

## Special Meeting of the Board of Directors

9751 Merced Falls Road  
MARCH 16, 2020 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:

**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 February, 2020 including summary of claims paid
- b. Approval of the Minutes of the Regular Meeting of February 18, 2020
- c. Correspondence – Cal OES Hazard Mitigation Grant Program

**5. DISCUSSION AND ACTION ITEMS:**

- a. Establishment of Priorities and Costs of LDPCSD Capital Improvement List
- b. Approval / Implementation of LDPCSD Flushing Program
- c. Approval regarding (SOP's) Standard Operating Procedures for:  
Emergency's while on Call Procedure and Operations Response to High usage Procedure
- d. Discussion / Action regarding LDPCSD'S upcoming Financial Audits
- e. Approval regarding an LDPCSD Education Policy

**6. ADJOURNMENT:**

Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options:

- A paper copy viewed at the District office, 9751 Merced Falls Rd., La Grange, CA 95329 during business hours or mailed pursuant to a written request and payment of associated mailing fees
- An electronic copy received by email. Note - a form requesting email delivery of agendas and/or meeting materials must be completed a minimum of one week in advance of the meeting
- Viewed on the Board page of the District's website
- A limited number of copies of agenda materials will also be available at the meeting

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the LDPCSD Board Secretary at (209) 852-2251 Ext. 2. Advance notification will enable the District to make reasonable arrangements to insure accessibility



# Lake Don Pedro Community Services District

## GENERAL MANAGER'S REPORT

March 12th, 2020

It is imperative that the District secure funding to assist with vital distribution system upgrades that are urgent at this time and in the near and present future. We are currently pursuing any funding option available. District staff responsibilities have increased significantly over the past few months. I am pleased with our efforts. Lake Don Pedro CSD is expanding our services and minimizing costs to continue to provide reliable water sources to our community. I am extremely confident in my team and our vision moving forward.

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

- District phone – (209) 984-6082
- E-mail - Patrick@ldpcsd.org

### *Grant/Study Updates*

1. The Water Rate Study will soon be complete. A rate increase will be recommended by our contracted firm. In addition the District is moving forward with loan and grant applications to minimize these potential rate increases to our customers.
2. The District recently received reimbursement for Invoice #6 from Department of Water Resources in the amount of \$64,000. The final reimbursement of the 10% retention amount should be received soon.
3. The District has contracted Black Water Engineering to perform the Preliminary Engineering Report (PER). The first draft of the USDA (PER) is written and going through internal editing at this time. The report will be final within thirty days. The recommended solution in the (PER) is to replace the current raw water intake pump station all together and extend pipes and pumps to an elevation of 585' above sea level.
4. Exploring funding options that may assist in the cost associated with conducting a Municipal Service Review (MSR).

## Current District Projects

1. Barge renovation. On budget and schedule moving forward. Fabrication and design work complete. The barge has been sand blasted and coating has been added to Pontoon. Remaining work mainly cosmetic. **April 2020**
2. Floculator motor upgrades. Scheduled for installation 3/17/20. **March 2020**
3. Ranchito 1 Well SCADA construction upgrade. **March 2020**
4. Emergency leak crew. Zero leaks to report at this time! **Ongoing.**
5. Tank site access road upgrades. **March 2020**

## Operations

In addition to maintaining and operating our Treatment Plant District staff have completed four main/service leak replacement or repairs since our last meeting. Operations staff completed monthly SDRMA meeting on ladder safety. Our Medina 1 Well has had issues this past month with pressure release valve. Staff spent sufficient time trouble shooting the issue to assure system operations. Three non-operable water meters have been replaced this month. Staff read 1453 meters and responded to 24 service order requests. Service orders included re-reads, faulty meters, high consumption, low pressure, and fire sprinkler calculations and customer leaks. Staff was able to locate customer leak on property for District resident. This District resident had four plumbing contractors visit property prior. We recently completed our monthly tank site inspections. Maintenance issues were identified and corrected including: Staff followed up with the regrading and compaction of all access roads to our tank sites. A new culvert pipe was installed at our Alamo site and an existing shallow water main was protected. Operations staff placed temporary asphalt in areas within the District. Ranchito 1 Well currently is not part of our SCADA system. District staff is performing the construction to minimize costs. Construction includes trenching, placing conduit, backfilling and compacting. Once complete we can contract the equipment installation and setup. Operations staff identified a chlorine leak and faulty valve in their daily treatment plant inspection. These items were quickly repaired by District staff. Staff performed weekly water samples each Thursday. All District trucks and equipment are operable. Operations staff have set aside Fridays to inspect, service, and make quick repairs to District vehicles. Staff recently identified an issue with our 1999 GMC 6500 Dump Truck exhaust. We

were able to fix this in house saving District time and money. Staff has been extremely responsive, and efficient to the needs of the District.

### *Administrative*

Recently our Itron renewal maintenance plan was completed. Working with SEMS technology I have concluded an additional two hour training course on the asset management program. I look forward to the implementation of this program into our daily activities. I finalized the proposed District flushing program. The SEMS asset management program will work hand and hand with the flushing program to help manage activities and progress. Recently I updated District CIP list. The update has all estimates, priority, and date of expected completion. I recently completed an On Call Emergency SOP, and High Usage/Meter Bill SOP. This will help to ensure consistency on the response of these potential emergencies. I worked with our District HR representative to create a Training/Education policy that fits board of director's request. I am currently in the process of determining a potential water wheeling rate for District resident. I am working with District legal team on this matter. We are in the process of updating the District CAD program with contractor. Recently I began work on creating a District Drought Contingency Plan. Better safe than sorry... AT&T is in the process of evaluating the financial viability of their leased cell towers on District property. With the conclusion of their study we will determine if a new contract will be in place in the future. The District received an estimate for annual audit services. This contract would fulfill the Districts auditor rotational requirement. Each District staff member has received their first of two formal bi-annual evaluations. In addition I regularly participate in coaching sessions with staff to assure expectations are known. These coaching sessions are valuable for staff and more so myself. The time spent with staff is extremely valuable. Questions, comments, and concerns are encouraged. In addition expectations are clearly defined for all parties.

Sincerely,

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Patrick McGowan  
General Manager

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
Water Audit

Water Distribution System:

Date (m/d/y)	Plant Eff. Meter Reading (ccf)	(A) Plant Eff. Meter Corrected (ccf)	Central Tank Level (feet)	(B) Central Tank Volume (cu. ft.)	Electro Tank Level (feet)	(C) Electro Tank Volume (cu. ft.)	Alamo Tank Level (feet)	(D) Alamo Tank Volume (cu. ft.)	Coronado Tank Level (feet)	(E) Coronado Tank Volume (cu. ft.)	Lazo Tank Level (feet)	(F) Lazo Tank Volume (cu. ft.)	Atoblets Tank Level (feet)	(G) Atoblets Tank Volume (cu. ft.)	Shurtw. Tank Level (feet)	(H) Shurtw. Tank Volume (cu. ft.)	Customer Meters Total Readings (ccf)	(I) Customer Meters Corrected (ccf)
02/29/20	673,724	675,724	22.80	193,663	22.10	16,902.10	5.90	22,702.86	20.00	44,123.97	12.00	5,870.66	25.60	56,478.30	25.20	55,696.62	8,370	8,370
07/29/20	663,774	663,774	19	167,402	22	18,997.63	6	23,475.55	18	39,270.07	12	5,870.66	18	39,931.92	25	54,933.97	8,031	8,031
Difference			3.80	32,260.49	0.10	-18,997.63	-0.30	-768.69	2.20	4,863.80	0.00	0.00	7.50	-16,546.36	0.30	661.95	-8031	-339

  

Item	**Method Measured	Quantity (ccf)
Fire lighting		
Other hydrant usage		
Main flushing, Backwash		461.76 (ccf)
Bulk water sales		
Repaired leaks		
Water quality testing		
Tank drainage or overflow		
Other: Main Breaks		901 (ccf)
Other: Water in mainline		
Other:		
<b>Total (ccf): (I)</b>		<b>3,583 (ccf)</b>

  

Totals for Zone:	Flowing System (A)	Flowing System (B)	Flowing System (C)	Flowing System (D)	Flowing System (E)	Flowing System (F)	Flowing System (G)	Flowing System (H)	Flowing System (I)	Flowing System (J)	Flowing System (K)	Flowing System (L)	Flowing System (M)	Flowing System (N)	Flowing System (O)	Flowing System (P)	Flowing System (Q)	Flowing System (R)	Flowing System (S)	Flowing System (T)	Flowing System (U)	Flowing System (V)	Flowing System (W)	Flowing System (X)	Flowing System (Y)	Flowing System (Z)	
Flowing System (A)	11,950.00																										
Flowing System (B)		633.87																									
Flowing System (C)			97.33																								
Flowing System (D)				28.31																							
Flowing System (E)					7.49																						
Flowing System (F)						29.60																					
Flowing System (G)							0.65																				
Flowing System (H)								28.31																			
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System Loss, % 14%

02/29/20

01/29/20 through

3.86 AC-FT

1,582 CCF =

Real and Apparent Treated Water Loss

EXCHEQUER  
MARCH

2020

MERCED IRRIGATION DISTRICT DAILY WATER TABULATION AND USE REPORT FOR THE MONTH OF MARCH

DATE	EXCHEQUER RESERVOIR FT ELEVATION	(+ or (-) FT ELEVATION	EXCHEQUER RESERVOIR AF STORAGE	(+ or (-) FT STORAGE AF CHANGE	AVE. PH DRAFT CFS 24 HOURS	ACRE FEET DISCHARGED 24 HOURS	AVERAGE INFLOW CFS 24 HOURS	TOTAL ACRE FT DISCHARGED YEAR TO DATE	PRECIPITATION (IN)		DATE	TEMPERATURE (F)			EXCHEQUER ACRE FEET SPILLED	EXCHEQUER ACRE FEET BYPASSED	WEATHER	AVERAGE DISCHARGE CFS	EXCHEQUER DISCHARGE ACRE FEET	LEAKAGE WEIR CFS	GROSS GENERATION KWH	
									DAILY	SEASON TOTAL		HIGH	LOW	OBS								
1	801.52	-0.22	633,724	-1,079	904	1,792	388	34,116	0.00	10.05	1	58	41	43	0	50	CLEAR	932	1,848	3	680,000	
2	801.34	-0.18	632,842	-882	798	1,582	381	35,754	0.00	10.05	2	64	43	50	0	50	CLEAR	826	1,638	3	580,000	
3	801.17	-0.17	632,010	-832	734	1,456	343	37,266	0.00	10.05	3	67	50	55	0	50	CLEAR	763	1,512	3	520,000	
4	800.97	-0.20	631,032	-978	773	1,532	308	38,854	0.00	10.05	4	74	52	55	0	50	PT CLOUDY	801	1,588	3	550,000	
5	800.80	-0.17	630,202	-830	759	1,505	369	40,415	0.00	10.05	5	76	49	51	0	50	CLEAR	787	1,561	3	540,000	
6	800.65	-0.15	629,470	-732	717	1,421	376	41,892	0.00	10.05	6	73	51	55	0	50	CLOUDY	745	1,477	3	520,000	
7	800.51	-0.14	628,788	-682	780	1,482	451	43,430	0.00	10.05	7	61	48	49	0	50	CLOUDY	809	1,538	3	530,000	
8	800.36	-0.15	628,057	-731	770	1,527	430	45,013	0.00	10.05	8	62	49	51	0	50	CLEAR	798	1,583	3	540,000	
9	799.96	-0.40	626,112	-1,945	1,256	2,491	305	47,562	0.00	10.05	9	66	51	51	0	50	PT CLOUDY	1,285	2,549	4	940,000	
10	799.67	-0.29	624,705	-1,407	1,038	2,059	357	49,677	0.00	10.05	10	67	51	56	0	50	CLOUDY	1,067	2,115	3	680,000	
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7,354 AF

17,480

# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## Treasurer's Report

Reporting Period: February 2020

**The district ended the month of February 2020 with the following balances in our accounts:**

\* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	172,546
Total Restricted:		<u>\$ 172,546</u>
Unrestricted:		
Checking	\$	50,487
Money Market - Working Capital	\$	722,529
Petty Cash	\$	<u>125</u>
Total Unrestricted:		<u>\$ 773,141</u>
Total Restricted & Unrestricted:		<u>\$ 945,687</u>

**The district ended February 2020 with the following amounts affecting our financial status:**

	Feb-2020	Year to Date
Sales & Business Revenue:	\$ 113,843	\$ 1,011,292
Total Operating Expenses:	\$ (85,873)	\$ (843,694)
Non-Operating Income/Expense:	\$ (2,424)	\$ (96,983)
Water Drought Income/Expense:	\$ (6,417)	\$ 255,811
Change in Net Assets (P&L):	\$ 19,129	\$ 326,426
Net Cash Flow:	\$ 34,838	\$ 8,684

**Accounts Receivable:**

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water IRWMP	A/R Water DWR
Current	\$ 27,593	\$ -	\$ -	\$ 96,954	\$ -	\$ -
> 30 Days	\$ 8,864	\$ -	\$ 155	\$ -	\$ -	\$ -
> 60 Days	\$ 2,972	\$ -	\$ -	\$ -	\$ -	\$ -
> 90 Days	\$ 922	\$ -	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 7,802	\$ 185,874	\$ 5,241	\$ -	\$ -	\$ -
Credits	\$ (17,661)					
Total	\$ 30,492	\$ 185,874	\$ 5,396	\$ 96,954	\$ -	\$ -
Total Combined	\$ 313,320		\$ 5,396		\$ -	
G/L Balance	\$ 313,320		\$ 5,396		\$ -	
Difference	\$ -		\$ -			\$ -

\* Amount of availability payments received: \$96,730

\* Amount of availability payments outstanding: \$89,144

**Accounts Payables:**

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 74,972	\$ -	\$ 3,641
> 30 Days	\$ -	\$ -	\$ 5,116
> 60 Days	\$ -	\$ -	\$ -
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
Total	\$ 74,972	\$ -	\$ 8,757
G/L Balance	\$ 74,972	\$ -	\$ 8,757
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”.

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Name

Title

Date

**Statement of Revenues and Expenses (P&L)**  
**February 2020 & Year-To-Date Versus 6/30/20 Approved Budget**

		Feb-20	February vs Budget %	2019-2020 YTD	YTD vs Budget %	2019-2020 Budget	Remaining Budget
<b>Revenue</b>							
01-0-3010-301	Meter Reconnection Fee	100	#DIV/0!	300	#DIV/0!	-	(300)
01-0-3010-302	Donated Capital - Meters Curre	10,000	66.66%	45,000	299.99%	15,000	(30,000)
01-0-4010-400	Water Sales Residential	16,548	5.52%	232,772	77.69%	299,627	66,856
01-0-4010-402	Water Availability Revenue	15,490	8.26%	123,185	65.67%	187,573	64,388
01-0-4010-403	Water Service Charges	80,306	8.39%	641,354	66.97%	957,732	316,378
01-0-4020-410	Interest Income - LAIF	-	0.00%	3,119	69.15%	4,510	1,391
01-0-4020-413	Int Inc Penalties - Customer	1,932	6.97%	18,729	67.63%	27,694	8,965
01-0-4020-414	Transfer Fee Income	400	6.67%	4,350	72.50%	6,000	1,650
01-0-4020-415	Other Income*	5,540	70.36%	12,556	159.46%	7,874	(4,682)
01-0-4020-416	Meter Set Fee	1,000	23.81%	5,000	119.05%	4,200	(800)
01-0-4020-900	Hydrant Service Charge	-	0.00%	239	71.77%	333	94
01-0-4020-901	Hydrant Rental	-	0.00%	560	72.92%	768	208
01-0-4020-902	Hydrant Consumption	-	0.00%	1,767	69.75%	2,533	766
01-0-4020-999	Avail Fee Income	-	0.00%	1,767	99.76%	1,771	4
01-0-4040-100	Lease Fee	2,791	8.00%	22,098	63.35%	34,884	12,786
<b>TOTAL REVENUE</b>		<b>134,106</b>	<b>8.65%</b>	<b>1,112,794</b>	<b>71.77%</b>	<b>1,550,500</b>	<b>437,706</b>
<b>Expenses</b>							
01-1-5010-100	Regular Pay - Plant	11,371	10.98%	86,595	83.65%	103,521	16,926
01-1-5010-101	Overtime Pay	1,332	7.60%	13,481	76.95%	17,519	4,038
01-1-5010-102	Sick Pay	520	11.70%	3,951	88.83%	4,448	497
01-1-5010-104	Vacation Pay	555	7.82%	4,817	67.90%	7,095	2,278
01-1-5010-105	Holiday Pay	437	6.96%	4,522	71.93%	6,287	1,765
01-1-5010-200	PERS	1,079	11.35%	8,191	86.23%	9,499	1,308
01-1-5010-201	FICA/Medicare	1,087	10.83%	8,758	87.32%	10,030	1,272
01-1-5010-202	SUI	86	7.82%	1,547	141.41%	1,094	(453)
01-1-5010-203	Health Insurance	4,857	10.43%	35,223	75.64%	46,564	11,341
01-1-5010-204	Workers Compensation	687	9.58%	5,493	76.64%	7,167	1,674
01-1-5010-206	Dental Insurance	240	7.94%	1,923	63.50%	3,029	1,106
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	212	212
01-1-5020-510	Repair & Maintenance - Plant	6	0.03%	7,636	42.42%	18,000	10,364
01-1-5020-511	Repair & Maintenance - Vehicle	2,803	140.16%	24,355	1217.76%	2,000	(22,355)
01-1-5020-512	Repair & Maintenance - Distribution	487	0.64%	37,884	50.03%	75,719	37,835
01-1-5020-515	R&M Transmission - Intake	-	0.00%	-	0.00%	32,000	32,000
01-1-5020-517	R&M Transmission - Well #2	-	#DIV/0!	5,851	#DIV/0!	-	(5,851)
01-1-5020-520	Small Tools & Equipment	-	0.00%	3,672	137.93%	2,662	(1,010)
01-1-5020-522	Gas, Oil & Lubricant - Plant	1,174	9.23%	8,854	69.58%	12,726	3,872
01-1-5020-524	Health & Safety	468	10.41%	6,148	136.77%	4,495	(1,653)
01-1-5020-529	Telephone - T & D	733	10.16%	5,844	81.01%	7,214	1,370
01-1-5020-544	Water Testing Fees	1,330	9.39%	12,970	91.58%	14,162	1,192
01-1-5020-545	Water System Fees	-	0.00%	4,823	108.31%	4,453	(370)
01-1-5020-548	Water Testing Materials	-	0.00%	749	33.31%	2,250	1,501
01-1-5021-521	Water Treatment Chemicals	7,175	34.07%	32,159	152.72%	21,057	(11,102)
01-1-5021-524	P G & E Power - Office	174	6.80%	1,503	58.68%	2,561	1,058
01-1-5021-525	P G & E Power - Intake	4,196	5.94%	57,723	81.79%	70,574	12,851
01-1-5021-526	P G & E Power - Well	29	10.36%	27	9.79%	277	250
01-1-5021-527	P G & E Power - Water Treatment	1,707	6.00%	20,168	70.86%	28,460	8,292
01-1-5021-528	P G & E Power - Distribution	1,888	5.23%	21,636	59.92%	36,108	14,472
01-1-5021-529	P G & E Power - Well 2	-	0.00%	622	5.28%	11,785	11,163
01-1-5021-530	P G & E Power - Medina	-	0.00%	3,423	94.53%	3,621	198
01-1-5021-532	P G & E Power - Well 5/6	-	0.00%	3,423	110.06%	3,110	(313)
01-1-5021-561	Purchased Water Actual-mid-p	3,641	5.10%	59,187	82.92%	71,381	12,194
01-1-5023-533	Outside Services	273	2.96%	3,189	34.57%	9,223	6,034
01-1-5023-535	Fire Protection/Weed Control	-	#DIV/0!	80	#DIV/0!	-	(80)
01-1-5023-537	Pest Control	34	0.59%	272	4.73%	5,756	5,484
01-1-5023-538	Engineering Services	1,473	5.29%	3,205	11.52%	27,817	24,612
01-1-5023-539	Employee Education	349	166.99%	814	389.47%	209	(605)
01-1-5024-540	Memberships	-	0.00%	-	0.00%	504	504
01-1-5024-542	Publications	-	0.00%	619	53.76%	1,151	532
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	273	29.14%	937	664

		Feb-20	February vs Budget %	2019-2020 YTD	YTD vs Budget %	2019-2020 Budget	Remaining Budget
01-1-5032-583	Depreciation Expense	16,015	6.25%	153,900	60.11%	256,049	102,149
01-2-6010-100	Regular Pay - Administration	15,567	8.48%	124,043	67.53%	183,674	59,631
01-2-6010-101	Overtime Pay	109	5.02%	606	27.97%	2,166	1,560
01-2-6010-102	Sick Pay	255	3.62%	3,475	49.34%	7,042	3,567
01-2-6010-104	Vacation Pay	509	6.46%	4,610	58.54%	7,875	3,265
01-2-6010-105	Holiday Pay	331	7.09%	3,314	70.88%	4,675	1,361
01-2-6010-200	PERS	1,486	8.92%	11,551	69.32%	16,663	5,112
01-2-6010-201	FICA/Medicare	1,244	7.98%	10,246	65.69%	15,596	5,350
01-2-6010-202	SUI	83	5.44%	948	62.41%	1,519	571
01-2-6010-203	Health Insurance	4,592	8.65%	37,070	69.85%	53,069	15,999
01-2-6010-204	Workers Compensation	68	4.09%	543	32.69%	1,662	1,119
01-2-6010-206	Dental Insurance	319	15.87%	1,593	79.36%	2,007	414
01-2-6010-207	Vision Care	-	#DIV/0!	200	#DIV/0!	-	(200)
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	22	44.92%	49	27
01-2-6020-512	Propane	-	0.00%	603	75.68%	797	194
01-2-6020-515	Customer Billing Supplies	202	14.51%	858	61.59%	1,393	535
01-2-6020-529	Telephone - Admin	332	8.50%	2,429	62.15%	3,908	1,479
01-2-6020-530	Office Supplies	65	2.15%	1,745	57.56%	3,032	1,287
01-2-6020-531	Postage	523	6.63%	5,347	67.75%	7,892	2,545
01-2-6023-531	Computer IT	2,890	8.91%	33,106	102.07%	32,436	(670)
01-2-6023-532	R & M Equipment	-	#DIV/0!	1,015	#DIV/0!	-	(1,015)
01-2-6023-533	Outside Services	2,500	4.03%	31,652	51.01%	62,054	30,403
01-2-6023-535	Office Cleaning Serv	140	8.17%	1,220	71.18%	1,714	494
01-2-6023-536	Legal Services	45	0.44%	4,909	47.66%	10,300	5,391
01-2-6023-537	Audit Services	-	0.00%	7,000	79.37%	8,820	1,820
01-2-6023-539	Employee Education	-	0.00%	438	29.23%	1,500	1,062
01-2-6024-540	Memberships	-	0.00%	5,344	79.49%	6,723	1,379
01-2-6024-542	Publications	-	0.00%	873	64.22%	1,360	487
01-2-6024-543	Licenses, Permits & Cert.	-	#DIV/0!	105	#DIV/0!	-	(105)
01-2-6024-547	County Fees	-	0.00%	-	0.00%	101	101
01-2-6024-999	County Avail Fee	-	0.00%	1,774	78.76%	2,252	478
01-3-6025-100	Regular Pay	500	7.63%	2,900	44.26%	6,552	3,652
01-3-6025-201	FICA/Medicare	38	7.63%	222	44.28%	501	279
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	833	1126.30%	74	(759)
01-9-6030-569	Credit Card Service Charges	665	9.41%	4,897	69.28%	7,069	2,172
01-9-6030-572	Business Insurance Expense	3,223	6.64%	36,591	75.39%	48,535	11,944
01-9-6030-576	Misc Other Expense	28	10.00%	1,301	464.76%	280	(1,021)
01-9-6030-577	Retired Employee Health	2,318	8.14%	18,286	64.24%	28,464	10,178
01-9-6030-580	Retired EE Benefit Expense	-	0.00%	-	0.00%	155,549	155,549
01-9-6031-580	Interest Long Term Debt	4,310	10.60%	24,858	61.14%	40,654	15,797
01-9-6032-583	Depreciation Expense	16	7.31%	139	63.44%	219	80
<b>TOTAL EXPENSES</b>		<b>108,560</b>	<b>6.50%</b>	<b>1,042,179</b>	<b>62.37%</b>	<b>1,670,904</b>	<b>628,725</b>
<b>CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)</b>							
01-9-6030-590	NBS Rate Evaluation	6,418	#DIV/0!	11,268	#DIV/0!	-	(11,268)
01-9-6030-591	IRWMP Service Lines	-	#DIV/0!	186,592	#DIV/0!	-	(186,592)
01-9-6030-592	IRWMP Administrative Expenses	-	#DIV/0!	750	#DIV/0!	-	(750)
01-9-6030-593	IRWMP Water Use Efficiency	-	#DIV/0!	3,000	#DIV/0!	-	(3,000)
01-9-6030-594	Grant Application Services	-	#DIV/0!	7,428	#DIV/0!	-	(7,428)
<b>TOTAL CIP IN PROGRESS</b>		<b>6,418</b>	<b>#DIV/0!</b>	<b>209,037</b>	<b>#DIV/0!</b>	<b>-</b>	<b>(209,037)</b>
<b>CARRYOVER PROJECT (GRANT) REVENUE</b>							
01-0-4020-430	DWR Grant	-	#DIV/0!	400,000	#DIV/0!	-	(400,000)
01-0-4020-425	IRWMP Service Line Replacement	-	#DIV/0!	2,613	#DIV/0!	-	(2,613)
01-0-4020-427	IRWMP Regional Water Use Efficiency	-	#DIV/0!	61,669	#DIV/0!	-	(61,669)
01-0-4020-426	IRWMP Grant Administration***	-	#DIV/0!	565	#DIV/0!	-	(565)
<b>TOTAL CARRYOVER PROJECT REVENUE</b>		<b>-</b>	<b>#DIV/0!</b>	<b>464,848</b>	<b>#DIV/0!</b>	<b>-</b>	<b>(464,848)</b>
<b>NEW CAPITAL PURCHASES / IMPROVEMENTS</b>							
01-0-1090-216	Auto Meter Read/Replace		#DIV/0!	3,930	#DIV/0!		(3,930)
01-0-1090-170	Treatment Plant Upgrade		#DIV/0!		#DIV/0!		-

		February vs	2019-2020	YTD vs	2019-2020	Remaining
	Feb-20	Budget %	YTD	Budget %	Budget	Budget
01-0-1090-306	Service Line	#DIV/0!	46,991	#DIV/0!		(46,991)
01-0-1090-314	Barge Renovation	0.66%	38,731	77.46%	50,000	11,269
01-0-1090-316	Hormiga Water Line Replacement	#DIV/0!		#DIV/0!	-	-
01-0-1090-318	2018 SCADA Update Project	#DIV/0!	30,708	#DIV/0!	-	(30,708)
01-0-1090-319	Fire Hydrant Replace 2018/19	#DIV/0!	-	#DIV/0!		-
01-0-1090-320	Alamo, Enebro & Intake	#DIV/0!	799	#DIV/0!		(799)
TBD	Replacement Truck	0.00%		0.00%	75,000	75,000
01-0-1090-305	Ranchito Well #1	0.00%	849	2.12%	40,000	39,151
TBD	Rate Study	0.00%		0.00%	60,000	60,000
01-0-1090-191	Intake Pump	0.00%	15,000	25.00%	60,000	45,000
01-0-1090-219	Fence At Sites	#DIV/0!	2,480	#DIV/0!	-	(2,480)
01-0-1090-317	Water Main Replacement	#DIV/0!	6,890	#DIV/0!	-	(6,890)
<b>TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS</b>			<b>139,488</b>	<b>48.94%</b>	<b>285,000</b>	<b>145,512</b>

\*includes \$5,369 from Modesto Junk Co

<b>LDPCSD Financials</b>	<b>Statement of Net Assets (Balance Sheet)</b>	
<b>Asset :</b>	<b>for the month ending February 2020</b>	
Cash and investments	\$	945,687
Restricted cash	\$	-
Accts Receivable net of res	\$	161,140
Water Drought Receivable	\$	-
Inventory	\$	69,931
Prpd expense & deposits	\$	20,334
Deferred Outflow of Resources - OPEB	\$	66,944
Deferred Outflow of Resources - Pension	\$	122,875
	Total current assets	\$ 1,386,911
Property, plant & equipment	\$	12,675,001
less depreciation	\$	(7,384,744)
C I P	\$	544,700
	Net P P & E	\$ 5,834,957
Other L T Assets		
	Total Assets	\$ 7,221,868
Liabilites:		
Accounts payable	\$	74,972
Interest payable	\$	-
Water Accrual	\$	8,757
Accrued Payroll	\$	67,682
A/P Accrued Payables	\$	2,682
L T debt, current	\$	87,675
	Total current liab	\$ 241,768
L T debt		
Post Retirement Benefit	\$	1,329,681
Net Pension Liability	\$	279,430
Deferred Inflow of Resources - OPEB	\$	38,713
Deferred Inflow of Resources - Pension	\$	49,481
Muni Loan	\$	654,595
less current above	\$	(87,675)
	Total Liabilites	\$ 2,505,993
Net assets	\$	4,715,875
	Total liab & net ass't	\$ 7,221,868

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
23296	000076	USPS	02/04/2020	465.41
24361	000118	D & D PEST CONTROL *	02/06/2020	34.00
24362	000051	MERCED IRRIGATION DISTRICT	02/06/2020	47,401.44
24363	004212	SWRCB - DWOCP	02/06/2020	90.00
24364	000571	KELLOGG'S SUPPLY	02/06/2020	436.17
24365	001110	SDRMA	02/06/2020	500.00
24366	000012	AQUA LAB	02/06/2020	4,295.00
24367	UB*10706	MR/MRS SAMUEL TOWNE	02/06/2020	139.36
24368	UB*10707	CLINTON / ERICA JONSON	02/06/2020	212.40
24369	UB*10708	GREGORY MEEK	02/06/2020	190.86
24370	UB*10709	ERIK & LYNDA OSBORNE	02/06/2020	171.00
24371	UB*10710	SUSAN BISCHOF, ET/AL	02/06/2020	73.00
24372	UB*10711	JT & LAURIE OWENSBY	02/06/2020	142.50
24373	UB*10712	JENNIFER HARRIS, ET/AL	02/06/2020	212.10
24374	000203	GRISWOLD, LaSALLE, COBB, DOWD	02/07/2020	1,051.25
24375	000065	KKI CORPORATION	02/07/2020	7,484.70
24376	001888	SWRCB Accounting Office	02/07/2020	3,088.80
24377	0001226	McCoy Passenger Tire Co	02/07/2020	1,298.07
24378	000121	UNION DEMOCRAT*	02/07/2020	90.00
24379	000105	PACIFIC GAS & ELECTRIC	02/07/2020	8,735.89
24380	00071	Mother Lode Answering Service	02/07/2020	342.00
24381	0002487	GREG COX TRUCKING	02/07/2020	487.12
24382	000196	AQUA SIERRA CONTROLS, INC	02/07/2020	50.00
24383	100987	Twin Lakes Management Co.	02/18/2020	329.04
24384	000165	ACWA/JPIA	02/18/2020	11,765.92
24385	0002321	STREAMLINE	02/18/2020	200.00
24386	702	Warmerdam CPA Group	02/18/2020	2,500.00
24387	0000105	CALIFORNIA AUTO SERVICE	02/18/2020	2,788.14
24388	000065	KKI CORPORATION	02/18/2020	270.00
24389	000263	Brenntag	02/18/2020	814.47
24390	0032605	NBS	02/18/2020	6,417.50
24391	000196	AQUA SIERRA CONTROLS, INC	02/18/2020	3,506.10
24392	000012	AQUA LAB	02/18/2020	1,330.00
24393	000091	VALERO MARKETING & SUPPLY	02/18/2020	1,029.35
24394	0000605	Black Water Consulting Engineers Inc	02/26/2020	1,472.50
24395	000583	COPY KING	02/26/2020	202.06
24396	0007349	Recology Mariposa	02/26/2020	272.86
24397	000136	AT&T	02/26/2020	467.83
24398	000550	LUIS'S HOUSEKEEPING / YARDS	02/26/2020	140.00
24399	00008	SENTRY ALARM SYTEMS	02/26/2020	468.00
24400	000383	BUSINESS CARD	02/26/2020	382.95
24401	000383	BUSINESS CARD	02/26/2020	123.28
24402	000383	BUSINESS CARD	02/26/2020	100.00
24403	000383	BUSINESS CARD	02/26/2020	59.91

**Report Total: 111,630.98**

## Special Meeting Minutes of the Board of Directors

9751 Merced Falls Road  
February 18, 2020 at 1:00 p.m.

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

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

President Johnson called the meeting to order at 1:00 p.m.

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

Also present: GM P. McGowan

Also present: Board Secretary: S. Marchesiello

Also Present: John Blomberg (Blomberg & Griffin A.C.)

**Consensus of the Board of Directors: To have Item 5a 'Audit Presentation' moved to the top of the agenda to be presented first**

**2. PUBLIC COMMENT:**

*There were no public comments*

**3. PRESENTATION ONLY:**

a. Presiding Officer's Report

**None at this time**

b. General Manager's Report:

**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 January, 2020 including summary of claims paid

b. Approval of the Minutes of the Regular Meeting of January 21, 2020

**Motion: To approve the consent calendar**

**Votes: Carried 5-0**

**First: Ross                      Second: Hankemeier**

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

**Nays: None**

**5. DISCUSSION AND ACTION ITEMS:**

a. Presentation, review and acceptance of the 2018-19 annual audit presented by Blomberg & Griffin Accountancy Corporation

**Motion: To accept the 2018-19 annual audit as presented**

**Votes: Carried 5-0**

**First: Hankemeier                      Second: Ross**

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

**Nays: None**

- b. Discussion / Action approving the General Manager P. McGowan's list of goals and objectives for the year 2020

**Consensus of the Board of Directors: To have GM McGowan revise the list to 2020, 2021, goals and objectives, add the resource manual, and add the map system program and how we are using it and keeping it up to date, and the CIP priority list, and present it at a future meeting**

- c. Discussion /Action approving 4 (SOP) Standard Operating Procedures

**Consensus of the Board of Directors: To have GM McGowan revise the (SOP) Standard Operating Procedures and present them at a future meeting**

- d. Discussion / Action regarding suggested items the Board of Directors would like to see in the monthly board packet

**Motion: To accept the list of items presented in the packet the Board of Directors would like to see in the monthly board packet**

**Votes: Carried 5-0**

**First: Hankemeier                      Second: Ross**

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

**Nays: None**

- e. Confirmation of the Board President's Standing Committee appointments for 2020 calendar year

**Motion: To accept the Standing Committee appointments for 2020 calendar year as follows:**

**Planning: Hankemeier / Johnson**

**Ordinance: Ross / Warren**

**Personnel: Sperry / Johnson**

**Finance: Hankemeier / Sperry**

**Public Information: Ross / Warren**

**Votes: Carried 5-0**

**First: Hankemeier                      Second: Ross**

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

**Nays: None**

- f. Discussion /Action regarding CSDA Board of Directors call for nominations seat c  
**No action taken**

**6. ADJOURNMENT: 3:03 p.m.**

Respectfully submitted by,

S. Marchesiello  
Board Secretary



March 6, 2020

Ms. Tracie Riggs  
County Administrator  
Tuolumne County  
2 South Green Street  
Sonora, CA 95370

Subject: Subapplication Non-Submittal  
Hazard Mitigation Grant Program  
FEMA-4407-DR-CA, November 2018 California Wildfires  
Cal OES PJ0044, Lake Don Pedro CSD Backup Generators  
Subapplicant: Tuolumne County, FIPS: 109-00000

Dear Ms. Riggs,

The California Office of Emergency Services (Cal OES) received and reviewed your subapplication requesting funds from the Hazard Mitigation Grant Program (HMGP). Cal OES did not submit your subapplication to the Federal Emergency Management Agency (FEMA) for funding consideration under this disaster because there were more subapplications submitted than funding available.

Cal OES may consider your subapplication for submission to FEMA under a later federal disaster declaration. In such case, you will be informed of the new DR number and OES control number with which to identify your project.

Cal OES is authorized to discuss your subapplication only with the Authorized Agent, Primary Contact or Alternate Contact. If the subapplicant wants Cal OES to communicate with anyone other than the listed contacts, such as a consultant, we need written authorization on official letter head or by email.



3650 SCHRIEVER AVENUE • MATHER, CA 95655  
RECOVERY SECTION • HAZARD MITIGATION ASSISTANCE BRANCH  
PHONE: (916) 845-8200 • FAX: (916) 845-8387  
[www.CalOES.ca.gov](http://www.CalOES.ca.gov)

Ms. Tracie Riggs  
March 6, 2020  
Page 2

If you have any questions, please contact Matt Medland, Hazard Mitigation Grants Specialist at (916) 767-2974 or [matt.medland@caloes.ca.gov](mailto:matt.medland@caloes.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "JA Anderson".

JOSEPH ANDERSON  
Hazard Mitigation Division Chief

## Lake Don Pedro Community Service District

### Capital Improvement Update – March 8, 2020

- 1. Intake.** The District has received estimates to replace the non-operable intake pump and upgrade electrical panel. District engineer has also provided budgetary amounts to replace the existing intake system all together. Currently the District is working with our engineering firm to complete our Preliminary Engineering Report. Upon completion of the (PER) we will complete our application packet to the USDA for potential grant funding that can assist with the large costs associated with this vital system upgrade.

High priority, Contractor, Budget - \$160,000 to \$1,500,000

- 2. Flocculator motor upgrades.** Our sedimentation basin at the treatment plant has had two non-operable flocculator motors. One operable. The three motors operate baffles that mix our water which plays a vital role in the treatment process. All three motors will be replaced. The project is scheduled to be completed the week of March 16<sup>th</sup>.

High priority, Contractor, Budget - \$ 28,000

- 3. Barge renovation.** The barge is on schedule to be completed this April 2020. New hatches were recently installed in cargo storage areas. The Cranes are in place and all fabrication is nearly complete. The barge has been sand blasted and the bottom coating has been completed on the pontoon. The overhead awning will be removed to allow the new motors to be installed.

High priority, Contractor, Budget - \$48,000

- 4. Coronado/Enebro/Arboloda tank site security fence.** Three tank sites lack perimeter security fences encompassing assets. I have received estimates for work to be performed. We will budget accordingly in next fiscal year.

Moderate priority, Contractor, Budget FY 20/21 - \$42,000

- 5. Water Tank inspections/cleaning.** I have received estimates to clean and inspect water tanks throughout the distribution system. We will budget accordingly in next fiscal year.

Moderate priority, Contractor, Budget FY 20/21 - \$20,000

- 6. Filter media surveillance/Report.** Preventative maintenance. We have received estimates to inspect our filters.

Low priority, Contractor, Budget FY 20/21- \$7,000

- 7. Hydrant & Valve replacement.** As we begin our flushing program we **WILL** be identifying broken valves and hydrants throughout the system. District staff will begin scheduling and replacing these items.

High priority, District project, Budget FY 20/21 - \$25,000

- 8. Emergency Leak repairs.** The District has been self-reliant in fixing all main, and service line leaks since September of 2019. We will continue to maintain all emergency leak services.

High priority, District project, Budget FY 20/21 - \$50,000

- 9. Installation of PH & temperature monitoring systems.** Estimates have been received. The state is beginning to require the monitoring of PH, and temperatures throughout the system. This SCADA equipment install will capture this information automatically monthly.

Moderate priority, Contractor, Budget FY 20/21 - \$ 11,000

- 10. Backup Power Generators.** The District is in need of supplemental power source in the event of PG&E power shutdowns. The District has secured budgetary estimates for the equipment needed and installs at specific locations in our Distribution system. We hope to gain capital assistance through the USDA grant opportunity.

High priority, Contractor, Budget \$300,000 - \$600,000

- 11. Altitude Valve Replacement Almo/Enebro/Intake.** Our Alamo and Enebro tank sites are in need of new altitude valves. Our primary intake pump has a non-operable valve that needs to be replaced. The faulty intake valve is losing water the District has purchased.

Moderate priority, District project, Budget FY 20/21 - \$30,000

**12. New Meter Upgrades.** Our current residential water meters are slowing and not capturing 100% of water used. A majority of the Districts service order requests revolve around meter issues. New meters are needed in the future. Numerous estimates have been received. We hope to gain capital assistance through the USDA grant opportunity.

Moderate priority, District project, Budget \$350,000

**13. Ranchito 1 Scada upgrade.** Our newly rejuvenated Ranchito Well 1 needs to be upgraded to work with our current scada system. Estimates have been received. District staff will perform as much of the work as possible to minimize costs.

Low priority, Contractor, Budget FY 20/21 \$11,000

**14. Septic System Upgrade Treatment Plant.** Replace crushed leach lines.

Moderate priority, District project, Budget FY 20/21 - \$3000



# Lake Don Pedro Community Services District

## STAFF REPORT

**From:** Patrick McGowan

**Date:** 03/12/2020

**Subject:** FLUSHING PROGRAM

**Item Description:** Identifying potential issues within our distribution system prior to failure is key. A comprehensive valve and flushing program can play a vital role in doing so. The program will consist of system inspection and maintenance. We will identify any system upgrades needed and flush our hydrants to ensure water quality throughout the system. In addition to simply flushing the hydrants we will monitor and record flow rates, record pressure, operate system valves, paint hydrants, and take extensive notes to assist with future District maintenance plans.

**Recommendations:** I propose the District move forward with the Flushing Plan created. This preventative maintenance plan will help assist the District in the upkeep of our distribution system and water quality.

**Patrick McGowan**  
**General Manager**

## **FLUSHING PROGRAM**

### **Outline**

#### **Purpose of Flushing**

The key indicators for flushing are no or low residuals, water quality complaints, and on occasion samples result. The most logical place for low or no residual is the dead end water mains. During the cooler months when less water is moving and the demand is down water quality has a greater potential to diminish. The only remedy is to get the water moving throughout the system by flushing.

#### **1<sup>st</sup> phase**

Two person crew identifying and locating dead end mains. Inspecting/servicing the existing valve to assure operational. We will vacuum/clean the valve box to gain access to the valve stem prior to attempting to operate each valve. At this time a thorough hydrant inspection will be completed. The hydrant pressures can be monitored and color caps can be painted and updated if necessary. Extensive notes will be taken of each area serviced.

#### **2<sup>nd</sup> phase**

Create flushing door hanger and notify public prior to any directional flushing begins. We will deliver door hangers to each potential home affected. If unable to access the property we will work with the office to contact home owner on file. The office staff and answering service must be notified that notices were delivered and date of flushing scheduled.

#### **3<sup>rd</sup> phase**

Begin flushing critical areas as scheduled. We will monitor the duration and flow of each individual hydrant. We will calculate water used to assure this amount is captured in the Districts monthly water loss amount. We will calculate the velocity of flow and water quality/chlorine residual at the beginning and end of the flushing process.

#### **Unattended Consequences**

Due to the age of our Distribution system moving water can create more problems/leaks. **Water quality complaints may increase.** Operations and office staff will work with one another to address each potential complaint that may arise.

FY 2020/21 Goals- Utilize our **SEMS** asset management program to create a weekly flushing service order. Flush ALL dead ends once per year. Update all distribution system upgrades in our CAD system.

## Future Goals

- Annually flush all dead ends in system.
- Identify critical areas and develop flushing plans.
- Identify non-operable valves and hydrants.
- Use SEMS asset management program to generate work orders for flushing.
- Determine additional personnel/equipment needs for the flushing program current and future.
- Reducing water quality complaints.
- Identify mains/tanks to be cleaned and maintained.
- Establish a crew/equipment to complete the established program flushing/Cleaning

## The District

The general idea for our distribution system is a step-by-step progression. Due to the size and complexity of our system it is not cost effective to just flush from one end to the other. The best plan is simple and strategic yet productive, the basic outline for this is:

1. Identifying/recording all dead end mains and break them down by areas within our District. Each area will be assigned a timeframe throughout the year so that each dead end/critical area will be flushed annually. In order to make this work most effectively a Work Order System(**SEMS**) must be in place so that we can maintain proper records and ensure that the work is completed. Depending on how easy it is to setup the Work Order System through SEMS we may take a single day each month to flush.
2. Identify problem spots from the Residual Chlorination Reports and by plotting the WQC's (Water Quality Complaints) over the past year. The idea behind this is to find patterns and then attack that local area with its own flushing plan and adjusting the frequency as needed.
3. After identifying the trouble spots it is believed that a two person crew and equipment (Truck, vacuum trailer, signs, cones, diffusers, de-chlorination, rock bags for drains, hoses, all other equipment) shall be needed to handle the all the trouble areas.
4. Once the flushing program is established it is recommended that we set aside the time to flush monthly. Depending on complexity or issues that may arise with an area the time to complete the areas will vary. **Two to four work days a month** will be dedicated to the implementation of this program initially.
5. Additional work will be generated as the crew identify issues within the infrastructure, this may place a larger burden on operations initially. This will help identify much needed upgrades to the system and potentially reduce water quality complaints.





# Lake Don Pedro Community Services District

## STAFF REPORT

**From:** Patrick McGowan

**Date:** 03/12/2020

**Subject:** SOP ON CALL EMERGENCYS

**Item Description:** While on Call in the District there are various situations that may arise. To ensure the District is notified and appropriate actions are taken this policy was created. This policy will standardize the process of notifying the General Manager in the case of an emergency.

**Recommendations:** Adopt proposed SOP

**Patrick McGowan**  
**General Manager**

**Date:** 3/2/20  
**To:** Lake Don Pedro Community Service District  
**From:** Patrick McGowan General Manager  
**Subject:** SOP for Emergency on Call

---

**ALWAYS CALL THE GENERAL MANAGER FOR ANY OF THE FOLLOWING INCIDENTS:**

- Major leak
- Major street/school/business involved
- Work injury
- Irate citizen
- Major treatment plant issue
- Power outage

**For any of the incidents above - call the General Manager until you make contact. Always leave a message, name and call back number.**

- Patrick McGowan 617-9777 or 984-6082

**PICTURES:**

**All leaks must have pictures! The person on call shall send pictures to Patrick@ldpcsd.org**



# Lake Don Pedro Community Services District

## STAFF REPORT

**From:** Patrick McGowan  
**Date:** 03/12/2020

**Subject: SOP High Meter Usage/Bill**

**Item Description:** With our aging water meters we have experienced numerous issues. In the instance of an abnormally high customer usage/bill occurring there needs to be some specific, consistent operating procedure to follow to ensure accuracy.

**Recommendations:** Adopting the SOP proposed. This will assure that any and all District staff follow the same process consistently and nothing is overlooked.

**Patrick McGowan**  
**General Manager**

**Date:** 3/5/20  
**To:** Lake Don Pedro CSD Operations staff  
**From:** Patrick McGowan, General Manager  
**Subject:** **SOP for high usage meter**

---

1. Check meter serial number to see if you're at the correct meter.
2. Attempt to make contact with customer.
3. Run water from outside hose bib if accessible.
4. Check to see if the leak detector is moving, if so and no one is using water inside, there is a leak. It could be a toilet leaking or a leaky faucet.
5. Check to see if AMR matches what it is the service order, if not make corrections on paper.
6. You always check to see if the correct register is on the meter. Also, double check that the meter reads in cubic feet, not in gallons.
7. If AMR is reading less than the register shows, the meter needs to be re-booted or just change the meter register out. If no registers change out meter entirely.
8. If you find a leak past the meter coupling in box, make notes on service order so office can make adjustments and notify customer.

**Past Year Amounts Paid for Annual Audits**

**Clendenin Bird & company**

**Payment year & Total Amount**

2019 - \$9,485

2010 - \$9,490

2011 - \$10,461

2012 - \$11,750

2013 - \$12,350

**Blomberg & Griffin**

**Payment year & Total Amount**

2014 - \$7,000

2016 - \$7,000

2017 - \$7,000

2018 - \$7,000

2019 - \$7,000

2020 - \$7,000

# **INDEPENDENT AUDIT PROPOSAL**

## **Lake Don Pedro Community Services District**



# Lake Don Pedro Community Services District Audit Proposal

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# Lake Don Pedro Community Services District - Audit Proposal-Page 1

## TRANSMITTAL LETTER

Board of Directors  
Lake Don Pedro Community Service District (CSD)  
9751 Merced Falls Road  
La Grange, CA 95329

March 10, 2020

Dear Board of Directors:

Thank you for the opportunity to submit the following proposal to serve as independent auditor for the Lake Don Pedro Community Service District (CSD).

We propose to conduct the audits of the financial statements of the Lake Don Pedro Community Service District (CSD) for the years ending June 30, 2020, 2021, and 2022.

We will plan and perform the audits in accordance with generally accepted auditing standards and the State Controller's minimum audit requirements for California Special Districts. The audits will include all funds of the Lake Don Pedro Community Services District. If our audit report is other than unqualified, we will fully discuss the reason with the District's manager prior to presentation of the report. If during the audit, we become aware of significant deficiencies in the design or operation of internal controls or of ways management practices can be improved, we will communicate such information to the District Board of Directors in a separate letter.

We propose to begin the audits for the years ending June 30, 2020, 2021, and 2022 as soon as the District records are available. Setup, pre-list and certain other procedures would begin on notification of the contract. Fieldwork would begin soon after District personnel complete the trial balances.

Our fee for the above services is based on hourly rates ranging \$45 to \$95 per hour with maximum fee not to exceed \$7,950 for each of the years ending June 30, 2020, 2021, and 2022.

This audit proposal is for a financial audit and the above fees include our entire out of pocket expenses including up to 6 bound copies and a PDF electronic copy of the audit report. Additional copies are available at \$5 each.

## Lake Don Pedro Community Service District -Audit Proposal-Page 2

We will need the cooperation and assistance of District personnel to successfully complete the audit. Such assistance will include obtaining copies of documents, contracts, invoices, etc., various audit inquiries and assistance with the preparation of audit confirmations and other standard audit procedures.

Should the District need additional services, our fee assisting shall be billed at the rate of \$95 per hour and travel fees in addition to the audit fee discussed above. Such additional fees, if any, will be discussed with the District in advance of providing such services.

Should you need any additional information regarding this proposal please call John direct at (209) 466-3894.

Respectfully Submitted,



John E. Blomberg, C.P.A.

## Lake Don Pedro Community Services District Audit Proposal-Page 3

### Proposed Fee Schedule

Audit Phase	Performed by	Hours	Hourly Rate	Audit Fee
Prepare for field work	Senior	8	95	760
Field work of audit	Senior & Staff	32	95	3,040
Test remaining accounts, write report, and Conclude audit	Manager	10	95	950
Test remaining accounts, write report, and Conclude audit	Senior	16	95	1,520
Assist manager and accountant	Assistant Staff	8	75	600
Finalize audit reports	Manager	4	95	380
Bind and send audit reports	Assistant Staff	4	45	180
Hourly Rate Cost				7,430
Travel Cost				520
				<hr/>
Total Audit Fee				<u>\$ 7,950</u>

This audit proposal is for a financial audit and the above fees include our entire out of pocket personnel to successfully complete the audits. Such assistance will include obtaining copies of documents, contracts, invoices, etc., various audit inquiries and assistance with the preparation of audit confirmations and other standard audit procedures. Upon completion of the audits, we will present a draft copy of the annual report and management letter to the District General Manager for review. Six copies of the completed reports shall be submitted to the District. Should the District need additional services, our fee assisting shall be billed at the rate of \$95 per hour and travel fees in addition to the audit fee discussed above. Such additional fees, if any, will be discussed with the District in advance of providing such services.

Should you need any additional information regarding this proposal please call John direct at (209) 466-3894.

Respectfully Submitted,

  
 \_\_\_\_\_  
 John E. Blomberg, C.P.A., President

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Lake Don Pedro Community Services District Audit Proposal-Page 4**

### **Profile of Independent Auditors**

Blomberg & Griffin Accountancy Corporation is a local firm located in Stockton, CA. The firm provides different services such as attestation, tax, consulting, and bookkeeping, among other services to the Northern California public. We have provided these services for over thirty-five years. Our Firm is able to audit different organizations with computerized accounting systems. In addition, the Manager in charge John E. Blomberg, CPA has a current Certified Public Accounting License in the State of California. The firm meets all applicable independent standards and meets all specific requirements imposed by the state, local law and regulations. Also, the firm participates in the AICPA peer review program administered by the California Society of Certified Public Accountants. In addition, management believes all firm quality control standards are currently met. The firm is a member of the California Special Districts Association.

### **Summary of the Auditor's Qualifications**

The manager in charge shall be John E. Blomberg, C.P.A. There will be one manager, a senior, and an assistant auditor assigned to the audit. We have included resumes of the personnel. Our Firm specializes in auditing the financial statements of special districts throughout California. We conduct approximately fifty financial audits of special districts each year including but not limited to community services, fire, water, sewer, cemetery, resource conservation, etc. Furthermore, approximately 97% of our total audits are special districts in California. Each audit adds to the experience of the staff and equips the staff to accurately and efficiently conduct audits of future engagements. The staff and the manager in charge have conducted many financial and single audits of local governments. The vast experience of the firm will ensure the District that the personnel assigned are up to date with internal control procedures, GASB pronouncements, and new audit testing techniques. Furthermore, the firm requires all Certified Public Accountants to take continuing education courses. Some of these courses include but not limited to Recovery and Reinvestment Act, Single Audits of Governmental Entities, Audits of State and Local Governments, and Internal Control and Fraud in Government Engagements. These courses are made available to the audit staff. These courses enable the C.P.A. and the staff to be knowledgeable in the latest GASB pronouncements.

## Lake Don Pedro Community Services District Audit Proposal-Page 5

### References

<u>Audit Client</u>	<u>Contact</u>	<u>Phone Number</u>
1) Woodside Fire Protection District	Kate Edwards	(650) 851-6205
2) Patterson Irrigation District	Toni Russef	(209) 892-6233
3) Browns Valley Irrigation District	Donna Springsteen	(530) 743-5703
4) Twain Harte CSD	Jeanne Lawton	(209) 586-3172
5) Eastside Fire Protection District	Ginger Root	(209) 956-3516
6) Colleeville Fire Protection District	Betty Pettit	(209) 941-2339
7) Lockeford Community Services District	Judy Hoag	(209) 727-5035
8) Lewiston Community Services District	Mel Deardorff	(530)778-3307

## Lake Don Pedro Community Services District Audit Proposal-Page 6



**John E. Blomberg, C.P.A.**  
1013 N. California Street  
Stockton, CA 95202

### EDUCATION/LICENSE

- **Certified Public Accountant, California** 1978
- **San Diego State University, Bachelor of Science degrees in Accounting and a minor in Economics** 1974

### EXPERIENCE

#### **Blomberg & Griffin Accountancy Corporation**

*President*

1981-Present

- Conducting audit services to various organizations such as special district, nonprofit, and professional health care organizations.
- Conducting water rate study to special district
- Managing the company's employees, finances, and marketing.
- Meeting with audit clients to improve financial and internal control measures

**Steelgard, Inc.**

1988-1990

*Chief Financial Officer*

- Managed all financial functions of 30 million dollar manufacturing organization.

**Keller, Blomberg, Griffin, & Co.**

*Partner*

1978-1981

- Perform audits of special districts, non-profit, and professional health care organizations.
- Prepare tax returns for clients who own rental properties, companies, conduct business in other states and countries, and sell stocks and bonds.

**Blomberg & Bott**

1974-1978

*Staff Accountant*

- Perform audits of special district, non-profit, and professional health care organizations.
- Prepare tax returns

### COMPUTER SKILLS

- Microsoft Office 2010, Creative Solutions
- Accounting, various accounting and bookkeeping programs, and ten key.



**Gabriela Mendoza**  
1013 N. California St.  
Stockton, CA 95202

**EDUCATION**

Individual Income Tax Course/Accounting I  
San Joaquin Delta College, Stockton, CA -2004

Various Microsoft Word, Excel Programs  
San Joaquin Delta College, Stockton, CA - 2003

Graduate, Student  
Franklin High School, Stockton, CA - 2001

**WORK EXPERIENCE**

Blomberg & Griffin Accountancy Corporation  
Office Manager/Bookkeeper

2001-Present

- \* Assist CPA in various complex governmental, not-for-profit, and professional Organizations Audits
- \* Prepare payroll tax returns
- \* Bookkeeping for small to medium size organizations in the Central Valley of California
- \* Prepare bank reconciliations
- \* Prepare tax returns for various corporations, partnerships, and individuals
- \* Consult clients for greater economic improvement
- \* Prepared sales tax reports
- \* Delegate responsibilities to employees to meet company expectations

**COMPUTER SKILLS**

- \* Microsoft Office Programs
- \* CSA Accounting Software
- \* Bookkeeping Solutions
- \* Lacerte Tax Programs
- \* QuickBooks

**LANGUAGE SKILLS**

- \* Bilingual (Spanish/English)

# RITA GILL

9375 Snow Creek Circle, Stockton, California 95212 • 510.303.6012 • rita.gill01@gmail.com



## ACCOUNTING, AUDITING AND TAX SPECIALIST

**Accounts Payable and Receivable, Payroll Management, Auditing Operations, Accounting and Auditing financial**

### QUALIFICATIONS PROFILE

Self-motivated and detail-oriented professional with strong analytical ability and effective accounting background honed through extensive work experience and education. Powered with well-honed organizational skills; able to prioritize, manage, and complete high volume of projects simultaneously, with high quality and keen attention to detail. Goal-oriented; thrive on challenges to meet organizational goals and excel in new environments. Equipped with strong leadership and team skills, along with an effective personnel management style. Dependable; able to accomplish work assignments on time, even under adverse situations.

### CAREER HIGHLIGHTS

- ✓ Efficiently managed every accounting tasks handled over by team manager and completed tasks to satisfaction
- ✓ Over 5 years of accounting, auditing and tax return skills.
- ✓ Given outstanding performance in auditing and tax preparation.
- ✓ Ability to study data and draw conclusion to prepare the audit reports.
- ✓ Received employee of the month award for being best accountant amongst team members.
- ✓ Improved workflow efficiency in monitoring clients by digitizing recordkeeping and utilizing QuickBooks software.
- ✓ Strategically led a high-performance team to effectively handle increased volume of clients.
- ✓ Earned recognition by client for outstanding performance with tax and auditing matters. Received Above and Beyond Employee Award and a promotion to become Supervisor within only three months.

### RELEVANT EXPERIENCE

BLOMBERG & GRIFFIN ACCOUNTANCY, STOCKTON, CA

#### Auditor/ Tax prepare

2016-Present

Perform audits for various different government districts and public accounting.

- Prepare work paper, inspect the paper work provided, and point out discrepancies.
- Create financial statements including all footnotes.
- Evaluate each account to make sure all items are properly coded in right chart of accounts.
- Help clients with creating budgets and analyzing future cost.
- Thoroughly review financials statement to make sure all items were booked correctly by management of company.
- Identify internal control weaknesses and present discrepancy to management.
- Assist client with setting up QuickBooks program to maintain financials in proper order.
- Prepare business and individual tax returns.

TG JOHNSON AND ASSOCIATES CPA FIRM, OAKLAND, CA

#### Accountant/Accounting Manager

2012-Present

Took in charge of entire office, manage and maintain all tasks including:

- Review financial prepare by bookkeepers on monthly basis. Prepare sales tax reports and payroll on monthly and quarterly basis.
- Help clients with creating budgets and analyzing future cost.
- Audit payroll and sales tax reports to eliminate errors.
- Thoroughly review financials statement and tax work to correct any discrepancies.
- Assisting in the performance of monthly bank reconciliations including researching all reconciling items.
- Assist client with tax return audits, tax notices and help them representing their case with government authorities.
- Over see entire accounting and tax return process to make sure all clients financial are prepare according to GAAP.
- Assist clients in projecting future tax dues based on income and expenses.
- Prepare business and individual complex tax returns. Help clients with preparing business property statements.

GUARDIAN COMPUTER SERVICES, PLEASANTON, CA

### Accounting Intern

2012

Took charge of all the accounting functions in the business as well as purchase order payment and payroll audit every quarter.

- Perform document processing such as accounts payable, account receivable, monthly check runs, credit card payment processing for new contracts, new contract invoice as well as account receivable recurring processing and daily check deposits.
- Monitoring and checking the semi-monthly check run.
- Processing payroll by weekly.
- Created monthly invoice and sent to clients.

JP MORGAN CHASE, Pleasanton, CA

### Business Analyst

2006–2009

Professionally communicated with key individuals to effectively perform remote audits on third-party collection agencies for Washington Mutual accounts as well as internal audits for the Post-Sales Servicing and Outsource Servicing departments.

- Prepared accurate findings reports of remote audits to management and appropriate agencies while maintaining confidentiality.
- Ensured compliance of calls with company and federal regulations as well as processing of identified audit issues by following up on status of action plans.
- Successfully reduced error rate and risk of costly complaints or lawsuits by thoroughly reviewing probate and bankruptcy audit.

WASHINGTON MUTUAL, Pleasanton, CA

### Operations Specialist

2005–2006

Efficiently processed high-volume inquiries from buyers regarding charge off sold accounts; reconciled general ledger and handled customer relations issues on a daily basis.

- Leveraged analytical skills and keen attention to detail in conducting fraud investigations for sold accounts and identifying and resolving complex outstanding differences, properly communicating with key personnel and clients.
- Managed all correspondence and promptly processed daily credit report updates and media requests, including statements and reply cards.

## EDUCATION/CREDENTIALS

**Bachelor of Science in Accounting and Finance:** 2011 • California State University, East Bay, CA  
Ethics Training, Washington Mutual and Chase

## TECHNICAL SKILLS

Microsoft Access, Accounting Mate, QuickBooks, Lacert, and Microsoft Office Suite (Excel, Outlook, PowerPoint, Publisher, and Word)



**Syed F. Bukhari C.P.A**  
1013 N. California Street  
Stockton, CA 95202  
syed@blombergcpa.com

## **WORK EXPERIENCE**

**Auditor/Accountant: Blomberg & Griffin, Stockton CA July'15- Current**

### **Auditor/Accountant:**

- Prepare Special District, non-profit, professional healthcare organization and Community Services District Audit.
- Prepare and submit Special District State Controller and Compensation report.
- Plan and prepare risk assessments and audit procedures for the audit.
- Assist with fieldwork audits and inform client with internal control measures.
- Worked on single audits and prepared working papers with intensive testing's.
- Analyzed, reviewed, and assessed reliability and fairness of clients' financial statements and communicated findings to management or board.
- Prepare individual and business tax returns.

**Senior Specialist Accountant & Grants Accountant: San Joaquin Regional Transit District, Stockton**

### **Senior Finance Specialist:**

- Prepare Schedule of Federal Awards reconciliation for single audit.
- Manage State Transit Awards Reconciliation.
- Assist managers preparing Comprehensive Annual Financial Reporting.
- Manage retirement reconciliation, Transit Development Act, and Financial audit.
- Reconcile complex bank statements, Federal Receivable, Accrued Receivable, Accrued Payable, and also reconcile Retirement statements on monthly basis and Prepare monthly reports for board meetings.
- Post Journal Entries, Accounts Payable, Accounts Receivable, and Revenue Collection batches.
- Prepare and submit packet for federal grants reimbursement.
- Calculate and record interest for Public Transit Modernization, Improvement and Service Enhancement Accounts (PTMISEA) and Low-Carbon Transit Operation Program (LCTOP) grants.

## **Olive Financial Services, Manteca CA** January'15 –April'15

### **Accountant and Tax Preparer:**

- Help individual and business clients to minimize tax liability and reduce audit risk. Inform them of any tax changes that affect their business and ensure compliance with taxing agency requirements.
- Review financial records such as income and documentation of expenditures to determine forms needed to prepare tax returns.
- Consult tax law handbooks or bulletins to determine procedures for preparation of a complex returns. Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.
- Interview clients to obtain additional information on taxable income and deductible expenses and allowances.

## **Hilmar Cheese and Ingredients, Hilmar CA** Jan–Apr 2013

### **Supply Chain Management Assistant:**

- Designed and presented the expense reports of the merchandising and manufacturing of the product based on the stock
- Documented the company product's daily usage of ingredients and conserved the availability of the product to the market.
- Assisted the management with regards to the issues of collection accounts aging and resolved the areas of concerns of the customers.

### **Education**

- **California State University East Bay, Bachelor of Science in Accounting and Finance**
- **CPA- Certified Public Accountant**
- **H&R Block Tax Training**

### **Skills**

- QuickBooks Pro Advisor
- Lacerate Tax Software
- Special District Reporting Program
- Microsoft Office
- Thomson & Reuters Audit Program



# Lake Don Pedro Community Services District

## STAFF REPORT

**From:** Patrick McGowan

**Date:** 03/12/2020

**Subject:** Training and Education Policy

**Item Description:** In June of 2019 the District had one dually certified Water Treatment/Distribution Operator. Currently the District has three dually certified operators with the fourth to come this March. The District encourages professional growth for all employees. Reasonable and pertinent education/training opportunities for District staff are encouraged. This policy will standardize the process moving forward. A specific written request must be submitted subject to approval by GM. General Manager must follow the same process and gain approval from Board of Directors.

**Recommendations:** Adopt proposed Training and Education Policy

**Patrick McGowan**  
**General Manager**

**POLICY TITLE: External Training and Education**

**POLICY NUMBER: 2231**

**ADOTPED:**

**AMENDED:**

Some employees may have a desire to improve their knowledge and abilities through additional education and training. Additionally, some employees are required to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of Lake Don Pedro CSD or the individual employees.

Attendance at such activities, whether required by the District or requested by individual employees, requires the written approval of the general manager. Education expenses associated with training for the general manager require written request approved by Idpcsd Board of Directors. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

Attendance at any such event is subject to the following policies on reimbursement and compensation.

• **Mandatory Training:**

- Employees who have a mandatory requirement/certifications to attend trainings or events must obtain prior authorization by the District.
- Employee attendance at mandatory and authorized outside activities and events will be considered hours worked for non-exempt employees for actual travel and attendance time. Employees will be compensated in accordance with normal payroll practices.
- Customary and reasonable expenses will be reimbursed upon submission of proper receipts, within 30 days of submission or may be prepaid by the District.
- Acceptable expenses generally include registration fees, materials, meals, transportation, and parking.
- Reimbursement policies regarding these expenses should be discussed with and approved by the general manager, in writing, in advance. All other time is non reimbursable.
- For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the general manager in advance.
- Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT  
Policy and Procedures Manual

- **Non-Mandatory Training:**

- This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance.
- While Lake Don Pedro CSD generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.
- Employee attendance at non-mandatory/authorized outside activities and events will NOT be considered hours worked and therefore will not be reimbursed.
- If you are requesting reimbursement for expenses, for non-mandatory training and education, expenses should be discussed with and approved by the general manager, in writing, in advance. The general manager will follow the same process reporting to the board of directors any education requests.
- For attendance at non-mandatory events required or authorized by the District, customary and reasonable expenses may include registration fees and materials.
- Employees may be reimbursed for agreed upon, submitted costs - upon successful completion with a passing credit or confirmation of attendance.