

Special Meeting of the Board of Directors

9751 Merced Falls Road
January 16, 2024 at 1:00 p.m.

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

AGENDA

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

2. PUBLIC COMMENT:

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

3. PRESENTATION ONLY:

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

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

- a. Read and file the Treasurer's Report for the period ending December 31, 2023 including summary of claims paid
- b. Approval of the Minutes of the following meeting:
 - ♦ Special Meeting of December 11, 2023

5. DISCUSSION AND ACTION ITEMS:

- a. Discussion / Review of the 2022/23 Annual Independent (Financial) Audit Presented by John Blomberg from Blomberg & Griffin Accountancy Corp.
- b. Discussion / Information regarding LDPCSD Financial Overview
- c. Discussion / Information regarding PG&E Cost & Usage Analysis
- d. Discussion / Approval regarding Confirmation of the Board Presidents Standing Committee Appointments for January 2024 thru December 2024 Calendar Year

6. 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 16, 2024

Water quality continues to be consistently fine. Demand is low and the plant is running 24-36 hours a week. We have been working on a public records work request and requests from DWSRF for additional funding that we are seeking for the Raw Water Intake Pump Station Project. During the recent rains, staff has been watching safety videos, studying water courses, and performing maintenance around the corporation yard.

Tuolumne County has reached out with a Voluntary Participation Agreement in the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan. The last agreement which is good for 5 years was signed in 2018. The plan is in the process (with our input) of being updated which includes identifying hazards and how to mitigate them.

While researching solar grants, I found that PG&E offers twice a year, a PG&E Cost Usage Analysis on the power that we are using. It will be in a report below.

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

- District phone – (209) 852-2331 Ext 1
- E-mail - dave@ldpcsd.org

Grant/Study Updates

DWR RAW WATER INTAKE PUMP STATION PROJECT- Status of Project – After Black Waters presentation last month the project is on hold until we can get additional funding. Currently, we are working with the USDA for additional funding.

USDA / FUNDING OPPORTUNITY – Status – I have been submitting financial statements that are required as a pre-qualification for grant funding. Currently waiting on the amount of funding that might be available to us. The Project Manager from USDA is hopeful that she will know in January. This is in the early stages but am hopeful we will get 100% funding and an amount of at least \$1.5 million.

Presentation - Audit

Presentation – I will provide a presentation on the Financial Overview with charts.

Operations

Operations staff are filling out daily logs and we will have them in the Board Room for viewing

The Assistant General Manager has daily logs in the Board Room as well

Made some changes with operation staff that will provide more decision-making and leadership skills. This will also increase communication between the office and field staff which will help increase working relationships. There was an agreement amongst all operations staff to accept the change.

The Lead Operator made a list of projects that need attention ASAP. Also, he is providing training for filling out state reports to the other operators.

Modesto Irrigation District is providing us with a tour of their treatment plant Friday January 12th.

Operations staff have been turning valves only to find a lot of valves broken.

Administrative

- **SAFETY MEETINGS MONTHLY – Binder in Board Room for Viewing – USA review. Review website on Internet.**
- **WEEKLY STAFF MEETINGS – There will be a binder in the Board room for viewing the topics of discussion. All notes from the meeting I will be holding in my office but the topics of the staff meetings will be available.**

Sincerely,

Dave Savidge, Assistant General Manager

End of Month Water Report

Dec 2023

Description	CCF	Acre/ft.	Percent	
Water pumped from Lake McClure acre/ft.	13174	30.24		
Water pumped from Well acre/ft.	1221	2.80		
Total Pumped acre/ft.		33.05		
Last month acre/ft.		52.18		
Difference from last month %			-36.67%	
Treated water sold acre/ft.	8996	20.65		
Last month treated water sold acre/ft.		27.45		
Difference from last month %			-32.92%	
Golf course water sold acre/ft.	0	0.00		
Hydrant usage	0	0.00		
Billed Metered Customers				1540
Meters with no consumption this month				319
Meters with no consumption last month				282
Usage outside filed MID Place of Use	339	0.78		
Total acre/ft. from Wells		2.80		
Backwash/Rinse on start up	1334	3.06		
Plant Process Equipment (FIXED VALUE)	55	0.13		
Water in Distribution system (Averaged Main Size) FIXED VALUE	901	2.07		
Sed Basin cleaning	0	0.00		
Raw Storage Difference from last month	+0.17	0.00		
Treated storage difference from last month	-492	-1.13		
Total water loss in acre/ft. (Leaks and Evaporation)		7.14	21.60%	

End of the Month MID Lake McClure Readings

Date of Reading	12/31/2023	
Inflow	206	CFS (Cubic Feet Per Second)
Storage	660,181	AF (Acre Feet)
Elevation	806.83	Feet Above Mean Sea Level
Outflow	224	CFS (Cubic Feet Per Second)
Lake McClure Capacity	1,024,600	AF (Acre Feet)

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: December 2023

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

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 181,435	
Total Restricted:		\$ 181,435
Unrestricted:		
Checking	\$ 86,834	
Money Market - Working Capital	\$ 235,941	
Petty Cash	\$ 125	
Total Unrestricted:		\$ 322,900
Total Restricted & Unrestricted:		\$ 504,335

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

	Dec-2023	Year to Date
Sales & Business Revenue:	\$ 139,036	\$ 919,707
Total Operating Expenses:	\$ (129,234)	\$ (891,718)
Non-Operating Income/Expense:	\$ (20,471)	\$ (98,095)
Water Drought Income/Expense:	\$ (4,382)	\$ 70,858
Change in Net Assets (P&L):	\$ (15,051)	\$ 752
Net Cash Flow:	\$ 49,275	\$ (50,315)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ (69)	\$ -	\$ -	\$ 123,348
> 30 Days	\$ 43,170	\$ -	\$ -	\$ -
> 60 Days	\$ 18,216	\$ -	\$ -	\$ -
> 90 Days	\$ 9,681	\$ -	\$ -	\$ -
> 120 Days	\$ 62,559	\$ 176,094	\$ 35,241	\$ -
Credits	\$ (24,699)			
Total	\$ 108,858	\$ 176,094	\$ 35,241	\$ 123,348
Total Combined	\$ 408,300		\$ 35,241	
 G/L Balance	 \$ 408,300		 \$ 35,241	
 Difference	 \$ -		 \$ -	

* Amount of availability payments received: \$35,619

* Amount of availability payments outstanding: \$140,475

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 34,461	\$ -	\$ 6,182
> 30 Days	\$ -	\$ -	\$ 7,331
> 60 Days	\$ -	\$ -	\$ 9,764
> 90 Days	\$ -	\$ -	\$ 34,936
Credits	\$ -	\$ -	\$ -
Total	\$ 34,461	\$ -	\$ 58,213
 G/L Balance	 \$ 34,461	 \$ -	 \$ 58,213
 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 2023 & Year-To-Date Versus 6/30/24 Approved Budget**

	Dec-23	December vs Budget %	2023-2024 YTD	YTD vs Budget %	2023-2024 Budget	Remaining Budget	Available Budget %
Revenue							
01-0-3010-301		0.00%		0.00%	100	100	100.00%
01-0-3010-302		0.00%	15,000	23.08%	65,000	50,000	76.92%
01-0-4010-400	24,553	5.52%	263,938	59.31%	445,000	181,062	40.69%
01-0-4010-402	14,675	7.93%	87,886	47.51%	185,000	97,114	52.49%
01-0-4010-403	98,944	8.63%	560,907	48.90%	1,147,000	586,093	51.10%
01-0-4020-410	-	0.00%	3,022	97.49%	3,100	78	2.51%
01-0-4020-413	3,337	10.59%	21,326	67.70%	31,500	10,174	32.30%
01-0-4020-414	750	10.00%	2,650	35.33%	7,500	4,850	64.67%
01-0-4020-415	-	0.00%	101	1.84%	5,500	5,399	98.16%
01-0-4020-416	-	0.00%	2,000	30.77%	6,500	4,500	69.23%
01-0-4020-900	-	0.00%	47	11.75%	400	353	88.25%
01-0-4020-901	40	5.33%	200	26.67%	750	550	73.33%
01-0-4020-902	75	9.93%	332	44.23%	750	418	55.77%
01-0-4020-999	-	0.00%	1,748	72.83%	2,400	652	27.17%
01-0-4040-100	1,450	1.87%	13,200	17.04%	77,467	64,267	82.96%
TOTAL REVENUE	143,823	7.27%	972,357	49.16%	1,977,967	1,005,610	50.84%
Expenses							
01-1-5010-100	16,927	6.29%	119,430	44.40%	269,000	149,570	55.60%
01-1-5010-101	1,806	7.22%	15,785	63.14%	25,000	9,215	36.86%
01-1-5010-102	801	9.94%	5,835	72.42%	8,056	2,221	27.58%
01-1-5010-104	1,066	9.14%	7,313	62.72%	11,660	4,347	37.28%
01-1-5010-105	3,165	27.80%	9,297	81.64%	11,388	2,091	18.36%
01-1-5010-200	2,045	7.87%	13,170	50.65%	26,000	12,830	49.35%
01-1-5010-201	1,815	7.26%	11,838	47.35%	25,000	13,162	52.65%
01-1-5010-202	281	23.45%	281	23.45%	1,200	919	76.55%
01-1-5010-203	5,466	9.04%	29,847	49.33%	60,500	30,653	50.67%
01-1-5010-204	549	3.92%	5,603	40.02%	14,000	8,397	59.98%
01-1-5010-206	315	6.85%	1,892	41.13%	4,600	2,708	58.87%
01-1-5010-546	298	11.90%	794	31.74%	2,500	1,706	68.26%
01-1-5020-510	286	1.43%	5,062	25.31%	20,000	14,938	74.69%
01-1-5020-511	-	0.00%	5,811	58.11%	10,000	4,189	41.89%
01-1-5020-512	714	2.38%	11,214	37.38%	30,000	18,786	62.62%
01-1-5020-515	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
01-1-5020-517	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
01-1-5020-520	750	11.54%	2,446	37.63%	6,500	4,054	62.37%
01-1-5020-521	1,626	10.49%	9,489	61.22%	15,500	6,011	38.78%
01-1-5020-522	350	9.46%	1,130	30.53%	3,700	2,570	69.47%
01-1-5020-524	1,492	24.87%	6,249	104.14%	6,000	(249)	-4.14%
01-1-5020-529	1,423	10.94%	8,839	67.99%	13,000	4,161	32.01%
01-1-5020-544	1,210	8.96%	5,005	37.07%	13,500	8,495	62.93%
01-1-5020-545	5,071	37.01%	5,071	37.01%	13,700	8,629	62.99%
01-1-5020-548	-	0.00%	3,113	113.21%	2,750	(363)	-13.21%
01-1-5021-521	1,715	3.01%	68,160	119.58%	57,000	(11,160)	-19.58%
01-1-5021-524	240	5.45%	2,039	46.35%	4,400	2,361	53.65%
01-1-5021-525	9,930	7.73%	77,771	60.52%	128,500	50,729	39.48%
01-1-5021-526	36	0.80%	3,898	86.62%	4,500	602	13.38%
01-1-5021-527	2,907	7.09%	24,279	59.22%	41,000	16,721	40.78%
01-1-5021-528	3,043	6.09%	30,166	60.33%	50,000	19,834	39.67%
01-1-5021-529	768	63.98%	4,727	393.94%	1,200	(3,527)	-293.94%
01-1-5021-530	69	1.54%	2,618	58.17%	4,500	1,882	41.83%
01-1-5021-532	69	1.54%	2,618	58.17%	4,500	1,882	41.83%
01-1-5021-561	6,182	5.94%	54,560	52.46%	104,000	49,440	47.54%
01-1-5023-533	635	9.77%	2,570	39.53%	6,500	3,930	60.47%
01-1-5023-535	-	0.00%	-	0.00%	250	250	100.00%
01-1-5023-537	38	0.69%	228	4.15%	5,500	5,272	95.85%
01-1-5023-538	-	0.00%	-	0.00%	3,500	3,500	100.00%
01-1-5023-539	-	0.00%	210	7.79%	2,700	2,490	92.21%
01-1-5024-540	-	0.00%	-	0.00%	1,500	1,500	100.00%
01-1-5024-542	-	0.00%	-	0.00%	500	500	100.00%
01-1-5024-543	1,175	117.50%	1,175	117.50%	1,000	(175)	-17.50%
01-1-5032-583	22,615	8.97%	134,229	53.27%	252,000	117,771	46.73%
01-2-6010-100	14,148	5.00%	118,443	41.85%	283,000	164,557	58.15%
01-2-6010-101	-	0.00%	2,558	94.76%	2,700	142	5.24%
01-2-6010-102	373	5.18%	5,319	73.88%	7,200	1,881	26.12%
01-2-6010-104	692	7.87%	10,282	116.84%	8,800	(1,482)	-16.84%

		December vs Dec-23	Budget %	2023-2024 YTD	YTD vs Budget %	2023-2024 Budget	Remaining Budget	Available Budget %
01-2-6010-105	Holiday Pay	1,364	24.81%	4,093	74.42%	5,500	1,407	25.58%
01-2-6010-200	PERS	1,129	5.51%	11,063	53.97%	20,500	9,437	46.03%
01-2-6010-201	FICA/Medicare	1,340	6.87%	10,252	52.58%	19,500	9,248	47.42%
01-2-6010-202	SUI	205	16.44%	394	31.56%	1,250	856	68.44%
01-2-6010-203	Health Insurance	1,887	4.02%	14,778	31.44%	47,000	32,222	68.56%
01-2-6010-204	Workers Compensation	54	4.18%	326	25.05%	1,300	974	74.95%
01-2-6010-206	Dental Insurance	314	8.04%	1,891	48.50%	3,900	2,009	51.50%
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	722	722	100.00%
01-2-6010-546	Travel, Meetings & Mileage	203	7.79%	1,125	43.26%	2,600	1,475	56.74%
01-2-6020-512	Propane	504	42.00%	570	47.50%	1,200	630	52.50%
01-2-6020-515	Customer Billing Supplies	-	0.00%	1,700	48.56%	3,500	1,800	51.44%
01-2-6020-529	Telephone - Admin	2,043	15.13%	13,464	99.74%	13,500	36	0.26%
01-2-6020-530	Office Supplies	296	8.01%	1,801	48.68%	3,700	1,899	51.32%
01-2-6020-531	Postage	778	8.19%	4,414	46.46%	9,500	5,086	53.54%
01-2-6023-531	Computer IT	2,304	8.38%	15,302	55.65%	27,500	12,198	44.35%
01-2-6023-532	R & M Equipment	26	#DIV/0!	217	#DIV/0!	-	(217)	#DIV/0!
01-2-6023-533	Outside Services	3,165	11.72%	17,787	65.88%	27,000	9,214	34.12%
01-2-6023-535	Office Cleaning Serv	180	8.57%	1,080	51.43%	2,100	1,020	48.57%
01-2-6023-536	Legal Services	-	0.00%	3,035	43.35%	7,000	3,965	56.65%
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	9,000	9,000	100.00%
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	2,700	2,700	100.00%
01-2-6024-540	Memberships	-	0.00%	9,622	111.88%	8,600	(1,022)	-11.88%
01-2-6024-542	Publications	-	0.00%	260	32.54%	800	540	67.46%
01-2-6024-543	Licenses, Permits & Cert.	1,743	217.88%	1,743	217.88%	800	(943)	-117.88%
01-2-6024-999	County Avail Fee	-	0.00%	1,866	93.30%	2,000	134	6.70%
01-3-6025-100	Regular Pay	400	6.67%	6,100	101.67%	6,000	(100)	-1.67%
01-3-6025-201	FICA/Medicare	31	4.37%	467	66.66%	700	233	33.34%
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	117	4.32%	2,700	2,583	95.68%
01-9-6030-569	Credit Card Service Charges	1,249	11.36%	7,103	64.57%	11,000	3,897	35.43%
01-9-6030-570	Bank Service charges	496		2,935				#DIV/0!
01-9-6030-572	Business Insurance Expense	20,045	20.66%	62,080	64.00%	97,000	34,920	36.00%
01-9-6030-576	Misc Other Expense	39	6.64%	477	82.31%	580	103	17.69%
01-9-6030-577	Retired Employee Health	1,237	8.14%	7,308	48.08%	15,200	7,892	51.92%
01-9-6031-580	Interest Long Term Debt	1,350	5.29%	8,625	33.82%	25,500	16,875	66.18%
01-9-6032-583	Depreciation Expense	18	8.88%	105	52.72%	200	95	47.29%
TOTAL EXPENSES		154,492	7.93%	1,042,463	53.50%	1,948,356	905,893	46.50%
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)								
01-9-6030-597	DWSRF Expenses		#DIV/0!		#DIV/0!			#DIV/0!
01-9-6030-598	DWR Intake	4,382	5.16%	21,382	25.15%	85,000		0.00%
TOTAL CIP IN PROGRESS		4,382	5.16%	21,382	25.15%	85,000	63,619	74.85%
CARRYOVER PROJECT (GRANT) REVENUE								
01-0-4020-430	DWR Grant Revenue	-	#DIV/0!	92,240	#DIV/0!	-	(92,240)	#DIV/0!
TOTAL CARRYOVER PROJECT REVENUE		-	#DIV/0!	92,240	#DIV/0!	-	(92,240)	#DIV/0!
NEW CAPITAL PURCHASES / IMPROVEMENTS								
01-0-1090-216	Auto Meter Read/Replace		0.00%		0.00%	7,500	7,500	100.00%
01-0-1090-321	Filter Tank Inspection Cleaning		0.00%		0.00%	95,000	95,000	100.00%
01-0-1090-322	Flushing/Valve Program		0.00%	120	2.00%	6,000	5,880	98.00%
01-0-1090-327	1999 GMC Dump Truck Rest.		0.00%		0.00%	4,500	4,500	100.00%
01-0-1090-328	2022 SCADA Master Plan		0.00%		0.00%	16,000	16,000	100.00%
01-0-1090-329	2022 Pressure Regulating Station		0.00%	4,789	53.21%	9,000	4,211	46.79%
TBD	2000 CAT Backhoe Restoration		0.00%		0.00%	14,500	14,500	100.00%
01-0-1090-331	LDPCSD Technology Upgrades		0.00%	2,985	13.57%	22,000	19,015	86.43%
TBD	Central Station Control Valves		0.00%		0.00%	35,000	35,000	100.00%
TBD	IM4000 Digital Copier System		0.00%		0.00%	9,000	9,000	100.00%
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		-	0.00%	7,894	3.61%	218,500	210,606	96.39%

Asset :

Cash and investments	\$	504,335
Restricted cash	\$	-
Accts Receivable net of res	\$	336,362
Water Drought Receivable	\$	-
Inventory	\$	69,932
Prpd expense & deposits	\$	64,973
Deferred Outflow of Resources - OPEB	\$	209,186
Deferred Outflow of Resources - Pension	\$	243,673
Total current assets	\$	1,428,461
Property, plant & equipment	\$	13,752,699
less depreciation	\$	(8,379,317)
C I P	\$	532,795
Net P P & E	\$	5,906,177
Other L T Assets		
Total Assets	\$	7,334,637
Liabilites:		
Accounts payable	\$	34,461
Interest payable	\$	4,725
Water Accrual	\$	58,213
Accrued Payroll	\$	126,241
A/P Accrued Payables	\$	2,682
L T debt, current	\$	104,041
Total current liab	\$	330,363
L T debt		
Post Retirement Benefit	\$	1,803,182
Net Pension Liability	\$	393,922
Deferred Inflow of Resources - OPEB	\$	33,243
Deferred Inflow of Resources - Pension	\$	431,141
Muni Loan	\$	328,025
less current above	\$	(104,041)
Total Liabilites	\$	3,215,836
Net assets	\$	4,118,802
Total liab & net ass't	\$	7,334,637

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
994	000076	USPS	12/04/2023	670.08
1046	000383	BUSINESS CARD	12/04/2023	921.35
1047	000383	BUSINESS CARD	12/04/2023	495.61
1048	000383	BUSINESS CARD	12/04/2023	25.63
1049	000383	BUSINESS CARD	12/04/2023	9.99
1050	000383	BUSINESS CARD	12/04/2023	1,518.09
1051	000136	AT&T	12/04/2023	2,739.73
1052	000158	SDRMA Business Insurance	12/04/2023	444.62
1053	000550	LUIS'S HOUSEKEEPING / YARDS	12/04/2023	180.00
1054	660108	VERIZON WIRELESS	12/04/2023	399.00
1055	000105	PACIFIC GAS & ELECTRIC	12/04/2023	20,437.98
1056	UB*10963	MR/MRS JORGE BONILLA	12/04/2023	102.96
1057	UB*10964	BRIAN & CHRISTINE VANDENOVER	12/04/2023	184.52
1058	UB*10965	BETH & JOHNNY TYREE	12/04/2023	207.86
1059	000446	ACWA	12/11/2023	11,900.00
1060	0000536	AGUSTIN CAMPOS	12/11/2023	22.77
1061	0001001	State Water Resources Control Board	12/11/2023	868.00
1062	000165	ACWA/JPIA	12/11/2023	8,590.95
1063	0000536	AGUSTIN CAMPOS	12/11/2023	297.60
1064	0005300	AVENTA TECHNOLOGY INC	12/11/2023	135.00
1065	0007349	Recology Mariposa	12/11/2023	317.42
1066	00008	SENTRY ALARM SYTEMS	12/11/2023	1,492.35
1067	0002321	STREAMLINE	12/11/2023	249.00
1068	00071	Mother Lode Answering Service	12/11/2023	498.00
1069	702	Warmerdam CPA Group	12/19/2023	2,500.00
1070	000550	LUIS'S HOUSEKEEPING / YARDS	12/19/2023	180.00
1071	000263	Brenntag	12/19/2023	1,714.67
1072	0000129	PRECISION ENVIRO-TECH	12/19/2023	610.00
1073	000099	CYNTHIA MARCHESIELLO	12/19/2023	202.54
1074	000105	PACIFIC GAS & ELECTRIC	12/19/2023	138.28
1075	000105	PACIFIC GAS & ELECTRIC	12/19/2023	767.78
1076	000118	D & D PEST CONTROL *	12/19/2023	38.00
1077	000442	KAMPS PROPANE INC.	12/27/2023	504.05
1078	000596	MARIPOSA CO. HEALTH DEPARTMENT	12/27/2023	307.00
1079	000136	AT&T	12/27/2023	2,729.61
Report Total:				62,400.44

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
December 11, 2023 at 10:00 a.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.

- 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
Vice President Ross called the meeting to order at 10:00 a.m.
President Johnson conducted meeting after he became Board President proceeding Item 5c
Directors present: Ross, Johnson, Warren, and Smith
Directors absent: Hankemeier
Also absent: AGM D. Savidge
Also present: Board Secretary: S. Marchesiello
Also present: Jessie Franco from Black Water Engineering Group
- 2. PUBLIC COMMENT:**
The Board received one public comment
- 3. PRESENTATION ONLY:**
 - a. Presiding Officer's Report
None given at this time
 - b. General Manager's Report:
 - Grant / Study Updates
 - Current District Projects
 - Operations Updates
 - Administrative Updates***Presented by AGM Dave Savidge***
- 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, 2023 including summary of claims paid
 - b. Approval of the Minutes of the following meeting:
 - ♦ Regular Meeting of November 20, 2023

Motion: To approve the consent calendar
Votes: Carried 4-0
First: Johnson Second: Warren
Ayes: Johnson, Warren, Ross, and Smith
Absent: Hankemeier:
- 5. DISCUSSION AND ACTION ITEMS:**
 - a. Discussion / Information from Black Water Engineering Group (Jessie Franco) to provide an update regarding DWR (Department of Water Resources) Grant involving the Raw Water Intake Pump Station Project
Presented by Jessie Franco – No action taken

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

Motion: I move to appoint director Johnson to the office of Board President, and Director Smith to the office of Board Vice President

Votes: Carried 4-0

First: Johnson Second: Smith

Ayes: Johnson, Smith, Warren, and Ross

Absent: Hankemeier:

- c. Discussion / Approval regarding Confirmation of the Board Presidents Standing Committee Appointments for December 2023 thru December 2024 Calendar year

Direction to the Board Secretary to email all Directors requesting their preference for committee assignment appointments

- d. Discussion / Information regarding USDA Raw Water Main Replacement Project

No action taken

- e. Discussion / Information regarding the Verizon Wireless Cell Tower Right of Way Agreement

No action taken

- f. Discussion / Action regarding an Update on Solar provided by the Ad Hoc Committee which includes Directors Warren and Hankemeier

Motion: To approve the Solar Ad Hoc Committee dissolved as they have met their obligation

Votes: Carried 4-0

First: Johnson Second: Ross

Ayes: Johnson, Ross, Warren, and Smith

Absent: Hankemeier:

6. ADJOURNMENT: 11:08 a.m.

Respectfully submitted by,
S. Marchesiello
Board Secretary

a. Discussion / Review of the 2022/23 Annual Independent
(Financial) Audit

Presented by John Blomberg from Blomberg & Griffin
Accountancy Corp.

THE AUDIT MATERIALS WILL BE PROVIDED AT THE BOARD MEETING



Financial Overview

January 2024

Presented by Dave Savidge/AGM



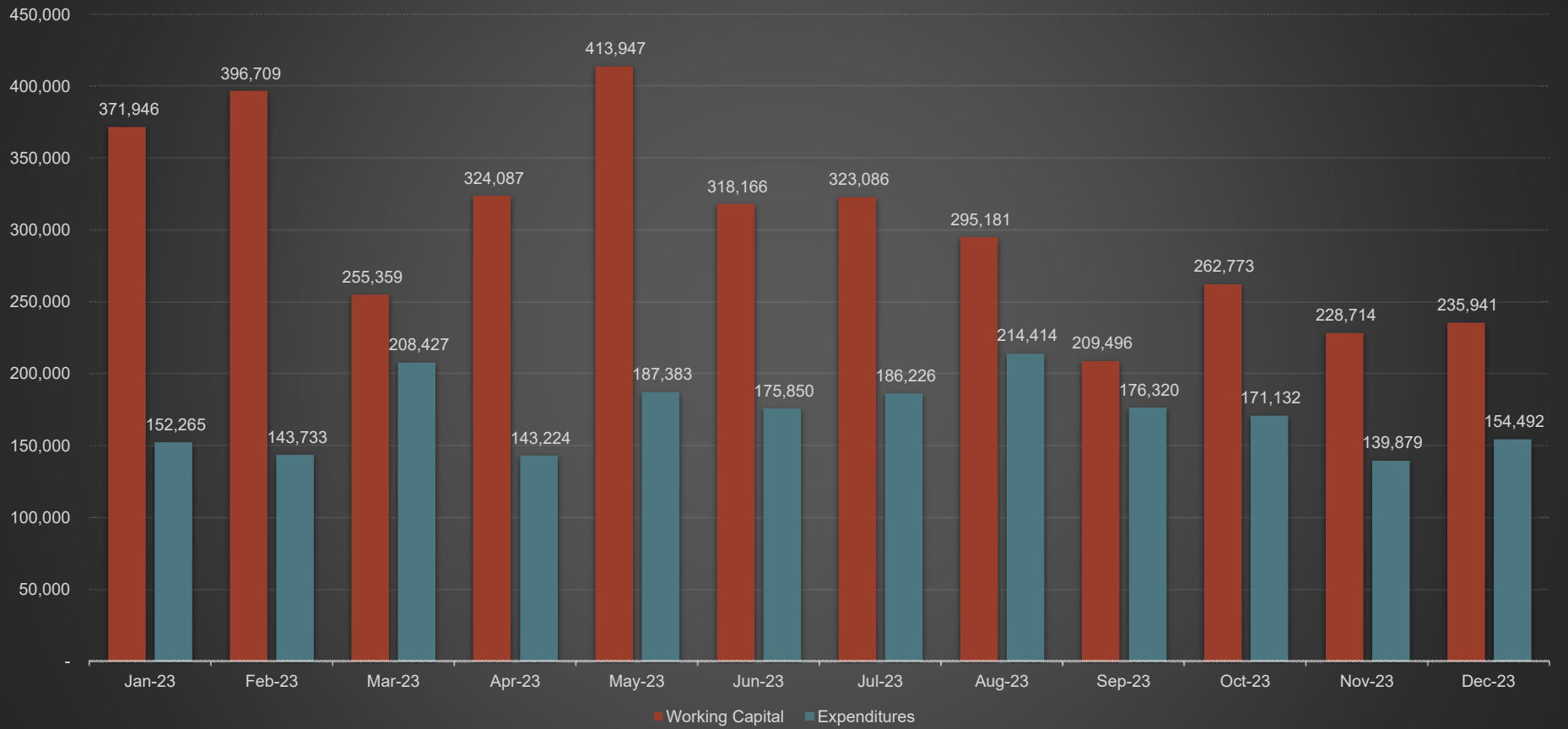
AGENDA

- **Monthly Average of Working Capital & Expenditures by Year**
- **2023 Monthly Capital vs. Monthly Expenditures**
- **Chemical Usage**
- **Critical Projects**
- **Ways to Increase Revenue**
- **Rate Increase/Rate Review**

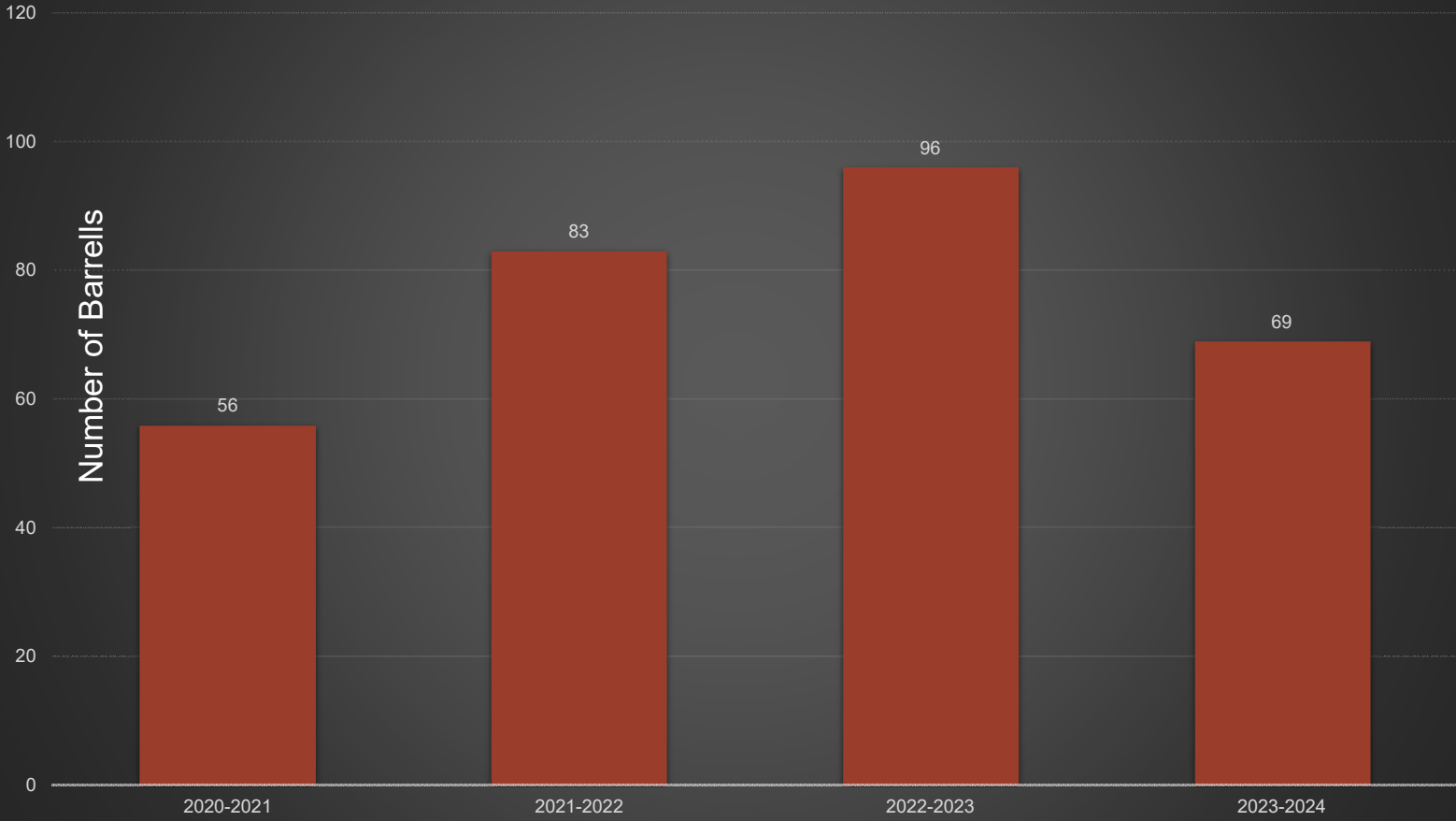
Monthly Average of Working Capital & Expenditures by Year



2023 Monthly Capital vs. Monthly Expenditures



Chemical Usage Increase



Critical Projects

OBJECTIVES	PRIORITY	STATUS	SOLUTION	COSTS	RISK
Replace Central Tank Control Valves with VFD's (Variable Frequency Drives) and check valves	1	One Pump Control Valve not working and the other one is leaking and flooding out around customers garage. The leak is slow but it is continuous and saturating the area around the garage. The valves are original.	Purchase 2 VFD's and 2 Check Valves Hire a contractor to install 2 VFDs and 2 check valves. The water system will have redundancy	Contractor providing estimate	Property damage is imminent if this is not fixed ASAP. If the leaking valve does fail: System would have a water outage to most of the distribution system affecting all customers. Or Water from Central tank will not be able to be controlled which would potentially overflow 3 tanks.
Media Filter Replacement	2	The current conditions of our raw water turbidity levels are the best we have seen over the last few months. Last spring the turbidity levels were high due to the previous winter's runoff. If the spring runoff brings the turbidity levels up to high levels again, and based on the media being spent (engineering report), we may not be able to stay below the maximum turbidity level set by the SWRCB.	Replacing the media would help reduce turbidity levels and minimize taste and odor complaints.	\$112,000 (quote from September 2023)	Risk exceeding MCL of 1.0 NTU. If we exceed, we would have to deliver notices to our customers to not drink the water. Could lead to more water quality problems such as higher DBP's and more state sampling.
Enebro Tank	3	Pump Control Valve Leaking/not working. This valve originally old. Currently this site has two valves in place. We could get by with replacing just one. Also need to replace altitude valve that is leaking and no parts for repair because outdated	Need one VFD and check valve. Hire contractor to install. Also replace altitude valve that controls the level of the tank.	In the process of requesting Contractor Estimates.	If the one Operational pump fails (already has VFD) we would not be able to send water to Arbolada and Sturtevant Tanks. Many customers would be out of water. Tank has to be manually filled because altitude valve is not working.
Tulipan	4	Same as Enebro but no altitude valve is needed.	Need one VFD and check valve. Hire contractor to install.	In the process of requesting Contractor Estimates.	Will not feed water to Sturtevant tank and pressure zone.
Alamo	5	Leaking and manual operational only.	Replace altitude valve	In the process of requesting Contractor Estimates.	If tank goes dry you lose water to Alamo pressure zone including Alamo and Elementary school.

Increase Revenue

What are we doing to Increase Revenue?

- **In 2019, a Water Meter Audit was carried out and currently, we are in the process of conducting another audit.**
- **We are currently in the process of implementing a zero-read Audit Program.**
- **In the process of Replacing Large Meters that are approximately 20 years old.**
- **The rate increase commenced in January 2022, followed by two more in January 2023 and January 2024.**

Rate Increase and Rate Review

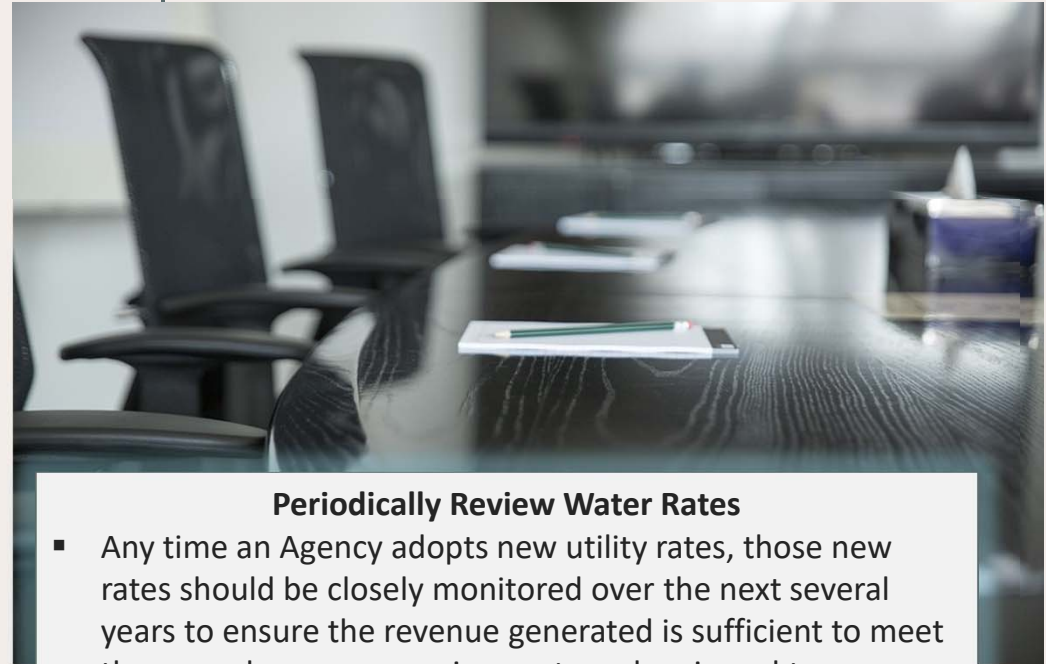
Dec billing for Nov water

Monthly service fee @ \$57.86 =	92,383.04
11,837 Consumption in units @ \$2.58 =	<u>30,539.46</u>
Total billing =	\$122,922.50

Jan billing for Dec water

Monthly service fee @ \$61.91 =	98,833.88
8,882 Consumption in units @ \$2.76 =	<u>24,514.32</u>
Total billing =	\$123,348.20

Result of rate increase revenue was \$425.70



Periodically Review Water Rates

- Any time an Agency adopts new utility rates, those new rates should be closely monitored over the next several years to ensure the revenue generated is sufficient to meet the annual revenue requirements and reviewed to incorporate new capital facility plans and/or significant repair and replacement projects.
- With changes in economic factors, water consumption patterns, new regulatory mandates, and unplanned capital improvements all underscore the need for this annual review.



- Questions?
- Options?
- Ideas?

Thank you



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Dave Savidge

Date: January 16, 2024

Subject: PG&E Cost & Usage Analysis

Description –

Currently, LDPCSD is enrolled in the B1 program. This program is for small businesses with low energy use with less than 75 kW demand.

After going through a cost & usage analysis with a PG&E representative we will be switching to a B6 (Business) program which is the same as the B1 but has some flexibility to adjust energy use throughout the day. A good example is shutting down the treatment plant early because of good water quality and low demand.

A cost & usage analysis should be initiated every six months, based on usage, or twice a year that is free from PG&E to receive the best rates.

For B6 plans, 4 pm to 9 pm are the hours we should avoid if possible.

Savings will be \$785/yr or \$65/mo

Recommendation: Information Only

Lake Don Pedro Community Services District

Special Meeting of January 16, 2024

The following are standing committees that will conduct their meetings in compliance with the Brown Act:

- **Planning: Ross/Warren**
The Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.
- **Ordinance: Ross/Warren**
The Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.
- **Personnel: Johnson / Hankemeier**
The Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.
- **Finance: Smith / Hankemeier**
The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.
- **Public Information: Johnson/Smith**
The Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

ADOPTED: February 16, 2016

PURPOSE: This policy establishes rules for standing and ad hoc committees and study sessions (workshops).

4060.10 Appointment of Committees. The Board President shall establish and/or confirm the members of the standing committees for the ensuing year no later than the Board's regular meeting in January, as he/she deems necessary with the concurrence of a majority of the Board. Standing committees are outlined in B-100-30. Additionally, he/she shall appoint with the concurrence of a majority of the Board, Ad Hoc committees as needed at any time throughout the year.

4060.11 Specific Purpose. Standing and Ad Hoc committees are created for specific purposes. The performance of all duties and functions by committees is for the purpose of advising and recommending actions to the Board of Directors. Reports of standing, special and Ad Hoc committees shall be addressed to the Board.

4060.11.1 Definitions of "Specific Purpose" Committees.

- a) **Standing Committee.** A Standing committee consists of two Board members with alternate Board members. Standing committees duties are outlined in B-100-40. A Standing committee will meet with District Staff and Consulting firms as deemed necessary during the fiscal year in order to fulfill the needs of the Board.
- b) **Ad Hoc Committee.** An Ad Hoc committee consists of two Board members selected during a Regular Board meeting to meet with District Staff and Consulting firms to discuss and provide recommendation to the Board regarding a Specific Item not covered by the Standing committees. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.

4060.12 Appointment of Chairperson. The Board President shall designate the committee chairperson, who shall determine, in consultation with the District Manager, the date, time, and place of each committee meeting. The chairperson shall make periodic reports to the Board on the committee's progress.

This policy supersedes and replaces all previous policies pertaining to Board Committee Meetings of the District as of February 16, 2016
Approved February 16, 2016

4060.13 Scope of Responsibility. The committee shall gather information, explore alternatives, examine implications, and offer recommendations to the full Board. The committee may meet with staff and/or District consultants, but shall not interfere with their duties as determined by the Board.

4060.14 Limits on Authority. The committee shall not speak or act on behalf of the Board, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff.

4060.20 Periodic Study Sessions. The Board, by majority vote, may call for a Board study session as deemed necessary and appropriate. A study session may be held separate from the regular meeting of the Board at a time and place to be determined by majority vote of the Board. The study session may be an adjourned regular or special meeting. The District Manager in consultation with the Board President shall recommend appropriate items to be discussed at the study session. The agenda will be prepared and posted in the same manner as other Board meeting as is set forth in Policy B-80.

4060.21 Study Sessions and Action Plans. Study sessions shall generally be conducted to identify or determine key issues facing the District and provide the opportunity to develop plans of action that addresses those issues with specific actions, along with a timeline and responsibilities for carrying out the action plan to achieve District goals.

4060.22 Annual Study Session on Strategic Plan – An annual study session will take place in February each year or other such time as mutually agreed upon for the purpose of reviewing the continued relevancy of the District Strategic Plan and the progress made during the prior year. The annual study session will the following objectives:

1. For the Board to receive a detailed status report from the District Manager on the progress made in achieving the current year goals and objectives
2. To conduct the required annual review of the strategic plan and confirm its continued relevance for the following year
3. To adopt goals and objectives for the following year
4. To address any matters of concern to the Board

4060.30 The following shall be standing committees of the Board:

4060.31 Planning Committee;

4060.32 Ordinance Committee;

4060.33 Personnel Committee;

4060.34 Finance Committee; and,

4060.35 Public Information Committee.

4060.40 Duties of the Standing Committees. Upon direction of the Board, standing committees meet* and review District functions, activities, and/or operations pertaining to their respective areas of concern as set for the below.

This policy supersedes and replaces all previous policies pertaining to Board
Committee Meetings of the District as of February 16, 2016
Approved February 16, 2016

4060.41 The Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

4060.42 The Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.

4060.43 The Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

B4060.44 The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

4060.45 The Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

This policy supersedes and replaces all previous policies pertaining to Board
Committee Meetings of the District as of February 16, 2016
Approved February 16, 2016