump sites by way of individual telephone lines, for which we paid AT&T.

By 1995, the phone lines were experiencing intermittent failure, and the devices transmitting levels and controlling pumps were obsolete technology for which we could not purchase replacement parts or upgrade. After continuous failure of the telephone line serving the Intake pump system in 1995, and constant overflowing of the raw water system, district management interviewed various vendors with the intent to upgrade to a supervisory control and data acquisition system (SCADA). By 1996 district staff had installed DataFlow Systems' Remote Terminal Units (RTU) at each tank and pump site, the treatment plant, Intake and Ranchito Well. This system used radio frequencies to communicate from tank to pump, tank to plant and pump to plant where all data was logged. All data could be used to generate reports on the activity of any of the system components, levels or operation.

The SCADA was intended to not only record data from each site, but also allow for remote system control both by operator action and automatically, by a programmable logic controller or PLC. The PLC's were actually programmed in 1996 to operate within a newly installed "time of use" pumping and power consumption regime, that saved the district tens of thousands of dollars in the first year alone. The pumps were programmed to run only during non-peak power times, unless tank levels were too low. The DataFlow system worked well from what I hear for a number of years, and as with any technology, underwent upgrades and component replacement a number of times over the decades.

Most recently in 2015, all radios were required to be replaced to be in compliance with current communication technologies and to resolve several communication glitches occurring in the system. Troubleshooting and repair of the SCADA is typically completed by AquaSierra Controls from Auburn California; who is the manufacturer's representative for DataFlow. Due to the complexity of the control system and its specialty technology equipment, District staff is limited in its ability to perform

programming and system troubleshooting. The system has modular components including monitoring modules, digital control modules, logic controllers, radios and batteries. We do purchase a small number of modules that can be simply unplugged and new ones plugged in to perform troubleshooting.

At this point the system is functioning well and is reliable. Some of the level monitoring equipment inside the tanks are starting to fail sending false level indications to the pump and causing tank overflows. We are in the process of having the tank level “transducers” replaced which will make the system much more reliable once again. Overall, the SCADA system is still very functional and reliable, requiring only normal routine replacement and upgrades. Without the system the tank levels would need to be read by operators manually and continuously, pumps operated by operators manually, and system operations recorded manually on spreadsheets and charts. This manual effort would require an increase in staff to complete and therefore the SCADA should be continuously maintained in working order.

It is recommended that Aquasierra be engaged to do an overall system evaluation, perform PLC program upgrades, establish new relevant alarm levels and operations reports that can be printed or developed online, rather than our current method of transferring data manually to reports such as the monthly state report, consumption and leak reports. The SCADA system will be of further value to the District as we begin to gather water production and usage data on a zone by zone basis, for the purpose of quickly identifying and repairing water system leaks.

As an FYI, at the last Board meeting there was confusion I believe expressed by the public regarding two of the District vendors; AquaSierra and Aqua Labs. Please know that AquaSierra is only involved with our meters, SCADA and some of our water treatment equipment and technologies. Aqua Labs on the other hand is located in Twain Harte and provides only water sampling and testing services. Occasionally, this is why you hear reports of our trucks in Twain Harte or Sonora; we are required to deliver water samples to Aqua Lab typically within 24 hours of taking the water sample.

Lake Don Pedro Community Services District

Regular Meeting of October 17th, 2016

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- e. Discussion and action regarding location of communication equipment on district properties including cellular, internet, radio towers and related equipment; including equipment owned by others and the potential of district installed systems.

Recommended Motion

Staff recommends that the Board discuss this item and provide direction to staff for potential future agenda action items.

Background

The District has previously entered into agreement with wireless internet providers allowing them to locate on district tank sites in exchange for cash payments. Recently, a major communications provider has requested that the district consider installation of communications equipment on one of its tank sites for the installation of equipment to offer additional internet service in the area through AT&T. At the District Board meeting of September 21, 2016, Board members requested an agenda item to further discuss the possibilities of district participation in facilitation of such third party internet services, or becoming involved in providing internet services as a special district.

The purpose of this agenda item is to discuss as an overall policy matter, the benefits, opportunities and constraints of communications equipment installed on district tank sites. No discussion of price, terms and conditions of the proposed AT&T offer is to be discussed with this agenda item until resolved first in closed session. This is simply a policy discussion of how management is to approach this matter as it relates to district property use.