



# LAKE DON PEDRO

## Community Services District

### Special Meeting of the Board of Directors

9751 Merced Falls Road  
October 26, 2015, at 1:00 p.m.

*Mission Statement: The LDPCSD is dedicated to providing potable water that either meets or exceeds all state and federal standards in sufficient quantities to meet the needs of our customers utilizing the most cost effective methods possible while still maintaining a sound financial plan now and for the future.*

#### 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. Interim Manager's Report: Peter J. Kampa
- c. Chief Plant Operator's Report: R. Gilgo

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

- a. Read and file the September 2015 Treasurer's Report
- b. Approval of the Minutes:
  - Regular Board Meeting August 17, 2015
  - Special Board Meeting August 25, 2015
  - Special Board Meeting September 17, 2015

**5. DISCUSSION AND ACTION ITEMS:**

- a. Approval of a Resolution adopting the final 2015-16 Fiscal Year budget.
- b. Approval of a report containing Board agreements to date regarding management, administration, infrastructure, operations, personnel, organization and relationships contained within the District's draft Strategic Plan.
- c. Development of Norms for Board member conduct to facilitate effective deliberations, and protocol to create the structure and process for effective Board meetings
- c. Approval of the process desired to fill a vacancy on the District Board of Directors effective October 31, 2015.

**6. DIRECTORS COMMENTS:**

Any Director may address the Board on any item of interest that is within the subject matter and jurisdiction of the District. Generally no discussion or comment by other Board members should be expected on non-agenda items, except to properly place the matter on a future agenda for review, discussion or action as appropriate.

**7. ADJOURNMENT**



# LAKE DON PEDRO

## Community Services District

Special Board Meeting  
October 26, 2015  
Agenda Page 2

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) 852-2331. Advance notification will enable the District to make reasonable arrangements to insure accessibility.

# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## Treasurer's Report

Reporting Period: September 2015

**The district ended the month of September 2015 with the following balances in our accounts:**

\* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 162,206	
Total Restricted:		<u>\$ 162,206</u>
Unrestricted:		
Checking	\$ (144,944)	
Money Market - Working Capital	\$ 510,990	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 366,171</u>
Total Restricted & Unrestricted:		<u>\$ 528,377</u>

**The district ended September 2015 with the following amounts affecting our financial status:**

	Sep-2015	Year to Date
Sales & Business Revenue:	\$ 119,789	\$ 361,016
Total Operating Expenses:	\$ (82,885)	\$ (259,278)
Non-Operating Income/Expense:	\$ (21,965)	\$ (60,845)
Water Drought Income/Expense:	\$ (102,715)	\$ (444,875)
Change in Net Assets (P&L):	\$ (87,776)	\$ (403,982)
Net Cash Flow:	\$ (277,564)	\$ (761,978)

**Accounts Receivable:**

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water
Current	\$ 36,285	\$ -	\$ -	\$ 106,083	\$ 181,039
> 30 Days	\$ 9,601	\$ -	\$ 66	\$ -	\$ -
> 60 Days	\$ 6,474	\$ 189,552	\$ -	\$ -	\$ -
> 90 Days	\$ 1,508	\$ -	\$ 17	\$ -	\$ -
> 120 Days	\$ 9,795	\$ -	\$ 5,241	\$ -	\$ -
Credits	\$ (12,077)				
<b>Total</b>	<b>\$ 51,586</b>	<b>\$ 189,552</b>	<b>\$ 5,324</b>	<b>\$ 106,083</b>	<b>\$ 181,039</b>
<b>Total Combined</b>	<b>\$ 347,221</b>		<b>\$ 5,324</b>		<b>\$ 181,039</b>
 G/L Balance	 \$ 347,221		 \$ 5,324		 \$ 181,039
<b>Difference</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>

\* Amount of availability payments received: \$0  
 \* Amount of availability payments outstanding: \$189,552

**Accounts Payables:**

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 41,168	\$ -	\$ 5,000
> 30 Days	\$ -	\$ -	\$ 5,000
> 60 Days	\$ -	\$ -	\$ 5,000
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 41,168</b>	<b>\$ -</b>	<b>\$ 15,000</b>
 G/L Balance	 \$ 41,168	 \$ -	 \$ 15,000
<b>Difference</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\_\_\_\_\_  
 Name Title Date

**Statement of Revenues and Expenses (P&L)**  
**September 2015 & Year-To-Date Versus 6/30/16 Budget**

	Sep-15	Sept vs Budget %	2015-2016 YTD	YTD vs Budget %	2015-2016 Prop. Budget	Remaining Budget	
<b>Revenue</b>							
01-0-3010-301	Meter Reconnection Fee	-	0.00%	-	0.00%	1,000	1,000
01-0-3010-302	Donated Capital - Meters Curre	-	0.00%	(5,000)	-33.33%	15,000	20,000
01-0-4010-400	Water Sales Residential	27,102	12.05%	75,165	33.41%	225,000	149,835
01-0-4010-402	Water Availability Revenue	15,796	8.31%	47,216	24.85%	190,000	142,784
01-0-4010-403	Water Service Charges	78,055	8.30%	234,495	24.95%	940,000	705,505
01-0-4020-410	Interest Income - LAIF	-	0.00%	115	32.74%	350	235
01-0-4020-413	Int Inc Penalties - Customer	1,867	8.49%	5,293	24.06%	22,000	16,707
01-0-4020-414	Transfer Fee Income	600	8.00%	2,150	28.67%	7,500	5,350
01-0-4020-415	Other Income	170	1.17%	1,166	8.04%	14,500	13,334
01-0-4020-416	Meter Set Fee	500	12.50%	700	17.50%	4,000	3,300
01-0-4020-417	Interest Income Guaranty Fed	16	5.47%	63	20.88%	300	237
01-0-4020-901	Hydrant Rental	-	0.00%	-	0.00%	100	100
01-0-4020-902	Hydrant Consumption	-	0.00%	-	0.00%	700	700
01-0-4020-999	Avail Fee Income	(2,264)	-174.15%	1,290	99.23%	1,300	10
01-0-4040-100	Lease Fee	1,800	8.33%	5,400	25.00%	21,600	16,200
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000	32,000
<b>TOTAL REVENUE</b>		<b>123,642</b>	<b>8.38%</b>	<b>368,053</b>	<b>24.95%</b>	<b>1,475,350</b>	<b>1,107,297</b>
<b>Expenses</b>							
01-1-5010-100	Regular Pay - Plant	9,513	7.64%	32,415	26.04%	124,500	92,085
01-1-5010-101	Overtime Pay	1,682	8.41%	5,993	29.97%	20,000	14,007
01-1-5010-102	Sick Pay	-	0.00%	481	9.43%	5,100	4,619
01-1-5010-104	Vacation Pay	147	2.05%	2,074	28.80%	7,200	5,126
01-1-5010-105	Holiday Pay	393	5.38%	900	12.33%	7,300	6,400
01-1-5010-200	PERS	740	6.84%	2,637	24.37%	10,822	8,185
01-1-5010-201	FICA/Medicare	898	7.15%	3,203	25.51%	12,554	9,351
01-1-5010-202	SUI	-	0.00%	-	0.00%	1,302	1,302
01-1-5010-203	Health Insurance	3,697	8.33%	11,090	25.00%	44,364	33,274
01-1-5010-204	Workers Compensation	1,303	14.05%	2,309	24.90%	9,272	6,963
01-1-5010-206	Dental Insurance	390	8.34%	1,171	25.01%	4,680	3,509
01-1-5010-207	Vision Care	-	0.00%	-	0.00%	300	300
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	1,000	1,000
01-1-5020-501	Lease Of Equipment	-	0.00%	-	0.00%	1,000	1,000
01-1-5020-510	Repair & Maintenance - Plant	2,636	12.32%	7,739	36.16%	21,400	13,661
01-1-5020-511	Repair & Maintenance - Vehicle	-	0.00%	2,981	23.29%	12,800	9,819
01-1-5020-512	Repair & Maintenance - Distribution	7,632	16.24%	17,766	37.80%	47,000	29,234
01-1-5020-515	R&M Transmission - Intake	-	0.00%	-	0.00%	5,000	5,000
01-1-5020-518	R&M Transmission - 10" Irrigation	-	0.00%	-	0.00%	2,000	2,000
01-1-5020-520	Small Tools & Equipment	-	0.00%	91	1.81%	5,000	4,909
01-1-5020-522	Gas, Oil & Lubricant - Plant	1,595	7.51%	5,383	25.35%	21,240	15,857
01-1-5020-524	Health & Safety	215	3.58%	683	11.38%	6,000	5,317
01-1-5020-529	Telephone - T & D	1,169	22.47%	1,967	37.82%	5,200	3,233
01-1-5020-544	Water Testing Fees	2,780	22.42%	5,140	41.45%	12,400	7,260
01-1-5020-545	Water System Fees	-	0.00%	-	0.00%	18,800	18,800
01-1-5020-548	Water Testing Materials	7	1.08%	7	1.08%	688	681
01-1-5021-521	Water Treatment Chemicals	859	1.82%	13,737	29.18%	47,075	33,338
01-1-5021-524	P G & E Power - Office	312	13.70%	982	43.17%	2,274	1,292
01-1-5021-525	P G & E Power - Intake	8,543	9.64%	24,800	27.98%	88,639	63,839
01-1-5021-526	P G & E Power - Well	920	12.44%	2,752	37.22%	7,394	4,642
01-1-5021-527	P G & E Power - Water Treatment	2,803	8.01%	8,510	24.33%	34,972	26,462
01-1-5021-528	P G & E Power - Distribution	2,589	9.70%	7,840	29.39%	26,680	18,840
01-1-5021-529	P G & E Power - Well 2	-	0.00%	-	0.00%	4,000	4,000
01-1-5021-530	P G & E Power - Medina	-	0.00%	-	0.00%	4,000	4,000
01-1-5021-531	P G & E Power - Well 5/6	-	0.00%	-	0.00%	4,000	4,000
01-1-5021-561	Purchased Water Actual-mid-p	5,000	6.18%	15,000	18.54%	80,900	65,900
01-1-5023-533	Outside Services	127	3.84%	253	7.68%	3,300	3,047

		Sept	2015-2016	YTD vs	2015-2016	Remaining	
	Sep-15	vs Budget %	YTD	Budget %	Prop. Budget	Budget	
01-1-5023-535	Fire Protection/Weed Control		0.00%	-	0.00%	500	500
01-1-5023-537	Pest Control	32	8.00%	96	24.00%	400	304
01-1-5023-538	Engineering Services	123	0.82%	2,590	17.27%	15,000	12,410
01-1-5023-539	Employee Education	81	4.03%	81	4.03%	2,000	1,920
01-1-5024-540	Memberships	-	0.00%	417	208.62%	200	(217)
01-1-5024-541	Subscriptions		0.00%	-	0.00%	200	200
01-1-5024-542	Publications		0.00%	-	0.00%	500	500
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	300	30.00%	1,000	700
01-1-5032-583	Depreciation Expense	13,389	8.11%	41,061	24.89%	165,000	123,939
01-2-6010-100	Regular Pay - Administration	3,894	5.45%	15,697	21.98%	71,400	55,703
01-2-6010-101	Overtime Pay	425	10.99%	1,742	45.00%	3,870	2,128
01-2-6010-102	Sick Pay		0.00%	-	0.00%	2,768	2,768
01-2-6010-104	Vacation Pay	1,296	42.08%	1,512	49.09%	3,080	1,568
01-2-6010-105	Holiday Pay	216	7.09%	432	14.17%	3,048	2,616
01-2-6010-200	PERS	408	6.76%	1,414	23.45%	6,030	4,616
01-2-6010-201	FICA/Medicare	446	6.93%	1,487	23.09%	6,439	4,952
01-2-6010-202	SUI	4	0.30%	43	3.34%	1,302	1,259
01-2-6010-203	Health Insurance	1,520	8.33%	4,559	25.00%	18,240	13,681
01-2-6010-204	Workers Compensation	129	23.56%	228	41.74%	547	319
01-2-6010-206	Dental Insurance	159	8.55%	478	25.65%	1,863	1,385
01-2-6010-207	Vision Care		0.00%	-	0.00%	100	100
01-2-6010-546	Travel, Meetings & Mileage	44	8.85%	109	21.86%	500	391
01-2-6020-512	Propane	66	6.60%	343	34.26%	1,000	657
01-2-6020-515	Customer Billing Supplies	-	0.00%	401	20.04%	2,000	1,599
01-2-6020-529	Telephone - Admin	309	6.19%	1,232	24.65%	5,000	3,768
01-2-6020-530	Office Supplies	126	5.05%	411	16.43%	2,500	2,089
01-2-6020-531	Postage	479	5.48%	1,684	19.28%	8,736	7,052
01-2-6023-531	Computer IT	1,779	8.23%	5,051	23.36%	21,623	16,572
01-2-6023-532	R & M Equipment		0.00%	-	0.00%	500	500
01-2-6023-533	Outside Services	9,644	8.17%	27,123	22.99%	118,000	90,877
01-2-6023-535	Office Cleaning Serv	140	8.33%	420	25.00%	1,680	1,260
01-2-6023-536	Legal Services	-	0.00%	494	3.29%	15,000	14,506
01-2-6023-537	Audit Services		0.00%	-	0.00%	7,000	7,000
01-2-6023-539	Employee Education		0.00%	-	0.00%	900	900
01-2-6024-540	Memberships	658	21.93%	658	21.93%	3,000	2,342
01-2-6024-541	Subscriptions		0.00%	-	0.00%	300	300
01-2-6024-542	Publications	-	0.00%	458	22.89%	2,000	1,542
01-2-6024-543	Licenses, Permits & Cert.		0.00%	-	0.00%	1,000	1,000
01-2-6024-547	County Fees	1,310	131.00%	1,310	131.00%	1,000	(310)
01-2-6024-999	County Avail Fee		0.00%	-	0.00%	1,400	1,400
01-3-6025-100	Regular Pay	1,000	8.33%	2,700	22.50%	12,000	9,300
01-3-6025-201	FICA/Medicare	77	8.33%	207	22.50%	918	711
01-3-6025-202	SUI		0.00%	-	0.00%	744	744
01-3-6025-204	Workers Compensation		0.00%	-	0.00%	78	78
01-3-6025-546	Travel, Meetings & Mileage		0.00%	-	0.00%	2,000	2,000
01-3-6025-550	Board Meeting Expense		0.00%	-	0.00%	1,300	1,300
01-3-6025-555	Board Election Expenses		0.00%	-	0.00%	3,000	3,000
01-9-6030-569	Credit Card Service Charges	349	6.98%	1,025	20.50%	5,000	3,975
01-9-6030-572	Business Insurance Expense	2,224	7.11%	6,672	21.32%	31,300	24,628
01-9-6030-576	Misc Other Expense	7,529	107.56%	5,538	79.11%	7,000	1,463
01-9-6030-577	Retired Employee Health	2,573	6.94%	7,720	20.81%	37,100	29,380
01-9-6030-580	Retired EE Benefit Expense		0.00%	-	0.00%	180,000	180,000
01-9-6031-580	Interest Long Term Debt	2,060	4.06%	12,743	25.13%	50,700	37,957
01-9-6032-583	Depreciation Expense	267	7.64%	820	23.44%	3,500	2,680
01-9-6035-575	Office Fire Recovery	-	0.00%	-	0.00%	32,000	32,000
<b>TOTAL EXPENSES</b>	<b>108,704</b>	<b>6.91%</b>	<b>327,160</b>	<b>20.79%</b>	<b>1,573,422</b>	<b>1,246,262</b>	
<b>Total Revenue Before Water Drought Activity</b>	<b>123,642</b>	<b>8.38%</b>	<b>368,053</b>	<b>24.95%</b>	<b>1,475,350</b>	<b>1,107,297</b>	

	Sep-15	Sept vs Budget %	2015-2016 YTD	YTD vs Budget %	2015-2016 Prop. Budget	Remaining Budget
<b>Total Expense Before Water Drought Activity</b>	<b>108,704</b>	6.91%	<b>327,160</b>	20.79%	<b>1,573,422</b>	<b>1,246,262</b>
<b>Net Income / (Loss) Before Water Drought Activity</b>	<b>14,938</b>	-15.23%	<b>40,893</b>	-41.70%	<b>(98,072)</b>	<b>(138,965)</b>
<b>Emergency Water Activity</b>						
01-0-4020-418 Well 2 Grant Revenue	140,583	36.85%	140,583	36.85%	381,500	240,917
01-0-4020-419 Medina Well Grant Revenue	40,455	15.70%	40,455	15.70%	257,600	217,145
01-0-4020-420 Well 3/4 Grant Revenue	-	0.00%	-	0.00%	257,000	257,000
01-0-4020-421 Well 5 Grant Revenue	-	0.00%	-	0.00%	329,820	329,820
01-0-4020-422 Well 6 Grant Revenue	-	0.00%	-	0.00%	329,820	329,820
01-0-4020-423 Barge Grant Revenue	60,900	100.00%	60,900	100.00%	60,900	-
<b>TOTAL WATER REVENUE</b>	<b>241,939</b>	<b>14.97%</b>	<b>241,939</b>	<b>14.97%</b>	<b>1,616,640</b>	<b>1,374,701</b>
01-1-5020-535 Water Supply Emergency 2014	(322,810)	-1537.19%	19,350	92.14%	21,000	1,650
01-9-6030-584 Well 2	203,420	51.79%	203,420	51.79%	392,760	189,340
01-9-6030-585 Medina Well	342,565	57.10%	342,565	57.10%	599,950	257,385
01-9-6030-586 Well 3/4	30,032	11.69%	30,032	11.69%	257,000	226,968
01-9-6030-587 Well 5	86,087	26.10%	86,087	26.10%	329,820	243,733
01-9-6030-588 Well 6	5,360	1.63%	5,360	1.63%	329,820	324,460
01-9-6030-589 Grant Application Services	-	0.00%	-	0.00%	80,000	80,000
01-9-6030-590 NBS rate evaluation	-	0.00%	-	0.00%	54,000	54,000
<b>TOTAL EMERGENCY PROJECTS</b>	<b>344,654</b>	<b>16.70%</b>	<b>686,814</b>	<b>33.27%</b>	<b>2,064,350</b>	<b>1,377,536</b>
<b>Net Income / (Loss) From Water Emergency</b>	<b>(102,715)</b>	22.94%	<b>(444,875)</b>	99.37%	<b>(447,710)</b>	<b>(2,835)</b>
<b>Total Revenue</b>	<b>365,581</b>	11.82%	<b>609,992</b>	19.73%	<b>3,091,990</b>	<b>2,481,998</b>
<b>Total Expense</b>	<b>453,358</b>	12.46%	<b>1,013,974</b>	27.87%	<b>3,637,772</b>	<b>2,623,798</b>
<b>Net Income / (Loss)</b>	<b>(87,777)</b>	16.08%	<b>(403,982)</b>	74.02%	<b>(545,782)</b>	<b>(141,800)</b>

\* Total income and expenses are different from the Statement of Revenue & Expenses due to how the finance and non-operating income are combined. Net income is identical.

\* For Water Supply Emergency account, please see attached for expense and reimbursement breakdown

## Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road

*August 17, 2015, at 1:00 p.m.*

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

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

President Johnson called the meeting to order at 1:01 a.m.

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

Also present: IGM P. Kampa

Also present: Staff S. Marchesiello

### 2. PUBLIC COMMENT:

There were four public comments

### 3. PRESENTATION ONLY:

#### a. Presiding Officer's Report

*President Johnson spoke regarding the Turf and Toilet Replacement Rebates available now*

#### b. Interim Manager's Report: Peter J. Kampa

*Presented by IGM P. Kampa*

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

*Presented by IGM P. Kampa*

#### d. Finance Committee Meeting Notes July 20, 2015

*The notes were presented – read and file*

### 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 June 2015 Treasurer's Report

#### b. Approval of the Minutes: Regular Board Meeting July 20, 2015

#### c. Approval of a Resolution authorizing Russell Warren as a signatory on District bank accounts

**Motion: To approve the consent calendar**

**Votes: Carried 5-0**

**First: Hankemeier                      Second: Day**

**Ayes: Hankemeier, Day, Johnson, Ross, and Warren**

**Nays: None**



**5. DISCUSSION AND ACTION ITEMS:**

- a. Approval of a Resolution amending the District’s Sick Leave Policy in compliance with Section 245 et seq. of the California Labor Code.

**Motion: To approve the resolution amending the District’s sick leave policy**

**Votes: Carried 5-0**

**First: Day                      Second: Hankemeier**

**Ayes: Day, Hankemeier, Johnson, Ross, and Warren**

**Nays: None**

- b. Approval of the scope, budget and implementation plan for the Lake Don Pedro Water Service Line Replacement Project.

**Motion: To approve service line replacement project pending receipt of the funding with the understanding that it is not the direction to build it**

**Votes: Carried 5-0**

**First: Day                      Second: Hankemeier**

**Ayes: Day, Hankemeier, Johnson, Ross, and Warren**

**Nays: None**

- c. Approval of the scope, budget and implementation plan for the Water Production Meter Replacement and Automation Project.

**Motion: To approve the development of a more detailed scope of work by prioritizing the meter, servicing, and replacement, with a phased in project approach. The GM will bring the item back to the board with a new cost estimate and the GM will move forward on the effluent meter**

**Votes: Carried 5-0**

**First: Johnson                      Second: Day**

**Ayes: Johnson, Day, Hankemeier, Ross, and Warren**

**Nays: None**

- d. Approval of a Resolution adopting a Labor Compliance Program (LCP) as required for the receipt of Proposition 84 grant funds.

**Motion: To approve the resolution adoption a labor compliance program (LCP) as required for the receipt of position 84 grant funds**

**Votes: Carried 5-0**

**First: Johnson                      Second: Warren**

**Ayes: Johnson, Warren, Day, Hankemeier, and Ross**

**Nays: None**

- e. Approval of a Resolution approving agreement with Contractors Compliance & Monitoring, Inc. for Labor Compliance Program related activities.

**Motion: To approve a resolution approving agreement with contractor's compliance & monitoring, Inc for labor compliance program related activities**

**Votes: Carried 5-0**

**First: Johnson                      Second: Warren**

**Ayes: Johnson, Warren, Day, Hankemeier, and Ross**

**Nays: None**

- f. Consideration of appointing representatives for CSDA 2016 Committee & Expert Feedback Team Participation.

**There was board consensus that anyone interested contact GM Pete Kampa for more information**

**6. DIRECTORS COMMENTS:**

Director Day – Commented that he agreed with Victor Afanasiev that we need to start a fire hydrant program.

**7. ADJOURNMENT: 3:55 p.m.**

Respectfully submitted by,

S. Marchesiello  
Board Secretary

**Special Meeting Minutes of the Board of Directors**  
***Lake Don Pedro Community Services District***  
**The Deerwood Office**  
**9096 Merced Falls Rd.**  
***August 25, 2015 at 9:00 a.m.***

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

The Board of Directors of the Lake Don Pedro Community Services District held special meeting at 9096 Falls Rd., La Grange, CA 95329.

President Johnson called the meeting to order at 9:11 a.m.

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

Also present: IGM P. Kampa

Also present: Staff S. Marchesiello

Also Present: Guest David Aranda

**2. BOARD WORKSHOP AND FACILITIES TOUR:**

GM P. Kampa provided a presentation regarding the location, operation, condition and issues related to certain District facilities. This portion of the meeting was adjourned at 10:54 a.m. and was reconvened at District site on the tour. The meeting was reopened at each site visit but no action taken. The sites visited were as follows:

Barrett Cove Intake Facilities

Visit Water Treatment Plant, 9751 Merced Falls Rd.

See attached for presentation materials

**Break for Lunch: 12:30 p.m. – 1:30 p.m.**

**Reconvened Meeting 1:31 p.m. at 9096 Merced Falls Rd**

**3. BOARD OF DIRECTORS PLANNING SESSION: 1:30 p.m.**

The Board meeting reconvened at the address listed above to conduct a strategic planning workshop for the purpose of establishing Board Goals and Objectives related to all aspects of the District including, management and administration, personnel and organization, infrastructure and operations, partnerships and relationships. Items that will be presented to the Board in the future in a more formal manner for the Board's approval include, customer service, financial plan, water system reliability, communication, culture of respect, valuing staff, and accountability.

See attached for presentation materials

**4. ADJOURNMENT: 3:34 p.m.**

**Respectfully submitted by,**

**S. Marchesiello**  
**Board Secretary**

**Special Meeting Minutes of the Board of Directors  
Lake Don Pedro Community Services District  
The Deerwood Office  
9096 Merced Falls Rd.  
September 17, 2015 at 10:00 a.m.**

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

The Board of Directors of the Lake Don Pedro Community Services District held special meeting at 9096 Falls Rd., La Grange, CA 95329.

President Johnson called the meeting to order at 10:24 a.m.

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

Also present: IGM P. Kampa

Also present: Staff S. Marchesiello

**Public Comment:**

Two public members spoke

**2. BOARD OF DIRECTORS PLANNING SESSION:**

The Board conducted a strategic planning workshop for the purpose of establishing Board Goals and Objectives related to all aspects of the District including, Management and Administration, Personnel and Organization, Infrastructure and Operations and, Partnerships and Relationships. Please see attached for presentation materials given by GM P. Kampa.

**Closed meeting at 12:01 p.m.**

**Break for Lunch: 12:00 p.m. – 1:00 p.m.**

**Reconvened Meeting at 1:00**

**Public Comment:**

There were three public comments

**3. PRESENTATION ONLY:**

**a. Presiding Officer's Report**

*President Johnson spoke regarding the grant reimbursement payment the District received for \$60,900. and the lengthy process it is to receive those funds. He commented that 'looking at the big picture of what the District is getting such as well, infrastructure, acquired property, we are spending about .30 on the dollar.' He commended GM P. Kampa for "hanging in there to get the grants completed."*

**b. Interim Manager's Report: Peter J. Kampa**

*Presented by IGM P. Kampa*

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

*Presented by IGM P. Kampa*

**4. APPROVAL OF CONSENT AGENDA:**

- a. Read and file the August 2015 Treasurer's Report

**Motion: To approve the consent calendar**

**Votes: Carried 5-0**

**First: Day                      Second: Hankemeier**

**Ayes: Day, Hankemeier, Johnson, Warren, Ross**

**Nays: None**

**5. DISCUSSION AND ACTION ITEMS:**

- a. Review of the budget and expense report for the emergency well project.

*No action taken*

- b. Approval of a resolution dedicating the temporary allocation of District reserve funding for the completion of Well No. 5 and establishing associated reserve replenishment requirements.

**Motion: To approve the resolution 2015-xx dedicating the temporary allocation of District reserve funding for the completion of Well No. 5 and establishing associated reserve replenishment requirements**

**Votes: Carried 5-0**

**First: Hankemeier                      Second: Day**

**Ayes: Hankemeier, Day, Johnson, Warren, Ross**

**Nays: None**

- c. Approval of a resolution accepting the Environmental Assessment for the Emergency Well Project.

*No action taken*

- d. Resolution approving a change in allowable outside irrigation hours as restricted under the current mandatory water restrictions, Resolution 2015-15.

**Motion: To approve the resolution 2015-xx to change the allowable outside irrigation hours of mandatory water restrictions to allow for outside irrigation with no time of day restrictions and all other water use restrictions and requirements of prior board actions remain in full force and affect**

**Votes: Carried 5-0**

**First: Hankemeier**                      **Second: Day**

**Ayes: Hankemeier, Day, Johnson, Warren, Ross**

**Nays: None**

- e. Approval of a resolution creating the a Master Water Meter Upgrade construction in progress account, establishing an initial project budget and authorizing expenditures in the 2015/16 Fiscal Year Capital Improvement Budget.

**Motion: To approve the resolution 2015-xx as written to create a master water meter upgrade construction in progress account, establishing an initial project budget and authorizing expenditures in the 2015-16 fiscal year CIP budget**

**Votes: Carried 5-0**

**First: Hankemeier**                      **Second: Day**

**Ayes: Hankemeier, Day, Johnson, Warren, Ross**

**Nays: None**

**Director Comments:**

Director Day – Commented that the District needs to check the fire hydrants

**6. ADJOURNMENT: 2:55 p.m.**

Respectfully submitted by,

S. Marchesiello  
Board Secretary

# Lake Don Pedro Community Services District

## Special Meeting of October 26, 2015

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS:

- a. Approval of a Resolution adopting the final 2015-16 Fiscal Year budget.

#### **Background**

Included in your packet is the final draft 2015/16 fiscal year budget. I am preparing a detailed budget memo to fully describe all aspects of the budget; which will be available on Saturday and covered in detail during the meeting.

#### **Recommended Motion**

I move to approve a Resolution adopting the 2015/16 fiscal year budget.



# LAKE DON PEDRO Community Services District

## Draft 2015 Budget Preparation Memorandum

October 26, 2015

### Budget Overview

#### Purpose

We are pleased to present to the Board of Directors the final proposed 2015/16 Fiscal Year budget. The development of the small public agency budget is as much an exercise in public outreach and education as it is in finance and fiscal accountability. Effective special district budgets tie directly to the Board's strategic plan and vision for the District, management goals and objectives; are simply presented and easily understood by the average District service customer.

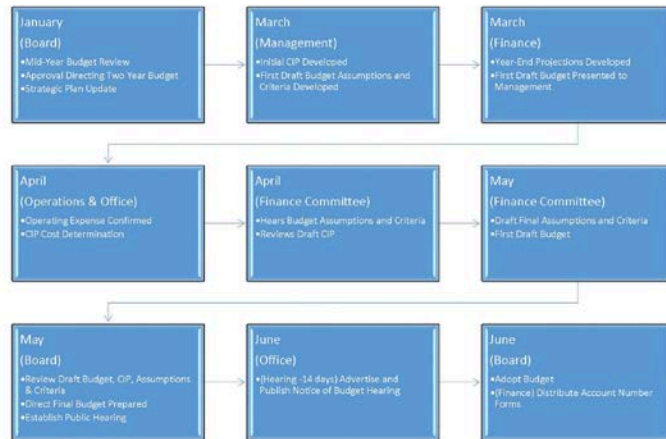


Figure 1

#### Transparency

To provide a basis of budget understanding, the assumptions, criteria and procedure of budget development is articulated in this memorandum to offer the reader with the background necessary to comprehend the methodology used and performance to budget within the current year; as well as the ability to transition into the upcoming budget year with the information necessary

to identify infrastructure needs, trends, financial red flags, budget influences and other factors. The budgeting exercise, as shown above in Figure 1, is therefore used as a vehicle to increase financial transparency and accountability.

#### Legal and Procedural Requirements

Figure 1 shows the staff recommended budgeting schedule, with our budget year being a fiscal year beginning on July 1 and ending on June 30 each year. Since each new fiscal year starts on July 1, it is best to adopt a preliminary or final budget in advance of July 1. The California Government Code allows Community Services Districts to adopt either a one year or two year budget. The decision on which budget cycle is best is based on the variability of the District's revenue and expenses, projects, adopted rate plans, cash and cashflow, and Board needs. The law allows the District to adopt a final budget in a single meeting, after conducting an advertised public hearing.





# LAKE DON PEDRO

## Community Services District

If the District revenue or expenses are in flux or cannot be reasonably estimated for an accurate budget to be adopted before July 1, the law allows the District to adopt a preliminary budget and it is then required to adopt a final budget by the end of September of that fiscal year. This year, due to the unpredictable nature of our emergency water projects during the spring 2015, we adopted a preliminary budget in July, and we are adopting a final budget on October 2015.

### Accountability

Budgeting is also a management tool used to continuously refine financial accounting methods to evaluate the impact of delivering various levels of public services, to evaluate various operating methods, prioritize capital improvement projects, set rates, establish staffing levels, etc. For example as we have discussed, our budgeting and financial reporting should allow us to evaluate, on an ongoing basis, the increasing cost of maintaining assets versus replacing them. We need to budget to a level of detail where the Board and public can clearly understand where the money is being spent, especially when it comes to capital projects and equipment.

The budget is a document that helps predict cashflow (short term expenditures) and to show the impact of longer term financial obligations such as loan payments, retired employee benefits and depreciation. The budget is used to calculate the fixed and variable costs of the District and its services, to ensure that water base and commodity rates are adequate to cover costs. For example, the administrative office and its maintenance, all office and some level of field staffing, infrastructure used to keep the system “ready to serve”, office supplies, business insurance, sampling, memberships, subscriptions, publications, training and many other basic business expenses must occur regardless of whether any water is produced and sold; this is called fixed costs and are in theory to be covered by the monthly base rates. The variable costs of operating the District water service, which are intended to be funded with the commodity water rates, include expenses for water purchase, chemicals, electrical power, some operations staffing, fuel, and capacity related infrastructure. We have entered into contract with NBS Government Financial Group, who will be evaluating our expenses and recommending rate structures and rates to cover costs over the next five years.

### Service levels

Special districts are truly the most responsive vehicle in which to respond to a community’s service provision needs. Lake Don Pedro CSD was formed to provide a stable entity in the delivery of necessary public services. The county required that the public water system be created as a condition of development of the land, and without the District’s public water system, these properties and lots could not exist. To operate a public water system, the state requires an operating permit. It is important to understand in our budgeting that some of our service levels are fixed by law, and others are at the discretion of the community through its district Board of Directors.



# LAKE DON PEDRO

## Community Services District

For example, to operate a public water system, we need a state permit, and that permit requires that we meet all state and federal water quality laws and regulations. Specific operating plans must be developed, water sampling completed, reports prepared and submitted, equipment serviced and ready to serve water, chemicals added to remove pathogens and filtration performed to remove dirt. The permit tells you how the water plant is to be operated, the level of state certification for each of your operators, where you can discharge process water and what happens when the District does not follow the rules. Compliance with these permits is not optional; we must successfully perform to all aspects of the permit. Violation of the state permit results in fines, increased inspection and state fees, enforcement orders requiring rapid system upgrades regardless of whether you have the money, public notification of failures and any associated risk to public health and safety.

Infrastructure maintenance, vehicles and construction equipment are examples of service related expenses where we have the discretion to set service levels. Similar to routinely changing the oil in your personal vehicle, the District can choose to save money in the short term by not providing adequate staffing, training or cash to maintain pressure regulating valves, pumps and vehicles; knowing that this equipment will break down at some point in the future and be replaced at that point. In this case the assets that would normally last 20 years or more if properly maintained, may last only 10 years.

Although not mandatory, performing maintenance to an established standard will maximize system reliability and its useful life, which provides a better service and lower long term costs. However, maintaining utility infrastructure to its design standard takes qualified, well trained employees, good tools and equipment, consistent investments in quality management, engineering and procedures. This high cost often leads the special district Board to under-fund necessary maintenance costs, thus making a conscious decision to perform a lower level of service than required for optimal infrastructure life. The Board does have the option to adopt, fund and implement fully compliant industry standard practices.

In order for the Board to direct a system maintenance and capital improvement plan (CIP) as desired in our recent strategic planning discussions, infrastructure, vehicle and equipment assets must be documented, a condition assessment performed, standards identified and approved and a thorough Capital Improvement Program (CIP) and maintenance program developed. From this evaluation, a financial plan is created to support the CIP and maintenance program, and the Board is then able to make knowledge based decisions on the level of service desired; in particular, whether fully or partially funded. Due to limited funding available in this budget for engineering services, software, data entry and field staff time, we will continue slow progress toward accomplishment of this necessary objective. With the completion of the strategic plan and Board's direction for rapid implementation of the maintenance and infrastructure plans, the upcoming financial evaluation and rate study will contain the cost to complete this project in a timely manner, ideally by the end of the 2015/16 fiscal year.



# LAKE DON PEDRO

## Community Services District

### 2015/16 Budget Highlights:

- Water sales are expected to remain well below the 2013 and 2014 fiscal years, thus reducing available revenue by an additional \$160,000 over that budgeted last fiscal year; a total revenue reduction of over 10%.
- We are projecting operating expenses to be reduced by 10% from the 2014/15 fiscal year budget.
- Operating expenses will exceed operating revenue in the amount of \$119,000, a financial loss due to a projected continued decline in water sales revenue.
- A budgeted reduction in cash of \$417,782 is due primarily to:
  - Our investment in property on which two new wells are located
  - Reduced water sales revenue
  - Completion of the water rate study, actuarial valuation and grant application services**\*\*\*this number may change and be a reduced loss (to be presented at the meeting)**
- Operations staffing will remain at three full time equivalents (FTE), a 25% reduction and a cost savings of \$45,000 annually. The staffing reduction is made possible due to investments in infrastructure replacement (water service lines). Operations staffing levels will be reevaluated upon completion of the maintenance program development
- Water purchases and Intake pumping power costs will be reduced due to less water purchased during the drought and water restrictions.
- New water supply wells costing \$1.9 million will be completed this year, with 85% of the cost being paid by state and federal grants, and 15% from District reserves. The District investment covered the cost of the 17 acre property purchase.
- Preparing major grant applications at a cost of \$80,000 for replacement of water service lines, creation of a new water conservation program, and installing a new well. If we are successful in receiving the grant, this expense will be reimbursed.
- Completing the water rate study at a cost of \$54,000.
- Completing an actuarial valuation of our retired employee medical cost to determine the annual expense required (GASB 45), at a cost estimated at \$10,000

### 2014/15 Budget Performance

---

At the close of the 2014/15 fiscal year, revenue received was 5% under budget (\$78,664), primarily due to reduced water sales and elimination of the large meter reconnection charge. Operating expenses, which included \$291,000 of emergency water project expense, were kept below the amount budgeted by 11% (\$167,888). In addition, \$162,544 was spent on the emergency well projects in 2014/15 with no grant reimbursements received during that year.



# LAKE DON PEDRO

## Community Services District

### 2015 Budget Discussion

---

The District's budget is developed for the ensuing fiscal year by the General Manager, with input from the Warmerdam Accounting Firm, Operations Manager and Office Manager. Expenses and revenue in the prior fiscal year are closely analyzed and then projected through the end of the year. To understand financial trends and identify potential budgeting inaccuracies, the expenses and revenue are then compared to previous years' budgets and actual fiscal year-end figures. These identified trends, as well as areas where we had in previous years budgeted too high or low, are taken into consideration in development of the next fiscal year's budget. Further, budget criteria are established and assumptions about known changes in expenses and revenue for the next year are forecasted and further guide budget development; as detailed below.

This budget proposal is very simply constructed and presented, due to the limited, stable funding sources and relatively predictable expenses for utility operation. This narrative is very important in understanding the financial condition of the District. Following are some basic assumptions and criteria used in our 2015/16 budget development:

#### Services Assumptions

- There will be no changes in the type or extent of the services provided. For example, we will not be contracting with Mariposa County for sewer system operation; nor will more cell tower leases be initiated.
- No new regulations will be enacted to cause a dramatic change in operations
- Transitioning to contracted service line replacements will increase time available to operation and maintenance staff for productive work by up to 40%
- Implementation of the 2015 Strategic Plan and resulting management objectives will produce an increase in operations staff administrative workload in completion of system condition evaluations and development of maintenance and capital improvement plans, resulting in:
  - Up to 20% reduction in operations staff time available for direct operation and maintenance activities due to performing asset inventory and related research, documentation and data entry
  - Increased District staff time spent on image improvement including organizational time, cleaning vehicles and equipment, direct customer contact/service, training

#### Revenue Forecasts (Refer to Budget Attachment)

- Account 3010-301, reduced revenue from reconnection fees. This fee was eliminated as directed by the Board and the fees associated therewith will be evaluated in the water rate study
- Water base rate revenue and availability fees will remain consistent with last fiscal year



# LAKE DON PEDRO

## Community Services District

- Water sales revenue is projected to continue its decline with water conservation measures in place throughout the entire year
- Approximately \$32,000 remaining in withheld funds to be paid to the District for completion of the 2012 office fire renovation project
- Most other revenue categories, including the cell tower lease payments to be budgeted at the amount budgeted last fiscal year

### Expense Assumptions and Criteria

- Increased all positions and all step levels of the Salary Scale by the 2014 CPI of 2% to keep the level of salary paid consistent with the increase in the cost of living
- Included merit step increases for all employees eligible to receive them in 2015/2016 based on LDPCSD policy, and assuming performance expectations are met. Merit increases are not automatic based on an additional year worked
- Reduced operations headcount by one full time equivalent; savings in salary and benefits line items
- Health insurance is calculated based on quoted rates with no changes in benefits or employee contribution proposed
- Workers Compensation is estimated based on estimated rates
- Office staffing to consist of one full time and two part time employees through December 2015 (training and high workload period) at which time one part time position is eliminated following a retirement
- Materials, supplies, fuel costs estimated based on 2014/15 cost, increased by 5%
- Reduced water purchased due to water conservation requirements
- Reduced Intake pumping power costs due to less lake water pumped/drought
- Added six months of estimated time power costs for the new wells
- Increased employee education expense to allow for specialized operation/maintenance training for employees
- Doubled budgeted engineering services to \$15,000 for assistance in development of the maintenance plan and capital improvement plans
- Outside Services account 6023-53 increased from \$33,750 in 2014/15 for accounting services only, to \$118,000 as proposed. This account includes monthly cost (with no increase/changes proposed) of accounting firm (\$33,000), general management contract (\$75,000 total, no benefit cost), and \$10,000 for contracted actuarial valuation (GASB 45 requirement, every two years)
- Regular pay and benefits, Non-departmental (General Manager's pay and benefits; \$121,807 in 2014/15, accounts 6030-100 through 546) is reduced to \$0 due to the contracted management services above
- Water supply emergency expenses budgeted at \$21,000 and reflecting non-project related, un-reimbursable expenses



# LAKE DON PEDRO

## Community Services District

### **Emergency Water Supply Projects, Revenue and Expense**

The District has entered into grant contracts with several state agencies, and expects a contract with USDA, a federal agency, within the next 60 days. Grant funds are paid to the District on a reimbursement basis, after verified project expenses are incurred. The total amount of each grant is listed in this budget section. Following are the grant making agencies, amount of the grant offer and its purpose:

1. State Water Resources Control Board - \$60,900; reimbursement of expenses for pipe and electrical cable for the emergency pump barge. This expense was incurred in fiscal year 2013/2014 and 2014/15 and the reimbursement payment was received this fiscal year.
2. **Well No. 2** – Grant revenue of \$381,500 from the State Water Resources Control Board (\$181,500) and Department of Water Resources (\$200,000). This funding is for planning, design and construction of Well No. 2. The estimated Well No. 2 expense is \$392,760. Well No. 2 requires an \$11,260 matching contribution from the District.
3. **Medina Well** – Grant revenue of \$257,600 from the State Water Resources Control Board and expenses estimated at \$599,950. The District is budgeted to spend \$342,350 on this well, with approximately \$250,000 of this cost in acquisition of the property.
4. **Wells No. 3 and 4** – Grant revenue of \$257,000 from the Department of Water Resources, and expenses estimated at \$257,000. This cost has already been incurred in full, and these wells are not proposed for further development. Therefore the only additional cost will be abandonment of the wells.
5. **Well No. 5** – Grant revenue of \$329,820 from the Department of Water Resources (\$143,000) and USDA (\$186,820), and expenses budgeted at \$329,820. This funding pays the entire cost of planning, design and construction of Well No. 5.
6. **Well No. 6** – Grant revenue of \$329,820 from the USDA (\$313,180) and a low interest loan from the State Revolving Fund (\$16,640), and expenses estimated at \$329,820. This funding pays the entire cost of Well No. 6, if it is developed.

### **Planning Projects**

The Board has previously approved by separate actions the completion of two planning (study) projects:

1. **Grant application services** – contained in the engineering services contract with Kennedy Jenks Consultants, \$80,000 for preparation of multiple grant applications for the Water Service Line Replacement Project (\$2,404,140), Water Use Efficiency Project (\$397,152) and Emergency Wells (\$631,204). We will be notified in November 2015 regarding the success of this Integrated Regional Water Management Grant, and if awarded the funds, \$205,129 is budgeted to reimburse us for the cost of grant application services and to pay the cost of grant administration.



# LAKE DON PEDRO

## Community Services District

2. **NBS Rate Evaluation** - \$54,000 as approved for the completion of the water rate evaluation services, as necessary to determine the level of assessment and rates to be applied to fund the District services over the next five years.
3. **Capital Projects Budget** - \$150,000 allocated for the completion of major projects including service line replacements, the master meter upgrade project, Intake Booster Pump installation, turbidimeter replacements and other projects determined necessary by the General Manager in consultation with the Operations Manager. AS these projects are planned and completed, reports will be provided to the Board.

### Areas of Budgetary Concern

---

#### Operations

1. Our current operating expenses exceed the operating revenue and there are very few budget line items with flexibility for reduction
2. There is currently no substantial revenue available for capital equipment replacement, including inventory of critical parts, pumps and equipment
3. We currently have no funding for a vehicle or equipment replacement program
4. Our system maintenance budget is significantly lower than it should be and no revenue available to increase
5. Staff specialty training to improve system maintenance competencies is offered far away from Don Pedro requiring travel and lodging expenses, in addition to tuition. No funding is available to increase the level of training.

#### Long Term Liabilities

Currently, the District recognizes expenses in its budget for Retired Employee Medical Expenses, in the amount of \$180,000 annually. This amount is required to be considered in the financial statements of the District as it reflects the cost of paying for benefits committed to employees once they retire. The Government Accounting Standards Board rule 45 (GASB 45) requires that the District account for this debt, but there is no current requirement that the District actually “fund” this debt. You can see our budget reflects this expense, then adds the same amount back in to the cashflow. It is recommended that the District consider actually setting this funding aside in an account or trust to pay for this liability now, as it will increase in cost in the future.

#### Reserves

Prudent financial planning would have the District establishing a formal reserve policy and each year depositing a certain amount into these reserve accounts. Reserves provide public transparency and accountability in budgeting, as the public can see their rate revenue not only fund the operation, but also accumulate in an account for capital projects/replacement, drought, fluctuating water sales, and contingencies.



# LAKE DON PEDRO

## Community Services District

### **Recommendations**

---

Staff recommends that the Board approve the 2015/16 fiscal year budget and salary scale as presented.

---

<sup>1</sup> This amount subject to adjustment downward to be presented at the Board meeting



		2014-2015 Prop 218 Budget	2014-2015 Proposed Budget	2014-2015 YTD Totals	2015-2016 Proposed Budget
<b>Revenue</b>					
01-0-3010-301	Meter Reconnection Fee	0	25,000	15,000	1,000
01-0-3010-302	Donated Capital - Meters Curre	54,000	20,000	20,000	15,000
01-0-3010-303	Contributed Capital - Int LAIF	0	0		0
01-0-3010-304	Contributed Capital - Int BOFA	0	0		0
01-0-3020-310	Retained Earnings - Prior	0	0		0
01-0-3020-311	Retained Earnings - Current	0	0		0
01-0-3020-315	Appropriations	0	0		0
01-0-4010-400	Water Sales Residential	376,254	385,000	292,646	225,000
01-0-4010-401	Water Sales Raw Water	0	0		0
01-0-4010-402	Water Availability Revenue	183,292	189,908	189,899	190,000
01-0-4010-403	Water Service Charges	939,372	904,186	940,413	940,000
01-0-4010-404	Water Revenue - Other	0	0		0
01-0-4015-999	Sewer Maintenance Income	0	0		0
01-0-4020-410	Interest Income - LAIF	500	500	395	350
01-0-4020-412	Interest Income - F/C Customer	0	0		0
01-0-4020-413	Int Inc Penalties - Customer	11,500	25,000	21,698	22,000
01-0-4020-414	Transfer Fee Income	8,000	8,600	7,244	7,500
01-0-4020-415	Other Income	15,000	14,500	5,404	14,500
01-0-4020-416	Meter Set Fee	6,000	4,000	5,500	4,000
01-0-4020-417	Interest Income Guaranty Fed	500	865	376	300
01-0-4020-900	Hydrant Service Charge	300	100		0
01-0-4020-901	Hydrant Rental	550	160	40	100
01-0-4020-902	Hydrant Consumption	1,000	330	997	700
01-0-4020-999	Avail Fee Income	0	0	1,318	1,300
01-0-4030-100	Transfers In	0	0		0
01-0-4040-100	Lease Fee	3,600	5,000	21,600	21,600
01-0-4050-575	Office Fire Reimbursement	18,046	18,046		32,000
<b>TOTAL REVENUE</b>		<b>1,617,914</b>	<b>1,601,195</b>	<b>1,522,531</b>	<b>1,475,350</b>

<b>Expenses</b>					
01-1-5010-100	Regular Pay - Plant	152,517	170,269	142,337	124,500
01-1-5010-101	Overtime Pay	21,630	17,000	18,463	20,000
01-1-5010-102	Sick Pay	5,866	6,549	4,854	5,100
01-1-5010-104	Vacation Pay	6,821	7,614	8,788	7,200
01-1-5010-105	Holiday Pay	8,212	9,823	8,785	7,300
01-1-5010-106	Other Pay	0	0		0
01-1-5010-107	Accrued Salaries	0	0		0
01-1-5010-200	PERS	14,914	17,094	10,653	10,822
01-1-5010-201	FICA/Medicare	14,921	16,161	14,426	12,554
01-1-5010-202	SUI	2,472	2,400	1,736	1,302
01-1-5010-203	Health Insurance	63,036	50,182	49,971	44,364
01-1-5010-204	Workers Compensation	11,330	11,000	3,488	9,272
01-1-5010-205	Accrued Fringe Benefits	0	0		0
01-1-5010-206	Dental Insurance	5,871	4,174	4,237	4,680
01-1-5010-207	Vision Care	515	500	65	300
01-1-5010-546	Travel, Meetings & Mileage	258	250	73	1,000
01-1-5020-501	Lease Of Equipment	1,030	5,300	369	1,000
01-1-5020-510	Repair & Maintenance - Plant	48,410	17,000	19,456	21,400
01-1-5020-511	Repair & Maintenance - Vehicle	20,600	19,000	12,188	12,800

		2014-2015 Prop 218 Budget	2014-2015 Proposed Budget	2014-2015 YTD Totals	2015-2016 Proposed Budget
01-1-5020-512	Repair & Maintenance - Distribution	30,900	26,700	44,759	47,000
01-1-5020-515	Repair & Maintenance - Intake			23,107	5,000
01-1-5020-518	Repair & Maintenance -10" Irrigation			9,461	2,000
01-1-5020-520	Small Tools & Equipment	6,180	2,000	2,813	5,000
01-1-5020-522	Gas, Oil & Lubricant - Plant	16,480	19,600	20,161	21,240
01-1-5020-524	Health & Safety	11,433	5,400	9,316	6,000
01-1-5020-529	Telephone - T & D	5,768	3,050	4,942	5,200
01-1-5020-544	Water Testing Fees	10,300	10,535	11,845	12,400
01-1-5020-545	Water System Fees	12,360	12,000	17,887	18,800
01-1-5020-548	Water Testing Materials	10,506	5,200	655	688
01-1-5021-521	Water Treatment Chemicals	30,900	45,000	44,833	47,075
01-1-5021-524	P G & E Power - Office	5,150	3,000	2,166	2,274
01-1-5021-525	P G & E Power - Intake	61,800	120,000	105,522	88,639
01-1-5021-526	P G & E Power - Well	4,120	4,000	7,042	7,394
01-1-5021-527	P G & E Power - Water Treatment	26,780	33,000	33,307	34,972
01-1-5021-528	P G & E Power - Distribution	23,690	27,800	26,680	26,680
01-1-5021-529	P G & E Power - Well 2				4,000
01-1-5021-530	P G & E Power - Medina				4,000
01-1-5021-531	P G & E Power - Well 5/6				4,000
01-1-5021-561	Purchased Water Actual-mid-p	92,700	91,030	101,135	80,900
01-1-5021-562	Reserve Water - Mid-Plant	0	0		0
01-1-5023-533	Outside Services	2,060	2,220	3,232	3,300
01-1-5023-534	Temporary Outside Labor	0	0		0
01-1-5023-535	Fire Protection/Weed Control	515	600	80	500
01-1-5023-536	Cleaning Services	0	1,000		0
01-1-5023-537	Pest Control	515	500	352	400
01-1-5023-538	Engineering Services	12,360	7,100	2,188	15,000
01-1-5023-539	Employee Education	1,545	750	292	2,000
01-1-5024-540	Memberships	4,429	1,300	6,866	200
01-1-5024-541	Subscriptions	206	200		200
01-1-5024-542	Publications	206	1,200	322	500
01-1-5024-543	Licenses, Permits & Cert.	20,600	2,320	425	1,000
01-1-5032-583	Depreciation Expense	195,700	190,000	172,783	165,000
01-1-5090-999	Sewer Expenses (reimbursed)	0	0		0
01-2-6010-100	Regular Pay - Administration	67,080	77,044	63,398	71,400
01-2-6010-101	Overtime Pay	7,210	3,500	3,686	3,870
01-2-6010-102	Sick Pay	1,860	2,160	2,195	2,768
01-2-6010-104	Vacation Pay	2,791	4,320	4,318	3,080
01-2-6010-105	Holiday Pay	2,418	2,808	2,903	3,048
01-2-6010-106	Other Pay	0	0		0
01-2-6010-107	Accrued Salaries	0	0		0
01-2-6010-200	PERS	6,377	7,597	5,872	6,030
01-2-6010-201	FICA/Medicare	6,224	6,872	5,688	6,439
01-2-6010-202	SUI	1,339	1,300	860	1,302
01-2-6010-203	Health Insurance	19,263	18,900	18,513	18,240
01-2-6010-204	Workers Compensation	979	950	345	547
01-2-6010-205	Accrued Fringe Benefits	0	0		0
01-2-6010-206	Dental Insurance	1,648	1,700	1,775	1,863
01-2-6010-207	Vision Care	206	200		100
01-2-6010-546	Travel, Meetings & Mileage	515	200	704	500
01-2-6020-501	Lease Of Equipment	0	0		0

		2014-2015 Prop 218 Budget	2014-2015 Proposed Budget	2014-2015 YTD Totals	2015-2016 Proposed Budget
01-2-6020-512	Propane	1,030	1,000	66	1,000
01-2-6020-515	Customer Billing Supplies	659	2,000	458	2,000
01-2-6020-528	Internet Access	0	0		0
01-2-6020-529	Telephone - Admin	2,575	5,300	4,811	5,000
01-2-6020-530	Office Supplies	5,356	4,000	2,381	2,500
01-2-6020-531	Postage	6,180	7,995	8,320	8,736
01-2-6023-531	Computer IT	30,900	80,000	20,594	21,623
01-2-6023-532	R & M Equipment	618	600	104	500
01-2-6023-533	Outside Services	16,480	33,750	86,132	118,000
01-2-6023-534	Temporary Outside Labor	0	0		0
01-2-6023-535	Office Cleaning Serv	3,090	1,500	1,560	1,680
01-2-6023-536	Legal Services	37,080	36,000	21,951	15,000
01-2-6023-537	Audit Services	13,390	15,000	7,000	7,000
01-2-6023-538	Engineering Services	1,030	0		0
01-2-6023-539	Employee Education	927	900		900
01-2-6024-540	Memberships	10,815	12,000	2,815	3,000
01-2-6024-541	Subscriptions	206	300		300
01-2-6024-542	Publications	515	3,375	1,343	2,000
01-2-6024-543	Licenses, Permits & Cert.	268	1,000		1,000
01-2-6024-547	County Fees	6,695	2,000	606	1,000
01-2-6024-999	County Avail Fee	0	0	1,320	1,400
01-3-6025-100	Regular Pay	12,360	7,900	9,600	12,000
01-3-6025-107	Accrued Salaries - Director	0	0		0
01-3-6025-200	PERS	0	0		0
01-3-6025-201	FICA/Medicare	946	918	734	918
01-3-6025-202	SUI	309	300		744
01-3-6025-204	Workers Compensation	116	113		78
01-3-6025-205	Accrued Fringe Benefits	0	0		0
01-3-6025-546	Travel, Meetings & Mileage	412	400		2,000
01-3-6025-550	Board Meeting Expense	1,339	1,300		1,300
01-3-6025-553	Board Special Services	0	0		0
01-3-6025-555	Board Election Expenes	2,678	2,700		3,000
01-9-6030-100	Regular Pay - Non-Departmental	87,550	85,000	21,229	0
01-9-6030-101	Overtime Pay	0	0		0
01-9-6030-102	Sick Pay	3,367	3,269	-2,140	0
01-9-6030-104	Vacation Pay	3,367	3,269	887	0
01-9-6030-105	Holiday Pay	4,714	4,904	654	0
01-9-6030-106	Other Pay	515	5,700	1,364	0
01-9-6030-107	Accrued Salaries	0	0		0
01-9-6030-200	PERS	8,514	8,487	2,388	0
01-9-6030-201	FICA/Medicare	7,573	7,378	2,069	0
01-9-6030-202	SUI	1,040	1,000		0
01-9-6030-203	Health Insurance	4,879	0		0
01-9-6030-204	Workers Compensation	1,030	1,000		0
01-9-6030-205	Accrued Fringe Benefits	0	0		0
01-9-6030-206	Dental Insurance	519	0		0
01-9-6030-207	Vision Care	309	300		0
01-9-6030-546	Travel, Meetings & Mileage	1,545	1,500		0
01-9-6030-569	Credit Card Service Charges	3,090	4,000	4,450	5,000
01-9-6030-570	Bank Service Charges	824	800		0
01-9-6030-571	Bad Debt Expense	0	0		0

		2014-2015 Prop 218 Budget	2014-2015 Proposed Budget	2014-2015 YTD Totals	2015-2016 Proposed Budget
01-9-6030-572	Business Insurance Expense	29,613	28,750	29,860	31,300
01-9-6030-573	BLM Land Lease	0	0		0
01-9-6030-574	Amortization Exp - Loan Fee	0	0		0
01-9-6030-575	Gain/(Loss) on Assets	0	0		0
01-9-6030-576	Misc Other Expense	15,450	5,500	26,467	7,000
01-9-6030-577	Retired Employee Health	38,401	40,300	35,339	37,100
01-9-6030-578	Retired Director Health	0	0		0
01-9-6030-580	Retired EE Benefit Expense	178,974	170,000		180,000
01-9-6030-579	LAFCO MSR	0	0		0
01-9-6031-580	Interest Long Term Debt	53,623	53,624	52,783	50,700
01-9-6031-581	Other Interest Charges	103	100		0
01-9-6032-583	Depreciation Expense	12,360	6,000	3,254	3,500
01-9-6035-575	Office Fire Recovery	0	0		32,000
01-9-6040-100	Transfers Out	0	0		0
01-1-5020-535	Water Supply emergency 2014			290,760	21,000
<b>TOTAL EXPENSES</b>		<b>1,696,851</b>	<b>1,748,604</b>	<b>1,410,716</b>	<b>1,594,422</b>

<b>EMERGENCY WATER SUPPLY PROJECTS</b>					
01-0-4020-423	Barge Grant Revenue				60,900
01-0-4020-418	Well 2 Grant Revenue				381,500
01-0-4020-419	Medina Well Grant Revenue				257,600
01-0-4020-420	Well 3 & 4 Grant Revenue				257,000
01-0-4020-421	Well 5 Grant Revenue				329,820
01-0-4020-422	Well 6 Grant Revenue				329,820
<b>TOTAL WATER DROUGHT GRANT AND LOAN REVENUE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,616,640</b>

<b>EMERGENCY WATER SUPPLY PROJECT EXPENSE</b>					
01-9-6030-584	Well 2			2,500	392,760
01-9-6030-585	Medina Well			212	599,950
01-9-6030-586	Well 3/4			79,810	257,000
01-9-6030-587	Well 5				329,820
01-9-6030-588	Well 6				329,820
01-9-6030-585	State Water Board Barge Reimb			212	0
01-9-6030-586	Dept of Water Resources			79,810	0
<b>TOTAL WATER DROUGHT EXPENSES</b>		<b>0</b>	<b>0</b>	<b>162,544</b>	<b>1,909,350</b>

<b>PLANNING PROJECTS</b>					
01-9-6030-589	Grant application services				80,000
01-9-6030-590	NBS rate evaluation				54,000
<b>TOTAL PLANNING PROJECTS</b>					<b>134,000</b>

<b>NET EMERGENCY PROJECTS</b>					
		<b>0</b>	<b>0</b>	<b>(162,544)</b>	<b>(292,710)</b>

<b>Operating Revenue</b>	<b>1,617,914</b>	<b>1,601,195</b>	<b>1,522,531</b>	<b>1,475,350</b>
<b>Operating Expense</b>	<b>1,696,851</b>	<b>1,748,604</b>	<b>1,410,716</b>	<b>1,594,422</b>
<b>Income/Loss from Operations</b>	<b>(78,937)</b>	<b>(147,409)</b>		<b>(119,072)</b>

	2014-2015 Prop 218 Budget	2014-2015 Proposed Budget	2014-2015 YTD Totals	2015-2016 Proposed Budget
Loan Payments (principal)	(65,383)	(65,383)		(70,500)
Capitol Projects Budget (Intake Booster #2 and other critical projects)	(100,000)	(100,000)		(150,000)
Expenses plus Loan & CIP	(1,862,234)	(1,913,987)		(1,814,922)
Net Water Drought Emergency Projects				(292,710)
Panning Projects	\$ -	\$ -	\$ -	\$ (134,000)
Depreciation (add back in)	208,060	196,000		168,500
GASB 45 Liability (estimate - add back in)	178,974	170,000		180,000
<b>Final Net Income/Loss</b>	<b>142,714</b>	<b>53,208</b>		<b>(417,782)</b>

**LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2015-35**

Resolution approving 2015-2016 Final Budget

**WHEREAS**, the staff submitted the 2015-2016 final Budget to the Board, and requested passage of the proposed Budget.

*And*

**WHEREAS**, the 2015-2016 Budget was duly presented to the public at the Special Board Meeting of October 26, 2015,

*And*

**WHEREAS**, there was special time allotted for public input on the 2015-2016 Budget,

*And*

**THEREFORE**, this resolution was passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District, this 21<sup>st</sup> day of October 2013 by the following vote:

**AYES:** (0)

**NAYS:** (0)

**ABSENT:** (0)

**ABSTAIN:** (0)

---

*Danny Johnson – Board President*

**ATTEST:**

---

*Syndie Marchesiello/ Secretary*

CERTIFICATE OF ACTING SECRETARY

*I, Syndie Marchesiello, as the Secretary of the Lake Don Pedro Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 26th day of October 2015 at the Regular Meeting of the Board of Directors.*

---

*Syndie Marchesiello, Secretary*

# Lake Don Pedro Community Services District

## Special Meeting of October 26, 2015

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS:

- b. Approval of a report containing Board agreements to date regarding management, administration, infrastructure, operations, personnel, organization and relationships contained within the District's draft Strategic Plan.

#### **Background**

The Board has conducted two strategic planning sessions in the last two months, and the purpose of this agenda item is to "check in" by preparing a written document that turns the General Manager's meeting notes into an outline of the plan. I am in the process of preparing the update report which will be delivered to you over the weekend. For those who have email, the document will be delivered in that manner posted on the website on Monday and available to the public during the meeting.

#### **Recommended Motion**

# Lake Don Pedro Community Services District

## Special Meeting of October 26, 2015

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS:

- c. Development of Norms for Board member conduct to facilitate effective deliberations, and protocol to create the structure and process for effective Board meetings

#### **Background**

Attached you will find a document listing several Board meeting “Norms” or standards to be discussed and some form thereof to be agreed upon by the Board. Also included is a document describing the process for developing Board meeting Protocol. I will have a list of items to review with the Board during this meeting to determine for each whether an agreement, protocol or policy is required.

#### **Recommended Motion**

This process will likely take two meetings to complete, therefore no action is likely at this meeting. If action is taken, the motion would be to approve the development of the agreements, protocol and policies identified.



## ***Norms for Effective Deliberation***

*(The norms listed below are given as a broad sampling of the type of guidelines governance teams may wish to adopt to ensure effective decision-making)*

### ***WE AGREE TO –***

- ◆ Show respect (never dismiss/devalue others)
- ◆ Listen openly, trying to really hear what other people are saying (listen without defensiveness, without preparing response)
- ◆ Ask probing – not challenging – questions to further understanding and knowledge
- ◆ Address process, not personalities
- ◆ Paraphrase for understanding
- ◆ Use “I” messages (no blame)
- ◆ Look for common ground
- ◆ Maintain confidentiality (builds trust)
- ◆ Work toward the future – learning from the past
- ◆ Each be responsible for the success of the meeting (participate equally, raise concerns)

## *ESTABLISHING SUPPORTIVE STRUCTURES AND PROCESSES*

### **Developing Protocols**

Process for establishing protocols:

**There is a four-step process recommended for creating and maintaining protocols for the board:**

First: Identify the Issue:

Simply naming the issue is sufficient in most cases. For example: Staff / Board communication – process for board member site visits – bringing up new ideas – obtaining additional information – handling concerns or complaints from staff or community – agenda structure and planning – how to handle complex community issues, using e-mail to communicate, etc.

Second: Clarify the Issue:

Here it is important to agree on the problem the protocol is intended to solve, or in a more positive manner, to agree on what the protocol is intended to do and why it is important. At this point it is often helpful to define the parameters for the protocol: any rules or regulations that must be followed, beliefs or values that must be honored, pitfalls that should be avoided, etc.

Third: Write the Protocol:

Writing the specific language of a protocol in a way that the board can agree to is extremely important. Protocols ought not be adopted with majority / minority votes (3-2) since the entire board is expected to operate within the protocol scope.

Fourth: Monitor, Evaluate and Review:

After agreeing on a set of protocols, governance teams should determine when and how protocols will be monitored, evaluated and reviewed. (For example, the governance team may agree to review all protocols annually at a governance workshop, or whenever a new member joins the team.)

# Lake Don Pedro Community Services District

## Special Meeting of October 26, 2015

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS:

- d. Approval of the process desired to fill a vacancy on the District Board of Directors effective October 31, 2015.

#### **Background**

Vice President Chuck Day has submitted his resignation from the District Board of Directors, effective October 31, 2015. Director Day is moving out of the area and will no longer be eligible to serve as a director. Included with this agenda item is a document describing the process for filling vacancies on special district boards. As detailed in this document, the Board must decide whether to fill the vacancy by appointment, or to call for a special election.

Historically with vacancies, the District Board has chosen to appoint a qualified person to fill the vacancy; as the cost to hold a special election is very expensive. If an appointment is made, the position will once again be up for election in the November 2016 general election. If the Board chooses not to appoint a director OR call an election, the vacancy can either be left open until November 2016, or could possibly be filled by appointment of the Mariposa County Board of Supervisors.

If approved to fill the position by appointment, a Notice of Vacancy must be posted in the District for a minimum of 14 days before the appointment can take place.

#### **Recommended Motion**

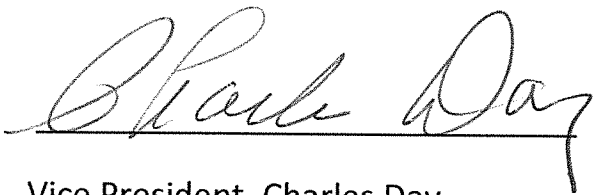
I move to approve the filling of the Board vacancy by appointment at the earliest possible Board meeting date. I further move to direct staff to prepare a resolution of appreciation for retiring Director Chuck Day.

October 20, 2015

I Charles Day resign my position as Board Vice President and Board Director for Lake Don Pedro CSD effective October 31, 2015. I am stepping down from my position due to a change in residence. I will no longer reside in Tuolumne County.

It has been my pleasure to serve on the LDPCSD Board of Directors and serve my community.

Thank you,

A handwritten signature in cursive script that reads "Charles Day". The signature is written in black ink and is positioned above a horizontal line.

Vice President, Charles Day

# VACANCIES ON SPECIAL DISTRICT BOARDS

## Action Required by the Governing Board

The district shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining district board members have 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy; whichever is later, to either fill the vacancy

1. By appointment, or
2. By calling a special election

Government Code §1780 (a)

## Appointments to Fill Vacancies

If the Board decides to appoint someone to fill the vacancy, the board first must post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the appointment is made. **(See Attachments C & D for sample notice and application to serve on a board)**

The Board must notify the county elections of the appointment no later than 15 days after the appointment is made.

The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the county elections official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor.

Government Code §1780 (a)

## Elections to Fill Vacancies

In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

The election shall be held on the next established election date that is 130 or more days after the date the district board calls the election.

Government Code §1780 (a)

A regular election as defined by Elections Code §1000 is:

- a) The second Tuesday of April in each even-numbered year.
- b) The first Tuesday after the first Monday in March of each odd-numbered year.
- c) The first Tuesday after the first Monday in June of each year.

d) The first Tuesday after the first Monday in November of each year.

**If the District Board Fails to Act**

If the vacancy is not filled by the district board by either making an appointment or calling a special election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the following shall occur.

Within the next 30 days, the City Council of the city in which the district is wholly located, or if the district is not wholly located within a city, the Board of Supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may fill the vacancy by appointment or may order the district to call an election to fill the vacancy.

The election shall be held on the next established election date (see previous list) that is 130 or more days after the date the city council or board of supervisors calls the election.

Government Code §1780 (b)

**If the District Board Lacks a Quorum to Act Within 60 Days**

If the number of remaining members of the district board falls below a quorum, at the request of the district secretary, or a remaining board member, the Board of Supervisors or the City Council may waive the 60-day period during which time the district board is allowed to take action, but can't because there is no quorum, and move directly to the 30-day period where the City Council or Board of Supervisors may take action.

Again, the council or board may either appoint immediately to fill the vacancy, or may call an election to fill the vacancy.

The election shall be held on the next established election (see previous list) that is 130 or more days after the date the district board calls the election.

The board of supervisors or the city council shall only fill enough vacancies to provide the board with a quorum.

Government Code §1780 (c)(2)

**If the City Council or Board of Supervisors Fails to Act**

If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, no action has been taken by any governing body to fill the vacancy by appointment or by calling for a special election, the district must call an election to fill the vacancy.

The election shall be held on the next established election (see previous list) that is 130 or more days after the date the district board calls the election.

Government Code §1780 (c)

**Term of Office**

**A person appointed to fill a vacancy** shall hold office only until the next general district election that is scheduled 130 or more days after the date the county elections official is notified of the vacancy

and thereafter until the person elected at that election to fill the vacancy has been qualified to fill the vacancy for the remainder of the unexpired term.

A person elected at an election to fill the vacancy shall hold office for the remainder of the unexpired term.

Government Code §1780 (d)

A person elected at a regular board member election or appointed in-lieu of election takes office at noon on the first Friday in December following his or her election in November and shall serve for four years.

Elections Code §10554, 10507