

Special Meeting of the Board of Directors

9751 Merced Falls Road

La Grange, CA

Tuesday March 14, 2023 at 10:00 a.m.

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

AMENDED AGENDA

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

2. PUBLIC COMMENT:

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

3. PRESENTATION ONLY:

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

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

- a. Read and file the Treasurer's Report for the period ending February 28, 2023 including summary of claims paid
- b. Approval of the Minutes of the Special Meeting February 21, 2023 and Special Meeting March 2, 2023

5. DISCUSSION AND ACTION ITEMS:

- a. Discussion / Information Only Item: Update on the 2022 LDPCSD Sanitary Survey Report / Findings
- b. Discussion / Information Only Item: Update to the 2023 LDPCSD Maintenance Plan
- c. Discussion / Information Only Item: LDPCSD Operator Certification Report

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

- d. Adoption of a Resolution Approving Agreement with John Blomberg, CPA for the Completion of the Annual Audit for the Fiscal Years Ending June 30, 2023, 2024 and 2025
- e. Discussion / Approval request from Director Warren Regarding Application for PG&E NEM 2 for Future LDPCSD Solar and Potential Community Solar

6. CLOSED SESSION:

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code section 54957
Title: Operations Lead

b. CONFERENCE WITH LEGAL COUNSEL—REAL PROPERTY NEGOTIATIONS

Pursuant to Government Code § 54956.8

| | |
|----------------------|-----------------------------|
| Property: | Groundwater well property |
| Agency Negotiator: | Patrick McGowan |
| Negotiating Parties: | District and Owner |
| Under Negotiation: | Price, Terms and Conditions |

c. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code 54957(b)(1)
Title: General Manager

7. ADJOURNMENT:

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Lake Don Pedro Community Services District

GENERAL MANAGER'S REPORT

March 14th, 2023

The incessant winter precipitation continues to provide much needed water resources for our community. Weather forecasts are anticipating the deluge to continue throughout the month. Operations staff continue to work with the uncooperative weather, repairing distribution system leaks, performing service order requests, USA tickets, and preventive maintenance work orders when weather permits. We appreciate the community's assistance in reporting any potential leaks.

Operations staff are prepared & anticipating the change in season. We have performed all servicing, cleaning, and re-calibration of treatment instrumentation, and emptied & cleaned the sedimentation basin. Water quality continues to meet all State standards.

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

- District phone – (209) 852-2331
- E-mail - Patrick@ldpcsd.org

Grant/Study Updates

DWR BARRETT COVE RAW WATER INTAKE PROJECT- The deadline for Bid application packets has been extended to March 10th, due to request from various contractors. Myself and contracted engineering team are very pleased with the interest shown thus far from qualified contractors.

USDA LOAN / RAW WATER MAIN REPLACEMENT- Robert Neilson, the State Engineer, is preparing the Preliminary Engineering Report (PER) for the Raw Water Intake Pump Station. This will save the District the expenses associated with writing a PER. The PER would then be used to formally apply for funding through the USDA. We anticipate the USDA will provide the required funding for the project, but it is currently unknown what amount of the funding will be grant versus low-interest loan.

DWSRF- LDPCSD submitted a grant application to the Department of Water Resources for Water Treatment Plant Modernization in 2015. Working with our engineer, I recently adjusted the proposed scope of work. I am currently working with project administrator to submit any reimbursable expenditures to date.

Current District Projects

- **EMERGENCY LEAK CREW** – We have had **two** water main leaks, and **two** service leaks since our last meeting. The **two** water main leaks were reported, and replaced on overtime due to severity, over the weekend of 2/18/23.
- **PORTER RAW WATER MAIN LEAK-** We have identified an additional raw water leak located on the corner of Barrett Cove & Merced Falls Road. We have placed an order for the appropriate parts to fix this issue. Once received we will schedule accordingly.
- **SCADA STATE REPORTS-** In our 2022 Sanitary Survey Report the State requested additional information for monthly reports. We have worked with our contracted controls vendor to provide the Peak Hourly Flow report requested to State prior to deadline date.
- **VIOLETTA HYDRANT** – We received a community call reporting a hydrant leak. On inspection, we have identified isolation valve and hydrant must be replaced. In order to make appropriate repairs, there will be approximately 17 homes affected when project is scheduled. Staff have notified all customers and we are working around weather forecast to complete project efficiently and safely.
- **CAL FIRE 2” SERVICE LINE** – Staff identified leaking service line, and replaced the line quickly.
- **TREATMENT PLANT INSTRUMENTATION** – Operations staff performed all servicing, cleaning, and re-calibration of treatment plant instrumentation. Staff took advantage of low water demand, emptied, and cleaned our sedimentation basin to assist with water quality.
- **CL-17 CHLORINE ANALYZER-** Staff noticed irregularities in the chlorine scada reporting. We were able to have the replacement parts ordered, and installed within one business day. This immediate response enabled our treatment plant to be offline for a minimal time for repairs.
- **METER BOX MAINTENANCE-** Operations staff have been active in cleaning and replacing meter boxes throughout our service area. Staff place steel mesh underneath rodent occupied boxes. This simple solution works extremely well in keeping area clean.
- **PORTER WELL – CLOSED SESSION**

Operations

- **SERVICE ORDERS & USA'S** – This past month we have completed **30** service order requests & **36 USA** Tickets included:
 - 8 meter reads, for properties being transferred or sold
 - 5 possible leaks
 - 1 meter install
 - 10 meter boxes cleaned
- **MONTHLY METER READS** - Staff performed **1526** monthly meter reads for billing. We read approximately 350 of these meters manually.
- **USA NORTH 811** – Underground Service Alert is a non-profit organization that links the excavation community and the owners of the underground lines. LDPCSD receives USA Ticket requests daily to locate and mark our existing water lines for a planned excavation. PG&E and their subcontractors have been **extremely active** in our community.
- **WATER SAMPLES** - Working with our water lab under the guidance of the SWRCB, District staff grab water samples on the 1st or 3rd Tuesday of each month.
- **WATER STORAGE SITE INSPECTIONS** – Field staff are in the process of visiting each water storage facility, and hydro-pneumatic station in order to perform preventive maintenance on pumps, visually inspect all components and cleanup area.
- **WATER QUALITY** – Remains consistent at this time.

Administrative

- **MONTHLY STATE REPORTING** – The report is a combination of data provided throughout the month. Reports submitted are CT (concentration, contact time) referring to chlorine within our system, WQP report which tracks all chemicals used, backwashing, water quality, and bacteriological testing report that reports the potential indicating presence of E coli or fecal coliform bacteria in our water.
- **CROSS CONNECTION SPECIALIST RENEWAL** –I recently renewed my cross connection specialist water certification.
- **SCADA REPORTING** – I have worked with our controls contractor to provide a new monthly Peak Hourly Flow report the State has requested. This report will assist in identifying when water quality is of poorer quality during water production.

- **SACRAMENTO STATE WATER COURSE** – Operations staff are required to have certifications in water treatment and water distribution to perform their jobs. These certifications require CEU (continuing education units) to maintain. I recently ordered Water Treatment Plant Operations course material. This will assist staff in maintaining their current certifications and also assist in moving forward with the acquisition of additional certification.
- **CONTRACT RENEWAL** – At this time I have been reviewing various contracts for our District. This allows myself the opportunity to access if existing contracts should be renewed or an alternative is suitable.
- **2022/2023 CONSUMER CONFIDENCE REPORT** – I am working with staff to gather all pertinent information for this annual report that is due June 2023.
- **DWR REIMBURSEMENT**- Three quarterly reports and associated claims all have been submitted to Department of Water Resources for reimbursement.
- **SWRCB DROUGHT TECHNICAL MONITORING ORDER** – This in depth monthly report tracks the usage of all District water sources.
- **FEBRUARY DAILY TASK BREAKDOWN – PLEASE SEE ATTACHMENT**

Sincerely,

Patrick McGowan, General Manager



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Patrick McGowan
Date: March 14th, 2023
Subject: Reservoir Level Update

Description – Reservoir Level

February 6th, 2023

801.89’ Above Sea Level
635,540 Acre Feet Water Storage

March 6th, 2023

809.72’ Above Sea Level
674,941 Acre Feet Water Storage

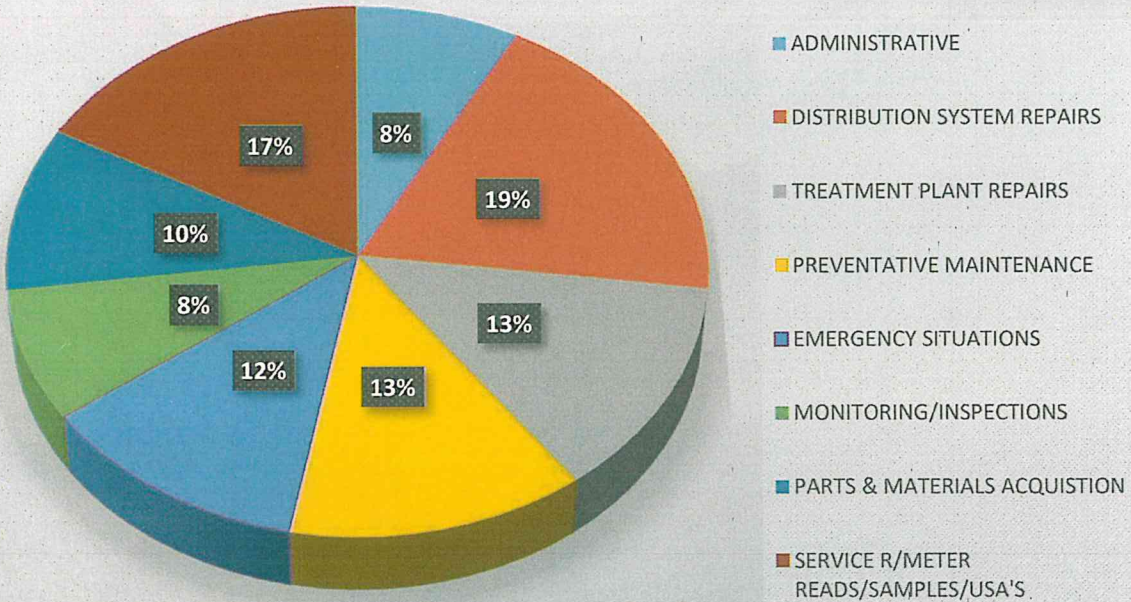
39,401 Acre Feet INCREASE in Storage
12.84 Billion Gallons of Water decrease
7.83’ Increase in Reservoir Level
Fiscal Year Rainfall Total = 26.13”

Reservoir level March 6th 2022 = 712.47’
Reservoir level March 6th 2023 = 809.72’

Rainfall = 10.65”
Rainfall = 26.13”

| | |
|---------------------------------|-----|
| ADMINISTRATIVE | 8% |
| DISTRIBUTION SYSTEM REPAIRS | 19% |
| TREATMENT PLANT REPAIRS | 13% |
| PREVENTATIVE MAINTENANCE | 13% |
| EMERGENCY SITUATIONS | 12% |
| MONITORING/INSPECTIONS | 8% |
| PARTS & MATERIALS ACQUISITION | 10% |
| SERVICE R/METER READS/SAMPLES/L | 17% |

FEBRUARY TASK BREAKDOWN



| Date | Project / Address | Call / Type | Time Called | Response Time | Time Out | Operator | Truck |
|-----------|------------------------|---|-------------|---------------|----------|----------|-------------------------|
| 1/28/2023 | Treatment Plant | morning routine plant | 7:30 AM | | 8:30 AM | AC | Agustin car |
| 1/29/2023 | Treatment Plant | morning routine plant | 7:30 AM | | 8:30 AM | AC | Agustin car |
| 1/29/2023 | 9232 Jalisco | Potential leak | 5:15 PM | 6:00 PM | 6:15 PM | AC | F150 |
| 2/4/2023 | Treatment Plant | morning routine plant | 7:30 AM | | 8:30 AM | PM | Pat truck |
| 2/5/2023 | Treatment Plant | morning routine plant | 12:00 PM | | 1:30 PM | PM | Pat truck |
| 2/11/2023 | Treatment Plant | morning routine plant | 7:30 AM | | 8:30 AM | PM | Pat truck |
| 2/11/2023 | Potential leak, clinic | Potential leak | 12:12 PM | 12:49 | 13:15 PM | PM | Pat truck |
| 2/12/2023 | Treatment Plant | State report, material delivery, backwash | 10:00 AM | | 12:00 PM | PM | Pat truck |
| 2/12/2023 | Treatment Plant | backwash | 6:00 AM | | 9:00 AM | AC | F150 |
| 2/15/2023 | Treatment Plant | CL-17 maintenance | 4:44 PM | 5:00 PM | 6:00 PM | JC | F250 |
| 2/18/2023 | Narcisco | leak | 11:45 AM | 12:20 PM | | AC | F150 |
| 2/18/2023 | Treatment Plant | morning routine plant | 7:30 AM | | 8:30 AM | AC | Agustin car |
| 2/19/2023 | Narcisco | 4" main leak | 7:00 AM | | 2:30 PM | AC,PM | F250, Dump, Backhoe |
| 2/19/2023 | Azucena Ct | 2" main leak | 2:30 PM | | 5:30 PM | AC,PM | F250 |
| 2/19/2023 | Well sites | check wells running | 5:30 PM | 2:45 PM | 6:30 PM | AC | F250 |
| 2/20/2023 | Treatment Plant | morning routine plant, F250 | 7:30 AM | | 9:30 AM | AC | Agustin car |
| 2/25/2023 | Treatment Plant | morning routine plant | | | 8:05 AM | AC | Agustin car |
| 2/26/2023 | Treatment Plant | morning routine & back wash | | | 9:30 AM | AC | Agustin car |
| 3/1/2023 | 2141 El Faro way | psi low & high | 19:22 | 7:50pm | 8:00 PM | js | service truck |
| 3/1/2023 | Treatment Plant | power outage @ plant | 4:30 PM | 16:30 | 4:50 PM | js | service truck |
| 3/4/2023 | Treatment Plant | treatment plant numbers | 7:27 AM | | 8:30 AM | js | service truck |
| 3/5/2023 | Treatment Plant | treatment plant number/ plant o | 11:21 AM | | 12:00 PM | js | service truck |
| 3/5/2023 | Treatment Plant | backwash | | 3:08 PM | 4:19 PM | js | 1965 c10 personal truck |

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: February 2023

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

* All bank accounts verified against bank statements

| | | |
|----------------------------------|----|-------------------|
| Restricted: | | |
| Investment - LAIF | \$ | 177,218 |
| Total Restricted: | | <u>\$ 177,218</u> |
| Unrestricted: | | |
| Checking | \$ | 37,988 |
| Money Market - Working Capital | \$ | 396,709 |
| Petty Cash | \$ | <u>125</u> |
| Total Unrestricted: | | <u>\$ 434,822</u> |
| Total Restricted & Unrestricted: | | <u>\$ 612,040</u> |

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

| | Feb-2023 | Year to Date |
|-------------------------------|--------------|----------------|
| Sales & Business Revenue: | \$ 129,302 | \$ 1,129,643 |
| Total Operating Expenses: | \$ (120,383) | \$ (1,087,941) |
| Non-Operating Income/Expense: | \$ (14,134) | \$ (125,980) |
| Water Drought Income/Expense: | \$ (9,018) | \$ (65,418) |
| Change in Net Assets (P&L): | \$ (14,233) | \$ (149,696) |
| Net Cash Flow: | \$ 22,535 | \$ (148,256) |

Accounts Receivable:

| Billing Time Frame | Utility Billing | Availability Billing | A/R Other | A/R Accrue |
|-----------------------|-------------------|----------------------|------------------|-------------------|
| Current | \$ 35,537 | \$ - | \$ - | \$ 113,591 |
| > 30 Days | \$ 12,795 | \$ - | \$ - | \$ - |
| > 60 Days | \$ 6,873 | \$ - | \$ - | \$ - |
| > 90 Days | \$ 5,294 | \$ - | \$ 93 | \$ - |
| > 120 Days | \$ 24,644 | \$ 177,912 | \$ 35,284 | \$ - |
| Credits | \$ (29,135) | | | |
| Total | \$ 56,009 | \$ 177,912 | \$ 35,377 | \$ 113,591 |
| Total Combined | \$ 347,511 | | \$ 35,377 | |
| G/L Balance | \$ 347,511 | | \$ 35,377 | |
| Difference | \$ 0 | | \$ 0 | |

* Amount of availability payments received: \$66,977

* Amount of availability payments outstanding: \$110,935

Accounts Payables:

| Payable Time Frame | A/P Trade | A/P Accruals | A/P Water Accrual |
|-----------------------|------------------|----------------|-------------------|
| Current | \$ 91,191 | \$ - | \$ 5,448 |
| > 30 Days | \$ - | \$ - | \$ 6,593 |
| > 60 Days | \$ - | \$ - | \$ 6,032 |
| > 90 Days | \$ - | \$ - | \$ 53,677 |
| Credits | \$ - | \$ - | \$ - |
| Total | \$ 91,191 | \$ - | \$ 71,750 |
| G/L Balance | \$ 91,191 | \$ - | \$ 71,750 |
| Difference | \$0 | \$0 | \$0 |

AP includes the following:

- City National Bank \$59,503.04

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

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

**Statement of Revenues and Expenses (P&L)
February 2023 & Year-To-Date Versus 6/30/23 Approved Budget**

| | | Feb-23 | February vs Budget % | 2022-2023 YTD | YTD vs Budget % | 2022-2023 Budget | Remaining Budget |
|----------------------|-------------------------------------|----------------|----------------------|------------------|-----------------|------------------|------------------|
| Revenue | | | | | | | |
| 01-0-3010-301 | Meter Reconnection Fee | - | 0.00% | 200 | 200.00% | 100 | (100) |
| 01-0-3010-302 | Donated Capital - Meters Curre | 5,000 | 5.26% | 25,000 | 26.32% | 95,000 | 70,000 |
| 01-0-4010-400 | Water Sales Residential | 21,253 | 5.38% | 293,281 | 74.25% | 395,000 | 101,719 |
| 01-0-4010-402 | Water Availability Revenue | 14,783 | 7.99% | 117,733 | 63.64% | 185,000 | 67,267 |
| 01-0-4010-403 | Water Service Charges | 92,266 | 8.70% | 707,186 | 66.72% | 1,060,000 | 352,814 |
| 01-0-4020-410 | Interest Income - LAIF | - | 0.00% | 1,847 | 111.54% | 1,656 | (191) |
| 01-0-4020-413 | Int Inc Penalties - Customer | 2,747 | 11.94% | 24,302 | 105.66% | 23,000 | (1,302) |
| 01-0-4020-414 | Transfer Fee Income | 500 | 4.85% | 5,050 | 49.03% | 10,300 | 5,250 |
| 01-0-4020-415 | Other Income | 20 | 0.20% | 1,170 | 11.47% | 10,200 | 9,030 |
| 01-0-4020-416 | Meter Set Fee | 500 | 5.26% | 3,000 | 31.58% | 9,500 | 6,500 |
| 01-0-4020-900 | Hydrant Service Charge | - | 0.00% | 316 | 79.00% | 400 | 84 |
| 01-0-4020-901 | Hydrant Rental | - | 0.00% | 520 | 40.00% | 1,300 | 780 |
| 01-0-4020-902 | Hydrant Consumption | - | 0.00% | 553 | 73.72% | 750 | 197 |
| 01-0-4020-999 | Avail Fee Income | - | 0.00% | 1,804 | 75.17% | 2,400 | 596 |
| 01-0-4040-100 | Lease Fee | 1,450 | 5.14% | 17,900 | 63.48% | 28,200 | 10,300 |
| TOTAL REVENUE | | 138,519 | 7.60% | 1,199,861 | 65.82% | 1,822,806 | 622,945 |
| Expenses | | | | | | | |
| 01-1-5010-100 | Regular Pay - Plant | 14,786 | 7.11% | 134,506 | 64.67% | 208,000 | 73,494 |
| 01-1-5010-101 | Overtime Pay | 1,901 | 6.90% | 16,724 | 60.68% | 27,560 | 10,836 |
| 01-1-5010-102 | Sick Pay | 600 | 7.45% | 6,070 | 75.34% | 8,056 | 1,986 |
| 01-1-5010-104 | Vacation Pay | 1,219 | 10.45% | 7,820 | 67.07% | 11,660 | 3,840 |
| 01-1-5010-105 | Holiday Pay | 1,002 | 9.65% | 5,773 | 55.57% | 10,388 | 4,615 |
| 01-1-5010-200 | PERS | 1,128 | 5.91% | 16,938 | 88.77% | 19,080 | 2,142 |
| 01-1-5010-201 | FICA/Medicare | 1,407 | 7.38% | 13,122 | 68.77% | 19,080 | 5,958 |
| 01-1-5010-202 | SUI | 112 | 6.61% | 743 | 43.72% | 1,700 | 957 |
| 01-1-5010-203 | Health Insurance | 4,208 | 8.09% | 33,943 | 65.28% | 52,000 | 18,057 |
| 01-1-5010-204 | Workers Compensation | 562 | 4.32% | 7,144 | 54.96% | 13,000 | 5,856 |
| 01-1-5010-206 | Dental Insurance | 315 | 7.88% | 2,522 | 63.06% | 4,000 | 1,478 |
| 01-1-5010-546 | Travel, Meetings & Mileage | 347 | 34.72% | 2,027 | 202.69% | 1,000 | (1,027) |
| 01-1-5020-510 | Repair & Maintenance - Plant | 837 | 3.64% | 12,612 | 54.83% | 23,000 | 10,388 |
| 01-1-5020-511 | Repair & Maintenance - Vehicle | - | 0.00% | 4,726 | 47.26% | 10,000 | 5,274 |
| 01-1-5020-512 | Repair & Maintenance - Distribution | 86 | 0.26% | 33,251 | 100.76% | 33,000 | (251) |
| 01-1-5020-515 | R&M Transmission - Intake | 2,100 | 42.00% | 2,100 | 42.00% | 5,000 | 2,900 |
| 01-1-5020-517 | R&M Transmission - Well #2 | - | 0.00% | 15,000 | 100.00% | 15,000 | - |
| 01-1-5020-520 | Small Tools & Equipment | 63 | 0.63% | 2,692 | 26.92% | 10,000 | 7,308 |
| 01-1-5020-521 | Vehicle Equipment Fuel | 545 | 3.89% | 12,690 | 90.65% | 14,000 | 1,310 |
| 01-1-5020-522 | Gas, Oil & Lubricant - Plant | 155 | 3.10% | 1,754 | 35.09% | 5,000 | 3,246 |
| 01-1-5020-524 | Health & Safety | 684 | 9.12% | 3,974 | 52.99% | 7,500 | 3,526 |
| 01-1-5020-529 | Telephone - T & D | 1,336 | 10.28% | 9,663 | 74.33% | 13,000 | 3,337 |
| 01-1-5020-544 | Water Testing Fees | - | 0.00% | 2,330 | 15.53% | 15,000 | 12,670 |
| 01-1-5020-545 | Water System Fees | 12,389 | 112.63% | 13,183 | 119.85% | 11,000 | (2,183) |
| 01-1-5020-548 | Water Testing Materials | 122 | 12.19% | 1,857 | 185.75% | 1,000 | (857) |
| 01-1-5021-521 | Water Treatment Chemicals | - | 0.00% | 34,937 | 91.94% | 38,000 | 3,063 |
| 01-1-5021-524 | P G & E Power - Office | 312 | 10.94% | 2,792 | 97.96% | 2,850 | 58 |
| 01-1-5021-525 | P G & E Power - Intake | 8,706 | 7.88% | 92,919 | 84.09% | 110,500 | 17,581 |
| 01-1-5021-526 | P G & E Power - Well | 1,031 | 6.07% | 1,209 | 7.11% | 17,000 | 15,791 |
| 01-1-5021-527 | P G & E Power - Water Treatment | 3,023 | 8.64% | 28,027 | 80.08% | 35,000 | 6,973 |
| 01-1-5021-528 | P G & E Power - Distribution | 3,245 | 8.11% | 32,910 | 82.28% | 40,000 | 7,090 |
| 01-1-5021-529 | P G & E Power - Well 2 | 129 | 2.86% | 482 | 10.70% | 4,500 | 4,018 |
| 01-1-5021-530 | P G & E Power - Medina | 647 | 64.69% | 2,774 | 277.44% | 1,000 | (1,774) |
| 01-1-5021-532 | P G & E Power - Well 5/6 | 647 | 64.69% | 2,774 | 277.43% | 1,000 | (1,774) |
| 01-1-5021-561 | Purchased Water Actual-mid-p | 5,448 | 6.56% | 75,200 | 90.60% | 83,000 | 7,800 |
| 01-1-5023-533 | Outside Services | - | 0.00% | 2,157 | 39.21% | 5,500 | 3,343 |
| 01-1-5023-535 | Fire Protection/Weed Control | - | 0.00% | - | 0.00% | 250 | 250 |
| 01-1-5023-537 | Pest Control | 72 | 1.31% | 324 | 5.89% | 5,500 | 5,176 |
| 01-1-5023-538 | Engineering Services | - | 0.00% | 2,869 | 57.37% | 5,000 | 2,131 |
| 01-1-5023-539 | Employee Education | - | 0.00% | 234 | 23.35% | 1,000 | 766 |
| 01-1-5024-540 | Memberships | 16 | 1.61% | 724 | 72.35% | 1,000 | 276 |
| 01-1-5024-542 | Publications | - | 0.00% | - | 0.00% | 500 | 500 |
| 01-1-5024-543 | Licenses, Permits & Cert. | - | 0.00% | 630 | 63.00% | 1,000 | 370 |
| 01-1-5032-583 | Depreciation Expense | 19,433 | 7.71% | 168,649 | 66.92% | 252,000 | 83,351 |
| 01-2-6010-100 | Regular Pay - Administration | 17,544 | 7.25% | 150,961 | 62.38% | 242,000 | 91,039 |
| 01-2-6010-101 | Overtime Pay | 247 | 16.46% | 1,516 | 101.09% | 1,500 | (16) |
| 01-2-6010-102 | Sick Pay | 358 | 7.30% | 2,991 | 61.04% | 4,900 | 1,909 |

| | Feb-23 | February vs Budget % | 2022-2023 YTD | YTD vs Budget % | 2022-2023 Budget | Remaining Budget | |
|---|----------------------------------|----------------------|----------------|------------------|------------------|------------------|-----------------|
| 01-2-6010-104 | Vacation Pay | 573 | 7.54% | 4,920 | 64.73% | 7,600 | 2,680 |
| 01-2-6010-105 | Holiday Pay | 752 | 13.68% | 4,514 | 82.07% | 5,500 | 986 |
| 01-2-6010-200 | PERS | 1,794 | 8.55% | 14,644 | 69.73% | 21,000 | 6,356 |
| 01-2-6010-201 | FICA/Medicare | 1,493 | 7.66% | 12,808 | 65.68% | 19,500 | 6,692 |
| 01-2-6010-202 | SUI | 43 | 3.47% | 482 | 38.54% | 1,250 | 768 |
| 01-2-6010-203 | Health Insurance | 3,918 | 7.12% | 33,519 | 60.94% | 55,000 | 21,481 |
| 01-2-6010-204 | Workers Compensation | 56 | 4.27% | 444 | 34.19% | 1,300 | 856 |
| 01-2-6010-206 | Dental Insurance | 319 | 8.17% | 2,548 | 65.35% | 3,900 | 1,352 |
| 01-2-6010-207 | Vision Care | - | 0.00% | 100 | 13.85% | 722 | 622 |
| 01-2-6010-546 | Travel, Meetings & Mileage | 221 | 22.13% | 1,345 | 134.55% | 1,000 | (345) |
| 01-2-6020-512 | Propane | 581 | 35.20% | 647 | 39.20% | 1,650 | 1,003 |
| 01-2-6020-515 | Customer Billing Supplies | - | 0.00% | 2,408 | 92.62% | 2,600 | 192 |
| 01-2-6020-529 | Telephone - Admin | 1,671 | 13.36% | 12,640 | 101.12% | 12,500 | (140) |
| 01-2-6020-530 | Office Supplies | 507 | 13.70% | 2,818 | 76.16% | 3,700 | 882 |
| 01-2-6020-531 | Postage | 699 | 7.36% | 5,936 | 62.48% | 9,500 | 3,564 |
| 01-2-6023-531 | Computer IT | 1,478 | 5.58% | 23,532 | 88.80% | 26,500 | 2,968 |
| 01-2-6023-532 | R & M Equipment | - | 0.00% | - | 0.00% | 4,000 | 4,000 |
| 01-2-6023-533 | Outside Services | - | 0.00% | 21,525 | 79.72% | 27,000 | 5,475 |
| 01-2-6023-535 | Office Cleaning Serv | - | 0.00% | 1,140 | 67.06% | 1,700 | 560 |
| 01-2-6023-536 | Legal Services | - | 0.00% | 36,140 | 451.75% | 8,000 | (28,140) |
| 01-2-6023-537 | Audit Services | 8,600 | 95.56% | 8,600 | 95.56% | 9,000 | 400 |
| 01-2-6023-539 | Employee Education | 100 | 10.00% | 850 | 85.00% | 1,000 | 150 |
| 01-2-6024-540 | Memberships | - | 0.00% | 7,777 | 90.43% | 8,600 | 823 |
| 01-2-6024-542 | Publications | - | 0.00% | - | 0.00% | 800 | 800 |
| 01-2-6024-543 | Licenses, Permits & Cert. | - | 0.00% | 794 | 99.25% | 800 | 6 |
| 01-2-6024-999 | County Avail Fee | - | 0.00% | 1,857 | 92.85% | 2,000 | 143 |
| 01-3-6025-100 | Regular Pay | 1,000 | 16.67% | 5,000 | 83.33% | 6,000 | 1,000 |
| 01-3-6025-201 | FICA/Medicare | 77 | 15.30% | 383 | 76.50% | 500 | 118 |
| 01-9-6030-546 | Travel, Meetings & Mileage | 361 | 45.18% | 1,414 | 176.77% | 800 | (614) |
| 01-9-6030-569 | Credit Card Service Charges | 1,173 | 10.67% | 8,426 | 76.60% | 11,000 | 2,574 |
| 01-9-6030-570 | Bank Service charges | 459 | - | 1,807 | - | - | - |
| 01-9-6030-572 | Business Insurance Expense | 7,179 | 9.97% | 69,331 | 96.29% | 72,000 | 2,669 |
| 01-9-6030-576 | Misc Other Expense | 37 | 6.34% | 2,241 | 386.37% | 580 | (1,661) |
| 01-9-6030-577 | Retired Employee Health | 1,214 | 6.23% | 9,530 | 48.87% | 19,500 | 9,970 |
| 01-9-6031-580 | Interest Long Term Debt | 2,651 | 10.40% | 15,640 | 61.33% | 25,500 | 9,860 |
| 01-9-6032-583 | Depreciation Expense | 16 | 8.02% | 139 | 69.62% | 200 | 61 |
| TOTAL EXPENSES | | 143,733 | 8.15% | 1,284,140 | 72.83% | 1,763,226 | 479,086 |
| CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS) | | | | | | | |
| 01-9-6030-597 | DWSRF Expenses | | #DIV/0! | | #DIV/0! | | |
| 01-9-6030-598 | DWR Intake | 9,018 | #DIV/0! | 65,418 | #DIV/0! | | |
| TOTAL CIP IN PROGRESS | | 9,018 | #DIV/0! | 65,418 | #DIV/0! | - | (65,418) |
| CARRYOVER PROJECT (GRANT) REVENUE | | | | | | | |
| 01-0-4020-431 | SWRCB Grant Revenue | - | #DIV/0! | | #DIV/0! | - | - |
| TOTAL CARRYOVER PROJECT REVENUE | | - | #DIV/0! | - | #DIV/0! | - | - |
| NEW CAPITAL PURCHASES / IMPROVEMENTS | | | | | | | |
| 01-0-1090-216 | Auto Meter Read/Replace | 4,775 | 18.36% | 5,231 | 20.12% | 26,000 | 20,769 |
| 01-0-1090-321 | Filter Tank Inspection Cleaning | - | 0.00% | - | 0.00% | 11,000 | 11,000 |
| 01-0-1090-322 | Flushing/Valve Program | | 0.00% | 8,073 | 134.55% | 6,000 | (2,073) |
| 01-0-1090-323 | Intake Emergency | | | 4,951 | | | |
| 01-0-1090-326 | Used Vacum Truck / Valve Truck | | 0.00% | | 0.00% | 16,000 | 16,000 |
| 01-0-1090-327 | 1999 GMC Dump Truck Rest. | | 0.00% | 8,315 | 75.59% | 11,000 | 2,685 |
| TBD | Replacement Truck | | 0.00% | | 0.00% | 45,000 | 45,000 |
| 01-0-1090-328 | 2022 SCADA Master Plan | 4,771 | 29.82% | 20,512 | 128.20% | 16,000 | (4,512) |
| TBD | 2022 Computer Server Upgrade | | 0.00% | | 0.00% | 22,000 | 22,000 |
| 01-0-1090-330 | Bobcat Restoration | 1,972 | | 10,479 | | | |
| 01-0-1090-329 | 2022 Pressure Regulating Station | 3,138 | 31.38% | 10,080 | 100.80% | 10,000 | (80) |
| TBD | IM4000 Digital Copier System | | 0.00% | | 0.00% | 9,000 | 9,000 |
| TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS | | 14,656 | 8.52% | 67,639 | 39.33% | 172,000 | 104,361 |

LDPGSD Financials**Statement of Net Assets (Balance Sheet)
for the month ending February 2023****Asset :**

| | | |
|---|-----------|------------------|
| Cash and investments | \$ | 612,040 |
| Restricted cash | \$ | - |
| Accts Receivable net of res | \$ | 281,149 |
| Water Drought Receivable | \$ | - |
| Inventory | \$ | 69,932 |
| Prpd expense & deposits | \$ | 41,908 |
| Deferred Outflow of Resources - OPEB | \$ | 209,186 |
| Deferred Outflow of Resources - Pension | \$ | 96,562 |
| Total current assets | \$ | 1,310,776 |

| | | |
|-----------------------------|-----------|------------------|
| Property, plant & equipment | \$ | 13,337,077 |
| less depreciation | \$ | (8,146,387) |
| C I P | \$ | 879,072 |
| Net P P & E | \$ | 6,069,762 |

Other L T Assets

| | | |
|---------------------|-----------|------------------|
| Total Assets | \$ | 7,380,537 |
|---------------------|-----------|------------------|

Liabilites:

| | | |
|---------------------------|-----------|----------------|
| Accounts payable | \$ | 91,191 |
| Interest payable | \$ | - |
| Water Accrual | \$ | 71,750 |
| Accrued Payroll | \$ | 100,920 |
| A/P Accrued Payables | \$ | 2,682 |
| L T debt, current | \$ | 101,528 |
| Total current liab | \$ | 368,072 |

| | | |
|--|----|-----------|
| L T debt | | |
| Post Retirement Benefit | \$ | 1,653,377 |
| Net Pension Liability | \$ | 340,130 |
| Deferred Inflow of Resources - OPEB | \$ | 33,243 |
| Deferred Inflow of Resources - Pension | \$ | 50,403 |
| Muni Loan | \$ | 378,168 |
| less current above | \$ | (101,528) |

| | | |
|-------------------------|-----------|------------------|
| Total Liabilites | \$ | 2,721,865 |
|-------------------------|-----------|------------------|

| | | |
|-------------------|-----------|------------------|
| Net assets | \$ | 4,658,673 |
|-------------------|-----------|------------------|

| | | |
|-----------------------------------|-----------|------------------|
| Total liab & net ass't | \$ | 7,380,537 |
|-----------------------------------|-----------|------------------|

| <u>Check Number</u> | <u>Vendor No</u> | <u>Vendor Name</u> | <u>Check Date</u> | <u>Check Amount</u> |
|---------------------|------------------|--------------------------------------|-------------------|---------------------|
| 492 | 000076 | USPS | 02/02/2023 | 670.35 |
| 611 | 000105 | PACIFIC GAS & ELECTRIC | 02/02/2023 | 15,751.06 |
| 612 | 001888 | SWRCB Accounting Office | 02/02/2023 | 794.00 |
| 613 | 000263 | Brenntag | 02/02/2023 | 1,388.77 |
| 614 | 000118 | D & D PEST CONTROL * | 02/02/2023 | 36.00 |
| 615 | 000121 | UNION DEMOCRAT* | 02/02/2023 | 1,134.00 |
| 616 | 660108 | VERIZON WIRELESS | 02/02/2023 | 331.89 |
| 617 | 00003546 | American Flagpole & Flage Co. | 02/02/2023 | 124.83 |
| 618 | 000196 | AQUA SIERRA CONTROLS, INC | 02/02/2023 | 820.00 |
| 619 | 000606 | BARRY ELECTRIC | 02/02/2023 | 500.00 |
| 620 | 0001901 | JAKE FARMER | 02/02/2023 | 1,101.57 |
| 621 | 0001901 | JAKE FARMER | 02/02/2023 | 378.00 |
| 622 | 00095228 | SHANE MOTTER | 02/02/2023 | 89.62 |
| 623 | 000092 | HOWK SYSTEMS | 02/06/2023 | 540.00 |
| 624 | 000076 | USPS | 02/06/2023 | 290.00 |
| 625 | 0000536 | AGUSTIN CAMPOS | 02/06/2023 | 347.20 |
| 626 | 000165 | ACWA/JPIA | 02/06/2023 | 9,340.22 |
| 627 | UB*10923 | MR ALEXANDER | 02/06/2023 | 150.00 |
| 628 | UB*10924 | ERENDIRA ORTIZ | 02/06/2023 | 92.14 |
| 629 | UB*10925 | STAN PETERSON | 02/06/2023 | 156.26 |
| 630 | UB*10926 | KENNETH NABORS JR, ET/AL | 02/06/2023 | 195.97 |
| 631 | UB*10927 | JEFFERY BETTINCOURT | 02/06/2023 | 144.21 |
| 632 | 000247 | KEN GRADY COMPANY, INC. | 02/10/2023 | 4,296.78 |
| 633 | 000121 | UNION DEMOCRAT* | 02/10/2023 | 283.50 |
| 634 | 000025 | CHEMCO PRODUCTS COMPANY | 02/10/2023 | 5,801.07 |
| 635 | 0007349 | Recology Mariposa | 02/10/2023 | 308.08 |
| 636 | 702 | Warmerdam CPA Group | 02/10/2023 | 2,500.00 |
| 637 | 0001013 | BLOMBERG & GRIFFIN | 02/10/2023 | 650.00 |
| 638 | 00071 | Mother Lode Answering Service | 02/10/2023 | 498.00 |
| 640 | 0009924 | PATRICK MCGOWAN | 02/10/2023 | 221.34 |
| 641 | 0002321 | STREAMLINE | 02/10/2023 | 200.00 |
| 642 | 000105 | PACIFIC GAS & ELECTRIC | 02/17/2023 | 1,293.84 |
| 643 | 000105 | PACIFIC GAS & ELECTRIC | 02/17/2023 | 128.88 |
| 644 | 100987 | Twin Lakes Management Co. | 02/17/2023 | 2,100.00 |
| 645 | 000032 | BOBCAT CENTRAL INC. | 02/17/2023 | 1,972.43 |
| 646 | 0000605 | Black Water Consulting Engineers Inc | 02/17/2023 | 6,463.00 |
| 647 | 000136 | AT&T | 02/28/2023 | 2,226.07 |
| 648 | 000196 | AQUA SIERRA CONTROLS, INC | 02/28/2023 | 4,770.78 |
| 649 | 00008 | SENTRY ALARM SYTEMS | 02/28/2023 | 468.00 |
| 650 | 000606 | BARRY ELECTRIC | 02/28/2023 | 281.25 |
| 651 | 000118 | D & D PEST CONTROL * | 02/28/2023 | 72.00 |
| 652 | 0002857 | SIERRA MATERIALS & TRUCKING | 02/28/2023 | 2,294.46 |
| 653 | 0009924 | PATRICK MCGOWAN | 02/28/2023 | 361.46 |
| 654 | 0001013 | BLOMBERG & GRIFFIN | 02/28/2023 | 7,950.00 |
| 655 | 660108 | VERIZON WIRELESS | 02/28/2023 | 192.55 |
| 656 | 000223 | BADGER METER | 02/28/2023 | 4,774.64 |
| 657 | 000571 | KELLOGG'S SUPPLY | 02/28/2023 | 562.06 |
| 658 | 0006293 | WEX Bank | 02/28/2023 | 545.14 |
| 659 | 000121 | UNION DEMOCRAT* | 02/28/2023 | 1,134.00 |
| 660 | 000383 | BUSINESS CARD | 02/28/2023 | 146.66 |
| 661 | 000383 | BUSINESS CARD | 02/28/2023 | 79.30 |
| 662 | 000383 | BUSINESS CARD | 02/28/2023 | 7.95 |
| 663 | 000383 | BUSINESS CARD | 02/28/2023 | 628.57 |
| 665 | 000383 | BUSINESS CARD | 02/28/2023 | 308.76 |

Report Total: 87,896.66

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road

La Grange, CA

Tuesday February 21, 2023 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 special meeting at 9751 Merced Falls Rd., La Grange, CA 95329
President Hankemeier called the meeting to order at 1:00 p.m.
Directors present: Hankemeier, Ross, Johnson, Warren, and Sperry
Also present: GM P. McGowan
Also Present: S. Marchesiello
Also Present Syed Bukhari from Blomberg & Griffin Accounting Corporation

- 2. PUBLIC COMMENT:**
The Board of Directors received no public comments

- 3. PRESENTATION ONLY:**
 - a. Presiding Officer's Report
None at this time

 - b. General Manager's Report:
 - Grant / Study Updates
 - Current District Projects
 - Operations Updates
 - Administrative Updates*Presented by GM P. McGowan*

- 4. APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
 - a. Read and file the Treasurer's Report for the period ending January 31, 2023 including summary of claims paid
 - b. Approval of the Minutes of the Special Meeting January 17, 2023, and Special Meeting January 31, 2023

Motion: To approve the consent calendar
Votes: Carried 5-0
First: Warren Second: Sperry
Ayes: Warren, Sperry, Ross, Johnson, and Hankemeier
Nays:

5. DISCUSSION AND ACTION ITEMS:

- a. Review and acceptance of the fiscal year 2022 audit presented by Blomberg & Griffin Accounting Corporation

Motion: To accept the 2022 audit presented by Syed Bukhari

Votes: Carried 5-0

First: Ross Second: Warren

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

Nays:

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

Motion: To approve Director Hankemeier for President and Director Ross for Vice President with recognition of the current policy

Votes: Carried 5-0

First: Johnson Second: Warren

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

Nays:

- c. Confirmation of the Board Presidents Standing Committee appointments for the 2023 calendar year

Motion: To approve the standing committee appointments given by President Hankemeier as follows:

Planning Committee: Directors Hankemeier, and Warren

Ordinance Committee: Directors Ross and Warren

Finance Committee: Hankemeier and Sperry (until the new board member is sworn in due to county election issues)

Personnel Committee: Hankemeier and Sperry (until the new board member is sworn in due to county election issues)

Public Information: Ross and Warren

Votes: Carried 5-0

First: Warren Second: Ross

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

Nays:

- d. Discussion / Approval regarding Proposed Revisions to On-Call Policy #2171

Motion: To approve the proposed revisions of the on-call policy #2171

Votes: Failed 2-3

First: Hankemeier Second: Sperry

Ayes: Hankemeier, and Sperry,

Nays: Johnson Ross, Warren

- e. Discussion / Approval regarding a TUD (Tuolumne Utilities District) Mutual Aid Agreement

Motion: To approve the resolution approving the TUD (Tuolumne Utilities District) Mutual Aid Agreement

Votes: Carried 5-0

First: Johnson Second: Ross

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

Nays:

- f. Discussion / Approval – Request from President Hankemeier and Vice President Ross Presented as an Ad Hoc Committee regarding Approval of Recommendations to the Board of Directors

No action taken

- g. Discussion / Approval – Office Manager Job Description

Motion: To approve the resolution approving the Office Manager job description as written and a (15%) fifteen percent increase in the salary chart for that position and the current employee receive the increase retroactive to when this item was first proposed to the board

Votes: Carried 5-0

First: Johnson Second: Hankemeier

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

Nays:

- h. Discussion / approval – Notification of Nominations – 2023 election SDRMA Board of Directors

No action taken

Closed Open Meeting: 3:51 p.m.

Reconvene to Open Meeting: 5:13 p.m.

6. CLOSED SESSION:

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code section 54957

Title: Operations Lead

REPORT OUT:

The President and Vice President are directed to develop a return to work guidelines for the employee to present and secure their approved agreement

7. ADJOURNMENT: 5:14 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Lake Don Pedro Community Services District
9751 Merced Falls Rd. La Grange, CA 95329
(209) 852-2331 – www.ldpcsd.org

DIRECTORS
Dan Hankemeier, President
Emery Ross, Vice President
Dan Johnson
Russell Warren
Nellie Sperry

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road

La Grange, CA

Thursday March 2, 2023 at 10:00 a.m.

- 1. CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
The Board of Directors of the Lake Don Pedro Community Services District held a special meeting at 9751 Merced Falls Rd., La Grange, CA 95329
President Hankemeier called the meeting to order at 10:04 a.m.
Directors present: Hankemeier, Ross, Johnson, and Warren
Directors present: Sperry arrived at 10:20 a.m.
Also present: GM P. McGowan
Also Present: S. Marchesiello

2. DISCUSSION AND ACTION ITEMS:

Closed Open Meeting: 10:05 p.m.

Reconvene to Open Meeting: 11:25 p.m.

CLOSED SESSION:

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code section 54957
Title: Operations Lead

REPORT OUT:

We are sending a certified letter to the employee with the return to work requirement

3. ADJOURNMENT: 11:25 a.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: March 14th, 2023

Subject: 2022 SANITARY SURVEY REPORT FINDINGS

Description –

Each year our water system is inspected by the State Water Resource Control Board Division of Drinking Water. The last inspection was conducted on March 23rd, 2022 by Bruce Ramsden, and our District received the Sanitary Survey Report on February 16th, 2023.

Below are the findings from inspection, that are required to be addressed by March 31st, 2023;

1. LDPCSD must continue to provide the range of pH and alkalinity levels on their monthly WQP report.

Complete

2. The practice of reporting daily average flow must be updated to reflect the peak hourly flow for the individual days CT calculation. It is very important that these revisions be shown in the Operations Plan also for reporting and CT calculation purposes. By March 31, 2023, the System must begin surface water treatment reporting with the peak four-hour flow rate.

Complete

3. Due to changes in Operations personnel, by March 31, 2023, provide an updated Emergency Notification Plan and an updated Operations Plan reflecting these and any other changes or modifications necessary.

Complete

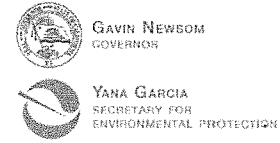
4. The Operations Plan must be updated noting that the treatment flow for CT compliance to be based on peak hourly, rather than average daily flow rate.

Complete

5. There are six VOC constituents that were not tested or reported for the active wells. Have your lab resubmit the results of these missing constituents noted in Appendix B.

Awaiting Lab confirmation on completion

I am extremely pleased with the report & findings. The required mitigation work is minimal and complete. The 2022 Sanitary Survey findings helps to confirm our District is moving in proper direction.



State Water Resources Control Board

Division of Drinking Water

February 16, 2023

System No. 5510008

Mr. Patrick McGowan, General Manager
Lake Don Pedro CSD
9751 Merced Falls Drive
La Grange, CA 95329

2022 Sanitary Survey

Dear Mr. McGowan:

On March 23, 2022, Merced District staff member Bruce Ramsden with the Division of Drinking Water (Division) conducted an inspection of the Lake Don Pedro CSD's water system (Water System).

The findings of this inspection are detailed in the enclosed sanitary survey. Upon completion of the inspection and subsequent sanitary survey, the items listed below are required to be addressed by the Water System.

1. LDPCSD must continue to provide the range of pH and alkalinity levels on their monthly WQP report.
2. The practice of reporting daily average flow must be updated to reflect the peak hourly flow for the individual days CT calculation. It is very important that these revisions be shown in the Operations Plan also for reporting and CT calculation purposes. By **March 31, 2023**, the System must begin surface water treatment reporting with the peak four-hour flow rate.
3. Due to changes in Operations personnel, by **March 31, 2023**, provide an updated Emergency Notification Plan and an updated Operations Plan reflecting these and any other changes or modifications necessary.
4. The Operations Plan must be updated noting that the treatment flow for CT compliance to be based on peak hourly, rather than average daily flow rate.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR


265 West Bullard Avenue, Suite 101, Fresno, CA 93704 | www.waterboards.ca.gov

5. There are six VOC constituents that were not tested or reported for the active wells. Have your lab resubmit the results of these missing constituents noted in Appendix B.

If you have any questions regarding the information contained in the report, please contact myself at (559) 447-3316 and shawn.demmers@waterboards.ca.gov or Bruce Ramsden at (559) 447-3314 and bruce.ramsden@waterboards.ca.gov. In addition, please use the Merced District email at dwpdist11@waterboards.ca.gov for all written correspondence and submittals.

Sincerely,

Shawn Demmers

 Digitally signed by Shawn Demmers
Date: 2023.02.15 10:31:52 -08'00'

Shawn Demmers, P.E.
Merced District Engineer
Division of Drinking Water
State Water Resources Control Board

SD/BJR

Enclosures

cc: Tuolumne County Environmental Health



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: March 14th, 2023

Subject: 2023 MAINTENANCE PLAN

Description –

A simplified maintenance plan was requested by Lake Don Pedro Community Services District Board of Directors in January's meeting. An in depth, detailed maintenance plan can be found in our District's Operations Plan. This simplified concise document will assist operations staff on duties involved in the upkeep and maintenance of our facilities.

The Lake Don Pedro Community Services District's 2023 System Maintenance Plan focuses on increasing the level of water system maintenance to maximize the useful life of our critical infrastructure. The Plan addresses the basic maintenance schedule and assignments while at the same time understanding the complexities of the system, its current aging condition, the District's current organizational structure and capabilities in performing the required maintenance on a consistent basis.

This plan is not all-inclusive and is to be used in conjunction with the system operations plan and in compliance with state permits and other requirements.



WATER SYSTEM MAINTENANCE PLAN 2023

Lake Don Pedro Community Services District

ABSTRACT

"We want our customers to know that their water rate money is being spent wisely on projects that improve water service and personnel that are highly responsible and productive, to keep our water system operating as reliably and cost effectively as possible." - Director Danny Johnson 2016

EXECUTIVE SUMMARY

The Lake Don Pedro Community Services District's 2023 System Maintenance Plan focuses on increasing the level of water system maintenance to maximize the useful life of our critical infrastructure. The Plan addresses the basic maintenance schedule and assignments while at the same time understanding the complexities of the system, its current aging condition, the District's current organizational structure and capabilities in performing the required maintenance on a consistent basis.

This plan is not all-inclusive and is to be used in conjunction with the system operations plan and in compliance with state permits and other requirements. System maintenance manuals and manufacturer's instructions are to be kept on file for every piece of District equipment, so that they can be accessed for reference while the maintenance crew is in the field performing maintenance. The basic routine maintenance program for each water system component is identified below, with (Service Work Order (SWO), daily, weekly, monthly, quarterly and annual routines listed, as applicable. A table is provided at the end of this plan detailing the maintenance work by time period, and the maintenance schedule.

GOALS

This Maintenance Plan has three major goals:

- Stabilize and reduce system maintenance costs
- Maximize the system reliability and predictability
- Improve our customer image by informing our community of its well-maintained facilities



PROGRAM OVERVIEW

The LDPCSD operations staff must be state certified, cross trained and involved in the day to day operation of the water treatment plant and distribution system, in addition to being expected to perform as much system maintenance as possible in the time available. In the routine operation of the system, the operators will perform inspections, perform planned preventative maintenance and respond to customer service calls and emergencies; many times all in the same day. The purpose of this Maintenance Plan is to identify all work to be completed, organize the work by time schedule and complexity and assign responsibilities to operations staff. The program also requires that accomplishment of assigned maintenance responsibilities be an integral part of all employees' annual performance expectations and evaluation, tied directly to any promotions or merit salary increases provided. The Plan also includes a means of reporting program success to management, the LDPCSD Board and public.

INSPECTIONS

Inspections, sometimes referred to as "rounds or remotes" of all facilities are completed on a regular basis as detailed in the system O&M tables below. The use and completion of Inspection and data logging forms ensures a thorough inspection of all components on the site and provides documentation of any discoveries, problems or work service orders to be generated after the inspection is completed. Completed inspection forms are stored electronically and in paper copy in the maintenance files by District staff.

LDPCSD MAINTENANCE PLAN

PREVENTATIVE MAINTENANCE

System preventative maintenance duties will be assigned on a daily, weekly, monthly and annual basis by the Water Lead, in accordance with the schedules below. Although it is very efficient to assign to employees tasks for which they have experience, are efficient and enjoy the work; it is also a solid practice to have employees cross over with more experienced staff and learn new skills and practices. Assignments will be made as scheduled with our preventive maintenance plan, and appropriate preventative maintenance documentation and reports completed, stored electronically and filed in paper by location.

SERVICE ORDER RESPONSE

Service work orders (SWO) are typically indicative of system problems; be it high or low pressure, dirty or smelly water, leaks, meter problems or main breaks, there are lessons to be learned from documenting service orders. When a service order is completed, the repair report is to be completed and added to District database. At the beginning of each month, the Remote readings will be logged in the appropriate spreadsheets, leak reports prepared and analyzed, system operational data analyzed for anomalies. The service order review is completed monthly will be documented in the monthly and will be used to identify necessary system operational adjustments or changes, increased maintenance such as flushing, or immediate staff attention placed on completion of a project or evaluation that continues to generate high numbers of service orders monthly.

NECESSARY QUALIFICATIONS

District staff Operator's should be trained and capable of performing all necessary inspections and maintenance at all facilities except for:

- Tank inspections and cleaning
- Pump or motor removal where specialized equipment is necessary
- Pump rebuilding
- Extensive electrical and/or control rewiring. Staff should be trained in basic electrical controls and electricity, and be able to troubleshoot switches, breakers and relays.
- Confined space entry (permitted)

Specialized training is required for certain maintenance tasks such as control valve or PRV adjustment or rebuilding, and operators should be trained in basic electricity, hydraulics and pumping, construction techniques and safety.. This training is not offered locally, and usually requires three to five days travel plus training costs to complete. Also it is important to note that once control valves or PRVs are torn apart for rebuild, stopping work because the clock hits 4pm or the maintenance staff gets called to check a customer meter is not possible because these items in many cases cannot be left out of service without risking water outages. Therefore if rebuilding is to be done in house, the work should not be done during absence of any employees, or unless ALL parts are verified in stock in advance. This work can be contracted with the requirement that the contractor complete the work within a specified time period. PRV inspections are always conducted by LDPCSD operators, so they must understand valve operation.

FACILITIES

SOURCE WATER SYSTEM

The LDPCSD water supply is derived primarily from surface water drawn from pumps located near Barrett Cove Marina on Lake McClure. The District also utilizes groundwater drawn from four wells within the district boundaries and connected to the district raw water transmission system. Engineering plans and specifications for all facilities are on file in the district office.

Lake McClure Intake

The Lake McClure Intake consists of one 250 HP submersible pump, and one non-operable 125 HP submersible pump. On location there are two 150 HP vertical turbine booster pumps, related control valves, electrical controls, meters and piping.

Each year when the water demand is highest, the community water demand is greater than can be supplied by the stored raw water and if the Intake system is down more than one day, a severe water shortage could occur requiring immediate public notification. Immediate operation of all groundwater wells is advisable any time the Intake system is down for repair during the summer. Please refer to the system operations plan for more information on operation of the raw water system. The maintenance tasks associated with the Intake system are shown below in Table 1.

Table 1 – Intake Site

| Item | Weekly | Monthly | Quarterly | Annual |
|--|--------|---------|-----------|--------|
| Routine site visit inspection | X | | | |
| Remote Readings/Physical Site Inspection (operate pumps/observe) | | X | | |
| General Site Maintenance (weeds, locks, painting, cleaning) | | | X | |
| Megger Pumps, check voltage and amps | | | X | |
| Control Valve Maintenance (Pumps and surge tank) | | | | X |
| Clean valve wells and Operate valve | | | | X |
| Operate and Service intake wet well screens and valves (If accessible) | | | | X |

Wells

There should be very little maintenance required at each well site other than inspection and grounds keeping as shown below in Table 2.

Table 2 – Groundwater Wells

| Item | SWO | Weekly | Monthly | Quarterly | Annual |
|--|-----|--------|---------|-----------|--------|
| Routine site visit inspection | | X | | | |
| Remote Readings/Physical Site Inspection | | | X | | |
| General Site Maintenance (weeds, locks, fence, painting, cleaning) | | | | X | |
| Megger Pumps, check voltage and amps | | | | | X |
| Clean valve wells and Operate valves | | | | | X |
| Pull pump and replace column piping, clean and descale casing | X | | | | |

WATER DISTRIBUTION SYSTEM

The District has a very mechanical water system, due to the service area topography. The distribution system includes 7 water storage tanks, two dedicated booster pump sites (one with a hydro-pneumatic tank), 480 fire hydrants each with its own isolation valve at the connection to the water main, 341 street (isolations) valves and 11 pressure reducing valve (PRV) stations. In 2020

LDPCSD MAINTENANCE PLAN

LDPCSD began an active Flushing/Valve & Hydrant Program. The street or fire hydrant isolation valves were not inspected or operated in five years or more, resulting in valve access wells (pipe leading to the valve operating nut 4 feet below ground) filled with dirt and rocks, caused by rodent activity. In order to operate (exercise) the valves, the debris was removed, which takes time and specialized vacuum or flushing equipment were used. Four of the tank sites also have booster pumps to move water up to a higher tank. Each booster pump has a hydraulic control valve, pump controls and shutoff valves. One tank site (Alamo) has a hydro-pneumatic tank and both a domestic and fire water pumps. Each tank and booster pump site is connected to the supervisory control and data acquisition system (SCADA) that transmits pressures, levels, pump status, power information and failure data to the water treatment plant, where the information is logged real-time in the central computer.

Due to the age and deteriorated condition of much of the distribution infrastructure such as pumps electrical controls and control valves, operational problems are more frequent than normal, even with proper maintenance. Water mains are known to last 75 to 100 years with the only maintenance being occasional flushing to clear debris, pressure control and maintenance of water pH (corrosivity) to a neutral state. However, some of the LDPCSD water mains and especially service lines were improperly installed on rock, or with rock trench backfill, significantly reducing the life of our underground infrastructure. Some maintenance such booster pump replacement or repair, tank inspections and repair, pump electrical panel replacement, and PRV rebuilding requires specialized tools and equipment, specialized training and adequate staffing so that once a major maintenance project is started, it can be completed in the same work day. Such specialized work is identified in the tables below.

Water Tanks, Booster Sites

The LDPCSD water tanks are constructed of materials as shown in Table 3 below, which dictates the types, frequency and difficulty of repairs. For the most part, tank maintenance involves visual inspection for vandalism and leaks, and also includes making sure that vents are intact (no birds, bats or rodents can enter) and accessories such as ladders, gauges, and hatches are functional. Weeds must be kept under control to reduce fire hazard and fences and gates checked, and locks lubricated. Steel tank coatings are very specialized and must be completed by a competent coatings contractor. Pre-stressed concrete tanks require almost no maintenance, but repairs can be difficult and costly. Necessary tank repairs are either identified in random external inspections or upon video inspection by a tank inspection contractor. A solid tank inspection program by qualified contractors can result in almost no maintenance work for District staff, other than grounds keeping.

Table 3 – Tank Construction

| Tank | Material |
|------------|-----------------------|
| Alamo | Pre-stressed Concrete |
| Arbolada | Pre-stressed Concrete |
| Central | Welded Steel |
| Coronado | Pre-stressed Concrete |
| Enebro | Pre-stressed Concrete |
| Lazo | Welded Steel |
| Sturtevant | Pre-stressed Concrete |

Booster systems, on the other hand contain pumps, control valves, electrical controls and panels, vaults, meters, flow switches, pumps and motors, all of which require some form of skilled maintenance work as shown in Table 4.

Table 4 – Booster Stations and Tank Sites

| Item | Monthly | Quarterly | Annual | 5 Yrs |
|--|---------|-----------|--------|-------|
| Remote Readings/Physical Site Inspection (Tank external, operate pumps) | X | | | |
| General Site Maintenance (weeds, locks, fence, painting, cleaning) | | X | | |
| Check Pump voltage and amps | | | X | |
| Tank Internal Inspection, Cleaning and Video (Contracted to specialty contractors) | | | | X |
| Pump Control Valve Service | | | X | |
| Isolation valve well cleaning and operation | | | X | |
| Control or valve rebuilding | | | | X |

Fire Hydrants and Street Isolation Valves

The proper function of fire hydrants when needed is critical during a fire emergency. To ensure continued operation, fire hydrants should be operated from fully closed, to fully open and back to closed slowly. The hydrant should be operated full open long enough to clear any dirty or colored water. Prior to operating the fire hydrant, the hydrant isolation valve should be operated from open to closed and back to full open, then backed off ½ turn. Main flushing is done to clear debris from the mains and to remedy customer complaints. A flushing velocity of a minimum of 5 feet per second must be achieved to clean the mains, so it is possible that in areas with large mains, that multiple fire hydrants may need to be flushed at the same time to achieve the flow rate. Broken hydrants must be bagged “out of service”, and the local fire department notified immediately. Malfunctioning fire hydrants should be immediately repaired. Hydrant maintenance schedules are shown in Table 5.

Table 5 – Street Valves

| Item | Annual | SWO |
|--|--------|-----|
| Clean isolation valve well and operate hydrant | X | |
| Water Main Flushing | | X |
| Perform hydrant flow testing | | X |

Pressure Regulating Stations

Regulation of water pressure is necessary in the LDPCSD water system to avoid over pressurizing and damaging customer plumbing. The system pressure regulating valves, or PRVs are set at the pressure shown on the District system maps, as determined by the District engineer. If during inspections the pressure is found to be more than 10% out of the required pressure range, PRV service is likely necessary including pilot valve maintenance or PRV rebuilding. Table 6 shows the appropriate PRV maintenance schedule.

Table 6 – Pressure Regulating Stations

| Item | Monthly | Annual |
|--|---------|--------|
| Physical Site Inspection (open vault lid, check pressures) | X | |
| Check PRV operation (operate downstream hydrant) | | X |
| Pilot valve maintenance and service | | X |

LDPCSD MAINTENANCE PLAN

Raw Water Distribution System

The raw water distribution system is considered the system of piping and valves from the Intake pump location to the water treatment plant, as well as from the corner of Ranchito to the West to Gregoris Pond, where the system terminates in a pond fill control valve. Lake Don Pedro Community Services District contract to maintain Gregoris Pond expired in September of 2021.

Water Treatment Plant

Table 7 below provides a maintenance schedule for the water plant infrastructure, which is critical to maintaining water quality and reliability of the treatment system. For example, if a polymer chemical feed pump is not serviced on schedule, we will be stuck repairing the pump when it stops pumping, which could be during a time when the plant cannot be shut down due to high water demand.

Table 7 – Water Treatment Plant

| Item | Daily | Weekly | Monthly | Quarterly | Annual |
|---|-------|--------|---------|-----------|--------|
| General facility inspection | X | | | | |
| Plant grounds maintenance | | | | X | |
| Filter Pumps service | | | | X | |
| Filter Control Valves service | | | | X | |
| Compressors (Daily check) | X | | | | X |
| Online process monitoring equipment (Check operation daily, test, clean, maintain, standardize) ^{il} | X | | X | X | |
| Treatment Basin Cleaning | | | | X | |
| Chemical feed pumps maintenance | | | | | X |
| Filter maintenance | | | | X | |
| Mixer maintenance (Daily operating inspection) | X | | X | | |
| Raw water tank inspection and cleaning (contracted, or drained and labor crew) | | | | | X |

STRATEGIES

1. Maximize (existing) staff time dedicated to system maintenance.

The level of inspection, cleaning and maintenance depends on the online equipment operating characteristics and manufacturer's recommendations.

Lake Don Pedro CSD

2. Develop maintenance routines, assign their responsibility and hold personnel accountable.
3. Implement appropriate technologies to streamline documentation, planning and reporting.

1. MAXIMIZE (EXISTING) STAFF TIME DEDICATED TO SYSTEM MAINTENANCE.

The Water Lead is responsible to oversee the schedule and productivity of staff. To the maximum extent possible and considering employee, public safety and the type of work required, most daily work will be completed by individual employees working alone which in and of itself maximizes available staff time. If more than one employee is needed when performing a specific task, such as where a backhoe is required or traffic control needed for safety, the second employee shall divert to this work for the minimum time necessary to complete the task then return back to working separately. The Water Lead must hold employees accountable at all times and inefficient activities such as pairing up to purchase parts from the hardware store or traveling to town for supplies is strictly forbidden unless determined necessary by the General Manager.

Maintenance assignments are to be clearly assigned to appropriate personnel, and completion schedules documented. The schedule and workload of employee's assigned maintenance must be clearly understood by the Water Lead, who must in turn carefully assign daily service order works and other non-maintenance work to non-maintenance performing employee(s), to the maximum extent feasible. The maintenance work schedule must be closely monitored by the Water Lead, and adjustments made if necessary due to significant amounts of non-maintenance work assigned. The rationale for diverting employees from maintenance must be clearly documented by the Water Lead, who shall also propose to management such revised staffing, contracting, new methods and modifications to the overall workload to ensure that the maintenance schedule is achieved.

In the event that employee productivity is documented as high, however the employee is falling behind in the assigned maintenance work, the Water Lead will determine if contracting for portions of the work is required to remain in conformance with the maintenance plan. All contracting must be approved by the General Manager and Board, and will only be considered following confirmation that the existing employee's current workload and productivity is adequate and time is simply not available to perform maintenance to this schedule.

2. DEVELOP MAINTENANCE ROUTINES, ASSIGN THEIR RESPONSIBILITY, PROVIDE TRAINING AND HOLD PERSONNEL ACCOUNTABLE.

To the maximum extent feasible, operations employees will review the annual maintenance schedule and be assigned responsibilities for segments of the maintenance work, such as inspections, grounds maintenance and hydrant flushing, for which completion is easily measured and the employee can be held accountable and rewarded if appropriate in an annual performance evaluation. Maintenance assignments must be specific, measurable, attainable, and realistic within the expected completion time frame. If employees continuously do not complete their assigned maintenance work, the Water Lead or General Manager must rapidly address the situation to determine if assignments need to change, methods modified or the performance of the employee improved. The General Manager is to be kept informed of the status of all maintenance work on a frequency and level of detail as required.

LDPCSD MAINTENANCE PLAN

A training plan is to be developed for each field employee including the Water Lead. The training plan is to be included in the employee's performance criteria, approved by the General Manager, signed by the employee and completed within the time frame needed. Employee's schedules will be arranged to allow for the training, and the District will budget and cover the cost of the training. Employees are responsible for the maintenance of their own certifications and training, and all training shall be coordinated and approved in advance by the Water Lead and/or GM.

Developing routines for which specific employees are responsible also allows for the development of specific employee training plans. Employees will be provided the level of training appropriate to the assignment maintenance responsibilities, and will be required to successfully attend the training and put learned skills to use. Assigning specific responsibilities will also allow for equipping vehicles with the appropriate tools and equipment for the assigned work, and time/expectations that all vehicles and equipment will be kept clean and serviceable. Employees will be held specifically responsible for the conditions of their equipment and notifying their immediate supervisor when problems exist.

3. IMPLEMENT APPROPRIATE TECHNOLOGIES TO STREAMLINE DOCUMENTATION, PLANNING AND REPORTING.

All District facilities and equipment have been documented and accounted for , which will be an ongoing project as time allows to enter more and more information in the system, including vendor information, maintenance needs and schedules, repairs, improvements and other relevant information to streamline system maintenance. Paper files containing maintenance information shall also be kept to ensure records continuity in the event of system crash and data loss. A monthly maintenance summary report shall be prepared by the Water Lead and presented to the Board of Directors to verify compliance with this maintenance plan.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: March 14th, 2023

Subject: OPERATOR CERTIFICATION

Description –

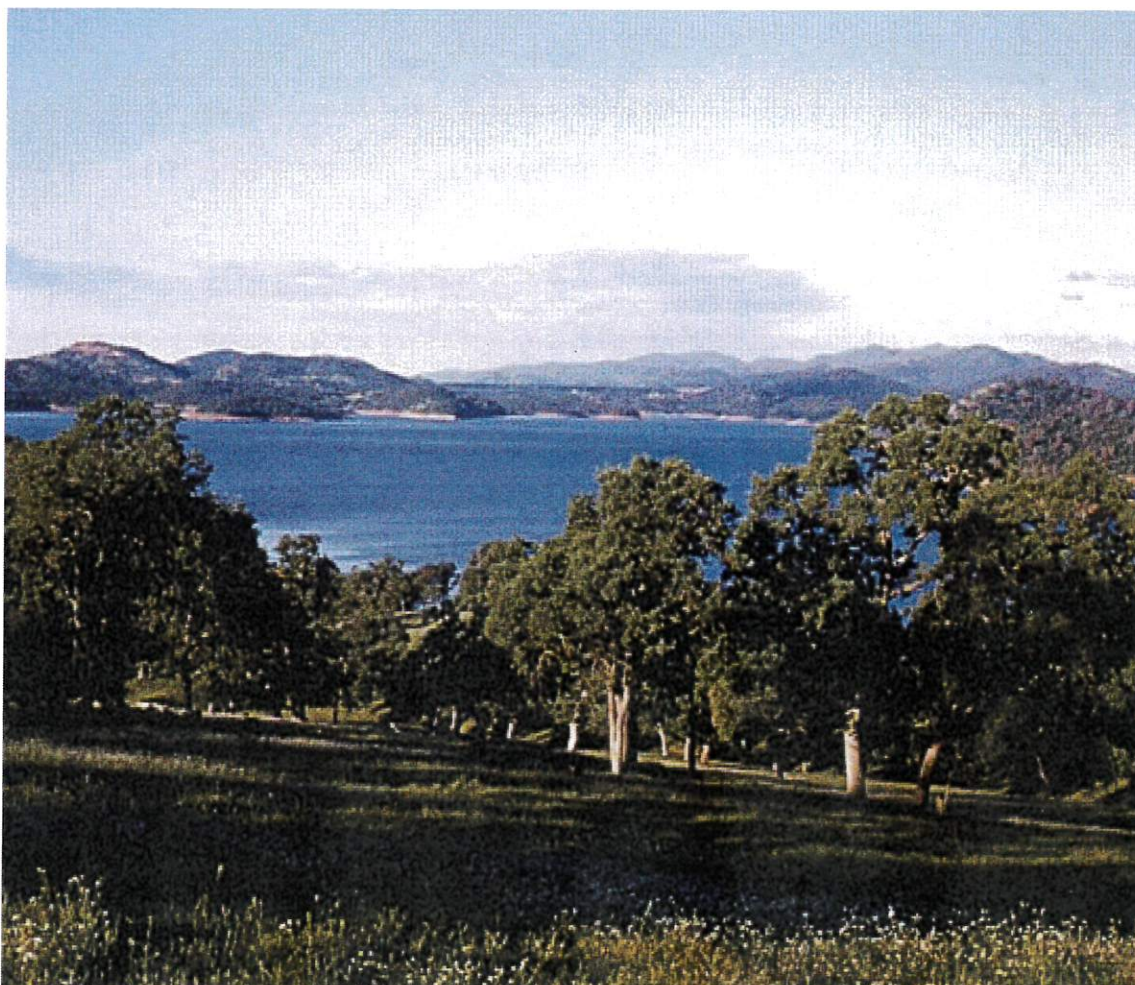
Our District Operations Staff have been extremely active obtaining Water Treatment & Water Distribution certifications. Our District will continue to support their educational/career pursuit of these vital certifications. Listed below are the current certifications held by District staff;

1. Operator A – **D4, T2, Cross-Connection, Backflow**
2. Operator B – **D2, T3**
3. Operator C – **D2, T2 (absent)**
4. Operator C – **D1, T1 (scheduled to take T2)**
5. Operator D – **T1 (scheduled to take D2 on March 11th)**

I am pleased with our success thus far, and am eager to continue building the LDPCSD certification training program which should assist in succession planning for future years to come.

INDEPENDENT AUDIT PROPOSAL

Lake Don Pedro Community Services District



Lake Don Pedro Community Services District Audit Proposal

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Blomberg & Griffin Accountancy Corporation
Certified Public Accountant

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TRANSMITTAL LETTER

Board of Directors
Lake Don Pedro Community Service District (CSD)
9751 Merced Falls Road
La Grange, CA 95329

March 07, 2023

Dear Board of Directors:

Thank you for the opportunity to submit the following proposal to serve as independent auditor for the Lake Don Pedro Community Service District (CSD).

We propose to conduct the audits of the financial statements of the Lake Don Pedro Community Service District (CSD) for the years ending June 30, 2023, 2024, and 2025.

We will plan and perform the audits in accordance with generally accepted auditing standards and the State Controller's minimum audit requirements for California Special Districts. The audits will include all funds of the Lake Don Pedro Community Services District. If our audit report is other than unqualified, we will fully discuss the reason with the District's manager prior to presentation of the report. If during the audit, we become aware of significant deficiencies in the design or operation of internal controls or of ways management practices can be improved, we will communicate such information to the District Board of Directors in a separate letter.

We propose to begin the audits for the years ended June 30, 2023, 2024, and 2025 as soon as the District records are available. Setup, pre-list and certain other procedures would begin on notification of the contract. Fieldwork would begin soon after District personnel complete the trial balances.

Our fee for the above services is based on hourly rates ranging \$75 to \$125 per hour with maximum fee not to exceed \$10,575 for each of the years ending June 30, 2023, 2024, and 2025.

This audit proposal is for a financial audit and the above fees include our entire out of pocket expenses including up to 6 bound copies and a PDF electronic copy of the audit report. Additional copies are available at \$10 each.

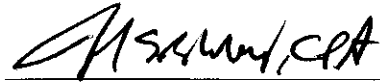
Lake Don Pedro Community Service District -Audit Proposal-Page 2

We will need the cooperation and assistance of District personnel to successfully complete the audit. Such assistance will include obtaining copies of documents, contracts, invoices, etc., various audit inquiries and assistance with the preparation of audit confirmations and other standard audit procedures.

Should the District need additional services, our fee assisting shall be billed at the rate of \$125 per hour and travel fees in addition to the audit fee discussed above. Such additional fees, if any, will be discussed with the District in advance of providing such services.

Should you need any additional information regarding this proposal please call John direct at (209) 466-3894.

Respectfully Submitted,



John E. Blomberg, C.P.A.

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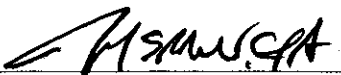
Proposed Fee Schedule

| <u>Audit Phase</u> | <u>Performed by</u> | <u>Hours</u> | <u>Hourly Rate</u> | <u>Audit Fee</u> |
|--|-------------------------|--------------|------------------------|----------------------|
| Prepare for field work | Senior | 8 | 125 | 1,000 |
| Field work of audit | Senior & Staff | 32 | 125 | 4,000 |
| Test remaining accounts, write report, and Conclude audit | Manager | 10 | 125 | 1,250 |
| Test remaining accounts, write report, and Conclude audit | Senior | 16 | 125 | 2,000 |
| Assist manager and accountant | Assistant Staff | 8 | 95 | 760 |
| Finalize audit reports | Manager | 4 | 125 | 500 |
| Bind and send audit reports | Assistant Staff | 4 | 75 | 300 |
| Hourly Rate Cost | | | | 9,810 |
| Travel Cost | | | | 765 |
| Total Audit Fee | | | | <u>\$ 10,575</u> |

This audit proposal is for a financial audit and the above fees include our entire out of pocket personnel to successfully complete the audits. Such assistance will include obtaining copies of documents, contracts, invoices, etc., various audit inquiries and assistance with the preparation of audit confirmations and other standard audit procedures. Upon completion of the audits, we will present a draft copy of the annual report and management letter to the District General Manager for review. Six copies of the completed reports shall be submitted to the District. Should the District need additional services, our fee assisting shall be billed at the rate of \$125 per hour and travel fees in addition to the audit fee discussed above. Such additional fees, if any, will be discussed with the District in advance of providing such services.

Should you need any additional information regarding this proposal please call John direct at (209) 466-3894.

Respectfully Submitted,



 John E. Blomberg, C.P.A., President

Approved by:

 Signature

 Date

Lake Don Pedro Community Services District Audit Proposal-Page 4

Profile of Independent Auditors

Blomberg & Griffin Accountancy Corporation is a local firm located in Stockton, CA. The firm provides different services such as attestation, tax, consulting, and bookkeeping, among other services to the Northern California public. We have provided these services for over forty years. Our Firm is able to audit different organizations with computerized accounting systems. In addition, the Manager in charge John E. Blomberg, CPA has a current Certified Public Accounting License in the State of California. The firm meets all applicable independent standards and meets all specific requirements imposed by the state, local law and regulations. Also, the firm participates in the AICPA peer review program administered by the California Society of Certified Public Accountants. In addition, management believes all firm quality control standards are currently met. The firm is a member of the California Special Districts Association, (CSDA).

Summary of the Auditor's Qualifications

The manager in charge shall be John E. Blomberg, C.P.A. There will be one manager, a senior, and an assistant auditor assigned to the audit. We have included resumes of the personnel. Our Firm specializes in auditing the financial statements of special districts throughout California. We conduct approximately fifty financial audits of special districts including but not limited to community services, fire, water, sewer, cemetery, resource conservation, etc. Furthermore, approximately 97% of our total audits are special districts in California. Each audit adds to the experience of the staff and equips the staff to accurately and efficiently conduct audits of future engagements. The staff and the manager in charge have conducted many financial and single audits of local governments. The vast experience of the firm will ensure the District that the personnel assigned are up to date with internal control procedures, GASB pronouncements, and new audit testing techniques. Furthermore, the firm requires all Certified Public Accountants to take continuing education courses. Some of these courses include but not limited to Recovery and Reinvestment Act, Single Audits of Governmental Entities, Audits of State and Local Governments, and Internal Control and Fraud in Government Engagements. These courses are made available to the audit staff. These courses enable the C.P.A. and the staff to be knowledgeable in the latest GASB pronouncements.

Lake Don Pedro Community Services District Audit Proposal-Page 5

References

| | Audit Client | Contact | Phone Number |
|----|---------------------------------------|-------------------|-------------------------|
| 1) | Woodside Fire Protection District | Kate Edwards | (650) 851-6205 |
| 2) | Patterson Irrigation District | Toni Russel | (209) 892-6233 |
| 3) | Browns Valley Irrigation District | Donna Springsteen | (530) 743-5703 |
| 4) | Twain Harte CSD | Jeanne Lawton | (209) 586-3172 |
| 5) | Lockeford Community Services District | Heather | (209) 727-5035 |
| 6) | Lewiston Community Services District | Mel Deardorff | (530) 778-3307 |

Lake Don Pedro Community Services District Audit Proposal-Page 6



John E. Blomberg, C.P.A.
1013 N. California Street
Stockton, CA 95202

EDUCATION/LICENSE

- **Certified Public Accountant, California** 1978
- San Diego State University, Bachelor of Science degrees in Accounting and a minor in Economics 1974

EXPERIENCE

Blomberg & Griffin Accountancy Corporation

President 1981-Present

- Conducting audit services to various organizations such as special district, nonprofit, and professional health care organizations.
- Conducting water rate study to special district
- Managing the company's employees, finances, and marketing.
- Meeting with audit clients to improve financial and internal control measures

Steelgard, Inc. 1988-1990

Chief Financial Officer

- Managed all financial functions of 30 million dollar manufacturing organization.

Keller, Blomberg, Griffin, & Co.

Partner 1978-1981

- Perform audits of special districts, non-profit, and professional health care organizations.
- Prepare tax returns for clients who own rental properties, companies, conduct business in other states and countries, and sell stocks and bonds.

Blomberg & Bott 1974-1978

Staff Accountant

- Perform audits of special district, non-profit, and professional health care organizations.
- Prepare tax returns

COMPUTER SKILLS

- Microsoft Office 2010, Creative Solutions
- Accounting, various accounting and bookkeeping programs, and ten key.



Syed F. Bukhari C.P.A
1013 N. California Street
Stockton, CA 95202
syed@blombergcpa.com

WORK EXPERIENCE

Auditor/Accountant: Blomberg & Griffin, Stockton CA July'15- Current

Auditor/Accountant:

- Prepare Special District, non-profit, professional healthcare organization and Community Services District Audit.
- Prepare and submit Special District State Controller and Compensation report.
- Plan and prepare risk assessments and audit procedures for the audit.
- Assist with fieldwork audits and inform client with internal control measures.
- Worked on single audits and prepared working papers with intensive testing's.
- Analyzed, reviewed, and assessed reliability and fairness of clients' financial statements and communicated findings to management or board.
- Prepare individual and business tax returns.

Senior Specialist Accountant & Grants Accountant: San Joaquin Regional Transit District, Stockton

Senior Finance Specialist:

- Prepare Schedule of Federal Awards reconciliation for single audit.
- Manage State Transit Awards Reconciliation.
- Assist managers preparing Comprehensive Annual Financial Reporting.
- Manage retirement reconciliation, Transit Development Act, and financial audit.
- Reconcile complex bank statements, Federal Receivable, Accrued Receivable, Accrued Payable, and reconcile Retirement statements on monthly basis and prepare monthly reports for board meetings.
- Post Journal Entries, Accounts Payable, Accounts Receivable, and Revenue Collection batches.
- Prepare and submit packet for federal grants reimbursement.
- Calculate and record interest for Public Transit Modernization, Improvement and Service Enhancement Accounts (PTMISEA) and Low-Carbon Transit Operation Program (LCTOP) grants.

Olive Financial Services, Manteca CA January'15 –April'15

Accountant and Tax Preparer:

- Help individual and business clients to minimize tax liability and reduce audit risk. Inform them of any tax changes that affect their business and ensure compliance with taxing agency requirements.
- Review financial records such as income and documentation of expenditures to determine forms needed to prepare tax returns.
- Consult tax law handbooks or bulletins to determine procedures for preparation of a complex returns. Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.
- Interview clients to obtain additional information on taxable income and deductible expenses and allowances.

Hilmar Cheese and Ingredients, Hilmar CA Jan–Apr 2013

Supply Chain Management Assistant:

- Designed and presented the expense reports of the merchandising and manufacturing of the product based on the stock.
- Documented the company product's daily usage of ingredients and conserved the availability of the product to the market.
- Assisted the management with regards to the issues of collection accounts aging and resolved the areas of concerns of the customers.

Education

- **California State University East Bay, Bachelor of Science in Accounting and Finance**
- **CPA- Certified Public Accountant**
- **H&R Block Tax Training**

Skills

- QuickBooks Pro Advisor
- Lacerate Tax Software
- Special District Reporting Program
- Microsoft Office
- Thomson & Reuters Audit Program

RITA GILL

9375 Snow Creek Circle, Stockton, California 95212 • 510.303.6012 • rita.gill01@gmail.com



ACCOUNTING, AUDITING AND TAX SPECIALIST

Accounts Payable and Receivable, Payroll Management, Auditing Operations, Accounting and Auditing financial.

QUALIFICATIONS PROFILE

Self-motivated and detail-oriented professional with strong analytical ability and effective accounting background honed through extensive work experience and education. Powered with well-honed organizational skills; able to prioritize, manage, and complete high volume of projects simultaneously, with high quality and keen attention to detail. Goal-oriented; thrive on challenges to meet organizational goals and excel in new environments. Equipped with strong leadership and team skills, along with an effective personnel management style. Dependable; able to accomplish work assignments on time, even under adverse situations.

CAREER HIGHLIGHTS

- ✓ Efficiently managed every accounting task handled over by team manager and completed tasks to satisfaction.
- ✓ Over 5 years of accounting, auditing, and tax return skills.
- ✓ Given outstanding performance in auditing and tax preparation.
- ✓ Ability to study data and draw conclusion to prepare the audit reports.
- ✓ Received employee of the month award for being best accountant amongst team members.
- ✓ Improved workflow efficiency in monitoring clients by digitizing recordkeeping and utilizing QuickBooks software.
- ✓ Strategically led a high-performance team to effectively handle increased volume of clients.
- ✓ Earned recognition by client for outstanding performance with tax and auditing matters. Received Above and Beyond Employee Award and a promotion to become Supervisor within only three months.

RELEVANT EXPERIENCE

BLOMBERG & GRIFFIN ACCOUNTANCY, STOCKTON, CA

Auditor/ Tax prepare

2016-Present.

Perform audits for various different government districts and public accounting.

- Prepare work paper, inspect the paperwork provided, and point out discrepancies.
- Create financial statements including all footnotes.
- Evaluate each account to make sure all items are properly coded in right chart of accounts.
- Help clients with creating budgets and analyzing future cost.
- Thoroughly review financials statement to make sure all items were booked correctly by management of company.
- Identify internal control weaknesses and present discrepancy to management.
- Assist client with setting up QuickBooks program to maintain financials in proper order.
- Prepare business and individual tax returns.

TG JOHNSON AND ASSOCIATES CPA FIRM, OAKLAND, CA

Accountant/Accounting Manager

2012-Present

Took in charge of entire office, manage and maintain all tasks including:

- Review financial prepare by bookkeepers on monthly basis. Prepare sales tax reports and payroll on monthly and quarterly basis.
- Help clients with creating budgets and analyzing future cost.
- Audit payroll and sales tax reports to eliminate errors.
- Thoroughly review financials statement and tax work to correct any discrepancies.
- Assisting in the performance of monthly bank reconciliations including researching all reconciling items.
- Assist client with tax return audits, tax notices and help them representing their case with government authorities.
- Over see entire accounting and tax return process to make sure all clients financial are prepare according to GAAP.
- Assist clients in projecting future tax dues based on income and expenses.
- Prepare business and individual complex tax returns. Help clients with preparing business property statements.

GUARDIAN COMPUTER SERVICES, PLEASANTON, CA

Accounting Intern

2012

Took charge of all the accounting functions in the business as well as purchase order payment and payroll audit every quarter.

- Perform document processing such as accounts payable, account receivable, monthly check runs, credit card payment processing for new contracts, new contract invoice as well as account receivable recurring processing and daily check deposits.
- Monitoring and checking the semi-monthly check run.
- Processing payroll by weekly.
- Created monthly invoice and sent to clients.

JP MORGAN CHASE, Pleasanton, CA

Business Analyst

2006–2009

Professionally communicated with key individuals to effectively perform remote audits on third-party collection agencies for Washington Mutual accounts as well as internal audits for the Post-Sales Servicing and Outsource Servicing departments.

- Prepared accurate findings reports of remote audits to management and appropriate agencies while maintaining confidentiality.
- Ensured compliance of calls with company and federal regulations as well as processing of identified audit issues by following up on status of action plans.
- Successfully reduced error rate and risk of costly complaints or lawsuits by thoroughly reviewing probate and bankruptcy audit.

WASHINGTON MUTUAL, Pleasanton, CA

Operations Specialist

2005–2006

Efficiently processed high-volume inquiries from buyers regarding charge off sold accounts; reconciled general ledger and handled customer relations issues on a daily basis.

- Leveraged analytical skills and keen attention to detail in conducting fraud investigations for sold accounts and identifying and resolving complex outstanding differences, properly communicating with key personnel and clients.
- Managed all correspondence and promptly processed daily credit report updates and media requests, including statements and reply cards.

EDUCATION / CREDENTIALS

Bachelor of Science in Accounting and Finance: 2011 • California State University, East Bay, CA
Ethics Training, Washington Mutual and Chase

TECHNICAL SKILLS

Microsoft Access, Accounting Mate, QuickBooks, Lacerte, and Microsoft Office Suite (Excel, Outlook, PowerPoint, Publisher, and Word)



Gabriela Mendoza
1013 N. California St.
Stockton, CA 95202
(209)466-3894
Gaby@blombergcpa.com

EDUCATION

Individual Income Tax Course/Accounting I
San Joaquin Delta College, Stockton, CA -2004

Various Microsoft Word, Excel Programs
San Joaquin Delta College, Stockton, CA - 2003

Graduate, Student
Franklin High School, Stockton, CA - 2001

WORK EXPERIENCE

Blomberg & Griffin Accountancy Corporation 2001-Present
Office Manager/Bookkeeper

- * Assist CPA in various complex governmental, not-for-profit, and professional Organizations Audits
- * Prepare payroll tax returns
- * Bookkeeping for small to medium size organizations in the Central Valley of California
- * Prepare bank reconciliations
- * Prepare tax returns for various corporations, partnerships, and individuals
- * Consult clients for greater economic improvement
- * Prepared sales tax reports
- * Delegate responsibilities to employees to meet company expectations

COMPUTER SKILLS

- * Microsoft Office Programs
- * CSA Accounting Software
- * Bookkeeping Solutions
- * Lacerte Tax Programs
- * QuickBooks

LANGUAGE SKILLS

- * Bilingual (Spanish/English)

RESOLUTION 2023-xxx

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT APPROVING
AN AGREEMENT WITH JOHN BLOMBERG, CPA FOR THE COMPLETION THE
ANNUAL AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2023, 2024, and 2025

WHEREAS, the Lake Don Pedro Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District is required to contract with an independent person or firm for the completion of an annual audit of its financial statements; and

WHEREAS, the District has determined that the annual auditing process and resulting audited financial statements prepared by John Blomberg, CPA and issued in fiscal years ending June 30, 2023, 2024 and 2025 have met the needs of the District; and

WHEREAS, John Blomberg, CPA has offered to continue providing independent auditing services for the District on an acceptable schedule and using a reasonable annual rate, and has submitted a services proposal therefore which is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT that the proposal and agreement with John Blomberg, CPA included herein as Exhibit A, shall be approved and effective immediately for fiscal year ending June 30, 2023, 2024, 2025.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on March 14, 2023, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Dan Hankemeier, President, Board of Directors

ATTEST:

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 Regular 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 March 14, 2023

Syndie Marchesiello

From: [REDACTED]
Sent: Friday, March 10, 2023 11:02 AM
To: Patrick McGowan; Syndie Marchesiello
Subject: PG&E NEM 2 application

Patrick,

I am formally requesting you update the agenda for the 3/14/23 meeting to include a discussion and vote to authorize applying to PG&E for grandfathering into the MEN 2 program. This opportunity will be closed forever if we do not act in the next 2 weeks.

In the future discussion, I & Dan Modisette will explain all the potential benefits of NEM 2, solar power generation, and potentially a new entity operating a "Community Solar" project on our 17 acre property. Note that there is no downside on this, we would have three years to install our system IF we decide to proceed. That is a future decision point. If we don't ever install the equipment there is no penalty. PG&E's commitment is to buy & sell power at current rates from us for twenty years from April 2023 when the new NEM 3 program starts.

Thanks,
Russ Warren

In February the CPUC approved the multi-Utility request to initiate NEM3 on 4/15/23

Several “wins” were included for NEM2 customers but they do not make up for the \$.38-8 drop 72%+ in payback Credits.

The NEM2 extension limits solar projects to 110% of **submittal** sizing. There is no downside to installing a smaller solar installation, the option extends NEM2 to 4/15/26 and expires if not exercised.

Extension applications that are accepted as complete before 4/15/23 NEM2 would preserve the NEM2 benefits for the applicant for 20 years

The extension request to Grandfather in NEM2 would have NO Cost to the District.

Efficient Energy is submitting NEM2 Grandfathering applications for many clients and would like to do so for the District at no charge!

There is no cost or downside to having Efficient Energy submit a application for NEM2 being Grandfathered.

The opportunity will be gone if not approved by the Board today.

The Solar itself could be no cost to the District. There are many investor groups that will fund solar projects. Efficient Energy can work with these various groups to come up with various financial proposals for the Board. There are a number of alternatives with various Pros & Cons. Since there is no downside to conserving more solar rights than we may later use, a larger system makes sense. And several have positive income streams available for the District



Efficient Energy

Renewable Energy Consultant

Potential Solar Client,

This information sheet is being sent to those who have discussed an extension of the higher solar credits from your Utility Co. This is an attempt to standardize the submittal. Please feel free to share with others who might be interested.

The application to PG&E is an online only process, likely the same for SCE. For Efficient Energy's So CA clients, this pretty much dictates we do this by email, print and scan. Please call or email me if this is not convenient for you, and we can discuss other options.

Efficient Energy would supply you with the following required materials:
a completed application.

a Solar Design with a Single Line Plan (there is no downside for an oversized plan).

a signed contract, you can contract with any licensed solar contractor who can submit the application on your behalf.

A signed CSLB Disclosure & Solar Customer Protection Guide.

A signed Agreement & Authorization form from your Utility.

Thank you for considering Efficient Energy for your solar project. After a successful submittal, preferably before 3/31, we will need to discuss your particular needs and requirements and come to a mutually acceptable agreement as to system cost, timing, specific material selection, etc. You would have the ability to request a local solar subcontractor/installer if you so choose.

There is no cost for submittal or obligation to install the solar system after the submittal, it is simply is an option that will expire if not exercised.

Sincerely,

Dan Modisette

5999 Arbolada Drive, La Grange, CA 95329
CA License No. 434044 B General & C- 46 Solar

O 209.852.9874 M 928.607.9009
dan@efficientenergy.solar



Efficient Energy

Renewable Energy Consultant

CPUC cuts Solar Credits

PG&E – 38 to 8 cents

On April 15th

Register ASAP to be Grandfathered in to preserve existing credits, one for one, for an additional 20 years. Contact a Solar Contractor who will submit a solar design, plan and contract to Utility to preserve current rates. Project must be installed within 3 years. **Efficient Energy** will perform this service at no cost to the customer.

There is no downside to this as there is no cost if system is not installed.

More Info: Search NEM2 v NEM3

5999 Arbolada Drive, La Grange, CA 95329

CA License No. 434044 B General & C- 46 Solar

O 209.852.9874 M 928.607.9009

dan@efficientenergy.solar

20-year grandfathering period for NEM 2.0

Another crucial part of the NEM 3.0 decision is that the grandfathering period for NEM 2.0 remained intact. It was proposed, at one time, that the NEM 2.0 grandfathering period would be cut to 10 years. So, to see the grandfathering period remain at 20 years is a good thing for solar owners.

That means solar customers that submit a complete interconnection application before NEM 3.0 goes into effect on April 13, 2023 can remain under the more favorable NEM 2.0. [Learn how to grandfather your system into NEM 2.0 here.](#)

What constitutes a complete interconnection application? According to CALSSA, a complete interconnection application includes a:

- Signed contract
- Single Line Diagram (SLD)
- Contractors State License Board disclosure (CSLB)
- Consumer protection guide
- Oversizing attestation (if applicable)

NOTE NAME EXACTLY SAME AS PERMITTING

It's worth noting that you do not need a permit, a contract, an install, or a completed inspection to be grandfathered into NEM 2.0. However, there is a three year deadline to complete actual construction of the solar system as long as the paperwork is filed and accurate.

Modifications that increase the size of the system made after NEM 3.0 takes effect may cause you to lose your NEM 2.0 status.

Bottom line: *There is still time to start a solar project if you submit an interconnection application before NEM 3.0 takes effect.*

NEM 2.0 customers can add battery storage

Another important nugget of the NEM 3.0 decision is that NEM 2.0 customers can add battery storage in the future and retain their NEM 2.0 status.

There are two common scenarios where this comes up:

1. If you currently have a solar system in California, it will be transitioned into NEM 3.0 if you add battery storage after April 13, 2023
2. If you go solar under NEM 2.0 before the April 13 deadline, adding battery storage later will not change your NEM 2.0 status

There are several [advantages to pairing solar and battery](#) in California, so being able to add battery and remain in NEM 2.0 is a big win for Californians.

The Utilities' Perspective

Utilities are responsible for providing reliable, secure, and affordable energy to all users of the electric grid. The

Solar Customer Service Line (877) 743-4112

79-1151A-02

PBR.COM