

Regular Meeting Agenda of the Board of Directors

9751 Merced Falls Road
July 17th, 2017 at 1:00 p.m.

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

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

2. PUBLIC COMMENT:

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

3. PRESENTATION ONLY:

- a. Presiding Officer's Report
- b. General Manager's Report: Peter J. Kampa
 - 1) Report on receipt of the Special District Leadership Foundation's Certificate of Excellence in Transparency
 - 2) Report on the water treatment plant filter maintenance and inspection history and requirements, including total cost of 2016 filter renovation project
 - 3) Report on the requirements and costs for public works projects including leak repairs and line replacements completed by contract and force account (in-house labor)
- c. Chief Plant Operator's Report: R. Gilgo

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

- a. Read and file the June 2017 Treasurer's Report
- b. Approval of the Minutes of the Regular Board Meeting June 19th, 2017

5. DISCUSSION AND ACTION ITEMS:

- a. Adoption of a resolution approving the District organizational chart, positions funded and establishing the salary schedule for the July 1, 2017 through June 30, 2018 fiscal year
- b. Adoption of a resolution approving agreement with California Cad Solutions for the update of District maps and related services

- c. Approval of support for a candidate for the California Special Districts Association Board of Directors
- d. Adoption of a resolution approving 2017-2018 Availability and Delinquent Charges applied to the tax rolls for collection
- e. Adoption of a resolution approving a policy on the temporary reclassification of personnel
- f. Approval of an Emergency Groundwater Well Project contract budget amendment with Kennedy Jenks Consultants for the completion of documentation necessary to secure USDA and final Department of Water Resources grant reimbursements.
- g. Adoption of a resolution approving agreement with John Blomberg, CPA for the completion of the annual audit for the fiscal years ending June 30, 2017, 2018 and 2019

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
July 17, 2017

1 Report Overview

We are pleased to present this report covering the activities of district management over the past month. The majority of the activity included administering the Intake Booster Pump #2 contract, converting the district maintenance program to electronic for the software installation, implementing the IRWMP Water Use Efficiency grant project, interviewing consultants who prepare grant applications for water supply projects, groundwater well project closeout, reviewing the USDA reimbursement request and Board meeting preparations.

There are also three items separately addressed in this report and appropriately placed on the agenda with a brief description for full transparency. These separate items address questions, comments and concerns raised by the public and board members, or are simply provided for general information.

2 Management and Administration

- **Transparency Certificate of Excellence** – Dane Wadle with California Special Districts Association will be in attendance at the meeting to present the District with this special recognition for our efforts in keeping our public informed and conducting our business in a highly open and effective manner. Congratulations Don Pedro CSD!!!
- **Water Treatment Filters** - A brief overview of the operation and maintenance requirements of our water filters is included below.
 - The filters were originally installed in the 1960's, meeting then current standards as a standard pressure sand filter with multiple layers of sand and gravel. Until 1996, as a stated cost savings measure, major accumulations of mud on the surface of the sand was manually removed by workers entering the filter and using hoses and chemicals such as caustic soda. Likely only the surface mud was removed, and damage was done to the interior of the filter. Under normal conditions, filter media is expected to last 7 years and must be replaced. No media replacements took place between the 1960s and 1996.
 - In 1996 after discovering displaced media, mud throughout the sand layers of media, inability to filter water efficiently and with the recommendation of a filter service company, the filter media was replaced for the first time, and anthracite coal added as a top layer to remove organic taste from the water. The filters functioned very well, and staff recommended the installation equipment to more effectively remove mud from the sand surface during backwash.

- In 1997 a design was completed and soon thereafter installed, adding a surface wash system to break up the accumulated mud on the anthracite, to allow more efficient backwashing and longer media life.
- In the mid 2000's additional media was added, and inspections of the filter interior revealed failure of piping and vessel interior walls, and interior coating missing. Detailed inspections were completed by the filter service company ERS in 2005, 2007 and 2009, at which time the contracted inspections were stopped as a cost savings measure. There is no documentation to determine if and to what extent filter inspections or maintenance were completed by District staff between 2009 and 2013. The media as slated for replacement in 2013, but was delayed for some reason and only additional filter media added on top of failed, muddy media.
- The filters were inspected by staff in 2016 at which time it was discovered that the internal workings (surface wash piping) and structure of the filter had failed. After consulting with our filter experts, ERS, in October 2016 the Board approved a major renovation of the filters that basically refurbished them back to their original 1960's condition, with upgrades including a stainless steel discharge manifold and new filter media surface wash piping with appropriate structural supports.
- The initial budget for this unanticipated project was \$250,000, and after a change order was issued for installation of the stainless steel manifold and additional external piping and valve coating, the final cost will be approximately \$284,350. With routine inspections conducted by staff, and more detailed inspections and media replacements conducted by qualified contractors, the filters will last decades without additional major renovations.
- The lesson learned is that the filters must be inspected by draining and opening the top access port annually. The level of media, its condition, surface wash condition, and any coating problems documented and repaired if needed. Every two years, the filter service company should be hired for a thorough inspection, to determine if replacement media or other repairs are needed; and all repairs completed on schedule. Therefore we should budget the cost of the necessary professional inspections every two years starting in fall 2018, as well as the cost of replacement filter media every seven to ten years for maximum filter life, operating efficiency and minimum process water loss.
- **Cost of in house project construction** – State law allows the District to construct projects costing up to \$25,000 with our own crews (called force account). Since we have adopted the Uniform Construction Cost Accounting Act, we are allowed to construct projects costing up to \$45,000 by force account. Included in this report is the text of the public contract code that allows the District to reject all bids if it is determined that the District can do the work less expensively, and after notifying the low bidder of our intention. In that case, almost always, the low bidder will protest and the District will have to rebid the project. So the District is not allowed to simply set out on a course of building projects costing over \$45,000 with its own crews, without

first getting bids from contractors. The cost of bidding can be 5% or more of the total project cost and is a huge administrative burden on staff.

In evaluation of cost of using our on crews, in 2016 the budgeted cost of our Operations employees was \$5,470 per week. If our existing crew never got called off for other service orders or work, our crew could therefore replace 4 service lines per week, at a cost of \$5740 total, or \$1,435 each. The average contracted cost of service line replacements is approximately \$2,500 each. However, we must understand that once our crew is committed to construction, we cannot pull off to respond to other issues, which occur constantly. This would require the addition of at least one additional employee to handle the day to day, non-construction work, or to work only construction allowing an operator to perform normal operations work and minimal maintenance. The additional employee pushes the cost per service line to over \$2,000 each, with almost no system maintenance work completed since the crew is dedicated to construction. Should the Board desire to further evaluate this topic, we would need to secure both legal advice and substantial cost evaluation to include the cost for deferred maintenance and reduced customer service.

- **Update/upgrade of Accela Software** - The District's integrated utility billing and accounting software, Springbrook, has been purchased by Accela who continues to service our (very expensive) program. The 2012 office fire destroyed our server, and in post-fire restoration of all office hardware and software, an update/upgrade of the Springbrook software was required, since our version was no longer supported for updates; specifically security related. The 2016/17 budget contained funding for the purchase of the Accela update and upgrade, and an agreement was signed in the amount of not to exceed \$30,000; billed on a time and materials basis. The upgrade and data conversion will likely occur late this year. The cost of this software upgrade has already been paid to the District in 2013 as part of the insurance settlement; however there is still \$32,000 additional to be reimbursed to the District once the project is complete.
- **Ross and Neighbors, water line easement** – For the August of September Board meeting, if so directed, I will prepare a map of the location of the water service lines serving property owned by Emory Ross and those of two adjacent parcels. The purpose of this presentation is to address a concern raised by customer Lew Richardson, who requests that we answer the question of line responsibility, ownership and compliance with our regulations.
- **Dollar Store** – We responded to a request for advisement of service at the Dollar Store location, and the letter is included with this report. Prior to additional work on the site, including investigations and system testing, the developer will need to enter into an agreement with the District to set forth the expectations of the parties and cover any cost incurred by the District.
- **Wellness Grant** – Thanks go to Syndie for securing a \$200 grant from our medical insurance carrier to provide healthy snacks for our employees. Syndie took the initiative to apply for and receive this grant, way to go!

3 Water Service

- **Regulatory compliance** – The District was required by July 1, 2017 to file a schedule of raw water sampling to meet the new water quality regulations called LT2, or more properly known as Long Term Enhanced Surface Water Treatment Rule #2. Starting October 2017, for one

year we are required under the new rule to sample our combined raw water for coliform and ecoli (bacteria) levels every other week. We currently sample on a monthly basis, so this immediately doubles our sampling and costs. In addition, samples must be taken within 2 days of the date scheduled, or we are in violation and must report the violation to customers and the state. More than half of the sample dates will require a separate trip by our testing lab to our location, further adding to operating costs. This sampling is only intended as a data gathering exercise at this time, but will likely result in additional state regulations and required treatment improvements in the future.

- **Meter Reading information** – We have added information to our website informing customers how to read their own meters. In addition, the question has been raised regarding the level of effort required to continue to address any current meter reading errors compared to the previous manual read meters. Although we state that our staff has to regularly troubleshoot the automatic meters, the fact remains that we currently read all meters in the system in a few hours, with one person. Manual reading took three employees, three days or more and two employees a solid week to read. The manual readings then had to be physically entered into the billing system, taking another day or more of office staff time. Even manual meters still had to be reread, since customers will regularly complain if their usage is higher than expected. The problems we are experiencing are completely related to attempting to cut cost by installing this system ourselves, and it taking five years to complete. The problems continue to subside as we learn the system and improve at troubleshooting.

4 Finance

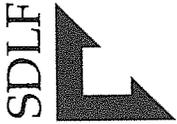
- USDA has a final inspection scheduled for the emergency groundwater well project on 7-19-17. We will have met all requirements in the Letter of Conditions and I will be able to sign the grant agreement and USDA process the reimbursement request #1, in the amount of \$210,533. Once final engineering invoices are paid and processed, a second reimbursement request will be prepared for approximately \$100,000 and the project closed out under budget. Please see the attached list of project expenses covered by USDA in reimbursement #1, which is still being reviewed.
- We have negotiated an agreement with Kennedy Jenks Consultants for the preparation of the Department of Water Resources, Bond Law grant application. We will be submitting the application as quickly as possible, likely early August 2017, in the maximum amount of \$400,000. If awarded, the grant will be used to replace additional water service laterals, supplementing the funds received from the IRWMP grant issued by DWR.

5 Infrastructure and Operations

- **SEMS Training Cancelled** – The maintenance schedule for logic for all district equipment, from the maintenance plan, was entered into a database for use by the new maintenance and asset management software, SEMS. The SEMS software installation on our office server was completed during the week of June 26 and training was scheduled on July 12 and 13. Unfortunately the training had to be cancelled due to a serious medical issue experienced

by a key employee. Training will be rescheduled in the near future, considering potential staffing changes and project construction.

- **Lake McClure Intake Booster 2** – RTC Construction is nearly finished with the installation of the new booster pump at our Lake McClure Intake. The project has gone relatively smoothly and will be completed well within budget. The only remaining work is the installation of the pump electrical panel and removal of an old panel. We are planning pump startup during the last week of July. You can view a photo display of the work by clicking [here](#).
- **Ranchito #1 Well Fence** - A question was raised at the June Board meeting regarding the reason for no fence being in place at Ranchito Well #1. The answer is, the fence had to come down for construction and renovation of this existing well last summer. We are waiting on Binkley to finish the piping connection design but both she and our Operations Supervisor have been bogged down with other priority projects that have associated timelines including the water service line project bidding and Intake booster pump construction. The piping design and construction must be completed before the fence is reinstalled. We will ensure interim safety or security for the site if needed.
- **June Leak Report** – Included in this report is system leak information again showing a loss of approximately 25% of the treated water entering the system. I am working with a leak detection company to develop a proposal to perform a systemwide leak survey, to identify leaking service lines as well as any leaking mains or identified water theft. I hope to have a proposal to the Board in August.



**SPECIAL DISTRICT
LEADERSHIP
FOUNDATION**

1112 I Street, Suite 200
Sacramento, CA 95814
916.231.2939
www.sdlf.org

June 16, 2017

Mr. Pete Kampa, SDA
Lake Don Pedro Community Services District
9751 Merced Falls Road
La Grange, CA 95329-8632

RE: District Transparency Certificate of Excellence Approval

Dear Pete:

Congratulations! The Lake Don Pedro Community Services District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, the Lake Don Pedro Community Services District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Included in this letter is your Transparency Certificate of Excellence window cling so that your district may showcase this important accomplishment.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

A handwritten signature in black ink, appearing to read "David Aranda", written in a cursive style.

David Aranda
SDLF Board President

Award of Bid

The law allows the public agency , in its discretion, to reject any bids presented, if the agency, prior to rejecting all bids and declaring that the project can be more economically performed by employees of the agency, provides a written notice to an apparent low bidder that:

Informs the lowest responsible bidder of the agency's intention to reject the bid

Is mailed at least two business days prior to the hearing at which the agency intends to reject the bid.

If after the first invitation for bids all bids are rejected, the public agency shall have the option, after reevaluating its cost estimates of the project, of one of the following:

The public agency may abandon the project or re-advertise for bids in the manner described by this legislation.

By passage of a resolution by a four-fifths majority of its governing body declaring that its employees can perform the project more economically, the public agency may have the project done by force account without further complying with this legislation.

If a contract is awarded, it shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the public agency may accept the one it chooses.

If no bids are received, the project may be performed by employees of the public agency by force account or by informal bidding procedures set forth in Section 22034 of the Public Contract Code.



**LAKE DON PEDRO
COMMUNITY
SERVICES DISTRICT**

June 27, 2017

Cross Development, LLC
4336 Marsh Ridge Road
Carrollton, TX 75010

RE: Proposed Dollar General (Store # 16817)
14370 Las Palmas Way
LaGrange, CA 95329

President
Danny Johnson

Vice President
Dan Hankemeir

Directors
Emery Ross
James Sult
Russ Warren

General Manager
Peter Kampa

Office Supervisor
Syndie Marchiesiello

Operations Supervisor
Randy Gilgo

Dear Cross Development:

The Lake Don Pedro Community Services District provides water service to the area or location listed above. An application for water service will be required in advance of providing service, which will include any water service specifications as well as project plans for our review. Should it be determined that water infrastructure improvements are necessary to serve the development, such as new or larger water service lines, fire hydrants, etc, a Plan Check and Inspection Agreement will be required as well.

If you have any questions, please do not hesitate to contact me directly at (209) 591-7100 or pkampa@kampacs.com. We look forward to working with you.

Sincerely,

Peter J. Kampa
General Manager

cc: LDPCSD Board of Directors

Mailing Address:
9751 Merced Falls Rd
La Grange, CA 95329

Phone: (209) 852-2331
FAX: (209) 852-2261

www.ldpcsd.org



July 12, 2017

Lake Don Pedro Community Services District
Syndie Marchesiello
syndie@ldpscd.org

RE: ACWA JPIA 2017 Wellness Grant

Dear Syndie,

Congratulations! The 2017 Wellness Grant Application for Lake Don Pedro Community Services District has been approved in the amount of \$200.00. Thank you for helping your employees and their families lead healthier, happier, and more productive lives. ACWA JPIA is excited to partner with your district in this endeavor.

We will send a check directly to Lake Don Pedro Community Services District for the amount of the grant within the next 30 days. Please save your receipts for your purchases and submit them to the JPIA at sofferman@acwajpia.com once you have used all of the funds. All funds must be used by 6/1/2018. We are providing the funds in advance for your convenience, but it is important that we obtain this documentation for our records.

If your wellness program includes having a speaker arranged through Anthem Blue Cross, the amount for the speaker will be withheld from the check issued to your agency. Anthem must pay for these speakers directly.

If you have any questions regarding your grant please contact me at (916) 774-7050 ext. 3170.

Thank you for your participation.

A handwritten signature in black ink that reads 'Susan Offerman'. The signature is written in a cursive style with a large, flowing 'S' and 'O'.

Susan Offerman
Benefits Analyst II

USDA Reimbursement Request #1
Invoices Included

Construction:

1. Agua Sierra Controls, Inc.	\$17,583.32
2. Barry Dugan Electric, Inc.	2,791.80
3. Barry Dugan Electric, Inc.	206.25
4. Barry Dugan Electric, Inc.	4,771.52
5. Barry Dugan Electric, Inc.	5,076.93
6. Barry Dugan Electric, Inc.	8,647.48
7. Barry Dugan Electric, Inc.	1,359.34
8. Barry Dugan Electric, Inc.	4,449.60
9. Canepa and Sons	5,360.00
10. Canepa and Sons	1,850.00
11. Canepa and Sons	13,025.00
12. Canepa and Sons	170.00
13. Mariposa County	333.00
14. Njirich & Son's, Inc.	3,500.00
15. Njirich & Son's, Inc.	13,183.00
16. Njirich & Son's, Inc.	8,665.00
17. PG&E	1,000.00
18. PG&E	<u>11,153.50</u>

Total Construction

\$103,126.00

Construction Management:

1. Contractor Compliance and Monitoring	\$ 950.00
2. Contractor Compliance and Monitoring	375.00
3. Contractor Compliance and Monitoring	75.00
4. Griswold, Lasalle, Cobb, Dows, & Gin, L.L.P.	<u>100.25</u>

Total Construction Management

\$1,500.00

Engineering:

1. Golden State Surveying	\$ 2,020.94
2. Golden State Surveying	738.00
3. Golden State Surveying	120.00
4. Kennedy / Jenks	\$ 5,022.50
5. Kennedy / Jenks	9,083.50
6. Kennedy / Jenks	2,418.50
7. Kennedy / Jenks	4,705.30
8. Kennedy / Jenks	1,185.28
9. Kennedy / Jenks	1,875.25
10. Binkley	1,400.00
11. Binkley	87.50

12. Binkley	210.00
13. Binkley	70.00
14. Binkley	192.50
15. Binkley	700.00
16. Binkley	1,190.00
17. Kennedy / Jenks	916.50
18. Kennedy / Jenks	7,329.06
19. Kennedy / Jenks	<u>30,063.10</u>

Total Engineering \$69,328.00

Planning:

1. Kampa Community Solutions, LLC	\$ 2,980.00
2. Kampa Community Solutions, LLC	960.00
3. Kampa Community Solutions, LLC	2,480.00
4. Kampa Community Solutions, LLC	1,580.00
5. Kampa Community Solutions, LLC	<u>4,740.00</u>

Total Planning \$12,740.00

Environmental:

1. Kennedy/Jenks – PMC	\$20,744.14
2. Mariposa Gazette	537.30
3. Mariposa Gazette	303.60
4. Mariposa Gazette	303.60
5. Western Communications(Union Democrat)	<u>1,950.00</u>

Total Environmental \$23,839.00

Total Planning/Engineering/Environmental \$105,907.00

Total for Const., Const. Management, Engineering, Environmental \$210,533.00

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Water Audit

Water Distribution System:																			
	Date (mo/dy/yr)	Plant Eff Meter Reading (ccf)	(A) Plant Eff Meter Corrected (ccf)	Central Tank Level (feet)	(B) Central Tank Volume (cu. ft.)	Enebro Tank Level (feet)	(C) Enebro Tank Volume (cu. ft.)	Alamo Tank Level (feet)	(D) Alamo Tank Volume (cu. ft.)	Coronado Tank Level (feet)	(E) Coronado Tank Volume (cu. ft.)	Lazo Tank Level (feet)	(F) Lazo Tank Volume (cu. ft.)	Aroblada Tank Level (feet)	(G) Arbolada Tank Volume (cu. ft.)	Sturtevant Tank Level (feet)	(H) Sturtevant Tank Volume (cu. ft.)	Customer Meters Total Readings (ccf)	(I) Customer Meters Corrected (ccf)
Current	06/29/17	102,154.00	102,154.00	24	203,877	38.00	32,501.35	15.00	57,726.77	26.00	57,360.77	17.00	9,733.44	19.00	41,917.49	22.00	48,536.04	17,259.00	17,259.00
Last:	05/31/17	77,574.00	77,574.00	20.00	169,897	37.00	31,646.05	13.00	50,029.86	14.00	30,886.57	16.50	9,447.16	21.00	46,329.85	15.00	33,092.75	15,327.00	15,327.00
Difference:			24,580.00	4.00	33,979.47	1.00	855.30	2.00	7,696.90	12.00	26,474.20	0.50	286.28	-2.00	-4,412.37	7.00	15,443.28		1,932.00
Other metered and unmetered uses (J):																			
Item			**Method Measured	Quantity (ccf)															
Fire fighting																			
Other hydrant usage																			
Main flushing																			
Bulk water sales																			
Repaired leaks																			
Water quality testing																			
Tank drainage or overflow																			
Other:																			
Other:																			
Other:																			
Other:																			
Total (ccf): (G)				0															
Totals for Zone:																			
Flows into System (A):				24,580.00 (ccf)															
Change in Storage (B+C+D+E+F+G+H)				803.23 (ccf)															
Flows Out of Zone (I+J):				17,259 (ccf)															
Real and Apparent Water Loss:			6,518 CCF =	14.96 AC-FT	for period:		05/31/17 through	06/29/17	System Loss, %		27%								

MID OUTSIDE PLACE OF USE METERED PROPERTIES
2017

Account #	Customer	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	JUL-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
1 5004	DOSCHER	0	0	0	0	0	0	0						
2 5009	DOSCHER (BOAT STOR)	4	6	4	6	4	8	6						
3 5057	COBARRUBIA	5	320	11	7	10	4	26						
4 5188	PARSONS	0	0	0	0	0	2	0						
5 100771	HILLS	X	X	X	X	X	X	X						
6 102094	CARPENTER / ERICKSON	4	4	4	5	3	18	24						
7 5444	ELEM. SCHOOL	26	33	4	73	26	49	81						
8 5470	SHEPHERD/NICHLOS	15	20	18	17	16	17	13						
9 5477	(AT&T)	1	0	1	1	0	1	0						
10 5481	C.D.F.	7	3	8	8	8	12	19						
11 101328	HALL	6	5	5	7	6	17	20						
12 5695	OLIVER	5	7	4	10	10	19	9						
13 101662	ROSEMIRE	12	11	10	12	9	48	39						
14 5754	ARTMAN	4	5	4	7	5	13	17						
15 5908	CLARK	1	0	1	3	0	2	3						
16 5910	DANIELSEN	4	4	3	6	4	9	11						
17 5927	PARELSKIN	6	6	5	8	6	8	6						
18 100237	HENDERSON	11	11	11	12	13	18	24						
19 5980	LAWSON	5	5	4	7	5	27	51						
20 101770	LAWSON (RENTAL)	4	4	7	3	2	2	1						
21 101815	BOWDEN	13	16	10	8	8	54	23						
22 6026	PONZO	0	0	0	0	0	0	0						
23 101143	MARTIN	X	X	X	X	X	X	X						
24 101333	KELLER	0	0	0	0	0	0	0						
25 102085	DUMAS / NAUMANN	7	8	8	9	9	11	15						
26 6238	ROSS	5	5	4	4	3	4	7						
27 6245	ROSS.	5	0	3	11	5	28	44						
28 100687	Bozslk / WHITE	15	13	12	15	17	23	35						
29 101072	*KENNER	15	9	12	11	12	13	11						
30 6259	*STONE	5	3	3	5	4	9	15						
31 100872	BURLARLEY	12	10	9	11	12	15	13						
32 100181	RAYHER	13	12	11	14	11	24	22						
33 101248	WALKER	101	0	0	0	136	41	12						
34 101803	KELLER	0	0	0	0	0	0	0						
35 100473	D P WASTE WTR	3	23	43	19	45	23	42						
TOTAL	TOTAL UNITS (CCF)	314	543	219	0	389	519	589	0	0	0	0	0	0
ACRE FEET	TOTAL ACRE FEET	0.721	1.247	0.503	0.000	0.893	1.191	1.352	0.000	0.000	0.000	0.000	0.000	0.000

Lake Don Pedro Community Services District
Regular Meeting of July 17, 2017

AGENDA SUPPORTING DATA

- 4. APPROVAL OF CONSENT AGENDA:**
- a. Read and file the June 2017 Treasurer's Report
 - b. Approval of the Minutes of the Regular Board Meeting June 19th, 2017

Recommended Action

Staff recommends the following motion:

I move to approve the Consent Agenda as Presented

Background

Included herein are the draft meeting minutes for June 19, 2017 and the Treasurer's Report for the period through June 30, 2017.

**LAKE DON PEDRO
COMMUNITY SERVICES DISTRICT**

Treasurer's Report

Reporting Period: June 2017

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

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$	163,734
Total Restricted:		<u>\$ 163,734</u>
Unrestricted:		
Checking	\$	114,590
Money Market - Working Capital	\$	494,705
Petty Cash	\$	<u>125</u>
Total Unrestricted:		<u>\$ 609,420</u>
Total Restricted & Unrestricted:		<u>\$ 773,154</u>

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

	Jun-2017	Year to Date
Sales & Business Revenue:	\$ 130,434	\$ 1,426,742
Total Operating Expenses:	\$ (104,803)	\$ (1,019,792)
Non-Operating Income/Expense:	\$ (16,337)	\$ (185,011)
Water Drought Income/Expense:	\$ (35,455)	\$ (23,195)
Change in Net Assets (P&L):	\$ (26,161)	\$ 198,744
Net Cash Flow:	\$ 21,350	\$ 148,910

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue	A/R Water IRWMP Reimbt
Current	\$ 32,717	\$ -	\$ -	\$ 113,498	\$ -
> 30 Days	\$ 159	\$ -	\$ -	\$ -	\$ -
> 60 Days	\$ 10,559	\$ -	\$ -	\$ -	\$ -
> 90 Days	\$ 300	\$ -	\$ -	\$ -	\$ -
> 120 Days	\$ 2,876	\$ -	\$ 5,241	\$ -	\$ -
Credits	\$ (13,693)				
Total	\$ 32,918	\$ -	\$ 5,241	\$ 113,498	\$ -
Total Combined	\$ 146,416		\$ 5,241		\$ -
G/L Balance	\$ 146,416		\$ 5,241		\$ -
Difference	\$ -		\$ -		\$ -

* Amount of availability payments received: \$0

* Amount of availability payments outstanding: \$0

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 32,367	\$ -	\$ 8,095
> 30 Days	\$ -	\$ -	\$ 6,559
> 60 Days	\$ -	\$ -	\$ 3,918
> 90 Days	\$ -	\$ -	\$ 10,305
Credits	\$ -	\$ -	\$ -
Total	\$ 32,367	\$ -	\$ 28,877
G/L Balance	\$ 32,367	\$ -	\$ 28,877
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)
June 2017 & Year-To-Date Versus 6/30/17 Budget

	Jun-17	June vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
Revenue						
01-0-3010-301	Meter Reconnection Fee	100	#DIV/0!	250	#DIV/0!	- (250)
01-0-3010-302	Donated Capital - Meters Curre	-	#DIV/0!	35,000	#DIV/0!	- (35,000)
01-0-4010-400	Water Sales Residential	34,514	16.34%	275,726	130.53%	211,229 (64,497)
01-0-4010-402	Water Availability Revenue	15,675	8.25%	187,551	98.71%	190,000 2,449
01-0-4010-403	Water Service Charges	79,196	8.43%	947,883	100.94%	939,101 (8,782)
01-0-4020-410	Interest Income - LAIF	-	0.00%	1,059	144.13%	735 (324)
01-0-4020-413	Int Inc Penalties - Customer	1,883	8.62%	23,514	107.71%	21,830 (1,684)
01-0-4020-414	Transfer Fee Income	950	13.38%	6,750	95.07%	7,100 350
01-0-4020-415	Other Income	151	3.97%	3,296	86.74%	3,800 504
01-0-4020-416	Meter Set Fee	-	0.00%	7,000	140.00%	5,000 (2,000)
01-0-4020-417	Interest Income Guaranty Fed	-	0.00%	9	6.07%	144 135
01-0-4020-901	Hydrant Rental	-	#DIV/0!	80	#DIV/0!	- (80)
01-0-4020-902	Hydrant Consumption	-	#DIV/0!	49	#DIV/0!	- (49)
01-0-4020-999	Avail Fee Income	-	0.00%	1,453	111.75%	1,300 (153)
01-0-4040-100	Lease Fee	900	4.41%	10,800	52.94%	20,400 9,600
01-0-4050-575	Office Fire Reimbursement	-	0.00%	-	0.00%	32,000 32,000
	Transfer From Reserve	-	-	-	-	-
TOTAL REVENUE*	133,368	9.31%	1,500,420	104.73%	1,432,639	(67,781)
Expenses						
01-1-5010-100	Regular Pay - Plant	13,745	10.56%	120,287	92.42%	130,147 9,860
01-1-5010-101	Overtime Pay	1,654	8.27%	14,430	72.15%	20,000 5,570
01-1-5010-102	Sick Pay	599	10.45%	5,200	90.76%	5,730 530
01-1-5010-104	Vacation Pay	833	7.54%	7,003	63.41%	11,044 4,041
01-1-5010-105	Holiday Pay	945	12.13%	5,921	75.95%	7,796 1,875
01-1-5010-200	PERS	948	8.64%	8,917	81.27%	10,972 2,055
01-1-5010-201	FICA/Medicare	1,357	10.07%	12,388	91.92%	13,477 1,089
01-1-5010-202	SUI	-	0.00%	1,436	87.51%	1,641 205
01-1-5010-203	Health Insurance	3,450	7.21%	44,534	93.11%	47,828 3,294
01-1-5010-204	Workers Compensation	468	6.37%	5,193	70.70%	7,345 2,152
01-1-5010-206	Dental Insurance	390	7.94%	4,682	95.22%	4,917 235
01-1-5010-207	Vision Care	-	0.00%	-	0.00%	300 300
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	1,000 1,000
01-1-5020-501	Lease Of Equipment	-	0.00%	-	0.00%	2,211 2,211
01-1-5020-510	Repair & Maintenance - Plant	1,697	9.81%	36,348	210.02%	17,307 (19,041)
01-1-5020-511	Repair & Maintenance - Vehicle	2,287	9.29%	12,131	49.29%	24,614 12,483
01-1-5020-512	Repair & Maintenance - Distribution	4,063	6.77%	35,993	59.99%	60,000 24,007
01-1-5020-515	R&M Transmission - Intake	-	0.00%	18,278	169.24%	10,800 (7,478)
01-1-5020-520	Small Tools & Equipment	1,952	65.08%	3,180	106.00%	3,000 (180)
01-1-5020-522	Gas, Oil & Lubricant - Plant	894	6.10%	10,989	75.08%	14,637 3,648
01-1-5020-524	Health & Safety	-	0.00%	5,112	89.77%	5,695 583
01-1-5020-529	Telephone - T & D	536	6.93%	6,314	81.65%	7,733 1,419
01-1-5020-544	Water Testing Fees	1,320	10.78%	12,470	101.82%	12,247 (223)
01-1-5020-545	Water System Fees	7,456	50.69%	11,347	77.14%	14,709 3,362
01-1-5020-548	Water Testing Materials	-	0.00%	381	13.10%	2,909 2,528
01-1-5021-521	Water Treatment Chemicals	3,387	7.34%	45,534	98.66%	46,151 617
01-1-5021-524	P G & E Power - Office	310	12.58%	3,032	123.16%	2,462 (570)
01-1-5021-525	P G & E Power - Intake	7,357	11.62%	70,292	110.99%	63,332 (6,960)
01-1-5021-526	P G & E Power - Well	24	0.25%	270	2.84%	9,523 9,253
01-1-5021-527	P G & E Power - Water Treatment	2,719	10.95%	26,085	105.03%	24,836 (1,249)
01-1-5021-528	P G & E Power - Distribution	3,726	18.15%	25,979	126.52%	20,533 (5,446)
01-1-5021-529	P G & E Power - Well 2	30	0.75%	5,639	140.99%	4,000 (1,639)
01-1-5021-530	P G & E Power - Medina	462	11.54%	2,841	71.03%	4,000 1,159
01-1-5021-532	P G & E Power - Well 5/6	462	11.54%	2,841	71.03%	4,000 1,159
01-1-5021-561	Purchased Water Actual-mid-p	8,095	14.93%	64,124	118.24%	54,232 (9,892)
01-1-5023-533	Outside Services**	127	2.78%	5,861	128.55%	4,559 (1,302)
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	500 500
01-1-5023-537	Pest Control	32	7.94%	384	95.29%	403 19
01-1-5023-538	Engineering Services	1,750	11.67%	21,243	141.62%	15,000 (6,243)
01-1-5023-539	Employee Education	-	0.00%	900	30.00%	3,000 2,100
01-1-5024-540	Memberships	420	39.81%	748	70.92%	1,055 307

	Jun-17	June vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget	
01-1-5024-542	Publications	-	0.00%	45	9.00%	500	455
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	489	40.75%	1,200	711
01-1-5032-583	Depreciation Expense	13,395	8.37%	162,836	101.77%	160,000	(2,836)
01-2-6010-100	Regular Pay - Administration	8,629	11.03%	81,079	103.67%	78,211	(2,868)
01-2-6010-101	Overtime Pay	167	2.89%	3,303	56.95%	5,800	2,497
01-2-6010-102	Sick Pay	378	159.57%	5,298	2235.44%	237	(5,061)
01-2-6010-104	Vacation Pay	641	13.65%	6,141	130.74%	4,697	(1,444)
01-2-6010-105	Holiday Pay	549	14.88%	3,932	106.51%	3,692	(240)
01-2-6010-200	PERS	793	13.84%	5,916	103.25%	5,730	(186)
01-2-6010-201	FICA/Medicare	810	11.18%	7,582	104.61%	7,248	(334)
01-2-6010-202	SUI	19	1.58%	1,060	90.15%	1,176	116
01-2-6010-203	Health Insurance	1,853	9.26%	21,251	106.23%	20,005	(1,246)
01-2-6010-204	Workers Compensation	46	6.36%	514	70.64%	727	213
01-2-6010-206	Dental Insurance	159	7.94%	1,911	95.23%	2,007	96
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	200	200
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	161	13.41%	1,200	1,039
01-2-6020-512	Propane	-	0.00%	558	129.14%	432	(126)
01-2-6020-515	Customer Billing Supplies	622	63.58%	2,092	213.73%	979	(1,113)
01-2-6020-529	Telephone - Admin	294	7.18%	3,658	89.25%	4,099	441
01-2-6020-530	Office Supplies	329	7.91%	2,457	59.15%	4,153	1,696
01-2-6020-531	Postage	564	6.15%	6,702	73.07%	9,172	2,470
01-2-6023-531	Computer IT	1,987	9.21%	28,177	130.59%	21,576	(6,601)
01-2-6023-533	Outside Services	8,730	6.98%	105,320	84.26%	125,000	19,680
01-2-6023-535	Office Cleaning Serv	200	12.03%	1,780	107.04%	1,663	(117)
01-2-6023-536	Legal Services	247	1.65%	5,566	37.11%	15,000	9,434
01-2-6023-537	Audit Services	-	0.00%	7,000	100.00%	7,000	-
01-2-6023-539	Employee Education	-	0.00%	982	98.15%	1,000	18
01-2-6024-540	Memberships	918	16.91%	6,926	127.60%	5,428	(1,498)
01-2-6024-542	Publications	185	19.15%	1,285	133.02%	966	(319)
01-2-6024-547	County Fees	-	0.00%	506	50.60%	1,000	494
01-2-6024-999	County Avail Fee	-	0.00%	1,460	88.45%	1,651	191
01-3-6025-100	Regular Pay	400	4.81%	5,900	70.95%	8,316	2,416
01-3-6025-201	FICA/Medicare	31	4.81%	451	70.97%	636	185
01-3-6025-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	2,000	2,000
01-3-6025-550	Board Meeting Expense	-	0.00%	-	0.00%	1,000	1,000
01-3-6025-555	Board Election Expenses	-	0.00%	68	2.28%	3,000	2,932
01-9-6030-569	Credit Card Service Charges	415	9.20%	5,063	112.43%	4,503	(560)
01-9-6030-572	Business Insurance Expense	2,343	6.94%	36,851	109.17%	33,757	(3,094)
01-9-6030-576	Misc Other Expense	40	0.54%	308	4.12%	7,478	7,170
01-9-6030-577	Retired Employee Health	2,138	#DIV/0!	24,167	#DIV/0!	-	(24,167)
01-9-6030-580	Retired EE Benefit Expense	-	0.00%	-	0.00%	148,142	148,142
01-9-6031-580	Interest Long Term Debt	3,680	7.05%	45,856	87.89%	52,173	6,317
01-9-6032-583	Depreciation Expense	17	0.69%	378	15.12%	2,500	2,122
01-9-6035-575	Office Fire Recovery	-	#DIV/0!	25,144	#DIV/0!	-	(25,144)
TOTAL EXPENSES*		124,074	8.55%	1,278,481	88.12%	1,450,899	172,418
IRWMP (DWR) GRANT PROJECT EXPENSE							
01-9-6030-591	IRWMP Service Lines	35,349	4.90%	126,387	17.52%	721,287	594,900
01-9-6030-592	IRWMP Administrative Expenses	-		6,663			
01-9-6030-593	IRWMP Water Use Efficiency	-		-			
01-9-6030-589	IRWMP Project***	-	0.00%	-	0.00%	105,156	105,156
TOTAL IRWMP GRANT PROJECT EXPENSE		35,349		133,051		826,443	700,056
IRWMP GRANT PROJECT REVENUE							
01-0-4020-425	IRWMP Service Line Replacement	-	0.00%	78,918	10.94%	721,287	642,369
01-0-4020-427	IRWMP Regional Water Use Efficiency	-	0.00%	-	0.00%	87,630	87,630
01-0-4020-426	IRWMP Grant Administration	-	0.00%	81,467	95.84%	85,000	3,533
TOTAL IRWMP GRANT REVENUE		-	0.00%	160,384	17.94%	893,917	733,533
CARRYOVER WELL PROJECT EXPENSES							
01-1-5020-535	Water Supply Emergency 2014	-	#DIV/0!	42	#DIV/0!	-	(42)
01-9-6030-584	Well 2	-	#DIV/0!	92,455	#DIV/0!	-	(92,455)
01-9-6030-585	Medina Well	53	#DIV/0!	173,799	#DIV/0!	-	(173,799)

	Jun-17	June vs Budget %	2016-2017 YTD	YTD vs Budget %	2016-2017 Budget	Remaining Budget
01-9-6030-586 Well 3/4		#DIV/0!	8,572	#DIV/0!	-	(8,572)
01-9-6030-587 Well 5	53	#DIV/0!	106,337	#DIV/0!	-	(106,337)
01-9-6030-588 Well 6	-	#DIV/0!	-	#DIV/0!	-	-
TOTAL CARRYOVER PROJECTS EXPENSE	106	#DIV/0!	381,204	#DIV/0!	-	(381,204)
Net Income / (Loss)	(26,161)	-53.16%	198,744	403.84%	49,214	174,482

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

** Outside services over budget due to emergency barge service

***IRWMP expenses allocated to their corrected accounts

New Capital Improvement Projects

01-0-1090-170 CIP - Treatment Plant Upgrade	1,808		1,808			
01-0-1070-163 Structures - HVAC System****	-	0.00%	18,500	100.00%	18,500	-
01-0-1090-216 CIP-Auto Meter Read/Replace	2,214	#DIV/0!	6,714	#DIV/0!		(6,714)
01-0-1090-300 CIP-Filter Renovation Project****	-	0.00%	267,181	106.87%	250,000	(17,181)
01-0-1090-315 Intake Booster #2 Installation	2,100	4.20%	5,845	11.69%	50,000	44,155
TBD Intake Pump Control Replacements	-	0.00%	-	0.00%	85,000	85,000
TBD Intake Raw Water Pipeline Replacements	-	0.00%	-	0.00%	250,000	250,000
01-0-1090-305 Ranchito Well #1 Renovation	-	0.00%	34,410	91.49%	37,611	3,201
01-0-1090-313 Office Server Installation w/Software	-	0.00%	37,403	34.96%	107,000	69,597
01-0-1090-314 CIP-Barge Renovation****	53	0.26%	6,079	30.39%	20,000	13,921
TOTAL NEW CAPITAL IMPROVEMENT PROJECTS	6,174	0.75%	377,940	46.20%	818,111	441,979

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

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

Account #	Account	2014-2015 YTD	2015-2016 YTD	2016-2017 YTD	Activity from Inception	Total Budget	Remaining Budget
01-9-6030-584	Water Supply Emergency 2014	132,505	142,608	42	275,155	21,000	(254,155)
01-9-6030-584	Well 2	142,298	236,703	92,455	471,456	392,760	(78,696)
01-9-6030-585	Medina Well	32,328	394,640	173,799	600,767	599,950	(817)
01-9-6030-586	Well 3/4	66,152	57,951	8,572	132,675	257,000	124,325
01-9-6030-587	Well 5	-	178,944	106,337	285,281	329,820	44,539
01-9-6030-588	Well 6	-	8,577	-	8,577	329,820	321,243
01-9-6030-589	Grant Application Services	-	79,907	-	79,907	80,000	93
01-9-6030-590	NBS rate evaluation	-	1,786	-	1,786	54,000	52,214
		373,283	1,101,117	381,204	1,855,604	2,064,350	208,746

Outstanding Well Grant Revenue*****

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

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

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

LDPCSD Financials**Asset :**

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

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

	\$	773,154
	\$	-
	\$	146,715
	\$	-
	\$	69,931
	\$	50,938
	\$	7,580
Total current assets	\$	1,048,318

Property, plant & equipment
less depreciation
C I P

	\$	9,910,443
	\$	(6,828,432)
	\$	1,280,395
Net P P & E	\$	4,362,406

Other L T Assets

Total Assets	\$	5,410,724
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Liabilites:

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

	\$	32,367
	\$	12,880
	\$	28,877
	\$	45,315
	\$	75,713
Total current liab	\$	195,152

L T debt

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

	\$	932,016
	\$	122,716
	\$	44,882
	\$	893,306
	\$	(75,713)

Total Liabilites	\$	2,112,359
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Net assets

	\$	3,298,365
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Total liab & net ass't	\$	5,410,724
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<u>Vendor</u>	<u>Check Amount</u>
000010 AMERICAN WATER WORKS ASSOC.	420.00
000012 AQUA LAB	1,320.00
0000231 Bonander Buick-GMC	1,786.84
000047 LAWSON & SON BACKHOE & GRADIN	2,300.00
000065 KKI CORPORATION	708.75
000076 USPS	456.49
000091 VALERO MARKETING & SUPPLY	860.25
000105 PACIFIC GAS & ELECTRIC	9,137.23
000106 BINKLEY ASSOCIATES, INC	3,902.50
000110 SDRMA Wrk Comp/QTR	6,387.75
000118 D & D PEST CONTROL *	32.00
000120 QUILL CORPORATION	80.94
000158 SDRMA Business Insurance	29,787.41
000165 ACWA/JPIA	7,441.29
000196 AQUA SIERRA CONTROLS, INC	68.94
000203 GRISWOLD, LaSALLE, COBB, DOWD	246.90
0002321 STREAMLINE	200.00
000299 CALIFORNIA RURAL WATER ASSOC.	718.00
0003221 KAMPA COMMUNITY SOLUTIONS LLC	6,250.00
000383 BUSINESS CARD	421.42
000564 TOTAL WASTE SYSTEMS MARIPOSA	126.72
000606 BARRY ELECTRIC	2,055.07
000635 Contractor Compliance And Monitoring Inc	276.25
00071 Mother Lode Answering Service	260.00
00072 Itron Inc	2,873.24
001110 SDRMA	500.00
001888 SWRCB Accounting Office	7,456.00
019970 NJIRICH & SON'S INC	35,349.08
10107 HD Supply Water Works, LTD	1,034.94
660108 VERIZON WIRELESS	155.64
702 Warmerdam CPA Group	2,480.00
987 NATIONAL METER & AUTOMATION	2,214.34
UB*10521 MR/MRS JUAN SERRATO	40.20
UB*10522 JAMIE O' TOOLE	78.80
UB*10523 MR & MRS PAUL LEWIS	96.00
UB*10524 CHARLENE & MATT MONTES	89.46
UB*10525 BRIAN SIPE	100.00
UB*10526 ELISE BUFFINGTON	87.50
UB*10527 RICHARD & MARCIA BANDY	78.70

Report Total: 127,878.65

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

Danny Johnson, President
Dan Hankemeier, Vice President
Emery Ross
Russell Warren
James Sult

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
June 19th, 2017 at 1:00 p.m.

- 1. CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
The Board of Directors of the Lake Don Pedro Community Services District held a 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, Sult, Hankemeier, and Warren
Directors absent: Ross
Also present: GM P. Kampa
Also present: Staff S. Marchesiello

- 2. PUBLIC COMMENT:**
The board received two public comments

- 3. PRESENTATION ONLY:** The following reports will be presented for information only. Staff may be asked to summarize the report at the meeting, and the Board may ask clarifying questions, however no discussion will be held or action taken on reports.
 - a. Presiding Officer's Report
No report given at this time

 - b. General Manager's Report: Peter J. Kampa
Presented by GM P. Kampa

 - c. Chief Plant Operator's Report: R. Gilgo
Presented by GM P. Kampa

- 4. APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
 - a. Read and file the May 2017 Treasurer's Report
 - b. Approval of the Minutes of the Regular Board Meeting May 15th, 2017

Motion: To approve the consent agenda

Votes: Carried 4-0

First: Hankemeier Second: Sult

Ayes: Hankemeier, Sult, Warren, and Johnson

Nays: None

Absent: Ross

5. DISCUSSION AND ACTION ITEMS

- a. Adoption of a resolution approving the Preliminary Draft 2017-18 Fiscal Year budget and setting a public hearing for August 21, 2017 for adoption of the final budget.

Motion: To approve the recommended motion to adopt a resolution approving the preliminary draft 2017-18 fiscal year budget and setting a public hearing for August 21, 2017 for adoption of the final budget

Votes: Carried 4-0

First: Hankemeier Second: Johnson

Ayes: Hankemeier, Johnson, Sult, and Warren

Nays: None

Absent: Ross

Break: 2:42 p.m.

Resume: 2:46 p.m.

- b. Management report and discussion related to the District organizational chart and staffing levels, as well as staff state certification requirements and job responsibilities.

Information only – No action taken

- c. Selection of a candidate for the Board of Directors of the California Special Districts Association.

Consensus of the board of directors to defer this item to a future agenda

- d. Discussion and action regarding the engagement of a consulting firm to prepare grant applications for additional drought mitigation projects.

Motion: To approve the recommended motion to direct the General Manager to engage the services of a consulting firm to assist in preparation of funding applications for the Lake McClure Intake Extension and Water Service Line Replacement Projects

Votes: Carried 4-0

First: Johnson Second: Hankemeier

Ayes: Johnson, Hankemeier, Sult, and Warren

Nays: None

Absent: Ross

6. ADJOURNMENT: 3:25 p.m.

Respectfully submitted by,

S. Marchesiello
Board Secretary

Lake Don Pedro Community Services District

Regular Meeting of July 17, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- a. Adoption of a resolution approving the District organizational chart, positions funded and establishing the salary schedule for the July 1, 2017 through June 30, 2018 fiscal year

Recommended Action

Staff recommends the following motion:

I move to adopt a resolution approving the District organizational chart, positions funded and establishing the salary schedule for the July 1, 2017 through June 30, 2018 fiscal year

Background

The following are items to be considered in this action:

1. Approval of the 2017/18 Salary Schedule

The Preliminary Budget approved on June 19, 2017 contained recommended adjustments in the salary schedule in the amount of the estimated Consumer Price Index (CPI) for urban wage earners in the San Francisco Bay area. Since presentation of the Preliminary Budget, management has fully evaluated the CPI data from the Bureau of Labor Statistics (BLS) to determine the appropriate increase in wages to propose based on estimated changes in the local cost of living. Between 2016 and 2017, the Bay Area CPI increased 3.7%, primarily due to increases in fuel, power and housing costs.

Staff has determined that due to a number of factors, the most relevant CPI factor to use this year is the CPI for the Western States, for areas with populations of 50,000 or less, which experienced a 2.0% CPI change over the past year. Attached is the BLS summary of the CPI for the Western States. The attached draft salary schedule has been adjusted for the CPI West BC by a 2% increase over last year, and is recommended for approval as detailed in the above recommended motion.

2. Approval of the 2017/18 Organizational Chart and Staffing

The Board has directed the implementation of a staffing structure that provides for:

- Full implementation of the newly prepared maintenance plan
- Full implementation of the vehicle and equipment maintenance plan
- Improved customer service and image
- Availability of appropriately trained and certified system operators, at all times to meet state requirements and ensure safe drinking water

- Provides a system to ensure the accountability of all staff
- Highly efficient and productive operations staff
- A safe work environment

To accomplish these goals, as discussed at the June 2017 Board meeting, management must employ an adequate number of highly qualified employees with a mid-management staff member capable of direct supervision and leadership of all operations staff. Therefore, we have proposed the attached 2017/18 organizational chart, which contains an employee headcount the same as 2016/17.

Included with the organizational chart are slides summarizing the key responsibilities of the District General Manager, Operations Lead (previous title was Operations Supervisor) and Water Operator. With the proposed structure, both the Operator and Operations Lead report to the Operations Manager. The Operations Lead position is designed to have primary areas of responsibility in the implementation of the various maintenance programs, with a strong focus on leadership development. All operations employees will be “boots on the ground” and actively involved in system operation, maintenance and construction.

Also amended in the Salary Schedule is the elimination of the vacant administrative position of Billing Properties Specialist, Office Supervisor, and Secretary to the Board, all of which are basically combined into one position occupied by Syndie Marchesiello. In reality Syndie manages the office including serving as Board Secretary and direct coordination of the financial and accounting functions. In reviewing the regional salary surveys and job descriptions, for all intents and purposes we employ an office manager (also appointed as Board Secretary) and our position should be classified and compensated as such. The transition to a position titled “Office Manager/Board Secretary” will not change its current job requirements.

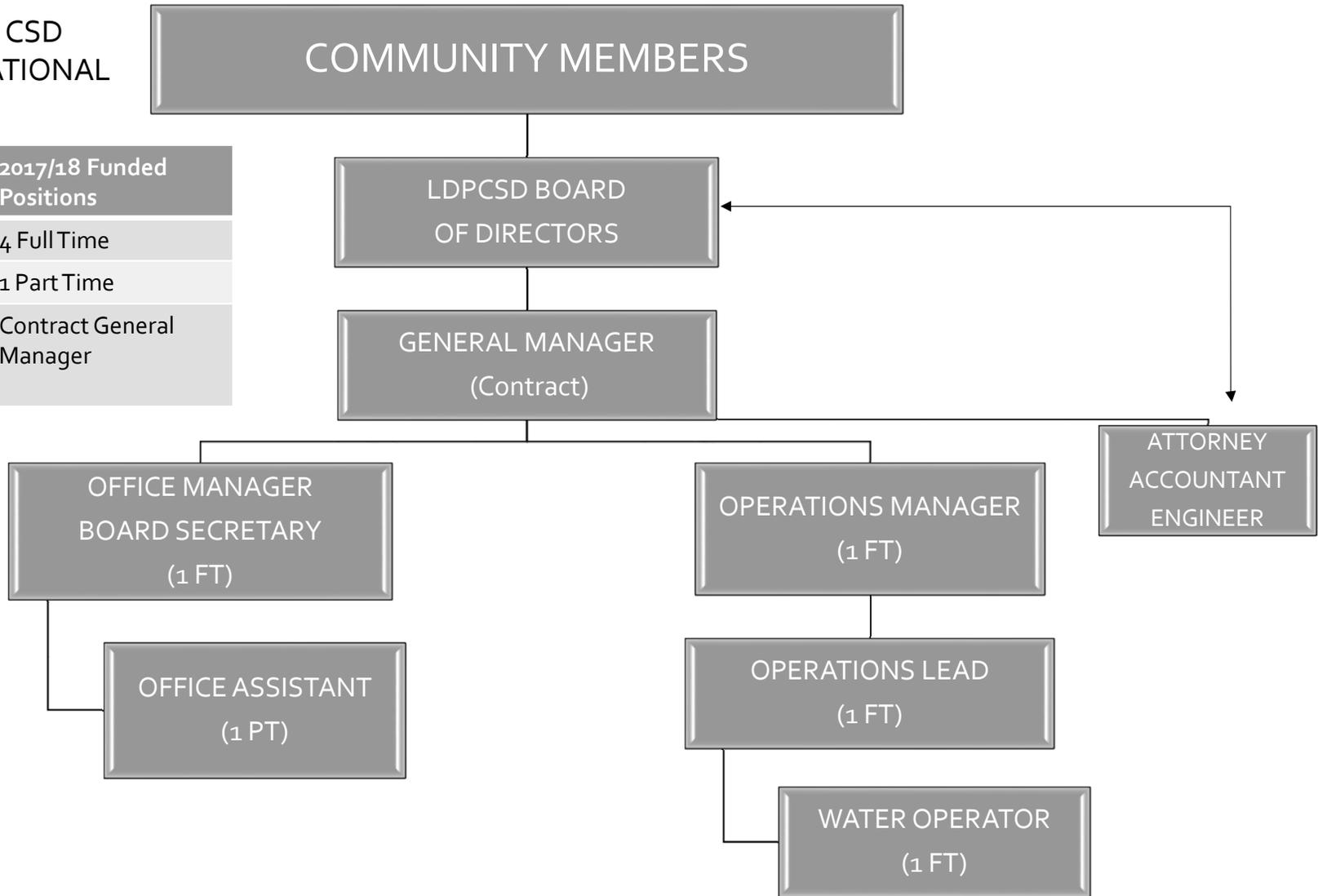
The modifications to the Salary Schedule as presented are summarized below:

1. 2% cost of living increase applied to the Water Operator 1 and 2 position, Accounting Clerk 1 and 2 (both not funded) and Temporary Help positions.
2. Office Manager/Board Secretary Position salary increased to represent equal responsibilities between the Office Manager and Operations Manager positions, and to be on par with the regional salary survey for the Office Manager duties in a district of our size
3. Operations Manager salary set based on the regional salary survey for the Operations Manager duties in a district of our size, with our budget and in the Sierra Region (of CSDA)
4. Operations Lead position salary set 20% below the Operations Manager and comparable with the salary survey.

As detailed in the recommended motion above, staff recommends the adoption of the resolution approving the Organizational Chart which will allow for the hiring of an Operations Manager and set the associated salary, as well as the modified salary for the Office Manager/Board Secretary.

LAKE DON PEDRO CSD
2017/18 ORGANIZATIONAL
CHART

2016/17 Funded Positions	2017/18 Funded Positions
4 Full Time	4 Full Time
1 Part Time	1 Part Time
Contract General Manager	Contract General Manager



**General
Manager**

Provide Professional Leadership for All Staff, Board and Community

**Primary
Responsibilities**

Serve as Professional Advisor to the Board of Directors

Facilitate Board Orientation Programs

Serve as Liaison with Counties, Public Agencies, State and Stakeholder Groups

Implement District Strategic Plan Goals and Objectives

Ensure Performance of all Operations and Administration in Accordance with Laws,
Standards and Board Vision

Negotiate and Implement Contracts

Serve as Public Information Officer and Implement Communication Plans

Operations Manager

Primary Responsibilities

Serves as GM in Absence

Direct Liaison with Office, Providing Customer Service Excellence in the Field

Field Staff Recruitment, Training, Development and Certification

Safety Program Development, Updates and Implementation

Chief Plant Operator for State Compliance

Leadership and Performance/Accountability Management for all Operations

Ensuring Regulatory Compliance

Water Rules and Regulations Enforcement

Public Image, Safety and Security of Operations and Facilities

State, Administrative and Internal Recordkeeping and Reporting

CIP Planning, Implementation and Construction Inspection

**Operations
Lead**

Primary
Responsibilities

Serves as Operations Manager in Absence

Performs as Customer Service Lead

Serves as Foreman for Construction and Maintenance Projects

Lead Plant and Distribution System Operator

Ensure System Reliability Through Meticulous System Maintenance

Ensure Well Maintained Facilities and Grounds

Maintain All Vehicles And Equipment According To Schedule

Maintain Excellent Water Quality

Provides Direct Leadership and Supervision of Water Operator

Reports on Department Performance and Accountability

**Water
Operator**

Serves as Operations Lead in Absence

Primary
Responsibilities

Excellent Customer Service

Daily Operation of Plant and Distribution System

Maintenance of Infrastructure, Facilities and Vehicles

EXHIBIT A

SALARY RANGES - HOURLY OPERATIONS EMPLOYEES

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
NONE	HOURLY	\$ 12.27	\$ 12.88	\$ 13.53	\$ 14.20	\$ 14.91

(Temporary Help)

Salary Range for Operations Manager						
HOURLY		\$ 32.01	\$ 33.61	\$ 35.29	\$ 37.06	\$ 38.91
BIWEEKLY		\$ 2,560.98	\$ 2,689.03	\$ 2,823.49	\$ 2,964.66	\$ 3,112.89
WEEKLY		\$ 1,280.49	\$ 1,344.52	\$ 1,411.74	\$ 1,482.33	\$ 1,556.45
MONTHLY		\$ 5,548.80	\$ 5,826.24	\$ 6,117.55	\$ 6,423.43	\$ 6,744.60
ANNUALLY		\$ 66,585.60	\$ 69,914.88	\$ 73,410.62	\$ 77,081.16	\$ 80,935.21
Salary Range for Operations Lead						
HOURLY		\$ 25.61	\$ 26.89	\$ 28.23	\$ 29.65	\$ 31.13
BIWEEKLY		\$ 2,048.79	\$ 2,151.23	\$ 2,258.79	\$ 2,371.73	\$ 2,490.31
WEEKLY		\$ 1,024.39	\$ 1,075.61	\$ 1,129.39	\$ 1,185.86	\$ 1,245.16
MONTHLY		\$ 4,439.04	\$ 4,660.99	\$ 4,894.04	\$ 5,138.74	\$ 5,395.68
ANNUALLY		\$ 53,268.48	\$ 55,931.90	\$ 58,728.50	\$ 61,664.92	\$ 64,748.17
Salary Range for Water Operator 2						
HOURLY		\$ 24.18	\$ 25.39	\$ 26.66	\$ 28.00	\$ 29.40
BIWEEKLY		\$ 1,934.74	\$ 2,031.47	\$ 2,133.05	\$ 2,239.70	\$ 2,351.68
WEEKLY		\$ 967.37	\$ 1,015.74	\$ 1,066.52	\$ 1,119.85	\$ 1,175.84
MONTHLY		\$ 4,191.93	\$ 4,401.52	\$ 4,621.60	\$ 4,852.68	\$ 5,095.31
ANNUALLY		\$ 50,303.14	\$ 52,818.29	\$ 55,459.21	\$ 58,232.17	\$ 61,143.78
Salary Range for Water Operator 1						
HOURLY		\$ 19.64	\$ 20.62	\$ 21.65	\$ 22.73	\$ 23.87
BIWEEKLY		\$ 1,570.80	\$ 1,649.34	\$ 1,731.81	\$ 1,818.40	\$ 1,909.32
WEEKLY		\$ 785.40	\$ 824.67	\$ 865.90	\$ 909.20	\$ 954.66
MONTHLY		\$ 3,403.40	\$ 3,573.57	\$ 3,752.25	\$ 3,939.86	\$ 4,136.85
ANNUALLY		\$ 40,840.80	\$ 42,882.84	\$ 45,026.98	\$ 47,278.33	\$ 49,642.25

EXHIBIT A**SALARY RANGES - HOURLY ADMINISTRATIVE EMPLOYEES**

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
NONE (Temporary Help)	HOURLY	\$ 12.27	\$ 12.88	\$ 13.53	\$ 14.20	\$ 14.91

Salary Range Accounting Clerk 1

HOURLY	\$ 15.11	\$ 15.86	\$ 16.65	\$ 17.49	\$ 18.36
BIWEEKLY	\$ 1,208.50	\$ 1,268.92	\$ 1,332.37	\$ 1,398.99	\$ 1,468.93
WEEKLY	\$ 604.25	\$ 634.46	\$ 666.18	\$ 699.49	\$ 734.47
MONTHLY	\$ 2,618.41	\$ 2,749.33	\$ 2,886.79	\$ 3,031.13	\$ 3,182.69
ANNUALLY	\$ 31,420.90	\$ 32,991.94	\$ 34,641.54	\$ 36,373.61	\$ 38,192.30

Salary Range Accounting Clerk 2

HOURLY	\$ 17.58	\$ 18.46	\$ 19.39	\$ 20.36	\$ 21.37
BIWEEKLY	\$ 1,406.78	\$ 1,477.12	\$ 1,550.98	\$ 1,628.53	\$ 1,709.95
WEEKLY	\$ 703.39	\$ 738.56	\$ 775.49	\$ 814.26	\$ 854.98
MONTHLY	\$ 3,048.03	\$ 3,200.43	\$ 3,360.46	\$ 3,528.48	\$ 3,704.90
ANNUALLY	\$ 36,576.38	\$ 38,405.20	\$ 40,325.46	\$ 42,341.74	\$ 44,458.82

Salary Range Office Manager/Board Secretary

HOURLY	\$ 32.01	\$ 33.61	\$ 35.29	\$ 37.06	\$ 38.91
BIWEEKLY	\$ 2,560.80	\$ 2,688.84	\$ 2,823.28	\$ 2,964.45	\$ 3,112.67
WEEKLY	\$ 1,280.40	\$ 1,344.42	\$ 1,411.64	\$ 1,482.22	\$ 1,556.33
MONTHLY	\$ 5,548.40	\$ 5,825.82	\$ 6,117.11	\$ 6,422.97	\$ 6,744.11
ANNUALLY	\$ 66,580.80	\$ 69,909.84	\$ 73,405.33	\$ 77,075.60	\$ 80,929.38

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

May 2017

ALL ITEMS INDEXES

(1982-84=100 unless otherwise noted)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	1 Month ending					Year ending	1 Month ending	
	May 2016	Apr 2017	May 2017	Apr 2017	May 2017	May 2017	May 2016	Apr 2017	May 2017	Apr 2017	May 2017	May 2017
U. S. City Average.....	240.229	244.524	244.733	2.2	1.9	0.1	234.436	238.432	238.609	2.1	1.8	0.1
(1967=100).....	719.619	732.486	733.110	-	-	-	698.314	710.215	710.744	-	-	-
Los Angeles-Riverside-Orange Co.....	249.554	254.971	255.674	2.7	2.5	0.3	240.320	245.417	246.153	2.5	2.4	0.3
(1967=100).....	737.292	753.297	755.374	-	-	-	710.218	725.283	727.456	-	-	-
West	247.855	253.806	254.380	2.9	2.6	0.2	239.973	245.454	246.096	2.8	2.6	0.3
(Dec. 1977 = 100)	400.644	410.263	411.191	-	-	-	386.104	394.922	395.955	-	-	-
West – A*.....	254.231	260.964	261.696	3.1	2.9	0.3	244.408	250.484	251.283	2.9	2.8	0.3
(Dec. 1977 = 100)	414.558	425.537	426.731	-	-	-	395.649	405.485	406.778	-	-	-
West – B/C**(Dec. 1996=100).....	145.942	148.496	148.789	2.3	2.0	0.2	145.597	148.137	148.451	2.4	2.0	0.2

BI-MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	Apr 2016	Feb 2017	Apr 2017	Feb 2017	Apr 2017	Apr 2017	Apr 2016	Feb 2017	Apr 2017	Feb 2017	Apr 2017	Apr 2017
San Francisco-Oakland-San Jose.....	264.565	271.626	274.589	3.4	3.8	1.1	259.386	265.569	268.896	3.3	3.7	1.3
(1967=100).....	813.347	835.053	844.164	-	-	-	789.851	808.680	818.810	-	-	-
Seattle-Tacoma-Bremerton.....	253.815	259.503	261.560	3.4	3.1	0.8	249.396	255.471	257.648	3.7	3.3	0.9
(1967=100).....	773.727	791.065	797.336	-	-	-	739.710	757.726	764.185	-	-	-

* A = 1,500,000 population and over

** B/C = less than 1,500,000 population

Dash (-) = Not Available.

Release date Jun.14, 2017. The next monthly and bi-monthly releases are scheduled for Jul. 14, 2017.

Please note: Customers can receive hotline information by calling the BLS West Region Information Office: (415) 625-2270.

This card is available on the day of release by electronic distribution. Just go to www.bls.gov/bls/list.htm and sign up for the free on-line delivery service. For questions, please contact us at BLInfoSF@BLS.GOV or (415) 625-2270.

RESOLUTION 2017 - ____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT APPROVING THE
REVISED ORGANIZATIONAL CHART, POSITIONS FUNDED AND SALARY
SCHEDULE FOR THE 2017/18 FISCAL YEAR

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

WHEREAS, In accordance with Government Code §61040, (a) A legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's general manager; and

WHEREAS, the District shall appoint a General Manager, who, in accordance with California Government Code 61051 shall be responsible for all of the following:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.

WHEREAS, the District Board of Directors has determined that the General Manager is responsible for the development and modification of job descriptions and responsibilities in order to facilitate the successful operation of the District in compliance with Government Code 61051(a) and (b) above; and

WHEREAS, the District Board of Directors has determined that the General Manager is also responsible for the development and modification of the District organizational hierarchy, subject to the budget appropriations of the District; and

WHEREAS, in conjunction with the adoption of the budget, the Board of Directors adopts a salary schedule applicable to all employees for the fiscal year; and

WHEREAS, the General Manager has presented the 2017/18 fiscal year organizational structure and salary schedule for ratification by this Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT as follows:

1. The 2017/18 fiscal year organizational structure and salary schedule attached hereto as Exhibit A, shall be approved and effective July 1, 2017.
2. The General Manager is hereby authorized to immediately fill the Operations Manager position as contained within the approved organizational structure and salary schedule,

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on July 17, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Danny Johnson, President, Board of Directors

ATTEST:

Syndie Marchesiello,
Secretary
CERTIFICATE
OF SECRETARY
(STATE OF

CALIFORNIA) (COUNTY
OF MARIPOSA)

I, Syndie Marchesiello, the duly appointed and Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Lake Don Pedro Community Services District duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on July 17, 2017

Lake Don Pedro Community Services District

Regular Meeting of July 17, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- b. Adoption of a resolution approving agreement with California Cad Solutions for the update of District maps and related services

Recommended Action

Staff recommends the following motion:

I move to adopt a resolution approving agreement with California Cad Solutions, Inc for the update of district maps and related services

Background

The District regularly uses a variety of maps, drawings and other related documents to be able to efficiently and accurately operate, maintain and administer the affairs of the District. Examples of these documents, why they are important and their sources are shown on Table 1.

Each of the documents has their use in both the operation and administration of the District affairs. Since the beginning of the District, we have struggled with poor quality maps that are difficult to read and interpret accurately, which has caused difficulty in decisionmaking. In an attempt to update and maintain our own maps and drawings, the district in the early to mid 2000's purchased expensive Computer Aided Design (CAD), Geographic Information System (GIS) and other related software and larger hardware to support them. In addition, office and field staff were trained in this software and job descriptions/responsibilities reassigned to begin the update process.

A portion of the map work was completed, and staffing changes in approximately 2008 stopped the project from proceeding. The CAD and GIS (engineering and mapping) software was also expensive to maintain with annual subscription fees, which occurred for several years, until the 2012 office fire destroyed the computers and much of the data previously entered. After much research, in 2015 it was determined that the CAD and GIS software would not be purchased and maintained on our system at a cost savings of thousands of dollars per year. In addition, it was determined not feasible for a district of our size to employ GIS and/or CAD technicians, and to contract out for map and drawing update services in the future.

Technology in mapping has also evolved significantly making it less expensive and more functional than in past years. Engineering and mapping companies have evolved to providing web-based programs and tools to fully integrate (district) mapping into our everyday functions. For example, current technology allows you to quickly identify

customers affected by a water outage, and can provide their contact information, special needs, etc for a higher level of customer service. Replaced service lines and new meters, pumps, valves and hydrants can be easily updated on the maps so that accurate, informed and cost effective decisions about system maintenance and upgrade can be made.

For the purpose of facilitating new land development projects and/or connection requests, updated maps will also allow staff to easily and accurately determine if the properties in question are located within the District boundaries with infrastructure available, and/or within the POU for the use of Lake McClure water. Staff has spent dozens of hours attempting to determine the location of several new parcels created years ago relative to the District boundaries, infrastructure, county lines and the POU. Until accurate mapping is available or a physical survey of the properties is completed, the issue remains unresolved.

Initially following Board direction to evaluate map updates in 2016, staff had contacted local engineering firms to determine the process and cost for map updates; and the initial effort and cost were determined cost prohibitive. In early 2017, a local firm specializing in GIS and CAD mapping was contacted and their services reviewed. California Cad Solutions, Inc. (CCS) (<http://www.calcad.com>) provides services to update and transition our maps from paper to digital (paper is still available to print) so that the information can be applied in layers for simple interpretation. CCS also provides relevant integration and map maintenance/update services for an annual fee of less than the District previously paid for the software licensing fees alone.

CCS and the District are finalizing the proposed scope of services for the first year, and fitting within our approved Preliminary Budget amount of \$15,000 for the 2017/18 fiscal year. A cost proposal from CCS is included with this item. A draft resolution is also included in these materials, stating the not-to-exceed amount contained in the 2017/18 budget, and authorizing the General Manager to finalize the scope of work and execute an agreement with CCS.

Table 1

ITEM	WHY NEEDED	SOURCE OF DATA
District statutory boundaries	We can provide our services and charge availability fees only to property located in the district boundaries. Service outside boundaries need LAFCO approval	Mariposa County LAFCO
District sphere of influence boundaries	We can provide our services by contract outside the district boundaries, but within the SOI, with LAFCO approval. Properties inside the SOI can annex into the district (change district boundaries) through a simple process. Providing service to properties outside the SOI require a full Municipal Service Review and more complex LAFCO process	Mariposa County LAFCO
Assessors Parcels, numbers and boundaries	Important to determine property boundaries, ownership, location of utilities relative to property	Multiple parcel map services available for fee
Place of Use boundaries for Lake McClure water from Merced Irrigation District	Identify whether properties being served water are located in, or out of the boundaries where Lake McClure water can be used. Also used to determine that adequate groundwater or alternate supply is available and used to meet the water demand of specific properties located outside the POU.	Merced Irrigation District, State Water Resources Control Board
District infrastructure maps and drawings	Identify accurate location of district infrastructure, including new lines, replacement services, metered lots vs vacant, encroachment in streets, driveways, private property and easements	Binkley, existing remaining district digital files, manual conversion from paper to digital
Easement maps	Determines right of entry and our legitimate use of private property. Identify location of district infrastructure on private property in dedicated easements for operation and maintenance purposes, for example new well pipelines and raw water line	Surveyed legal description converted to digital



P.O. Box 4779
 Modesto, CA 95352
 209-578-5580
 www.calcad.com

Quote

Date	Quote #
7/13/2017	605457

Bill To
Lake Don Pedro CSD 9751 Merced Falls Rd. La Grange, CA 95329

Ship To
Lake Don Pedro CSD 9751 Merced Falls Rd. La Grange, CA 95329

Terms	Sales Rep	Expires
Net 15	Ortiz	08/13/17

Item	Description	Qty	Cost	Total
Service	Lake Don Pedro CSD, Mapping Project Create and confirm LAFCO boundary definition for LDPCSD Create and confirm LAFCO SOI boundary definition for LDPCSD Investigate and confirm Merced Irrigation District (MID) Place of Use Boundary Generate list of parcels served Within and Outside: LDPCSD Boundary LDPCSD SOI Boundary MID Place of Use Boundary (This price does not include any cost to acquire parcels and Assessor data) This is a NTE estimate based on conversations with Pete Kampa		6,000.00	6,000.00

Subtotal	\$6,000.00
Sales Tax (0.0%)	\$0.00
Total	\$6,000.00

Accepted By _____

RESOLUTION 2017 - ____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT APPROVING AN
AGREEMENT WITH CALIFORNIA CAD SOLUTIONS, INC FOR THE UPDATE OF
DISTRICT MAPS AND RELATED SERVICES

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

WHEREAS, the District has determined that the project started a decade ago to update its various boundary maps should be completed for the efficient and transparent operation of the District; and

WHEREAS, the District has determined that contracting for the updating of maps and related documents avoids additional staffing costs as well as reducing computer hardware and software costs; and

WHEREAS, the District has established a maximum 2017/18 fiscal year allocation of \$15,000 in its approved Preliminary Budget for the completion of map updates and related services; and

WHEREAS, the District has determined that California Cad Solutions, Inc. is qualified and prepared to provide the map update services for the District at a reasonable cost and has submitted a proposal therefore, which is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT that the proposal and agreement with California Cad Solutions, Inc included herein as Exhibit A, shall be approved and effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on July 17, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Danny Johnson, President, Board of Directors

ATTEST:

Syndie Marchesiello,
Secretary CERTIFICATE
OF SECRETARY
(STATE OF
CALIFORNIA) (COUNTY
OF MARIPOSA)

I, Syndie Marchesiello, the duly appointed and Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Lake Don Pedro Community Services District duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on July 17, 2017

Lake Don Pedro Community Services District

Regular Meeting of July 17, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- c. Selection of a candidate for the Board of Directors of the California Special Districts Association.

Recommended Action

Staff recommends the following motion:

I move to cast the District's vote for _____ for the Board of Directors of the California Special Districts Association.

Background

The CSDA Board of Directors consists of 18 members, three from each of six regions of the state. Seat "C" is up for election in each of the regions, and in our Sierra Region, three candidates were nominated by their (District) Board of Directors to be presented as candidates for election.

The ballot is due to CSDA by August 4, 2017, so the Board should submit their vote during this Board meeting.



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2017 BOARD ELECTIONS

UPDATED MAIL BALLOT INFORMATION

Dear Member:

An updated ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C. Please discard the original ballot you received, as it did not include all 3 nominees. If you have already sent in your original ballot, it will not be counted. Please review the enclosed information for all three nominees and send in the new ballot.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat C, **unless otherwise noted on the actual ballot**, and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017.**

If you do not use the enclosed envelope, please mail in your ballot to:
California Special Districts Association
Attn: 2017 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Beth Hummel at 877.924.2732 or bethh@csda.net with any questions.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Peter J Kampa

District/Company: Saddle Creek Community Services District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 3 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):
Pete has served on the CSDA Board since 1998 and on each of its committees. He currently serves on the finance and professional development committees. He is an instructor for the CSDA Leadership Academy, present regularly at the GM Leadership Conference and Annual Conference, and attends other CSDA training continuously. He also serves on the Public Works Task force for CSDA.
2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

He has served on the ACWA and Mountain Counties Water Resources Association Legislative Committee and Delta Plan task forces.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Tuolumne County Chamber of Commerce

4. List civic organization involvement:

None at this time as he is 100% dedicated to special districts at this time.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Candidate's Statement
CSDA Board of Directors

I have proudly served on the Board of Directors for the California Special Districts Association (CSDA) since 1998, and I respectfully request your vote as I seek re-election for Region 2, Seat C this year. Since 1994 and while serving on the CSDA Board of Directors, I have also served as General Manager for community services districts throughout California providing diverse services including water, wastewater, park and recreation, fire protection, road maintenance, solid waste, ambulance, library, street lighting and snow removal. In addition to providing special district management consulting services throughout the state, I currently manage three community services districts, two of which are located in Region 2.

Each of the districts I have managed are located in rural areas with their associated infrastructure, funding, and staffing challenges which are a part of life with special districts. I believe my background and experience provides an excellent tool kit from which to draw as a Board member of CSDA.

As your CSDA Board representative, I feel I have contributed greatly to the successes of the CSDA organization, through solid support for CSDA management and by informing Board decisions with decades of experience on the Board and within the industry. I believe strongly in the CSDA staff and will ensure that they have the direction and resources to provide the highest level of services to special districts of all sizes and types.

I have been active in the expansion of "affiliated" CSDA Chapters; spearheaded and assisted in the creation of the Gold Country CSDA Chapter. I understand the budgetary and operational needs of small districts and intend to dedicate significant effort to maintain solid small district representation by CSDA.

The Saddle Creek Community Services District Board of Directors unanimously supports and directs my active involvement in CSDA.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: ORLANDO FUENTES

District/Company: COSUMES CSD

Title: DIRECTOR, (member of board)

Elected/Appointed/Staff: ELECTED

Length of Service with District: 5 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

No

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

NO

4. List civic organization involvement:

CITY OF ELK GROVE MULTICULTURAL COMMITTEE
RESTORATIVE SCHOOLS Vision Project on RESTORATIVE JUSTICE
LULAC - LEAGUE of UNITED LATIN AMERICAN CITIZENS

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

**ORLANDO FUENTES, BOARD MEMBER
COSUMNES CSD**

I am in my first elected position on the Cosumnes CSD, elected November 8, 2016. This was preceded by seven solid years of political organizing experience. I have gotten to know my elected officials and they know me by name: my councilpersons, the Mayor, my Senator, my Assemblyman, other board members such as school board, SMUD and water district. I like to know those who are representing our citizens and advocating for them.

I strive to develop my skills and abilities for the betterment of all lives in my community , my state and beyond. Involvement with the California Special Districts Association will allow me the opportunity to expand my knowledge, and will allow me to draw from years of both my professional and civic experience serving in several non-partisan organizations to advance the CSDA's mission of legislative advocacy, trainings and conferences for professional development and technical assistance. A few of those organizations include:

- El Hogar Mental Health Agency: Board Member, 4 years
- City of Elk Grove Multicultural Committee: Founding Member and Founding Chairperson, 5 years
- Restorative Schools Vision Project: Dedicated to reducing the use of suspensions and expulsions through restorative justice practices. Statewide Coalition. Legislative advocacy. Trainer and practitioner.
- LULAC – League of United Latin American Citizens – A nonpartisan organization dedicated to increase civic engagement of Latinos through voter education and registration, student scholarships and improving high school graduation rates.

My professional career involves 26 years of California State government, in program development and implementation, policy development and implementation, operations oversight, training and middle management.

As a CSDA Board Member I will endeavor to promote the District' vision, educate others about its mission, advocate for the education and training of its members, and offer a fresh perspective that only a new member can offer.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Scott Hulsebeck
 District/Company: Aspen Area Recreation: Park District
 Title: Director (A&D)
 Elected/Appointed/Staff: _____
 Length of Service with District: 19 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Have attended numerous events, classes!
otherwise

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

In addition to A&D I, City of Aspen Recreation Oversight Committee, Summit County advisory committees.

4. List civic organization involvement:

Aspen Exchange Club, Chamber of Commerce -

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Candidate Statement from Scott Holbrook, Board Member with the Auburn Area Recreation and Park District (19 years)

I wanted to give a little glimpse as to my record and passions. I am a husband, father, small business owner and long-time member of the Auburn Area Recreation and Park District (ARD). I am passionate about making my community the best possible place to live and raise a family.

I am proud of my tenure at ARD, be it the overcoming of a corrupt and ugly situation that involved board, staff, the Placer County Grand Jury and District Attorney, the fiscal and other policies that have allowed us to remain fiscally strong throughout some very tough times (and setting us up for the future), or my work developing some of the biggest and most enjoyed community events in the area.

I believe in the Special District concept, and have worked hard to fight for it and represent it well. I have continually worked to increase my knowledge, be it with CSDA activities or other venues. I look forward to the opportunity of keeping the CSDA strong and pertinent, working to be a valuable member of the board, supporting advocacy for individual districts, and maintaining a strong voice in legislative matters, be they locally, state-wide or nationally.

Feel free to reach out - I would be happy to address any questions or concerns. In the meantime, I thank you for your consideration and support of my candidacy. And as always, keep smilin'.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Syndie Marchesiello
Date: July 7, 2017
Subject: Availability Billing / Delinquent Accounts
Purpose: For the Board of Directors to approve a resolution placing the availability and delinquent charges on the 2017-2018 tax rolls for collection.

One time per year the non-metered lots are billed an availability fee according to their acreage. In addition, metered accounts may have a delinquent balance due to non-payment. When this occurs the availability fee and delinquent charges are placed on the tax rolls for collection. A draft resolution is attached herein containing the amounts of availability charges, and parcel numbers of delinquent accounts to be collected.

Per Government Code 61115(b), a notice was posted for a Public Hearing held July 17, 2017 at 1:00 p.m. at the District office.

Recommended Motion:

The Board approve resolution 2017-xxxx approving the 2017-2018 availability and delinquent charges applied to the tax rolls for collection with the exception of any balances that have been paid prior to the public hearing July 17, 2017 and / or prior to the charges submitted to the counties.

Syndie Marchesiello
Office Supervisor / Board Secretary

**ATTACHMENT A
Resolution 2017-XXX**

**Amount Applied to Mariposa and Tuolumne Co.
2017-2018 Tax Rolls**

Mariposa County Availability (Standby) Fee

\$121,576.00

Tuolumne County Availability (Standby) Fee

\$69,388.50

Delinquents without Processing Fees

\$2438.00

Total \$194,278.00

APN	Past Due Amount
0211700160	702.00
0212900110	703.00
0212000280	703.00
075170290	330.00

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

RESOLUTION 2017-xxxx

Approving 2017-2018 Availability and Delinquent Charges applied to the tax rolls for collection

WHEREAS, the Lake Don Pedro Community Services District collects (Water) Availability Charges from vacant parcels within its boundaries, as well as collecting delinquent monthly service charges from active water customers as authorized in law; and

WHEREAS, the 2017-2018 Availability Fees and Delinquent Charges were submitted to the Board, and requested certification of the proposed charges to be place on the tax rolls for collection in addition to lien and lien release fees, as detailed herein on Attachment A; and

WHEREAS, the 2017-2018 Availability and Delinquent Charges were duly presented to the public at the Regular Board Meeting of July 17, 2017 and opportunity for public input provided; and

WHEREAS, the District must certify the 2017-2018 Availability and Delinquent Charges and submit them as approved to the County of Tuolumne and County of Mariposa for collection on the tax rolls by August 10 of each year.

NOW THEREFORE BE IT RESOLVED, that the Availability and Delinquent Charges as submitted are hereby certified and approved for submission to the respective counties for collection on the tax rolls.

This resolution was passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District, this 17th day of July 2017 by the following vote:

- AYES:** (0)
- NAYS:** (0)
- ABSENT:** (0)
- ABSTAIN:** (0)
- ATTEST:** (0)

Danny Johnson, Board President

Syndie Marchesiello, Secretary

CERTIFICATE OF SECRETARY

I, Syndie Marchesiello, as the duly appointed Secretary of the Lake Don Pedro Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 17th day of July 2017 at the Regular Meeting of the Board of Directors.

Syndie Marchesiello, Secretary

Lake Don Pedro Community Services District

Regular Meeting of July 17, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- e. Adoption of a resolution approving a policy on the temporary reclassification of personnel

Recommended Action

Staff recommends the following motion:

I move to adopt a resolution approving a policy on the temporary reclassification of personnel

Background

A medical emergency caused the lack of an employee in a supervisory position; for an unknown duration of time. Normally when a supervisor is missing for a day or two, the remaining staff simply pick up the work and keep going forward. When a supervisor is out for an unknown or extended period, it becomes necessary to assign the most qualified subordinate staff to assume the role of supervisor to ensure that the operations continue unimpeded; even if minimally.

The General Manager is delegated the responsibility to manage the day to day operations, and in many cases this involves being able to make staffing changes, reassignments, promotions, demotions and other personnel actions relatively quickly. Normally the Personnel Handbook (policy manual) contains adequate Board policies/Board direction for the GM to make such personnel adjustments, but in our case, the personnel handbook does not address temporary reclassifications of employees. A draft policy and resolution is included herein to provide the direction needed for the GM to make necessary staffing assignments.

In the case of state certification, it may be occasionally necessary to engage the services of an appropriately certified operator to assume the role of "Operator in Charge" for the state's purposes in the event that junior staff are not certified at the appropriate level to supervise the plant. In that case, the temporarily reclassified staff will contact the contracted Operator in Charge if necessary for critical decisions related to water treatment. The GM has authority within the budget to contract with such outside operators in the event of emergencies.

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: Temporary Reclassifications

POLICY NUMBER: To be determined

ADOPTED:

The General Manager may assign an employee to perform work normally performed by another employee at a different level or salary.

An employee temporarily assigned to perform work of a lower paid employee shall not have his or her salary reduced. An employee temporarily assigned to perform work of a higher paid employee shall receive compensation equal to the lowest salary step for that position that would provide for an increase in pay for all time spent in the acting position in excess of three (3) consecutive work days and continuing only until such time as the employee is returned to his or her original job duties.

For the first three days in a temporary assignment, the employee will not receive any additional compensation. Temporary assignments to a higher paid class need to be in writing and approved by the General Manager.

RESOLUTION 2017 -___

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT APPROVING A REVISED POLICY ON
TEMPORARY RECLASSIFICATION OF STAFF

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

WHEREAS, the District Board of Directors has directed District management to propose the adoption of policies and to develop procedures that maximize the efficiency, stability, transparency and accountability of the District; and

WHEREAS, the District is required by state law and state permit requirements to employ water treatment and water distribution operators certified by the state at appropriate levels based on the complexity of the system; and

WHEREAS, due to its small staff size and Budget, the District is not continuously able to maintain the necessary depth of appropriately certified operators and therefore it is occasionally necessary for entry level operators to assume the role and functions of more experienced operators and supervisors during longer term absences, resignations or other personnel actions; and

WHEREAS, it is the goal and intent of the District to maintain experienced staff certified at appropriate levels, but temporary promotions and completion of lower level tasks by supervisors is always necessary in a small utility operation; and

WHEREAS, District management is responsible for the superintendence of the District facilities and services and must have the authority to make temporary promotions and other actions to ensure continuously efficient, safe and compliant services are delivered and therefore desires adoption of a policy statement to guide and direct management's response to the need for temporary promotions and other actions.

WHEREAS, a Temporary Reclassification of Staff Policy has been developed and attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT that the Temporary Reclassification of Staff policy attached hereto, shall be approved and effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on July 17, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Danny Johnson, President, Board of Directors

ATTEST:

Syndie Marchesiello, Secretary

I, Syndie Marchesiello, the duly appointed and Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Lake Don Pedro Community Services District duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on July 17, 2017.

Lake Don Pedro Community Services District

Regular Meeting of July 17, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- f. Approval of an Emergency Groundwater Well Project contract budget amendment with Kennedy Jenks Consultants for the completion of documentation necessary to secure USDA and final Department of Water Resources grant reimbursements

Recommended Action

Staff recommends the following motion:

I move to approve an Emergency Groundwater Well Project contract budget amendment with Kennedy Jenks Consultants in the amount of \$60,000 for the completion of documentation necessary to secure USDA and final Department of Water Resources grant reimbursements

Background

Since February 2015, the District and Kennedy Jenks Consultants have worked together on the emergency groundwater well project. The work budgeted by Kennedy Jenks was completed nearly one year ago, with completion of the wells, however in working with USDA, we have been required to repackage and resubmit nearly every document, invoice, contract, memo, plans and specifications to meet USDA funding requirements. This has taken a significant engineering and administrative effort to complete.

Kennedy Jenks has exceeded their budget, but without their work over the past six months once they ran out of budget, the District would not have received the USDA funding agreement and eligibility for the grant reimbursement. Kennedy Jenks had agreed to submit the budget amendment, only if USDA funding was assured, which it now appears to be. All costs associated with Kennedy Jenks work on the well projects will have been reimbursed by the various grants. Included herein is a sheet showing the remaining work to be billed to the District by KJ, and reimbursed by the remaining USDA and DWR grant funding. The recommended budget amendment is an increase of \$60,000.

Lake Don Pedro CSD
Kennedy/Jenks Estimated 2017/2018 FY Expenditures
Drought Emergency Well Project

Project	Within Original Budget	Outside Original Budget
Well 2	\$ 1,973.00	\$ 11,982.00
Well 5	\$ 4,934.00	\$ 29,955.00
Medina Well	\$ 1,973.00	\$ 11,982.00
Wells 3-4	\$ 987.00	\$ 5,991.00
Total	\$ 9,867.00	\$ 59,910.00

Lake Don Pedro Community Services District

Regular Meeting of July 17, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- g. Adoption of a resolution approving agreement with John Blomberg, CPA for the completion of the annual audit for the fiscal years ending June 30, 2017, 2018 and 2019

Recommended Action

Staff recommends the following motion:

I move to adopt a resolution approving agreement with John Blomberg, CPA for the completion of the annual audit for the fiscal years ending June 30, 2017, 2018 and 2019

Background

The District is required by law to hire an independent auditor to conduct review of the District's financial statements. The purpose of the audit is to assist the Board in determining whether the District financial statements are prepared and presented in compliance with a variety of laws, accounting standards and District policy. The audit also assists the Board in evaluating its financial position and internal controls over financial matters, which is intended to reduce the possibility of fraud or embezzlement.

The District entered into contract with John Blomberg, CPA for the completion of the annual financial audits for the fiscal years ending June 30, 2014, 2015 and 2016. With the fiscal year ending June 30, 2017 closed, the services of an auditor must be engaged soon to meet state mandated deadlines for audit completion and State Controller's Report filings.

The Board can direct staff to seek proposals from qualified auditors, or directly select an auditor with appropriate experience and qualifications. Regardless of the process chosen for engaging an auditor, staff strongly recommends that the Board, its President or a Board committee take a more active role in the audit preparation by:

- a. Attending the audit entrance interview with the audit firm and potentially directing their attention toward any areas of concern, and
- b. Attending an exit conference with the auditor to discuss any deficiencies or weaknesses identified, and better understanding the audit prior to its presentation to the full Board

For the sake of time and based on the performance of John Blomberg, CPA in the past three audits, staff recommends extending the existing engagement.

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

July 12, 2017

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, 2017, 2018, and 2019.

We will plan and perform the audits in accordance with generally accepted auditing standards and will include tests of the accounting records and other procedures considered necessary under the circumstances. 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 ended June 30, 2017, 2018, and 2019 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 \$7,450 for each of the years ending June 30, 2017, 2018, and 2019.

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	24	95	2,280
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				6,670
Travel Cost				330
Cost of Preparing Controller's Report				450
Total Audit Fee				<u>\$ 7,450</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 Community Services District Association.

Summary of the Auditor's Qualifications

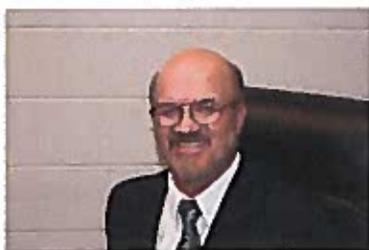
The manager in charge shall be John E. Blomberg, C.P.A. There will be one manager, a senior, and an assistant auditor assigned to the audit. We have included resumes of the personnel. Our Firm specializes in auditing the financial statements of special districts throughout California. We conduct approximately thirty financial audits of special districts 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 Russel	(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) Colledgeville Fire Protection District	Betty Pettit	(209) 941-2339
7) Lockeford Community Services District	Judy Hoag	(209) 727-5035
8) Coastside Fire Protection District	Jan Cochran	(650) 726-5213

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 2001-Present
Office Manager/Bookkeeper

- * 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)

RESOLUTION 2017 - ____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT APPROVING AN
AGREEMENT WITH JOHN BLOMBERG, CPA FOR THE COMPLETION THE ANNUAL
AUDIT FOR FISCAL YEARS ENDING JUNE 30, 2017, 2018 AND 2019

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

WHEREAS, the District is required to contract with an independent person or firm for the completion of an annual audit of its financial statements; and

WHEREAS, the District has determined that the annual auditing process and resulting audited financial statements prepared by John Blomberg, CPA and issued in fiscal years ending June 30, 2014, 2015 and 2016 have met the needs of the District; and

WHEREAS, John Blomberg, CPA has offered to continue providing independent auditing services for the District on an acceptable schedule and using a reasonable annual rate, and has submitted a services proposal therefore which is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT that the proposal and agreement with John Blomberg, CPA included herein as Exhibit A, shall be approved and effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on July 17, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Danny Johnson, President, Board of Directors

ATTEST:

Syndie Marchesiello,
Secretary
CERTIFICATE
OF SECRETARY
(STATE OF
CALIFORNIA) (COUNTY
OF MARIPOSA)

I, Syndie Marchesiello, the duly appointed and Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Lake Don Pedro Community Services District duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on July 17, 2017