

## Regular Meeting of the Board of Directors

9751 Merced Falls Road  
June 20, 2016, 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 May 2016 Treasurer's Report
- b. Approval of the Minutes – Regular Board Meeting May 16, 2016
- c. Authorize the General Manager to Cast Votes for CSDA 2016 Board Elections

**5. PUBLIC HEARING: A Notice of Public Hearing has been published and hearing to be held for the purpose of receiving public input and comment as required for the following revenue collection and budget related items. At the conclusion of the Public Hearing, the Board will consider adoption of Resolutions approving the various actions.**

- a. Adoption of a Resolution Approving and Directing the Placement of the Availability Billing and Delinquent Account Balances on the Mariposa and Tuolumne County 2016-2017 Tax Rolls for collection
- b. Adoption of a Resolution Approving the Appropriations Limit (Gann Limit) for the District's 2016/17 Fiscal Year Expenditures
- c. Adoption of a Resolution Approving the District 2016-17 Fiscal Year Salary Schedule
- d. Adoption of a Resolution Approving the District 2016-17 Fiscal Year budget

**6. DISCUSSION AND ACTION ITEMS:**

- a. Adoption of a Resolution Approving a Revised Policy on Employee Insurance Benefits
- b. Adoption of a Resolution Approving a Revised Policy on Eligibility for Employee Benefits
- c. Discussion and Action Regarding the District Organizational Chart, Personnel Responsibilities and Position Requirements

**7. 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.

**8. 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

## Regular Meeting of June 20, 2016

### AGENDA SUPPORTING DATA

#### 3. PRESENTATION ONLY:

- a. Presiding Officer's Report
- b. General Manager's Report: Peter J. Kampa
- c. Chief Plant Operator's Report: R. Gilgo

#### **Recommended Motion**

Staff will provide reference to the written reports submitted with the agenda materials and may summarize or highlight timely or important components of any written reports. Since the topics covered in the reports have not been individually identified on the agenda in accordance with the Brown Act, no extended discussion or substantial board or public discussion or debate can occur.

The main purpose of this agenda item is to receive status update reports which can then be used to inform the public; or to generate items for future consideration by the Board on a proper agenda.

**No action** will be taken on presentation items, however with the consensus of the Board items addressed in presentations may result in direction to staff to place certain items on future agendas for discussion or action.

**No public comment** is required on presentation items, and if public comments or questions arise during the meeting, the interested party should be directed to staff for answers to any questions.

All written reports presented on this agenda will be made available to the general public in the office and on the District website.



# Lake Don Pedro Community Services District General Manager's Report

*June 20, 2016*

## 1 Report Overview

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The majority of the work and effort this month has been a very rapid, intense effort to complete the well projects by the end of June, including all reimbursement billings and related reports. The project is on track to be closed out, which is great news for the additional work necessary to take care of many other District needs.

The other major effort this month was development of the 2016/17 budget in a format that is more understandable for the Board and public. The evaluation and preparation of the capital improvement projects is a major component of this year's budget effort.

## 2 Management and Administration

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**DWR IRWMP Grant** – We have developed a final draft scope of work, budget and draft agreement for the DWR IRWMP program. Once approved by DWR, a final contract will be submitted for Board consideration.

**Water Supply** – We developed a protocol and procedure for startup of the old intake pumping system, and will have a mechanical contractor on site Tuesday to start and test the system.

Due to time constraints, a supplemental report will be delivered at the Board meeting,

## State Water Board Nixes Flawed “One Size Fits All” Conservation Mandates

On May 18, 2016, the California State Water Resources Control Board (State Water Board) adopted new emergency conservation regulations that repeal and replace its prior drought regulations. The new regulations, which are effective from June 2016 through January of 2017, now allow local agencies to develop conservation standards based upon their unique circumstances.

These new regulations replace the controversial percentage reduction-based water conservation standard that failed to acknowledge the self-help measures that many communities had undertaken to make their water supplies sustainable and reliable even in dry-years. Here is how they work.

The new standards require local agencies to ensure a three-year water supply even assuming a continuous shortage such as experienced in 2012–2015. Water agencies will be required to meet a conservation standard equal to the projected shortage in their supplies. From there the regulations enable urban providers to “Self-Certify” their supply reliability and to report to the State Water Board.

The shift in regulatory approach avoids complaints that the quantitative percentage reduction methodology was legally flawed by failing to adhere to customary reasonable use analysis, such as the sustainability of the reduced supplies, the efficiency of use or whether the regulation would result in waste by preventing beneficial use of stored supplies.

The new regulations are also welcome news for entities like the San Diego County Authority that have invested a billion dollars to achieve water supply reliability through water transfers, desalination, recycled water and conservation. Once again, water supply reliability can be pursued and achieved through proactive measures contemplated by approved Urban Water Management Plans.

Article 22.5, Section 864(a) continues to be based upon the declaration that to “prevent waste and unreasonable use of water and to promote water conservation ...” certain actions are prohibited. These prohibitions largely focus on wasteful water use practices by end users, and there is little doubt these prohibitions are lawful.

Section 864(c) also extends the conservation requirements to end users that do not take water from an urban purveyor. Section 864(c)(2) requires private end users to meet the conservation standards prevailing in the neighboring community. The basis for requiring reductions in use by purely private properties without regard to their relative water right priority is politically understandable. However, it remains to be seen whether these limitations would survive a legal “as applied” challenge.

# WARMERDAM CPA GROUP

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To Whom It May Concern:

Warmerdam CPA Group follows the accrual method of accounting for Lake Don Pedro Community Services District and based on the 06/30/15 independent financial audit performed by Blomberg & Griffin Accountancy Corporation, they concluded that the financial statements were in accordance with accounting principles generally accepted in the United States of America.

Sincerely,



Ever S. Ventura  
Certified Public Accountant



# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## OPERATIONS MANAGER REPORT

Board of Directors Meeting  
Monday, June 20<sup>th</sup> 2016

Normal operations is continuing but has slowed slightly due to staff restrictions. One of our operators is on limited duty due to having a broken leg. This operator was cleared to work but with obvious restrictions. I have placed him in overseeing the treatment plant daily operations and functions as to abide by medical restrictions. This operator will be cleared to return to unrestricted duties at the end of June which will then let us resume our normal operations and maintenance schedules.

In the meantime, our available operator is continuing to move forward with daily field operations, sampling, service requests, tank site and booster station maintenance and with given time trying to finish the A.M.R. drive by system. At this point we are down to about 60 meters that still need to be diagnosed as to why they are not working properly with the system.

The majority of my time in the last month has been spent overseeing the construction and completion of the new well projects which I am pleased to say are 99 percent completed at this point and should be completed before the end of June. In addition to the well projects we have also spent a lot of time working with the contractors on our intake raw water line which continues to fail on a normal basis. In the past month, five leaks have been located and repaired on our 18inch raw line. Two of these leaks have required cutting out and replacing about 15 feet of pipe. The others were able to be repaired by welding plates over the brittle failing areas of pipe.

One of these leaks was reported by a community member as we had not seen the leak and after inspecting for the leak, it was located in a remote inaccessible area about 300 yards off of the road on the side of a hill and required a road be cut into the hill to allow equipment to access the area which slowed the repair of this leak by 2 days. The consistent and ongoing failure of this water line is cause for concern as this is our main water supply line. Pete Kampa and myself have been in regular conversations about the integrity of this part of the system and are working on a plan to completely replace it in the near future.

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



# Lake Don Pedro Community Services District

## Regular Meeting of June 20, 2016

### AGENDA SUPPORTING DATA

#### **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 May 2016 Treasurer's Report
- b. Approval of the Minutes – Regular Board Meeting May 16, 2016
- c. Authorize the General Manager to Cast Votes for CSDA 2016 Board Elections

#### **Recommended Motion**

I move to approve the Consent Agenda as presented.

#### **Background**

Presented herein are three items for consideration on the Consent Agenda by the Board.

- a. **Read and file the May 2016 Treasurer's Report** – This item contains the Treasurer's Report of investments, profit and loss sheets, a balance sheet and a listing of all checks written during the past month in accordance with the District's purchasing and Expense Authorization policies.

The report reveals that our bank account balance continues to hover at a lower than desired level as we prepare and await approval of reimbursement requests submitted to each of the grant funding agencies. Currently the amount of \$152,208 has been accepted by the State Water Board and we expect reimbursement hopefully within one month. The end of the state's fiscal year can and does cause delays in paying invoices. At this time, we are awaiting approval from the two different Department of Water Resources programs of our reimbursement requests submitted some time ago.

In addition, the third and final reimbursement request was submitted to the DWR emergency program at the end of May and we expect approval to submit the signed final version soon. The third and final reimbursement request to the DWR Bond Law Program and State Water Board is being compiled for submittal to the two agencies before the end of the month. It is highly likely the approval and payment of the final reimbursement request could be 60 to 90 days out.

On review of the Profit and Loss Report, you will find overall revenue to be approximately 7% short of budget, with the majority of the revenue shortfall being low water sales and not receiving the insurance payment for the office computers. In a recent Board meeting, we discussed the fact that the insurance payment for the computers was received in 2013/14 fiscal year, and deposited into the bank rather than spent on the computers. We are budgeting in 2016/17 to purchase the computers at which time we will receive the insurance reimbursement. This revenue shortfall is offset by the fact that we are also spending at approximately 18% under budget. Overall, we expect to end the year with operating expenses and revenue very close to balance. Approval of the Consent Agenda authorizes the acceptance and filing of the Treasurer's report.

- b. Approval of the Minutes – Regular Board Meeting May 16, 2016 - The draft meeting minutes are prepared and presented for your review and approval. Approval of the Consent Agenda approves the meeting minutes.
- c. Authorize the General Manager to Cast Votes for CSDA 2016 Board Elections – CSDA is governed by an 18 member Board of Directors elected from throughout the state, by region. The Board term is two years and an all mail ballot is conducted. Currently, one seat in our region is up for election, and the election notice and candidate statements are attached for your information. Since the election of CSDA Board members is not typically a “policy decision” that directly affects the District and its customers, I have found that most Boards prefer for their manager to research the various CSDA Board candidates, and make the selection themselves regarding the desired candidate. Approval of the Consent Agenda authorizes the General Manager to vote for the appropriate CSDA Board candidate by the August 2016 deadline.

**LAKE DON PEDRO  
COMMUNITY SERVICES DISTRICT**

**Treasurer's Report**

Reporting Period: May 2016

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

\* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	162,675
Total Restricted:		<u>\$ 162,675</u>
Unrestricted:		
Checking	\$	82,438
Money Market - Working Capital	\$	367,168
Petty Cash	\$	<u>125</u>
Total Unrestricted:		<u>\$ 449,731</u>
Total Restricted & Unrestricted:		<u>\$ 612,406</u>

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

	May-2016	Year to Date
<u>Sales &amp; Business Revenue:</u>	<u>\$ 115,822</u>	<u>\$ 1,235,664</u>
<u>Total Operating Expenses:</u>	<u>\$ (74,421)</u>	<u>\$ (909,899)</u>
<u>Non-Operating Income/Expense:</u>	<u>\$ (14,189)</u>	<u>\$ (178,494)</u>
<u>Water Drought Income/Expense:</u>	<u>\$ (59,281)</u>	<u>\$ (502,559)</u>
<u>Change in Net Assets (P&amp;L):</u>	<u>\$ (32,069)</u>	<u>\$ (355,288)</u>
<u>Net Cash Flow:</u>	<u>\$ (19,660)</u>	<u>\$ (677,949)</u>

**Accounts Receivable:**

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water Drought Reimb
Current	\$ 32,160	\$ -	\$ -	\$ 98,443	\$ -
> 30 Days	\$ 358	\$ -	\$ 58	\$ -	\$ -
> 60 Days	\$ 7,647	\$ -	\$ 16	\$ -	\$ 152,208
> 90 Days	\$ 4,702	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 8,067	\$ 189,552	\$ 5,250	\$ -	\$ -
Credits	\$ (12,728)				
<b>Total</b>	<b>\$ 40,206</b>	<b>\$ 189,552</b>	<b>\$ 5,324</b>	<b>\$ 98,443</b>	<b>\$ 152,208</b>
<b>Total Combined</b>	<b>\$ 328,201</b>		<b>\$ 5,324</b>		<b>\$ 152,208</b>
<b>G/L Balance</b>	<b>\$ 328,201</b>		<b>\$ 5,324</b>		<b>\$ 152,208</b>
<b>Difference</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>

\* Amount of availability payments received: \$186,046

\* Amount of availability payments outstanding: \$3,506

**Accounts Payables:**

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 13,570	\$ -	\$ 9,529
> 30 Days	\$ -	\$ -	\$ 1,139
> 60 Days	\$ -	\$ -	\$ -
> 90 Days	\$ -	\$ -	\$ 591
Credits	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 13,570</b>	<b>\$ -</b>	<b>\$ 11,259</b>
<b>G/L Balance</b>	<b>\$ 13,570</b>	<b>\$ -</b>	<b>\$ 11,259</b>
<b>Difference</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Name	Title	Date
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**Statement of Revenues and Expenses (P&L)  
May 2016 & Year-To-Date Versus 6/30/16 Budget**

		May-16	May 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	5,000	33.33%	10,000	66.67%	15,000	5,000
01-0-4010-400	Water Sales Residential	19,647	8.73%	189,830	84.37%	225,000	35,170
01-0-4010-402	Water Availability Revenue	15,771	8.30%	173,406	91.27%	190,000	16,594
01-0-4010-403	Water Service Charges	78,404	8.34%	860,988	91.59%	940,000	79,012
01-0-4020-410	Interest Income - LAIF	-	0.00%	583	166.57%	350	(233)
01-0-4020-413	Int Inc Penalties - Customer	1,581	7.18%	19,773	89.88%	22,000	2,227
01-0-4020-414	Transfer Fee Income	500	6.67%	6,150	82.00%	7,500	1,350
01-0-4020-415	Other Income	(55)	-0.38%	2,931	20.22%	14,500	11,569
01-0-4020-416	Meter Set Fee	1,500	37.50%	4,000	100.00%	4,000	-
01-0-4020-417	Interest Income Guaranty Fed	10	3.32%	124	41.44%	300	176
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	-	0.00%	1,290	99.23%	1,300	10
01-0-4040-100	Lease Fee	900	4.17%	17,100	79.17%	21,600	4,500
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000	32,000
	Transfer From Reserve					44,499	
<b>TOTAL REVENUE</b>		<b>123,258</b>	<b>8.11%</b>	<b>1,286,175</b>	<b>84.63%</b>	<b>1,519,849</b>	<b>233,674</b>
<b>Expenses</b>							
01-1-5010-100	Regular Pay - Plant	8,902	7.15%	107,498	86.34%	124,500	17,002
01-1-5010-101	Overtime Pay	1,202	6.01%	15,789	78.95%	20,000	4,211
01-1-5010-102	Sick Pay	558	10.94%	5,106	100.12%	5,100	(6)
01-1-5010-104	Vacation Pay	244	3.39%	9,009	125.13%	7,200	(1,809)
01-1-5010-105	Holiday Pay	-	0.00%	6,187	84.76%	7,300	1,113
01-1-5010-200	PERS	723	6.68%	9,431	87.15%	10,822	1,391
01-1-5010-201	FICA/Medicare	834	6.65%	11,531	91.85%	12,554	1,023
01-1-5010-202	SUI	-	0.00%	1,302	100.00%	1,302	-
01-1-5010-203	Health Insurance	3,895	8.78%	41,855	94.34%	44,364	2,509
01-1-5010-204	Workers Compensation	503	5.42%	6,332	68.29%	9,272	2,940
01-1-5010-206	Dental Insurance	390	8.34%	4,292	91.71%	4,680	388
01-1-5010-207	Vision Care	-	0.00%	-	0.00%	300	300
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	38	3.85%	1,000	962
01-1-5020-501	Lease Of Equipment	-	0.00%	1,755	175.50%	1,000	(755)
01-1-5020-510	Repair & Maintenance - Plant	-	0.00%	13,736	64.19%	21,400	7,664
01-1-5020-511	Repair & Maintenance - Vehicle	1,675	13.08%	21,210	165.70%	12,800	(8,410)
01-1-5020-512	Repair & Maintenance - Distribution	318	0.68%	57,005	121.29%	47,000	(10,005)
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%	1,110	22.20%	5,000	3,890
01-1-5020-522	Gas, Oil & Lubricant - Plant	534	2.51%	12,151	57.21%	21,240	9,089
01-1-5020-524	Health & Safety	468	7.80%	4,988	83.14%	6,000	1,012
01-1-5020-529	Telephone - T & D	239	4.60%	6,376	122.62%	5,200	(1,176)
01-1-5020-544	Water Testing Fees	575	4.64%	10,295	83.02%	12,400	2,105
01-1-5020-545	Water System Fees	-	0.00%	11,674	62.09%	18,800	7,126
01-1-5020-548	Water Testing Materials	42	6.12%	2,351	341.72%	688	(1,663)
01-1-5021-521	Water Treatment Chemicals	-	0.00%	36,628	77.81%	47,075	10,447
01-1-5021-524	P G & E Power - Office	444	19.53%	2,399	105.48%	2,274	(125)
01-1-5021-525	P G & E Power - Intake	5,178	5.84%	53,157	59.97%	88,639	35,482
01-1-5021-526	P G & E Power - Well	21	0.29%	7,580	102.51%	7,394	(186)
01-1-5021-527	P G & E Power - Water Treatment	1,847	5.28%	21,558	61.64%	34,972	13,414
01-1-5021-528	P G & E Power - Distribution	2,451	9.19%	17,926	67.19%	26,680	8,754
01-1-5021-529	P G & E Power - Well 2	861	21.53%	3,863	96.58%	4,000	137
01-1-5021-530	P G & E Power - Medina	826	20.64%	2,824	70.60%	4,000	1,176
01-1-5021-532	P G & E Power - Well 5/6	826	20.64%	2,824	70.60%	4,000	1,176
01-1-5021-561	Purchased Water Actual-mid-p	9,529	11.78%	45,193	55.86%	80,900	35,708
01-1-5023-533	Outside Services	-	0.00%	3,618	109.65%	3,300	(318)

		May	2015-2016	YTD vs	2015-2016	Remaining	
	May-16	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%	352	88.00%	400	48
01-1-5023-538	Engineering Services	-	0.00%	3,273	21.82%	15,000	11,728
01-1-5023-539	Employee Education	-	0.00%	81	4.03%	2,000	1,920
01-1-5024-540	Memberships	-	0.00%	837	418.62%	200	(637)
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%	499	49.90%	1,000	501
01-1-5032-583	Depreciation Expense	13,836	8.39%	149,515	90.62%	165,000	15,485
01-2-6010-100	Regular Pay - Administration	5,868	8.22%	65,118	91.20%	71,400	6,282
01-2-6010-101	Overtime Pay	455	11.77%	5,059	130.72%	3,870	(1,189)
01-2-6010-102	Sick Pay	-	0.00%	188	6.78%	2,768	2,580
01-2-6010-104	Vacation Pay	-	0.00%	3,728	121.05%	3,080	(648)
01-2-6010-105	Holiday Pay	-	0.00%	2,930	96.11%	3,048	118
01-2-6010-200	PERS	365	6.05%	4,913	81.47%	6,030	1,117
01-2-6010-201	FICA/Medicare	490	7.61%	6,242	96.94%	6,439	197
01-2-6010-202	SUI	67	5.18%	1,000	76.81%	1,302	302
01-2-6010-203	Health Insurance	1,656	9.08%	17,533	96.12%	18,240	707
01-2-6010-204	Workers Compensation	50	9.09%	626	114.49%	547	(79)
01-2-6010-206	Dental Insurance	159	8.55%	1,752	94.05%	1,863	111
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	100	100
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	109	21.86%	500	391
01-2-6020-512	Propane	-	0.00%	343	34.26%	1,000	657
01-2-6020-515	Customer Billing Supplies	-	0.00%	777	38.87%	2,000	1,223
01-2-6020-529	Telephone - Admin	-	0.00%	3,253	65.06%	5,000	1,747
01-2-6020-530	Office Supplies	-	0.00%	3,296	131.85%	2,500	(796)
01-2-6020-531	Postage	450	5.15%	7,729	88.47%	8,736	1,007
01-2-6023-531	Computer IT	1,685	7.79%	18,809	86.99%	21,623	2,814
01-2-6023-532	R & M Equipment	-	0.00%	-	0.00%	500	500
01-2-6023-533	Outside Services	8,607	7.29%	104,483	88.54%	118,000	13,517
01-2-6023-535	Office Cleaning Serv	140	8.33%	1,460	86.90%	1,680	220
01-2-6023-536	Legal Services	-	0.00%	27,532	183.55%	15,000	(12,532)
01-2-6023-537	Audit Services	7,000	100.00%	7,000	100.00%	7,000	-
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	900	900
01-2-6024-540	Memberships	684	22.80%	4,992	166.40%	3,000	(1,992)
01-2-6024-541	Subscriptions	-	0.00%	-	0.00%	300	300
01-2-6024-542	Publications	-	0.00%	767	38.36%	2,000	1,233
01-2-6024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	1,000	1,000
01-2-6024-547	County Fees	-	0.00%	668	66.80%	1,000	332
01-2-6024-999	County Avail Fee	-	0.00%	1,310	93.57%	1,400	90
01-3-6025-100	Regular Pay	400	3.33%	7,000	58.33%	12,000	5,000
01-3-6025-201	FICA/Medicare	31	3.33%	536	58.33%	918	383
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	973	19.47%	4,547	90.95%	5,000	453
01-9-6030-571	Bad Debt Expense	-		11,622			
01-9-6030-572	Business Insurance Expense	2,224	7.11%	30,944	98.86%	31,300	356
01-9-6030-576	Misc Other Expense	25	0.35%	5,960	85.14%	7,000	1,040
01-9-6030-577	Retired Employee Health	2,280	6.15%	24,396	65.76%	37,100	12,704
01-9-6030-580	Retired EE Benefit Expense	-	0.00%	-	0.00%	180,000	180,000
01-9-6031-580	Interest Long Term Debt	3,980	7.85%	45,387	89.52%	50,700	5,313
01-9-6031-581	Pension Expense	1,300		1,300			
01-9-6032-583	Depreciation Expense	205	5.85%	2,447	69.92%	3,500	1,053
01-9-6035-575	Office Fire Recovery	-	0.00%	-	0.00%	32,000	32,000
<b>TOTAL EXPENSES</b>	<b>96,046</b>	<b>6.10%</b>	<b>1,138,904</b>	<b>72.38%</b>	<b>1,573,422</b>	<b>434,518</b>	

	May-16	May vs Budget %	2015-2016 YTD	YTD vs Budget %	2015-2016 Prop. Budget	Remaining Budget
<b>Total Revenue Before Water Drought Activity</b>	<b>123,258</b>	<b>8.11%</b>	<b>1,286,175</b>	<b>84.63%</b>	<b>1,519,849</b>	<b>233,674</b>
<b>Total Expense Before Water Drought Activity</b>	<b>96,046</b>	<b>6.10%</b>	<b>1,138,904</b>	<b>72.38%</b>	<b>1,573,422</b>	<b>434,518</b>
<b>Net Income / (Loss) Before Water Drought Activity</b>	<b>27,212</b>	<b>-50.79%</b>	<b>147,271</b>	<b>-274.90%</b>	<b>(53,573)</b>	<b>(200,844)</b>
<b>Emergency Water Activity</b>						
01-0-4020-418 Well 2 Grant Revenue	-	0.00%	227,789	59.71%	381,500	153,711
01-0-4020-419 Medina Well Grant Revenue	-	0.00%	101,665	39.47%	257,600	155,935
01-0-4020-420 Well 3/4 Grant Revenue	-	0.00%	123,013	47.86%	257,000	133,987
01-0-4020-421 Well 5 Grant Revenue	-	0.00%	81,690	24.77%	329,820	248,130
01-0-4020-422 Well 6 Grant Revenue	-	0.00%	-	0.00%	329,820	329,820
01-0-4020-423 Barge Grant Revenue	-	0.00%	60,900	100.00%	60,900	-
<b>TOTAL WATER REVENUE</b>	<b>-</b>	<b>0.00%</b>	<b>595,058</b>	<b>36.81%</b>	<b>1,616,640</b>	<b>1,021,582</b>
01-1-5020-535 Water Supply Emergency 2014	467	2.22%	142,608	679.09%	21,000	(121,608)
01-9-6030-584 Well 2	44,190	11.25%	236,183	60.13%	392,760	156,577
01-9-6030-585 Medina Well	225	0.04%	394,640	65.78%	599,950	205,310
01-9-6030-586 Well 3/4	-	0.00%	57,951	22.55%	257,000	199,049
01-9-6030-587 Well 5	14,399	4.37%	175,964	53.35%	329,820	153,856
01-9-6030-588 Well 6	-	0.00%	8,577	2.60%	329,820	321,243
01-9-6030-589 Grant Application Services	-	0.00%	79,907	99.88%	80,000	93
01-9-6030-590 NBS rate evaluation	-	0.00%	1,786	3.31%	54,000	52,214
<b>TOTAL EMERGENCY PROJECTS</b>	<b>59,281</b>	<b>2.87%</b>	<b>1,097,617</b>	<b>53.17%</b>	<b>2,064,350</b>	<b>966,733</b>
<b>Net Income / (Loss) From Water Emergency</b>	<b>(59,281)</b>	<b>13.24%</b>	<b>(502,559)</b>	<b>112.25%</b>	<b>(447,710)</b>	<b>54,849</b>
<b>Total Revenue</b>	<b>123,258</b>	<b>3.93%</b>	<b>1,881,233</b>	<b>59.98%</b>	<b>3,136,489</b>	<b>1,255,256</b>
<b>Total Expense</b>	<b>155,326</b>	<b>4.27%</b>	<b>2,236,521</b>	<b>61.48%</b>	<b>3,637,772</b>	<b>1,401,251</b>
<b>Net Income / (Loss)</b>	<b>(32,069)</b>	<b>6.40%</b>	<b>(355,288)</b>	<b>70.88%</b>	<b>(501,283)</b>	<b>(145,995)</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.
- \* Bad Debt - invoice available upon request.
- \* Year to date misc expense includes a \$5,391 CalPers payment to be allocated by auditors FYE 6/30/16.
- \* PG&E well expenses were reclassified to their actual well accounts

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

Account #	Account	2014-2016 YTD	2015-2016 YTD	Activity from Inception	Total Budget	Remaining Budget
01-9-6030-584	Water Supply Emergency 2014	132,505	142,608	275,113	21,000	(254,113)
01-9-6030-584	Well 2	142,298	236,183	378,481	392,760	14,279
01-9-6030-585	Medina Well	32,328	394,640	426,968	599,950	172,982
01-9-6030-586	Well 3/4	66,152	57,951	124,103	257,000	132,897
01-9-6030-587	Well 5	-	175,964	175,964	329,820	153,856
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
		<b>373,283</b>	<b>1,097,617</b>	<b>1,470,900</b>	<b>2,064,360</b>	<b>593,460</b>

**LDPCSD Financials****Asset :**

Cash and investments  
 Restricted cash  
 Accts Receivable net of res  
 Water Drought Receivable  
 Inventory  
 Prpd expense & deposits  
 Deferred Outflow of Resources

**Statement of Net Assets (Balance Sheet)  
 for the month ending May 31, 2016**

\$ 612,406  
 \$ -  
 \$ 131,684  
 \$ 152,208  
 \$ 69,931  
 \$ 35,226  
 \$ 1,112  
**Total current assets** \$ 1,002,567

Property, plant & equipment  
 less depreciation  
 C I P

\$ 9,081,656  
 \$ (6,651,633)  
 \$ 908,372  
**Net P P & E** \$ 3,338,395

Other L T Assets

**Total Assets** \$ 4,340,962

**Liabilites:**

Accounts payable  
 Interest payable  
 Water Accrual  
 L T debt, current

\$ 13,570  
 \$ 9,950  
 \$ 11,259  
 \$ 72,100  
**Total current liab** \$ 106,879

L T debt

Post Retirement Benefit  
 Net Pension Liability  
 Deferred Inflow of Resources  
 Muni Loan  
 less current above

\$ 830,950  
 \$ 188,741  
 \$ 56,405  
 \$ 965,406  
 \$ (72,100)  
**Total Liabilites** \$ 2,076,281

Net assets

\$ 2,264,681  
**Total liab & net ass't** \$ 4,340,962



<u>Vendor</u>	<u>Check Amount</u>
000012 AQUA LAB	575.00
000047 LAWSON & SON BACKHOE & GRADIN	425.00
000053 MARIPOSA COUNTY RECORDER	16.50
000059 MARIPOSA GAZETTE	303.60
000065 KKI CORPORATION	840.55
000076 USPS	449.75
000091 VALERO MARKETING & SUPPLY	533.80
000094 USA BlueBook	42.08
0001013 BLOMBERG & GRIFFIN	7,000.00
000105 PACIFIC GAS & ELECTRIC	6,798.93
000118 D & D PEST CONTROL *	32.00
000165 ACWA/JPIA	7,830.75
0003221 KAMPA COMMUNITY SOLUTIONS LLC	6,250.00
000383 BUSINESS CARD	1,957.48
000550 LUIS'S HOUSEKEEPING / YARDS	240.00
000585 MO CAL OFFICE SOLUTIONS	378.31
000606 BARRY ELECTRIC	13,724.41
000623 MOUNTAIN ALARM INC	478.00
00071 Mother Lode Answering Service	239.00
0009717 Don Pucilowski	600.00
001110 SDRMA	28,111.42
019970 NJIRICH & SON'S INC	44,190.00
100987 Twin Lakes Management Co.	560.00
10107 HD Supply Water Works, LTD	2,451.82
702 Warmerdam CPA Group	2,357.00
95311 PAT'S BACKFLOW TESTING	45.00
UB*10448 MR/MRS FRED SHIGEMOTO	176.50
UB*10449 MR/MRS ALLEN YOUNG	115.26
UB*10450 TAMARA PAYTON	112.66
UB*10451 DAVID / STACEY HERRERA	301.24

**Report Total: 127,136.06**

## Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
May 16, 2016, 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 1:11 p.m.  
Directors present: Johnson, Hankemeier, Sult, Ross, and Warren  
Also present: IGM P. Kampa  
Also present: Staff S. Marchesiello
2. **PUBLIC COMMENT:**  
*Six public members spoke*
3. **PRESENTATION ONLY:**
  - a. Presiding Officer's Report  
*Presented by President Johnson – Please see attached*
  - b. General Manager's Report: Peter J. Kampa  
*Presented by GM P. Kampa*
  - c. Chief Plant Operator's Report: R. Gilgo  
*Presented by GM P. Kampa*
  - d. Report on the status of completion of the Emergency Groundwater Well Project  
*Presented by GM P. Kampa*
  - e. Report on the cost of operation of the emergency groundwater wells versus operation of the Lake McClure pumping systems  
*Presented by GM P. Kampa*
4. **APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
  - a. Read and file the April 2016 Treasurer's Report
  - b. Approval of the Minutes – Regular Board Meeting April 18, 2016
  - c. Approval of a Resolution extending the drought emergency declaration in accordance with the California Public Contract Code

**Motion: To approve the treasure's report and table item c.**

**Votes: Carried 5-0**

**First: Hankemeier      Second: Ross**

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

**Nays: None**

**Motion: To approve the April 18, 2016 regular board meeting minutes on the consent agenda**

**Votes: Carried 4-0**

**First: Hankemeier Second: Warren**

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

**Nays: None**

**5. DISCUSSION AND ACTION ITEMS:**

- a. Approval of a Resolution modifying the existing mandatory water conservation measures to allow for outside irrigation in accordance with state requirements

**Motion: To approve Resolution 2016-xxxx of Lake Don Pedro Community Services District implementing modified mandatory water conservation measures**

**Votes: Carried 5-0**

**First: Sult Second: Warren**

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

**Nays: None**

- b. Review of the existing Capital Improvement Project list created in 2010, provide project status updates and discuss direction for update of the Plan

**Information item – No action taken**

- c. Discussion regarding management assumptions and criteria, as well as Board priorities for development of the 2016/17 fiscal year budget

**Motion: To approve the recommended motion to approve the assumptions and criteria for development of the 2016/17 fiscal year budget as presented or amended**

**Votes: Carried 5-0**

**First: Hankemeier Second: Warren**

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

**Nays: None**

- d. Review of the current action plan regarding evaluation of problems with the Ranchito Groundwater Well #1 and consideration of approval to award a contract for the completion of necessary improvements

**Motion: To approve the recommended motion to approve the General Manager enter into a negotiated construction contract, in accordance with the Uniform Construction Cost Accounting Procedures adopted, for the completion of remedial improvements determined necessary and desirable by the District Engineer following evaluation**

**Votes: Carried 5-0**

First: Hankemeier      Second: Ross  
Ayes: Hankemeier, Ross, Warren, Sult, and Johnson  
Nays: None

## 6. DIRECTORS COMMENTS:

Director Ross – Commented that by the end of June our contract with MID is up for renewal. “We need to start working on that.” Also, county Supervisor Merlin Jones wanted to speak with LDPCSD board prior to any ‘MID contract talks.’ He stated that Mr. Jones needs to be contacted to see if he still wants to speak with the board.

Director Warren – Commented that he came across a map in ‘which when I first saw it he was shocked.’ He stated ‘this map was created by the Mariposa County GIS (inaudible).’ He stated ‘its headaches are Lake Don Pedro Community Services District boundary discrepancy is between Mariposa and Tuolumne counties.’ He contacted both counties and in response to that, he received a new map. He stated the map was created April 11, 2013 by Emily Miriam, of Mariposa County. He stated, ‘they fixed all these discrepancies.’ He stated that speaking with both counties said the discrepancies were dealt with between the two of them, and they resolved these issues.’ He stated, ‘this is the current map for Tuolumne County GIS that shows LDPCSD. He also has a similar map from Mariposa County. He stated, what he does not have the ability to do, is put the two together. ‘So it shows a few discrepancies, a few different lot that were involved in this thing and they said they worked it all out and it was Mariposa ‘I think” that said that LAFCO has jurisdiction. The bottom line is that they have it all worked out.’ As part of the ordinance committee, which has to do with this sort of stuff, I will follow through with this and I would like to compare this to our famous Place of Use map and see what Mariposa county, Tuolumne county and our map look like. He stated ‘A comment came up before that five properties that have been paying availability that they didn’t have use.’

Sult- Commented that the ad hoc committee met regarding Pete Kampa’s contract and there were things they were concerned with, so they are still in discussions with that.

Hankemeier- Commented that he is on the ad hoc committee regarding Pete Kampa’s contract.

Johnson – Commented that his comment is universal to for all of us. Trying to keep the meetings moving, trying to be understanding, and patient, everyone seems to get real ‘amped up’ sometime. He stated he knows this process is slow and can be frustrating. If you continue to move ahead collectively and try to improve things in this community we will all benefit. He stated he is speaking for himself as to why he got involved. He said he heard the rumors in this community how horrible the District was and it was one of the reasons why he got on the board, to try and help the community. He stated his only thing is to improve things and make them better. It is not to ‘cater to one and screw another one.’ He stated he want to continue to reiterate that is what his goal is. ‘I listen to a lot of the comments from the community; I might not understand it, and I try to gain an understanding. One of the things I’ll make a comment as I look at Wes, he states we have these unfunded liabilities I did not understand it initially. I understand it today and I thank him for bringing that up. Out of good faith I can’t move forward sitting here until we start funding those unfunded liabilities that we have been on our books. I want to make sure that we do the right thing to put a solid foundation and do the right thing for the District. Whether you like it or not I can’t control that, I only have to do what I have to operate.’ The other public comment he stated he had was, when posting our water conservation measures we’re assuming we have water from Lake McClure at this point and it is a 25% reduction for the community and if we only have the wells, more stringent

requirements will come into play. When we put it in place before we had confusion of what we do today, because we had to change them a couple of times, if posted out there we send communication that we send out as much as possible. He thanked the community for coming.

**7. ADJOURNMENT:** 4:19 p.m.

**President Report**  
**By**  
**Director Danny Johnson**  
**Presented May 16, 2016 Regular Meeting**

This brief summary is a recap or reflection from what we know today, not the challenges we were facing to ensure the district had water. In October 2014 the district was facing another year of drought and extremely low Lake Mc Clure water levels. Based on uncertainty of rain, projections of water releases it was anticipated that district could receive water until April/May 2015. With some late rains, reduced water releases, and variances from MID, and federal agencies the district was able to continue pumping from Lake McClure until December 31, 2015.

The challenged we faced was where we get water to maintain our community. Below are the options that were investigated.

- \* Utilized original wells of subdivision  
Challenges - Low Production - Locations not conducive to connecting to raw water distribution system
- \* Utilized privately owned wells outside the district boundaries (Bonds Flat Road)  
Challenges - Inter Connection to system - Treatment Facilities
- \* Securing water from Don Pedro  
Paramount Political Challenges - Inter Connection to system - Treatment Facilities
- \* Trucking Water  
Cost Prohibitive - !2 to 1.5 million per month
- \* Deep Water Intake  
Time to complete project - Cost 6 - 8 million - Terms and conditions of MID Contract
- \* Install Wells

Challenges - Locating cost effective water supply to meet the demands of the community  
All the above options were considered, reviewed, and discussed. Your Board of Directors determined that installing wells was the best option to provide water to our community. The decisions were not easy. Our district manager provided insight on all options, excellent leadership, and with collaborative effort from numerous agencies, vendor support, and timely actions your community now has an alternate water option that is being provided for 16 cents on the dollar.



**California Special  
Districts Association**  
*Districts Stronger Together*

## **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

### **2016 BOARD ELECTIONS**

#### **MAIL BALLOT INFORMATION**

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat B and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 5, 2016**.

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association**  
**Attn: 2016 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@csla.net](mailto:charlottel@csla.net) with any questions.

**GINGER ROOT  
CLERK OF THE BOARD OF DIRECTORS  
AND GENERAL MANAGER / EXECUTIVE OFFICER  
CANDIDATE FOR SIERRA NETWORK – SEAT B  
CSDA BOARD OF DIRECTORS  
COUNTRY CLUB SANITARY DISTRICT  
EASTSIDE RURAL FIRE DISTRICT  
LINCOLN RURAL FIRE DISTRICT  
TRACY RURAL FIRE DISTRICT  
TUXEDO COUNTRY CLUB RURAL FIRE DISTRICT  
4330 NORTH PERSHING AVENUE, SUITE B-1  
STOCKTON, CALIFORNIA 95207-6965  
(209) 956-3516**

.....  
I have served eight years as a member of the CSDA Board of Directors. I am currently on the CSDA Fiscal Committee and the Audit Committee. I want to continue to serve you as a Director.

I bring fiscal, budget, and financial knowledge to the Board. I am detail oriented and research oriented. The five Districts I work with are in stable financial positions.

All five of my five Districts are members of California Special Districts Association. Those Boards of Directors nominated me for the position of Director of CSDA. I have been working with Special Districts for twenty-seven years as an independent contractor, and prior to that, I was a staff accountant for a CPA firm with Special Districts as my specialty.

I attend and support CSDA functions as a representative of my Boards of Directors. In addition, I will represent you.

I have a strong commitment to community service

If you have any questions, please call me at the above telephone number.

I would appreciate your vote.

Thank you,

Ginger Root



## Candidate Statement

Gil Albiani  
Cosumnes Community Services District – Director of the Board

A sincere thank you to my colleagues on the Cosumnes Community Services District for nominating me for a position on the California Special Districts Association Board.

Thank you also for your consideration and your support.


I have served as a Board member of the Cosumnes CSD since 2004 and I am a past President of the Board. I have extensive and varied board member experience, having served on the Board of the California Association of Realtors, the Sacramento Metro Chamber, where I currently serve as a PAC member and Methodist Hospital Sacramento.

I am a past Chair of the California State Fair Board of Directors having been appointed by two separate Governors. I served as President of the Board of the Sacramento Association of Realtors in 1990, the American Lung Association of Sacramento in 1999, and Mercy Foundation in 2004. I currently serve as a Board member of the Dignity Health Sacramento Service Area.

With this varied experience I bring to the position of Board member an understanding of the role a Board member plays. In every position I have been blessed to have served, I have always been looked upon as an idea person. I bring to the position of Board member the wisdom that comes with age, but the energy and enthusiasm of a teenager.

Your vote will be appreciated and you can rest assured that you will never regret it.

Sincerely,



Candidate statement for Paul R. Green Jr.

I am running for CSDA Board of Directors Seat B. Please find below information regarding my candidacy:

I would like to become a member of your Board because I feel I have a very well rounded background in many different types of Special Districts. I feel my past experience with the challenges of several types of Special Districts would be useful to your organization. I am retired so I will have the time needed to focus my full attention on the many issues that affect Special Districts. Below is a listing of the more pertinent Boards and committees I have served on:

**I currently serve on the following Boards:**

- Commissioner, Sacramento County Local Agency Formation Commission (LAFCo)
- Board member, Rio Linda/Elverta Community Water District
- Board member, Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)
- Board member, Sacramento Ground Water Authority (SGA) governing Board.
- Board member, McClellan Restoration Advisory Board

**Boards formerly served on:**

- California Contractors State License Board
- Grant Joint Union School District
- California Legal Compliance review committee President, North Highlands Visions Task Force North Highlands Recreation and Parks District
- President, Neighborhood accountability Board, North Highlands

**Military Service**

- Senior Master Sergeant, USAF, Ret. 24 years served.

**Captain, On-air Fundraising Committee**

KVIE Public Television

October 1994-June 2007 (12 years 9 months) Sacramento, California Area

# Lake Don Pedro Community Services District

## Regular Meeting of June 20, 2016

### AGENDA SUPPORTING DATA

**5. PUBLIC HEARING:** A Notice of Public Hearing has been published and hearing to be held for the purpose of receiving public input and comment as required for the following revenue collection and budget related items. At the conclusion of the Public Hearing, the Board will consider adoption of Resolutions approving the various actions.

- a. Adoption of a Resolution Approving and Directing the Placement of the Availability Billing and Delinquent Account Balances on the Mariposa and Tuolumne County 2016-2017 Tax Rolls for collection

#### **Recommended Motion**

I move to adopt Resolution 2016-XXXX Approving and Directing the Placement of the Availability Billing and Delinquent Account Balances on the Mariposa and Tuolumne County 2016-2017 Tax Rolls for collection.

#### **Background**

Included with this agenda item you will find a brief staff report prepared by the District Billing/Properties Specialist and stating the rationale for approving the attached Resolution that directs the placement of delinquent accounts and standby assessments (availability) charges on the tax rolls.



# Lake Don Pedro Community Services District

## STAFF REPORT

**To:** Board of Directors  
**From:** Syndie Marchesiello  
**Date of Meeting:** June 20, 2016  
**Subject:** Availability Billing / Delinquent Accounts  
**Purpose:** For the Board of Directors to approve placing the availability and delinquent amounts on the tax rolls for collections.

At the beginning of the fiscal year in July the availability lots are billed the yearly fee. In addition throughout the year there are metered lots that have delinquent charges that remain unpaid. The availability fees and delinquent charges are placed on the county tax rolls for collection. A lien will be filed on the delinquent properties and recorded with both Mariposa and Tuolumne Counties.

Per Government Code 61115(b), a notice was posted for a Public Hearing held June 20, 2016 at 1:00 p.m. at the District office.

**Recommendation – The Board of Directors make a motion that states:  
The Board approves the resolution 2016-xxxx requesting passage of the proposed charges to be placed on the tax rolls for collection in addition to lien and lien release fees.**

**Amount Applied to Mariposa and Tuolumne Co.**  
**2016-2017 Tax Rolls**

Mariposa County Availability (Standby) Fee

\$122,498.00

Tuolumne County Availability (Standby) Fee

\$69,618.00

Delinquents without Processing Fees

\$8941.00

**Total \$201,057.00**

APN	Amount
0190400180	582.00
0190800060	583.40
0191300200	589.10
0210800070	1010.00
0211700160	553.10
0212000280	1017.70
0212000380	583.90
0212300140	583.60
0212600210	583.60
0212900110	543.60
076140100	570.15
075040290	940.05
075230060	498.50
076030150	79.70
0211200030	222.60

**LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2016-xxxx**

**Resolution approving 2016-2017 Availability and Delinquent Charges applied to the tax rolls for collection**

**WHEREAS**, the 2016-2017 Availability Fees and Delinquent Charges were submitted to the Board, and requested passage of the proposed charges to be place on the tax rolls for collection in addition to lien and lien release fees.

*And*

**WHEREAS**, the 2016-2017 Availability and Delinquent Charges were duly presented to the public at the Regular Board Meeting of June 20, 2016,

*And*

**WHEREAS**, there was special time allotted for public input on the 2016-2017 Availability and Delinquent Charges

*And*

**THEREFORE**, this resolution was passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District, this 20<sup>th</sup> day of June 2016 by the following vote:

**AYES:** (0)

**NAYS:** (0)

**ABSENT:** (0)

**ABSTAIN:** (0)

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***Danny Johnson, Board President***

**ATTEST:**

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***Syndie Marchesiello, Secretary***

**CERTIFICATE OF SECRETARY**

*I, Syndie Marchesiello, as the duly appointed Secretary of the Lake Don Pedro Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 20<sup>th</sup> day of June 2016 at the Regular Meeting of the Board of Directors.*

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***Syndie Marchesiello, Secretary***

# Lake Don Pedro Community Services District

## Regular Meeting of June 20, 2016

### AGENDA SUPPORTING DATA

#### 5. PUBLIC HEARING:

- b. Adoption of a Resolution Approving the Appropriations Limit (Gann Limit) for the District's 2016/17 Fiscal Year Expenditures

#### **Recommended Motion**

No action will be taken on this item at this meeting. The Appropriations Calculation will be prepared and made publically available a minimum of fifteen days in advance of the Board's Regular meeting of July 18, 2016.

#### **Background**

The District is required by the California law to calculate its appropriations limit (Gann Limit) on an annual basis, and make the calculation publically available for a minimum of fifteen days before its adoption. Typically Districts adopt their Appropriations Limit in conjunction with the Budget.

The calculation is not critical to our District or our budget adoption and, for the most part, this appropriations calculation is mostly procedural; but required.

# Lake Don Pedro Community Services District

## Regular Meeting of June 20, 2016

### AGENDA SUPPORTING DATA

#### 5. PUBLIC HEARING:

- c. Adoption of a Resolution Approving the District 2016-17 Fiscal Year Salary Schedule

#### Recommended Motion

I move to adopt Resolution 2016-XXXX, Approving the Salary Scale for 2016/17.

#### Background

The District is required by CalPERS to annually adopt a salary scale if changes to employee wages are made to keep up with inflation. The salary scale is used to establish pay ranges for all employees, with merit salary increases available for some employees based on positive performance. Salary scales are also adjusted on a regular basis by some percentage to keep the scale of wages consistent with the job market from year to year. The salary scale is not established to reflect the capabilities and performance of individual employees; rather it is intended to set a range of salaries to be paid that are in some manner consistent with wages paid to others in the same type of employment, similar industries, and with the same experience, skills and certification requirements.

The District has historically used the Consumer Price Index (CPI) as a measure of the amount of increase needed, and applied some form of cost of living increase annually. Last year, an increase of 2% was included in the budgeted salaries. The CPI for 2016/17 is 2.6%.

Typically the only time a District would not apply some form of cost of living increase to the salary scale is in the event of serious budgetary crisis. Most special districts in the region and state use the CPI change for Urban Clerical Workers as the most relevant measure of necessary changes to wages. The CPI report details an increase of 2.6% for Clerical Workers, which is the recommended amount of increase to be applied to the 2016/17 salary scale.

The draft 2016/17 salary scale, including the 2.6% increase for all classifications at all steps is included. The increase does not apply to contract staff such as your GM, or District Engineer. The cost of the 2.6% increase is approximately \$5,500 per year and your approval is strongly recommended.



**Lake Don Pedro community Serviced District**  
**2016-2017**  
**Salary Survey**

**SALARY RANGES - HOURLY OPERATIONS EMPLOYEES**

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
NONE	HOURLY	\$ 12.03	\$ 12.63	\$ 13.26	\$ 13.93	\$ 14.62

(Temporary Help)

<b>Salary Range for Operations Supervisor</b>						
HOURLY		\$ 27.86	\$ 29.25	\$ 30.72	\$ 32.25	\$ 33.86
BIWEEKLY		\$ 2,228.80	\$ 2,340.24	\$ 2,457.25	\$ 2,580.11	\$ 2,709.12
WEEKLY		\$ 1,114.40	\$ 1,170.12	\$ 1,228.63	\$ 1,290.06	\$ 1,354.56
MONTHLY		\$ 4,829.07	\$ 5,070.52	\$ 5,324.05	\$ 5,590.25	\$ 5,869.76
ANNUALLY		\$ 57,948.80	\$ 60,846.24	\$ 63,888.55	\$ 67,082.98	\$ 70,437.13
<b>Salary Range for Water Operator 3</b>						
HOURLY		\$ 25.01	\$ 26.26	\$ 27.57	\$ 28.95	\$ 30.40
BIWEEKLY		\$ 2,000.80	\$ 2,100.84	\$ 2,205.88	\$ 2,316.18	\$ 2,431.98
WEEKLY		\$ 1,000.40	\$ 1,050.42	\$ 1,102.94	\$ 1,158.09	\$ 1,215.99
MONTHLY		\$ 4,335.07	\$ 4,551.82	\$ 4,779.41	\$ 5,018.38	\$ 5,269.30
ANNUALLY		\$ 52,020.80	\$ 54,621.84	\$ 57,352.93	\$ 60,220.58	\$ 63,231.61
<b>Salary Range for Water Operator 2</b>						
HOURLY		\$ 23.71	\$ 24.90	\$ 26.14	\$ 27.45	\$ 28.82
BIWEEKLY		\$ 1,896.80	\$ 1,991.64	\$ 2,091.22	\$ 2,195.78	\$ 2,305.57
WEEKLY		\$ 948.40	\$ 995.82	\$ 1,045.61	\$ 1,097.89	\$ 1,152.79
MONTHLY		\$ 4,109.73	\$ 4,315.22	\$ 4,530.98	\$ 4,757.53	\$ 4,995.41
ANNUALLY		\$ 49,316.80	\$ 51,782.64	\$ 54,371.77	\$ 57,090.36	\$ 59,944.88
<b>Salary Range for Water Operator 1</b>						
HOURLY		\$ 19.25	\$ 20.21	\$ 21.22	\$ 22.28	\$ 23.40
BIWEEKLY		\$ 1,540.00	\$ 1,617.00	\$ 1,697.85	\$ 1,782.74	\$ 1,871.88
WEEKLY		\$ 770.00	\$ 808.50	\$ 848.93	\$ 891.37	\$ 935.94
MONTHLY		\$ 3,336.67	\$ 3,503.50	\$ 3,678.68	\$ 3,862.61	\$ 4,055.74
ANNUALLY		\$ 40,040.00	\$ 42,042.00	\$ 44,144.10	\$ 46,351.31	\$ 48,668.87

Salary Plan 2016-17

**SALARY RANGES - HOURLY ADMINISTRATIVE EMPLOYEES**

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
NONE	HOURLY	\$ 12.03	\$ 12.63	\$ 13.26	\$ 13.93	\$ 14.62
(Temporary Help)						

**Salary Range Accounting Clerk 1**

HOURLY	\$ 14.81	\$ 15.55	\$ 16.33	\$ 17.14	\$ 18.00
BIWEEKLY	\$ 1,184.80	\$ 1,244.04	\$ 1,306.24	\$ 1,371.55	\$ 1,440.13
WEEKLY	\$ 592.40	\$ 622.02	\$ 653.12	\$ 685.78	\$ 720.07
MONTHLY	\$ 2,567.07	\$ 2,695.42	\$ 2,830.19	\$ 2,971.70	\$ 3,120.29
ANNUALLY	\$ 30,804.80	\$ 32,345.04	\$ 33,962.29	\$ 35,660.41	\$ 37,443.43

**Salary Range Accounting Clerk 2**

HOURLY	\$ 17.24	\$ 18.10	\$ 19.01	\$ 19.96	\$ 20.96
BIWEEKLY	\$ 1,379.20	\$ 1,448.16	\$ 1,520.57	\$ 1,596.60	\$ 1,676.43
WEEKLY	\$ 689.60	\$ 724.08	\$ 760.28	\$ 798.30	\$ 838.21
MONTHLY	\$ 2,988.27	\$ 3,137.68	\$ 3,294.56	\$ 3,459.29	\$ 3,632.26
ANNUALLY	\$ 35,859.20	\$ 37,652.16	\$ 39,534.77	\$ 41,511.51	\$ 43,587.08

**Salary Range Billing / Property Specialist**

HOURLY	\$ 28.82	\$ 30.26	\$ 31.77	\$ 33.36	\$ 35.03
BIWEEKLY	\$ 2,305.60	\$ 2,420.88	\$ 2,541.92	\$ 2,669.02	\$ 2,802.47
WEEKLY	\$ 1,152.80	\$ 1,210.44	\$ 1,270.96	\$ 1,334.51	\$ 1,401.24
MONTHLY	\$ 4,995.47	\$ 5,245.24	\$ 5,507.50	\$ 5,782.88	\$ 6,072.02
ANNUALLY	\$ 59,945.60	\$ 62,942.88	\$ 66,090.02	\$ 69,394.53	\$ 72,864.25

**Salary Range Secretary to the Board**

HOURLY	\$ 18.43	\$ 19.35	\$ 20.32	\$ 21.34	\$ 22.40
BIWEEKLY	\$ 1,474.40	\$ 1,548.12	\$ 1,625.53	\$ 1,706.80	\$ 1,792.14
WEEKLY	\$ 737.20	\$ 774.06	\$ 812.76	\$ 853.40	\$ 896.07
MONTHLY	\$ 3,194.53	\$ 3,354.26	\$ 3,521.97	\$ 3,698.07	\$ 3,882.98
ANNUALLY	\$ 38,334.40	\$ 40,251.12	\$ 42,263.68	\$ 44,376.86	\$ 46,595.70

**Salary Range Office Supervisor**

HOURLY	\$ 28.25	\$ 29.66	\$ 31.15	\$ 32.70	\$ 34.34
BIWEEKLY	\$ 2,260.00	\$ 2,373.00	\$ 2,491.65	\$ 2,616.23	\$ 2,747.04
WEEKLY	\$ 1,130.00	\$ 1,186.50	\$ 1,245.83	\$ 1,308.12	\$ 1,373.52
MONTHLY	\$ 4,896.67	\$ 5,141.50	\$ 5,398.58	\$ 5,668.50	\$ 5,951.93
ANNUALLY	\$ 58,760.00	\$ 61,698.00	\$ 64,782.90	\$ 68,022.05	\$ 71,423.15

**SALARY RANGES - SALARY EMPLOYEES**

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>Salary Range for General Manager</b>						
1	ANNUALLY	\$ 85,000	\$ 89,250	\$ 93,713	\$ 98,398	\$ 103,318
	MONTHLY	\$ 7,083	\$ 7,438	\$ 7,809	\$ 8,200	\$ 8,610
	BIWEEKLY	\$ 3,269	\$ 3,433	\$ 3,604	\$ 3,785	\$ 3,974
	HOURLY	\$ 40.87	\$ 42.91	\$ 45.05	\$ 47.31	\$ 49.67
<b>Salary Range for Interim General Manager</b>						
1	MONTHLY	\$ 5,833				
	ANNUALLY	\$ 70,000				
	BIWEEKLY	\$ 2,692				
	HOURLY	\$ 33.65				

**RESOLUTION NO. 2016-\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT APPROVING THE  
SALARY SCHEDULE FOR 2016/17 FISCAL YEAR**

The Board of Directors of the Lake Don Pedro Community Services District does hereby find and declare as follows:

WHEREAS, the Lake Don Pedro Community Services District (“District”) is a California community services district formed and existing under the provisions of the California Community Services District Law, codified at Government Code §§ 61000-61144, and all acts and laws amendatory thereof or supplementary thereto, and possessing all the powers thereof; and

WHEREAS, the District considers revisions to the salaries paid to employees on an annual basis in conjunction with the development and approval of its annual budget; and

WHEREAS, the District has established a goal to maintain employee salary and benefits provided, as well as an employment environment conducive to the attraction and retention of high quality, efficient, skilled and highly productive employees; and

WHEREAS, one means used by the District to ensure that employee wages remain competitive in the local government and water supply industry and at the same time avoid large impacts to the District budget is to adjust the scale of hourly wages paid to employees by the appropriate Consumer Price Index (CPI) annually, to reflect the relative change in the cost of living from year to year; and

WHEREAS, the Consumer Price Index for Bay Area Clerical Workers is used to calculate the changes necessary to the Salary Chart; which is determined to be 2.6% for 2016/17 fiscal year.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Lake Don Pedro Community Services District that all positions and all steps on the 2015/16 Salary Chart is to be increased by 2.6% and is attached hereto for reference.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on June 20, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Danny Johnson, President, Board of Directors

ATTEST:

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Syndie Marchesiello, Secretary

**CERTIFICATE OF SECRETARY**

STATE OF CALIFORNIA )

COUNTY OF MARIPOSA )

I, Syndie Marchesiello, the duly appointed and Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Special Meeting of the Board of Directors of the Lake Don Pedro Community Services District, duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on June 20, 2016.

DATED: June 20, 2016.

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Syndie Marchesiello, Secretary

# Lake Don Pedro Community Services District

## Regular Meeting of June 20, 2016

### AGENDA SUPPORTING DATA

#### 5. PUBLIC HEARING:

- d. Adoption of a Resolution Approving the District 2016-17 Fiscal Year budget

#### **Recommended Motion**

I move to adopt Resolution 2016-XXXX approving the 2016/17 Fiscal Year Budget.

#### **Background**

Attached hereto please find the draft 2016/17 Budget for your review and approval. At the May Board meeting, the Board discussed the assumptions and criteria to be used in development of the 2016/17 budget. The final budget development memorandum is also included in these materials for your consideration in review of the budget.

# Lake Don Pedro Community Services District

Budget Preparation Memorandum

June 20, 2016

## 1 BUDGET OVERVIEW

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### 1.1 PURPOSE

We are pleased to present to the Board of Directors the proposed 2016 Fiscal Year budget assumptions and criteria. Through the Board's public review of the following budgeting criteria, staff can be assured that their effort in developing the actual budget numbers is in alignment with the vision and direction of the Board.

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 strategic plans and management goals and objectives, are simply presented and easily understood by the average District service customer. The District has seen much confusion over its financial performance, and as we have seen this year, even when you complete \$2 million in infrastructure projects using mostly grant money, there can be misunderstandings and misstatements made within the community. Through these budget processes we attempt to inform the general public of the good work we do at the LDPCSD.

### 1.2 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 year currently coming to a close; as well as the ability to transition into the upcoming budget year with the information necessary to identify trends, financial red flags, budget influences and other factors. The budgeting exercise is therefore used as a vehicle to increase financial transparency and accountability.

### 1.3 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. For example, we need to be able to not only quickly recognize when we have underestimated cost for materials and supplies; we should also have the ability to know whether the added expenses could have been avoided by replacing something sooner; such as a pump. We also need to carefully understand the cost for full water system maintenance according to an industry standard, versus the cost to allow equipment to deteriorate without much maintenance, ultimately replacing it sooner than typically required. Throughout the upcoming year, we will be refining our accounting practices to allow for this level of expense tracking so that in future budgets, we can easily understand the value and cost of our efforts, in each of the major areas of the services we provide.



## 1.4 SERVICE LEVELS

Special districts are truly the most responsive vehicle in which to respond to a community's service provision needs. In some cases, a district is formed to provide a single public service such as water, and in others such as Lake Don Pedro, a district is formed to serve as a stable entity in the delivery of services that were mandated as a condition of development. Considering these differences, it is important to understand the fact 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.

For example, the District provides public, domestic water supply in accordance with various permits issued by the state. These permits are an example of a service in which our actions and service levels are for the most part fixed by others. We have a fiduciary responsibility under the permits to employ the certified staff and work them around the clock if necessary, purchase the monitoring equipment, replace and upgrade infrastructure to standards, perform sampling, purchase materials and supplies and apply the methods necessary to meet the specific operational conditions detailed in these complex permits. Noncompliance with permits results in serious fines issued by the state on a daily basis. Budgetary limitations are not an excuse for noncompliance with permit conditions.

Property or vehicle maintenance is an example of activities where we have the discretion to set service levels. Other than for fire protection and potential liability reduction, there are no state or federal mandates that require us to perform ongoing property maintenance to a specific level; however lack of maintenance on properties makes for ugly property, and lack of vehicle maintenance is not only ugly, but can shorten the life of a vehicle. Conducting our work in a manner that leaves a "known" *Dangerous and Defective Condition of Public Property* is one of the few instances where a public agency can be held liable for damages determined to be caused by such defects. In either case, the Board has the discretion to allow funding for more or less emphasis on these types of activities based on its priorities.

Although not mandatory, performing property and vehicle maintenance to an established standard will reduce liability to a minimum and maximize the useful life of the property and equipment itself; thereby reducing long term costs. Maintenance to the full industry standard can be extremely expensive for a small community, especially when we perform the services and receive NO form of revenue other than fees and low assessments. This high cost often leads the special district Board to under-fund necessary maintenance work, thus making a conscious decision to perform a lower level of service than required for optimal equipment life. In our case, the District has not fully understood the responsibilities placed on all employees, expecting that all maintenance, repair, upgrades, construction, operations, permit compliance etc could be completed by our operations staff alone. The Board does have the option to adopt, fund and implement fully compliant industry standard practices; and their approved strategic plan places emphasis in that direction.

In order for the Board to direct the maintenance of all District equipment and infrastructure in accordance with established standards, the system condition assessment must be completed,

compared to standards and a thorough Capital Improvement Program (CIP) and maintenance program finalized. Staff is currently working on this plan and expects to have findings before the Board in August 2016. 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.

### 1.5 2016 BUDGET HIGHLIGHTS:

- The water supply emergency will wrap up and remaining project expenditures will be completed under the USDA grant by September 2016
- No additional unreimbursed well project related expenditures will be budgeted
- We will end the current fiscal year with operating revenue covering operating expenses, and at minimum \$200,000 less transferred from reserves than budgeted
- Operating revenue and expense will be budgeted in balance
- Capital improvement projects will be completed including completion of the Intake Booster #2 and Ranchito Well 1 renovation
- State grant revenue in the amount of \$80,000 to reimburse for grant writing expenses from the 2015/16 fiscal year.

## 2 2015/16 BUDGET PERFORMANCE

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Overall, based on our performance through 10 months of the year (83% roughly), and anticipated water sales and expenses through the rest of the year, we are very much on track to end the budget year with operating revenue over operating expenses by up to \$100,000, which also includes the (non-cash) depreciation expense. Normally, since we do not typically fund depreciation, but we do show the expense on our financial statements throughout the year, our monthly expenses seem higher than actual and the cash value of the depreciation expense shows up in the bank after the close of the year as a cash surplus. Bottom line is that the operating revenue and expense are balancing, but with reduced water consumption, very little revenue remains each year for capital replacement projects.

## 3 2016/17 BUDGET DISCUSSION

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The District's budget is developed for the ensuing calendar year by the CPA and General Manager, with input from the Office and Operations Supervisors typically beginning in the spring of each year. Expenses and revenue through the first six to eight months of the year are closely analyzed and then projected through the end of the fiscal year, June 30. 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.

The purpose of this preliminary review of the budget assumptions and criteria is to give the Board the opportunity to better understand what makes up the budget, and why the numbers look the way they do. Explaining what drives the number can be a significant help in relating to the actual numbers once they hit the page. This budget proposal is very simply constructed and presented, due to the relatively stable and very limiting nature of our funding and limited expense fluctuations; therefore, this narrative is very important in understanding the financial condition of the District and where we will be spending the same, more or less money next year. Following are some basic assumptions and criteria used in our budget development:

### 3.1 SERVICES ASSUMPTIONS

- There will be no changes in the type or extent of the services provided. For example, state mandates will not require a higher level of water conservation than last year, or a higher staffing or certification level.
- No new regulations will be enacted to cause a dramatic change in operation costs
- The Regional Water Use Efficiency (WUE) Project funded by the Department of Water Resources will result in an increase in office and administrative expenses of not to exceed \$30,000, which will be reimbursed under the grant.
- Implementation of the 2016 strategic plan and WUE project will result in impacts as follows:
  - Additional office staff effort and some temporary or contract staffing time to coordinate with the Mariposa County RCD for their work regionally, and our water conservation outreach locally
  - Increased level of public communication and outreach activities for all purposes
  - Development of the Capital Improvement Program (CIP) and maintenance programs in 2016, and including funding recommendations for future years
  - Potential field staff assignment reorganization and modified job responsibilities that may affect future pay
  - Consideration of transition of the temporary office position to regular, with potential increased hours (proposed to be in the budget, but not yet decided if necessary)

### 3.2 REVENUE FORECASTS (REFER TO CURRENT TREASURER'S REPORT FOR BUDGET AND STATUS)

- There will be no changes in the type of revenue received; ie no new assessments adopted or fees charged
- Both water base rate and sales (consumption) revenue will be consistent with the projected fiscal year end 2016. We are not planning financially on selling more water, or gaining more customers this fiscal year.
- Assessment (standby) revenue will be the same as budgeted in 2015/16
- Customer penalty revenue will be the same as 2015/16
- Property lease revenue from the local internet service providers will be the same plus the small CPI increase per the contracts
- State grant revenue in the amount of \$80,000 will be received to reimburse for grant writing expenses from the 2015/16 fiscal year

### 3.3 EXPENSE ASSUMPTIONS AND CRITERIA (REFER TO CURRENT TREASURER'S REPORT FOR BUDGET AND STATUS)

The 2016/17 fiscal year budget is being prepared using the following assumptions regarding expenses:

- Increase all positions and all step levels of the Salary Scale by the published 2015 CPI of 2.6%
- Included step increases for regular employees that will be due in 2016/17 based on LDPCSD policy and assuming performance expectations are met
- Allow for increase in hours of the Office Clerk and transition to a regular position
- Health insurance is calculated based on 2016 rates and an estimated 10% increase in January 2017
- Workers Compensation is estimated based on 2015 rates
- Office Clerk position calculated at 70% to 80% full time and transitioning to regular position, so benefit costs may apply
- Assume one additional operator achieves a Grade II state certification and associated pay and responsibilities
- Staffing levels in the field stay the same as 2015/16 with three full time equivalent employees
- PG&E power bills will remain high at Intake due to lowering lake levels and use of the barge pumps
- Well #1 power budgeted as 2015/16, operating full time to meet the demand of customers located outside the MID Place of Use
- Emergency Wells power budgeted at \$2000 each to rotate operation and reduce Intake pumping costs
- Vehicle repair and maintenance will be increased to \$20,000 per year consistent with the expenditures expected this year, unless vehicle replacement schedule adopted and vehicles replaced; in which case the vehicle cost is reduced and lease/purchase payments increased.
- Repair and maintenance distribution expense will be increased to \$75,000 (up from the projected \$65,000 at June 30) assuming we will implement the maintenance plan and continue to use some form of contracted labor for specialty or time consuming work that reduces our ability to perform critical or overly technical work
- \$106,000 will be budgeted for completion of the final technology work required to close out the 2012 office fire project including hardware, software upgrades, asset management software, installation and programming. A \$32,000 office fire reimbursement item is budgeted in revenue to offset a portion of the expense.
- Purchased water expense will be budgeted conservatively at the midpoint between the projected year end this year, and the amount budgeted for 2015/16 below which we will certainly fall considerably due to well operation and conservation.

### 3.4 CAPITAL EXPENSES

Revenue and Expense for each of the following are being developed if applicable.

- 3.4.1 **Emergency Well Project Completion** – All remaining construction costs are grant funded
- 3.4.2 **Ranchito Well #1 Renovation Project**
- 3.4.3 **Intake Booster Pump and Control Renovation Project** – Pump and motor for booster already purchased and in stock. Engineering completed for project and prepared for bid.
- 3.4.4 **Water Service Line Replacement Project** – DWR grant funded
- 3.4.5 **Regional Water Use Efficiency Project** – DWR grant funded, program administration by the Mariposa County RCD
- 3.4.6 **Raw Water Pipeline Replacement Project** – Replacement of 2 miles of failing pipeline from the treatment plant to Lake McClure Intake

### 3.5 FUTURE BUDGETS

This budget was developed **not** including the following, pending further Board input:

#### 3.5.1 Funding for specific reserves such as:

- **Rate stabilization** (primarily drought related costs and revenue loss)
- **Contingency**
- **Drought Emergency** (new water supply and demand management programs)
- **Capital Equipment Reserve** – although it would not be prudent to self fund all infrastructure projects without taking on any debt when money costs are low, we need enough funding in reserve for such items as a Vehicle/Equipment Replacement Program, and for upfront planning and design costs for major infrastructure projects, to get them shovel ready. A reserve for future system expansion is also required, in which we will deposit a portion of all connection fees in the future.

#### 3.5.2 Funding for a vehicle replacement program

For the same \$20,000 annually we expect to pay to keep our existing fleet up and running, not including the cost of staff time, labor and lost productivity, we can replace \$90,000 to \$100,000 in equipment on a five year rotation keeping vehicle maintenance to only annual maintenance and oil changes; which can be done by one person in house in a day or two per year.

### 3.6 FUNDING OF THE GASB 45 DEBT AS DETAILED IN THE ACTUARIAL VALUATION

Funding in the full amount of the Annual Required Contribution was included in the draft budget proposal.

#### 3.6.1 Depreciation funding as a cash item

The funding contained in the Expense budget was used as a source of revenue to pay the cost of critically needed projects in the 2016/17 budget.

<b>Item</b>	<b>2015-2016 Approved Budget</b>	<b>2015-2016 Year to Date Totals to 4/30/16</b>	<b>2015-2016 Projected Year End</b>	<b>2016-2017 Draft Proposed Budget</b>
Meter Reconnection Fee	1,000	0	0	0
Donated Capital - Meters Current	15,000	5,000	0	0
Water Sales Residential	225,000	170,183	207,087	211,229
Water Availability Revenue	190,000	157,635	189,162	190,000
Water Service Charges	940,000	782,584	939,101	939,101
Interest Income - LAIF	350	583	700	735
Int Inc Penalties - Customer	22,000	18,192	21,830	21,830
Transfer Fee Income	7,500	5,650	6,780	7,100
Other Income	14,500	2,986	3,583	3,800
Meter Set Fee	4,000	2,500	2,500	5,000
Interest Income Guaranty Fed	300	114	137	144
Hydrant Rental	100	0	0	0
Hydrant Consumption	700	0	0	0
Avail Fee Income	1,300	1,290	1,548	1,300
Lease Fee	21,600	16,200	19,440	20,400
Office Fire Reimbursement	32,000	0	0	32,000
Transfer from Reserve	44,499	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>1,519,849</b>	<b>1,162,917</b>	<b>1,391,868</b>	<b>1,432,639</b>

<b>Item</b>	<b>2015-2016 Approved Budget</b>	<b>2015-2016 Year to Date Totals to 4/30/16</b>	<b>2015-2016 Projected Year End</b>	<b>2016-2017 Draft Proposed Budget</b>
Regular Pay - Operations	124,500	98,596	118,315	130,147
Overtime Pay	20,000	14,588	17,506	20,000
Sick Pay	5,100	4,548	5,458	5,730
Vacation Pay	7,200	8,765	10,518	11,044
Holiday Pay	7,300	6,187	7,424	7,796
PERS	10,822	8,708	10,450	10,972
FICA/Medicare	12,554	10,696	12,835	13,477
SUI	1,302	1,302	1,562	1,641
Health Insurance	44,364	37,959	45,551	47,828
Workers Compensation	9,272	5,829	6,995	7,345
Dental Insurance	4,680	3,902	4,682	4,917
Vision Care	300	0	300	300
Travel, Meetings & Mileage	1,000	38	46	1,000
Lease Of Equipment	1,000	1,755	2,106	2,211
Repair & Maintenance - Plant	21,400	13,736	16,483	17,307
Repair & Maintenance - Vehicle	12,800	19,535	23,442	24,614
Repair & Maintenance - Distribution	47,000	56,686	62,182	60,000
Repair & Maintenance - Intake	5,000	0	9,000	10,800
Repair & Maintenance -10" Irrigation	2,000	0	0	0
Small Tools & Equipment	5,000	1,110	1,332	3,000
Gas, Oil & Lubricant - Plant	21,240	11,617	13,940	14,637
Health & Safety	6,000	4,520	5,424	5,695
Telephone - T & D	5,200	6,137	7,364	7,733
Water Supply emergency 2014	21,000	142,608	155,572	0
Water Testing Fees	12,400	9,720	11,664	12,247
Water System Fees	18,800	11,674	14,009	14,709
Water Testing Materials	688	2,309	2,771	2,909
Water Treatment Chemicals	47,075	36,628	43,954	46,151
P G & E Power - Office	2,274	1,954	2,345	2,462
P G & E Power - Intake	88,639	47,979	57,575	63,332

<b>Item</b>	<b>2015-2016 Approved Budget</b>	<b>2015-2016 Year to Date Totals to 4/30/16</b>	<b>2015-2016 Projected Year End</b>	<b>2016-2017 Draft Proposed Budget</b>
P G & E Power - Ranchito Well #1	7,394	7,558	9,070	9,523
P G & E Power - Water Treatment	34,972	19,711	23,653	24,836
P G & E Power - Distribution	26,680	15,475	19,556	20,533
P G & E Power - Well 2	4,000	3,002	3,900	4,000
P G & E Power - Medina	4,000	1,999	2,399	4,000
P G & E Power - Well 5/6	4,000	1,999	2,399	4,000
Purchased Water (Accrued Monthly Based on Meter Readings)	80,900	35,664	49,301	54,232
Outside Services	3,300	3,618	4,342	4,559
Fire Protection/Weed Control	500	0	0	500
Pest Control	400	320	384	403
Engineering Services	15,000	3,273	3,928	15,000
Employee Education	2,000	81	97	3,000
Memberships	200	837	1,004	1,055
Subscriptions	200	0	0	0
Publications	500	0	500	500
Licenses, Permits & Cert.	1,000	499	599	1,200
Depreciation Expense	165,000	135,679	162,815	160,000
Regular Pay - Administration	71,400	59,251	71,038	78,211
Overtime Pay	3,870	4,603	5,519	5,800
Sick Pay	2,768	188	226	237
Vacation Pay	3,080	3,728	4,474	4,697
Holiday Pay	3,048	2,930	3,516	3,692
PERS	6,030	4,548	5,458	5,730
FICA/Medicare	6,439	5,752	6,902	7,248
SUI	1,302	933	1,120	1,176
Health Insurance	18,240	15,877	19,052	20,005
Workers Compensation	547	577	692	727
Dental Insurance	1,863	1,593	1,912	2,007
Vision Care	100	0	0	200
Travel, Meetings & Mileage	500	109	131	1,200



<b>Item</b>	<b>2015-2016 Approved Budget</b>	<b>2015-2016 Year to Date Totals to 4/30/16</b>	<b>2015-2016 Projected Year End</b>	<b>2016-2017 Draft Proposed Budget</b>
Propane	1,000	343	412	432
Customer Billing Supplies	2,000	777	932	979
Telephone - Admin	5,000	3,253	3,904	4,099
Office Supplies	2,500	3,296	3,955	4,153
Postage	8,736	7,279	8,735	9,172
Computer IT	21,623	17,124	20,549	21,576
R & M Equipment	500	0	0	0
Outside Services	118,000	95,876	115,051	125,000
Office Cleaning Serv	1,680	1,320	1,584	1,663
Legal Services	15,000	27,532	33,038	15,000
Audit Services	7,000	7,000	7,000	7,000
Employee Education	900	0	0	1,000
Memberships	3,000	4,308	5,170	5,428
Subscriptions	300	0	0	0
Publications	2,000	767	920	966
Licenses, Permits & Cert.	1,000	0	0	0
County Fees	1,000	668	802	1,000
County Avail Fee	1,400	1,310	1,572	1,651
Regular Pay	12,000	6,600	7,920	8,316
FICA/Medicare	918	505	606	636
SUI	744	0	0	0
Workers Compensation	78	0	0	0
Travel, Meetings & Mileage	2,000	0	0	2,000
Board Meeting Expense	1,300	0	0	1,000
Board Election Expenses	3,000	0	0	3,000
Credit Card Service Charges	5,000	3,574	4,289	4,503
Bad Debt Expense	0	11,622	13,946	0
Business Insurance Expense	31,300	28,720	33,757	33,757
Misc Other Expense	7,000	5,935	7,122	7,478
Retired Employee Health	37,100	22,116	26,539	0

Item	2015-2016 Approved Budget	2015-2016 Year to Date Totals to 4/30/16	2015-2016 Projected Year End	2016-2017 Draft Proposed Budget
Retired EE Benefit Expense (ARC in Actuarial Valuation)	180,000	0	0	148,142
Interest Long Term Debt	50,700	41,407	49,688	52,173
Depreciation Expense	3,500	2,243	2,692	2,500
Office Fire Recovery	32,000	0	0	0
<b>TOTAL OPERATING EXPENSES</b>	<b>1,594,422</b>	<b>1,192,465</b>	<b>1,424,972</b>	<b>1,450,900</b>
<b>Income (Loss) From Operating Activities</b>	<b>(74,573)</b>	<b>(29,548)</b>	<b>(33,104)</b>	<b>(18,261)</b>

Item	2015-2016 Approved Budget	2015-2016 Year to Date Totals to 4/30/16	2015-2016 Projected Year End	2016-2017 Draft Proposed Budget
<b>TOTAL OPERATING REVENUES</b>	<b>346,600</b>	<b>115,617</b>	<b>138,033</b>	<b>248,553</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,594,422</b>	<b>1,192,465</b>	<b>1,424,972</b>	<b>1,450,900</b>
<b>Income (Loss) From Operating Activities</b>	<b>(74,573)</b>	<b>(29,548)</b>	<b>(33,104)</b>	<b>(18,261)</b>

<b>INVESTMENTS IN SYSTEM ASSETS</b>				
Loan Payments (principal)	70,500	70,500	70,500	70,500
Capital Improvements, Studies and Initiatives	2,043,350	896,194	1,910,442	1,356,054
<b>Income (Loss) From Operations and Capital Activities</b>	<b>(2,188,423)</b>	<b>(996,242)</b>	<b>(2,014,046)</b>	<b>(1,444,815)</b>

<b>REVENUE (CASH) FOR CAPITAL ASSETS</b>				
Reimbursement From Grants	1,616,640	595,057	595,057	2,188,295
Connection and Capacity Fee Revenue	0	0	0	0
Depreciation	168,500	137,922	165,506	162,500
<b>Income (Loss) From Operations and Capital Activities, including Grants</b>	<b>(403,283)</b>	<b>(263,263)</b>	<b>(1,253,483)</b>	<b>905,980</b>

<b>Item</b>	<b>2015-2016 Approved Budget</b>	<b>2015-2016 Year to Date Totals to 4/30/16</b>	<b>2015-2016 Projected Year End</b>	<b>2016-2017 Draft Proposed Budget</b>
Well 2 Grant Revenue	381,500	227,789	227,789	247,471
Medina Well Grant Revenue	257,600	101,665	101,665	550,785
Well 3 & 4 Grant Revenue	257,000	123,013	123,013	88,987
Well 5 Grant Revenue	329,820	81,690	81,690	407,135
Well 6 Grant Revenue	329,820	0	0	0
Barge Grant Revenue	60,900	60,900	60,900	0
IRWMP Service Line Replacement Grant Revenue	0	0	0	721,287
IRWMP Regional Water Use Efficiency Project, reimbursement	0	0	0	87,630
IRWMP Grant Administration (Application) Reimbursement	0	0	0	85,000
	<b>1,616,640</b>	<b>595,057</b>	<b>595,057</b>	<b>2,188,295</b>

Item	2015-2016 Approved Budget	2015-2016 Year to Date Totals to 4/30/16	2015-2016 Projected Year End	2016-2017 Draft Proposed Budget
<b>CARRYOVER CAPITAL IMPROVEMENT PROJECTS</b>				
Well 2	392,760	191,993	475,260	0
Medina Well	599,950	394,415	652,450	0
Well 3/4	257,000	57,951	212,000	0
Well 5	329,820	161,565	488,825	0
Well 6	329,820	8,577	0	0
<b>TOTAL CARRYOVER CAPITAL IMPROVEMENT PROJECTS</b>	<b>1,909,350</b>	<b>814,501</b>	<b>1,828,535</b>	<b>0</b>

<b>NEW CAPITAL IMPROVEMENT PROJECTS</b>				
Intake Booster #2 Installation	0	0	0	50,000
Intake Pump Control Replacements	0	0	0	85,000
Intake Raw Water Pipeline Replacement	0	0	0	250,000
Ranchito Well #1 Renovation	0	0	0	37,611
Water Service Line Replacement Project	0	0	0	721,287
Office Server Installation w/Software (Fire Closeout)	0	0	0	107,000
<b>TOTAL NEW CAPITAL IMPROVEMENT PROJECTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,250,898</b>

<b>STUDY PROJECTS AND INITIATIVE EXPENSES</b>				
IRWMP Regional Water Use Efficiency Project (60% of total cost)	0	0	0	105,156
Grant application services	80,000	79,907	79,907	0
NBS rate evaluation	54,000	1,786	2,000	0
<b>TOTAL STUDY PROJECTS AND INITIATIVE EXPENSES</b>	<b>134,000</b>	<b>81,693</b>	<b>81,907</b>	<b>105,156</b>

Project	Total Estimated Cost	Work Previously Completed	Outside Funding	Total Remaining to be Funded by LDPCSD	2016-17 Budget
<b>Intake Booster #2 Installation</b>	<b>\$ 130,000</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Description and Purpose:</b> This project involves the preparation of engineering plans and specifications, purchase of a specially engineered pump and motor, bidding, installation of the new pump, control valves and electrical controls. The second pump provides redundancy of critical equipment, higher water supply reliability and longer service life of the existing pump					
<b>Intake Pump Control Replacements</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>
<b>Description and Purpose:</b> This project involves engineering design, plans and specifications, bidding and contracting for the replacement of inoperable and obsolete pump control valves and related piping and electrical controls. Existing valves and controls are mostly original (50 years) and are failing and not possible or cost effective to rebuild. These controls must operate properly for the fixed Intake pumps to work.					
<b>Intake Raw Water Pipeline Replacement</b>	<b>\$ 2,594,880</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,594,880</b>	<b>\$ 250,000</b>
<b>Description and Purpose:</b> This project includes the planning, engineering design, environmental review and permitting, bidding, construction and construction management of a 2 mile replacement pipeline from the Treatment Plant to the Lake McClure Intake pump system. The current 18 inch steel pipeline is thin walled, unprotected steel with multiple field welded fittings. The pipe was improperly installed and is now experiencing leaks numbering up to five per month. Due to its 18 inch size, deteriorated condition, and construction with rock backfill, repairs are very unpredictable and can result in the need to replace sections of pipe rather than inexpensive and fast leak repair. Most repairs require dewatering the large main, which can add one half day or more with the lake pumps unable to operate, which could be disastrous on a hot August Day where a water outage could occur.					
<b>Ranchito Well #1 Renovation</b>	<b>\$ 37,611</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,611</b>	<b>\$ 37,611</b>
<b>Description and Purpose:</b> This well was originally installed in 1992, and first operational in 1994. Ranchito #1 has served as a consistent source of groundwater for the LDPCSD system, primarily installed to meet the water demands of District customers located outside of boundaries of the Lake McClure "Place of Use" as designated by the State Water Board for Merced Irrigation District's Lake McClure operations. Typical engineering practices for groundwater well maintenance involve well pump removal, cleaning of well casing and pump replacement if timely. Ranchito 1 has been operated continuously, is beyond the recommended service timeline, and has experienced a cave-in of mud resulting in the inability to monitor well drawdown levels. The pump will be pulled, casing cleaned, pump tested and potentially replaced as part of a renovation project to restore the well. A new flowmeter will be installed to replace the failed water meter, and a level transducer installed to allow constant water level monitoring.					

Project	Total Estimated Cost	Work Previously Completed	Outside Funding	Total Remaining to be Funded by LDPCSD	2016-17 Budget
<b>Water Service Line Replacement Project</b>	<b>\$ 2,500,000</b>	<b>\$ 30,000</b>	<b>\$ 721,287</b>	<b>\$ 1,748,713</b>	<b>\$ 721,287</b>

**Description and Purpose:** The water service lines are considered the smaller 1 inch and 3/4 inch pipes extending from the existing water mains to the property line. In the LDPCSD system, the water service lines were improperly installed with poor trench backfill, which has caused many leaks in all parts of the system, and which occur randomly at all times of the year. The leaky service lines have resulted in an approximate 30% system leakage rate, and aggressive service line replacement has proven to reduce leakage to 5% or less. This project replaces the majority of the system's service lines completed as a larger project, rather than replacing the lines one at a time which does not significantly improve leakage rates. The project includes environmental planning, permits, engineering design/preparation of plans and specifications, bidding, construction contracting, inspection, road pavement repair and other work necessary. A grant was secured to fund a portion of the cost of the service line replacement project, and the 2016/17 fiscal year budget includes the portion of the project cost that is grant funded. The project also includes the installation of new distribution system master meters and renovation of existing master meters. The District Engineer will develop a program to be able to closely monitor and determine areas of the system where service lines are failing at higher rates by monitoring master meter flows compared to customer meter reads on a continuous basis. This will allow for identification of areas where the contractor will focus on line replacement first, as well as long term identification of system losses and leakage.

**Office Server Installation w/Software (Fire Closeout)**

<b>\$ 107,000</b>	<b>\$ -</b>	<b>\$ 32,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
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**Description and Purpose:** In 2012 the District office experienced a catastrophic fire and all computers, software and other office equipment were lost. The District's insurance covered the cost of the replacement of the building and contents, but much of the very technical and expensive software was out of date and no longer being used by the District. The District's decision on which software to replace determined the size of the main computer (server) and other hardware to be replaced. An advance was paid to the District in 2013 to fund the replacement equipment, but the District deposited the money in the bank, closed out the fiscal year and never proceeded with installation of the computers. The District's technology consultant has submitted a proposal for the software and hardware determined necessary and appropriate, and a \$32,000 remaining payment from the insurance company is available once all purchases have been made. This project includes a new mainframe server installed and configured, installation and upgrade of various software programs including an infrastructure asset management program.

<b>TOTAL \$ 5,454,491</b>	<b>\$ 110,000</b>	<b>\$ 753,287</b>	<b>\$ 4,591,204</b>	<b>\$ 1,218,898</b>
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**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
ADOPTING THE 2016/17 FISCAL YEAR BUDGET**

The Board of Directors of the Lake Don Pedro Community Services District does hereby find and declare as follows:

WHEREAS, the Lake Don Pedro Community Services District (“District”) is a California community services district formed and existing under the provisions of the California Community Services District Law, codified at Government Code §§ 61000-61144, and all acts and laws amendatory thereof or supplementary thereto, and possessing all the powers thereof; and

WHEREAS, District staff has prepared a draft 2016/17 budget in accordance with District policy and Generally Accepted Accounting Principles and all relevant laws and standards which apply thereto; and

WHEREAS, a Notice of Public Hearing was published in the local newspaper in accordance with the requirements of California Government Code 6066 and a copy the certification of said publication is on file with the District; and

WHEREAS, the draft budget was duly presented to the District Finance Committee and Board of Directors on June 20, 2016 and at which time Board and public input was considered in the adoption of the budget.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT** that this resolution was passed and adopted on this 20th day of June 2016 by the following vote:

**AYES:** (0)  
**NAYS:** (0)  
**ABSENT:** (0)  
**ABSTAIN:** (0)

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*Danny Johnson – Board President*

**ATTEST:**

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*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 20th day of June 2016 at the Regular Meeting of the Board of Directors.*

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*Syndie Marchesiello, Secretary*

## Section 3.5 Workers' Compensation

Lake Don Pedro CSD provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, immediately if hospitalized.

If you sustain work-related injuries or illness you must inform your Supervisor immediately. No matter how minor the on-the-job injury may appear, it is important that it be reported immediately. Reporting procedures are critical to qualify for payment of workers' compensation benefits.

Workers' compensation fraud is cause for immediate termination.

A release from the doctor providing care stating that you are able to resume your normal duties will be required before you return to work after a work-related injury or illness.

The District or its insurer will not be responsible for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

## Section 3.6 State Disability Insurance

You are covered under the State Disability Insurance Plan (SDI), which provides low-cost protection for loss of earnings due to non-work-related illness or accident. Benefits begin after the seventh (7th) day of illness or accident. It is funded by employee contributions, which state law requires to be withheld from an employee's wages. The amount withheld is computed as a percentage of your gross wages, up to a maximum specified by the state.

## Section 3.7 Unemployment Insurance

Unemployment insurance is provided at no cost to you through District contributions. You are not eligible for unemployment insurance if you voluntarily quit without good cause, or are terminated for misconduct connected with work.

## Section 3.8 Social Security

As an employee of Lake Don Pedro CSD, you are covered under the provisions of the federal social security law (F.I.C.A.). The District matches the amount of deduction from your wages for social security taxes. The benefit you receive at retirement is a complicated matter based on your career earnings record, age and date of retirement. For more details contact your local Social Security Office.

## Section 3.9 Insurance

Upon completion of one (1) months of employment, all eligible full-time employees may be eligible for coverage by the District's group medical and hospitalization plan. Your contribution will be paid through payroll deductions with a signed authorization. At your option you may add your eligible dependents to certain areas of this benefit. See Policy and Procedures Manual Policy number 2055 Health and Welfare Benefits for details.

Coverage starts the first day of the month following completion of thirty (30) days of continuous employment. A full summary plan description is available from the General Manager.

### Eligibility

Full time employees working at least 1560 hours in a calendar year shall be eligible for insurance benefits after completing 1000 hours (estimated 6 months) of continuous employment.

See Policy and Procedure Manual, Policy number 2050, Eligibility for Benefits.

MEDICAL INSURANCE is provided for eligible employees and retired employees. The District currently covers 100% of the employee's monthly premium and 90% of the employee's dependent monthly premium; Directors are responsible for 100% of their monthly premium.

Note: Full time employees hired on or before 09/07/2005 will be grand-fathered to maintain the medical coverage offered as of XXXX date after his/her retirement, but cannot add any additional persons that were not already covered on their medical coverage at the time of retirement. *For full details see Grandfathered Documents for those employees involved.*

DENTAL INSURANCE is provided with the District covering 100% of the premium for the employee and dependants. Directors are responsible for 100% of their coverage.

VISION CARE. Upon presentation of valid receipts for eye examinations and/or eyewear purchases, the District will provide a maximum benefit of \$100.00 per family member per calendar year.

RETIREMENT is provided through the Public Employees Retirement System (CalPERS) 2% @ 60. Employee pays the 7% member contribution. To be eligible for service retirement, a member must be at least 50 years old and have five years of CalPERS credited service. If you become a member on or after January 1, 2013, you must be age 52 with five years of credited service.

FLEXPLAN-The District provides an incentive program to encourage employees who are thinking about opting out of the District's Medical and Dental Insurance plan by paying them at a rate of 20% of the associated healthcare costs. For medical only, the maximum an employee with a family could collect in lieu of having Medical coverage will be based on 20% of the current cost associated with

Anthem CACare HMO Family Plan. Flex plan payments to employees are conducted on the second pay day of each month.

### **Section 3.10 COBRA (Benefits Continuation)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives you and your beneficiaries the opportunity to continue health insurance coverage under *Lake Don Pedro CSD* health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment or death of an employee; a reduction in your hours or a leave of absence; your divorce or legal separation; you become entitled to Medicare; or a dependent child no longer meets eligibility requirements.

Under COBRA, you or your beneficiary pays the full cost of coverage at *Lake Don Pedro CSD* group rate plus an administration fee. *Lake Don Pedro CSD* provides you, if eligible, with a written notice describing rights granted under COBRA when you become eligible for coverage under *Lake Don Pedro CSD* health insurance plan. The notice contains important information about the your rights and obligations.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits the circumstances under which coverage may be excluded for medical conditions present before you become eligible to enroll or are enrolled in health coverage that excludes coverage for preexisting medical conditions. You are entitled to a certificate that will show evidence of your prior health coverage. Please contact the General Manager or the health plan administrator for further information concerning the certificate.

Additional continuation coverage may be available under state law for employees and qualified beneficiaries, which supplements COBRA continuation coverage. Written notice will be provided to you, if eligible, regarding important information about your rights and obligations.

### **Section 3.11 Recreational Activities and Programs**

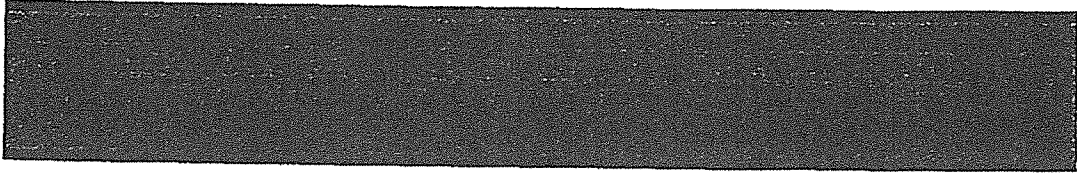
**The District or its insurer will not be responsible for payment of workers' compensation benefits for any injury that arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not part of your work-related duties.**

### **Section 3.12 Paid Family Leave**

When you stop working or reduce your work hours to care for a family member who is seriously ill or to bond with a new child, you may be eligible to receive Paid Family Leave (PFL) benefits.

The PFL program is administered by the California Employment Development Department (EDD). For information about PFL (eligibility, claim filing, etc.), contact

a paid family leave customer service center at 1-877-BE-THERE.



**POLICY TITLE: Eligibility for Employee Benefits**  
**POLICY NUMBER: 2050**

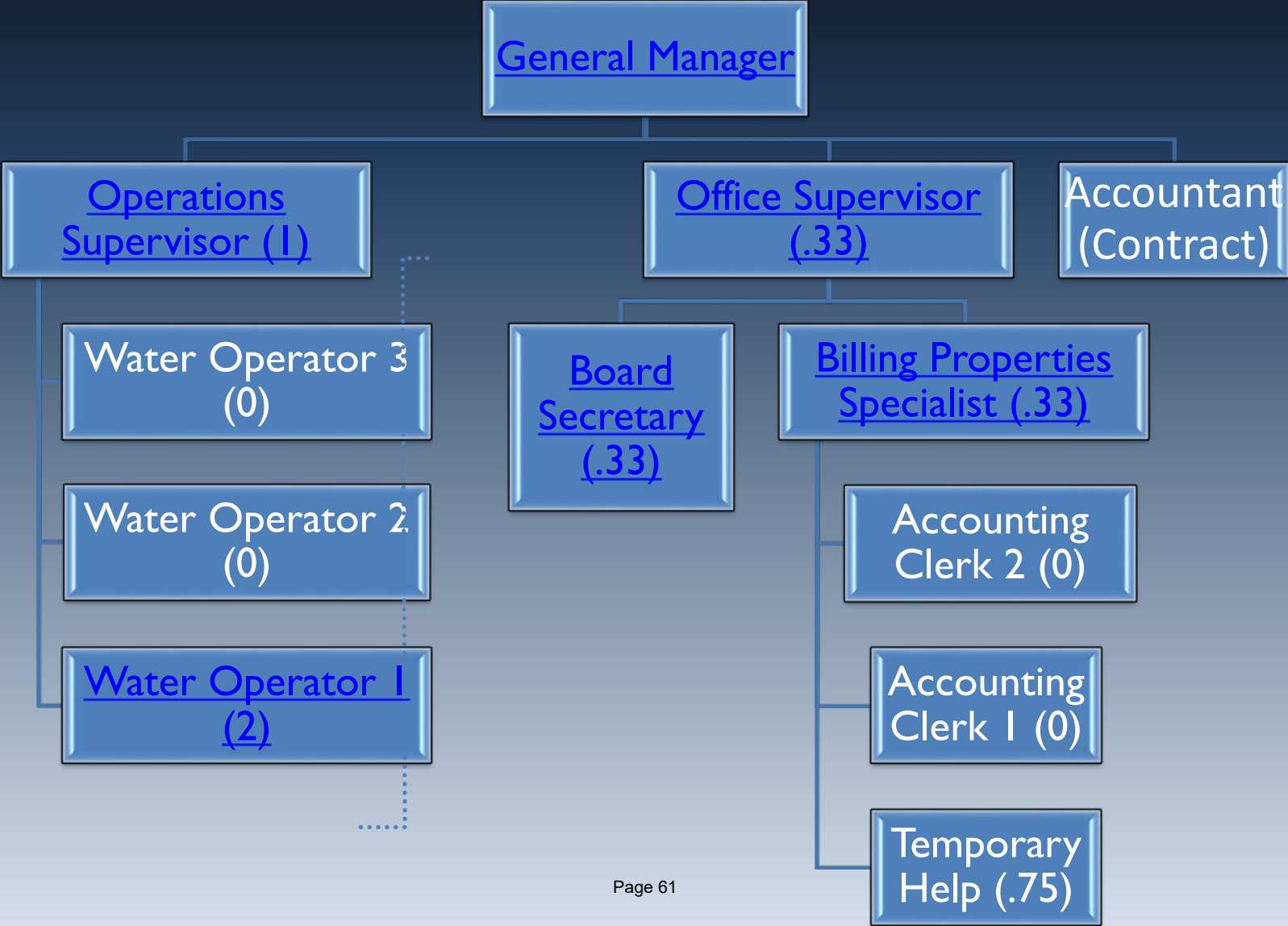
**2050.10** All employees with regular appointments in the service of the Lake Don Pedro Community Services District shall be eligible for the District's benefits. The benefit status of employees with other types of appointments such as part-time, temporary, probationary and emergency employees will not receive benefits until 1000 hours of service has been performed.

**2050.20** Employees who work 1,000 or more hours in a calendar year, shall be covered by the California Public Employees Retirement System, in accordance with PERS regulations, health benefits and dental benefits will be provided. Sick leave, Vacation, and Holiday pay will also be provided and accrued as appropriate regardless of the type of appointment under which they are employed.

**2050.30** A new employee with the District, filling a position which is eligible for a regular appointment with the Lake Don Pedro Community Services District, shall be eligible for the District's benefits but may not use accrued vacation until completion of 1000 hours of satisfactory service with the District.

Revision 3/14/96

# Current Staffing (5.75 FTE)



# General Manager

# Office Supervisor

- Under the supervision of the General Manager who provides guidance and review as needed. This position at L.D.P.C.S.D. oversees basic functions of Office Staff, Billing / Property Specialist, Accounts Clerk I & II, and Secretary. It includes clerical duties, light accounting, filing, typing, data input for the computers and office procedures to support the administrative functions of the District.

# Billing Properties Specialist

- Under the supervision of the General Manager who provides guidance and review as needed. This position at L.D.P.C.S.D. includes clerical duties, light accounting, filing, typing, data input for the computers and office procedures to support the administrative functions of the District.



# Secretary

- Under the general direction of the Board of Directors and General Manager to serve as Board Secretary / District Clerk for the Board of Directors, with the responsibility for the maintenance of official Board records, minutes, and legal postings.

# Operations Supervisor

# Water System Operator 1, 2, 3

# Recommended Staffing (6FTE)

