

Special Meeting of the Board of Directors

9751 Merced Falls Road
January 18th, 2017 at 1:00 p.m.

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

AGENDA

1. **CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
2. **PUBLIC COMMENT:**
Any person may address the Board at this time on any matter within the jurisdiction of the Board that is NOT ON THE AGENDA. A maximum of **three minutes** is allowed each person and a maximum of 20 minutes per topic. Any person wishing to address the Board on an item ON THE AGENDA will be given the opportunity at that time. Speakers are encouraged to consult District Management or Directors prior to agenda preparation regarding any District matters, as no action will be taken on non-agenda issues.
3. **PRESENTATION ONLY:**
 - a. Presiding Officer's Report
 - b. General Manager's Report: Peter J. Kampa
 - c. Chief Plant Operator's Report: R. Gilgo
4. **APPROVAL OF CONSENT AGENDA: The following items may all be approved in one motion or considered separately as determined appropriate by the President**
 - a. Read and file the December 2016 Treasurer's Report
 - b. Approval of the Minutes of the Regular Board Meeting December 19th, 2016
 - c. Call a Special Board Meeting for February 22, 2017 to replace the February 20, 2017 Regular Board Meeting that falls on President's Day
5. **DISCUSSION AND ACTION ITEMS**
 - a. Staff presentation and discussion regarding the status of District operations, water system maintenance, fleet maintenance, weaknesses and opportunities for improvement
 - b. Discussion/action regarding the development of management (performance) objectives for the General Manager

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:

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

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

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



Lake Don Pedro Community Services District

General Manager's Report

January 18, 2017

1 Report Overview

I am pleased to present this report covering the activities of district management over the past month. We have many, many projects in various stages of progress and continue to have great success with work quality and end result.

2 Management and Administration

- **Management Priorities Attachment** - As you will see in the attached Management Priorities document, the completion timeline will be extended for several items, due primarily to the sheer number of high priority items on the current management workload. Any project in the low to medium priority range could be three to six months out unless things slow down. The purpose of this document is to assist the Board and public in understanding the role and effort level of district management.
- **Survey for water use efficiency** – We are now attempting to work with the LDP Owners Association to secure more survey responses to raise the validity of the sample.
- **State Water Board, Water Grab! Attachment** –The deadline for submitting comments on the draft Substitute Environmental Document for the Bay Delta Water Quality Plan has been extended to March 17, 2017

3 Water Service

- **State Reports on Water Conservation and Water Loss** – We are finalizing a report as required by the state that will clearly reveal the high leakage rate of our faulty water service lines. The state is requiring the report to facilitate its intention to pursue enforcement of Waste and Unreasonable Use of water with water systems that have a higher than normal leakage rate.

4 Finance

- **Audit** - The draft 2015/16 audit has been completed and is currently under staff review. The audit will be presented to the Board at our February meeting.
- **Well Project Budget to Actual Attachment** – The most current project budget to actual spreadsheet is attached for your review. We still have one outstanding large engineering invoice that will land in the January or February financials, and the last contractor invoices have been paid this month.

- **DWR IRWMP Grant** – The first reimbursement request totaling approximately \$76,000 will be submitted with the quarterly report due by the end of this month.
- **Service Line Replacement Project** – Plans and specification are being prepared for the service lines and master meter replacements and testing. The project should be out to bid within two months.

5 Infrastructure and Operations

- **Intake Booster 2** – The Booster pump project is finally out to bid, with bid proposals due on February 17, 2017.
- **The Ranchito Well #1 renovation project is going well and within budget.** The well casing has been scrubbed, a new liner will be installed this week, and the new pump installed next week. We expect the well capacity to increase by 10% to 15% over the most recent pump test rates.
- **Water Treatment Plant Filters Upgrade Status** – The filters have both been renovated top to bottom and new media installed. According to Randy, the plant has never made such perfect water and everything operates perfectly. Stainless steel underdrain piping was installed on both filters, and a photo slide show will be available at the next meeting.
- **Meter Project Status** – All meters have been inspected, tested and calibrated, with a number of transmitters replaced. We are in the process of verifying the January readings to ensure that everything is corrected, and will report once results are in.
- **Emergency Pump Barge Renovations** – The barge pump renovation plans are undergoing engineering review and the work is expected to start this month.

State Water Resources Control Board

FOURTH REVISED NOTICE

COMMENT DEADLINE EXTENDED AND REMINDER OF FINAL PUBLIC HEARING DAY

NOTICE OF FILING AND RECIRCULATION, NOTICE OF OPPORTUNITY FOR PUBLIC COMMENT AND NOTICE OF PUBLIC HEARING ON

AMENDMENT TO THE WATER QUALITY CONTROL PLAN FOR THE SAN FRANCISCO BAY/SACRAMENTO-SAN JOAQUIN DELTA ESTUARY AND SUPPORTING DRAFT REVISED SUBSTITUTE ENVIRONMENTAL DOCUMENT

NOTICE IS HEREBY GIVEN that the State Water Resources Control Board (State Water Board) will receive public comments on the proposed updates (Plan Amendment) to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary (Bay-Delta Plan) and the recirculated draft revised Substitute Environmental Document (SED) in accordance with this notice. The proposed updates include new and revised San Joaquin River flow objectives for the protection of fish and wildlife beneficial uses, a revised salinity water quality objective for the protection of southern Delta agricultural beneficial uses, as well as a program of implementation for those objectives. The State Water Board is proposing to update the Bay-Delta Plan in accordance with a regulatory program exempt under section 21080.5 of the Public Resources Code from the requirement to prepare an environmental impact report (EIR) under the California Environmental Quality Act (CEQA) (Public Resources Code, § 21000 et seq.) and with other applicable laws and regulations.

The State Water Board initially provided this notice on September 15, 2016, and revised the notice on October 7, October 18, and December 9, 2016. The notice, as revised, remains in effect except for the change in the comment deadline and the change to the room location for the January 3, 2017 hearing, as noted below.

COMMENT PERIOD EXTENDED

The time to submit written comments on the proposed Plan Amendment and SED has been extended until 12:00 noon on March 17, 2017. Procedures for submitting written comments are described below.

REMINDER OF PUBLIC HEARING DAY

As stated in the third revised notice, dated December 9, 2016, the public hearing to receive public comments on the proposed Plan Amendment and the SED began on November 29, 2016 and continued on December 16, 19, and 20, 2016. The public hearing will conclude at:

January 3, 2017 – 9:00 a.m.

Joe Serna Jr. – CalEPA Headquarters Building
Byron Sher Auditorium
1001 I Street, Second Floor
Sacramento, CA 95814

Webcast available at: <https://video.calepa.ca.gov/>.

For information regarding project background; hearing procedural matters; future notifications; building parking, accessibility, and security; and additional information, please see the third revised notice at the following link:

http://www.waterboards.ca.gov/waterrights/water_issues/programs/bay_delta/bay_delta_plan/water_quality_control_planning/2016_sed/docs/third_revised_notice_baydeltaplan_phase%201.pdf

SUBMISSION OF WRITTEN COMMENTS

The State Water Board will accept both written and oral comments on the proposed Plan Amendment and the SED. Written comments must be **received no later than 12:00 noon on March 17, 2017**, and addressed and submitted to:

Jeanine Townsend, Clerk to the Board
State Water Resources Control Board
1001 I Street, 24th Floor
Sacramento, CA 95814-0100

Comment letters may be submitted electronically, in pdf text format (if less than 15 megabytes in total size) to the Clerk to the Board via e-mail at commentletters@waterboards.ca.gov. Please indicate in the subject line: **“Comment Letter – 2016 Bay-Delta Plan Amendment & SED.”** You may also submit your comments by fax at (916) 341-5620. Electronic submission is preferred, but not required.

Couriers delivering comment letters must check in with lobby security personnel, who can contact Jeanine Townsend at (916) 341-5600.

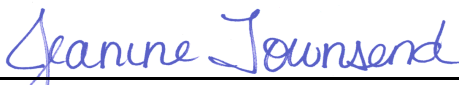
CONTACT INFORMATION

Please direct questions about this notice to Katheryn Landau at (916) 341-5588 or by email at Katheryn.Landau@waterboards.ca.gov, or to Timothy Nelson at (916) 445-5987 or by email at Timothy.Nelson@waterboards.ca.gov.

Additional information on the public hearing can be found at the State Water Board’s website at http://www.waterboards.ca.gov/board_info/calendar.

December 22, 2016

Date



Jeanine Townsend
Clerk to the Board

LAKE DON PEDRO CSD

MANAGEMENT ACTIONS, PROJECTS AND PRIORITIES

January 12, 2017

Board President Danny Johnson requested that as part of my manager's report I provide the Board an overview of the current projects/Issues on which I am working and their relative priority to the whole.

| ITEM | ACTIONS | PRIORITY RATIONALE |
|------------------------------|---|---|
| HIGH PRIORITY | | |
| Intake Booster Bidding | Review revised specifications and bid invitations, identify and coordinate plan distribution, set up internal construction documentation regime, research and confirm current bidding laws, set bid and site visit schedule | High priority due to timeline to complete project during low water consumption periods |
| IRWMP Grant Projects | Water Use Efficiency – Coordinate with MCRCD, prepare work scope, attend MCRCD meetings, prepare survey and analyze results | High Priority, state grant contract deadlines |
| | Service Line Replacements – Develop and review master meter project specifications, direct development of plans and specifications for project bidding | High Priority, Must meet state grant contract deadlines, reduce high leakage rates |
| | Grant Administration – Quarterly report preparation, coordination with state | High Priority, Contracts and state deadlines |
| Emergency Wells | Manage consultant, coordinate with funding agencies, research, prepare and submit documentation | High priority to receive grant reimbursements |
| Ranchito Well #1 Renovations | Manage construction, coordinate with contractor and engineer, review inspection, video results and cost estimates | High priority to get well back online, reduce drawdown on existing emergency wells |
| Barge Upgrades | Review plans, direct engineering consultant, develop and administer contracts | High priority in the event of main pump failure |
| Filter Renovations | Coordinate with contractor, engineer and staff, contract administration | High Priority due to filter condition |
| Ordinance Review/Update | Research and review existing policy, consult with attorney, compare historical policies modified in different ways, write new language, review with Board | High due to resolving customer request, avoid legal challenges and provide clear direction |
| Fixed Asset Accounting | Research and review existing accounting policies and practices, consult with accountant, propose revised accounts, research projects and Board actions | High due to confusion and conflict/duplication of work and potential for inaccurate accounting |
| State Reports | Research documentation, prepare reports, maintain schedule, relationships | High state timelines, compliance problems/fines |
| District Administration | Review of financial reports, evaluation of management data, expense approvals, personnel performance review, project contract administration and expense review, alternative evaluation and report writing | High due to timely nature of the tasks, such as those required for Board packets, process or operations changes, reporting accuracy and regulatory compliance |

MEDIUM PRIORITY

| | | |
|---------------------------------|--|---|
| Water Grab by State | Follow/Review State Water Board actions related to adoption of the Substitute Environmental Document for the Bay Delta Water Quality Plan | Medium priority due to delayed final comment date (March 2017). The importance of the potential for loss of our water supply, schedule for final approval |
| Leak Control | Develop and implement a plan to control system leaks and keep them under control | |
| Personnel Policy Update | Review current policy, consult with attorney, review standard policy drafts, coordinate with current staff, propose to Board | Medium due to potential liability |
| Maintenance Plan Implementation | Research industry practices, manage and coordinate with consultants, collect and manage data, evaluate and document maintenance time requirements, understand staffing and operational constraints, research training requirements and employee compensation | Medium due to necessity in system, lack of resources to implement is an impediment |

LOW (ER) PRIORITY

| | | |
|--|---|---|
| District Map Updates | Coordinate with Consultant, research information, review documents | Low priority due to the need as documentation only |
| Bylaw Adoption | Research existing policy, evaluate alternatives, consult with legal counsel, draft and review language, propose to Board | Low but important to ensure correct records and legal compliance |
| Plan Replacement Raw Water pipeline | Coordinate with engineering, find funding, evaluate pipeline routes, determine permitting, hire planning consultant (environmental), hire engineering (design) consultant | Low priority due to infrequent leaks, cost of project and available management time |
| Board Norms/Protocol | Conduct series of Board workshops, develop and implement results, incorporate into Board orientation program | Low priority due to functional board for term, lack of management time |
| Records Management | Update and improve the District's record management system and document office procedures | Low priority due to low staffing |
| Job Descriptions | Update the District organizational chart, job descriptions and job requirements | Low priority due to high management workload |
| Performance Evaluations | Update the performance evaluation process for all positions | Low priority due to high management workload |
| Prioritize CIP Projects | Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments | Low priority due to high project count and \$, and no management time |
| Develop a Plan for Implementation of CIP | Hire and coordinate with consultant. Evaluate cashflow and rates, evaluate project funding options, Match cashflow to projected expenses | Low priority due to high project cost, board direction to abandon rate study and no management time |
| Relationship Development | Increase the productivity of relationships between the District and its stakeholders through increased meetings, developing and distributing reports, etc | Low priority due to high project cost and no management time |

Lake Don Pedro Community Services District
Budget vs Actual Expenditures
September 2, 2016

Legend:
 Actual Expense
 Over Budget

| Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Budget: | SDWBL Bond Law Actual: | District Budget: | District Actual: |
|---------------------|-----------------|---------------|---------------|---------------|---------------|---------------|-------------|-------------|------------------------|------------------------|------------------|------------------|
| Well 2 Total: | \$ 475,260.00 | \$ 200,000.00 | \$ 195,782.76 | \$ 195,782.76 | \$ - | \$ - | \$ - | \$ - | \$ 82,500.00 | \$ 41,584.88 | \$ 11,260.00 | \$ 10,000.00 |
| Medina Well Total: | \$ 652,450.00 | \$ - | \$ 243,317.24 | \$ 243,317.24 | \$ - | \$ - | \$ - | \$ - | \$ 116,675.00 | \$ 75,725.97 | \$ 278,175.00 | \$ 281,972.03 |
| Well 3 & 4 Total: | \$ 212,000.00 | \$ - | \$ - | \$ - | \$ 84,175.00 | \$ 9,350.00 | \$ - | \$ - | \$ 127,825.00 | \$ 123,619.98 | \$ - | \$ - |
| Well 5 Total: | \$ 488,825.00 | \$ - | \$ - | \$ - | \$ 415,825.00 | \$ 201,165.06 | \$ - | \$ - | \$ 73,000.00 | \$ 72,548.93 | \$ - | \$ - |
| Budget Total: | \$ 1,828,535.00 | \$ 200,000.00 | \$ 439,100.00 | \$ 439,100.00 | \$ 500,000.00 | \$ 210,515.06 | \$ - | \$ - | \$ 400,000.00 | \$ 313,479.76 | \$ 289,435.00 | \$ 291,972.03 |
| Reimbursable Total: | \$ 1,539,100.00 | \$ 200,000.00 | \$ 439,100.00 | \$ 439,100.00 | \$ 500,000.00 | \$ 210,515.06 | \$ - | \$ - | \$ 400,000.00 | \$ 313,479.76 | \$ - | \$ - |

Well 2: Phase 1 - Planning/Engineering/Environmental

*SRF inactive

*SDWBL Initially named DWR Prop 81 or Bond Law

| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Budget: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
|-----------|--|---------------|--------------|--------------|---------------|---------------|--------------|--------------|-------------|-------------|------------------------|------------------------|------------------|------------------|-------------------------|-------------------------|
| 1 | Project Evaluations and Pre-Design Engineering | \$ 29,706.13 | \$ - | \$ - | \$ 29,706.13 | \$ 29,706.13 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 3/30/2015 | 3/30/2015 |
| 2 | Plans, Specifications, and Estimates (PS&E) | \$ 40,000.00 | \$ - | \$ - | \$ 30,000.00 | \$ 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | 8/15/2015 | 8/15/2015 |
| 3 | Environmental Documents | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 6/30/2015 | 6/30/2015 |
| 4 | Right-of-Way (ROW) Acquisition | \$ 5,040.21 | \$ - | \$ - | \$ 5,040.21 | \$ 5,040.21 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 8/15/2015 | 8/15/2015 |
| 5 | Permitting | \$ 333.00 | \$ - | \$ - | \$ 333.00 | \$ 333.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 8/15/2015 | 8/15/2015 |
| 6 | Project Management | \$ 44,820.66 | \$ - | \$ - | \$ 44,849.85 | \$ 44,849.85 | \$ - | \$ - | \$ - | \$ - | \$ 20,000.00 | \$ 14,488.33 | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| Total: | | \$ 120,000.00 | \$ - | \$ - | \$ 109,929.19 | \$ 109,929.19 | \$ - | \$ - | \$ - | \$ - | \$ 30,000.00 | \$ 24,488.33 | \$ - | \$ - | \$ 139,929.19 | \$ 134,417.52 |

Well 2: Phase 2 - Construction

| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Budget: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
|-----------|---|---------------|---------------|---------------|---------------|---------------|--------------|--------------|-------------|-------------|------------------------|------------------------|------------------|------------------|-------------------------|-------------------------|
| 1 | Test Hole Drilling, Sampling, Logging, Testing (Assume 8 Test Holes) | \$ 88,000.00 | \$ 83,000.00 | \$ 83,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000.00 | \$ 5,000.00 | 3/30/2015 | 3/30/2015 |
| 2 | Well Drilling, Install Casing and Screening, Development, and Testing | \$ 50,000.00 | \$ 45,000.00 | \$ 45,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000.00 | \$ 5,000.00 | 7/30/2015 | 7/30/2015 |
| 3 | Well Equipping, Mechanical, Electrical, and Controls | \$ 60,000.00 | \$ 60,000.00 | \$ 60,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| 4 | Site Improvements and Fencing | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| 5 | Power Source Improvements | \$ 25,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 23,000.00 | \$ 23,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| 6 | Connection to Raw Water System, Pipe, Valving, Surface Restoration | \$ 15,000.00 | \$ - | \$ - | \$ 15,000.00 | \$ 15,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 7/15/2015 | 7/15/2015 |
| | Contingency (12%) | \$ 79,760.00 | \$ - | \$ - | \$ 26,954.40 | \$ 26,954.40 | \$ - | \$ - | \$ - | \$ - | \$ 50,000.00 | \$ 17,096.55 | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| Total: | | \$ 327,760.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 64,954.40 | \$ 64,954.40 | \$ - | \$ - | \$ - | \$ - | \$ 50,000.00 | \$ 17,096.55 | \$ 10,000.00 | \$ 10,000.00 | \$ 324,954.40 | \$ 292,050.95 |

Well 2: Phase 3 - Construction Management/Inspection/Project Closeout

| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Budget: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
|---------------|------------------------|---------------|---------------|---------------|---------------|---------------|--------------|--------------|-------------|-------------|------------------------|------------------------|------------------|------------------|-------------------------|-------------------------|
| 1 | Resident Engineering | \$ 12,840.83 | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| 2 | Construction Surveying | \$ 899.17 | \$ - | \$ - | \$ 899.17 | \$ 899.17 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| 3 | Inspection | \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| 4 | Project Closeout | \$ 3,760.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,500.00 | \$ - | \$ 1,260.00 | \$ - | 10/15/2015 | 10/15/2015 |
| Total: | | \$ 27,500.00 | \$ - | \$ - | \$ 20,899.17 | \$ 20,899.17 | \$ - | \$ - | \$ - | \$ - | \$ 2,500.00 | \$ - | \$ 1,260.00 | \$ - | \$ 24,659.17 | \$ 20,899.17 |
| Well 2 Total: | | \$ 475,260.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 195,782.76 | \$ 195,782.76 | \$ - | \$ - | \$ - | \$ - | \$ 82,500.00 | \$ 41,584.88 | \$ 11,260.00 | \$ 10,000.00 | \$ 489,542.76 | \$ 447,367.64 |

Medina Well: Phase 1 - Planning/Engineering/Environmental

| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Budget: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
|-----------|--|---------------|--------------|--------------|---------------|---------------|--------------|--------------|-------------|-------------|------------------------|------------------------|------------------|------------------|-------------------------|-------------------------|
| 1 | Project Evaluations and Pre-Design Engineering | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 6,384.80 | \$ - | \$ - | 5/15/2015 | 5/15/2015 |
| 2 | Plans, Specifications, and Estimates (PS&E) | \$ 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 29,175.00 | \$ 29,175.00 | \$ 825.00 | \$ 825.00 | 8/30/2015 | 8/30/2015 |
| 3 | Environmental Documents | \$ 3,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,500.00 | \$ - | 6/30/2015 | 6/30/2015 |
| 4 | Right-of-Way (ROW) Acquisition (Property Purchase + Pipeline Easement) | \$ 262,350.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 262,350.00 | \$ 274,498.19 | 8/30/2015 | 8/30/2015 |
| 5 | Permitting | \$ 1,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,500.00 | \$ 333.00 | \$ - | 5/30/2015 | 5/30/2015 |
| 6 | Project Management | \$ 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,000.00 | \$ 19,428.17 | \$ 10,000.00 | \$ 6,315.84 | 11/15/2015 | 11/15/2015 |
| Total: | | \$ 337,350.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 59,175.00 | \$ 54,987.97 | \$ 278,175.00 | \$ 281,972.03 | \$ 337,350.00 | \$ 336,960.00 |

Medina Well: Phase 2 - Construction

| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Budget: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
|-----------|---|---------------|--------------|--------------|---------------|---------------|--------------|--------------|-------------|-------------|------------------------|------------------------|------------------|------------------|-------------------------|-------------------------|
| 1 | Existing Well, Sampling, Logging, Testing | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 5/15/2015 | 5/15/2015 |
| 2 | Install Temporary Piping to Existing WTP, Transducers at Wells 1 and 2, Testing | \$ 45,596.36 | \$ - | \$ - | \$ 45,596.36 | \$ 45,596.36 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 6/30/2015 | 6/30/2015 |
| 3 | Well Equipping, Mechanical, Electrical, and Controls | \$ 56,645.93 | \$ - | \$ - | \$ 56,645.93 | \$ 56,645.93 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| 4 | Site Improvements and Fencing | \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 5 | Power Source Improvements | \$ 25,000.00 | \$ - | \$ - | \$ 25,000.00 | \$ 25,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 6 | Connection to Raw Water System, Pipe, Valving, Surface Restoration | \$ 75,000.00 | \$ - | \$ - | \$ 75,000.00 | \$ 75,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| | Contingency (12%) | \$ 75,357.71 | \$ - | \$ - | \$ 31,074.95 | \$ 31,074.95 | \$ - | \$ - | \$ - | \$ - | \$ 30,000.00 | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| Total: | | \$ 287,600.00 | \$ - | \$ - | \$ 243,317.24 | \$ 243,317.24 | \$ - | \$ - | \$ - | \$ - | \$ 30,000.00 | \$ - | \$ - | \$ - | \$ 273,317.24 | \$ 243,317.24 |

| Medina Well: Phase 3 - Construction Management/Inspection/Project Closeout | | | | | | | | | | | | | \$ - | | | |
|--|---|-----------------|---------------|---------------|---------------|---------------|--------------|--------------|-------------|-------------|------------------------|------------------------|------------------|------------------|-------------------------|-------------------------|
| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Actual: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
| 1 | Resident Engineering | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 2 | Construction Surveying | \$ 2,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,500.00 | \$ 738.00 | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 3 | Inspection | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 4 | Project Closeout | \$ 5,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000.00 | \$ - | \$ - | \$ - | 11/15/2015 | 11/15/2015 |
| Total: | | \$ 27,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 27,500.00 | \$ 20,738.00 | \$ - | \$ - | \$ 27,500.00 | \$ 20,738.00 |
| Medina Well Total: | | \$ 652,450.00 | \$ - | \$ - | \$ 243,317.24 | \$ 243,317.24 | \$ - | \$ - | \$ - | \$ - | \$ 116,675.00 | \$ 75,725.97 | \$ 278,175.00 | \$ 281,972.03 | \$ 638,167.24 | \$ 601,015.24 |
| Well 2 and Medina Total: | | \$ 1,127,710.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 439,100.00 | \$ 439,100.00 | \$ - | \$ - | \$ - | \$ - | \$ 199,175.00 | \$ 117,310.85 | \$ 289,435.00 | \$ 291,972.03 | \$ 1,127,710.00 | \$ 1,048,382.88 |
| Wells 3 & 4: Phase 1 - Planning/Engineering/Environmental | | | | | | | | | | | | | | | | |
| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Actual: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
| 1 | Project Evaluations and Pre-Design Engineering | \$ 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 29,825.00 | \$ - | \$ - | \$ - | \$ 175.00 | \$ 175.00 | \$ - | \$ - | 7/30/2015 | 7/30/2015 |
| 2 | Plans, Specifications, and Estimates (PS&E) | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 9,350.00 | \$ 9,350.00 | \$ - | \$ - | \$ 650.00 | \$ 650.00 | \$ - | \$ - | 7/30/2015 | 7/30/2015 |
| 3 | Environmental Documents | \$ 20,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 18,000.00 | \$ - | \$ - | \$ - | \$ 2,000.00 | \$ 1,788.80 | \$ - | \$ - | 7/15/2015 | 7/15/2015 |
| 4 | Right-of-Way (ROW) Acquisition | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 5 | Permitting | \$ 5,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 5,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 7/15/2015 | 7/15/2015 |
| 6 | Project Management | \$ 15,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 15,000.00 | \$ 14,901.67 | \$ - | \$ - | 8/30/2015 | 8/30/2015 |
| Total: | | \$ 80,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 62,175.00 | \$ 9,350.00 | \$ - | \$ - | \$ 17,825.00 | \$ 17,515.47 | \$ - | \$ - | \$ 80,000.00 | \$ 26,865.47 |
| Wells 3 & 4: Phase 2 - Construction | | | | | | | | | | | | | | | | |
| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Actual: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
| 1 | Test Hole Drilling, Sampling, Logging, Testing (Assume 2 Test Holes) | \$ 22,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 22,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 3/30/2015 | 3/30/2015 |
| 2 | Well Drilling, Install Casing and Screening, Development, and Testing | \$ 100,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100,000.00 | \$ 96,104.51 | \$ - | \$ - | 7/30/2015 | 7/30/2015 |
| 3 | Well Equipping, Mechanical, Electrical, and Controls | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 4 | Site Improvements and Fencing | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 5 | Power Source Improvements | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 6 | Connection to Water System, Pipe, Valving, Surface Restoration | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 7 | Portable Water Treatment Plant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 8 | Contingency (12%) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| Total: | | \$ 122,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 22,000.00 | \$ - | \$ - | \$ - | \$ 100,000.00 | \$ 96,104.51 | \$ - | \$ - | \$ 122,000.00 | \$ 96,104.51 |
| Wells 3 & 4: Phase 3 - Construction Management/Inspection/Project Closeout | | | | | | | | | | | | | | | | |
| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Actual: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
| 1 | Resident Engineering | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | 7/30/2015 | 7/30/2015 |
| 2 | Construction Surveying | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 3 | Inspection | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 4 | Project Closeout | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| Total: | | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 |
| Well 3 & 4 Total: | | \$ 212,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 84,175.00 | \$ 9,350.00 | \$ - | \$ - | \$ 127,825.00 | \$ 123,619.98 | \$ - | \$ - | \$ 212,000.00 | \$ 132,969.98 |

Well 5 (Medina 2): Phase 1 - Planning/Engineering/Environmental

| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
|-----------|--|---------------|--------------|--------------|---------------|---------------|---------------|--------------|-------------|-------------|------------------------|------------------|------------------|-------------------------|-------------------------|
| 1 | Project Evaluations and Pre-Design Engineering | \$ 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 30,000.00 | \$ 770.00 | \$ - | \$ - | \$ - | \$ - | \$ - | 8/30/2015 | 8/30/2015 |
| 2 | Plans, Specifications, and Estimates (PS&E) | \$ 40,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 40,000.00 | \$ 35,085.60 | \$ - | \$ - | \$ - | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| 3 | Environmental Documents | \$ 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 30,000.00 | \$ 23,838.64 | \$ - | \$ - | \$ - | \$ - | \$ - | 9/15/2015 | 9/15/2015 |
| 4 | Right-of-Way (ROW) Acquisition | \$ 15,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 15,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 9/30/2015 | 9/30/2015 |
| 5 | Permitting | \$ 1,500.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,500.00 | \$ 333.00 | \$ - | \$ - | \$ - | \$ - | \$ - | 8/15/2015 | 8/15/2015 |
| 6 | Project Management | \$ 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 29,000.00 | \$ 25,068.58 | \$ - | \$ - | \$ 1,000.00 | \$ - | \$ - | 11/15/2015 | 11/15/2015 |
| Total: | | \$ 146,500.00 | \$ - | \$ - | \$ - | \$ - | \$ 145,500.00 | \$ 85,095.82 | \$ - | \$ - | \$ 1,000.00 | \$ - | \$ - | \$ 146,500.00 | \$ 86,095.82 |

Well 5 (Medina 2): Phase 2 - Construction

| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
|-----------|---|---------------|--------------|--------------|---------------|---------------|---------------|---------------|-------------|-------------|------------------------|------------------|------------------|-------------------------|-------------------------|
| 1 | Test Hole Drilling, Sampling, Logging, Testing | \$ 25,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 19,000.00 | \$ 7,210.00 | \$ - | \$ - | \$ 6,000.00 | \$ - | \$ - | 8/15/2015 | 8/15/2015 |
| 2 | Well Drilling, Install Casing and Screening, Development, and Testing | \$ 75,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 9,000.00 | \$ - | \$ - | \$ - | \$ 66,000.00 | \$ - | \$ - | 8/30/2015 | 8/30/2015 |
| 3 | Well Equipping, Mechanical, Electrical, and Controls | \$ 75,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 75,000.00 | \$ 49,770.26 | \$ - | \$ - | \$ - | \$ - | \$ - | 9/30/2015 | 9/30/2015 |
| 4 | Site Improvements and Fencing | \$ 50,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 50,000.00 | \$ 8,665.00 | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 5 | Power Source Improvements | \$ 25,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 25,000.00 | \$ 25,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 6 | Connection to Raw Water System, Pipe, Valving, Surface Restoration | \$ 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 30,000.00 | \$ 3,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 7 | Contingency (12%) | \$ 34,825.00 | \$ - | \$ - | \$ - | \$ - | \$ 34,825.00 | \$ 8,647.48 | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| Total: | | \$ 314,825.00 | \$ - | \$ - | \$ - | \$ - | \$ 242,825.00 | \$ 102,792.74 | \$ - | \$ - | \$ 72,000.00 | \$ - | \$ - | \$ 314,825.00 | \$ 174,341.67 |

Well 5 (Medina 2): Phase 3 - Construction Management/Inspection/Project Closeout

| Task No.: | Task Description: | Cost: | DERP Budget: | DERP Actual: | SWRCB Budget: | SWRCB Actual: | USDA Budget: | USDA Actual: | SRF Budget: | SRF Actual: | SDWBL Bond Law Actual: | District Budget: | District Actual: | Completion Date Budget: | Completion Date Actual: |
|---------------------|------------------------|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|-------------|------------------------|------------------|------------------|-------------------------|-------------------------|
| 1 | Resident Engineering | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 2 | Construction Surveying | \$ 2,500.00 | \$ - | \$ - | \$ - | \$ - | \$ 2,500.00 | \$ 738.00 | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 3 | Inspection | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 2,538.50 | \$ - | \$ - | \$ - | \$ - | \$ - | 10/15/2015 | 10/15/2015 |
| 4 | Project Closeout | \$ 5,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 5,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 11/15/2015 | 11/15/2015 |
| Total: | | \$ 27,500.00 | \$ - | \$ - | \$ - | \$ - | \$ 27,500.00 | \$ 13,276.50 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 27,500.00 | \$ 13,276.50 |
| Well 5 Total: | | \$ 488,825.00 | \$ - | \$ - | \$ - | \$ - | \$ 415,825.00 | \$ 201,165.06 | \$ - | \$ - | \$ 73,000.00 | \$ - | \$ - | \$ 488,825.00 | \$ 273,713.99 |
| Well 3-5 Total: | | \$ 700,825.00 | \$ - | \$ - | \$ - | \$ - | \$ 500,000.00 | \$ 210,515.06 | \$ - | \$ - | \$ 200,825.00 | \$ - | \$ - | \$ 700,825.00 | \$ 406,683.97 |
| Budget Total: | | \$ 1,828,535.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 439,100.00 | \$ 439,100.00 | \$ 500,000.00 | \$ 210,515.06 | \$ - | \$ - | \$ 400,000.00 | \$ 313,479.76 | \$ 289,435.00 | \$ 1,828,535.00 | \$ 1,455,066.85 |
| Reimbursable Total: | | \$ 1,539,100.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 439,100.00 | \$ 439,100.00 | \$ 500,000.00 | \$ 210,515.06 | \$ - | \$ - | \$ 400,000.00 | \$ 313,479.76 | \$ - | \$ 1,539,100.00 | \$ 1,163,094.82 |



LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

OPERATIONS SUPERVISOR REPORT

Board of Directors
Meeting January 18, 2017

The focus of this meeting agenda is to cover operations, and in preparation for that meeting this report will be given verbally and graphically rather than in writing.

Randy Gilgo
Water Operations Supervisor/Chief Operator
Lake Don Pedro C.S.D.

MID OUTSIDE PLACE OF USE METERED PROPERTIES
2016

| Account # | Customer | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 | Dec-16 |
|-----------|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 5004 | DOSCHER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 5009 | DOSCHER (BOAT STOR) | 10 | 8 | 7 | 9 | 8 | 9 | 6 | 7 | 7 | 6 | 5 | 6 | 4 |
| 3 5057 | COBARRUBIA | 2 | 0 | 0 | 0 | 0 | 1 | 12 | 7 | 7 | 7 | 5 | 4 | 5 |
| 4 5188 | PARSONS | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 100771 | HILLS | x | x | x | x | x | x | x | x | x | x | x | x | x |
| 6 102094 | CARPENTER / ERICKSON | 19 | 0 | 7 | 8 | 8 | 2 | 16 | 6 | 0 | 2 | 25 | 2 | 4 |
| 7 5444 | ELEM. SCHOOL | 22 | 22 | 29 | 26 | 62 | 87 | 93 | 82 | 105 | 81 | 56 | 38 | 26 |
| 8 5470 | SHEPHERD/NICHLOS | 12 | 14 | 10 | 14 | 12 | 13 | 40 | 6 | 8 | 18 | 20 | 17 | 15 |
| 9 5477 | (AT&T) | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 |
| 10 5481 | C.D.F. | 8 | 7 | 6 | 5 | 5 | 10 | 17 | 13 | 16 | 14 | 14 | 23 | 7 |
| 11 101328 | HALL | 3 | 4 | 4 | 6 | 7 | 10 | 15 | 19 | 18 | 13 | 7 | 5 | 6 |
| 12 5695 | OLIVER | 0 | 1 | 1 | 1 | 4 | 0 | 6 | 6 | 3 | 10 | 7 | 4 | 5 |
| 13 101662 | ROSEMIRE | 12 | 9 | 11 | 7 | 20 | 27 | 42 | 50 | 46 | 47 | 38 | 14 | 12 |
| 14 5754 | ARTMAN | 6 | 10 | 9 | 5 | 8 | 8 | 14 | 18 | 19 | 19 | 12 | 7 | 4 |
| 15 5908 | CLARK | 2 | 0 | 0 | 0 | 6 | 7 | 12 | 14 | 26 | 4 | 0 | 4 | 1 |
| 16 5910 | DANIELSEN | 4 | 3 | 5 | 3 | 5 | 7 | 10 | 10 | 13 | 10 | 9 | 8 | 4 |
| 17 5927 | PARELSKIN | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 | 5 | 6 | 4 | 7 | 6 |
| 18 100237 | HENDERSON | 14 | 12 | 12 | 11 | 12 | 15 | 55 | 24 | 28 | 21 | 16 | 14 | 11 |
| 19 5980 | LAWSON | 5 | 4 | 5 | 4 | 6 | 8 | 64 | 63 | 66 | 49 | 6 | 47 | 5 |
| 20 101770 | LAWSON (RENTAL) | 6 | 4 | 4 | 4 | 4 | 4 | 6 | 6 | 4 | 6 | 4 | 5 | 4 |
| 21 101815 | BOWDEN | 10 | 10 | 15 | 12 | 10 | 13 | 34 | 24 | 54 | 30 | 21 | 17 | 13 |
| 22 6026 | PONZO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 101143 | MARTIN | x | x | x | x | x | x | x | x | x | x | x | x | x |
| 24 101333 | KELLER | 0 | 0 | 3 | 3 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 102085 | DUMAS / NAUMANN | 15 | 6 | 6 | 5 | 5 | 7 | 11 | 7 | 6 | 6 | 7 | 7 | 7 |
| 26 6238 | ROSS | 10 | 6 | 3 | 0 | 7 | 2 | 8 | 0 | 7 | 1 | 4 | 3 | 5 |
| 27 6245 | ROSS | 41 | 5 | 9 | 3 | 5 | 16 | 43 | 47 | 48 | 42 | 37 | 22 | 5 |
| 28 100687 | Bozsk / WHITE | 20 | 18 | 16 | 12 | 14 | 22 | 40 | 47 | 46 | 32 | 19 | 19 | 15 |
| 29 101072 | *KENNER | 0 | 4 | 5 | 5 | 12 | 0 | 13 | 4 | 10 | 11 | 12 | 11 | 15 |
| 30 6259 | *STONE | 4 | 3 | 5 | 5 | 5 | 3 | 12 | 17 | 13 | 10 | 8 | 4 | 5 |
| 31 100872 | BURLARLEY | 8 | 7 | 6 | 4 | 5 | 6 | 13 | 18 | 19 | 16 | 18 | 13 | 12 |
| 32 100181 | RAYHER | 7 | 6 | 6 | 5 | 12 | 10 | 12 | 16 | 15 | 14 | 14 | 13 | 13 |
| 33 101248 | WALKER | 0 | 0 | 0 | 50 | 69 | 65 | 72 | 53 | 49 | 39 | 57 | 108 | 101 |
| 34 101803 | KELLER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 100473 | TOTAL | | | | | | | | | | | | | |
| 35 | TOTAL GALLONS D P WASTE WTR | 2 | 148 | 12 | 27 | 24 | 24 | 30 | 19 | 16 | 32 | 35 | 13 | 3 |
| | TOTAL UNITS (CCF) | 242 | 312 | 197 | 235 | 342 | 378 | 697 | 588 | 655 | 554 | 1033 | 435 | 314 |
| | TOTAL ACRE FEET | 0.556 | 0.716 | 0.452 | 0.539 | 0.785 | 0.868 | 1.600 | 1.350 | 1.504 | 1.272 | 2.371 | 0.999 | 0.721 |

Lake Don Pedro Community Services District

Special Meeting of January 18, 2017

AGENDA SUPPORTING DATA

4. CONSENT AGENDA

- a. Read and file the December 2016 Treasurer's Report
- b. Approval of the Minutes of the Regular Board Meeting December 19th, 2016
- c. Call a Special Board Meeting for February 22, 2017 to replace the February 20, 2017 Regular Board Meeting that falls on President's Day

Background

The December 2016 Treasurer's report and December 19, 2016, Board Meeting minutes are attached hereto for your review.

The next Regular Meeting of the Board of Directors is scheduled to fall on a recognized holiday, President's Day (February 20, 2017). Due to scheduling conflicts for the following day, staff recommends cancelling the February 20, 2017 meeting and calling a Special Meeting in replacement on February 22, 2017 with the same meeting hours.

Recommended Motion

I move to approve the consent agenda as presented.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: December 2016

The district ended the month of December 2016 with the following balances in our accounts:

* All bank accounts verified against bank statements

| | | |
|----------------------------------|----|-------------------|
| Restricted: | | |
| Investment - LAIF | \$ | 163,144 |
| Total Restricted: | | <u>\$ 163,144</u> |
| Unrestricted: | | |
| Checking | \$ | 52,682 |
| Money Market - Working Capital | \$ | 678,674 |
| Petty Cash | \$ | <u>125</u> |
| Total Unrestricted: | | <u>\$ 731,481</u> |
| Total Restricted & Unrestricted: | | <u>\$ 894,625</u> |

The district ended December 2016 with the following amounts affecting our financial status:

| | Dec-2016 | Year to Date |
|-------------------------------|-------------|--------------|
| Sales & Business Revenue: | \$ 110,743 | \$ 735,343 |
| Total Operating Expenses: | \$ (97,469) | \$ (576,077) |
| Non-Operating Income/Expense: | \$ (16,117) | \$ (77,156) |
| Water Drought Income/Expense: | \$ (85,906) | \$ 188,159 |
| Change in Net Assets (P&L): | \$ (88,749) | \$ 270,269 |
| Net Cash Flow: | \$ 105,278 | \$ 270,381 |

Accounts Receivable:

| Billing Time Frame | Utility Billing | Availability Billing | A/R Other | A/R Accrue | A/R Water Drought Reimb |
|-----------------------|--------------------|-------------------------|-----------------|------------------|----------------------------|
| Current | \$ 31,852 | \$ - | \$ - | \$ 93,894 | \$ 20,106 |
| > 30 Days | \$ 12,734 | \$ - | \$ - | \$ - | \$ - |
| > 60 Days | \$ 4,486 | \$ - | \$ - | \$ - | \$ 201,922 |
| > 90 Days | \$ 982 | \$ - | \$ - | \$ - | \$ - |
| > 120 Days | \$ 9,308 | \$ 188,094 | \$ 5,241 | \$ - | \$ - |
| Credits | \$ (13,706) | | | | |
| Total | \$ 45,656 | \$ 188,094 | \$ 5,241 | \$ 93,894 | \$ 222,028 |
| Total Combined | \$ 327,644 | | \$ 5,241 | | \$ 222,028 |
| G/L Balance | \$ 327,644 | | \$ 5,241 | | \$ 222,028 |
| Difference | \$ - | | \$ - | | \$ - |

* Amount of availability payments received: \$58,522

* Amount of availability payments outstanding: \$129,572

Accounts Payables:

| Payable Time Frame | A/P Trade | A/P Accruals | A/P Water Accrual |
|--------------------|------------------|--------------|----------------------|
| Current | \$ 61,244 | \$ - | \$ 4,353 |
| > 30 Days | \$ - | \$ - | \$ 4,206 |
| > 60 Days | \$ - | \$ - | \$ 6,136 |
| > 90 Days | \$ - | \$ - | \$ 23,849 |
| Credits | \$ - | \$ - | \$ - |
| Total | \$ 61,244 | \$ - | \$ 38,544 |
| G/L Balance | \$ 61,244 | \$ - | \$ 38,544 |
| Difference | \$0 | \$0 | \$0 |

Name

Title

Date

Statement of Revenues and Expenses (P&L)
December 2016 & Year-To-Date Versus 6/30/17 Budget

| | | December | 2016-2017 | YTD vs | 2016-2017 | Remaining |
|-----------------------|-------------------------------------|----------------|--------------|----------------|---------------|----------------|
| | | Dec-16 | YTD | Budget % | Budget | Budget |
| | | | | | | |
| Revenue | | | | | | |
| 01-0-3010-302 | Donated Capital - Meters Curre | - | #DIV/0! | 20,000 | #DIV/0! | (20,000) |
| 01-0-4010-400 | Water Sales Residential | 14,262 | 6.75% | 158,278 | 74.93% | 52,951 |
| 01-0-4010-402 | Water Availability Revenue | 15,640 | 8.23% | 93,664 | 49.30% | 96,336 |
| 01-0-4010-403 | Water Service Charges | 79,035 | 8.42% | 473,169 | 50.39% | 465,932 |
| 01-0-4020-410 | Interest Income - LAIF | - | 0.00% | 469 | 63.79% | 266 |
| 01-0-4020-413 | Int Inc Penalties - Customer | 2,219 | 10.16% | 12,462 | 57.09% | 9,368 |
| 01-0-4020-414 | Transfer Fee Income | 750 | 10.56% | 3,150 | 44.37% | 3,950 |
| 01-0-4020-415 | Other Income | 600 | 15.79% | 1,556 | 40.95% | 2,244 |
| 01-0-4020-416 | Meter Set Fee | 1,000 | 20.00% | 5,500 | 110.00% | (500) |
| 01-0-4020-417 | Interest Income Guaranty Fed | - | 0.00% | 9 | 6.07% | 135 |
| 01-0-4020-901 | Hydrant Rental | 40 | #DIV/0! | 80 | #DIV/0! | (80) |
| 01-0-4020-902 | Hydrant Consumption | 17 | #DIV/0! | 49 | #DIV/0! | (49) |
| 01-0-4020-999 | Avail Fee Income | - | 0.00% | 1,453 | 111.75% | (153) |
| 01-0-4040-100 | Lease Fee | 900 | 4.41% | 5,400 | 26.47% | 15,000 |
| 01-0-4050-575 | Office Fire Reimbursement | - | 0.00% | - | 0.00% | 32,000 |
| | Transfer From Reserve | | | | | - |
| TOTAL REVENUE* | | 114,462 | 7.99% | 775,240 | 54.11% | 657,399 |
| Expenses | | | | | | |
| 01-1-5010-100 | Regular Pay - Plant | 13,083 | 10.05% | 58,035 | 44.59% | 72,112 |
| 01-1-5010-101 | Overtime Pay | 1,081 | 5.41% | 9,681 | 48.40% | 10,319 |
| 01-1-5010-102 | Sick Pay | 569 | 9.94% | 2,580 | 45.02% | 3,150 |
| 01-1-5010-104 | Vacation Pay | 719 | 6.51% | 3,747 | 33.93% | 7,297 |
| 01-1-5010-105 | Holiday Pay | 1,187 | 15.23% | 3,847 | 49.35% | 3,949 |
| 01-1-5010-200 | PERS | 1,053 | 9.59% | 4,768 | 43.46% | 6,204 |
| 01-1-5010-201 | FICA/Medicare | 1,320 | 9.80% | 6,100 | 45.26% | 7,377 |
| 01-1-5010-202 | SUI | 501 | 30.52% | 501 | 30.52% | 1,140 |
| 01-1-5010-203 | Health Insurance | 4,359 | 9.11% | 23,835 | 49.83% | 23,993 |
| 01-1-5010-204 | Workers Compensation | 468 | 6.37% | 2,386 | 32.49% | 4,959 |
| 01-1-5010-206 | Dental Insurance | 390 | 7.94% | 2,341 | 47.61% | 2,576 |
| 01-1-5010-207 | Vision Care | - | 0.00% | - | 0.00% | 300 |
| 01-1-5010-546 | Travel, Meetings & Mileage | - | 0.00% | - | 0.00% | 1,000 |
| 01-1-5020-501 | Lease Of Equipment | - | 0.00% | - | 0.00% | 2,211 |
| 01-1-5020-510 | Repair & Maintenance - Plant | 6,657 | 38.47% | 33,127 | 191.41% | (15,820) |
| 01-1-5020-511 | Repair & Maintenance - Vehicle | 835 | 3.39% | 7,436 | 30.21% | 17,178 |
| 01-1-5020-512 | Repair & Maintenance - Distribution | 3,189 | 5.32% | 20,429 | 34.05% | 39,571 |
| 01-1-5020-515 | R&M Transmission - Intake | - | 0.00% | 13,670 | 126.57% | (2,870) |
| 01-1-5020-520 | Small Tools & Equipment | - | 0.00% | 463 | 15.45% | 2,537 |
| 01-1-5020-522 | Gas, Oil & Lubricant - Plant | 392 | 2.68% | 5,205 | 35.56% | 9,432 |
| 01-1-5020-524 | Health & Safety | - | 0.00% | 1,771 | 31.09% | 3,924 |
| 01-1-5020-529 | Telephone - T & D | 513 | 6.64% | 3,096 | 40.04% | 4,637 |
| 01-1-5020-544 | Water Testing Fees | 4,305 | 35.15% | 8,110 | 66.22% | 4,137 |
| 01-1-5020-545 | Water System Fees | 500 | 3.40% | 500 | 3.40% | 14,209 |
| 01-1-5020-548 | Water Testing Materials | 381 | 13.10% | 381 | 13.10% | 2,528 |
| 01-1-5021-521 | Water Treatment Chemicals | 8,716 | 18.89% | 35,819 | 77.61% | 10,332 |
| 01-1-5021-524 | P G & E Power - Office | 226 | 9.20% | 1,746 | 70.94% | 716 |
| 01-1-5021-525 | P G & E Power - Intake | 4,380 | 6.92% | 46,247 | 73.02% | 17,085 |
| 01-1-5021-526 | P G & E Power - Well | 21 | 0.23% | 135 | 1.42% | 9,388 |
| 01-1-5021-527 | P G & E Power - Water Treatment | 1,434 | 5.77% | 15,677 | 63.12% | 9,159 |
| 01-1-5021-528 | P G & E Power - Distribution | 1,298 | 6.32% | 14,770 | 71.94% | 5,763 |
| 01-1-5021-529 | P G & E Power - Well 2 | 969 | 24.22% | 3,676 | 91.90% | 324 |
| 01-1-5021-530 | P G & E Power - Medina | 14 | 0.34% | 927 | 23.17% | 3,073 |
| 01-1-5021-532 | P G & E Power - Well 5/6 | 14 | 0.34% | 927 | 23.17% | 3,073 |
| 01-1-5021-561 | Purchased Water Actual-mid-p | 4,353 | 8.03% | 35,856 | 66.12% | 18,376 |
| 01-1-5023-533 | Outside Services** | 127 | 2.78% | 4,900 | 107.49% | (341) |
| 01-1-5023-535 | Fire Protection/Weed Control | - | 0.00% | - | 0.00% | 500 |
| 01-1-5023-537 | Pest Control | 32 | 7.94% | 192 | 47.64% | 211 |
| 01-1-5023-538 | Engineering Services | 700 | 4.67% | 12,858 | 85.72% | 2,142 |
| 01-1-5023-539 | Employee Education | - | 0.00% | - | 0.00% | 3,000 |
| 01-1-5024-540 | Memberships | - | 0.00% | 328 | 31.11% | 727 |
| 01-1-5024-542 | Publications | - | 0.00% | 45 | 9.00% | 455 |

| | Dec-16 | December vs Budget % | 2016-2017 YTD | YTD vs Budget % | 2016-2017 Budget | Remaining Budget |
|--|-------------------------------------|-------------------------|------------------|--------------------|---------------------|---------------------|
| 01-1-5024-543 | Licenses, Permits & Cert. | 199 | 16.58% | 349 | 29.08% | 851 |
| 01-1-5032-583 | Depreciation Expense | 13,842 | 8.65% | 82,018 | 51.26% | 77,982 |
| 01-2-6010-100 | Regular Pay - Administration | 8,162 | 10.44% | 42,082 | 53.81% | 36,129 |
| 01-2-6010-101 | Overtime Pay | 90 | 1.55% | 2,080 | 35.86% | 3,720 |
| 01-2-6010-102 | Sick Pay | 372 | 156.88% | 3,630 | 1531.76% | (3,393) |
| 01-2-6010-104 | Vacation Pay | 634 | 13.50% | 3,395 | 72.28% | 1,302 |
| 01-2-6010-105 | Holiday Pay | 824 | 22.32% | 2,559 | 69.31% | 1,133 |
| 01-2-6010-200 | PERS | 669 | 11.68% | 2,825 | 49.30% | 2,905 |
| 01-2-6010-201 | FICA/Medicare | 793 | 10.94% | 3,726 | 51.41% | 3,522 |
| 01-2-6010-202 | SUI | 195 | 16.57% | 387 | 32.92% | 789 |
| 01-2-6010-203 | Health Insurance | 1,853 | 9.26% | 10,132 | 50.64% | 9,873 |
| 01-2-6010-204 | Workers Compensation | 46 | 6.36% | 236 | 32.46% | 491 |
| 01-2-6010-206 | Dental Insurance | 159 | 7.94% | 956 | 47.62% | 1,051 |
| 01-2-6010-207 | Vision Care | - | 0.00% | - | 0.00% | 200 |
| 01-2-6010-546 | Travel, Meetings & Mileage | - | 0.00% | 161 | 13.41% | 1,039 |
| 01-2-6020-512 | Propane | - | 0.00% | 66 | 15.28% | 366 |
| 01-2-6020-515 | Customer Billing Supplies | - | 0.00% | 927 | 94.65% | 52 |
| 01-2-6020-529 | Telephone - Admin | 290 | 7.08% | 1,906 | 46.50% | 2,193 |
| 01-2-6020-530 | Office Supplies | 438 | 10.55% | 1,426 | 34.34% | 2,727 |
| 01-2-6020-531 | Postage | 461 | 5.03% | 3,668 | 39.99% | 5,504 |
| 01-2-6023-531 | Computer IT | 1,620 | 7.51% | 17,238 | 79.90% | 4,338 |
| 01-2-6023-533 | Outside Services | 8,690 | 6.95% | 58,906 | 47.12% | 66,094 |
| 01-2-6023-535 | Office Cleaning Serv | 140 | 8.42% | 880 | 52.92% | 783 |
| 01-2-6023-536 | Legal Services | 460 | 3.07% | 4,295 | 28.63% | 10,705 |
| 01-2-6023-537 | Audit Services | - | 0.00% | - | 0.00% | 7,000 |
| 01-2-6023-539 | Employee Education | 407 | 40.65% | 982 | 98.15% | 18 |
| 01-2-6024-540 | Memberships | 3,888 | 71.63% | 5,008 | 92.26% | 420 |
| 01-2-6024-542 | Publications | - | 0.00% | 430 | 44.56% | 536 |
| 01-2-6024-547 | County Fees | - | 0.00% | 80 | 8.00% | 920 |
| 01-2-6024-999 | County Avail Fee | - | 0.00% | 1,460 | 88.45% | 191 |
| 01-3-6025-100 | Regular Pay | 500 | 6.01% | 3,300 | 39.68% | 5,016 |
| 01-3-6025-201 | FICA/Medicare | 38 | 6.02% | 252 | 39.69% | 384 |
| 01-3-6025-546 | Travel, Meetings & Mileage | - | 0.00% | - | 0.00% | 2,000 |
| 01-3-6025-550 | Board Meeting Expense | - | 0.00% | - | 0.00% | 1,000 |
| 01-3-6025-555 | Board Election Expenses | - | 0.00% | - | 0.00% | 3,000 |
| 01-9-6030-569 | Credit Card Service Charges | 410 | 9.11% | 2,567 | 57.00% | 1,936 |
| 01-9-6030-572 | Business Insurance Expense | 2,343 | 6.94% | 14,056 | 41.64% | 19,701 |
| 01-9-6030-576 | Misc Other Expense | 39 | 0.51% | 158 | 2.11% | 7,321 |
| 01-9-6030-577 | Retired Employee Health | 2,138 | #DIV/0! | 11,338 | #DIV/0! | (11,338) |
| 01-9-6030-580 | Retired EE Benefit Expense | - | 0.00% | - | 0.00% | 148,142 |
| 01-9-6031-580 | Interest Long Term Debt | 3,800 | 7.28% | 23,264 | 44.59% | 28,909 |
| 01-9-6032-583 | Depreciation Expense | 18 | 0.71% | 274 | 10.97% | 2,226 |
| TOTAL EXPENSES* | | 117,305 | 8.08% | 693,129 | 47.77% | 757,770 |
| IRWMP (DWR) GRANT PROJECT EXPENSE | | | | | | |
| TBD | Water Service Line Replacement | - | 0.00% | - | 0.00% | 721,287 |
| 01-9-6030-589 | IRWMP Regional Water Use Efficiency | 53,965 | 51.32% | 75,546 | 71.84% | 29,610 |
| TOTAL IRWMP GRANT PROJECT EXPENSE | | 53,965 | | 75,546 | | 750,897 |
| IRWMP GRANT PROJECT REVENUE | | | | | | |
| TBD | IRWMP Service Line Replacement | | 0.00% | | 0.00% | 721,287 |
| TBD | IRWMP Regional Water Use Efficiency | | 0.00% | | 0.00% | 87,630 |
| TBD | IRWMP Grant Administration | | 0.00% | | 0.00% | 85,000 |
| TOTAL IRWMP GRANT REVENUE | | - | 0.00% | - | 0.00% | 893,917 |
| CARRYOVER WELL PROJECT EXPENSES | | | | | | |
| 01-1-5020-535 | Water Supply Emergency 2014 | - | #DIV/0! | 42 | #DIV/0! | (42) |
| 01-9-6030-584 | Well 2 | 16,704 | #DIV/0! | 18,647 | #DIV/0! | (18,647) |
| 01-9-6030-585 | Medina Well | 16,704 | #DIV/0! | 26,402 | #DIV/0! | (26,402) |
| 01-9-6030-586 | Well 3/4 | - | #DIV/0! | - | #DIV/0! | - |
| 01-9-6030-587 | Well 5 | 18,639 | #DIV/0! | 21,880 | #DIV/0! | (21,880) |
| 01-9-6030-588 | Well 6 | - | #DIV/0! | - | #DIV/0! | - |
| TOTAL CARRYOVER PROJECTS EXPENSE | | 52,047 | #DIV/0! | 66,971 | #DIV/0! | (66,971) |

| | Dec-16 | December vs Budget % | 2016-2017 YTD | YTD vs Budget % | 2016-2017 Budget | Remaining Budget |
|---------------------|----------|----------------------|---------------|-----------------|------------------|------------------|
| Net Income / (Loss) | (88,749) | -180.33% | 270,269 | 549.17% | 49,214 | 109,621 |

* 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.

** Outside services over budget due to emergency barge service

New Capital Improvement Projects

| | | | | | | |
|---|--|---------------|--------------|----------------|---------------|----------------|
| 01-0-1070-163 | Structures - HVAC System | - | | | 18,500 | |
| 01-0-1090-300 | CIP-Filter Media Replacement | - | | | 41,370 | |
| 01-0-1090-315 | Intake Booster #2 Installation | 263 | 0.53% | 1,610 | 3.22% | 50,000 |
| TBD | Intake Pump Control Replacements | - | 0.00% | - | 0.00% | 85,000 |
| TBD | Intake Raw Water Pipeline Replacements | - | 0.00% | - | 0.00% | 250,000 |
| 01-0-1090-305 | Ranchito Well #1 Renovation | 12,400 | 32.97% | 12,400 | 32.97% | 37,611 |
| 01-0-1090-313 | Office Server Installation w/Software | - | 0.00% | 26,389 | 24.66% | 107,000 |
| 01-0-1090-314 | CIP-Barge Renovation | - | | 3,506 | | |
| TOTAL NEW CAPITAL IMPROVEMENT PROJECTS | | 12,663 | 2.39% | 103,775 | 19.59% | 529,611 |

| | | | | | | | |
|---------------|--|---|-------|--------|--------|--------|--------|
| 01-0-2040-233 | Muni Finance Loan (Principal Payments) | - | 0.00% | 35,609 | 50.51% | 70,500 | 34,891 |
|---------------|--|---|-------|--------|--------|--------|--------|

Recap of water drought related projects to show remaining budget amounts:

| Account # | Account | 2014-2015 YTD | 2015-2016 YTD | 2016-2017 YTD | Activity from Inception | Total Budget | Remaining Budget |
|---------------|-----------------------------|----------------|------------------|---------------|-------------------------|------------------|------------------|
| 01-9-6030-584 | Water Supply Emergency 2014 | 132,505 | 142,608 | 42 | 275,155 | 21,000 | (254,155) |
| 01-9-6030-584 | Well 2 | 142,298 | 236,703 | 18,647 | 397,648 | 392,760 | (4,888) |
| 01-9-6030-585 | Medina Well | 32,328 | 394,640 | 26,402 | 453,370 | 599,950 | 146,580 |
| 01-9-6030-586 | Well 3/4 | 66,152 | 57,951 | | 124,103 | 257,000 | 132,897 |
| 01-9-6030-587 | Well 5 | - | 178,944 | 21,880 | 200,824 | 329,820 | 128,996 |
| 01-9-6030-588 | Well 6 | - | 8,577 | | 8,577 | 329,820 | 321,243 |
| 01-9-6030-589 | Grant Application Services | - | 79,907 | | 79,907 | 80,000 | 93 |
| 01-9-6030-590 | NBS rate evaluation | - | 1,786 | | 1,786 | 54,000 | 52,214 |
| | | 373,283 | 1,101,117 | 66,971 | 1,541,371 | 2,064,350 | 522,979 |

Outstanding Well Grant Revenue***

| | | | | | | | |
|---------------|---------------------------|---------------|---------|----------------|---------|------------------|----------------|
| 01-0-4020-418 | Well 2 Grant Revenue | 20,106 | 8.12% | 121,532 | 49.11% | 247,471 | 125,939 |
| 01-0-4020-419 | Medina Well Grant Revenue | - | 0.00% | 217,678 | 39.52% | 550,785 | 333,107 |
| 01-0-4020-420 | Well 3 & 4 Grant Revenue | - | #DIV/0! | 607 | #DIV/0! | | (607) |
| 01-0-4020-421 | Well 5 Grant Revenue **** | - | 0.00% | (9,141) | -2.25% | 407,135 | 416,276 |
| | | 20,106 | | 330,676 | | 1,205,391 | 874,715 |

***Outstanding Well Grant Revenue is included with Net Income above

LDPCSD Financials**Statement of Net Assets (Balance Sheet)
for the month ending December 2016****Asset :**

| | | |
|-------------------------------|----|-------------|
| Cash and investments | \$ | 894,625 |
| Restricted cash | \$ | - |
| Accts Receivable net of res | \$ | 174,653 |
| Water Drought Receivable | \$ | 222,028 |
| Inventory | \$ | 69,931 |
| Prpd expense & deposits | \$ | 23,663 |
| Deferred Outflow of Resources | \$ | 7,580 |
| Total current assets | \$ | 1,392,480 |
| Property, plant & equipment | \$ | 9,100,156 |
| less depreciation | \$ | (6,747,511) |
| C I P | \$ | 1,006,229 |
| Net P P & E | \$ | 3,358,874 |
| Other L T Assets | | |
| Total Assets | \$ | 4,751,354 |
| Liabilites: | | |
| Accounts payable | \$ | 61,244 |
| Interest payable | \$ | 13,300 |
| Water Accrual | \$ | 38,544 |
| Accrued Payroll | \$ | 45,554 |
| L T debt, current | \$ | 73,884 |
| Total current liab | \$ | 232,526 |
| L T debt | | |
| Post Retirment Benefit | \$ | 932,016 |
| Net Pension Liability | \$ | 126,416 |
| Deferred Inflow of Resources | \$ | 44,882 |
| Muni Loan | \$ | 929,797 |
| less current above | \$ | (73,884) |
| Total Liabilites | \$ | 2,191,753 |
| Net assets | \$ | 2,559,601 |
| Total liab & net ass't | \$ | 4,751,354 |

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
December 19th, 2016 at 1:00 p.m.

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 1:02 p.m.

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

Also present: IGM P. Kampa

Also present: Staff S. Marchesiello

Also Present: Staff R. Gilgo (Left Meeting at 1:25 p.m.)

1. PUBLIC COMMENT:

The board received three public comments

2. PRESENTATION ONLY:

a. Presiding Officer's Report

Board President Danny Johnson commended and thanked the board for the good job they have done and the leadership they have had. He stated that after listening to all the things that has gone on in the district the last couple of years the board has done a phenomenal job.

b. General Manager's Report: Peter J. Kampa

Presented by GM P. Kampa

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

Presented by R. Gilgo

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

A consensus of the board was reached to vote each item separately on the consent calendar due to all board members not being present at some of the previous meetings

a. Read and file the November 2016 Treasurer's Report

Motion: To approve item a, November 2016 Treasurer's Report on the consent calendar

Votes: Carried 4-0

First: Hankemeier Second: Warren

Ayes: Hankemeier, Warren, Ross, and Sult

Nays: None

Abstain: Johnson, due to his absence at the November Board Meeting

b. Approval of the Minutes of the following:

✿ Regular Board Meeting November 21, 2016

Motion: To approve item b, November 21, 2016 regular board meeting minutes with the correction of “call to order change from Johnson to Hankemeier”

Votes: Carried 4-0

First: Hankemeier Second: Warren

Ayes: Hankemeier, Warren, Ross, and Sult

Nays: None

Abstain: Johnson, due to his absence at the November Board Meeting

✿ Regular Board Meeting October 17, 2016

Motion: To approve item b, October 17, 2016 regular board meeting minutes

Votes: Carried 4-0

First: Hankemeier Second: Sult

Ayes: Hankemeier, Sult, Warren, Johnson, and Sult

Nays: None

Abstain: Ross, due to his absence of the October Board Meeting

✿ Special Board Meeting October 21, 2016

✿ Regular Board Meeting September 19, 2016

Motion: To approve item b, October 21, 2016 special board meeting minutes and September 19, 2016 regular board meeting minutes

Votes: Carried 5-0

First: Hankemeier Second: Warren

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

Nays: None

4. DISCUSSION AND ACTION ITEMS

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

Director Sult nominated Director Johnson for Board President

Director Warren nominated Director Hankemeier for Vice President

Motion: Consensus of the board to leave the officers in place that are currently serving those positions. Johnson – president and, Hankemeier – Vice President

Votes: Carried 5-0

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

Nays: None

President Johnson stated there would be no changes at this time regarding committee assignments.

- b. Adoption of a Resolution approving a formal response letter to the State Water Resources Control Board opposing adoption of the Bay Delta Substitute Environmental Document.

Motion: To approve adopting a resolution approving a formal response letter to the State Water Resources Control Board opposing adoption of the Bay Delta Substitute Environment Document with the modification of the current date of the letter and changing the verbiage of Interim General Manager to General Manager

Votes: Carried 5-0

First: Hankemeier Second: Sult

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

Nays: None

- c. Report on the financing capacity of the district based on current cashflow.
Information item only

- d. Adoption of a Resolution amending the District's Policy on Board Meeting Minutes

Motion: To approve adopting a resolution amending the District's policy on board meeting minutes

Votes: Carried 5-0

First: Sult Second: Ross

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

Nays:

6. **DIRECTORS COMMENTS:**
None given at this time

Time Closed Open Meeting 2:49 p.m.

Resume Open Meeting 3:40 p.m.

7. **CLOSED SESSION – CALIFORNIA GOVERNMENT CODE
54956.9 CONFERENCE WITH LEGAL COUNSEL—
ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (Two cases)

REPORT OUT: No action taken, the board has nothing to report out

8. **ADJOURNMENT:** 3:40 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Lake Don Pedro Community Services District

Special Meeting of January 18, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS:

- b. Staff presentation and discussion regarding the status of District operations, water system maintenance, fleet maintenance, weaknesses and opportunities for improvement

Background

The Board of Directors has requested to “get to know” the operations of the District, conduct site tours as well as develop and implement a comprehensive system of maintenance for the water system.

The purpose of this agenda item is to provide a presentation that helps the Board and public be familiar with the strengths, weaknesses, opportunities and threats related to meeting the goal of comprehensive system maintenance, and thus extending the useful life of our infrastructure assets.

Staff will provide a presentation to review system maintenance requirements, examples of the current day to day crisis management, what we are and are not completing in terms of system operation and maintenance.

Recommended Motion

This is an informational item only.

Lake Don Pedro Asset List Draft

| |
|--|
| Name |
| Arbolada Tank |
| Enebro Tank & Booster Station |
| Enebro Tank |
| Enebro Booster - Pump 1 |
| Enebro Booster - Pump 2 |
| Enebro Booster - Pump Control Valve 1 |
| Enebro Booster - Pump Control Valve 2 |
| Master water meter |
| Arbolada Hydropneumatic System |
| Arbolada Hydropneumatic Tank |
| Arbolada Hydropneumatic - Domestic Pump |
| Arbolada Hydropneumatic - Fire Pump |
| Arbolada Hydropneumatic - Air Compressor |
| Master water meter |
| Tulipan Booster Station |
| Tulipan Booster - Pump 1 |
| Tulipan Booster - Pump 2 |
| Tulipan Booster - Booster 1 Control Valve |
| Tulipan Booster - Booster 2 Control Valve |
| Master water meter |
| Sturtevant Tank |
| Alamo Tank |
| Alamo Tank Foot Valve |
| Master water meter |
| Alamo Hydropneumatic System |
| Alamo Hydropneumatic Tank |
| Alamo Hydropneumatic Tank - Domestic Pump |
| Alamo Hydropneumatic Tank - Fire Pump |
| Alamo Hydropneumatic Tank - Air Compressor |
| Central Tank Site |
| Central Tank |
| Central Tank- Booster Pump 1 |
| Central Tank - Booster Pump 2 |
| Central Tank- Booster Pump Control Valve 1 |
| Central Tank- Booster Pump Control Valve 2 |
| Central Tank- Isolation Valves 1 - 3 |
| Central Tank - Sparling Flanged Tube Meter |
| Water Treatment Plant |
| Lab |
| Turbidity Meter |
| Chlorine analy |
| Ph Meters |
| Treatment Plant |
| Chlorine feed pump |
| Chemical Tank and Valve Polymer |
| Chemical Tank and Valve Chlorine |
| Chemical Tank and Valve Caustic Soda |
| Chemical Feed Pump - Polymer |
| Chemical Feed Pump - Caustic Soda |
| Chemical Feed Pump - Chlorine |
| Filter Pump 1 |

Lake Don Pedro Asset List Draft

| |
|---|
| Filter Pump 2 |
| Control Valve - Filter Pump 1 |
| Control Valve - Filter Pump 2 |
| Asco Valve Controller - Filter Pump 1 |
| Asco Valve Controller - Filter Pump 2 |
| Influent Water Meter |
| Filter Cell 1 Turbidity Meter |
| Filter Cell 2 Turbidity Meter |
| Filter Cell 3 Turbidity Meter |
| Filter Cell 4 Turbidity Meter |
| Combined Turbidimeter |
| Filter Control Valves 1 - 8 |
| Filter Rinse Control Valves 1-2 |
| Filter Effluent Control Valve |
| Air Compressor |
| Air Dryer |
| Effluent Water meter |
| Filters Area |
| Filter 1 & 2 |
| Filter 3 & 4 |
| Flocculation Area |
| Flow Control Valve |
| Raw Turbidimeter |
| Settled Turbidimeter |
| Flash Mixer |
| Flocculator 1 |
| Flocculator 2 |
| Flocculator 3 |
| Sedimentation Basin |
| Raw Water Regulating Reservoir |
| Backwash Reservoirs |
| 1MG Raw Water Tank |
| 1MG Raw Water Tank - Line Valves 1 - 5 |
| Raw Water Tank Ystrainer |
| Raw Water Tank Check Valve |
| Lake McClure Intake |
| Lake McClure Intake - Emergency Barge Pump 1 |
| Lake McClure Intake - Emergency Barge Pump 2 |
| Lake McClure Intake - Booster 1 |
| Lake McClure Intake - Booster 2 |
| Lake McClure Intake - Submersible 1 |
| Lake McClure Intake - Submersible 2 |
| Lake McClure Intake - Submersible 1 Control Valve |
| Lake McClure Intake - Submersible 2 Control Valve |
| Lake McClure Intake - Line Valve 1-10 |
| Lake McClure Intake - Surge Tank |
| Lake Gregoris |
| Lake Gregoris - Float Valve |
| Coronado Tank Site |
| Coronado Tank |
| Coronado Booster - Pump 1 |
| Coronado Booster - Pump 2 |

Lake Don Pedro Asset List Draft

| |
|-------------------------------------|
| Coronado Booster - Control Valve 1 |
| Coronado Booster - Control Valve 2 |
| Lazo Tank |
| Ranchito - Well 1 |
| Ranchito - Well 2 |
| Medina - Well 1 |
| Medina - Well 2 |
| Villarreal PRV |
| Ranchito/Paraiso PRV |
| Ranchito/Hernandez PRV |
| Verdita Intertie PRV |
| Banderilla/Hidalgo PRV |
| Enramada PRV |
| Maravilla PRV |
| Banderilla/Lorenzo PRV |
| Banderilla/Alamo PRV |
| Fire Hydrants 1 - 480 |
| Fire Hydrant Shutoff Valves 1 - 481 |
| Street Valves 1 - 341 |

Lake Don Pedro Community Services District

Special Meeting of January 18, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS:

- b. Discussion/action regarding the development of management (performance) objectives for the General Manager

Background

The Board's only employee is the General Manager. To ensure the successful performance of the District, the Board should routinely and regularly review the performance of the General Manager. In order to ensure that the General Manager is performing to the expectations of the Board, a set of performance expectations, or "objectives" should be developed by the General Manager for approval by the Board. Measurement of the success of these objectives is then used in conjunction with other Board evaluation criteria to determine on a regular basis if the General Manager is meeting the expectation of the Board.

The Board has conducted a series of planning meetings and adopted a five-year strategic business plan. The General Manager has been directed to prepare a slate of management objectives that support the strategic plan and are measurable by the Board.

Draft Management Objectives, Exhibit A are attached to this staff report for your consideration. The objectives are developed using the SMART Principle, or Specific, Measurable, Attainable and Realistic within the timeframe of the plan. Also attached for reference is the most recent status update the the Strategic Plan action items.

Once approved, the Management Objectives should be evaluated in conjunction with the quarterly strategic plan update report.

Recommended Motion

Review, amend and approve the Management Objectives.

LAKE DON PEDRO CSD

EXHIBIT A - DRAFT MANAGEMENT OBJECTIVES

January 18, 2017

The following Specific, Measurable, Attainable and Realistic within the Timeframe (SMART) management objectives are presented in no particular priority order for Board consideration. The purpose of the objectives is to ensure the alignment of management actions with the vision, beliefs and goals of the Board of Directors, while providing objective criteria with which to measure the performance of District management.

FIRST SIX MONTHS

- Complete Ranchito Well #1 renovations
- Complete construction of Intake Booster 2
- Complete plans, permitting and bidding of service line replacement project
- Complete revision of Water Service Ordinance
- Complete Personnel Handbook update
- Complete Board adoption of bylaws
- Complete staffing analysis for full implementation of District maintenance plan; and make associated recommendations to the Board
- Complete District map update
- Complete scope of work for the Regional Water Use Efficiency Program, contract with Mariposa County RCD (MCRCD), and implement the program in Don Pedro
- Finalize construction of all emergency wells and receive final grant reimbursements from DWR and USDA
- Fully implement the District communication plan
- Implement the newly adopted Financial Reserves Policy and related policies
- Complete a salary and benefits study
- Conduct a field tour of facilities for the Board
- Coordinate and facilitate a financial workshop for the Board to fully understand financial statements

SIX TO EIGHTEEN MONTHS

- Update all job descriptions
- Facilitate the development of Board Norms and Protocol
- Complete the IRWMP master meter upgrades and service line replacement project
- Fully implement the IRWMP water use efficiency program
- Conduct an energy efficiency evaluation to reduce power consumption and cost
- Complete an evaluation of the need for additional (emergency) water supply
- Fully implement the District maintenance program for the water system and vehicles
- Implement the Capital Improvement Program (CIP)
- Complete a system water audit to identify leaks and lost water

| Objectives | Start Date | Completion Date | Status |
|--|------------|-----------------|---|
| Refine the financial reporting to maximize transparency and accountability | 3/1/15 | 3/31/16 | Complete |
| Create a comprehensive Budgeting/Accounting Program and Policy | 2/1/16 | 4/31/16 | In progress but behind – Due to the benefits issue and problems with personnel policy, we focused our effort on that first. Can be prepared for August Agenda if priority |
| Create a financial reserve policy that addresses necessary reserve funds and their appropriate use | 2/1/16 | 4/31/16 | On agenda |
| Develop an understanding of Management roles, responsibilities and performance expectations | 10/1/15 | 4/31/16 | On agenda |
| Develop a comprehensive Board/Board member orientation program | 2/1/16 | 3/28/16 | Complete |
| Develop up to date policies, organizational procedures and a supportive administrative structure | 2/1/16 | 12/31/16 | In progress on track |
| Develop Board member Norms and Board meeting protocol | 10/1/15 | 12/30/16 | Not completed - We moved this meeting discussion – need to reschedule |
| Have a solid communication plan and strategy | 2/1/15 | 5/30/16 | Behind schedule, written plan on August agenda |
| Improve public image of the District through a variety of means | 2/1/16 | 12/31/16 | Working on it! |
| Create a Board Committee “Plan” | 2/1/16 | 8/31/16 | In progress - Can be on August agenda |
| Update and improve the District’s record management system and document office procedures | 2/1/16 | 12/31/17 | On track |
| Update the District organizational chart, job descriptions and job requirements | 2/1/16 | 12/31/16 | On agenda |
| Update the performance evaluation process for all positions | 2/1/16 | 12/31/16 | On track – First step is organizational chart on this agenda, then Revised job descriptions after this meeting, develop performance expectation setting process, set expectations and include in evaluation process |
| Perform a salary and benefits survey | 4/1/16 | 6/1/16 | Completed for office and ops manager, August for operators |

| | | | |
|---|--------|----------|--|
| Develop a system maintenance plan and strategy | 2/1/16 | 8/31/16 | On track - Developed vehicle plan, asset management and maintenance software chosen and work scope negotiated, System inventory of major equipment completed, reviewing related industry standards, In place by September |
| Develop and implement a plan to control system leaks and keep them under control | 2/1/16 | 4/31/16 | Completed - Developed plan for system master meter upgrades and funding in place, work scope complete and grant for service lines, spreadsheet completed, plant master meter in process of upgrade |
| Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments | 5/1/16 | 8/31/16 | On track – this is really the same as the next item (CIP) however we discussed a new committee/delegated to a committee I believe? If so, we should meet as model to propose |
| Develop a Capital Improvement Plan (CIP) | 3/1/16 | 12/31/16 | On track – reviewed, reprioritized and updated capital improvement list with engineer, priority projects on 2017 budget, approval of CIP on august agenda |
| Increase the productivity of relationships between the District and its stakeholder | 2/1/16 | 12/31/17 | On track – continue to communicate regularly with county government and MID. Becoming a resource to state DWR when they have questions about other system problems, they call us. |