

Regular Meeting of the Board of Directors

9751 Merced Falls Road
January 22, 2019 at 1:00 p.m.

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

AGENDA

1. **CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
2. **PUBLIC COMMENT:**
Any person may address the Board at this time on any matter within the jurisdiction of the Board that is NOT ON THE AGENDA. A maximum of three minutes is allowed each person and a maximum of 20 minutes per topic. Any person wishing to address the Board on an item ON THE AGENDA will be given the opportunity at that time. Speakers are encouraged to consult District Management or Directors prior to agenda preparation regarding any District matters, as no action will be taken on non-agenda issues.
3. **PRESENTATION ONLY:**
 - a. Presiding Officer's Report
 - b. General Manager's Report: Peter J. Kampa
 - c. Chief Plant Operator's Report: R. Gilgo
4. **APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
 - a. Read and file the December 2018 Treasurer's Report including summary of claims paid
 - b. Approval of the Minutes of the Regular Meeting of December 17, 2018
5. **DISCUSSION AND ACTION ITEMS**
 - a. Review and Update of the District's Strategic Plan Including Development of District Priorities for Capital Improvement/Replacement Projects for Infrastructure Reliability, Efficiency and Function
 - b. Confirmation of the Board President's Standing Committee appointments for the 2019 calendar year.
6. **ADJOURNMENT:**

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

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

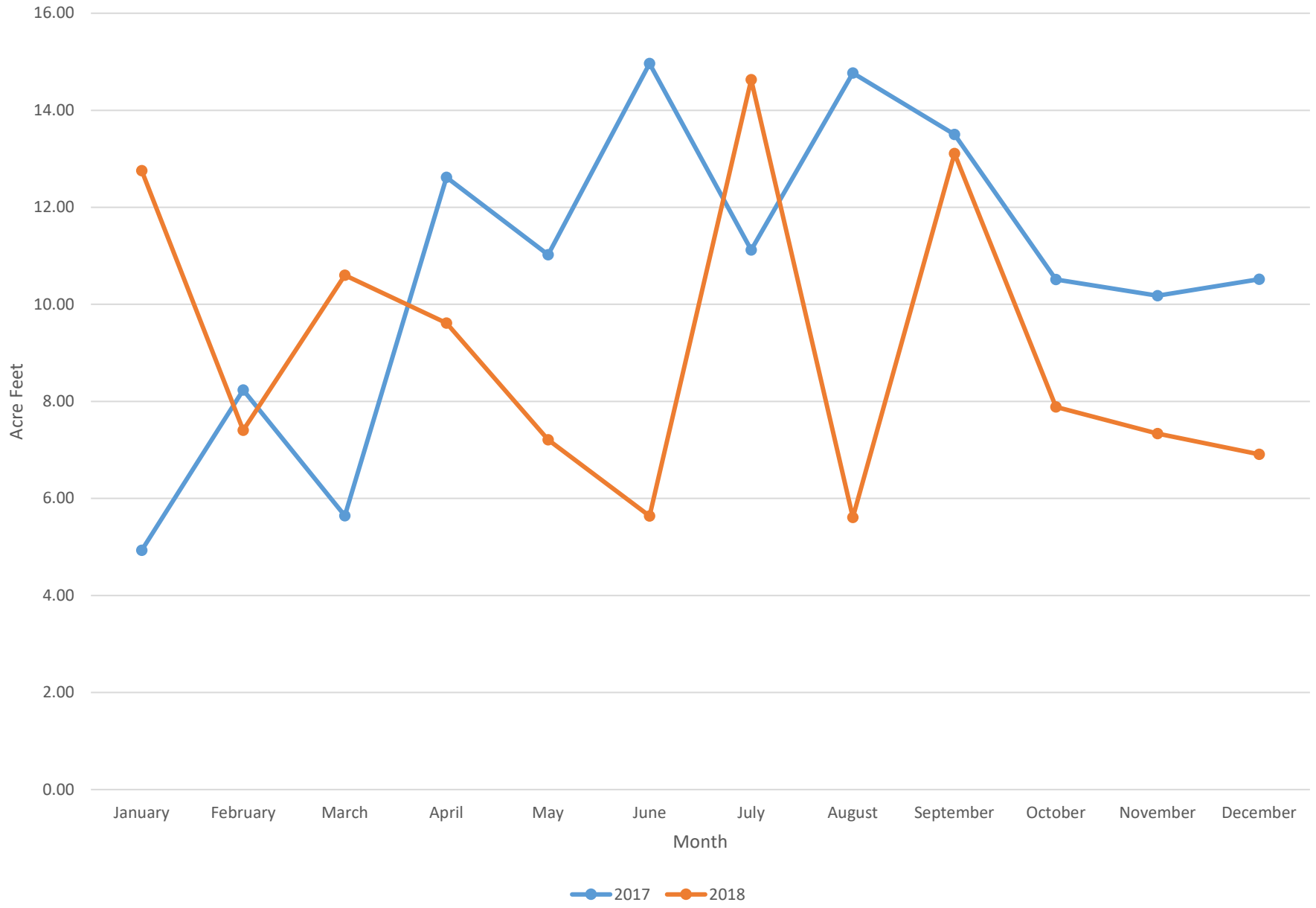
Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the LDPCSD Board Secretary at (209) 852-2251 Ext. 2.

Advance notification will enable the District to make reasonable arrangements to insure accessibility

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Water Audit

Water Distribution System:																			
	Date (mo/d/yr)	Plant Eff Meter Reading (ccf)	(A) Plant Eff Meter Corrected (ccf)	Central Tank Level (feet)	(B) Central Tank Volume (cu. ft.)	Enebro Tank Level (feet)	(C) Enebro Tank Volume (cu. ft.)	Alamo Tank Level (feet)	(D) Alamo Tank Volume (cu. ft.)	Coronado Tank Level (feet)	(E) Coronado Tank Volume (cu. ft.)	Lazo Tank Level (feet)	(F) Lazo Tank Volume (cu. ft.)	Aroblada Tank Level (feet)	(G) Arbolada Tank Volume (cu. ft.)	Sturtevant Tank Level (feet)	(H) Sturtevant Tank Volume (cu. ft.)	Customer Meters Total Readings (ccf)	(I) Customer Meters Corrected (ccf)
Current	12/27/18	434,360	434,360	18.60	158,005	27.60	23,606	8.70	33,482	13.10	28,901	11.00	6,298	22.40	49,419	25.70	56,699	7,105	7,105
Last:	11/28/18	424,159	424,159	19	159,703	27.60	23,606	9	36,175	18	38,608	12	6,871	17	37,946	20.30	44,786	11,377	11,377
Difference:			10,201	-0.20	-1,699	0.00	0.00	-0.70	-2,694	-4.40	-9,707	-1.00	-573	5.20	11,472	5	11,913		-4,272
Other metered and unmetered uses (J):																			
Item	**Method Measured		Quantity (ccf)																
Fire fighting																			
Other hydrant usage																			
Main flushing																			
Bulk water sales					Pumped from Lake	Pumped from Wells	Total Pumped	Change in RW Storage	Used at Plant	Loss in Transmission									
Repaired leaks					8.94	33.96	42.90	-0.45	17.63	25.72									
Water quality testing																			
Tank drainage or overflow																			
Other: Main Breaks																			
Other:																			
Other:																			
Total (ccf): (G)			0																
Totals for Zone:																			
Flows into System (A):			10,201.00 (ccf)																
Change in Storage (B+C+D+E+F+G+H)			87.13 (ccf)																
Flows Out of Zone (I+J):			7,105 (ccf)																
Real and Apparent Treated Water Loss			3,009 CCF =		6.91 AC-FT		for period:		11/28/18 through		12/27/18		System Loss, %		29%				

Treated Water Loss/Unaccounted Water 2017-18



LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

OPERATIONS MANAGER REPORT

Board of Directors Meeting
Tuesday, January 22nd 2019

Treatment Operations – The plant has continued to operate well with no problems to report at this time. The air in the raw water plumbing seems to have subsided at this time. I will update if problem reoccurs.

Plant Maintenance –Maintenance included daily cleaning and calibrating of all our process analysis equipment, chemical injection pump maintenance and filter pump/motor maintenance. MarTech has picked up the two flocculator mixers that staff removed during the last basin cleaning and once rebuilt will come back to install the newly designed mixers. I have made the decision to drain the floc basin again at the time of delivery so MarTech can install the new mixers and staff can remove the last remaining mixer at the same time to eliminate the need of draining a third time saving us time and water and we will reinstall the last one after we see the how the other two were installed with the new design when cleaning the basin again in the spring.

Water Distribution System - In the distribution system, staff performed site inspections for all facilities and conducted manual reading of all remote tank/pump site meters and gauges. We have noticed at some stations that the old galvanized piping has rusted out and have started leaking and will need to be replaced along with other minor things such as pump hour meters and pressure gauges. Staff will be addressing these issues in the immediate future one station at a time.

In available time, Jose is still working with the office and continuing to replace/reprogram meters and transmitters that have been reading incorrectly and manually reading meters from the list generated by the office staff that have had zero readings for extended periods of time. Again, this problem is ongoing and time consuming but one that is very important to me and I'm sure for the district as well because of the amount of time needed to address the issue but also to because of possible revenue loss for the district as well as our image in the community with customers that have been over billed. I still don't see a fix all solution to this problem with the area we live in and the product we're using. I'm not saying these products are not of good quality but more so that they may not work 100% efficiently in our specific application. After speaking with Syndie it seems that we are able to remove 5 to 10 meters from this list per month but about the same amount is added to the list due to either equipment failure or Syndie's observations of meters over registering or not registering any usage at all. This does not mean the readings are incorrect but more so that Syndie wants to verify the billing and spot meters that need to be watched for accuracy in the next month's upcoming billing that may need replacement.

Another problem that I have mentioned in the past is the S.C.A.D.A system upgrade that needs to be completed. The first step of completing the upgrade is the installation of new pressure transducers at each tank site. I have spoken with Aqua Sierra and scheduled this work to be performed in this same week of our board meeting. I am hoping that getting accurate tank level readings will aid in our systems water loss as incorrect tank levels not only give wrong information in reporting but also do not notify staff of tanks overflowing for

long periods of time. As mentioned in last month's report, some tank site gauge boards no longer function or are missing so staff is literally blind of tank overflows unless physically seen by staff or reported from community members.

I have been in communication with our new engineer to start a plan and process of replacing our systems two altitude tank valves. These valves are still operating at this time but I have noticed during site inspections and remote readings that these valves are continuously leaking and are also passed their usable or reliable life span. My concern and want to replace these valves are the same reasons for replacing the pump control valves. They are all manufactured by a company that is no longer in the water business so part availability is almost obsolete. If staff was to try and repair these leaking valves and parts are not available or complete failure occurred, it would cause long term water outages in two whole pressure zones so Pete and I agree to have them replaced to be proactive and not reactive. I will continue to update on this item.

Intake – The leak in the raw water main running down Barret Entrance Rd. has yet to be repaired. As I had mentioned in many reports before, we need the assistance of PG&E to support or remove the pole to repair this leak and in order to do so we would need it to be deemed an emergency to get their assistance. Njirich and I met with PG&E at the leak site and we were told it is not an emergency as there is no threat to the pole falling over as it sits undisturbed. We were then informed to contact a PG&E representative for our area to determine our next step in getting assistance. Cory and I talked with the rep and were told the first step is to fill paperwork to open a job order describing what we need from them. Cory Njirich has told me he was submitting the paperwork that same day. After PG&E receives the application and opens a work order (which the rep said could take up to three weeks) they will issue us an estimate of cost in which the district needs to pay half of up front before they will give us an estimated day that they can perform the work needed. Pete has also contacted the PG&E customer representative, leaving two voicemail messages with no return call as of today.

As of the time of writing this report neither Pete or I still have been able to get a hold of F&S houseboats and haven't been able to for many weeks now so once again as of now there is no progress to update on the status of the barge at this time. Pete is evaluating legal action to enforce the contract.

Wells – All of the wells continue to operate perfectly at this time. If it was noticed that well production significantly increased in the last month it was due to the fact that all three of the wells were continuously operated for the month as we performed annual sampling and needed to get an actual representative sample from each well.

Customer Service - In customer service, staffs remaining available time was spent responding to customer service requests and work orders that included meter lock offs and unlocks, meter read requests, meter install or removals, leak identification and underground service alerts.

Randy Gilgo
Water Operations Manager/Chief Operator

**LAKE DON PEDRO
COMMUNITY SERVICES DISTRICT**

Treasurer's Report

Reporting Period: December 2018

The district ended the month of December 2018 with the following balances in our accounts:

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	167,360
Total Restricted:		<u>\$ 167,360</u>
Unrestricted:		
Checking	\$	77,768
Money Market - Working Capital	\$	863,649
Petty Cash	\$	<u>125</u>
Total Unrestricted:		<u>\$ 941,542</u>
Total Restricted & Unrestricted:		<u>\$ 1,108,902</u>

The district ended December 2018 with the following amounts affecting our financial status:

	Dec-2018	Year to Date
Sales & Business Revenue:	\$ 109,148	\$ 765,448
Total Operating Expenses:	\$ (66,163)	\$ (520,414)
Non-Operating Income/Expense:	\$ (20,700)	\$ (99,869)
Water Drought Income/Expense:	\$ 166,886	\$ 219,458
Change in Net Assets (P&L):	\$ 189,171	\$ 364,623
Net Cash Flow:	\$ 116,319	\$ 144,854

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water IRWMP	A/R Water USDA
Current	\$ 25,946	\$ -	\$ 167	\$ 94,040	\$ 197,936	\$ -
> 30 Days	\$ 665	\$ -	\$ 172	\$ -	\$ -	\$ -
> 60 Days	\$ 10,339	\$ -	\$ 82	\$ -	\$ -	\$ -
> 90 Days	\$ 5,311	\$ -	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 12,579	\$ 186,360	\$ 5,357	\$ -	\$ -	\$ -
Credits	\$ (15,481)					
Total	\$ 39,359	\$ 186,360	\$ 5,778	\$ 94,040	\$ 197,936	\$ -
Total Combined	\$ 319,759		\$ 5,778		\$ 197,936	
G/L Balance	\$ 319,759		\$ 5,778		\$ 197,936	
Difference	\$ -		\$ -			\$ -

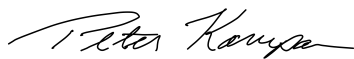
* Amount of availability payments received: \$0

* Amount of availability payments outstanding: \$186,360

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 49,606	\$ -	\$ 1,371
> 30 Days	\$ -	\$ -	\$ 4,268
> 60 Days	\$ -	\$ -	\$ 5,788
> 90 Days	\$ -	\$ -	\$ 27,167
Credits	\$ -	\$ -	\$ -
Total	\$ 49,606	\$ -	\$ 38,594
G/L Balance	\$ 49,606	\$ -	\$ 38,594
Difference	\$0	\$0	\$0

“ 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”.



General Manager

1-22-19

Name

Title

Date

**Statement of Revenues and Expenses (P&L)
December 2018 & Year-To-Date Versus 6/30/19 Approved Final Budget**

	Dec-18	December vs Budget %	2018-2019 YTD	YTD vs Budget %	2018-2019 Approved Final Budget	Remaining Budget
Revenue						
01-0-3010-301	Meter Reconnection Fee	-	#DIV/0!	200	#DIV/0!	- (200)
01-0-3010-302	Donated Capital - Meters Curre	-	0.00%	20,000	133.33%	15,000 (5,000)
01-0-4010-400	Water Sales Residential	13,310	4.21%	181,789	57.54%	315,917 134,128
01-0-4010-402	Water Availability Revenue	15,530	8.31%	94,191	50.38%	186,971 92,780
01-0-4010-403	Water Service Charges	79,887	8.40%	478,586	50.30%	951,430 472,844
01-0-4020-410	Interest Income - LAIF	-	0.00%	1,691	72.80%	2,322 631
01-0-4020-413	Int Inc Penalties - Customer	2,290	7.94%	14,617	50.67%	28,847 14,230
01-0-4020-414	Transfer Fee Income	350	4.56%	2,900	37.76%	7,680 4,780
01-0-4020-415	Other Income	665	12.02%	4,575	82.63%	5,536 961
01-0-4020-416	Meter Set Fee	-	0.00%	3,000	166.67%	1,800 (1,200)
01-0-4020-417	Interest Income Guaranty Fed	-	#DIV/0!	-	#DIV/0!	- -
01-0-4020-901	Hydrant Rental	71	36.98%	907	472.40%	192 (715)
01-0-4020-902	Hydrant Consumption	-	0.00%	2,104	4382.92%	48 (2,056)
01-0-4020-999	Avail Fee Income	-	0.00%	1,771	110.22%	1,607 (164)
01-0-4040-100	Lease Fee	2,745	6.35%	16,245	37.60%	43,200 26,955
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000 32,000
TBD	Connection/Capacity Fees	-	-	-	-	-
TBD	Transfer From Reserve	-	-	-	-	-
TOTAL REVENUE	114,848	7.21%	822,576	51.65%	1,592,550	769,974
Expenses						
01-1-5010-100	Regular Pay - Plant	6,287	4.03%	44,872	28.75%	156,093 111,221
01-1-5010-101	Overtime Pay	1,116	6.33%	8,660	49.11%	17,634 8,974
01-1-5010-102	Sick Pay	349	6.30%	2,169	39.13%	5,543 3,374
01-1-5010-104	Vacation Pay	555	7.40%	3,523	46.98%	7,498 3,975
01-1-5010-105	Holiday Pay	1,690	25.73%	3,717	56.60%	6,568 2,851
01-1-5010-200	PERS	733	7.58%	4,671	48.33%	9,665 4,994
01-1-5010-201	FICA/Medicare	772	5.78%	4,918	36.79%	13,367 8,449
01-1-5010-202	SUI	297	16.42%	297	16.42%	1,810 1,513
01-1-5010-203	Health Insurance	3,736	6.84%	22,011	40.28%	54,646 32,635
01-1-5010-204	Workers Compensation	571	9.43%	3,404	56.23%	6,054 2,650
01-1-5010-206	Dental Insurance	240	7.01%	1,443	42.08%	3,428 1,985
01-1-5010-207	Vision Care	-	#DIV/0!	-	#DIV/0!	- -
01-1-5010-546	Travel, Meetings & Mileage	109	3.63%	109	3.63%	3,000 2,891
01-1-5020-501	Lease Of Equipment	-	0.00%	-	0.00%	643 643
01-1-5020-510	Repair & Maintenance - Plant	1,112	6.18%	1,271	7.06%	18,000 16,729
01-1-5020-511	Repair & Maintenance - Vehicle	300	2.58%	7,323	62.93%	11,637 4,314
01-1-5020-512	Repair & Maintenance - Distribution	550	0.93%	47,683	80.89%	58,950 11,267
01-1-5020-515	R&M Transmission - Intake	-	0.00%	4,072	40.72%	10,000 5,928
01-1-5020-520	Small Tools & Equipment	29	1.01%	484	16.57%	2,923 2,439
01-1-5020-522	Gas, Oil & Lubricant - Plant	1,114	9.32%	6,663	55.73%	11,956 5,293
01-1-5020-524	Health & Safety	135	2.25%	1,746	29.10%	6,000 4,254
01-1-5020-529	Telephone - T & D	566	7.31%	3,365	43.41%	7,751 4,386
01-1-5020-544	Water Testing Fees	-	0.00%	5,200	27.37%	18,999 13,799
01-1-5020-545	Water System Fees	2,808	26.90%	3,534	33.86%	10,437 6,903
01-1-5020-548	Water Testing Materials	-	0.00%	612	16.05%	3,811 3,199
01-1-5021-521	Water Treatment Chemicals	-	0.00%	9,794	24.49%	40,000 30,206
01-1-5021-524	P G & E Power - Office	158	6.14%	1,348	52.23%	2,581 1,233
01-1-5021-525	P G & E Power - Intake	3,910	6.01%	41,743	64.17%	65,049 23,306
01-1-5021-526	P G & E Power - Well	21	0.72%	137	4.56%	3,000 2,863
01-1-5021-527	P G & E Power - Water Treatment	1,500	4.53%	16,206	48.98%	33,088 16,882
01-1-5021-528	P G & E Power - Distribution	1,771	5.56%	20,575	64.56%	31,868 11,293
01-1-5021-529	P G & E Power - Well 2	1,514	50.45%	6,218	207.27%	3,000 (3,218)
01-1-5021-530	P G & E Power - Medina	405	13.51%	1,216	40.52%	3,000 1,784
01-1-5021-532	P G & E Power - Well 5/6	-	0.00%	810	27.00%	3,000 2,190
01-1-5021-561	Purchased Water Actual-mid-p	1,371	1.79%	38,594	50.42%	76,546 37,952
01-1-5023-533	Outside Services	758	2.69%	2,274	8.06%	28,203 25,929
01-1-5023-535	Fire Protection/Weed Control	-	#DIV/0!	-	#DIV/0!	- -
01-1-5023-537	Pest Control	64	1.10%	192	3.29%	5,836 5,644
01-1-5023-538	Engineering Services	613	6.13%	2,048	20.48%	10,000 7,953
01-1-5023-539	Employee Education	-	0.00%	166	4.14%	4,000 3,834

	December vs	2018-2019	YTD vs	2018-2019 Approved	Remaining		
	Budget %	YTD	Budget %	Final Budget	Budget		
Dec-18							
01-1-5024-540	Memberships	-	0.00%	400	46.40%	862	462
01-1-5024-542	Publications	-	0.00%	628	101.66%	618	(10)
01-1-5024-543	Licenses, Permits & Cert.	213	26.63%	478	59.69%	800	322
01-1-5032-583	Depreciation Expense	20,722	10.36%	122,998	61.51%	199,967	76,969
01-2-6010-100	Regular Pay - Administration	6,414	7.37%	41,366	47.52%	87,058	45,692
01-2-6010-101	Overtime Pay	141	5.71%	1,161	47.09%	2,466	1,305
01-2-6010-102	Sick Pay	293	4.91%	4,369	73.20%	5,969	1,600
01-2-6010-104	Vacation Pay	490	6.90%	4,270	60.16%	7,099	2,829
01-2-6010-105	Holiday Pay	1,277	28.64%	2,745	61.56%	4,459	1,714
01-2-6010-200	PERS	677	10.48%	4,529	70.07%	6,464	1,935
01-2-6010-201	FICA/Medicare	621	7.41%	4,064	48.49%	8,382	4,318
01-2-6010-202	SUI	230	14.58%	230	14.58%	1,580	1,350
01-2-6010-203	Health Insurance	2,011	8.42%	11,692	48.98%	23,873	12,181
01-2-6010-204	Workers Compensation	56	9.35%	339	56.10%	604	265
01-2-6010-206	Dental Insurance	159	8.83%	956	52.98%	1,804	848
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	252	252
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	39	3.24%	1,200	1,161
01-2-6020-512	Propane	-	0.00%	66	9.65%	684	618
01-2-6020-515	Customer Billing Supplies	-	0.00%	388	23.30%	1,667	1,279
01-2-6020-529	Telephone - Admin	318	8.37%	1,843	48.46%	3,802	1,959
01-2-6020-530	Office Supplies	96	4.01%	1,242	51.60%	2,406	1,164
01-2-6020-531	Postage	509	5.63%	4,107	45.42%	9,042	4,935
01-2-6023-531	Computer IT	1,870	4.20%	16,134	36.20%	44,572	28,438
01-2-6023-533	Outside Services	10,089	7.42%	60,352	44.37%	136,017	75,665
01-2-6023-534	Temporary Outside Labor	-	#DIV/0!	-	#DIV/0!	-	-
01-2-6023-535	Office Cleaning Serv	240	15.87%	800	52.91%	1,512	712
01-2-6023-536	Legal Services	1,519	14.77%	3,413	33.19%	10,283	6,870
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	12,350	12,350
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	1,500	1,500
01-2-6024-540	Memberships	35	0.54%	5,300	81.60%	6,495	1,195
01-2-6024-542	Publications	-	0.00%	630	20.07%	3,137	2,507
01-2-6024-547	County Fees	-	0.00%	80	79.21%	101	21
01-2-6024-999	County Avail Fee	-	0.00%	1,788	87.84%	2,035	248
01-3-6025-100	Regular Pay	500	9.02%	2,800	50.51%	5,544	2,744
01-3-6025-201	FICA/Medicare	38	9.02%	214	50.52%	424	210
01-3-6025-546	Travel, Meetings & Mileage	-	0.00%	59	2.93%	2,000	1,941
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	95	95
01-9-6030-569	Credit Card Service Charges	302	4.90%	3,426	55.50%	6,172	2,746
01-9-6030-572	Business Insurance Expense	2,907	6.87%	17,442	41.24%	42,289	24,847
01-9-6030-576	Misc Other Expense	23	1.14%	140	7.00%	2,000	1,860
01-9-6030-577	Retired Employee Health	2,267	8.20%	13,524	48.90%	27,655	14,131
01-9-6030-580	Retired EE Benefit Expense	-	0.00%	-	0.00%	148,142	148,142
01-9-6031-580	Interest Long Term Debt	3,370	7.54%	20,229	45.26%	44,692	24,463
01-9-6032-583	Depreciation Expense	18	8.11%	105	48.14%	219	114
01-9-6035-575	Office Fire Recovery	-	#DIV/0!	-	#DIV/0!	-	-
TOTAL EXPENSES		92,562	5.70%	677,411	41.72%	1,623,876	946,465

	Dec-18	December vs Budget %	2018-2019 YTD	YTD vs Budget %	2018-2019 Approved Final Budget	Remaining Budget
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)						
01-1-5020-535	Water Supply Emergency 2014	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-584	Well 2*	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-585	Medina Well*	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-586	Well 3/4	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-587	Well 5*	-	#DIV/0!	-	#DIV/0!	-
01-9-6030-588	Well 6	-	#DIV/0!	-	#DIV/0!	-
01-0-1090-315	Intake Booster #2 Installation	-	#DIV/0!	-	#DIV/0!	-
01-0-1090-314	CIP-Barge Renovation	-	0.00%	1,988	2.48%	80,000
TBD	Springbrook Update	-	0.00%	-	0.00%	30,000
01-0-1090-305	Ranchito Well #1 Renovation	1,278	8.52%	4,620	30.80%	15,000
01-9-6030-591	IRWMP Service Lines	-	0.00%	118,840	12.51%	950,000
01-9-6030-592	IRWMP Administrative Expenses	650	5.75%	1,820	16.10%	11,307
01-9-6030-593	IRWMP Water Use Efficiency	30,400	36.46%	83,839	100.56%	83,369
TOTAL CIP IN PROGRESS		32,328	2.76%	211,106	18.05%	1,169,676
CARRYOVER PROJECT (GRANT) REVENUE						
01-0-4020-418	Well 2 Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-419	Medina Well Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-420	Well 3 & 4 Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-421	Well 5 Grant Revenue	-	#DIV/0!	21,630	#DIV/0!	-
01-0-4020-428	USDA Grant	-	#DIV/0!	-	#DIV/0!	-
01-0-4020-429	Flood Reimbursment	-	#DIV/0!	45,672	#DIV/0!	-
TBD	DWR Grant	-	-	-	-	86,520
01-0-4020-425	IRWMP Service Line Replacement	114,307	13.49%	183,973	21.71%	847,287
01-0-4020-427	IRWMP Regional Water Use Efficiency	81,778	76.24%	115,264	107.46%	107,260
01-0-4020-426	IRWMP Grant Administration***	1,850	15.42%	4,380	36.50%	12,000
TOTAL CARRYOVER PROJECT REVENUE		197,936	18.80%	435,810	41.38%	1,053,067
NEW CAPITAL PURCHASES / IMPROVEMENTS						
TBD	2018 SCADA Update Project***	-	0.00%	-	0.00%	55,000
TBD	Replacement Truck (2003 Chevy)	-	0.00%	-	0.00%	32,000
TBD	Replacement Truck (2005 Chevy)	-	#DIV/0!	-	#DIV/0!	-
TBD	Tablets for System Maintenance	-	#DIV/0!	-	#DIV/0!	-
TBD	Effluent Meter Replacement (Plant)	-	#DIV/0!	-	#DIV/0!	-
TBD	Replacement Flocculator Gear Drives	-	0.00%	-	0.00%	12,000
01-0-1090-316	Horniga Water Line Replacement	-	0.00%	-	0.00%	46,463
TBD	Portable Generator	-	0.00%	-	0.00%	6,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		-	0.00%	-	0.00%	151,463
PROJECT PLANNING, DESIGN AND STUDIES						
TBD	CIP Development	-	-	-	-	20,000
TBD	Connection Fee Study	-	-	-	-	10,000
01-9-6030-594	Grant Application Services	-	0.00%	11,853	62.38%	19,000
01-9-6030-595	District Map Digitizing and Updates	-	0.00%	-	0.00%	5,000
TBD	Planning Study re Lake McClure	-	-	-	-	-
TOTAL PLANNING, DESIGN AND STUDIES		-	0.00%	11,853	21.95%	54,000

***Amounts from these accounts were not added properly on the approved budget. Differences on the totals of the approved budget and the budget on this form are from these accounts

LDPCSD Financials**Statement of Net Assets (Balance Sheet)****Asset :****for the month ending December 2018**

Cash and investments	\$	1,108,902
Restricted cash	\$	-
Accts Receivable net of res	\$	241,329
Water Drought Receivable	\$	197,936
Inventory	\$	69,931
Prpd expense & deposits	\$	35,088
Deferred Outflow of Resources	\$	54,459
Total current assets	\$	1,707,645
Property, plant & equipment	\$	11,452,244
less depreciation	\$	(7,147,073)
C I P	\$	466,008
Net P P & E	\$	4,771,179
Other L T Assets		
Total Assets	\$	6,478,824
Liabilites:		
Accounts payable	\$	49,606
Interest payable	\$	11,795
Water Accrual	\$	38,594
Accrued Payroll	\$	53,154
A/P Accrued Payables	\$	2,682
L T debt, current	\$	81,475
Total current liab	\$	237,306
L T debt		
Post Retirement Benefit	\$	1,049,179
Net Pension Liability	\$	175,956
Deferred Inflow of Resources	\$	69,728
Muni Loan	\$	778,326
less current above	\$	(81,475)
Total Liabilites	\$	2,229,020
Net assets	\$	4,249,804
Total liab & net ass't	\$	6,478,824

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
23281	000076	USPS	12/04/2018	463.19
23771	000550	LUIS'S HOUSEKEEPING / YARDS	12/06/2018	140.00
23772	000136	AT&T	12/06/2018	444.52
23773	101005	California Special Dist Assoc	12/06/2018	5,090.00
23774	000585	MO CAL OFFICE SOLUTIONS	12/06/2018	235.02
23775	000032	BOBCAT CENTRAL INC.	12/06/2018	1,344.77
23776	000118	D & D PEST CONTROL *	12/06/2018	32.00
23777	660108	VERIZON WIRELESS	12/06/2018	151.26
23778	019970	NJIRICH & SON'S INC	12/06/2018	18,669.48
23779	000383	BUSINESS CARD	12/06/2018	771.48
23780	000383	BUSINESS CARD	12/06/2018	105.54
23781	000383	BUSINESS CARD	12/06/2018	237.37
23782	000383	BUSINESS CARD	12/06/2018	35.00
23783	000383	BUSINESS CARD	12/06/2018	268.40
23784	UB*10633	LARRY / SHERRI FLOSI	12/06/2018	117.74
23785	UB*10634	DENNIS MCGOWAN	12/06/2018	130.10
23786	UB*10635	LOUIS & CANDACE DEFILLO	12/06/2018	148.24
23787	UB*10636	JOSHUA MUNIAIN	12/06/2018	236.34
23788	000203	GRISWOLD, LaSALLE, COBB, DOWD	12/11/2018	1,454.40
23789	000065	KKI CORPORATION	12/11/2018	168.75
23790	0003360	Backyard Spa & Pool Essentials	12/11/2018	416.02
23791	000263	Brenntag	12/11/2018	686.24
23792	001888	SWRCB Accounting Office	12/11/2018	550.00
23793	000047	LAWSON & SON BACKHOE & GRADIN	12/11/2018	500.00
23794	000105	PACIFIC GAS & ELECTRIC	12/11/2018	10,205.03
23795	00071	Mother Lode Answering Service	12/11/2018	285.00
23796	0003221	KAMPA COMMUNITY SOLUTIONS LLC	12/11/2018	6,250.00
23798	0007349	Recology Mariposa	12/19/2018	757.95
23799	000596	MARIPOSA CO. HEALTH DEPARTMENT	12/19/2018	213.00
23800	00008	SENTRY ALARM SYTEMS	12/19/2018	134.71
23801	702	Warmerdam CPA Group	12/19/2018	2,500.00
23802	000105	PACIFIC GAS & ELECTRIC	12/19/2018	1,513.56
23803	000105	PACIFIC GAS & ELECTRIC	12/19/2018	405.44
23804	000165	ACWA/JPIA	12/19/2018	8,013.98
23805	000550	LUIS'S HOUSEKEEPING / YARDS	12/19/2018	100.00
23806	00018430	Pine Alley Saw Shop	12/27/2018	29.47
23807	000136	AT&T	12/27/2018	448.32
23808	000383	BUSINESS CARD	12/27/2018	587.10
23809	000383	BUSINESS CARD	12/27/2018	671.80
23810	000383	BUSINESS CARD	12/27/2018	188.81
23811	000383	BUSINESS CARD	12/27/2018	125.38

Report Total: 64,825.41

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
December 17, 2018 at 1:00 p.m.

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

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

President Johnson called the meeting to order at 1:07 p.m.

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

Also present: GM P. Kampa

Also present: Staff R. Gilgo

Also present: Staff S. Marchesiello

President Johnson recognized and wished Wes and Gigi Barton a Happy 49th anniversary

2. PUBLIC COMMENT:

The Board received no public comments

3. PRESENTATION ONLY:

a. Presiding Officer's Report

President Johnson thanked the Board for a great year and everyone's contributions to the staff. He thanked the public for coming and supporting the District and wished everyone a Merry Christmas and Happy New Year

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

Presented by GM P. Kampa

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

Presented by GM P. Kampa

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 November 2018 Treasurer's Report including summary of claims paid

b. Approval of the Minutes of the Special Meeting of November 12, 2018

c. Adoption of a Resolution Ratifying Agreement with Blackwater Consulting Engineers, Inc for Services as District Engineer

Motion: To approve items a & b of the consent calendar

Votes: Carried 5-0

First: Hankemeier Second: Warren

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

Nays

Motion: To approve item c of the consent calendar

Votes: Carried 5-0

First: Hankemeier Second: Ross

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

Nays

5. DISCUSSION AND ACTION ITEMS

- a. Adoption of a Resolution Approving a Notice of Award to the Lowest Bidder on the Service Line Replacement and Effluent Meter Vault Project

Motion: To approve the recommended motion approving a notice of award to the lowest bidder on the service line replacement and effluent meter vault project

Votes: Carried 5-0

First: Hankemeier Second: Sperry

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

Absent:

- b. Adoption of a Resolution Approving Agreement with Contractors Compliance Monitoring, Inc for Required Labor Compliance Program Implementation in Compliance with Proposition 84 Funding Provided for the Service Line Replacement Project

Motion: To approve the adoption of a resolution approving agreement with Contractors Compliance Monitoring, Inc. for required Labor Compliance Program Implementation in compliance with proposition 84 funding provided for the service line replacement project.

Votes: Carried 5-0

First: Hankemeier Second: Ross

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

Absent:

- c. Establish Desired Priorities for Consideration in a 2019 Board Planning Workshop Including:

- i. Content of the Monthly Operations Manager's Report
- ii. Update on System Maintenance Plan Implementation, Staffing Plans and Constraints
- iii. Consideration of Engineering and Project Priorities, Timelines and Responsibilities

Board of Directors Unanimous Consensus - To direct GM P Kampa to meet with the engineer for input establishing priorities for consideration and prepare for a 2019 Board Planning Workshop meeting

- d. Conduct the Annual Board reorganization to include the appointment of the office of President and Vice-President

Motion: To approve the current officers to remain "as is" with Danny Johnson as Board President and Dan Hankemeier as Vice President

Votes: Carried 5-0

First: Hankemeier Second: Ross

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

Absent:

Open Closed Session: 3:40 p.m.
Reconvene Open Session: 4:14 p.m.

CLOSED SESSION

- e. CONFERENCE WITH LEGAL COUNSEL –LITIGATION
Significant exposure to litigation pursuant to paragraph (d)(2) of Government Code Section 54956.9: (1 case)

REPORT OUT:

No action taken

6. ADJOURNMENT: 4:14 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Lake Don Pedro Community Services District

Regular Meeting of January 22, 2019

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- a. Review and Update of the District's Strategic Plan Including Development of District Priorities for Capital Improvement/Replacement Projects for Infrastructure Reliability, Efficiency and Function

Recommended Motion

Staff recommends a motion for the following:

I move to Direct the General Manager to work with the District Engineer in establishment of a revised Capital Improvement and Replacement Project List in accordance with the priorities established by the Board.

Background

The Board of Directors has requested that we establish a meeting to thoroughly discuss Board goals and objectives related to maintenance and capital improvements. Attached is the current capital improvement plan list from 2016, status of strategic plan objectives, and a copy of the 2016 Strategic Plan.

At this Board meeting, staff will lead the Board through the list of objectives and capital projects to ensure understanding, then discuss the priorities of the Board in terms of:

- Immediate cost savings versus long term savings
- Increase efficiency versus replace with existing type and quality
- Expectation on condition of facilities
- System reliability expectations
- Board's capacity to weather rate increases associated with improvements
- Leak reduction goals
- Customer service goals (metering, etc)

It will not be possible for the Board to be able to make decisions to the project level at this meeting, and clear priorities are needed in terms of cost, efficiency, appearance, level of maintenance, etc for management and engineering to establish project proposals that accomplish the Board's objectives in staffing plans and capital improvement plans.



LAKE DON PEDRO
Community Services District

Vision 2020 - Strategic Plan



Board of Directors:

President - Danny Johnson

Vice President – Dan Hankemeir

Board Member – Emery Ross

Board Member – Russ Warren

Board Member – James Sult

General Manager – Peter J. Kampa

1/21/2016



VISION 2020

PLANNING FOR TOMORROW; TODAY

The Lake Don Pedro Community Services District (herein referred to as CSD or LDPCSD) Board of Directors is committed to providing customers with ample quantities of high quality water meeting all standards. This directive sounds straight forward and easy enough to accomplish; until you peel back the layers and understand the complexity of the LDPCSD infrastructure, and of compliance with very stringent state and federal water and local government regulations. With

some of the underground infrastructure failing at a higher than normal rate, and many other critical system components such as pumps, valves, fire hydrants and controls reaching the end of their useful life the CSD Board has directed the completion of this strategic business plan to chart the course for continued improvement over the next five years.

This plan directs the immediate preparation and adoption of an infrastructure replacement and system maintenance plan to maximize the useful life of the existing infrastructure that we already have in place; the least expensive way to operate this water utility. This plan has been publically prepared during the past six months, including both special and regular board meetings. Once approved by the Board, the actions outlined in the Plan are set into immediate action, with regular public updates provided to the Board to ensure progress is consistent, relevant and on track toward success.

2015 taught the CSD that planning is essential, both short and long range. In this Strategic Vision 2020, the Board directs actions to:

- Optimize system maintenance to reduce and stabilize costs
- Identify the infrastructure and equipment replacement and upgrade needs of the District
- Establish systems to direct management actions and evaluate their performance
- Establish performance based standards for all positions in the District

DRAFT VISION 2020 - STRATEGIC PLAN

For the Lake Don Pedro Community Services District

Prepared under the direction of the LDPCSD Board of Directors, by Peter J. Kampa, GM

January 21, 2016

MISSION STATEMENT

The Lake Don Pedro CSD will make prudent financial decisions in providing our customers with ample quantities of high quality water meeting all standards.

VISION STATEMENT

The Board of Directors herein establishes this Vision 2020 Plan to ensure that the District by the year 2020 will:

- Provide a consistently high level of customer service
- Achieve a sound financial plan with rates charged equitably to all beneficiaries of the system; both active users and properties
- Maintain a consistently high level of water system reliability and a very efficient operation
- Uphold a culture of respect and informed action
- Hold a high value to our employees and will provide an environment to ensure that we attract and retain a highly skilled and efficient workforce; and likewise our employees are accountable and high performers

Strategic Elements, Goals and Objectives

For the purposes of Vision 2020, the District as an organization is defined in four primary areas or elements including:

- Management and administration
- Personnel and organization
- Infrastructure and operations, and
- Partnerships and relationships

In each of these areas, the Board of Directors has developed the following goals and objectives, achievement of which will ensure that the District will accomplish and achieve our collective vision of what we expect the LDPCSD to look like in the year 2020.

Successful accomplishment of the actions described in this Vision 2020 is directly tied to:

1. Having adequate resources in terms of personnel to perform the work or activities specified in this plan which may add and be in addition to their existing daily responsibilities. This includes not only understanding the time required to complete the new work, but also the time commitments for existing work.
2. Having access to professional consultants and other contractors necessary to complete certain evaluations as required by law, where lack of staff availability will cause delays and more rapid completion of the task is required, or where staff expertise or experience may be lacking
3. Having clear and reasonable expectations of the level and type of work that can be reasonably completed within the timeframe desired
4. Having adequate financial resources to complete the directives detailed in the Vision 2020
5. Updating the Vision and plan on a frequent enough basis to keep it current and relevant. For example, if priorities change from year to year, and funding is not made available to complete some of the Vision objectives, then these bypassed items should be considered for priority of continued inclusion in the plan, modification or deletion and a new schedule identified.

This Plan assumes many future Board actions, each of which is individually subject to public debate and consideration at the time adopted in the future. For example, this Vision 2020 directs the development of system maintenance and capital improvement plans; and identifies an estimated cost for development of these plans but not the cost of implementation of the projects contained in the CIP. In the case of the Capital Improvement Plan (CIP) for example, the Board will adopt standards that set the criteria for the plan, and will adopt the CIP in total. The CIP as proposed to the Board will identify the estimated cost of each infrastructure and equipment item, and the timeline for its completion.

The Vision 2020 conveys no higher authority for management actions than allowed in current policy. For example, the Vision 2020 directs the development of a system Maintenance Plan to increase system reliability and efficiency, as well as to reduce costs. Attachment A identifies the approximate cost of development of the full Maintenance Plan at \$85,000 in consulting, contracting and software costs. Approval of this Vision 2020 Plan directs management to move forward with the Maintenance Plan development, but does not allow management to award associated contracts or otherwise spend outside of the existing budgets or Board approvals.

The Vision 2020 Plan where appropriate describes the approximate level of work being completed in each area today, the issue we intend to address and the reason and/or benefits of doing so, and the specific actions to be undertaken to accomplish each objective. The Vision objectives, or work to be done, are prepared to be SMART, meaning:

- **Specific** – identified to the level of detail where we all know what we are describing
- **Measurable** – identified so that you know when you are done with the task
- **Attainable** – identified as something normal or required and achievable
- **Realistic** – identified as possible to be done both within the timeframe and money and other resources available to the District
- **Timeframe** attached - The date at which that task is expected to be completed, which is within the Vision planning period of five years

The Board has directed that the development of maintenance and capital improvement plans are a higher priority than general administrative matters such as policy housekeeping. The General Manager is expected to be mindful of this priority in the event that competition for financial or staff resources requires a decision in their allocation. The GM is expected to keep the administrative house in order, and keep the Board involved in the priorities of the District.

Lastly, the success of Vision 2020 and the District's finances are intrinsically linked. Table 1 summarizes the Vision's objectives, their schedule and cost for implementation as described.

INFRASTRUCTURE AND OPERATIONS

1) *Develop a system maintenance plan and strategy*

To maximize the useful life of the existing expensive infrastructure, control operation and maintenance costs and maximize the efficiency of financial investments in the system, the optimal level of water system maintenance needs to be identified and performed, as required to keep the system operating to industry standards. Once identified, these maintenance practices need to be included in a maintenance plan and strategy developed for its implementation.

- a) Develop a system infrastructure inventory, identify and input critical information
- b) Purchase appropriate asset management software
- c) Identify the staffing requirements in terms of employee numbers, skill/training/certification levels and availability
- d) Develop a performance report for the Board and public

2) *Develop and implement a plan to control system leaks and keep them under control*

- a) Adopt system leak performance expectations
- b) Produce a leak performance report to monitor leakage rates as an indicator of maintenance program success and project prioritization within the capital improvement plan

3) *Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments*

- a) Consider health and safety, cost savings, government requirements, redundancy and efficiency
- b) Perform a condition analysis on all assets and document replacement needs
- c) Identify necessary system capacity enhancements and plan/schedule their completion
- d) Calculate cost of capacity enhancements into connection and capacity fees

4) *Develop a Capital Improvement Plan (CIP)*

The Board directs management to develop a CIP designed to identify the cost to replace critical system components BEFORE the items fail, and to develop adequate reserve funds or cash flow for their implementation.

- a) Plan for the longest necessary period of infrastructure, vehicle and equipment replacements and upgrades
- b) Schedule improvements for planning, design, permitting and construction
- c) Develop a CIP funding/financing plan
- d) Update connection, capacity and other development related fees to include CIP

PARTNERSHIPS AND RELATIONSHIPS

1) *Increase the productivity of relationships between the District and its stakeholders*

- a) Use an inclusive approach in identifying entities with which to partner
- b) Develop and maintain a comprehensive, current list of partners, their relationship or likely interest in the District, contact person(s) phone and email address. Include:
 - i) Lake Don Pedro Owners Association, Merced Irrigation District, PG&E, County supervisors and management staff (both counties), Tuolumne county Fire and Calfire, Yosemite/Mariposa IRWMP
- c) Increase communication with partners by including them in distribution of newsletters and other outreach materials
- d) Advise and include stakeholders in strategic planning activities
- e) Participate in meetings and activities of stakeholders if invited
- f) Provide updates to Boards of Supervisors on critical projects and issues

MANAGEMENT AND ADMINISTRATION

1) Refine the financial reporting to maximize transparency and accountability

The Board of Directors has the fiduciary responsibility to ensure that the financial affairs of the District are conducted in compliance with law and government accounting standards. To accomplish this, the Board adopts policies to clearly articulate its expectations to management with regard to the handling of District finances, and hires an accounting firm to conduct an annual audit of the District's financial statements to verify to the maximum extent feasible that the financial statements are understandable, accurate and the exposure to fraud, theft and other financial crimes are minimized.

It is important that the Board have an opportunity to review regular financial reports to determine that management is operating the District finances in compliance with policy, including the budgeting, purchasing and future reserve policies. California law describes the board responsibility as the development of policy, with the day to day operation of the District and its finances delegated to the General Manager. Examples of determining compliance with financial policies are:

- Ensuring that purchases are within total budget amounts (if the policy requires Board approval to exceed)
- Ensuring that CIPs are approved, and construction projects or materials purchases are competitively bid (if the policy requires such)
- Review of Treasurer's and budget reports and ensuring that account balances are within the limits prescribed by the policy
- Review of the Treasurer's Report for determination that the District accounts and investments are in accordance with policy.

The Board is not responsible for the day to day operation of the District, and therefore individual Directors are not required as part of their Board responsibility to review each check written, review bank statements or verify bank reconciliation records. However, some Board members feel it is their responsibility to review the finances in a higher level of detail, which is completely understandable and management will prepared new or revised draft policies for consideration if the Board determines it necessary as detailed below.

The District Board, management and the public have wrangled with the amount, type and level of detail of financial reports to be received by the Board. Too much detail is not necessary and confusing, but when presented too little or summary information only, some critical financial health indicators or trends that the Board should know and understand, could be missed. The Board has directed a change in the method of monthly financial reporting to make the statements easier to read and understand, as a priority activity. The

Board has also directed financial reporting to be able to track performance by activity, such as operations, personnel and administration costs.

- a) Develop a monthly financial report that increases financial transparency to the public and that contains a level of detail adequate to inform the Board in a timely manner on:
 - i) Performance to budget
 - ii) Identification and explanation of unanticipated revenue or expense trends
 - iii) Longer term expenses such as retirement, retired employee medical obligations, debt service (loans), and capital improvement plans
 - iv) Warrant (check) list to confirm policy compliance
 - v) Treasurer's Report containing the required detail of investments and their balances, as well as the balance of established reserves.

2) Create a comprehensive Budgeting/Accounting Program and Policy

Currently the District prepares a budget annually for the ensuing fiscal year. Management will review all current policies and propose any new policies necessary to implement this plan; for example, a reserve policy for the Capital Improvement Plan (to be developed). Any policies proposed will be consistent with the community services district law and Generally Accepted Accounting Principles (GAAP) which must also be followed by the District. The GM will focus on policies that will:

- a) Develop updated budgeting and financial policies that will increase transparency and accountability and:
 - i) Create budget performance measurements
 - ii) Provides for regular, understandable public reports, preparation of annual Management Discussion and Analysis to compliment the audited financial statements, and a midyear budget review
 - iii) Describe fixed asset accounting

3) Create a financial reserve policy that addresses necessary reserve funds and their appropriate use

Reserve funds are critical to ensure that cash available to the District is adequate to cover expenses as they occur, for all liabilities including personnel, materials, supplies, and infrastructure projects. Droughts and other emergencies, as we have seen firsthand, can drain the funds of the District. Dedicated reserve funds show the public and state regulators that the Board is adequately planning its financial future.

- a) The District shall prepare a reserve policy to govern the creation and expenditure of reserve funds for:
 - i) Capital infrastructure, equipment, technology and vehicle replacements and improvements based on industry standards, condition assessments and capital improvement plans
 - ii) Rate stabilization to cover losses of revenue due to drought, weather conditions, fluctuations in expenses
 - iii) Personnel obligations such as retirement costs and retiree medical expenses
 - iv) Contingencies

4) Develop an understanding of Management roles, responsibilities and performance expectations

Paramount to the success of this Vision and the future achievements of this District are the development of performance expectations of a General Manager in all aspects of managing the District and administering its day to day affairs, as well as the manager's role in helping the Board plan critical programs. The Board's role in support of successful implementation of the policies, programs and projects of the District must also be identified and documented. Completion of the following objectives will ensure that District managers and Board members of today and in the future will fully

understand their role and responsibility; as well as how to measure and articulate the success of management actions and the District in general.

- a) The District shall prepare and adopt a strategic plan
- b) The General Manager and Board shall jointly prepare annual management performance objectives which shall be widely published and used to convey management value and District performance expectations
- c) An updated General Manager job description shall be prepared to support strategic plan implementation
- d) An updated General Manager performance evaluation process shall be developed
 - i) A portion of the GM's performance will be evaluated based on successful implementation of the Vision 2020 and future strategic plans

5) *Develop a comprehensive Board/Board member orientation program*

Board members are elected to govern this multimillion dollar, very complex public utility typically with no experience in serving on a governance team and taking policy action in lieu of direct, hand-on work. In order for the Board, especially with new Board members, to come up to full "decision-making" speed quickly, a comprehensive orientation program is needed to connect new Board members to the District and their governance role. This Board orientation program will also support the Board's understanding of management's role in running the District, and serve to inform their collective view of the success of management and the District's services in general.

- a) Develop a Board member orientation program with the understanding that:
 - i) Management will provide the orientation for each Board member as early as possible following election or appointment
 - ii) A resource binder containing comprehensive general information about special districts, community services districts, board member roles and responsibilities, specific District information and policies
 - iii) A system tour to understand the District properties, facilities and infrastructure will be provided
 - iv) The current strategic plan, Board member norms and Board meeting protocol will be placed on the agenda as necessary for update

6) *Develop up to date policies, organizational procedures and a supportive administrative structure*

The Board of Directors adopts policies, and District management operates the District in compliance with Board policies. Policies are the Board's statements of how management is expected to handle the day to day affairs of the District. Management will propose updated policies for Board approval as the need is identified. All policies will be organized into a continuously numbered, organized policy manual.

7) *Develop Board member Norms and Board meeting protocol*

Norms or "rules" on how the Board will conduct itself during meetings and Board meeting "protocol" will substantially improve the Board's meeting process to increase efficiency and reduce controversy, while improving decision making ability, ensure comprehensive public input while creating a positive, understanding environment for the public at meetings.

- a) Conduct Board workshops to create agreements, protocol and policies
 - i) To increase cooperation and effective deliberations among Board members during meetings
 - ii) Ensure effective and productive Board meetings
 - iii) Include focused public input, increase transparency and accountability
 - iv) Reduce hostility and misunderstandings during meetings
 - v) Clarify Board and staff roles and responsibilities

8) Have a solid communication plan and strategy

- a) Keep an updated website and social media page, posting reports, project or issue blogs, adopted policies and board meeting information
- b) Produce some form of newsletter for distribution to customers, that summarizes activities and accomplishments.
- c) Conduct at least one annual community meeting, public workshop or other venue where the Board can receive general public input on how the District is performing, and the District can convey its performance for the year.
- d) Develop a simple written plan detailing public communication responsibilities and expectations; assigning responsibilities to appropriate staff members

9) Improve public image of the District through a variety of means

Due to the fact that we collect and spend the public's money, the public must have trust and faith in the District.

- a) Perform customer surveys to determine customer needs, trends, concerns and perception of the value of the service they receive.
- b) Increase information output from the District on the positive work being done with ratepayer dollars, accomplishments and solid Board decisions
- c) Adopt Board Norms and meeting protocol to make the Board meetings more efficient and positive
- d) Create a strategic plan, tie accomplishments to customer dollars and advertise the successes achieved through plan implementation

10) Create a Board Committee "Plan"

Board committees can be an effective vehicle to increase Board and public understanding and input on critical or controversial projects or issues. Used properly, committees are an ideal location for District management to see if Board support of major initiatives is likely, resulting in efficient and focused effort and more informed, orderly Board meetings.

- a) Create a Board committee policy defining which committees are created, their purpose, membership, action taken, reporting and recommendations to Board. A draft policy containing the following will be developed by staff and proposed for Board approval. It is understood that once adopted, this policy is adopted by the Board, that regular updates should be considered to ensure that the needs of new Board members are met.
 - i) The Committee policy will identify the public involvement strategy of each committee, which may be left up to the Committee chair itself on an issue by issue basis.
 - ii) The Committee policy will identify when ad-hoc committees may be appropriate and the procedures for their creation and work.
- b) The committee policy will require the development of a committee work plan that will define the areas of the strategic plan to be undertaken by the established committees
- c) The Committee policy and work plans will be considered annually by the Board

PERSONNEL AND ORGANIZATION

One of the largest annual expenses of the District is its personnel. With solid well trained employees experienced in their job, the services of the District can be delivered efficiently and the infrastructure maintained to industry standards and expected to perform for its full, predictable service life. The District operations requires water treatment and water distribution operators certified by the state and performing operations and maintenance duties in compliance with state requirements. The competition for certified water and wastewater operators in the state is huge; with an expectation of a near future shortage of operators in the thousands within the next five years.

To attract and retain highly performing operators or administrative office employees in our rural area requires attractive positions with competitive pay and benefits, advancement opportunities and a flexible work environment. Also, the District has a significant amount of technical maintenance and operational work to complete each and every day. With its small staff, supervisors such as the Operations Supervisor, actively participate in not only work planning, assignment and employee performance management, but also spend time directly performing field work, therefore employees must be prepared to perform their duties with little direct supervision. To accomplish this, clear performance expectations must be laid out by the District for each position; and authority and responsibility accepted by the employee. The continued employment and potential for advancement of all District staff members will be based on their performance to these standards.

1) *Update the District organizational chart, job descriptions and job requirements if needed*

2) *Update the performance evaluation process for all positions*

Develop performance expectations by position

Create a system tying expected performance to the strategic plan

3) *Perform a salary and benefits survey*

Evaluate all positions' pay, benefits and work environment compared agencies in the region, with like budgets, similar budgets, and serving similar populations

Evaluate the pay versus job responsibilities for mid management positions and consider salary versus hourly

Table 1, Summary of Objectives, Schedule and Cost

Objectives	Start Date	Completion Date	Cost
Management and Administration			
Refine the financial reporting to maximize transparency and accountability	3/1/15	3/31/16	\$3,000
Create a comprehensive Budgeting/Accounting Program and Policy	2/1/16	4/31/16	\$2,000
Create a financial reserve policy that addresses necessary reserve funds and their appropriate use	2/1/16	4/31/16	\$1,000
Develop an understanding of Management roles, responsibilities and performance expectations	10/1/15	4/31/16	\$0
Develop a comprehensive Board/Board member orientation program	2/1/16	3/28/16	\$500 + \$300/yr
Develop up to date policies, organizational procedures and a supportive administrative structure	2/1/16	12/31/16	\$0
Develop Board member Norms and Board meeting protocol	10/1/15	12/30/16	\$0
Have a solid communication plan and strategy	2/1/15	5/30/16	\$4,000 ¹ + \$2,000 ¹ /yr
Improve public image of the District through a variety of means	2/1/16	12/31/16	\$1,000/yr
Create a Board Committee "Plan"	2/1/16	8/31/16	\$0
Update and improve the District's record management system and document office procedures	2/1/16	12/31/17	\$20,000 ² + \$2,000/yr
Personnel and Organization			
Update the District organizational chart, job descriptions and job requirements	2/1/16	12/31/16	\$10,000 ¹
Update the performance evaluation process for all positions	2/1/16	12/31/16	\$0
Perform a salary and benefits survey	4/1/16	6/1/16	\$10,000 ¹
Infrastructure and Operations			
Develop a system maintenance plan and strategy	2/1/16	8/31/16	\$75,000 ¹
Develop and implement a plan to control system leaks and keep them under control	2/1/16	4/31/16	\$0
Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments	5/1/16	8/31/16	\$0
Develop a Capital Improvement Plan (CIP)	3/1/16	12/31/16	\$10,000 ¹
Partnerships and Relationships			
Increase the productivity of relationships between the District and its stakeholder	2/1/16	12/31/17	\$500/yr

¹ Requires a 2015/16 fiscal year budget amendment

² Existing record scanning to be included in 2016/17 fiscal year budget

Objectives	Start Date	Completion Date	Status
Refine the financial reporting to maximize transparency and accountability	3/1/15	3/31/16	Complete
Create a comprehensive Budgeting/Accounting Program and Policy	2/1/16	11/21/16	Budget Reserve Policy adopted, Budgeting policy prepared for Board adoption in November. NEVER PLACED ON AGENDA
Create a financial reserve policy that addresses necessary reserve funds and their appropriate use	2/1/16	8/15/16	Completed
Develop an understanding of Management roles, responsibilities and performance expectations	10/1/15	8/15/16	Completed – Need new management objectives
Develop a comprehensive Board/Board member orientation program	2/1/16	3/28/16	Complete
Develop up to date policies, organizational procedures and a supportive administrative structure	2/1/16	12/31/16	In progress - incomplete
Develop Board member Norms and Board meeting protocol	10/1/15	12/30/16	Not completed - We moved this meeting discussion – need to reschedule
Have a solid communication plan and strategy	2/1/15	9/19/16	Completed and being implemented in November 2016. Having difficulty with full implementation due to staff time required for projects
Improve public image of the District through a variety of means	2/1/16	12/31/16	Working on it!
Create a Board Committee “Plan”	2/1/16	9/19/16	Completed
Update and improve the District’s record management system and document office procedures	2/1/16	12/31/17	On track and continuous process for small staff
Update the District organizational chart, job descriptions and job requirements	2/1/16	3-30-19	Need staffing evaluation
Update the performance evaluation process for all positions	2/1/16	3-30-19	Not Complete
Perform a salary and benefits survey	4/1/16	5-15-19	Waiting for results from Groveland CSD study
Develop a system maintenance plan and strategy	2/1/16	9/19/16	Completed and adopted 9-2016, not yet implemented due to low staffing and system failures, lack of planning capabilities

Develop and implement a plan to control system leaks and keep them under control	2/1/16	4/31/16	On track – Constructing service line replacement project and plant master meter installation, completed leak survey and addressed all leaks in survey
Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments	5/1/16		Incomplete – Planned to hire engineering firm, new engineer in place now
Develop a Capital Improvement Plan (CIP)	3/1/16		Board approved the initial CIP list on August 19, 2016 and reviewed limited funding available for additional loans. Propose rate evaluation to fully fund CIP.
Increase the productivity of relationships between the District and its stakeholders	2/1/16	12/31/17	On track – continue to communicate regularly with county government and MID. Becoming a resource to state DWR when they have questions about other system problems, they call us.
Complete Emergency Filter Renovation Project	10/21/16	June 30, 2017	Completed
Participate actively in the response to the SWRCB San Joaquin River Flow Objectives issue/impact on water supply	11/21/16	February 2017	Review completed and Response submitted
Complete Emergency Barge Renovation Project	11/21/16		Engineering completed, Contract let, contractor failing to perform
Secure Additional funding for water supply projects as a result of Governor's Declaration	4/20/17		Contacting all agencies
Address POU Mapping Issue	10/28/2017		Ongoing due to Complaint filed with state
Digitize maps and prepare web base viewed	2017	June 2018	Completed
Develop Emergency water supply		2018	Completed three new grant funded wells

5 Year Capital Improvement Plan

PRELIMINARY

System Name:

Lake Don Pedro Community Services District

Date: 8/2/2016

System ID No. 5510008

Service Connections: 1429

Project Name	Task	Total Estimated Expense	Status	Priority	Year (FYE) to Complete
Fiscal Year Ending: 2017					
Replace Intake	Engineering Study: Identify and evaluate alternatives, estimate costs and compare to refurbishment of existing.	25,000	Planning	High	2017
Intake Booster	Install 2nd booster pump at intake (pump already purchased). Install tank bypass for float system.	150,000	Engineering Complete.	High	2017
Replace Raw Water Main	Planning, engineering and bid documents for replacement of raw water main	250,000	Planning	High	2018
Service Line Replacement	Remove and re-install the most damaged and continuous leaking service lines.	721,287	In Progress	High	2018
Ranchito Well Upgrade	Remove pump, video inspection and cleaning of well. Install digital flowmeter and tie into SCADA, repair RTU	37,611	Planning	High	2017
Septic System Upgrade at Treatment Plant	Move and update leach field	46,434	Engineering Complete, Permit Pulled	High	2017
Treatment Plant Upgrade	Install process analyzers to read and track ph/temp. on raw and treated water. Update SCADA system.	35,000	Planning	High	2017
Replace Water Meter at all 6 Tank Sites and intake	Install magnetic flow at all tank sites and tie into SCADA System.	157,305	Planning; to be completed with DWR grant	High	2017
Clean Chlorine Contact Tanks	Have the chlorine contact tanks cleaned	20,000	Major Maintenance Item (non-CIP) - Planning	Medium	2017
Sturtevant, Coronado, Lazo Tank Cleaning	Have tanks cleaned and inspected and replace level transmitters.	30,000	Major Maintenance Item (Non CIP) Planning	Medium	2017
Office Server Installation w/software	Fire closeout	107,000	Planning	Medium	2017
Air Conditioning for Board Room	Purchase and install air conditioning in Board Room	20,000	Planning	Medium	2017
Fiscal Year Ending 2018					
Replace Intake	Engineering: Design, plans, and bid docs for intake replacement (project scope contingent upon results of study)	150,000	Planning	High	2018
Replace Raw Water Main	Construction of new raw water main.	2,344,880	Planning	High	2018
Filter Media Replacement	Inspect and repair/replace filter media.	49,249	Planning	High	2018
Intake Float Pump Extension/Upgrade	Engineering and construction of modifications to new barge - move pumps to barge and eliminate old float. (Project scope contingent on intake study results)	33,770	Planning	Medium	2018
Ranchito PRV	Replace Ranchito PRV and vault	30,382	Valve is built. Needs installation.	Medium	2018

5 Year Capital Improvement Plan

Install fire hydrant at Hernandez	Install fire hydrant at Hernandez	14,071	Research need for project.	Medium	2018
Treatment Plant Blow off	Convert old raw water pond to effluent to waste (blow-off). Clean and repair raw water pond drains.	28,142	Engineering work completed.	Medium	2018
Fiscal Year Ending 2019					
Remote Site Electronics Upgrade	Coronado, Arbolada, Central, Alamo, Enebro, Tulipan: Upgrade motor control panels.	120,000	Planning	High	2019
Coronado Pump Station Upgrade	Upgrade pump station to supply fire fighting water in Lazo zone when tank level is low.	150,000	Preliminary Engineering Design Completed.	High	2019
Replace Intake-Construction	Begin Construction of New Intake Structure (actual year of start/complete may depend on lake water level)	2,000,000	Planning	High	2020?
Upgrade Backwash Ponds	Upgrade piping and drainage.	35,178	Preliminary Engineering Design Completed.	Low	2019
Fiscal Year Ending 2020					
Treatment Plant Pump and Panel Upgrade.	Upgrade pumps to 1400 gpm and control panels and install VFD's	168,852	Planning	Medium	2020
Water Main Replacement	Replace Dead End Water Mains - Engineering and Construction.	6,500,000	Planning	Medium	2021
Tank Site Improvements	Central, Coronado, Enebro, Alamo, Arbolada, install roofs over RTUs, repair gage boards.	75,000	Planning	Low	2020
Fiscal Year Ending 2021					
Lazo Site Upgrade	Engineering and Construction: Seismic upgrade to foundation.	125,710	Planning	Medium	2022
Tulipan Site Upgrade	Install fence	16,885	Planning	Medium	2021
Replace Vehicle	Purchase and replace Vehicle	30,000	Planning	Low	2021

Projects Cost By Year: Estimated Cost

Fiscal Year Ending: 2017	1,599,637
Fiscal Year Ending 2018	2,650,494
Fiscal Year Ending 2019	2,305,178
Fiscal Year Ending 2020	6,743,852
Fiscal Year Ending 2021	172,595

Report Prepared By (title) _____

Date: _____

Lake Don Pedro Community Services District

Special Meeting of January 22, 2019

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS:

b. Confirmation of the Board President's Standing Committee appointments for the 2019 calendar year.

Background

Board policy delegates the responsibility for committee assignments to the Board President, with his/her recommendations to be confirmed by the Board. The role and responsibility of the various Board committees is outlined in Board Policy 4060. President Johnson has developed the following standing committee assignments based on the interests and strengths of the directors. President Johnson presents this proposal as a draft subject to Board comment and suggestions.

The following are standing committees that will conduct their meetings in compliance with the Brown Act:

- **Planning: Hankemeier/Johnson**
The Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.
- **Ordinance: Ross/Warren**
The Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.
- **Personnel: Sperry/Johnson**
The Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.
- **Finance: Hankemeier/Sperry**
The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.
- **Public Information: Ross/Warren**
The Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

Recommended Motion

I move to confirm the appointment of the Board committees as presented by the Board President.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

ADOPTED: February 16, 2016

PURPOSE: This policy establishes rules for standing and ad hoc committees and study sessions (workshops).

4060.10 Appointment of Committees. The Board President shall establish and/or confirm the members of the standing committees for the ensuing year no later than the Board's regular meeting in January, as he/she deems necessary with the concurrence of a majority of the Board. Standing committees are outlined in B-100-30. Additionally, he/she shall appoint with the concurrence of a majority of the Board, Ad Hoc committees as needed at any time throughout the year.

4060.11 Specific Purpose. Standing and Ad Hoc committees are created for specific purposes. The performance of all duties and functions by committees is for the purpose of advising and recommending actions to the Board of Directors. Reports of standing, special and Ad Hoc committees shall be addressed to the Board.

4060.11.1 Definitions of "Specific Purpose" Committees.

- a) **Standing Committee.** A Standing committee consists of two Board members with alternate Board members. Standing committees duties are outlined in B-100-40. A Standing committee will meet with District Staff and Consulting firms as deemed necessary during the fiscal year in order to fulfill the needs of the Board.
- b) **Ad Hoc Committee.** An Ad Hoc committee consists of two Board members selected during a Regular Board meeting to meet with District Staff and Consulting firms to discuss and provide recommendation to the Board regarding a Specific Item not covered by the Standing committees. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.

4060.12 Appointment of Chairperson. The Board President shall designate the committee chairperson, who shall determine, in consultation with the District Manager, the date, time, and place of each committee meeting. The chairperson shall make periodic reports to the Board on the committee's progress.

This policy supersedes and replaces all previous policies pertaining to Board Committee Meetings of the District as of February 16, 2016
Approved February 16, 2016

4060.13 Scope of Responsibility. The committee shall gather information, explore alternatives, examine implications, and offer recommendations to the full Board. The committee may meet with staff and/or District consultants, but shall not interfere with their duties as determined by the Board.

4060.14 Limits on Authority. The committee shall not speak or act on behalf of the Board, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff.

4060.20 Periodic Study Sessions. The Board, by majority vote, may call for a Board study session as deemed necessary and appropriate. A study session may be held separate from the regular meeting of the Board at a time and place to be determined by majority vote of the Board. The study session may be an adjourned regular or special meeting. The District Manager in consultation with the Board President shall recommend appropriate items to be discussed at the study session. The agenda will be prepared and posted in the same manner as other Board meeting as is set forth in Policy B-80.

4060.21 Study Sessions and Action Plans. Study sessions shall generally be conducted to identify or determine key issues facing the District and provide the opportunity to develop plans of action that addresses those issues with specific actions, along with a timeline and responsibilities for carrying out the action plan to achieve District goals.

4060.22 Annual Study Session on Strategic Plan – An annual study session will take place in February each year or other such time as mutually agreed upon for the purpose of reviewing the continued relevancy of the District Strategic Plan and the progress made during the prior year. The annual study session will the following objectives:

1. For the Board to receive a detailed status report from the District Manager on the progress made in achieving the current year goals and objectives
2. To conduct the required annual review of the strategic plan and confirm its continued relevance for the following year
3. To adopt goals and objectives for the following year
4. To address any matters of concern to the Board

4060.30 The following shall be standing committees of the Board:

4060.31 Planning Committee;

4060.32 Ordinance Committee;

4060.33 Personnel Committee;

4060.34 Finance Committee; and,

4060.35 Public Information Committee.

4060.40 Duties of the Standing Committees. Upon direction of the Board, standing committees meet* and review District functions, activities, and/or operations pertaining to their respective areas of concern as set for the below.

This policy supersedes and replaces all previous policies pertaining to Board
Committee Meetings of the District as of February 16, 2016
Approved February 16, 2016

4060.41 The Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

4060.42 The Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.

4060.43 The Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

B4060.44 The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

4060.45 The Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

This policy supersedes and replaces all previous policies pertaining to Board
Committee Meetings of the District as of February 16, 2016
Approved February 16, 2016