

Regular Meeting of the Board of Directors

9751 Merced Falls Road
La Grange, CA
And Via Teleconference Located at
8158 Hollister
Ventura, CA 93004

October 17, 2022 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 September 30, 2022 including summary of claims paid
- b. Approval of the Minutes of the Regular Meeting September 19, 2022

5. DISCUSSION AND ACTION ITEMS:

- a. Discussion / Approval regarding Proposed Revisions to Cell Phone Policy #2414
- b. Discussion / Approval regarding Proposed Revisions to On-Call Policy #2171

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

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

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

- c. Discussion / Adoption regarding Office Manager Job Description
- d. Discussion / Action regarding Proposed Revisions to General Manager Job Description
- e. Information Only- Ranchito Well II a New 7.5 HP Pump and Motor was installed
- f. Discussion / Approval regarding Rescheduling November's and December's Regular Board Meetings

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

October 17th, 2022

With summer ending, we anticipate the community's water demand to decrease significantly. We are optimistic that the system distribution leaks will decrease with the water demand. We greatly appreciate the communities help in notifying of these water system failures when identified. LDPCSD staff's unified approach to addressing distribution system failures has been superb.

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- Geotechnical drilling has been postponed until 11/2.

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.

Current District Projects

- **EMERGENCY LEAK CREW** – There have been **nine service** leaks and **one main** leak since our last meeting. Staff continues to reduce water loss numbers with quick and immediate repairs once notified.

- **PRESSURE REGULATING STATIONS** – District operations staff are performing preventative maintenance on our twelve P.R.S in our system.
- **TREATMENT PLANT INFLUENT METER UPGRADE** – Our 35-year-old influent meter recently stopped registering a read. I was able to locate a replacement meter head and register. Upon delivery, operations staff will install.
- **EFFLUENT METER FLOW TRANSMITTER** – We have received an estimate to install a Siemen’s flow transmitter in our Treatment Plant. This will enable District staff to utilize the information provided by the newly installed effluent meter.
- **1999 GMC DUMP TRUCK RESTORATION – BRAKE SYSTEM REPAIRS**
- **PORTER WELL** – Awaiting legal counsel response.
- **RANCHITO II** – The well was cleaned, jetted, and pump & motor replaced. The well is currently being hypo chlorinated. Once this process is completed, we will add the Well into the rotation.
- **RANCHITO I** – Scheduled for week of 11/24/22, pending approval.
- **HYDRANT/VALVE MAINTENANCE** – We recently identified a broken isolation valve and non-operational hydrant within our system. Scheduled for 10-18-22.

Operations

- **SERVICE ORDERS & USA’S** – This past month we have completed 46 service order requests & 50 USA Tickets included:
 - 17 Meter boxes cleaned
 - 11 Meter reads, for properties being transferred or sold
 - 6 Possible leaks
 - 3 Meter replacements
- **BARGE** – Operating efficiently. Staff recently installed a new fire extinguisher, safety flagging, and glow in the dark tape to increase visibility & safety.
- **MONTHLY METER READS** - Staff performed **1525** 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 QUALITY** – Remains extremely consistent at this time.

Administrative

- **OPERATOR CERTIFICATION** – District operations staff have been busy in their pursuit of operator certifications. An employee was successful in his Treatment 1 exam on September 2nd. Additionally, a staff member recently submitted his application for Treatment 1 & Distribution 1 exams.
- **OPERATOR CERTIFICATION RE-CERT** – I recently was successful in recertification of my Distribution IV certification. I am currently logging training hours in the treatment plant. I plan to take my treatment III exam in January. My Treatment II, Backflow Specialist & Cross Connection Specialist Certifications are current.
- **MONTHLY STATE REPORTING** – **The State recently notified me that past monthly (July & August) reports were not submitted or corrections needed to be made.** Acting operations lead and myself have made corrections and submitted reports. 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.
- **SCADA** – We have had continued problems remoting in to our SCADA monitoring. Working with IT professionals, we believe we have resolved this issue.
- **SWRCB DROUGHT TECHNICAL MONITORING ORDER** – This monthly report tracks the usage of all District water sources.
- **SEPTEMBER 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: October 17th, 2022
Subject: Reservoir Level Update

Description – Reservoir Level

September 6th, 2022

696.29' Above Sea Level
253,725 Acre Feet Water Storage

October 6th, 2022

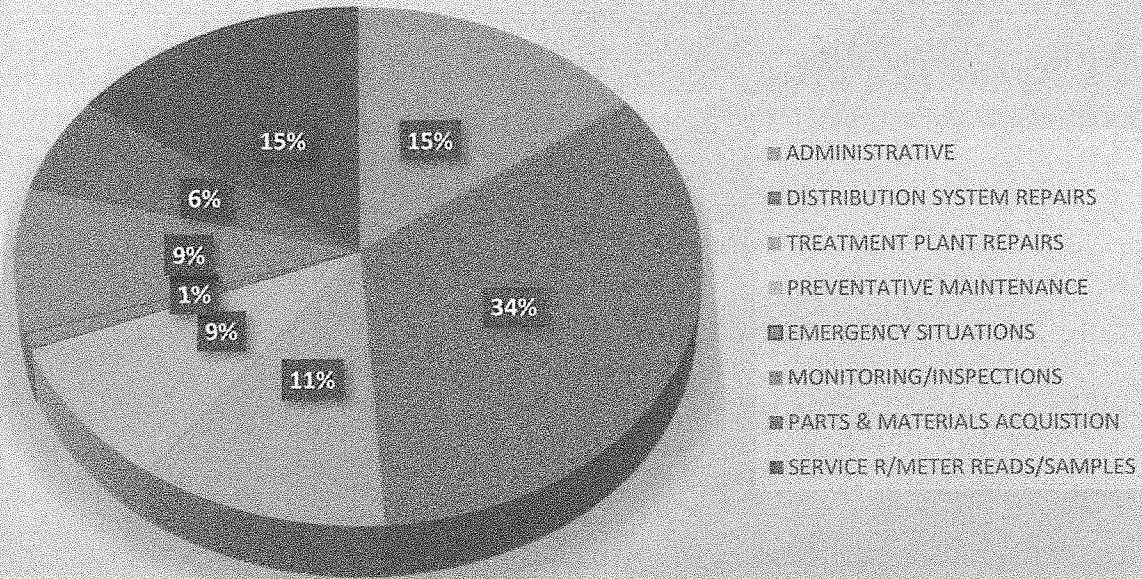
682.07' Above Sea Level
219,961 Acre Feet Water Storage

33,764 Acre Feet Decrease in Storage
11 Billion Gallons of Water decrease
14.22' Decrease in Reservoir Level
Fiscal Year Rainfall Total = 1.24”

Reservoir level September 6th 2021 = 674.37'
Reservoir level October 6th 2022 = 682.07'

ADMINISTRATIVE	15%
DISTRIBUTION SYSTEM REPAIRS	34%
TREATMENT PLANT REPAIRS	11%
PREVENTATIVE MAINTENANCE	9%
EMERGENCY SITUATIONS	1%
MONITORING/INSPECTIONS	9%
PARTS & MATERIALS ACQUISITION	6%
SERVICE R/METER READS/SAMPLES	15%

SEPTEMBER TASK BREAKDOWN



**LAKE DON PEDRO
COMMUNITY SERVICES DISTRICT**

Treasurer's Report

Reporting Period: September 2022

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

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	175,700
Total Restricted:		<u>\$ 175,700</u>
Unrestricted:		
Checking	\$	77,785
Money Market - Working Capital	\$	382,069
Petty Cash	\$	<u>125</u>
Total Unrestricted:		<u>\$ 459,979</u>
Total Restricted & Unrestricted:		<u>\$ 635,679</u>

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

	<u>Sep-2022</u>	<u>Year to Date</u>
Sales & Business Revenue:	\$ 149,886	\$ 468,572
Total Operating Expenses:	\$ (155,040)	\$ (423,747)
Non-Operating Income/Expense:	\$ (17,419)	\$ (47,114)
Water Drought Income/Expense:	\$ (14,784)	\$ (47,001)
Change in Net Assets (P&L):	\$ (37,357)	\$ (49,290)
Net Cash Flow:	\$ (10,092)	\$ (124,617)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 41,586	\$ -	\$ -	\$ 134,009
> 30 Days	\$ 15,058	\$ -	\$ 111	\$ -
> 60 Days	\$ 3,082	\$ 177,912	\$ 138	\$ -
> 90 Days	\$ 5,973	\$ -	\$ 244	\$ -
> 120 Days	\$ 20,867	\$ -	\$ 35,310	\$ -
Credits	\$ (26,296)			
Total	\$ 60,270	\$ 177,912	\$ 35,802	\$ 134,009
Total Combined	\$ 372,191		\$ 35,802	
G/L Balance	\$ 372,191		\$ 35,802	
Difference	\$ 0		\$ 0	

* Amount of availability payments received: \$0

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

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 125,670	\$ -	\$ 11,315
> 30 Days	\$ -	\$ -	\$ 14,454
> 60 Days	\$ -	\$ -	\$ 10,881
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
Total	\$ 125,670	\$ -	\$ 36,650
G/L Balance	\$ 125,670	\$ -	\$ 36,650
Difference	\$0	\$0	\$0

- AP includes SDRMA insurance bill of \$86,145.93

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

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

**Statement of Revenues and Expenses (P&L)
September 2022 & Year-To-Date Versus 6/30/23 Approved Budget**

		Sep-22	September vs Budget %	2022-2023 YTD	YTD vs Budget %	2022-2023 Budget	Remaining Budget
Revenue							
01-0-3010-301	Meter Reconnection Fee	-	0.00%	200	200.00%	100	(100)
01-0-3010-302	Donated Capital - Meters Curre	-	0.00%	10,000	10.53%	95,000	85,000
01-0-4010-400	Water Sales Residential	48,088	12.17%	158,745	40.19%	395,000	236,255
01-0-4010-402	Water Availability Revenue	14,826	8.01%	43,931	23.75%	185,000	141,069
01-0-4010-403	Water Service Charges	86,122	8.12%	258,081	24.35%	1,060,000	801,919
01-0-4020-410	Interest Income - LAIF	-	0.00%	328	19.83%	1,656	1,328
01-0-4020-413	Int Inc Penalties - Customer	3,138	13.64%	8,811	38.31%	23,000	14,189
01-0-4020-414	Transfer Fee Income	850	8.25%	1,850	17.96%	10,300	8,450
01-0-4020-415	Other Income	40	0.39%	1,048	10.27%	10,200	9,152
01-0-4020-416	Meter Set Fee	-	0.00%	1,500	15.79%	9,500	8,000
01-0-4020-900	Hydrant Service Charge	-	0.00%	73	18.25%	400	327
01-0-4020-901	Hydrant Rental	-	0.00%	120	9.23%	1,300	1,180
01-0-4020-902	Hydrant Consumption	-	0.00%	107	14.20%	750	643
01-0-4020-999	Avail Fee Income	-	0.00%	3,966	165.25%	2,400	(1,566)
01-0-4040-100	Lease Fee	2,350	8.33%	7,050	25.00%	28,200	21,150
TOTAL REVENUE		155,413	8.53%	495,809	27.20%	1,822,806	1,326,997
Expenses							
01-1-5010-100	Regular Pay - Plant	17,863	8.59%	47,174	22.68%	208,000	160,826
01-1-5010-101	Overtime Pay	3,438	12.48%	8,635	31.33%	27,560	18,925
01-1-5010-102	Sick Pay	707	8.77%	2,424	30.09%	8,056	5,632
01-1-5010-104	Vacation Pay	595	5.11%	3,109	26.66%	11,660	8,551
01-1-5010-105	Holiday Pay	802	7.72%	1,333	12.84%	10,388	9,055
01-1-5010-200	PERS	2,247	11.78%	8,931	46.81%	19,080	10,149
01-1-5010-201	FICA/Medicare	1,831	9.60%	5,025	26.33%	19,080	14,055
01-1-5010-202	SUI	-	0.00%	-	0.00%	1,700	1,700
01-1-5010-203	Health Insurance	4,264	8.20%	12,791	24.60%	52,000	39,209
01-1-5010-204	Workers Compensation	562	4.32%	4,335	33.35%	13,000	8,665
01-1-5010-206	Dental Insurance	315	7.88%	946	23.65%	4,000	3,054
01-1-5010-546	Travel, Meelings & Mileage	-	0.00%	913	91.35%	1,000	87
01-1-5020-510	Repair & Maintenance - Plant	2,082	9.05%	11,741	51.05%	23,000	11,259
01-1-5020-511	Repair & Maintenance - Vehicle	672	6.72%	713	7.13%	10,000	9,287
01-1-5020-512	Repair & Maintenance - Distribution	1,823	5.53%	4,494	13.62%	33,000	28,506
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%	3,650	24.33%	15,000	11,350
01-1-5020-520	Small Tools & Equipment	811	8.11%	1,469	14.69%	10,000	8,531
01-1-5020-521	Vehicle Equipment Fuel	2,180	15.57%	7,091	50.65%	14,000	6,909
01-1-5020-522	Gas, Oil & Lubricant - Plant	176	3.52%	668	13.37%	5,000	4,332
01-1-5020-524	Health & Safety	92	1.23%	2,822	37.63%	7,500	4,678
01-1-5020-529	Telephone - T & D	1,201	9.24%	3,620	27.84%	13,000	9,380
01-1-5020-544	Water Testing Fees	-	0.00%	815	5.43%	15,000	14,185
01-1-5020-545	Water System Fees	-	0.00%	-	0.00%	11,000	11,000
01-1-5020-548	Water Testing Materials	-	0.00%	406	40.58%	1,000	594
01-1-5021-521	Water Treatment Chemicals	1,455	3.83%	17,080	44.95%	38,000	20,920
01-1-5021-524	P G & E Power - Office	504	17.69%	1,362	47.80%	2,850	1,488
01-1-5021-525	P G & E Power - Intake	16,134	14.60%	44,748	40.50%	110,500	65,752
01-1-5021-526	P G & E Power - Well	32	0.19%	94	0.55%	17,000	16,906
01-1-5021-527	P G & E Power - Water Treatment	4,513	12.89%	13,199	37.71%	35,000	21,801
01-1-5021-528	P G & E Power - Distribution	5,477	13.69%	16,614	41.54%	40,000	23,386
01-1-5021-529	P G & E Power - Well 2	59	1.31%	177	3.93%	4,500	4,323
01-1-5021-530	P G & E Power - Medina	414	41.41%	967	96.71%	1,000	33
01-1-5021-532	P G & E Power - Well 5/6	414	41.41%	967	96.71%	1,000	33
01-1-5021-561	Purchased Water Actual-mid-p	11,316	13.63%	39,618	47.73%	83,000	43,382
01-1-5023-533	Outside Services	-	0.00%	616	11.20%	5,500	4,884
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	250	250
01-1-5023-537	Pest Control	36	0.65%	108	1.96%	5,500	5,392
01-1-5023-538	Engineering Services	-	0.00%	-	0.00%	5,000	5,000
01-1-5023-539	Employee Education	-	0.00%	-	0.00%	1,000	1,000
01-1-5024-540	Memberships	-	0.00%	643	64.29%	1,000	357
01-1-5024-542	Publications	-	0.00%	-	0.00%	500	500
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	1,000	1,000
01-1-5032-583	Depreciation Expense	20,821	8.26%	63,851	25.34%	252,000	188,149
01-2-6010-100	Regular Pay - Administration	27,342	11.30%	62,440	25.80%	242,000	179,560
01-2-6010-101	Overtime Pay	159	10.58%	1,128	75.23%	1,500	372

		Sep-22	September vs Budget %	2022-2023 YTD	YTD vs Budget %	2022-2023 Budget	Remaining Budget
01-2-6010-102	Sick Pay	513	10.46%	1,240	25.30%	4,900	3,660
01-2-6010-104	Vacation Pay	878	11.55%	2,037	26.81%	7,600	5,563
01-2-6010-105	Holiday Pay	376	6.84%	752	13.68%	5,500	4,748
01-2-6010-200	PERS	2,478	11.80%	5,740	27.33%	21,000	15,260
01-2-6010-201	FICA/Medicare	2,225	11.41%	5,261	26.98%	19,500	14,239
01-2-6010-202	SUI	-	0.00%		0.00%	1,250	1,250
01-2-6010-203	Health Insurance	4,353	7.91%	13,059	23.74%	55,000	41,941
01-2-6010-204	Workers Compensation	56	4.27%	167	12.82%	1,300	1,133
01-2-6010-206	Dental Insurance	319	8.17%	956	24.50%	3,900	2,944
01-2-6010-207	Vision Care	-	0.00%		0.00%	722	722
01-2-6010-546	Travel, Meetings & Mileage	107	10.73%	336	33.58%	1,000	664
01-2-6020-512	Propane	684	41.47%	684	41.47%	1,650	966
01-2-6020-515	Customer Billing Supplies		0.00%		0.00%	2,600	2,600
01-2-6020-529	Telephone - Admin	1,554	12.44%	4,587	36.69%	12,500	7,913
01-2-6020-530	Office Supplies	145	3.91%	989	26.20%	3,700	2,731
01-2-6020-531	Postage	652	6.87%	2,081	21.91%	9,500	7,419
01-2-6023-531	Computer IT	2,071	7.82%	12,162	45.89%	28,500	14,338
01-2-6023-532	R & M Equipment		0.00%		0.00%	4,000	4,000
01-2-6023-533	Outside Services	4,025	14.91%	9,025	33.43%	27,000	17,975
01-2-6023-535	Office Cleaning Serv	160	9.41%	480	28.24%	1,700	1,220
01-2-6023-536	Legal Services	87	1.09%	2,750	34.38%	8,000	5,250
01-2-6023-537	Audit Services		0.00%		0.00%	9,000	9,000
01-2-6023-539	Employee Education	-	0.00%	375	37.50%	1,000	625
01-2-6024-540	Memberships	16	0.19%	16	0.19%	8,600	8,584
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	1,857	92.85%	1,857	92.85%	2,000	143
01-3-6025-100	Regular Pay	400	6.67%	1,300	21.67%	6,000	4,700
01-3-6025-201	FICA/Medicare	31	6.12%	99	19.89%	500	401
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	339	42.42%	800	461
01-9-6030-569	Credit Card Service Charges	999	9.08%	3,072	27.93%	11,000	7,928
01-9-6030-572	Business Insurance Expense	21,536	29.91%	21,536	29.91%	72,000	50,464
01-9-6030-576	Misc Other Expense	51	8.75%	967	166.76%	580	(387)
01-9-6030-577	Retired Employee Health	1,177	6.04%	3,532	18.11%	19,500	15,968
01-9-6031-580	Interest Long Term Debt	880	3.45%	5,949	23.33%	25,500	19,551
01-9-6032-583	Depreciation Expense	17	8.60%	53	26.37%	200	147
TOTAL EXPENSES		177,986	10.09%	498,099	28.25%	1,763,226	1,265,127
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)							
01-9-6030-597	DWSRF Expenses		#DIV/0!		#DIV/0!		
01-9-6030-598	DWR Intake	14,784	#DIV/0!	47,001	#DIV/0!		
TOTAL CIP IN PROGRESS		14,784	#DIV/0!	47,001	#DIV/0!	-	(47,001)
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	123	2.05%	7,811	130.19%	6,000	(1,811)
01-0-1090-323	Intake Emergency			4,951			
01-0-1090-326	Used Vacuum Truck / Valve Truck		0.00%		0.00%	16,000	16,000
01-0-1090-327	1999 GMC Dump Truck Rest.		0.00%	5,754	52.31%	11,000	5,246
TBD	Replacement Truck		0.00%		0.00%	45,000	45,000
01-0-1090-328	2022 SCADA Master Plan	3,182	19.89%	5,495	34.34%	16,000	10,505
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		3,305	1.92%	39,375	22.89%	172,000	132,625

Statement of Net Assets (Balance Sheet)
for the month ending September 2022

Asset :

Cash and investments	\$	635,679
Restricted cash	\$	-
Accts Receivable net of res	\$	289,650
Water Drought Receivable	\$	-
Inventory	\$	69,932
Prpd expense & deposits	\$	86,818
Deferred Outflow of Resources - OPEB	\$	209,186
Deferred Outflow of Resources - Pension	\$	96,562
Total current assets	\$	1,387,826

Property, plant & equipment	\$	13,337,077
less depreciation	\$	(8,041,502)
C I P	\$	850,808
Net P P & E	\$	6,146,383

Other L T Assets

Total Assets	\$	7,534,209
---------------------	-----------	------------------

Liabilites:

Accounts payable	\$	125,670
Interest payable	\$	880
Water Accrual	\$	36,650
Accrued Payroll	\$	90,576
A/P Accrued Payables	\$	2,682
L T debt, current	\$	99,076
Total current liab	\$	355,534

L T debt

Post Retirement Benefit	\$	1,653,377
Net Pension Liability	\$	354,549
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	\$	2,775,130
-------------------------	-----------	------------------

Net assets	\$	4,759,079
-------------------	-----------	------------------

Total liab & net ass't	\$	7,534,209
-----------------------------------	-----------	------------------

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
355	100987	Twin Lakes Management Co.	09/02/2022	4,951.00
356	0000702	FOOTHILL SANITARY SEPTIC INC	09/02/2022	515.00
357	000635	Contractor Compliance And Monitoring Inc	09/02/2022	100.00
358	UB*10896	MR/MRS KENNETH IMANAKA	09/02/2022	167.79
359	UB*10897	MR/MRS LARRY FLOSI	09/02/2022	152.14
360	UB*10898	RONALD & TERA HENDERSON	09/02/2022	17.80
361	UB*10899	JON / TAMARA DUBUQUE	09/02/2022	121.16
362	UB*10900	MATHEW STOFFEL	09/02/2022	167.79
363	000105	PACIFIC GAS & ELECTRIC	09/12/2022	24,643.94
364	0002857	SIERRA MATERIALS & TRUCKING	09/12/2022	803.40
365	0007349	Recology Mariposa	09/12/2022	308.08
366	0005300	AVENTA TECHNOLOGY INC	09/12/2022	2,868.75
367	000094	USA BlueBook	09/12/2022	1,784.06
368	000110	SDRMA Wrk Comp/QTR	09/12/2022	2,649.84
369	000203	GRISWOLD, LaSALLE, COBB, DOWD	09/12/2022	1,723.33
370	000165	ACWA/JPIA	09/12/2022	9,794.20
371	00071	Mother Lode Answering Service	09/12/2022	446.00
372	004779	California CAD Solutions	09/12/2022	1,525.00
373	000571	KELLOGG'S SUPPLY	09/19/2022	194.78
374	000550	LUIS'S HOUSEKEEPING / YARDS	09/19/2022	160.00
375	00409211	SUNBELT RENTALS, INC	09/19/2022	1,320.00
376	0000605	Black Water Consulting Engineers Inc	09/19/2022	5,566.79
377	702	Warmerdam CPA Group	09/19/2022	2,500.00
378	0028330	Core & Main LP	09/19/2022	503.37
379	000105	PACIFIC GAS & ELECTRIC	09/19/2022	58.73
380	000105	PACIFIC GAS & ELECTRIC	09/19/2022	828.27
381	0006293	WEX Bank	09/26/2022	2,179.90
382	000383	BUSINESS CARD	09/26/2022	8.01
383	000383	BUSINESS CARD	09/26/2022	126.08
384	000383	BUSINESS CARD	09/26/2022	10.46
385	000383	BUSINESS CARD	09/26/2022	175.80
386	000383	BUSINESS CARD	09/26/2022	522.97
387	0009466	DAN HANKEMEIER	09/26/2022	23.55
388	0009924	PATRICK MCGOWAN	09/26/2022	107.26
389	000263	Brenntag	09/26/2022	1,455.12
390	0001685	WATER QUALITY CONTROL BOARD	09/26/2022	9,217.00
486	000076	USPS	09/01/2022	619.46

Report Total: 78,316.83

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road

And Via Phone conference Located at

Blvd. El Cid, Mz. 20, Lote 1-01 Unidad 11, S.M. 03

Puerto Morelos, Q. Roo. México, C.P. 77580

September 19, 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 regular meeting at 9751 Merced Falls Rd., La Grange, CA 95329.

President Hankemeier called the meeting to order at 1:00 p.m.

Directors present: Hankemeier, Ross, and Warren

Directors present: Johnson (Via Teleconference)

Directors absent: Sperry

Also present: GM P. McGowan

Also present: Board Secretary: S. Marchesiello

2. PUBLIC COMMENT:

The Board of Directors received two public comments

3. PRESENTATION ONLY:

a. Presiding Officer's Report

None presented at this time

b. General Manager's Report:

● Grant / Study Updates

● Current District Projects

● Operations 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 August 31, 2022 including summary of claims paid

b. Approval of the Minutes of the Regular Meeting August 15, 2022, Special Meeting August 17, 2022, and Special Meeting August 24, 2022

Motion: To approve the consent calendar

Votes: Carried 4-0

First: Warren Second: Ross

Ayes: Warren, Ross, Johnson, and Hankemeier

5. DISCUSSION AND ACTION ITEMS:

- a. Discussion / Approval regarding information provided for Potential Water Transfer from MID (Merced Irrigation District)
No action taken
- b. Information only regarding Staff Report Emergency Leak Update
Information Only: No action taken
- c. Discussion / Approval regarding Proposed Revisions to On-Call Policy #2171
Consensus of the Board of Directors to defer this item to a future agenda
- d. Discussion / Approval regarding Proposed Revisions to Cell Phone Policy #2414
Consensus of the Board of Directors to defer this item to a future agenda
- e. Discussion / Adoption regarding Office Manager Job Description
Consensus of the Board of Directors to defer this item to a future agenda

Break 3:34 p.m.

Reconvene 3:35 p.m.

Interruption / Disconnection approximately 3:40 regarding Teleconference with Director Johnson. The board of Directors was unable to make verbal contact again with Director Johnson.

- f. Discussion / Action regarding Proposed Revisions to Water Operator 1(one) Job description
Motion: To approve the proposed revisions to the Water Operator 1 (one) job description
Votes: Carried 3-0
First: Ross Second: Warren
Ayes: Ross, Warren, and Hankemeier
- g. Discussion / Action regarding Proposed Revisions to General Manager Job Description
Consensus of the Board of Directors to refer this item to a future agenda

6. ADJOURNMENT: 3:50 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: October 17th, 2022

Subject: LDPCSD CELL PHONE POLICY #2414 REVISIONS

Description – Operations staff currently all have a District issued cell phone. I feel this the appropriate time to update this policy.

Remove:

“You may be provided a District issued cell phone for use when on-call and other assignments.”

Replace:

“Full-time operations staff members may be issued a District cell phone for work use only.”

Added:

“Employee’s will be held accountable for excessive minutes or data charges.”

RECOMMENDATION- Approve changes to policy #2414

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: Cell Phones Wireless Handheld Device

POLICY NUMBER: 2414

ADOPTED: February 2014

REVISED: 7/18/2016

Lake Don Pedro CSD will not be liable for the loss of personal cell phones or mobile devices at the workplace. The use of cell phones/mobile devices for non-District business is prohibited during working hours unless you are on a designated rest or meal period. You must obtain approval from your Supervisor prior to using your cell phone during working hours. The personal cell phone should be turned off and stored away from your work area at all times.

You may be provided a District issued cell phone for use when on-call and other assignments. District cell phones are not to be used for personal reasons except to notify family of important matters related to work schedule, emergencies or for safety purposes. If you are issued a District phone, its safe and proper use and care is an important responsibility of your job. Misuse or careless use of the District cell phone is cause for disciplinary action. The phone must be turned over to the next user in a clean, operable condition or its malfunction must be immediately reported to the supervisor.

In accordance with California laws, except in the case of an emergency, you are required to use a hands-free device when using a cell phone (personal cell phone or District cell phone) while operating a motor vehicle. Employees should only use cell phones while driving when it is required for District business. Whenever feasible, you should safely pull off the road to use a cell phone.

Employees are prohibited from texting at any time while operating a vehicle on District business.

Employees under the age of eighteen are prohibited from using a cell phone at any time while driving.

Employees are prohibited from using the camera feature on personal of District cell phones or wireless handheld devices for non-business purposes.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: Cell Phones Wireless Handheld Device

POLICY NUMBER: 2414

ADOPTED: February 2014

REVISED: 10/17/2022

Lake Don Pedro CSD will not be liable for the loss of personal cell phones or mobile devices at the workplace. The use of cell phones/mobile devices for non-District business is prohibited during working hours unless you are on a designated rest or meal period. You must obtain approval from your Supervisor prior to using your cell phone during working hours. The personal cell phone should be turned off and stored away from your work area at all times.

Full-time operations staff members may be issued a District cell phone for work use only. District cell phones are not to be used for personal reasons except to notify family of important matters related to work schedule, emergencies or for safety purposes. If you are issued a District phone, its safe and proper use and care is an important responsibility of your job. Misuse or careless use of the District cell phone is cause for disciplinary action. **Employees will be held accountable for excessive minutes or data charges.** The phone must be turned over to the next user in a clean, operable condition or its malfunction must be immediately reported to the supervisor.

In accordance with California laws, except in the case of an emergency, you are required to use a hands-free device when using a cell phone (personal cell phone or District cell phone) while operating a motor vehicle. Employees should only use cell phones while driving when it is required for District business. Whenever feasible, you should safely pull off the road to use a cell phone.

Employees are prohibited from texting at any time while operating a vehicle on District business.

Employees under the age of eighteen are prohibited from using a cell phone at any time while driving.

Employees are prohibited from using the camera feature on personal of District cell phones or wireless handheld devices for non-business purposes.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: October 17th, 2022

Subject: REVISIONS TO LDPCSD ON-CALL POLICY #2171

Description – LDPCSD operations staff respond to all emergency utility calls 24/7/365. This is a demanding task, however crucial in providing adequate water services to our residents. In order to continue this high level of service, I felt there were minor revisions that need to be made to our existing “On Call” Policy #2171. The policy adjustments are:

1. Remove unfilled position “**Operations Manager**” replace with “**General Manager/Operations Lead.**”
2. Remove “**seven day on call period**” replace with “**not to exceed fourteen days, with exception when a holiday falls on Monday.**”
3. Remove “**So long as located within the District water service area, and District facilities.**”

I believe that these minor revisions will play a vital role in recruiting, and retaining valuable operations staff members. Policy #2171 currently limits the ability of three operations staff from being in rotation due to item #3 listed above: “**So long as located within the District water service area, and District facilities.**”

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: Standby Duty (On Call-Pay)

POLICY NUMBER: 2171

ADOPTED: February 2014

REVISED: 7/18/2016

Answering and responding to afterhours emergency calls for utility repair and customer service is an essential job function of all operations staff. The employee who is "on-call" will be responsible to receive and respond to all calls for emergency service during -working hours, **during an assigned seven-day period**. The **Operations Manager** shall assign any required duties, such as treatment plant operation, needed to occur during the non- work hours. Four hours' compensation shall be paid at the overtime rate as a lump-sum stipend for the responsibility of being prepared and responding to afterhours calls by remaining within response time of the District boundaries and constantly fit for work duty for **the seven day on-call period**. If the on-call employee is assigned to report to work or responds to the location of an emergency call, he/she will document the reason for having to work and will be paid for the time worked with a minimum of at least 1 hour at the overtime rate.

A schedule shall be maintained by the **Operations Supervisor** whereby operations employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.

When an employee is on-call, he/she shall be provided a District issued cell phone. Said cell phone shall be kept in the employee's possession during the entire on-call period, and all calls received shall be acknowledged and responded to as required. If the on-call employee is in a location where cellular service is unavailable or unreliable, said employee shall notify the **Operations Manager** and afterhours answering service and provide an equally reliable, adequate means of contact for the entire period out of range. All afterhours calls from the answering service shall be answered as quickly as possible and missed calls/voicemail calls returned immediately. Notification of an emergency repair (a repair that cannot wait to be conducted during normal business hours) shall be given to the **Operations Manager** for approval either by telephone or in person if available.

When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain fit for duty and be able to respond within 60 minutes to the District facility if called in. The District on- call vehicle is to be used for travel to and from the on-call operator's home **so long as located within the District water service area, and District facilities**. Incidental personal use of the District vehicle is allowed when on-call and responding to a call, such as stopping at the store on the way to or from a District facility.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

POLICY TITLE: Standby Duty (On Call-Pay)

POLICY NUMBER: 2171

ADOPTED: February 2014

REVISED: 10/17/2022

Answering and responding to after hour emergency calls for utility repair and customer service is an essential job function of all operations staff. The employee who is "on-call" will be responsible to receive and respond to all calls for emergency service during -working hours, **not to exceed fourteen days, with exception when a holiday falls on Monday. The General Manager/Operations Lead** shall assign any required duties, such as treatment plant operation, needed to occur during the non- work hours. Four hours' compensation shall be paid at the overtime rate as a lump-sum stipend for the responsibility of being prepared and responding to afterhours calls by remaining within response time of the District boundaries and constantly fit for work duty **for the on-call period.** If the on-call employee is assigned to report to work or responds to the location of an emergency call, he/she will document the reason for having to work and will be paid for the time worked with a minimum of at least 1 hour at the overtime rate.

A schedule shall be maintained by the **General Manager/Operations Lead** whereby operations employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.

When an employee is on-call, he/she shall be provided a District issued cell phone. Said cell phone shall be kept in the employee's possession during the entire on-call period, and all calls received shall be acknowledged and responded to as required. If the on-call employee is in a location where cellular service is unavailable or unreliable, said employee shall notify the **General Manager/Operations Lead** and afterhours answering service and provide an equally reliable, adequate means of contact for the entire period out of range. All afterhour calls from the answering service shall be answered as quickly as possible and missed calls/voicemail calls returned immediately. Notification of an emergency repair (a repair that cannot wait to be conducted during normal business hours) shall be given to the **General Manager/Operations Lead** for approval either by telephone or in person if available.

When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain fit for duty and be able to respond within 60 minutes to the District facility if called in. The District on- call vehicle is to be used for travel to and from the on-call operator's home and District facilities. Incidental personal use of the District vehicle is allowed when on-call and responding to a call, such as stopping at the store on the way to or from a District facility.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: October 17th, 2022

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.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: October 17th, 2022

Subject: GENERAL MANAGER JOB DESCRIPTION REVISIONS

Description – In order to follow contractual agreements and assist in recruitment in future years, I have made one revision to existing General Manager job description:

Remove:

Must be "On-Call" rotation

Replace:

May serve "On-Call" rotation

RECOMMENDATION- Approve revision made to General Manager job description.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 1 of 3

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

2300.10 DESCRIPTION:

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

2300.11 DEFINITION:

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

2300.12 EXAMPLES OF DUTIES:

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

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

General responsibility for day-to-day management of the District;
May serve as the Treasurer;
Will assist in emergency repairs;
Must be able to operate all the equipment the District owns;
Must be "On-Call" rotation.

2300.13 TYPICAL PHYSICAL REQUIREMENTS:

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

2300.14 TYPICAL WORKING CONDITIONS:

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

2300.15 EMPLOYMENT STANDARDS:

Knowledge of:

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

Ability to:

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

PAGE 2 of 3

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

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

2300.16 SPECIAL REQUIREMENTS:

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

2300.17 TRAINING AND EXPERIENCE:

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

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

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

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

2300.18 DESIRABLE QUALIFICATIONS:

Possession of a bachelors or masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently. Must have a current CDPH T2 and D2 License.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 1 of 3

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

2300.10 DESCRIPTION:

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

2300.11 DEFINITION:

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

2300.12 EXAMPLES OF DUTIES:

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

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

General responsibility for day-to-day management of the District;
May serve as the Treasurer;
Will assist in emergency repairs;
Must be able to operate all the equipment the District owns;
May serve "On-Call" rotation.

2300.13 TYPICAL PHYSICAL REQUIREMENTS:

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

2300.14 TYPICAL WORKING CONDITIONS:

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

2300.15 EMPLOYMENT STANDARDS:

Knowledge of:

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

Ability to:

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

PAGE 2 of 3

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

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

2300.16 SPECIAL REQUIREMENTS:

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

2300.17 TRAINING AND EXPERIENCE:

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

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

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

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

2300.18 DESIRABLE QUALIFICATIONS:

Possession of a bachelors or masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently. Must have a current CDPH T2 and D2 License.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Patrick McGowan
Date: October 17th, 2022
Subject: RANCHITO II

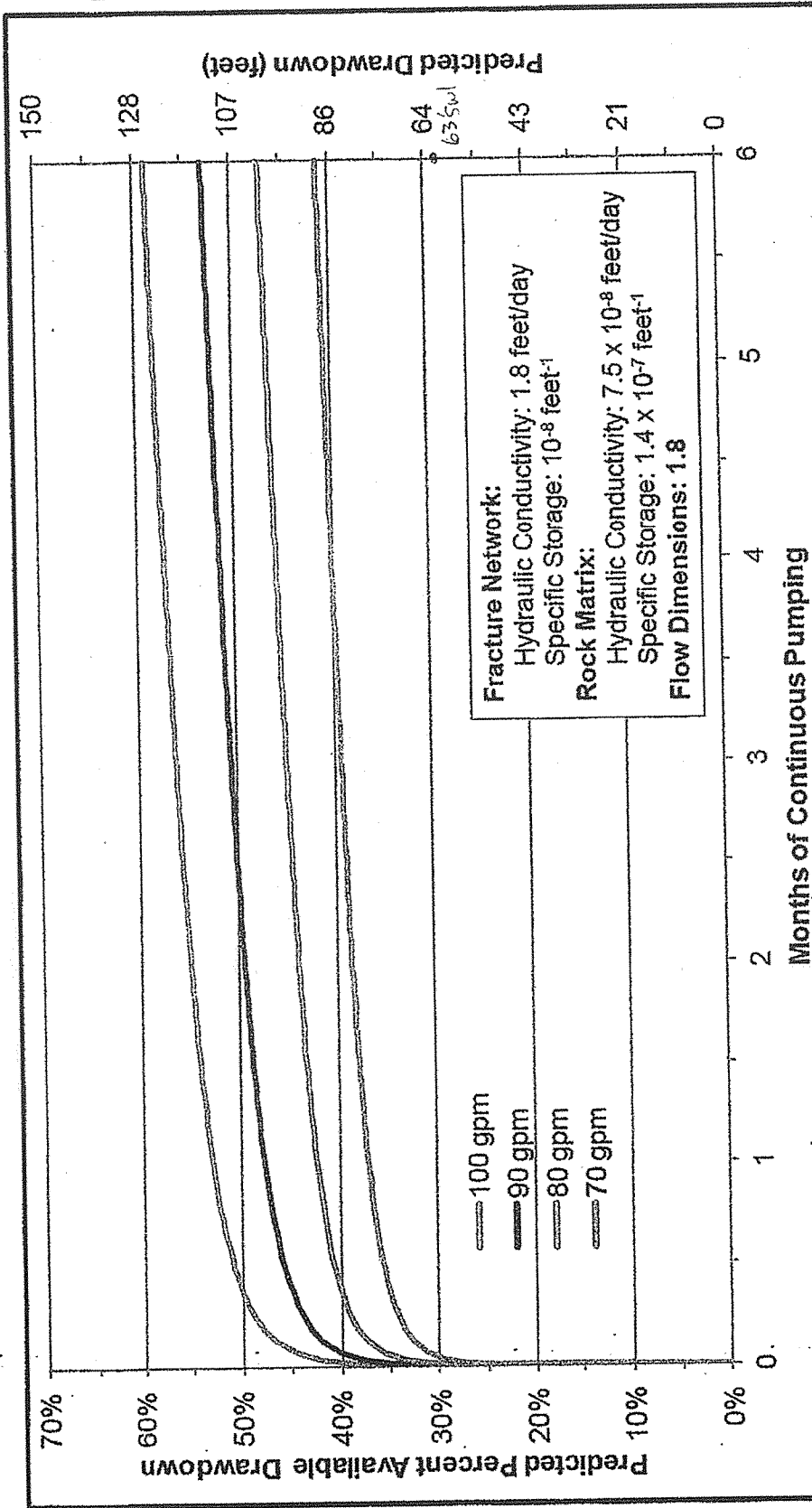
Description –

After studying the Source Group report, provided by Patrick McGowan it appears the pumps installed in the past may be too large. The Pumps in Ranchito I and II were in the 100 to 110 gpm range. The pump reports warn against pumping the wells beyond 50% capacity. Both Ranchito I & Ranchito II wells have pumps installed that exceed this parameter. A 7.5 HP 80 gpm pump will not exceed the 50% well capacity figure listed in attached pump curve document. The existing pump was oversized according to recommendation by SGI and terribly inefficient. The wells draw down significantly in the later months of the year operation and are probably cavitating and eating the pump up. The solution to this would be to either install 7.5 HP pumps that do not exceed the recommended drawdown of the well or 10 HP again with a VFD so they can be slowed down in the later months to avoid over pumping and excessive drawdown.

Tom Weimer Jr.
Howk Systems

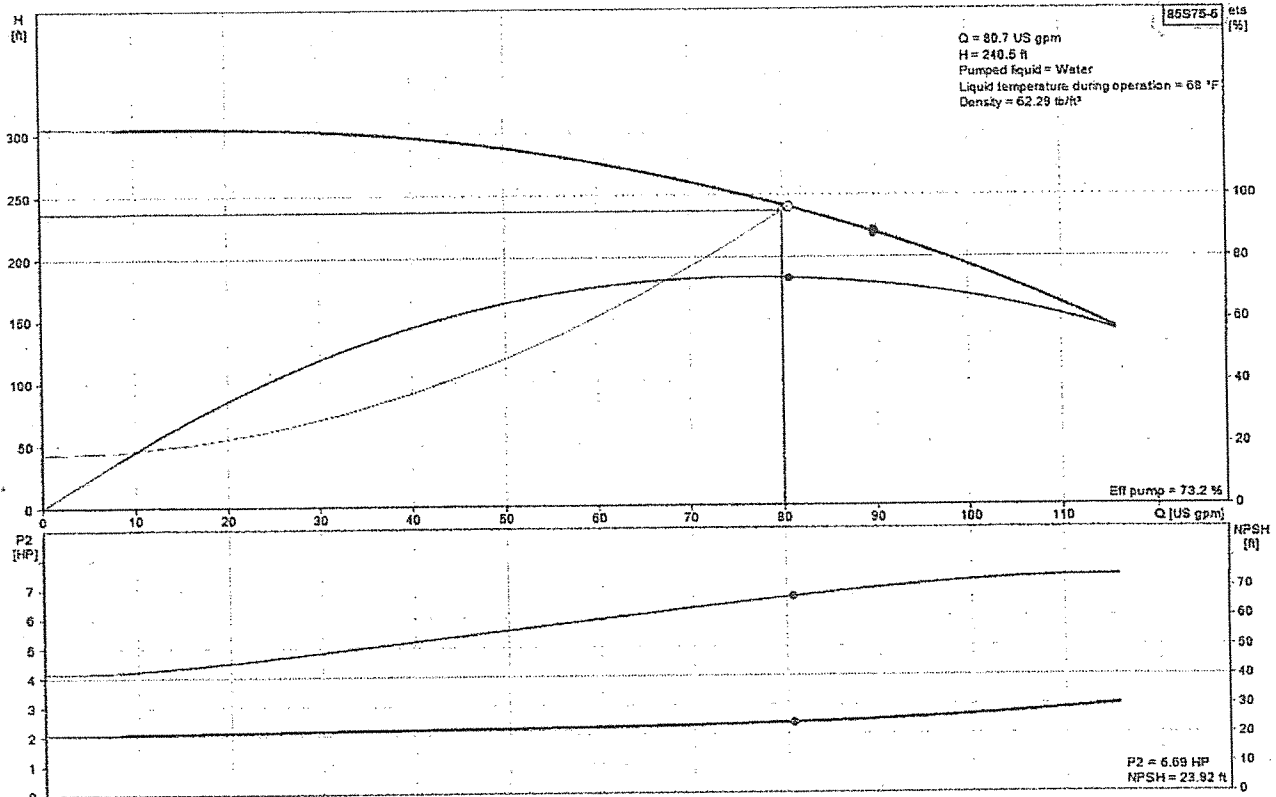
Action taken by GM - A new 7.5 HP pump and motor were installed at Ranchito II on 10/10/22.

GPM 80
 AWI 105
 SWI 6.5
 PSI 50
 116'
 800225



Notes:
 Estimated drawdown based on continuous pumping at four different pumping rates. Available drawdown is assumed to be equal to a saturated thickness of 214 feet, based on an initial depth to water of approximately 46 feet and a total well depth of 260 feet. Aquifer parameters used for these projections are the values shown in bold in Table 2. Drawdown percentages and values for continuous pumping for three months and six months are given in Table 3. Fracture Network refers to the fracture network through which most groundwater flow occurs. Rock Matrix refers to the bodies of rock bounded by the fractures. Flow dimensions refers to an *n*-dimensional sphere in the 3-dimensional subsurface, where *n* is the number of dimensions (e.g., a 2-dimensional sphere is a cylinder of finite size). See Barker (1988) for details. All predictions and aquifer parameters were estimated with type curves described in Barker, J.A., 1988. A Generalized Radial Flow Model for Hydraulic Tests in Fractured Rock. Water Resources Research Vol. 24, No. 10, p. 1796-1804.
 Note: Graph Excerpted from Abrams, Appendix C

SGI environmental 3478 BUSKIRK AVENUE, SUITE 100 PLEASANT HILL, CA 94523	Lake Don Pedro Community Services District Emergency Supply Well Project	Ranchito Well #2 Predicted Drawdowns
	Lake Don Pedro Combined Report Figures.pptx DATE 10-01-15 DR. BY B.A.	APP. BY PDH PROJECT # 01-LDP-001



SETTINGS

Operating point

Input:

Q

80

US gpm

H

237

ft

H static *

43

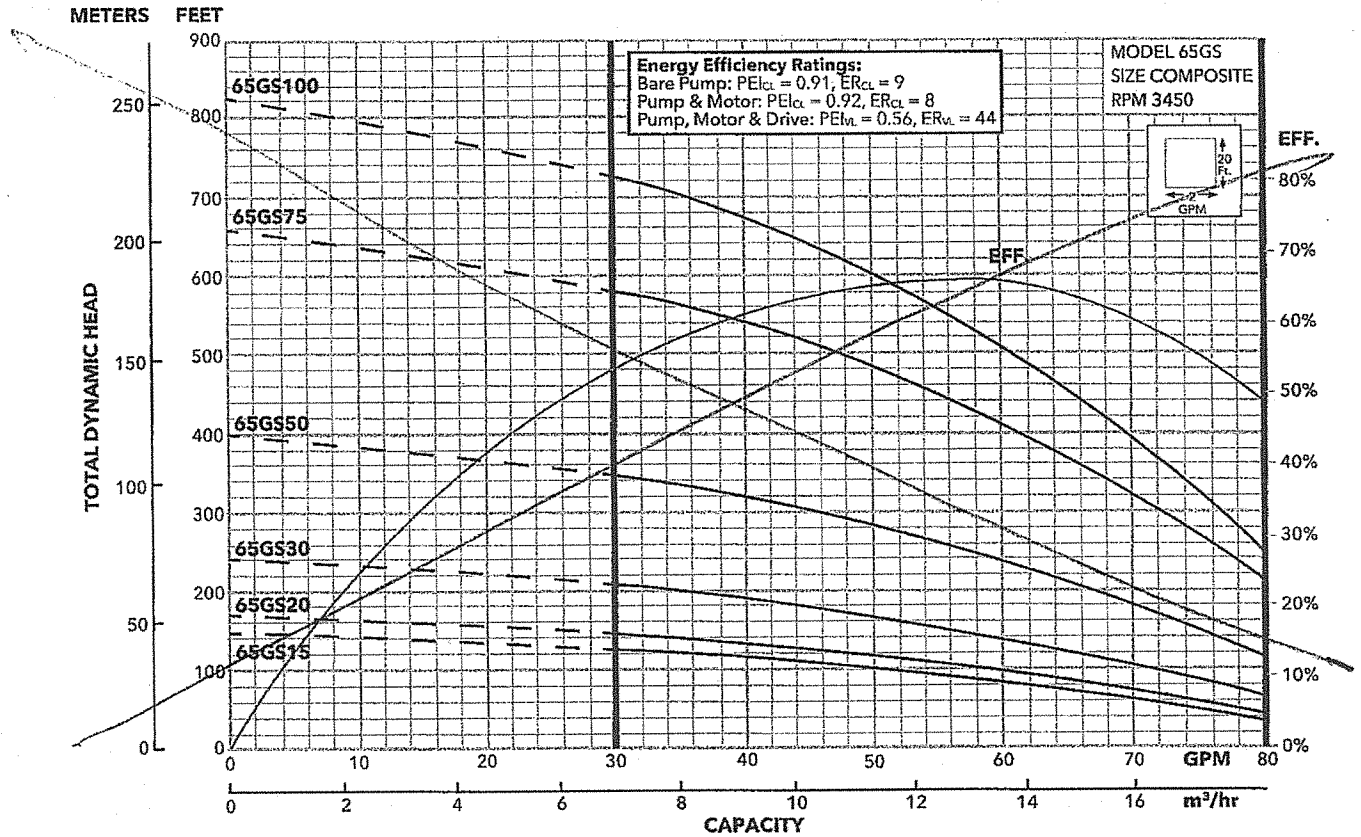
ft

Fluid

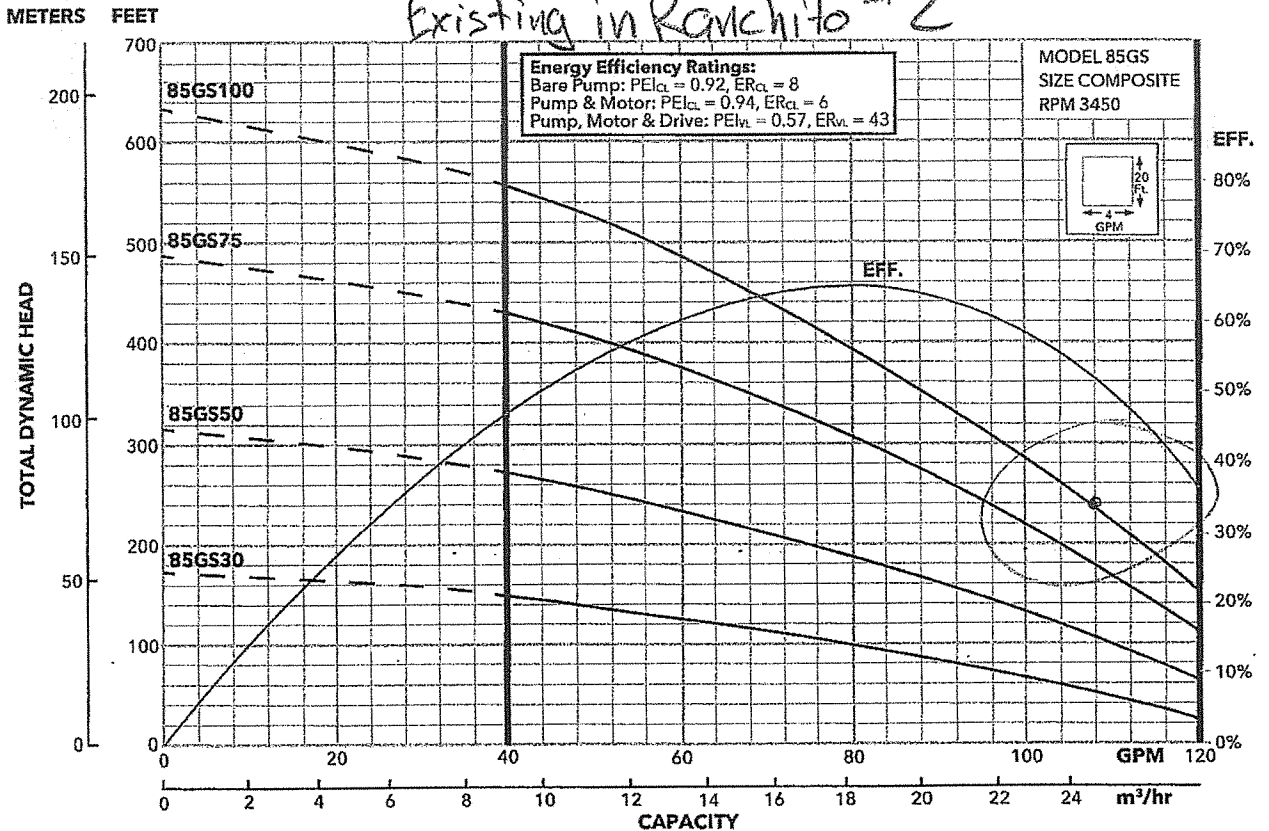
USA
60Hz

Residential Water Systems

Model 65GS



Model 85GS





Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: October 17th, 2022

Subject: NOVEMBER & DECEMBER BOARD OF DIRECTORS MEETINGS

Description – Our November & December meetings are typically a time where Directors and staff may make arrangements to travel for the holidays. Meetings are scheduled for:

Monday November 21th

Monday December 19th

RECOMMENDATION – Move the November & December meetings up a week to:

Monday November 14th

Monday December 12th