

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

DIRECTORS
Dan Hankemeier, President
Emery Ross, Vice President
Dan Johnson
Russell Warren
Mary Smith

Regular Meeting of the Board of Directors

9751 Merced Falls Road
September 18, 2023 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:
 - 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 August 30, 2023 including summary of claims paid
- b. Approval of the Minutes of the following meetings:
 - ♦ Special Meeting of August 18, 2023
 - ♦ Regular Meeting of August 21, 2023
 - ♦ Special Meeting of August 22, 2023
 - ♦ Special Meeting of September 1, 2023

5. DISCUSSION AND ACTION ITEMS:

- a. Discussion / Approval regarding the Verizon Wireless Cell Tower Right of Way Agreement
- b. Discussion / Information only regarding an Update on the DWR Intake Upgrade Invoices and Grant Reimbursements
- c. Discussion / Approval regarding the Revision of Resolution 2019-03 updating the Authorized General Manager to Assistant General Manager

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

- d. Discussion / Information only regarding the LDPCSD Water Filter Surveillance and Anthracite replacement
- e. Discussion / Approval regarding Assistant GM D. Savidge to serve as District Treasurer
- f. Discussion / Approval of a Resolution to update the Bank Signature Cards removing previous GM Patrick McGowan and adding Assistant GM Dave Savidge

6. ADJOURNMENT:

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Lake Don Pedro Community Services District

GENERAL MANAGER'S REPORT

September 18th, 2023

With the onboarding of an Assistant General Manager a lot of time has been spent with communications amongst all employees and learning how the LDPCSD operates. In the coming months the (AGM) reports will gradually increase with District information.

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

- District phone – (209) 852-2331 Ext 1
- E-mail - dave@ldpcsd.org

- Verizon Wireless Cell Tower Right Away Agreement – Upcoming Item

Grant/Study Updates

DWR RAW WATER INTAKE PUMP STATION PROJECT- UPDATE DWR UPGRADE/INVOICES AND GRANT REIMBURSEMENTS –Upcoming Item

USDA LOAN / RAW WATER MAIN REPLACEMENT- Nothing to Report

DWSRF- Conference call Thursday Sept. 14th. With Blackwater and Project Manager from DWR – Verbal report at Meeting

Current District Projects

- **VERIZON WIRELESS CELL TOWER RIGHT OF WAY**
Upcoming Items
- **WATER TREATMENT FILTERS – Upcoming Items**

Operations

Have worked with entire staff and have seen very good working relationships and communications amongst each other. I have been out to several job sites and worked an entire day with them on a leak. Observed strong work ethics and the willingness to do their best on each task. From fixing leaks to customer service, the construction team has what it takes to be the best the District could hire. Office staff has been very helpful in training me on the way they perform administrative duties. The office is very professional and works as a team to provide exceptional customer service. The District benefits greatly from having a long-term experienced Office Manager making my transition easier.

Administrative

- **SAFETY MEETINGS ESTABLISHED**
- **WEEKLY STAFF MEETINGS – ONGOING**
- **INTRODUCED MYSELF TO AUDITOR**
- **REVIEW BUDGET AND ADDED % COLUMN**

Sincerely,

Dave Savidge, Assistant General Manager

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: August 2023

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

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 179,814	
Total Restricted:		<u>\$ 179,814</u>
Unrestricted:		
Checking	\$ (38,915)	
Money Market - Working Capital	\$ 295,181	
Petty Cash	\$ 125	
Total Unrestricted:		<u>\$ 256,391</u>
Total Restricted & Unrestricted:		<u>\$ 436,206</u>

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

	Aug-2023	Year to Date
Sales & Business Revenue:	\$ 170,438	\$ 339,142
Total Operating Expenses:	\$ (188,944)	\$ (349,489)
Non-Operating Income/Expense:	\$ (16,928)	\$ (34,243)
Water Drought Income/Expense:	\$ (4,250)	\$ (5,981)
Change in Net Assets (P&L):	\$ (39,685)	\$ (50,571)
Net Cash Flow:	\$ (128,512)	\$ (118,444)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 431	\$ -	\$ -	\$ 154,789
> 30 Days	\$ 65,613	\$ 176,094	\$ 193	\$ -
> 60 Days	\$ -	\$ -	\$ -	\$ -
> 90 Days	\$ 7,236	\$ -	\$ -	\$ -
> 120 Days	\$ 40,263	\$ -	\$ 35,241	\$ -
Credits	\$ (26,621)			
Total	\$ 86,921	\$ 176,094	\$ 35,434	\$ 154,789
Total Combined	\$ 417,804		\$ 35,434	
 G/L Balance	 \$ 417,804		 \$ 35,434	
Difference	\$ -		\$ -	

* Amount of availability payments received: \$0

* Amount of availability payments outstanding: \$176,094

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 56,675	\$ -	\$ 11,377
> 30 Days	\$ -	\$ -	\$ 13,244
> 60 Days	\$ -	\$ -	\$ 12,487
> 90 Days	\$ -	\$ -	\$ 38,927
Credits	\$ -	\$ -	\$ -
Total	\$ 56,675	\$ -	\$ 76,035
 G/L Balance	 \$ 56,675	 \$ -	 \$ 76,035
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

Statement of Revenues and Expenses (P&L)
August 2023 & Year-To-Date Versus 6/30/24 Approved Budget

		Aug-23	August vs Budget %	2023-2024 YTD	YTD vs Budget %	2023-2024 Budget	Remaining Budget	Available Budget %
Revenue								
01-0-3010-301	Meter Reconnection Fee		0.00%		0.00%	100	100	100.00%
01-0-3010-302	Donated Capital - Meters Curre	5,000	7.69%	5,000	7.69%	65,000	60,000	92.31%
01-0-4010-400	Water Sales Residential	62,464	14.04%	119,673	26.89%	445,000	325,327	73.11%
01-0-4010-402	Water Availability Revenue	14,675	7.93%	29,349	15.86%	185,000	155,651	84.14%
01-0-4010-403	Water Service Charges	92,399	8.06%	184,797	16.11%	1,147,000	962,203	83.89%
01-0-4020-410	Interest Income - LAIF	-	0.00%	1,401	45.19%	3,100	1,699	54.81%
01-0-4020-413	Int Inc Penalties - Customer	3,520	11.18%	6,626	21.03%	31,500	24,874	78.97%
01-0-4020-414	Transfer Fee Income	400	5.33%	700	9.33%	7,500	6,800	90.67%
01-0-4020-415	Other Income	21	0.38%	81	1.47%	5,500	5,419	98.53%
01-0-4020-416	Meter Set Fee	500	7.69%	500	7.69%	6,500	6,000	92.31%
01-0-4020-900	Hydrant Service Charge	-	0.00%	46	11.50%	400	354	88.50%
01-0-4020-901	Hydrant Rental	-	0.00%	80	10.67%	750	670	89.33%
01-0-4020-902	Hydrant Consumption	-	0.00%	67	8.91%	750	683	91.09%
01-0-4020-999	Avail Fee Income	-	0.00%	3,930	163.75%	2,400	(1,530)	-63.75%
01-0-4040-100	Lease Fee	-	0.00%	3,800	4.91%	77,467	73,667	95.09%
TOTAL REVENUE		178,979	9.05%	356,050	18.00%	1,977,967	1,621,917	82.00%
Expenses								
01-1-5010-100	Regular Pay - Plant	19,928	7.41%	37,225	13.84%	269,000	231,775	86.16%
01-1-5010-101	Overtime Pay	2,868	11.47%	5,740	22.96%	25,000	19,260	77.04%
01-1-5010-102	Sick Pay	853	10.59%	2,223	27.60%	8,056	5,833	72.40%
01-1-5010-104	Vacation Pay	1,060	9.09%	2,585	22.17%	11,660	9,075	77.83%
01-1-5010-105	Holiday Pay	-	0.00%	856	7.52%	11,388	10,532	92.48%
01-1-5010-200	PERS	2,000	7.69%	3,898	14.99%	26,000	22,102	85.01%
01-1-5010-201	FICA/Medicare	1,832	7.33%	3,613	14.45%	25,000	21,387	85.55%
01-1-5010-202	SUI	-	0.00%	-	0.00%	1,200	1,200	100.00%
01-1-5010-203	Health Insurance	4,208	6.96%	8,417	13.91%	60,500	52,083	86.09%
01-1-5010-204	Workers Compensation	549	3.92%	1,098	7.84%	14,000	12,902	92.16%
01-1-5010-206	Dental Insurance	315	6.85%	631	13.71%	4,600	3,969	86.29%
01-1-5010-546	Travel, Meetings & Mileage	496	19.84%	496	19.84%	2,500	2,004	80.16%
01-1-5020-510	Repair & Maintenance - Plant	-	0.00%	1,719	8.60%	20,000	18,281	91.40%
01-1-5020-511	Repair & Maintenance - Vehicle	1,371	13.71%	1,371	13.71%	10,000	8,629	86.29%
01-1-5020-512	Repair & Maintenance - Distribution	4,259	14.20%	7,215	24.05%	30,000	22,785	75.95%
01-1-5020-515	R&M Transmission - Intake	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
01-1-5020-517	R&M Transmission - Well #2	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
01-1-5020-520	Small Tools & Equipment	125	1.92%	281	4.32%	6,500	6,219	95.68%
01-1-5020-521	Vehicle Equipment Fuel	1,658	10.70%	2,966	19.14%	15,500	12,534	80.86%
01-1-5020-522	Gas, Oil & Lubricant - Plant	137	3.71%	328	8.86%	3,700	3,372	91.14%
01-1-5020-524	Health & Safety	2,477	41.28%	2,554	42.56%	6,000	3,446	57.44%
01-1-5020-529	Telephone - T & D	1,500	11.54%	3,050	23.46%	13,000	9,950	76.54%
01-1-5020-544	Water Testing Fees	1,620	12.00%	2,230	16.52%	13,500	11,270	83.48%
01-1-5020-545	Water System Fees	-	0.00%	-	0.00%	13,700	13,700	100.00%
01-1-5020-548	Water Testing Materials	-	0.00%	-	0.00%	2,750	2,750	100.00%
01-1-5021-521	Water Treatment Chemicals	29,330	51.46%	49,185	86.29%	57,000	7,815	13.71%
01-1-5021-524	P G & E Power - Office	446	10.13%	953	21.66%	4,400	3,447	78.34%
01-1-5021-525	P G & E Power - Intake	13,431	10.45%	27,773	21.61%	128,500	100,727	78.39%
01-1-5021-526	P G & E Power - Well	1,638	36.40%	3,455	76.79%	4,500	1,045	23.21%
01-1-5021-527	P G & E Power - Water Treatment	4,685	11.43%	9,827	23.97%	41,000	31,173	76.03%
01-1-5021-528	P G & E Power - Distribution	6,308	12.62%	13,031	26.06%	50,000	36,969	73.94%
01-1-5021-529	P G & E Power - Well 2	73	6.05%	150	12.46%	1,200	1,050	87.54%
01-1-5021-530	P G & E Power - Medina	1,101	24.46%	2,358	52.39%	4,500	2,142	47.61%
01-1-5021-532	P G & E Power - Well 5/6	1,101	24.46%	2,358	52.39%	4,500	2,142	47.61%
01-1-5021-561	Purchased Water Actual-mid-p	11,377	10.94%	24,621	23.67%	104,000	79,379	76.33%
01-1-5023-533	Outside Services	674	10.38%	983	15.12%	6,500	5,518	84.88%
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	250	250	100.00%
01-1-5023-537	Pest Control	76	1.38%	76	1.38%	5,500	5,424	98.62%
01-1-5023-538	Engineering Services	-	0.00%	-	0.00%	3,500	3,500	100.00%
01-1-5023-539	Employee Education	210	7.79%	210	7.79%	2,700	2,490	92.21%
01-1-5024-540	Memberships	-	0.00%	-	0.00%	1,500	1,500	100.00%
01-1-5024-542	Publications	-	0.00%	-	0.00%	500	500	100.00%
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	1,000	1,000	100.00%
01-1-5032-583	Depreciation Expense	22,615	8.97%	45,230	17.95%	252,000	206,771	82.05%
01-2-6010-100	Regular Pay - Administration	28,131	9.94%	50,630	17.89%	283,000	232,370	82.11%
01-2-6010-101	Overtime Pay	938	34.74%	1,151	42.64%	2,700	1,549	57.36%
01-2-6010-102	Sick Pay	428	5.95%	3,688	51.22%	7,200	3,512	48.78%
01-2-6010-104	Vacation Pay	4,146	47.12%	7,144	81.18%	8,800	1,656	18.82%

		Aug-23	August vs Budget %	2023-2024 YTD	YTD vs Budget %	2023-2024 Budget	Remaining Budget	Available Budget %
01-2-6010-105	Holiday Pay	-	0.00%	455	8.27%	5,500	5,045	91.73%
01-2-6010-200	PERS	2,230	10.88%	4,627	22.57%	20,500	15,873	77.43%
01-2-6010-201	FICA/Medicare	2,530	12.97%	4,420	22.66%	19,500	15,080	77.34%
01-2-6010-202	SUI	29	2.31%	29	2.31%	1,250	1,221	97.69%
01-2-6010-203	Health Insurance	3,918	8.34%	7,836	16.67%	47,000	39,164	83.33%
01-2-6010-204	Workers Compensation	54	4.18%	109	8.35%	1,300	1,191	91.65%
01-2-6010-206	Dental Insurance	319	8.17%	637	16.34%	3,900	3,263	83.66%
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	722	722	100.00%
01-2-6010-546	Travel, Meetings & Mileage	625	24.02%	625	24.02%	2,600	1,975	75.98%
01-2-6020-512	Propane	-	0.00%	-	0.00%	1,200	1,200	100.00%
01-2-6020-515	Customer Billing Supplies	-	0.00%	1,700	48.56%	3,500	1,800	51.44%
01-2-6020-529	Telephone - Admin	2,015	14.92%	4,203	31.13%	13,500	9,297	68.87%
01-2-6020-530	Office Supplies	124	3.36%	563	15.22%	3,700	3,137	84.78%
01-2-6020-531	Postage	676	7.12%	1,339	14.10%	9,500	8,161	85.90%
01-2-6023-531	Computer IT	1,977	7.19%	4,273	15.54%	27,500	23,227	84.46%
01-2-6023-532	R & M Equipment	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!
01-2-6023-533	Outside Services	2,500	9.26%	5,000	18.52%	27,000	22,000	81.48%
01-2-6023-535	Office Cleaning Serv	180	8.57%	360	17.14%	2,100	1,740	82.86%
01-2-6023-536	Legal Services	-	0.00%	1,652	23.60%	7,000	5,348	76.40%
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	9,000	9,000	100.00%
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	2,700	2,700	100.00%
01-2-6024-540	Memberships	17	0.19%	1,435	16.68%	8,600	7,165	83.32%
01-2-6024-542	Publications	-	0.00%	205	25.67%	800	595	74.33%
01-2-6024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	800	800	100.00%
01-2-6024-999	County Avail Fee	-	0.00%	-	0.00%	2,000	2,000	100.00%
01-3-6025-100	Regular Pay	2,200	36.67%	3,900	65.00%	6,000	2,100	35.00%
01-3-6025-201	FICA/Medicare	168	24.04%	298	42.62%	700	402	57.38%
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	117	4.32%	2,700	2,583	95.68%
01-9-6030-569	Credit Card Service Charges	1,216	11.06%	2,299	20.90%	11,000	8,701	79.10%
01-9-6030-570	Bank Service charges	528		1,030				#DIV/0!
01-9-6030-572	Business Insurance Expense	16,290	16.79%	16,290	16.79%	97,000	80,710	83.21%
01-9-6030-576	Misc Other Expense	63	10.86%	337	58.18%	580	243	41.82%
01-9-6030-577	Retired Employee Health	1,214	7.99%	2,428	15.98%	15,200	12,772	84.03%
01-9-6031-580	Interest Long Term Debt	1,560	6.12%	3,120	12.24%	25,500	22,380	87.76%
01-9-6032-583	Depreciation Expense	18	8.88%	36	17.76%	200	164	82.24%
TOTAL EXPENSES		214,414	11.00%	400,639	20.56%	1,948,356	1,547,717	79.44%
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)								
01-9-6030-597	DWSRF Expenses		#DIV/0!		#DIV/0!			#DIV/0!
01-9-6030-598	DWR Intake	4,250	5.00%	5,981	7.04%	85,000		0.00%
TOTAL CIP IN PROGRESS		4,250	5.00%	5,981	7.04%	85,000	79,019	92.96%
NEW CAPITAL PURCHASES / IMPROVEMENTS								
01-0-1090-216	Auto Meter Read/Replace		0.00%		0.00%	7,500	7,500	100.00%
01-0-1090-321	Filter Tank Inspection Cleaning		0.00%		0.00%	95,000	95,000	100.00%
01-0-1090-322	Flushing/Valve Program		0.00%	120	2.00%	6,000	5,880	98.00%
01-0-1090-327	1999 GMC Dump Truck Rest.		0.00%		0.00%	4,500	4,500	100.00%
01-0-1090-328	2022 SCADA Master Plan		0.00%		0.00%	16,000	16,000	100.00%
01-0-1090-329	2022 Pressure Regulating Station	77	0.86%	4,789	53.21%	9,000	4,211	46.79%
TBD	2000 CAT Backhoe Restoration		0.00%		0.00%	14,500	14,500	100.00%
01-0-1090-331	LDPCSD Technology Upgrades	2,985	13.57%	2,985	13.57%	22,000	19,015	86.43%
TBD	Central Station Control Valves		0.00%		0.00%	35,000	35,000	100.00%
TBD	IM4000 Digital Copier System		0.00%		0.00%	9,000	9,000	100.00%
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		3,063	1.40%	7,894	3.61%	218,500	210,606	96.39%

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

Cash and investments	\$	436,206
Restricted cash	\$	-
Accts Receivable net of res	\$	321,216
Water Drought Receivable	\$	-
Inventory	\$	69,932
Prpd expense & deposits	\$	125,755
Deferred Outflow of Resources - OPEB	\$	209,186
Deferred Outflow of Resources - Pension	\$	243,673
Total current assets	\$	1,405,968
Property, plant & equipment	\$	13,752,699
less depreciation	\$	(8,290,248)
C I P	\$	532,795
Net P P & E	\$	5,995,246
Other L T Assets		
Total Assets	\$	7,401,215
Liabilites:		
Accounts payable	\$	56,675
Interest payable	\$	8,580
Water Accrual	\$	76,035
Accrued Payroll	\$	139,346
A/P Accrued Payables	\$	2,682
L T debt, current	\$	101,528
Total current liab	\$	384,847
L T debt		
Post Retirement Benefit	\$	1,803,182
Net Pension Liability	\$	404,682
Deferred Inflow of Resources - OPEB	\$	33,243
Deferred Inflow of Resources - Pension	\$	431,141
Muni Loan	\$	378,168
less current above	\$	(101,528)
Total Liabilites	\$	3,333,736
Net assets	\$	4,067,479
Total liab & net ass't	\$	7,401,215

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
571	000076	USPS	08/01/2023	666.12
893	000606	BARRY ELECTRIC	08/03/2023	872.50
894	000025	CHEMCO PRODUCTS COMPANY	08/03/2023	17,633.29
895	0009924	PATRICK MCGOWAN	08/03/2023	58.28
896	00013665	RICK TANKERSLEY	08/03/2023	120.00
897	000105	PACIFIC GAS & ELECTRIC	08/03/2023	28,531.13
898	000321	MCMASTER - CARR *	08/07/2023	999.00
899	001038	DON PEDRO PUMP	08/07/2023	4,711.58
900	000550	LUIS'S HOUSEKEEPING / YARDS	08/07/2023	180.00
901	000606	BARRY ELECTRIC	08/07/2023	1,051.88
902	000203	GRISWOLD, LaSALLE, COBB, DOWD	08/07/2023	1,652.09
903	000263	Brenntag	08/07/2023	1,573.74
904	000067	GENERAL PLUMBING SUPPLY CO., I	08/07/2023	527.06
905	000165	ACWA/JPIA	08/07/2023	9,340.22
906	0002321	STREAMLINE	08/07/2023	249.00
907	000118	D & D PEST CONTROL *	08/07/2023	38.00
908	000099	CYNTHIA MARCHESIELLO	08/07/2023	178.19
909	0000536	AGUSTIN CAMPOS	08/07/2023	496.00
910	000304	HRM Consulting Inc	08/07/2023	357.00
911	000083	SIERRA MOTORS	08/07/2023	1,370.66
912	UB*10956	L R SERIGHT	08/07/2023	110.92
913	UB*10957	MR & MRS BRIAN BURNS	08/07/2023	132.44
914	UB*10958	JAMES LOWEECEY	08/07/2023	205.94
915	702	Warmerdam CPA Group	08/11/2023	2,500.00
916	0000129	PRECISION ENVIRO-TECH	08/11/2023	520.00
917	0007349	Recology Mariposa	08/11/2023	317.42
918	00071	Mother Lode Answering Service	08/11/2023	498.00
919	000136	AT&T	08/24/2023	2,711.09
920	100987	Twin Lakes Management Co.	08/24/2023	4,251.25
921	0000605	Black Water Consulting Engineers Inc	08/24/2023	4,250.00
922	000105	PACIFIC GAS & ELECTRIC	08/24/2023	72.62
923	000105	PACIFIC GAS & ELECTRIC	08/24/2023	2,201.73
924	00008	SENTRY ALARM SYTEMS	08/24/2023	468.00
925	0005300	AVENTA TECHNOLOGY INC	08/24/2023	2,985.19
926	0000129	PRECISION ENVIRO-TECH	08/24/2023	400.00
927	0006293	WEX Bank	08/24/2023	1,658.37
928	000383	BUSINESS CARD	08/24/2023	22.95
929	000383	BUSINESS CARD	08/24/2023	111.26
930	000383	BUSINESS CARD	08/24/2023	94.22
931	000383	BUSINESS CARD	08/24/2023	150.55
932	000383	BUSINESS CARD	08/24/2023	431.55
933	000383	BUSINESS CARD	08/24/2023	8.17
934	000118	D & D PEST CONTROL *	08/26/2023	38.00
935	660108	VERIZON WIRELESS	08/26/2023	215.33
936	0000536	AGUSTIN CAMPOS	08/26/2023	446.40
937	000158	SDRMA Business Insurance	08/26/2023	97,739.12
938	000552	Red Wing Business Advantage	08/26/2023	1,773.45
939	0000129	PRECISION ENVIRO-TECH	08/26/2023	700.00
940	00003546	American Flagpole & Flage Co.	08/26/2023	124.88

Report Total: 195,744.59

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

DIRECTORS
Dan Hankemeier, President
Emery Ross, Vice President
Danny Johnson
Russell Warren
Mary Smith

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
August 18, 2023 at 2:30 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
Vice President Ross called the meeting to order at 2:43 p.m.
Directors present: Ross, Johnson, Warren, and Smith
Directors absent: Hankemeier
Also absent: GM P. McGowan
Also present: Board Secretary: S. Marchesiello

Closed Open Session: 2:43 p.m.
Reconvened to Open Session: 5:43 p.m.

2. CLOSED SESSION:

a. CLOSED SESSION
Government Code 54957(b)(1)
PUBLIC EMPLOYMENT
Position: General Manager

Report Out: Consensus of the Board of Directors is as follows: The Board met with the candidate and conducted an interview for the General Manager position

3. ADJOURNMENT: 5:43 p.m.

Respectfully submitted by,
S. Marchesiello
Board Secretary

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
August 21, 2023 at 10:00 a.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 10:01 a.m.
Directors present: Hankemeier, Ross, Johnson, Warren, and Smith
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 presented 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 July 31, 2023 including summary of claims paid
 - b. Approval of the Minutes as follows:
 - Regular Meeting of July 17, 2023
 - Special Meeting of July 24, 2023
 - Special Meeting of August 3, 2023
 - Special Meeting of August 17, 2023

Motion: To approve the consent calendar with corrections
Votes: Carried 4-1
First: Warren Second: Smith
Ayes: Warren, Smith, Johnson, and Ross
Abstain: Hankemeier
5. **DISCUSSION AND ACTION ITEMS:**
 - a. Discussion / Approval of Resolution 2023-xxx approving an Agreement with Trico Engineering Contractors for Management Consulting Services related to the Districts' Management Transition
No Action Taken
 - b. Discussion / Information only regarding the Grant Projects Update
Information Only – No Action Taken

- c. Discussion / Approval regarding Revised Job Descriptions for Operations Staff and General Manager

Motion: To approve the Resolution approving the revisions of Operation's Staff job description to add the verbiage "Must assist in On-Call rotation and approving the revision of the General Manager's job description to "May assist in On-Call rotation

Votes: Carried 3-2

First: Warren Second: Hankemeier

Ayes: Warren, Hankemeier, and Smith

Nays: Johnson, Ross

- d. Discussion / Approval regarding a Revised On-Call Calendar

No Action Taken

- e. Discussion / Information – Notification from the Department of Fish / Wildlife regarding the Final Lake or Streambed Alteration Agreement / Lake McClure Raw Water Pump Station Replacement

Information Only – No Action Taken

- f. Discussion / Information – Notification regarding the Verizon Wireless Cell Tower Land Lease Agreement

Information Only – No Action Taken

- g. Discussion / Information only regarding Chemco Products Company Update

Information Only – No Action Taken

- h. Discussion / Information only regarding Updates on Employee Evaluations

Information Only – No Action Taken

- i. Discussion / Information only regarding Aventa Technologies performing New Firewall & End Point Protection Upgrades

Information Only – No Action Taken

- j. Discussion / Information only regarding a Leak Report Update

Information Only – No Action Taken

- k. Discussion / Information only regarding LDPCSD Water Quality Update

Board of Directors directed GM P. McGowan to put additional information on the website utilizing the explanations provided in his staff report on this item.

6. ADJOURNMENT: 11:20 p.m.

Respectfully submitted by,
S. Marchesiello
Board Secretary

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
August 22, 2023 at 9:00 a.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

Vice President Ross called the meeting to order at 9:01 a.m.

Directors present: Ross, Johnson, Warren, and Smith

President Hankemeier arrived at 9:04 a.m.- chaired the meeting at that time

Also absent: GM P. McGowan

Also present: Board Secretary: S. Marchesiello

Closed Open Session: 9:02 a.m.

Reconvened to Open Session: 1:37 p.m.

2. CLOSED SESSION:

a. CLOSED SESSION

Government Code 54957(b)(1)

PUBLIC EMPLOYMENT

Position: General Manager

Report Out: The second interview was conducted with Dave Savidge and the Board will offer him a position

Report Out: Consensus of the Board of Directors to conduct an exit interview for the current General Manager Patrick McGowan on September 1, 2023 at 2:00 p.m.

Report Out: The Board of Directors met and communicated with the other candidate that applied for the GM position to advise that he was not the successful candidate for the GM position at this time

3. DISCUSSION AND ACTION ITEMS:

a. Discussion / Action regarding the General Manager Succession Planning consisting of, but not limited to the following:

♦ Potential salary / benefits or salary range of new potential GM

♦ Consider whether the GM position is a Part-time or Full Time Position

Motion: To approve the pay scale for the GM position begins at step one (1) at \$124,850 and each subsequent step be increased by five (5%) percent, referencing using the salary chart 2021-22 on page fifteen (15) in this packet today affective September 1, 2023

Votes: Carried 5-0

First: Johnson Second: Ross

Ayes: Johnson, Ross, Warren, Smith, and Johnson

Motion: To approve making the Assistant General Manager position a part-time position at this time

Votes: Carried 5-0

First: Ross Second: Johnson

Ayes: Ross, Johnson, Warren, Smith, and Hankemeier

Motion: To approve creating a short term Assistant Manager position while seeking a General Manager not to exceed 960 hours of employment this short term position Job duties and responsibilities will parallel with the job requirements of the GM position with the following exceptions, he will not be required to

♦ Conducts a variety of special studies and surveys to determine the effectiveness of District programs and services

♦ Reviews budget requests, oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels

♦ Assists in Long Term Capital Improvement Plans

♦ The Assistant GM will not be expected to be on-call at all

Votes: Carried 5-0

First: Johnson Second: Ross

Ayes: Ross, Johnson, Warren, Smith, and Hankemeier

Motion: To approve the starting hourly rate for the Temporary Assistant General Manager be \$57.69

Votes: Carried 5-0

First: Johnson Second: Ross

Ayes: Johnson, Ross, Warren, Smith, and Hankemeier

Motion: To approve directing the Board Secretary to contact Dave Savidge to offer him the Assistant Manager position at the hourly rate of \$57.69 and determine a starting date of ASAP (as soon as possible)

Votes: Carried 5-0

First: Johnson Second: Ross

Ayes: Johnson, Ross, Warren, Smith, and Hankemeier

Direct the Board Secretary to post an ad for the GM position

4. ADJOURNMENT: 2:06 p.m.

Respectfully submitted by,
S. Marchesiello
Board Secretary

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

DIRECTORS
Dan Hankemeier, President
Emery Ross, Vice President
Danny Johnson
Russell Warren
Mary Smith

Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road
September 1, 2023 at 2:00 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 Hankemeier called the meeting to order at 2:00 p.m.
Directors present: Hankemeier, Ross, Johnson, Warren, and Smith
Also absent: GM P. McGowan
Also present Assistant GM D. Savidge
Also present: Board Secretary: S. Marchesiello

Closed Open Session: 2:00 p.m.
Reconvened to Open Session: 2:05 p.m.

2. CLOSED SESSION:

a. CLOSED SESSION

Government Code 54957(b)(1)

PUBLIC EMPLOYMENT

Position: Former General Manager

Report Out: Nothing to Report

3. DISCUSSION AND ACTION ITEMS:

a. Discussion / Approval regarding Payment of Accruals to Former General Manager

Motion: To approve Warmerdam CPA Group to pay the former General Manager \$2800 for unused admin leave for 43 hours

Votes: Carried 5-0

First: Ross Second: Johnson

Ayes: Ross, Johnson, Warren, Hankemeier, and Smith

Nays:

b. Discussion / Information / regarding the Media Replacement in Water Treatment Filters

Information Only – No Action Taken

4. ADJOURNMENT: 2:25 p.m.

Respectfully submitted by,
S. Marchesiello
Board Secretary



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Dave Savidge

Date: September 13th, 2023

Subject: Verizon Wireless Cell Tower Right of Way Agreement

Description –

Verizon Wireless and LDPCSD are in the process of negotiating an agreement for the lease of the site at Enramada Ln, La Grange Ca 95329. Verizon Wireless desires to install equipment on an existing structure and to install related equipment.

This agreement, which has been reviewed by District Attorney will allow Verizon Wireless a right of entry and license to enter upon the Site to locate communications equipment.

Recommendation: To approve the Assistant General Manager to sign the Verizon Wireless Cell Tower Right of Way Agreement

RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY AGREEMENT (“Agreement”), made as of the ____ day of _____ 2023, between Pinnacles Cellular Inc., a Delaware corporation, d/b/a Verizon Wireless with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (“VERIZON WIRELESS”) and Lake Don Pedro Community Services District, with its principal offices located at 9751 Merced Falls Road, La Grange, CA 95329, (hereinafter referred to as “LESSOR”).

WITNESSETH:

WHEREAS, LESSOR owns or has the rights to certain real property in Mariposa County, California as identified in Exhibit A attached hereto and incorporated herein (the “Site”), and has the authority to grant the access permitted by this agreement, to the Site where VERIZON WIRELESS desires to collocate on an existing structure and to install related equipment;

WHEREAS, VERIZON WIRELESS and LESSOR are in the process of negotiating an agreement for the lease of the Site, and in order for VERIZON WIRELESS to determine the viability and feasibility of the Site, VERIZON WIRELESS desires to enter upon and inspect the Site and/or to temporarily locate communications equipment on the Site to conduct an environmental observation and assessment, etc., such that it can determine the suitability of the Site for its intended use;

WHEREAS, as an accommodation to VERIZON WIRELESS, LESSOR is willing to grant permission to VERIZON WIRELESS, its employees, agents or contractors, to enter onto the Site in order to conduct such investigations, under the terms and conditions stated herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the parties hereto agree as follows:

1. LESSOR grants to VERIZON WIRELESS a right of entry and license to enter upon the Site as identified on Exhibit A attached hereto and incorporated herein to conduct and perform boundary surveys, tree surveys, environmental testing, and radio propagation studies (the “Permitted Activities”). VERIZON WIRELESS’ entry rights are specifically limited to the Permitted Activities and to the Site and shall not include any other activities or any other portion of the real property surrounding the Site. VERIZON WIRELESS shall be responsible for any and all costs related to the Permitted Activities, including installation, operation and removal of equipment on the Site.

2. VERIZON WIRELESS agrees to comply with all local, state and federal laws, rules and ordinances applicable to the Permitted Activities. VERIZON WIRELESS further agrees to exercise due care in the performance of all Permitted Activities on the Site, and not to unreasonably interfere with LESSOR or any other party's activities on the Site.

3. VERIZON WIRELESS agrees to indemnify and save LESSOR, its employees, agents or contractors, harmless from and against any and all liability, damage, expense, claims, liens or judgments, resulting from injury to person or damage to property to the extent caused by the activities of VERIZON WIRELESS, its agents, employees, contractors, or invitees, upon the Site or any property surrounding the Site, including without limitation, the Permitted Activities, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the LESSOR, or its employees, contractors or agents. This indemnification obligation shall survive the expiration or termination of this Agreement. Licensor shall: Provide prompt notice of any claim; reasonably cooperate with VERIZON WIRELESS in the management and defense of covered claims; and allow VERIZON WIRELESS to defend and manage any claim with employees, consultants, contractors and attorneys of its choosing.

4. The term of this Agreement shall be from the date on which this Agreement has been executed by both LICENSOR and VERIZON WIRELESS to the earlier of LESSOR and VERIZON WIRELESS entering into a Lease Agreement with respect to the Site, or a decision by VERIZON WIRELESS that the site is unsuitable.

5. In the event this Agreement expires or is terminated without the existence of a fully executed lease agreement or consummation of a purchase for the Site, VERIZON WIRELESS will promptly remove any and all of its equipment from the Site and restore the Site to a condition substantially similar to that which exist immediately prior to VERIZON WIRELESS' entry, damage not caused by VERIZON WIRELESS, reasonable wear and tear, excepted.

6. LESSOR will ensure that VERIZON WIRELESS, its agents, employees, invitees, are granted access to the Site at the scheduled time(s) that the Permitted Activities will be performed.

7. VERIZON WIRELESS shall not take any actions that unreasonably interrupt the normal operations of LESSOR on the Site. VERIZON WIRELESS agrees that its Permitted Activities shall not cause interference to the use or enjoyment of the property of LESSOR and any other parties or licensees located at the Site or neighboring landowners, including, but not necessarily limited to interference with radio communication facilities. In the event that VERIZON WIRELESS' equipment or Permitted Activities cause such interference to such use or enjoyment, VERIZON WIRELESS agrees to promptly cease operations until such interference is removed by VERIZON WIRELESS, at its sole expense.

8. Neither party shall be responsible for lost profits or other consequential damages that may arise out of a breach of this agreement.

9. This Agreement constitutes the entire understanding between the parties with respect to the activities contemplated by this Agreement. All prior agreements or understandings, whether oral or written, are superseded. This Agreement may be amended only by a witnessed document executed by the parties.

10. This Agreement shall be governed by the laws of the State wherein the Site is located.

[SIGNATURE PAGE IMMEDIATELY FOLLOWING]

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

VERIZON WIRELESS:

**Pinnacles Cellular Inc., a Delaware
Corporation, d/b/a Verizon Wireless**

By: _____

Print Name: _____

Title: _____

Date: _____

LESSOR:

Lake Don Pedro Community Services District

By: _____

Print Name: _____

Title: _____

Date: _____

EXHIBIT A

SITE TO BE TESTED

SITE NAME

SITE ADDRESS

Don Pedro Reservoir

End of Cadena Way, La Grange, CA 95329

Legal Description of Property

Real property in the unincorporated area of the County of Mariposa, State of California, described as follows:

LOT 82 AS SHOWN ON THAT CERTAIN MAP ENTITLED, "LAKE DON PEDRO UNIT NO. 1-M", WHICH MAP WAS FILED IN THE OFFICE OF THE MARIPOSA COUNTY RECORDER ON MAY 20, 1969 IN BOOK OF MAPS AT PAGE [1658](#).

[APN](#): 019-090-003-000



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Dave Savidge

Date: September 13, 2023

Subject: Update on the DWR (Dept of Water Resources) Intake Upgrade Invoices and Grant Reimbursements

Description –

Been working with Blackwater to understand the Invoice Process and Grant Reimbursements from DWR. For information purposes I would like to share with the Board so we are all aware of how this Grant process works.

Recommendation: Information only, no recommendation at this time

**BILL TO: DEPARTMENT OF WATER RESOURCES
INVOICE FORM**

Recipient Name and Address:
 9751 La
 Lake Don Pedro Community Services District
 Merced Falls Road
 Grange, CA 95329

Agreement Number: 4600014600
Expiration Date: 9/30/2024

Date of Invoice: 8/9/2023
Period Covered by this Invoice:
From: 5/1/2023 **To:** 7/31/2023

Invoice #: 6088 6160 6227
Retention Amount: \$11,534

	Budgeted Amounts	Amount Billed this Invoice	10% Retention Withheld from Grant Share Payment	Net Amount to Be Paid by DWR this Invoice	Total Billed in Previous Invoices	Total Billed To Date	Total Retention Withheld to Date
<i>Task 1 - Project Administration</i>	\$200,071.00	\$5,410.50	\$541.05	\$4,869.45	\$19,039.88	\$24,450.38	\$2,445.04
<i>Task 2 - Design and Construction Documents</i>	\$271,330.00	\$14,292.00	\$1,429.20	\$12,862.80	\$57,600.20	\$71,892.20	\$7,189.22
<i>Task 3 - CEQA Documentation, Permits and Agreements</i>	\$20,000.00	\$0.00	\$0.00	\$0.00	\$19,000.00	\$19,000.00	\$1,900.00
<i>Task 4 - Project Bidding</i>	\$27,133.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Task 5 - Construction</i>	\$3,147,428.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$3,665,962.00	\$19,702.50	\$1,970.25	\$17,732.25	\$95,640.08	\$115,342.58	\$11,534.26

Signature of Agency's Authorized Representative: _____ **Date:** _____
Printed Name of Agency's Authorized Representative: Patrick McGowan **Title:** General Manager

Signature of DWR Project Manager (Print Name): _____ **Date:** _____
Printed Name of DWR Project Manager (Print Name): Steve Doe **Title:** Supervising Engineer

FOR DEPARTMENT OF WATER RESOURCES USE ONLY

Approved by DWR Project Manager (Print Name): _____ **Approved by DWR Program Manager (Print Name):** Steve Doe
Signature: _____ **Title:** _____ **Date:** _____
Signed: _____ **Signed:** _____

I am verifying that the supporting documentation has been reviewed, is satisfactory, and is available upon request.

Project Manager Comments: _____

DWR PM Initials: _____ **AGPA Comments:** _____ **Remaining Budget Amount:** \$3,550,619.42

Purchase Order: _____ **Requisition No.:** _____ **NET AMOUNT TO BE PAID BY DWR THIS INVOICE:** \$17,732.25



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Dave Savidge

Date: September 13, 2023

Subject: Revision of Resolution 2019-03 updating the Authorized General Manager to Assistant General Manager

Description – The authorizing resolution lists the Representative as the “General Manager”. It is requested that a revised resolution be approved replacing the Representative of ‘General Manager’ to ‘Assistant General Manager’ allowing AGM D. Savidge to sign financing agreement, amendments and certifications for funding under the drinking water state revolving fund (DWSRF), etc. for the project

Recommendation: To approve the resolution with the revisions of updating the Representative from General Manager to Assistant General Manager

RESOLUTION NO. 2019-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO SIGN FINANCING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING UNDER THE DRINKING WATER STATE REVOLVING FUND (DWSRF), TO APPROVE CLAIMS FOR REIMBURSEMENT, TO EXECUTE BUDGET AND EXPENDITURE SUMMARY TO SIGN THE FINAL RELEASE FORM AND PLEDGING AND DEDICATING NET WATER REVENUES FROM TO PAYMENT OF DWSRF FINANCING.

WHEREAS, the Lake Don Pedro Community Services District seeks financing from the State Water Resources Control Board for a project commonly known as Lake Don Pedro CSD Surface Water Reliability and Water Treatment Plant Modernization Project (“Project”); and

WHEREAS, the District is authorized to provide water service pursuant to California Government Code 61100; and

WHEREAS, the District has determined that improvements are needed in its source water supply system, water treatment plant and distribution system to improve supply reliability, water quality and operating efficiency; and

WHEREAS, the District requires financial assistance from the State of California to complete the planning, design, permitting and construction of the above mentioned project.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that

1. The **General Manager** is hereby authorized and directed to sign and file, for and on behalf of the Lake Don Pedro CSD a financial assistance application for a financing agreement from the State Water Resources Control Board for the Project;
2. The **General Manager** or designee is hereby authorized to sign the DWSRF program financing agreement for the Project and any amendments thereto, and provide the assurances, certifications and commitments required therefor;
3. The **General Manager** or designee is hereby authorized to represent the Lake Don Pedro CSD in carrying out the Lake Don Pedro CSD responsibilities under the financing agreement, including approving and submitting disbursement requests (including Claims for Reimbursement) or other required documentation, compliance with applicable state and federal laws, and making any other necessary certifications;
4. The **Lake Don Pedro Community Services District** does hereby dedicate and pledge its net water revenues and its water enterprise fund to payment of the DWSRF financing for the Project. The **Lake Don Pedro Community Services District** commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the **Lake Don Pedro Community Services District** has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board. So long as the financing agreement(s) are outstanding, the **Lake Don Pedro Community Services District** pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the **Lake Don Pedro Community Services District** commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s). If for any reason, the said source of revenues proves insufficient to satisfy the debt service of the DWSRF obligation, sufficient funds shall be raised through increased water rates, user charges, or assessments or any other legal means available to meet the DWSRF obligation and to operate and maintain the project.; and
5. The authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and performed prior to the date of this Resolution are hereby ratified and affirmed. The State Water Resources Control Board is authorized to rely upon this Resolution until written notice to the contrary, executed by each of the undersigned, is received by the State Water Resources Control Board. The

State Water Resources Control Board shall be entitled to act in reliance upon the matters contained herein, notwithstanding anything to the contrary contained in the formation documents of the **Lake Don Pedro Community Services District** or in any other document.

Passed and adopted by **Lake Don Pedro Community Services District Board of Directors** on **February 20, 2019**, by the following vote:

AYES: (5) Johnson, Hankemeier, Sperry, Ross, Warren

NOES:

ABSTAIN:

ABSENT:

Danny Johnson, President of the Board

ATTEST:

Syndie Marchesiello, Secretary
CERTIFICATE OF SECRETARY

I, Syndie Marchesiello, as Secretary of the Lake Don Pedro Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 20th day of February, 2019, at the Special Meeting of the Board of Directors.

Syndie Marchesiello, Secretary

RESOLUTION NO. 2023-xxx

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT AUTHORIZING THE ASSISTANT GENERAL MANAGER TO SIGN FINANCING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING UNDER THE DRINKING WATER STATE REVOLVING FUND (DWSRF), TO APPROVE CLAIMS FOR REIMBURSEMENT, TO EXECUTE BUDGET AND EXPENDITURE SUMMARY TO SIGN THE FINAL RELEASE FORM AND PLEDGING AND DEDICATING NET WATER REVENUES FROM TO PAYMENT OF DWSRF FINANCING.

WHEREAS, the Lake Don Pedro Community Services District seeks financing from the State Water Resources Control Board for a project commonly known as Lake Don Pedro CSD Surface Water Reliability and Water Treatment Plant Modernization Project (“Project”); and

WHEREAS, the District is authorized to provide water service pursuant to California Government Code 61100; and

WHEREAS, the District has determined that improvements are needed in its source water supply system, water treatment plant and distribution system to improve supply reliability, water quality and operating efficiency; and

WHEREAS, the District requires financial assistance from the State of California to complete the planning, design, permitting and construction of the above mentioned project.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that

1. The **Assistant General Manager** is hereby authorized and directed to sign and file, for and on behalf of the Lake Don Pedro CSD a financial assistance application for a financing agreement from the State Water Resources Control Board for the Project;
2. The **Assistant General Manager** or designee is hereby authorized to sign the DWSRF program financing agreement for the Project and any amendments thereto, and provide the assurances, certifications and commitments required therefor;
3. The **Assistant General Manager** or designee is hereby authorized to represent the Lake Don Pedro CSD in carrying out the Lake Don Pedro CSD responsibilities under the financing agreement, including approving and submitting disbursement requests (including Claims for Reimbursement) or other required documentation, compliance with applicable state and federal laws, and making any other necessary certifications;
4. The **Lake Don Pedro Community Services District** does hereby dedicate and pledge its net water revenues and its water enterprise fund to payment of the DWSRF financing for the Project. The **Lake Don Pedro Community Services District** commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the **Lake Don Pedro Community Services District** has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board. So long as the financing agreement(s) are outstanding, the **Lake Don Pedro Community Services District** pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the **Lake Don Pedro Community Services District** commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s). If for any reason, the said source of revenues proves insufficient to satisfy the debt service of the DWSRF obligation, sufficient funds shall be raised through increased water rates, user charges, or assessments or any other legal means available to meet the DWSRF obligation and to operate and maintain the project.; and
5. The authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and performed prior to the date of this Resolution are hereby ratified and affirmed. The State Water Resources Control Board is authorized to rely upon this Resolution until written notice to the contrary, executed by each of the undersigned, is received by the State Water Resources Control Board. The

State Water Resources Control Board shall be entitled to act in reliance upon the matters contained herein, notwithstanding anything to the contrary contained in the formation documents of the **Lake Don Pedro Community Services District** or in any other document.

Passed and adopted by **Lake Don Pedro Community Services District Board of Directors** on **September 18, 2023**, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Dan Hankemeier, President of the Board

ATTEST:

Syndie Marchesiello, Secretary
CERTIFICATE OF SECRETARY

I, Syndie Marchesiello, as Secretary of the Lake Don Pedro Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 18th day of September, at the Special Meeting of the Board of Directors.

Syndie Marchesiello, Secretary



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Dave Savidge

Date: September 13, 2023

Subject: LDPCSD Water Filter Surveillance and Anthracite Replacement

Description –

Filter Media was approved in the amount of \$90,000. The lowest bid is \$112,510.00. The district at this time does not have the funds to move forward. The district has encountered some large invoices recently and the DWR Grant is slow to reimburse our operating budget that is being used to pay for the project.

Staff is also pursuing another bid for the replacement of the media.

Recommendation: Information only, no recommendation at this time

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

RESOLUTION 2023-xxx

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
DESIGNATING THE ASSISTANT GENERAL MANGER AS THE
DISTRICT TREASURER**

WHEREAS, California Government Code Section 61053 (a) provides authority for the District to select a depository for its funds, in lieu of depositing all funds with treasury of Mariposa county;

and

WHEREAS, Government Code Section 61053 (b) requires that in the event the District selects its own depository, it must appoint a District Treasurer who is responsible for the District finances, shall serve in place of the county Treasurer, and shall serve at the pleasure of the Board of Directors of the District;

and

WHEREAS, the district has adopted the accounting and auditing procedures, selected an appropriate depository, and adopted the financial policies and procedures to satisfy the requirements of California Code 61053;

and

WHEREAS, the General Manager currently serves as District Treasurer;

And

WHEREAS, the District Assistant General Manager is the appropriate District employee with the skills, experience and delegated responsibility for the supervision of the District finances pursuant to the Government Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby designate the Assistant General Manager as the treasurer of the Lake Don Pedro Community Services District, in accordance with Government Code Section 61053 (b);

and

BE IT FURTHER RESOLVED, that the responsibility of District Treasurer is not vested in an individual, rather it is the responsibility of the position of Assistant General Manager; therefore changes in management employees over time do not require amendment of this Resolution.

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT DOES HEREBY APPOINT THE ASSISTANT GENERAL MANAGER AS DISTRICT TREASURER EFFECTIVE THIS DATE

WHEREFORE, this resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on September 18, 2023, by the following vote:

AYES: ()

NOES: ()

ABSENT: ()

Dan Hankemeier, President of the Board

ATTEST:

Syndie Marchesiello, Secretary to the Board

CERTIFICATE OF SECRETARY

*I, Syndie Marchesiello, the duly appointed Secretary of the **Lake Don Pedro Community Services District**, do hereby certify that the foregoing Resolution was duly and regularly updated and approved on the 18th day of September 2023 at the Regular Meeting of the Board of Directors.*

Syndie Marchesiello, Secretary to the Board

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

PAGE 1 of 3

POLICY TITLE: Job Description-ASSISTANT GENERAL
MANAGER

POLICY NUMBER: 2400

2400.10 DESCRIPTION:

The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. The GM position is a public relations position; he or she is the voice of the District and will keep the public informed of District operations.

2400.11 DEFINITION:

Under policy direction of the Board of Directors, to be in charge of the administrative affairs, water treatment operations, and capital improvement activities of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to review budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; and to do related work as required.

2400.12 EXAMPLES OF DUTIES:

Serves as Chief Administrative Officer for the Lake Don Pedro Community Services District;
Provides advice and consultation on the development of District programs and policies;
Coordinates the preparation of the agenda for Board of Directors meetings;
Represents the Board's policies and programs with employees, community representatives, and other government agencies;
Reviews budget requests; making recommendations to the Board on final expenditure levels;
Maintains continuous awareness of administrative practices and recommends changes to increase the efficiency and economy of District operations;
Responsibility for District personnel matters, including employment procedures, grievances, and employer-employee relations;
Oversees construction activities;
Serves as District representative with other government agencies, boards, and commissions;

Approved August 22, 2023

PAGE 2 of 3

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2400

- * General responsibility for day-to-day management of the District;
- May serve as the Treasurer;
- Will assist in emergency repairs;
- Must be able to operate all the equipment the District owns.

2400.13 TYPICAL PHYSICAL REQUIREMENTS:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

2400.14 TYPICAL WORKING CONDITIONS:

Work is generally performed in an office; some outdoor work during construction projects; continuous contact with staff and the public.

2400.15 EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;
- Laws, rules, ordinances, and legislative processes controlling special district functions, programs, and operations;
- Organization, operations, and problems of special districts;
- Research and evaluation methodologies;
- Budgeting principles and practices;
- Personnel programs and procedures;
- Water and Wastewater Treatment and Distribution systems;
- Construction planning and administration;
- Cost estimating;
- Principles of supervision, training, and management;

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals;
- Direct, oversee, and administer the District budgeting and fiscal control process;
- Perform Capital Improvement planning and administer construction activities;
- Collect and analyze data on a variety of topics;
- Prepare concise and comprehensive reports;
- Coordinate the preparation of Board agendas;
- Evaluate and make recommendations on improvements to existing District

Approved August 22, 2023

POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2400

operations, programs, and services;

Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies;

Exercise leadership, authority, and supervision tactfully and effectively; communicate well during public presentations;

Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other government agencies;

Establish and maintain cooperative working relationships.

2400.16 SPECIAL REQUIREMENTS:

Possession of a valid and current California Driver's License as issued by the California Department of Motor Vehicles. Must be physically active.

2400.17 TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Broad and extensive work experience in a management or administrative position, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations.

At least two years of the experience should be in a management or supervisory capacity.

2400.18 DESIRABLE QUALIFICATIONS:

Possession of a bachelors or master's degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently. Must have a current CDPH T2 and D2 License.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

RESOLUTION 2023-xxx

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
DESIGNATING THE ASSISTANT GENERAL MANGER AS THE
DISTRICT TREASURER**

WHEREAS, California Government Code Section 61053 (a) provides authority for the District to select a depository for its funds, in lieu of depositing all funds with treasury of Mariposa county;

and

WHEREAS, Government Code Section 61053 (b) requires that in the event the District selects its own depository, it must appoint a District Treasurer who is responsible for the District finances, shall serve in place of the county Treasurer, and shall serve at the pleasure of the Board of Directors of the District;

and

WHEREAS, the district has adopted the accounting and auditing procedures, selected an appropriate depository, and adopted the financial policies and procedures to satisfy the requirements of California Code 61053;

and

WHEREAS, the General Manager currently serves as District Treasurer;

And

WHEREAS, the District Assistant General Manager is the appropriate District employee with the skills, experience and delegated responsibility for the supervision of the District finances pursuant to the Government Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby designate the Assistant General Manager as the treasurer of the Lake Don Pedro Community Services District, in accordance with Government Code Section 61053 (b);

and

BE IT FURTHER RESOLVED, that the responsibility of District Treasurer is not vested in an individual, rather it is the responsibility of the position of Assistant General Manager; therefore changes in management employees over time do not require amendment of this Resolution.

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT DOES HEREBY APPOINT THE ASSISTANT GENERAL MANAGER AS DISTRICT TREASURER EFFECTIVE THIS DATE

WHEREFORE, this resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on September 18, 2023, by the following vote:

AYES: ()

NOES: ()

ABSENT: ()

Dan Hankemeier, President of the Board

ATTEST:

Syndie Marchesiello, Secretary to the Board

CERTIFICATE OF SECRETARY

*I, Syndie Marchesiello, the duly appointed Secretary of the **Lake Don Pedro Community Services District**, do hereby certify that the foregoing Resolution was duly and regularly updated and approved on the 18th day of September 2023 at the Regular Meeting of the Board of Directors.*

Syndie Marchesiello, Secretary to the Board

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

RESOLUTION 2023-9

**Resolution to update Signature Cards
on All District Accounts**

WHEREAS, the District has had a change in Directors, Staff, and Bank Account which requires an update to all banking accounts, as well as open a new business account at PNC / Pinnacle Bank, to reflect the current Board of Directors and Staff,

And

WHEREAS, the PNC / Pinnacle Business Money Market Bank requires the log in password, the Local Agency Investment Account requires the pin number and the PNC / Pinnacle Business Checking account is set up to require one (1) signature for the Bank to withdraw funds, however, the District will internally require two (2) signatures – one a Director and one a Staff Member,

NOW THEREFORE IT IS RESOLVED, that the Board of Directors update the PNC / Pinnacle Bank accounts, and the Local Agency Investment Fund account to include current Directors and approved staff on the signature cards.

BE IT RESOLVED, on this 18th day of September, 2023 the Board of Directors for the Lake Don Pedro Community Services District have agreed to update the signature cards for the financial institutions as follows:

Authorized Signers
PNC /Pinnacle Business Checking Account

Director Ross
Director Johnson
Director Hankemeier
Director Warren
Director Smith
Assistant GM Dave Savidge
Syndie Marchesiello

Personnel Authorized to
Transfer Funds and Direct Deposits
PNC / Pinnacle Money Market Account
LAIF Account

Director Ross
Director Johnson
Director Hankemeier
Director Warren
Director Smith
Dave Savidge Assistant GM
Syndie Marchesiello, Office Manager / Board Secretary

WHEREFORE, this resolution was passed and adopted this 18th day of September 2023 at the Regular Meeting by the Board of Directors by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST:

Syndie Marchesiello, Board Secretary

President - Board of Directors – Director Hankemeier

CERTIFICATE OF SECRETARY

*I, Syndie Marchesiello, Secretary of the **Lake Don Pedro Community Services District**, do hereby certify that the foregoing Resolution was duly and regularly updated on the 18th day of September, 2023 at the Regular Meeting of the Board of Directors.*

Syndie Marchesiello, Secretary