

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

DIRECTORS
Danny Johnson, President
Mary Smith, Vice President
Russell Warren
Emery Ross
Roy Phillips

Regular Meeting of the Board of Directors

9751 Merced Falls Road

July 20, 2026 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.

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
 - CIP Meter Update
 - Generators Update

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 June 30, 2026 including summary of claims paid
- b. Approval of the Minutes of the following meetings:
 - Regular Board Meeting of June 15, 2026

5. DISCUSSION AND ACTION ITEMS:

- a. Discussion / Approval regarding the Continuation of Declaration of Emergency
- b. Discussion / Approval regarding Resolution 2026-xxxx Approving the Revised Job Descriptions, and Salary Chart

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



GENERAL MANAGER'S REPORT

July 20, 2026

Lake Level Summary

Data as of Midnight – July 14, 2026 (DWR)

- **Storage:** 772,810 AF
- **Reservoir Elevation:** 827.70 ft.
- **75%** of Total Capacity
- **111%** of Historical Average for This Date
- **Total Capacity:** 1,024,600 AF
- **Avg. Stor for July 14,:** 697,762 AF

☐ Solar Initiatives

The last phase of the construction process has begun. July 13th Pacific Solar began construction on the carports say it will take about a month to complete. We will lose parking during the construction phase and will have to make adjustments.

Grant & Study Updates

DWR Raw Water Intake Pump Station

Have a site meeting with Mountain Cascade, Sandis Engineering, and Black Water Engineering on Friday July 17th. But where we stand right now is that the pump is placed at 605' above sea level. Our existing pump is operating at 700' level. I will have a verbal update during Board Meeting.

Operations Overview

- We had a leak Friday night July 3rd and 10 pm. The crew worked until 3 am. It was a 2-inch fitting that came apart underneath the road near Lazo tank. Jose and Augie responded.
- 12 inch valve was replaced on Pepito. This valve replacement was significant. We are able to isolate the distribution system without shutting down the areas that should not be impacted.
- Service leaks and broken meter boxes continue to be repaired throughout the system.
- The guys took a half day and cleaned vehicles, inspected and checked fluids.

Lazo Tank

We are not able to see the water levels at the tank on SCADA due to parts failure and radio cards not being able to communicate with SCADA, This requires us to drive up to the tank each day to check the levels. We are working with our SCADA team to fix the problem.

UPDATE- Aqua Sierra came out to site and replace the solar control switch that allows the batteries to be charged. Without being charged, we were not being able to send a signal that allowed us to see the tank level. It is now fixed.

Used Vehicle Purchased

We purchased a used 2022 Ford F-150 to support field operations. After several discussions with the operations crew, it was determined that a half-ton truck would be the most practical option for hauling traffic plates, a small trailer, tools, and other equipment. Our primary service truck remains stationed on the jobsite because it carries the full tool inventory required for onsite work.

This newer truck is also equipped with a pipe rack, which provides additional flexibility when transporting 6-inch pipe as needed. Approximately 20 mpg. The total purchase cost for the vehicle was **\$27,668.74**.

Treatment Plant

The treatment plant and water quality has been doing well. We have everything working (filters, flocculators, backwash programming and sed basin). We are also skimming the sed basin every morning to keep the algae down to a minimum. All this has an impact on our water quality. Especially turbidities. We are now replacing a ph/ temperature bench machine that has been failing over the last couple of years. It is used to record these values each day and submit on our monthly reports to our state regulators.

Generators

The District is expected to receive an Out of Compliance Order due to its inability to meet the required storage capacity for Max Daily Demand (MDD) over a 24-hour period in the event of a power outage during summer months. The three pressure zones that currently fail to meet this

regulatory requirement are the Alamo Hydro Tank, the Arbolada Hydro Tank, and the Arbolada Tank. This is the result from last Decembers site visit from our Water Resource Control Engineer and Annual Report that was recently submitted.

This order will require the District to submit a corrective action plan, along with quarterly progress updates, to the State Water Resources Control Board – Yosemite District. Our corrective action plan will include the installation of generators at all pumping sites to ensure operational continuity during future power outages and to maintain compliance with water system reliability standards.

UPDATE: We received the notification and have now forward it to SWRCB/Treatment Plant Modernization Project who we are working with on a plan for grant funding for the generators. There will be no public notification requirements.

Meter Program

Badger meters has finally shown up after months of reaching out to them. We provided information about our system to Badger so they can perform a study if there cellular reads will work up here. We are waiting for their response.

We also had a TEAMS meeting with Neptune and discussed software updates and transitioning if we utilize their product. We still are devising a plan for the program.

Upcoming Crew Projects

- **12 inch Pepito Valve – Complete**
- **Alamo Hydro Station Heat Wrap – Complete**
- **Alamo 10-inch Valve – Complete**
- **Alamo Electronic Butterfly Valve – On Hold**
- **Coronado Bypass Repair – Complete**
- **Lazo RTU Repair – Complete**
- **Arbolada RTU Panel Rebuild – Complete**
- **Sturdevant RTU Panel Rebuild – Complete**
- **Coronado RTU Panel Rebuild – Pending**

Updates on Meter Program and Generator Program: See attachments.

Financial Overview

As of **June 30, 2026**, LDPCSD remains financially stable, with revenues and expenditures aligned with budget expectations.

Monthly Reserve Projections – Starting in August, I will be reporting our monthly reserve projections for each month and the year-end projection.

Reminder - The Treasurer's Report shows a \$1 million balance in the Money Market account; however, our **average daily balance is approximately \$500,000**, due to \$360,000 hold from our Mountain Cascade project. which is a significant improvement from prior years.

Part of the elevated balance is due to the DWR Raw Water Intake Project requiring us to carry the **\$360,000 retention payment** until project completion.

Major Upcoming Expenditures

- Air Conditioning Unit **Paid**
- Solar Installations (Admin & Central Tank) – Admin paid in full; Central Tank pending
- Raw Water Tank – One payment remaining in September
- Filter Media Replacement – Paid
- SDRMA – Paid
- Vehicle Paid

Safety Meetings

Staff completed the 2 hour **Fall Protection course**. Monthly safety meetings continue to reinforce best practices, regulatory compliance, and a strong culture of safety and accountability.

Contact Information

For questions or additional information:

- **District Office:** (209) 852-2331 Ext. 1
- **Email:** dave@ldpcsd.org

End of Month Water Report

June 2026

Description	CCF	Acre/ft.	Percent	
Water pumped from Lake McClure acre/ft.	27230	62.51		
Water pumped from Well acre/ft.	2069	4.75		
Total Pumped acre/ft.		67.26		
Last month acre/ft.		47.04		
Difference from last month %			42.99%	
Treated water sold acre/ft.	20823	47.80		
Last month treated water sold acre/ft.		32.63		
Difference from last month %			31.74%	
Golf course water sold acre/ft.	0	0.00		
Hydrant usage		0.00		
Billed Metered Customers				1545
Meters with no consumption this month				260
Meters with no consumption last month				270
Usage outside filed MID Place of Use	1099	2.52		
Total acre/ft. from Wells		4.75		
Backwash/Rinse on start up	1184	2.72		
Plant Process Equipment (FIXED VALUE)	75	0.17		
Water in Distribution system (Averaged Main Size) FIXED VALUE	901	2.07		
Sed Basin cleaning	0	0.00		
Raw Storage Difference from last month	-0.393	0.00		
Treated storage difference from last month	77.59	0.18		
Total water loss in acre/ft. (Leaks and Evaporation)		14.50	21.56%	

End of the Month MID LakeMcClure Readings

Date of Reading	6/30/2026	
Inflow	328	CFS (Cubic Feet Per Second)
Storage	820,492	AF (Acre Feet)
Elevation	835.83	Feet Above Mean Sea Level
Outflow	1931	CFS (Cubic Feet Per Second)
Lake McClure Capacity	1,024,600	AF (Acre Feet)

Note: Hydrant usage not reported to office so water loss not accurate

Project Name & Description: Meter Replacement Program - Create a plan to replace all some residential and Commercial meters including our Well and Pump sites. Submit for grants or finance options.			
Start Date: January 2026			
Target Date: December 2026			
Date	Status	%Complete	Notes
January	ongoing	75%	Determine exact number of meters
February		100%	Met with Sensus Meters and Neptune to research their products
March		100	reviewed options for funding. California Consulting. 50/50 Grant Matching. Loan?
April		50%	Identify No. of service lines that need replacement
May		50%	Meet towards the end of the month to identify
June		50%	Review meters needed. Discuss next steps.
July		100%	Met with Neptune on a TEAMS meeting. Badger arrived at our yard. Discussed there product
August			
September			
October			
November			
December			

Project Name & Description: Generator Program -Create a plan that includes amount of generators needed, sizes, electrical demands and costs. The goal is to submit this plan to the SWRCB and pursue grants.

Start Date: March 2026			
Target Date: December 2026			
Date	Status	%Complete	Notes
March		100%	Conference call with DDW to discuss potential funding pathways. TEAMS meeting with BlackWater and ATEEM and set up site visit.
April		100%	Met with ATEEM and BlackWater field site visits for generator info. Report should be complete in a couple of months.
May		100%	Report complete. Marked up for further review
June	Pending	50%	markups. Waiting to review. Met with SWRCB. Received out of compliance letter.
July		75%	Incorporating Out of Compliance Notice into the study report that will be submitted to SWRCB.
August			
September			
October			
November			
December	Report deadline and submit for grant	Report deadline and submit for grant	
November			
December			

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: June 2026

The district ended the month of June 2026 with the following balances in our accounts:

*** All bank accounts verified against bank statements**

Restricted:		
Investment - LAIF	\$ 202,165	
Total Restricted:		<u>\$ 202,165</u>
Unrestricted:		
Checking	\$ 24,062	
Money Market - Working Capital	\$ 1,063,076	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 1,087,264</u>
Total Restricted & Unrestricted:		<u>\$ 1,289,429</u>

The district ended June 2026 with the following amounts affecting our financial status:

	Jun-2026	Year to Date
Sales & Business Revenue:	\$ 240,114	\$ 2,465,211
Total Operating Expenses:	\$ (174,066)	\$ (1,936,961)
Non-Operating Income/Expense:	\$ (42,049)	\$ 219,878
Change in Net Assets (P&L):	\$ 23,999	\$ 748,129
Net Cash Flow:	\$ (8,469)	\$ 623,974

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 60,733	\$ -	\$ 271	\$ 224,299
> 30 Days	\$ 480	\$ -	\$ 25	\$ -
> 60 Days	\$ 42,205	\$ -	\$ -	\$ -
> 90 Days	\$ 13,182	\$ -	\$ -	\$ -
> 120 Days	\$ 86,597	\$ -	\$ 35,351	\$ -
Credits	\$ (48,305)	\$ -	\$ -	\$ -
Total	\$ 154,891	\$ -	\$ 35,647	\$ 224,299
Total Combined	\$ 379,190		\$ 35,647	
G/L Balance	\$ 379,190		\$ 35,647	
Difference	\$ -		\$ -	

* Amount of availability payments received: \$178,950

* Amount of availability payments outstanding: \$0

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 82,976	\$ -	\$ 12,750
> 30 Days	\$ -	\$ -	\$ 8,656
> 60 Days	\$ -	\$ -	\$ 6,886
> 90 Days	\$ -	\$ -	\$ 13,436
Credits	\$ -	\$ -	\$ -
Total	\$ 82,976	\$ -	\$ 41,728
G/L Balance	\$ 82,976	\$ -	\$ 41,728
Difference	\$0	\$0	\$0

AP includes the following:

- Modern Air Contractors \$17,990
- Black Water Consulting \$23,094.50

“ 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)
June 2026 & Year-To-Date Versus 6/30/26 Approved Budget

		Jun-26	June vs Budget %	2025-2026 YTD	YTD vs Budget %	2025-2026 Budget	Remaining Budget	Available Budget %
Revenue								
01-0-3010-301	Meter Reconnection Fee		0.00%		0.00%	100	100	100.00%
01-0-3010-302	Donated Capital - Meters Curre	-	0.00%	25,000	83.33%	30,000	5,000	16.67%
01-0-4010-400	Water Sales Residential	63,268	14.07%	481,637	107.11%	449,669	(31,988)	-7.11%
01-0-4010-402	Water Availability Revenue	14,913	8.56%	174,520	100.14%	174,273	(247)	-0.14%
01-0-4010-403	Water Service Charges	161,162	8.96%	1,797,405	99.92%	1,798,797	1,392	0.08%
01-0-4020-410	Interest Income - LAIF	-	0.00%	8,321	184.91%	4,500	(3,821)	-84.91%
01-0-4020-413	Int Inc Penalties - Customer	4,845	11.01%	61,714	140.26%	44,000	(17,714)	-40.26%
01-0-4020-414	Transfer Fee Income	500	9.26%	5,950	110.19%	5,400	(550)	-10.19%
01-0-4020-415	Other Income	(161)	-8.93%	691	38.38%	1,800	1,109	61.62%
01-0-4020-416	Meter Set Fee	-	0.00%	2,500	62.50%	4,000	1,500	37.50%
01-0-4020-900	Hydrant Service Charge	75	75.00%	172	172.00%	100	(72)	-72.00%
01-0-4020-901	Hydrant Rental	120	30.00%	400	100.00%	400	-	0.00%
01-0-4020-902	Hydrant Consumption	76	7.98%	611	64.28%	950	339	35.72%
01-0-4020-999	Avail Fee Income	-	0.00%	2,016	91.64%	2,200	184	8.36%
01-0-4040-100	Lease Fee	2,495	8.85%	27,765	98.46%	28,200	435	1.54%
TOTAL REVENUE		247,293	9.72%	2,588,702	101.74%	2,544,389	(44,313)	-1.74%
Expenses								
01-1-5010-100	Regular Pay - Plant	18,897	6.76%	246,755	88.33%	279,364	32,609	11.67%
01-1-5010-101	Overtime Pay	2,372	6.41%	37,362	100.98%	37,000	(362)	-0.98%
01-1-5010-102	Sick Pay	785	6.11%	9,318	72.51%	12,850	3,532	27.49%
01-1-5010-104	Vacation Pay	1,339	7.93%	20,091	118.94%	16,892	(3,199)	-18.94%
01-1-5010-105	Holiday Pay	-	0.00%	15,397	71.89%	21,476	6,079	28.31%
01-1-5010-200	PERS	1,917	6.60%	27,241	93.81%	29,039	1,798	6.19%
01-1-5010-201	FICA/Medicare	1,773	6.79%	25,593	98.04%	26,104	511	1.96%
01-1-5010-202	SUI	-	0.00%	590	99.91%	591	1	0.09%
01-1-5010-203	Health Insurance	5,211	7.86%	74,785	112.86%	66,262	(8,523)	-12.86%
01-1-5010-204	Workers Compensation	962	7.79%	15,889	128.60%	12,356	(3,534)	-28.60%
01-1-5010-206	Dental Insurance	312	7.15%	4,212	96.39%	4,370	158	3.61%
01-1-5010-546	Travel, Meetings & Mileage	495	27.02%	4,129	225.21%	1,833	(2,295)	-125.21%
01-1-5020-510	Repair & Maintenance - Plant	623	1.25%	31,897	63.79%	50,000	18,103	36.21%
01-1-5020-511	Repair & Maintenance - Vehicle	3,723	18.61%	13,644	68.22%	20,000	6,356	31.78%
01-1-5020-512	Repair & Maintenance - Distribution	5,815	8.95%	86,675	133.35%	65,000	(21,675)	-33.35%
01-1-5020-520	Small Tools & Equipment	-	0.00%	8,029	111.51%	7,200	(829)	-11.51%
01-1-5020-521	Vehicle Equipment Fuel	1,888	8.99%	16,821	80.10%	21,000	4,179	19.90%
01-1-5020-522	Gas, Oil & Lubricant - Plant	738	24.59%	3,494	116.47%	3,000	(494)	-16.47%
01-1-5020-524	Health & Safety	20	0.27%	7,049	95.26%	7,400	351	4.74%
01-1-5020-529	Telephone - T & D	2,722	12.96%	34,229	162.99%	21,000	(13,229)	-62.99%
01-1-5020-544	Water Testing Fees	3,758	25.61%	17,278	117.74%	14,675	(2,603)	-17.74%
01-1-5020-545	Water System Fees	-	0.00%	10,310	75.25%	13,700	3,390	24.75%
01-1-5020-548	Water Testing Materials	-	0.00%	3,872	120.99%	3,200	(672)	-20.99%
01-1-5021-521	Water Treatment Chemicals	1,888	2.02%	41,168	43.98%	93,600	52,432	56.02%
01-1-5021-524	P G & E Power - Office	176	3.63%	4,160	85.95%	4,840	680	14.05%
01-1-5021-525	P G & E Power - Intake	15,514	8.17%	177,126	93.22%	190,000	12,874	6.78%
01-1-5021-526	P G & E Power - Well	25	9.96%	320	128.00%	250	(70)	-28.00%
01-1-5021-527	P G & E Power - Water Treatment	2,326	3.88%	42,888	71.48%	60,000	17,112	28.52%
01-1-5021-528	P G & E Power - Distribution	6,377	8.50%	65,706	87.61%	75,000	9,294	12.39%
01-1-5021-529	P G & E Power - Well 2	1,443	9.62%	13,119	87.46%	15,000	1,881	12.54%
01-1-5021-530	P G & E Power - Medina	31	3.08%	645	64.47%	1,000	355	35.54%
01-1-5021-561	Purchased Water Actual-mid-p	12,750	10.20%	83,807	67.05%	125,000	41,193	32.95%
01-1-5023-533	Outside Services	18,795	125.30%	33,590	223.93%	15,000	(18,590)	-123.93%
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	5,250	105.00%	5,000	(250)	-5.00%
01-1-5023-537	Pest Control	40	7.27%	440	80.00%	550	110	20.00%
01-1-5023-538	Engineering Services	-	0.00%	-	0.00%	3,500	3,500	100.00%
01-1-5023-539	Employee Education	310	10.33%	717	23.90%	3,000	2,283	76.10%
01-1-5024-540	Memberships	-	0.00%	1,506	100.42%	1,500	(6)	-0.42%
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	314	26.17%	1,200	886	73.83%
01-1-5032-583	Depreciation Expense	23,367	7.79%	287,160	95.72%	300,000	12,840	4.28%
01-2-6010-100	Regular Pay - Administration	24,157	8.13%	282,730	95.11%	297,252	14,523	4.89%
01-2-6010-101	Overtime Pay	1,073	30.67%	2,878	82.22%	3,500	622	17.78%
01-2-6010-102	Sick Pay	866	7.05%	13,582	110.53%	12,287	(1,294)	-10.53%
01-2-6010-104	Vacation Pay	1,220	6.78%	21,202	117.79%	18,000	(3,202)	-17.79%
01-2-6010-105	Holiday Pay	-	0.00%	7,308	104.40%	7,000	(308)	-4.40%
01-2-6010-200	PERS	2,054	7.61%	26,672	98.78%	27,000	328	1.22%
01-2-6010-201	FICA/Medicare	1,947	8.28%	24,648	104.89%	23,500	(1,148)	-4.89%
01-2-6010-202	SUI	14	1.63%	496	59.02%	840	344	40.98%
01-2-6010-203	Health Insurance	2,284	8.73%	26,365	100.79%	26,157	(208)	-0.79%
01-2-6010-204	Workers Compensation	95	13.25%	1,571	218.83%	718	(623)	-86.78%
01-2-6010-206	Dental Insurance	158	6.88%	1,899	82.58%	2,300	401	17.42%
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	210	210	100.00%

		June vs	2025-2026	YTD vs	2025-2026	Remaining	Available	
		Jun-26	Budget %	YTD	Budget %	Budget	Budget %	
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	679	22.64%	3,000	2,321	77.36%
01-2-6020-512	Propane	-	0.00%	656	50.44%	1,300	644	49.56%
01-2-6020-515	Customer Billing Supplies	-	0.00%	1,794	27.61%	6,500	4,706	72.39%
01-2-6020-529	Telephone - Admin	4,200	14.48%	41,511	143.14%	29,000	(12,511)	-43.14%
01-2-6020-530	Office Supplies	60	1.50%	7,885	197.12%	4,000	(3,885)	-97.12%
01-2-6020-531	Postage	1,569	13.08%	12,766	106.38%	12,000	(766)	-6.38%
01-2-6023-531	Computer IT	2,425	5.92%	34,123	83.23%	41,000	6,877	16.77%
01-2-6023-532	R & M Equipment	-	0.00%	-	0.00%	4,384	4,384	100.00%
01-2-6023-533	Outside Services***	6,000	20.00%	42,216	140.72%	30,000	(12,216)	-40.72%
01-2-6023-535	Office Cleaning Serv	180	7.20%	2,160	86.40%	2,500	340	13.60%
01-2-6023-536	Legal Services	-	0.00%	1,960	17.82%	11,000	9,040	82.18%
01-2-6023-537	Audit Services	-	0.00%	21,900	173.81%	12,600	(9,300)	-73.81%
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	2,500	2,500	100.00%
01-2-6024-540	Memberships	-	0.00%	8,737	79.43%	11,000	2,263	20.57%
01-2-6024-542	Publications	677	84.58%	953	119.08%	800	(153)	-19.08%
01-2-6024-543	Licenses, Permits & Cert.	-	0.00%	5,501	122.24%	4,500	(1,001)	-22.24%
01-2-6024-999	County Avail Fee	-	0.00%	2,184	99.27%	2,200	16	0.73%
01-3-6025-100	Regular Pay	600	6.90%	5,400	62.07%	8,700	3,300	37.93%
01-3-6025-201	FICA/Medicare	46	4.68%	413	42.15%	980	567	57.85%
01-9-6030-546	Travel, Meetings & Mileage	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
01-9-6030-569	Credit Card Service Charges	3,275	22.58%	39,993	275.81%	14,500	(25,493)	-175.81%
01-9-6030-570	Bank Service charges	604		7,411				#DIV/0!
01-9-6030-572	Business Insurance Expense	7,539	5.89%	103,953	81.21%	128,000	24,047	18.79%
01-9-6030-576	Misc Other Expense	110	11.00%	1,474	147.37%	1,000	(474)	-47.37%
01-9-6030-577	Retired Employee Health	1,115	9.29%	12,929	107.74%	12,000	(929)	-7.74%
01-9-6031-580	Interest Long Term Debt	240	4.21%	6,030	105.79%	5,700	(330)	-5.79%
01-9-6031-581	Other Interest Charges	1,284	#DIV/0!	5,364	#DIV/0!	-	(5,364)	#DIV/0!
01-9-6032-583	Depreciation Expense	17	7.81%	209	95.06%	220	11	4.94%
TOTAL EXPENSES		200,200	8.35%	2,250,126	93.88%	2,396,902	146,776	6.12%
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)								
01-9-6030-590	NBS Rate Evaluation	-	#DIV/0!	153	#DIV/0!	-	(153)	#DIV/0!
01-9-6030-596	USDA Intake Upgrade	-	#DIV/0!	-	#DIV/0!	-	0	#DIV/0!
01-9-6030-597	DWSRF Expenses	23,095	#DIV/0!	83,874	#DIV/0!	-	(83,874)	#DIV/0!
01-9-6030-598	DWR Intake	-	#DIV/0!	1,794,846	#DIV/0!	-	(1,794,846)	#DIV/0!
01-9-6030-599	SWRCB Disbursments	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
01-9-6030-600	Raw Water Retension Disbursments	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
TOTAL CIP IN PROGRESS*		23,095	#DIV/0!	1,878,873	#DIV/0!	-	(1,878,873)	#DIV/0!
CARRYOVER PROJECT (GRANT) REVENUE								
01-0-4020-430	DWR Grant Revenue	-	#DIV/0!	1,856,942	#DIV/0!	-	(1,856,942)	#DIV/0!
01-0-4020-431	SWRCB Grant Revenue	-	#DIV/0!	64,888	#DIV/0!	-	(64,888)	#DIV/0!
01-0-4020-432	Raw Water Retention Fund	-	#DIV/0!	366,596	#DIV/0!			#DIV/0!
TOTAL CARRYOVER PROJECT REVENUE*		-	#DIV/0!	2,288,426	#DIV/0!	-	(2,288,426)	#DIV/0!
NEW CAPITAL PURCHASES / IMPROVEMENTS								
01-0-1090-170	CIP - Treatment Plant		#DIV/0!	600	#DIV/0!	-	(600)	#DIV/0!
01-0-1090-300	Filter Media Replacement	-	0.00%	49,500	33.00%	150,000	100,500	67.00%
01-0-1090-321	Filter Tank Inspection Cleaning		0.00%		0.00%	20,000	20,000	100.00%
01-0-1090-322	Flushing/Valve Program	6,044	24.18%	6,044	24.18%	25,000	18,956	75.82%
01-0-1090-330	Bobcat Repair/Replacement		0.00%		0.00%	20,000	20,000	100.00%
01-0-1090-332	CIP - Solar Central Tank		0.00%	20,530	55.20%	37,193	16,663	44.80%
01-0-1090-333	CIP - Solar Admin Tank	4,987	13.41%	42,180	113.41%	37,193	(4,987)	-13.41%
01-0-1090-334	CIP - Solar Treatment Plant		0.00%	4,132	1.12%	367,322	363,190	98.88%
TBD	Valve Replacment Program		0.00%		0.00%	49,000	49,000	100.00%
TBD	Altitude Valve Replacement (Alamo)		0.00%		0.00%	20,000	20,000	100.00%
TBD	PRV		0.00%		0.00%	16,000	16,000	100.00%
TBD	Altitude Valve Replacement (Enebro)		0.00%		0.00%	20,000	20,000	100.00%
01-0-1070-162	Equipment / Copier			9,424				
01-0-1070-164	Truck		0.00%		0.00%	25,000	25,000	100.00%
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		11,032	1.40%	132,410	16.83%	786,708	654,298	83.17%

*No budget listed for ongoing DWR and SWRCB projects that are 100% reimbursed

*** Original budgeted amount included a typo, budget listed as \$3,000 when it should have been \$30,000

LDPCSD Financials**Statement of Net Assets (Balance Sheet)****Asset :****for the month ending June 2026**

Cash and investments	\$	1,289,429
Restricted cash	\$	-
Accts Receivable net of res	\$	431,369
Water Drought Receivable	\$	-
Inventory	\$	69,932
Prpd expense & deposits	\$	113,480
Deferred Outflow of Resources - OPEB	\$	148,073
Deferred Outflow of Resources - Pension	\$	390,475
Total current assets	\$	2,442,757
Property, plant & equipment	\$	14,383,621
less depreciation	\$	(9,077,036)
C I P	\$	220,809
Net P P & E	\$	5,527,394
Other L T Assets		
Total Assets	\$	7,970,151
Liabilites:		
Accounts payable	\$	82,976
Interest payable	\$	840
Water Accrual	\$	41,728
Accrued Payroll	\$	187,295
A/P Accrued Payables	\$	2,682
L T debt, current	\$	58,066
Total current liab	\$	373,588
L T debt		
Post Retirment Benefit	\$	1,887,871
Net Pension Liability	\$	470,067
Deferred Inflow of Resources - OPEB	\$	23,055
Deferred Inflow of Resources - Pension	\$	421,133
Muni Loan	\$	58,066
Verizon Lease	\$	44,168
less current above	\$	(58,066)
Total Liabilites	\$	3,219,882
Net assets	\$	4,750,269
Total liab & net ass't	\$	7,970,151

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
2157	000076	USPS	06/02/2026	817.59
2313	0000103	CENTRAL VALLEY GPS	06/02/2026	111.80
2314	000118	D & D PEST CONTROL *	06/02/2026	40.00
2315	0003120	RCAC	06/02/2026	431.91
2316	0002200	MODERN AIR MECHANICAL	06/02/2026	185.00
2317	660108	VERIZON WIRELESS	06/02/2026	339.78
2318	0002321	STREAMLINE	06/08/2026	785.40
2319	000105	PACIFIC GAS & ELECTRIC	06/08/2026	18,824.05
2320	100987	Twin Lakes Management Co.	06/08/2026	1,103.66
2321	00071	Mother Lode Answering Service	06/08/2026	691.00
2322	000585	MO CAL OFFICE SOLUTIONS	06/08/2026	153.81
2323	000121	UNION DEMOCRAT*	06/08/2026	435.13
2324	000165	ACWA/JPIA	06/08/2026	8,609.76
2325	UB*11073	DONALD/GENETT AUCHARD	06/08/2026	628.14
2326	UB*11074	JUDITH SAYERS	06/08/2026	87.67
2327	UB*11075	THOMAS FOX	06/08/2026	434.83
2328	UB*11076	JASON & TANIA PROPHET	06/08/2026	143.07
2329	UB*11077	CODY PARSON	06/08/2026	57.72
2330	UB*11078	CARRINGTON SERVICES	06/08/2026	187.88
2331	000263	BRENNTAG PACIFIC INC	06/15/2026	1,887.59
2332	0006293	WEX Bank	06/15/2026	1,888.03
2333	00740827	FERGUSON WATERWORKS	06/15/2026	4,665.54
2334	000175	SAFE T LITE OF MODESTO INC.	06/15/2026	531.11
2335	0007349	Recology Mariposa	06/15/2026	402.61
2336	702	Warmerdam CPA Group	06/15/2026	3,000.00
2337	0001157	Sierra Instant Printing	06/15/2026	500.25
2338	000094	USA BlueBook	06/15/2026	430.62
2339	0000536	AGUSTIN CAMPOS	06/15/2026	310.00
2340	000105	PACIFIC GAS & ELECTRIC	06/15/2026	1,442.78
2341	000105	PACIFIC GAS & ELECTRIC	06/15/2026	30.77
2342	000136	AT&T	06/22/2026	5,830.86
2343	000158	SDRMA Business Insurance	06/22/2026	78,245.09
2344	000110	SDRMA Wrk Comp	06/22/2026	16,065.60
2345	0000536	AGUSTIN CAMPOS	06/22/2026	148.80
2346	000059	MARIPOSA GAZETTE	06/22/2026	241.50
2347	00740827	FERGUSON WATERWORKS	06/22/2026	804.96
2348	000383	BUSINESS CARD	06/22/2026	1,587.52
2349	000383	BUSINESS CARD	06/22/2026	232.50
2350	000383	BUSINESS CARD	06/22/2026	758.56
2351	000383	BUSINESS CARD	06/22/2026	60.63
2352	000383	BUSINESS CARD	06/22/2026	239.88
2353	0004106	David Savidge	06/29/2026	19.40
2354	000099	CYNTHIA MARCHESIELLO	06/29/2026	174.33
2355	660108	VERIZON WIRELESS	06/29/2026	339.78
2356	0001157	Sierra Instant Printing	06/29/2026	1,696.50
2357	000118	D & D PEST CONTROL *	06/29/2026	40.00
2358	000550	LUIS'S HOUSEKEEPING / YARDS	06/29/2026	180.00
2359	0000129	PRECISION ENVIRO-TECH	06/29/2026	3,758.00

Report Total: 159,581.41

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
June 15, 2026 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 1:00 p.m.
Directors present: Johnson, Smith, Warren, and Ross
Directors absent: Phillips
Also present GM D. Savidge
Also present: Board Secretary: S. Marchesiello
- 2. PUBLIC COMMENT:**
The Board received one public comment
- 3. Discussion / Action:**
PUBLIC HEARING: A Notice of Public Hearing has been published and hearing to be held for the purpose of receiving public input and comment as required for the following revenue collection. At the conclusion of the public Hearing, the Board will consider adoption of the Resolution approving the following action.

➤ **Open Public Hearing:** 1:02 p.m.
 - a. Discussion / Adoption of a Resolution 2026-xxx approving the Placement of the Availability Billing and Delinquent Account balances on the Mariposa and Tuolumne County Fiscal Year 2027 Tax Rolls for collection

Motion: To approve the Recommended Motion
Votes: Carried 4-0
First: Warren Second: Smith
Ayes: Warren, Smith, Johnson, and Ross
Absent: Phillips
 - b. Discussion / Approval of Resolution 2026-xxx approval the LDPCSD 2026-27 Final Budget

Motion: To approve the Recommended Motion
Votes: Carried 4-0
First: Warren Second: Smith
Ayes: Warren, Smith, Johnson, and Ross
Absent: Phillips
- **Close Public Hearing:** 1:09 p.m.

4. PRESENTATION ONLY:

a. Presiding Officer's Report

None given at this time

b. General Manager's Report:

- Grant / Study Updates
- Current District Projects
- Operations Updates
- Administrative Updates
- CIP Meter Update
- Generators Update

Presented by GM Dave Savidge

5. 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 May 31, 2026 including summary of claims paid

b. Approval of the Minutes of the following meetings:

- Regular Board Meeting of May 18, 2026
- Personnel Committee Meeting of June 4, 2026

Motion: To approve the consent calendar

Votes: Carried 4-0

First: Warren Second: Smith

Ayes: Warren, Smith, Johnson, and Ross

Absent: Phillips

6. DISCUSSION AND ACTION ITEMS:

a. Discussion / Approval regarding the Continuation of Declaration of Emergency

Motion: To approve the continuation of declaration of emergency

Votes: Carried 4-0

First: Smith Second: Warren

Ayes: Smith, Warren, Johnson, and Ross

Absent: Phillips

b. Discussion / Approval of Resolution 2026-xxx approving Fiscal Year 2027 COLA (Cost of Living Adjustment)

Motion: To approve resolution 2026-xxx approving fiscal year 2027 COLA (cost of living) at 3.3%

Votes: Carried 4-0

First: Smith Second: Ross

Ayes: Smith, Ross, Warren, and Johnson

Absent: Phillips

c. Discussion / Approval regarding Acquisition of a Vehicle for Field Staff Use

Motion: To approve the acquisition of a vehicle for field staff use

Votes: Carried 4-0

First: Ross Second: Smith

Ayes: Ross, Smith, Warren, and Johnson

Absent: Phillips

- d. Discussion / Adoption of a Resolution 2026-xxx Calling for a General District Election in Mariposa County

Motion: To approve the resolution 2026-xxx call for the a general election in Mariposa County

Votes: Carried 4-0

First: Ross Second: Warren

Ayes: Ross, Warren, Johnson, and Smith

Absent: Phillips

- e. Discussion / Adoption of a Resolution 2026-xxx Calling for a General District Election in Tuolumne County

Motion: To approve the continuation of declaration of emergency

Votes: Carried 4-0

First: Ross Second: Smith

Ayes: Ross, Smith, Warren, and Johnson

Absent: Phillips

- f. Information Only: regarding a List of Safety Meetings Completed in 2025-26

No action taken

Close Open Session: 2:03 p.m.

Reconvene – Open Session: 2:49 p.m.

7. CLOSED SESSION:

- a. CLOSED SESSION - PERSONNEL MATTERS (Government Code §54957)
Public Employee Performance Evaluation, General Manager

REPORT OUT: The Board has approved a satisfactory review for the General Manager and the GM receive a one-step increase beginning July 1, 2026 and approved to work from home every other Friday.

8. ADJOURNMENT: 2:50 P.M.

Respectfully submitted by,

S. Marchesiello
Board Secretary

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
DECLARATION OF LOCAL EMERGENCY

WHEREAS, pursuant to Public Contract Code § 22050 and Government Code § 8360, the Board of Directors of the Lake Don Pedro Community Services District (“District”) proclaims the existence or threatened existence of a local emergency when the District is affected or likely to be affected by adverse conditions; and

WHEREAS, the Board of Directors of the District does hereby find as follows:

That conditions of risk to persons and property have arisen within the District, caused by the need to install solar power facilities at the District’s water treatment plant to ensure it is timely operating after the District applied for the PG&E NEM2 electric metering program in order to receive better credit for the energy generated at the District’s solar facility and afford potential rate relief to the District’s ratepayers; and

That this condition is or is likely to be beyond the control of the services, personnel, equipment, and facilities of the District; and

That the conditions of emergency exist as of the date hereof and are ongoing because the District needs to complete installation of solar power at its treatment plant and of the five contractors consulted only one submitted a written proposal for the solar project and that said solar power facilities need to be installed with due deliberate speed for the reasons aforesaid.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the LAKE DON PEDRO COMMUNITY SERVICES DISTRICT, and;

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of the said local emergency the powers, functions, and duties of the emergency organization of the Lake Don Pedro Community Services District shall be those prescribed by state law, by ordinances, and resolutions of the Lake Don Pedro Community Services District; and that this Declaration shall be reviewed and renewed as required in accordance with applicable law.

Approved and ratified by a unanimous vote of Board members at a meeting thereof duly held and at which a quorum was present.

DATED: July 20, 2026.

By: _____
Danny Johnson, President,
Board of Directors, Lake Don Pedro Community Services District
Address: 9751 Merced Falls Road, La Grange CA 95329



Lake Don Pedro Community

STAFF REPORT

To: Board of Directors
From: Dave Savidge
Date: July 20, 2026
Subject: Update Job Descriptions and Salary Chart

Background

The District maintains job descriptions and salary ranges to ensure clarity of duties, consistency in classification, and compliance with established personnel policies. Periodic review is necessary to keep these documents accurate and aligned with current operational needs.

Discussion

Staff conducted a review of the Account Clerk 1, 2, and 3 job descriptions. Only **minor updates** were required, consisting primarily of grammar corrections, formatting improvements, and small clarifications to existing language. No changes were made to essential duties, required qualifications, or classification structure.

In addition, the **salary chart for these positions has been updated** to reflect current ranges and ensure internal consistency across the administrative support classifications.

These updates improve readability and accuracy but do not alter the functional responsibilities or staffing levels.

Fiscal Impact

No fiscal impact beyond what is already reflected in the adopted salary schedule.

Recommendation: Approve Updated Job Descriptions and Salary Chart

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 1 OF 3

POLICY TITLE: Job Description – Temporary Part-Time Office Staff / Receptionist

POLICY NUMBER: 2440

2440.10 DESCRIPTION:

Under the supervision of the General Manager who provides guidance and review as needed. This position includes clerical duties, light accounting, filing, data input into computers, and office procedures to support the administrative functions of the District.

2440.101 Primary:

Part-Time duties include, but not limited to: clerical duties, light accounting, filing, data input into computer, and office procedures to support the administrative functions of the District.

2440.102 Reporting to:

This position reports to the General Manager, or appropriate staff.

2440.20 RESPONSIBILITIES:

2440.201 Maintains correct records and prepares and completes proper input into the computer system.

2440.202 Operates District computers and maintains all pertinent data relative to this phase of the accounting work.

2440.203 Types correspondence and assists all Office Staff and General Manager as needed.

2440.204 Interacts with the general public in the office and by telephone calls to the District: refers such contacts beyond the scope of this position to the proper person.

2440.205 Responds to or resolves customer complaints as necessary. Sends, inputs and files computer data such as service requests and responds accordingly.

2440.206 Receives and opens District mail and distributes it accordingly.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 2 OF 3

POLICY TITLE: Job Description – Temporary Part-Time Office Staff / Receptionist

POLICY NUMBER: 2440

2440.207 Posts receivables and provides the daily balances of the accounts receivable to the appropriate staff.

2440.208 Orders office supplies with the GM's final approval; responsible for organizing and keeping an inventory of such supplies.

2440.209 Researches and compiles information from a variety of sources for the General Manager and appropriate staff.

2440.210 Filing and other clerical procedures are required in this position.

2440.211 Performs related duties as assigned.

2440.30 MUST POSSESS:

2440.301 Education:

High School or General Education Diploma (GED).

2440.302 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2440.303 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION outlines the minimum physical requirements for consideration and continued employment. BY PHYSICIAN completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING.

2440.40 QUALIFICATIONS:

2440.401 Must have computer and basic software skills, as well as, office machines including calculators, computers, scanner, copy machine and fax.

2440.402 Ability to input data into computer systems.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 3 OF 3

POLICY TITLE: **Job Description – Temporary Part-Time Office Staff / Receptionist**

POLICY NUMBER: **2440**

2440.403 Must have oral and written communication skills. Ability to interact with other employees and the public.

2440.404 Demonstrates a professional image of the District.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 1 OF 3

POLICY TITLE: Job Description – Accounts Clerk I

POLICY NUMBER: 2410

2410.10 DESCRIPTION:

2410.101 Primary:

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

2410.102 Reporting to:

This position reports to the General Manager.

2410.20 RESPONSIBILITIES:

2410.201 Maintains correct records and prepares and completes proper input into the computer system and assist in preparation of billings for water usage.

2410.202 Operates District computers and maintains all pertinent data relative to this phase of the accounting work.

2410.203 Receives and opens District mail daily. Retains most billing correspondence for reply, deposits various payments, posts receivables and provides the balance of the mail to the appropriate staff.

2410.204 Retains most billing correspondence for the reply, deposits various payments, posts receivables and balances receivables at the end of the month and provides them to the appropriate staff.

2410.205 Types billing correspondence and assists the General Manager, Secretary and others as needed.

2410.206 Interacts with the general public in the office and by telephone calls to the District: refers such contact beyond the scope of this position to the proper person.

2410.207 Orders office supplies with the GM's final approval. Responsible for organizing and keeping an inventory of such supplies if the Part-Time Office Staff / Receptionist position is not filled.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 2 OF 3

POLICY TITLE: Job Description – Accounts Clerk I

POLICY NUMBER: 2410

2410.208 Researches and compiles information from a variety of sources for appropriate staff and General Manager.

2410.209 Filing and other clerical procedures.

2410.210 May perform any of all duties of Temporary Office Staff.

2410.211 Performs related duties as assigned.

2410.212 This position and duties may also be combined with additional office classifications.

2410.30 MUST POSSESS:

2410.301 Education:

High School or General Education Diploma (GED)

2410.302 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2410.303 EXPERIENCE:

Any combination of training and experience that would provide the required knowledge and abilities are qualifying. A typical way the knowledge and abilities would be: Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, previously two years of customer service, data entry, and clerical, financial record keeping experience.

2410.304 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION outlines the minimum physical requirements for the consideration and continued employment. BY PHYSICIAN completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 3 OF 3

POLICY TITLE: Job Description – Accounts Clerk I

POLICY NUMBER: 2410

2410.40 QUALIFICATIONS:

2410.401 Must be proficient in computer and software skills, as well as, office machines, including calculators, computers, scanner, copy machine and fax.

2410.402 Ability to input data into computer systems.

2410.403 Interacts with other employees and the public and demonstrates a professional image of the District.

2410.404 Previous customer service or financial record keeping experience.

2410.405 Promotion of Account Clerk 1 to Account Clerk 2 (if position is available and as District requirements deem necessary subject to the G.M.'s discretion).

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 1 OF 3

POLICY TITLE: Job Description – Accounts Clerk 2

POLICY NUMBER: 2420

2420.10 DESCRIPTION:

2420.101 Primary:

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

2420.102 Secondary:

Position may include routine to difficult clerical work in the preparation and maintenance of finance, accounting, and billing records.

2420.103 Reporting to:

This position reports to the General Manager.

2420.20 RESPONSIBILITIES:

2420.201 Maintains correct records and prepares and completes proper input into the computer system to prepare billings for water usage.

2420.202 Operates District computers and maintains all pertinent data relative to this phase of the accounting work.

2420.203 Receives and opens District mail daily. Retains most billing correspondence for reply, deposits various payments, posts receivable and provides the balance as required to the appropriate staff.

2420.204 Retains most billing correspondence for the reply, deposits various payments, posts receivables and when necessary, balance receivables at the end of the month and provides them to the appropriate staff.

2420.205 Types billing correspondence and assists the General Manager, Secretary, and appropriate staff as needed.

2420.206 Interacts with the general public in the office and by telephone calls to the District: refers such contacts beyond the scope of this position to the proper person.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 2 OF 3

POLICY TITLE: **Job Description – Accounts Clerk 2**

POLICY NUMBER: **2420**

2420.207 Researches and compiles information from a variety of sources for the General Manager, Secretary and others as needed.

2420.208 Balances receipts and prepares bank deposits.

2420.209 Filing and other clerical procedures.

2420.210 Performs related duties as assigned.

2420.211 This position and duties may also be combined with additional office classifications.

2420.30 MUST POSSESS:

2420.301 Education:

High School or General Education Diploma (GED).

2420.302 Certification:

Customer service

2420.303 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2420.304 Experience:

Any combination of training and experience that would provide the required knowledge and abilities are qualifying. A typical way the knowledge and abilities would be:

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, previously three years of customer service, data entry, and clerical, financial record keeping experience. Minimum of three years of Accounts Clerk I experience.

2420.305 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION outlines the minimum physical requirements for hiring consideration and continued employment. BY PHYSICIAN completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG / ALCOHOL TESTING.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 3 OF 3

POLICY TITLE: Job Description – Accounts Clerk 2

POLICY NUMBER: 2420

2420.40 QUALIFICATIONS:

2420.401 Must be proficient in computer and software skills, as well as, office machines including calculators, computers, scanner, copy machine and fax.

2420.402 Ability to input data into computer systems.

2420.403 Customer service or financial record keeping experience.

2420.404 Interacts with other employees and the public and demonstrates a professional image of the District.

2420.405 Minimum of 60 months knowledge and experience as an Account Clerk 1.

2420.406 Promotion of Account Clerk 2 to Account Clerk 3 (if position is available and as District requirements deem necessary subject to the G.M.'s discretion).

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 1 OF 4

POLICY TITLE: Job Description – Accounts Clerk 3

POLICY NUMBER: 2450

2450.10 DESCRIPTION:

Under the general direction of the General Manager; this position classification is singularly unique in that due to the size of our work force we require multiple duties of a wide spread area of responsibility. This position requires a high level of discretion, initiative, independent judgment and confidentiality.

2450.101 Primary:

Under the supervision of the General Manager who provides guidance and review as needed. This position oversees basic functions of Office Staff, Accounts Clerk I & II, and Secretary. It includes clerical duties, light accounting, filing, data input for the computers and office procedures to support the administrative functions of the District.

2450.102 Secondary:

This position requires a high level of discretion, initiative, independent judgment, and confidentiality. The position requires regular contact with management from other government and private organizations, legal counsel, employees, and the public.

2450.103 Reporting to:

This position reports to the General Manager.

2450.20 RESPONSIBILITIES:

2450.201 Supervises and evaluates office staff.

2450.202 Reviews office staff's work for accuracy.

2450.203 Organizes work schedules and priorities for office staff.

2450.204 Reconciles monthly UB billing ledger and provides General Manager / Treasurer the financial results.

2450.205 Supervises and performs a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 2 OF 4

POLICY TITLE: Job Description – Accounts Clerk 3

POLICY NUMBER: 2450

2450.206 Attends meetings of the Board of Directors when requested by the General Manager.

2450.207 Provides CPA timecards for each payroll bi-weekly, distributes payroll checks to personnel and properly files paperwork.

2450.208 Provides CPA with requested financial information in order for him/her to complete monthly financial report and monthly treasurer's report.

2450.209 Provides CPA with copies of weekly accounts payables, receive payments, and distributes them appropriately.

2450.210 May process book transfers from savings account to checking account.

2450.211 Provides support for computer usage and performs the functions associated with the maintenance of the District's computer network.

2450.212 Attempts at all times, to build a consensus among District personnel, through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy administration.

2450.213 This position and duties may also be combined with additional office classifications.

2450.30 MUST POSSESS:

2450.301 Education:

Preferred minimum education requirement is Associate of Arts degree from an accredited educational institution or related experiences. An individual may be permitted to gain the former and/or latter degree while serving in the position, on a schedule agreed upon by the General Manager.

2450.302 Certification:

Leadership training / courses.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 3 OF 4

POLICY TITLE: Job Description – Accounts Clerk 3

POLICY NUMBER: 2450

2450.303 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2400.304 Experience:

Any combination of training and experience that would provide the required knowledge and abilities are qualifying. A typical way the knowledge and abilities would be:

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position previously three years of customer service, data entry, and clerical, financial record keeping experience. Minimum of five years of working with the functions and responsibilities of a public agency.

2450.305 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION outlines the minimum physical requirements for consideration and continued employment. BY PHYSICIAN completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING.

2450.40 QUALIFICATIONS:

2450.401 Knowledge of policies, procedures and functions of the District.

2450.402 Customer service or financial record keeping experience.

2450.403 Demonstrates a professional image of the District. The ability to communicate and evaluate information received is paramount importance in the operation of the District's maintenance of good public relations.

2450.404 Knowledge of function, responsibilities, and experience in Accounts Clerk 1 & 2, and knowledge of functions and responsibilities of a public agency.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 4 OF 4

POLICY TITLE: **Job Description – Accounts Clerk 3**

POLICY NUMBER: **2450**

2450.405 Must be proficient in computer and software skills, as well as, office machines including calculators, computers, copy machine, and fax.

2450.406 Ability to input data into computer systems.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 1 OF 3

POLICY TITLE: **Job Description – Secretary**

POLICY NUMBER: **2400**

2440.10 DESCRIPTION:

2400.101 Primary:

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

2400.102 Secondary:

This position requires a high level of discretion, initiative, independent judgment, and confidentiality. The position requires regular contact with officials from other government and private organizations, legal counsel, employees, public, and assists in communicating the District's activities to the public.

2400.103 Reporting to:

This position reports to the General Manager and the Board of Directors.

2400.20 RESPONSIBILITIES:

2400.201 Administer, schedule and file the Sworn Oath of Office to Board members.

2400.202 Submits completed documents to the County Board of Elections..

2400.203 Attends Board meetings.

2400.204 Maintenance of all Board minutes and legal posting.

2400.205 Maintains official Board records of proceedings.

2400.206 Proper preparation, signing, and filing of Board ordinances and resolutions.

2400.207 Insures proper posting of legal notices.

2400.208 Maintains official board records and files.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 2 OF 3

POLICY TITLE: **Job Description – Secretary**

POLICY NUMBER: **2400**

2400.209 Arranges committee meetings and special meetings.

2400.210 Assists with the preparation, scheduling and distribution of the Board agenda.

2400.211 Collate, print and prepare given information for Board packet.

2400.212 Performs a variety of complex office and administrative support functions for the District.

2400.213 Receives calls and inquiries from the public.

2400.214 Performs related duties as assigned.

2440.30 MUST POSSESS:

2400.301 Education:

Preferred minimum education requirement is Associate of Arts degree from an accredited educational institution. Attend periodic Secretary training for Special Districts. An individual may be permitted to gain the former and/or latter degree while serving in the position, on a schedule agreed upon by the General Manager.

2400.302 Certification:

Certification of Appointment of Deputy

2400.303 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2400.304 Experience:

Any combination of training and experience that would provide the required knowledge and abilities would be:

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, is 60

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 3 OF 3

POLICY TITLE: Job Description – Secretary

POLICY NUMBER: 2400

months of experience working with the functions and responsibilities of a public agency governing board.

2400.305 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION outlines the minimum physical requirements for consideration and continued employment. BY PHYSICIAN completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING.

2400.40 QUALIFICATIONS:

2400.401 Advanced training and experience in secretarial and business office skills.

2400.402 Knowledge of policies, procedures and functions of the District.

2400.403 Knowledge of functions and responsibilities of the Board Secretary / District Clerk.

2400.404 Knowledge of ordinances, laws and regulations governing Board meetings.

2400.405 Knowledge of Board postings.

2400.406 Demonstrates a professional image of the District. The ability to communicate and evaluate information received is of paramount importance in the operation of the District's maintenance of good public relations.

2400.407 Must be proficient in computer and software skills, as well as office machines, including calculators, computers, copy machine, and fax.

2400.408 Ability to input data into computer systems.

Salary Plan FY 2027
3.3 % COLA Increase

SALARY RANGES - HOURLY ADMINISTRATIVE EMPLOYEES

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
NONE	HOURLY	\$ 17.86	\$ 18.75	\$ 19.69	\$ 20.68	\$ 21.71
(Temporary Help)						

Salary Range Accounting Clerk 1

HOURLY	\$ 21.20	\$ 22.26	\$ 23.37	\$ 24.54	\$ 25.77
BIWEEKLY	\$ 1,695.77	\$ 1,780.56	\$ 1,869.59	\$ 1,963.07	\$ 2,061.22
WEEKLY	\$ 847.89	\$ 890.28	\$ 934.79	\$ 981.53	\$ 1,030.61
MONTHLY	\$ 3,674.17	\$ 3,857.88	\$ 4,050.78	\$ 4,253.32	\$ 4,465.98
ANNUALLY	\$ 44,090.09	\$ 46,294.60	\$ 48,609.33	\$ 51,039.79	\$ 53,591.78

Salary Range Accounting Clerk 2

HOURLY	\$ 24.67	\$ 25.90	\$ 27.20	\$ 28.56	\$ 29.98
BIWEEKLY	\$ 1,973.44	\$ 2,072.12	\$ 2,175.72	\$ 2,284.51	\$ 2,398.73
WEEKLY	\$ 986.72	\$ 1,036.06	\$ 1,087.86	\$ 1,142.25	\$ 1,199.37
MONTHLY	\$ 4,275.79	\$ 4,489.58	\$ 4,714.06	\$ 4,949.77	\$ 5,197.25
ANNUALLY	\$ 51,309.52	\$ 53,875.00	\$ 56,568.75	\$ 59,397.19	\$ 62,367.05

Salary Range Accounting Clerk 3

HOURLY	\$ 25.91	\$ 27.20	\$ 28.56	\$ 29.99	\$ 31.49
BIWEEKLY	\$ 2,072.61	\$ 2,176.24	\$ 2,285.05	\$ 2,399.31	\$ 2,519.27
WEEKLY	\$ 1,036.31	\$ 1,088.12	\$ 1,142.53	\$ 1,199.65	\$ 1,259.64
MONTHLY	\$ 4,490.66	\$ 4,715.19	\$ 4,950.95	\$ 5,198.50	\$ 5,458.42
ANNUALLY	\$ 53,887.89	\$ 56,582.29	\$ 59,411.40	\$ 62,381.97	\$ 65,501.07

Salary Range Secretary to the Board

HOURLY	\$ 25.91	\$ 27.20	\$ 28.56	\$ 29.99	\$ 31.49
BIWEEKLY	\$ 2,072.61	\$ 2,176.24	\$ 2,285.05	\$ 2,399.31	\$ 2,519.27
WEEKLY	\$ 1,036.31	\$ 1,088.12	\$ 1,142.53	\$ 1,199.65	\$ 1,259.64
MONTHLY	\$ 4,490.66	\$ 4,715.19	\$ 4,950.95	\$ 5,198.50	\$ 5,458.42
ANNUALLY	\$ 53,887.89	\$ 56,582.29	\$ 59,411.40	\$ 62,381.97	\$ 65,501.07

3.3% COLA

RESOLUTION 2026 - XXX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT APPROVING THE REVISED JOB DESCRIPTIONS, AND SALARY CHART

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, In accordance with Government Code §61040, (a) A legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's General Manager; and

WHEREAS, the District shall appoint a General Manager, who, in accordance with California Government Code 61051 shall be responsible for all of the following:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.

WHEREAS, the District Board of Directors has determined that the General Manager is responsible for the development and modification of job descriptions and responsibilities in order to facilitate the successful operation of the District in compliance with Government Code 61051(a) and (b) above; and

WHEREAS, in conjunction with the adoption of the budget, the Board of Directors adopts a salary schedule applicable to all employees for the fiscal year; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT as follows:

1. The 2026/27 fiscal year job descriptions and salary schedule attached hereto as Exhibit A, shall be approved and effective July 20, 2026.

2. WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on July 20, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Danny Johnson, 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 July 20, 2026