

Special Meeting of the Board of Directors

9751 Merced Falls Road

La Grange, CA

January 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.*

AMENDED 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 December 31, 2023 including summary of claims paid
- b. Approval of the Minutes of the Special Meeting December 12, 2022, and Special Meeting December 29, 2022

5. DISCUSSION AND ACTION ITEMS:

- a. Conduct the Annual Board Reorganization to include the appointment of the Office of President and Vice-President
- b. Discussion Only - Request from Director Johnson regarding the Status of the Wells, an Update of the Options to Deepen and Upgrade to a More Reliable Water Source
- c. Discussion / Approval - Request from Director Johnson regarding Overtime Logs and the

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

- implementation of a Monthly Record / Report
- d. Discussion / Approval – Request from Director Johnson regarding the tracking of Standing and Pumping Underground Water Levels at the Well Sites. Implementing a Monthly Record to Monitor Levels. Create a History for the Purposes of Increasing Reliable Water source.
- e. Discussion / Clarification – Request from Director Johnson regarding Clarification regarding an Email Received by three (3) Directors
- f. Information Only Presentation of LDPCSD Work Performed
- g. Discussion / Approval – Office Manager Job Description

6. DISCUSSION AND ACTION ITEMS:

CLOSED SESSION:

- a. CLOSED SESSION
 CONFERENCE WITH LEGAL COUNSEL—REAL PROPERTY NEGOTIATIONS
 Pursuant to Government Code § 54956.8
 Property: Verizon Wireless/ Land Lease
 Agency Negotiator: Patrick McGowan
 Negotiating Parties: District and Verizon Wireless
 Under Negotiation: Price, Terms and Conditions

- b. CLOSED SESSION:
 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 Government Code 54957(b)(1)
 Title: General Manager

- c. CLOSED SESSION:
 PERSONNEL MATTERS (Government Code §54957)
 Public Employee Performance Evaluation, Office Manager / Board Secretary
 CLOSED SESSION

7. ADJOURNMENT:

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Lake Don Pedro Community Services District

GENERAL MANAGER'S REPORT

January 17th, 2023

The latest storms to pass through our District have supplied much needed rainfall accumulations. Over the New Year's weekend, our lake rose 40 feet! District staff worked to ensure water reliability over the holiday weekend. With the assistance of Twin Lakes Management, District staff removed six lengths of pipe. Water demand throughout our system has decreased with the temperature, and we are experiencing a much-needed slowdown in system distribution leaks. Operations staff are prepared for the change in season. They have performed all servicing, cleaning, and re-calibration of treatment instrumentation, and emptied & cleaned the sedimentation basin. Water quality continues to meet all State standards.

The environmental planning process of our highly anticipated Barrett Cove raw water intake upgrade is complete. We are currently finalizing qualification packages for bid. The District is eager to begin construction of this vital system upgrade!

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- We are currently finalizing qualification packages for bid. We anticipate this being completed by the end of January. A site, contractor job walk will be scheduled once bid packages are sent out to perspective contractors.

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

DWSRF- LDPCSD submitted a grant application to the Department of Water Resources for \Water Treatment Plant Modernization in 2015. The State asked that we update and re-file our Notice of Exemption with the Mariposa County Recorder's Office.

Current District Projects

- **EMERGENCY LEAK CREW** – There has been **one** raw water main leak since our last meeting. Staff continues to reduce water loss numbers with quick and immediate repairs.
- **PRESSURE REGULATING STATIONS** – District operations staff are performing preventative maintenance on our twelve P.R.S in our system.
- **TREATMENT PLANT INSTRUMENTATION** – Operations staff performed all servicing, cleaning, and re-calibration of treatment plant instrumentation. Staff took advantage of low water demand, emptied, and cleaned our sedimentation basin to assist with water quality.
- **METER BOX MAINTENANCE-** Operations staff have been active in cleaning and replacing meter boxes throughout our service area. Staff place steel mesh underneath rodent occupied boxes. This simple solution works extremely well in keeping area clean.
- **SEDIMENTATION BASIN CLEANING** – In order to maintain our high standard of water quality, operations staff have increased our scheduled sedimentation basin cleanings.
- **PORTER WELL** – Awaiting legal counsel response.

Operations

- **SERVICE ORDERS & USA'S** – This past month we have completed 20 service order requests & **63 USA** Tickets included:
 - 11 meter reads, for properties being transferred or sold
 - 2 possible leaks
 - 1 meter replacements
 - 1 meter test
- **BARGE** – Over the past 8 months staff have made weekly trips to reservoir to add additional lengths of pipe to continue to follow the reservoir water levels as it depleted. With the current weather trends, and the filling of the reservoir from precipitation we are now removing pipe as the reservoir fills.
- **MONTHLY METER READS** - Staff performed **1526** monthly meter reads for billing.

- **USA NORTH 811** – Underground Service Alert is a non-profit organization that links the excavation community and the owners of the underground lines. LDPCSD receives USA Ticket requests daily to locate and mark our existing water lines for a planned excavation. PG&E and their subcontractors have been extremely active in our community.
- **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 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** – Remains consistent at this time.

Administrative

- **MONTHLY STATE REPORTING** – The report is a combination of data provided throughout the month. Reports submitted are CT (concentration, contact time) referring to chlorine within our system, WQP Report which tracks all chemicals used, backwashing, water quality, and Bacteriological Testing Report that reports the potential indicating presence of E coli or Fecal Coliform bacteria in our water.
- **ON-CALL UPDAPTE – PLEASE SEE ATTACHED STAFF REPORT**
- **SEXUAL HARRASMENT / ETHICS TRAINING 1234** – District management have completed these trainings.
- **VERIZON WIRELESS LAND LEASE – PLEASE SEE ATTACHED STAFF REPORT & RESOLUTION**
- **FORM 700 STATEMENT OF ECONOMIC INTERESTS** – District staff have completed this form.
- **INTERNAL CONTROLS LETTER AUDIT – PLEASE SEE ATTACHED DOCUMENT**
- **CONTRACT RENEWAL** – At this time I have been reviewing various contracts for our District. This allows myself the opportunity to access if existing contracts should be renewed or an alternative is suitable.
- **DWR REIMBURSMET-** Quarterly reports and associated claims all have been submitted to Department of Water Resources for reimbursement.

- **SWRCB DROUGHT TECHNICAL MONITORING ORDER** – This monthly report tracks the usage of all District water sources.
- **DECEMBER 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: January 17th, 2023
Subject: Reservoir Level Update

Description – Reservoir Level

December 6th, 2022

666.31' Above Sea Level
186,120 Acre Feet Water Storage

January 6th, 2023

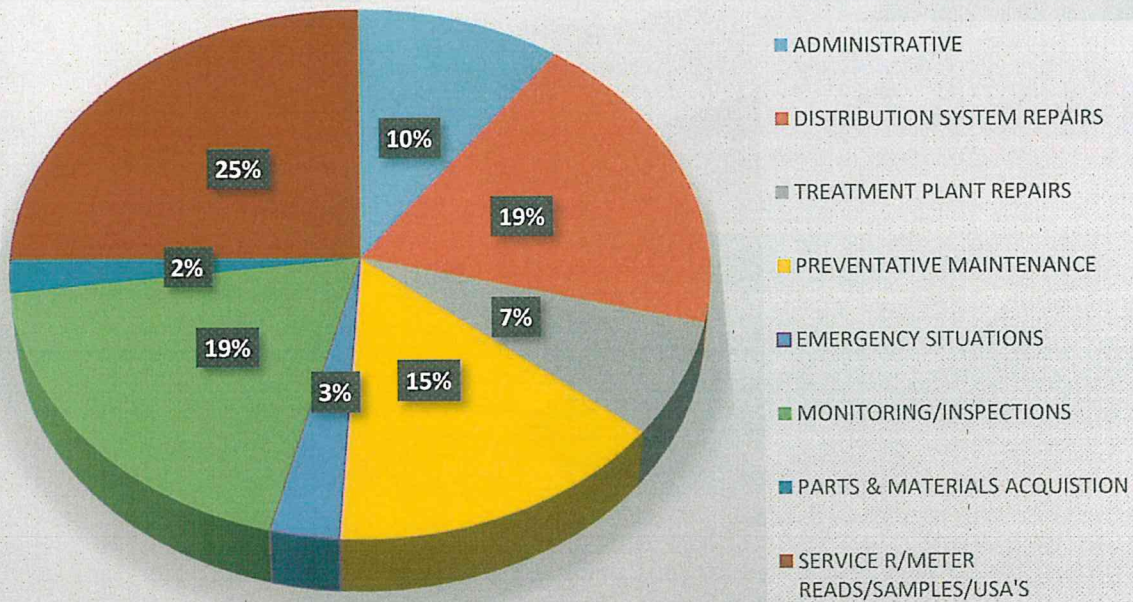
729.09' Above Sea Level
345,428 Acre Feet Water Storage

159,308 Acre Feet INCREASE in Storage
52 Billion Gallons of Water decrease
63' Increase in Reservoir Level
Fiscal Year Rainfall Total = 13.64"

Reservoir level January 6th 2022 = 695.72'
Reservoir level January 6th 2023 = 729.09'

ADMINISTRATIVE	10%
DISTRIBUTION SYSTEM REPAIRS	19%
TREATMENT PLANT REPAIRS	7%
PREVENTATIVE MAINTENANCE	15%
EMERGENCY SITUATIONS	3%
MONITORING/INSPECTIONS	19%
PARTS & MATERIALS ACQUISITION	2%
SERVICE R/METER READS/SAMPLES/I	25%

DECEMBER TASK BREAKDOWN



**LAKE DON PEDRO
COMMUNITY SERVICES DISTRICT**

Treasurer's Report

Reporting Period: December 2022

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

* All bank accounts verified against bank statements

Restricted:	
Investment - LAIF	\$ 176,298
Total Restricted:	<u>\$ 176,298</u>
Unrestricted:	
Checking	\$ 19,546
Money Market - Working Capital	\$ 398,252
Petty Cash	<u>\$ 125</u>
Total Unrestricted:	<u>\$ 417,923</u>
Total Restricted & Unrestricted:	<u>\$ 594,221</u>

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

	Dec-2022	Year to Date
Sales & Business Revenue:	\$ 130,314	\$ 869,774
Total Operating Expenses:	\$ (180,772)	\$ (840,834)
Non-Operating Income/Expense:	\$ (19,118)	\$ (97,555)
Water Drought Income/Expense:	\$ (2,325)	\$ (54,983)
Change in Net Assets (P&L):	\$ (71,901)	\$ (123,598)
Net Cash Flow:	<u>\$ 19,879</u>	<u>\$ (166,075)</u>

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 38,899	\$ -	\$ 52	\$ 114,799
> 30 Days	\$ 595	\$ -	\$ 93	\$ -
> 60 Days	\$ 25,198	\$ -	\$ -	\$ -
> 90 Days	\$ 298	\$ -	\$ -	\$ -
> 120 Days	\$ 34,069	\$ 177,912	\$ 35,802	\$ -
Credits	\$ (29,142)			
Total	\$ 69,917	\$ 177,912	\$ 35,947	\$ 114,799
Total Combined	\$ 362,628		\$ 35,947	
G/L Balance	\$ 362,628		\$ 35,947	
Difference	\$ -		\$ -	

* Amount of availability payments received: \$36,191

* Amount of availability payments outstanding: \$141,721

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 45,025	\$ -	\$ 6,032
> 30 Days	\$ -	\$ -	\$ 7,369
> 60 Days	\$ -	\$ -	\$ 9,658
> 90 Days	\$ -	\$ -	\$ 36,650
Credits	\$ -	\$ -	\$ -
Total	\$ 45,025	\$ -	\$ 59,709
G/L Balance	\$ 45,025	\$ -	\$ 59,709
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)
December 2022 & Year-To-Date Versus 6/30/23 Approved Budget**

		December vs	2022-2023	YTD vs	2022-2023	Remaining
	Dec-22	Budget %	YTD	Budget %	Budget	Budget
Revenue						
01-0-3010-301	Meter Reconnection Fee	-	0.00%	200	200.00%	100 (100)
01-0-3010-302	Donated Capital - Meters Curre	-	0.00%	15,000	15.79%	95,000 80,000
01-0-4010-400	Water Sales Residential	22,588	5.72%	249,942	63.28%	395,000 145,058
01-0-4010-402	Water Availability Revenue	14,826	8.01%	88,214	47.68%	185,000 96,786
01-0-4010-403	Water Service Charges	92,199	8.70%	522,658	49.31%	1,060,000 537,342
01-0-4020-410	Interest Income - LAIF	-	0.00%	926	55.93%	1,656 730
01-0-4020-413	Int Inc Penalties - Customer	3,154	13.71%	18,578	80.77%	23,000 4,422
01-0-4020-414	Transfer Fee Income	650	6.31%	4,050	39.32%	10,300 6,250
01-0-4020-415	Other Income	20	0.20%	1,149	11.26%	10,200 9,051
01-0-4020-416	Meter Set Fee	-	0.00%	2,000	21.05%	9,500 7,500
01-0-4020-900	Hydrant Service Charge	40	10.00%	162	40.50%	400 238
01-0-4020-901	Hydrant Rental	-	0.00%	320	24.62%	1,300 980
01-0-4020-902	Hydrant Consumption	12	1.55%	425	56.66%	750 325
01-0-4020-999	Avail Fee Income	-	0.00%	1,804	75.17%	2,400 596
01-0-4040-100	Lease Fee	2,350	8.33%	14,100	50.00%	28,200 14,100
TOTAL REVENUE	135,838	7.45%	919,527	50.45%	1,822,806	903,279
Expenses						
01-1-5010-100	Regular Pay - Plant	35,116	16.88%	105,883	50.91%	208,000 102,117
01-1-5010-101	Overtime Pay	2,029	7.36%	13,704	49.73%	27,560 13,856
01-1-5010-102	Sick Pay	333	4.13%	4,863	60.37%	8,056 3,193
01-1-5010-104	Vacation Pay	(110)	-0.94%	6,335	54.33%	11,660 5,325
01-1-5010-105	Holiday Pay	701	6.75%	4,039	38.88%	10,388 6,349
01-1-5010-200	PERS	3,141	16.46%	14,188	74.36%	19,080 4,892
01-1-5010-201	FICA/Medicare	2,877	15.08%	10,277	53.86%	19,080 8,803
01-1-5010-202	SUI	271	15.93%	271	15.93%	1,700 1,429
01-1-5010-203	Health Insurance	4,208	8.09%	25,527	49.09%	52,000 26,473
01-1-5010-204	Workers Compensation	562	4.32%	6,021	46.31%	13,000 6,979
01-1-5010-206	Dental Insurance	315	7.88%	1,892	47.30%	4,000 2,108
01-1-5010-546	Travel, Meetings & Mileage	83	8.34%	1,680	167.97%	1,000 (680)
01-1-5020-510	Repair & Maintenance - Plant	-	0.00%	11,774	51.19%	23,000 11,226
01-1-5020-511	Repair & Maintenance - Vehicle	1,969	19.69%	4,348	43.48%	10,000 5,652
01-1-5020-512	Repair & Maintenance - Distribution	19,133	57.98%	32,666	98.99%	33,000 334
01-1-5020-515	R&M Transmission - Intake	-	0.00%	-	0.00%	5,000 5,000
01-1-5020-517	R&M Transmission - Well #2	-	0.00%	15,000	100.00%	15,000 -
01-1-5020-520	Small Tools & Equipment	408	4.08%	2,504	25.04%	10,000 7,496
01-1-5020-521	Vehicle Equipment Fuel	1,039	7.42%	11,214	80.10%	14,000 2,786
01-1-5020-522	Gas, Oil & Lubricant - Plant	-	0.00%	1,324	26.48%	5,000 3,676
01-1-5020-524	Health & Safety	-	0.00%	3,290	43.87%	7,500 4,210
01-1-5020-529	Telephone - T & D	1,289	9.92%	7,340	56.46%	13,000 5,660
01-1-5020-544	Water Testing Fees	420	2.80%	1,715	11.43%	15,000 13,285
01-1-5020-545	Water System Fees	794	7.22%	794	7.22%	11,000 10,206
01-1-5020-548	Water Testing Materials	410	40.96%	1,535	153.48%	1,000 (535)
01-1-5021-521	Water Treatment Chemicals	1,816	4.78%	27,747	73.02%	38,000 10,253
01-1-5021-524	P G & E Power - Office	315	11.04%	2,190	76.83%	2,850 660
01-1-5021-525	P G & E Power - Intake	8,422	7.62%	75,130	67.99%	110,500 35,370
01-1-5021-526	P G & E Power - Well	70	0.41%	147	0.87%	17,000 16,853
01-1-5021-527	P G & E Power - Water Treatment	2,479	7.08%	22,151	63.29%	35,000 12,849
01-1-5021-528	P G & E Power - Distribution	2,878	7.19%	26,171	65.43%	40,000 13,829
01-1-5021-529	P G & E Power - Well 2	56	1.25%	265	5.90%	4,500 4,235
01-1-5021-530	P G & E Power - Medina	231	23.10%	1,735	173.54%	1,000 (735)
01-1-5021-532	P G & E Power - Well 5/6	231	23.10%	1,735	173.53%	1,000 (735)
01-1-5021-561	Purchased Water Actual-mid-p	6,032	7.27%	62,676	75.51%	83,000 20,324
01-1-5023-533	Outside Services	308	5.60%	1,540	28.01%	5,500 3,960
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	250 250
01-1-5023-537	Pest Control	36	0.65%	216	3.93%	5,500 5,284
01-1-5023-538	Engineering Services	2,869	57.37%	2,869	57.37%	5,000 2,131
01-1-5023-539	Employee Education	-	0.00%	234	23.35%	1,000 766
01-1-5024-540	Memberships	16	1.61%	691	69.14%	1,000 309
01-1-5024-542	Publications	-	0.00%	-	0.00%	500 500
01-1-5024-543	Licenses, Permits & Cert.	462	46.20%	630	63.00%	1,000 370
01-1-5032-583	Depreciation Expense	21,515	8.54%	127,701	50.68%	252,000 124,299
01-2-6010-100	Regular Pay - Administration	17,051	7.05%	115,098	47.56%	242,000 126,902
01-2-6010-101	Overtime Pay	-	0.00%	1,217	81.11%	1,500 283
01-2-6010-102	Sick Pay	361	7.37%	2,301	46.97%	4,900 2,599

	Dec-22	December vs Budget %	2022-2023 YTD	YTD vs Budget %	2022-2023 Budget	Remaining Budget	
01-2-6010-104	Vacation Pay	573	7.54%	3,756	49.41%	7,600	3,845
01-2-6010-105	Holiday Pay	752	13.68%	3,009	54.71%	5,500	2,491
01-2-6010-200	PERS	1,788	8.51%	11,090	52.81%	21,000	9,910
01-2-6010-201	FICA/Medicare	1,512	7.75%	9,717	49.83%	19,500	9,783
01-2-6010-202	SUI	253	20.24%	253	20.24%	1,250	997
01-2-6010-203	Health Insurance	3,918	7.12%	25,683	46.70%	55,000	29,317
01-2-6010-204	Workers Compensation	56	4.27%	333	25.64%	1,300	967
01-2-6010-206	Dental Insurance	319	8.17%	1,911	49.01%	3,900	1,989
01-2-6010-207	Vision Care	-	0.00%	100	13.85%	722	622
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	439	43.93%	1,000	561
01-2-6020-512	Propane	-	0.00%	66	4.00%	1,650	1,584
01-2-6020-515	Customer Billing Supplies	-	0.00%	1,805	69.42%	2,600	795
01-2-6020-529	Telephone - Admin	1,684	13.47%	9,276	74.21%	12,500	3,224
01-2-6020-530	Office Supplies	294	7.94%	2,200	59.47%	3,700	1,500
01-2-6020-531	Postage	651	6.86%	4,034	42.47%	9,500	5,466
01-2-6023-531	Computer IT	2,428	9.16%	19,318	72.90%	26,500	7,182
01-2-6023-532	R & M Equipment	-	0.00%	-	0.00%	4,000	4,000
01-2-6023-533	Outside Services	5,000	18.52%	19,025	70.46%	27,000	7,975
01-2-6023-535	Office Cleaning Serv	160	9.41%	960	56.47%	1,700	740
01-2-6023-536	Legal Services	25,209	315.11%	29,485	368.57%	8,000	(21,485)
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	9,000	9,000
01-2-6023-539	Employee Education	375	37.50%	750	75.00%	1,000	250
01-2-6024-540	Memberships	7,162	83.28%	7,777	90.43%	8,600	823
01-2-6024-542	Publications	-	0.00%	-	0.00%	800	800
01-2-6024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	800	800
01-2-6024-999	County Avail Fee	-	0.00%	1,857	92.85%	2,000	143
01-3-6025-100	Regular Pay	1,000	16.67%	3,600	60.00%	6,000	2,400
01-3-6025-201	FICA/Medicare	77	15.30%	275	55.08%	500	225
01-9-6030-546	Travel, Meetings & Mileage	404	50.53%	1,053	131.58%	800	(253)
01-9-6030-569	Credit Card Service Charges	940	8.55%	6,150	55.91%	11,000	4,850
01-9-6030-570	Bank Service charges	419	-	907	-	-	-
01-9-6030-572	Business Insurance Expense	7,179	9.97%	43,073	59.82%	72,000	28,927
01-9-6030-576	Misc Other Expense	135	23.36%	1,171	201.88%	580	(591)
01-9-6030-577	Retired Employee Health	1,214	6.23%	7,101	36.42%	19,500	12,399
01-9-6031-580	Interest Long Term Debt	1,760	6.90%	11,229	44.03%	25,500	14,271
01-9-6032-583	Depreciation Expense	18	8.89%	105	52.73%	200	95
TOTAL EXPENSES		205,414	11.65%	988,142	56.04%	1,763,226	775,084
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)							
01-9-6030-597	DWSRF Expenses		#DIV/0!		#DIV/0!		
01-9-6030-598	DWR Intake	2,325	#DIV/0!	54,983	#DIV/0!		
TOTAL CIP IN PROGRESS		2,325	#DIV/0!	54,983	#DIV/0!	-	(54,983)
CARRYOVER PROJECT (GRANT) REVENUE							
01-0-4020-431	SWRCB Grant Revenue	-	#DIV/0!		#DIV/0!	-	-
TOTAL CARRYOVER PROJECT REVENUE		-	#DIV/0!	-	#DIV/0!	-	-
NEW CAPITAL PURCHASES / IMPROVEMENTS							
01-0-1090-216	Auto Meter Read/Replace		0.00%	456	1.75%	26,000	25,544
01-0-1090-321	Filter Tank Inspection Cleaning	-	0.00%	-	0.00%	11,000	11,000
01-0-1090-322	Flushing/Valve Program		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%	7,213	65.57%	11,000	3,787
TBD	Replacement Truck		0.00%	-	0.00%	45,000	45,000
01-0-1090-328	2022 SCADA Master Plan	4,412	27.57%	9,906	61.92%	16,000	6,094
TBD	2022 Computer Server Upgrade		0.00%	-	0.00%	22,000	22,000
01-0-1090-330	Bobcat Restoration			8,507			
01-0-1090-329	2022 Pressure Regulating Station		0.00%	6,402	64.02%	10,000	3,598
TBD	IM4000 Digital Copier System		0.00%	-	0.00%	9,000	9,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		4,412	2.56%	45,508	26.46%	172,000	126,492

Asset :

Cash and investments	\$	594,221
Restricted cash	\$	-
Accts Receivable net of res	\$	287,706
Water Drought Receivable	\$	-
Inventory	\$	69,932
Prpd expense & deposits	\$	60,856
Deferred Outflow of Resources - OPEB	\$	209,186
Deferred Outflow of Resources - Pension	\$	96,562
Total current assets	\$	1,318,463
Property, plant & equipment	\$	13,337,077
less depreciation	\$	(8,105,406)
C I P	\$	856,941
Net P P & E	\$	6,088,612
Other L T Assets		
Total Assets	\$	7,407,075
Liabilites:		
Accounts payable	\$	45,025
Interest payable	\$	6,160
Water Accrual	\$	59,709
Accrued Payroll	\$	98,706
A/P Accrued Payables	\$	2,682
L T debt, current	\$	99,076
Total current liab	\$	311,358
L T debt		
Post Retirement Benefit	\$	1,653,377
Net Pension Liability	\$	345,898
Deferred Inflow of Resources - OPEB	\$	33,243
Deferred Inflow of Resources - Pension	\$	50,403
Muni Loan	\$	427,100
less current above	\$	(99,076)
Total Liabilites	\$	2,722,304
Net assets	\$	4,684,771
Total liab & net ass't	\$	7,407,075

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
476	000105	PACIFIC GAS & ELECTRIC	12/05/2022	17,043.89
477	0003600	CARTEGRAPH	12/05/2022	2,271.15
478	0001157	Sierra Instant Printing	12/05/2022	1,120.60
479	000550	LUIS'S HOUSEKEEPING / YARDS	12/05/2022	160.00
480	000128	GRAINGER, INC.	12/05/2022	382.37
481	000094	USA BlueBook	12/05/2022	370.62
482	000136	AT&T	12/05/2022	1,987.51
483	660108	VERIZON WIRELESS	12/05/2022	192.39
490	000076	USPS	12/02/2022	635.63
503	000118	D & D PEST CONTROL *	12/05/2022	36.00
504	0002321	STREAMLINE	12/05/2022	200.00
505	UB*10916	DEBORAH DAVIS	12/05/2022	89.62
506	UB*10917	PETE CORTES	12/05/2022	133.78
507	UB*10918	VICTORIA MARTIN	12/05/2022	121.16
508	UB*10919	ALLEN & SUSAN ZANKER	12/05/2022	62.03
509	UB*10920	MATTHEW ETHARIDGE	12/05/2022	119.54
510	0000129	PRECISION ENVIRO-TECH	12/13/2022	200.00
511	000092	HOWK SYSTEMS	12/13/2022	19,132.94
512	0000605	Black Water Consulting Engineers Inc	12/13/2022	2,324.76
513	0009779	Victoria Lowey	12/13/2022	83.40
514	0000536	AGUSTIN CAMPOS	12/13/2022	120.00
515	101005	California Special Dist Assoc	12/13/2022	7,162.00
516	0007349	Recology Mariposa	12/13/2022	308.08
517	0000103	CENTRAL VALLEY GPS	12/13/2022	83.85
518	000304	HRM Consulting Inc	12/13/2022	13,181.50
519	00071	Mother Lode Answering Service	12/13/2022	446.00
520	000196	AQUA SIERRA CONTROLS, INC	12/13/2022	4,411.73
521	0000105	CALIFORNIA AUTO SERVICE	12/21/2022	1,969.42
522	0000536	AGUSTIN CAMPOS	12/21/2022	297.60
523	0001001	State Water Resources Control Board	12/21/2022	794.00
524	0000605	Black Water Consulting Engineers Inc	12/21/2022	1,394.76
525	702	Warmerdam CPA Group	12/21/2022	2,500.00
526	000263	Brenntag	12/21/2022	1,816.07
527	000596	MARIPOSA CO. HEALTH DEPARTMENT	12/21/2022	293.00
528	000585	MO CAL OFFICE SOLUTIONS	12/21/2022	7.00
529	000383	BUSINESS CARD	12/21/2022	790.99
530	000383	BUSINESS CARD	12/21/2022	7.95
531	000383	BUSINESS CARD	12/21/2022	244.38
532	000383	BUSINESS CARD	12/21/2022	122.04
533	000383	BUSINESS CARD	12/21/2022	57.18
534	000383	BUSINESS CARD	12/21/2022	7.71
535	0009779	Victoria Lowey	12/21/2022	49.00
536	000105	PACIFIC GAS & ELECTRIC	12/21/2022	17,043.89
537	0003600	CARTEGRAPH	12/21/2022	2,271.15
538	0001157	Sierra Instant Printing	12/21/2022	1,120.60
539	000550	LUIS'S HOUSEKEEPING / YARDS	12/21/2022	160.00
540	000128	GRAINGER, INC.	12/21/2022	382.37
541	000094	USA BlueBook	12/21/2022	337.06
542	000094	USA BlueBook	12/21/2022	33.56
543	000136	AT&T	12/21/2022	1,987.51
544	660108	VERIZON WIRELESS	12/21/2022	192.39
545	000118	D & D PEST CONTROL *	12/21/2022	36.00
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548	UB*10917	PETE CORTES	12/21/2022	133.78
549	UB*10918	VICTORIA MARTIN	12/21/2022	121.16
550	UB*10919	ALLEN & SUSAN ZANKER	12/21/2022	62.03
551	UB*10920	MATTHEW ETHARIDGE	12/21/2022	119.54

Report Total: 107,022.31

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
La Grange, CA

December 12, 2022 at 1:00 p.m.

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

The Board of Directors of the Lake Don Pedro Community Services District held a special meeting at 9751 Merced Falls Rd., La Grange, CA 95329
President Hankemeier called the meeting to order at 1:02 p.m.
Directors present: Hankemeier, Ross, Johnson, and Warren
Director Sperry arrived at 1:11 p.m.
Also present: GM P. McGowan

2. PUBLIC COMMENT:

The Board of Directors received no public comments

3. PRESENTATION ONLY:

a. Presiding Officer's Report

President Hankemeier commented that he had concerns regarding LDPCSD reserves

b. General Manager's Report:

- Grant / Study Updates
- Current District Projects
- Operations Updates
- Administrative Updates

Presented by GM P. McGowan

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

- a. Read and file the Treasurer's Report for the period ending November 30, 2022 including summary of claims paid
- b. Approval of the Minutes of the Special Meeting November 14, 2022, and Special Meeting November 28, 2022

Motion: To approve the consent calendar

Votes: Carried 5-0

First: Warren Second: Ross

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

Nays:

5. DISCUSSION AND ACTION ITEMS:

- a. Conduct the Annual Board Reorganization to include the appointment of the Office of President and Vice-President

Motion: To defer this item to a future agenda

Votes: Carried 3-2

First: Hankemeier Second: Warren

Ayes: Hankemeier, Warren, and Sperry

Nays: Ross and Johnson

- b. Information Item regarding Potential Emergency Shortage of Water Treatment Chemicals
Information Item Only - No Action Taken
- c. Information Item regarding LDPCSD 2023 Sanitary Survey
Information Item Only - No Action Taken
- d. Discussion / Approval regarding Resolution 2022-xxx Verizon Wireless Land Lease Negotiations

Motion: To approve Resolution 2022-xxx Verizon Wireless Land Lease Negotiations

Votes: Carried 5-0

First: Warren Second: Ross

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

Nays:

- e. Information Item regarding Operator Certification Update
Information Item Only - No Action Taken
- f. Information Item regarding Customer Service Survey
Information Item Only - No Action Taken

6. ADJOURNMENT: 1:59 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
La Grange, CA

December 29, 2022 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 1:04 p.m.
Directors present: Hankemeier, Ross, Johnson, Warren, and Sperry
Directors absent: Warren and Hankemeier
Also present: GM P. McGowan
Also present: Board Secretary: S. Marchesiello
Also Present: Beth De Lima from HRM Consulting, Inc. (left the meeting at 11:00 p.m.)

2. DISCUSSION AND ACTION ITEMS:

Closed Open Meeting: 10:04 a.m.

Reconvene to Open Meeting: 12:04 p.m.

a. CLOSED SESSION

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code section 54957(b)(1)
Title: General Manager

REPORT OUT:

It is the consensus of the Board of Directors the investigation is completed and determined that the hostile work environment was not violated. However, other policies were violated and appropriate responses will be determined and future action will be taken

b. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL—REAL PROPERTY NEGOTIATIONS
Pursuant to Government Code § 54956.8
Property: AT&T Tower
Agency Negotiator: Patrick McGowan
Negotiating Parties: District and AT&T
Under Negotiation: Price, Terms and Conditions

Motion: To approve and accept the negotiated monetary amount of \$50,967.70 and have GM P. McGowan attempt to secure a ten (10) year contract with Verizon

Votes: Carried 5-0

First: Johnson Second: Hankemeier

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

Nays:

3. ADJOURNMENT: 12:06

Respectfully submitted by,

S. Marchesiello
Board Secretary

Lake Don Pedro Community Services District

Special Meeting of January 17, 2023

AGENDA SUPPORTING DATA

5. Discussion and Action Items

- a. Conduct the annual Board reorganization to include the appointment of the office of President and Vice-President

Recommended Motion

Staff recommends a motion for the following:

I move to appoint director _____ to the office of Board President, and _____ to the office of Board Vice President.

Background

It is customary and the policy of the Board that in December of each year, the board conduct an annual organizational meeting in which the appointment of Board President and Vice President is made. The District policy describing the role of Board President and its policy on Board meeting, including the process and limitations of Board officers, is included with this agenda item. The Board is not required to change officers.

The Board is not bound by law to follow its own existing protocol or policy with regard to the appointment of officers, and there is also no legal guidance or industry standard on how officer appointments are made. If the Board is to take action which is counter to its policy in this matter, as a best practice the member making the motion should also state why the policy should not be applicable in consideration of their recommended action, and/or what changes to policy should be considered in the future by the Board.

Government Code 61043 simply states:

- (a) Within 45 days after the effective date of the formation of a district, the board of directors shall meet and elect its officers. Thereafter, within 45 days after each general district or unopposed election, the board of directors shall meet and elect the officers of the board of directors. A board of directors may elect the officers of the board of directors annually.
- (b) The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve.
- (c) A board of directors may create additional offices and elect members to those offices, provided that no member of a board of directors shall hold more than one office

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: Board President

POLICY NUMBER: 4040

4040.1 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: January 17th, 2023

Subject: REQUEST DIRECTOR JOHNSON, WELL UPDATE

Description –

I have been submitting monthly water source information to the State's Drought Technical Monitoring Order for approximately 9 months. Information provided includes: water level, pumping level, hours pumped, and amount pumped.

Both our Ranchito well restoration projects have been completed. Both pumps have been downsized to help increase efficiency. Each well has been cleaned/jetted. We are currently awaiting lab results ensuring wonderful water quality prior to placing back online.

Both Medina wells are operational. Medina II has been in rotation and has proven to be very reliable. The optimal pumping rate for this well has been established and production is consistent.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: January 17th, 2023

Subject: REQUEST DIRECTOR JOHNSON, ON-CALL / OVERTIME UPDATE

Description –

To date District staff have worked 49% of anticipated On-Call /Overtime work hours budgeted for in LDPCSD’S FY 2022-2023 approved budget.

Expense 01-1-5010-101 OVERTIME PAY 2022-2023 Budgeted - \$27,560

January 2023 actual - \$13,856

Battling the recent storms the past month, and dealing with almost weekly power outages, I believe operations staff have done a tremendous job responding to emergency events, maintaining & repairing our aging distribution system, and providing tremendous customer services. As we are exactly half way through the fiscal year I am pleased to see financially we are precisely on track.

ON-CALL LOG

All On-Call information is logged on employee weekly timecards. Every two weeks I review and approve these time cards. In addition these time cards are also reviewed by District cpa/payroll staff. I review all on-call / overtime hours worked. As manager I approve all work completed within our District. Motherlode after hour’s answering service provides the on-call, call-outs via fax as well as the initial phone call. This allows District management the ability to monitor ALL after hour calls. I am in constant communication with on-call staff, and after hour’s answering service. On average, annually the on-call staff receive one call out a week from District residents. In addition to this one call out, on-call staff must report to District facilities 365 days a year, including weekends, and holidays to record daily flow totals.

THERE IS NO WRITTEN INFORMATION SUBMITTED FOR THIS ITEM

ITEM:

5 d. Discussion / Approval – Request from Director Johnson regarding the tracking of Standing and Pumping Underground Water Levels at the Well Sites. Implementing a Monthly Record to Monitor Levels. Create a History for the Purposes of Increasing Reliable Water source.

Syndie Marchesiello

From: Danny Johnson <seadoodanny@yahoo.com>
Sent: Thursday, December 29, 2022 7:01 PM
To: Daniel Hankemeier; Syndie Marchesiello
Subject: Fw: information only
Attachments: csd policy 4000.50.jpg

I would like to request this be placed on next month's agenda for clarification and discussion.

Is it okay to send this to multiple directors?

Thanks in advance

Sent from Yahoo Mail on Android

----- Forwarded Message -----

From: "Emery Ross" <ranchingdonpedro@yahoo.com>
To: "Danny Johnson" <seadoodanny@yahoo.com>, "Daniel Hankemeier" <dan_hankemeier@yahoo.com>, "Russ Warren" <rpwarren95@gmail.com>
Sent: Thu, Dec 29, 2022 at 5:26 PM
Subject: information only
Danny, Dan, Russ:

FYI, the attachment contains part of my concerns that I did not want to go into at the meeting today.

Emery

4000.20 Governing boards commonly establish policy steps (continued):

4000.202 Step 2: Identifies the specific actions that are necessary to accomplish the mission.

4000.203 Step 3: Involves the formulation of programs to implement the goals. The board must review staff recommendations and decide which program should be implemented in light of the agency's mission and goals. The development of the program should occupy much of the board's attention.

4000.30 Once a comprehensive policy is established, the board must ensure the policy is implemented. Although the annual budget is often perceived entirely in fiscal terms, it actually starts the implementation of policy by identifying the programs that will be undertaken during the following fiscal year. Approval of the budget does not complete the process of authorizing programs. The budget is a road map for management for the fiscal year. After the budget is approved, management presents projects to carry out the programs identified in the budget. For example, if part of the budget is allocated for a capital project, the board must authorize the hiring of a contractor to perform the work.

4000.40 It is important to remember that the board's duty is supervising management not doing the actual managing.

4000.50 Occasionally, individual board members will mistakenly conclude that they should direct staff in the implementation of district's programs.

4000.501 A board member who attempts to direct the staff places the employees in an untenable position; the employees will believe that compliance is necessary to preserve employment.

4000.502 Such a member also violates the trust of other board members who pledged to abide by the will of the majority.

→ 4000.503 Employees who take direction from individual board members should be disciplined by management.

4000.504 A director who gives direction to employees should be sanctioned by the board of directors.

4000.60 It is extremely important to remember that, under the law, an individual Board member has the privilege of inspecting all records of the agency (not just public records) but has no greater rights in the day-to-day operation of the district than the public.

Syndie Marchesiello

From: Syndie Marchesiello
Sent: Friday, December 30, 2022 9:48 AM
To: 'rpwarren95@gmail.com'
Subject: RE: information only

Russ,
Yes, if you are unsure that it would be a brown act violation it is best not to open it. Generally, sharing information may not be a violation but it could contain information that could possibly influence a vote or future vote it should be avoided as that would fall under a violation. Thank you for your professionalism. It is truly appreciated.

Regards,
Syndie Marchesiello
Office Manager / Board Secretary
PH# (209) 852-2251 Ext. 2
Fax #(209) 852-2268
www.ldpcsd.org

From: rpwarren95@gmail.com [mailto:rpwarren95@gmail.com]
Sent: Thursday, December 29, 2022 8:44 PM
To: Syndie Marchesiello <syndie@ldpcsd.org>
Subject: FW: information only

Syndie,
I have not opened this, my question whether is a Brown Act problem to do so?
Unsure,
Russ

Sent from [Mail](#) for Windows

From: [Emery Ross](#)
Sent: Thursday, December 29, 2022 5:26 PM
To: [Danny Johnson](#); [Daniel Hankemeier](#); [Russ Warren](#)
Subject: information only

Danny, Dan, Russ:

FYI, the attachment contains part of my concerns that I did not want to go into at the meeting today.

Emery

PRESENTATION

ITEM:

5 f. Information Only Presentation of LDPCSD Work
Performed

This Presentation will be given at the Board Meeting



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: January 17th, 2023

Subject: OFFICE MANAGER JOB DESCRIPTION

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

RECOMMENDATION – Approve proposed Office Manager job description.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 1 OF 2

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

2450.10 DESCRIPTION:

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

2450.101 Primary:

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

2450.102 Secondary:

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

2450.103 Reporting to:

This position reports to the General Manager.

2450.20 RESPONSIBILITIES:

2450.201 Supervises and evaluates office staff.

2450.202 Reviews office staff's work for accuracy.

2450.203 Organizes work schedules and priorities for office staff.

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

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

2450.206 Serves as Board Secretary.

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

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

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

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

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

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

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

2450.30 MUST POSSESS:

2450.301 Education:

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

2450.302 Certification:

Supervisor course / Academy

2450.302 Licenses:

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

2450.303 Experience:

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

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

2450.304 Physical Condition:

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

2450.40 QUALIFICATIONS:

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

2450.402 Customer service or financial record keeping experience.

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

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

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

2450.406 Ability to input data into computer systems.