

Special Meeting of the Board of Directors

9751 Merced Falls Road
February 22nd, 2017 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. **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 January 2017 Treasurer's Report
 - b. Approval of the Minutes of the Special Board Meeting January 18th, 2017
 - c. Read and file the General Manager's Report for January 2017
 - d. Read and file the Chief Plant Operator's Report for January 2017
4. **DISCUSSION AND ACTION ITEMS**
 - a. Approval of a partnership with UC Merced on activities related to water conservation and understanding the impact of changes in water supply on the health and well-being of the community
 - b. Report regarding the status of the emergency groundwater well projects including completion status, grant funding and expenses related to each well
 - c. Staff presentation and discussion regarding the status of District operation, water system maintenance, fleet maintenance, weaknesses and opportunities for improvement
 - d. Discussion/action regarding the development of management/performance objectives for the General Manager
 - e. Adopt resolution approving a revised policy on Board meeting agenda preparation.
5. **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

**LAKE DON PEDRO
COMMUNITY SERVICES DISTRICT**

Treasurer's Report

Reporting Period: January 2017

The district ended the month of January 2017 with the following balances in our accounts:

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 163,422	
Total Restricted:		<u>\$ 163,422</u>
Unrestricted:		
Checking	\$ 62,809	
Money Market - Working Capital	\$ 750,264	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 813,198</u>
Total Restricted & Unrestricted:		<u>\$ 976,620</u>

The district ended January 2017 with the following amounts affecting our financial status:

	Jan-2017	Year to Date
<u>Sales & Business Revenue:</u>	<u>\$ 108,766</u>	<u>\$ 844,109</u>
<u>Total Operating Expenses:</u>	<u>\$ (95,283)</u>	<u>\$ (671,360)</u>
<u>Non-Operating Income/Expense:</u>	<u>\$ (11,132)</u>	<u>\$ (88,288)</u>
<u>Water Drought Income/Expense:</u>	<u>\$ (125,541)</u>	<u>\$ 62,617</u>
<u>Change in Net Assets (P&L):</u>	<u>\$ (123,190)</u>	<u>\$ 147,078</u>
<u>Net Cash Flow:</u>	<u>\$ 81,995</u>	<u>\$ 352,376</u>

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water Drought Reimb
Current	\$ 21,785	\$ -	\$ -	\$ 92,715	\$ -
> 30 Days	\$ 624	\$ -	\$ -	\$ -	\$ -
> 60 Days	\$ 10,436	\$ -	\$ -	\$ -	\$ -
> 90 Days	\$ 1,973	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 8,994	\$ 188,094	\$ 5,241	\$ -	\$ -
Credits	\$ (14,132)				
Total	\$ 29,680	\$ 188,094	\$ 5,241	\$ 92,715	\$ -
Total Combined	\$ 310,489		\$ 5,241		\$ -
G/L Balance	\$ 310,489		\$ 5,241		\$ -
Difference	\$ -		\$ -		\$ -

* Amount of availability payments received: \$97,488

* Amount of availability payments outstanding: \$90,606

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 39,826	\$ -	\$ 4,272
> 30 Days	\$ -	\$ -	\$ -
> 60 Days	\$ -	\$ -	\$ -
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
Total	\$ 39,826	\$ -	\$ 4,272
G/L Balance	\$ 39,826	\$ -	\$ 4,272
Difference	\$0	\$0	\$0

Name

Title

Date

Statement of Revenues and Expenses (P&L)
January 2017 & Year-To-Date Versus 6/30/17 Budget

	Jan-17	January vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
Revenue						
01-0-3010-302	Donated Capital - Meters Curre	5,000	#DIV/0!	25,000	#DIV/0!	- (25,000)
01-0-4010-400	Water Sales Residential	13,360	6.32%	171,638	81.26%	211,229 39,591
01-0-4010-402	Water Availability Revenue	15,596	8.21%	109,261	57.51%	190,000 80,739
01-0-4010-403	Water Service Charges	79,060	8.42%	552,229	58.80%	939,101 386,872
01-0-4020-410	Interest Income - LAIF	278	37.81%	747	101.59%	735 (12)
01-0-4020-413	Int Inc Penalties - Customer	1,997	9.15%	14,460	66.24%	21,830 7,370
01-0-4020-414	Transfer Fee Income	250	3.52%	3,400	47.89%	7,100 3,700
01-0-4020-415	Other Income	515	13.54%	2,071	54.49%	3,800 1,729
01-0-4020-416	Meter Set Fee	500	10.00%	6,000	120.00%	5,000 (1,000)
01-0-4020-417	Interest Income Guaranty Fed	-	0.00%	9	6.07%	144 135
01-0-4020-901	Hydrant Rental	-	#DIV/0!	80	#DIV/0!	- (80)
01-0-4020-902	Hydrant Consumption	-	#DIV/0!	49	#DIV/0!	- (49)
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%	6,300	30.88%	20,400 14,100
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000 32,000
	Transfer From Reserve					-
TOTAL REVENUE*	117,456	8.20%	892,695	62.31%	1,432,639	539,944
Expenses						
01-1-5010-100	Regular Pay - Plant	9,890	7.60%	67,926	52.19%	130,147 62,221
01-1-5010-101	Overtime Pay	558	2.79%	10,239	51.19%	20,000 9,761
01-1-5010-102	Sick Pay	406	7.08%	2,986	52.10%	5,730 2,744
01-1-5010-104	Vacation Pay	479	4.34%	4,226	38.27%	11,044 6,818
01-1-5010-105	Holiday Pay	396	5.08%	4,243	54.42%	7,796 3,553
01-1-5010-200	PERS	654	5.96%	5,423	49.42%	10,972 5,549
01-1-5010-201	FICA/Medicare	1,358	10.07%	7,457	55.33%	13,477 6,020
01-1-5010-202	SUI	650	39.59%	1,150	70.11%	1,641 491
01-1-5010-203	Health Insurance	4,359	9.11%	28,194	58.95%	47,828 19,634
01-1-5010-204	Workers Compensation	468	6.37%	2,854	38.86%	7,345 4,491
01-1-5010-206	Dental Insurance	390	7.94%	2,731	55.55%	4,917 2,186
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	160	0.92%	33,287	192.33%	17,307 (15,980)
01-1-5020-511	Repair & Maintenance - Vehicle	-	0.00%	7,436	30.21%	24,614 17,178
01-1-5020-512	Repair & Maintenance - Distribution	7,644	12.74%	28,073	46.79%	60,000 31,927
01-1-5020-515	R&M Transmission - Intake	4,608	42.67%	18,278	169.24%	10,800 (7,478)
01-1-5020-520	Small Tools & Equipment	26	0.87%	490	16.32%	3,000 2,510
01-1-5020-522	Gas, Oil & Lubricant - Plant	702	4.80%	5,907	40.36%	14,637 8,730
01-1-5020-524	Health & Safety	-	0.00%	1,771	31.09%	5,695 3,924
01-1-5020-529	Telephone - T & D	538	6.96%	3,634	46.99%	7,733 4,099
01-1-5020-544	Water Testing Fees	-	0.00%	8,110	66.22%	12,247 4,137
01-1-5020-545	Water System Fees	3,391	23.05%	3,891	26.45%	14,709 10,818
01-1-5020-548	Water Testing Materials	-	0.00%	381	13.10%	2,909 2,528
01-1-5021-521	Water Treatment Chemicals	744	1.61%	36,564	79.23%	46,151 9,587
01-1-5021-524	P G & E Power - Office	223	9.07%	1,970	80.01%	2,462 492
01-1-5021-525	P G & E Power - Intake	3,637	5.74%	49,884	78.77%	63,332 13,448
01-1-5021-526	P G & E Power - Well	21	0.23%	157	1.65%	9,523 9,366
01-1-5021-527	P G & E Power - Water Treatment	1,525	6.14%	17,202	69.26%	24,836 7,634
01-1-5021-528	P G & E Power - Distribution	1,521	7.41%	16,292	79.34%	20,533 4,241
01-1-5021-529	P G & E Power - Well 2	499	12.47%	4,175	104.37%	4,000 (175)
01-1-5021-530	P G & E Power - Medina	14	0.36%	941	23.53%	4,000 3,059
01-1-5021-532	P G & E Power - Well 5/6	14	0.36%	941	23.53%	4,000 3,059
01-1-5021-561	Purchased Water Actual-mid-p	3,663	6.75%	39,519	72.87%	54,232 14,713
01-1-5023-533	Outside Services**	253	5.56%	5,154	113.05%	4,559 (595)
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	500 500
01-1-5023-537	Pest Control	32	7.94%	224	55.58%	403 179
01-1-5023-538	Engineering Services	-	0.00%	12,858	85.72%	15,000 2,142
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%	45	9.00%	500 455

		Jan-17	January vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	349	29.08%	1,200	851
01-1-5032-583	Depreciation Expense	13,842	8.65%	95,860	59.91%	160,000	64,140
01-2-6010-100	Regular Pay - Administration	6,308	8.07%	48,390	61.87%	78,211	29,821
01-2-6010-101	Overtime Pay	167	2.89%	2,247	38.75%	5,800	3,553
01-2-6010-102	Sick Pay	269	113.42%	3,899	1645.19%	237	(3,662)
01-2-6010-104	Vacation Pay	411	8.76%	3,806	81.04%	4,697	891
01-2-6010-105	Holiday Pay	275	7.44%	2,834	76.75%	3,692	858
01-2-6010-200	PERS	432	7.53%	3,257	56.84%	5,730	2,473
01-2-6010-201	FICA/Medicare	881	12.15%	4,607	63.56%	7,248	2,641
01-2-6010-202	SUI	347	29.53%	734	62.44%	1,176	442
01-2-6010-203	Health Insurance	1,853	9.26%	11,985	59.91%	20,005	8,020
01-2-6010-204	Workers Compensation	46	6.36%	282	38.83%	727	445
01-2-6010-206	Dental Insurance	159	7.94%	1,115	55.55%	2,007	892
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	200	200
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	161	13.41%	1,200	1,039
01-2-6020-512	Propane	-	0.00%	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	290	7.07%	2,196	53.57%	4,099	1,903
01-2-6020-530	Office Supplies	236	5.69%	1,662	40.03%	4,153	2,491
01-2-6020-531	Postage	463	5.05%	4,131	45.04%	9,172	5,041
01-2-6023-531	Computer IT	2,422	11.22%	19,660	91.12%	21,576	1,916
01-2-6023-533	Outside Services	11,378	9.10%	70,284	56.23%	125,000	54,716
01-2-6023-535	Office Cleaning Serv	140	8.42%	1,020	61.33%	1,663	643
01-2-6023-536	Legal Services	666	4.44%	4,961	33.07%	15,000	10,039
01-2-6023-537	Audit Services	7,000	100.00%	7,000	100.00%	7,000	-
01-2-6023-539	Employee Education	-	0.00%	982	98.15%	1,000	18
01-2-6024-540	Memberships	-	0.00%	5,008	92.26%	5,428	420
01-2-6024-542	Publications	670	69.31%	1,100	113.87%	966	(134)
01-2-6024-547	County Fees	-	0.00%	80	8.00%	1,000	920
01-2-6024-999	County Avail Fee	-	0.00%	1,460	88.45%	1,651	191
01-3-6025-100	Regular Pay	500	6.01%	3,800	45.70%	8,316	4,516
01-3-6025-201	FICA/Medicare	38	6.02%	291	45.71%	636	345
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	423	9.40%	2,990	66.40%	4,503	1,513
01-9-6030-572	Business Insurance Expense	11,083	32.83%	25,138	74.47%	33,757	8,619
01-9-6030-576	Misc Other Expense	25	0.33%	182	2.43%	7,478	7,296
01-9-6030-577	Retired Employee Health	2,138	#DIV/0!	13,476	#DIV/0!	-	(13,476)
01-9-6030-580	Retired EE Benefit Expense	-	0.00%	-	0.00%	148,142	148,142
01-9-6031-580	Interest Long Term Debt	3,800	7.28%	27,064	51.87%	52,173	25,109
01-9-6032-583	Depreciation Expense	18	0.71%	292	11.68%	2,500	2,208
TOTAL EXPENSES*		115,105	7.93%	808,235	55.71%	1,450,899	642,664
IRWMP (DWR) GRANT PROJECT EXPENSE							
TBD	Water Service Line Replacement	-	0.00%	-	0.00%	721,287	721,287
01-9-6030-589	IRWMP Regional Water Use Efficiency	998	0.95%	76,544	72.79%	105,156	28,612
TOTAL IRWMP GRANT PROJECT EXPENSE		998		76,544		826,443	749,899
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	1,166	#DIV/0!	19,813	#DIV/0!	-	(19,813)
01-9-6030-585	Medina Well	101,657	#DIV/0!	128,059	#DIV/0!	-	(128,059)
01-9-6030-586	Well 3/4	-	#DIV/0!	-	#DIV/0!	-	-
01-9-6030-587	Well 5	21,720	#DIV/0!	43,600	#DIV/0!	-	(43,600)
01-9-6030-588	Well 6	-	#DIV/0!	-	#DIV/0!	-	-
TOTAL CARRYOVER PROJECTS EXPENSE		124,543	#DIV/0!	191,514	#DIV/0!	-	(191,514)

	Jan-17	January vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
Net Income / (Loss)	(123,190)	-250.32%	147,078	298.85%	49,214	232,811

* 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.

** Oustside services over budget due to emergency barge service

New Capital Improvement Projects

01-0-1070-163	Structures - HVAC System	-			18,500		
01-0-1090-300	CIP-Filter Media Replacement	-			41,370		
01-0-1090-315	Intake Booster #2 Installation	105	0.21%	1,715	3.43%	50,000	48,285
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
01-0-1090-305	Ranchito Well #1 Renovation		0.00%	12,400	32.97%	37,611	25,211
01-0-1090-313	Office Server Installation w/Software	11,014	10.29%	37,403	34.96%	107,000	69,597
01-0-1090-314	CIP-Barge Renovation			3,506			
TOTAL NEW CAPITAL IMPROVEMENT PROJECTS		11,119	2.10%	114,895	21.69%	529,611	478,093

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	19,813	398,815	392,760	(6,055)
01-9-6030-585	Medina Well	32,328	394,640	128,059	555,027	599,950	44,923
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	43,600	222,544	329,820	107,276
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	191,514	1,665,914	2,064,350	398,436

Outstanding Well Grant Revenue***

01-0-4020-418	Well 2 Grant Revenue	-	0.00%	121,532	49.11%	247,471	125,939
01-0-4020-419	Medina Well Grant Revenue	-	0.00%	217,678	39.52%	550,785	333,107
01-0-4020-420	Well 3 & 4 Grant Revenue	-	#DIV/0!	607	#DIV/0!		(607)
01-0-4020-421	Well 5 Grant Revenue ****	-	0.00%	(9,141)	-2.25%	407,135	416,276
		-		330,676		1,205,391	874,715

***Outstanding Well Grant Revenue is included with Net Income above

LDPCSD Financials**Statement of Net Assets (Balance Sheet)****Asset :****for the month ending January 2017**

Cash and investments	\$	976,620
Restricted cash	\$	-
Accts Receivable net of res	\$	146,884
Water Drought Receivable	\$	-
Inventory	\$	69,931
Prpd expense & deposits	\$	19,546
Deferred Outflow of Resources	\$	7,580
Total current assets	\$	1,220,561
Property, plant & equipment	\$	9,100,156
less depreciation	\$	(6,761,371)
C I P	\$	1,017,350
Net P P & E	\$	3,356,135
Other L T Assets		
Total Assets	\$	4,576,696
Liabilites:		
Accounts payable	\$	39,826
Interest payable	\$	17,100
Water Accrual	\$	4,272
Accrued Payroll	\$	46,593
L T debt, current	\$	73,884
Total current liab	\$	181,675
L T debt		
Post Retirment Benefit	\$	932,016
Net Pension Liability	\$	125,799
Deferred Inflow of Resources	\$	44,882
Muni Loan	\$	929,797
less current above	\$	(73,884)
Total Liabilites	\$	2,140,285
Net assets	\$	2,436,411
Total liab & net ass't	\$	4,576,696

<u>Vendor</u>	<u>Check Amount</u>
000012 AQUA LAB	3,050.00
000047 LAWSON & SON BACKHOE & GRADIN	245.00
000051 MERCED IRRIGATION DISTRICT	37,934.73
000065 KKI CORPORATION	1,036.25
000076 USPS	454.05
000091 VALERO MARKETING & SUPPLY	702.31
000094 USA BlueBook	2,367.12
000105 PACIFIC GAS & ELECTRIC	7,886.56
000106 BINKLEY ASSOCIATES, INC	962.50
000118 D & D PEST CONTROL *	32.00
000121 UNION DEMOCRAT*	669.50
000165 ACWA/JPIA	8,350.33
000196 AQUA SIERRA CONTROLS, INC	2,637.51
000203 GRISWOLD, LaSALLE, COBB, DOWD	460.00
000263 Brenntag	663.92
0003221 KAMPA COMMUNITY SOLUTIONS LLC	6,250.00
000383 BUSINESS CARD	1,366.11
000542 Sonora Regional Medical Center	108.00
000564 TOTAL WASTE SYSTEMS MARIPOSA	253.44
000585 MO CAL OFFICE SOLUTIONS	124.08
000606 BARRY ELECTRIC	1,077.39
000635 Contractor Compliance And Monitoring Inc	85.00
00071 Mother Lode Answering Service	264.00
001110 SDRMA	860.77
001888 SWRCB Accounting Office	3,391.11
014384 CANEPA AND SONS INC	9,300.00
019970 NJIRICH & SON'S INC	157,707.27
10106 Association of California Water Agencies	8,740.00
660108 VERIZON WIRELESS	155.62
702 Warmerdam CPA Group	2,472.00
UB*10494 MR/MRS TIMOTHY SALYERS	63.74
UB*10495 MR/MRS GARY GASPERSO	66.44
UB*10496 DAVID/CINDY GRABOWSKI	133.64
UB*10497 CARLOS & EVELYN ROBLES	153.00
UB*10498 MICHAEL SCHWENNE	142.00
UB*10499 EMMANUEL & KATHERINE O'DELL	100.00
UB*10500 STEVEN SIEGEL	24.74
UB*10501 RANDALL & DAWNA HELDT	102.00
UB*10502 SAFEGUARD PROPERTIES	174.74
UB*10503 DALE FRIEND	124.10
UB*10504 SERVICE LINK CITIBANK	11.12

Report Total: 260,702.09

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
January 18th, 2017 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 special meeting at 9751 Merced Falls Rd., La Grange, CA 95329.
President Johnson called the meeting to order at 1:04 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:**
The board received three public comments
3. **PRESENTATION ONLY:**
 - a. Presiding Officer's Report
Presented by President Dan Johnson (See attached)
 - b. General Manager's Report: Peter J. Kampa
Presented by GM P. Kampa
 - c. Chief Plant Operator's Report: R. Gilgo
Presented by 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 December 2016 Treasurer's Report
 - b. Approval of the Minutes of the Regular Board Meeting December 19th, 2016
 - c. Call a Special Board Meeting for February 22, 2017 to replace the February 20, 2017 Regular Board Meeting that falls on President's Day

Motion: To approve items a, b, & c on the consent calendar

Votes: Carried 5-0

First: Sult Second: Hankemeier

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

Nays: None

5. DISCUSSION AND ACTION ITEMS

- a. Staff presentation and discussion regarding the status of District operations, water system maintenance, fleet maintenance, weaknesses and opportunities for improvement

Presented by GM P. Kampa

A consensus of the board was reached to adjourn the meeting and have the item placed on a future agenda

(Please see attached presentation)

- b. Discussion/action regarding the development of management (performance) objectives for the General Manager Lake Don Pedro CSD

A consensus of the board was reached to adjourn the meeting and have the item placed on a future agenda

6. DIRECTORS COMMENTS:

There were no comments at this time

7. ADJOURNMENT: 2:55

Respectfully submitted by,

S. Marchesiello
Board Secretary



**LAKE DON PEDRO
COMMUNITY
SERVICES DISTRICT**

President

Danny Johnson

Vice President

Dan Hankemeir

Directors

Emery Ross
James Sult
Russ Warren

General Manager

Peter Kampa

Office Supervisor

Syndie Marchiesiello

Operations Supervisor

Randy Gilgo

Mailing Address:

9751 Merced Falls Rd
La Grange, CA 95329

Phone: (209) 852-2331

FAX: (209) 852-2261

www.ldpcsd.org

MEMO

Subject: Response Letter re Agenda Items

Date: February 15, 2017

To: Lew Richardson

From: Peter J. Kampa, General Manager

Attached please find a memo responding to your suggested Board agenda items. I truly appreciate the time and effort you put into your recommendations, and will be presenting your questions and my response to the Board in my upcoming GM Report.

You will find that there are items where I have recommended that you raise the issue with the Board in Public Comment, to see if the Board would like to consider those items at a future meeting.

You will also find some clarification and action items on the agenda related to your comments and suggestions.

Lew Richardson Responses

Prepared by : Peter Kampa, General Manager

February 15, 2017

1. **ORIGINAL 1980 DISTRICT FORMATION MAP.** Suggest the Board of Directors consider instructing the GM to provide only the one map specifically requested, which was the original 1980 CSD Service Area map by Mariposa County LAFCo during CSD formation, and to abandon the GM's expanded mapping project with an estimated cost of over \$10,000.
 - **LDPCSD Response** - There is no Board action required on this item, and no additional Board direction necessary to receive copies of the current CSD boundaries map which are available through Mariposa County LAFCO and in the CSD files. The mapping project directed by the Board includes developing accurate maps to depict the boundary areas established by LAFCO and state agencies, and that affect district operations, administration, permitting and other matters. For efficiency in access and review for CSD Board and management decision-making, the maps will be digitized and kept updated as property boundaries and district boundary changes occur in the future. This "Master Map" will include at minimum:
 - a) CSD boundary established by LAFCO
 - b) CSD Sphere of Influence established by LAFCO
 - c) State Water Board issued Place of Use map associated with MID License 11395
 - d) Assessor's Parcel Maps in both Tuolumne and Mariposa Counties
 - e) District water service area
2. **PROPOSED NEW RAW WATER LINE ROUTE.** Suggest the Board of Directors instruct management to immediately begin eminent domain investigation/proceedings to secure easements and land necessary for a new raw water line through property located between intake and the treatment plant. (Please refer to attached map) Such a direct route reduces transmission distance to the plant by almost half and eliminates numerous turns and angles which hamper water delivery with increased friction and resistance promoting pipe fatigue and leaks with a much higher repair/replacement cost. Such a new route would provide;
 - Substantial increase in efficiency of pumps and water transmission;
 - reduce electrical costs;
 - more reasonable access to piping and related equipment;
 - reduced costs for monitoring/maintenance/repair, and
 - Elimination of the possibility of unknown and unapproved connections on the deteriorating existing line requiring replacement.

Also, if the new route were to follow existing roads on the land (running near and between the two large ponds) road improvement could be made a condition for partial owner compensation and incentive for project approval.

- **LDPCSD Response** – This is excellent input for consideration, thank you. The CSD Board has delayed the start of the raw water pipeline replacement project due to the need to complete other unplanned priority projects this year. The Board will likely be considering inclusion of this project in budget discussions for 2017/2018 fiscal year.
3. **DISCUSSION REGARDING USDA DELAYED REIMBURSEMENT ISSUE.** The facts of this issue have only vaguely been addressed by management for almost one full year therefore request disclosure and discussion of the specific issues preventing reimbursement for the emergency

groundwater wells. This should include issues of recent communications with the USDA.

- **LDPCSD Response** – The USDA, Rural Development has been in discussions with the CSD regarding providing emergency grant funding for the wells since February 2015, at the same time the other state agencies joined in and provided funding to solve the district water crisis. USDA was involved in weekly calls for 9 months with the state Office of Emergency Services and all other funding and emergency agencies involved in the issue. Unfortunately, while all state agencies were actively matching their funding requirements with the district's emergency contracting process, USDA could not make any commitments to the project funding until the Federal National Environmental Policy Act (NEPA) and other procedural requirements were met. Once the initial requirements were met, USDA issued a Letter of Conditions (LOC) on March 26, 2016. For the past 10 months, we have been submitting reports and documentation to USDA to meet the LOC conditions. Unfortunately the process of providing the documentation and USDA review has taken many months. We expect approval in the near future and have kept the Board informed.

4. PUBLIC REPORT OF INVESTIGATION FINDINGS REGARDING PROPERTIES UNDER JURISDICTION

OF THE CSD. Several months ago management advised information regarding properties within and outside of district boundaries, but still under the jurisdiction of CSD water service, would be presented to the public yet no report has been forthcoming. Request discussion of this investigation and anticipated date for public disclosure of the facts.

- **LDPCSD Response** – I am somewhat unclear on the above statement, but assume this stems from the agenda item some months ago in which the district boundaries were discussed, and the potential issue of water service being provided outside the District boundaries was identified. If this is the case, no specific timeframe was given nor was specific Board action taken to direct identification of these parcels at this time. The Master Map project discussed in Item #1 above will identify any parcels located outside the CSD boundaries and provided water service.

5. NEW DISTRICT POLICY REGARDING GROUND WELLS.

Suggest the Board of Directors, in light of management's repeated statements that no new water service is contemplated for outside Merced Irrigation District Place of Use properties requiring groundwater substitution with new emergency ground wells, make RESOLUTION 2013-4 a permanent district operational policy to prevent future confusion and contradictory action regarding outside Place of Use water service under water license 11395.

- **LDPCSD Response** – The new groundwater wells are being operated on a rotational basis to keep the well systems functional, as well as to provide groundwater to meet the water demand of properties located outside the MID Place of Use. As you likely know, all four wells were operated to meet community water demand when we were prohibited from taking water from Lake McClure when the lake level remained below minimum pool for an extended period. The wells are also operated as needed to meet customer demand when emergencies or pump failures occur at the Lake McClure Intake. We are operating the wells within their safe yield water levels as detailed by our project hydrogeologist. The resolution restricting commitment of water service outside the MID Place of Use is currently in place.

6. TRANSFER PROHIBITION OF NONSPECIFICALLY APPROVED GROUNDWATER SUBSTITUTION SPECIAL BENEFIT WATER SERVICE ACCOUNTS.

Suggest the Board of Directors instruct management to investigate the feasibility of preventing transfer *OF* outside Place of Use property water service accounts to new owners of record in an effort to reduce current groundwater substitution dependency. Example, *accounts without previous and specific district approval for that groundwater substitution use program*, such as commercial cattle ranching or expanded subdivision, could not be

transferred to a new owner without a form of financial responsibility adjustment as suggested below.

- **LDPCSD Response** – This item is not recommended by the General Manager or Board President for consideration or action by the Board at this meeting. You are welcome during the public comment section of the Board meeting to request that the Board specifically add this item to a future meeting agenda. However the Board is under no obligation to include such an item on its agenda.

7. **GROUNDWATER SUBSTITUTION COSTS TO BE PAID BY THOSE RECEIVING THE SPECIAL BENEFIT.** Suggest the Board of Directors instruct management to calculate all additional costs necessary for the groundwater substitution program to an existing property and add those costs to the billing contract for any future purchaser of that property (currently being served Merced River water outside the Place of use per restrictions in water license 11395.) Such a policy will incrementally reduce the financial liability of the 99% of legally entitled customers of Merced River water (in the subdivision) from continued additional costs associated in providing a special benefit water service they did **NOT** require, request or approve.

- **LDPCSD Response** – This item is not recommended by the Board President or General Manager for consideration or action by the Board at this meeting. You are welcome during the public comment section of the Board meeting to request that the Board specifically add this item to a future meeting agenda. However the Board is under no obligation to include such an item on its agenda.

8. **CUSTOMER REQUEST FOR AGENDA ITEM.** Clarification as to why district policy requires a public member to produce 10 copies of any agenda item request if only the GM and Board President set the agenda.

- **LDPCSD Response** – I agree and a language addition to the existing “Board Agenda” policy will be considered on the upcoming meeting agenda; to clarify that 10 copies are to be provided by the requesting party for public items (after they are) approved by the President and General Manager to be placed on the agenda.

9. **PREVIOUSLY AGREED POSTING OF MANAGEMENT'S DECEMBER SWRCB LETTER ON CSD WEBSITE.** Discuss the letter's status and estimated time of public posting on the CSD website.

- **LDPCSD Response** –Posting a letter to the state on the website is counter to our normal practice, but this is a very important issue and we have committed to the Merced ID to take action, so the letter will be posted before the 2/22/17 Board meeting.

**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 tap. "last" values are automatically transferred from the previous reading tab.
 -If, at any time, any data seems incorrect or formula not functional, or to add calculations to the sheet, please contact Binkley Associates ASAP.

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

Meter Correction Factors and Method Determined*:
 (Enter a negative sign if meter is underregistering; leave positive if overregistering)

	Plant	Customers
Percentage		
Method*		

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

**Other metered and unmetered water uses category:
 Enter "A" for metered, "B" for estimated another way

Water Distribution System:

	Date (mo/dy/yr)	Plant Eff Meter Reading (ccf)	(A) Plant Eff Meter Corrected (ccf)	Central Tank Level (feet)	(B) Central Tank Volume (cu. ft.)	Enebro Tank Level (feet)	(C) Enebro Tank Volume (cu. ft.)	Alamo Tank Level (feet)	(D) Alamo Tank Volume (cu. ft.)	Coronado Tank Level (feet)	(E) Coronado Tank Volume (cu. ft.)	Lazo Tank Level (feet)	(F) Lazo Tank Volume (cu. ft.)	Aroblada Tank Level (feet)	(G) Arbolada Tank Volume (cu. ft.)	Sturtevant Tank Level (feet)	(H) Sturtevant Tank Volume (cu. ft.)	Customer Meters Total Readings (ccf)	(I) Customer Meters Corrected (ccf)
Current	12/01/16	1,003,728.00	1,003,728.00	11.00	93,443.53	29.00	24,803.66	16.00	61,575.22	17.00	37,505.12	19.00	10,878.55	11.00	24,268.02	25.00	55,154.59	9,044.00	9,044.00
Last:	11/01/16	992,175.00	992,175.00	12.00	101,938.40	29.00	24,803.66	17.00	65,423.67	17.00	37,505.12	13.00	7,443.22	12.00	26,474.20	29.00	63,979.32	12,371.00	12,371.00
Difference:			11,553.00	-1.00	-8,494.87	0.00	0.00	-1.00	-3,848.45	0.00	0.00	6.00	3,435.33	-1.00	-2,206.18	-4.00	-8,824.73		-3,327.00

Other metered and unmetered uses (J):

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

Totals for Zone:

Flows into System (A):	11,553.00 (ccf)
Change in Storage (B+C+D+E+F+G+H)	-199.39 (ccf)
Flows Out of Zone (I+J):	9,044 (ccf)

Real and Apparent Water Loss: 2,708 CCF = 6.22 AC-FT for period: 11/01/16 through 12/01/16 System Loss, % 23%

**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 tap. "last" values are automatically transferred from the previous reading tab.
 -If, at any time, any data seems incorrect or formula not functional, or to add calculations to the sheet, please contact Binkley Associates ASAP.

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

Meter Correction Factors and Method Determined*:
 (Enter a negative sign if meter is underregistering; leave positive if overregistering)

	Plant	Customers
Percentage		
Method*		

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

**Other metered and unmetered water uses category:
 Enter "A" for metered, "B" for estimated another way

Water Distribution System:

	Date (mo/dy/yr)	Plant Eff Meter Reading (ccf)	(A) Plant Eff Meter Corrected (ccf)	Central Tank Level (feet)	(B) Central Tank Volume (cu. ft.)	Enebro Tank Level (feet)	(C) Enebro Tank Volume (cu. ft.)	Alamo Tank Level (feet)	(D) Alamo Tank Volume (cu. ft.)	Coronado Tank Level (feet)	(E) Coronado Tank Volume (cu. ft.)	Lazo Tank Level (feet)	(F) Lazo Tank Volume (cu. ft.)	Aroblada Tank Level (feet)	(G) Arbolada Tank Volume (cu. ft.)	Sturtevant Tank Level (feet)	(H) Sturtevant Tank Volume (cu. ft.)	Customer Meters Total Readings (ccf)	(I) Customer Meters Corrected (ccf)
Current	01/04/17	17,046.00	17,046.00	17.00	144,412.73	29.00	24,803.66	14.00	53,878.31	15.00	33,092.75	10.00	5,725.55	30.00	66,185.50	18.00	39,711.30	7,530.00	7,530.00
Last:	12/01/16	3,728.00	3,728.00	11.00	93,443.53	29.00	24,803.66	16.00	61,575.22	17.00	37,505.12	19.00	10,878.55	11.00	24,268.02	25.00	55,154.59	9,044.00	9,044.00
Difference:			13,318.00	6.00	50,969.20	0.00	0.00	-2.00	-7,696.90	-2.00	-4,412.37	-9.00	-5,153.00	19.00	41,917.49	-7.00	-15,443.28		-1,514.00

Other metered and unmetered uses (J):

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

Totals for Zone:

Flows into System (A):	13,318.00 (ccf)
Change in Storage (B+C+D+E+F+G+H)	601.81 (ccf)
Flows Out of Zone (I+J):	7,530 (ccf)

Real and Apparent Water Loss: 5,186 CCF = 11.91 AC-FT for period: 12/01/16 through 01/04/17 System Loss, % 39%

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

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

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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.)	Aroblada Tank Level (feet)	(G) Arbolada Tank Volume (cu. ft.)	Sturtevant Tank Level (feet)	(H) Sturtevant Tank Volume (cu. ft.)	Customer Meters Total Readings (ccf)	(I) Customer Meters Corrected (ccf)
Current	01/27/17	25,806.00	25,806.00	18.00	152,907.60	37.00	31,646.05	13.00	50,029.86	14.00	30,886.57	7.00	4,007.89	15.00	33,092.75	18.00	39,711.30	6,867.00	6,867.00
Last:	01/04/17	17,046.00	17,046.00	17.00	144,412.73	29.00	24,803.66	14.00	53,878.31	15.00	33,092.75	10.00	5,725.55	30.00	66,185.50	18.00	39,711.30	7,530.00	7,530.00
Difference:			8,760.00	1.00	8,494.87	8.00	6,842.39	-1.00	-3,848.45	-1.00	-2,206.18	-3.00	-1,717.67	-15.00	-33,092.75	0.00	0.00		-663.00

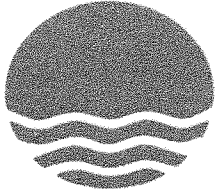
Other metered and unmetered uses (J):

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

Totals for Zone:

Flows into System (A):	8,760.00	(ccf)
Change in Storage (B+C+D+E+F+G+H)	-255.28	(ccf)
Flows Out of Zone (I+J):	6,867	(ccf)

Real and Apparent Water Loss:	2,148 CCF =	4.93 AC-FT	for period:	01/04/17 through	01/27/17	System Loss, %	25%
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Lake Don Pedro
Community Services District
9751 Merced Falls Rd.
La Grange, CA 95329

February 7, 2017

RE: PG&E power conduit damage and repair

PG&E file No: E2163459617

To whom it may concern,

Per General Manager Pete Kampa of Lake Don Pedro CSD, enclosed is an attached memo regarding the repair and damaged PG&E power conduit. The District has evaluated the circumstances surrounding this incident, and denies any responsibility for damage to the conduit. The memo describes the history of the conduit problem to the best of our ability.

If you have any questions please contact our General Manager Pete Kampa. His information is as follows:

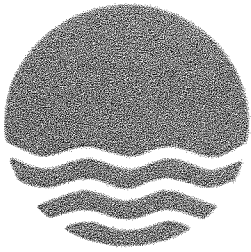
Phone: (209) 591-7100

pkampa@kampaCS.com

Thank you,
LDPCSD
Office Supervisor
Syndie Marchesiello

cc: Raymond Carlson, General Counsel

Enclosure



**LAKE DON PEDRO
COMMUNITY
SERVICES DISTRICT**

President
Danny Johnson

Vice President
Dan Hankemeir

Directors
Emery Ross
James Sult
Russ Warren

Interim General Manager
Peter Kampa

Office Supervisor
Syndie Marchiesiello

Operations Supervisor
Randy Gilgo

Mailing Address:
9751 Merced Falls Rd
La Grange, CA 95329

Phone: (209) 852-2331
FAX: (209) 852-2261

www.ldpcsd.org

MEMO

Subject: PG&E power conduit damage and repair

Date: February 2, 2017

To: Peter Kampa, General Manager

From: Randy Gilgo, Operations Supervisor

CC: Claims file

I'm writing you this memo with evidence that we did not damage the PG&E conduit, and making a recommendation that we deny responsibility for the damage.

A few years back, we at the District started a project that consisted of cutting in a spool of piping that would be used to install a new plant effluent flow meter and also a series of pipes and valves that would allow us to redirect effluent water to the old raw water pond in case of water quality issues. As with all projects the land in use was reported to USA to locate any utilities other than our water lines. After all utilities were marked, (in this case only power was found to be in the work area) the project started. I believe that a previous general manager hired Twain Harte Construction to start the project. I had personally watched the crew hand dig the area in question because of the power line located above the piping we needed to work on.

After a few days of digging, the power conduit and water pipe had been exposed. It was at this time that I noticed that the power conduit was not only sagging but also was cracked and missing some of its top. The contractors finished the installation of the spool and valves leaving the power conduit in place and undisturbed.

In 2015 we were mandated by the state to install a new meter in this location. When our subcontractors (Njirich and Aqua Sierra) started work again in the same area with the still exposed power conduit, nobody including myself were comfortable working in the area because at the present time the area and power conduit was under water. Being that it was a huge safety hazard for all involved we looked into having the line repaired and or moved. Installation of the new meter would require the line be relocated around the outside of our fencing and away from the water main.

PG&E was contacted and we were told it would be a six to eight month wait for them to get out to us. When I had told them why we needed it moved and that our project was on hold because of safety concerns they responded within a few weeks and relocated then line to the area we requested. We were not notified when the work was done by PG&E that the District would be charged

for the cost, nor did any written communication take place to allow the District the opportunity to agree with, or dispute any damage claim or other options for repair of the problem.

In summary, neither the district nor its contractors caused the damage to the power conduit. I personally witnessed the exposing of the conduit along with multiple other eyewitness's and the damage was already evident when exposed. However, in order to make the area safe and move forward with the project we did request that PG&E relocate it away from the top of our water main.



**Pacific Gas and
Electric Company®**

Credit Operations

P. O. Box 8329
Stockton, CA 95208

01/12/2017

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

Dear Lake Don Pedro Community,

Re: Damage of PG&E Facilities
File No: E2163459617

This letter is in regard to damages caused to PG&E's facilities. Car/Pole at 9751 Merced Falls Road La Grange, CA that occurred on or around 10/06/2016. According to our records and information to date, we have determined that these damages were the result of Lake Don Pedro Community's negligence and as such we are seeking to recover the damages caused to PG&E.

Enclosed is our invoice in the amount of \$16,886.26, reflecting PG&E's costs to repair its damaged facilities which arose as a direct and proximate result of Lake Don Pedro Community's negligence.

Payment is due within **30** days of the date of this letter. If you have insurance coverage, please provide the name and address of your insurance carrier, as well as your policy number in the space provided below. We will then forward our demand for damages to your insurance carrier.

If you do not have insurance coverage and would like to make payment directly to PG&E please send a check to:

**PG&E, Non-Energy Collection Unit
P.O. Box 8329
Stockton, CA 95208**

If you have any question regarding this claim or would like to make payment arrangements, please call 800-945-5251.

Enclosure: Please refer to the Overhead and Underground Safety Booklet for further information.
File No: E2163459617 Billing Doc: 7608577

Check this box if you would like this invoice submitted to your insurance carrier.

Insurance Co: _____ Agent: _____
Address: _____ City: _____
State: _____ Zip: _____ Phone: _____
Contact Name: _____ Claim/Policy No: _____
Insured's Name: _____ PG&E File No: E2163459617

Sincerely,

Cindy Stafford
Claims Representative
Pacific Gas And Electric Company

RECEIVED
JAN 17 2017
BY: *[Signature]*



99950007608577800016886260001688626

Invoice Number	Invoice Date	Amount Due	Amount Enclosed
0007608577 -8	01/12/2017	\$ 16,886.26	

Lake Don Pedro Community
 Services District
 9751 Merced Falls Road
 La Grange CA 95329

PG&E
 Box 997300
 Sacramento, CA
 95899-7300

Please return this portion with your payment. Thank you. *

When Making Inquiries or Address Changes,
 Please Contact :

Customer Number
 1469884

Non-Energy Collection Unit
 P.O. Box 8329
 Stockton CA 95208-8329
 (800) 945-5251

Invoice Number
 0007608577 -8

Dig In /UG Facilities Damage @ 9751 Merced Falls Road La Grange DOI:
 10/6/2016

Description	Quantity	Unit Factor	Amount
Reference Number: E2163459617			
LABOR TO REPAIR ELEC FACILITIES-EXPENSE	1	EA	16,886.26
<i>Line Item Subtotal</i>			16,886.26

AMOUNT NOW DUE \$ 16,886.26

NOTE: This invoice reflects current charges only.
 Any past due amounts will be billed separately.

Lake Don Pedro Community Services District

CLAIMS FORM

Date Claim Received: _____

This form is provided pursuant to Government Code Section 910.4. (a)

1. Claimant's Name: PG & E Date of Birth: _____ Daytime Phone: 800 945 5257
2. Claimant's Address: P.O. Box 8329 Stockton, CA. 95206
3. Claimant's Home Phone: (_____) _____
4. Date of Loss: 10/6/2014 Time of Loss: 17:40
5. Location of LOSS (Specify in as much detail as possible, example, 5 feet east of west corner of Elmira Road and Peabody):
9751 Merced Falls Rd. La Grange, CA.
6. Description of incident or accident which caused you to make this claim:
Dig in damage to PG&E facilities.
7. What specific injury, damages or other losses did you incur?
8. What amount of money or damages are you seeking to recover?
Basis for computation: 16,886.26
9. How was this amount calculated?
(Itemize and attach bills, repair estimates, receipts, etc.; if claim is for vehicle damage, obtain and attach two (2) repair estimates)
10. What is your basis for claiming that the District or District employee(s) are the cause of your injury, damages or loss?
11. What are the name(s) of the District employee(s) whom you allege caused your injury, damages or loss, if known?
12. Name, address and phone number of any witnesses who can substantiate your claim:
13. Any additional information that you believe might be helpful to the District in considering this claim:

CONTINUED ON BACK

PG&E Damage Claim Cost Breakdown Worksheet

Customer Name Lake Don Pedro Community
PG&E Incident# E2163459617
PG&E Invoice# 7608577 Bill Date 1/12/2017
PG&E Damage Claim# 41029751
PG&E PM Order# 42806348

Type of Work	Hours	Labor Rate	Amount
Mapping			419.52
Construction	89.00 HRS	52.65	4,977.05
Construction Overtime Services	2.50 HRS	83.78	209.45
Field Services Doubletime	3.75 HRS	109.46	410.44
Indirect Labor			2,879.22
Labor Overheads			7,990.58
Labor Total	95.25 HRS		16,886.26
Total Amount Due			16,886.26

Our costs are billed in accordance with the Uniform System of Accounts prescribed by the Federal Regulatory Commission.

Our right to recovery for these costs are delineated in Public Utility Code 7952 enacted in 1951.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
WATER PRODUCTION AND CONSUMPTION, UNADJUSTED

2013

Month	Water Produced at WTP (CCF)	Consumption, CCF	Difference, CCF	Apparent Loss, %
Jan-13	9583	7242	2341	24%
Feb-13	10768	8218	2550	24%
Mar-13	13284	7691	5593	42%
Apr-13	18291	18036	255	1%
May-13	25117	14739	10378	41%
Jun-13	26088	19718	6370	24%
Jul-13	39868	20919	18949	48%
Aug-13	35772	28702	7070	20%
Sep-13	18851	25625	-6774	-36%
Oct-13	25310	22990	2320	9%
Nov-13	22091	19066	3025	14%
Dec-13	16641	13450	3191	19%
Totals	261664	206396	55268	19%

2014

Month	Water Produced at WTP (CCF)	Consumption, CCF	Difference, CCF	Apparent Loss, %
Jan-14	21495	12556	8939	42%
Feb-14	7578	11369	-3791	-50%
Mar-14	11668	7941	3727	32%
Apr-14	16640	8657	7983	48%
May-14	24067	12737	11330	47%
Jun-14	27074	16735	10339	38%
Jul-14	30242	25592	4650	15%
Aug-14	27803	19949	7854	28%
Sep-14	26732	19521	7211	27%
Oct-14	29974	17655	12319	41%
Nov-14	19166	9256	9910	52%
Dec-14	14290	8523	5767	40%
Totals	256729	170491	86238	30%

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
WATER PRODUCTION AND CONSUMPTION, UNADJUSTED

2015

Month	Water Produced at WTP (CCF)	Consumption, CCF	Difference, CCF	Apparent Loss, %
Jan-15	15204	8529	6675	44%
Feb-15	10929	5702	5227	48%
Mar-15	13819	5947	7872	57%
Apr-15	12236	8573	3663	30%
May-15	16825	7607	9218	55%
Jun-15	15882	11022	4860	31%
Jul-15	13814	12058	1756	13%
Aug-15	27803	12738	15065	54%
Sep-15	26732	13993	12739	48%
Oct-15	11787	9980	1807	15%
Nov-15	18779	6226	12553	67%
Dec-15	10421	6596	3825	37%
Totals	194231	108971	85260	41%

2016

Jan-16	8319	5981	2338	28%
Feb-16	9249	6404	2845	31%
Mar-16	8296	5515	2781	34%
Apr-16	10952	7831	3121	28%
May-16	11899	10092	1807	15%
Jun-16	23390	17046	6344	27%
Jul-16	21310	17233	4077	19%
Aug-16	12154	12838	-684	-6%
Sep-16	16906	15278	1628	10%
Oct-16	17524	12371	5153	29%
Nov-16	11553	9044	2509	22%
Dec-16	13318	7530	5788	43%
Totals	164870	127163	37707	23%

Lake Don Pedro Community Services District

Special Meeting of February 22nd, 2016

AGENDA SUPPORTING DATA

4. Discussion and Action Items

- a. Approval of a partnership with UC Merced on activities related to water conservation and understanding the impact of changes in water supply on the health and well-being of the community.

Recommended Motion

Staff recommends the following motion:

I move to approve a partnership with UC Merced on activities related to water conservation and impact of changes in water supply on the health and well-being of the community.

Background

Researchers from the University of California, Merced are studying how changes in water supply impact health and well-being. They plan to administer an online survey to Lake Don Pedro residents to measure perceived health, quality of life, family dynamics, and levels of stress.

The researchers would like to partner with the Lake Don Pedro Community Services District (CSD) to administer this survey and can add any information that the CSD is interested in attaining (such as what community members need in the way of water conservation). The researchers have funding through the University of California that can provide financial incentive for residents to complete the online survey (\$5 VISA gift card). This incentive will likely increase response rates.

The specific partnership request is to print a brief description of their study and a link to the online survey on the Lake Don Pedro CSD water bill or an informational mailer to be sent out to Lake Don Pedro residents. The researchers will attend the February 22nd board meeting to share more information about their study and to discuss the prospective partnership between the Lake Don Pedro CSD and the University of California.

Below is the proposed description to go on the water bill, which can be edited to fit whatever space the district can make available:

Researchers from the University of California, Merced are interested in how the drinking water supply affects health and well-being. If you are a resident of the Lake Don Pedro Community and 18 years or older, you are eligible to participate in this study by completing an online survey (approx. 30 mins). You will be paid for your time with a \$5 VISA gift card. Only one person per household may participate. Link to survey: <http://bit.ly/UCMLDPsurvey>. If you have any questions or concerns about this study, please contact the researchers at: aarroyo22@ucmerced.edu

Lake Don Pedro Community Services District
Well 5 Project Cost Changes
 January 31, 2017

Well 5: Phase 1 - Planning/Engineering/Environmental		8/24/2015	12/16/2015		1/11/2016	
Task No.:	Task Description:	Cost:	Cost:	Notes	Cost	Notes
1	Project Evaluations and Pre-Design Engineering	\$ 30,000.00	\$ 30,000.00		\$ 30,000.00	
2	Plans, Specifications, and Estimates (PS&E)	\$ 30,000.00	\$ 40,000.00	Additional pump testing data to consider, anticipate new construction road, telemetry consideration.	\$ 40,000.00	
3	Environmental Documents	\$ 10,000.00	\$ 30,000.00	Additional environmental documents and coordination by the environmental consultant required for USDA funding approval	\$ 30,000.00	
4	Right-of-Way (ROW) Acquisition	\$ 15,000.00	\$ 15,000.00		\$ 15,000.00	
5	Permitting	\$ 1,500.00	\$ 1,500.00		\$ 1,500.00	
6	Project Management	\$ 10,000.00	\$ 30,000.00	Prior estimate was not sufficient to meet project demands. Additional management of all District consultants and contractors. Includes costs from engineer, District Engineer, District General Manager, certified payroll consultant, and District Attorney.	\$ 30,000.00	
Total:		\$ 96,500.00	\$ 146,500.00		\$ 146,500.00	

Well 5: Phase 2 - Construction		8/24/2015				
Task No.:	Task Description:	Cost:	Cost:	Notes	Cost:	Notes
1	Test Hole Drilling, Sampling, Logging, Testing	\$ 11,000.00	\$ 25,000.00	Two test holes were drilled instead of one to ensure finding the best water production. Holes were deeper than anticipated due to finding good groundwater production.	\$ 25,000.00	
2	Well Drilling, Install Casing and Screening, Development, and Testing	\$ 50,000.00	\$ 75,000.00	Additional pump testing to include monitoring at the second test hole and the Medina Well. Deeper well than anticipated due to finding good groundwater production.	\$ 75,000.00	
3	Well Equipping, Mechanical, Electrical, and Controls	\$ 60,000.00	\$ 75,000.00	Larger pump and motor. Deeper pump setting. Larger liner. All due to better than anticipated groundwater production. Added telemetry (portion of cost in this item)	\$ 75,000.00	
4	Site Improvements and Fencing	\$ 10,000.00	\$ 15,000.00	Wider well site footprint, more base rock and fencing.	\$ 50,000.00	Added construction road to access well site during wet weather. Portion of the cost in this item.
5	Power Source Improvements	\$ 25,000.00	\$ 25,000.00		\$ 25,000.00	
6	Connection to Raw Water System, Pipe, Valving, Surface Restoration	\$ 30,000.00	\$ 30,000.00		\$ 30,000.00	
	Contingency	\$ 22,320.00	\$ 29,400.00	Portion of cost included for added Telemetry	\$ 34,825.00	Added construction road to access well site during wet weather. Portion of the cost in this item.
Total:		\$ 208,320.00	\$ 274,400.00		\$ 314,825.00	

Well 5: Phase 3 - Construction Management/Inspection/Project Closeout		8/24/2015				
Task No.:	Task Description:	Cost:	Cost:	Notes	Cost:	Notes
1	Resident Engineering	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	
2	Construction Surveying	\$ 2,500.00	\$ 2,500.00		\$ 2,500.00	
3	Inspection	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	
4	Project Closeout	\$ 2,500.00	\$ 5,000.00	Anticipate additional closing costs due to USDA requirements	\$ 5,000.00	
Total:		\$ 25,000.00	\$ 27,500.00		\$ 27,500.00	

Well 5 Total: \$ 329,820.00 \$ 448,400.00 \$ 488,825.00

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 Budget:	SRF Actual:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date 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	\$ -	\$ -	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	\$ -	\$ -	\$ 44,849.85	\$ 44,849.85	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 14,488.33	\$ -	10/15/2015	10/15/2015
Total		\$ 120,000.00	\$ -	\$ -	\$ 109,929.19	\$ 109,929.19	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 24,488.33	\$ -	\$ 139,929.19	\$ 134,417.52
Well 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 Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date 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	\$ -	\$ -	\$ 26,954.40	\$ 26,954.40	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 17,096.55	\$ -	9/15/2015	9/15/2015
Total		\$ 327,760.00	\$ 200,000.00	\$ 200,000.00	\$ 64,954.40	\$ 64,954.40	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 17,096.55	\$ 10,000.00	\$ 324,954.40	\$ 292,050.95
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 Budget:	SRF Actual:	SDWBL Bond Law Actual:	District Budget:	District Actual:	Completion Date Budget:	Completion Date Actual:
1	Resident Engineering	\$ 12,840.83	\$ -	\$ -	\$ 10,000.00	\$ 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	\$ -	\$ -	10/15/2015	10/15/2015
Total		\$ 27,500.00	\$ -	\$ -	\$ 20,899.17	\$ 20,899.17	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 1,260.00	\$ 24,659.17	\$ 20,899.17
Well 2 Total:		\$ 475,260.00	\$ 200,000.00	\$ 200,000.00	\$ 195,782.76	\$ 195,782.76	\$ -	\$ -	\$ -	\$ -	\$ 82,500.00	\$ 41,584.88	\$ 11,260.00	\$ 489,542.76	\$ 447,367.64

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	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	\$ 274,493.19	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	\$ 19,428.17	\$ 10,000.00	\$ 6,315.84	11/15/2015	11/15/2015
Total		\$ 337,350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,175.00	\$ 54,987.97	\$ 278,175.00	\$ 281,972.03	\$ 337,350.00	\$ 336,960.00

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	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	\$ -	\$ -	\$ 31,074.95	\$ 31,074.95	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	10/15/2015	10/15/2015
Total		\$ 287,600.00	\$ -	\$ -	\$ 243,317.24	\$ 243,317.24	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 273,317.24	\$ 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	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	\$ -	\$ -	\$ 243,317.24	\$ 243,317.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,675.00	\$ 75,725.97	\$ 278,175.00	\$ 281,972.03	\$ 638,167.24	\$ 601,015.24
Well 2 and Medina Total	\$ 1,127,710.00	\$ 200,000.00	\$ 200,000.00	\$ 439,100.00	\$ 439,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199,175.00	\$ 117,310.85	\$ 289,435.00	\$ 291,972.03	\$ 1,127,710.00	\$ 1,048,382.88

Lake Don Pedro Community Services District

Special Meeting of February 22, 2017

AGENDA SUPPORTING DATA

4. Discussion and Action Items

- c. Staff presentation and discussion regarding the status of District operation, water system maintenance, fleet maintenance, weaknesses and opportunities for improvement.

Recommended Motion

This is an informational item as requested by the Board.

Background

The Board of Directors has requested to “get to know” the operations of the District, conduct site tours as well as develop and implement a comprehensive system of maintenance for the water system.

The purpose of this agenda item is to provide a presentation that helps the Board and public be familiar with the strengths, weaknesses, opportunities and threats related to meeting the goal of comprehensive system maintenance, and thus extending the useful life of our infrastructure assets.

Staff will provide a presentation to review system maintenance requirements, examples of the current day to day crisis management, what we are and are not completing in terms of system operation and maintenance.

Lake Don Pedro Asset List Draft

Name
Arbolada Tank
Enebro Tank & Booster Station
Enebro Tank
Enebro Booster - Pump 1
Enebro Booster - Pump 2
Enebro Booster - Pump Control Valve 1
Enebro Booster - Pump Control Valve 2
Master water meter
Arbolada Hydropneumatic System
Arbolada Hydropneumatic Tank
Arbolada Hydropneumatic - Domestic Pump
Arbolada Hydropneumatic - Fire Pump
Arbolada Hydropneumatic - Air Compressor
Master water meter
Tulipan Booster Station
Tulipan Booster - Pump 1
Tulipan Booster - Pump 2
Tulipan Booster - Booster 1 Control Valve
Tulipan Booster - Booster 2 Control Valve
Master water meter
Sturtevant Tank
Alamo Tank
Alamo Tank Foot Valve
Master water meter
Alamo Hydropneumatic System
Alamo Hydropneumatic Tank
Alamo Hydropneumatic Tank - Domestic Pump
Alamo Hydropneumatic Tank - Fire Pump
Alamo Hydropneumatic Tank - Air Compressor
Central Tank Site
Central Tank
Central Tank- Booster Pump 1
Central Tank - Booster Pump 2
Central Tank- Booster Pump Control Valve 1
Central Tank- Booster Pump Control Valve 2
Central Tank- Isolation Valves 1 - 3
Central Tank - Sparling Flanged Tube Meter
Water Treatment Plant
Lab
Turbidity Meter
Chlorine analy
Ph Meters
Treatment Plant
Chlorine feed pump
Chemical Tank and Valve Polymer
Chemical Tank and Valve Chlorine
Chemical Tank and Valve Caustic Soda
Chemical Feed Pump - Polymer
Chemical Feed Pump - Caustic Soda
Chemical Feed Pump - Chlorine
Filter Pump 1

Lake Don Pedro Asset List Draft

Filter Pump 2
Control Valve - Filter Pump 1
Control Valve - Filter Pump 2
Asco Valve Controller - Filter Pump 1
Asco Valve Controller - Filter Pump 2
Influent Water Meter
Filter Cell 1 Turbidity Meter
Filter Cell 2 Turbidity Meter
Filter Cell 3 Turbidity Meter
Filter Cell 4 Turbidity Meter
Combined Turbidimeter
Filter Control Valves 1 - 8
Filter Rinse Control Valves 1-2
Filter Effluent Control Valve
Air Compressor
Air Dryer
Effluent Water meter
Filters Area
Filter 1 & 2
Filter 3 & 4
Flocculation Area
Flow Control Valve
Raw Turbidimeter
Settled Turbidimeter
Flash Mixer
Flocculator 1
Flocculator 2
Flocculator 3
Sedimentation Basin
Raw Water Regulating Reservoir
Backwash Reservoirs
1MG Raw Water Tank
1MG Raw Water Tank - Line Valves 1 - 5
Raw Water Tank Ystrainer
Raw Water Tank Check Valve
Lake McClure Intake
Lake McClure Intake - Emergency Barge Pump 1
Lake McClure Intake - Emergency Barge Pump 2
Lake McClure Intake - Booster 1
Lake McClure Intake - Booster 2
Lake McClure Intake - Submersible 1
Lake McClure Intake - Submersible 2
Lake McClure Intake - Submersible 1 Control Valve
Lake McClure Intake - Submersible 2 Control Valve
Lake McClure Intake - Line Valve 1-10
Lake McClure Intake - Surge Tank
Lake Gregoris
Lake Gregoris - Float Valve
Coronado Tank Site
Coronado Tank
Coronado Booster - Pump 1
Coronado Booster - Pump 2

Lake Don Pedro Asset List Draft

Coronado Booster - Control Valve 1
Coronado Booster - Control Valve 2
Lazo Tank
Ranchito - Well 1
Ranchito - Well 2
Medina - Well 1
Medina - Well 2
Villarreal PRV
Ranchito/Paraiso PRV
Ranchito/Hernandez PRV
Verdita Intertie PRV
Banderilla/Hidalgo PRV
Enramada PRV
Maravilla PRV
Banderilla/Lorenzo PRV
Banderilla/Alamo PRV
Fire Hydrants 1 - 480
Fire Hydrant Shutoff Valves 1 - 481
Street Valves 1 - 341

Lake Don Pedro Community Services District

Special Meeting of February 22, 2017

AGENDA SUPPORTING DATA

5. 4. DISCUSSION AND ACTION ITEMS:

d. Discussion/action regarding the development of management (performance) objectives for the General Manager

Background

The Board's only employee is the General Manager. To ensure the successful performance of the District, the Board should routinely and regularly review the performance of the General Manager. In order to ensure that the General Manager is performing to the expectations of the Board, a set of performance expectations, or "objectives" should be developed by the General Manager for approval by the Board. Measurement of the success of these objectives is then used in conjunction with other Board evaluation criteria to determine on a regular basis if the General Manger is meeting the expectation of the Board.

The Board has conducted a series of planning meetings and adopted a five-year strategic business plan. The General Manager has been directed to prepare a slate of management objectives that support the strategic plan and are measurable by the Board.

Draft Management Objectives, Exhibit A are attached to this staff report for your consideration. The objectives are developed using the SMART Principle, or Specific, Measurable, Attainable and Realistic within the timeframe of the plan. Also attached for reference is the most recent status update the the Strategic Plan action items.

Once approved, the Management Objectives should be evaluated in conjunction with the quarterly strategic plan update report.

Recommended Motion

Review, amend and approve the Management Objectives.

LAKE DON PEDRO CSD

EXHIBIT A - DRAFT MANAGEMENT OBJECTIVES

January 18, 2017

The following Specific, Measurable, Attainable and Realistic within the Timeframe (SMART) management objectives are presented in no particular priority order for Board consideration. The purpose of the objectives is to ensure the alignment of management actions with the vision, beliefs and goals of the Board of Directors, while providing objective criteria with which to measure the performance of District management.

FIRST SIX MONTHS

- Complete Ranchito Well #1 renovations
- Complete construction of Intake Booster 2
- Complete plans, permitting and bidding of service line replacement project
- Complete revision of Water Service Ordinance
- Complete Personnel Handbook update
- Complete Board adoption of bylaws
- Complete staffing analysis for full implementation of District maintenance plan; and make associated recommendations to the Board
- Complete District map update
- Complete scope of work for the Regional Water Use Efficiency Program, contract with Mariposa County RCD (MCRCD), and implement the program in Don Pedro
- Finalize construction of all emergency wells and receive final grant reimbursements from DWR and USDA
- Fully implement the District communication plan
- Implement the newly adopted Financial Reserves Policy and related policies
- Complete a salary and benefits study
- Conduct a field tour of facilities for the Board
- Coordinate and facilitate a financial workshop for the Board to fully understand financial statements

SIX TO EIGHTEEN MONTHS

- Update all job descriptions
- Facilitate the development of Board Norms and Protocol
- Complete the IRWMP master meter upgrades and service line replacement project
- Fully implement the IRWMP water use efficiency program
- Conduct an energy efficiency evaluation to reduce power consumption and cost
- Complete an evaluation of the need for additional (emergency) water supply
- Fully implement the District maintenance program for the water system and vehicles
- Implement the Capital Improvement Program (CIP)
- Complete a system water audit to identify leaks and lost water

MEDIUM PRIORITY

Water Grab by State	Follow/Review State Water Board actions related to adoption of the Substitute Environmental Document for the Bay Delta Water Quality Plan	Medium priority due to delayed final comment date (March 2017). The importance of the potential for loss of our water supply, schedule for final approval
Leak Control	Develop and implement a plan to control system leaks and keep them under control	
Personnel Policy Update	Review current policy, consult with attorney, review standard policy drafts, coordinate with current staff, propose to Board	Medium due to potential liability
Maintenance Plan Implementation	Research industry practices, manage and coordinate with consultants, collect and manage data, evaluate and document maintenance time requirements, understand staffing and operational constraints, research training requirements and employee compensation	Medium due to necessity in system, lack of resources to implement is an impediment

LOW (ER) PRIORITY

District Map Updates	Coordinate with Consultant, research information, review documents	Low priority due to the need as documentation only
Bylaw Adoption	Research existing policy, evaluate alternatives, consult with legal counsel, draft and review language, propose to Board	Low but important to ensure correct records and legal compliance
Plan Replacement Raw Water pipeline	Coordinate with engineering, find funding, evaluate pipeline routes, determine permitting, hire planning consultant (environmental), hire engineering (design) consultant	Low priority due to infrequent leaks, cost of project and available management time
Board Norms/Protocol	Conduct series of Board workshops, develop and implement results, incorporate into Board orientation program	Low priority due to functional board for term, lack of management time
Records Management	Update and improve the District's record management system and document office procedures	Low priority due to low staffing
Job Descriptions	Update the District organizational chart, job descriptions and job requirements	Low priority due to high management workload
Performance Evaluations	Update the performance evaluation process for all positions	Low priority due to high management workload
Prioritize CIP Projects	Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments	Low priority due to high project count and \$, and no management time
Develop a Plan for Implementation of CIP	Hire and coordinate with consultant. Evaluate cashflow and rates, evaluate project funding options, Match cashflow to projected expenses	Low priority due to high project cost, board direction to abandon rate study and no management time
Relationship Development	Increase the productivity of relationships between the District and its stakeholders through increased meetings, developing and distributing reports, etc	Low priority due to high project cost and no management time

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	4/31/16	In progress but behind – Due to the benefits issue and problems with personnel policy, we focused our effort on that first. Can be prepared for August Agenda if priority
Create a financial reserve policy that addresses necessary reserve funds and their appropriate use	2/1/16	4/31/16	On agenda
Develop an understanding of Management roles, responsibilities and performance expectations	10/1/15	4/31/16	On agenda
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	5/30/16	Behind schedule, written plan on August agenda
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	8/31/16	In progress - Can be on August agenda
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 agenda
Update the performance evaluation process for all positions	2/1/16	12/31/16	On track – First step is organizational chart on this agenda, then Revised job descriptions after this meeting, develop performance expectation setting process, set expectations and include in evaluation process
Perform a salary and benefits survey	4/1/16	6/1/16	Completed for office and ops manager, August for operators

Develop a system maintenance plan and strategy	2/1/16	8/31/16	On track - Developed vehicle plan, asset management and maintenance software chosen and work scope negotiated, System inventory of major equipment completed, reviewing related industry standards, In place by September
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 a new committee/delegated to a committee I believe? If so, we should meet as model to propose
Develop a Capital Improvement Plan (CIP)	3/1/16	12/31/16	On track – reviewed, reprioritized and updated capital improvement list with engineer, priority projects on 2017 budget, approval of CIP on august agenda
Increase the productivity of relationships between the District and its stakeholder	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

Special Meeting of February 22, 2017

AGENDA SUPPORTING DATA

4. Discussion and Action Items

- e. Adopt resolution approving a revised policy on Board Meeting Agenda preparation

Recommended Motion

I move to adopt the resolution approving a revised policy on Board Meeting Agenda preparation.

Background

Please see the attached revised policy.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: BOARD MEETING AGENDA

POLICY NUMBER: 5020

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular meeting of the Board of Directors. Any Director may request an item be placed on the agenda no later than 7 days prior to the meeting date.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 ~~5020.2.1~~ The request must be in writing and be submitted to the General Manager, together with supporting documents and information, if any, no later than 11 days prior to the meeting date.

5020.2.2 If approved by the General Manager and Board President for placement on the Board's meeting agenda, the requesting party shall provide an original and 10 copies of all materials supporting materials must be submitted their agenda item, no later than 11 days before the meeting date on which the item will be heard.;

5020.2.2 The General Manager shall be the judge of whether the public request is or is not a "matter directly related to District business;" a request denied by the General Manager may be appealed to the Board.

5020.2.3 No matter which is legally a proper subject for consideration by the Board in closed session, will be accepted under this policy;

5020.3 The President of the Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on that issue.

5020.3.1 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters, which are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting, except to refer the matter for review or action as appropriate.

5020.3.2 Any person wishing to address the Board on an agenda item will be given the opportunity to do so at the time that item is considered, subject to reasonable regulations adopted by the President of the Board. All public comment will be addressed to the President.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office and at appropriate community posting sites.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

RESOLUTION 2017 -__

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
APPROVING A REVISED POLICY ON BOARD MEETING AGENDA PREPARATION

WHEREAS, the Lake Don Pedro Community Services District (herein "District") is a Local Governmental Agency formed and authorized to provide services within its jurisdiction, pursuant to Section §61000 et seq. of the California Government Code; and

WHEREAS, California Government Code Sections 61050 and 61051 require that the Board of Directors adopt policies governing the operation of the District, and require the General Manager to implement these policies; and

WHEREAS, the District's current policy prescribing the preparation and content of Board meeting agenda is outdated and needs to be updated for efficient and productive meetings that take into consideration the needs of the Board and the public.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT that the revised Meeting Minutes policy attached hereto shall be approved and effective immediately, and that prior policies on Meeting Minutes are hereby repealed.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on February 22, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Danny Johnson, President, Board of Directors

ATTEST:

Syndie Marchesiello, Secretary
CERTIFICATE OF SECRETARY
(STATE OF CALIFORNIA)
(COUNTY OF MARIPOSA)

I, Syndie Marchesiello, the duly appointed and Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Special Meeting of the Board of Directors of the Lake Don Pedro Community Services District, duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on February 22, 2017.