



Lake Don Pedro Community Services District
General Manager's Report
September 18, 2017

1 Report Overview

We are pleased to present this report covering the activities of district management over the past 2 months. The majority of the activity included finalizing the Intake Booster Pump #2 and filter renovation construction work, planning for and initiating recruitment for the Operations Manager, researching and planning the barge improvements, preparing to bid the service line replacement project, finalizing District maps, planning for leak detection services, and searching for qualified operators to fill the gap since we now have only one employee. This report very briefly identifies these issues.

2 Management and Administration

- **Status Update on Dollar General Store and Lake Don Pedro Storage** – Staff has been finalizing agreements and their execution, securing deposits, setting up spreadsheets to document time, emails and calls with project developers, initial discussion regarding proposed main extensions and engineering coordination.
- **Mapping Project** - Management coordinated regularly with the mapping consultant throughout the process to understand decisions and manage the contract, as well as evaluate related services.
- **Operations Manager position** – The database of certified operators was received from the state, and a mailing list developed to send the job announcement directly to over 2100 certified operators. In addition, the position was posted in the local newspapers for a total of three weeks. No applications were confirmed to have been generated as a result of the local newspapers, however 12 applications were received from the mailing by the 9-11-17 deadline. Interviews will be scheduled during the first week of October 2017.
- **Potential for Contracted Operations** – due to our staffing issues and difficulty in attracting and retaining qualified employees in a tight labor market, management is evaluating the potential work scopes and cost for contracting for operations positions in lieu of maintaining all of the staffing in house. Agencies throughout the rural areas of the state are contracting for services and in many cases, for lower cost than hiring the employees themselves. A meeting is scheduled on 9-15-17 in don Pedro with a major contract operator and I will report the outcome at this meeting.

3 Water Service

- **Regulatory compliance** – Certified water manager Brenda Seldon has been hired to keep the district in compliance with its monthly and quarterly state reporting requirements.
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- **Leak Detection Survey** –Contractors were contacted, proposals received, detection methods evaluated, scopes of work and schedule developed, and received approval from DWR for grant reimbursements for the work.
- **Valve cleaning and exercising** – In order to get the best result from leak detection services, the contractor must be able to listen for leaks by placing a probe directly on top of our street and hydrant valves. As we have discussed, many of these valves (boxes or access pipes) are filled with dirt or sand, and the valve is inaccessible. When cleaning the valve box, it is the perfect time to also operate the valve for maintenance purposes, which also has not been done in many years in our system. Within our current budget, I am planning to contract with a qualified contractor to clean the valve boxes and operate the valves; before November 5, 2017.

4 Finance

- We are still working toward USDA reimbursement.

5 Infrastructure and Operations

- **Lake McClure Intake Booster 2** – RTC Construction has completed the project in compliance with the requirements, and we will be releasing the 5% retained payments soon.
- **Barge/Water supply Project** – Staff met with a structural and civil engineer on site at the Barrett Cove Boat yard, and spent a day evaluating options for renovation of both the float pumps and barge. So long as there are no fatal flaws, the best option was determined to be:
 - Removal of the two large diesel motors and outdrives from the barge since they are in disrepair, overly large for our needs, and their weight is a burden on the floatation
 - Removal of the water pumps from the float, and installation in the motor compartments of the barge. The Barge floatation floor will need to be penetrated and sealed to allow the pumps top sit in water where the barge engines once were.
 - Install a transom and outboard motor on the barge, sized to move the barge as necessary
 - Disposal/surplus of the float

We are currently waiting for cost quotes from the fabrication shop.

- **Leak Reports** – Hopeful to deliver at the meeting due to short timeframe for evaluation.
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