

## Regular Meeting of the Board of Directors

9751 Merced Falls Road  
December 19<sup>th</sup>, 2016 at 1:00 p.m.

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

### AGENDA

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

2. **PUBLIC COMMENT:**

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

3. **PRESENTATION ONLY:**

- a. Presiding Officer's Report
- b. General Manager's Report: Peter J. Kampa
- c. Chief Plant Operator's Report: R. Gilgo

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

- a. Read and file the November 2016 Treasurer's Report
- b. Approval of the Minutes of the following:
  - ✿Regular Board Meeting November 21, 2016
  - ✿Regular Board Meeting October 17, 2016
  - ✿Special Board Meeting October 21, 2016
  - ✿Regular Board Meeting September 19, 2016

5. **DISCUSSION AND ACTION ITEMS**

- a. Conduct the annual Board reorganization to include the appointment of the office of President and Vice-President.
- b. Adoption of a Resolution approving a formal response letter to the State Water Resources Control Board opposing adoption of the Bay Delta Substitute Environmental Document.
- c. Report on the financing capacity of the district based on current cashflow.
- d. Adoption of a Resolution amending the District's Policy on Board Meeting Minutes

**6. DIRECTORS COMMENTS:**

Any Director may address the Board on any item of interest that is within the subject matter and jurisdiction of the District. Generally, no discussion or comment by other Board members should be expected on non-agenda items, except to properly place the matter on a future agenda for review, discussion or action as appropriate.

**7. CLOSED SESSION – CALIFORNIA GOVERNMENT CODE 54956.9  
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:  
(Two cases)

**8. 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

December 19, 2016

#### 1 Report Overview

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I am pleased to present this report covering the activities of district management over the past month. The past two months have been the busiest in my two years with the District considering the activities that follow. We have many, many projects in various stages of progress and are having great success with work quality and end result.

#### 2 Management and Administration

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- **District Mapping Project** – We are working with Condor Earth Technologies for development of the map project, and we hope to have a draft product near the first of the year. The map will include electronic layers for district boundaries, LAFCO sphere of influence, MID Place of Use, and properties served outside the CSD boundaries, as well as those outside the MID Place of Use.
  - **New employee hired** – After many interviews and much research, we have hire Garrett Smith to serve as Utility Operator I. Garrett is a local resident and comes to us from the Stanislaus County Road Department. Garrett will be testing for his state operations certificates this spring. It is important for the Board to understand that we had selected and made an offer to a certified operator that was very excited about joining the district. Unfortunately, upon making an employment offer to this person, they received an additional offer from a small district near Sonora for approximately \$5.00 per hour more salary, and comparable benefits. This may well be an indication that our salaries may be low for the recruitment of certified, experienced operators.
  - **Water Right Violation Response** – we have submitted the final documentation to the state in response to the water rights violation notice, filed for alleged delivery of Lake McClure water to customers outside the MID water right place of use. We stand firm that the documentation submitted to the state will relieve us of any liability in this claim.
  - **ATT Negotiations** – we continue to work with ATT for their potential development of an antenna site at our Arbolada tank. The antenna is planned for ATT to provide enhanced cellular and high speed internet service in the region. Based on the direction from the Board, we have come to tentative agreement on the price, terms and conditions of a potential lease agreement. ATT has toured and surveyed the site, we have jointly reviewed property records, and they are prepared to submit a deposit to cover our administrative, legal and engineering costs of site development, after the lease agreement is signed.
  - **SWRCB Substitute Environmental Document** – Included in this packet is an action item that has taken many hours of behind the scenes research, evaluation,
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coordination and attendance at an all day hearing in Sacramento on November 29, 2016. It is critically important that the District stay engaged in this process to its completion. The state's approval of this SED could likely be the biggest action taken by the state since the establishment of the water rights system in 1914. If approved by the state, the District will certainly need to develop additional groundwater supplies in planning for much lower lake levels, happening more frequently.

- **Survey for water use efficiency** – On December 1 we posted a very simple, seven question survey to determine the water conservation needs of our customers. A notice was published in the Foothill Express advertising the survey and requesting customer email contact information. To date, we have only received 15 completed surveys, so it is important that we spread the word via all means possible to receive the highest response possible. The survey is located on our website homepage, or we can email a link directly.
- **Board Member Best Practices Workshop** – CSDA has developed a new full day workshop (brochure attached) during which Board members will receive required training and certification in Ethics and Sexual Harassment, as well as many other topics important to solid district governance. The workshop scheduled for February 3, 2016 in Sacramento is free to SDRMA members such as our district, and attendance will not only meet mandatory requirements for board training, but will result in a 1% discount on our workers compensation and liability insurance (a \$450 to \$500 value) for each board member attending.
- **Attachment on leadership conference** – CSDA is also rolling out its very popular Leadership Academy Conference (brochure attached) geared specifically for Board members in three locations throughout the state. This 2.5 days of focused education covers good governance, the board's role in finance and fiscal accountability, board's role in human resources and setting direction. Each board member attending this session will receive 2 credit incentive points equal to \$900 to \$1000 discount on our district insurance cost. So, for the cost of two directors to attend this excellent leadership conference, the total cost, including travel would be covered by insurance savings, and you will be helping the district achieve the prestigious Districts of Distinction award. We can also apply for a grant to cover the cost of attendance. Please contact me for additional information.

### 3 Water Service

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- **State inspections** – Approximately every three to five years, the state department of drinking water performs an in-depth inspection of our treatment plant and water system, practices, policies and procedures for documentation in the issuance of a revised drinking water system permit. The state performed its inspection on November 22 and included the new wells in their review, since they will be a new water supply in the updated permit. Overall, the state had very complimentary words for the district and Randy's efforts and accommodations were much appreciated, as were the state's recognition that the district is heavily investing in its infrastructure.
  - **State Reports on Water Conservation and Annual Consumer Confidence Report Distribution** – Reports are required annually certifying that we mailed an annual water
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quality report to all customers, and an additional documenting the amount of water produced from the treatment plant and sold to customers. Both reports have been submitted to the state and are documented for the District files.

#### 4 Finance

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- **Audit** - The site visits and inspections/tests conducted by our auditor for the annual audit were completed on November 17 and 18, 2016 and initial reports are that all the documentation was in perfect order, which is normal procedure for Syndie. The draft audit report will likely be completed in December 2016 and available for presentation in January 2017.
- **Project Grants and Reimbursements** –We finally received approval for a total of three state reimbursement requests totaling \$310,559 which we expect to receive within two weeks. We will have one last reimbursement request to DWR in the amount of approximately \$86,520, and USDA has not yet reimbursed any expenses and has \$500,000 in funding remaining for the project.
- **DWR IRWMP Grant** – Two project signs have been purchased and will be installed to inform the public of the project and its funding source. The signs are a requirement of the grant.
- **Service Line Replacement Project** – The CEQA Notice of Exemption has been filed and certified for the project, meaning the environmental review is complete.
- **Emergency Well Project** –After two full months of review by USDA officials of a box of well project documentation, we have received an additional list of items project engineer Mike Vasquez and I must compile and submit to achieve approval of the project, and to receive a reimbursement request which will be for nearly the entire \$500,000 grant amount. The remaining documentation is scheduled to be submitted by next Thursday, and we will push for a more rapid review by USDA. The only remaining work on all three wells is the installation of short electrical conduit runs and programming of the SCADA system. Weather permitting, this work will be completed in the next two weeks.

#### 5 Infrastructure and Operations

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- **Water Treatment Plant Filters Cost and Upgrade Status** – On October 21, 2016 the Board approved the unplanned renovation of the filters at the water treatment plant. This top-to-bottom replacement of nearly all components of the filter was completed on filter cells 3 and 4 last month, and cells 1 and 2 are currently being renovated. As expected, filter cells 1 and 2 were in virtually the same deteriorated condition as the others, so the renovation cost was identical. The expected renovation cost will total just over \$230,000 which included the replacement of the lower lateral drain piping with stainless steel, and with the media removal and replacement for all filters costing \$70,131 for a total of approximately \$300,000 for the entire renovation. The first two filter cells have been performing extremely well after renovation and will certainly save thousands annually in power and water cost
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savings, less labor and chemicals required; not to mention the amazing quality of the finished water. The project will be completed within one month.

- **Meter Project Status** – At last month’s Board meeting, an expenditure to troubleshoot and remedy the problems with the District water meter system was approved. This work will take place on December 20, 2016 with the estimated completion in 4 to 5 days total.
  - **Emergency Pump Barge Renovations** – We have received a barge renovation proposal within the approved project expenditure amount, and our District Engineer will be reviewing the renovation plans to ensure adequacy prior to construction, which will likely take place in January.
  - **Ranchito Well #1 Renovations** – the well pump was finally pulled per the approved proposal, and we have found that the pump and well hole is intact, but the cleaning, air pressure restoration and new piping is necessary. Once the casing is cleaned and scale removed, the well production will be tested and a determination made if a different pump would be more efficient. I have approved the next phase of work including the cleaning and well testing at a cost of \$5850, which should be complete in the next week or two, then we decide on the final fix for the well. All good news.
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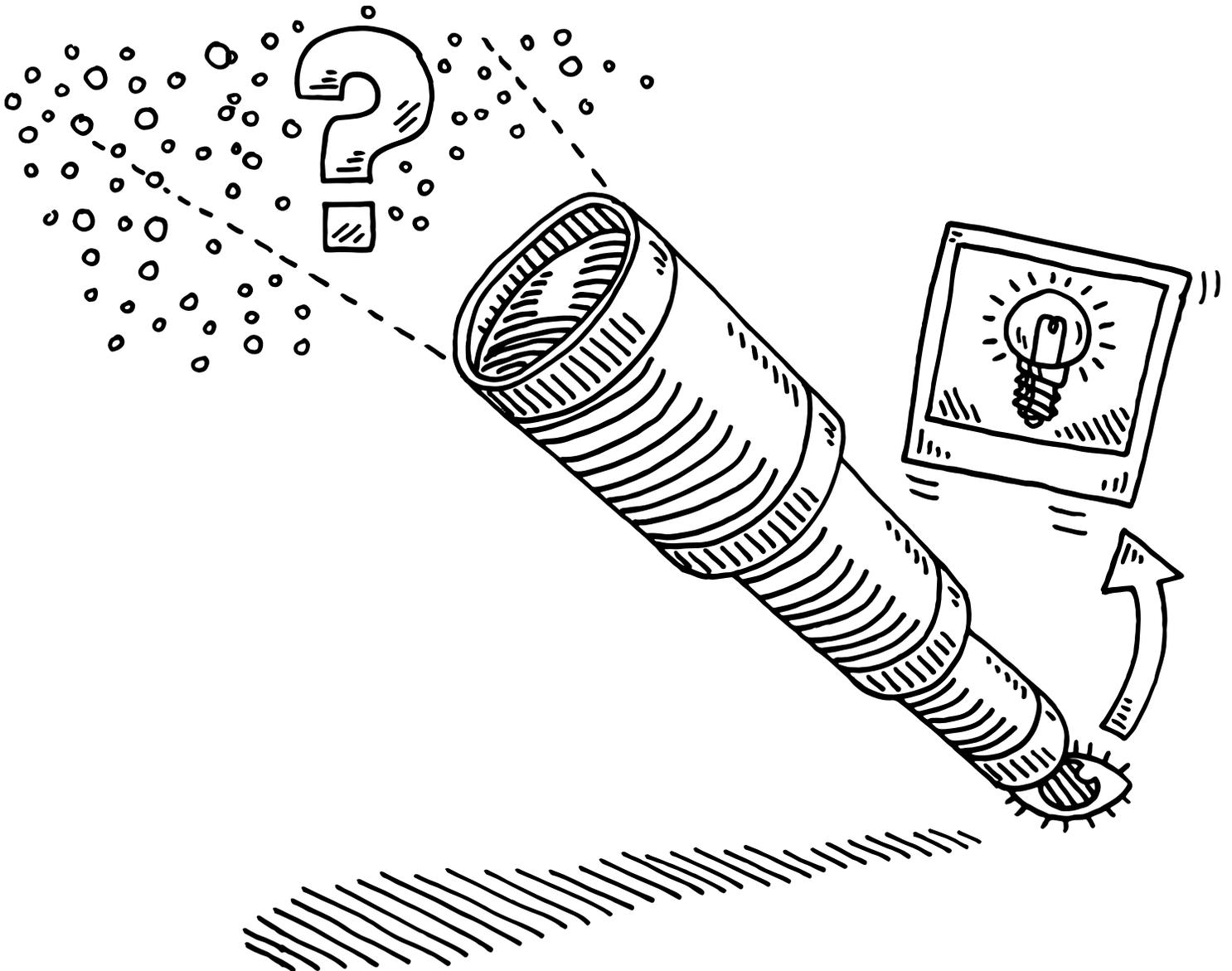


**California Special  
Districts Association**  
*Districts Stronger Together*



**BOARD MEMBER  
BEST PRACTICES  
WORKSHOP**

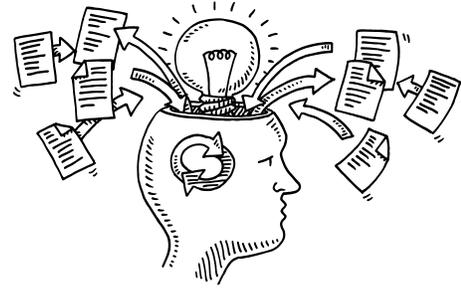
- CONVENIENT
- AFFORDABLE
- EDUCATIONAL





Wow

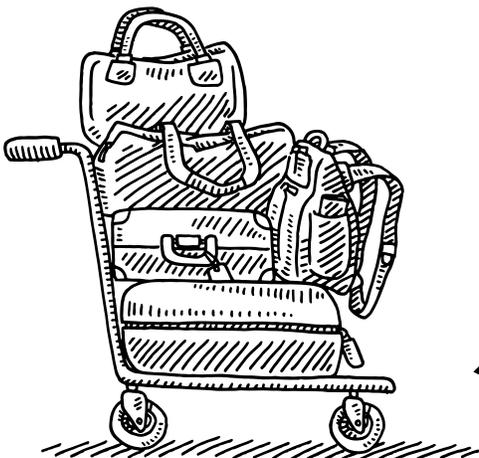
## GREAT BOARDS ARE MADE UP OF GREAT BOARD MEMBERS



**GREAT BOARDS ARE MADE UP OF GREAT BOARD MEMBERS:** they have a unity of purpose and a shared vision for their district. They may not always agree, but they come together when it counts for the good of the district and their constituents. Get your start, or continue down the path, of being a great board member with the following professional development events tailored to the unique needs of California's special district board members and trustees.

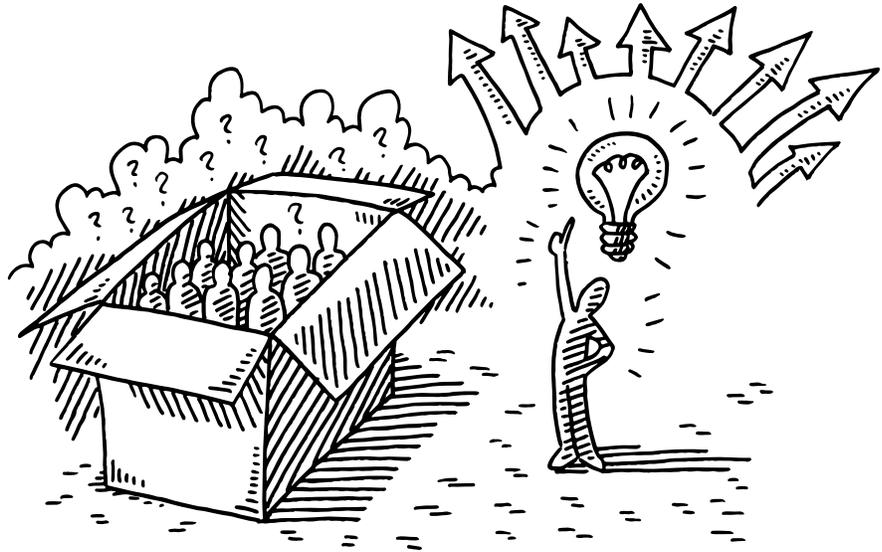
**OUR BOARD MEMBER BEST PRACTICES WORKSHOP** will get you up to speed quickly and with six workshops – one in each of CSDA's District NetWorks - there is sure to be one close to home.

This **fast-paced and informative session covers all of the essential best practices of serving as a board member or trustee of a special district.** As an introduction to CSDA's Special District Leadership Academy, this session will highlight: the roles of board members and staff; policies and procedures your district should consider to ensure effective governance; and general ethics principles related to special districts including an overview of laws affecting special districts (among other important topics).



*No need to bring  
your luggage!*

*Packaged for you...*



**January 19, 2017** – [SOUTHERN NETWORK](#) – THREE VALLEYS MUNICIPAL WATER DISTRICT: 1021 E. MIRAMAR AVENUE, CLAREMONT, CA 91711

**January 26, 2017** – [COASTAL NETWORK](#) – SANTA YNEZ COMMUNITY SERVICES DISTRICT: 1070 FARADAY STREET, SANTA YNEZ, CA 93460

**February 3, 2017** – [SIERRA NETWORK](#) – CSDA TRAINING CENTER, 1112 I STREET, SUITE 250, SACRAMENTO, CA 95814

**February 9, 2017** – [CENTRAL NETWORK](#) – CLOVIS VETERANS MEMORIAL DISTRICT, 808 4TH STREET, CLOVIS, CA 93612

**February 16, 2017** – [BAY AREA NETWORK](#) – SANTA CLARA VALLEY WATER DISTRICT, 5750 ALMADEN EXPRESSWAY, SAN JOSE, CA 95118

**February 23, 2017** – [NORTHERN NETWORK](#) – SHASTA MOSQUITO & VECTOR CONTROL DISTRICT, 19200 LATONA ROAD, ANDERSON, CA 96007

*Don't forget!*

**BOARD MEMBERS AND TRUSTEES ARE REQUIRED TO RECEIVE THE FOLLOWING TRAINING:**

**Required Ethics AB 1234 Compliance Training** – Every two years if you receive compensation or are reimbursed for your expenses. This is a best practice for all board members/trustees.

*You can satisfy this requirement one of four ways:*

- Live Ethics Compliance webinar: March 16, 2017 from 10:00 a.m. – 12:00 p.m.
- Participating in the Board Member Best Practices workshop.
- On-Demand Ethics Compliance webinar: available on-demand at [www.csd.net](http://www.csd.net). You can watch anytime, anywhere, and print your own certificate.
- Ethics Compliance DVD: visit [csd.net](http://csd.net), click professional development and bookstore.

**Required Harassment Prevention Training for District Boards and Staff** – Every two years if you receive any type of compensation, salary or stipend. This is a best practices for all board members/trustees.

*You can satisfy this requirement one of two ways:*

- Live Required Sexual Harassment Prevention webinar: January 24, 2017 from 10:00 a.m. – 12:00 p.m.
- On-Demand Sexual Harassment Prevention webinar: available on-demand at [www.csd.net](http://www.csd.net). You can watch anytime, anywhere and print your own certificate.

**Other helpful professional development activities for new and experienced board members include:**

- CSDA's Special District Leadership Academy Conference
- CSDA webinars – available live or on-demand at [www.csd.net](http://www.csd.net)
  - Must Have Communication Protocols for Board Members and Staff
  - Brown Act: Principles, Traps, and Avoiding Unintentional Violation
  - Rules of Order Made Easy!
  - Who Does What? Best Practices in Board/Staff Relations
  - Understanding Board Member & District Liability Issues



California Special Districts Association

# 2017 BOARD MEMBER BEST PRACTICES REGISTRATION

One form per registrant. Please make copies as needed.

Name/Title:

District:

Address:

City:

State:

Zip:

Phone:

Email:

Member status:  CSDA + SDRMA Member  CSDA Member  Non-member

## BOARD MEMBER BEST PRACTICES WORKSHOP

Total

- January 19, 2017 – Southern Network - Claremont
- January 26, 2017 – Coastal Network - Santa Ynez
- February 3, 2017 – Sierra Network - Sacramento
- February 9, 2017 – Central Network - Clovis
- February 16, 2017 – Bay Area Network - San Jose
- February 23, 2017 – Northern Network - Anderson

FREE SDRMA Member  \$50 CSDA Member  \$75 Non-Member

BOARD MEMBER BEST PRACTICES WORKSHOP - SUBTOTAL 1:

## REQUIRED AND RECOMMENDED TRAINING WEBINARS

Total

Required Sexual Harassment Prevention Training for Special Districts  
January 24, 2017 @ 10:00 a.m. – 12:00 p.m.

Free SDRMA Member  \$69 CSDA Member  \$99 Non-Member

Required Ethics Compliance Training – AB1234  
March 16, 2017 @ 10:00 a.m. – 12:00 p.m.

Free SDRMA Member  \$69 CSDA Member  \$99 Non-Member

WEBINARS - SUBTOTAL 2:

(COMBINE SUBTOTALS 1 AND 2) ----- TOTAL AMOUNT DUE:

Cancellations must be made IN WRITING and received via fax or mail no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee.

## Payment information

Check  Visa  MasterCard  American Express  Discover

Acct. name:

Acct. Number:

Expiration date:

Authorized Signature:

### Mail or Fax completed form to:

CSDA, 1112 I Street, Suite 200  
Sacramento, CA 95814  
f: 916.520.2465

### Questions?

Please contact us toll-free:  
877.924.2732

Visit [www.csda.net](http://www.csda.net) for  
additional cost-effective and  
convenient trainings.

**3** opportunities  
for training  
THROUGHOUT THE STATE!



CSDA's  
Special District  
Leadership Academy

FEB. 26 - MAR. 1, 2017 - LA JOLLA

APR. 23-26, 2017 - SAN LUIS OBISPO

JULY 9-12, 2017 - NAPA

# SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



*A Comprehensive Governance Leadership Conference  
for Elected and Appointed Directors/Trustees.*



*presented by  
CSDA and  
co-sponsored  
by SDRMA*



# SDLA

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

CSDA has created this conference to provide new board members with immediate training, to offer newly elected board presidents the training they need to lead effectively, and to provide experienced board members with current practices and information about the key concerns facing special districts.



*Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!*



#### **SDRMA Credit Incentive Points**

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

“As a new board member, I truly enjoyed attending the Governance Foundations workshop. The material was informative, and I recommend this workshop to anyone serving as an elected official.”

– Shiva Frentzen, Director, Cameron Park Community Services District

## Why attend?

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist. The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It’s what they bring to the table. Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

### Attendees will learn:

- Working as a team: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- Specific jobs that the board must perform.
- How individual values, skills, and knowledge help shape how effective boards operate.
- The importance of moving from “I” to “we” as the governance team.
- The board’s role in setting direction for the district.
- The board’s role in finance and fiscal accountability.
- Much more!

## Where to stay



**February 26 – March 1, 2017**  
**Embassy Suites La Jolla**  
 4550 La Jolla Village Drive  
 San Diego, CA 92122

### ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$159 plus tax, single or double occupancy by calling 1-800-362-2779 and using the group code XLE. The CSDA rate also includes discounted parking and complimentary guest room internet. The room reservation cut-off is January 27, 2017, however, space is limited and may sell out before this date.

### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, January 27, 2017.

### CANCELLATIONS

*Cancellations must be in writing and received by CSDA no later than February 13, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after February 13, 2017. Substitutions are acceptable and must be done in writing no later than February 20 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*



**April 23 – 26, 2017**  
**Embassy Suites San Luis Obispo**  
 333 Madonna Road  
 San Luis Obispo, CA 93405

### ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$120 plus tax, single or double occupancy by calling 805-549-0800 and using the group code XCO. There is complimentary self-parking at this location. The room reservation cut-off is March 24, 2017, however, space is limited and may sell out before this date.

### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, March 24, 2017.

### CANCELLATIONS

*Cancellations must be in writing and received by CSDA no later than April 10, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after April 10, 2017. Substitutions are acceptable and must be done in writing no later than April 17 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*



**July 9 – 12, 2017**  
**Embassy Suites Napa Valley**  
 1075 California Blvd.  
 Napa, CA 94559

### ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CAS. The room reservation cut-off is June 9, 2017, however, space is limited and may sell out before this date.

### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, June 9, 2017.

### CANCELLATIONS

*Cancellations must be in writing and received by CSDA no later than June 26, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after June 26, 2017. Substitutions are acceptable and must be done in writing no later than July 3 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*

## Demonstrate your commitment to good governance.

During the course of this conference, you will complete the entire Academy.

### SUNDAY

5:30 – 7:00 p.m.

#### REGISTRATION AND NETWORKING RECEPTION



Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

### MONDAY

8:30 a.m. – 12:30 p.m. *(Break for all attendees from 10:00 - 10:30 a.m.)*

#### BUILDING A FOUNDATION FOR GOOD GOVERNANCE

In this informational session, the instructor will lay the ground work for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

*This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*



**“Helped clarify my role as a new director.”**

– D. Albright, Director, Greater Vallejo Recreation District

12:30 – 1:30 p.m.

**LUNCH PROVIDED** *(all attendees)*

1:45 – 4:30 p.m. *(Break for all attendees from 3:00 - 3:30 p.m.)*

#### FULFILLING YOUR DISTRICT'S MISSION - CHARTING THE COURSE

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, and strategic goals and how to communicate those objectives to your constituents.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

5:30 – 7:00 p.m

#### SIP AND SAVOR EVENING RECEPTION

*Join us for a lively evening of networking and refreshments.*

*Sponsored by Special District Risk Management Authority*



You must attend all education sessions to earn your graduation certificate at the conclusion of the conference.

## TUESDAY

8:30 – 10:00 a.m.

### GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

10:00 – 10:30 a.m.

**BREAK** (all attendees)

10:30 a.m. – 12:00 p.m.

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 1

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

*This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (all attendees)

1:15 – 4:00 p.m. (Break for all attendees from 2:45 - 3:00 p.m.)

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 2

## OPEN EVENING

## WEDNESDAY

8:30 a.m. – 12:00 p.m. (Break for all attendees from 10:00 - 10:30 a.m.)

### SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

*This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

12:00 – 12:30 p.m.

### GRADUATION - CERTIFICATE DISTRIBUTION

At the completion of the conference attendees will be awarded a certificate of completion for the Special District Leadership Academy.

**Attendees must attend all education sessions to receive credit.**



“The workshop on Setting Direction/Community Leadership was out-standing. The instructor defined roles and responsibilities which were essential to productive and conscientious board members. The Leadership Academy should be a requirement for all new board members.”

– Dave Kulchin, Board Member, Leucadia Wastewater District



# 2017 Registration Form

Special District Leadership Academy Conference

### Three Ways to Register

- **Register online** by visiting the Special District Leadership Academy Conference website at [leadershipacademy.csda.net](http://leadershipacademy.csda.net).
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at [cathrinel@csda.net](mailto:cathrinel@csda.net) or call toll-free at the number listed above.

### Registration fees include:

- 2.5 days of education and materials
- 2 luncheons
- 2 receptions

Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:	
Emergency Contact - Name & Phone:		
<b>WHICH CONFERENCE WILL YOU BE ATTENDING?</b>		
<b>FEBRUARY 26 - MARCH 1, 2017 - LA JOLLA</b> <b>EARLY BIRD DISCOUNT: JANUARY 27</b> <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900  <b>AFTER JANUARY 27</b> <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	<b>APRIL 23-26, 2017 - SAN LUIS OBISPO</b> <b>EARLY BIRD DISCOUNT: MARCH 24</b> <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900  <b>AFTER MARCH 24</b> <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	<b>JULY 9-12, 2017 - NAPA</b> <b>EARLY BIRD DISCOUNT: JUNE 9</b> <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900  <b>AFTER JUNE 9</b> <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975
<b>SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!</b>		
<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT</b> <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT</b> <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675	
<b>Payment</b>		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. name:	Acct. Number:	
Expiration date:	Authorized Signature:	
<b>Special needs</b>		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

# Lake Don Pedro Community Services District

## Regular Meeting of December 19th, 2016

### AGENDA SUPPORTING DATA

#### 4. APPROVAL OF THE CONSENT AGENDA

- a. Read and File the November 2016 Treasurer's Report
- b. Approval of the Minutes of the following:
  - a. Regular Board Meeting November 21, 2016
  - b. Regular Board Meeting October 21, 2016
  - c. Special Board Meeting October 17, 2016
  - d. Regular Board Meeting September 9, 2016

#### Recommended Motion

Staff recommends the following motion:

***I move to approve the Consent Agenda as presented.***

#### Background

The October 2016 Treasurer's report and September 21, 2016, October 17, 2016, and October 21, 2016, and November 21, 2016 Board Meeting minutes are attached hereto for your review.

The meeting minutes as presented in this agenda packet accurately depict the actions and deliberations of the Board at the respective meetings, and are recommended for approval as presented.

#### **Treasurer's Report Summary**

With regard to the Treasurer's report, please find notes showing the reclassification of the board room AC system from the plant expense to the fixed assets on the balance sheet. You will also see a negative \$9141 in the well 5 grant revenue account which is the result of our billing the DWR for certain expenses approved in a first version of the project budget, and later moved for USDA to pay once their funding commitment was received. We received the money from DWR, which in this recent reimbursement request was credited back to DWR, since they were paying the same amount more for different project components, while USDA offered to pick up the costs previously reimbursed by DWR. There is no change in the amount of grant to be received.

With approximately 42% of the fiscal year complete through November, our revenue is slightly over budget and operating expense slightly under budget, resulting in a relatively equal income and expense, and including the \$310,569 in state grant revenue expected to be received in the next two weeks, income is solidly over expense for the year. Please note that we have not paid the majority of the cost of the filter renovations which will certainly chew up most of the available revenue over expenses.

**LAKE DON PEDRO  
COMMUNITY SERVICES DISTRICT**

Treasurer's Report

Reporting Period: November 2016

**The district ended the month of November 2016 with the following balances in our accounts:**

\* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 163,144	
Total Restricted:		<u>\$ 163,144</u>
Unrestricted:		
Checking	\$ 4,793	
Money Market - Working Capital	\$ 621,285	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 626,203</u>
Total Restricted & Unrestricted:		<u>\$ 789,347</u>

**The district ended November 2016 with the following amounts affecting our financial status:**

	Nov-2016	Year to Date
<u>Sales &amp; Business Revenue:</u>	<u>\$ 113,274</u>	<u>\$ 624,600</u>
<u>Total Operating Expenses:</u>	<u>\$ (61,715)</u>	<u>\$ (478,609)</u>
<u>Non-Operating Income/Expense:</u>	<u>\$ (16,145)</u>	<u>\$ (61,039)</u>
<u>Water Drought Income/Expense:</u>	<u>\$ 86,094</u>	<u>\$ 274,065</u>
<u>Change in Net Assets (P&amp;L):</u>	<u>\$ 121,508</u>	<u>\$ 359,017</u>
<u>Net Cash Flow:</u>	<u>\$ (80,398)</u>	<u>\$ 165,103</u>

**Accounts Receivable:**

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water Drought Reimb
Current	\$ 31,682	\$ -	\$ 71	\$ 96,879	\$ 108,647
> 30 Days	\$ 10,218	\$ -	\$ -	\$ -	\$ 201,922
> 60 Days	\$ 982	\$ -	\$ -	\$ -	\$ -
> 90 Days	\$ 5,760	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 11,935	\$ 188,094	\$ 5,241	\$ -	\$ -
Credits	\$ (12,921)				
<b>Total</b>	<b>\$ 47,656</b>	<b>\$ 188,094</b>	<b>\$ 5,312</b>	<b>\$ 96,879</b>	<b>\$ 310,569</b>
<b>Total Combined</b>	<b>\$ 332,629</b>		<b>\$ 5,312</b>		<b>\$ 310,569</b>
 G/L Balance	 \$ 332,629		 \$ 5,312		 \$ 310,569
<b>Difference</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>

\* Amount of availability payments received: \$0

\* Amount of availability payments outstanding: \$188,094

**Accounts Payables:**

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 23,310	\$ -	\$ 4,206
> 30 Days	\$ -	\$ -	\$ 6,136
> 60 Days	\$ -	\$ -	\$ 7,821
> 90 Days	\$ -	\$ -	\$ 16,028
Credits	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 23,310</b>	<b>\$ -</b>	<b>\$ 34,191</b>
 G/L Balance	 \$ 23,310	 \$ -	 \$ 34,191
<b>Difference</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Name

Title

Date

Statement of Revenues and Expenses (P&L)  
November 2016 & Year-To-Date Versus 6/30/17 Budget

	Nov-16	November vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
<b>Revenue</b>						
01-0-3010-302	Donated Capital - Meters Curre	-	#DIV/0!	20,000	#DIV/0!	- (20,000)
01-0-4010-400	Water Sales Residential	18,016	8.53%	144,016	68.18%	211,229 67,213
01-0-4010-402	Water Availability Revenue	15,675	8.25%	78,025	41.07%	190,000 111,975
01-0-4010-403	Water Service Charges	78,984	8.41%	394,134	41.97%	939,101 544,967
01-0-4020-410	Interest Income - LAIF	-	0.00%	469	63.79%	735 266
01-0-4020-413	Int Inc Penalties - Customer	2,057	9.42%	10,244	46.92%	21,830 11,586
01-0-4020-414	Transfer Fee Income	600	8.45%	2,400	33.80%	7,100 4,700
01-0-4020-415	Other Income	121	3.18%	956	25.16%	3,800 2,844
01-0-4020-416	Meter Set Fee	-	0.00%	4,500	90.00%	5,000 500
01-0-4020-417	Interest Income Guaranty Fed	-	0.00%	9	6.07%	144 135
01-0-4020-901	Hydrant Rental	-	#DIV/0!	40	#DIV/0!	- (40)
01-0-4020-902	Hydrant Consumption	-	#DIV/0!	33	#DIV/0!	- (33)
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%	4,500	22.06%	20,400 15,900
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000 32,000
	Transfer From Reserve					-
<b>TOTAL REVENUE*</b>	<b>116,352</b>	<b>8.12%</b>	<b>660,778</b>	<b>46.12%</b>	<b>1,432,639</b>	<b>771,861</b>
<b>Expenses</b>						
01-1-5010-100	Regular Pay - Plant	5,823	4.47%	44,953	34.54%	130,147 85,194
01-1-5010-101	Overtime Pay	940	4.70%	8,600	43.00%	20,000 11,400
01-1-5010-102	Sick Pay	301	5.25%	2,010	35.08%	5,730 3,720
01-1-5010-104	Vacation Pay	489	4.43%	3,028	27.42%	11,044 8,016
01-1-5010-105	Holiday Pay	1,276	16.37%	2,660	34.12%	7,796 5,136
01-1-5010-200	PERS	622	5.67%	3,716	33.87%	10,972 7,256
01-1-5010-201	FICA/Medicare	799	5.93%	4,779	35.46%	13,477 8,698
01-1-5010-202	SUI	-	0.00%	-	0.00%	1,641 1,641
01-1-5010-203	Health Insurance	3,895	8.14%	19,476	40.72%	47,828 28,352
01-1-5010-204	Workers Compensation	468	6.37%	1,919	26.12%	7,345 5,426
01-1-5010-206	Dental Insurance	390	7.94%	1,951	39.68%	4,917 2,966
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**	(8,998)	-51.99%	26,470	152.94%	17,307 (9,163)
01-1-5020-511	Repair & Maintenance - Vehicle	18	0.07%	6,601	26.82%	24,614 18,013
01-1-5020-512	Repair & Maintenance - Distribution	6,433	10.72%	17,239	28.73%	60,000 42,761
01-1-5020-515	R&M Transmission - Intake	-	0.00%	13,670	126.57%	10,800 (2,870)
01-1-5020-520	Small Tools & Equipment	451	15.05%	463	15.45%	3,000 2,537
01-1-5020-522	Gas, Oil & Lubricant - Plant	832	5.69%	4,812	32.88%	14,637 9,825
01-1-5020-524	Health & Safety	579	10.17%	1,771	31.09%	5,695 3,924
01-1-5020-529	Telephone - T & D	514	6.65%	2,583	33.40%	7,733 5,150
01-1-5020-544	Water Testing Fees	-	0.00%	3,805	31.07%	12,247 8,442
01-1-5020-545	Water System Fees	-	0.00%	-	0.00%	14,709 14,709
01-1-5020-548	Water Testing Materials	-	0.00%	-	0.00%	2,909 2,909
01-1-5021-521	Water Treatment Chemicals	-	0.00%	27,104	58.73%	46,151 19,047
01-1-5021-524	P G & E Power - Office	261	10.62%	1,520	61.74%	2,462 942
01-1-5021-525	P G & E Power - Intake	6,862	10.83%	41,866	66.11%	63,332 21,466
01-1-5021-526	P G & E Power - Well	24	0.26%	114	1.20%	9,523 9,409
01-1-5021-527	P G & E Power - Water Treatment	2,238	9.01%	14,243	57.35%	24,836 10,593
01-1-5021-528	P G & E Power - Distribution	1,787	8.70%	13,473	65.62%	20,533 7,060
01-1-5021-529	P G & E Power - Well 2	1,229	30.73%	2,707	67.68%	4,000 1,293
01-1-5021-530	P G & E Power - Medina	136	3.39%	913	22.83%	4,000 3,087
01-1-5021-532	P G & E Power - Well 5/6	136	3.39%	913	22.83%	4,000 3,087
01-1-5021-561	Purchased Water Actual-mid-p	4,206	7.76%	31,502	58.09%	54,232 22,730
01-1-5023-533	Outside Services***	3,967	87.01%	4,774	104.71%	4,559 (215)
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	500 500
01-1-5023-537	Pest Control	32	7.94%	160	39.70%	403 243
01-1-5023-538	Engineering Services	1,520	10.13%	12,158	81.06%	15,000 2,842
01-1-5023-539	Employee Education	-	0.00%	-	0.00%	3,000 3,000
01-1-5024-540	Memberships	-	0.00%	328	31.11%	1,055 727
01-1-5024-542	Publications	45	9.00%	45	9.00%	500 455

	Nov-16	November vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget	
01-1-5024-543	Licenses, Permits & Cert.	150	12.50%	150	12.50%	1,200	1,050
01-1-5032-583	Depreciation Expense	13,464	8.42%	68,177	42.61%	160,000	91,823
01-2-6010-100	Regular Pay - Administration	5,551	7.10%	33,920	43.37%	78,211	44,291
01-2-6010-101	Overtime Pay	-	0.00%	1,990	34.31%	5,800	3,810
01-2-6010-102	Sick Pay	247	104.33%	3,258	1374.89%	237	(3,021)
01-2-6010-104	Vacation Pay	432	9.20%	2,761	58.77%	4,697	1,936
01-2-6010-105	Holiday Pay	962	26.04%	1,735	46.98%	3,692	1,957
01-2-6010-200	PERS	432	7.55%	2,156	37.62%	5,730	3,574
01-2-6010-201	FICA/Medicare	509	7.02%	2,933	40.47%	7,248	4,315
01-2-6010-202	SUI	-	0.00%	192	16.34%	1,176	984
01-2-6010-203	Health Insurance	1,656	8.28%	8,278	41.38%	20,005	11,727
01-2-6010-204	Workers Compensation	46	6.36%	190	26.10%	727	537
01-2-6010-206	Dental Insurance	159	7.94%	796	39.68%	2,007	1,211
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	200	200
01-2-6010-546	Travel, Meetings & Mileage	161	13.41%	161	13.41%	1,200	1,039
01-2-6020-512	Propane	-	0.00%	66	15.28%	432	366
01-2-6020-515	Customer Billing Supplies	-	0.00%	927	94.65%	979	52
01-2-6020-529	Telephone - Admin	344	8.39%	1,616	39.42%	4,099	2,483
01-2-6020-530	Office Supplies	-	0.00%	988	23.78%	4,153	3,165
01-2-6020-531	Postage	460	5.02%	3,207	34.96%	9,172	5,965
01-2-6023-531	Computer IT	1,260	5.84%	15,618	72.39%	21,576	5,958
01-2-6023-533	Outside Services	8,736	6.99%	50,216	40.17%	125,000	74,784
01-2-6023-535	Office Cleaning Serv	140	8.42%	740	44.50%	1,663	923
01-2-6023-536	Legal Services	-	0.00%	3,835	25.57%	15,000	11,165
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	7,000	7,000
01-2-6023-539	Employee Education	-	0.00%	575	57.50%	1,000	425
01-2-6024-540	Memberships	-	0.00%	1,120	20.63%	5,428	4,308
01-2-6024-542	Publications	-	0.00%	430	44.56%	966	536
01-2-6024-547	County Fees	-	0.00%	80	8.00%	1,000	920
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%	2,800	33.67%	8,316	5,516
01-3-6025-201	FICA/Medicare	31	4.81%	214	33.68%	636	422
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%	-	0.00%	3,000	3,000
01-9-6030-569	Credit Card Service Charges	421	9.35%	2,157	47.89%	4,503	2,346
01-9-6030-572	Business Insurance Expense	2,343	6.94%	11,713	34.70%	33,757	22,044
01-9-6030-576	Misc Other Expense	28	0.37%	119	1.59%	7,478	7,359
01-9-6030-577	Retired Employee Health	1,913	#DIV/0!	9,200	#DIV/0!	-	(9,200)
01-9-6030-580	Retired EE Benefit Expense	-	0.00%	-	0.00%	148,142	148,142
01-9-6031-580	Interest Long Term Debt	3,800	7.28%	19,464	37.31%	52,173	32,709
01-9-6032-583	Depreciation Expense	17	0.69%	256	10.26%	2,500	2,244
<b>TOTAL EXPENSES*</b>		<b>80,938</b>	<b>5.58%</b>	<b>575,825</b>	<b>39.69%</b>	<b>1,450,899</b>	<b>875,074</b>
<b>IRWMP (DWR) GRANT PROJECT EXPENSE</b>							
TBD	Water Service Line Replacement	-	0.00%	-	0.00%	721,287	721,287
01-9-6030-589	IRWMP Regional Water Use Efficiency	20,794	19.77%	21,581	20.52%	105,156	83,575
<b>TOTAL IRWMP GRANT PROJECT EXPENSE</b>		<b>20,794</b>		<b>21,581</b>		<b>826,443</b>	<b>804,862</b>
<b>IRWMP GRANT PROJECT REVENUE</b>							
TBD	IRWMP Service Line Replacement		0.00%		0.00%	721,287	721,287
TBD	IRWMP Regional Water Use Efficiency		0.00%		0.00%	87,630	87,630
TBD	IRWMP Grant Administration		0.00%		0.00%	85,000	85,000
<b>TOTAL IRWMP GRANT REVENUE</b>		<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>893,917</b>	<b>893,917</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	587	#DIV/0!	1,943	#DIV/0!	-	(1,943)
01-9-6030-585	Medina Well	587	#DIV/0!	9,698	#DIV/0!	-	(9,698)
01-9-6030-586	Well 3/4	-	#DIV/0!	-	#DIV/0!	-	-
01-9-6030-587	Well 5	587	#DIV/0!	3,241	#DIV/0!	-	(3,241)
01-9-6030-588	Well 6	-	#DIV/0!	-	#DIV/0!	-	-
<b>TOTAL CARRYOVER PROJECTS EXPENSE</b>		<b>1,760</b>	<b>#DIV/0!</b>	<b>14,923</b>	<b>#DIV/0!</b>	<b>-</b>	<b>(14,923)</b>

	Nov-16	November vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
<b>Net Income / (Loss)</b>	<b>121,508</b>	<b>246.90%</b>	<b>359,017</b>	<b>729.50%</b>	<b>49,214</b>	<b>766</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.

\*\* \$18,500 for HVAC moved to fixed assets

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

**New Capital Improvement Projects**

01-0-1070-163	Structures - HVAC System	18,500		18,500		
01-0-1090-300	CIP-Filter Media Replacement	41,370		41,370		
01-0-1090-315	Intake Booster #2 Installation	1,173	2.35%	1,348	2.70%	50,000
TBD	Intake Pump Control Replacements	-	0.00%	-	0.00%	85,000
TBD	Intake Raw Water Pipeline Replacements	-	0.00%	-	0.00%	250,000
TBD	Ranchito Well #1 Renovation	-	0.00%	-	0.00%	37,611
01-0-1090-313	Office Server Installation w/Software	26,389	24.66%	26,389	24.66%	107,000
01-0-1090-314	CIP-Barge Renovation			3,506		
<b>TOTAL NEW CAPITAL IMPROVEMENT PROJECTS</b>		<b>87,431</b>	<b>16.51%</b>	<b>91,113</b>	<b>17.20%</b>	<b>529,611</b>

01-0-2040-233	Muni Finance Loan (Principal Payments)	-	0.00%	35,609	50.51%	70,500	34,891
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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	1,943	380,944	392,760	11,816
01-9-6030-585	Medina Well	32,328	394,640	9,698	436,666	599,950	163,284
01-9-6030-586	Well 3/4	66,152	57,951		124,103	257,000	132,897
01-9-6030-587	Well 5	-	178,944	3,241	182,185	329,820	147,635
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>14,923</b>	<b>1,489,323</b>	<b>2,064,350</b>	<b>575,027</b>

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

01-0-4020-418	Well 2 Grant Revenue	41,456	16.75%	101,426	40.98%	247,471	146,045
01-0-4020-419	Medina Well Grant Revenue	75,726	13.75%	217,678	39.52%	550,785	333,107
01-0-4020-420	Well 3 & 4 Grant Revenue	607	#DIV/0!	607	#DIV/0!		(607)
01-0-4020-421	Well 5 Grant Revenue *****	(9,141)	-2.25%	(9,141)	-2.25%	407,135	416,276
		<b>108,648</b>		<b>310,569</b>		<b>1,205,391</b>	<b>894,822</b>

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

**LDPCSD Financials****Statement of Net Assets (Balance Sheet)  
for the month ending November 2016****Asset :**

Cash and investments	\$	789,347
Restricted cash	\$	-
Accts Receivable net of res	\$	228,220
Water Drought Receivable	\$	310,569
Inventory	\$	69,931
Prpd expense & deposits	\$	29,025
Deferred Outflow of Resources	\$	1,112
Total current assets	\$	1,428,204

Property, plant & equipment	\$	9,100,156
less depreciation	\$	(6,733,652)
C I P	\$	993,567
Net P P & E	\$	3,360,071

## Other L T Assets

Total Assets	\$	4,788,275
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## Liabilites:

Accounts payable	\$	23,310
Interest payable	\$	9,500
Water Accrual	\$	34,191
Accrued Payroll	\$	45,665
L T debt, current	\$	73,884
Total current liab	\$	186,550

## L T debt

Post Retirement Benefit	\$	830,950
Net Pension Liability	\$	184,358
Deferred Inflow of Resources	\$	56,405
Muni Loan	\$	929,797
less current above	\$	(73,884)

Total Liabilites	\$	2,114,176
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Net assets	\$	2,674,099
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Total liab & net ass't	\$	4,788,275
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<u>Vendor</u>	<u>Check Amount</u>
000025 CHEMCO PRODUCTS COMPANY	8,036.85
000047 LAWSON & SON BACKHOE & GRADIN	4,490.00
000054 MARIPOSA COUNTY CLERK	150.00
000065 KKI CORPORATION	10,988.62
000076 USPS	452.29
000091 VALERO MARKETING & SUPPLY	832.13
000099 CYNTHIA MARCHESIELLO	160.92
000105 PACIFIC GAS & ELECTRIC	15,492.11
000106 BINKLEY ASSOCIATES, INC	2,955.00
000118 D & D PEST CONTROL *	32.00
000121 UNION DEMOCRAT*	41.80
000136 AT&T	410.95
000152 ERS INDUSTRIAL SERVICE	41,370.37
000165 ACWA/JPIA	7,464.14
000203 GRISWOLD, LaSALLE, COBB, DOWD	1,915.50
000383 BUSINESS CARD	923.79
000550 LUIS'S HOUSEKEEPING / YARDS	140.00
000562 SEMS TECHNOLOGIES, LLC	15,400.00
000564 TOTAL WASTE SYSTEMS MARIPOSA	126.72
000623 MOUNTAIN ALARM INC	468.00
000635 Contractor Compliance And Monitoring Inc	467.50
00071 Mother Lode Answering Service	239.00
0007488 GREEN RUBBER KENNEDY AG	3,506.42
0013854 SIGN STORE PLUS INC	372.98
014384 CANEPA AND SONS INC	1,760.00
019970 NJIRICH & SON'S INC	34,559.34
10107 HD Supply Water Works, LTD	1,502.16
660108 VERIZON WIRELESS	155.78
702 Warmerdam CPA Group	2,486.00
996 FOOTHILL EXPRESS	45.00
UB*10483 BARBARA WRIGHT	89.40
UB*10484 DONNA/CLARENCE SANDOVAL	13.30
UB*10485 GARY / PATRICIA MERKEL	118.80
UB*10486 JASON MOUNTS	186.13

**Report Total: 157,353.00**

## Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
November 21, 2016, 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 1:03 p.m.  
Directors present: Hankemeier, Sult, Warren, and Ross  
Directors absent: Johnson  
Also present: IGM P. Kampa  
Also present: Staff R. Gilgo  
Also present: Staff S. Marchesiello
2. **PUBLIC COMMENT:**  
The board received three public comments
3. **PRESENTATION ONLY:**
  - a. Presiding Officer's Report (Chaired by Vice President Hankemeier)  
*None given at this time*
  - b. General Manager's Report: Peter J. Kampa  
*Presented by GM P. Kampa*
  - c. Chief Plant Operator's Report: R. Gilgo  
*Presented by 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 October 2016 Treasurer's Report
  - b. Approval of the Minutes of the Regular Board Meetings September 21, 2016 and October 17, 2016

*Item b was pulled from the consent calendar. A consensus of the board was reached to bring the minutes back at a future date.*

**Motion: To approve item a, October 2016 Treasurer's Report on the consent calendar**

**Votes: Carried 4-0**

**First: Ross      Second: Sult**

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

**Nays: None**

## 5. DISCUSSION AND ACTION ITEMS

- a. Adoption of a Resolution initiating the formal bid process and authorizing the award of contracts for Intake Booster Pump Installation and Related Work

**Motion: To approve the recommended motion with modifications to “change informal bid to formal bid and nearly three years, to for much of the last 3 years” in the resolution and to adopt the resolution initiating the formal bid process and authorizing the award of contracts for Intake booster pump installation and related work**

**Votes: Carried 4-0**

**First: Ross      Second: Sult**

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

**Nays: None**

- b. Adoption of a Resolution authorizing unbudgeted expenditures not to exceed \$7,500 for the auditing, testing, troubleshooting and repair of the District automated meter reading system, and execution of related contracts

**Motion: To approve the recommended motion to adopt a resolution authorizing unbudgeted expenditures not to exceed \$7,500 for the auditing, testing, troubleshooting and repair of the District automated meter reading system, and execution of related contracts**

**Votes: Carried 4-0**

**First: Hankemeier      Second: Warren**

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

**Nays: None**

- c. Adoption of a Resolution authorizing unbudgeted expenditures not to exceed \$20,000 for renovations to the emergency pump barge system and execution of related contracts

**Motion: To approve the recommended motion to adopt a resolution authorizing unbudgeted expenditures not to exceed \$20,000 for renovations to the emergency pump barge system and execution of related contracts**

**Votes: Carried 4-0**

**First: Sult      Second: Ross**

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

**Nays: None**

Break 3:32 p.m. – 3:38 p.m.

- d. Adoption of a Resolution clarifying medical benefits provided to certain employees upon retirement from the District

*Consensus of the board to move item 5d to a closed session on a future agenda*

- e. Adoption of a Resolution amending the District’s Policy on Board Meeting Minutes

*Item 5e was pulled and will be added to a future agenda*

- f. Discussion Regarding Status of Implementation of the approved Maintenance Plan

*Report only, No action taken*

- g. Adoption of a Resolution supporting the Merced River S.A.F.E. Plan and opposing the State Water Resources Control Board's adoption of the Bay Delta Supplemental Environmental Document

**Motion: To approve the recommended motion with modifications to change “the word substitute with supplemental and the phrase sole supply water supply to vast majority of the water supply” in the resolution and approve resolution 2016-xxx opposing the State Water Board’s 2016 revised draft substitute environmental document and calling for support for the Merced River S.A.F.E plan**

**Votes: Carried 4-0**

**First: Hankemeier      Second: Ross**

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

**Nays: None**

**6. DIRECTORS COMMENTS:**

Director Warren- Commented that he would like updated information on the filters and budget and how much it cost to do it.

Director Hankemeier- Informed directors to come into the office to be sworn in and take their oath of office

**7. ADJOURNMENT: 4:15 p.m.**

Respectfully submitted by,

S. Marchesiello  
Board Secretary

## Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
October 17, 2016, at 1:00 p.m.

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

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

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

Directors present: Johnson, Hankemeier, Sult, and Warren

Directors absent: Ross

Also present: IGM P. Kampa

Also present: Staff S. Marchesiello

Note: Director Hankemeier left the meeting at 3:33 p.m.

**2. PUBLIC COMMENT:**

One public member spoke

**3. PRESENTATION ONLY:**

a. Presiding Officer's Report

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

*Presented by G.M. P. Kampa*

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

*Presented by Director Johnson – Items included were, the District only having one vehicle because the others were being serviced, community noticed vehicle out of our service area and the employee was taking water samples to be tested, a replacement line has been ordered for intake, getting a bid for the line replacement on Hormiga*

**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 September 2016 Treasurer's Report

b. Approval of the Minutes of the Regular Board Meeting September 21, 2016

c. Read and File California Environmental Quality Act (CEQA) Notice of Exemption Filed for the Water Service Line Replacement Project and Intake Booster Pump Installation Project

Item b was pulled from the consent calendar. A consensus of the board was reached to bring policy 5060 back to the board for consideration review.

**Motion: To approve items a & c of the consent calendar**

**Votes: Carried 4-0**

**First: Hankemeier      Second: Sult**

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

**Nays: None**

**5. DISCUSSION AND ACTION ITEMS**

- a. Review and Discussion Regarding Implementation of a Maintenance Program and Standards for District Infrastructure

***No action taken***

- b. Review a report on the status of implementation of the drive by meter reading system and plan for completion of remedial solutions to failing meters and transmitters

***No action taken***

- c. Review a report of the Emergency Groundwater Well Project Budget to Actual Expenses and Consideration of Approval of a Related 2016-17 Budget Amendment

- d. Informational Presentation Regarding the scope, function and cost of the District Supervisory Control and Data Acquisition system (SCADA).

***No action taken***

- e. Discussion and action regarding location of communication equipment on district properties including cellular, internet, radio towers and related equipment; including equipment owned by others and the potential of district installed systems.

***No action taken***

**6. DIRECTORS COMMENTS:**

Director Johnson - Commented that he had a list of items from notes he has taken and will summarize them and contact Pete to have them included on the November agenda. He would like to 'drive them to closure and get them off the agenda before the end of the year.'

**Close open session: 4:29 p.m.**

**Reconvene Open session: 4:52**

**7. 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 AT&T for the purpose of installation of high speed internet communication equipment. Property Owner: Lake Don Pedro CSD, Location: Arbolada Water Tank, Mariposa County Assessor's Parcel 019-090-003-0.

**8. ADJOURNMENT: 4:54**

**Respectfully submitted by,**

**S. Marchesiello  
Board Secretary**

## Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
October 21, 2016, at 3:00 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 3:05 p.m.

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

Also present: IGM P. Kampa

Also present: Staff S. Marchesiello

Also present: Staff R. Gilgo

**2. SPECIAL MEETING ACTION ITEMS**

- a. Adoption of a Resolution Approving Unanticipated and Unbudgeted Expenditures for the Emergency Renovation and Restoration of the Water Treatment Plant Filters.
- b. Adoption of a Resolution Approving an Emergency Declaration Regarding the Repair and Restoration of the Water Treatment Plant Filters in Accordance with California Public Contract Code §§ 22035 AND 22050.
- c. Adoption of a Resolution Approving a Contract with ERS Industrial Services, Inc. for Completion of the Emergency Repair and Restoration of the Water Treatment Plant Filter #1.

**Motion: To approve all resolutions on items a,b,&c with the clarification on item a resolution that the total cost of the removal of the old fouled filter media in both filter #1 and filter #2 and replacement with new in both filters, for a total cost of \$171,590.34**

**Votes: Carried 5-0**

**First: Hankemeier      Second: Ross**

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

**Nays: None**

**3. ADJOURNMENT:** 4:32 p.m.

Respectfully submitted by,

**S. Marchesiello**  
Board Secretary

## Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
September 19th, 2016, 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 3090 Merced Falls Rd., La Grange, CA 95329.  
President Johnson called the meeting to order at 1:03 p.m.  
Directors present: Johnson, Hankemeier, Sult, Ross, and Warren  
Also present: IGM P. Kampa  
Also present: Staff S. Marchesiello  
Also Present: Staff R. Gilgo
2. **PUBLIC COMMENT:**  
*One public member spoke*
3. **PRESENTATION ONLY:**
  - a. Presiding Officer's Report  
President Johnson reported that he listens to public comments and they are important. He stated that some of the comments are brought back and placed on future agendas. He referred to chemical purchases and outside place of use. He stated that we need to focus on the positives and moving the District forward. He said that when comments appear to attack then people get resistive; but if they try to encourage, coach and mentor it is more receptive.
  - b. General Manager's Report: Peter J. Kampa  
*Presented by G.M. P. Kampa*
  - c. Chief Plant Operator's Report: R. Gilgo  
*Presented by 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 August 2016 Treasurer's Report
  - b. Approval of the Minutes of the Regular Board Meeting Aug 15, 2016
  - c. Read and File California Environmental Quality Act (CEQA) Notice of Exemption Filed for the Water Service Line Replacement Project and Intake Booster Pump Installation Project

**Motion: To approve items a & b of the consent calendar with modifications to the minutes**

**Votes: Carried 5-0**

**First: Hankemeier      Second: Warren**

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

**Nays: None**

**5. DISCUSSION AND ACTION ITEMS**

- a. Adopt Resolution Approving a New District Policy on Merit Salary Increases

**Motion: To approve the resolution approving the policy of Merit Salary Increases**

**Votes: Carried 5-0**

**First: Ross      Second: Hankemeier**

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

**Nays: None**

- b. Review and Discussion Regarding Implementation of a Maintenance Program and Standards for District Infrastructure

***No action taken. Direction for the GM to bring the item back including time and cost associated with the maintenance plan***

- c. Status Update Report on the Implementation of the Intake Booster Pump Installation and Approval of Addition of an Intake Surge Tank Bypass Pipeline Connection.

***No action taken***

- d. Status Update Report on the Implementation of the Water Service Line Replacement Project

***No action taken***

- e. Review a report of the Emergency Groundwater Well Project Budget to Actual Expenses and Consideration of Approval of a Related 2016-17 Budget Amendment

***No action taken. Direction to have the item on next month's agenda***

- f. Status Update Report Regarding the Determination of Applicability of Retiree Medical Benefits for Certain Employees

***No action taken***

- g. Informational Presentation Regarding the establishment and location of District Boundaries, Sphere of Influence and Lake McClure Place of Use Boundaries.

***Consensus for G.M. P. Kampa to conduct research on the current maps of the District with legal descriptions and overlays and placed as an item on a future agenda***

**6. DIRECTORS COMMENTS:**

**Director Warren:** - Read an article titled "from the cities and County of Merced, the cities and County of Stanislaus, and Irrigation Districts" and would like this item placed on a future agenda. Please see attached article.

**7. ADJOURNMENT: 5:13 p.m.**

***Respectfully submitted by,***

***S. Marchesiello  
Board Secretary***

# Lake Don Pedro Community Services District

## Regular Meeting of December 19th, 2016

### AGENDA SUPPORTING DATA

#### 5. Discussion and Action Items

- a. Conduct the annual Board reorganization to include the appointment of the office of President and Vice-President

#### **Recommended Motion**

Staff recommends the following motion:

***I move to appoint director \_\_\_\_\_ to the office of Board President, and \_\_\_\_\_ -to the office of Board Vice President.***

#### **Background**

It is customary and the policy of the Board that in December of each year, the board conduct an annual organizational meeting in which the appointment of Board President and Vice President is made. The District policy describing the role of Board President and its policy on Board meeting, including the process and limitations of Board officers, is included with this agenda item.

The Board is not bound by law to follow its own existing protocol or policy with regard to the appointment of officers, and there is also no legal guidance or industry standard on how officer appointments are made. If the Board is to take action which is counter to its policy in this matter, as a best practice the member making the motion should also state why the policy should not be applicable in consideration of their recommended action, and/or what changes to policy should be considered in the future by the Board.

Government Code 61043 simply states:

- (a) Within 45 days after the effective date of the formation of a district, the board of directors shall meet and elect its officers. Thereafter, within 45 days after each general district or unopposed election, the board of directors shall meet and elect the officers of the board of directors. A board of directors may elect the officers of the board of directors annually.
- (b) The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve.
- (c) A board of directors may create additional offices and elect members to those offices, provided that no member of a board of directors shall hold more than one office.

# **LAKE DON PEDRO COMMUNITY SERVICES DISTRICT**

## **Policy and Procedures Manual**

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010

**5010.1** Regular meetings of the Board of Directors shall be held on the third (3<sup>rd</sup>) Monday of each calendar month at 1:00 pm in the Lake Don Pedro CSD Board Room, located at 9751 Merced Falls Road, La Grange, CA. Should the regular meeting fall on an observed Holiday, as defined by the District in Policy #2080, the Regular Meeting will be held on the next business day at 1:00 p.m.

**5010.2** Special meetings (non-emergency) of the Board of Directors may be called by the Board President or 3 directors.

**5010.2.1** All Directors, the General Manager, the District Secretary and any other appropriate District consultants shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

**5010.2.2** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone, fax or e-mail during business hours as soon after the meeting is scheduled as practicable.

**5010.2.3** An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

**5010.2.4** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

**5010.3** Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board-President or Vice President in the President's absence.

**5010.3.1** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such

newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**5010.3.2** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

**5010.4** Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no or less than a quorum of Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

**5010.5** Annual Organizational Meeting. The Board of Directors shall include an annual organizational meeting at its regular meeting in December. At this meeting, the Board will elect a President, Vice President. The President's position shall be limited to 2 (two) consecutive one year terms. Standing Committees shall be appointed from among its members to serve during the coming calendar year.

**5010.6** The General Manager shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**5010.7** The President and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## Policy and Procedures Manual

**POLICY TITLE: Board President**

**POLICY NUMBER: 4040**

**4040.1** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.2** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

# Lake Don Pedro Community Services District

## Regular Meeting of December 19th, 2016

### AGENDA SUPPORTING DATA

#### 5. Discussion and Action Items

- b. Adoption of a Resolution approving a formal response letter to the State Water Resources Control Board opposing adoption of the Bay Delta Substitute Environmental Document.

#### **Recommended Motion**

Staff recommends the following motion:

***I move to adopt the Resolution approving a formal response letter to the SWRCB opposing adoption of the Bay Delta Substitute Environmental Document.***

#### **Background**

As discussed in detail at the board's November regular meeting, the State Water Board is in the process of updating the Bay Delta Water Quality Plan (Plan) which serves as the regulation-making engine for all regional water quality decisions related to activities in areas draining into the San Joaquin River. In updating the Plan, the state prepared an Environmental Impact Report (environmental document) under the California Environmental Quality Act, or CEQA.

After circulating the initial environmental document and receiving volumes of comments, the state prepared a substitute environmental document (SED) which is currently in the process of being circulated publicly and will soon be adopted by the state Board.

This Board on November 21, 2016 adopted Resolution 2016-22, Supporting the Merced River S.A.F.E. Plan and Opposing the State Water Resources Control Board's Adoption of the Bay Delta Supplemental Environmental Document. This resolution is attached. Following adoption of this resolution, staff performed additional research into the 2000+ page SED and attended the meeting of the state board and has determined that additional comment to the state board is needed in the form of an official comment letter. Attached is a draft letter to the state board.

RESOLUTION 2016 - 22

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
SUPPORTING THE MERCED RIVER S.A.F.E. PLAN AND OPPOSING THE STATE WATER  
RESOURCES CONTROL BOARD'S ADOPTION OF THE BAY DELTA SUBSTITUTE ENVIRONMENTAL  
DOCUMENT

**WHEREAS**, the Lake Don Pedro Community Services District (herein "District") is a Local Governmental Agency formed and authorized to provide services within its jurisdiction, pursuant to Section §61000 et seq. of the California Government Code; and

**WHEREAS**, one of the powers of the District is to provide water for beneficial use for residents within District boundaries {Govt. Code §61100(a)}; and

**WHEREAS**, the District's water supply is derived from surface water diverted from its Lake McClure Intake at Barrett Cove, which provides the vast majority of the water supply for the community of 3200 including local schools, businesses, government and fire stations; and

**WHEREAS**, the District's pumping facilities on Lake McClure extend down to 700 feet above sea level, and below that level the District must utilize an emergency floating pump barge which can operate down to an elevation of approximately 560 feet above sea level, an elevation nearly reached in February 2015 and at which point the District's surface water supply is depleted; and

**WHEREAS**, in 2015 and 2016 as a result of the low Lake McClure water levels the District implemented emergency water conservation requirements for its customers and reduced water consumption in 2015 and 2016 by an average of 50% from the 2013 baseline year; and

**WHEREAS**, due to drought and regulatory requirements, the water level of Lake McClure has been below the District fixed pumps for nearly three years, and due to the projected impact of the increased instream flow required in the State Water Resources Control Board's Substitute Environmental Document (SED) prepared in support of the update of the Delta Water Quality Plan, Lake McClure is expected in the future to be below these pumps 40% to 50% more frequently than it has in the past; and

**WHEREAS**, the governing body of the District committed the investment of nearly its entire financial reserve beginning in 2015 for the development of a local groundwater supply adequate to meet the human consumption, sanitation and firefighting water needs of the community, all because the then required flows below New Exchequer Dam were draining the lake at up to one foot per day while our community's annual consumption amounted to less than ½ foot of lake elevation; and

**WHEREAS**, the District was able to only establish an emergency groundwater supply adequate to support 50% of the community's reduced (water conservation level) demand and Lake McClure surface water is absolutely critical to the survival of the Don Pedro community; and

**WHEREAS**, implementation of the Bay Delta SED will cause significant harm to our community's water supply and quality. Further, it will devastate our already-disadvantaged regional economy with losses reaching as high as \$231 million and nearly 1,000 jobs.

**WHEREAS**, the District has worked cooperatively with MID in its multi-million dollar effort, comprehensively studying the potential effects of continued operation of its New Exchequer hydroelectric facility under a new FERC license; and

**WHEREAS**, the District believes strongly that the studies performed by MID and now included within the Merced River S.A.F.E. Plan provide a balanced approach to water and related resources

management in the region, within the San Joaquin River Watershed and Delta.

NOW, THEREFORE, BE IT RESOLVED, DECLARED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. The District strongly opposes the diversion of water wisely used for 100 years in our community to benefit other areas of the state.
2. While attempting to improve water quality and fisheries in the southern Delta, the SED plan would in fact create more severe problems for the Don Pedro Community and entire region; including depletion of very limited emergency groundwater, increased incidence of total water supply outages, loss of property values, drastically increased electrical power consumption and water treatment costs.
3. The SAFE Plan (Salmon, Agriculture, Flows, Environment) provides a multi-benefit, and localized, approach to benefitting the salmon lifecycle.
4. The S.A.F.E Plan supports the Bay Delta water quality objectives while reducing the impacts to our local community.
5. The District has responsibly put Lake McClure water to beneficial use in our community since the 1960's and has invested millions in water conservation activities and leak reduction programs that resulted in a 50% reduction in water use in 2015.
6. The District supports the Merced River S.A.F.E. Plan and opposes the State Water Resources Control Board's adoption of the Bay Delta Supplemental Environmental Document

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on November 21, 2016, 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 Special 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 November 21, 2016.



**LAKE DON PEDRO  
COMMUNITY  
SERVICES DISTRICT**

**President**

Danny Johnson

**Vice President**

Dan Hankemeir

**Directors**

Emery Ross  
James Sult  
Russ Warren

**Interim General Manager**

Peter Kampa

**Office Supervisor**

Syndie Marchiesiello

**Operations Supervisor**

Randy Gilgo

**Mailing Address:**

9751 Merced Falls Rd  
La Grange, CA 95329

**Phone:** (209) 852-2331

**FAX:** (209) 852-2261

[www.ldpcsd.org](http://www.ldpcsd.org)

December 15, 2016

Felicia Marcus, Chair  
State Water Resources Control Board  
Add address here

Dear Ms. Marcus,

We appreciate the opportunity to comment on the amendment to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary and Draft Revised Substitute Environmental Document (herein referred to as SED). We understand and appreciate the State Water Resources Control Board's (Board) charge of amending this important plan, but at the same time must respectfully point the Board's attention to several critical flaws in the SED.

### Unimpaired Flow Standard is Flawed

Establishing arbitrary unimpaired flow standards as a means of improving salmon recovery in the Delta is an unproven practice that even the most experienced of scientists cannot support as a means for habitat improvement. According to Board staff, the 40% unimpaired flow standard is a compromise that attempts to balance water supply reliability and salmon restoration.

This method of regulation, while fairly simple to enforce by the Board, will produce an unknown impact on salmon coupled with the absolute negative impact on local water supplies with reduced water storage, especially in drought.

### Impact to Regional Drinking Water Systems

The vast majority of the Sierra Nevada Foothill communities were able to develop as the result of development of surface water supplies. Most of these communities have water rights dating back over 100 years. These communities rely almost exclusively and many of which are self sustaining on surface water supplies they have developed through investment of millions of local dollars. Groundwater is not an option to sustain these communities in the short or long term while lake levels drop drastically to support

### Impact to Lake Don Pedro CSD

The Lake Don Pedro Community Services District (LDPCSD) serves a population of 3500 and derives the majority of its water supply under contract with the Merced Irrigation District, through a diversion on Lake McClure. LDPCSD diverts less than 600 acre feet of water annually from a pumping system that can operate as the lake level drops down to an elevation of 710 feet above sea level (ASL). Below this elevation, emergency floating pumps are launched which pump to the lake's high water mark, where booster pumps transfer the water to a water treatment plant.

The emergency pumps can operate down to an elevation of approximately 560 feet ASL, a low level nearly reached in early 2015 when the lake dropped to 588 ASL before filling slightly with storm inflows. Below 560 ASL, the remaining Lake McClure water is miles away from the LDPCSD intake pumps. As a result in 2015 LDPCSD worked rapidly to secure emergency grant funding to construct three groundwater wells to support the human consumption, sanitation and firefighting water needs of the community. LDPCSD implemented drastic water conservation measures and customers responded with a consistent 50% reduction in water demand for over one year. Due to the hardrock environment in which LDPCSD is located, locating adequate groundwater is extremely problematic. Over 13 test holes had to be drilled to find two wells that produced a maximum of between 70 and 110 gallons per minute.

Through this year long, \$2 million effort to build wells, LDPCSD was able to develop adequate water supply to meet 50% of its average water demand for short emergency periods in which surface water was unavailable. Through extensive testing conducted by a Certified California Hydrogeologist, it was determined that the new emergency wells could perform for up to a maximum of six months before groundwater levels in the wells could no longer safely pump without water depletion. No aquifer exists and additional groundwater identification in our service area is unlikely. In this rock environment, deepening well or installing larger well pumps, as detailed in the SED as a solution to lack of access to surface water, is not an option in LDPCSD.

According to Board staff, in critically dry years it is expected that Lake McClure will be up to 25% lower than it has in past years of similar water years. In years such as 2015, any level of mandatory increase in reservoir outflow from McClure would have outstripped any current or future groundwater capacity in LDPCSD and resulted in widespread local water outages not due to lack of water availability, but the result of water discharged under a mandate in hopes of supporting restoring 1000 salmon to the river system.

## Impact to Regional Groundwater Supplies

During the recent severe drought period, hundreds of local private and public groundwater wells went dry, leaving many relying on imported supplies trucked in and stored in plastic tanks. If local surface waters are less available due to lower lake levels caused by higher outflows, local groundwater pumping will certainly increase further exacerbating the local groundwater well failures. With no groundwater aquifer, and unknown quantities of water stored in the hardrock fissures, use of groundwater supplies by the local communities including LDPCSD as the sole source of water supply is not a viable option.

## Conclusion

The SED must be rejected by the Board and a proper evaluation completed on the impacts of lower reservoir levels on the primary water supply for Sierra Nevada foothill communities. The evaluation must consider the lack of groundwater supply availability in communities well established using surface water rights and lacking the ability to deepen wells or install larger well pumps.

The Board must approve solutions for the Delta that balance all needs for surface water supply, and communities such as LDPCSD which has no adequate groundwater must have access to surface water to survive.

We appreciate your consideration and please contact us if you have any questions.

Sincerely,

Danny Johnson  
President, LDPCS Board of Directors

RESOLUTION 2016 -

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE SUBMITTAL OF A RESPONSE LETTER OPPOSING THE STATE WATER  
RESOURCES CONTROL BOARD'S ADOPTION OF THE BAY DELTA SUBSTITUTE ENVIRONMENTAL  
DOCUMENT

**WHEREAS**, the Lake Don Pedro Community Services District (herein "District") is a Local Governmental Agency formed and authorized to provide services within its jurisdiction, pursuant to Section §61000 et seq. of the California Government Code; and

**WHEREAS**, one of the powers of the District is to provide water for beneficial use for residents within District boundaries {Govt. Code §61100(a)}; and

**WHEREAS**, the District has adopted Resolution 2016-22, Supporting the Merced River S.A.F.E. Plan and Opposing the State Water Resources Control Board's Adoption of the Bay Delta Substitute Environmental Document which is to be submitted to the State Water Board during the SED comment period; and

**WHEREAS**, based on further review of the SED and review of testimony of state staff on the potential impacts of the SED's implementation, an additional response letter to the State Water Board regarding the SED is necessary to completely convey this Board's concern with adoption of the SED as written and likely impacts to our community water supply resulting from increased releases from Lake McClure;

NOW, THEREFORE, BE IT RESOLVED, DECLARED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. The above recitals are true and correct; and
2. The board does hereby approve the attached letter dated December 12, 2016 for submission to the State Water Board.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on December 19, 2016, 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 Special 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 December 19, 2016.

# Lake Don Pedro Community Services District

## Regular Meeting of December 19th, 2016

### AGENDA SUPPORTING DATA

#### 5. Discussion and Action Items

- c. Report on the financing capacity of the district based on current cashflow

#### Recommended Motion

This report is presentation only and therefor does not require a motion.

#### Background

In August 2016, the Board approved the District's first formally adopted Capital Improvement Plan (CIP). Containing over \$14 million over the next five years in needed infrastructure replacements and upgrades, completion of the improvements will obviously be outside of the cashflow of the District and require financing to complete.

Staff has contacted the CSDA Finance Corporation to receive information on the loans and other funding means available to the District through their organization. Bill Morton, Chief Consultant to the Finance Corporation estimates that our current borrowing capacity is approximately \$2 million based on our recent audits. Attached hereto is a simple amortization schedule showing the debt service payments for this amount of loan.

Mr. Morton recommends that we attempt to secure loan and grant funding from the State Water Board and USDA, both of which we have experience with in completing the well project. Both USDA and State Board loan funding are at very reasonable rates, and grants are available based on the median household income of the community, couple with the level of water rates, assessments and taxes. The higher the total cost of water service and lower the income, the higher the percentage of grant available.

Funding through both entities is available for planning and construction, but in many cases the grant money is issued on a first come, first served basis for "shovel ready" projects. A project is shovel ready when its engineering design is complete, permits issued and environmental review completed and certified. Typically the planning, design and permitting will total approximately 20% of the total project costs, unless complex engineering or environmental review is necessary which will increase those costs up to 30% or more.

Staff recommends that we review the USDA and State Water Board funding programs in more detail at an upcoming meeting, possibly seeking direction to submit applications and/or proceed with traditional bank financing.

PREPARED BY MUNICIPAL FINANCE CORPORATION DATE: December 6, 2016

PROPOSED LEASE PURCHASE FOR: Lake Don Pedro CSD

RE: Water system improvements

NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED

Purchase Option amount is exclusive of the rental payment due on same date

Interest rate quote is valid for an acceptance within 15 days and lease funding within 60 days.

Payments: Annually in arrears 20 years 3.75%

PMT #	Due Date	Rent Payment	To Principal	To Interest	Purchase Option
1		\$143,924.19	\$68,924.19	75,000.00	
2		143,924.19	71,508.85	72,415.34	
3		143,924.19	74,190.43	69,733.76	
4		143,924.19	76,972.57	66,951.62	
5		143,924.19	79,859.04	64,065.15	
6		143,924.19	82,853.76	61,070.43	
7		143,924.19	85,960.77	57,963.42	
8		143,924.19	89,184.30	54,739.89	1,404,809.74
9		143,924.19	92,528.71	51,395.48	1,309,967.81
10		143,924.19	95,998.54	47,925.65	1,211,569.31
11		143,924.19	99,598.48	44,325.71	1,109,480.87
12		143,924.19	103,333.43	40,590.76	1,003,564.10
13		143,924.19	107,208.43	36,715.76	893,675.46
14		143,924.19	111,228.75	32,695.44	779,665.99
15		143,924.19	115,399.82	28,524.37	661,381.18
16		143,924.19	119,727.32	24,196.87	538,660.68
17		143,924.19	124,217.09	19,707.10	411,338.16
18		143,924.19	128,875.23	15,048.96	279,241.05
19		143,924.19	133,708.05	10,216.14	142,190.30
20		143,924.19	138,722.24	5,201.95	0.00

TOTALS: \$2,878,483.80 \$2,000,000.00 \$878,483.80

# Lake Don Pedro Community Services District

## Regular Meeting of December 19, 2016

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS

- d. Adoption of a Resolution amending the District's Policy on Board Meeting Minutes

#### **Recommended Motion**

Staff recommends the following motion:

***I move to adopt a Resolution amending the District's Policy on Board Meeting Minutes***

#### **Background**

The current District policy, attached to this agenda item, prescribing the preparation of meeting minutes contains a requirement that the District Secretary (and Board) determine the "relevancy" of public comments received during the Board meeting. Persons commenting at a Board meeting submit their thoughts to the Board as relevant, and therefore for the District to not include in the minutes every public comment received would appear to the public as saying "your comments are not relevant here".

The determination of whether public comments received on agenda or non agenda items is "relevant" as described by the existing minutes policy, is extremely subjective and leaves the District to potential liability, criticism and "not considering public comment" when public comment is left out of the minutes, or summarized in the words of the Secretary or Board. Public comment is intended to guide and inform the Board's decision at meetings, or in the case of non-agenda items, for the Board to consider delegating certain actions to the General Manager, for Board or committee review, or adding items to future agendas for discussion.

Board meetings are intended as public venues in which the Board takes action on district matters. The law requires the Board to take public comment on agenda items before action is taken, and to allow an opportunity for the public to comment on items not on the agenda, but within the subject matter and jurisdiction of the District. The Board Secretary is charged with preparing the meeting minutes, which are the official record of District actions.

Recording of all public comments received, in verbatim fashion, can significantly lengthen minutes and cloud the actions and minutes of the Board. Based on extensive training and certification as Board Secretaries, staff recommends that the Board's policy on Meeting Minutes be amended to limit the amount of information included in the official minutes to the amount necessary to adequately document the Board's deliberations, decisions and actions.

A draft revised policy as recommended by the CSDA Leadership Academy is included in the attached Resolution for your consideration.

RESOLUTION 2016 -\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
APPROVING A REVISED POLICY ON BOARD MEETING MINUTES

**WHEREAS**, the Lake Don Pedro Community Services District (herein "District") is a Local Governmental Agency formed and authorized to provide services within its jurisdiction, pursuant to Section §61000 et seq. of the California Government Code; and

**WHEREAS**, California Government Code Sections 61050 and 61051 require that the Board of Directors adopt policies governing the operation of the District, and require the General Manager to implement these policies; and

**WHEREAS**, the District's current policy prescribing the preparation and content of Board meeting minutes is overly descriptive and can be easily misapplied; and

**WHEREAS**, the existing Meeting Minutes policy requires that public comments made at the meeting be summarized and included in the permanent record of the District, which can cause confusion and misunderstandings of the record; and

**WHEREAS**, clear, concise and accurate records of Board actions are paramount to the successful and efficient operation of the District, and the Board wishes to revise its policy to become consistent with current industry practices for meeting minute's preparation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT that the revised Meeting Minutes policy is included herein, shall be approved and effective immediately, and that prior policies on Meeting Minutes are hereby repealed.

*The Secretary of the Board of Directors is the staff person responsible for District records and shall keep minutes of all regular and special meetings of the Board.*

*Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.*

*Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. During the 30-day period, the District will provide, without charge, the necessary equipment for inspection of said recordings at the District Office during regular business hours. In addition to the 30-day requirement, the District will maintain the recordings in accordance with its current Records Retention Policy. Copies of audio recordings will be charged according to District policy for reproduction records and information.*

*The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads.*

*The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions, or motions.*

*The District Secretary shall be required to make a record only of such business as was*

*actually considered by a vote of the Board and shall not be required to record any remarks of Directors or any other person. The Secretary shall also list in the minutes any direction given by a confirmed consensus of the Board at the meeting.*

*Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.*

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on December 19, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Danny Johnson, President, Board of Directors

ATTEST:

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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 December 19, 2016.