

## Regular Meeting Agenda of the Board of Directors

9751 Merced Falls Road  
May 15<sup>th</sup>, 2017 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: 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 April 2017 Treasurer's Report
- b. Approval of the Minutes of the Special Board Meeting April 20, 2017

### **5. DISCUSSION AND ACTION ITEMS**

- a. Adoption of a resolution authorizing application to the Department of Water Resources, Safe Drinking Water Funds, Bond Law Program for the Water Service Line Replacement Project, Phase 1.
- b. Resolution Approving agreement with Mariposa County Resource Conservation District for design and implementation of the IRWMP grant funded Region Water Conservation Program.
- c. Discussion and direction regarding the first draft 2017/2018 Budget assumptions and criteria
- d. Discussion and possible action regarding the General Manager's report on various public and Board comments received at Board meetings including the following:
  - a. Current groundwater quality and our ability to meet state standards
  - b. Operational plan for all district groundwater wells
  - c. Status of the Emergency Barge, filter Renovation and Intake Booster #2 Projects
  - d. Status and priority of the District boundary map project
  - e. Description of treatment plant operations, pending system leaks/repairs, hydrant flushing and flushing communication plan
  - f. District website status, content and responsibilities
  - g. MID contract, reporting compliance
  - h. New Construction quality control and inspections
  - i. Review of the status of accomplishment of approved management objectives and potential updates and amendments

**6. CLOSED SESSION - PERSONNEL MATTERS (Government Code §54957)**

Public Employee Performance Evaluation, General Manager

**7. 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  
General Manager's Report  
May 15, 2017

## 1 Report Overview

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We are pleased to present this report covering the activities of district management over the past month. The majority of the activity included administering the Intake Booster Pump #2 contract, finalizing the IRWMP Water Use Efficiency grant project and contractor scope of work, finalizing the IRWMP reimbursement invoice #1, administering the process of compliance with the USDA Letter of Conditions in preparation of submitting our first reimbursement request.

## 2 Management and Administration

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- **Golf course water supply** – We have been contacted by a representative of Deerwood Corporation requesting information about a hypothetical estimated cost for raw water, should the golf course be sold to potential new owners. Our previous water supply contract with the golf course has expired, and therefore the previous method of calculating raw water cost (irrigation water) is no longer valid. In developing raw water cost estimations, I reviewed previous Board and Finance Committee actions and calculations as well as actual budgets and current power and water purchase costs. Due to the high cost of power and water cost from MID alone, the cost I estimated for a potential future agreement with the golf course is \$400 to \$600 per acre foot; summer and winter respectively.
- **Senet's Antenna proposal** – Following the April 20, 2017 Board meeting I submitted the Board's desired terms and conditions developed in Closed Session to Senet's management, and have not heard anything in return.
- **Public Comment(s) Response** – Board President Danny Johnson has compiled a list of issues frequently raised by the public in Board meetings and has requested that management address these issues in a report to the Board. Included with this meeting agenda is a report on nine separate issues ranging from well water quality to MID contract reporting, construction inspection and website maintenance. A significant effort on the part of management and all staff involved in response to these items, and we hope that you find the information and discussion useful.
- **Encroachment Permits** – After many years, our encroachment permits with each county were updated this month at our request. We are allowed to maintain our utility lines in the county roads, under the terms and conditions of encroachment permits with each county. These permits contain the requirements for everything from traffic control to type of trench backfill material allowed, and expected pavement restoration and county notification. We operate under a General Encroachment Permit in each county which allows emergency repairs, and we may be required to secure an additional encroachment permit for any project requiring extensive trenching, such as our service line replacement project.

### 3 Water Service

- **Nitrate Reporting Notice of Violation** – Following many emails and phone calls, the District received confirmation from the state that they had received our 2016 Nitrate sample results which had been submitted in paper, but failed to be reported electronically by Aqualab. The Notice of Violation issued to the District remains in place, but there is no associated action required on our part and no fines or fees to be paid. Since we were determined to be in compliance with the sampling requirements, and only in violation of the electronic reporting, no public notification is necessary or required. We now have procedures in place to ensure that all required electronic reporting is completed in a timely manner. The state’s final response is below:

Mon 5/1/2017 2:07 PM  
RB Ramsden, Bruce@Waterboards <Bruce.Ramsden@waterboards.ca.gov>  
RE: Feb 2017 reports

To: ○ Randy Gilgo  
Cc: ● Peter Kampa; ○ Mertens, Lourdes@Waterboards

Randy, Pete, Lourdes just corrected me that you DO NOT need to provide public notification since the samples were collected and reported.

They were a little late, but I guess that this does not matter, just that they were still collected (annually) in 2016. I apologize for the previous incorrect information that I provided you.

[Bruce.Ramsden@waterboards.ca.gov](mailto:Bruce.Ramsden@waterboards.ca.gov)

Bruce Ramsden, P.E.  
Associate Sanitary Engineer  
State Water Resources Control Board  
Division of Drinking Water – Merced District (11)  
(559) 447-3314

### 4 Finance

- **USDA Funding** – Over 16 management hours this month was spent continuing to compile documents required by USDA for our emergency well project reimbursement approval. As an example, for USDA to approve reimbursement of invoices from consultants, letters were required from District legal counsel verifying that proper contracting procedures were followed therefore copies of contracts, resolutions, meeting minutes and work scopes had to be compiled and sent to Raymond Carlson, questions answered and final letters reviewed and covered with USDA for adequacy. We expect final approval for reimbursement request #1, totaling approximately \$273,515 at any time. A Reimbursement request #2 will also be submitted in the near future, which will require only invoice documentation and cover the final project engineering and construction management/administration costs. Project expenses will not utilize the entire \$500,000 in USDA grant funds available.
- **Reserve Balances** – on several occasions, members of the public have voiced concern with the declining balance of District reserves, and management has responded that our reserves are being used for necessary capital projects and will be replenished by grant reimbursements to the point where the emergency well projects will have had little effect on the total ending reserve balance. Members of the Board have also pointed out that part of the reserve depletion that will not be reimbursed by a grant is the purchase of the 16.5 acre parcel on which two new wells are located; which serves multiple benefits to the District, and completion of major projects that should have been completed years ago. It may be useful to

the Board to recap our reserves and the impact of projects. Please note, these amounts are rounded and not exact, for presentation only. The presentation assumes all future IRWMP and well project costs will be reimbursed by remaining grants at 100%.

<b>MAJOR PROJECT IMPACT ON RESERVES</b>	
\$ 1,645,428	December 2014 beginning reserve balance before Board action on <b>pre-existing drought emergency</b>
\$ (290,000)	District contribution to emergency wells (Medina Property purchase is majority)
\$ (34,000)	Ranchito Well #1 Renovation
\$ (37,000)	Office Server and software (2012 fire restoration)
\$ (18,500)	HVAC for Board room
\$ (267,000)	Filter Renovations
<b>\$ 998,928</b>	<b>Calculated reserve balance (for comparison/discussion only)</b>
<b>CURRENT RESERVE STATUS</b>	
\$ 578,290	April 30, 2017 Reserve Balance
\$ 160,384	IRWMP Receivable (assume future expenses and reimbursements balance)
\$ 273,515	USDA Reimbursement 1 (assume future expenses and reimbursements balance)
\$ 40,000	Estimated remaining DWR Bond Law Reimbursements
<b>\$ 1,052,189</b>	<b>Estimated reserve balance after reimbursements (assumes additional well and IRWMP project expenses and grant payments balance)</b>
<b>NEAR FUTURE EXPENDITURES FROM RESERVES</b>	
\$ (140,000)	Intake Booster #2 contract
\$ (30,000)	Filter Completion
\$ (25,000)	Barge Renovations (VERY rough estimate, for presentation only)
\$ (30,000)	Office server billing software
<b>\$ 827,189</b>	<b>Potential 2017 FYE Reserve Balance (Depending on barge timing)</b>

## 5 Infrastructure and Operations

- Intake Booster #2** – The Construction contract has been executed with Richard Townsend Construction, and they have submitted the required bonds and insurance documents. On April 17, 2017 we issued the Notice to Proceed as required in the contract, and the contractor has 25 working days to complete the construction. However, there have been some delays in our receipt and approval of project materials and construction specifications submitted by the contractor; called Submittals. Contractor submittals are required by the District to ensure that the project is constructed exactly per plan in accordance with District specifications.

As of this meeting, District Engineer Binkley has approved all project submittals for piping, valves, and other materials necessary for the start of construction, with only electrical submittals still required. We must now put pressure on the contractor to comply with the contract, and as soon as a construction schedule is received, it will be forwarded to the Board for information. Operations Supervisor Randy Gilgo will be conducting construction inspections under the direction of District Engineer Binkley.

**Water Distribution System:**

	Date (mo/dy/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	04/27/17	58,570.00	58,570.00	31	263,341	37.00	31,646.05	14.00	53,878.31	15.00	33,092.75	16.00	9,160.88	25.00	55,154.59	17.00	37,505.12	7,260.00	7,260.00
Last:	03/29/17	45,616.00	45,616.00	29.00	246,351	37.00	31,646.05	15.00	57,726.77	16.00	35,298.94	20.00	11,451.11	16.00	35,298.94	21.00	46,329.85	7,087.00	7,087.00
Difference:		12,954.00	12,954.00	2.00	16,989.73	0.00	0.00	-1.00	-3,848.45	-1.00	-2,206.18	-4.00	-2,290.22	9.00	19,855.65	-4.00	-8,824.73		173.00

Other metered and unmetered uses (J):

Item	**Method Measured	Quantity (ccf)
Fire fighting		
Other hydrant usage		
Main flushing		
Bulk water sales		
Repaired leaks		
Water quality testing		
Tank drainage or overflow		
Other:		
<b>Total (ccf): (G)</b>		<b>0</b>

Totals for Zone:	
Flows into System (A):	12,954.00 (ccf)
Change in Storage (B+C+D+E+F+G+H)	196.76 (ccf)
Flows Out of Zone (H+J):	7,260 (ccf)

**Real and Apparent Water Loss: 5,497 CCF = 12.62 AC-FT for period: 03/29/17 through 04/27/17 System Loss, % 42%**

# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## OPERATIONS SUPERVISOR REPORT

Board of Directors Meeting  
Monday, May 15th 2017

**Treatment Operations** - During the month of April, operations staff spent approximately 50 to 60 man hours operating the water treatment plant which involves direct inspection of processes, checking operation of pumps, valves and controls, monitoring of water quality monitoring equipment and finished water quality, and associated documentation. The question was raised on how many man hours are being spent operating the treatment plant and I would like to clarify what was taking so much of our time. During the first months of the year, we not only had the broken unidentified line to deal with but another factor with keeping the plant running was the raw water quality. With the heavy rainfall and high influent rates to lake McClure, the water was somewhat unusable for quite some time due amount of organics in the muddy water from the abundant runoff. Anytime the raw water quality changes, adjustments are needed to the treatment process to ensure proper operation of all process equipment, chemical dosing and the overall quality of the finished water. The treatment plant will not operate due to the process analysis equipment triggering a shut down if the treated water leaving the plant is not within state standards. In order to keep the plant running, we had to spend a lot of time monitoring the finished water quality and making adjustments immediately. The water quality can sometimes stay stable for weeks on end but can also change many times a day requiring on site monitoring by staff. Due to the somewhat unusable water from the lake we used all three new wells to for the last few months to provide 75% of our water and blended with 25% from the lake when the wells would not keep up with plant demand. Anytime you use introduce different sources of water the process again changes due to characteristics of the water source adding to the time spent in the plant monitoring the process.

**Plant Maintenance** –Maintenance included daily cleaning and calibrating of all our process analysis equipment and chemical injection pump maintenance.

**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 gages. We are anticipating to start hydrant flushing district wide in the next coming weeks. Once I have determined where we will be starting I will provide the locations so customers can be notified and it will be posted on our website. During the month of April, 5 more leaking service lines had been replaced and Syndie had a field staff spend a week or so testing about 250 meters that were not reading any usage for 3 months or more. The purpose of this testing was to once again verify if these meters were working correctly or if the houses were just vacant or vacation properties.

**Customer Service** - In customer service, our staff 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 and leak identification.

**Groundwater Wells** - As mentioned above, all 3 new wells have been used as primary water sources while the lake clears up. All wells performed very well and were able to supply about 75% of the plants

demand for water without drawing down well levels nearly at all. At the end of April, all wells were shut off due to lake water quality increasing to usable quality and to allow for recovery of the wells if any was needed.

We are not intending to run these wells on a permanent basis and will only use them in a rotational matter to provide for outside place of use for the time being. There is a possibility that when snow melt starts refilling the lake, the water quality may again decrease if a large amount of water and sediment flows in rapidly. In this case we may need to again use the wells as primary sources until the lake stabilizes and water quality is again usable.

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

MID OUTSIDE PLACE OF USE METERED PROPERTIES  
2017

Account #	Customer	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
1 5004	DOSCHER	0	0	0	0	0								
2 5009	DOSCHER (BOAT STOR)	4	6	4	6	4								
3 5057	COBARRUBIA	5	320	11	7	10								
4 5188	PARSONS	0	0	0	0	0								
5 100771	HILLS	X	X	X	X	X								
6 102094	CARPENTER / ERICKSON	4	4	4	5	3								
7 5444	ELEM. SCHOOL	26	33	4	73	26								
8 5470	SHEPHERD/ NICHLOS	15	20	18	17	16								
9 5477	(AT&T)	1	0	1	1	0								
10 5481	C.D.F.	7	3	8	8	8								
11 101328	HALL	6	5	5	7	6								
12 5695	OLIVER	5	7	4	10	10								
13 101662	ROSEMIRE	12	11	10	12	9								
14 5754	ARTMAN	4	5	4	7	5								
15 5908	CLARK	1	0	1	3	0								
16 5910	DANIELSEN	4	4	3	6	4								
17 5927	PALELSKIN	6	6	5	8	6								
18 100237	HENDERSON	11	11	11	12	13								
19 5980	LAWSON	5	5	4	7	5								
20 101770	LAWSON (RENTAL)	4	4	7	3	2								
21 101815	BOWDEN	13	16	10	8	8								
22 6026	PONZO	0	0	0	0	0								
23 101143	MARTIN	X	X	X	X	X								
24 101333	KELLER	0	0	0	0	0								
25 102085	DUMAS / NAUMANN	7	8	8	9	9								
26 6238	ROSS	5	5	4	4	3								
27 6245	ROSS	5	0	3	11	5								
28 100687	Bozsik / WHITE	15	13	12	15	17								
29 101072	*KENNER	15	9	12	11	12								
30 6259	*STONE	5	3	3	5	4								
31 100872	BURLARLEY	12	10	9	11	12								
32 100181	RAYHER	13	12	11	14	11								
33 101248	WALKER	101	0	0	0	136								
34 101803	KELLER	0	0	0	0	0								
100473	D P WASTE WTR	3	23	43	19	45								
35	TOTAL TOTAL UNITS (CCF)	314	543	219	0	389	0	0	0	0	0	0	0	0
	TOTAL ACRES FEET	0.721	1.247	0.503	0.000	0.893	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

**LAKE DON PEDRO  
COMMUNITY SERVICES DISTRICT**

**Treasurer's Report**

Reporting Period: April 2017

**The district ended the month of April 2017 with the following balances in our accounts:**

\* All bank accounts verified against bank statements

Restricted:	
Investment - LAIF	\$ 163,734
Total Restricted:	<u>\$ 163,734</u>
Unrestricted:	
Checking	\$ 75,626
Money Market - Working Capital	\$ 338,805
Petty Cash	<u>\$ 125</u>
Total Unrestricted:	<u>\$ 414,556</u>
Total Restricted & Unrestricted:	<u>\$ 578,290</u>

**The district ended April 2017 with the following amounts affecting our financial status:**

	Apr-2017	Year to Date
Sales & Business Revenue:	\$ 110,358	\$ 1,169,730
Total Operating Expenses:	\$ (53,920)	\$ (850,556)
Non-Operating Income/Expense:	\$ (9,281)	\$ (131,922)
Water Drought Income/Expense:	\$ 159,518	\$ 13,247
Change in Net Assets (P&L):	\$ 206,675	\$ 200,499
Net Cash Flow:	\$ 69,910	\$ (45,954)

**Accounts Receivable:**

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water IRWMP Reimbt
Current	\$ 32,653	\$ -	\$ -	\$ 93,497	\$ 160,384
> 30 Days	\$ 694	\$ -	\$ -	\$ -	\$ -
> 60 Days	\$ 10,605	\$ -	\$ -	\$ -	\$ -
> 90 Days	\$ 1,081	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 9,527	\$ 188,094	\$ 5,241	\$ -	\$ -
Credits	\$ (19,048)				
<b>Total</b>	<b>\$ 35,512</b>	<b>\$ 188,094</b>	<b>\$ 5,241</b>	<b>\$ 93,497</b>	<b>\$ 160,384</b>
<b>Total Combined</b>	<b>\$ 317,103</b>		<b>\$ 5,241</b>		<b>\$ 160,384</b>
 G/L Balance	 \$ 317,103		 \$ 5,241		 \$ 160,384
 <b>Difference</b>	 \$ -		 \$ -		 \$ -

\* Amount of availability payments received: \$124,639

\* Amount of availability payments outstanding: \$63,455

**Accounts Payables:**

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 9,598	\$ -	\$ 3,918
> 30 Days	\$ -	\$ -	\$ 2,849
> 60 Days	\$ -	\$ -	\$ 3,184
> 90 Days	\$ -	\$ -	\$ 4,272
Credits	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 9,598</b>	<b>\$ -</b>	<b>\$ 14,223</b>
 G/L Balance	 \$ 9,598	 \$ -	 \$ 14,223
 <b>Difference</b>	 \$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”.

*Peter J. Kampa*

Name

General Manager/Treasurer

Title

May 15, 2017

Date

**Statement of Revenues and Expenses (P&L)**  
**April 2017 & Year-To-Date Versus 6/30/17 Budget**

		April	2016-2017	YTD vs	2016-2017	Remaining
	Apr-17	vs Budget %	YTD	Budget %	Budget	Budget
<b>Revenue</b>						
01-0-3010-301	Meter Reconnection Fee	150	#DIV/0!	150	#DIV/0!	- (150)
01-0-3010-302	Donated Capital - Meters Curre	5,000	#DIV/0!	30,000	#DIV/0!	- (30,000)
01-0-4010-400	Water Sales Residential	14,180	6.71%	210,680	99.74%	211,229 549
01-0-4010-402	Water Availability Revenue	15,650	8.24%	156,202	82.21%	190,000 33,798
01-0-4010-403	Water Service Charges	79,178	8.43%	789,466	84.07%	939,101 149,635
01-0-4020-410	Interest Income - LAIF	313	42.54%	1,059	144.13%	735 (324)
01-0-4020-413	Int Inc Penalties - Customer	1,590	7.28%	19,818	90.78%	21,830 2,012
01-0-4020-414	Transfer Fee Income	700	9.86%	5,150	72.54%	7,100 1,950
01-0-4020-415	Other Income	30	0.79%	2,766	72.78%	3,800 1,034
01-0-4020-416	Meter Set Fee	500	10.00%	6,500	130.00%	5,000 (1,500)
01-0-4020-417	Interest Income Guaranty Fed	-	0.00%	9	6.07%	144 135
01-0-4020-901	Hydrant Rental	-	#DIV/0!	80	#DIV/0!	- (80)
01-0-4020-902	Hydrant Consumption	-	#DIV/0!	49	#DIV/0!	- (49)
01-0-4020-999	Avail Fee Income	-	0.00%	1,453	111.75%	1,300 (153)
01-0-4040-100	Lease Fee	900	4.41%	9,000	44.12%	20,400 11,400
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000 32,000
	Transfer From Reserve					-
<b>TOTAL REVENUE*</b>		<b>118,191</b>	<b>8.25%</b>	<b>1,232,382</b>	<b>86.02%</b>	<b>1,432,639 200,257</b>
<b>Expenses</b>						
01-1-5010-100	Regular Pay - Plant	9,914	7.62%	95,952	73.73%	130,147 34,195
01-1-5010-101	Overtime Pay	633	3.17%	11,936	59.68%	20,000 8,064
01-1-5010-102	Sick Pay	405	7.07%	4,199	73.28%	5,730 1,531
01-1-5010-104	Vacation Pay	483	4.37%	5,680	51.43%	11,044 5,364
01-1-5010-105	Holiday Pay	-	0.00%	4,976	63.82%	7,796 2,820
01-1-5010-200	PERS	635	5.79%	7,322	66.74%	10,972 3,650
01-1-5010-201	FICA/Medicare	897	6.66%	10,126	75.14%	13,477 3,351
01-1-5010-202	SUI	-	0.00%	1,436	87.51%	1,641 205
01-1-5010-203	Health Insurance	-	0.00%	37,634	78.69%	47,828 10,194
01-1-5010-204	Workers Compensation	468	6.37%	4,257	57.96%	7,345 3,088
01-1-5010-206	Dental Insurance	390	7.94%	3,902	79.35%	4,917 1,015
01-1-5010-207	Vision Care	-	0.00%	-	0.00%	300 300
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	1,000 1,000
01-1-5020-501	Lease Of Equipment	-	0.00%	-	0.00%	2,211 2,211
01-1-5020-510	Repair & Maintenance - Plant	1,153	6.66%	34,650	200.21%	17,307 (17,343)
01-1-5020-511	Repair & Maintenance - Vehicle	312	1.27%	9,845	40.00%	24,614 14,769
01-1-5020-512	Repair & Maintenance - Distribution	1,835	3.06%	30,474	50.79%	60,000 29,526
01-1-5020-515	R&M Transmission - Intake	-	0.00%	18,278	169.24%	10,800 (7,478)
01-1-5020-520	Small Tools & Equipment	14	0.45%	815	27.18%	3,000 2,185
01-1-5020-522	Gas, Oil & Lubricant - Plant	1,053	7.20%	8,559	58.47%	14,637 6,078
01-1-5020-524	Health & Safety	-	0.00%	4,644	81.55%	5,695 1,051
01-1-5020-529	Telephone - T & D	535	6.91%	5,243	67.80%	7,733 2,490
01-1-5020-544	Water Testing Fees	-	0.00%	10,555	86.18%	12,247 1,692
01-1-5020-545	Water System Fees	-	0.00%	3,891	26.45%	14,709 10,818
01-1-5020-548	Water Testing Materials	-	0.00%	381	13.10%	2,909 2,528
01-1-5021-521	Water Treatment Chemicals	-	0.00%	42,147	91.33%	46,151 4,004
01-1-5021-524	P G & E Power - Office	139	5.66%	2,520	102.34%	2,462 (58)
01-1-5021-525	P G & E Power - Intake	3,276	5.17%	58,788	92.82%	63,332 4,544
01-1-5021-526	P G & E Power - Well	22	0.23%	225	2.36%	9,523 9,298
01-1-5021-527	P G & E Power - Water Treatment	1,421	5.72%	21,680	87.29%	24,836 3,156
01-1-5021-528	P G & E Power - Distribution	1,294	6.30%	20,127	98.02%	20,533 406
01-1-5021-529	P G & E Power - Well 2	43	1.08%	5,560	139.00%	4,000 (1,560)
01-1-5021-530	P G & E Power - Medina	422	10.55%	1,940	48.50%	4,000 2,060
01-1-5021-532	P G & E Power - Well 5/6	422	10.55%	1,940	48.50%	4,000 2,060
01-1-5021-561	Purchased Water Actual-mid-p	3,919	7.23%	49,470	91.22%	54,232 4,762
01-1-5023-533	Outside Services**	127	2.78%	5,607	122.99%	4,559 (1,048)
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	500 500
01-1-5023-537	Pest Control	32	7.94%	320	79.40%	403 83
01-1-5023-538	Engineering Services	88	0.58%	19,493	129.95%	15,000 (4,493)
01-1-5023-539	Employee Education	-	0.00%	900	30.00%	3,000 2,100
01-1-5024-540	Memberships	-	0.00%	328	31.11%	1,055 727

	Apr-17	April vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget	
01-1-5024-542	Publications	-	0.00%	45	9.00%	500	455
01-1-5024-543	Licenses, Permits & Cert.	140	11.67%	489	40.75%	1,200	711
01-1-5032-583	Depreciation Expense	13,395	8.37%	135,599	84.75%	160,000	24,401
01-2-6010-100	Regular Pay - Administration	6,466	8.27%	66,351	84.84%	78,211	11,860
01-2-6010-101	Overtime Pay	245	4.22%	2,930	50.51%	5,800	2,870
01-2-6010-102	Sick Pay	251	105.81%	4,656	1964.58%	237	(4,419)
01-2-6010-104	Vacation Pay	425	9.05%	5,075	108.04%	4,697	(378)
01-2-6010-105	Holiday Pay	-	0.00%	3,383	91.63%	3,692	309
01-2-6010-200	PERS	475	8.28%	4,601	80.29%	5,730	1,129
01-2-6010-201	FICA/Medicare	543	7.49%	6,231	85.97%	7,248	1,017
01-2-6010-202	SUI	77	6.58%	966	82.17%	1,176	210
01-2-6010-203	Health Insurance	-	0.00%	17,544	87.70%	20,005	2,461
01-2-6010-204	Workers Compensation	46	6.36%	421	57.92%	727	306
01-2-6010-206	Dental Insurance	159	7.94%	1,593	79.36%	2,007	414
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	200	200
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	161	13.41%	1,200	1,039
01-2-6020-512	Propane	-	0.00%	558	129.14%	432	(126)
01-2-6020-515	Customer Billing Supplies	-	0.00%	1,470	150.15%	979	(491)
01-2-6020-529	Telephone - Admin	291	7.10%	3,070	74.90%	4,099	1,029
01-2-6020-530	Office Supplies	185	4.46%	2,060	49.59%	4,153	2,093
01-2-6020-531	Postage	612	6.67%	5,672	61.84%	9,172	3,500
01-2-6023-531	Computer IT	2,157	10.00%	24,913	115.46%	21,576	(3,337)
01-2-6023-533	Outside Services	8,850	7.08%	87,884	70.31%	125,000	37,116
01-2-6023-535	Office Cleaning Serv	140	8.42%	1,440	86.59%	1,663	223
01-2-6023-536	Legal Services	-	0.00%	5,319	35.46%	15,000	9,681
01-2-6023-537	Audit Services	-	0.00%	7,000	100.00%	7,000	-
01-2-6023-539	Employee Education	-	0.00%	982	98.15%	1,000	18
01-2-6024-540	Memberships	-	0.00%	5,008	92.26%	5,428	420
01-2-6024-542	Publications	-	0.00%	1,100	113.87%	966	(134)
01-2-6024-547	County Fees	-	0.00%	506	50.60%	1,000	494
01-2-6024-999	County Avail Fee	-	0.00%	1,460	88.45%	1,651	191
01-3-6025-100	Regular Pay	400	4.81%	5,000	60.13%	8,316	3,316
01-3-6025-201	FICA/Medicare	31	4.81%	383	60.14%	636	254
01-3-6025-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	2,000	2,000
01-3-6025-550	Board Meeting Expense	-	0.00%	-	0.00%	1,000	1,000
01-3-6025-555	Board Election Expenses	-	0.00%	68	2.28%	3,000	2,932
01-9-6030-569	Credit Card Service Charges	153	3.40%	4,251	94.41%	4,503	252
01-9-6030-572	Business Insurance Expense	2,343	6.94%	32,166	95.29%	33,757	1,591
01-9-6030-576	Misc Other Expense	21	0.28%	245	3.28%	7,478	7,233
01-9-6030-577	Retired Employee Health	-	#DIV/0!	19,891	#DIV/0!	-	(19,891)
01-9-6030-580	Retired EE Benefit Expense	-	0.00%	-	0.00%	148,142	148,142
01-9-6031-580	Interest Long Term Debt	3,680	7.05%	38,496	73.79%	52,173	13,677
01-9-6032-583	Depreciation Expense	17	0.69%	343	13.72%	2,500	2,157
<b>TOTAL EXPENSES*</b>		<b>71,033</b>	<b>4.90%</b>	<b>1,045,130</b>	<b>72.03%</b>	<b>1,450,899</b>	<b>405,769</b>
<b>IRWMP (DWR) GRANT PROJECT EXPENSE</b>							
01-9-6030-591	IRWMP Service Lines	298	0.04%	91,038	12.62%	721,287	630,249
01-9-6030-592	IRWMP Administrative Expenses	-		5,847			
01-9-6030-593	IRWMP Water Use Efficiency	-		-			
01-9-6030-589	IRWMP Project***	-	0.00%	-	0.00%	105,156	105,156
<b>TOTAL IRWMP GRANT PROJECT EXPENSE</b>		<b>298</b>		<b>96,886</b>		<b>826,443</b>	<b>735,405</b>
<b>IRWMP GRANT PROJECT REVENUE</b>							
01-0-4020-425	IRWMP Service Line Replacement	78,918	10.94%	78,918	10.94%	721,287	642,369
01-0-4020-427	IRWMP Regional Water Use Efficiency	-	0.00%	-	0.00%	87,630	87,630
01-0-4020-426	IRWMP Grant Administration	81,467	95.84%	81,467	95.84%	85,000	3,533
<b>TOTAL IRWMP GRANT REVENUE</b>		<b>160,384</b>	<b>17.94%</b>	<b>160,384</b>	<b>17.94%</b>	<b>893,917</b>	<b>733,533</b>
<b>CARRYOVER WELL PROJECT EXPENSES</b>							
01-1-5020-535	Water Supply Emergency 2014	-	#DIV/0!	42	#DIV/0!	-	(42)
01-9-6030-584	Well 2	-	#DIV/0!	92,370	#DIV/0!	-	(92,370)
01-9-6030-585	Medina Well	-	#DIV/0!	173,745	#DIV/0!	-	(173,745)
01-9-6030-586	Well 3/4	-	#DIV/0!	8,572	#DIV/0!	-	(8,572)

	Apr-17	April vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
01-9-6030-587 Well 5	569	#DIV/0!	106,199	#DIV/0!	-	(106,199)
01-9-6030-588 Well 6	-	#DIV/0!	-	#DIV/0!	-	-
<b>TOTAL CARRYOVER PROJECTS EXPENSE</b>	<b>569</b>	<b>#DIV/0!</b>	<b>380,928</b>	<b>#DIV/0!</b>	<b>-</b>	<b>(380,928)</b>
<b>Net Income / (Loss)</b>	<b>206,675</b>	<b>419.95%</b>	<b>200,499</b>	<b>407.40%</b>	<b>49,214</b>	<b>173,544</b>

\* Total income and expenses are different from the Statement of Revenue & Expenses due to how the finance and non-operating income are combined. Net income is identical.

\*\* Outside services over budget due to emergency barge service

\*\*\*IRWMP expenses allocated to their corrected accounts

**New Capital Improvement Projects**

01-0-1070-163 Structures - HVAC System****	-	0.00%	18,500	100.00%	18,500	-
01-0-1090-216 CIP-Auto Meter Read/Replace	-	#DIV/0!	4,500	#DIV/0!	-	(4,500)
01-0-1090-300 CIP-Filter Renovation Project****	-	0.00%	267,181	106.87%	250,000	(17,181)
01-0-1090-315 Intake Booster #2 Installation	88	0.18%	2,905	5.81%	50,000	47,095
TBD Intake Pump Control Replacements	-	0.00%	-	0.00%	85,000	85,000
TBD Intake Raw Water Pipeline Replacements	-	0.00%	-	0.00%	250,000	250,000
01-0-1090-305 Ranchito Well #1 Renovation	263	0.70%	34,410	91.49%	37,611	3,201
01-0-1090-313 Office Server Installation w/Software	-	0.00%	37,403	34.96%	107,000	69,597
01-0-1090-314 CIP-Barge Renovation****	1,838	9.19%	6,026	30.13%	20,000	13,974
<b>TOTAL NEW CAPITAL IMPROVEMENT PROJECTS</b>	<b>2,188</b>	<b>0.27%</b>	<b>370,925</b>	<b>45.34%</b>	<b>818,111</b>	<b>447,186</b>

\*\*\*\*Budgeted amounts changed due to board approved resolutions

01-0-2040-233 Muni Finance Loan (Principal Payments)	-	0.00%	72,100	102.27%	70,500	(1,600)
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Recap of water drought related projects to show remaining budget amounts:

Account #	Account	2014-2015 YTD	2015-2016 YTD	2016-2017 YTD	Activity from Inception	Total Budget	Remaining Budget
01-9-6030-584	Water Supply Emergency 2014	132,505	142,608	42	275,155	21,000	(254,155)
01-9-6030-584	Well 2	142,298	236,703	92,370	471,371	392,760	(78,611)
01-9-6030-585	Medina Well	32,328	394,640	173,745	600,713	599,950	(763)
01-9-6030-586	Well 3/4	66,152	57,951	8,572	132,675	257,000	124,325
01-9-6030-587	Well 5	-	178,944	106,199	285,143	329,820	44,677
01-9-6030-588	Well 6	-	8,577	-	8,577	329,820	321,243
01-9-6030-589	Grant Application Services	-	79,907	-	79,907	80,000	93
01-9-6030-590	NBS rate evaluation	-	1,786	-	1,786	54,000	52,214
		<b>373,283</b>	<b>1,101,117</b>	<b>380,928</b>	<b>1,855,328</b>	<b>2,064,350</b>	<b>209,022</b>

**Outstanding Well Grant Revenue\*\*\*\*\***

01-0-4020-418 Well 2 Grant Revenue	-	0.00%	121,532	49.11%	247,471	125,939
01-0-4020-419 Medina Well Grant Revenue	-	0.00%	217,678	39.52%	550,785	333,107
01-0-4020-420 Well 3 & 4 Grant Revenue	-	#DIV/0!	607	#DIV/0!	-	(607)
01-0-4020-421 Well 5 Grant Revenue *****	-	0.00%	(9,141)	-2.25%	407,135	416,276
			<b>330,676</b>		<b>1,205,391</b>	<b>874,715</b>

\*\*\*\*\*Outstanding Well Grant Revenue is included with Net Income above

\*\*\*\*\*Prior Well 5 Grant revenue budget was revised

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

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

**Statement of Net Assets (Balance Sheet)  
for the month ending April 2017**

	\$	578,290
	\$	-
	\$	158,686
	\$	160,384
	\$	69,931
	\$	11,543
	\$	7,580
<b>Total current assets</b>	<b>\$</b>	<b>986,414</b>

Property, plant & equipment  
less depreciation  
C I P

	\$	9,910,443
	\$	(6,801,161)
	\$	1,273,382
<b>Net P P &amp; E</b>	<b>\$</b>	<b>4,382,664</b>

**Other L T Assets**

<b>Total Assets</b>	<b>\$</b>	<b>5,369,078</b>
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**Liabilites:**

Accounts payable  
Interest payable  
Water Accrual  
Accrued Payroll  
L T debt, current

	\$	9,598
	\$	5,520
	\$	14,223
	\$	45,463
	\$	75,713
<b>Total current liab</b>	<b>\$</b>	<b>150,517</b>

**L T debt**

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

	\$	932,016
	\$	123,949
	\$	44,882
	\$	893,306
	\$	(75,713)
<b>Total Liabilites</b>	<b>\$</b>	<b>2,068,957</b>

**Net assets**

	\$	3,300,121
<b>Total liab &amp; net ass't</b>	<b>\$</b>	<b>5,369,078</b>

<u>Vendor</u>		<u>Check Amount</u>
000004	Dept. of Housing-Community Dev	312.00
000012	AQUA LAB	595.00
000025	CHEMCO PRODUCTS COMPANY	5,583.66
000047	LAWSON & SON BACKHOE & GRADIN	1,835.00
000053	MARIPOSA COUNTY RECORDER	119.00
000065	KKI CORPORATION	742.50
000076	USPS	449.17
000091	VALERO MARKETING & SUPPLY	953.37
000105	PACIFIC GAS & ELECTRIC	9,247.52
000106	BINKLEY ASSOCIATES, INC	2,572.50
000165	ACWA/JPIA	7,441.29
000290	Tuolumne County Recorder	51.00
0003221	KAMPA COMMUNITY SOLUTIONS LLC	6,250.00
000494	Mariposa Public Utility Dist.	200.00
000550	LUIS'S HOUSEKEEPING / YARDS	140.00
000564	TOTAL WASTE SYSTEMS MARIPOSA	126.72
000585	MO CAL OFFICE SOLUTIONS	136.50
000619	FLEETMATICS USA, LLC	2,394.00
000635	Contractor Compliance And Monitoring Inc	212.50
000700	Merced Chevrolet	31.26
00071	Mother Lode Answering Service	260.00
0013071	Brandon Landucci	290.00
0013641	RANDY'S TIRE AND WHEEL INC	433.76
100995	Ann Bruley	100.00
660108	VERIZON WIRELESS	155.64
702	Warmerdam CPA Group	2,500.00
UB*10512	RICHARD ALQUIST	141.14
UB*10513	MR/MRS RICHARD MILLER	202.40
UB*10514	LAWRENCE STEIN	43.46
UB*10515	MR. BRANDEN DONOVAN	150.00
<b>Report Total:</b>		<b>43,669.39</b>

## Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
April 20<sup>th</sup>, 2017 at 1:00 p.m.

1. **CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:  
The Board of Directors of the Lake Don Pedro Community Services District held a special meeting at 9751 Merced Falls Rd., La Grange, CA 95329.  
President Johnson called the meeting to order at 1:02 p.m.  
Directors present: Johnson, Sult, Ross, and Warren  
Directors absent: Hankemeier  
Also present: IGM P. Kampa  
Also present: Staff S. Marchesiello
2. **PUBLIC COMMENT:**  
*The board received two public comments*
3. **PRESENTATION ONLY:**
  - a. Presiding Officer's Report  
*Presented by President Dan Johnson*
  - b. General Manager's Report including presentation of a diagram demonstrating how the Lake McClure Intake Booster System operates: Peter J. Kampa  
*Presented by GM P. Kampa*  
**Consensus of the board of directors to have the McClure intake booster system operation on a future agenda**
  - 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 March 2017 Treasurer's Report
  - b. Approval of the Minutes of the Special Meetings of February 22, 2017 and the Regular Board Meeting March 20th, 2017

**Motion: To approve the treasurer's report and the special minutes of February 22, 2017 on the consent calendar**

**Votes: Carried 4-0**

**First: Sult      Second: Ross**

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

**Nays: None**

**Motion: To approve the regular minutes of February 22, 2017 on the consent calendar**

**Votes: Carried 3-1**

**First: Ross Second: Warren**

**Ayes: Ross, Warren, Johnson**

**Nays: Sult**

## 5. DISCUSSION AND ACTION ITEMS

- a. Adoption of a resolution approving an agreement with ATT/Cingular Wireless for the lease of antenna space adjacent to the Arbolada water tank, AP. No. 019-090- 003-0.

**Motion: To approve the recommended motion to adopt a resolution approving an agreement with ATT/Cingular Wireless for lease of antenna space adjacent to the Arbolada Water tank, AP. No 019-090-003-0 with the mentioned changes under item 2 'permit use' to read "Additional Premises" for such modification or upgrade, Landlord agrees to lease to tenant the additional premises, to the extent such additional premises are available to be leased by landlord to tenant in landlord's reasonable determination, upon the same terms and conditions set forth herein, except that the rent shall increase, in conjunction with the least of the additional premises by the amount equivalent to the then current per square foot rental rate charged by the landlord to tenant times the square footage of the additional premises. Landlord agrees to take such actions and enter into and deliver to tenant such documents as tenant reasonably requests in order to effect and memorialize the lease of the additional premises to tenant.**

**Votes: Carried 4-0**

**First: Warren Second: Ross**

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

**Nays: None**

- b. Review of UC Merced Survey on drought/health impacts.

**Consensus of the board of directors to have a disclaimer on the letter sent out by UC Merced that this is not an affiant of LDPCSD**

- c. Review of the scope, schedule and cost of the IRWMP Implementation Grant Project 4 – Water Service Line Replacement Project.

**Report only – No action taken**

- d. Discussion/Action regarding the impact of the Governor's Executive Order B-40- 17 related to drought and related water restrictions, potential opportunities and requirements on the District.

**Motion: To approve that this item is to be a key priority GM P. Kampa to pursue to see if LDPCSD can qualify for any funding**

**Votes: Carried 4-0**

**First: Warren Second: Sult**

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

**Nays: None**

- e. Resolution Approving agreement with Mariposa County Resource Conservation District for design and implementation of the IRWMP grant

funded Region Water Conservation Program.

**Consensus of the board of directors to table item 5e for a future agenda item**

Time Closed Open Meeting - 3:29 p.m.

Reconvened Open Meeting - 3:50 p.m.

**6. CLOSED SESSION**

**Conference with Real Property Negotiator**

The Board will confer with its appointed negotiator, General Manager Peter J. Kampa to discuss price, terms and conditions of a potential real estate transaction related to the proposed lease of a portion of tank site property by Senet, Inc. for the purpose of installation of commercial communication equipment to service the local propane suppliers. Property Owner: Lake Don Pedro CSD, Location: Lazo Water Tank, Mariposa County Assessor's Parcel 020-250-002-0.

**Report out – GM P. Kampa and LDPCSD will continue dialog and discussions with the company Senet**

**7. Adjournment: 3:50 p.m.**

Respectfully submitted by,

S. Marchesiello  
Board Secretary

# Lake Don Pedro Community Services District

## Special Meeting of May 15, 2017

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS

- a. Adoption of a resolution authorizing application to the Department of Water Resources, Safe Drinking Water Funds, Bond Law Program for the Water Service Line Replacement Project, Phase 1.

#### ***Recommended Action***

Staff recommends the following motion:

*I move to approve the resolution authorizing application to the Department of Water Resources, Safe Drinking Water Funds, Bond Law Program for the Water Service Line Replacement Project, Phase 1.*

#### ***Background***

As directed by the Board of Directors in April 2017, District management has been working with various state agencies who manage grant funding, for the purpose of securing additional grant funding for water supply projects including:

- **Water Service Line Replacement Project.** The DWR IRWMP funding only covers 27% of the amount needed to replace all service lines
- **Lake McClure (Barrett Cove) Intake Replacement and Extension.** This project is estimated to cost between \$2 and \$3 million and involves constructing a replacement set of two submersible pump casings and pumps, plus a third casing and pump extending to the minimum pool elevation of 625 feet.
- **Barrett Cove Intake (Raw Water) Transmission Line Replacement.** Originally estimated at \$2.5 million, the revised budget is closer to \$2 million.

Management has identified the first potential funding source through the Department of Water Resources, Safe Drinking Water Bond Law Program, which has a maximum grant amount of \$400,000 per project. We received this same funding as part of the emergency well project.

To apply for these funds, we must adopt a resolution authorizing application to the program. In addition, DWR will only provide funding for a completed project that accomplishes its purpose. For the purpose of being able to reasonably manage and fully fund a project that significantly reduces system water loss, we propose to split the service line replacement project into two phases. The first would be funded by the DWR IRWMP grant, DWR Bond Law grant, and district reserves.

The attached resolution creates a Phase 1 and Phase 2 project, authorizes application to the Bond Law program, and dedicates up to \$200,000 in reserves to complete the Phase 1 project, which replaces ½ of all service lines in the system.

**RESOLUTION NO. 2017-XX\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
AUTHORIZING APPLICATION TO THE DEPARTMENT OF WATER RESOURCES FOR  
SAFE DRINKING WATER FUNDS AND DEDICATING A TEMPORARY ALLOCATION  
OF DISTRICT RESERVE FUNDING FOR COMPLETION OF THE  
WATER SERVICE LINE REPLACEMENT PROJECT, PHASE 1**

**WHEREAS**, the District has declared a water supply emergency due to the near loss of its water supply in Lake McClure due to the drought of 2012 – 2016, and in association therewith completed construction of three groundwater wells to increase water supply availability; and

**WHEREAS**, the District has recently identified a major source of water distribution system leakage in the failure of service lines extending from the water mains to the District owned water meters, which were improperly constructed by the water system developer and are now causing leakage rates of up to 40% of all water entering into the system; and

**WHEREAS**, the District has determined that replacement of the service lines is the only reasonable remedy for their failure and leakage, and due to the sporadic location of the failures and improper construction practices identified throughout the system, that all original service lines are subject to immediate failure and must be replaced as quickly as possible to control leakage; and

**WHEREAS**, the District has approved the estimated \$2.5 million Water Service Line Replacement Project which authorizes the replacement of the failing service lines and for which the District submitted an application for 100% Disadvantaged Community grant funding to the Department of Water Resources, 2015 Integrated Regional Water Management Implementation Grant Program, and

**WHEREAS**, the District was awarded a 2015 DWR IRWM grant for new groundwater wells, a water use efficiency program and replacement of water service lines, in the amount of 27% of the grant application amount and total project cost, and entered into contract with the Department of Water Resources for up to \$721,287 in grant funding for the Water Service Line Replacement Project; and

**WHEREAS**, the District has determined that construction of the Water Service Line Replacement Project must still proceed immediately even though only partially funded, with the initial directive to complete 50% replacement of all service lines, targeting those identified as currently leaking in Phase 1 of the project, and the remaining 50% of all service lines replaced in a subsequent Phase 2 project to be funded as quickly as possible; and

**WHEREAS**, the Department of Water Resources (DWR) through the Safe Drinking Water, Bond Law Program can make up to a maximum of \$400,000 in grant funding available to the District for the immediate construction of the Water Service Line Replacement Project, Phase 1 if the District can

commit the funding necessary to pay the remaining construction costs and DWR funding is available; and

**WHEREAS**, the District has established capital reserves to fund infrastructure replacement needs pursuant to a 2009 water rate increase and Proposition 218 proceeding, in which such funding was dedicated. To date, this reserve funding has been used to construct this emergency groundwater wells with the commitment of the Board to refund this reserve to the maximum extend practical, due to the poor condition of the exiting District infrastructure; and

**WHEREAS**, any permanent withdrawal of more of these reserve funds must be avoided as the District must endeavor to continue to address system leakage as quickly as possible to preserve this new groundwater supply for the health and safety of the community. Temporary withdrawals of this capital reserve continue to be necessary; and

**WHEREAS**, a commitment of \$200,000 from District infrastructure reserves will provide adequate funding, when combined with \$400,000 from DWR and \$721,287 from the 2015 IRWM Implementation Funding to complete the Water Service Line Replacement Project, Phase 1.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT DOES HEREBY:**

1. Authorize and direct the General Manager to prepare and submit an application for funding to the Department of Water Resources, Safe Drinking Water Fund, Bond Law Program.
2. Authorize the General Manager to execute the DWR funding agreement; and prepare and execute related certifications, reimbursement requests and reports.
3. Approve the dedication of capital reserve funding of up to \$200,000 to be combined with DWR Bond Law and IRWM grant funding to complete construction of the Phase 1 Water Service Line Replacement Project.
4. Continue to aggressively pursue funding for Phase 2 project.
5. Continue to aggressively address system leakage and pursue sources of funds to complete projects to correct system leakage.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on May 15, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

**CERTIFICATE OF SECRETARY**

I, Syndic Marchesiello, the duly appointed and acting 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 May 15, 2017.

DATED: \_\_\_\_\_.

# Lake Don Pedro Community Services District

## Special Meeting of May 15, 2017

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS

- b. Resolution Approving agreement with Mariposa County Resource Conservation District for design and implementation of the IRWMP grant funded Region Water Conservation Program.

#### ***Recommended Action***

Staff recommends the following motion:

*I move to adopt a resolution approving agreement with Mariposa County Resource Conservation District for design and implementation of the IRWMP grant funded Region Water Conservation Program.*

#### ***Background***

At the March 2017 Board meeting, the Board directed staff to work with the MCRCDD on a scope of work and contract for their assistance in the grant funded regional water conservation program. The contract scope of work is attached hereto. The timing of this item is important to meet the schedule requirements in the grant.

We propose that the Board approve the agreement with the MCRCDD to reduce the workload on district staff and to ensure successful completion of the project. The cost of the contract is covered under the DWR IRWM grant, Project 3.

RESOLUTION 2017 - \_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
APPROVING AN AGREEMENT WITH MARIPOSA COUNTY  
RESOURCE CONSERVATION DISTRICT FOR DESIGN AND  
IMPLEMENTATION OF THE IRWMP GRANT FUNDED REGIONAL  
WATER USE EFFICIENCY PROGRAM

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

**WHEREAS**, the District has been awarded a grant from the Department of Water Resources through the Integrated Regional Water Management Program for the development and implementation of a Regional Water Use Efficiency Program (RWUEP); and

**WHEREAS**, the scope of work for the RWUEP requires water conservation activities conducted both inside and outside the District boundaries; and

**WHEREAS**, the Mariposa County Resource Conservation District (MCRCD) is experienced and well suited to assist in RWUEP design and implementation of the water conservation program, both in and outside the District within the Yosemite/Mariposa IRWMP region; and

**WHEREAS**, the MCRCD and District have prepared a scope of work and budget to be funded with the IRWMP grant funds, attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT that the Agreement with Mariposa County Resource Conservation District included herein, shall be approved and effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on May 15, 2017, 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 May 15, 2017.

## EXHIBIT A

### **Yosemite-Mariposa Regional Water Use Efficiency Program Administration and Implementation Scope of Work Mariposa County Resource Conservation District**

In administration and implementation of the Regional Water Use Efficiency Program, Mariposa County RCD (MCRCRCD) will perform the following work for a total budget of not to exceed \$175,260. Individual program budget amounts shown may be modified as needed for program success; within the approved total budget. The budget includes all travel, design, printing and consulting time:

- 1. Lead Program management and day to day coordination - \$61,160**
  - a. This includes the day to day program coordination and well as program management and administrative overhead. Program coordinator will administer rebate applications and incentive fulfilment, coordinate with existing community workshops, organizations and County Supervisors and Departments to distribute information and water conservation kits. Coordinator will travel to meetings and workshops and deliver water kits to appropriate contacts. Coordinator will also manage advertising and hire website and graphic design consultants.
  - b. Manager will prepare press releases and oversee the work of website and graphic design consultants.
  - c. This budget category also includes office supplies, postage, equipment, and printers.
  - d. Prepare final program workplan and performance measures, and prepare progress reports pursuant to DWR requirements.
  
- 2. Lead the final design and administration of the customer rebate program - \$76,312**
  - a. Compile established lists of eligible toilets and washing machines, and identify eligible rainwater and greywater systems, irrigation system improvements and eligible controllers for rebate program; create hard copy and online application with instructions. Rebates are open to residential and commercial properties.
  - b. Program Manager will design rebate program and materials, review applications and approve incentives, research and prepare do it yourself manuals, including coordinating health department review.
  - c. Applicants fill out form and supply an original receipt for an eligible product. MCRCRCD reviews completed forms and photographs, approves

rebates and submits a request that the LDPCSD process a check to be mailed to property owner.

**3. Lead the design, content and contracting for the development and distribution of outreach and marketing materials - \$37,788**

- a. This program will be publicized through local water companies, well drilling companies, Chamber of Commerce, Economic Development Corporation, County Environmental Health Department, County Supervisors, Master Gardeners and other community groups.
- b. We will create web content which can be linked or shared on water company, County and other partner sites that deals with water use efficiency and the rebate program. We will also create press releases, web content, and paid ads to promote the program.
- c. We will create and distribute brochures and do it yourself manuals for water use efficiency, grey water systems and rain water catchment. This will include professional graphic design and printing. Manuals will also be available on the website as downloadable .pdfs.

# Lake Don Pedro Community Services District

## Special Meeting of May 15, 2017

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS

- c. Discussion and direction regarding the first draft 2017/2018 Budget assumptions and criteria.

#### **Recommended Action**

Staff recommends the following motion:

*I move to approve the recommended 2017/18 Budget assumptions and criteria as presented/amended*

#### **Background**

Throughout the budget year, management and staff are preparing for the upcoming year budget by identifying needed projects, changes in operations that affect costs, equipment needs, areas where prior year's budget was inadequate, etc. In developing the upcoming budget draft, management will project the revenue and expenses through the remainder of the fiscal year, and use our past experience and future estimations to develop as accurate of a budget as possible.

The development of the small public agency budget is as much an exercise in public outreach and education as it is in finance and fiscal accountability. Effective special district budgets tie directly to management goals and objectives, are simply presented and easily understood by the average District service customer. The budget is truly an estimate of revenue and expenses for the year, and due to the nature of our service and the many unknowns, expenses can occasionally change unexpectedly during the year and adjustments necessary along the way.

#### **Transparency**

To provide a basis of budget understanding, the assumptions, criteria and procedure of budget development is articulated in this memorandum to offer the reader with the background necessary to comprehend the methodology used and performance to budget within the year currently coming to a close; as well as the ability to transition into the upcoming budget year with the information necessary to identify trends, financial red flags, budget influences and other factors. The budgeting exercise is therefore used as a vehicle to increase financial transparency and accountability.

#### **Accountability**

Budgeting is also a management tool used to continuously refine financial accounting methods to evaluate the impact of delivering various levels of public services. For example, we need to be able to not only quickly recognize when we have underestimated cost for materials and supplies; we should also have the ability to know whether it was a lack of treatment plant maintenance or chemical cost increases that produced the overrun.

#### **Criteria**

Budget development criteria is the Board's statement of the expected "ends", or high level service expectations for the year. All budget assumptions will then fit within and support the budget criteria.

1. Comply with all applicable laws and regulations

2. Develop revenue projections within the existing rate structure for both base rate and consumptive charges
3. Increase level of maintenance to industry standards
4. Continue progress on major capital improvement projects
5. Plan to increase staff efficiency and competency in their positions
6. Implement any remaining strategic plan items including increased customer communication

## **Assumptions**

Budget assumptions are statements of what management expects to occur, and what will likely be included in the budget. The statements made are for budgetary purposes, and not a guarantee that something will occur; ie changes in employee wages and costs.

### Revenue-

1. Water consumption will increase by 5% over 2016 due to the end of the drought
2. Customer count will remain constant with less than five new connections projected
  - a. Connection fees budgeted the same as projected through June 30, 2017
  - b. Base rate revenue budgeted the same as projected through June 30, 2017
3. Penalty revenue will be the same as projected through June 30, 2017
4. New grant revenue will offset grant project expenses
5. New ATT agreement will increase lease revenue by \$20,000
6. Investment interest will remain the same as projected through June 30, 2017
7. Reserve fund balance starts the year at \$600,000

### Expenses –

1. Staff head count will remain the same as FYE 2017
2. Employee wages and related expenses will increase by 5%.
3. Medical, dental and vision insurance will increase by no more than 10%
4. Travel and training expense will increase to support training and certification of operations staff to increase competencies and efficiency
5. Plant and distribution system expenses will increase by 20% over FYE 2017 to reflect added maintenance
6. Vehicle maintenance costs will be consistent with the amount budgeted or 2016/17, but the chances of major repairs such as motor or transmission failure has increased due to age
7. Water testing fees will increase by 25% due to state required sampling of new wells; as a new source
8. Well power costs will be consistent with 2016/17
9. Intake power costs will decrease by 5% due to higher water levels, even considering higher water consumption predicted
10. Chemical costs, materials and supplies will increase by 3% over FYE 2017 due to price increases
11. General office supply costs will increase by 2% over FYE 2017
12. Retired employee health benefits will be budgeted and expensed in the same manner as FYE 2017, but no cash is actually deposited into a reserve account
13. No election expenses
14. The barge renovation will be completed
15. Intake Booster 2 will be completed
16. Planning and design for the replacement/lower Barrett Cove intake is recommended; to prepare the project for construction and more likely opportunity for grant funding
17. A contribution of up to \$200,000 o reserves will be necessary to complete the Service line replacement, Phase 1 if grant funded by DWR or others.
18. Consulting expenses of up to \$50,000 will be budgeted to evaluate future rates and assessments (standby fees) necessary to fund the district capital improvement program

# Lake Don Pedro Community Services District

## Regular Meeting of May 15, 2017

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS

- d. Discussion and possible action regarding the General Manager's report on various public and Board comments received at Board meetings including the following:
  - a. Current groundwater quality and our ability to meet state standards
  - b. Operational plan for all district groundwater wells
  - c. Status of the Emergency Barge, filter Renovation and Intake Booster #2 Projects
  - d. Status and priority of the District boundary map project
  - e. Description of treatment plant operations, pending system leaks/repairs, hydrant flushing and flushing communication plan
  - f. District website status, content and responsibilities
  - g. MID contract, reporting compliance
  - h. New Construction quality control and inspections
  - i. Review of the status of accomplishment of approved management objectives and potential updates and amendments

#### ***Recommended Action***

Staff recommends the following motion:

This item is presentation only and does not require a motion unless specific Board direction is given.

#### ***Background***

Board President Danny Johnson has requested that a number of items raised by both public and Board members be placed on the agenda for discussion and potential action. Many of these items were raised in public comment, or in a staff report where they were not specifically called out on the previous agenda; and where as required by the Brown Act, only limited discussion for clarification can take place during that meeting.

The items to be discussed are not necessarily proposed for Board action, but the Board is welcome to direct staff either by consensus or formal motion to provide more information, place an item back on the agenda for specific action, conduct additional research, recommend an item for committee evaluation, adjust a policy or practice, etc.

Please understand that by placing these items on the agenda in this manner, and all on one agenda, that we are not attempting to short change the discussion process, and any item worthy of further discussion on an agenda, toward Board action, should be recommended for such. We are also not looking to create a trend of placing every public comment as a formal agenda item, as this would unnecessarily consume valuable Board meeting/decision making time with items better suited for resolution by District management.

That said, each of these items are very important and the report will be distributed publicly, possibly in our upcoming newsletter.



**Lake Don Pedro Community Services District  
General Manager's Report Addressing Board and Public Comments  
Regular Meeting of May 15, 2017**

**a. Current groundwater quality and our ability to meet state standards**

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All of the District wells have shown the presence of arsenic, a naturally occurring mineral in the region. In preliminary, first year sampling, two of the new emergency wells tested in excess of the maximum contaminate level for arsenic, which must be removed before distribution to customers. According to the state Drinking Water Division, arsenic can be removed through coagulation and filtration; both processes employed at the Don Pedro water plant. Arsenic was not detected above the reporting limits in our 2016 samples in the distribution system. Please see District Engineer Elizabeth Binkley's letter regarding recommended pilot testing for arsenic removal should the district need to run for periods without the surface water pumps. The state is also preparing a new system permit, and may have additional requirements for arsenic sampling.

**b. Operational plan for all district groundwater wells**

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All wells are currently monitored and controlled via our SCADA system from the treatment plant. Due to poor and fluctuating water quality in Lake McClure this winter, we have been lucky to have the wells online and available, as they have been used as the primary source of supply since the first of the year. However, going forward, the operating plan is to operate each well for one month continuously, switching to the next at the first of the next month. Typically only one well will operate at a time, unless more are needed to meet demand due to problems with surface water. Wells will not be operated if the well water level drops below 50% as detailed in the hydrologic report.

**c. Status of the Emergency Barge, filter Renovation and Intake Booster #2 Projects**

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Please see the letter from Engineer Elizabeth Binkley regarding the status and action on the barge. Only exterior painting is needed for completion of the filter renovation project. The Intake Booster 2 construction should be started in may and completed by the end of June 2017.

**d. Status and priority of the District boundary map project**

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The Board has to this point only directed management to proceed with the planning of development of a comprehensive map including all relevant boundaries for decision making. No map project budget has been approved by the Board, nor has a contract been executed to perform the mapping work. Management had initially planned to work with a local engineering firm on the map updates, but the cost of the project began to skyrocket, and research revealed other potential cost effective mapping solutions that can be used for more than just hanging on the wall. Management is currently evaluating a service for not only development of the maps, but also adding our infrastructure for easy field location of valves, main sizes, maintenance needs, etc in an integrated solution that is updated regularly as properties sell, new lots are created, etc. Before proceeding with any contract, the project will be proposed to the Board for a decision.

**e. Description of treatment plant operations, pending system leaks/repairs, hydrant flushing and flushing communication plan**

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Please see Engineer Binkley's letter regarding the time required for treatment operations; as well as reviewing the Operations report prepared by Randy Gilgo. Leaks are currently called in to Njirich Construction and repaired as they are discovered by staff. Again, most leaks discovered require the full replacement of a water service line and are therefore contracted versus conducted in house. Only dead end main flushing was completed in March, and flushing of all hydrants is planned for summer as staff time allows. A flushing plan will be developed in advance of program implementation, and will be advertised to the public, Board and on the website.

**f. District website status, content and responsibilities**

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The District website is currently maintained completely by District management, which is why there has been very little in terms of updates and improvements in the past six months. With the current service used by the District, site maintenance is relatively simple and can be done from anywhere. The content of the site is selected based on communication needs. Many improvements such as the addition of policies, more information blogs, project status updates, etc could be posted if time allowed. The current project load is causing the management time shortfall, which is expected to continue into the foreseeable future. Staff recommends that we contract for a small amount of outside assistance with writing blogs and website maintenance.

**g. MID contract, reporting compliance**

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The MID contract requires that we submit to them monthly reports regarding the amount of water consumed by district customers located outside the MID Place of Use. The required reports have been prepared on a monthly basis and submitted to MID. We are currently working toward generation of automatic reports so that the information can be more easily compiled and transmitted.

**h. New Construction quality control and inspections**

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Please see engineer Binkley's letter regarding inspection needs. We have recently reprioritized Randy's time to ensure that inspections are completed for all contracted construction work. The groundwater wells were inspected by Randy, and to some degree the state, Kennedy Jenks and Binkley. Randy will be responsible for day to day inspection of the Intake Booster 2 project, as well as the service line replacements.

**i. Review of the status of accomplishment of approved management objectives and potential updates and amendments**

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Attached to this document is an update of the status of completion of objectives from our strategic plan. I have also included several objectives in the report that have been added to the original slate, and have consumed considerable management time.

# **Binkley Associates, Inc.**

**CONSULTING ENGINEERS**

HYDRAULICS · WATER RESOURCES · WATER AND SEWAGE FACILITIES

May 10, 2017

Pete Kampa, General Manager  
Lake Don Pedro Community Services District  
9751 Merced Falls Road  
La Grange, CA 95329

**VIA EMAIL ONLY: [pkampa@kampacs.com](mailto:pkampa@kampacs.com)**

RE: Response to Questions for Upcoming Board Meeting

Dear Pete:

You've asked for our input on several questions from the Board of Directors and/or community. Following are our responses.

1. Water Quality was brought up at our last meeting. If we were operating strictly on the wells would our filtering process produce high quality water meeting state standards, and ensuring the district was in compliance? If so, would you please make a direct statement to this fact.

If operating on wells *only*, the current treatment process may need minor modifications to ensure water meets regulatory quality standards. For example, such minor modifications could include addition of a pre-treatment oxidation chemical, and/or proper blending/dilution between wells. This statement is based on results of laboratory testing of the well water performed in 2015.

We recommend preparing now for a wells-only scenario by doing a pilot scale treatment test. Prior to the pilot test, we recommend retesting of wells, because well water quality can change with prolonged pumping, and sometimes improves.

When well water is blended with lake water at an appropriate minimum ratio, no changes to the treatment process should be necessary to meet standards.

2. Status of Float/Barge project.

Following is an update on what has taken place since our 1/16/17 letter on this subject. I visited the Marina on 1/30/17 and inspected the damaged floating pump platform (referred to as "the float") and viewed the barge for the first time, and I also spoke with Todd Catt, the Marina employee who prepared the original estimates for moving pumps to the barge.

At the site visit I suggested the possibility of repairing the existing float, and attaching it to the barge in a way that would allow easier and safer maneuvering of the barge than the prior alignment. This would eliminate the need to reverse-engineer the barge to carry the pumps. Todd Catt and I worked on this concept enough for him to prepare a rough estimate. It was significantly higher than his estimate for modifying the barge to carry the pumps (however, note that his barge estimate does not include the structural engineering). In addition, Randy, who will

be operating it, did not approve of the concept; he wants to eliminate use of the float, which is a reasonable preference. For those two reasons, the refurbishing and reconnection of the float was eliminated as an option, and the project was returned to the concept of installing the pumps on the barge. For the next step, we recommend that LDPCSD consult with a structural engineer for work including, but not limited to: inspecting the existing barge from a structural perspective, calculations to determine allowable loading of existing steel structural members, design of additional support where needed, positioning and anchorage of pumps to barge, and a buoyancy calculation including design of additional flotation if needed.

3. Randy's report created a lot of questions on hours spent in the plant. The bold statement raised a lot of eyebrows so there needs to be a better break down on the work being performed.

First I will mention that I have not discussed this with Randy, so I don't have details on the daily tasks and their durations that the personnel are currently performing at the treatment plant. The plant should be capable of operating automatically. During automatic operation, an operator will be needed on a daily basis during the work week, to monitor the processes, perform daily, weekly and monthly maintenance, tests, sampling, record keeping, required reporting, and repairs as needed. When the plant is operating fully automatically, it doesn't seem that a full time personnel should be needed, though, I would expect that this routine work will still take a significant fraction of the day. It could be up to full time if there is a significant repair or maintenance project that day. The questions I would ask Randy are: 1. What step of the process is taking the most time? 2. Are all aspects of the plant are currently functioning automatically, or are they being manually operated? If there is some degree of manual operation, we recommend repairing or replacing automatic controls as needed. 3. Is the person allocated for full-time plant operation also doing other tasks on-site that aren't directly associated with "plant operation" such as shop inventory and organization, site maintenance, etc. If the plant is operating fully automatically, and the operator is doing only treatment tasks, we would be happy to work with Randy to identify and streamline the plant operation tasks, if possible.

4. MID Contract, are we in compliance? Are we required to provide them any type of reports on water being pumped, or on the meters outside the subdivision?

Any reporting requirements by MID should be clearly stated in the current contract. The most recent version of the contract we can locate in our files was a draft version which LDPCSD management asked us to review in 2006. We don't know if that version was finalized and executed and/or if there is a newer version. That draft version *did* include a reporting requirement. We recommend locating and reviewing the current version. Please send us a copy for our files.

5. When a contractor performs a service for us, do we have our guys inspect the work? Are we qualified and are you comfortable?

If you have any field staff that are confident about reading plans and specifications, are thorough, honest, and willing and able to stand up to a contractor who is doing something questionable or wrong (this is critical), then they may be able to do construction inspections. Otherwise, you can

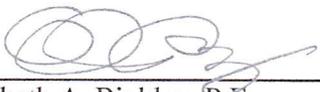
P. Kampa  
May 10, 2017  
Page 3

hire an outside inspection service. There are also some special inspections that should be performed by the engineer on some projects.

Regarding the service replacement project, I recommend inspecting each saddle/corp stop connection for leakage (under working pressure) and proper installation prior to backfilling. In addition, I recommend random unannounced visits to view other aspects of construction such as bedding and backfill, for example. The frequency of random inspections will depend on your experience with the contractor. If the contractor is unknown, has little experience, or you've had trouble with them before, you'll need to inspect fairly frequently. All inspections should be documented and pictures taken. We can provide project specific inspection forms, if needed.

Please do not hesitate to call if you have any questions.

Very truly yours,  
**Binkley Associates, Inc.**  
Engineer for Lake Don Pedro Community Services District

By:   
\_\_\_\_\_  
Elizabeth A. Binkley, P.E.  
Principal

cc: Board of Directors (c/o Syndie Marchesiello)

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 – SCHEDULE FOR JUNE 2017
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
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 on track – Personnel policy to Board in June 2017
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	12/31/16	On track - On August 2016 agenda for preliminary discussion, will be revisited following staffing evaluation of Maintenance Program
Update the performance evaluation process for all positions	2/1/16	12/31/16	On track – First step completed August 2016, then Revised job descriptions as directed in August 2016 meeting, develop performance expectation in Maintenance Program, set expectations and include in evaluation process

Perform a salary and benefits survey	4/1/16	6/1/16	Completed for office and ops supervisors, Still needed for operators
Develop a system maintenance plan and strategy	2/1/16	9/19/16	On track for 2017 completion – Plan presented to Board on September 19, 2016 , completed system inventory and maintenance plan input into spreadsheet, software company completing plan input for reporting and recordkeeping.
Develop and implement a plan to control system leaks and keep them under control	2/1/16	4/31/16	Completed/on track - Master meter upgrades approved in IRWMP grant funding, implementing service line replacement project and seeking additional funding, plant master meter purchased and now prepared for installation
Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments	5/1/16	8/31/16	On track – this is really the same as the next item (CIP) however we discussed created a new committee/delegated to a committee I believe? If so, we should prioritize model to propose
Develop a Capital Improvement Plan (CIP)	3/1/16	12/31/16	Completed with Implementation/funding Plan pending – Board approved the initial CIP list on August 19, 2016 and reviewed limited funding available for additional loans. Proposing 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.

Objectives	Date Added	Estimated Completion Date	Status
Complete Emergency Filter Renovation Project	10/21/16	June 30, 2017	Only need filter painting
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	July 31, 2017	Need to secure structural engineering review
Secure Additional funding for water supply projects as a result of Governor's Declaration	4/20/17	December 31, 2017	Contacting all agencies