

Lake Don Pedro Community Services District
9751 Merced Falls Rd. La Grange, CA 95329
(209) 852-2331 – www.ldpcsd.org

DIRECTORS
Dan Hankemeier, President
Emery Ross, Vice President
Dan Johnson
Russell Warren
Mary Smith

Regular Meeting of the Board of Directors

9751 Merced Falls Road
July 17, 2023 at 1:00 p.m.

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

AGENDA

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

2. PUBLIC COMMENT:

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

3. PRESENTATION ONLY:

- a. Presiding Officer's Report
- b. General Manager's Report:
 - Grant / Study Updates
 - Current District Projects
 - Operations Updates
 - Administrative Updates

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

- a. Read and file the Treasurer's Report for the period ending June 30, 2023 including summary of claims paid
- b. Approval of the Minutes of the following meetings:
 - ♦ Regular Meeting of June 19, 2023
 - ♦ Finance Committee Meeting of July 5, 2023
 - ♦ Special Meeting of July 5, 2023
 - ♦ Special Meeting of July 13, 2023

5. Public Hearing:

Conduct Public Hearing Regarding the Adoption of the FY 2023-2024 Final Budget

- a. Discussion / Adoption of Resolution 2023-xxxx Approving the LDPCSD 2023-24 Final Budget

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

6. DISCUSSION AND ACTION ITEMS:

- a. Discussion / Information only regarding the LDPCSD 2023 Maintenance Plan 3 (three) month Update
- b. Discussion / Information only regarding LDPCSD Technology Upgrade information from Aventa Technology
- c. Discussion / Information only regarding the Raw Water Tank Cleaning Inspection Report from Inland Potable Services
- d. Discussion / Information only request from Director Johnson regarding Spreadsheet of all Expenses Associated with the August Incident of 2022
- e. Discussion / Approval request from Director Warren regarding Reimbursement for Application Fees to Consultant Dan Modisette for PG&E NEM 2 for Future LDPCSD Solar and Potential Community Solar
- f. Discussion / Action regarding SDRMA Upcoming Candidate Election

7. CLOSED SESSION

- a. CLOSED SESSION:
Government Code 54957(b)(1)
PUBLIC EMPLOYMENT-EMPLOYEE EVALUATION
Position: Lead Operator

8. ADJOURNMENT:

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Lake Don Pedro Community Services District

GENERAL MANAGER'S REPORT

July 17th, 2023

With the fiscal year ending, District staff schedules are particularly demanding. Administrative staff have worked tirelessly completing multiple end of year reports, Request for Proposal's, in addition to Preliminary Budget FY 2023-2024. Operations staff have been diligent in preparing for high water demand months to come.

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

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

Grant/Study Updates

DWR BARRETT COVE RAW WATER INTAKE PROJECT- The deadline to receive proposals is 7/13/2023. Once received there will be sufficient time to review and select the proper method moving forward. I was informed on 7/13/2023 of an additional environmental “algae bloom” report that needs to be completed prior to work beginning.

USDA LOAN / RAW WATER MAIN REPLACEMENT- I have recently updated our Project Manager with District financials & capital Improvement projects planned over the next five years.

DWSRF- Nothing to report.

Current District Projects

- **EMERGENCY LEAK CREW** – We have performed **two water main repairs & three service leaks** since our last meeting.

- **WATER TREATMENT FILTERS** – Staff have continued to clean sedimentation basin weekly to reduce work for loaded filters. Fortunately, we have been able to meet the summer water demands while continuing to do so. This has added to District raw water loss significantly.
- **WEED ABATEMENT** – Staff have spent a great deal of time cutting weeds at all District sites, in preparation for our summer months.
- **2023 LDPCSD MAINTENANCE PLAN – PLEASE SEE STAFF REPORT UPDATE**
- **ENEBRO STORAGE TANK VENT**- During one of our late winter storms, high winds blew the vent off our Enebro water storage facility. Staff have ordered the appropriate hardware to properly fix.
- **BARGE STORAGE** – District staff perform weekly inspection to ensure safekeeping at McClure Point old boat yard.
- **RAW WATER TANK LEVEL TRANSDUCER – COMPLETE**
- **RAW WATER TANK CLEANING & INSPECTION – PLEASE SEE ATTACHED REPORT**
- **DISTRICT SITE METER REPLACEMENT PROJECT** – Meters have been ordered.
- **ARBOLODA STATION PUMP & MOTOR INSTALL – COMPLETE**
- **TREATMENT PLANT INSTRUMENTATION** – Operations staff performed all servicing, cleaning, and re-calibration of treatment plant instrumentation.
- **SEDIMENTATION BASIN** – Operations staff have begun emptying & cleaning sedimentation basin weekly to ensure water quality meets standards. This maintenance item requires 2 to 3 operators for approximately half a day to perform duties.

Operations

- **SERVICE ORDERS & USA’S** – This past month we have completed 31 service order requests & 60 USA Tickets included:
 - 5 water color complaints
 - 3 possible leaks
 - 3 new meter installs

- **MONTHLY METER READS** - Staff performed **1526** monthly meter reads for billing. We read approximately 375 of these meters manually.
- **USA NORTH 811** – Underground Service Alert is a non-profit organization that links the excavation community and the owners of the underground lines. LDPCSD receives USA Ticket requests daily to locate and mark our existing water lines for a planned excavation. PG&E and their subcontractors have been extremely active in our community.
- **WATER SAMPLES** - Working with our water lab under the guidance of the SWRCB, District staff grab water samples on the 1st or 3rd Tuesday of each month.
- **WATER TRAINING COURSE** – We recently sent operations staff member to a water-training course. He was able to take extensive notes and bring this valuable information back for all staff members. This greatly aides our District in educating our operators. In addition, it assists with staff member’s retention of State certifications.
- **WATER STORAGE SITE INSPECTIONS** – Field staff are in the process of visiting each water storage facility, and hydro-pneumatic station in order to perform preventive maintenance on pumps, visually inspect all components and cleanup area.
- **WATER QUALITY** – The rapid change in weather over the Independence Day weekend coupled with the added residents in our District greatly increased water demand throughout our system. After years of no distribution system hydrant flushing due to drought conditions in combination with this increase in demand our District had isolated water quality issues in various zones throughout our system. District staff were able to flush these areas to improve water quality. We appreciate the patience of our residents and encourage them to call 24/7/365 if there is any issues with water quality.

Administrative

- **RAW WATER TANK CLEANING & INSPECTION – COMPLETE**
- **ON- CALL CALENDAR- COMPLETE**
- **LDPCSD 2023-2024 PRELIMINARY BUDGET – PLEASE SEE ATTACHED**
- **LDPCSD PARKING LOT UPGRADE** – I was successful in my negotiations. In exchange for the contractor’s ability to stockpile materials and equipment at our District yard, We will have a complete parking lot upgrade. This includes striping. The approximate value of work performed for our parking lot is \$13,000 - \$16,000. Work is scheduled for 7/17/2023.
- **WEEKLY STAFF MEETINGS – COMPLETE**
- **LDPCSD TECHNOLOGY UPDATE – PLEASE SEE STAFF REPORT**

- **DISTRICT SYSTEM MAPS** – Our Water Operations Lead has compiled 11 x 17” District system maps. These maps will be placed in each District vehicle so that all operations staff can access system information while working in the field.
- **2022-2023 ELECTRONIC ANNUAL REPORT – COMPLETE**
- **TANK SITE METER UPGRADES – COMPLETE**
- **OPERATIONS STAFF JOB DESCRIPTIONS** – I am awaiting review from legal counsel
- **VERIZON WIRELESS CELL TOWER AGREEMENT** – I am awaiting contract review from legal counsel.
- **DWR INTAKE UPGRADE RFP’S** – Due 7/13/23
- **LDP GOLF COURSE INVESTMENT GROUP** – Nothing to report
- **SWRCB DROUGHT TECHNICAL MONITORING ORDER** – This in depth monthly report tracks the usage of all District water sources.
- **JUNE DAILY TASK BREAKDOWN – PLEASE SEE ATTACHMENT**

Sincerely,

Patrick McGowan, General Manager



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Patrick McGowan
Date: July 17th, 2023
Subject: Reservoir Level Update

Description – Reservoir Level

June 10th, 2023

833.17' Above Sea Level

804,650 Acre Feet Water Storage

July 10th, 2023

858.74' Above Sea Level

967,141 Acre Feet Water Storage

162,491 Acre Feet INCREASE in Storage

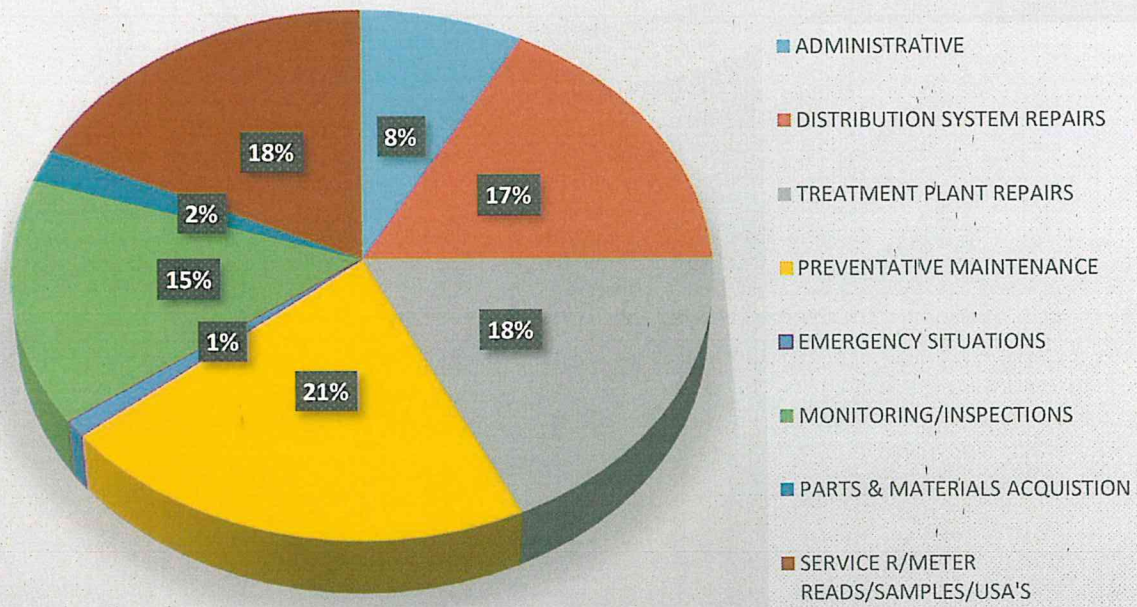
53 Billion Gallons of Water increase

25.57' increase in Reservoir Level

Seasonal Rainfall Total = 0"

ADMINISTRATIVE	8%
DISTRIBUTION SYSTEM REPAIRS	17%
TREATMENT PLANT REPAIRS	18%
PREVENTATIVE MAINTENANCE	21%
EMERGENCY SITUATIONS	1%
MONITORING/INSPECTIONS	15%
PARTS & MATERIALS ACQUISITION	2%
SERVICE R/METER READS/SAMPLES/L	18%

JUNE TASK BREAKDOWN





Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: July 17th, 2023

Subject: Monthly Water Loss Report

Date: 5/30/2023 – 6/30/2023

Water Sold: 17,876 (ccf) = 41.03 Acre Feet

Water Used at Plant: 4,783 (ccf) = 10.97 Acre Feet

Pumped From Lake: 22,250 (ccf) = 51.07 Acre Feet

Pumped From Wells: 6,828.75 (ccf) = 15.68 Acre Feet

Total Water Pumped: 29,077 (ccf) = 66.75 Acre Feet

Operations Staff identified the level transducer in our raw water tank was not working properly. The level transducer was fixed on 6/13/23. The raw water tank was calling Intake for water when tank was already full. This system failure resulted in approximately 14.75 acre feet of raw water being pumped and dumped directly to waste.

6/21/2023 Staff Meeting Notes

8:45 AM

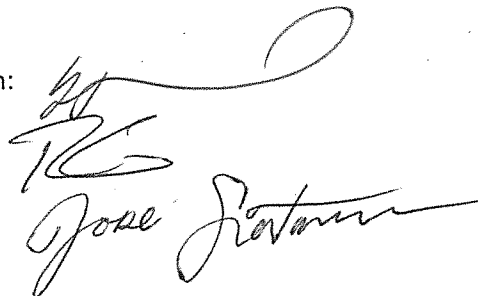
In attendance: Patrick McGowan, Syndie Marchisiello, Jose Santana, Agustin Campos

Each staff meeting begins with myself asking staff if there is anything they would like to address. There was nothing mentioned at this time.

Items Addressed;

1. D&D Pest control needs to be contacted to address extermination efforts around treatment plant. It was requested that operations lead perform this task.
2. I shared that PVS will be overlaying our parking lot and I was in negotiations on striping as well in exchange for storing material on site during Merced Falls Road overlay project.
3. I notified staff of the 5% cost of living increase that the LDPCSD Board of Directors unanimously approved in regular meeting. Mentioned it would be a nice gesture to thank BOD when able.
4. I gave a thorough report on our DWR Intake Upgrade project at Barrett Cove. Went over schedule moving forward.
5. Treatment plant & water quality remain consistent at this time. The operations crew's efforts of cleaning flocculation basin weekly is keeping load off treatment plant filters. I asked that staff continue these operations and report immediately upon any change. We changed coagulation chemical from 2302 to 2303, same chemical just more concentrated. Chemical floc now floats instead of sinks. Makes cleaning floc basin a bit easier.
6. Requested that a quick daily walk around be performed on the Raw Water Tank to avoid any potential water loss. At this time the tank transducer is working properly.
7. Staff informed me of three known leaks: two on the 4" water main on Hormiga and one on the 2" main on Paloma. Both small leaks with minimal water loss.
8. Jose Santana & Agustin Campos requested that they may install isolation valve on Hormiga to assist in fixing leaks and minimizing water outages during these repairs. We have the appropriate hardware to do so. I approved the request.
9. I asked that any safety or equipment needs be addressed, and there was nothing to report.
10. Syndie reminded staff that a new meter install had been requested on Colina. Staff needs to clear the line due to tuberculation build up at corporation stop.
11. Arboloda pump & motor is ready for pickup in Turlock at Don Pedro Pump. Jose will pick up on 6/22/23. LDPCSD staff will perform install.

Employee sign in:



The image shows two handwritten signatures in black ink. The first signature is a stylized, cursive 'PM' for Patrick McGowan. The second signature is 'Jose Santana' written in a clear, cursive script.

6/27/2023 Staff Meeting Notes

9:00 AM

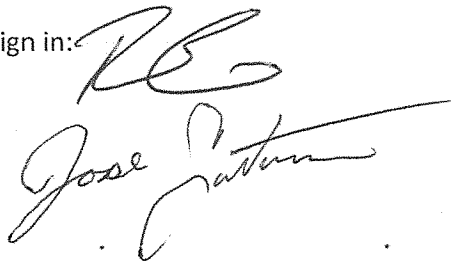
In attendance: Patrick McGowan, Jose Santana, Agustin Campos, Brian Ayala

Each staff meeting begins with myself asking staff if there is anything they would like to address. There was nothing mentioned at this time.

Items Addressed;

1. Vehicle & equipment schedules moving forward on every piece of equipment the District owns.
2. Treatment Plant log. Share wisdom with all staff, log all changes in log book. This can greatly assist in recognizing patterns & trends in water treatment moving forward.
3. All requested time off must have time off sheet submitted with two days of return. This enables staff to accurately keep track of time.
4. Attempt to multi-task, kill two birds with one stone while on District sites. If you are at site to grab a meter read, why not perform weekly or monthly maintenance as well.
5. Anyone interested in any training options, please contact me to schedule. The backflow specialist course is a great opportunity.
6. Please keep your certifications updated with the District when changes occur. Post certifications.
7. I recently completed the new Ken Kerry continuing education course for credits. If anyone needs CEU'S please let me know and we can share the information.
8. I would like staff to perform more mirroring in treatment plant. This will assist in performing work in edition help pass on knowledge. The small little things that can be shared.

Employee Sign in:



Handwritten signature of Jose Santana.

7/2/2023 Staff Meeting Notes

6:30 AM

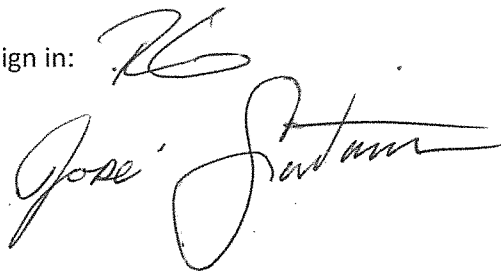
In attendance: Patrick McGowan, Jose Santana, Agustin Campos

Each staff meeting begins with myself asking staff if there is anything they would like to address. There was nothing mentioned at this time.

Items Addressed;

1. We addressed call outs from this weekend. There was a customer leak spraying into the air that Jose assisted on. Water was off at the home of a vacation house. There were three calls for brown water. I spoke to resident on Castillo Way concerned about consumption charges after flushing line.
2. I let staff know that Friday afternoon I spoke with Motherlode answering service Supervisor Tamara and gave a statement in regards to water quality throughout the weekend. "The excessive heat and rapid fluctuation in water demand throughout the system is responsible for the color in water. Please advise any resident that calls to flush outside their home for ten minutes, and inside at tub to eliminate any possibility of filters, screens being clogged. Staff will be out shortly."
3. We addressed water quality issues at reservoir. The rapid increase in snow melt has caused major fluctuations. We are performing jar tests daily to stay up on treated dosage of coagulant.
4. Staff have purchased electrical conduit materials and gray paint to complete Arbolda hydro-pneumatic station upgrade. Over the past three years District staff have upgraded the security fence, primary & secondary pumps and motors. Replaced piping, added electrical pipe warmer, and insulated. We have ordered a replacement water meter and appropriate pressure gauges. This site will be completely upgraded soon.
5. We ordered a new outdoor weatherized bulletin board for the office. The old was not made for outdoor use and was falling apart.

Employee Sign in:

A handwritten signature in black ink, appearing to read "Jose Santana". The signature is written in a cursive style with a large, looping "S" for the last name.

2023

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30	31					

JUL

1-2 JOSE

3-16 PATRICK

17-30 RANDY

31 AUGGIE/PATRICK

Su	Mo	Tu	We	Th	Fr	Sa
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AUG

1-13 AUGGIE/PATRICK

14-27 JOSE

28-31 PATRICK

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OCT

1-8 AUGGIE/PATRICK

9-22 JOSE

23-31 PATRICK

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NOV

1-5 PATRICK

6-19 RANDY

20-30 PATRICK

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SEP

1-10 PATRICK

11-24 RANDY

25-30 AUGGIE/PATRICK

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DEC

1-3 AUGGIE/PATRICK

4-17 JOSE

18-31 RANDY

2023

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JAN
1-8 JOSE
9-31 AUGGIE/PATRICK

APR
1-9 RANDY
10-23 AUGGIE/PATRICK
24-30 JOSE

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FEB
1-12 PATRICK
13-26 AUGGIE/PATRICK
27-28 JOSE

MAY
1-7 JOSE
8-21 PATRICK
22-31 RANDY

Su	Mo	Tu	We	Th	Fr	Sa
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MAR
1-12 JOSE
13-26 PATRICK
27-31 RANDY

JUN
1-4 RANDY
5-18 AUGGIE/PATRICK
19-30 JOSE

Su	Mo	Tu	We	Th	Fr	Sa
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LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: June 2023

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

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 178,413	
Total Restricted:		\$ 178,413
Unrestricted:		
Checking	\$ 57,946	
Money Market - Working Capital	\$ 318,166	
Petty Cash	\$ 125	
Total Unrestricted:		\$ 376,237
Total Restricted & Unrestricted:		\$ 554,650

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

	Jun-2023	Year to Date
Sales & Business Revenue:	\$ 156,599	\$ 1,702,981
Total Operating Expenses:	\$ (149,675)	\$ (1,693,491)
Non-Operating Income/Expense:	\$ (4,929)	\$ (192,011)
Water Drought Income/Expense:	\$ (20,185)	\$ (87,934)
Change in Net Assets (P&L):	\$ (18,190)	\$ (270,455)
Net Cash Flow:	\$ (72,049)	\$ (205,646)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 37,828	\$ -	\$ -	\$ 138,409
> 30 Days	\$ 757	\$ -	\$ -	\$ -
> 60 Days	\$ 22,142	\$ -	\$ -	\$ -
> 90 Days	\$ 100	\$ -	\$ -	\$ -
> 120 Days	\$ 40,983	\$ -	\$ 35,377	\$ -
Credits	\$ (28,402)			
Total	\$ 73,408	\$ -	\$ 35,377	\$ 138,409
Total Combined	\$ 211,817		\$ 35,377	
 G/L Balance	 \$ 211,817		 \$ 35,377	
Difference	\$ -		\$ -	

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

* Amount of availability payments outstanding: \$0

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 37,945	\$ -	\$ 12,487
> 30 Days	\$ -	\$ -	\$ 12,798
> 60 Days	\$ -	\$ -	\$ 7,655
> 90 Days	\$ -	\$ -	\$ 18,474
Credits	\$ -	\$ -	\$ -
Total	\$ 37,945	\$ -	\$ 51,414
 G/L Balance	 \$ 37,945	 \$ -	 \$ 51,414
Difference	\$0	\$0	\$0

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

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

Statement of Revenues and Expenses (P&L)
June 2023 & Year-To-Date Versus 6/30/23 Approved Budget

	Jun-23	June vs Budget %	2022-2023 YTD	YTD vs Budget %	2022-2023 Budget	Remaining Budget
Revenue						
01-0-3010-301	Meter Reconnection Fee	-	0.00%	200	200.00%	100 (100)
01-0-3010-302	Donated Capital - Meters Curre	15,000	15.79%	45,000	47.37%	95,000 50,000
01-0-4010-400	Water Sales Residential	45,983	11.64%	431,224	109.17%	395,000 (36,224)
01-0-4010-402	Water Availability Revenue	14,822	8.01%	176,985	95.67%	185,000 8,015
01-0-4010-403	Water Service Charges	92,356	8.71%	1,076,620	101.57%	1,060,000 (16,620)
01-0-4020-410	Interest Income - LAIF	-	0.00%	3,042	183.67%	1,656 (1,386)
01-0-4020-413	Int Inc Penalties - Customer	2,991	13.00%	36,111	157.01%	23,000 (13,111)
01-0-4020-414	Transfer Fee Income	500	4.85%	7,700	74.76%	10,300 2,600
01-0-4020-415	Other Income	5	0.04%	1,168	11.45%	10,200 9,032
01-0-4020-416	Meter Set Fee	1,500	15.79%	5,500	57.89%	9,500 4,000
01-0-4020-900	Hydrant Service Charge	347	86.75%	692	173.00%	400 (292)
01-0-4020-901	Hydrant Rental	560	43.08%	1,120	86.15%	1,300 180
01-0-4020-902	Hydrant Consumption	531	70.80%	1,137	151.53%	750 (387)
01-0-4020-999	Avail Fee Income	-	0.00%	1,804	75.17%	2,400 596
01-0-4040-100	Lease Fee	3,250	11.52%	28,200	100.00%	28,200 -
TOTAL REVENUE	177,845	9.76%	1,816,503	99.65%	1,822,806	6,304
Expenses						
01-1-5010-100	Regular Pay - Plant	17,880	8.60%	214,447	103.10%	208,000 (6,447)
01-1-5010-101	Overtime Pay	2,602	9.44%	26,277	95.34%	27,560 1,283
01-1-5010-102	Sick Pay	712	8.84%	9,215	114.38%	8,056 (1,159)
01-1-5010-104	Vacation Pay	865	7.41%	11,638	99.81%	11,660 22
01-1-5010-105	Holiday Pay	-	0.00%	7,377	71.02%	10,388 3,011
01-1-5010-200	PERS	1,628	8.53%	24,485	128.33%	19,080 (5,405)
01-1-5010-201	FICA/Medicare	1,614	8.46%	20,413	106.99%	19,080 (1,333)
01-1-5010-202	SUI	-	0.00%	756	44.47%	1,700 944
01-1-5010-203	Health Insurance	4,208	8.09%	50,777	97.65%	52,000 1,223
01-1-5010-204	Workers Compensation	562	4.32%	9,391	72.24%	13,000 3,609
01-1-5010-206	Dental Insurance	315	7.88%	3,784	94.59%	4,000 216
01-1-5010-546	Travel, Meetings & Mileage	347	34.65%	2,621	262.14%	1,000 (1,621)
01-1-5020-510	Repair & Maintenance - Plant	818	3.56%	14,244	61.93%	23,000 8,756
01-1-5020-511	Repair & Maintenance - Vehicle	-	0.00%	8,217	82.17%	10,000 1,783
01-1-5020-512	Repair & Maintenance - Distribution	2,013	6.10%	38,213	115.80%	33,000 (5,213)
01-1-5020-515	R&M Transmission - Intake	-	0.00%	3,902	78.04%	5,000 1,098
01-1-5020-517	R&M Transmission - Well #2	-	0.00%	15,000	100.00%	15,000 -
01-1-5020-520	Small Tools & Equipment	1,017	10.17%	5,472	54.72%	10,000 4,528
01-1-5020-521	Vehicle Equipment Fuel	1,333	9.52%	17,669	126.21%	14,000 (3,669)
01-1-5020-522	Gas, Oil & Lubricant - Plant	175	3.50%	2,507	50.15%	5,000 2,493
01-1-5020-524	Health & Safety	18	0.24%	4,808	64.11%	7,500 2,692
01-1-5020-529	Telephone - T & D	1,629	12.53%	15,416	118.58%	13,000 (2,416)
01-1-5020-544	Water Testing Fees	610	4.07%	14,600	97.33%	15,000 400
01-1-5020-545	Water System Fees	-	0.00%	13,343	121.30%	11,000 (2,343)
01-1-5020-548	Water Testing Materials	-	0.00%	2,556	255.62%	1,000 (1,556)
01-1-5021-521	Water Treatment Chemicals	17,226	45.33%	85,116	223.99%	38,000 (47,116)
01-1-5021-524	P G & E Power - Office	329	11.56%	3,977	139.53%	2,850 (1,127)
01-1-5021-525	P G & E Power - Intake	13,990	12.66%	140,023	126.72%	110,500 (29,523)
01-1-5021-526	P G & E Power - Well	1,557	9.16%	3,920	23.06%	17,000 13,080
01-1-5021-527	P G & E Power - Water Treatment	4,055	11.59%	41,054	117.30%	35,000 (6,054)
01-1-5021-528	P G & E Power - Distribution	5,359	13.40%	48,492	121.23%	40,000 (8,492)
01-1-5021-529	P G & E Power - Well 2	69	1.52%	725	16.12%	4,500 3,775
01-1-5021-530	P G & E Power - Medina	314	31.42%	4,374	437.42%	1,000 (3,374)
01-1-5021-532	P G & E Power - Well 5/6	314	31.42%	4,374	437.41%	1,000 (3,374)
01-1-5021-561	Purchased Water Actual-mid-p	12,828	15.46%	114,914	138.45%	83,000 (31,914)
01-1-5023-533	Outside Services	-	0.00%	21,217	385.77%	5,500 (15,717)
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	250 250
01-1-5023-537	Pest Control	38	0.69%	5,213	94.78%	5,500 287
01-1-5023-538	Engineering Services	-	0.00%	2,869	57.37%	5,000 2,131
01-1-5023-539	Employee Education	303	30.26%	606	60.62%	1,000 394
01-1-5024-540	Memberships	-	0.00%	1,211	121.05%	1,000 (211)
01-1-5024-542	Publications	-	0.00%	-	0.00%	500 500
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	630	63.00%	1,000 370
01-1-5032-583	Depreciation Expense	23,359	9.27%	267,175	106.02%	252,000 (15,175)
01-2-6010-100	Regular Pay - Administration	23,968	9.90%	253,359	104.69%	242,000 (11,359)
01-2-6010-101	Overtime Pay	61	4.06%	2,904	193.63%	1,500 (1,404)
01-2-6010-102	Sick Pay	374	7.64%	11,830	241.42%	4,900 (6,930)

		Jun-23	June vs Budget %	2022-2023 YTD	YTD vs Budget %	2022-2023 Budget	Remaining Budget
01-2-6010-104	Vacation Pay	669	8.81%	10,019	131.83%	7,600	(2,419)
01-2-6010-105	Holiday Pay	-	0.00%	5,379	97.80%	5,500	121
01-2-6010-200	PERS	1,959	9.33%	23,946	114.03%	21,000	(2,946)
01-2-6010-201	FICA/Medicare	1,932	9.91%	21,010	107.74%	19,500	(1,510)
01-2-6010-202	SUI	-	0.00%	567	45.36%	1,250	683
01-2-6010-203	Health Insurance	3,918	7.12%	49,190	89.44%	55,000	5,810
01-2-6010-204	Workers Compensation	56	4.27%	667	51.28%	1,300	633
01-2-6010-206	Dental Insurance	319	8.17%	3,823	98.02%	3,900	77
01-2-6010-207	Vision Care	-	0.00%	100	13.85%	722	622
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	1,689	168.90%	1,000	(689)
01-2-6020-512	Propane	-	0.00%	647	39.20%	1,650	1,003
01-2-6020-515	Customer Billing Supplies	-	0.00%	4,058	156.09%	2,600	(1,458)
01-2-6020-529	Telephone - Admin	2,380	19.04%	20,360	162.88%	12,500	(7,860)
01-2-6020-530	Office Supplies	104	2.80%	4,281	115.71%	3,700	(581)
01-2-6020-531	Postage	1,526	16.07%	11,218	118.09%	9,500	(1,718)
01-2-6023-531	Computer IT	1,878	7.09%	33,335	125.79%	26,500	(6,835)
01-2-6023-532	R & M Equipment	-	0.00%	-	0.00%	4,000	4,000
01-2-6023-533	Outside Services	3,891	14.41%	32,916	121.91%	27,000	(5,916)
01-2-6023-535	Office Cleaning Serv	180	10.59%	2,040	120.00%	1,700	(340)
01-2-6023-536	Legal Services	2,152	26.89%	39,489	493.61%	8,000	(31,489)
01-2-6023-537	Audit Services	-	0.00%	8,600	95.56%	9,000	400
01-2-6023-539	Employee Education	-	0.00%	1,451	145.13%	1,000	(451)
01-2-6024-540	Memberships	16	0.19%	7,841	91.18%	8,600	759
01-2-6024-542	Publications	410	51.24%	823	102.87%	800	(23)
01-2-6024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	800	800
01-2-6024-999	County Avail Fee	-	0.00%	1,857	92.85%	2,000	143
01-3-6025-100	Regular Pay	500	8.33%	7,600	126.67%	6,000	(1,600)
01-3-6025-201	FICA/Medicare	38	7.65%	581	116.28%	500	(81)
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	2,028	253.49%	800	(1,228)
01-9-6030-569	Credit Card Service Charges	947	8.61%	12,291	111.74%	11,000	(1,291)
01-9-6030-570	Bank Service charges	492	-	3,701	-	-	-
01-9-6030-572	Business Insurance Expense	7,179	9.97%	98,046	136.17%	72,000	(26,046)
01-9-6030-576	Misc Other Expense	25	4.22%	2,663	459.08%	580	(2,083)
01-9-6030-577	Retired Employee Health	1,214	6.23%	14,386	73.77%	19,500	5,114
01-9-6031-580	Interest Long Term Debt	1,560	6.12%	21,100	82.74%	25,500	4,400
01-9-6032-583	Depreciation Expense	17	8.60%	209	104.58%	200	(9)
TOTAL EXPENSES		175,850	9.97%	1,999,024	113.37%	1,763,226	(235,798)
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)							
01-9-6030-597	DWSRF Expenses		#DIV/0!		#DIV/0!		
01-9-6030-598	DWR Intake	20,185	#DIV/0!	152,563	#DIV/0!		
TOTAL CIP IN PROGRESS		20,185	#DIV/0!	152,563	#DIV/0!	-	(152,563)
CARRYOVER PROJECT (GRANT) REVENUE							
01-0-4020-430	DWR Grant	-	#DIV/0!	64,629	#DIV/0!		(64,629)
01-0-4020-431	SWRCB Grant Revenue	-	#DIV/0!		#DIV/0!	-	-
TOTAL CARRYOVER PROJECT REVENUE		-	#DIV/0!	64,629	#DIV/0!	-	(64,629)
NEW CAPITAL PURCHASES / IMPROVEMENTS							
01-0-1090-216	Auto Meter Read/Replace		0.00%	5,495	21.13%	26,000	20,505
01-0-1090-321	Filter Tank Inspection Cleaning	430	3.91%	4,328	39.35%	11,000	6,672
01-0-1090-322	Flushing/Valve Program		0.00%	8,073	134.55%	6,000	(2,073)
01-0-1090-323	Intake Emergency			4,951			
01-0-1090-326	Used Vacum Truck / Valve Truck		0.00%		0.00%	16,000	16,000
01-0-1090-327	1999 GMC Dump Truck Rest.		0.00%	8,315	75.59%	11,000	2,685
TBD	Replacement Truck		0.00%		0.00%	45,000	45,000
01-0-1090-328	2022 SCADA Master Plan	5,424	33.90%	27,651	172.82%	16,000	(11,651)
TBD	2022 Computer Server Upgrade		0.00%		0.00%	22,000	22,000
01-0-1090-330	Bobcat Restoration			10,479			
01-0-1090-329	2022 Pressure Regulating Station		0.00%	14,064	140.64%	10,000	(4,064)
TBD	IM4000 Digital Copier System		0.00%		0.00%	9,000	9,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		5,854	3.40%	83,356	48.46%	172,000	88,644

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

Cash and investments	\$	554,650
Restricted cash	\$	-
Accts Receivable net of res	\$	259,421
Water Drought Receivable	\$	-
Inventory	\$	69,932
Prpd expense & deposits	\$	23,769
Deferred Outflow of Resources - OPEB	\$	209,186
Deferred Outflow of Resources - Pension	\$	243,673
Total current assets	\$	1,360,631

Property, plant & equipment	\$	13,752,699
less depreciation	\$	(8,244,983)
C I P	\$	524,901
Net P P & E	\$	6,032,617

Other L T Assets**Total Assets** \$ **7,393,248****Liabilites:**

Accounts payable	\$	37,945
Interest payable	\$	5,460
Water Accrual	\$	51,414
Accrued Payroll	\$	121,201
A/P Accrued Payables	\$	2,682
L T debt, current	\$	101,528
Total current liab	\$	320,230

L T debt

Post Retirement Benefit	\$	1,803,182
Net Pension Liability	\$	410,762
Deferred Inflow of Resources - OPEB	\$	33,243
Deferred Inflow of Resources - Pension	\$	431,141
Muni Loan	\$	378,168
less current above	\$	(101,528)

Total Liabilites \$ **3,275,199****Net assets** \$ **4,118,049****Total liab & net ass't** \$ **7,393,248**

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
569	000076	USPS	06/02/2023	664.41
803	000458	ROCKSLIDE MATERIALS INC	06/05/2023	2,123.44
804	000025	CHEMCO PRODUCTS COMPANY	06/05/2023	5,827.91
805	0000605	Black Water Consulting Engineers Inc	06/05/2023	23,431.70
806	000121	UNION DEMOCRAT*	06/05/2023	413.00
807	000263	Brenntag	06/05/2023	643.94
808	UB*10942	MR/MRS RALPH CORTEZ	06/05/2023	249.52
809	UB*10943	ELAINE MARQUARDT	06/05/2023	157.64
810	UB*10944	SUSAN WILSON	06/05/2023	55.91
811	UB*10945	WAYNE WACKER	06/05/2023	99.85
812	UB*10946	MR. & MRS. COLBY GIFFORD	06/05/2023	146.07
813	UB*10947	CRAIG & RACHEL HAGENBAUGH	06/05/2023	32.38
814	UB*10948	SERGIO MORA	06/05/2023	60.44
815	UB*10949	CHRISTINE MALONE	06/05/2023	156.98
816	UB*10950	MICHAEL & KRISTINE CLARK	06/05/2023	92.29
817	UB*10951	CECIL MITCHELL EQUITIES	06/05/2023	99.71
818	UB*10952	WILMINGTON SAVINGS FUND SOCIET	06/05/2023	130.72
819	000105	PACIFIC GAS & ELECTRIC	06/12/2023	22,967.73
820	000223	BADGER METER	06/12/2023	264.05
821	0005300	AVENTA TECHNOLOGY INC	06/12/2023	135.00
822	0007349	Recology Mariposa	06/12/2023	308.08
823	000203	GRISWOLD, LaSALLE, COBB, DOWD	06/12/2023	220.00
824	000110	SDRMA Wrk Comp/QTR	06/12/2023	7,237.46
825	00071	Mother Lode Answering Service	06/12/2023	498.00
826	000263	Brenntag	06/12/2023	1,451.34
827	0002321	STREAMLINE	06/12/2023	200.00
828	000165	ACWA/JPIA	06/12/2023	9,340.22
829	000049	Springbrook Holding Company LL	06/20/2023	12,520.12
830	000025	CHEMCO PRODUCTS COMPANY	06/20/2023	14,375.50
831	0000129	PRECISION ENVIRO-TECH	06/20/2023	410.00
832	000152	ERS INDUSTRIAL SERVICE	06/20/2023	430.00
833	000059	MARIPOSA GAZETTE	06/20/2023	181.30
834	000051	MERCED IRRIGATION DISTRICT	06/20/2023	60,050.56
835	000105	PACIFIC GAS & ELECTRIC	06/20/2023	68.52
836	000105	PACIFIC GAS & ELECTRIC	06/20/2023	628.38
837	0002200	MODERN AIR MECHANICAL	06/20/2023	818.00
838	000196	AQUA SIERRA CONTROLS, INC	06/20/2023	3,783.94
839	702	Warmerdam CPA Group	06/20/2023	2,500.00
840	0006293	WEX Bank	06/20/2023	1,333.17
841	0000605	Black Water Consulting Engineers Inc	06/20/2023	20,184.50
842	000136	AT&T	06/26/2023	3,225.20
843	660108	VERIZON WIRELESS	06/26/2023	195.30
844	0000536	AGUSTIN CAMPOS	06/26/2023	346.50

Report Total: 198,058.78

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
June 19, 2023 at 1:00 p.m.

- 1. CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
The Board of Directors of the Lake Don Pedro Community Services District held a regular meeting at 9751 Merced Falls Rd., La Grange, CA 95329
President Hankemeier called the meeting to order at 1:05 p.m.
Directors present: Hankemeier, Ross, Johnson, and Smith
Director Warren arrived at 1:06 p.m.
Also present: GM P. McGowan
Also present: Board Secretary: S. Marchesiello

- 2. PUBLIC COMMENT:**
The Board of Directors received no public comments

Open Public Hearing: 1:05 p.m.
Close Public Hearing: 1:15 p.m.

- 3. PUBLIC HEARING: A Notice of Public Hearing has been published and hearing to be held for the purpose of receiving public input and comment as required for the following revenue collection and budget related items. At the conclusion of the public Hearing, the Board will consider adoption of Resolution approving the various actions.**

- a. Adoption of a Resolution Approving the Placement of the Availability Billing and Delinquent Account balances on the Mariposa and Tuolumne County 2023-2024 Tax Rolls for collection

Motion: To approve the Recommended Motion, the board approves availability, delinquent charges and lien & release fees, to be sent to the Mariposa and Tuolumne counties to be placed on the 2023-2024 tax rolls for collection with the exception of any balances that have been paid prior to placing them on the tax rolls. In addition, to have liens placed on the appropriate properties so as to meet the requirements of the counties and aid in collection of those fees.

Votes: Carried 5-0

First: Johnson Second: Ross

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

Close Open Meeting: 1:15 p.m.
Reconvene: 3:19 p.m.

- 4. CLOSED SESSION:**

a. CLOSED SESSION
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
GOVERNMENT CODE SECTION 54957(b)(1)
Report from Subcommittee
Title: General Manager

REPORT OUT: The Board of Directors are requiring GM P. McGowan to provide in his managers' report a documented report of the weekly staff meetings, a calendar of all on-call personnel, and the GM P. McGowan will work with our HR (Human Resources) person regarding the review of the evaluation of an individual employee.

5. PRESENTATION ONLY:

a. Presiding Officer's Report
None given at this time

b. General Manager's Report:
● Grant / Study Updates
● Current District Projects
● Operations Updates
● Administrative Updates

Presented by GM P. McGowan

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

- a. Read and file the Treasurer's Report for the period ending May 31, 2023 including summary of claims paid
- b. Approval of the Minutes of the Regular Meeting of May15, 2023

Motion: To approve the consent calendar

Votes: Carried 5-0

First: Ross Second: Warren

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

Absent:

7. DISCUSSION AND ACTION ITEMS:

a. Discussion / Information only regarding the LDPCSD Leak Crew Report
No action taken- Information only

b. Adoption of a Resolution Approving the LDPCSD 2023-24 Preliminary Budget
Consensus of the board of Directors to have the finance committee review the preliminary budget and give recommendations to the board of directors

c. Discussion / Approval of the LDPCSD Proposed Organizational Chart
No action taken

d. Discussion /Approval of a Resolution approving 2023 -2024 COLA (Cost of Living Adjustment)

Motion: To approve a five percent (5%) COLA (cost of living) increase for all hourly employees

Votes: Carried 5-0

First: Johnson Second: Ross

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

Absent:

e. Discussion / Information only regarding the LDPCSD Grant Project Update Report
Consensus of the Board of Directors to direct GM P. McGowan to provide a pert / matrix chart regarding the DWR Intake Grant Project that shows when we (LDPCSD) started the project, what step we are in, what we have spent, what we have recovered, what is out for billing, that will be used as a visual and added to the Manager's Report

- f. Discussion / Information only regarding the Filter Estimates Report
No action taken- Information only
- g. Discussion / Information only regarding the Accounts Receivable Report
No action taken- Information only
- h. Discussion / Information only regarding the LDPCSD Financial Update Report
No action taken- Information only
- i. Discussion / Approval regarding the American Pavement Systems Stockpile Agreement

Motion: To approve to GM P. McGowan direction to negotiate American Pavement Systems to utilize our facility as long as we secure paving and striping for our parking lot

Votes: Carried 5-0

First: Johnson Second: Ross

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

Absent:

- j. Discussion / Approval of a Resolution to updated Bank Signature Cards removing previous Director Donelda Sperry and adding Director Mary Smith

Motion: To approve the resolution to update the bank signature cards removing previous Director Donelda Sperry and adding Director Mary Smith

Votes: Carried 5-0

First: Johnson Second: Ross

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

Absent:

8. ADJOURNMENT: 4:54 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Finance Committee Meeting Minutes

9751 Merced Falls Road
July 5, 2023, at 1:00 p.m.

1. CALL TO ORDER: Pledge of Allegiance:

The Finance Committee Members of the Lake Don Pedro Community Services District held a Finance Committee meeting at 9751 Merced Falls Rd., La Grange, CA 95329

President Hankemeier called the meeting to order at 1:09 p.m.

Directors present: Hankemeier, and Smith

Director Johnson was present as a public member for observance only

Also present: GM P. McGowan

Also present: Board Secretary: S. Marchesiello

2. DISCUSSION ITEM:

- a. Discussion / Review regarding the LDPCSD 2023-24 Preliminary Budget

The items reviewed regarding the 2023-24 preliminary budget included but not limited to, anticipated water sells, the process GM McGowan uses to calculate projections, various GL (General ledger) accounts, comparison of 2023 budget vs 2024 budget, income loss of the prior year, adding the seven percent (7%) service charge, solar system, and adding another employee.

3. ADJOURNMENT: 2:01 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Lake Don Pedro Community Services District
9751 Merced Falls Rd. La Grange, CA 95329
(209) 852-2331 – www.ldpcsd.org

DIRECTORS
Dan Hankemeier, President
Emery Ross, Vice President
Danny Johnson
Russell Warren
Mary Smith

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
July 5, 2023 at 2:00 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 Hankemeier called the meeting to order at 2:04 p.m.
Directors present: Hankemeier, Ross, Johnson, Warren, and Smith
Also present: GM P. McGowan
Also present: Board Secretary: S. Marchesiello

Close Open Meeting: 2:05 p.m.

Reconvene: 3:50 p.m.

2. CLOSED SESSION:

a. CLOSED SESSION

Government Code 54957(a)
Public Employee Performance Evaluation and Employment Contract
Title: General Manager

Motion: To approve GM McGowan to receive a COLA (cost of living) of (5%) five percent

Votes: Carried 5-0

First: Warren Second: Ross

Ayes: Warren, Ross, and Smith,

Nays: Hankemeier, and Johnson

REPORT OUT: The general Manager will remain on –call, we already agreed the (on-call) schedule will be posted at each meeting, the General Manager’s performance plan stands as is, Director Ross, as a member of the personnel committee, will contact legal counsel regarding and HR (Human Resources Consultant) regarding whether or not the General Manger should have a contract

3. ADJOURNMENT: 3:50 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
July 13, 2023 at 10:00 a.m.

- 1. CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
The Board of Directors of the Lake Don Pedro Community Services District held a special meeting at 9751 Merced Falls Rd., La Grange, CA 95329
President Hankemeier called the meeting to order at 10:00 a.m.
Directors present: Ross, Johnson, Warren, and Smith
Directors absent: Hankemeier
Also present: Board Secretary: S. Marchesiello
- Close Open Meeting: 10:01 a.m.
Reconvene: 11:49 a.m.

2. CLOSED SESSION:

- a. CLOSED SESSION
Government Code 54957(b)(1)
PUBLIC EMPLOYMENT-CONDITIONS OF EMPLOYMENT
Position: General Manager

REPORT OUT: A vote was taken 4-0 as follows:

Motion: No contract will be currently developed or implemented for the General Manager

Votes: Carried 4-0

First: Johnson Second: Smith

Ayes: Johnson, Smith, Warren, and Ross

Absent: Hankemeier

REPORT OUT: A vote was taken 3-1 as follows:

Motion: The Board voted to temporarily accommodate the General Manager by temporarily removing him from the on – call duty roster until Jan 1st, 2024

Votes: Carried 3-1

First: Johnson Second: Smith

Ayes: Johnson, Smith, and Ross

Abstain: Warren

Absent: Hankemeier

3. ADJOURNMENT: 11:51 a.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: July 17th, 2023

Subject: FY 2023-2024 Final Budget

Description –

I have reviewed FY 2022-2023 Budget thoroughly and made appropriate adjustments for our upcoming FY 2023-2024 Final Budget. Long-term Budget projections during the extreme inflation our country is experiencing, is difficult.

A sizable increase in revenue is projected in lease revenue highlighted in GL# 01-0-4040-100, from our recent Verizon wireless Cell Tower negotiations. In addition the District is forecasting an increase in revenue from the recent increases in monthly service & commodity charges GL# 01-0-4010-403.

The 2023-2024 Final Budget displays expense increases under GL# 01-1-5010-100, with the proposed addition of a fourth full-time operations staff member. The added operations staff member will assist in maintaining our aging distribution system, and will represent an overall cost savings to LDPCSD. Increases were made to add much needed Capital Improvement Projects. GL # 01-0-1090-321 shows a sizable increase from previous years. This proposed increase has been set aside in order to potentially fund the Water Filter Media Replacement Project. Reserves have also been designated to fund the TBD # Central Station Upgrades. The District's focus continues to be our DWR Intake Upgrade Project and keeping capital reserves available to facilitate this project.

RESOLUTION 2023-xx

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
ADOPTION OF FY 2023-2024 FINAL BUDGET

WHEREAS, the Lake Don Pedro Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, I have reviewed FY 2022-2023 Budget thoroughly and made the appropriate adjustments for our upcoming FY 2023-2024 Final Budget; and

WHEREAS, long-term Budget projections during the extreme inflation our country is experiencing is difficult. I have contacted vendors to inquire about potential cost savings and have been notified of annual increases; and

WHEREAS, increases have been proposed in adding an additional full-time operations staff member. The additional operations staff member will assist maintaining our aging distribution system, and represent an overall cost savings to LDPCSD; and

WHEREAS, modest adjustments were made from last year to current budget proposed. Small Capital Improvement Projects have been proposed. Two critical larger projects have also been proposed:

Water Treatment Filter media replacement

Central Station Upgrades

WHEREAS, our main focus continues to be our DWR Intake Upgrade Project and keeping capital reserves available to facilitate this project

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT SHALL ADOPT FY 2023-2024 FINAL BUDGET.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on July 17th, 2023, by the following vote:

AYES: ()

NOES: ()

ABSENT: ()

ABSTAIN: ()

Dan Hankemeier, President, Board of Directors

ATTEST:

Syndie Marchesiello, Secretary

CERTIFICATE OF

SECRETARY (STATE OF

CALIFORNIA) (COUNTY OF

MARIPOSA)

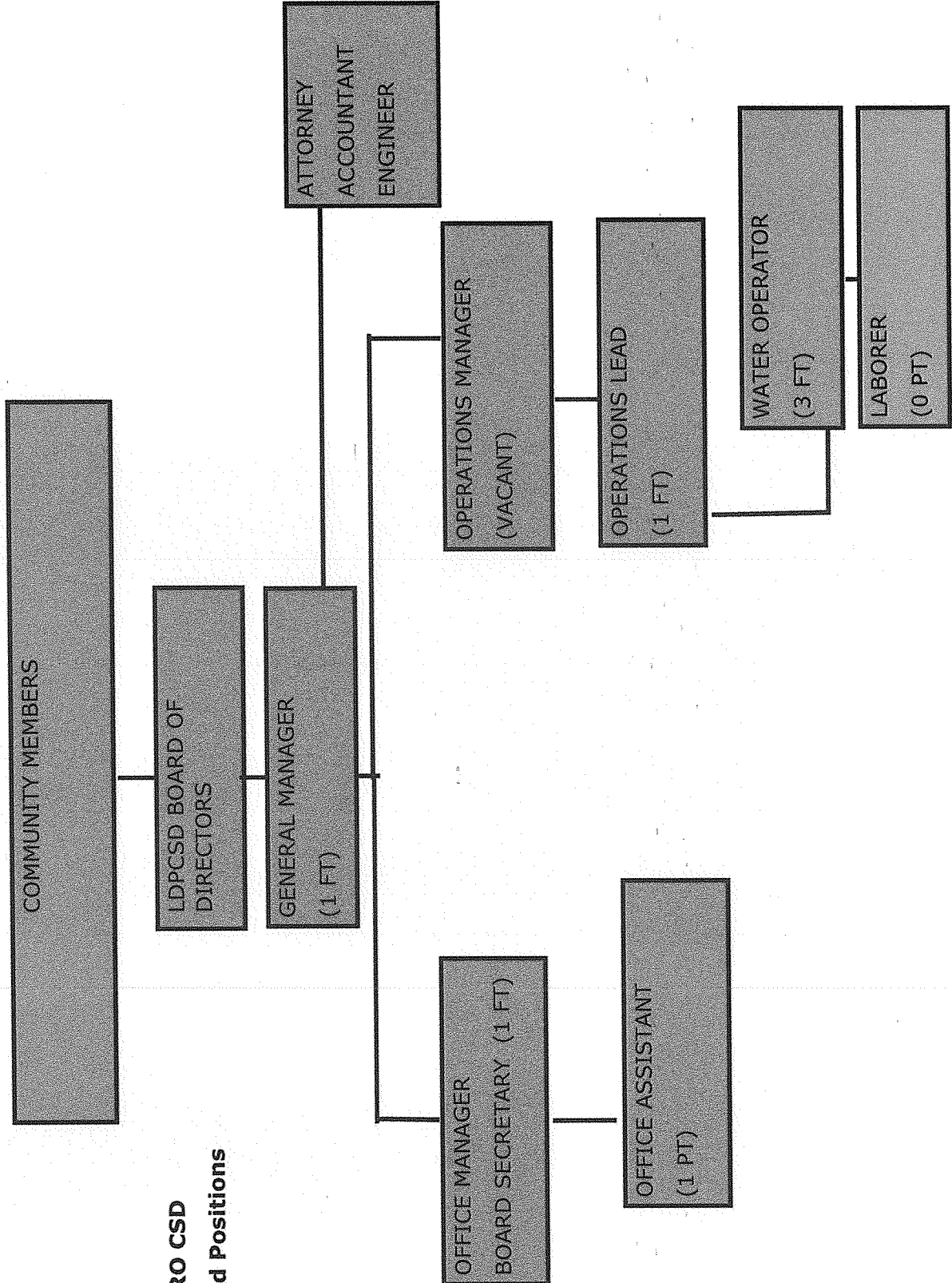
I, Syndie Marchesiello, the duly appointed and Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Special Meeting of the Board of Directors of the Lake Don Pedro Community Services District duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on July 17th, 2023.

		2022-2023 Approved Budget	2022-2023 YTD Totals Thru 5/10/23	2023-2024 Proposed Budget
Revenue				
01-0-3010-301	Meter Reconnection Fee	100.00	200	100.00
01-0-3010-302	Donated Capital - Meters Curre	95,000	30,000	65,000
01-0-4010-400	Water Sales Residential	444,000	339,918	445,000
01-0-4010-402	Water Availability Revenue	185,000	147,360	185,000
01-0-4010-403	Water Service Charges	1,080,000	891,842	1,147,000
01-0-4020-410	Interest Income - LAIF	1,656	3,042	3,100
01-0-4020-413	Int Inc Penalties - Customer	23,000	30,174	31,500
01-0-4020-414	Transfer Fee Income	10,300	6,150	7,500
01-0-4020-415	Other Income*	10,200	1,181	5,500
01-0-4020-416	Meter Set Fee	9,500	3,500	6,500
01-0-4020-900	Hydrant Service Charge	400	316	400
01-0-4020-901	Hydrant Rental	1,300	520	750
01-0-4020-902	Hydrant Consumption	750	553	750
01-0-4020-999	Avail Fee Income	2,400	1,804	2,400
01-0-4040-100	Lease Fee	28,200	22,600	77,467
TBD	Transfer From Reserve	0	-	
TOTAL REVENUE		1,891,706	1,479,160	1,977,967
Expenses				
01-1-5010-100	Regular Pay - Plant	208,000	177,393	269,000
01-1-5010-101	Overtime Pay	27,560	21,611	25,000
01-1-5010-102	Sick Pay	8,056	7,803	8,056
01-1-5010-104	Vacation Pay	11,660	9,934	11,660
01-1-5010-105	Holiday Pay	10,388	8,509	11,388
01-1-5010-200	PERS	19,080	21,056	26,000
01-1-5010-201	FICA/Medicare	19,080	17,075	25,000
01-1-5010-202	SUI	1,700	756	1,200
01-1-5010-203	Health Insurance	52,000	42,360	60,500
01-1-5010-204	Workers Compensation	13,000	8,268	14,000
01-1-5010-206	Dental Insurance	4,000	3,153	4,600
01-1-5010-546	Travel, Meetings & Mileage	1,000	2,027	2,500
01-1-5020-510	Repair & Maintenance - Plant	23,000	13,161	20,000
01-1-5020-511	Repair & Maintenance - Vehicle	15,000	8,217	10,000
01-1-5020-512	Repair & Maintenance - Distribution	33,000	33,983	30,000
01-1-5020-515	R&M Transmission - Intake	5,000	2,100	0
01-1-5020-517	R&M Transmission - Well #2	15,000	15,000	0
01-1-5020-520	Small Tools & Equipment	10,000	3,493	6,500
01-1-5020-521	Vehicle Equipment Fuel	14,000	14,903	15,500
01-1-5020-522	Gas, Oil & Lubricant - Plant	5,000	2,332	3,700
01-1-5020-524	Health & Safety	7,500	4,322	6,000
01-1-5020-529	Telephone - T & D	13,000	11,654	13,000
01-1-5020-544	Water Testing Fees	15,000	12,690	13,500
01-1-5020-545	Water System Fees	11,000	13,343	13,700
01-1-5020-548	Water Testing Materials	1,000	2,556	2,750
01-1-5021-521	Water Treatment Chemicals	38,000	49,464	57,000
01-1-5021-524	P G & E Power - Office	2,850	3,370	4,400

		2022-2023 Approved Budget	2022-2023 YTD Totals Thru 5/10/23	2023-2024 Proposed Budget
01-1-5021-525	P G & E Power - Intake	110,500	111,676	128,500
01-1-5021-526	P G & E Power - Well	17,000	1,424	4,500
01-1-5021-527	P G & E Power - Water Treatment	35,000	33,648	41,000
01-1-5021-528	P G & E Power - Distribution	40,000	39,089	50,000
01-1-5021-529	P G & E Power - Well 2	4,500	584	1,200
01-1-5021-530	P G & E Power - Medina	1,000	3,533	4,500
01-1-5021-532	P G & E Power - Well 5/6	1,000	3,533	4,500
01-1-5021-561	Purchased Water Actual-mid-p	83,000	89,288	104,000
01-1-5023-533	Outside Services	5,500	20,601	6,500
01-1-5023-535	Fire Protection/Weed Control	250	-	250
01-1-5023-537	Pest Control	5,500	5,137	5,500
01-1-5023-538	Engineering Services	5,000	2,869	3,500
01-1-5023-539	Employee Education	1,000	234	2,700
01-1-5024-540	Memberships	1,000	1,211	1,500
01-1-5024-542	Publications	500	-	500
01-1-5024-543	Licenses, Permits & Cert.	1,000	630	1,000
01-1-5032-583	Depreciation Expense	252,000	210,895	252,000
01-2-6010-100	Regular Pay - Administration	242,000	209,699	283,000
01-2-6010-101	Overtime Pay	1,500	2,539	2,700
01-2-6010-102	Sick Pay	4,900	11,068	7,200
01-2-6010-104	Vacation Pay	7,600	8,691	8,800
01-2-6010-105	Holiday Pay	5,500	4,946	5,500
01-2-6010-200	PERS	21,000	20,107	20,500
01-2-6010-201	FICA/Medicare	19,500	17,461	19,500
01-2-6010-202	SUI	1,250	567	1,250
01-2-6010-203	Health Insurance	55,000	41,354	47,000
01-2-6010-204	Workers Compensation	1,300	556	1,300
01-2-6010-206	Dental Insurance	3,900	3,186	3,900
01-2-6010-207	Vision Care	722	100	722
01-2-6010-546	Travel, Meetings & Mileage	1,000	1,345	2,600
01-2-6020-512	Propane	1,650	647	1,200
01-2-6020-515	Customer Billing Supplies	2,600	4,058	3,500
01-2-6020-529	Telephone - Admin	12,500	14,365	13,500
01-2-6020-530	Office Supplies	3,700	3,687	3,700
01-2-6020-531	Postage	9,500	7,824	9,500
01-2-6023-531	Computer IT	26,500	28,719	27,500
01-2-6023-532	R & M Equipment	4,000	-	0
01-2-6023-533	Outside Services	27,000	26,525	27,000
01-2-6023-535	Office Cleaning Serv	1,700	1,680	2,100
01-2-6023-536	Legal Services	8,000	35,613	7,000
01-2-6023-537	Audit Services	9,000	8,600	9,000
01-2-6023-539	Employee Education	1,000	1,451	2,700
01-2-6024-540	Memberships	8,600	7,809	8,600
01-2-6024-542	Publications	800	-	800
01-2-6024-543	Licenses, Permits & Cert.	800	-	800
01-2-6024-547	County Fees	0	-	0
01-2-6024-999	County Avail Fee	2,000	1,857	2,000
01-3-6025-100	Regular Pay	6,000	6,600	6,000
01-3-6025-201	FICA/Medicare	500	505	700

		2022-2023 Approved Budget	2022-2023 YTD Totals Thru 5/10/23	2023-2024 Proposed Budget
01-9-6030-546	Travel, Meetings & Mileage	800	1,965	2,700
01-9-6030-569	Credit Card Service Charges	11,000	10,324	11,000
01-9-6030-572	Business Insurance Expense	72,000	83,688	97,000
01-9-6030-576	Misc Other Expense	580	2,337	580
01-9-6030-577	Retired Employee Health	19,500	11,958	15,200
01-9-6030-580	Retired EE Benefit Expense	0	-	0
01-9-6031-580	Interest Long Term Debt	25,500	17,980	25,500
01-9-6032-583	Depreciation Expense	200	174	200
TOTAL EXPENSES		1,768,226	1,634,870	1,948,356
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)				
01-0-1090-323	Intake Emergency		4,951	
01-9-6030-598	DWR Intake Upgrade		108,946	
01-0-1090-321	Filter/Tank Inspection Cleaning	11,000	-	95,000
01-0-1090-322	Flushing/Valve Program	6,000	8,073	6,000
01-9-6030-597	DWSRF Expense		-	
01-0-1090-216	Auto Meter Read/Replace	26,000	5,231	7,500
01-0-1090-330	Bobcat 863 Restoration	10,000	10,479	
01-0-1090-327	GMC Dump Truck Restoration	11,000	8,315	4,500
01-0-1090-328	SCADA Master Plan	16,000	20,904	16,000
01-0-1090-329	Pressure Regulating Station PMP	10,000	14,064	9,000
TOTAL CIP IN PROGRESS		90,000	180,963	138,000
CARRYOVER PROJECT (GRANT) REVENUE				
01-9-6030-598	DWR Intake Upgrade		64,629	85,000
01-9-6030-596	USDA Potential Grant/Loan Funding			
01-9-6030-599	SWRCB Grant Disbursements			
01-0-4020-431	SWRCB Grant Revenue			
TOTAL CARRYOVER PROJECT REVENUE			64,629	85,000
NEW CAPITAL PURCHASES / IMPROVEMENTS				
TBD	2000 CAT Backhoe Restoration		-	14,500
TBD	LDPCSD Technology Upgrades	22,000		22,000
TBD	Central Station Control Valves			35,000
TBD	IM4000 Digital Copier System	9,000		9,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		31,000		80,500

	2022-2023 Approved Budget	2022-2023 YTD Totals Thru 5/10/23	2023-2024 Proposed Budget
BUDGET SUMMARY			
OPERATING REVENUE	1,891,706	1,543,789	2,062,967
OPERATING EXPENSES	1,768,226	1,634,870	1,948,356
INCOME/LOSS FROM OPERATIONS	123,480	(91,081)	114,611
LOAN PAYMENTS (PRINCIPAL)	87,680	83,491	101,000
TOTAL CIP AND STUDIES	121,000	180,963	218,500
TOTAL OPERATING EXPENSES PLUS LOAN & CIP OVER EXPENSES	1,976,906 (170,000)	1,899,324 355,535	2,267,856 204,889
DEPRECIATION (ADD BACK IN)	265,000	211,069	252,000
GASB 45 LIABILITY			
TRANSFER FROM RESERVES			
FINAL NET INCOME/LOSS	95,000	(144,466)	47,111



LAKE DON PEDRO CSD
2023/24 Funded Positions
6 Full Time
1 Part Time



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: July 17th, 2023

Subject: 2023 MAINTENANCE PLAN 3 MONTH UPDATE

Description –

A simplified maintenance plan was requested by Lake Don Pedro Community Services District Board of Directors in January's meeting. An in depth, detailed maintenance plan can be found in our District's Operations Plan. This simplified concise document will assist operations staff on duties involved in the upkeep and maintenance of our facilities.

The Lake Don Pedro Community Services District's 2023 System Maintenance Plan focuses on increasing the level of water system maintenance to maximize the useful life of our critical infrastructure. The Plan addresses the basic maintenance schedule and assignments while at the same time understanding the complexities of the system, its current aging condition, the District's current organizational structure and capabilities in performing the required maintenance on a consistent basis.

This plan is not all-inclusive and is to be used in conjunction with the system operations plan and in compliance with state permits and other requirements.

The 2023 Maintenance Plan was presented to LDPCSD Board of Directors on March 14th, 2023 in regular meeting. It was informally requested that I give an update in a few months.

Since 1/1/2023 LDPCSD operations staff have completed 139 Service Work Orders. These SWO do not include service order requests from residents, USA tickets, or leaks completed. The SWO'S are an attempt to document all preventive maintenance work completed in our District. Listed below are examples of SWO'S completed:

Coronado site inspection, service pump motor & visual inspection of site
Rebuild CL-17 treatment plant chlorine analyzer
Test Alamo water meter while performing site inspection
Chemical drawdown/feed rate
Backwash treatment plant filters
Banderilla pressure regulating station site inspection

Drained & cleaned sedimentation basin to improve water quality
Serviced Enebro altitude valve during site inspection
Repaired raw water tank gauge board
Central station weed eating
Draining and cleaning of chemical storage tanks at treatment plant
Grease Bobcat fittings, check oil, & hydraulic fluid



WATER SYSTEM MAINTENANCE PLAN 2023

Lake Don Pedro Community Services District

ABSTRACT

“We want our customers to know that their water rate money is being spent wisely on projects that improve water service and personnel that are highly responsible and productive, to keep our water system operating as reliably and cost effectively as possible.” - Director Danny Johnson 2016

EXECUTIVE SUMMARY

The Lake Don Pedro Community Services District's 2023 System Maintenance Plan focuses on increasing the level of water system maintenance to maximize the useful life of our critical infrastructure. The Plan addresses the basic maintenance schedule and assignments while at the same time understanding the complexities of the system, its current aging condition, the District's current organizational structure and capabilities in performing the required maintenance on a consistent basis.

This plan is not all-inclusive and is to be used in conjunction with the system operations plan and in compliance with state permits and other requirements. System maintenance manuals and manufacturer's instructions are to be kept on file for every piece of District equipment, so that they can be accessed for reference while the maintenance crew is in the field performing maintenance. The basic routine maintenance program for each water system component is identified below, with (Service Work Order (SWO), daily, weekly, monthly, quarterly and annual routines listed, as applicable. A table is provided at the end of this plan detailing the maintenance work by time period, and the maintenance schedule.

GOALS

This Maintenance Plan has three major goals:

- Stabilize and reduce system maintenance costs
- Maximize the system reliability and predictability
- Improve our customer image by informing our community of its well-maintained facilities



PROGRAM OVERVIEW

The LDPCSD operations staff must be state certified, cross trained and involved in the day to day operation of the water treatment plant and distribution system, in addition to being expected to perform as much system maintenance as possible in the time available. In the routine operation of the system, the operators will perform inspections, perform planned preventative maintenance and respond to customer service calls and emergencies; many times all in the same day. The purpose of this Maintenance Plan is to identify all work to be completed, organize the work by time schedule and complexity and assign responsibilities to operations staff. The program also requires that accomplishment of assigned maintenance responsibilities be an integral part of all employees' annual performance expectations and evaluation, tied directly to any promotions or merit salary increases provided. The Plan also includes a means of reporting program success to management, the LDPCSD Board and public.

INSPECTIONS

Inspections, sometimes referred to as "rounds or remotes" of all facilities are completed on a regular basis as detailed in the system O&M tables below. The use and completion of Inspection and data logging forms ensures a thorough inspection of all components on the site and provides documentation of any discoveries, problems or work service orders to be generated after the inspection is completed. Completed inspection forms are stored electronically and in paper copy in the maintenance files by District staff.

LDPCSD MAINTENANCE PLAN

PREVENTATIVE MAINTENANCE

System preventative maintenance duties will be assigned on a daily, weekly, monthly and annual basis by the Water Lead, in accordance with the schedules below. Although it is very efficient to assign to employees tasks for which they have experience, are efficient and enjoy the work; it is also a solid practice to have employees cross over with more experienced staff and learn new skills and practices. Assignments will be made as scheduled with our preventive maintenance plan, and appropriate preventative maintenance documentation and reports completed, stored electronically and filed in paper by location.

SERVICE ORDER RESPONSE

Service work orders (SWO) are typically indicative of system problems; be it high or low pressure, dirty or smelly water, leaks, meter problems or main breaks, there are lessons to be learned from documenting service orders. When a service order is completed, the repair report is to be completed and added to District database. At the beginning of each month, the Remote readings will be logged in the appropriate spreadsheets, leak reports prepared and analyzed, system operational data analyzed for anomalies. The service order review is completed monthly will be documented in the monthly and will be used to identify necessary system operational adjustments or changes, increased maintenance such as flushing, or immediate staff attention placed on completion of a project or evaluation that continues to generate high numbers of service orders monthly.

NECESSARY QUALIFICATIONS

District staff Operator's should be trained and capable of performing all necessary inspections and maintenance at all facilities except for:

- Tank inspections and cleaning
- Pump or motor removal where specialized equipment is necessary
- Pump rebuilding
- Extensive electrical and/or control rewiring. Staff should be trained in basic electrical controls and electricity, and be able to troubleshoot switches, breakers and relays.
- Confined space entry (permitted)

Specialized training is required for certain maintenance tasks such as control valve or PRV adjustment or rebuilding, and operators should be trained in basic electricity, hydraulics and pumping, construction techniques and safety.. This training is not offered locally, and usually requires three to five days travel plus training costs to complete. Also it is important to note that once control valves or PRVs are torn apart for rebuild, stopping work because the clock hits 4pm or the maintenance staff gets called to check a customer meter is not possible because these items in many cases cannot be left out of service without risking water outages. Therefore if rebuilding is to be done in house, the work should not be done during absence of any employees, or unless ALL parts are verified in stock in advance. This work can be contracted with the requirement that the contractor complete the work within a specified time period. PRV inspections are always conducted by LDPCSD operators, so they must understand valve operation.

FACILITIES

SOURCE WATER SYSTEM

The LDPCSD water supply is derived primarily from surface water drawn from pumps located near Barrett Cove Marina on Lake McClure. The District also utilizes groundwater drawn from four wells within the district boundaries and connected to the district raw water transmission system. Engineering plans and specifications for all facilities are on file in the district office.

Lake McClure Intake

The Lake McClure Intake consists of one 250 HP submersible pump, and one non-operable 125 HP submersible pump. On location there are two 150 HP vertical turbine booster pumps, related control valves, electrical controls, meters and piping.

Each year when the water demand is highest, the community water demand is greater than can be supplied by the stored raw water and if the Intake system is down more than one day, a severe water shortage could occur requiring immediate public notification. Immediate operation of all groundwater wells is advisable any time the Intake system is down for repair during the summer. Please refer to the system operations plan for more information on operation of the raw water system. The maintenance tasks associated with the Intake system are shown below in Table 1.

Table 1 – Intake Site

Item	Weekly	Monthly	Quarterly	Annual
Routine site visit inspection	X			
Remote Readings/Physical Site Inspection (operate pumps/observe)		X		
General Site Maintenance (weeds, locks, painting, cleaning)			X	
Megger Pumps, check voltage and amps			X	
Control Valve Maintenance (Pumps and surge tank)				X
Clean valve wells and Operate valve				X
Operate and Service intake wet well screens and valves (If accessible)				X

Wells

There should be very little maintenance required at each well site other than inspection and grounds keeping as shown below in Table 2.

Table 2 – Groundwater Wells

Item	SWO	Weekly	Monthly	Quarterly	Annual
Routine site visit inspection		X			
Remote Readings/Physical Site Inspection			X		
General Site Maintenance (weeds, locks, fence, painting, cleaning)				X	
Megger Pumps, check voltage and amps					X
Clean valve wells and Operate valves					X
Pull pump and replace column piping, clean and descale casing	X				

WATER DISTRIBUTION SYSTEM

The District has a very mechanical water system, due to the service area topography. The distribution system includes 7 water storage tanks, two dedicated booster pump sites (one with a hydro-pneumatic tank), 480 fire hydrants each with its own isolation valve at the connection to the water main, 341 street (isolations) valves and 11 pressure reducing valve (PRV) stations. In 2020

LDPCSD MAINTENANCE PLAN

LDPCSD began an active Flushing/Valve & Hydrant Program. The street or fire hydrant isolation valves were not inspected or operated in five years or more, resulting in valve access wells (pipe leading to the valve operating nut 4 feet below ground) filled with dirt and rocks, caused by rodent activity. In order to operate (exercise) the valves, the debris was removed, which takes time and specialized vacuum or flushing equipment were used. Four of the tank sites also have booster pumps to move water up to a higher tank. Each booster pump has a hydraulic control valve, pump controls and shutoff valves. One tank site (Alamo) has a hydro-pneumatic tank and both a domestic and fire water pumps. Each tank and booster pump site is connected to the supervisory control and data acquisition system (SCADA) that transmits pressures, levels, pump status, power information and failure data to the water treatment plant, where the information is logged real-time in the central computer.

Due to the age and deteriorated condition of much of the distribution infrastructure such as pumps electrical controls and control valves, operational problems are more frequent than normal, even with proper maintenance. Water mains are known to last 75 to 100 years with the only maintenance being occasional flushing to clear debris, pressure control and maintenance of water pH (corrosivity) to a neutral state. However, some of the LDPCSD water mains and especially service lines were improperly installed on rock, or with rock trench backfill, significantly reducing the life of our underground infrastructure. Some maintenance such booster pump replacement or repair, tank inspections and repair, pump electrical panel replacement, and PRV rebuilding requires specialized tools and equipment, specialized training and adequate staffing so that once a major maintenance project is started, it can be completed in the same work day. Such specialized work is identified in the tables below.

Water Tanks, Booster Sites

The LDPCSD water tanks are constructed of materials as shown in Table 3 below, which dictates the types, frequency and difficulty of repairs. For the most part, tank maintenance involves visual inspection for vandalism and leaks, and also includes making sure that vents are intact (no birds, bats or rodents can enter) and accessories such as ladders, gauges, and hatches are functional. Weeds must be kept under control to reduce fire hazard and fences and gates checked, and locks lubricated. Steel tank coatings are very specialized and must be completed by a competent coatings contractor. Pre-stressed concrete tanks require almost no maintenance, but repairs can be difficult and costly. Necessary tank repairs are either identified in random external inspections or upon video inspection by a tank inspection contractor. A solid tank inspection program by qualified contractors can result in almost no maintenance work for District staff, other than grounds keeping.

Table 3 – Tank Construction

Tank	Material
Alamo	Pre-stressed Concrete
Arbolada	Pre-stressed Concrete
Central	Welded Steel
Coronado	Pre-stressed Concrete
Enebro	Pre-stressed Concrete
Lazo	Welded Steel
Sturtevant	Pre-stressed Concrete

Booster systems, on the other hand contain pumps, control valves, electrical controls and panels, vaults, meters, flow switches, pumps and motors, all of which require some form of skilled maintenance work as shown in Table 4.

Table 4 – Booster Stations and Tank Sites

Item	Monthly	Quarterly	Annual	5 Yrs
Remote Readings/Physical Site Inspection (Tank external, operate pumps)	X			
General Site Maintenance (weeds, locks, fence, painting, cleaning)		X		
Check Pump voltage and amps			X	
Tank Internal Inspection, Cleaning and Video (Contracted to specialty contractors)				X
Pump Control Valve Service			X	
Isolation valve well cleaning and operation			X	
Control or valve rebuilding				X

Fire Hydrants and Street Isolation Valves

The proper function of fire hydrants when needed is critical during a fire emergency. To ensure continued operation, fire hydrants should be operated from fully closed, to fully open and back to closed slowly. The hydrant should be operated full open long enough to clear any dirty or colored water. Prior to operating the fire hydrant, the hydrant isolation valve should be operated from open to closed and back to full open, then backed off ½ turn. Main flushing is done to clear debris from the mains and to remedy customer complaints. A flushing velocity of a minimum of 5 feet per second must be achieved to clean the mains, so it is possible that in areas with large mains, that multiple fire hydrants may need to be flushed at the same time to achieve the flow rate. Broken hydrants must be bagged “out of service”, and the local fire department notified immediately. Malfunctioning fire hydrants should be immediately repaired. Hydrant maintenance schedules are shown in Table 5.

Table 5 – Street Valves

Item	Annual	SWO
Clean isolation valve well and operate hydrant	X	
Water Main Flushing		X
Perform hydrant flow testing		X

Pressure Regulating Stations

Regulation of water pressure is necessary in the LDPCSD water system to avoid over pressurizing and damaging customer plumbing. The system pressure regulating valves, or PRVs are set at the pressure shown on the District system maps, as determined by the District engineer. If during inspections the pressure is found to be more than 10% out of the required pressure range, PRV service is likely necessary including pilot valve maintenance or PRV rebuilding. Table 6 shows the appropriate PRV maintenance schedule.

Table 6 – Pressure Regulating Stations

Item	Monthly	Annual
Physical Site Inspection (open vault lid, check pressures)	X	
Check PRV operation (operate downstream hydrant)		X
Pilot valve maintenance and service		X

LDPCSD MAINTENANCE PLAN

Raw Water Distribution System

The raw water distribution system is considered the system of piping and valves from the Intake pump location to the water treatment plant, as well as from the corner of Ranchito to the West to Gregoris Pond, where the system terminates in a pond fill control valve. Lake Don Pedro Community Services District contract to maintain Gregoris Pond expired in September of 2021.

Water Treatment Plant

Table 7 below provides a maintenance schedule for the water plant infrastructure, which is critical to maintaining water quality and reliability of the treatment system. For example, if a polymer chemical feed pump is not serviced on schedule, we will be stuck repairing the pump when it stops pumping, which could be during a time when the plant cannot be shut down due to high water demand.

Table 7 – Water Treatment Plant

Item	Daily	Weekly	Monthly	Quarterly	Annual
General facility inspection	X				
Plant grounds maintenance				X	
Filter Pumps service				X	
Filter Control Valves service				X	
Compressors (Daily check)	X				X
Online process monitoring equipment (Check operation daily, test, clean, maintain, standardize) ^{il}	X		X	X	
Treatment Basin Cleaning				X	
Chemical feed pumps maintenance					X
Filter maintenance				X	
Mixer maintenance (Daily operating inspection)	X		X		
Raw water tank inspection and cleaning (contracted, or drained and labor crew)					X

STRATEGIES

1. Maximize (existing) staff time dedicated to system maintenance.

The level of inspection, cleaning and maintenance depends on the online equipment operating characteristics and manufacturer's recommendations.

Lake Don Pedro CSD

2. Develop maintenance routines, assign their responsibility and hold personnel accountable.
3. Implement appropriate technologies to streamline documentation, planning and reporting.

1. MAXIMIZE (EXISTING) STAFF TIME DEDICATED TO SYSTEM MAINTENANCE.

The Water Lead is responsible to oversee the schedule and productivity of staff. To the maximum extent possible and considering employee, public safety and the type of work required, most daily work will be completed by individual employees working alone which in and of itself maximizes available staff time. If more than one employee is needed when performing a specific task, such as where a backhoe is required or traffic control needed for safety, the second employee shall divert to this work for the minimum time necessary to complete the task then return back to working separately. The Water Lead must hold employees accountable at all times and inefficient activities such as pairing up to purchase parts from the hardware store or traveling to town for supplies is strictly forbidden unless determined necessary by the General Manager.

Maintenance assignments are to be clearly assigned to appropriate personnel, and completion schedules documented. The schedule and workload of employee's assigned maintenance must be clearly understood by the Water Lead, who must in turn carefully assign daily service order works and other non-maintenance work to non-maintenance performing employee(s), to the maximum extent feasible. The maintenance work schedule must be closely monitored by the Water Lead, and adjustments made if necessary due to significant amounts of non-maintenance work assigned. The rationale for diverting employees from maintenance must be clearly documented by the Water Lead, who shall also propose to management such revised staffing, contracting, new methods and modifications to the overall workload to ensure that the maintenance schedule is achieved.

In the event that employee productivity is documented as high, however the employee is falling behind in the assigned maintenance work, the Water Lead will determine if contracting for portions of the work is required to remain in conformance with the maintenance plan. All contracting must be approved by the General Manager and Board, and will only be considered following confirmation that the existing employee's current workload and productivity is adequate and time is simply not available to perform maintenance to this schedule.

2. DEVELOP MAINTENANCE ROUTINES, ASSIGN THEIR RESPONSIBILITY, PROVIDE TRAINING AND HOLD PERSONNEL ACCOUNTABLE.

To the maximum extent feasible, operations employees will review the annual maintenance schedule and be assigned responsibilities for segments of the maintenance work, such as inspections, grounds maintenance and hydrant flushing, for which completion is easily measured and the employee can be held accountable and rewarded if appropriate in an annual performance evaluation. Maintenance assignments must be specific, measurable, attainable, and realistic within the expected completion time frame. If employees continuously do not complete their assigned maintenance work, the Water Lead or General Manager must rapidly address the situation to determine if assignments need to change, methods modified or the performance of the employee improved. The General Manager is to be kept informed of the status of all maintenance work on a frequency and level of detail as required.

LDPCSD MAINTENANCE PLAN

A training plan is to be developed for each field employee including the Water Lead. The training plan is to be included in the employee's performance criteria, approved by the General Manager, signed by the employee and completed within the time frame needed. Employee's schedules will be arranged to allow for the training, and the District will budget and cover the cost of the training. Employees are responsible for the maintenance of their own certifications and training, and all training shall be coordinated and approved in advance by the Water Lead and/or GM.

Developing routines for which specific employees are responsible also allows for the development of specific employee training plans. Employees will be provided the level of training appropriate to the assignment maintenance responsibilities, and will be required to successfully attend the training and put learned skills to use. Assigning specific responsibilities will also allow for equipping vehicles with the appropriate tools and equipment for the assigned work, and time/expectations that all vehicles and equipment will be kept clean and serviceable. Employees will be held specifically responsible for the conditions of their equipment and notifying their immediate supervisor when problems exist.

3. IMPLEMENT APPROPRIATE TECHNOLOGIES TO STREAMLINE DOCUMENTATION, PLANNING AND REPORTING.

All District facilities and equipment have been documented and accounted for , which will be an ongoing project as time allows to enter more and more information in the system, including vendor information, maintenance needs and schedules, repairs, improvements and other relevant information to streamline system maintenance. Paper files containing maintenance information shall also be kept to ensure records continuity in the event of system crash and data loss. A monthly maintenance summary report shall be prepared by the Water Lead and presented to the Board of Directors to verify compliance with this maintenance plan.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: July 17th, 2023

Subject: LDPCSD Technology Upgrade

Description –

Aventa, our technology services consultants performed a thorough review of all the LDPCSD'S IT equipment in service and analyzed the age and importance of each piece of equipment. The attached document highlights the priority and expense involved in our continual effort to maintain and update our technology system. Financial reserves have been set aside in Preliminary Budget FY 2023-2024 to complete many of these goals this coming year.

Lake Don Pedro CSD

Computers Systems,

Server Infrastructure and Cybersecurity

Review

Prepared for Patrick McGowan

By



May 23, 2023

SUMMARY

Aventa performed a thorough review of all of the Lake Don Pedro CSD's IT equipment in service and analyzed the age and importance of each of the equipment. The following are our recommendation on the action that are needed for each of the equipment in service.

CYBERSECURITY

FIREWALL

The current SonicWALL TZ200 firewall was purchased in Feb, 2013. The manufacturer support for this firewall ended in 2018. This means the equipment is no longer supported, if there are issues that prevent it from running properly. Additionally, there has been no software updates to prevent any new security vulnerability since 2018. With no security updates, the firewall is highly vulnerable to hackers. We recommend that you replace your firewall within the next 6 months.

Priority: Very high

Estimated replacement cost: \$2000-\$2400

ADVANCED ENDPOINT PROTECTION

You are currently using Symantec antivirus to protect all of your PCs and servers. While Symantec had been effective protection in the past, this is no longer the case today. Today's cybersecurity threats such as malware and ransomware are becoming much more complex and requires a more sophisticated solution to prevent hackers from getting access to your computers.

We recommend the new cybersecurity endpoint protection from SentinelOne. This next gen endpoint protection connects to the cloud to learn the latest security threats, monitors your computer activities and the surrounding network in real-time and take immediate action when a threat is detected. We recommend you implement this protection in the next 6-12 months

Priority: High

Estimated cost: \$800-\$900/year

SERVERS

SERVER HARDWARE

The current Dell T430 server was purchased in Feb, 2017. The recommended lifespan for servers is between 4-5 years. After this time, parts such as hard drives and power supply and processor are very likely to fail without warning. Replacement parts for this model is no longer being produced. Which means it would be difficult to find replacement parts in case of failure. To prevent any untimely failure which could bring down your email, accounting application and file access for days. We recommend that you replace this server in the next 12 months.

Priority: High

Estimated replacement cost: \$20k-\$24k

BACKUP STORAGE

Your current QNAP storage that host your backups was installed in Feb 2017. Just like the servers, they should on your plan to replace it in the next 12-18 months to prevent any untimely failure.

A new storage would also provide improvement in reliability, speed performance as well as more capacity to keep more version of snapshots of your data online for a disaster recovery.

Priority: Medium

Estimated Cost: \$1,000-\$1,400

NETWORK SWITCHES

The HPE 1920 24 port main switch and the TP Link 8 ports switch was purchased on Feb 2017 and Aug 2016 respectively. At this age, we recommend that you consider replacing them in the next 18-24 months.

Priority: Low

Estimated Cost: \$800-\$1000

CLIENT COMPUTERS

LAPTOP COMPUTERS

Patrick's Dell XPS 13 laptop was purchased on Jan, 2020. The processor is now 2 gen behind. A new laptop would be more reliable and significantly faster and would overall provide a more efficient user experience on a daily basis. While it's not urgent to replace it immediately. Our recommendation is to plan for a replacement within the next 12-18 months.

Priority: Medium

Estimated Cost: \$2,000-\$2,200

DESKTOP COMPUTERS

The 2 HP Elite 705ED office PC was purchased on Jan 2020. The processor is now 2 gen behind. A new replacement PC would be more reliable and significantly faster and would overall provide a more efficient user experience on a daily basis. While it's not urgent to replace it immediately. Our recommendation is to plan for a replacement within the next 12-18 months.

Priority: Medium

Estimated Cost: \$2,800-\$3,000

AVENTA SAAS AND SUPPORT CONTRACT

Having to come up with the budget to replace your expensive but important IT equipment every 4-5 years is not the easiest thing to do for most business executives. After working with many of our customers, Aventa offers a SaaS (Server as a Service) and Support Contract that have helped many of our customer better manage their IT budget by pay a low monthly fee. Under our SaaS program, Aventa will provide the IT equipment without the upfront cost and will also cover all of the support cost for the lifetime of the equipment and we will ensure that the equipment will be refreshed on a regular schedule. This program will ensure your IT equipment are maintained and refreshed on schedule and you will have a consistent IT budget that will not skyrocket ever few years. If you are interested to learn more about this program, contact us at Aventa and we will provide you with a quote for a SaaS contract for your IT equipment.



Inspection Report For:

Lake Don Pedro CSD

LaGrange, CA



1.5MG Steel Bolted On-Grade Raw Water Tank

Date Completed: 05-19-2023

Diver: H Lawson

Dive Controller: M Langford

Tender: L Peirce

Scope of Work

Our team completed sediment removal using underwater vacuum equipment. Sediment averaging 1 to 2 inches of iron, manganese, silt, and a few rocks was removed from the tank floor. When the cleaning process was finished, a full visual inspection was performed of the tank interior and all interior fixtures. The team also performed a full visual inspection of the tank exterior and all attached fixtures. The details of the inspection findings follow.

Summary of the Inspection

Exterior Inspection

1. The foundation was found in good condition with minor hairline cracking and 0.01% concentrated cell corrosion on the anchor bolts.
2. The wall was found in good condition with minor delamination, corrosive staining, and chalking; and 0.01% uniform surface corrosion.
3. The overflow was found in good condition with minor delamination and chalking.
4. The manway was found in good condition with minor delamination, corrosive staining, and chalking; and 0.01% uniform surface corrosion and concentrated cell corrosion.
5. The water level indicator was found in good condition 0.01% concentrated cell corrosion on both the cable and the hardware. The reading level is not accurate.
6. The access ladder was found secure, OSHA approved, and in good condition with minor corrosive staining and 0.01% concentrated cell corrosion.
7. The roof was found in good condition with minor delamination, corrosive staining, and chalking; and 0.01% uniform surface corrosion and concentrated cell corrosion.
8. The access hatch was found locked, with a gasket in place, and in good condition with minor delamination and chalking, and 0.01% concentrated cell corrosion.
9. The vent was found with a #24 mesh screen in place and in good condition with 0.01% concentrated cell corrosion.

Interior Inspection

1. The interior roof was found in good condition with minor sediment staining and 0.01% concentrated cell corrosion.
2. The interior ladder was found in good condition with heavy sediment staining and 0.01% rust noduling.
3. The interior overflow was found in good condition with heavy sediment staining, 0.01% uniform surface corrosion, and 0.03% concentrated cell corrosion.
4. The interior wall was found in good condition with heavy corrosive staining, 0.01% uniform surface corrosion, and 0.03% concentrated cell corrosion.
5. The tank floor was found in good condition with heavy sediment staining and 0.01% concentrated cell corrosion.
6. The interior manway was found in good condition with heavy sediment staining, minor pinholes, and 0.01% uniform surface corrosion and rust noduling.
7. The common inlet/outlet was found in good condition with heavy sediment staining.
8. The float was found properly attached to the cables and guidelines, and in good condition.
9. The support column was found in good condition with heavy corrosive and sediment staining, 0.01% uniform surface corrosion, and 0.3% concentrated cell corrosion.

Recommendations

1. Continue to schedule time to clean and inspect Every 3-5 years per AWWA recommendations.
2. Repair water level indicator.
3. Install (screens/hatches/locks/etc.) None
4. Epoxy repairs: No
5. Blast & Recoat No




Access

Did the team go portable to access the tank?	No
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Security

Is the tank in a secured, gated area?	Yes
Are the access gates locked?	Yes
Is the tank equipped with a vandal guard on the access ladder(s)?	Yes
Is the vandal guard locked?	Yes
Are all of the access hatches locked?	Yes
Are all of the vents/discharge openings properly covered?	Yes
Does the tank exterior show any signs of trespass?	No
Is the area surrounding the tank well lit?	Yes
Are there any additional security features?	No

Foundation Condition

Foundation Photo	
Are there any signs of movement?	No
Are there any anchor bolts?	Yes
Foundation Concrete Discrepancies	
Hairline Cracking	Minor
Checking	None
Popouts	None
Spalling	None
Voids	None
Exposed Aggregate	None
Exposed Reinforcement	None
Organic Growth	None
Anchor Bolts	
Is there any corrosion on the anchor bolts?	Yes 0.01% concentrated cell corrosion

Overall Condition	
What is the overall condition of the foundation?	Good
Foundation Summary	The foundation was found in good condition with minor hairline cracking and 0.01% concentrated cell corrosion on the anchor bolts.

Exterior Wall Condition

Wall Photo	
Are there any signs of movement?	No
Are there any irregularities or structural deficiencies?	No
Are there any signs of leaking?	No
Seams/Welds	Good
Wall Steel Coating Condition	
Coating Condition	Good
Dents or Holes?	No
Oxidation?	None
Delamination?	Minor
Staining	Minor corrosive staining
Blistering?	None

Tank Inspection Report



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Chalking?	Minor
Cracking in the Coating?	None
Pinholes?	None
Sags/Runs?	None
Organic Growth?	None
Wall Corrosion Discrepancies	
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	None
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Overall Condition	
What is the overall condition of the wall?	Good
Wall Summary	The wall was found in good condition with minor delamination, corrosive staining, and chalking; and 0.01% uniform surface corrosion.

Overflow Structure Condition

Overflow Photo(s)



Discharge Opening Type	Directly connected to underground piping
Is there a screen covering the discharge opening?	Yes - #24 Mesh
How high above the ground is the discharge opening?	n/a
Are there any obstructions to water flow?	No

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Welds/Seams Condition	Good
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Excellent – Like new, no repairs needed
Good – Cosmetic problems, repair if utility wants
Fair – Minor problems, repairs needed
Poor – Major problems, fix now



Overflow Coating Condition	
Coating Condition	Good
Oxidation?	None
Delamination?	Minor
Staining	None
Blistering?	None
Chalking?	Minor
Cracking in the Coating?	None
Pinholes?	None
Sags/Runs?	None
Overflow Corrosion Discrepancies	
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	None
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Overflow Overall Condition	
What is the overall condition of the Overflow?	Good
Overflow Summary	The overflow was found in good condition with minor delamination and chalking.

Manway Condition

Are there any manways?	Yes
Manway Photo	
Number of manways	1
Manway #1 Location	11:00
Seams/Welds Condition, if applicable	Good
Manway #1 Coating Condition/Corrosion	
Coating Condition	Good
Oxidation?	None
Delamination?	Minor
Staining	Minor corrosive staining
Blistering?	None
Chalking?	Minor
Cracking in the Coating?	None
Pinholes?	None
Sags/Runs?	None
Organic Growth?	None
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	Grade 10 - less than 0.01%

Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None

Water Level Indicator Condition

Water Level Indicator Photos	
Marker & Marker Board Condition	Markings visible and easy to read; however, the reading is not accurate.
Hardware Condition	Good
Water Level Indicator Corrosion Discrepancies	
Uniform Surface Corrosion	None
Concentrated Cell Corrosion	Grade 10 - less than 0.01%
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None


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De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Water Level Indicator Overall	
Water Level Indicator Overall Condition	Good
Water Level Indicator Summary	The water level indicator was found in good condition 0.01% concentrated cell corrosion on both the cable and the hardware. The reading level is not accurate.

Access Ladder Condition

Access Ladder Photos	
Type of Ladder	steel
Is a vandal guard present?	Yes
Is the vandal guard locked?	Yes
Is there a safety climb?	Yes caged
Is the access ladder and safety climb OSHA approved?	YES
Stand-Offs Condition	Good
Seams/Welds Condition	Good

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Excellent – Like new, no repairs needed
Good – Cosmetic problems, repair if utility wants
Fair – Minor problems, repairs needed
Poor – Major problems, fix now

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Staining	Minor corrosive staining
Access Ladder Corrosion Discrepancies	
Uniform Surface Corrosion	None
Concentrated Cell Corrosion	Grade 10 - less than 0.01%
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Access Ladder Overall	
Access Ladder Overall Condition	Good
Access Ladder Summary	The access ladder was found secure, OSHA approved, and in good condition with minor corrosive staining and 0.01% concentrated cell corrosion.

Roof Condition

Roof Photos	
Roof Type	Pitched
Is the roof concrete or steel?	Steel
Are there any cathodic protection plates on the roof?	No
Are there any dents or low spots in the roof?	Yes minor dents in the roof
Are there any signs of movement?	No
Are there any irregularities or structural deficiencies?	No
Seams/Welds	Good
Roof Steel Coating Condition	
Coating Condition	Good
Oxidation?	None
Delamination?	Minor
Staining?	Minor corrosive staining
Blistering?	None
Chalking?	Minor
Cracking in the Coating?	None

Tank Inspection Report

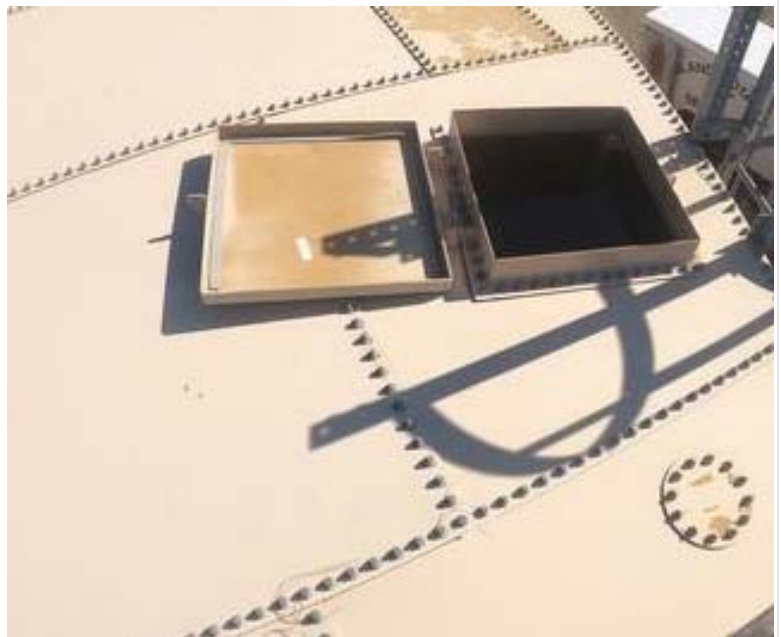


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Pinholes?	None
Sags/Runs?	None
Organic Growth?	None
Roof Corrosion Discrepancies	
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	Grade 10 - less than 0.01%
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Roof Overall	
What is the overall condition of the roof?	Good
Roof Summary	The roof was found in good condition with minor delamination, corrosive staining, and chalking; and 0.01% uniform surface corrosion and concentrated cell corrosion.

Access Hatch Condition

Access Hatch Photos



Access Hatch Shape	Square
Access Hatch Size	24in x 24 in
Riser Height	4 in
Lid Height	2 in
Was the hatch locked?	Yes

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Hinge Condition	Good
Is a gasket present?	Yes
Is the gasket intact?	Yes
Is there any dirt or debris below the hatch?	No
Is the hatch coated?	Yes
Welds/Seams Condition	Good
Hatch Coating Condition	
Oxidation?	None
Delamination?	Minor
Staining	None
Blistering?	None
Chalking?	Minor
Cracking in the Coating?	None
Pinholes?	None
Sags/Runs?	None
Hatch Corrosion Discrepancies	
Uniform Surface Corrosion	None
Concentrated Cell Corrosion	Grade 10 - less than 0.01%
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Access Hatch Overall	
Overall Condition	Good
Access Hatch Summary	The access hatch was found locked, with a gasket in place, and in good condition with minor delamination and chalking, and 0.01% concentrated cell corrosion.

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Excellent – Like new, no repairs needed
Good – Cosmetic problems, repair if utility wants
Fair – Minor problems, repairs needed
Poor – Major problems, fix now

Vent Condition

Vent Photos




Is there a vent covering the screen?	Yes - #24 mesh
Vent Screen Condition	Good
Are all openings sealed/covered?	Yes
Cap Condition	Good
Is the vent coated?	Yes



Vent Corrosion Discrepancies	
Uniform Surface Corrosion	None
Concentrated Cell Corrosion	Grade 10 - less than 0.01%
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Vent Overall	
Vent Overall Condition	Good
Vent Summary	The vent was found with a #24 mesh screen in place and in good condition with 0.01% concentrated cell corrosion.

Interior Roof Condition

Roof Photos	
Is the roof concrete or steel?	Steel
Are there any low spots?	No
Are there any holes in the roof/can daylight be seen at the roof/wall seam?	No
Are there any signs of movement?	No
Are there any irregularities or structural deficiencies?	No
Seams/Welds	Good
Interior Roof Steel Coating Condition	
Coating Condition	Good
Oxidation?	None
Delamination?	None
Staining?	Minor sediment staining
Blistering?	None
Chalking?	None
Cracking in the Coating?	None
Pinholes?	None

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Sags/Runs?	None
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Interior Roof Corrosion Discrepancies	
Uniform Surface Corrosion	None
Concentrated Cell Corrosion	Grade 10 - less than 0.01%
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Interior Roof Overall	
What is the overall condition of the interior roof?	Good
Interior Roof Summary	The interior roof was found in good condition with minor sediment staining and 0.01% concentrated cell corrosion.


Interior Ladder Condition

Is there an interior ladder?	Yes
Access Ladder Photos	
Interior Ladder Location	12:00
Stand-Offs Condition	Good
Seams/Welds Condition	Good
Access Ladder Coating Condition	
Coating Condition	Good
Oxidation?	None
Delamination?	None
Staining?	Heavy sediment staining
Blistering?	None
Chalking?	None
Cracking in the Coating?	None
Pinholes?	None
Sags/Runs?	None



Access Ladder Corrosion Discrepancies	
Uniform Surface Corrosion	None
Concentrated Cell Corrosion	None
Rust Noduling	Grade 10 - less than 0.01%
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Access Ladder Overall	
Interior Ladder Overall Condition	Good
Interior Ladder Summary	The interior ladder was found in good condition with heavy sediment staining and 0.01% rust noduling.

Interior Overflow Condition

<p>Overflow Photo(s)</p>	
<p>Welds/Seams Condition</p>	<p>Good</p>
<p>Overflow Location</p>	<p>9:00</p>
<p>Interior Overflow Coating Condition</p>	
<p>Coating Condition</p>	<p>Good</p>
<p>Oxidation?</p>	<p>None</p>
<p>Delamination?</p>	<p>None</p>


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Staining?	Heavy sediment and corrosive staining
Blistering?	None
Chalking?	None
Cracking in the Coating?	None
Pinholes?	None
Sags/Runs?	None
Interior Overflow Corrosion Discrepancies	
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	Grade 9 - 0.01% to 0.03%
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Interior Overflow Overall Condition	
What is the overall condition of the interior overflow?	Good
Interior Overflow Summary	The interior overflow was found in good condition with heavy sediment staining, 0.01% uniform surface corrosion, and 0.03% concentrated cell corrosion.


Interior Wall Condition

Wall Photo	
Is the wall concrete or steel?	Steel
Are there any signs of movement?	No
Are there any irregularities or structural deficiencies?	No
Are there any signs of leaking?	No
Is Biofilm present on the walls?	No
Seams/Welds	Good
Interior Wall Steel Coating Condition	
Coating Condition	Good
Oxidation?	None
Delamination?	None
Staining?	Heavy sediment and corrosive staining
Blistering?	None
Chalking?	None
Cracking in the Coating?	None
Pinholes?	None
Sags/Runs?	None



Interior Wall Corrosion Discrepancies	
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	Grade 9 - 0.01% to 0.03%
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Interior Wall Overall Condition	
What is the overall condition of the interior wall?	Good
Interior Wall Summary	The interior wall was found in good condition with heavy corrosive staining, 0.01% uniform surface corrosion, and 0.03% concentrated cell corrosion.


Interior Floor Condition

Floor Photo	
Is the floor concrete or steel?	Steel
Are there any signs of movement?	No
Are there any irregularities or structural deficiencies?	No
Are there any signs of leaking?	No
Seams/Welds	Good
Interior Floor Steel Coating Condition	
Coating Condition	Good
Oxidation?	None
Delamination?	None
Staining?	Heavy sediment staining
Blistering?	None
Chalking?	None
Cracking in the Coating?	None
Pinholes?	None
Sags/Runs?	None
Is there any corrosion on the interior floor?	Yes



Interior Floor Corrosion Discrepancies	
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	None
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Interior Floor Overall Condition	
What is the overall condition of the tank floor?	Good
Tank Floor Summary	The tank floor was found in good condition with heavy sediment staining and 0.01% concentrated cell corrosion.

Interior Manways Condition

Are there any manways?	
Manway Photos	
How many manways?	1
Manway #1 Location	11:00
Seams/Welds Condition, if applicable	Good
Interior Manway #1 Coating Condition	
Coating Condition	Good
Oxidation?	None
Delamination?	None
Staining?	Heavy sediment staining
Blistering?	None
Chalking?	None
Cracking in the Coating?	None
Pinholes?	Minor
Sags/Runs?	None
Interior Manway #1 Corrosion Discrepancies	
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	None

Tank Inspection Report



16297 E Crestline Lane
 Centennial, CO 80015
 Phone: 303.400.4220
 Fax: 303.400.4215

Rust Noduling	Grade 10 - less than 0.01%
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Interior Manways Overall Condition	
What is the overall condition of the interior manways?	Good
Interior Manways Summary	The interior manway was found in good condition with heavy sediment staining, minor pinholes, and 0.01% uniform surface corrosion and rust noduling.

Interior Inlet & Outlet Condition

Are the inlet and outlet separate or common?	Common Inlet/Outlet
Common Inlet/Outlet Photos	
Common Inlet/Outlet Location	2:00
Common Inlet/Outlet Seams/Welds Condition	Good
Common Inlet/Outlet Coating Condition	
Coating Condition	Good
Oxidation?	None
Delamination?	None
Staining?	Heavy sediment staining
Blistering?	None
Chalking?	None
Cracking in the Coating?	None
Pinholes?	None
Sags/Runs?	None



Common Inlet/Outlet Corrosion Discrepancies	
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	None
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Common Inlet/Outlet Overall Condition	
What is the overall condition of the common inlet/outlet?	Good
Common Inlet/Outlet Summary	The common inlet/outlet was found in good condition with heavy sediment staining.

Float Condition

<p>Float Photos</p>	
<p>Float Location</p>	<p>10:00</p>
<p>Float Condition</p>	<p>Good</p>
<p>Is the float sealed?</p>	<p>Yes</p>
<p>Float Guidelines Condition</p>	<p>Good</p>
<p>Are the guidelines properly attached?</p>	<p>Yes</p>
<p>Float Cables Condition</p>	<p>Good</p>
<p>Are the cables properly attached?</p>	<p>Yes</p>
<p>Hardware Condition</p>	<p>Good</p>
<p>Float Overall</p>	
<p>Float Overall Condition</p>	<p>Good</p>
<p>Float Summary</p>	<p>The float was found properly attached to the cables and guidelines, and in good condition; however, the float was hovering above the waterline.</p>

Support Columns Condition

<p>Support Column Photos</p>	
<p>How many support columns are in the tank?</p>	<p>1</p>
<p>Are the support columns concrete or steel?</p>	<p>Steel</p>
<p>Are there any signs of movement?</p>	<p>No</p>
<p>Are there any irregularities or structural deficiencies?</p>	<p>No</p>
<p>Seams/Welds</p>	<p>Good</p>

Tank Inspection Report



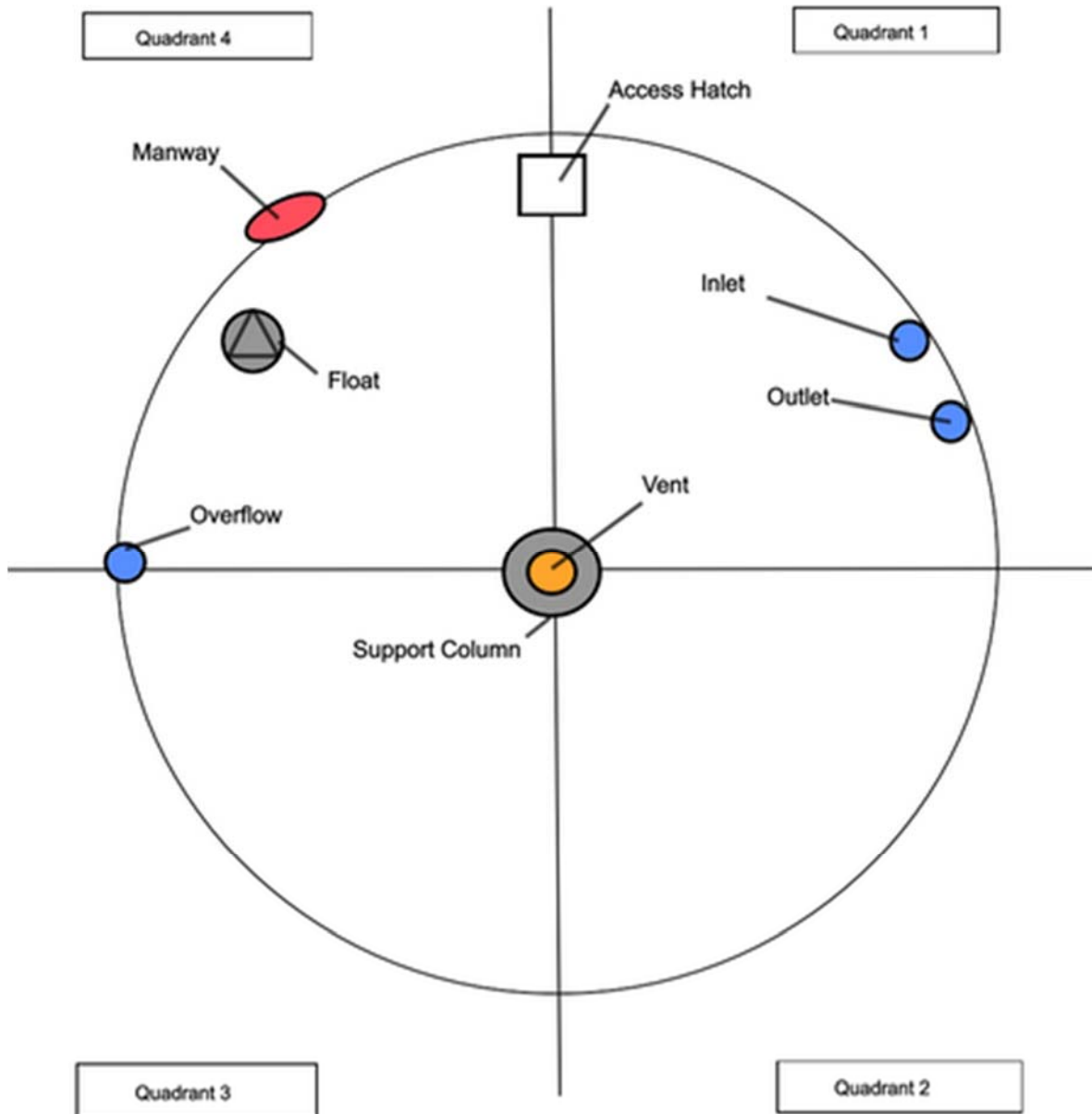
16297 E Crestline Lane
Centennial, CO 80015
Phone: 303.400.4220
Fax: 303.400.4215

Excellent – Like new, no repairs needed
Good – Cosmetic problems, repair if utility wants
Fair – Minor problems, repairs needed
Poor – Major problems, fix now



Support Columns Steel Coating Condition	
Coating Condition	Good
Oxidation?	None
Delamination?	None
Staining?	Heavy sediment and corrosive staining
Blistering?	None
Chalking?	None
Cracking in the Coating?	None
Pinholes?	Minor
Sags/Runs?	None
Support Columns Corrosion Discrepancies	
Uniform Surface Corrosion	Grade 10 - less than 0.01%
Concentrated Cell Corrosion	Grade 7 - 0.3%
Rust Noduling	None
Pitting Depth	None
Galvanic Corrosion	None
De-Alloying	None
Intergranular Corrosion	None
Stress Corrosion	None
Erosion Corrosion	None
Support Columns Overall Condition	
What is the overall condition of the support columns?	Good
Support Columns Summary	The support column was found in good condition with heavy corrosive and sediment staining, 0.01% uniform surface corrosion, and 0.3% concentrated cell corrosion.

Tank Map





Tank Condition

Does the tank appear to be structurally sound?	Yes
Are there any unprotected openings in the tank (breaches, leaks, daylight, etc.)?	No
When viewed from inside the tank, is there visible daylight around the hatches, vents, joints or other fixtures?	No

Tank Cleaning

Was the tank cleaned?	Yes
Sediment Depth Before Cleaning	1 to 2 inches
Sediment Type	iron, manganese, silt, and a few rocks
List any objects found inside the tank during cleaning that may have introduced contamination:	None

Syndie Marchesiello

From: Patrick McGowan
Sent: Tuesday, July 11, 2023 7:10 AM
To: Syndie Marchesiello
Subject: FW: Information Request

From: Danny Johnson [REDACTED]
Sent: Tuesday, July 11, 2023 6:25 AM
To: Patrick McGowan [REDACTED] Emery Ross [REDACTED]
Subject: Information Request

Good Morning:

Would you please put together a detailed spreadsheet of all expenses associated with the August Incident of 2022.

Include any and all aspects of expenditures, Consultants, Legal, Additional Meet, Salaries for employees that were off.

Would you please put together a chronological recap of your Salary since starting with the CSD.

Starting Salary, Step Increases, Number of Step Increases, Cost of Living Increases, Adjustment to Salary Charts, and the Documents that warranted the changes to modify the Salary modifications.

This information probably should a Closed Session for the Biard.

Thanks in advance

Sent from Yahoo Mail on Android

Director Johnson's Requested Closed Session Agenda Item

August 2022 Incident Costs Incurred

HRM Consulting - \$39,056

Legal Counsel - \$16,230.27

Employee lost work hour wages - \$48,902.18

BOD Pay, 10 Special Meetings - \$5,000

Total = \$109,188.45 in expenses or lost work hours

GM Salary Progression

2019 June Hire = \$95,000

2019 December per contract evaluation – No evaluation performed, No step increase

2020 July – 2% COLA, No step increase = \$96,900

2021 July – New contract, step 1 = \$124,850

2022 July – 5% COLA, No Evaluation performed, No step increase = \$131,092

2023 July – No COLA, No step increase = \$131,092

2023 July Special Mtg – 5% COLA offer declined = \$131,092

DATE	MEETING	MEMBERS PRESENT	AMOUNT PAID	REASON NO PAY
11/28/2022	Special Board Mtg	4	\$ 400	
12/29/2022	Special Board Mtg	5	\$ 500	
1/31/2023	Special Board Mtg	5	\$ 500	
2/10/2023	Ad Hoc Comm Mtg	2	\$ -	Not a noticed meeting
2/15/2023	Ad Hoc Comm Mtg	2	\$ -	Not a noticed meeting
3/2/2023	Special Board Mtg	5	\$ 500	
3/13/2023	Ad Hoc Comm Mtg	2	\$ -	Not a noticed meeting
3/16/2023	Special Board Mtg	5	\$ -	Third meeting in same month
3/20/2023	Ad Hoc Comm Mtg	2	\$ -	Not a noticed meeting
4/24/2023	Personnel Comm Mtg	2	\$ 200	
TOTAL PAID			\$ 2,100	

RESOLUTION 2021-xx

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
APPROVAL OF COLA (COST OF LIVING) FOR
2021/22 FISCAL YEAR

WHEREAS, the Lake Don Pedro Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District considers revisions to the salaries paid to employees on an annual basis in conjunction with the development and approval of its annual budget; and

WHEREAS, the District has established a goal to maintain employee salary and benefits provided, as well as an employment environment conducive to the attraction and retention of high quality, efficient, skilled and highly productive employees; and

WHEREAS, one means used by the District to ensure that employee wages remain competitive in the local government and water supply industry and at the same time avoid large impacts to the District budget is to adjust the scale of hourly wages paid to employees by the appropriate Consumer Price Index (CPI) annually, to reflect the relative change in the cost of living from year to year; and

WHEREAS, the Consumer Price Index for Bay Area Clerical Workers is used to calculate the changes necessary to the Salary Chart; which is determined to be 2% for 2021/2022 fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT SHALL ADOPT 2% COST OF LIVING INCREASE ADJUSTMENTS TO ALL POSITIONS AND ALL STEPS.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on May 17th, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dan Hankemeier, 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 May 17th, 2021.

RESOLUTION 2022-xx

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
APPROVAL OF COLA (COST OF LIVING) FOR
2022/23 FISCAL YEAR

WHEREAS, the Lake Don Pedro Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District considers revisions to the salaries paid to employees on an annual basis in conjunction with the development and approval of its annual budget; and

WHEREAS, the District has established a goal to maintain employee salary and benefits provided, as well as an employment environment conducive to the attraction and retention of high quality, efficient, skilled and highly productive employees; and

WHEREAS, one means used by the District to ensure that employee wages remain competitive in the local government and water supply industry and at the same time avoid large impacts to the District budget is to adjust the scale of hourly wages paid to employees by the appropriate Consumer Price Index (CPI) annually, to reflect the relative change in the cost of living from year to year; and

WHEREAS, the Consumer Price Index for Bay Area Clerical Workers is used to calculate the changes necessary to the Salary Chart; which is determined to be 6.5% for 2021/2022 fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT SHALL ADOPT 6.5% COST OF LIVING INCREASE ADJUSTMENTS TO ALL POSITIONS AND ALL STEPS.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on June 27th, 2022, by the following vote:

AYES: ()
NOES: ()
ABSENT: ()
ABSTAIN: ()

Dan Hankemeier, 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 June 27th, 2022.

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
JUNE 15, 2020 at 1:00 p.m.

1. **CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
The Board of Directors of the Lake Don Pedro Community Services District held a regular meeting at 9751 Merced Falls Rd., La Grange, CA 95329.
President Johnson called the meeting to order at 1:05 p.m.
Directors present: Johnson, Ross, Sperry, and Warren
Director Arrive: Hankemeier 1:27 p.m.
Also present: GM P. McGowan
Also present: Board Secretary: S. Marchesiello
2. **PUBLIC COMMENT:**
The Board of Directors received one public comment
3. **PRESENTATION ONLY:**
 - a. Presiding Officer's Report
None presented at this time
 - b. General Manager's Report:
 - Grant / Study Updates
 - Current District Projects
 - Operations Update
 - Administrative Update*Presented by GM P. McGowan*
4. **APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
 - a. Read and file the Treasurer's Report for the period ending May 2020 including summary of claims paid
 - b. Approval of the Minutes of the Regular Meeting of May 18, 2020

Motion: To approve the consent calendar with corrections to the minutes
Votes: Carried 5-0
First: Warren **Second: Ross**
Ayes: Warren, Ross, Hankemeier, Johnson, and Sperry
Nays:
5. **DISCUSSION AND ACTION ITEMS:**
 - a. Approval / Adoption – LDPCSD 2020-21 Preliminary Budget

Motion: To adopt the LDPCSD 2020-21 Preliminary Budget with a 2 % COLA (Cost of Living) increase
Votes: Carried 5-0
First: Hankemeier **Second: Ross**
Ayes: Hankemeier, Ross, Johnson, Warren, and Sperry
Nays:

b. Discussion – Action - AT&T Cell Site Option and Lease Agreement #13787672

Motion: To maintain our current agreement with AT&T of monthly payments

Votes: Carried 5-0

First: Warren **Second: Ross**

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

Nays:

c. Discussion / Action – Revision regarding Policy 2171 Stand by Duty -On Call Policy

Consensus of the full Board of Directors to defer the item to a future meeting with the direction to the GM to bring back additional information

d. Approval – Regarding the Board of Directors receiving the Monthly Board Packets via email

Motion: To approve the procedure of the monthly board packets delivered to the Directors via email to the emails provided on the LDPCSD tablets and a hard copy printed and provided at the board meeting

Votes: Carried 4-1

First: Hankemeier **Second: Ross**

Ayes: Hankemeier, Ross, Johnson, and Sperry

Abstain: Warren

6. ADJOURNMENT: 2:47 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Approved May 18, 2020

Syndie Marchesiello

From: [REDACTED]
Sent: Tuesday, June 27, 2023 12:29 PM
To: Syndie Marchesiello; Patrick McGowan
Cc: Dan Modisette
Subject: Payment for Dan Modisette

Hi,

Can we please bring the issue of reimbursement for Dan Modisette before the board? He is out of pocket (3X \$145.) or \$435.00 total for our now PG&E approved NEM-3 applications. There can be no good reason for us to withhold reimbursement.

Thank You,
Russ Warren



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2023 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ATTACHED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (4)



SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2023.

On May 11, 2023, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2022-06 Establishing Guidelines for Director Elections. The Election Committee confirmed that (4) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate is posted to the SDRMA MemberPlus portal along with these instructions. Election instructions are as follows:

1. The Official Election Ballot must be used to ensure the integrity of the balloting process.
2. Print a copy of this ballot, then select up to three (3) candidates. Your agency's governing body must approve the Official Election Ballot at a public meeting. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot **MUST** be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 8, 2023 to the address below. Faxes or electronic transmissions are NOT acceptable.
Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814
4. The four-year terms for newly elected Directors will begin on January 1, 2024, and terminate on December 31, 2027.
5. Important balloting and election dates are:
 - **August 8, 2023:** Deadline for members to return the signed Official Election Ballot.
 - **August 9-11, 2023:** Ballots are opened and counted.
 - **August 10-11, 2023:** Election results are announced, and candidates notified.
 - **November 1-2, 2023:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
 - **January 2024:** Newly elected Directors are seated, and Board officer elections are held.

Please do not hesitate to contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790 if you have any questions regarding the election and balloting process.

**OFFICIAL 2023 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Tuesday August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN (INCUMBENT)**
Director, Groveland Community Services District

- ACQUANETTA WARREN**
Vice Chair, Local Agency Formation Commission for San Bernardino County

- JESSE CLAYPOOL (INCUMBENT)**
Board Chair, Honey Lake Valley Resource Conservation District

- SANDY SEIFERT-RAFFELSON (INCUMBENT)**
General Manager, Herlong Public Utility District

ADOPTED this ____ day of _____, 2023 by the:

at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
- no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan
District/Agency Groveland Community Services District (GCSD)
Work Address P.O. Box 350, Groveland CA 95321
Work Phone (209) 962-7131 Cell Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have been a member of the SDRMA Board for two terms. I would like to be elected to a third term because:

1. As a board member of Groveland CSD, I am very aware of the great value that smaller districts get from their membership in SDRMA, and I'd like to continue to support the Authority's great member services.
2. While the organization continues to operate well, thanks to its experienced and motivated staff, we are once again going through a period of management change. I believe that Board continuity is particularly important at such a time.
3. The California re-insurance market continues to be challenging. I believe that my eight years of board experience will be helpful as we negotiate the potentially tricky economic future.
4. Personally, I feel that we have a very well-functioning and collegial Board, and I find it both challenging and enjoyable to be part of it.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board: Member since 2016, presently Vice President. I am our representative on the CSDA Legislative Committee (and a member in my own right), and on the Alliance Executive Council.
2. Groveland CSD Board: Member since appointment in June 2013. I was Board President 2014-2018.
3. Member of Board of Southside Community Connections, which is a 501(c)(3) nonprofit in Groveland that provides transportation, educational, social and recreational services to seniors and differently-abled folks in the Groveland area. I was on this Board from 2018 through 2022, mostly as Treasurer.
4. Board Member (Treasurer) of Pine Cone Performers, a local community choral and acting group, since 2010.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

Background: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry as engineer, engineering manager, business unit director.

Skills, etc.: Very familiar with financial reports and cost accounting. Working knowledge of computer and communications technology. In my work life, I managed geographically distributed organizations with up to 150 technical personnel and up to \$120 million in annual sales. I'm pretty good at helping groups work together to achieve consensus (or, failing that, acceptable compromise).

In recent years, most of my volunteer work has been in driving folks (who can't drive themselves) to medical appointments, shopping, and the like. This is one of the services of Southside Community Connections.

I'm also a pretty decent choral singer, but that's not relevant to this application.

What is your overall vision for SDRMA? (Response Required)

Our vision statement is "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". To achieve this vision, I believe we must focus on:

(1) maintaining long-term financial stability, by ensuring that there is a fair allocation of cost versus risk across the membership, continuously evaluating the appropriate level of risk retention, and using creative ideas like our "captive" reinsurance agency to enhance our cash position.

(2) continue to expand our risk management training and assistance services. We have made significant improvements in this area by bring it internal to the Authority.

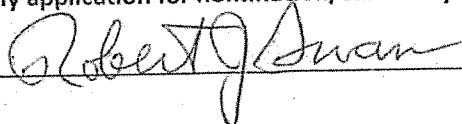
(3) continue to emphasize services to our core membership: small to mid-sized districts with limited options for insurance.

(4) ensure that SDRMA remains a desirable workplace, and maintain our highly-qualified and responsive staff.

Above all, remember that this is an insurance pool, owned by its member agencies, and maintain an overarching focus on member service and support. Make certain that we will be here for our members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/11/2023

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* ACQUANETTA WARREN
District/Agency Local Agency Formation Commission (LAFCO) for San Bernardino County
Work Address 1170 W. Third Street, Unit 150, San Bernardino, CA 92415-0490
Work Phone (909)388-0480 Home Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a City Mayor I have been fortunate to serve on regional boards that include special district representation: San Bernardino Countywide Oversight Board and Southern California Water Coalition's Board of Trustees. I realize that special districts, especially the smaller districts, are not included in the conversation for a variety of matters. Currently, I serve on San Bernardino LAFCO and the California Association of LAFCOs, which do have robust special district representation. I believe that my skills, experience, and understanding can contribute to SDRMA. Specifically, I want to contribute by developing programs that would help member agencies maximize their protection and minimize their risks.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve as mayor for the City of Fontana. This is my fourth term, and my focus has been bolstering economic development, creating educational opportunities, improving public safety, and advocating for a healthier community. As mayor, I have been fortunate to serve on:

- San Bernardino LAFCO since 2014, serving currently as Vice Chair of the Commission. I am also a Board Member of the statewide organization of LAFCOs, CALAFCO, serving as Treasurer
- San Bernardino County Transportation Authority: Board of Directors, General Policy Committee, and Transit Committee
- San Bernardino County Racial Equity Committee for the San Bernardino Council of Governments
- San Bernardino Countywide Oversight Board

In addition, I am the current Chair for the Southern California Water Coalition's Board of Trustees as well as Co-Chair of its Task Force for Water Equity, Access, and Affordability.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Aside from being Mayor for the City of Fontana, I am currently the District Director for the Second Supervisorial District for San Bernardino County and I coordinate district services and communications with constituents, I oversee community outreach efforts, as well as supervise district staff.

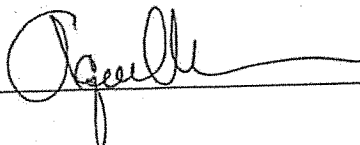
In addition to local-level involvement, I have served on the State Park Commission and as a trustee of the United States Conference of Mayors, an official non-partisan organization of cities in the United States with populations of 30,000 or more. I have also served in community organizations such as Water/Recycled Water Projects and Development Processing for New Communities, Casa Colina Rehabilitation Hospital Board of Directors, and the Upland YMCA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA is to ensure that it continues to be the best risk management agency, who will continue to listen and communicate with its member agencies. I would strive to make sure SDRMA continues to provide excellent service, provide educational and training programs that are beneficial to its member agencies, and offer more resources that add value to its members. Lastly, I want to make sure SDRMA operates in the highest ethical manner with complete transparency.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/25/2023

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates - no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Jesse D. Claypool
District/Agency Honey Lake Valley Resource Conservation District
Work Address USDA Service Center 170 Russell Avenue, Suite C, Susanville, CA 96130
Work Phone 530-257-7271 Cell Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district. In addition, I am eager to continue working with SDRMA staff and fellow Board members, providing relevant and affordable solutions, available to all special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

The vast amount of understanding and experience that I've gained as a current member of the SDRMA Board of Directors will undoubtedly aide as I continually strive to be an increasingly effective member of the SDRMA Board of Directors going forward.

In addition to being a current SDRMA Board member, I am currently Chairman of the Board for the Honey Lake Valley Resource Conversation District and a board member of a Regional Water Managment Group. Previously I have served on the following, Lassen County's Civil Grand Jury, two terms, CSDA Professional Development committee, two terms, Janesville Union School District trustee, Technical Advisory Committee for the prevention of violence against schools K-12, two terms, and CSDA Member Services committee, two terms.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

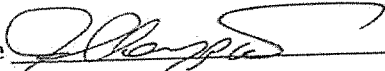
What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have attended various board member trainings and completed leadership and governance classes, including the following; CSDA's Extraordinary Leadership Training and CSDA's Special District Leadership Academy. I have received CSDA's Recognition in Special District Governance certificate and successfully completed Executive Education in Public Policy at University of Southern California, Sol Price School of Public Policy.

What is your overall vision for SDRMA? (Response Required)

My continued vision for SDRMA is to be effective within the communities they serve. With focused attention to affordable solutions, administered by a team of highly dedicated professional staff, SDRMA will continue to be an industry leader providing affordable solutions to its members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/20/2023

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
- no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson
District/Agency Herlong Public Utility District
Work Address P O Box 115, Herlong CA 96113
Work Phone (530)827-3150 Cell Phone (530)310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member of SDRMA and feel that I have added my financial and general manager background to make a better-informed decision for SDRMA members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 35 plus years' experience in accounting and special districts.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limited revenue and staff. My experience in small districts give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise within. I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board, Vice-President and currently President. I have served on CSDA's Audit and Financial committee's for several year. I have served on the SDLF Board and current President; Northeastern Rual Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 18 years; and UC Davis Equine Board. In the past 30 years, I have learn that there is no "I" in Board and it can be very rewarding to part of a team that makes a difference for others.

As part of my many duties working for Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first policies for HPUD. I have administered the financial portion of 2 large capital improvement projects with USDA as well as worked on the first ever successful water utility privatization project with the US Army and department of Defense. I am currently in the middle of a 14 million infrastructure project with SRF monies. I am also the primary administrator of two federal contract for utility services.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have my Bachelor's Degree in Business with a minor in Sociology. I have audit small districts and worked for a small district for almost 18 years. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

With HPUD and with SDRMA both boards and employees have worked hard to receive their District of Distinction and their District of Transparency.

I feel I am a good leader with people skills that can accomplish what is necessary to keep a District or JPA moving forward.

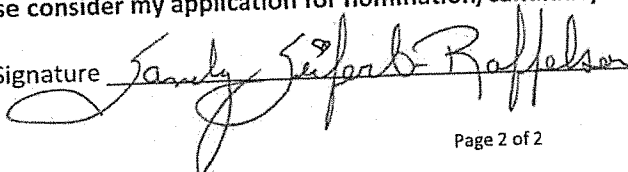
What is your overall vision for SDRMA? (Response Required)

SDRMA Staff and Board work together to bring Special Districts affordable insurance for the pool they serve. By listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would continue advocating for these continued efforts and rewarding continue education for all Districts and employees.

I see SDRMA pool continuing for centuries and serving those needs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/17/2023