

Regular Meeting of the Board of Directors

9751 Merced Falls Road
May 20, 2019 at 1:00 p.m.

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

AGENDA

1. **CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
2. **PUBLIC COMMENT:**
Any person may address the Board at this time on any matter within the jurisdiction of the Board that is NOT ON THE AGENDA. A maximum of three minutes is allowed each person and a maximum of 20 minutes per topic. Any person wishing to address the Board on an item ON THE AGENDA will be given the opportunity at that time. Speakers are encouraged to consult District Management or Directors prior to agenda preparation regarding any District matters, as no action will be taken on non-agenda issues.
3. **PRESENTATION ONLY:**
 - a. Presiding Officer's Report
 - b. General Manager's Report: Peter J. Kampa
 - Report on Estimated Cashflow Related to Construction Contract Payments and Grant Reimbursement Timing
 - Report on Outstanding District Issues and Projects
 - c. Chief Plant Operator's Report: R. Gilgo
4. **APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
 - a. Read and file the Treasurer's Report for the period ending April 30, 2019, including summary of claims paid
 - b. Approval of the Minutes of the Regular Meeting of April 15, 2019 and Special Meeting of April 22, 2019
5. **DISCUSSION AND ACTION ITEMS**
 - a. Progress Report on the Water Service Line Replacement and Effluent Meter Vault Upgrade Project
 - b. Review of the District's Draft Updated Capital Improvement Plan for Upgrade and Replacement of District Infrastructure

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

- c. Receipt of a Notice of Agreement Termination From Kampa Community Solutions, LLC for General Management Consulting Services and Consideration of Options Related to a Revised Consulting Agreement for Consulting Services During the General Manager Transition
- d. Adoption of a Resolution Approving a Revised Salary Schedule to Include an Update to the Compensation of the General Manager
- e. Consideration of a Revised General Manager Job Description
- f. Appointment of a Board Representative(s) for the Purpose of Negotiations with the General Manager Candidate Regarding Contract Terms and Conditions
- g. Call a Special Meeting for May 22, 2019 at 4:00 PM to Consider Approval of an Employment Agreement With a General Manager Candidate

- 6. CLOSED SESSION** - Public Employee Appointment (Pursuant to Govt. Code Sec. 54957)
Title General Manager
(Public may comment on closed session item prior to Board convening into closed session)

7. RECONVENE OPEN SESSION

- a. Announcement of Action Taken in Closed Session

8. ADJOURNMENT:

Lake Don Pedro Cash Flow Projection

	Cash	Balance
LAIF	\$ 169,427	
Working Capital	\$ 906,867	
Checking	\$ 64,813	
Bank Balance @ 04/30/19	\$ 1,141,107	
Estimated May '19 surplus	\$ 52,341	\$ 1,193,448
Aqua Sierra Invoice	\$ (50,000)	\$ 1,143,448
SCCI Invoice #2 (due June 1)	\$ (312,000)	\$ 831,448
Plant Flocculator (due June 1)	\$ (27,000)	\$ 804,448
Njirich Invoices for Valves and Services (Due July 1)	\$ (50,000)	\$ 754,448
SCCI Invoice (due July 1)	\$ (400,000)	\$ 354,448
Estimated June '19 surplus	\$ 52,197	\$ 406,645
Ranchito Well CIP (due August 1)	\$ (37,000)	\$ 369,645
Intake, Alamo & Enebro CIP	\$ (150,000)	\$ 219,645
SCCI Final Invoice due August 30	\$ (17,000)	\$ 202,645
Estimated July Water Pymt	\$ (40,960)	\$ 161,685
IRWMP #5 Reimbursement	\$ 231,255	\$ 392,940
Estimated July '19 surplus	\$ 55,897	\$ 448,837
DWR Bond Reimbursement	\$ 312,000	\$ 760,837
Estimated IRWMP #6 Reimbursement	\$ 73,000	\$ 833,837
Projected cash balance as of 08/30/19 per info listed above	\$ 833,837	

Note: Muni loan pmt of \$59,503 due in september

Lake Don Pedro CSD

Projects and Issues, May 6, 2019

- 1. Three new groundwater wells constructed with State Water Resource Control Board, DWR Bond Law and USDA funds, have been completed and grants closed out.**
- 2. MID POU boundary/Notice of Violation Resolution**
 - a. Waiting for state response; remaining steps will be based on state response
- 3. SCADA – complete automation of the plant to reduce operating time and make processes more efficient**
 - a. AquaSierra already under contract to build screens and do training
- 4. Replace trucks**
 - a. In budget, but cashflow is a current concern until DWR reimbursements completed
- 5. Service Line replacement project**
 - a. Quarterly reporting and reimbursement requests
 - b. Construction contract administration
 - c. DWR grants compliance (Bond Law and IRWMP)
- 6. SWRCB Planning grant application process**
 - a. Kennedy Jenks has submitted most of required documentation, still need to address state questions as they arise
 - b. Planning project addresses evaluation of Lake McClure source water pumping reliability, potential for deeper pump installation, and treatment plant improvements
- 7. Maintenance Plan implementation**
 - a. Plan developed and software purchased and set up; need staff and management to implement
 - b. Potential staffing plan evaluation
- 8. Vehicle maintenance plan implementation**
 - a. Plan developed need to implement and report to management and Board
- 9. Capital Improvement Plan (CIP) Development and Implementation (future projects/priorities)**
 - a. Currently being prepared by Blackwater Engineering
 - b. Once completed, an implementation plan must be completed
- 10. Immediate capital projects completion**
 - a. Dollar General Infrastructure acceptance

- i. Need final as built drawings, cost accounting and one year warranty bond. So far, they continue to pass the project to various Cross Development staff
- b. Ranchito Well Reconnection (contract awarded to Njirich, should begin soon)
- c. Intake pump control valve and Alamp/Enebro Tank altitude valve replacement
 - i. Informal bid documents have been prepared and bidding/contract award scheduled for May 2019

11. Complete updated water rate study

- a. Consider increased assessment (standby fee) for vacant parcels
- b. At minimum fund the CIP and annual Cost of Living increases

12. Implement the approved communications plan

- a. Plan completed and approved, need staff and/or consultant time

13. Update the District operating policies and water rules/regulations

14. Complete the Barge Renovation Project

- a. Project design completed and on file
- b. Waiting for contract with Twin Lakes Marina

15. Implement reserve policies for:

- a. Operations
- b. Contingencies
- c. Capital Improvements

16. Resolve Customer meter issues, including non read, under and over reads, communication issues

17. Secure funding to complete (the remaining) the Water Service Line Replacement project

18. Gregorus Pond Agreement Renegotiation to remove LDPCSD water supply when not needed for irrigation, reduce maintenance responsibilities

19. Complete grant subapplication for emergency generators (Hazard Mitigation Grant Program)

- a. Jeff Black preparing application

**LAKE DON PEDRO
COMMUNITY SERVICES DISTRICT**

Treasurer's Report

Reporting Period: April 2019

The district ended the month of April 2019 with the following balances in our accounts:

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 169,427	
Total Restricted:		<u>\$ 169,427</u>
Unrestricted:		
Checking	\$ 64,813	
Money Market - Working Capital	\$ 906,867	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 971,805</u>
Total Restricted & Unrestricted:		<u>\$ 1,141,232</u>

The district ended April 2019 with the following amounts affecting our financial status:

	Apr-2019	Year to Date
<u>Sales & Business Revenue:</u>	<u>\$ 118,632</u>	<u>\$ 1,217,715</u>
<u>Total Operating Expenses:</u>	<u>\$ (78,838)</u>	<u>\$ (847,473)</u>
<u>Non-Operating Income/Expense:</u>	<u>\$ (12,154)</u>	<u>\$ (170,997)</u>
<u>Water Drought Income/Expense:</u>	<u>\$ (259,427)</u>	<u>\$ (96,326)</u>
<u>Change in Net Assets (P&L):</u>	<u>\$ (231,787)</u>	<u>\$ 102,919</u>
<u>Net Cash Flow:</u>	<u>\$ (141,140)</u>	<u>\$ 177,184</u>

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water IRWMP	A/R Water USDA
Current	\$ 24,867	\$ -	\$ -	\$ 102,505	\$ -	\$ -
> 30 Days	\$ 8,551	\$ -	\$ -	\$ -	\$ -	\$ -
> 60 Days	\$ 2,472	\$ -	\$ -	\$ -	\$ -	\$ -
> 90 Days	\$ 976	\$ -	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 8,568	\$ 186,360	\$ 5,241	\$ -	\$ -	\$ -
Credits	\$ (20,764)					
Total	\$ 24,670	\$ 186,360	\$ 5,241	\$ 102,505	\$ -	\$ -
Total Combined	\$ 313,535		\$ 5,241		\$ -	
G/L Balance	\$ 313,535		\$ 5,241		\$ -	
Difference	\$ -		\$ -			\$ -

* Amount of availability payments received: \$174,871

* Amount of availability payments outstanding: \$11,489

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 65,064	\$ -	\$ 4,610
> 30 Days	\$ -	\$ -	\$ 3,593
> 60 Days	\$ -	\$ -	\$ 3,847
> 90 Days	\$ -	\$ -	\$ 3,910
Credits	\$ -	\$ -	\$ -
Total	\$ 65,064	\$ -	\$ 15,960
G/L Balance	\$ 65,064	\$ -	\$ 15,960
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
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Statement of Revenues and Expenses (P&L)
April 2019 & Year-To-Date Versus 6/30/19 Approved Final Budget

		Apr-19	April vs Budget %	2018-2019 YTD	YTD vs Budget %	2018-2019 Approved Final Budget	Remaining Budget
Revenue							
01-0-3010-301	Meter Reconnection Fee	50	#DIV/0!	250	#DIV/0!	-	(250)
01-0-3010-302	Donated Capital - Meters Curre	5,000	33.33%	25,000	166.67%	15,000	(10,000)
01-0-4010-400	Water Sales Residential	22,167	7.02%	249,689	79.04%	315,917	66,228
01-0-4010-402	Water Availability Revenue	15,530	8.31%	156,311	83.60%	186,971	30,660
01-0-4010-403	Water Service Charges	79,885	8.40%	798,110	83.89%	951,430	153,320
01-0-4020-410	Interest Income - LAIF	1,056	45.48%	3,758	161.84%	2,322	(1,436)
01-0-4020-413	Int Inc Penalties - Customer	2,014	6.98%	23,079	80.00%	28,847	5,768
01-0-4020-414	Transfer Fee Income	500	6.51%	5,000	65.10%	7,680	2,680
01-0-4020-415	Other Income	591	10.67%	6,562	118.53%	5,536	(1,026)
01-0-4020-416	Meter Set Fee	500	27.78%	3,500	194.44%	1,800	(1,700)
01-0-4020-417	Interest Income Guaranty Fed	-	#DIV/0!	-	#DIV/0!	-	-
01-0-4020-901	Hydrant Rental	-	0.00%	973	506.77%	192	(781)
01-0-4020-902	Hydrant Consumption	-	0.00%	2,111	4397.92%	48	(2,063)
01-0-4020-999	Avail Fee Income	-	0.00%	1,771	110.22%	1,607	(164)
01-0-4040-100	Lease Fee	4,590	10.63%	29,070	67.29%	43,200	14,130
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000	32,000
TBD	Connection/Capacity Fees	-		-		-	-
TBD	Transfer From Reserve	-		-		-	-
TOTAL REVENUE		131,883	8.28%	1,305,184	81.96%	1,592,550	287,366
Expenses							
01-1-5010-100	Regular Pay - Plant	7,821	5.01%	74,223	47.55%	156,093	81,870
01-1-5010-101	Overtime Pay	1,276	7.23%	13,904	78.85%	17,634	3,730
01-1-5010-102	Sick Pay	336	6.07%	3,531	63.69%	5,543	2,012
01-1-5010-104	Vacation Pay	523	6.98%	5,631	75.10%	7,498	1,867
01-1-5010-105	Holiday Pay	418	6.36%	4,990	75.97%	6,568	1,578
01-1-5010-200	PERS	742	7.68%	7,539	78.00%	9,665	2,126
01-1-5010-201	FICA/Medicare	766	5.73%	7,960	59.55%	13,367	5,407
01-1-5010-202	SUI	-	0.00%	868	47.96%	1,810	942
01-1-5010-203	Health Insurance	3,736	6.84%	36,956	67.63%	54,646	17,690
01-1-5010-204	Workers Compensation	571	9.43%	5,688	93.96%	6,054	366
01-1-5010-206	Dental Insurance	240	7.01%	2,404	70.13%	3,428	1,024
01-1-5010-207	Vision Care	-	#DIV/0!	-	#DIV/0!	-	-
01-1-5010-546	Travel, Meetings & Mileage	59	1.98%	169	5.62%	3,000	2,832
01-1-5020-501	Lease Of Equipment	-	0.00%	-	0.00%	643	643
01-1-5020-510	Repair & Maintenance - Plant	-	0.00%	1,936	10.75%	18,000	16,065
01-1-5020-511	Repair & Maintenance - Vehicle	1,197	10.28%	10,876	93.46%	11,637	761
01-1-5020-512	Repair & Maintenance - Distribution	2,963	5.03%	60,094	101.94%	58,950	(1,144)
01-1-5020-515	R&M Transmission - Intake	3,272	32.72%	13,862	138.62%	10,000	(3,862)
01-1-5020-520	Small Tools & Equipment	131	4.48%	2,113	72.27%	2,923	810
01-1-5020-522	Gas, Oil & Lubricant - Plant	1,071	8.96%	10,100	84.48%	11,956	1,856
01-1-5020-524	Health & Safety	-	0.00%	3,568	59.46%	6,000	2,432
01-1-5020-529	Telephone - T & D	586	7.57%	5,725	73.87%	7,751	2,026
01-1-5020-544	Water Testing Fees	6,040	31.79%	11,240	59.16%	18,999	7,759
01-1-5020-545	Water System Fees	-	0.00%	3,534	33.86%	10,437	6,903
01-1-5020-548	Water Testing Materials	1,174	30.81%	1,786	46.87%	3,811	2,025
01-1-5021-521	Water Treatment Chemicals	-	0.00%	16,712	41.78%	40,000	23,288
01-1-5021-524	P G & E Power - Office	150	5.82%	2,033	78.75%	2,581	548
01-1-5021-525	P G & E Power - Intake	3,486	5.36%	56,011	86.11%	65,049	9,038
01-1-5021-526	P G & E Power - Well	21	0.71%	220	7.32%	3,000	2,780
01-1-5021-527	P G & E Power - Water Treatment	1,649	4.99%	22,587	68.26%	33,088	10,501
01-1-5021-528	P G & E Power - Distribution	2,074	6.51%	28,657	89.92%	31,868	3,211
01-1-5021-529	P G & E Power - Well 2	801	26.70%	9,353	311.78%	3,000	(6,353)
01-1-5021-530	P G & E Power - Medina	270	8.99%	2,874	95.79%	3,000	126
01-1-5021-532	P G & E Power - Well 5/6	270	8.99%	2,468	82.27%	3,000	532
01-1-5021-561	Purchased Water Actual-mid-p	4,610	6.02%	56,652	74.01%	76,546	19,894
01-1-5023-533	Outside Services	2,791	9.90%	7,320	25.95%	28,203	20,883
01-1-5023-535	Fire Protection/Weed Control	-	#DIV/0!	-	#DIV/0!	-	-
01-1-5023-537	Pest Control	32	0.55%	4,568	78.27%	5,836	1,268
01-1-5023-538	Engineering Services	-	0.00%	6,204	62.04%	10,000	3,796
01-1-5023-539	Employee Education	-	0.00%	166	4.14%	4,000	3,834

	Apr-19	April vs Budget %	2018-2019 YTD	YTD vs Budget %	2018-2019 Approved Final Budget	Remaining Budget
01-1-5024-540	Memberships	-	400	46.40%	862	462
01-1-5024-542	Publications	-	914	147.86%	618	(296)
01-1-5024-543	Licenses, Permits & Cert.	-	744	92.94%	800	56
01-1-5032-583	Depreciation Expense	20,054	203,213	101.62%	199,967	(3,246)
01-2-6010-100	Regular Pay - Administration	7,342	70,376	80.84%	87,058	16,682
01-2-6010-101	Overtime Pay	91	1,719	69.73%	2,466	747
01-2-6010-102	Sick Pay	304	5,589	93.64%	5,969	380
01-2-6010-104	Vacation Pay	494	6,250	88.04%	7,099	849
01-2-6010-105	Holiday Pay	322	3,710	83.21%	4,459	749
01-2-6010-200	PERS	670	7,193	111.28%	6,464	(729)
01-2-6010-201	FICA/Medicare	628	6,610	78.86%	8,382	1,772
01-2-6010-202	SUI	97	861	54.51%	1,580	719
01-2-6010-203	Health Insurance	2,011	19,737	82.67%	23,873	4,136
01-2-6010-204	Workers Compensation	56	565	93.49%	604	39
01-2-6010-206	Dental Insurance	159	1,593	88.29%	1,804	211
01-2-6010-207	Vision Care	-	-	0.00%	252	252
01-2-6010-546	Travel, Meetings & Mileage	-	39	3.24%	1,200	1,161
01-2-6020-512	Propane	-	633	92.49%	684	51
01-2-6020-515	Customer Billing Supplies	-	1,106	66.33%	1,667	561
01-2-6020-529	Telephone - Admin	314	3,102	81.58%	3,802	700
01-2-6020-530	Office Supplies	768	2,407	100.03%	2,406	(1)
01-2-6020-531	Postage	469	6,264	69.27%	9,042	2,778
01-2-6023-531	Computer IT	2,068	25,743	57.76%	44,572	18,829
01-2-6023-533	Outside Services	9,245	104,805	77.05%	136,017	31,212
01-2-6023-534	Temporary Outside Labor	-	#DIV/0!	#DIV/0!	-	-
01-2-6023-535	Office Cleaning Serv	280	1,360	89.95%	1,512	152
01-2-6023-536	Legal Services	-	5,818	56.58%	10,283	4,465
01-2-6023-537	Audit Services	-	7,000	56.68%	12,350	5,350
01-2-6023-539	Employee Education	-	348	23.20%	1,500	1,152
01-2-6024-540	Memberships	-	5,336	82.16%	6,495	1,159
01-2-6024-542	Publications	-	1,079	34.41%	3,137	2,058
01-2-6024-547	County Fees	-	80	79.21%	101	21
01-2-6024-999	County Avail Fee	-	1,788	87.84%	2,035	248
01-3-6025-100	Regular Pay	900	5,200	93.80%	5,544	344
01-3-6025-201	FICA/Medicare	69	398	93.82%	424	26
01-3-6025-546	Travel, Meetings & Mileage	-	59	2.93%	2,000	1,941
01-9-6030-546	Travel, Meetings & Mileage	-	-	0.00%	95	95
01-9-6030-569	Credit Card Service Charges	565	5,610	90.90%	6,172	562
01-9-6030-572	Business Insurance Expense	2,907	38,520	91.09%	42,289	3,769
01-9-6030-576	Misc Other Expense	23	222	11.11%	2,000	1,778
01-9-6030-577	Retired Employee Health	2,267	22,591	81.69%	27,655	5,064
01-9-6030-580	Retired EE Benefit Expense	-	-	0.00%	148,142	148,142
01-9-6031-580	Interest Long Term Debt	3,045	32,265	72.19%	44,692	12,427
01-9-6032-583	Depreciation Expense	17	174	79.53%	219	45
01-9-6035-575	Office Fire Recovery	-	#DIV/0!	#DIV/0!	-	-
TOTAL EXPENSES	104,243	6.42%	1,105,938	68.10%	1,623,876	517,937

	Apr-19	April vs Budget %	2018-2019 YTD	YTD vs Budget %	2018-2019 Approved Final Budget	Remaining Budget
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)						
01-1-5020-535	Water Supply Emergency 2014	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-584	Well 2*	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-585	Medina Well*	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-586	Well 3/4	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-587	Well 5*	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-588	Well 6	-	#DIV/0!	-	#DIV/0!	-
01-0-1090-315	Intake Booster #2 Installation	-	#DIV/0!	-	#DIV/0!	-
01-0-1090-314	CIP-Barge Renovation	-	0.00%	1,988	2.48%	80,000
TBD	Springbrook Update	-	0.00%	-	0.00%	30,000
01-0-1090-305	Ranchito Well #1 Renovation	573	3.82%	6,155	41.03%	15,000
01-9-6030-591	IRWMP Service Lines	231,462	24.36%	389,133	40.96%	950,000
01-9-6030-592	IRWMP Administrative Expenses	-	0.00%	1,820	16.10%	11,307
01-9-6030-593	IRWMP Water Use Efficiency	3,150	3.78%	86,989	104.34%	83,369
TOTAL CIP IN PROGRESS		235,185	20.11%	486,084	41.56%	1,169,676
CARRYOVER PROJECT (GRANT) REVENUE						
01-0-4020-418	Well 2 Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-419	Medina Well Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-420	Well 3 & 4 Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-421	Well 5 Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-428	USDA Grant	-	#DIV/0!	-	#DIV/0!	-
01-0-4020-429	Flood Reimbursement	-	#DIV/0!	45,672	#DIV/0!	-
TBD	DWR Grant	-	-	-	-	86,520
01-0-4020-425	IRWMP Service Line Replacement	-	0.00%	183,973	21.71%	847,287
01-0-4020-427	IRWMP Regional Water Use Efficiency	-	0.00%	115,264	107.46%	107,260
01-0-4020-426	IRWMP Grant Administration***	-	0.00%	4,380	36.50%	12,000
TOTAL CARRYOVER PROJECT REVENUE		-	0.00%	435,810	41.38%	1,053,067
NEW CAPITAL PURCHASES / IMPROVEMENTS						
01-0-1090-318	2018 SCADA Update Project***	-	0.00%	33,624	61.13%	55,000
01-0-1090-319	Fire Hydrant Replace 2018/19	-	-	26,958	-	21,376
01-0-1090-320	Alamo, Enebro & Intake	2,041	-	2,041	-	-
TBD	Replacement Truck (2003 Chevy)	-	0.00%	-	0.00%	32,000
TBD	Replacement Truck (2005 Chevy)	-	#DIV/0!	-	#DIV/0!	-
TBD	Tablets for System Maintenance	-	#DIV/0!	-	#DIV/0!	-
TBD	Effluent Meter Replacement (Plant)	-	#DIV/0!	-	#DIV/0!	-
TBD	Replacement Flocculator Gear Drives	-	0.00%	-	0.00%	12,000
01-0-1090-316	Hormiga Water Line Replacement	-	0.00%	-	0.00%	46,463
TBD	Portable Generator	-	0.00%	-	0.00%	6,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		2,041	1.35%	62,623	41.35%	151,463
PROJECT PLANNING, DESIGN AND STUDIES						
TBD	CIP Development	-	-	-	-	20,000
TBD	Connection Fee Study	-	-	-	-	10,000
01-9-6030-594	Grant Application Services	24,815	130.61%	54,194	285.23%	19,000
01-9-6030-595	District Map Digitizing and Updates	-	0.00%	-	0.00%	5,000
TBD	Planning Study re Lake McClure	-	-	-	-	-
TOTAL PLANNING, DESIGN AND STUDIES		24,815	45.95%	54,194	100.36%	54,000

***Amounts from these accounts were not added properly on the approved budget. Differences on the totals of the approved budget and the budget on this form are from these accounts

LDPCSD Financials**Statement of Net Assets (Balance Sheet)
for the month ending April 2019****Asset :**

Cash and investments	\$	1,141,232
Restricted cash	\$	-
Accts Receivable net of res	\$	122,418
Water Drought Receivable	\$	-
Inventory	\$	69,931
Prpd expense & deposits	\$	16,531
Deferred Outflow of Resources	\$	157,167
Total current assets	\$	1,507,279
Property, plant & equipment	\$	11,414,788
less depreciation	\$	(7,189,902)
C I P	\$	530,166
Net P P & E	\$	4,755,052
Other L T Assets		
Total Assets	\$	6,262,331
Liabilites:		
Accounts payable	\$	65,064
Interest payable	\$	4,567
Water Accrual	\$	15,960
Accrued Payroll	\$	55,662
A/P Accrued Payables	\$	2,682
L T debt, current	\$	83,491
Total current liab	\$	227,426
L T debt		
Post Retirment Benefit	\$	1,168,000
Net Pension Liability	\$	296,584
Deferred Inflow of Resources	\$	95,631
Muni Loan	\$	738,086
less current above	\$	(83,491)
Total Liabilites	\$	2,442,236
Net assets	\$	3,820,095
Total liab & net ass't	\$	6,262,331

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
23285	000076	USPS	04/03/2019	461.37
23924	000136	AT&T	04/03/2019	442.28
23925	000383	BUSINESS CARD	04/03/2019	1,084.21
23926	000383	BUSINESS CARD	04/03/2019	7.95
23927	000383	BUSINESS CARD	04/03/2019	459.94
23928	000383	BUSINESS CARD	04/03/2019	7.31
23929	000583	COPY KING	04/03/2019	717.36
23930	0003221	KAMPA COMMUNITY SOLUTIONS LLC	04/03/2019	6,250.00
23931	UB*10652	MR/MRS NED GREENE	04/03/2019	195.00
23932	UB*10653	KATHRYN / SIDNEY MOON	04/03/2019	198.40
23933	000105	PACIFIC GAS & ELECTRIC	04/08/2019	7,831.24
23934	019970	NJIRICH & SON'S INC	04/08/2019	55,387.60
23935	000308	Sierra Communications and Construction I	04/08/2019	211,379.75
23936	000550	LUIS'S HOUSEKEEPING / YARDS	04/08/2019	140.00
23937	000165	ACWA/JPIA	04/08/2019	8,013.98
23938	00071	Mother Lode Answering Service	04/08/2019	312.00
23939	0002487	GREG COX TRUCKING	04/08/2019	495.24
23940	000065	KKI CORPORATION	04/18/2019	67.50
23941	000585	MO CAL OFFICE SOLUTIONS	04/18/2019	165.23
23942	0007349	Recology Mariposa	04/18/2019	505.30
23943	000012	AQUA LAB	04/29/2019	6,040.00
23944	000094	USA BlueBook	04/29/2019	1,265.28
23945	000118	D & D PEST CONTROL *	04/29/2019	32.00
23946	000105	PACIFIC GAS & ELECTRIC	04/29/2019	539.47
23947	000105	PACIFIC GAS & ELECTRIC	04/29/2019	801.09
23948	0002321	STREAMLINE	04/29/2019	200.00
23949	000527	STEVES CHEVROLET-BUICK INC..	04/29/2019	796.53
23950	702	Warmerdam CPA Group	04/29/2019	2,500.00
23951	000162	Deluxe Business Checks	04/29/2019	459.99
23952	000128	GRAINGER, INC.	04/29/2019	28.76
23953	660108	VERIZON WIRELESS	04/29/2019	146.26
23954	000136	AT&T	04/29/2019	441.98
23955	000383	BUSINESS CARD	04/29/2019	59.46
23956	000383	BUSINESS CARD	04/29/2019	316.20
23957	000383	BUSINESS CARD	04/29/2019	252.26
23958	000383	BUSINESS CARD	04/29/2019	859.20
23959	987	NATIONAL METER & AUTOMATION	04/29/2019	2,446.47

Report Total: 311,306.61

Lake Don Pedro Community Services District

9751 Merced Falls Rd., La Grange, CA 95329
(209) 852-2331 – www.ldpcsd.org

DIRECTORS

Danny Johnson, President
Dan Hankemeier, Vice President
Emery Ross
Russell Warren
Nellie Sperry

Regular Meeting Minutes of the Board of Directors

**9751 Merced Falls Road
April 15, 2019 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 1:00 p.m.

Directors present: Johnson, Hankemeier, Warren, and Sperry

Directors absent: Ross

Also present: GM P. Kampa

Also present: Staff R. Gilgo

Also present: Staff S. Marchesiello

2. PUBLIC COMMENT:

The Board received one public comment

3. PRESENTATION ONLY:

a. Presiding Officer's Report

Board president Danny Johnson 'wanted to present to the board that they need to seriously consider move forward with the rate study. He stated he wanted to get the District in a very solid position for the future with a five year plan. He is aware the board will be having information coming in from the engineer regarding capital improvement projects. He is aware of the grant money. We need to be proactive increase'

is

b. General Manager's Report: Peter J. Kampa

Presented by GM P. Kampa

c. Chief Plant Operator's Report: R. Gilgo

Presented by R. Gilgo

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

a. Read and file the Treasurer's Report for the period ending March 31, 2019, including summary of claims paid

b. Approval of the Minutes of the Regular Meeting of March 18, 2019

Motion: To approve the consent calendar

Votes: Carried 4-0

First: Hankemeier Second: Warren

Ayes: Hankemeier, Warren, Johnson, and Sperry

Absent: Ross

5. DISCUSSION AND ACTION ITEMS

- a. Progress Report on the Water Service Line Replacement and Effluent Meter Vault Upgrade Project

Information only –No action taken

- b. Adoption of a Resolution Approving the Lake McClure Intake Control Valve Replacement, Enebro and Alamo Tank Altitude Valve Replacement Projects and Associated 2018/19 Budget Amendments

Motion: To approve the recommended motion to adopt a resolution approving the Lake McClure intake control valve replacement, Enebro and Alamo tank altitude valve replacement projects and associated 2018-19 budget amendments.

Votes: Carried 4-0

First: Hankemeier Second: Warren

Ayes: Hankemeier, Warren, Johnson, and Sperry

Absent: Ross

- c. Review and Update of the 2015 District Strategic Plan

Consensus of the Board of Directors to defer this item to a future meeting when Blackwater Consulting Engineer completes their report on the CIP projects

6. CLOSED SESSION - Public Employment (Pursuant to Govt. Code Sec. 54957) Title: General Manager

Closed Open Session: 2:05 p.m.

Reconvene Open Session: 4:16 p.m.

7. RECONVENE OPEN SESSION

- a. Announcement of Action Taken in Closed Session
- b. Appointment of a Board Representative(s) for the Purpose of Negotiations with the General Manager Regarding Contract Terms and Conditions

Report Out: 'We are going to form an ad hoc committee to search for a permanent GM. Anybody is eligible to apply and the Board President will be appointing that committee in the next couple of days

8. ADJOURNMENT: Time 4:16 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
April 22, 2019 at 4:00 p.m.

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

The Board of Directors of the Lake Don Pedro Community Services District held a special meeting at 9751 Merced Falls Rd., La Grange, CA 95329.

President Johnson called the meeting to order at 4:01 p.m.

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

Absent: GM P. Kampa

Also present: Staff S. Marchesiello

2. PUBLIC COMMENT:

The Board received no public comments

3. CLOSED SESSION - Public Employment (Pursuant to Govt. Code Sec. 54957) Title: General Manager

The item was deferred and no subject matter was discussed at this point

4. RECONVENE OPEN SESSION

- a. Announcement of Action Taken in Closed Session

5. DISCUSSION AND ACTION ITEMS

- a. Appointment of an Ad-Hoc Committee or other Board Participation in the Development of job classifications, salary recommendations and selection of a regular/permanent General Manager for the District

Motion: To approve the appointment by President Johnson to appoint Dan Hankemeier and Danny Johnson to be on the Ad-Hoc committee to search for a permanent GM, the development of job classifications, and salary recommendations of a regular/permanent GM

Votes: Carried 4-1

First: Warren Second: Sperry

Ayes: Warren, Sperry, Hankemeier, and Johnson,

Nays: Ross

- b. Consider revisions to the Current General Manager Job Description

Consensus of the board to defer this item to a later date to consider revisions to the General Manager Job description

6. ADJOURNMENT: 4:14 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Lake Don Pedro Community Services District

Regular Meeting of May 20, 2019

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

5b. Review of the District's Draft Updated Capital Improvement Plan for Upgrade and Replacement of District Infrastructure

RECOMMENDED ACTION

Staff recommends the following action:

I move to approve the draft Capital Improvement Plan as presented and direct the District Engineer to seek project funding

SUMMARY

The District Engineer, Jeff Black, will present an updated list of Capital Projects for consideration by the Board. Once approved, the District Engineer will evaluate funding and financing options in concert with the GM.

FINANCIAL IMPACTS

There is no cost for approval of the CIP, and work to secure funding will be billed by the engineer at their hourly rate

ATTACHMENTS

- Draft CIP list



May 16, 2019

Danny Johnson, President
Board of Directors
Lake Don Pedro CSD
9751 Merced Falls Rd.
La Grange, CA 95329

Dear Danny,

It is with regret that I must terminate the General Management contract between Kampa Community Solutions, LLC and the District effective May 31, 2019. The District truly needs a full time, regular General Manager to ensure that upcoming planning grants are successful, the resulting large projects are adequately planned, and construction grants are secured. In addition, there are many capital projects to plan and implement, as well as long term financial forecasting and rate setting. Our firm simply cannot provide the staff time necessary to adequately service this work.

We do offer, however, to assist LDPCSD in the management transition and to assist where time allows and the need arises. We are very proud of the work that we have accomplished together in the past few years, and wish the Board, staff and community the best.

Sincerely,

Peter J. Kampa
President

Lake Don Pedro Community Services District

Regular Meeting of May 20, 2019

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

d. Adoption of a Resolution Approving a Revised Salary Schedule to Include an Update to the Compensation of the General Manager

RECOMMENDED ACTION

Staff recommends the following action:

I move to adopt a Resolution Approving a Revised Salary Schedule to Include an Update to the Compensation of the General Manager

SUMMARY

The General Manager salary schedule has not been updated in the past 3 years, due to the contractual relationship with a management consulting firm, versus an employed GM. As the District will now be hiring a full time GM, the salary schedule should be updated to reflect the change in salaries over the recent past years and to be competitive in recruitment of a qualified candidate.

FINANCIAL IMPACTS

The hiring of a full time general manager employee will increase the current district costs by approximately \$50,000 to \$80,000 annually.

ATTACHMENTS

- Updated salary chart
- Resolution approving salary chart

Salary Plan 2018/19

SALARY RANGES - SALARY EMPLOYEES

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<u>Salary Range for General Manager</u>						
1	ANNUALLY	\$ 95,000	\$ 99,750	\$ 104,738	\$ 109,974	\$ 115,473
	MONTHLY	\$ 7,917	\$ 8,313	\$ 8,728	\$ 9,165	\$ 9,623
	BIWEEKLY	\$ 3,654	\$ 3,837	\$ 4,028	\$ 4,230	\$ 4,441
	HOURLY	\$ 45.67	\$ 47.96	\$ 50.35	\$ 52.87	\$ 55.52

APPROVED POSITIONS

CHART D

Quantity	Position Number	Title
1	1	General Manager / Interim General Manager
1	37	Billing / Property Specialist
1	UT 5	Utility Worker 5
1	Not designated	Full Time Plant Employee
2	Temp PT	Temporary Part-Time Plant - 32 hours per week each
1	Temp PT	Temporary Part-Time Admin - 32 hours per week each

RESOLUTION 2019 - ____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT APPROVING THE
SALARY SCHEDULE FOR THE GENERAL MANAGER FOR THE 2018/19
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 Board of Directors adopts a salary schedule for employees, for the purpose of public transparency and compliance with CalPERS laws; and

WHEREAS, in conjunction with the adoption of the budget, the Board of Directors adopts a salary schedule applicable to all employees for the fiscal year; and

WHEREAS, the District recognizes that the regular adjustment of the salary schedule in accordance with the published Cost of Living Adjustment index assists the District to maintain stable and predictable salary increases that reflect the expected changes in employee's cost for goods and services for the upcoming year; and

WHEREAS, the General Manager salary schedule has not been updated in several years and therefore a revised schedule is presented herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT as follows:

1. The 2018/19 fiscal year General Manager salary schedule attached hereto as Exhibit A, shall be approved and effective June 1, 2019.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on May 20, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Danny Johnson, President, Board of Directors

ATTEST:

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

I, Syndie Marchesiello, the duly appointed and Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Lake Don Pedro Community Services District duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on May 20, 2019.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

POLICY TITLE: Job Description-GENERAL MANAGER
POLICY NUMBER: 2300

2300.10 DESCRIPTION:

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

2300.11 DEFINITION:

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

2300.12 EXAMPLES OF DUTIES:

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

PAGE2 of3

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

General responsibility for day-to-day management of the District;
May serve as the Treasurer;

2300.13 **TYPICAL PHYSICAL REQUIREMENTS:**

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

2300.14 **TYPICAL WORKING CONDITIONS:**

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

2300.15 **EMPLOYMENT STANDARDS:**

Knowledge of:

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

Ability to:

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

PAGE2 of3

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

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

2300.16 **SPECIAL REQUIREMENTS:**

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

2300.17 **TRAINING AND EXPERIENCE:**

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

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

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

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

2300.18 **DESIRABLE QUALIFICATIONS:**

Possession of a bachelors or masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently. Possession of State Certification is desirable; as a Water Treatment Plant Operator T-2 and Water Distribution System Operator D-2.