

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
May 15, 2023 at 1:00 p.m.

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

2. PUBLIC COMMENT:

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

3. PRESENTATION ONLY:

- a. Presiding Officer's Report
- b. General Manager's Report:
 - Grant / Study Updates
 - Current District Projects
 - Operations Updates
 - Administrative Updates

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

- a. Read and file the Treasurer's Report for the period ending April 30, 2023 including summary of claims paid
- b. Approval of the Minutes of the Regular Meeting of April 17, 2023 and Personnel Committee Meeting April 24, 2023

5. DISCUSSION AND ACTION ITEMS:

- a. Discussion / Information only regarding the On-Call Standby Calendar
- b. Discussion / Approval regarding Changes to the Stand Duty (on- Call) Policy #2171
- c. Discussion / Information only regarding USDA (United States Department of Agriculture) Raw Water Main Replacement Update
- d. Discussion / Information only regarding the LDP Baptist Church Meter Update
- e. Discussion / Information only regarding LDPCSD Water Treatment Filters
- f. Discussion / Information only regarding the Barge Storage
- g. Discussion / Approval of Resolution 2023-xxx Commending Donelda (Nellie) Sperry for her Years of Service to LDPCSD

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

6. CLOSED SESSION:

a. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
GOVERNMENT CODE SECTION 54957(b)(1)

Report from Subcommittee

Title: General Manager

7. ADJOURNMENT:

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Lake Don Pedro Community Services District

GENERAL MANAGER'S REPORT

May 15th, 2023

Operations staff have been very active performing service leak replacements and water main repairs throughout our District. Thankfully, at this time there are no known leaks within our service area. Raw water quality has been poor. We have significantly increased our water treatment chemical dosage to adequately treat our surface water and meet our drinking water standards. We are performing weekly sedimentation basin cleanings, and the Raw Water Storage Tank is scheduled for its annual cleaning on May 19th.

Water demand is increasing with the season change, and staff have been extremely active preparing our treatment plant in anticipation of summer high demand. We are thankful for the continued support from District residents in reporting potential leaks!

In addition to finding me in my office, I can be reached at the following:

- District phone – (209) 852-2331
- E-mail - Patrick@ldpcsd.org

Grant/Study Updates

DWR BARRETT COVE RAW WATER INTAKE PROJECT- PLEASE SEE STAFF REPORT

USDA LOAN / RAW WATER MAIN REPLACEMENT- PLEASE SEE STAFF REPORT

DWSRF- Nothing to report at this time.

Current District Projects

- **EMERGENCY LEAK CREW** – We have performed **two water main repairs & four service leaks** since our last meeting.

- **PORTER RAW WATER MAIN LEAK- COMPLETE**
- **WATER TREATMENT FILTERS – PLEASE SEE STAFF REPORT**
- **SCADA STATE REPORTS- COMPLETE**
- **VIOLETTA HYDRANT & VALVE REPLACEMENT – COMPLETE**
- **ENEBRO STORAGE TANK VENT-** During one of our late winter storms, high winds blew the vent off our Enebro water storage facility. Staff have ordered the appropriate hardware to properly fix.
- **10” INFLUENT METER INSTALLATION – COMPLETE**
- **RAW WATER TANK CLEANING & INSPECTION –** Scheduled May 19th
- **ARBOLODA STATION –** We have ordered a new pump & motor to complete station upgrade. District staff will perform the install.
- **TREATMENT PLANT INSTRUMENTATION –** Operations staff performed all servicing, cleaning, and re-calibration of treatment plant instrumentation.
- **MARAVILLA HYDRANT & VALVE REPLACEMENT - COMPLETE**
- **SEDIMENTATION BASIN –** Operations staff have begun emptying & cleaning sedimentation basin weekly to ensure water quality meets standards. This maintenance item requires 2 to 3 operators for approximately half a day to perform duties.

Operations

- **SERVICE ORDERS & USA’S –** This past month we have completed **63** service order requests & **42 USA** Tickets included:
 - 33meter reads, for properties being transferred or sold & ZERO CONSUMPTION
 - 4 possible leaks
 - 1 Meter Install
- **MONTHLY METER READS -** Staff performed **1526** monthly meter reads for billing. We read approximately 350 of these meters manually.
- **USA NORTH 811 –** Underground Service Alert is a non-profit organization that links the excavation community and the owners of the underground lines. LDPCSD receives USA Ticket requests daily to locate and mark our existing water lines for a planned excavation. PG&E and their subcontractors have been **extremely active** in our community.
- **WATER SAMPLES -** Working with our water lab under the guidance of the SWRCB, District staff grab water samples on the 1st or 3rd Tuesday of each month.

- **WATER STORAGE SITE INSPECTIONS** – Field staff are in the process of visiting each water storage facility, and hydro-pneumatic station in order to perform preventive maintenance on pumps, visually inspect all components and cleanup area.
- **WATER QUALITY** – With the continued rainstorms, runoff has made treating water difficult. Treatment operators have been diligent, performing jar tests, and adjusting chemical dosages to maximize water quality while also minimizing costs associated.

Administrative

- **RAW WATER TANK CLEANING & INSPECTION** – Scheduled May 19th.
- **ON- CALL CALENDAR- PLEASE SEE ATTACHED STAFF REPORT & CALENDAR**
- **2022-2023 CONSUMER CONFIDENCE REPORT - COMPLETE**
- **LDP BAPTIST CHURCH – PLEASE SEE STAFF REPORT**
- **BARGE STORAGE – PLEASE SEE STAFF REPORT**
- **LDPCSD ANNUAL EMPLOYEE EVALUATIONS – COMPLETE**
- **LDP GOLF COURSE INVESTMENT GROUP** – I have provided the investment group requested information and am awaiting a response.
- **LAKE DON PEDRO OWNERS ASSOCIATION** – I periodically check in with owners association to ensure there are no issues with properties within our area. LDPOA has no issues or concerns at this time.
- **VERIZON CONNECT / VEHICLE GIS** – Approximately two years ago we encountered issues with our vehicle GIS systems. I contacted our vendor to perform mitigation work. The work was never completed; however, the District was billed an annual service fee. I disputed this \$1800 charge and nearly two years later the fee has been removed from our account.
- **USDA UPDATE** – Our community programs specialist Antonio Ybarra has assisted our District throughout the duration has accepted a new position with the State. We have been assigned a new representative, Sara Brookes. I am in contact and eager to move forward in this planning process.
- **DESIGN BUILD CONTRACTOR SELECTION** –Working with Black Water, the District has selected four contractors to participate in the design build application/selection process. We are finalizing the request for proposal and selected contractors will receive by the end of May.
- **LDPCSD BOARD ELECTION** – Congratulations to Russ Warren & Mary Smith!
- **ON- CALL POLICY – PLEASE SEE STAFF REPORT**

- **OPERATIONS STAFF REPORTING DOCUMENTS** – I recently created a series of reporting documents to assist operations staff in documenting work performed. These documents will help in tracking various District activities, and assist in our 2023 preventative maintenance program.
- **SWRCB DROUGHT TECHNICAL MONITORING ORDER** – This in depth monthly report tracks the usage of all District water sources.
- **APRIL DAILY TASK BREAKDOWN – PLEASE SEE ATTACHMENT**

Sincerely,

Patrick McGowan, General Manager



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Patrick McGowan
Date: May 15th, 2023
Subject: Reservoir Level Update

Description – Reservoir Level

April 6th, 2023

825.60' Above Sea Level
749,576 Acre Feet Water Storage

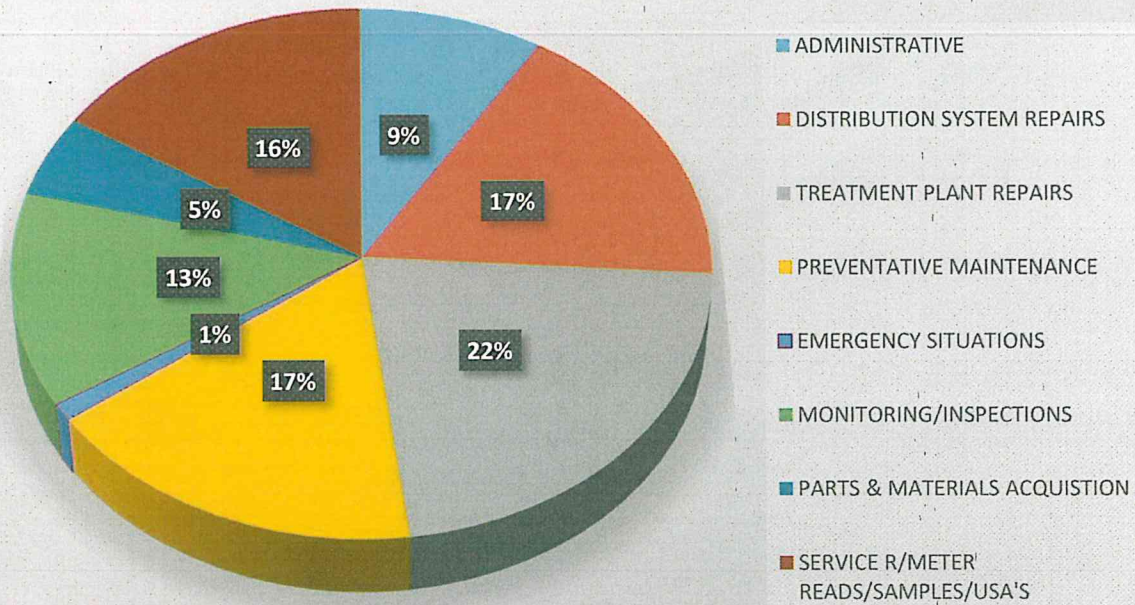
May 6th, 2023

802.93' Above Sea Level
640,666 Acre Feet Water Storage

108,910 Acre Feet **DECREASE** in Storage
35 Billion Gallons of Water decrease
22.67' **DECREASE** in Reservoir Level
Seasonal Rainfall Total = 33.75"

ADMINISTRATIVE	9%
DISTRIBUTION SYSTEM REPAIRS	17%
TREATMENT PLANT REPAIRS	22%
PREVENTATIVE MAINTENANCE	17%
EMERGENCY SITUATIONS	1%
MONITORING/INSPECTIONS	13%
PARTS & MATERIALS ACQUISITION	5%
SERVICE R/METER READS/SAMPLES/L	16%

APRIL TASK BREAKDOWN



**LAKE DON PEDRO
COMMUNITY SERVICES DISTRICT**

Treasurer's Report

Reporting Period: April 2023

The district ended the month of April 2023 with the following balances in our accounts:

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	178,413
Total Restricted:		<u>\$ 178,413</u>
Unrestricted:		
Checking	\$	87,577
Money Market - Working Capital	\$	324,087
Petty Cash	\$	<u>125</u>
Total Unrestricted:		<u>\$ 411,789</u>
Total Restricted & Unrestricted:		<u>\$ 590,202</u>

The district ended April 2023 with the following amounts affecting our financial status:

	Apr-2023	Year to Date
Sales & Business Revenue:	\$ 133,546	\$ 1,392,163
Total Operating Expenses:	\$ (119,580)	\$ (1,392,357)
Non-Operating Income/Expense:	\$ (13,212)	\$ (156,437)
Water Drought Income/Expense:	\$ (17,722)	\$ (44,318)
Change in Net Assets (P&L):	\$ (16,968)	\$ (200,948)
Net Cash Flow:	\$ 51,623	\$ (170,094)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 39,033	\$ -	\$ -	\$ 117,473
> 30 Days	\$ 311	\$ -	\$ -	\$ -
> 60 Days	\$ 22,042	\$ -	\$ -	\$ -
> 90 Days	\$ 5,295	\$ -	\$ -	\$ -
> 120 Days	\$ 30,899	\$ 177,912	\$ 35,377	\$ -
Credits	\$ (28,579)			
Total	\$ 69,001	\$ 177,912	\$ 35,377	\$ 117,473
Total Combined	\$ 364,386		\$ 35,377	
 G/L Balance	 \$ 364,386		 \$ 35,377	
 Difference	 \$ -		 \$ -	

* Amount of availability payments received: \$114,424

* Amount of availability payments outstanding: \$63,488

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 23,858	\$ -	\$ 7,654
> 30 Days	\$ -	\$ -	\$ 6,434
> 60 Days	\$ -	\$ -	\$ 5,448
> 90 Days	\$ -	\$ -	\$ 66,302
Credits	\$ -	\$ -	\$ -
Total	\$ 23,858	\$ -	\$ 85,838
 G/L Balance	 \$ 23,858	 \$ -	 \$ 85,838
 Difference	 \$0	 \$0	 \$0

“ I certify that the District investments have been made in accordance with the Investment Policy. I further certify that the District has adequate revenue to cover its operating expenses for the next six months, in accordance with California Government Code Sections 53646 (b) (2) and (3) respectively”.

Name	Title	Date
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Statement of Revenues and Expenses (P&L)
April 2023 & Year-To-Date Versus 6/30/23 Approved Budget

		Apr-23	April vs Budget %	2022-2023 YTD	YTD vs Budget %	2022-2023 Budget	Remaining Budget
Revenue							
01-0-3010-301	Meter Reconnection Fee	-	0.00%	200	200.00%	100	(100)
01-0-3010-302	Donated Capital - Meters Curre	5,000	5.26%	30,000	31.58%	95,000	65,000
01-0-4010-400	Water Sales Residential	25,259	6.39%	339,918	86.06%	395,000	55,082
01-0-4010-402	Water Availability Revenue	14,801	8.00%	147,360	79.65%	185,000	37,640
01-0-4010-403	Water Service Charges	92,336	8.71%	891,842	84.14%	1,060,000	168,158
01-0-4020-410	Interest Income - LAIF	1,194	72.13%	3,042	183.67%	1,656	(1,386)
01-0-4020-413	Int Inc Penalties - Customer	2,837	12.33%	30,174	131.19%	23,000	(7,174)
01-0-4020-414	Transfer Fee Income	650	6.31%	6,150	59.71%	10,300	4,150
01-0-4020-415	Other Income	(50)	-0.49%	1,181	11.58%	10,200	9,019
01-0-4020-416	Meter Set Fee	500	5.26%	3,500	36.84%	9,500	6,000
01-0-4020-900	Hydrant Service Charge	-	0.00%	316	79.00%	400	84
01-0-4020-901	Hydrant Rental	-	0.00%	520	40.00%	1,300	780
01-0-4020-902	Hydrant Consumption	-	0.00%	553	73.72%	750	197
01-0-4020-999	Avail Fee Income	-	0.00%	1,804	75.17%	2,400	596
01-0-4040-100	Lease Fee	1,450	5.14%	22,600	80.14%	28,200	5,600
TOTAL REVENUE		143,978	7.90%	1,479,160	81.15%	1,822,806	343,646
Expenses							
01-1-5010-100	Regular Pay - Plant	17,385	8.36%	177,393	85.29%	208,000	30,607
01-1-5010-101	Overtime Pay	2,470	8.96%	21,611	78.42%	27,560	5,949
01-1-5010-102	Sick Pay	698	8.67%	7,803	96.86%	8,056	253
01-1-5010-104	Vacation Pay	840	7.20%	9,934	85.20%	11,660	1,726
01-1-5010-105	Holiday Pay	-	0.00%	6,575	63.29%	10,388	3,813
01-1-5010-200	PERS	1,658	8.69%	21,056	110.35%	19,080	(1,976)
01-1-5010-201	FICA/Medicare	1,601	8.39%	17,075	89.49%	19,080	2,005
01-1-5010-202	SUI	-	0.00%	756	44.47%	1,700	944
01-1-5010-203	Health Insurance	4,208	8.09%	42,360	81.46%	52,000	9,640
01-1-5010-204	Workers Compensation	562	4.32%	8,268	63.60%	13,000	4,732
01-1-5010-206	Dental Insurance	315	7.88%	3,153	78.83%	4,000	847
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	2,027	202.69%	1,000	(1,027)
01-1-5020-510	Repair & Maintenance - Plant	549	2.39%	13,161	57.22%	23,000	9,839
01-1-5020-511	Repair & Maintenance - Vehicle	2,631	26.31%	8,217	82.17%	10,000	1,783
01-1-5020-512	Repair & Maintenance - Distribution	-	0.00%	33,983	102.98%	33,000	(983)
01-1-5020-515	R&M Transmission - Intake	-	0.00%	2,100	42.00%	5,000	2,900
01-1-5020-517	R&M Transmission - Well #2	-	0.00%	15,000	100.00%	15,000	-
01-1-5020-520	Small Tools & Equipment	673	6.73%	3,493	34.93%	10,000	6,507
01-1-5020-521	Vehicle Equipment Fuel	1,333	9.52%	14,903	106.45%	14,000	(903)
01-1-5020-522	Gas, Oil & Lubricant - Plant	-	0.00%	2,332	46.65%	5,000	2,668
01-1-5020-524	Health & Safety	18	0.24%	4,322	57.63%	7,500	3,178
01-1-5020-529	Telephone - T & D	1,301	10.01%	11,654	89.65%	13,000	1,346
01-1-5020-544	Water Testing Fees	3,110	20.73%	12,690	84.60%	15,000	2,310
01-1-5020-545	Water System Fees	-	0.00%	13,343	121.30%	11,000	(2,343)
01-1-5020-548	Water Testing Materials	-	0.00%	2,556	255.62%	1,000	(1,556)
01-1-5021-521	Water Treatment Chemicals	9,703	25.54%	49,464	130.17%	38,000	(11,464)
01-1-5021-524	P G & E Power - Office	257	9.00%	3,370	118.26%	2,850	(520)
01-1-5021-525	P G & E Power - Intake	10,646	9.63%	111,676	101.06%	110,500	(1,176)
01-1-5021-526	P G & E Power - Well	31	0.18%	1,424	8.38%	17,000	15,576
01-1-5021-527	P G & E Power - Water Treatment	2,904	8.30%	33,648	96.14%	35,000	1,352
01-1-5021-528	P G & E Power - Distribution	3,200	8.00%	39,089	97.72%	40,000	911
01-1-5021-529	P G & E Power - Well 2	71	1.59%	584	12.97%	4,500	3,916
01-1-5021-530	P G & E Power - Medina	382	38.17%	3,533	353.31%	1,000	(2,533)
01-1-5021-532	P G & E Power - Well 5/6	382	38.17%	3,533	353.30%	1,000	(2,533)
01-1-5021-561	Purchased Water Actual-mid-p	7,655	9.22%	89,288	107.58%	83,000	(6,288)
01-1-5023-533	Outside Services	308	5.60%	20,601	374.57%	5,500	(15,101)
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	250	250
01-1-5023-537	Pest Control	38	0.69%	5,137	93.40%	5,500	363
01-1-5023-538	Engineering Services	-	0.00%	2,869	57.37%	5,000	2,131
01-1-5023-539	Employee Education	-	0.00%	234	23.35%	1,000	766
01-1-5024-540	Memberships	487	48.70%	1,211	121.05%	1,000	(211)
01-1-5024-542	Publications	-	0.00%	-	0.00%	500	500
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	630	63.00%	1,000	370
01-1-5032-583	Depreciation Expense	20,821	8.26%	210,985	83.72%	252,000	41,015
01-2-6010-100	Regular Pay - Administration	20,322	8.40%	209,699	86.65%	242,000	32,301
01-2-6010-101	Overtime Pay	324	21.63%	2,539	169.30%	1,500	(1,039)
01-2-6010-102	Sick Pay	411	8.39%	11,068	225.87%	4,900	(6,168)

		Apr-23	April vs Budget %	2022-2023 YTD	YTD vs Budget %	2022-2023 Budget	Remaining Budget
01-2-6010-104	Vacation Pay	659	8.67%	8,691	114.36%	7,600	(1,091)
01-2-6010-105	Holiday Pay	-	0.00%	4,946	89.94%	5,500	554
01-2-6010-200	PERS	1,884	8.97%	20,107	95.75%	21,000	893
01-2-6010-201	FICA/Medicare	1,595	8.18%	17,461	89.54%	19,500	2,039
01-2-6010-202	SUI	16	1.25%	567	45.36%	1,250	683
01-2-6010-203	Health Insurance	3,918	7.12%	41,354	75.19%	55,000	13,646
01-2-6010-204	Workers Compensation	56	4.27%	556	42.74%	1,300	744
01-2-6010-206	Dental Insurance	319	8.17%	3,186	81.68%	3,900	714
01-2-6010-207	Vision Care	-	0.00%	100	13.85%	722	622
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	1,345	134.55%	1,000	(345)
01-2-6020-512	Propane	-	0.00%	647	39.20%	1,650	1,003
01-2-6020-515	Customer Billing Supplies	898	34.56%	4,058	156.09%	2,600	(1,458)
01-2-6020-529	Telephone - Admin	1,591	12.72%	14,365	114.92%	12,500	(1,865)
01-2-6020-530	Office Supplies	243	6.56%	3,687	99.64%	3,700	13
01-2-6020-531	Postage	1,175	12.36%	7,824	82.35%	9,500	1,676
01-2-6023-531	Computer IT	1,878	7.09%	28,719	108.37%	26,500	(2,219)
01-2-6023-532	R & M Equipment	-	0.00%	-	0.00%	4,000	4,000
01-2-6023-533	Outside Services	2,500	9.26%	26,525	98.24%	27,000	475
01-2-6023-535	Office Cleaning Serv	180	10.59%	1,680	98.82%	1,700	20
01-2-6023-536	Legal Services	(2,675)	-33.44%	35,613	445.16%	8,000	(27,613)
01-2-6023-537	Audit Services	-	0.00%	8,600	95.56%	9,000	400
01-2-6023-539	Employee Education	365	36.50%	1,451	145.13%	1,000	(451)
01-2-6024-540	Memberships	16	0.19%	7,809	90.81%	8,600	791
01-2-6024-542	Publications	-	0.00%	-	0.00%	800	800
01-2-6024-543	Licenses, Permits & Cert.	(794)	-99.25%	-	0.00%	800	800
01-2-6024-999	County Avail Fee	-	0.00%	1,857	92.85%	2,000	143
01-3-6025-100	Regular Pay	600	10.00%	6,600	110.00%	6,000	(600)
01-3-6025-201	FICA/Medicare	46	9.18%	505	100.98%	500	(5)
01-9-6030-546	Travel, Meetings & Mileage	116	14.49%	1,965	245.59%	800	(1,165)
01-9-6030-569	Credit Card Service Charges	853	7.76%	10,324	93.85%	11,000	676
01-9-6030-570	Bank Service charges	491	-	2,766	-	-	-
01-9-6030-572	Business Insurance Expense	7,179	9.97%	83,688	116.23%	72,000	(11,688)
01-9-6030-576	Misc Other Expense	32	5.43%	2,337	402.96%	580	(1,757)
01-9-6030-577	Retired Employee Health	1,214	6.23%	11,958	61.32%	19,500	7,542
01-9-6031-580	Interest Long Term Debt	1,560	6.12%	17,980	70.51%	25,500	7,520
01-9-6032-583	Depreciation Expense	17	8.59%	174	87.10%	200	26
TOTAL EXPENSES		143,224	8.12%	1,635,790	92.77%	1,763,226	127,436
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)							
01-9-6030-597	DWSRF Expenses		#DIV/0!		#DIV/0!		
01-9-6030-598	DWR Intake	17,722	#DIV/0!	108,946	#DIV/0!		
TOTAL CIP IN PROGRESS		17,722	#DIV/0!	108,946	#DIV/0!	-	(108,946)
CARRYOVER PROJECT (GRANT) REVENUE							
01-0-4020-430	DWR Grant	-	#DIV/0!	64,629	#DIV/0!		(64,629)
01-0-4020-431	SWRCB Grant Revenue	-	#DIV/0!		#DIV/0!	-	-
TOTAL CARRYOVER PROJECT REVENUE		-	#DIV/0!	64,629	#DIV/0!	-	(64,629)
NEW CAPITAL PURCHASES / IMPROVEMENTS							
01-0-1090-216	Auto Meter Read/Replace		0.00%	5,231	20.12%	26,000	20,769
01-0-1090-321	Filter Tank Inspection Cleaning	-	0.00%		0.00%	11,000	11,000
01-0-1090-322	Flushing/Valve Program		0.00%	8,073	134.55%	6,000	(2,073)
01-0-1090-323	Intake Emergency			4,951			
01-0-1090-326	Used Vacum Truck / Valve Truck		0.00%		0.00%	16,000	16,000
01-0-1090-327	1999 GMC Dump Truck Rest.		0.00%	8,315	75.59%	11,000	2,685
TBD	Replacement Truck		0.00%		0.00%	45,000	45,000
01-0-1090-328	2022 SCADA Master Plan	392	2.45%	20,904	130.65%	16,000	(4,904)
TBD	2022 Computer Server Upgrade		0.00%		0.00%	22,000	22,000
01-0-1090-330	Bobcat Restoration			10,479			
01-0-1090-329	2022 Pressure Regulating Station	1,238	12.38%	14,064	140.64%	10,000	(4,064)
TBD	IM4000 Digital Copier System		0.00%		0.00%	9,000	9,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		1,630	0.95%	72,016	41.87%	172,000	99,984

LDPCSD Financials**Statement of Net Assets (Balance Sheet)
for the month ending April 2023****Asset :**

Cash and investments	\$	590,203
Restricted cash	\$	-
Accts Receivable net of res	\$	270,847
Water Drought Receivable	\$	-
Inventory	\$	69,932
Prpd expense & deposits	\$	22,960
Deferred Outflow of Resources - OPEB	\$	209,186
Deferred Outflow of Resources - Pension	\$	96,562
Total current assets	\$	1,259,688

Property, plant & equipment	\$	13,337,077
less depreciation	\$	(8,188,758)
C I P	\$	883,449
Net P P & E	\$	6,031,768

Other L T Assets

Total Assets	\$	7,291,457
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Liabilites:

Accounts payable	\$	23,858
Interest payable	\$	2,340
Water Accrual	\$	85,838
Accrued Payroll	\$	116,879
A/P Accrued Payables	\$	2,682
L T debt, current	\$	101,528
Total current liab	\$	333,125

L T debt

Post Retirement Benefit	\$	1,653,377
Net Pension Liability	\$	337,246
Deferred Inflow of Resources - OPEB	\$	33,243
Deferred Inflow of Resources - Pension	\$	50,403
Muni Loan	\$	378,168
less current above	\$	(101,528)

Total Liabilites	\$	2,684,035
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Net assets	\$	4,607,422
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Total liab & net ass't	\$	7,291,457
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<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
565	000076	USPS	04/04/2023	661.35
709	000105	PACIFIC GAS & ELECTRIC	04/12/2023	14,313.70
710	00008	SENTRY ALARM SYTEMS	04/12/2023	330.00
711	000094	USA BlueBook	04/12/2023	81.76
712	000203	GRISWOLD, LaSALLE, COBB, DOWD	04/12/2023	759.59
713	101019	McMaster-Carr	04/12/2023	164.15
714	0005300	AVENTA TECHNOLOGY INC	04/12/2023	371.25
715	000304	HRM Consulting Inc	04/12/2023	6,862.00
716	000114	HOLT OF CALIFORNIA	04/12/2023	859.17
717	0009924	PATRICK MCGOWAN	04/12/2023	115.94
718	0002321	STREAMLINE	04/12/2023	200.00
719	UB*10929	RIPARIAN INVESTMENT FUND	04/12/2023	132.57
720	UB*10930	MIKE KOTOWSKI	04/12/2023	409.46
721	UB*10931	CASEY COX, TRUSTEE OF THE a.g.	04/12/2023	189.63
722	UB*10932	CHRISTINE HANSON	04/12/2023	247.88
723	UB*10933	WALTER MENDOZA, ET/AL	04/12/2023	86.66
724	0000129	PRECISION ENVIRO-TECH	04/14/2023	320.00
725	000067	GENERAL PLUMBING SUPPLY CO., I	04/14/2023	128.32
726	000263	Brenntag	04/14/2023	1,558.12
727	702	Warmerdam CPA Group	04/14/2023	2,500.00
728	00071	Mother Lode Answering Service	04/14/2023	498.00
729	0007349	Recology Mariposa	04/14/2023	308.08
730	000105	PACIFIC GAS & ELECTRIC	04/14/2023	763.43
731	000105	PACIFIC GAS & ELECTRIC	04/14/2023	71.47
732	0000700	Robbins,Browning,Godwin & Marc	04/14/2023	325.00
733	0007488	GREEN RUBBER KENNEDY AG	04/27/2023	595.85
734	0000605	Black Water Consulting Engineers Inc	04/27/2023	17,721.70
735	0000129	PRECISION ENVIRO-TECH	04/27/2023	2,590.00
736	0006293	WEX Bank	04/27/2023	1,333.07
737	000136	AT&T	04/27/2023	2,113.43
738	0001526	BRIAN AYALA	04/27/2023	80.00
739	0001157	Sierra Instant Printing	04/27/2023	898.46
740	000196	AQUA SIERRA CONTROLS, INC	04/27/2023	392.26
741	000025	CHEMCO PRODUCTS COMPANY	04/27/2023	8,145.24
742	000165	ACWA/JPIA	04/27/2023	9,340.22
743	0001226	McCoy Passenger Tire Co	04/27/2023	1,097.54

Report Total: 76,565.30

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
April 17, 2023 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 Hankemeier called the meeting to order at 1:01 p.m.

Directors present: Hankemeier, Ross, Johnson, and Warren

Directors absent, Sperry.

Also present: GM P. McGowan

Also present: Board Secretary: S. Marchesiello

2. PUBLIC COMMENT:

The Board of Directors received no public comments

3. PRESENTATION ONLY:

a. Presiding Officer's Report

None at this time

b. General Manager's Report:

- Grant / Study Updates
- Current District Projects
- Operations Updates
- Administrative Updates

Presented by GM P. McGowan

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

a. Read and file the Treasurer's Report for the period ending March 31, 2023 including summary of claims paid

b. Approval of the Minutes of the Special Meeting of March, 14, 2023 and Special Meeting March 16, 2023

Motion: To approve the consent calendar

Votes: Carried 4-0

First: Ross Second: Warren

Ayes: Johnson, Warren, Ross, and Hankemeier

Absent: Sperry

5. DISCUSSION AND ACTION ITEMS:

a. Discussion / Information regarding LDP Golf Course, Country Club, and Townhome Lot Buyer Introduction Presentation

No action taken

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

DIRECTOR

Danny Hankemeier, President
Emery Ross, Vice President
Danny Johnson
Russell Warren
Nellie Sperry

Personnel Committee Meeting Minutes

9751 Merced Falls Road
April 24, 2023, at 11:00 a.m.

1. CALL TO ORDER: Pledge of Allegiance:

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

Board Member Dan Hankemeier called the meeting to order at 11:03 a.m.

Directors present: Hankemeier, Ross

Also present: GM P. McGowan

Also present: Board Secretary: S. Marchesiello

Close Open Session: 11:03 p.m.

Reconvene: 12:55 p.m.

2. DISCUSSION ITEM:

a. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

GOVERNMENT CODE SECTION 54957(b)(1)

Report from Subcommittee

Title: General Manager

REPORT OUT: The Personnel Committee will present their recommendations to the Board of Directors at a future Board meeting

3. ADJOURNMENT: 12:55 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

- b. Discussion / Action regarding Correspondence from Tuolumne County Community Development Department Concerning a Zone Change RZ23-004 Assessor's Parcel numbers 076-080-001 & 071-320-25

Motion: To Board directed G.M. P. McGowan to respond to the Tuolumne County Community Development Department regarding our policies, regulations, and MID (Merced Irrigation District) contract involving this issue.

Votes: Carried 4-0

First: Johnson Second: Ross

Ayes: Johnson, Ross, Warren, and Hankemeier

Absent: Sperry

- c. Discussion / Approval regarding LDP Baptist Church Meter

Motion: To approve the Community Service District to move forward in providing monetarily a meter but change out the meter at cost but at the same time the church mentioned he has several documents from the county saying they (the church) can do this and there is no legal requirements and those documents are to be provided to the District as part of this package to assure the water District has no legal liability if something transpires out there from a fire aspect.

Votes: Carried 3-0

First: Johnson Second: Ross

Ayes: Johnson, Ross, and Warren

Absent: Sperry

Recuse: Hankemeier recused himself from the vote

- d. Discussion / Approval regarding Confirmation of the Board Presidents Standing Committee Appointments for the 2023 Calendar year

Motion: To approve the change of Director Ross appointed to the Personnel Committee and the new board member take his place on the Public Information Committee

Votes: Carried 4-0

First: Johnson Second: Ross

Ayes: Johnson, Ross, Warren, and Hankemeier

Absent: Sperry

- e. Discussion / Approval requested by Vice President Ross regarding an increase in Board Member Compensation

Motion: To approve the resolution approving the Board members remuneration not to receive compensation for more than six (6) days of service in a month

Votes: Carried 4-0

First: Ross Second: Hankemeier

Ayes: Ross, Hankemeier, Johnson, and Warren

Absent: Sperry

- f. Discussion / Approval regarding the On- Call Rotation

Motion: Direction to GM P. McGowan to bring back a new policy for the on-call rotation and in the interim period the operations staff continue working on the two (2) week rotation as they are today

Votes: Carried 4-0

First: Johnson Second: Ross

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

g. Discussion / Approval Resolution regarding Adoption of Out of Class Pay Policy

Motion: To approve the Resolution regarding the adoption of the out of class pay

Votes: Carried 4-0

First: Ross **Second: Johnson**

Ayes: Ross, Johnson, Warren, and Hankemeier

Absent: Sperry

h. Discussion / Approval regarding Payment of Out of Class substitute for Lead Operator

Motion: To approve the payment of the out of class substitute for lead operator

Votes: Carried 4-0

First: Ross **Second: Warren**

Ayes: Ross, Warren, Johnson, and Hankemeier

Absent: Sperry

i. Discussion / Information regarding Accounts Receivable Update

Discussion item only: No action taken

j. Discussion / Information regarding Water System Designation

Discussion item only: No action taken

k. Discussion / Information regarding DWR (Department of Water Resources) Intake Design Build Update

Discussion item only: No action taken

l. Discussion / Action regarding a verbal Update from the Planning Committee Involving the Applications for PG&E NEM 2 for Future LDPCSD Solar and Potential Community Solar

Motion: To approve the Planning Committee to move forward working with the District Manager to continue to move these projects forward

Votes: Carried 4-0

First: Johnson **Second: Ross**

Ayes: Johnson, Ross, Warren, and Hankemeier

Absent: Sperry

Close Open Session: 4:15 p.m.

Reconvene: 5:17 p.m.

6. CLOSED SESSION:

a. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

GOVERNMENT CODE SECTION 54957(b)(1)

Title: Lead Operator

Report Out: **No action taken**

b. CLOSED SESSION
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
GOVERNMENT CODE SECTION 54957(b)(1)
Report from Subcommittee
Title: General Manager

Report Out: It was the decision of the Board of Directors is transferring the responsibility of this item from the Ad Hoc Committee regarding the GM to the Personnel Committee

7. ADJOURNMENT: 5:18 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: May 15th, 2023

Subject: ON-CALL STANDBY CALENDAR (REQUESTED DIRECTOR JOHNSON)

Description –

Please see on-call calendar for calendar year 2023.

2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JAN

1-8 JOSE

9-31 AUGGIE/PATRICK

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APR

1-9 RANDY

10-23 AUGGIE/PATRICK

24-30 JOSE

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FEB

1-12 PATRICK

13-26 AUGGIE/PATRICK

27-28 JOSE

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY

1-7 JOSE

8-21 PATRICK

22-31 RANDY

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAR

1-12 JOSE

13-26 PATRICK

27-31 RANDY

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUN

1-4 RANDY

5-18 AUGGIE/PATRICK

19-30 JOSE

2023

JUL

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-2 JOSÉ

3-16 PATRICK

17-30 RANDY

31 AUGGIE/PATRICK

AUG

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-13 AUGGIE/PATRICK

14-27 JOSE

28-31 PATRICK

OCT

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-8 AUGGIE/PATRICK

9-22 JOSE

23-31 PATRICK

NOV

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-5 PATRICK

6-19 RANDY

20-30 PATRICK

DEC

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-3 AUGGIE/PATRICK

4-17 JOSE

18-31 RANDY

SEP

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1-10 PATRICK

11-24 RANDY

25-30 AUGGIE/PATRICK



Lake Don Pedro Community Services District

STAFF REPORT

From: General Manager Patrick McGowan
Date: 5/15/2023
Subject: Standby Duty (On Call-Pay) Policy #2171

Item Description:

Proposed change 1:

Currently 4 hours compensation is paid at the overtime rate as a lump-sum stipend for the responsibility of being prepared and ready to work after hours for the seven day on-call period. I have contacted other districts, municipalities, and CSDA’s to gain knowledge in their unique on-call programs.

LDPCSD – 4 hrs a week	= 4 hrs week
City of Merced – 2 hrs each work day, 3 hrs weekend days, 4 hrs holiday	= 16 hrs week
Mariposa CSD - \$20 each work day, \$30 weekend & holiday day	= \$160 week
City of Modesto – 2 hrs each work day, 3 hrs on weekend days	= 16 hrs week
City of Atwater - \$196 weekly minimum	= \$196 week
City of Livingston – 2 hrs each work day, 4 hrs weekend days /holidays	= 18 hrs week
Hilmar CSD – 2 hrs each work day, 6 hrs each weekend day	= 24 hrs week
Groveland - \$40 each week day, \$45 each weekend day	= \$290 week

Proposed change 2:

Currently District policy states on-call tours are up to seven day durations. The consensus of operations staff is to extend this tour duration to “not exceed fourteen days, with exception when a holiday falls on Monday.”



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: May 15th, 2023

Subject: USDA RAW WATER MAIN REPLACEMENT UPDATE (REQUESTED DIRECTOR JOHNSON)

Description –

After numerous attempts to contact our USDA representative Antonio Ybarra, I received an email from our new Community Programs Specialist Sara Brookes. Mr. Ybarra has moved into a State office position, however was able to brief Mrs. Brookes on our proposed Raw Water Main Replacement. Our CPS has requested additional information from District that I am in the process of compiling:

- Current audit
- Current balance sheet
- Short-lived assets schedule
- Construction cost breakdown
- Updated total project cost

In addition the USDA now requires construction projects meet (Build America, Buy America Act) requirements. Research is needed to ensure these standards are met moving forward.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: MAY 15th, 2023

Subject: LDP BAPTIST CHURCH

Description –

I spoke with Tuolumne County Principal Plan Examiner Jehiah DeMattei on Monday May 1st, in regards to LDP Baptist Church request for meter downsize. I explained the Church's request and was assured that the County has NO jurisdiction or recommendation on any water meter exchange. If the supply line leading to meter or the egress line leading to Church were removed the County would need to be involved. Since this is not the case Tuolumne County has no objections to the request.

Report out in April's Board meeting was: requesting documentation, releasing LDPCSD of any potential responsibility for fire exposure that may occur. We are still awaiting this from Church representative. Once received the District will order a 1" meter and install ASAP. At this time the Church must install an approved backflow preventer just past the existing meter to ensure safety for our water system.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: May 15th, 2023

Subject: WATER TREATMENT FILTERS

Description –

Our Water Treatment Filters are not functioning properly at this time. This is requiring staff to perform weekly sedimentation basin cleaning to maintain our water standards. To clean our sedimentation basin properly we must shut down our treatment process. At this time with a lesser water demand we are able to accommodate this treatment plant weekly shutdown. During our summer months this is not the case.

The District's filters were rebuilt in 2016. We have had filter surveillance & inspections performed annually since. Our 2022 filter surveillance recommendation report suggested mitigation work to be performed. This was completed in March of 2022. The filter performance has continued to degrade. I have received multiple estimates to replace filter media. I am working Black Water engineering to review scope of work and I will have more to come once additional estimates are received.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: MAY 15th, 2023

Subject: BARGE STORAGE (REQUEST PRESIDENT HANKEMEIER)

Description –

On January 25th 2023 the District contracted Twin Lakes Management Company to remove our water barge from the reservoir and secure in storage. The next day I was contacted by the TLMC Supervisor Jason Munoz who was requesting District Staff to assist in tilting the pumps in order to get barge on trailer and get dry docked.

The barge has been stored (free of charge) at the old boat yard located on E loop at McClure Point. Operations staff are in contact with JM Custom Marine in regards to servicing and maintenance of our outboard motor.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

RESOLUTION 2023-xxx

**Resolution to commend Donelda Sperry for her years of service to the
Lake Don Pedro Community Services District Board of Directors**

WHEREAS, The Lake Don Pedro Board of Directors wish to thank Director Sperry for her years of service to the Lake Don Pedro Community Services District,

And

WHEREAS, the community as a whole has benefited from her dedication and commitment

THEREFORE, this resolution is passed by the Board of Directors of the

Lake Don Pedro Community Services District,

This 15th day of May 2023 by the following vote:

AYES: Zero (0)

NOES: Zero (0)

ABSTAIN: Zero (0)

Dan Hankemeier, President of the Board

ATTEST:

Syndie Marchesiello, Board Secretary

CERTIFICATE OF SECRETARY

I, Syndie Marchesiello as Board Secretary of the Lake Don Pedro Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 15th day of May, 2023 at the Regular Meeting of the Board of Directors.

Syndie Marchesiello, Board Secretary