

Regular Meeting of the Board of Directors

9751 Merced Falls Road
October 19, 2020 at 1:00 p.m.

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

AMENDED AGENDA

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

2. PUBLIC COMMENT:

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

3. PRESENTATION ONLY:

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

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

- a. Read and file the Treasurer's Report for the period ending August 2020 & September 2020 including summary of claims paid
- b. Approval of the Minutes of the Regular Meeting of August 17, 2020 and Emergency Meeting of October 14, 2020

5. DISCUSSION AND ACTION ITEMS:

- a. Approval of a Drought Contingency Plan
- b. Approval of adoption of PSPS (Power Safety Power Shutoff) SOP (Standard Operating Procedure)
- c. Approval / Support for the CAL OES Grant Application
- d. Information / Discussion regarding Technical Assistance Self-Help Enterprises
- e. Information/ Discussion regarding the Leak Report

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

CLOSE OPEN SESSION

6. CLOSED SESSION:

a. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

[Government Code Section 54956.9(d)(2),(4)]

Number of Potential Cases: 1

CLOSE CLOSED SESSION/RECONVENE TO OPEN SESSION

7. ADJOURNMENT:

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Lake Don Pedro Community Services District

GENERAL MANAGER'S REPORT

October 14th, 2020

District staff, and contracted personnel are working diligently together at this time preparing for vital intake repairs at Barrett Cove. Pumps will be down at Intake for an unspecified duration. This community has demonstrated the amazing ability to work together to conserve our water in past droughts. To ensure no interruptions in water service throughout the community please conserve water for essential services at this time.

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

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

Grant/Study Updates

- **WATER RATE STUDY.** NBS Government Financial is scheduled to attend our November meeting to present proposed rate models to District Board. **November 2020. NOTIFICATION**
- **CEQA.** Augustine & Associates have completed the fieldwork for our environmental review. The report is expected for completion in the next 30 days. **NOTIFICATION**
- **SIERRA INSTITUTE / PROP 1.** We are eagerly awaiting the technical assistance reimbursement. **NOTIFICATION**
- **SELF-HELP ENTERPRISES.** We are currently working with this agency to help locate State funds to assist in vital distribution system upgrades.

Current District Projects

- **WHOLE SYSTEM METER AUDIT.** We have inspected approximately 1000 District meters. There have been approximately 72 meters replaced during this audit. In addition to replacing faulty meter's staff have also replaced meter boxes, and fixed numerous leaks. **NOTIFICATION**
- **EMERGENCY LEAK CREW.** Leaks within the District have not let up. Continuing our two leaks a week average. Staff have prioritized and done a wonderful job. Today there are no known leaks within the District. **NOTIFICATION**
- **RANCHITO II.** The pump motor was warrantied and replaced. The Well is producing and functioning properly at this time. **NOTIFICATION**
- **TANK INSPECTION/CLEANING.** Inland Potable services identified issues at our central tank. There will be epoxy repairs made to the inside of tank. The remaining 7 District water storage tanks are scheduled for cleaning/inspection this **December**. **NOTIFICATION**
- **BARGE RENOVATION.** Twin Lakes Management performing our barge renovation project have diverted their efforts to focus on getting a barge in the water immediately to assist with our Intake upgrades. **NOTIFICATION**
- **TANK SITE SECURITY FENCING.** Our contracted fence company recently began work at our three locations. **NOTIFICATION**
- **FLUSHING/VALVE PROGRAM.** Operations staff completed our first of many to come "Blowoff" flush valves. We have identified ALL dead end water mains throughout our system. The installation of these flush valves will allow District staff to periodically flush to ensure water quality. **NOTIFICATION**
- **HYDRANT REPLACEMENT.** We have identified a non-operable fire hydrant and valve to be replaced within the District. Parts and materials have been received and project is scheduled. **NOTIFICATION**

Operations

- **SYSTEM METER AUDIT.** Staff continue visiting meters within our district. Collecting all pertinent information and making any minor repairs or corrections needed. 1000 meters have been inspected and tested. We are almost there!
- **SERVICE ORDERS.** Since our last meeting operations staff have performed 39 service order requests for District customers. 11 faulty meters were replaced.

- **EMERGENCY LEAK CREW.** Staff have continued to keep up with our aging distribution system. There are no known leaks at this time.
- **SITE INSPECTIONS.** We have increased site inspections to twice a day at all District Wells. Pressure tanks, and water storage facilities are inspected at minimum weekly.
- **VEHICLES/EQUIPMENT.** All District vehicles are up to date on maintenance schedules. We recently replaced tires on our aging service truck and our 2005 Ford F150.
- **MONTHLY METER READS.** Staff performed 1463 monthly meter reads for billing.
- **WATER SAMPLES.** Working with our water lab under the guidance of the SWRCB, District staff grab water samples on the 1st or 3rd Tuesday of each month. The amount of samples required to maintain our system increase each year.

Administrative

- **CEQA.** Augustine & Associates has completed the fieldwork for our environmental review. The report is scheduled for completion in the next 30 days. **NOTIFICATION**
- **PSPS SOP.** Unfortunately the power shutdowns are here to stay. There needs to be a consistent plan for future events moving forward to ensure efficiency. The State EPA template can be a valuable resource to do so moving forward. **ACTION**
- **WATER RATE STUDY.** NBS Government Financial is scheduled to attend our November meeting to present proposed rate models. **NOVEMBER 2020. NOTIFICATION**
- **DROUGHT CONTINGENCY PLAN.** We have finalized a drought contingency plan that can assist if dry weather persists in the future. The plan is a common sense approach to conserve/ration water. **APPROVAL**
- **MAPPING/GIS.** District mapping tools have been updated. In addition we recently had new water system maps created. Each service truck will have a smaller size system map that will enable staff to make appropriate changes directly on it when found or installed.

Sincerely,

Patrick McGowan
General Manager

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Water Audit

Water Distribution System:																
	Plant Eff. (mgd)(gpd)	Plant Eff. Water Corrected (cfs)	Central Tank Level (feet)	(B) Central Tank Volume (cu. ft.)	Enbridge Tank Level (feet)	(C) Enbridge Tank Volume (cu. ft.)	(D) Alamo Tank Volume (cu. ft.)	Cerrado Tank Level (feet)	(E) Cerrado Tank Volume (cu. ft.)	Lago Tank Level (feet)	(F) Lago Tank Volume (cu. ft.)	Arbuckle Tank Level (feet)	(G) Arbuckle Tank Volume (cu. ft.)	Stewart Tank Level (feet)	(H) Stewart Tank Volume (cu. ft.)	Customer Meters Total Readings Corrected (cfs)
Current	70,500	848,482	23.00	185,882	21.40	13,331.38	5.00	21,531.33	56,037.53	17.40	10,076.97	24.50	57,140.26	24.30	53,610.20	25.107
1st shift	28,270	314,478	22	185,558	22	18,558.82	7	20,832.16	57,140.75	18	10,181.48	27	58,824.43	24	52,065.03	23,420
Difference		31,004	0.90	0,105.66	-0.10	-48.53	-1.48	-5,347.83	-1,103.02	-0.20	-114.51	-0.02	-1,683.33	0.01	1,544.33	1,807
Other metered and unmetered uses (ft):																
Other		Measured	Quantity (cfs)													
Fire fighting																
Other System usage																
Atmospheric Evaporation			1920 (cfs)													
Bulk water sales																
Repaired leaks																
Water quality testing																
Tank drawdown or overflow																
Other		Water in running	901 (cfs)													
Other																
Other																
Total (cfs): (G)			2821 (cfs)													
Total for Zone:																
Flows into System (A)				31,994.00 (cfs)												
Flows into Storage (B-C-D-E-F-G-H)				1,061 (cfs)												
Flow Out of Zone (I-J)				27,903 (cfs)												
Total In and Out of Zone				4,084.98 (cfs)												
OC =				4,084.98												
Total Losses, %				1%												

EXCHEQUER

OCTOBER

2020

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

DATE	EXCHEQUER RESERVOIR FT ELEVATION	(+/-) FT ELEVATION	EXCHEQUER RESERVOIR AF STORAGE	(+/-) FT STORAGE AF CHANGE	AVE. PH DRAFT CFS 24 HOURS	ACRE FEET DISCHARGED 24 HOURS	AVERAGE INFLOW CFS 24 HOURS	TOTAL ACRE FT DISCHARGED YEAR TO DATE	DISCHARGE DEMAND CFS	PRECIPITATION (IN.)		TEMPERATURE F°			DATE	EXCHEQUER ACRE FEET SPILLED		EXCHEQUER ACRE FEET BYPASSED	WEATHER	AVERAGE DISCHARGE CFS	EXCHEQUER DISCHARGE ACRE FEET	LEAKAGE WEIR CFS	GROSS GENERATION KWH
										DAILY	SEASON TOTAL	HIGH	LOW	OBS									
1	757.07	-0.47	441,908	-1,770	921	1,827	42	610,549		0.00	0.00	1	94	68	68	0	50		50	947	1,877	BRT	520,000
2	756.93	-0.14	441,382	-526	370	734	40	611,333		0.00	0.00	2	93	67	68	0	50		50	395	784	BRT	170,000
3	756.52	-0.41	439,844	-1,538	775	1,536	40	612,955		0.00	0.00	3	91	66	72	0	86		86	818	1,622	BRT	490,000
4	755.86	-0.66	437,375	-2,469	943	1,870	40	615,485		0.00	0.00	4	93	66	68	0	660		660	1,276	2,530	BRT	560,000
5	755.46	-0.40	435,884	-1,491	785	1,556	40	617,091		0.00	0.00	5	91	64	65	0	50		50	810	1,606	BRT	450,000
6	755.15	-0.31	434,731	-1,153	630	1,249	40	618,390		0.00	0.00	6	88	65	66	0	50		50	655	1,299	BRT	360,000
7	754.84	-0.31	433,680	-1,151	643	1,276	40	619,716		0.00	0.00	7	86	62	63	0	50		50	669	1,326	BRT	360,000
8	754.40	-0.44	431,951	-1,629	811	1,608	40	621,374		0.00	0.00	8	81	55	55	0	50		50	836	1,658	BRT	470,000
9	754.01	-0.39	430,510	-1,441	795	1,576	40	623,000		0.00	0.00	9	79	55	59	0	50		50	820	1,626	BRT	470,000
10	753.71	-0.30	429,404	-1,106	616	1,221	40	624,271		0.00	0.00	10	80	58	59	0	50		50	641	1,271	BRT	340,000
11	753.26	-0.45	427,748	-1,656	877	1,740	40	626,061		0.00	0.00	11	79	59	61	0	50		50	903	1,790	BRT	490,000
12	752.90	-0.36	426,427	-1,321	727	1,442	41	627,553		0.00	0.00	12	83	61	61	0	50		50	752	1,492	BRT	410,000
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E-mail (as attachment only): nemethi@water.ca.gov

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: August 2020

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

* All bank accounts verified against bank statements

Restricted:		
Investment - LAIF	\$ 174,047	
Total Restricted:		<u>\$ 174,047</u>
Unrestricted:		
Checking	\$ 32,798	
Money Market - Working Capital	\$ 763,166	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 796,089</u>
Total Restricted & Unrestricted:		<u>\$ 970,136</u>

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

	Aug-2020	Year to Date
Sales & Business Revenue:	\$ 144,250	\$ 295,350
Total Operating Expenses:	\$ (108,539)	\$ (234,254)
Non-Operating Income/Expense:	\$ (11,787)	\$ (10,515)
Water Drought Income/Expense:	\$ 27,099	\$ 12,307
Change in Net Assets (P&L):	\$ 51,023	\$ 62,888
Net Cash Flow:	\$ (126,857)	\$ (139,725)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 34,094	\$ -	\$ 30,000	\$ 128,093
> 30 Days	\$ 3,035	\$ 183,360	\$ -	\$ -
> 60 Days	\$ 14,949	\$ -	\$ -	\$ -
> 90 Days	\$ 6,386	\$ -	\$ -	\$ -
> 120 Days	\$ 16,891	\$ -	\$ 5,241	\$ -
Credits	\$ (19,958)			
Total	\$ 55,397	\$ 183,360	\$ 35,241	\$ 128,093
Total Combined	\$ 366,850		\$ 35,241	
G/L Balance	\$ 366,850		\$ 35,241	
Difference	\$ -		\$ -	

* Amount of availability payments received: \$0

* Amount of availability payments outstanding: \$183,360

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 30,607	\$ -	\$ 9,846
> 30 Days	\$ -	\$ -	\$ 11,440
> 60 Days	\$ -	\$ -	\$ -
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
Total	\$ 30,607	\$ -	\$ 21,286
G/L Balance	\$ 30,607	\$ -	\$ 21,286
Difference	\$0	\$0	\$0

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

Name

Title

Date

Statement of Revenues and Expenses (P&L)
August 2020 & Year-To-Date Versus 6/30/21 Approved Budget

		Aug-20	August vs Budget %	2020-2021 YTD	YTD vs Budget %	2020-2021 Budget	Remaining Budget
Revenue							
01-0-3010-301	Meter Reconnection Fee	50	#DIV/0!	100	#DIV/0!	-	(100)
01-0-3010-302	Donated Capital - Meters Curre	10,000	11.11%	25,000	27.78%	90,000	65,000
01-0-4010-400	Water Sales Residential	45,976	13.06%	93,691	26.62%	351,920	258,230
01-0-4010-402	Water Availability Revenue	14,798	7.63%	29,661	15.29%	194,023	164,362
01-0-4010-403	Water Service Charges	81,376	8.04%	162,465	16.06%	1,011,541	849,076
01-0-4020-410	Interest Income - LAIF	-	0.00%	633	13.86%	4,567	3,934
01-0-4020-413	Int Inc Penalties - Customer	-	0.00%	-	0.00%	23,942	23,942
01-0-4020-414	Transfer Fee Income	1,050	15.54%	1,600	23.68%	6,758	5,158
01-0-4020-415	Other Income	255	1.74%	5,650	38.53%	14,663	9,013
01-0-4020-416	Meter Set Fee	1,000	9.19%	3,500	32.16%	10,882	7,382
01-0-4020-428	USDA Grant Revenue	30,000		30,000			
01-0-4020-900	Hydrant Service Charge	-	0.00%	91	33.21%	274	183
01-0-4020-901	Hydrant Rental	-	0.00%	120	18.72%	641	521
01-0-4020-902	Hydrant Consumption	-	0.00%	190	9.39%	2,024	1,834
01-0-4020-999	Avail Fee Income	-	0.00%	3,933	194.30%	2,024	(1,909)
01-0-4040-100	Lease Fee	1,891	5.10%	4,682	12.63%	37,070	32,388
TOTAL REVENUE		186,396	10.65%	361,315	20.64%	1,750,329	1,389,014
Expenses							
01-1-5010-100	Regular Pay - Plant	13,186	7.67%	25,241	14.68%	172,000	146,759
01-1-5010-101	Overtime Pay	2,617	10.47%	4,729	18.92%	25,000	20,271
01-1-5010-102	Sick Pay	540	8.23%	1,079	16.45%	6,562	5,483
01-1-5010-104	Vacation Pay	895	10.24%	1,803	20.62%	8,742	6,939
01-1-5010-105	Holiday Pay	-	0.00%	-	0.00%	6,661	6,661
01-1-5010-200	PERS	1,266	7.51%	2,534	15.03%	16,857	14,323
01-1-5010-201	FICA/Medicare	1,266	7.56%	2,486	14.84%	16,751	14,265
01-1-5010-202	SUI	-	0.00%	-	0.00%	1,772	1,772
01-1-5010-203	Health Insurance	4,857	8.33%	9,713	16.67%	58,279	48,566
01-1-5010-204	Workers Compensation	645	7.46%	1,290	14.91%	8,651	7,361
01-1-5010-206	Dental Insurance	315	8.41%	631	16.82%	3,748	3,117
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	250	250
01-1-5020-510	Repair & Maintenance - Plant	1,205	6.03%	8,111	40.55%	20,000	11,889
01-1-5020-511	Repair & Maintenance - Vehicle	797	5.31%	797	5.31%	15,000	14,203
01-1-5020-512	Repair & Maintenance - Distribution	2,228	4.79%	11,855	25.48%	46,534	34,679
01-1-5020-515	R&M Transmission - Intake	-	0.00%	-	0.00%	5,000	5,000
01-1-5020-517	R&M Transmission - Well #2	-	0.00%	-	0.00%	6,702	6,702
01-1-5020-520	Small Tools & Equipment	2,127	45.20%	2,726	57.92%	4,706	1,980
01-1-5020-521	Vehicle Equipment Fuel	1,173		2,075			
01-1-5020-522	Gas, Oil & Lubricant - Plant	233	1.76%	233	1.76%	13,211	12,978
01-1-5020-524	Health & Safety	468	6.12%	530	6.93%	7,645	7,115
01-1-5020-529	Telephone - T & D	820	8.32%	1,837	18.64%	9,852	8,015
01-1-5020-544	Water Testing Fees	1,330	7.74%	3,720	21.66%	17,176	13,456
01-1-5020-545	Water System Fees	-	0.00%	-	0.00%	5,525	5,525
01-1-5020-548	Water Testing Materials	-	0.00%	-	0.00%	1,344	1,344
01-1-5021-521	Water Treatment Chemicals	912	2.08%	13,727	31.31%	43,837	30,110
01-1-5021-524	P G & E Power - Office	395	17.22%	704	30.70%	2,293	1,589
01-1-5021-525	P G & E Power - Intake	11,340	12.89%	22,224	25.27%	87,954	65,730
01-1-5021-526	P G & E Power - Well	298	227.39%	327	249.61%	131	(196)
01-1-5021-527	P G & E Power - Water Treatment	3,913	12.65%	7,689	24.85%	30,944	23,255
01-1-5021-528	P G & E Power - Distribution	5,210	15.25%	9,713	28.44%	34,157	24,444
01-1-5021-529	P G & E Power - Well 2	25	2.90%	442	52.06%	850	408
01-1-5021-530	P G & E Power - Medina	411	8.06%	519	10.18%	5,102	4,583
01-1-5021-532	P G & E Power - Well 5/6	411	8.06%	519	10.18%	5,102	4,583
01-1-5021-561	Purchased Water Actual-mid-p	9,846	10.89%	20,821	23.03%	90,389	69,568
01-1-5023-533	Outside Services	623	13.98%	623	13.98%	4,459	3,836
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	92	92
01-1-5023-537	Pest Control	-	0.00%	34	0.62%	5,468	5,434
01-1-5023-538	Engineering Services	-	0.00%	-	0.00%	20,000	20,000
01-1-5023-539	Employee Education	-	0.00%	-	0.00%	932	932
01-1-5024-540	Memberships	-	0.00%	150	11.11%	1,350	1,200

		Aug-20	August vs Budget %	2020-2021 YTD	YTD vs Budget %	2020-2021 Budget	Remaining Budget
01-1-5024-542	Publications	-	0.00%	-	0.00%	709	709
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	285	91.05%	313	28
01-1-5032-583	Depreciation Expense	17,491	7.39%	34,981	14.79%	236,561	201,580
01-2-6010-100	Regular Pay - Administration	15,691	7.33%	32,030	14.97%	214,008	181,978
01-2-6010-101	Overtime Pay	127	7.42%	491	28.76%	1,708	1,217
01-2-6010-102	Sick Pay	306	5.96%	1,174	22.84%	5,139	3,965
01-2-6010-104	Vacation Pay	523	7.14%	1,263	17.24%	7,327	6,064
01-2-6010-105	Holiday Pay	-	0.00%	-	0.00%	4,555	4,555
01-2-6010-200	PERS	1,416	6.81%	2,834	13.63%	20,793	17,959
01-2-6010-201	FICA/Medicare	1,269	7.13%	2,576	14.47%	17,804	15,228
01-2-6010-202	SUI	82	5.96%	175	12.63%	1,383	1,208
01-2-6010-203	Health Insurance	4,592	8.33%	9,183	16.67%	55,098	45,915
01-2-6010-204	Workers Compensation	64	7.45%	128	14.91%	856	728
01-2-6010-206	Dental Insurance	319	8.39%	637	16.77%	3,799	3,162
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	229	229
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	25	25
01-2-6020-512	Propane	-	0.00%	-	0.00%	691	691
01-2-6020-515	Customer Billing Supplies	-	0.00%	-	0.00%	2,297	2,297
01-2-6020-529	Telephone - Admin	538	11.68%	1,073	23.30%	4,604	3,531
01-2-6020-530	Office Supplies	208	5.85%	497	14.00%	3,552	3,055
01-2-6020-531	Postage	744	9.44%	2,211	28.08%	7,876	5,665
01-2-6023-531	Computer IT	559	2.79%	1,169	5.85%	20,000	18,831
01-2-6023-532	R & M Equipment	-	0.00%	-	0.00%	4,000	4,000
01-2-6023-533	Outside Services	5,000	9.47%	5,000	9.47%	52,788	47,788
01-2-6023-535	Office Cleaning Serv	140	8.37%	380	22.73%	1,672	1,292
01-2-6023-536	Legal Services	1,480	14.75%	1,723	17.16%	10,036	8,314
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	8,018	8,018
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	617	617
01-2-6024-540	Memberships	-	0.00%	-	0.00%	6,121	6,121
01-2-6024-542	Publications	-	0.00%	599	59.93%	1,000	401
01-2-6024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	120	120
01-2-6024-547	County Fees	-	#DIV/0!	-	#DIV/0!	-	-
01-2-6024-999	County Avail Fee	-	0.00%	-	0.00%	2,032	2,032
01-3-6025-100	Regular Pay	500	9.92%	800	15.87%	5,040	4,240
01-3-6025-201	FICA/Medicare	38	9.91%	61	15.85%	386	325
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	986	986
01-9-6030-569	Credit Card Service Charges	793	10.46%	1,486	19.59%	7,587	6,101
01-9-6030-572	Business Insurance Expense	4,798	8.00%	9,596	15.99%	60,000	50,404
01-9-6030-576	Misc Other Expense	56	3.45%	77	4.75%	1,615	1,538
01-9-6030-577	Retired Employee Health	2,318	8.02%	4,636	16.03%	28,911	24,275
01-9-6030-580	Retired EE Benefit Expense	-	#DIV/0!	-	#DIV/0!	-	-
01-9-6031-580	Interest Long Term Debt	4,051	11.19%	6,751	18.65%	36,205	29,454
01-9-6032-583	Depreciation Expense	18	8.08%	36	16.15%	220	184
TOTAL EXPENSES		132,473	8.04%	280,734	17.04%	1,647,709	1,366,975
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)							
01-9-6030-590	NBS Rate Evaluation	-	0.00%	-	0.00%	42,000	42,000
01-9-6030-596	USDA Intake Upgrade	2,901	9.67%	17,693	58.98%	30,000	12,307
TOTAL CIP IN PROGRESS		2,901	4.03%	17,693	24.57%	72,000	54,307
NEW CAPITAL PURCHASES / IMPROVEMENTS							
01-0-1090-216	Auto Meter Read/Replace	-	0.00%	-	0.00%	5,000	5,000
01-0-1090-314	Barge Renovation	10,096	67.31%	10,096	67.31%	15,000	4,904
01-0-1090-318	2018 SCADA Update Project	-	0.00%	-	0.00%	20,000	20,000
01-0-1090-320	Alamo, Enebro & Intake	-	0.00%	-	0.00%	30,000	30,000
TBD	Replacement Truck	-	0.00%	-	0.00%	35,000	35,000
01-0-1090-305	Ranchito Well #1	-	0.00%	-	0.00%	7,000	7,000
01-0-1090-191	Intake Pump	-	0.00%	-	0.00%	30,000	30,000
01-0-1090-219	Fence At Sites	-	0.00%	-	0.00%	45,000	45,000
01-0-1090-317	Water Main Replacement	-	0.00%	-	0.00%	5,000	5,000
TBD	Flushing/Valve Program	-	0.00%	-	0.00%	20,000	20,000

		Aug-20	August vs Budget %	2020-2021 YTD	YTD vs Budget %	2020-2021 Budget	Remaining Budget
01-0-1090-321	Filter Tank Inspection Cleaning		0.00%	8,220	27.40%	30,000	21,780
TBD	Plant Septic Upgrades		0.00%		0.00%	5,000	5,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		10,096	4.09%	18,316	7.42%	247,000	228,684

LDPCSD Financials**Asset :**

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

**Statement of Net Assets (Balance Sheet)
 for the month ending August 2020**

\$ 970,136
 \$ -
 \$ 253,049
 \$ -
 \$ 69,931
 \$ 62,809
 \$ 66,944
 \$ 122,875
 \$ 1,545,744

Total current assets

Property, plant & equipment
 less depreciation
 C I P

\$ 12,675,001
 \$ (7,489,611)
 \$ 599,087
 \$ 5,784,477

Net P P & E**Other L T Assets**

Total Assets \$ 7,330,221

Liabilites:

Accounts payable
 Interest payable
 Water Accrual
 Accrued Payroll
 A/P Accrued Payables
 L T debt, current

\$ 30,607
 \$ -
 \$ 21,286
 \$ 74,929
 \$ 2,682
 \$ 89,845

Total current liab \$ 219,349**L T debt**

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

\$ 1,329,681
 \$ 268,700
 \$ 38,713
 \$ 49,481
 \$ 611,293
 \$ (89,845)

Total Liabilites \$ 2,427,372**Net assets**

\$ 4,902,849

Total liab & net ass't \$ 7,330,221

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
24477	000076	USPS	08/03/2020	445.71
24614	0028330	Core & Main LP	08/07/2020	2,102.25
24615	00740827	FERGUSON WATERWORKS	08/07/2020	341.75
24616	000550	LUIS'S HOUSEKEEPING / YARDS	08/07/2020	240.00
24617	000585	MO CAL OFFICE SOLUTIONS	08/07/2020	7.00
24618	000094	USA BlueBook	08/07/2020	5,166.09
24619	UB*10735	DANIEL GRAZIOSE	08/07/2020	7.03
24620	UB*10736	JOO & MIRA LEE	08/07/2020	506.86
24621	UB*10737	BRANDON & MELINA SISCO	08/07/2020	164.40
24622	000065	KKI CORPORATION	08/11/2020	33.75
24623	000175	SAFE T LITE OF MODESTO INC.	08/11/2020	473.42
24624	000203	GRISWOLD, LaSALLE, COBB, DOWD	08/11/2020	242.50
24625	000025	CHEMCO PRODUCTS COMPANY	08/11/2020	5,310.67
24626	000105	PACIFIC GAS & ELECTRIC	08/11/2020	19,501.22
24627	000223	BADGER METER	08/11/2020	4,116.05
24628	000158	SDRMA Business Insurance	08/11/2020	57,575.64
24629	000110	SDRMA Wrk Comp/QTR	08/11/2020	8,507.23
24630	000165	ACWA/JPIA	08/11/2020	11,765.92
24631	00071	Mother Lode Answering Service	08/11/2020	342.00
24632	004779	California CAD Solutions	08/11/2020	5,940.00
24633	00740827	FERGUSON WATERWORKS	08/24/2020	1,194.41
24634	0007349	Recology Mariposa	08/24/2020	294.69
24635	702	Warmerdam CPA Group	08/24/2020	2,500.00
24636	0002487	GREG COX TRUCKING	08/24/2020	702.78
24637	000012	AQUA LAB	08/24/2020	1,330.00
24638	0000605	Black Water Consulting Engineers Inc	08/24/2020	1,306.25
24639	100987	Twin Lakes Management Co.	08/24/2020	10,122.16
24640	0006293	WEX Bank	08/24/2020	1,173.36
24641	000263	Brenntag	08/24/2020	912.27
24642	000105	PACIFIC GAS & ELECTRIC	08/24/2020	822.21
24643	000105	PACIFIC GAS & ELECTRIC	08/24/2020	24.65
24644	00008	SENTRY ALARM SYTEMS	08/24/2020	468.00
24645	000550	LUIS'S HOUSEKEEPING / YARDS	08/24/2020	140.00
24646	000136	AT&T	08/24/2020	757.65
24647	000669	DL Cathcart Asphalt Seal Coat	08/31/2020	750.00
24648	0030204	US Postal Service	08/31/2020	240.00
24649	0002321	STREAMLINE	08/31/2020	200.00
24650	000606	BARRY ELECTRIC	08/31/2020	1,210.00
24651	660108	VERIZON WIRELESS	08/31/2020	258.09
24652	000118	D & D PEST CONTROL *	08/31/2020	34.00
24653	000157	CITY NATIONAL BANK	08/31/2020	59,503.04
24654	000383	BUSINESS CARD	08/31/2020	2,062.30
24655	000383	BUSINESS CARD	08/31/2020	200.00
24656	000383	BUSINESS CARD	08/31/2020	32.85
24657	000383	BUSINESS CARD	08/31/2020	207.89
24658	000383	BUSINESS CARD	08/31/2020	57.95

Report Total:

209,294.04

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: September 2020

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

* All bank accounts verified against bank statements

Restricted:

Investment - LAIF	\$ 174,047	
Total Restricted:		<u>\$ 174,047</u>

Unrestricted:

Checking	\$ 115,718	
Money Market - Working Capital	\$ 721,111	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 836,954</u>

Total Restricted & Unrestricted:		<u>\$ 1,011,001</u>
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The district ended September 2020 with the following amounts affecting our financial status:

	Sep-2020	Year to Date
Sales & Business Revenue:	\$ 145,492	\$ 440,841
Total Operating Expenses:	\$ (106,719)	\$ (340,972)
Non-Operating Income/Expense:	\$ (17,650)	\$ (28,165)
Water Drought Income/Expense:	\$ (4,122)	\$ 8,185
Change in Net Assets (P&L):	\$ 17,001	\$ 79,889
Net Cash Flow:	\$ 40,865	\$ (98,860)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 40,765	\$ -	\$ 186	\$ 131,597
> 30 Days	\$ 13,396	\$ -	\$ 30,000	\$ -
> 60 Days	\$ 2,435	\$ 183,360	\$ -	\$ -
> 90 Days	\$ 6,835	\$ -	\$ -	\$ -
> 120 Days	\$ 14,905	\$ -	\$ 5,241	\$ -
Credits	\$ (21,041)			
Total	\$ 57,295	\$ 183,360	\$ 35,427	\$ 131,597
Total Combined	\$ 372,252		\$ 35,427	
G/L Balance	\$ 372,252		\$ 35,427	
Difference	\$ -		\$ -	

* Amount of availability payments received: \$0

* Amount of availability payments outstanding: \$183,360

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 39,781	\$ -	\$ 11,831
> 30 Days	\$ -	\$ -	\$ 9,846
> 60 Days	\$ -	\$ -	\$ 11,440
> 90 Days	\$ -	\$ -	\$ -
Credits	\$ -	\$ -	\$ -
Total	\$ 39,781	\$ -	\$ 33,117
G/L Balance	\$ 39,781	\$ -	\$ 33,117
Difference	\$0	\$0	\$0

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

Name	Title	Date
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Statement of Revenues and Expenses (P&L)
September 2020 & Year-To-Date Versus 6/30/21 Approved Budget

		Sep-20	September vs Budget %	2020-2021 YTD	YTD vs Budget %	2020-2021 Budget	Remaining Budget
Revenue							
01-0-3010-301	Meter Reconnection Fee	-	#DIV/0!	100	#DIV/0!	-	(100)
01-0-3010-302	Donated Capital - Meters Curre	-	0.00%	25,000	27.78%	90,000	65,000
01-0-4010-400	Water Sales Residential	49,996	14.21%	143,687	40.83%	351,920	208,234
01-0-4010-402	Water Availability Revenue	15,280	7.88%	44,941	23.16%	194,023	149,082
01-0-4010-403	Water Service Charges	81,422	8.05%	243,887	24.11%	1,011,541	767,654
01-0-4020-410	Interest Income - LAIF	-	0.00%	633	13.86%	4,567	3,934
01-0-4020-413	Int Inc Penalties - Customer	-	0.00%	-	0.00%	23,942	23,942
01-0-4020-414	Transfer Fee Income	800	11.84%	2,400	35.51%	6,758	4,358
01-0-4020-415	Other Income	110	0.75%	5,760	39.28%	14,663	8,903
01-0-4020-416	Meter Set Fee	-	0.00%	3,500	32.16%	10,882	7,382
01-0-4020-428	USDA Grant Revenue	-		30,000			
01-0-4020-900	Hydrant Service Charge	43	15.69%	134	48.91%	274	140
01-0-4020-901	Hydrant Rental	40	6.24%	160	24.96%	641	481
01-0-4020-902	Hydrant Consumption	103	5.07%	293	14.46%	2,024	1,731
01-0-4020-999	Avail Fee Income	(2,192)	-108.30%	1,741	86.00%	2,024	283
01-0-4040-100	Lease Fee	2,791	7.53%	7,473	20.16%	37,070	29,597
TOTAL REVENUE		148,393	8.48%	509,707	29.12%	1,750,329	1,240,622
Expenses							
01-1-5010-100	Regular Pay - Plant	12,453	7.24%	37,694	21.92%	172,000	134,306
01-1-5010-101	Overtime Pay	2,090	8.36%	6,819	27.28%	25,000	18,181
01-1-5010-102	Sick Pay	551	8.39%	1,630	24.84%	6,562	4,932
01-1-5010-104	Vacation Pay	894	10.23%	2,697	30.85%	8,742	6,045
01-1-5010-105	Holiday Pay	660	9.91%	660	9.91%	6,661	6,001
01-1-5010-200	PERS	1,255	7.44%	3,788	22.47%	16,857	13,069
01-1-5010-201	FICA/Medicare	1,285	7.67%	3,771	22.51%	16,751	12,980
01-1-5010-202	SUI	40	2.24%	40	2.24%	1,772	1,732
01-1-5010-203	Health Insurance	4,857	8.33%	14,570	25.00%	58,279	43,709
01-1-5010-204	Workers Compensation	645	7.46%	1,935	22.37%	8,651	6,716
01-1-5010-206	Dental Insurance	315	8.41%	946	25.24%	3,748	2,802
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	250	250
01-1-5020-510	Repair & Maintenance - Plant	653	3.27%	8,764	43.82%	20,000	11,236
01-1-5020-511	Repair & Maintenance - Vehicle	101	0.67%	898	5.99%	15,000	14,102
01-1-5020-512	Repair & Maintenance - Distribution	9,619	20.67%	21,475	46.15%	46,534	25,059
01-1-5020-515	R&M Transmission - Intake	550	11.00%	550	11.00%	5,000	4,450
01-1-5020-517	R&M Transmission - Well #2	4,043	60.33%	4,043	60.33%	6,702	2,659
01-1-5020-520	Small Tools & Equipment	1,031	21.91%	3,757	79.83%	4,706	949
01-1-5020-521	Vehicle Equipment Fuel	972		3,047			
01-1-5020-522	Gas, Oil & Lubricant - Plant	289	2.19%	522	3.95%	13,211	12,689
01-1-5020-524	Health & Safety	-	0.00%	530	6.93%	7,645	7,115
01-1-5020-529	Telephone - T & D	821	8.33%	2,658	26.98%	9,852	7,194
01-1-5020-544	Water Testing Fees	-	0.00%	3,720	21.66%	17,176	13,456
01-1-5020-545	Water System Fees	-	0.00%	-	0.00%	5,525	5,525
01-1-5020-548	Water Testing Materials	-	0.00%	-	0.00%	1,344	1,344
01-1-5021-521	Water Treatment Chemicals	797	1.82%	14,523	33.13%	43,837	29,314
01-1-5021-524	P G & E Power - Office	271	11.81%	975	42.51%	2,293	1,318
01-1-5021-525	P G & E Power - Intake	12,196	13.87%	34,420	39.13%	87,954	53,534
01-1-5021-526	P G & E Power - Well	28	21.52%	355	271.13%	131	(224)
01-1-5021-527	P G & E Power - Water Treatment	3,647	11.78%	11,336	36.63%	30,944	19,608
01-1-5021-528	P G & E Power - Distribution	4,286	12.55%	13,999	40.98%	34,157	20,158
01-1-5021-529	P G & E Power - Well 2	35	4.08%	477	56.14%	850	373
01-1-5021-530	P G & E Power - Medina	625	12.26%	1,145	22.44%	5,102	3,957
01-1-5021-532	P G & E Power - Well 5/6	625	12.26%	1,145	22.44%	5,102	3,957
01-1-5021-561	Purchased Water Actual-mid-p	11,830	13.09%	32,651	36.12%	90,389	57,738
01-1-5023-533	Outside Services	-	0.00%	623	13.98%	4,459	3,836
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	-	0.00%	92	92
01-1-5023-537	Pest Control	34	0.62%	68	1.24%	5,468	5,400
01-1-5023-538	Engineering Services	-	0.00%	-	0.00%	20,000	20,000
01-1-5023-539	Employee Education	-	0.00%	-	0.00%	932	932
01-1-5024-540	Memberships	-	0.00%	150	11.11%	1,350	1,200

		Sep-20	September vs Budget %	2020-2021 YTD	YTD vs Budget %	2020-2021 Budget	Remaining Budget
01-1-5024-542	Publications	-	0.00%	-	0.00%	709	709
01-1-5024-543	Licenses, Permits & Cert.	-	0.00%	285	91.05%	313	28
01-1-5032-583	Depreciation Expense	16,926	7.16%	51,908	21.94%	236,561	184,653
01-2-6010-100	Regular Pay - Administration	13,087	6.11%	45,117	21.08%	214,008	168,891
01-2-6010-101	Overtime Pay	-	0.00%	491	28.76%	1,708	1,217
01-2-6010-102	Sick Pay	310	6.03%	1,484	28.87%	5,139	3,655
01-2-6010-104	Vacation Pay	515	7.02%	1,778	24.26%	7,327	5,549
01-2-6010-105	Holiday Pay	338	7.42%	338	7.42%	4,555	4,217
01-2-6010-200	PERS	1,424	6.85%	4,258	20.48%	20,793	16,535
01-2-6010-201	FICA/Medicare	1,248	7.01%	3,824	21.48%	17,804	13,980
01-2-6010-202	SUI	72	5.21%	247	17.84%	1,383	1,136
01-2-6010-203	Health Insurance	4,592	8.33%	13,775	25.00%	55,098	41,324
01-2-6010-204	Workers Compensation	64	7.45%	191	22.36%	856	665
01-2-6010-206	Dental Insurance	319	8.39%	956	25.16%	3,799	2,843
01-2-6010-207	Vision Care	-	0.00%	-	0.00%	229	229
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	25	25
01-2-6020-512	Propane	-	0.00%	-	0.00%	691	691
01-2-6020-515	Customer Billing Supplies	-	0.00%	-	0.00%	2,297	2,297
01-2-6020-529	Telephone - Admin	541	11.75%	1,613	35.04%	4,604	2,991
01-2-6020-530	Office Supplies	214	6.02%	711	20.02%	3,552	2,841
01-2-6020-531	Postage	509	6.47%	2,721	34.54%	7,876	5,155
01-2-6023-531	Computer IT	350	1.75%	1,519	7.60%	20,000	18,481
01-2-6023-532	R & M Equipment	-	0.00%	-	0.00%	4,000	4,000
01-2-6023-533	Outside Services	-	0.00%	5,000	9.47%	52,788	47,788
01-2-6023-535	Office Cleaning Serv	140	8.37%	520	31.10%	1,672	1,152
01-2-6023-536	Legal Services	-	0.00%	1,723	17.16%	10,036	8,314
01-2-6023-537	Audit Services	-	0.00%	-	0.00%	8,018	8,018
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	617	617
01-2-6024-540	Memberships	-	0.00%	-	0.00%	6,121	6,121
01-2-6024-542	Publications	-	0.00%	599	59.93%	1,000	401
01-2-6024-543	Licenses, Permits & Cert.	-	0.00%	-	0.00%	120	120
01-2-6024-547	County Fees	-	#DIV/0!	-	#DIV/0!	-	-
01-2-6024-999	County Avail Fee	-	0.00%	-	0.00%	2,032	2,032
01-3-6025-100	Regular Pay	-	0.00%	800	15.87%	5,040	4,240
01-3-6025-201	FICA/Medicare	-	0.00%	61	15.85%	386	325
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	986	986
01-9-6030-569	Credit Card Service Charges	700	9.23%	2,187	28.82%	7,587	5,400
01-9-6030-572	Business Insurance Expense	4,798	8.00%	14,394	23.99%	60,000	45,606
01-9-6030-576	Misc Other Expense	30	1.84%	107	6.59%	1,615	1,509
01-9-6030-577	Retired Employee Health	2,318	8.02%	6,953	24.05%	28,911	21,958
01-9-6030-580	Retired EE Benefit Expense	-	#DIV/0!	-	#DIV/0!	-	-
01-9-6031-580	Interest Long Term Debt	1,260	3.48%	8,011	22.13%	36,205	28,194
01-9-6032-583	Depreciation Expense	17	7.81%	53	23.96%	220	167
TOTAL EXPENSES		127,270	7.72%	408,003	24.76%	1,647,709	1,239,706
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)							
01-9-6030-590	NBS Rate Evaluation	2,058	4.90%	2,058	4.90%	42,000	39,943
01-9-6030-596	USDA Intake Upgrade	2,065	6.88%	19,757	65.86%	30,000	10,243
TOTAL CIP IN PROGRESS		4,122	5.73%	21,815	30.30%	72,000	50,185
NEW CAPITAL PURCHASES / IMPROVEMENTS							
01-0-1090-216	Auto Meter Read/Replace	-	0.00%	-	0.00%	5,000	5,000
01-0-1090-314	Barge Renovation	-	0.00%	10,096	67.31%	15,000	4,904
01-0-1090-318	2018 SCADA Update Project	-	0.00%	-	0.00%	20,000	20,000
01-0-1090-320	Alamo, Enebro & Intake	-	0.00%	-	0.00%	30,000	30,000
TBD	Replacement Truck	-	0.00%	-	0.00%	35,000	35,000
01-0-1090-305	Ranchito Well #1	-	0.00%	-	0.00%	7,000	7,000
01-0-1090-191	Intake Pump	-	0.00%	-	0.00%	30,000	30,000
01-0-1090-219	Fence At Sites	-	0.00%	-	0.00%	45,000	45,000
01-0-1090-317	Water Main Replacement	-	0.00%	-	0.00%	5,000	5,000
01-0-1090-322	Flushing/Valve Program	1,912	9.56%	1,912	9.56%	20,000	18,088

		Sep-20	September vs Budget %	2020-2021 YTD	YTD vs Budget %	2020-2021 Budget	Remaining Budget
01-0-1090-321	Filter Tank Inspection Cleaning		0.00%	8,220	27.40%	30,000	21,780
TBD	Plant Septic Upgrades		0.00%		0.00%	5,000	5,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		1,912	0.77%	20,228	8.19%	247,000	226,772

LDPCSD Financials**Asset :**

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

**Statement of Net Assets (Balance Sheet)
 for the month ending September 2020**

	\$	1,011,001
	\$	-
	\$	265,401
	\$	-
	\$	69,931
	\$	59,252
	\$	66,944
	\$	122,875
Total current assets	\$	1,595,404

Property, plant & equipment
 less depreciation
 C I P

	\$	12,675,001
	\$	(7,506,554)
	\$	600,999
Net P P & E	\$	5,769,446

Other L T Assets

Total Assets	\$	7,364,850
---------------------	----	------------------

Liabilites:

Accounts payable
 Interest payable
 Water Accrual
 Accrued Payroll
 A/P Accrued Payables
 L T debt, current

	\$	39,781
	\$	1,260
	\$	33,117
	\$	73,214
	\$	2,682
	\$	89,845
Total current liab	\$	239,899

L T debt

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

	\$	1,329,681
	\$	265,778
	\$	38,713
	\$	49,481
	\$	611,293
	\$	(89,845)
Total Liabilites	\$	2,445,000

Net assets

	\$	4,919,850
Total liab & net ass't	\$	7,364,850

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
24478	000076	USPS	09/02/2020	497.51
24659	0002487	GREG COX TRUCKING	09/04/2020	3,803.42
24660	0000107	PARCEL QUEST	09/04/2020	1,800.00
24661	000606	BARRY ELECTRIC	09/04/2020	385.00
24662	000105	PACIFIC GAS & ELECTRIC	09/04/2020	21,155.79
24663	0001226	McCoy Passenger Tire Co	09/04/2020	796.99
24664	UB*10738	MR/MRS VIRCHILLOU BALLELOS	09/04/2020	144.00
24665	UB*10739	MR/MRS DAVID DUGO	09/04/2020	130.56
24666	UB*10740	CARLOS ZERTUCHE	09/04/2020	244.00
24667	UB*10741	PATRICIA BRUNO	09/04/2020	167.94
24668	UB*10742	MR & MRS FRANK GONZALES	09/04/2020	181.80
24669	UB*10743	JOHN & CHRISTINA JUAREZ	09/04/2020	77.00
24670	UB*10744	JACOB & AMANDA WELLISCH	09/04/2020	125.26
24671	UB*10745	MARISOL & FROILAN MARTINEZ	09/04/2020	95.00
24672	UB*10746	LUPE JOHNSON	09/04/2020	111.89
24673	000425	MARTECH *	09/15/2020	850.00
24674	0007349	Recology Mariposa	09/15/2020	294.69
24675	000203	GRISWOLD, LaSALLE, COBB, DOWD	09/15/2020	1,480.00
24676	702	Warmerdam CPA Group	09/15/2020	2,500.00
24677	000065	KKI CORPORATION	09/15/2020	67.50
24678	0001157	Sierra Instant Printing	09/15/2020	80.81
24679	0003150	MITCHELL RUGANI	09/15/2020	550.00
24680	0002321	STREAMLINE	09/15/2020	200.00
24681	00071	Mother Lode Answering Service	09/15/2020	342.00
24682	00740827	FERGUSON WATERWORKS	09/15/2020	1,030.89
24683	000165	ACWA/JPIA	09/15/2020	11,765.92
24684	000105	PACIFIC GAS & ELECTRIC	09/22/2020	34.66
24685	000105	PACIFIC GAS & ELECTRIC	09/22/2020	1,250.95
24686	0032605	NBS	09/22/2020	2,057.50
24687	0000605	Black Water Consulting Engineers Inc	09/22/2020	1,569.50
24688	000263	Brenntag	09/22/2020	796.76
24689	0006293	WEX Bank	09/22/2020	972.43

Report Total: 55,559.77

Regular Meeting Minutes of the Board of Directors

**9751 Merced Falls Road
August 17, 2020 at 1:00 p.m.**

- 1. CALL TO ORDER:** Presiding Officer: Establish Quorum, Pledge of Allegiance:
The Board of Directors of the Lake Don Pedro Community Services District held a regular meeting at 9751 Merced Falls Rd., La Grange, CA 95329.
President Johnson called the meeting to order at 1:00 p.m.
Directors present: Johnson, Ross, and Sperry
Directors present but arrived as follows:
Director Warren: 1:18 p.m.
Director Hankemeier: 1:19 p.m.
Also present: GM P. McGowan
Also present: Board Secretary: S. Marchesiello

- 2. PUBLIC COMMENT:**
The Board of Directors received no public comments

- 3. PRESENTATION ONLY:**
a. Presiding Officer's Report
None presented at this time

Note: Consensus of the Board of Directors to add the Quote #Q9870 Rev1 from MarTech dated May 19, 2020 to the Managers Report

- b. General Manager's Report:
● Grant / Study Updates
● Current District Projects
● Operations Updates
● Administrative Updates
Presented by GM P. McGowan

- 4. APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
a. Read and file the Treasurer's Report for the period ending July 2020 including summary of claims paid
b. Approval of the Minutes of the Regular Meeting of July 20, 2020

Motion: To approve the consent calendar with corrections

Votes: Carried 3-0

First: Ross Second: Sperry

Ayes: Ross, Sperry, and Johnson

Absent: Hankemeier, and Warren

5. DISCUSSION AND ACTION ITEMS:

- a. Approval of a Resolution for an Amendment to the AT&T Lease Contract

Motion: To approve the resolution for an amendment to the AT&T lease contract

Votes: Carried 3-0

First: Ross Second: Sperry

Ayes: Ross, Sperry, and Johnson

Absent: Hankemeier, and Warren

- b. Adoption of a Resolution Approving an Agreement with Sierra Institute / Prop 1 / DWR for the Technical Assistance Grant to Assist with (PER)

Motion: To approve the resolution approving an agreement with Sierra Institute / prop1/ DWR for the Technical Assistance Grant to assist with (PER)

Votes: Carried 3-0

First: Ross Second: Sperry

Ayes: Ross, Sperry, and Johnson

Absent: Hankemeier, and Warren

- c. Adoption of a Resolution Approving a contract with Inland Potable Services, Inc. to repair Avenida Water Storage Tank

Motion: To approve the resolution approving a contract with Inland Potable Services, Inc. to repair Avenida Water Storage Tank

Votes: Carried 3-0

First: Ross Second: Sperry

Ayes: Ross, Sperry, and Johnson

Absent: Hankemeier, and Warren

- d. Approval of sampling SOP (Standard Operating Procedure)

Motion: To approve the sampling SOP (Standard Operating Procedure)

Votes: Carried 3-0

First: Ross Second: Sperry

Ayes: Ross, Sperry, and Johnson

Absent: Hankemeier, and Warren

Directors Arrived:

Warren 1:18 p.m.

Hankemeier 1:19 p.m.

- e. Discussion / Action regarding CEQA Biological Review Estimate

Discussion Item – No action taken

- f. Discussion Regarding Tank Inspection Report

Discussion Item – No action taken

6. ADJOURNMENT: 2:21 p.m.

Respectfully submitted by,

**S. Marchesiello
Board Secretary**

Emergency Meeting Minutes of the Board of Directors

**9751 Merced Falls Road
October 14, 2020 at 4:00 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 an emergency meeting at 9751 Merced Falls Rd., La Grange, CA 95329.
Vice President Hankemeier called the meeting to order at 4:00 p.m.
Directors present: Hankemeier, Ross, and Warren
Directors absent: Johnson and Sperry
Also present: GM P. McGowan
Also present: Board Secretary: S. Marchesiello
- 2.** Approval of a Contract with Howk Systems to replace Barrett Cove Intake Pump and a Resolution for Emergency Expenditures associated with the project

Motion: To approve the resolution approving the contract with Howk Systems for the replacement of Barrett Cove Intake Pump & a Resolution for Emergency Expenditures in the amount \$144,434. and an additional amount of \$10,000. for the company Rain for Rent for a temporary pump and additional miscellaneous expenses

Votes: Carried 3-0

First: Warren Second: Ross

Ayes: Warren, Ross, and Hankemeier

Absent: Johnson, and Sperry

- 3. ADJOURNMENT:** 4:29 p.m.

Respectfully submitted by,

**S. Marchesiello
Board Secretary**



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Patrick McGowan
Date: October 12th, 2020
Subject: Drought Contingency Plan
Purpose: It is inevitable that drought conditions will affect District operations at some time moving forward. A written easy to follow water conservation plan will be crucial when the next drought is upon us.

Description – District residents have shown their ability to conserve water in past drought emergencies. I have created an extremely easy to follow plan that can assist if needed in the future.

Recommendation – Adopt provided drought contingency plan.

Lake Don Pedro CSD – DROUGHT CONTINGENCY PLAN 2020

**(Applies to all water users including residential, commercial)*

Drought Stage I – Minor Shortage Potential	Drought Stage II – Moderate Shortage Potential	Drought Stage IIA – Medium Storage Potential	Drought Stage III – Critical Shortage Potential
Phasing Criteria			
<p style="text-align: center;">U.S. Drought Monitor D0 – D1 Abnormally Dry – Moderate Drought</p>	<p style="text-align: center;">U.S. Drought Monitor D2 – D3 Severe Drought – Extreme Drought April 1 through October 31</p>	<p style="text-align: center;">U.S. Drought Monitor D3 – D4 Extreme Drought – Exceptional Drought November 1 through March 31</p>	<p style="text-align: center;">U.S. Drought Monitor D4 – Exceptional Drought, with the following conditions:</p> <p style="text-align: center;">* Lake water/groundwater levels are dropping due to the increased use associated with a warm, dry season, and due to lower than average precipitation and runoff.</p> <p style="text-align: center;">* Production from wells is decreasing.</p> <p style="text-align: center;">*There is a possibility that customer demands and system pressure requirements cannot be met at all times.</p>
Consumer Water Use Restrictions			
<p>* Outdoor water use prohibited daily from noon - 7 p.m.*</p> <p>Odd-numbered addresses water W, F, Su Even-numbered addresses water, T, Th, Sa No outdoor water use on Mondays.</p> <p>* Car washing subject to above-cited limitations with use of a positive shutoff nozzle</p> <p>* Hosing concrete areas, building exteriors, etc., is prohibited except for health/safety concerns and only with use of a positive shutoff nozzle.</p> <p>* Water leaks, once identified by home owner, must be repaired within 24 hours.</p>	<p>* Outdoor water use prohibited daily from 9 a.m. - 7 p.m.*</p> <p>Odd-numbered addresses water W, Su Even-numbered addresses water, T, Sa No outdoor water use on Mondays, Thursdays, & Fridays.</p> <p>* Car washing subject to above-cited limitations with use of a positive shutoff nozzle</p> <p>* Hosing concrete areas, building exteriors, etc., is prohibited except for health/safety concerns and only with use of a positive shutoff nozzle.</p> <p>* Water leaks, once identified by home owner, must be repaired within 24 hours.</p>	<p>* Outdoor water use prohibited Saturday and Sunday from 9 a.m. - 7 p.m.*</p> <p>Odd-numbered addresses water Sunday Even-numbered addresses water Saturday</p> <p><u>No outdoor water use on Mondays, Tuesdays, Wednesdays, Thursdays, & Fridays.</u></p> <p>* Car washing subject to above-cited limitations with use of a positive shutoff nozzle</p> <p>* Hosing concrete areas, building exteriors, etc., is prohibited except for health/safety concerns and only with use of a positive shutoff nozzle.</p>	<p>* No outdoor water use except for trees, shrubs by hand, and vegetation maintained through drip irrigation.</p> <p>* No car washing permitted.</p> <p>* Hosing concrete areas, building exteriors, etc., is prohibited except for health/safety concerns and only with use of a positive shutoff nozzle.</p> <p>* Water leaks, once identified by home owner, must be repaired within 24 hours.</p> <p>* Mandatory retrofit of low flow showerheads and toilets in homes when Remodeling occurs.</p> <p>* No use of outdoor fountains except for maintenance purposes.</p> <p>*Moratorium on all new landscaping.</p>

<ul style="list-style-type: none">* New landscaping to comply with existing & future landscape ordinances.* Water meter installation on all new single-family homes.* Hours of restricted outdoor use may be extended to 9 a.m. – 7 p.m. at Board of Directors discretion.	<ul style="list-style-type: none">* New landscaping to comply with existing & future landscape ordinances.* No use of outdoor fountains except for maintenance purposes.*Water meter installation on all new single-family homes.*No irrigating turf/grass or landscapes during and 48 hours following measureable rain.	<ul style="list-style-type: none">* Water leaks, once identified by home owner, must be repaired within 24 hours.* New landscaping to comply with existing & future landscape ordinances.* Mandatory retrofit of low flow showerheads in homes when building remodeling occurs.* No use of outdoor fountains except for maintenance purposes.*Water meter installation on all new single-family homes.*No irrigating turf or ornamental landscapes during and 48 hours following measureable rain.	<ul style="list-style-type: none">*Building moratorium on all new connections, including new swimming pools.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Patrick McGowan
Date: October 12th 2020
Subject: Public safety power shutdown (PSPS) SOP template

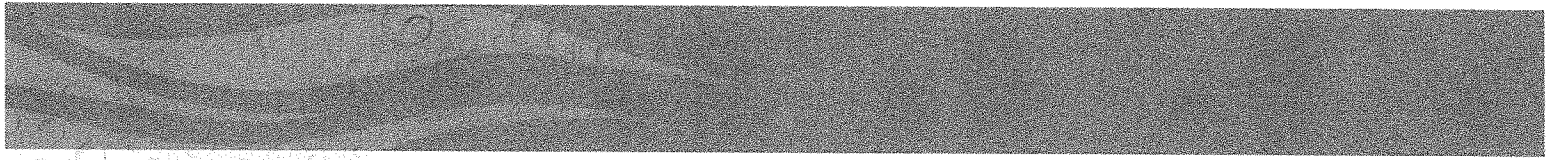
Description – Public safety power shutdowns unfortunately are inevitable in the future. A consistent plan moving forward is needed to ensure system needs are addressed during these emergency situations.

Recommendation – Adopt Department of Water Resources Standard Operating Procedure template to assist in these times of emergency.

Public Safety Power Shutoff Standard Operating Procedure Template

Public Safety Power Shutoff Quick Reference Matrix

TOPIC	PSPS PHASE					
	Blue Sky Planning	48-hour PSPS Notification	Zero Hour Power Out	24 Hours Without Power	Continued Power Outage	PSPS Recovery
Generators & Backup Power	Determine generator needs and sizes (p. 2)	Review "Blue Sky" plans (p. 11)	Verify generators are running correctly (p. 18)	Evaluate efficacy of Blue-Sky planning (p. 21)	Check generator status and operations (p. 27)	Identify staff and start demobilizing generators (p. 32)
Fuel	Assess fuel needs (p. 3)	Confirm supply contract with vendor (p. 11)	Manually check fuel storage levels (p. 18)	Monitor burn rate and adjust run time estimates (p. 21)	Check fuel delivery and confirm fuel availability (p. 27)	Polish stored fuel (p. 33)
Communication	Ensure all emergency contact information is up to date (p. 4)	Review Communication procedures (p. 12)	Verify two-way radios are operating correctly (p. 18)	Set up charging stations for cell phones (p. 22)	Communicate with the public and provide updates (p. 29)	Inform all partners and responders that power has been restored (p. 34)
Partnerships	Form a relationship with the Division of Drinking Water (DDW) (p. 6)	Check if county Emergency Operations Center (EOC) is activated and if there is a water desk/WSSP (p. 14)	Check partner communication systems (p. 19)	Provide County Office of Emergency Services (OES), DDW, and general manager with your utility's operational status (p. 23)	Confirm communications with CalWARN (California Water and Wastewater Response Network), CalOES, and local EOC (p. 29)	Determine continuing mutual aid needs and manage associated paperwork; settle vendor accounts (p. 35)
Supervisory Control and Data Acquisition (SCADA)	Train staff to operate plant without SCADA (p. 7)	Backup data and print out key information and action lists (p. 14)	Respond to all active SCADA alarms (p. 19)	Evaluate water usage during previous 24 hours and adjust set levels to reflect change in water usage (p. 24)	Verify that SCADA data equals field data (p. 29)	Reprogram SCADA as needed (p. 35)
Staffing	Cross-train staff for PSPS events (p. 8)	Place response staff on standby and establish chain of command (p. 15)	Determine staffing needs and begin modified schedule (p. 19)	Reassess modified schedule (p. 24)	Review staff availability, rotation and roles, and redistribute workload if necessary (p. 30)	Slowly return to normal schedule and release any outside staff (p. 36)
Access	Ensure staff have IDs and vehicles are badged (p. 9)	Check facilities and address any immediate access issues (p. 16)	Verify that electronic access control systems are working correctly without grid power (p. 19)	Confirm EOC contact for access into wildfire areas (p. 25)	Coordinate with local EOC if access is needed (p. 31)	Verify roads are clear and return generators and other resources to their storage locations (p. 36)
Safety	Have a health and safety (H&S) Plan (p. 10)	Brief staff on H&S Plan (p. 17)	Stage personal protective equipment (PPE) (p. 20)	Conduct safety briefing each staff shift change (p. 26)	Confirm staff safety and relieve staff as needed (p. 31)	Ensure staff return home safely (p. 36)



[Utility Name]

PSPS SOP

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Introduction

The U.S. Environmental Protection Agency (EPA) developed this Standard Operating Procedure (SOP) template to assist California drinking water and wastewater utilities to better plan, prepare, respond, and recover from a Public Safety Power Shutoff (PSPS) event triggered by weather and environmental conditions that may lead to wildfire. The template covers the following phases of a PSPS event:

- Blue Sky Planning
- 48-Hour PSPS Notification
- Zero Hour Power Out
- 24 Hours Without Power
- Continued Power Outage
- PSPS Recovery

Each phase covers the following topics: generators and backup power, fuel, communication, partnerships, SCADA, staffing, access, and safety. Communication has been further divided into the subtopics of internal (water utility staff), partner (agencies and organizations that provide support to a water utility during a PSPS event), and external (customers and media) communications.

This template is considered a starting point for developing a customized, water utility specific PSPS SOP. The information and action items listed in the SOP were gathered from two PSPS exercises conducted by EPA in Santa Rosa and Vacaville. Participants included small to large water utilities who had experienced PSPS events, as well as representatives from both Pacific Gas and Electric Company (PG&E) and Southern California Edison (SCE) electric utilities. During the exercises, participants walked through their planning, response, and recovery actions to mitigate PSPS events and shared lessons learned, best practices, and actions they would do differently next time. These discussions and the resulting recorded notes form the basis for this SOP template. Water utilities should feel free to add and delete items from this template to better suit their unique situations and needs.

Additionally, the template also assumes that most utilities rely on fossil fuel generators to provide backup electrical power. However, utilities may wish to explore alternative options for backup power such as batteries or microgrids to reduce reliance on the delivery of fuel during a PSPS or other emergencies. For example, California's Self-Generation Incentive Program (SGIP) offers rebates for installing energy storage technology at "critical facilities" that support community resilience in the event of a PSPS or wildfire. Funding of more than \$1 billion is available through 2024 and communities in high fire-threat areas or communities that have experienced two or more utility PSPS events are prioritized.

In developing this template, EPA and exercise participants noted that certain items applied universally to all aspects of PSPS planning, preparation, response, and recovery. These items are listed both within the Blue-Sky phase and the Power Restored phase so as not to be repeated under every phase/topic.

1.0 BLUE-SKY PLANNING

This is the phase prior to receiving a PSPS notification from your electrical utility. Below are two items that are overarching throughout the multiple topics in this phase.

Checklist	Notes
<input type="checkbox"/> Join the California Water and Wastewater Agency Response Network (CalWARN).	Join at http://www.calwarn.org/ .
<input type="checkbox"/> Keep all emergency contact information up to date.	
<input type="checkbox"/> Review resources in Appendix B.	EPA's <i>Wildfire and Power Outage Incident Action Checklists</i> are among the resources that can help utilities prepare for PSPS events.

1.1 Generators and Backup Power

Checklist	Notes
<input type="checkbox"/> Determine generator needs and sizes.	<ul style="list-style-type: none">For certain critical facilities, two generators in parallel may be needed. When one is down for maintenance, the other can be running.Consider using the U.S. Army Corps of Engineers (USACE) Emergency Power Facility Assessment Tool.Consider using EPA's Power Resilience Guide.EPA's Power Outage Incident Action Checklist is another good resource.
<input type="checkbox"/> Develop a cycling schedule as required.	
<input type="checkbox"/> Establish a contract with a rental firm if you do not own a generator.	<ul style="list-style-type: none">Determine the rental company's generator availability.Incorporate emergency prioritization language for your utility into the contract, if possible.
<input type="checkbox"/> Conduct annual hands-on training for generator installation and use for employees.	Include simulating a power shutoff so operators know what to reset once the power comes back on.
<input type="checkbox"/> Test and maintain both stationary and portable generators under load.	Do this often, either monthly or quarterly, and follow the manufacturer's maintenance recommendations.
<input type="checkbox"/> Create a written SOP or instructions for generator operation.	Laminate the SOP or instructions and place with the generator. Operators should be trained, but they may need reminders during stressful times.
<input type="checkbox"/> Make sure transfer switches are installed.	This is important for critical facilities if you intend to use portable generators.

Checklist**Notes**

- | | |
|---|---|
| <input type="checkbox"/> Have a backup/contingency plan for failed generators. | |
| <input type="checkbox"/> Create a resource inventory. | <i>Including purpose, type and location.</i> |
| <input type="checkbox"/> Maintain related resources and conduct testing and/or inspections of these resources. | <ul style="list-style-type: none">• For example, spare parts such as filters.• Be aware of any expiration dates related to items such as maintenance fluids. |
| <input type="checkbox"/> Know run times for generators to determine fuel needs. | |
| <input type="checkbox"/> Plan to have generators located at or delivered to communication sites, as appropriate. | <i>For example, telemetry sites.</i> |
| <input type="checkbox"/> Match generators with pump stations on a spreadsheet. | <i>Match functionality to power.</i> |
| <input type="checkbox"/> Use stationary generators for supervisory control and data acquisition (SCADA) at plant and portable generators for SCADA at remote sites. | |
| <input type="checkbox"/> Assign a staff member or department with specific generator responsibilities. | <i>Responsibilities include identifying generator needs (e.g., batteries), performing load testing, maintenance and repairs.</i> |
| <input type="checkbox"/> Work with local air district to address air quality issues. | <i>Air quality exceedances may result from running generators for an extended period.</i> |
| <input type="checkbox"/> Install solar power for repeaters, if possible. | <i>Be aware that ash can cover solar panels.</i> |
| <input type="checkbox"/> Prepare for customer complaints. | <i>Customers may complain about generator noise and exhaust. Whisper generators are an option.</i> |

1.2 Fuel**Checklist****Notes**

- | | |
|--|---|
| <input type="checkbox"/> Assess fuel needs. | <i>Answering these questions will help determine total fuel storage need and anticipated burn rate:</i> <ul style="list-style-type: none">• Which physical locations need fuel?• What is the fuel demand at each location?• What is the availability of fuel at each location?• What is the load on the generator? |
| <input type="checkbox"/> Develop a fuel log. | <i>Include points of contact, fuel polishing and filtering schedule, run time fuel needs, fuel inventory, and burn rates.</i> |

Checklist	Notes
<input type="checkbox"/> Sign a fuel supply and delivery agreement with one or more fuel companies.	<i>Carefully read each agreement to be sure you understand how the company prioritizes fuel and deliveries to clients during emergencies.</i>
<input type="checkbox"/> Assess storage of day tanks and supply tanks.	<i>Top off and schedule maintenance for tanks – How long has the fuel been stored in the tanks?</i>
<input type="checkbox"/> Identify how to replenish fuel supply.	<i>Establish a 'fuel supply' concept of operations and include as an appendix or annex.</i>
<input type="checkbox"/> Develop list of qualified personnel that can manage fuel and establish an operations and maintenance (O&M) schedule.	
<input type="checkbox"/> Partner with a fuel vendor or vendor consortium, as well your local emergency management agency (EMA).	<i>Advance communications and networking are helpful. Local EMAs may also be able to secure fuel.</i>
<input type="checkbox"/> Obtain proper certifications for auxiliary fuel tanks mounted on pickup trucks.	
<input type="checkbox"/> Reserve some fuel for staff transport needs as appropriate.	<i>Staff who commute may need fuel if local gas stations close or are inaccessible due to damaged roads.</i>
<input type="checkbox"/> Plan for backup power for pumps at stationary fuel tanks.	<i>This can be a solar-powered, manual or battery operated fuel transfer pump.</i>
<input type="checkbox"/> Include fuel handling safety in staff training.	<i>For example, personal protective equipment (PPE), spill kits and fire extinguishers.</i>
<input type="checkbox"/> Develop generator refueling plan.	<i>Be sure to include a map of access routes for fuel delivery trucks.</i>
<input type="checkbox"/> Ensure stored fuel is of high quality and usable.	<ul style="list-style-type: none"> • <i>Recycle and change fuel as necessary.</i> • <i>Consider swapping fuel out on an annual basis or when polishing no longer works.</i>
<input type="checkbox"/> Add fuel stabilizer for gas and/or diesel operated generators.	

1.3 Communication

1.3.1 Internal

Checklist	Notes
<input type="checkbox"/> Develop a call tree or staff reverse 911 list for your utility as appropriate.	<ul style="list-style-type: none">• An example contact table is located in Appendix A.• Plan for "heads-up" or advance warning communication – a PSPS notice for your staff.
<input type="checkbox"/> Confirm internal points of contact are up to date.	<i>For example, utility staff, field staff and administrators.</i>
<input type="checkbox"/> Know where to go for situational information.	<i>For example, Department Operations Center (DOC) briefings, email lists, or shift briefings.</i>
<input type="checkbox"/> Create an inventory of your communication equipment.	<i>See Appendix A for an example communication equipment inventory.</i>
<input type="checkbox"/> Confirm that your online system boundary map is accurate and up to date.	<i>This allows you to match your water system boundaries with the PSPS system boundary map to see which water facilities may be impacted. The Division of Drinking Water (DDW), State Water Resources Control Board has provided drinking water system service area boundary map at https://gispublic.waterboards.ca.gov/portal/home/item.html?id=fbba842bf134497c9d611ad506ec48cc#overview.</i>
<input type="checkbox"/> Conduct radio checks in vehicles to confirm that radios are charged.	<ul style="list-style-type: none">• Program channels and train staff on how to use them.• Develop a protocol.
<input type="checkbox"/> Obtain long lasting batteries for communications equipment and make sure the batteries are maintained.	<i>Batteries sitting in chargers for prolonged amounts of time may have short life spans in the field.</i>
<input type="checkbox"/> Plan for staff communication during a loss of cell phone service.	<i>Two-way radios? Satellite phones? Will texting go through? What is the failsafe plan (e.g., meet-up point)?</i>

1.3.2 Partners

Checklist	Notes
<input type="checkbox"/> Develop an SOP describing roles and responsibilities for communicating with partners.	<i>Conduct inter-agency trainings, meetings, and workshops.</i>

Checklist**Notes**

- | | |
|---|--|
| <input type="checkbox"/> Confirm external points of contact are up to date. | <i>For example, emergency contacts, electric utility representatives, state – Division of Drinking Water (DDW), county – Office of Emergency Services (OES), suppliers/service providers, fuel, mutual aid – CalWARN.</i> |
| <input type="checkbox"/> Identify the appropriate people to contact at the city EOC. | <i>Know who is on what shift and know how to communicate with them (e.g., two-way radio, correct phone number).</i> |
| <input type="checkbox"/> Share communication ideas and plans with other agencies to find out what they are doing and learn from them. | <i>Implement Message Mapping and Crisis and Emergency Risk Communications training and protocols.</i> |
| <input type="checkbox"/> Plan on updating neighboring counties regarding your status in case you cannot share information with the EOC. | <i>Neighboring counties can share this information on your behalf.</i> |
| <input type="checkbox"/> Communicate priority sites to city or county OES for agency awareness and inventory. | <i>For example, for refueling and power restoration.</i> |
| <input type="checkbox"/> Keep a critical facility list up to date with your electrical company. | <i>For example, you may decide to remove assets from the list that are not currently powered due to long term maintenance or upgrade. Likewise, you may need to add a new critical asset that has come on-line within the last few months.</i> |
| <input type="checkbox"/> Check with your electrical utility to determine if they are using fire retardant spray on wooden poles that serve you. | <i>This may mean your landline and other communications relying on the poles may be more resilient.</i> |

1.3.3 External**Checklist****Notes**

- | | |
|--|---|
| <input type="checkbox"/> Plan for how PSPS and associated public messaging will be distributed to customers. | <ul style="list-style-type: none">• What notification system will you use (e.g., Rapid Alert Notification System [RANS], "Reverse 911", hand delivery).• Prepare public service announcements.• Use social media for outreach.• Let people know what they can do and who they can reach out to during PSPS events. |
|--|---|

1.4 Partnerships

Checklist	Notes
<input type="checkbox"/> Form a relationship with DDW.	<i>DDW can serve as a conduit for information and resources from other state agencies.</i>
<input type="checkbox"/> Coordinate with county OES/Operational Area.	<i>This will be helpful in acquiring resources such as shelter, water, fuel, and back-up power.</i>
<input type="checkbox"/> Establish a working relationship with the local and county emergency management agency. Designate Water Sector Specific Position (WSSP), if possible.	<i>Stay in touch with them throughout incident. They can help connect you with needed resources.</i>
<input type="checkbox"/> Confirm county EOC contacts and conduct in-person meetings with them.	<i>Determine how you will coordinate during a PSPS.</i>
<input type="checkbox"/> Form relationships with other water utility organizations.	<i>Consider joining organizations such as a Water and Wastewater Agency Response Network (WARN) like CalWARN, Inland Counties Water Association (ICWA) and Bay Area Emergency and Security Information Collective (BAESIC). Create your own.</i>
<input type="checkbox"/> Form a partnership with the fire department and law enforcement, both state and local.	<i>This will help your staff pass safely through roadblocks and fire-affected areas as needed.</i>
<input type="checkbox"/> Form a relationship and share contact information with the California Department of Forestry and Fire Protection (CalFire).	<ul style="list-style-type: none"> • They are a good resource for national weather outlook/forecasts. • A state-wide point of contact (POC) is the state fire marshal, but most local fire districts have their own.
<input type="checkbox"/> Form a relationship with your power provider, specifically your dedicated account representative.	<i>If your utility is small, you may not have a dedicated account representative.</i>
<input type="checkbox"/> Develop a working relationship with your customers, especially critical customers.	<ul style="list-style-type: none"> • This decreases potential confusion about what is or will be happening. • Include both wholesale and retail customers. • Appendix A contains an example critical customers contact list.
<input type="checkbox"/> Form and maintain relationships with contractors.	<ul style="list-style-type: none"> • For example, fuel suppliers and generator rentals. • Have a backup to the backup to the backup.
<input type="checkbox"/> Water districts should form a relationship with the jurisdictions that they serve.	<i>Some water districts may serve multiple municipalities.</i>
<input type="checkbox"/> Form a relationship with local hotels.	<i>Staff may need to stay in them during PSPS events.</i>
<input type="checkbox"/> Make connections with local hospitals and other healthcare facilities.	<i>This relationship should be carefully developed because they depend on water for life sustaining activities.</i>

1.5 SCADA

Checklist	Notes
<input type="checkbox"/> Train operators to run the plant without SCADA.	
<input type="checkbox"/> Keep licenses and software up to date.	<i>Maintain copies in an alternate location in case you need to restore systems or stand up new servers.</i>
<input type="checkbox"/> Acquire access to SCADA via iPads/iPhones.	<i>Be sure to put cybersecurity controls in place if you will access SCADA over the Internet.</i>
<input type="checkbox"/> Conduct quarterly maintenance and load test batteries every 90 days.	
<input type="checkbox"/> Create a mirrored SCADA system with backup generators at both sites.	<i>This allows you to have a back-up location for your SCADA system.</i>
<input type="checkbox"/> Install telephone lines for floats in tanks.	<i>Tank water levels should be tied into the telemetry. Specifically, to hardline telephone wires because those do not always go down in a power outage.</i>
<input type="checkbox"/> Have backup power at repeater sites.	<i>For example, propane.</i>
<input type="checkbox"/> Obtain a backup repeater, if possible.	
<input type="checkbox"/> Have automatic transfer switches (ATSS) on generators that power SCADA.	
<input type="checkbox"/> Have batteries or backup power (e.g., solar) at remote sites and at all tank sites.	<i>Make sure they have several days of charge.</i>
<input type="checkbox"/> Acquire solar backup for chemical pumps and analyzers.	<i>Solar may not be 100 percent reliable during fire events and panels may be damaged by ash.</i>
<input type="checkbox"/> Evaluate tank storage and develop use table.	<i>For example, water burn rate.</i>

1.6 Staffing

Checklist	Notes
<input type="checkbox"/> Conduct training/cross training, dry runs and other exercises specifically to prepare for PSPS events.	<ul style="list-style-type: none">• Consider table top exercises (TTXs) with partners.• This will allow employees to know how to operate equipment and coordinate with partners.
<input type="checkbox"/> Develop a business continuity plan that addresses critical needs and considers alternate ways of doing business.	<i>Include work locations, hours and public reception areas.</i>
<input type="checkbox"/> Establish a DOC by identifying critical staff and systems.	<i>The DOC functions as an EOC for your utility.</i>

Checklist

Notes

<input type="checkbox"/> Identify staff limitations and consider contracts with vendors such as electricians and SCADA operators to fill any gaps.	<i>Also consider if retired staff may be willing to return on a temporary basis during a PSPS emergency.</i>
<input type="checkbox"/> Ensure specialized staff and their needs are integrated into PSPS and Emergency Response Plans (ERPs).	<i>For example, if you need an electrical engineer and only have access to one, then you need to identify a backup.</i>
<input type="checkbox"/> Review and update labor contracts, specifically considering emergency human resources policies.	<i>For example, establish a leave cancellation policy.</i>
<input type="checkbox"/> Confirm that staff and equipment certifications and licenses are valid and up to date.	
<input type="checkbox"/> Know who is available to work overtime and/or in shifts.	
<input type="checkbox"/> Adjust staff shifts so that people commute from several different areas.	<i>This helps to avoid losing an entire shift due to road closures causing transportation issues.</i>
<input type="checkbox"/> Have a centralized point for your staffing schedule to know where personnel are located.	
<input type="checkbox"/> Forecast overtime hours.	<i>Time tracking will help.</i>
<input type="checkbox"/> Consider increasing staffing levels.	
<input type="checkbox"/> Know staff family concerns that may limit availability.	<i>For example, losing childcare services.</i>
<input type="checkbox"/> Prepare for possible lodging for long-term PSPS events.	<i>For example, RVs, trailers, tents, hotels.</i>
<input type="checkbox"/> Create go-bags for staff.	<i>Example items to include in a go-bag include: PPE, SOPs, maps (local and water system), phone chargers, radios, Government Emergency Telecommunications Service (GETS) cards, Wireless Priority Service (WPS) cards, notepads, clipboards, pens, personal hygiene, hand sanitizer, protein bars/snacks, water, extra cash, plastic utensils, extra uniform.</i>
<input type="checkbox"/> Perform resource typing.	<i>This helps you know what you have and what you may need to ask for to augment your response.</i>

1.7 Access

Checklist

Notes

- | | |
|--|--|
| <input type="checkbox"/> Confirm staff identification and vehicle badging are accurate and up to date. | |
|--|--|

Checklist	Notes
<input type="checkbox"/> Develop a process for obtaining site access if personnel are stopped by law enforcement or fire agencies.	<i>This could be a signed letter from an elected official or other authority.</i>
<input type="checkbox"/> Deconflict your utility credentials with security controlling access points (e.g., National Guard).	<i>Emergency management can help with this.</i>
<input type="checkbox"/> Reach out to local jurisdictions to coordinate access.	
<input type="checkbox"/> Include access procedures in the Emergency Response Plan and update as necessary.	
<input type="checkbox"/> Get clearance from the EOC to access the water system, specifically critical assets.	<i>This can be a problem for smaller utilities.</i>
<input type="checkbox"/> Stay up-to-date with facility site maintenance.	<i>For example, clear brush and tree limbs regularly.</i>
<input type="checkbox"/> Communicate access issues to the WSSP, if there is one in your EOC.	<i>A WSSP may be established at both the local and higher jurisdictional level EOCs.</i>
<input type="checkbox"/> Consider redundancy.	<i>For example, keys and security code records.</i>
<input type="checkbox"/> Map bulk chemical storage and alternate access routes to the storage areas.	

1.8 Safety

Checklist	Notes
<input type="checkbox"/> Develop a simple PSPS health and safety (H&S) SOP.	<i>If you already have procedures for working around generators, fuel and electrical systems, refer to those H&S SOPs.</i>
<input type="checkbox"/> Obtain insurance cards.	
<input type="checkbox"/> Maintain, test and train staff on how to use personal protective equipment and kits.	<i>Exercise with personal protective equipment and kits at least once quarterly.</i>
<input type="checkbox"/> Make safety part of the utility on-boarding procedures.	<i>Consider developing a safety quick reference guide for new employees.</i>

2.0 48-HOUR PSPS NOTIFICATION

This phase begins when the 48-hour notification that a PSPS is going to occur is distributed by electric utilities.

2.1 Generators and Backup Power

Checklist	Notes
<input type="checkbox"/> Review "Blue Sky" plans.	
<input type="checkbox"/> Check phase and rotation of generators.	<i>The generator and any motors it powers, should rotate in the same direction.</i>
<input type="checkbox"/> Verify generator locations.	
<input type="checkbox"/> Notify staff to be prepared and assign staff for the transport, installation and operation of generators.	<i>Schedules may need to be modified.</i>
<input type="checkbox"/> Contact agencies and vendors to confirm availability of generators.	
<input type="checkbox"/> Deploy portable generators with locks.	<i>Prepare contingency equipment and security.</i>
<input type="checkbox"/> Ensure generators are properly grounded.	
<input type="checkbox"/> Once the generator is in place, conduct a field test.	<i>Retest the generator under load.</i>
<input type="checkbox"/> Start generators at least one to two hours before the shut-off and confirm operability and transfer loads.	<i>This will help to prevent issues like water hammer if the power goes out before your generators are on.</i>
<input type="checkbox"/> Start usage log and establish tracking system for equipment issues.	
<input type="checkbox"/> Know cycle time, recovery time and water use in each pressure zone.	<i>This is important for wastewater utilities that do not have backup power to prevent overflowing tanks at lift stations.</i>
<input type="checkbox"/> Secure electrician availability.	

2.2 Fuel

Checklist	Notes
<input type="checkbox"/> Confirm fuel contracts are in place with vendors and/or suppliers and initiate deliveries as appropriate.	<ul style="list-style-type: none">• Stock up and stage fuel, if possible.• Maximum delivery tank size on a non-placarded utility vehicle is 119 gallons.

Checklist

Notes

- | | |
|---|---|
| <input type="checkbox"/> Confirm partnerships with other agencies that could help to procure fuel. | |
| <input type="checkbox"/> Schedule refill of generators based on the fuel consumption worksheet (i.e., burn rate). | <i>Review previous PSPS event (or other power outage) generator burn rates.</i> |
| <input type="checkbox"/> Confirm site access for fuelers and refuelers. | <i>For example, spare keys and alarms.</i> |
| <input type="checkbox"/> Perform operational checks of fueling equipment. | |
| <input type="checkbox"/> Perform assessment of critical sites. | <i>Confirm which sites will be prioritized for fuel if fuel supplies are limited.</i> |
| <input type="checkbox"/> Top off the fuel system and polish fuel as required. | <i>Fuel system is defined as fuel storage, generators, and tanks.</i> |
| <input type="checkbox"/> Increase storage. | <ul style="list-style-type: none">• Explore options to rent on-site fuel storage.• Determine mobility of storage in case you want to move tanks between locations. |
| <input type="checkbox"/> Dedicate a centralized fuel delivery point for the vendor/supplier. | <ul style="list-style-type: none">• Use smaller utility trucks to transport fuel within the property to specific sites.• Verify utility truck delivery capabilities. |
| <input type="checkbox"/> Verify transfer pumps have power redundancy. | |
| <input type="checkbox"/> Issue fuel payment methods to staff. | <i>For example, credit cards.</i> |
| <input type="checkbox"/> Consider what type of fuel your generators need. | <i>For example, natural gas, diesel, or propane.</i> |
| <input type="checkbox"/> Conserve fuel by connecting a programmable logic controller (PLC) to your generators. | <i>The generators will only engage when pumps are about to come on.</i> |

2.3 Communication

2.3.1 Internal

Checklist

Notes

- | | |
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| <input type="checkbox"/> Hold staff refresher trainings on the communication SOP and review the communication elements in the ERP. | |
|--|--|

Checklist**Notes**

- ☐ . Make sure "backup" communication resources and procedures are ready and everyone knows what they are.

Identify a fail safe method and procedure (e.g., meet at this location at this time) if all forms of normal communication go down.

- ☐ Initiate the internal communications procedure and call tree.

Follow incident command system (ICS) structure or other chain-of-command.

- ☐ Make sure the "administrator of the day" is notified as well as crew staff (on standby).

- ☐ Perform field communications checks.

- ☐ Distribute handheld and other radio communication devices as needed.

2.3.2 Partners**Checklist****Notes**

- ☐ Confirm external contacts are correct and up to date.

For example, CalWARN, local county OES, EOC, public safety, fire and police/dispatch, fuel companies, DDW, public information officers (PIOs) and customers.

2.3.3 External**Checklist****Notes**

- ☐ Communicate with customers to let them know what is happening, what may happen and, if necessary, to plan accordingly and conserve.

Could use systems like Nixle, NextDoor, social media, AlertSolano, websites, and emails.

- ☐ Prepare boil water notices and "do not drink" notices and have DDW review as necessary.

- ☐ Prepare consistent messaging.

- *Develop scripts for staff answering phones, communication staff, and field staff.*
- *Consider Message Mapping, and Crisis and Emergency Risk Communication (CERC) protocols.*

2.4 Partnerships

Checklist	Notes
<input type="checkbox"/> Confirm the electric utility has a list of your critical facility locations.	
<input type="checkbox"/> Determine if the county EOC is activated and if there is a water desk/WSSP.	
<input type="checkbox"/> Contact rental companies/vendors to reserve fuel, generators and other resources.	
<input type="checkbox"/> Review mutual aid and assistance agreements.	
<input type="checkbox"/> Inform partners, including CalWARN, that assistance may be needed and verify availability of resources.	<i>Resource requests could include replacement or additional personnel, equipment or supplies, such as fuel.</i>
<input type="checkbox"/> Notify high volume customers to conserve water.	<i>High-volume customers include irrigation districts.</i>
<input type="checkbox"/> Coordinate with sewer system partners regarding water conservation notices.	<i>Conservation helps to reduce the load on PSPS-challenged sewer systems and helps avoid sewer spills. A consistent conservation message from both utilities will be more effective.</i>
<input type="checkbox"/> Obtain additional security guards, if needed.	<i>Ask law enforcement if they can provide additional security or increase frequency of patrols.</i>
<input type="checkbox"/> Make arrangements with food establishments and appoint a designated food runner.	<i>For example, caterers, restaurants (within and outside impacted area).</i>

2.5 SCADA

Checklist	Notes
<input type="checkbox"/> Backup data and print out key information, action lists and information.	
<input type="checkbox"/> Record or take a screenshot of set points for any equipment that may have power interruptions during the transfer between grid and backup power and vice versa.	
<input type="checkbox"/> Test all alarms and make sure set points are correct.	<i>For example, generator and wet well level.</i>
<input type="checkbox"/> Alter set points for a larger operating range.	
<input type="checkbox"/> Prioritize powering a portion of SCADA system that must be operational.	

Checklist	Notes
<input type="checkbox"/> Review SOPs to refresh staff on how to manually operate pumps.	
<input type="checkbox"/> Confirm that SCADA support vendor information and contacts are up to date.	
<input type="checkbox"/> Put instrument technician on standby.	
<input type="checkbox"/> Switch all but one pump to manual ("singling up").	<i>When backup power goes on, not all the pumps turn back on and you avoid overloading your generator.</i>
<input type="checkbox"/> Ensure there is "defensible space" clear of brush and debris around any repeater.	
<input type="checkbox"/> Conduct a pre- and post-inspection of the facility, including PLCs.	<ul style="list-style-type: none"> • Know system settings before the PSPS and after; make sure they are the same. • If there was a power surge, make sure electronics are working correctly.
<input type="checkbox"/> Expect minimal SCADA communication while on generator power.	

2.6 Staffing

Checklist	Notes
<input type="checkbox"/> Place your emergency response staff on stand-by and establish chain of command.	
<input type="checkbox"/> Determine availability of staff for 24/7 coverage.	<ul style="list-style-type: none"> • Roles and responsibilities may have to be modified. • Notify all staff of these modifications. • Identify employees who live in potentially PSPS affected areas.
<input type="checkbox"/> Conduct an "all hands" coordination meeting to explain potential new job duties and expectations.	<ul style="list-style-type: none"> • Provide consistent messaging. • Inform staff if there are any expected changes in operation, assignments, contacts or schedules.
<input type="checkbox"/> Plan to activate your DOC.	
<input type="checkbox"/> Encourage staff to prepare themselves, their families and their homes for a PSPS event.	
<input type="checkbox"/> Prepare for staff deployment by "setting up and stocking up".	<i>For example, prepare lodging, food, water and sleeping facilities.</i>

Checklist	Notes
<input type="checkbox"/> Increase on-call staffing, especially for specialized crews, such as generator set-up crews.	
<input type="checkbox"/> Keep track of receipts and overtime hours.	<i>Keep accurate cost and time records. Reimbursement may be available later, especially if a disaster is declared by state or federal government.</i>
<input type="checkbox"/> Consider giving more staff purchasing capability.	<i>Potentially increase the limits on purchase order authorizations and agency credit cards.</i>
<input type="checkbox"/> Conduct "just in time" training/refreshers as needed.	<i>For example, on generator hookup.</i>

2.7 Access

Checklist	Notes
<input type="checkbox"/> Check facility sites and address any immediate access issues.	<i>For example, leaves, branches and potholes.</i>
<input type="checkbox"/> Have a back-up plan if roads become inaccessible.	<ul style="list-style-type: none"> • How will staff reach the facility if there is limited to no access? • Identify dedicated tree personnel for clearing downed trees.
<input type="checkbox"/> Verify staff and vehicles have proper credentials.	
<input type="checkbox"/> Identify contacts within the EOC for this event, such as the transportation contact.	<i>It is likely that your local EOC is at least partially activated.</i>
<input type="checkbox"/> Identify staff access roles and their contact information.	
<input type="checkbox"/> Identify critical water facilities on a map. Use GIS layers to support.	<i>For example, critical level 1/level 2 or high, medium and low.</i>
<input type="checkbox"/> Contact your electric utility for the exact power shut off locations and deploy staff and resources accordingly.	<i>Consider facility criticality. If possible, use hydraulic modeling and analysis to assess changes in service levels corresponding to the shutdown plan. Also, deploying staff early will help to avoid any future access issues that may arise post-PSPS.</i>
<input type="checkbox"/> Consider and weigh factors for access needs.	<i>For example, weather vs. deployment time vs. critical facility vs. other factors.</i>
<input type="checkbox"/> Start monitoring for access changes.	<i>For example, road closures due to wildfire spread or pattern.</i>

2.8 Safety

Checklist	Notes
<input type="checkbox"/> Review health and safety plans and send out reminders to staff.	<i>Conduct "walk-throughs" regarding high voltage/arc flash safety training.</i>
<input type="checkbox"/> Review and implement safety SOPs as appropriate.	
<input type="checkbox"/> Review the ERP, including its contact list.	
<input type="checkbox"/> Coordinate regular safety meetings.	<i>This could be done through the ICS planning process.</i>
<input type="checkbox"/> Identify what personal protective equipment (PPE) and other equipment are needed and pre-stage equipment.	<i>Confirm you have enough PPE and it is all up to date.</i>

3.0 ZERO HOUR POWER OUT

This phase occurs as soon as the PSPS is initiated and grid power is shut off.

3.1 Generators and Backup Power

Checklist	Notes
<input type="checkbox"/> Verify that generators have initiated and are running correctly.	
<input type="checkbox"/> Confirm that pumps have pressure.	

3.2 Fuel

Checklist	Notes
<input type="checkbox"/> Manually check levels of fuel storage.	

3.3 Communication

3.3.1 Internal

Checklist	Notes
<input type="checkbox"/> Verify two-way radios are operating correctly.	
<input type="checkbox"/> Confirm batteries are working in communication devices.	
<input type="checkbox"/> Complete a general check of communication system(s).	<i>Even if you checked at the 48-hour PSPS notification while the power was still on, some systems may not be working as expected on back-up power.</i>

3.3.2 Partners

Checklist	Notes
<input type="checkbox"/> Perform a communication check.	<i>Although you verified contact information earlier, means of communication may have changed since the power shut off.</i>

3.3.3 External

Checklist	Notes
<input type="checkbox"/> Notify customers that the utility is operating on backup power due to the PSPS.	

3.4 Partnerships

Checklist	Notes
<input type="checkbox"/> Complete a general check of partner communication systems.	<ul style="list-style-type: none">• Even if you checked at the 48-hour PSPS notification while the power was still on, some systems may not be working as expected on back-up power.
<input type="checkbox"/> Verify that there are no discrepancies within your electric utility's on-line information portal.	<ul style="list-style-type: none">• For example, the portal incorrectly indicates that your facility has grid power.• If there is a discrepancy, reach out to your electric utility.

3.5 SCADA

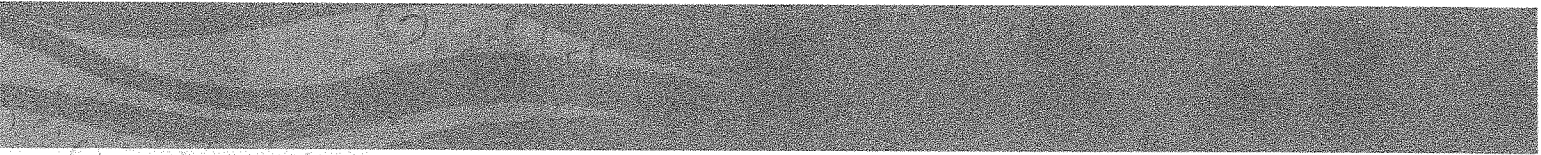
Checklist	Notes
<input type="checkbox"/> Attend to all active SCADA alarms.	<ul style="list-style-type: none">• Verify that everything is working as it should.• Reset SCADA alarms.

3.6 Staffing

Checklist	Notes
<input type="checkbox"/> Determine staffing needs and begin modified schedule.	
<input type="checkbox"/> Identify employees that are living in areas affected by the PSPS and adjust schedule, if needed.	

3.7 Access

Checklist	Notes
<input type="checkbox"/> Verify that electronic access control systems are working correctly without grid power.	<i>For example, make sure key cards are still working and you can get in/out.</i>



3.6 Safety

Checklist	Notes
<input type="checkbox"/> Confirm PPE is in place.	
<input type="checkbox"/> Verify everyone understands proper SOPs for safety.	

4.0 24 HOURS WITHOUT POWER

This phase is one day into the PSPS.

4.1 Generators and Backup Power

Checklist	Notes
<input type="checkbox"/> Take a break and evaluate efficacy of blue-sky planning.	<i>Validate prior assumptions and update as needed.</i>
<input type="checkbox"/> Assess and relocate resources as needed and prioritize generators.	
<input type="checkbox"/> Have a mechanic check and perform maintenance.	<i>For example, gauge reading, lubricants and leaks.</i>
<input type="checkbox"/> Shut generators down to check fluid levels and oil.	<i>Adjust as needed.</i>
<input type="checkbox"/> Maintain communication with the DOC, EOC, and utility partners to establish an estimated time for power restoration.	<i>This will give you an idea of how long the generators will need to be in operation.</i>
<input type="checkbox"/> Continue to update the generator tracking log.	<i>Verify the generators are within operating parameters and verify run times and burn rates.</i>
<input type="checkbox"/> Check inventory to see what critical resources are running low.	<ul style="list-style-type: none">• <i>Make sure that you have critical spare parts on hand.</i>• <i>Order resources that are running low.</i>
<input type="checkbox"/> Continue checking access to and the security of generators.	
<input type="checkbox"/> Be prepared to relocate equipment if additional problems arise.	<i>For example, wildfire encroachment, main break and other similar incidents.</i>

4.2 Fuel

Checklist	Notes
<input type="checkbox"/> Monitor burn rate and adjust fuel consumption/run time estimates accordingly.	
<input type="checkbox"/> Keep track of the status of fuel use and reserve fuel storage as PSPS proceeds.	
<input type="checkbox"/> Keep fuel storage full and increase storage capacity as needed.	<i>Consider capacity - the larger the generator, the more fuel used.</i>
<input type="checkbox"/> Establish multiple vendors for fuel.	<ul style="list-style-type: none">• <i>Establish redundancy for fuel delivery.</i>• <i>For example, use both an in-house tanker and outside contractor to top off tanks.</i>

Checklist	Notes
<input type="checkbox"/> Remember vehicles also need fuel.	<i>There is a crossover of fuel types between transport vehicles and generators.</i>
<input type="checkbox"/> Use networks to help obtain fuel.	<i>For example, OES, other agencies and utilities.</i>
<input type="checkbox"/> Remotely monitor fuel for certain equipment.	
<input type="checkbox"/> If the power outage is widespread, consider fuel supplies from further away.	<ul style="list-style-type: none"> • <i>Is the duration of the outage known?</i> • <i>How large is the outage?</i>
<input type="checkbox"/> Prioritize fuel to key locations and adjust as needed with updated information.	
<input type="checkbox"/> Use PLC communications to help you with power and, therefore, fuel management.	<i>Remember, PLC programs can be lost when the power goes out, especially if you had not already transitioned to backup power prior to the outage.</i>
<input type="checkbox"/> Turn off all non-essential functions and balance equipment use to conserve fuel.	<i>For example, do not use all generators and/or vehicles at once.</i>
<input type="checkbox"/> Contact your fuel supplier to recheck fuel availability.	<i>Prepare to enact a fuel contingency plan if the supplier is running low or cannot reach you due to compromised roads.</i>

4.3 Communication

4.3.1 Internal

Checklist	Notes
<input type="checkbox"/> Set up charging stations for cell phone use.	<i>You can also use the cigarette lighter port in vehicles, USB ports, or power banks.</i>
<input type="checkbox"/> Determine a place for staff to congregate and share information.	<ul style="list-style-type: none"> • <i>This could be the centralized fuel filling stations and/or charging stations.</i> • <i>Make sure the information being shared is correct. Amplify by hanging flyers.</i>
<input type="checkbox"/> Keep upper management and your Board informed.	
<input type="checkbox"/> Use battery demand and drain estimates to know when to switch batteries in chargeable devices like handheld radios.	

Checklist**Notes**

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Assess communications to determine if there are any issues that could create problems as the event goes on. | <i>Fix the identified issues.</i> |
|--|-----------------------------------|

4.3.2 Partners**Checklist****Notes**

- | | |
|---|--|
| <input type="checkbox"/> Track status and events and obtain real time information from the electric utility and local/county EOC. | <i>Track status using programs like WebEOC and/or Slack.</i> |
| <input type="checkbox"/> Relay information and needs to offices with electricity. | <i>As a form of backup communication.</i> |
| <input type="checkbox"/> Provide updates on your needs to vendors. | |

4.3.3 External**Checklist****Notes**

- | | |
|---|--|
| <input type="checkbox"/> Continue consistent messaging and transparency with customers. | <i>Send messages with updates via social media, websites, web alerts and hand delivery.</i> |
| <input type="checkbox"/> Establish PIO as the point of contact for the media. | |
| <input type="checkbox"/> Ask POCs within communities to inform neighbors who may not have access to electronic or digital communications. | <i>If your community has a Community Emergency Response Team (CERT) you may be able to leverage that resource.</i> |
| <input type="checkbox"/> Issue water-use advisories as needed and request that customers conserve water. | <i>Post advisories at your office entrances and at fuel filling stations and/or charging stations.</i> |

4.4 Partnerships**Checklist****Notes**

- | | |
|--|---|
| <input type="checkbox"/> Inform the county OES, DDW, and General Manager/Administrator of your utility's operational status. | |
| <input type="checkbox"/> Request your electrical power provider notify you of grid re-energization. | <i>This enhances staff safety, equipment protection, and resource coordination.</i> |
| <input type="checkbox"/> If needed, open emergency interconnections with neighboring water systems. | |

Checklist

Notes

- | | |
|---|--|
| <input type="checkbox"/> Coordinate with the fire department to assess their water needs and establish a staging area for utility equipment, as needed. | <i>If possible, conduct hydraulic modeling and analysis with updated status to identify potential areas of service risk.</i> |
| <input type="checkbox"/> Coordinate with regulatory agencies regarding requirements, as needed. | <i>For example, transporting fuel and running generators for long periods.</i> |
| <input type="checkbox"/> Reach out to other water utilities to see if they need help. | <i>Only if your utility is managing the PSPS event and has available resources.</i> |
| <input type="checkbox"/> Continue checking-in with other partner agencies. | |

4.5 SCADA

Checklist

Notes

- | | |
|--|---|
| <input type="checkbox"/> Evaluate water usage during the previous 24 hours to adjust set levels to reflect changes in water usage. | <i>Update hydraulic models.</i> |
| <input type="checkbox"/> Reach out to ham radio operators to coordinate frequency assignments and usage. | <i>SCADA operates on same frequency as ham radio.</i> |
| <input type="checkbox"/> Consider if you need to take water quality samples to validate or replace on-line sensors in the distribution system. | |

4.6 Staffing

Checklist

Notes

- | | |
|--|---|
| <input type="checkbox"/> Reassess modified schedules. | <i>• Modify schedules as needed and notify employees of any changes.</i> |
| <input type="checkbox"/> Activate your DOC. | |
| <input type="checkbox"/> Consider staggering specialized staff and/or adding support staff through CalWARN or the county, or establish other ways to procure volunteers. | <i>• You may be able to procure volunteers through CERTs.
• Call in retired staff if they have indicated a willingness to help during a PSPS emergency.</i> |
| <input type="checkbox"/> Inform staff if there are any expected changes in operations, assignments, contacts, or schedules. | |
| <input type="checkbox"/> Assign staff to do rounds of critical assets. | <i>For example, check generator conditions.</i> |

Checklist**Notes**

- ☐ Give GETS and WPS cards to all key administration and utility staff.

GETS and WPS are provided by the Department of Homeland Security. Information can be found at <https://www.cisa.gov/government-emergency-telecommunications-service-gets>.

- ☐ Confirm staff have Emergency Service ID cards or authorization letters to pass through roadblocks.

- ☐ Resupply staff with food, water, and other necessary supplies.

- ☐ Understand employees' personal needs and/or initiate family plans.

- ☐ Facilitate housing for extended commuters, as needed.

- ☐ Assess staffing and equipment deployments (24-hour staffing).

4.7 Access**Checklist****Notes**

- ☐ Confirm the proper contacts at the EOC for law enforcement or others who may be controlling access.

The county EOC is assumed to be open.

- ☐ Confirm again that staff and vehicles have credentials.

Access is easier with a company truck.

- ☐ If trees are down, dispatch pre-staged personnel to clear roads and around assets.

Dispatch personnel in teams of two and track their locations.

- ☐ If access to critical sites is compromised, find solutions, as needed.

For example, use bolt cutters or locate master key.

- ☐ Confirm access for the delivery of food for staff.

- ☐ Monitor for road closures.

- Have designated staff monitoring road closures.
- Get status update from the county, California Department of Transportation (CalTrans), or other local authority.
- Use routing software (e.g., Waze) on cellphones for drivers.

- ☐ Confirm accessibility is maintained.

This is especially important in order to move fuel storage tanks.

- ☐ Confirm access procedures with local law enforcement for system components behind safety roadblocks.

4.8 Safety

Checklist	Notes
<input type="checkbox"/> Ensure safety is discussed during staff briefing at shift change.	
<input type="checkbox"/> Verify shipment and delivery time of safety supplies and PPE (if ordered).	
<input type="checkbox"/> Maintain nighttime illumination.	

5.0 CONTINUED POWER OUTAGE

This phase is multiple days into the PSPS.

5.1 Generators and Backup Power

Checklist	Notes
<input type="checkbox"/> Have a technician check all generators.	
<input type="checkbox"/> Power down generators as needed to change fluids and filters and perform other maintenance.	<i>Coordinate with personnel to ensure shutdown window will not affect powered equipment.</i>
<input type="checkbox"/> Rotate portable generators around the system, as required.	<i>Especially if not all sites can have a dedicated generator.</i>
<input type="checkbox"/> Confirm that generators still need to be running.	<i>Turn off those that do not.</i>
<input type="checkbox"/> Verify security of and access to generators.	
<input type="checkbox"/> Implement protective measures for resources that cannot be relocated.	
<input type="checkbox"/> Be prepared to implement resource prioritization.	
<input type="checkbox"/> Be prepared to implement temporary contingency plans and long-term contingency plans.	<i>Use hydraulic modeling and analysis to identify potential risk areas.</i>
<input type="checkbox"/> Verify backup and contingency equipment is operating as planned.	
<input type="checkbox"/> Determine, in consultation with California Air Resources Board, how to report generators that will exceed their operating hours under air quality standards.	
<input type="checkbox"/> Provide status update to the DOC on each of the generator assets.	
<input type="checkbox"/> Enact procedure for shutting generators down.	<i>Plan the order or sequence in which generators will be powered down.</i>

5.2 Fuel

Checklist	Notes
<input type="checkbox"/> Check the fuel deliveries schedule and make sure fuel is still available.	<i>Keep in mind that fuel company staff may need relief, vendors may become unreliable, and others may have priority over you (e.g., Calfire).</i>
<input type="checkbox"/> Use the WSSP at county EOC to help order fuel.	

Checklist

Notes

- | | |
|---|--|
| <input type="checkbox"/> . Recheck burn rates and adjust as needed. | |
| <input type="checkbox"/> Coordinate with external contractors for maintenance of on-site fuel systems as required. | |
| <input type="checkbox"/> Ask for waivers from state regulators (e.g., CalTRANS) in terms of fuel transport and driver hours. | |
| <input type="checkbox"/> Increase on site fuel storage again. | <i>For example, use portable tanks.</i> |
| <input type="checkbox"/> Retrieve gas and diesel from gas stations. | <i>This might make fuel delivery more reliable, but may require multiple trips to fill up one generator.</i> |
| <input type="checkbox"/> Identify problems that were missed earlier and adjust accordingly, so that if the power outage continues, surprises are minimized. | <i>At 48 hours in, there will be a sense of how things are going.</i> |
| <input type="checkbox"/> Be sure to check in with contractors and vendors, even those you may not have used for this event. | <i>Maintaining relationships with all contractors and vendors throughout the PSPS event is important.</i> |

5.3 Communication

5.3.1 Internal

Checklist

Notes

- | | |
|--|--|
| <input type="checkbox"/> Make note of how communications are working to discuss later when PSPS is over. | |
| <input type="checkbox"/> Continue to keep upper management and your Board informed. | |

5.3.2 Partners

Checklist

Notes

- | | |
|--|---|
| <input type="checkbox"/> Maintain communication methods and resources. | <i>As the power outage goes on, batteries may need to be recharged and cell towers may be down.</i> |
|--|---|

5.3.3 External

Checklist	Notes
<input type="checkbox"/> Communicate with the public and provide updates through the PIO, social media, and/or local radio.	<i>Make sure the information is correct and consistent.</i>
<input type="checkbox"/> Change water use advisory notices, as appropriate.	

5.4 Partnerships

Checklist	Notes
<input type="checkbox"/> Ensure that you are updating and receiving information from CalWARN, CalOES, and your local EOC (critical for access).	<i>For example, this could include the status of an Emergency Declaration.</i>
<input type="checkbox"/> Notify the public that it is very important to continue to conserve water.	<i>Customers and businesses.</i>
<input type="checkbox"/> Contact DDW for the eventual lifting of boil water notices and/or do not drink notices.	
<input type="checkbox"/> Reach out to neighboring water utilities to share/leverage resources and technical expertise.	
<input type="checkbox"/> Contact the WSSP or local EOC to access credible information on the status of re-energization by electric utilities.	
<input type="checkbox"/> Contact neighborhood groups (e.g., CERT) for assistance in addressing atypical water needs.	<i>For example, water for livestock.</i>
<input type="checkbox"/> Continue communicating with partner agencies, vendors and contractors.	

5.5 SCADA

Checklist	Notes
<input type="checkbox"/> Continue to verify that SCADA data equals field data.	<i>You do not want to miss any unexpected trends.</i>
<input type="checkbox"/> Monitor stand-by power supporting SCADA.	<i>Such as checking fuel levels.</i>
<input type="checkbox"/> Check for communication failures.	
<input type="checkbox"/> Check solar panels to make sure they are not covered in ash.	

Checklist**Notes**

- | | |
|--|--|
| <input type="checkbox"/> Check batteries powering PLCs. | |
| <input type="checkbox"/> Use higher capacity batteries or smaller generators. | <i>If not already planned for during "Blue Sky" phase.</i> |
| <input type="checkbox"/> Monitor for grid power coming back online. | |
| <input type="checkbox"/> Verify that any cellular based (backup) alarm systems are still operational. | <i>Cell towers may no longer be powered.</i> |
| <input type="checkbox"/> Prepare to implement contingency plans for damaged or inoperable SCADA equipment. | |

5.6 Staffing**Checklist****Notes**

- | | |
|---|---|
| <input type="checkbox"/> Reassess availability of staff, the staff rotation, staffing roles and distributed workload. | <ul style="list-style-type: none">• Readjust as needed.• Remember to make use of CalWARN and other mutual aid and assistance agreements.• If SCADA operations cannot be maintained there will be a need for more staff for manual operations. |
| <input type="checkbox"/> Conduct staff wellness checks and allow for rest. | <ul style="list-style-type: none">• Staff may be exhausted at this point.• Measure fatigue and follow Incident Command System rules for shift length at a minimum.• Consider a work/rest regimen (e.g., rotated day off). |
| <input type="checkbox"/> Consider normal duties for Emergency Operations Team (EOT) staff and/or rotate out DOC staff. | <i>This allows staff who have been working under stressful field conditions to rotate with better-rested staff who have been performing in desk positions.</i> |
| <input type="checkbox"/> Replenish supplies for crews and staff. | <i>For example, showers, food, water and relief.</i> |
| <input type="checkbox"/> Consider staff's personal needs and, if possible, help with staff personal logistics. | <i>For example, daycare and senior care.</i> |
| <input type="checkbox"/> Keep staff informed, involved, and acknowledge accomplishments by providing consistent updates and holding shift meetings. | <i>Communicate the need to drop the "small stuff" and prioritize business function.</i> |
| <input type="checkbox"/> Start paying for staff overtime, as appropriate. | <i>Coordination with HR or your payroll vendor is important.</i> |
| <input type="checkbox"/> Be sure there is a crew to maintain the facilities in the office. | |
| <input type="checkbox"/> Work from home if possible. | <i>This relieves some of the on-site logistical burdens.</i> |

Checklist**Notes**☐ Consider staffing for recovery when power is restored.☐ Address bargaining unit issues.☐ Be aware of and provide site security.

Others may be looking for the same resources you have.

5.7 Access**Checklist****Notes**☐ Coordinate with the local EOC if access is needed.

Depending on the status of the fire, access may be restricted to life safety and other critical functions, and entry and exit through certain areas may require a law enforcement or fire escort.

☐ Be creative and adaptable – think outside the box.

- *Can customers with a line of sight of critical assets provide you with information, such as observations of impacts?*
- *Are there community web cams that can be accessed to observe facilities?*

☐ Ensure your recovery plan for backup power assets considers access issues.**5.8 Safety****Checklist****Notes**☐ Check operators' safety and ensure staff rotation is occurring as planned.☐ Confirm generators are running safely.☐ Check personal protective equipment inventory and order more as needed.

6.0 PSPS RECOVERY

This is the phase once the PSPS has ended and power has been restored. Below are four items that are overarching throughout the multiple topics in this phase.

Checklist	Notes
<input type="checkbox"/> Conduct an After-Action Review following every PSPS event.	<i>This is a structured review or de-brief process for analyzing what happened, why it happened, what went well and what did not and how things can be done better in the future.</i>
<input type="checkbox"/> Develop an After-Action Report and Improvement Plan based on the results of the After-Action Review.	
<input type="checkbox"/> Ensure that action items in the Improvement Plan are implemented.	
<input type="checkbox"/> Send thank-you notes or hold appreciation gatherings for staff and partners who assisted you during the PSPS event.	

6.1 Generators and Backup Power

Checklist	Notes
<input type="checkbox"/> Identify staff needed for demobilization and start demobilizing generator resources.	
<input type="checkbox"/> Confirm with your electric power provider that the PSPS has concluded and all phases of power restored.	
<input type="checkbox"/> Manually switch generators off and go back to grid power - in a safe manner and in a safe condition.	
<input type="checkbox"/> Return portable generators to their storage areas or to their respective rental agencies.	<i>You may wish to keep some generators in place for an extra amount of time just in case grid power goes out again unexpectedly.</i>
<input type="checkbox"/> Determine if generators should be left in place if another PSPS may occur in the near term.	<i>Check with your electrical utility.</i>
<input type="checkbox"/> Have a technician conduct an inspection to evaluate generator operability and condition, and begin repair and rehabilitation of generators, if needed.	<i>For example, cable repairs.</i>
<input type="checkbox"/> Change oil and diesel exhaust fluid (DEF).	
<input type="checkbox"/> Address O&M omitted during the PSPS event.	

Checklist**Notes**

- | | |
|--|--|
| <input type="checkbox"/> Resupply spare parts and restock critical supplies. | |
| <input type="checkbox"/> Complete and close out generator logbooks from the PSPS event. | |
| <input type="checkbox"/> Verify that fixed installation generators have transferred back to grid power. | |
| <input type="checkbox"/> Address permitting issues with the California Air Resources Board (CARB), if any. | |
| <input type="checkbox"/> Assess location of backup power. | <ul style="list-style-type: none">• Should back-up power resources be staged differently before the next PSPS?• Evaluate if sites requiring back-up power should be better prepared to accept it. |
| <input type="checkbox"/> Establish back-up power that does not need fuel, where possible. | <ul style="list-style-type: none">• For example, solar and battery power.• This would be helpful especially at repeater sites. |
| <input type="checkbox"/> Consider dual fuel generators. | <ul style="list-style-type: none">• For example, diesel and natural gas.• This would maximize flexibility and redundancy. |
| <input type="checkbox"/> Assess need to purchase more generators and fuel storage. | <ul style="list-style-type: none">• For example, portable storage tanks. |

6.2 Fuel**Checklist****Notes**

- | | |
|--|--|
| <input type="checkbox"/> Polish remaining fuel in storage. | |
| <input type="checkbox"/> Sample for fuel quality. | |
| <input type="checkbox"/> Remove fuel from rented generators before returning them. | |
| <input type="checkbox"/> Refuel and top off all utility-owned generators. | |
| <input type="checkbox"/> Sign contracts in advance of the next PSPS. | <i>Fuel suppliers are first come, first served.</i> |
| <input type="checkbox"/> Reanalyze and update fuel burn rates for next PSPS. | <i>Assess fuel records to prepare for next PSPS (estimated burn rates were most likely different from actual).</i> |
| <input type="checkbox"/> Assess all equipment and stock up on spare parts (e.g., filters, additives) for fuel storage. | |

Checklist**Notes**

- ☐ . Communicate with fuel companies and discuss procedural changes, if needed.
 - ☐ Address any O&M missed during the PSPS.
-

6.3 Communication

6.3.1 Internal

Checklist**Notes**

- ☐ Inform staff that grid power has been restored.
-

6.3.2 Partners

Checklist**Notes**

- ☐ Inform partners that power has been restored at your utility.
 - ☐ Continue communicating with vendors to prepare for next PSPS event.
 - ☐ Discuss communication improvements with your electric utility.
-

6.3.3 External

Checklist**Notes**

- ☐ Provide updates to customers (plan community outreach events/newsletters).
For example, status of water conservation notices and water use advisories; explain again why PSPS events happen; provide advice to flush (especially refrigerator) home plumbing as needed.
-

6.4 Partnerships

Checklist	Notes
<input type="checkbox"/> Determine continuing mutual aid needs, manage the mutual aid paperwork, and settle accounts with vendors.	
<input type="checkbox"/> Identify any additional mutual aid agreements that should be entered into as revealed by the PSPS event.	
<input type="checkbox"/> Ask for feedback from impacted high volume customers and work to resolve any issues before the next PSPS event.	
<input type="checkbox"/> Reach out to large users to help minimize your start up impacts.	
<input type="checkbox"/> Reach out to DDW and resolve boil water notices and/or other issues as normal operations resume.	
<input type="checkbox"/> Coordinate with agencies, rental companies, and contractors to return supplies and resources.	
<input type="checkbox"/> Reach out to other agencies to see if they need any help.	

6.5 SCADA

Checklist	Notes
<input type="checkbox"/> Reprogram SCADA components as needed.	<i>Recalibrate hydraulic models as necessary.</i>
<input type="checkbox"/> Continue verifying that SCADA data equals field data.	
<input type="checkbox"/> Create a record log or summary of the event.	
<input type="checkbox"/> Address any O&M omitted during the PSPS event.	
<input type="checkbox"/> Clear any remaining alarms.	
<input type="checkbox"/> Double-check all setpoints, reset as necessary and verify that they are working.	
<input type="checkbox"/> Clean solar panels as needed.	
<input type="checkbox"/> Test and/or replace back-up batteries.	

5.6 Staffing

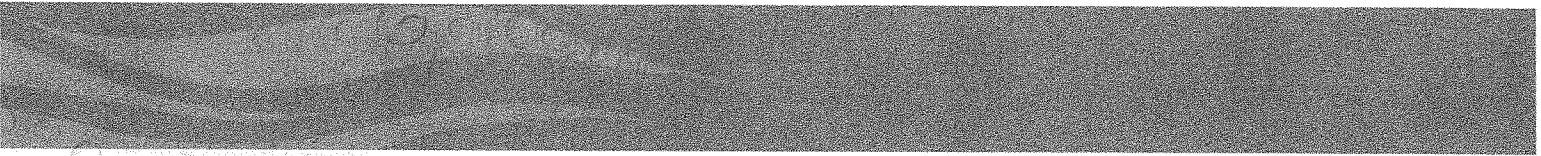
Checklist	Notes
<input type="checkbox"/> Slowly return to normal schedule and release external staff from CalWARN or other mutual aid and assistance organizations.	<ul style="list-style-type: none">• Continue work/rest cycle and assess staffing levels.
<input type="checkbox"/> Assess fatigue and morale issues and watch for adverse impacts to personnel over the long term.	Provide counseling to impacted staff (PTSD may be an issue).
<input type="checkbox"/> Identify staff willing to collect logged information from operations staff for reporting, recovery and lessons learned.	
<input type="checkbox"/> Collect receipts, staffing information, timecards (especially overtime) and other personal information for finance.	This information may also be needed for the Federal Emergency Management Agency (FEMA) Public Assistance process, if initiated.
<input type="checkbox"/> Send consultants/contractors home upon stabilization.	
<input type="checkbox"/> Deactivate the DOC once normal operations resume.	

6.7 Access

Checklist	Notes
<input type="checkbox"/> Verify roads are open and bring generators and other temporarily staged resources back to their storage locations.	If your electric power provider advises that another PSPS may occur in the near term, consider keeping some of the equipment in place, but continue to monitor it to make sure it is secured.
<input type="checkbox"/> Consider adding security to generators during the recovery phase.	Generators may be visible to the general public when access restrictions are lifted.

6.8 Safety

Checklist	Notes
<input type="checkbox"/> Ensure staff make it home safely.	Provide transportation, if necessary.
<input type="checkbox"/> Review normal operating procedures.	Enhance awareness of any lingering safety conditions and reinstitute normal safety measures.
<input type="checkbox"/> Restock PPE.	



APPENDIX A – CONTACTS

Internal Communication

List all utility emergency response team members, their response roles, titles and contact information.

Contact List				
Name	Role/Title	Phone	Alternate Phone	Email

External Response Partner Communication

List all external response partners, their response roles or positions as well as contact information. Conduct periodic communications checks with partners to validate channels and to update contact information.

External Response Partner Contact List

Organization or Department	Point Person Name or Position	Phone	Alternate Phone	Email or Website
Local Partners				
County Emergency Management/EOC				
911				
Police				
Fire/HazMat				
LEPC				
Elected officials				
Wastewater utility				
Water utility				
Power utility				
Health department				
Contractor/vendor				
Mutual aid and assistance				
Other				
State Partners				
Primacy agency				
Health department				
Police				
WARN				
Laboratories				
Other				
Federal Partners				
EPA regional office				
USACE				
FEMA				
DHS				
Other				

Critical Customer Communication

List critical customers below that should be given priority notification due to their reliance on the water supply and significance to the community (e.g., public health, firefighting, large commercial operations), or because they may serve customers considered to be sensitive sub-populations.

Critical Customer Contact List

Organization or Department	Point Person Name or Position	Contact Instructions	Phone	Alternate Phone	Email or Website
Wholesale customer					
Senior living center					
Nursing home					
Hospital					
Dialysis clinic					
Hotel					
Transportation center					
School					
University					
Daycare center					
Factory					
Government building					
Large water user					
Other					

Communication Equipment Inventory

Inventory your utility's communication equipment below.

Communication Equipment

Type	Assigned to	Location	Number/Frequency/Channel

APPENDIX B – RESOURCES

California's Self-Generation Incentive Program (SGIP)

<https://www.cpuc.ca.gov/sqipinfo/>

Offers rebates for installing energy storage technology at “critical facilities” that support community resilience in the event of a PSPS or wildfire. Funding of more than \$1 billion is available through 2024 and communities in high fire-threat areas or that have experienced two or more utility PSPS events are prioritized.

California Water and Wastewater Agency Response Network (CalWARN)

<http://www.calwarn.org/>

Supports and promotes statewide emergency preparedness, disaster response and mutual assistance processes for public and private water and wastewater utilities. The new CalWARN Web Portal expands a signatory utility's ability to achieve agency, regional and state preparedness by providing new tools and proven practices that can enhance readiness.

California Drinking Water System Area Boundaries

<https://gispublic.waterboards.ca.gov/portal/home/item.html?id=fbba842bf134497c9d611ad506ec48cc#overview>

Service area boundaries of drinking water service providers, as verified by the Division of Drinking Water, State Water Resources Control Board. Please note that the service areas may change without notice as the data set is dynamic and updated on an on-going basis.

EPA Incident Action Checklist – Power Outage

https://www.epa.gov/sites/production/files/2019-11/documents/191126-incidentactionchecklist-po-form_508c.pdf

This checklist provides information with actions utilities can take to prepare, respond and recover from a power outage.

EPA Incident Action Checklist – Wildfire

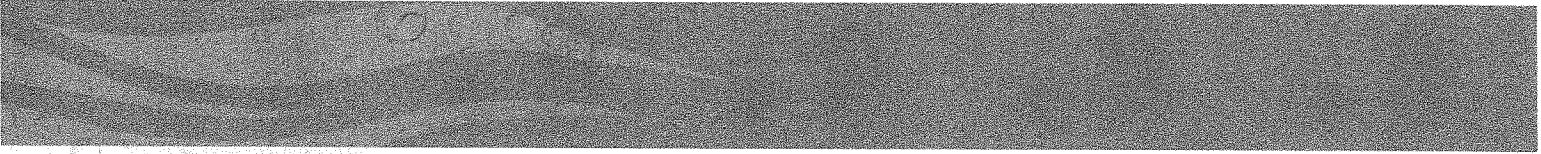
<https://www.epa.gov/sites/production/files/2015-06/documents/wildfire.pdf>

This checklist provides information with actions utilities can take to prepare, respond and recover from a wildfire.

EPA Power Resilience Guide for Water and Wastewater Utilities

<https://www.epa.gov/sites/production/files/2016-03/documents/160212-powerresiliencguide508.pdf>

This guide includes information from water industry professionals on how to increase power resilience at drinking water and wastewater utilities.



Department of Homeland Security – Government Emergency Telecommunications Service and Wireless Priority Service

<https://www.cisa.gov/government-emergency-telecommunications-service-gets>

The Government Emergency Telecommunications Service (GETS) provides priority access and prioritized processing in the local and long-distance segments of the landline networks, greatly increasing the probability of call completion. Wireless Priority Service (WPS) is intended to be used in an emergency or crisis situation when the wireless network is congested and the probability of completing a normal call is reduced.

USACE Emergency Power Facility Assessment Tool

<https://epfat.swf.usace.army.mil/Welcome.aspx>

A secure web-based tool that can be used by water and wastewater facility owners/operators, or emergency response agencies, to input, store, update and/or view temporary emergency power assessment data.

APPENDIX C – ACRONYMS

ATS	Automatic Transfer Switches
BAESIC	Bay Area Emergency and Security Information Collective
CalFire	California Department of Forestry and Fire Protection
CalTrans	California Department of Transportation
CalWARN	California Water and Wastewater Agency Response Network (CalWARN)
CERC	Crisis and Emergency Risk Communication
CERT	Community Emergency Response Team
DDW	Division of Drinking Water
DOC	Department Operations Center
EMA	Emergency Management Agency
EOC	Emergency Operations Center
EOT	Emergency Operations Team
EPA	United States Environmental Protection Agency
ERP	Emergency Response Plan
FEMA	Federal Emergency Management Agency
GETS	Government Emergency Telecommunications Service
H&S	Health and Safety
ICS	Incident Command System
ICWA	Inland Counties Water Association
O&M	Operations and Management
OES	Office of Emergency Services
PG&E	Pacific Gas and Electric Company
PIO	Public Information Officer
PLC	Programmable Logic Controller
POC	Point of Contact
PPE	Personal Protective Equipment
PSPS	Public Safety Power Shutoff
RANS	Rapid Alert Notification System
SCADA	Supervisory Control and Data Acquisition
SCE	Southern California Edison
SGIP	Self-Generation Incentive Program
SOP	Standard Operating Procedure
TTX	Tabletop Exercise
USACE	U.S. Army Corps of Engineers
WPS	Wireless Priority Service
WSSP	Water Sector Specific Position



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Patrick McGowan
Date: October 14th 2020
Subject: CAL OES Backup Generators. The community resiliency allocation has been allocated to special districts to assist with emergency preparedness in response to power outages.

Description – Last fiscal year the District applied for this funding, however we were not successful. The bulk of the expense to submit the application was spent on an environmental review of potential project locations. Working with Black Water Engineering we are hopeful that this recently performed review can be used this fiscal year with application.

Recommendation – Support District efforts moving forward to submit a completed application by October 30th deadline.

REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Grants Management Section, is soliciting proposals for the following program:

COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM

Release Date: October 9, 2020

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for the Cal OES grant funds.

PROGRAM SYNOPSIS

Program Description

The purpose of the Community Power Resiliency Allocation to Special Districts Program is to support California special districts with additional preparedness measures in response to power outage events.

Eligibility:

California special districts that have an identified critical facility or facilities, or provide critical infrastructure, pursuant to the de-energization guidelines adopted by the California Public Utilities Commission are the only eligible Applicants.

Performance Period:

July 1, 2020 – October 31, 2021

Available Funding:

Individual Applicants may request up to \$300,000.

Submission Deadline:

Friday, October 30, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655
PSPS@caloes.ca.gov

COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM

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COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM

PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
 - B. CONTACT INFORMATION
 - C. SUBMISSION DEADLINES AND OPTIONS
 - D. ELIGIBILITY/PREFERENCE POINTS
 - E. GRANT SUBAWARD PERFORMANCE PERIOD
 - F. FUNDS
 - G. PROGRAM INFORMATION
-

A. PUBLIC RECORDS ACT NOTICE

Grant proposals are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

B. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues must be submitted in writing by email to PSPS@caloes.ca.gov.

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and due date.

C. SUBMISSION DEADLINE AND OPTIONS

One proposal must be emailed to PSPS@caloes.ca.gov by 5:00 PM on Friday, October 30, 2020.

D. ELIGIBILITY/PREFERENCE POINTS

To be eligible to receive funds, the entity must be a California special district that has an identified critical facility or facilities, or provides critical

infrastructure, pursuant to the de-energization guidelines adopted by the California Public Utilities Commission.

Priority funding will be given to eligible Applicants if the proposal shows either a benefit to disadvantaged communities or the use of/acquisition of low/no emissions power solutions. "Disadvantaged communities" includes, but is not limited to:

- Areas disproportionately affected by environmental pollution and other hazards that can lead to negative public health effects, exposure, or environmental degradation.
- Areas with concentrations of people that are of low-income, high unemployment, low levels of home ownership, high rent burden, sensitive populations, or low levels of educational attainment.

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is July 1, 2020 – October 31, 2021.

F. FUNDS

1. Source/Amount of Funds

There is \$20,000,000 of State General Fund available for the Program for the Grant Subaward performance period. Individual Applicants may apply for up to \$300,000 for the 16-month Grant Subaward performance period.

2. Allowable Use of Funds

Funds may be used to procure fixed, long term emergency electrical generation equipment, develop continuity plans, conduct risk assessments for critical infrastructure, create post event reports and public education materials, or purchase supplies to prepare for electric disruption.

3. Unallowable Use of Funds

Funds may not be used:

- To secure, compensate, or backfill professional services contracts, or
- For response costs associated with electric disruption events, including any staffing or new positions, Emergency Operations Center staffing, security, law or fire response, or other overtime charges.

G. PROGRAM INFORMATION

1. Program Description

The purpose of the Community Power Resiliency Allocation to Special Districts Program is to support California special districts in preparing for and responding to power outage events.

California special districts are encouraged to collaborate with their county to support critical infrastructure and resiliency with a particular focus on public safety, vulnerable communities, and individuals with access and functional needs.

2. Eligible Activities

a. Equipment

Funds may be used for the procurement of:

- Generators and generator connections for essential facilities, with an emphasis on clean energy and green solutions, where possible, or other alternative backup sources.
- Generator fuel and fuel storage.
- Redundant emergency communications (e.g., battery-powered radios).
- Portable vehicle-mounted charging stations.
- Portable battery-powered and rechargeable radio repeater and transmission equipment.

b. Plans

Funds may be used for the development/update of:

- Continuity plans.
- Contingency plans for electrical disruptions that include considerations such as protecting individuals with access and functional needs, medical baseline and socially vulnerable populations, transportation, emergency public information, and preservation of essential functions.
- Risk assessments for critical infrastructure and lifelines.
- Post-event reports that identify lessons learned and corrective actions.

c. Public Education

Funds may be used to:

- Develop public education materials.
- Purchase supplies focused on individual and family preparedness for electric disruptions.

d. One-Time Costs

Funds may be used for one-time costs associated with identifying and equipping resource centers for the public to access during electric disruptions.

3. Reporting Requirements

Progress Reports serve as a record for the implementation of the project. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently.

California special districts are required to report the following for each project or activity supported with grant funds:

- Description of each project or activity;
- The state or local entity that implemented the project or activity;
- Amount of state funding provided to the project or activity; and
- Specific outcomes achieved by each project or activity, including whether the project or activity was completed, and whether it was used during power outage events.

One Progress Report is due no later than November 30, 2021. A Progress Report form will be provided by Cal OES.

4. Disbursement of Funds

Requested funds, if awarded, will be advanced once all required documentation has been completed and received by Cal OES.

COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM

PART II – RFP INSTRUCTIONS

- A. FORMS
 - B. PROPOSAL COMPONENTS
-

A. FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

B. PROPOSAL COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part V is included to ensure Applicants submit all required components.

1. Grant Subaward Face Sheet (Cal OES 2-101)

The Grant Subaward Face Sheet is the title page of the Grant Subaward that is signed by the Subrecipient and the Cal OES Director (or designee). Instructions are included on the form.

2. Project Contact Information (Cal OES 2-102)

The Project Contact Information form provides Cal OES with all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

3. Signature Authorization (Cal OES 2-103)

The Signature Authorization form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all grant-related matters. Instructions are included on the form.

4. Certification of Assurance of Compliance (Cal OES 2-104)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a

binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws
- Drug Free Workplace
- California Environmental Quality Act
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the City Council/Governing Board

5. Budget Narrative (Cal OES 2-107) – Maximum 1 page

The Budget Narrative should describe the project's proposed budget supports the objectives and activities.

6. Project Narrative (Cal OES 2-108)

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Program Plan – Maximum 2 Pages

In narrative form, address the following:

- 1) The number of people and type of population of the special district applying for these funds.
- 2) The amount of disaster reserve funds compared to the total special district budget.
- 3) The number of hours spent in a power outage event from July 1, 2019, to present.
- 4) How the Applicant will use the funds to prepare for and respond to power outage events. Include amount being requested not to exceed \$300,000.

b. Emergency Plan – Maximum 1 Page

In narrative form, address the following:

- 1) The portion of your local government emergency plan that includes power outages, whether resulting from Power Safety Power Shutdown events or for any other reason, or
- 2) An attestation that power outages, whether resulting from Power Safety Power Shutdown events or for any other reason, will be included the next time your local government revises any portion of the emergency plan.

c. Priority Funding – Maximum 1 Page

In narrative form, address how the Program shows either a benefit to disadvantaged communities or the use of/acquisition of low/no emissions power solutions.

"Disadvantaged communities" includes, but is not limited to:

- Areas disproportionately affected by environmental pollution and other hazards that can lead to negative public health effects, exposure, or environmental degradation.
- Areas with concentrations of people that are of low-income, high unemployment, low levels of home ownership, high rent burden, sensitive populations, or low levels of educational attainment.

COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM

PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

- A. SELECTION OF PROPOSAL FOR FUNDING
 - B. FINALIZING THE GRANT SUBAWARD
-

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

2. Funding Decision

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal
- Consideration of priorities or geographical distribution specific to this RFP
- Prior negative administrative and programmatic performance, if applicable

Projects previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The project may not be selected for funding
- The amount of funding may be reduced
- Grant Subaward Conditions may be placed in the Grant Subaward

3. Notification Process

The Authorized Signer (designated on the Grant Subaward Face Sheet) will be notified in writing, via electronic communication, of the results of

the rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

The Project Narrative (Cal OES 2-107), or Budget Narrative (Cal OES 2-108) for the top-ranked proposal may be posted on the Cal OES website.

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. A Program Specialist can provide technical assistance in completing these components.

2. Grant Subaward

a. Grant Subaward Amounts

Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If this action is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Project Funding Authority

Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward.

If, during the term of the Grant Subaward, the state funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature subsequent to the execution of the Grant Subaward.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Patrick McGowan
Date: October 12th 2020
Subject: State Revolving Fund Grant Application with Self-Help Enterprises

Description – My initial conversations with Self-Help Enterprises staff have been extremely positive. I have provided three key distribution system issues that would require an outside funding source to complete.

1. Backup generator power
2. Service line replacement
3. Meter replacement

Working with Self-Help staff our goal is to locate funding options that can assist with these vital distribution system upgrades.

Recommendation – Enter into an agreement that allows Self-Help Enterprises to serve as Technical Assistance representatives for LDPCSD.

APPLICATION NEEDS FOR LAKE DON PEDRO COMMUNITY SERVICE DISTRICT

Information relevant to LDPCSD

Self-Help Enterprises will submit a planning application on behalf of the DISTRICT via the Financial Assistance Application Submittal Tool (FAAST). This tool allows potential funding recipients to apply for grant and loan funding offered by various state agencies. The planning application is composed of four parts; a general package, a financial package, a technical package, and an environmental package.

The **General Application** is composed of information pertaining to the districts logistics (location, key officers, and water system background) and a brief background of the districts water contaminant history and project description.

The **Financial Application** is composed of the districts audited financial statements for the past three years. These records are used to establish financial need and how much state funding is available for the applicant.

The **Technical Package** outlines the description of the water system and includes a scope of work and budget for the project. This package will include details relating to the water source, storage, current treatment, and distribution system, etc.

The **Environmental Package** is filled out in instances where ground-breaking projects will most likely occur. Such as the drilling of a new well. Otherwise, a brief project description and schematic map is used to provide details about the location.

PATRICK PLEASE PROVIDE THE FOLLOWING;

General Application

- Water Supply Permit
- Ownership Documentation
- Service Area Map
- Certification of Compliance with Water Metering Form

Technical Application

- Describe the water system and its facilities. Include details relating to source, storage, treatment, and distribution system.
- A schematic/map of the system which includes existing facilities

Financial

- Audited financial statements or tax returns for three years
- Authorizing Resolution
- Schedule of all material debt or no debt letter

** PLEASE ANSWER: How many service connection types do you have? **

- Residential
- Commercial
- Industrial
- Other



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors
From: Patrick McGowan
Date: October 12th 2020
Subject: Emergency leak crew

Description – In October of 2019 with the addition of one staff member LDPCSD began performing ALL distribution repairs within our service area. This decision has saved the District tens of thousands of dollars. Leak repairs are also scheduled and repaired much quicker saving water loss. Not relying on a contracted vendor to perform these repairs has put District staff back in control of our weekly schedule. This has added much needed consistency to our operations schedule. In addition our leak crew is highly experienced and I am extremely confident in all work performed.

Recommendation – Continue funding our in house leak crew while adding additional budgeted for tools and equipment to assist.

LAKE DON PEDRO CSD
MONTHLY LEAK REPORT

District Map Page#	Lot # or Street	Street Name	Service Line	Water Main	System PSI	Repairs Made	Date Reported	Date Fixed
L4	20-21	Enramada	x		111	replaced service line		1/8/2020
D3	643-644	Lorenzo	x		70	Installed repair band		
J4	944-945	Rastro	x		110	Installed repair band		
K4	764	Picadero		x	114	Installed 2" repair band	12/27/2019	1/6/2020
E3	446	Enramada	x		49	Installed repair band		2/5/2020
I2	1023	Hidalgo		x		cut and recapped main end	2/7/2020	2/25/2020
E4		Cinche Ct		x	106	Installed 2" repair band	2/10/2020	2/13/2020
G4	792-793	Ladera	x			replaced service line	2/11/2020	2/24/2020
E4	392-393	Maravilla	x		126	replaced service line	5/1/2020	5/5/2020
L4	674-675	Mojica	x		100	Installed repair band	5/13/2020	5/14/2020
E4	347-348	Narsisco	x		90	replaced service line	5/20/2020	5/21/2020
I4	652	Penescal	x		65	replaced service line	5/1/2020	5/4/2020
J4	320-321	Buena Vista Ct.	x		55	Installed repair band	5/25/2020	5/26/2020
H4	665	Zarzamora	x		84	replaced service line		
I4	243	Buena Vista Dr.	x		80	replaced service line	6/24/2020	6/25/2020
D4	55-56	Violeta	x		74	Installed repair band		6/26/2020
J4	222-223	Buena Vista Dr.	x		73	replaced service line	7/1/2020	7/1/2020
D5	72-73	Granite Springs Rd.	x		78	Installed repair band	7/1/2020	7/1/2020
K3	1326-1327	Torito	x		70	Installed repair band	7/2/2020	7/2/2020
J3	797-798	Carrizo		x	127	installed 6" band on A/C main and relocated service with 3' cut in	7/11/2020	7/14/2020
L3	1799-1800	Golfito	x		74	Installed repair band		7/15/2020
C4		Lozano		x	130	cut in 8 ft of 2" pvc	7/16/2020	7/23/2020
D5	72-73	Granite Springs Rd.	x		78	replaced service line	7/29/2020	7/29/2020
D4	1284	Lozano	x		102	Installed repair band	7/23/2020	7/23/2020
D3	1102-1103	Llanura	x		102	replaced service line	7/30/2020	7/30/2020
E3		Pozuelo Ct.		x	112	cut in 15 ft of 2" pvc	7/30/2020	8/3/2020
H4		Potrero		x	129	Installed repair band		8/13/2020
J4	320-321	Buena Vista Ct.	x		55	replaced service line	8/17/2020	8/18/2020
I2	1027-1028	Jalapa	x		89	Installed repair band	8/21/2020	8/21/2020

LAKE DON PEDRO CSD
MONTHLY LEAK REPORT

K3	1368-1369	Zarzal Ct.		x		81	replaced service line		8/26/2020
J3	1217-1218	Hernandez		x		94	replaced service line	8/30/2020	8/31/2020
J3	1233-1234	Hernandez		x		109	replaced service line	8/31/2020	9/1/2020
K5		Barrett Cove Ent			x		patch welded 2 holes on 18" raw water main		9/4/2020
G4	859-860	Arbolada		x		47	Installed repair band	9/8/2020	9/8/2020
K3	1310-1311	Hernandez		x		97	Installed repair band	9/9/2020	9/10/2020
C3	1219	Enramada		x		113	Installed repair band	9/11/2020	9/11/2020
C3	1219	Enramada		x		113	Installed 2 more bands	9/11/2020	9/14/2020
J4	359-360	Bonita ct		x		66	Installed repair band	9/5/2020	9/14/2020
D4	1284	Lozano		x		102	replaced service line		9/16/2020
G4	859-860	Arbolada		x		47	Installed repair band	9/17/2020	9/17/2020

16 Service lines installed or replaced (RENEWED)

1 Transmission main project

60' Blue Bell 2" water main replacement

22 Service line repairs

8 water main repairs