

Special Meeting of the Board of Directors

9751 Merced Falls Road
January 17, 2018 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 response to the water rights violation notice
 - Report on groundwater well operation
 - Report on service line replacements and related work funded by DWR grants
 - Report on the status of budgeted capital improvement 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 December 2017 Treasurer's Report
- b. Approval of the Minutes of the Special Meeting of December 14, 2017

5. DISCUSSION AND ACTION ITEMS

- a. Approval of appointment of a replacement board member pursuant to the California Elections Code and District Notice of Board Vacancy dated December 18, 2017
- b. Adoption of a resolution of appreciation for James Sult for his service on the Board of Directors
- c. Adoption of a resolution approving agreement with Twin Lakes Management Company, Inc. for the fabrication and completion of the Emergency Barge Renovation Project, and amendment of the 2017-18 Budget to provide funding
- d. Report and discussion regarding the District organizational structure and management action to fill an open Water Operator position in lieu of hiring an Operations Manager

6. CLOSED SESSION: Public Comment will be taken on the item(s) below prior to the Board convening the Closed Session. Following Closed Session, the Board will reconvene the open session and publicly report any action taken.

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54956.95 Title: General Manager

7. ADJOURNMENT:

Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options:

- A paper copy viewed at the District office, 9751 Merced Falls Rd., La Grange, CA 95329 during business hours or mailed pursuant to a written request and payment of associated mailing fees
- An electronic copy received by email. Note - a form requesting email delivery of agendas and/or meeting materials must be completed a minimum of one week in advance of the meeting
- Viewed on the Board page of the District's website
- A limited number of copies of agenda materials will also be available at the meeting

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the LDPCSD Board Secretary at (209) 852-2251 Ext. 2. Advance notification will enable the District to make reasonable arrangements to insure accessibility.



Lake Don Pedro Community Services District
General Manager's Report
January 2018

1 Report Overview

We are pleased to present this report covering the activities of district management over the past month. This month has been extremely busy with emergency barge project design, leak detection survey work, evaluating data and documents related to our response to the State Division of Water Rights, finalizing the Hazard Mitigation Plan and continuing to work toward project/grant reimbursements from USDA and DWR.

2 Management and Administration

- **State Water Board Violation Notice** – We received an extension of 90 days to resolve the paper versus digital Place of Use boundary/CSD Boundary map issue so that a final report can be prepared detailing the water consumption by customers outside the POU. Since there have been no new water customers outside the POU for over a decade, we have asked the state to respond with their rationale for making the statement in their report. To date, the state has been unable to answer how they came up with their misstatement.
- **Status Update on Dollar General Store and Lake Don Pedro Storage** – Attached is a letter prepared by District Engineer Binkley regarding the fire flow anticipated on the property following the installation of the new 12 inch water main. We have also issued a “Will Serve” letter that allows them to secure their grading permit and begin construction of the water main.
- **Mapping Project** - We have submitted all system data to California Cad Solutions for their input into the digital map system. To date, we have completed a digital layer showing the metered and availability parcels; which will be reviewed in this meeting.
- **ATT Site Lease and Tower Construction** –. The construction of the ATT tower on the Arbolada Tank site has begun and will be completed in a few weeks.
- **Illegal Connections** – We continue to actively pursue several recently discovered illegal connections, that will involve damage charges to the customer.

3 Water Service

- **Well Operation**–At this time, we are operating only one well at a time. Ranchito Well #1 has not yet been placed online, but we are moving forward with plans to finish the piping design.

December 19, 2017, Revised January 9, 2018

Matthew K. Rasmussen
Tectonics Design Group
730 Sandhill Rd., Suite 250
Reno, NV 89521

VIA EMAIL ONLY: matt@tdg-inc.com

RE: Fire Flow at APN 075-030-13, Las Palmas Way, La Grange, CA

Dear Mr. Rasmussen:

Per your request, we calculated the available fire flow and residual pressure at the hydrant located in front of the referenced property (hydrant G15A), using hydraulic modeling software. The existing 4-inch diameter water main in Las Palmas is not able to provide the project fire flow. Therefore, CD DG La Grange, LLC is required to upgrade the existing main to 8-inch diameter, in accordance with the approved project plans (which are currently under review by our office) and pursuant to the Plan Check and Inspection Agreement dated August 18, 2017 between Lake Don Pedro Community Services District and CD DG La Grange, LLC.

The hydraulic model indicates that the minimum fire flow under normal operating conditions in the upsized (8-inch) water main at the location of hydrant G15A will be 2,700 gallons per minute at 20 pounds per square inch residual pressure. This flow is sustainable for a two hour duration.

Please let us know if we can be of further assistance.

Very truly yours,
Binkley Associates, Inc.
Engineer for Lake Don Pedro Community Services District

By: _____
Elizabeth A. Binkley, P.E.
Registered Civil Engineer #C60637
Registration Expires 12/31/2018

cc: Pete Kampa and Syndie Marchesiello, LDPCSD (via email only)



**LAKE DON PEDRO
COMMUNITY
SERVICES DISTRICT**

January 10, 2018

Jose E. Guardado
Area Specialist
United States Department of Agriculture – Rural Development
3800 Cornucopia Way, Suite E
Modesto, CA 95358

**RE: Cancellation of Funds Remaining After Payment of Reimbursement
Request #1, Lake Don Pedro CSD Emergency Wells #3, #4, and #5**

President
Danny Johnson

Vice President
Dan Hankemeir

Directors
Emery Ross
James Sult
Russ Warren

General Manager
Peter Kampa

Office Supervisor
Syndie Marchiesiello

Operations Supervisor
Randy Gilgo

Dear Mr. Guardado:

We are pleased to announce that the above mentioned project was completed at a cost less than the amount budgeted. Pursuant to your request of January 8, 2018, please consider this letter our formal request for cancellation of the \$175,358.60 remaining in the grant funds made available by your agency for the above mentioned project.

The Community of Lake Don Pedro, through the CSD Board of Directors and myself are very thankful for, and benefitted greatly from the \$324,641.40 provided by USDA Rural Development for the development of an emergency water supply. We look forward to the receipt of these critically needed reimbursement funds in the very near future.

Your personal diligence and assistance with this project funding is also very much recognized and appreciated.

Sincerely,

Peter J. Kampa
General Manager

Cc: LDPCSD Board of Directors
Kennedy Jenks Consultants, Project Manager
Elizabeth Binkley, District Engineer
Honorable Congressman Tom McClintock
Honorable Senator Diane Feinstein
Honorable Senator Kamala Harris

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

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

www.ldpcsd.org

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: December 2017

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

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	164,555
Total Restricted:		<u>\$ 164,555</u>
Unrestricted:		
Checking	\$	73,573
Money Market - Working Capital	\$	475,319
Petty Cash	\$	<u>125</u>
Total Unrestricted:		<u>\$ 549,017</u>
Total Restricted & Unrestricted:		<u>\$ 713,572</u>

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

	Dec-2017	Year to Date
Sales & Business Revenue:	\$ 109,293	\$ 758,600
Total Operating Expenses:	\$ (73,807)	\$ (486,837)
Non-Operating Income/Expense:	\$ (14,843)	\$ (82,383)
Water Drought Income/Expense:	\$ (10,200)	\$ 319,267
Change in Net Assets (P&L):	\$ 10,443	\$ 508,647
Net Cash Flow:	\$ 113,135	\$ (59,582)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water IRWMP	A/R Water USDA
Current	\$ 960	\$ -	\$ 124	\$ 93,038	\$ -	\$ -
> 30 Days	\$ 30,208	\$ -	\$ -	\$ -	\$ 141,289	\$ 324,641
> 60 Days	\$ 9,552	\$ -	\$ -	\$ -	\$ -	\$ -
> 90 Days	\$ 2,911	\$ -	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 7,806	\$ 187,128	\$ 5,241	\$ -	\$ -	\$ -
Credits	\$ (12,950)					
Total	\$ 38,487	\$ 187,128	\$ 5,365	\$ 93,038	\$ 141,289	\$ 324,641
Total Combined	\$ 318,653		\$ 5,365			\$ 465,930
G/L Balance	\$ 318,653		\$ 5,365			\$ 465,930
Difference	\$ -		\$ -			\$ -

* Amount of availability payments received: \$61,842

* Amount of availability payments outstanding: \$125,286

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 34,610	\$ -	\$ 4,497
> 30 Days	\$ -	\$ -	\$ 4,497
> 60 Days	\$ -	\$ -	\$ 5,665
> 90 Days	\$ -	\$ -	\$ 24,361
Credits	\$ -	\$ -	\$ -
Total	\$ 34,610	\$ -	\$ 39,020
G/L Balance	\$ 34,610	\$ -	\$ 39,020
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”.

Peter J. Kampa

General Manager

January 11, 2018

Name

Title

Date

Statement of Revenues and Expenses (P&L)
December 2017 & Year-To-Date Versus 6/30/18 Approved Final Budget

		December vs	2017-2018	YTD vs	2017-2018 Approved	Remaining
	Dec-17	Budget %	YTD	Budget %	Final Budget	Budget
Revenue						
01-0-3010-301	Meter Reconnection Fee	-	#DIV/0!	200	#DIV/0!	- (200)
01-0-3010-302	Donated Capital - Meters Curre	-	#DIV/0!	10,000	#DIV/0!	- (10,000)
01-0-4010-400	Water Sales Residential	13,794	5.20%	182,822	68.87%	265,457 82,635
01-0-4010-402	Water Availability Revenue	15,594	8.32%	93,496	49.88%	187,443 93,948
01-0-4010-403	Water Service Charges	79,305	8.37%	475,576	50.20%	947,359 471,783
01-0-4020-410	Interest Income - LAIF	-	0.00%	821	64.61%	1,271 450
01-0-4020-413	Int Inc Penalties - Customer	2,461	10.35%	14,565	61.25%	23,781 9,216
01-0-4020-414	Transfer Fee Income	600	9.25%	3,900	60.10%	6,489 2,589
01-0-4020-415	Other Income	519	15.63%	2,338	70.46%	3,319 981
01-0-4020-416	Meter Set Fee	-	0.00%	1,000	12.21%	8,190 7,190
01-0-4020-417	Interest Income Guaranty Fed	-	0.00%	-	0.00%	11 11
01-0-4020-901	Hydrant Rental	-	0.00%	-	0.00%	101 101
01-0-4020-902	Hydrant Consumption	-	0.00%	-	0.00%	62 62
01-0-4020-999	Avail Fee Income	-	0.00%	1,607	87.79%	1,830 224
01-0-4040-100	Lease Fee	2,700	12.50%	10,200	47.22%	21,600 11,400
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000 32,000
TBD	Connection/Capacity Fees					30,000
TBD	Transfer From Reserve					-
TOTAL REVENUE		114,974	7.52%	796,525	52.10%	1,528,914 732,389
Expenses						
01-1-5010-100	Regular Pay - Plant	7,237	4.87%	31,397	21.12%	148,660 117,264
01-1-5010-101	Overtime Pay	2,005	13.33%	7,565	50.30%	15,040 7,475
01-1-5010-102	Sick Pay	340	6.13%	1,237	22.32%	5,543 4,306
01-1-5010-104	Vacation Pay	611	8.15%	2,388	31.85%	7,498 5,110
01-1-5010-105	Holiday Pay	649	9.88%	1,690	25.73%	6,568 4,878
01-1-5010-200	PERS	376	3.90%	2,815	29.12%	9,665 6,850
01-1-5010-201	FICA/Medicare	815	6.10%	3,422	25.60%	13,367 9,945
01-1-5010-202	SUI	278	15.36%	278	15.36%	1,810 1,532
01-1-5010-203	Health Insurance	3,699	7.80%	28,572	60.25%	47,419 18,847
01-1-5010-204	Workers Compensation	484	9.03%	2,867	53.45%	5,364 2,497
01-1-5010-206	Dental Insurance	240	#DIV/0!	1,759	#DIV/0!	- (1,759)
01-1-5010-207	Vision Care	-	#DIV/0!	-	#DIV/0!	- -
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	1,000 1,000
01-1-5020-501	Lease Of Equipment	-	#DIV/0!	-	#DIV/0!	- -
01-1-5020-510	Repair & Maintenance - Plant	-	0.00%	2,307	12.82%	18,000 15,693
01-1-5020-511	Repair & Maintenance - Vehicle	-	0.00%	6,166	49.71%	12,404 6,238
01-1-5020-512	Repair & Maintenance - Distribution	2,378	6.19%	14,745	38.40%	38,397 23,652
01-1-5020-515	R&M Transmission - Intake	-	0.00%	-	0.00%	23,030 23,030
01-1-5020-520	Small Tools & Equipment	-	0.00%	563	28.16%	2,000 1,437
01-1-5020-522	Gas, Oil & Lubricant - Plant	218	2.02%	6,090	56.47%	10,784 4,694
01-1-5020-524	Health & Safety	2,395	40.92%	3,362	57.45%	5,852 2,490
01-1-5020-529	Telephone - T & D	543	8.21%	3,251	49.21%	6,606 3,355
01-1-5020-544	Water Testing Fees	1,445	7.61%	7,090	37.32%	18,999 11,909
01-1-5020-545	Water System Fees	8,033	163.84%	8,033	163.84%	4,903 (3,130)
01-1-5020-548	Water Testing Materials	-	0.00%	1,140	57.00%	2,000 860
01-1-5021-521	Water Treatment Chemicals	-	0.00%	21,452	40.39%	53,106 31,654
01-1-5021-524	P G & E Power - Office	171	5.38%	1,405	44.26%	3,175 1,770
01-1-5021-525	P G & E Power - Intake	3,542	4.78%	37,766	50.99%	74,073 36,307
01-1-5021-526	P G & E Power - Well	21	0.71%	134	4.47%	3,000 2,866
01-1-5021-527	P G & E Power - Water Treatment	1,471	5.38%	20,107	73.61%	27,317 7,210
01-1-5021-528	P G & E Power - Distribution	1,400	5.52%	18,256	71.99%	25,360 7,104
01-1-5021-529	P G & E Power - Well 2	29	0.95%	7,022	234.05%	3,000 (4,022)
01-1-5021-530	P G & E Power - Medina	253	8.43%	391	13.04%	3,000 2,609
01-1-5021-532	P G & E Power - Well 5/6	253	8.43%	391	13.04%	3,000 2,609
01-1-5021-561	Purchased Water Actual-mid-p	4,497	7.22%	39,620	63.56%	62,332 22,712
01-1-5023-533	Outside Services	127	1.79%	1,150	16.28%	7,065 5,915
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	2,500 2,500
01-1-5023-537	Pest Control	32	7.94%	192	47.64%	403 211
01-1-5023-538	Engineering Services	928	3.78%	3,430	13.97%	24,561 21,131

	December vs Dec-17	Budget %	2017-2018 YTD	YTD vs Budget %	2017-2018 Approved Final Budget	Remaining Budget	
01-1-5023-539	Employee Education	-	0.00%	120	5.98%	2,000	1,880
01-1-5024-540	Memberships	-	0.00%	264	63.94%	413	149
01-1-5024-542	Publications	-	0.00%	490	860.04%	57	(433)
01-1-5024-543	Licenses, Permits & Cert.	213	34.58%	323	52.44%	616	293
01-1-5032-583	Depreciation Expense	14,704	8.61%	85,551	50.07%	170,855	85,304
01-2-6010-100	Regular Pay - Administration	9,738	10.91%	41,925	46.97%	89,262	47,337
01-2-6010-101	Overtime Pay	389	10.54%	1,531	41.46%	3,692	2,161
01-2-6010-102	Sick Pay	424	7.22%	3,621	61.73%	5,867	2,246
01-2-6010-104	Vacation Pay	685	10.71%	3,814	59.65%	6,394	2,580
01-2-6010-105	Holiday Pay	889	20.86%	2,372	55.64%	4,263	1,891
01-2-6010-200	PERS	476	8.21%	2,993	51.63%	5,797	2,804
01-2-6010-201	FICA/Medicare	885	11.27%	3,863	49.20%	7,851	3,988
01-2-6010-202	SUI	274	22.53%	651	53.45%	1,218	567
01-2-6010-203	Health Insurance	1,936	8.76%	11,202	50.67%	22,106	10,904
01-2-6010-204	Workers Compensation	48	9.02%	287	54.14%	531	244
01-2-6010-206	Dental Insurance	159	7.94%	794	39.58%	2,007	1,213
01-2-6010-207	Vision Care	100	#DIV/0!	100	#DIV/0!	-	(100)
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	1,200	1,200
01-2-6020-512	Propane	-	0.00%	66	9.39%	703	637
01-2-6020-515	Customer Billing Supplies	-	0.00%	929	50.15%	1,852	923
01-2-6020-529	Telephone - Admin	298	7.71%	1,827	47.23%	3,868	2,041
01-2-6020-530	Office Supplies	196	7.54%	1,421	54.74%	2,595	1,174
01-2-6020-531	Postage	474	6.64%	5,010	70.11%	7,147	2,137
01-2-6023-531	Computer IT	4,737	15.09%	21,686	69.09%	31,390	9,704
01-2-6023-533	Outside Services	2,215	2.00%	59,439	53.68%	110,734	51,295
01-2-6023-534	Temporary Outside Labor	-	0.00%	-	0.00%	3,000	3,000
01-2-6023-535	Office Cleaning Serv	140	7.72%	840	46.32%	1,814	974
01-2-6023-536	Legal Services	1,110	16.56%	3,587	53.52%	6,702	3,115
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	8,820	8,820
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	1,237	1,237
01-2-6024-540	Memberships	-	0.00%	4,702	74.52%	6,310	1,608
01-2-6024-542	Publications	474	34.21%	2,490	179.71%	1,386	(1,104)
01-2-6024-547	County Fees	-	0.00%	80	12.55%	638	558
01-2-6024-999	County Avail Fee	-	0.00%	1,615	87.80%	1,840	225
01-3-6025-100	Regular Pay	500	7.94%	2,700	42.86%	6,300	3,600
01-3-6025-201	FICA/Medicare	38	7.94%	207	42.90%	482	275
01-3-6025-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	2,000	2,000
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	1,600	1,600
01-9-6030-569	Credit Card Service Charges	457	8.53%	2,942	54.92%	5,357	2,415
01-9-6030-572	Business Insurance Expense	2,482	6.12%	14,894	36.75%	40,529	25,635
01-9-6030-576	Misc Other Expense	19	0.36%	130	2.46%	5,300	5,170
01-9-6030-577	Retired Employee Health	2,252	8.98%	12,942	51.64%	25,063	12,120
01-9-6030-580	Retired EE Benefit Expense	-	0.00%	-	0.00%	148,142	148,142
01-9-6031-580	Interest Long Term Debt	3,530	7.28%	21,579	44.49%	48,505	26,925
01-9-6032-583	Depreciation Expense	18	0.71%	105	4.22%	2,500	2,394
01-9-6035-575	Office Fire Recovery	-	#DIV/0!	-	#DIV/0!	-	-
TOTAL EXPENSES		94,330	6.30%	607,145	40.56%	1,496,738	889,593

	Dec-17	December vs Budget %	2017-2018 YTD	YTD vs Budget %	2017-2018 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!	64	#DIV/0!	(64)
01-9-6030-585	Medina Well	-	0.00%	64	0.13%	50,000
01-9-6030-586	Well 3/4	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-587	Well 5	-	0.00%	766	1.53%	50,000
01-9-6030-588	Well 6	-	#DIV/0!	235	#DIV/0!	(235)
01-0-1090-315	Intake Booster #2 Installation	-	0.00%	120,995	161.33%	75,000
01-0-1090-314	CIP-Barge Renovation	-	0.00%	6,855	22.85%	30,000
TBD	Springbrook Update	-	0.00%	-	0.00%	30,000
01-0-1090-305	Ranchito Well #1 Renovation	-	0.00%	-	0.00%	10,000
01-9-6030-591	IRWMP Service Lines	3,750	0.62%	74,014	12.23%	605,249
01-9-6030-592	IRWMP Administrative Expenses	-	0.00%	6,003	30.01%	20,000
01-9-6030-593	IRWMP Water Use Efficiency	-	0.00%	43,345	26.33%	164,635
TOTAL CIP IN PROGRESS		3,750	0.36%	252,340	24.38%	1,034,884
CARRYOVER PROJECT (GRANT) REVENUE						
01-0-4020-428	USDA Grant	-	0.00%	324,641	104.72%	310,000
TBD	DWR Grant	-				86,520
01-0-4020-425	IRWMP Service Line Replacement	-	0.00%	107,908	18.77%	574,987
01-0-4020-427	IRWMP Regional Water Use Efficiency	-	0.00%	28,989	18.54%	156,403
01-0-4020-426	IRWMP Grant Administration	-	0.00%	4,392	21.96%	20,000
TOTAL CARRYOVER PROJECT REVENUE		-	0.00%	465,930	40.59%	1,147,910
NEW CAPITAL PURCHASES / IMPROVEMENTS						
TBD	Replacement Truck (2003 Chevy)		0.00%		0.00%	32,000
TBD	Replacement Truck (2005 Chevy)		0.00%		0.00%	40,000
TBD	Tablets for System Maintenance		0.00%		0.00%	5,000
TBD	Effluent Meter Replacement (Plant)		0.00%		0.00%	40,000
TBD	Replacement Flocculator Gear Drives		0.00%		0.00%	12,000
TBD	Horniga Water Line Replacement		0.00%		0.00%	60,000
TBD	Portable Generator		0.00%		0.00%	6,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS			0.00%	-	0.00%	195,000
PROJECT PLANNING, DESIGN AND STUDIES						
TBD	CIP Development					40,000
TBD	Connection Fee Study					15,000
01-9-6030-594	Grant Application Services	-	0.00%	15,723	52.41%	30,000
01-9-6030-594	District Map Digitizing and Updates	6,450	43.00%	6,450	43.00%	15,000
TBD	Planning Study re Lake McClure					50,000
TOTAL PLANNING, DESIGN AND STUDIES		6,450	4.30%	22,173	14.78%	150,000

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

Cash and investments	\$	713,572
Restricted cash	\$	-
Accts Receivable net of res	\$	170,363
Water Drought Receivable	\$	465,930
Inventory	\$	69,931
Prpd expense & deposits	\$	24,924
Deferred Outflow of Resources	\$	7,580
Total current assets	\$	1,452,300

Property, plant & equipment	\$	10,215,040
less depreciation	\$	(6,914,089)
C I P	\$	1,141,394
Net P P & E	\$	4,442,345

Other L T Assets

Total Assets	\$	5,894,645
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Liabilites:

Accounts payable	\$	34,610
Interest payable	\$	12,350
Water Accrual	\$	39,020
Accrued Payroll	\$	48,160
A/P Accrued Payables	\$	2,920
L T debt, current	\$	77,587
Total current liab	\$	214,647

L T debt

Post Retirement Benefit	\$	932,016
Net Pension Liability	\$	117,762
Deferred Inflow of Resources	\$	44,882
Muni Loan	\$	855,913
less current above	\$	(77,587)

Total Liabilites	\$	2,087,633
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Net assets	\$	3,807,012
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Total liab & net ass't	\$	5,894,645
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<u>Vendor</u>	<u>Check Amount</u>
000047 LAWSON & SON BACKHOE & GRADIN	476.00
000065 KKI CORPORATION	675.00
000076 USPS	457.92
000091 VALERO MARKETING & SUPPLY	217.64
000099 CYNTHIA MARCHESIELLO	100.00
000105 PACIFIC GAS & ELECTRIC	14,903.03
000118 D & D PEST CONTROL *	32.00
000136 AT&T	419.89
000203 GRISWOLD, LaSALLE, COBB, DOWD	1,272.00
000304 HRM Consulting Inc	2,012.75
0003221 KAMPA COMMUNITY SOLUTIONS LLC	6,250.00
000564 TOTAL WASTE SYSTEMS MARIPOSA	126.72
000585 MO CAL OFFICE SOLUTIONS	235.02
000596 MARIPOSA CO. HEALTH DEPARTMENT	213.00
00071 Mother Lode Answering Service	260.00
001888 SWRCB Accounting Office	500.00
0019655 Utility Services Associates	3,750.00
004779 California CAD Solutions	1,125.00
660108 VERIZON WIRELESS	155.84
702 Warmerdam CPA Group	2,415.00
UB*10566 ELIZABETH CAMERON	232.10
UB*10567 MR/MRS WILLIAM SUMMO JR	139.40
UB*10568 ANTHONY GIACALONE	116.24
UB*10569 RAFAEL FIGUORO JR	112.90
UB*10570 SIERRA MARIPOSA PROPERTIES	77.56
UB*10571 JERRY HARVICK	82.90
UB*10572 MRS TELFORD	111.16
UB*10573 MIKE & GABRIELLA DALISAY	196.64
UB*10574 MRS JOSEPH RIVERA	141.16
UB*10575 DAN DURRENCE	160.00
UB*10576 STEVEN CARSTON	91.70
UB*10577 DEBORAH SMITH-CAUDILL	61.00

Report Total: 37,119.57

**Special Meeting Minutes of the Board of Directors
December 14, 2017 at 1:00 p.m.
9751 Merced Falls Road**

(This Meeting replaces the December 2017 Regular Board Meeting, which has been cancelled)

- 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.
Vice President Hankemeier called the meeting to order at 1:01 p.m.
Directors present: Hankemeier, Ross, and Warren
Director Johnson Arrived: 3:17 p.m.
Director Sult Arrived: 3:42 p.m.
Also present: GM P. Kampa
Also present: Staff S. Marchesiello
- 2. PUBLIC COMMENT:**
Two public members spoke
- 3. PRESENTATION ONLY:**
 - a. Presiding Officer's Report
None given at this time
 - b. General Manager's Report: Peter J. Kampa
 1. Update on the Regional Water Use Efficiency Program rebates
 2. Update on response to the Notice of Violation issued by the State Division of Water Rights
 3. Update on the water service line replacement project, including leak detection results***Presented by GM P. Kampa***
 - c. Chief Plant Operator's Report: R. Gilgo
Presented by GM P. Kampa
- 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 November 2017 Treasurer's Report
 - b. Approval of the Minutes of the Regular Board meeting of November 20, 2017

Motion: To approve the consent calendar

Votes: Carried 3-0

First: Warren Second: Ross

Ayes: Warren, Ross, and Hankemeier

Absent: Johnson, and Sult

5. DISCUSSION AND ACTION ITEMS:

- a. Adoption of a Resolution approving the Multijurisdictional Local Hazard Mitigation Plan which includes an annex for Lake Don Pedro CSD

Motion: To approve the recommended motion to adopt the resolution approving the Multijurisdictional Local Hazard Mitigation Plan which includes an annex for Lake Don Pedro CSD

Votes: Carried 3-1-1

First: Warren Second: Hankemeier

Ayes: Warren, Hankemeier, and Johnson

Nays: Ross

Abstain: Sult

- b. Discussion and potential action calling for applications for appointment of a director, in lieu of calling a special election, to replace Director James Sult who resigned effective January 1, 2018 due to the relocation of his primary residence outside of the District boundaries

Motion: To approve the recommended motion to direct staff to prepare and post the notice for appointment of a replacement director

Votes: Carried 3-0

First: Ross Second: Warren

Ayes: Ross, Warren, and Hankemeier

Absent: Johnson, and Sult

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

Motion: The board moved to appoint Director Johnson to the office of Board President, and Director Hankemeier as Board Vice President

Votes: Carried 3-0

First: Warren Second: Ross

Ayes: Warren, Ross, and Hankemeier

Absent: Johnson, and Sult

Directors Johnson & Sult gave notification they would arrive late.

The Board agreed to call a recess with the intention of having the full board present for item 5 a.

Recess: 2:34 p.m.

Reconvene: 3:09 p.m.

- d. Discussion and potential action regarding amendment to the agreement with Kampa Community Solutions, LLC for management consulting services

Consensus of the Board to defer the item to a future meeting

6. CLOSED SESSION: *Public Comment will be taken on the item(s) below prior to the Board convening the Closed Session. Following Closed Session, the Board will reconvene the open session and publicly report any action taken.*

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54956.95 Title: General
Manager

Consensus of the Board to defer the item to a future meeting

7. ADJOURNMENT: 3:47 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Lake Don Pedro Community Services District

Special Meeting of January 17, 2018

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS:

- a. Approval of appointment of a replacement board member pursuant to the California Elections Code and District Notice of Board Vacancy dated December 18, 2017.

Background

Board Director James Sult resigned from the Board of Directors effective January 1, 2018 due to a change in physical address outside the District boundaries. At its Board meeting on December 14, 2017, the Board voted to post the Board vacancy and fill the position by appointment.

The Board Secretary posted a Notice of Vacancy on December 18, 2017 and pursuant to the Notice, applications were received from candidates interested in the appointment. Included in your packet is a copy of a letter of interest received from director candidates.

State law does not prescribe an exact procedure to be used by the Board in appointment of a director. There is no requirement to appoint based on whether or not a candidate was in the prior election, the number of votes each received, qualifications, experience, or any other factors. The appointment of a director is completely at the discretion of this Board. Considering this, standard industry protocol provides us some guidance as follows, to ensure the transparency and accountability of the appointment process:

- The appointment process and all material submitted is a public document and public process. Closed session is not allowed for interview or appointment of a director.
- The Board can simply vote on appointment of a candidate without any type of interview process or public presentation or candidate questioning.
- If a Board candidate is selected at this meeting for appointment, they can be sworn in for duty immediately or at a convenient time in the future.
- If the board does not appoint a director to fill the vacancy, the county Board of Supervisors may make the appointment.

Recommended Motion

Staff recommends that the Board consider appointment of a replacement Director.

RECEIVED
JAN 08 2018

January 8, 2018
Syndie,

BY: SM
3:10 PM

I was just made aware yesterday of the vacancy on the LDPCSD board.
I am very interested in the position. The LDPCSD is a very important part of this community and the decisions they make affect all of us here.

I have lived in Don Pedro for 27 years at 10438 Violeta Way, Coulterville. I have been a full charge bookkeeper since 1965 and have been the treasurer for Lake Don Pedro Baptist Church since Jan 2005.

I am not a board member of the church but I do attend the board meetings as treasurer.

If you need more information you can call me at 209-852-2788 or email me at nelliesperry@gmail.com.

Thank you,
Nellie Sperry

RESOLUTION 2018-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT EXTENDING APPRECIATION TO JAMES SULT FOR HIS SERVICE ON THE BOARD OF DIRECTORS

WHEREAS, Director James (Jim) Sult was appointed to the Board of Directors of the Lake Don Pedro Community Services District on November 16, 2015, and continuing as Director after election in November 2016, where he diligently served until January 1, 2018; and

WHEREAS, Director Sult spent countless hours coming up to speed quickly on important community issues such as the need for maintenance of District equipment and the condition of the community water infrastructure; and

WHEREAS, as an experienced government employee, Director Sult brought a knowledgeable and thoughtful demeanor to the Board of Directors at a time when many critical decisions about the future were being considered; and

WHEREAS, Jim could always be counted on to be the voice of reason and rational thinking, challenging staff for solid answers and at the same time doing so in a manner that helped the Board get to decision on tough issues; and

WHEREAS, in his term on the Board, Jim exhibited strong forward-thinking vision while actively engaging the comments and concerns of the public in his decisions; and

WHEREAS, Jim's calm, yet commanding voice was an excellent presence on the Board throughout his tenure, and he will be very much missed.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Lake Don Pedro Community Services District does hereby extend its appreciation on behalf of the community to Director James Sult for his diligent service on the Board of Directors.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Lake Don Pedro Community Services District held on January 17, 2018 and was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Danny Johnson, President, Board of Directors

ATTEST:

Syndie Marchesiello, Secretary

Lake Don Pedro Community Services District

Special Meeting of January 17, 2018

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

c. Adoption of a resolution approving agreement with Twin Lakes Management Company, Inc. for the fabrication and completion of the Emergency Barge Renovation Project, and amendment of the 2017-18 Budget to provide funding

Recommended Action

I move to adopt a resolution approving agreement with Twin Lakes Management Company, Inc. for the fabrication and completion of the Emergency Barge Renovation Project, and amendment of the 2017-18 Budget to provide funding

Background

As discussed in previous meetings, the existing float pump is to be decommissioned, pumps moved to the large barge, existing barge large diesel motors removed, new outboard motor installed, and related outfitting and fabrication for functionality and safety. The Board in October 2017 approved an agreement with Kennedy Jenks Consultants to design the barge improvements, which have now been completed and are ready for construction. Twin Lakes Management Company, who operates the boat maintenance yard on Lake McClure, has worked closely with the District in the design concept development, providing cost estimates and overall project assistance. Twin lakes has provided cost estimates for the work as proposed by Kennedy Jenks; which are attached hereto, with cost estimates summarized below:

Item	Cost Estimate	
Remove motors and outdrives, Install New Outboard motor and connections	\$	15,422.69
Fabricate renovations to install pumps	\$	19,335.19
Recoat entire barge, prep and install rubberized safety coating on deck, extra floatation on back if needed	\$	17,537.05
Total	\$	52,294.93

The Kennedy Jenks design is complete, and the attached are considered final cost bids, however due to unknown circumstances we may encounter during construction, staff recommends a 15% contingency be included in authorization of this item. Staff recommends a 2017-18 budget amendment in the amount of \$60,000 as detailed in the attached resolution.

Proceeding with this project is of critical importance since only one Lake McClure Intake pump is currently functional. If that pump were to fail, the barge pumps would need to be immediately launched and connected to maintain water supply for the community.

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT APPROVING AN AGREEMENT WITH TWIN LAKES MANAGEMENT COMPANY, INC FOR THE FABRICATION OF RENOVATIONS AND ASSOCIATED IMPROVEMENTS IN THE EMERGENCY BARGE RENOVATION PROJECT AND 2017/18 BUDGET AMENDMENT TO PROVIDE FUNDING

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 requires the services of a qualified and experienced marine fabrication company to complete renovations to the existing Lake McClure Emergency Pump Barge system; and

WHEREAS, the District has received a proposal, work scope and cost proposals from Twin Lakes Management Company, Inc, who are familiar with the District emergency pumping and barge system, having assisted the District with the system for many years; and

WHEREAS, the Twin Lakes Management Inc. Proposal is attached hereto as Exhibit A.

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

1. The proposal of Twin Lakes Management Company, Inc included herein as Exhibit A, is approved as submitted, and if modifications are necessary not to exceed a cost increase of greater than 15% of the total proposal attached as Exhibit A; and
2. An amendment to the 2017/18 Budget be approved in the amount of \$60,000 additional for the Barge Renovation Project, facilitated by deferring the purchase of a replacement truck and connection fee study
3. The General Manager is hereby authorized to negotiate the final scope of work and fee, and execute the agreement with Twin lakes management Company, Inc effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on January 17, 2018, 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 January 17, 2018.

EXHIBIT A

Don Pedro Custom Marine

14501 Las Moras St.
La Grange, CA 95329

Estimate

Date	Estimate #
9/28/2017	381

Name / Address
TLMC 9090 Lake McClure Rd. Snelling, CA. 95369 209-354-2945

Description	Qty	Rate	Total
Water Company			0.00T
Remove starboard and port motors. Outdrive and transoms. Remove Gen. Install new motor package.	40	90.00	3,600.00
115 Motor	1	8,995.00	8,995.00T
RC-Single Trim	1	369.34	369.34T
Harness / Key Switch	1	234.09	234.09T
Cable 14'	2	46.59	93.18T
Prop	1	194.92	194.92T
Fuel Tank	1	75.00	75.00T
Misc. Materials / Supplies / Hose and fittings	1	35.00	35.00T
Steering Ram	1	950.00	950.00T
Hazardous Waste	1	45.00	45.00
Misc. Materials / Supplies	1	35.00	35.00T
This is not an invoice, this is an estimate		Subtotal	\$14,626.53
		Sales Tax (7.25%)	\$796.16
		Total	\$15,422.69

Phone #
(209)852-2441

Twin Lakes Management Company Inc.

8044 lake McClure Rd.
 Snelling CA 95369
 209-354-2958

EXHIBIT A

Estimate

Date	Estimate #
9/17/2017	10675

Name / Address
Lake Don Pedro Community Services Distric 9751 Merced Falls Rd La Grange, CA 95329

All estimates are valid for 30 days from the date of estimate.

Project

Description	Qty	UM	Rate	Total
Labor- cut out hull to accommodate transport position[this will include 1 crew member for fire watch.]	24	HRS	85.00	2,040.00
Labor- degrease pod [sand blasting would most efficient] and dispose of contaminated sand.	8	HRS	85.00	680.00
Labor- fabricate box for cut outs 18"x60"x42" and weld in place.[have to die check this item additional welding maybe required].	40	HRS	85.00	3,400.00
Labor- fabricate hinged plates for pumps. [it maybe possible to use existing plates with hinges.	16	HRS	85.00	1,360.00
Labor- test fit pumps for correct operation with winches. and remove.	16	HRS	85.00	1,360.00
Labor- remove pumps and stage for pick up.	4	HRS	85.00	340.00
launch boat without pumps check for possible leaks and get a measurement for float calculation @ rear of barge.	8	HRS	85.00	680.00
Labor- re install pumps to barge.	16	HRS	85.00	1,360.00
Labor- remove man-hole covers and inspect bilge for corrosion,debris,moisture,structural supports. provide a written summary of wall and deck thickness via ultra sonic testing 25 locations.	12	HRS	85.00	1,020.00
Labor- fabricate new transom for mercury 115hp. out board motor[includes modification of work deck.]	24	HRS	85.00	2,040.00
Labor- plate over or weld up any holes in the deck that could compromise floatation.	26	HRS	85.00	2,210.00
misc. supplies 5%	1		825.00	825.00T
mics. materials [metal prices fluctuate 20 to 30% +/- allow for that .	1	LOT	1,500.00	1,500.00T
Labor- sand disposal hours	4	HRS	85.00	340.00
Sales Tax			7.75%	180.19

Not responsible for loss or damage to above product or articles left on premises due to fire, theft, accident, inclement weather conditions, or any other cause beyond our control.

I hereby authorize the above repair work to be done along with the necessary material, and hereby grant you or your employee's permission to operate the product herein described on any waterways or elsewhere for the purpose of testing and/or inspection.

An express mechanics lien is hereby acknowledged on the above product and/or labor to secure amount off repairs.

Total	\$19,335.19
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Twin Lakes Management Company Inc.

EXHIBIT A

Estimate

8044 lake McClure Rd.
 Snelling CA 95369
 209-354-2958

Date	Estimate #
9/17/2017	10676

Name / Address
Lake Don Pedro Community Services Distric 9751 Merced Falls Rd La Grange, CA 95329

Also see 10675 and Don Pedro Lake Marine quote for existing diesel engine removal line item.

All estimates are valid for 30 days from the date of estimate.

Project

Description	Qty	UM	Rate	Total
Sandblasting and Bottom Coating completed ON-SIGHT - Rate of \$5.75 / Square Foot per Pontoon Minimum Charge Includes Set-Up, Cribbing, Boatyard Selected Premium Bottom Coating, Hazardous Material Fees, and Selected Material	800	FT	5.75	4,600.00
Labor- prep top deck for tufflex waterproofing	32	HRS	85.00	2,720.00
Labor- tufflex top deck	34	HRS	85.00	2,890.00
Labor- install winches at back corners for rotational control.	2	HRS	85.00	170.00
Labor- fabrication of extra floatation @ back of boat	20	HRS	85.00	1,700.00
Labor- install extra floats to work deck	4	HRS	85.00	340.00
misc supplies 5%	1		749.00	749.00T
tufflex rubberized coating pacific grey	1	lot	4,000.00	4,000.00T
Sales Tax			7.75%	368.05

Not responsible for loss or damage to above product or articles left on premises due to fire, theft, accident, inclement weather conditions, or any other cause beyond our control.

I hereby authorize the above repair work to be done along with the necessary material, and hereby grant you or your employee's permission to operate the product herein described on any waterways or elsewhere for the purpose of testing and/or inspection.

An express mechanics lien is hereby acknowledged on the above product and/or labor to secure amount off repairs.

	Total	\$17,537.05
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