

Regular Meeting of the Board of Directors

**9751 Merced Falls Road
June 21, 2021 at 1:00 p.m.**

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

AGENDA

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

2. PUBLIC COMMENT:

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

3. PRESENTATION ONLY:

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

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

- a. Read and file the Treasurer's Report for the period ending May 31, 2021 including summary of claims paid
- b. Approval of the Minutes of the Special Meeting of May 17, 2021 and Personnel Committee Meeting of June 4, 2021

5. DISCUSSION AND ACTION ITEMS:

PUBLIC HEARING – The board will conduct a public hearing to receive comments and protests related to the 2021-2022 Fiscal Year Final Budget

- a. Discussion / Approval of an Adoption of a resolution approving 2021-22 Fiscal Year Final Budget effective July 1, 2021 through June 30, 2022
- b. Information Only – Report submitted from the Personnel Committee regarding the 2021-22 Salary Schedule
- c. Discussion /Approval of a Resolution approving the 2021-22 Salary Schedule

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

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

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

- d. Discussion / Approval regarding the CSDA (California Special District Association) 2021 Board of Directors elections
- e. Discussion / Action – Request from Director Johnson regarding a discussion for Drought 2021, and the option for the Board to be able to provide recommendations and direction to the Manager.

6. CLOSED SESSION:

- a. CLOSED SESSION - PERSONNEL MATTERS (Government Code §54957)
Public Employee Performance Evaluation, General Manager
CLOSE CLOSED

7. ADJOURNMENT:

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

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

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



Lake Don Pedro Community Services District

GENERAL MANAGER'S REPORT

June 21st, 2021

McClure Reservoir projections have turned the District's focus solely to drought preparations. With the recent completion of the District's barge, we are prepared to handle dropping water levels. All District wells are operational at this time. In addition, we are actively pursuing auxiliary water sources. District operations staff have worked diligently over recent years maintaining system leaks and replacing inoperable water meters. LDPCSD water loss numbers are at record lows. The District is prepared for this long arduous journey ahead.

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

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

Grant/Study Updates

- **USDA INTAKE GRANT** – The finalized application is currently under review.
- **CAL OES / POWER RESILIENCY** – I recently submitted a notice of intent to apply for additional funding possibilities. I attended a sub-application workshop webinar this month. I hope that the knowledge gained can assist in a successful application.

Current District Projects

- **EMERGENCY LEAK CREW** – There have been four-service leaks since our last meeting. All lines were fully replaced.
- **DISTRICT WELLS**
 - **RANCHITO I** – Operational
 - **RANCHITO II** – Operational
 - **MEDINA WELLS**- Operational

- **FLUSHING/VALVE PROGRAM** – In preparations of the eminent drought, we have halted the flushing program.
- **ALAMO ALTITUDE VALVE REPLACEMENT**- Postponed until La Grange Elementary School is out for summer break.
- **ARBOLODA HYDRO PNEUMATIC STATION**- Completed May 13th
- **PLANT PH/TEMPERATURE MONITORING** – Installation in progress
- **BOAT PREPARATIONS** – In preparation for pumping from our barge, District staff have prepared our 14’ transportation vessel. The existing outboard motor was in need of repairs, however, we were unable to locate parts due to its age. A new 20 horsepower Mercury electric start outboard motor was purchased to ensure reliability.

Operations

- **SYSTEM METER AUDIT** – We continue to identify non-operable meters within our system. District staff have replaced 205 under functioning meters since we began our audit January of 2020. In proposed FY2021/2022 Budget, we have set aside CIP funds to begin transitioning from antiquated meter reading system.
- **SERVICE ORDERS** - 31 service order requests and numerous USA tickets were completed this past month within the District. Requests included meter reads, three meter replacements, and three potential customer leaks.
- **SITE INSPECTIONS** - Staff performs weekly inspections on all water storage facilities and production wells within our District weekly.
- **VEHICLES/EQUIPMENT** – All District vehicles and equipment are working properly at this time.
- **MONTHLY METER READS** - Staff performed 1,495 monthly meter reads for billing. With the increasing number of new meters installed, staff have been spending more time reading these manually. I am currently working with Badger Meter to upgrade meters that will continue to communicate with the Districts antiquated drive by reading system. I received estimates for upgrade and will present with FY 2021/2022 proposed budget.
- **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.

Administrative

- **2021 OPERATIONS PLAN** – The Districts Operations Lead Randy Gilgo recently completed an updated LDPCSD Operations Plan.
- **DISTRICT RETIREMENT OPTIONS** – I have had initial conversations with a representative with UBS financial in regards to retirement savings options. California implemented the CalSavers program two years ago. This requires all employers to offer either the CalSavers plan or another qualified retirement plan. The required date for compliance is based on how many employees a company has. The District must meet this requirement by 2022.
- **TEST WELL LETTER** – The Test Well letter was mailed to approximately 80 District property owners. I have had the opportunity to speak with 30 District property owners thus far. I will work with District Engineer/Drilling Contractor to narrow down potential drilling locations once all responses have been received.

Sincerely,

Patrick McGowan
General Manager

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Water Audit

Water Distribution System:

	Date (m/d/y)	Plant Eff Meter Reading (ccf)	Plant Eff Meter Corrected (ccf)	Central Tank Level (feet)	(B) Central Tank Volume (cu. ft.)	Enebro Tank Level (feet)	(C) Enebro Tank Volume (cu. ft.)	Alamo Tank Level (feet)	(D) Alamo Tank Volume (cu. ft.)	Coronado Tank Level (feet)	(E) Coronado Tank Volume (cu. ft.)	Lazo Tank Level (feet)	(F) Lazo Tank Volume (cu. ft.)	Arbolada Tank Level (feet)	(G) Arbolada Tank Volume (cu. ft.)	Surtevant Tank Level (feet)	(H) Surtevant Tank Volume (cu. ft.)	Customer Meters Total Readings (ccf)	(I) Customer Meters Corrected (ccf)
Current	05/26/21	965319	966319	22.50	191134	22.70	19415.00	8.90	34251.00	22.40	49418.00	19.40	11107.00	25.80	56919.00	26.80	59125.00	17240	17240
Last	04/28/21	963908	963908	26.30	223414	19.80	16934.00	5.00	32576.00	26.70	58905.00	19.10	10935.00	24.20	53389.00	23.70	52286.00	12511	12511
Difference:			22411	-3.80	-32280.00	2.90	2481.00	3.90	1675.00	-4.30	-9487.00	0.30	172.00	1.60	3530.00	3.10	6839.00		4729

Other metered and unmetered uses (J):									
Item	**Method	Measured	Quantity (ccf)						
Change in raw water storage			-203.334	-27.1	(ccf)				
Other hydrant usage			20 minutes flush	34.25	(ccf)				
Main flushing Backwash			8 (80.000) gallons	962	(ccf)				
Bulk water sales				20	Pumped from Lake	42.94		7.78	
Sedimentation basin cleaning/filler repair									
Water quality testing				32					
Tank drainage or overflow									
Other: Main Breaks				901	(ccf)				
Other: Plant Instrumentation				24.43	(ccf)				
Other:									
Total (ccf): (G)				1703	(ccf)				

Totals for Zone:									
Flows into System (A)				22411.00	(ccf)				
Change in Storage (B+C+D+E+F+G+H)				-270.70	(ccf)				
Flows Out of Zone (I+J)				18943	(ccf)				
Real and Apparent Treated Water Loss				CCF = 3,739.02	AC-FT = 8.58	for period: 4/28/21	through 05/26/21	System Loss, %	16.7%

EXCHEQUER

MAY 2021

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

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.)		DATE	TEMPERATURE F°			EXCHEQUER ACRE FEET SPILLED	EXCHEQUER ACRE FEET BYPASSED	WEATHER	AVERAGE DISCHARGE C F S	EXCHEQUER DISCHARGE ACRE FEET	LEAKAGE WEIR C F S	GROSS GENERATION K W H
										DAILY	SEASON TOTAL		HIGH	LOW	OBS							
1	757.42	-0.27	443,225	-1,018	1,125	2,231	673	178,551		0.00	11.33		101	71	80	0	50	CLEAR	1,151	2,283	1	690,000
2	757.22	-0.20	442,472	-753	984	1,951	700	180,552		0.00	11.33		100	70	75	0	50	CLEAR	1,009	2,001	BRT	590,000
3	756.96	-0.26	441,494	-978	1,142	2,264	751	182,868		0.00	11.33		99	71	81	0	50	CLEAR	1,168	2,316	1	720,000
4	756.52	-0.44	439,844	-1,650	1,445	2,866	772	185,786		0.00	11.33		98	68	75	0	50	CLEAR	1,472	2,918	1	950,000
5	756.18	-0.34	438,571	-1,273	1,258	2,495	681	188,333		0.00	11.33		95	66	77	0	50	CLEAR	1,284	2,547	1	800,000
6	755.78	-0.40	437,076	-1,495	1,257	2,492	594	190,877		0.00	11.33		92	62	73	0	50	CLEAR	1,283	2,544	1	810,000
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19																						
20																						
21																						
22																						
23																						
24																						
25																						
26																						
27																						
28																						
29																						
30																						
31																						

8,273 AF

14,612

E-mail (as attachment only): nemeth@water.ca.gov

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

Treasurer's Report

Reporting Period: May 2021

The district ended the month of May 2021 with the following balances in our accounts:

* All bank accounts verified against bank statements

Restricted:

Investment - LAIF	\$ 174,883	
Total Restricted:		<u>\$ 174,883</u>

Unrestricted:

Checking	\$ 96,711	
Money Market - Working Capital	\$ 545,677	
Petty Cash	<u>\$ 125</u>	
Total Unrestricted:		<u>\$ 642,513</u>

Total Restricted & Unrestricted:		<u>\$ 817,396</u>
----------------------------------	--	-------------------

The district ended May 2021 with the following amounts affecting our financial status:

	May-2021	Year to Date
Sales & Business Revenue:	\$ 135,513	\$ 1,430,343
Total Operating Expenses:	\$ (101,231)	\$ (1,228,949)
Non-Operating Income/Expense:	\$ 16,651	\$ (106,261)
Water Drought Income/Expense:	\$ (1,065)	\$ (12,589)
Change in Net Assets (P&L):	\$ 49,868	\$ 82,544
Net Cash Flow:	\$ 94,576	\$ (292,465)

Accounts Receivable:

Billing Time Frame	Utility Billing	Availability Billing	A/R Other	A/R Accrue
Current	\$ 32,053	\$ -	\$ 270	\$ 116,629
> 30 Days	\$ 9,434	\$ -	\$ -	\$ -
> 60 Days	\$ 1,030	\$ -	\$ -	\$ -
> 90 Days	\$ 5,108	\$ -	\$ -	\$ -
> 120 Days	\$ 12,284	\$ 183,360	\$ 35,241	\$ -
Credits	\$ (23,300)			
Total	\$ 36,609	\$ 183,360	\$ 35,511	\$ 116,629
Total Combined	\$ 336,598		\$ 35,511	
G/L Balance	\$ 336,598		\$ 35,511	
Difference	\$ -		\$ -	

* Amount of availability payments received: \$171,460

* Amount of availability payments outstanding: \$11,900

Accounts Payables:

Payable Time Frame	A/P Trade	A/P Accruals	A/P Water Accrual
Current	\$ 40,227	\$ -	\$ 8,374
> 30 Days	\$ -	\$ -	\$ 7,448
> 60 Days	\$ -	\$ -	\$ 5,235
> 90 Days	\$ -	\$ -	\$ 10,330
Credits	\$ -	\$ -	\$ -
Total	\$ 40,227	\$ -	\$ 31,387
G/L Balance	\$ 40,227	\$ -	\$ 31,387
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)
May 2021 & Year-To-Date Versus 6/30/21 Approved Budget

		May-21	May 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	32,000	35.56%	122,000	135.56%	90,000	(32,000)
01-0-4010-400	Water Sales Residential	34,494	9.80%	340,227	96.68%	351,920	11,694
01-0-4010-402	Water Availability Revenue	15,257	7.86%	166,511	85.82%	194,023	27,512
01-0-4010-403	Water Service Charges	82,352	8.14%	898,804	88.85%	1,011,541	112,737
01-0-4020-410	Interest Income - LAIF	-	0.00%	1,469	32.16%	4,567	3,098
01-0-4020-413	Int Inc Penalties - Customer	2,178	9.10%	19,256	80.43%	23,942	4,686
01-0-4020-414	Transfer Fee Income	1,200	17.76%	9,550	141.31%	6,758	(2,792)
01-0-4020-415	Other Income	6,869	46.84%	14,160	96.57%	14,663	503
01-0-4020-416	Meter Set Fee	2,050	18.84%	12,050	110.73%	10,882	(1,168)
01-0-4020-428	USDA Grant Revenue			60,000			
01-0-4020-900	Hydrant Service Charge	-	0.00%	288	105.11%	274	(14)
01-0-4020-901	Hydrant Rental	40	6.24%	440	68.64%	641	201
01-0-4020-902	Hydrant Consumption	120	5.93%	633	31.27%	2,024	1,391
01-0-4020-999	Avail Fee Income	-	0.00%	1,741	86.00%	2,024	283
01-0-4040-100	Lease Fee	1,800	4.86%	26,073	70.34%	37,070	10,997
TOTAL REVENUE		178,360	10.19%	1,673,302	95.60%	1,750,329	77,027
Expenses							
01-1-5010-100	Regular Pay - Plant	14,843	8.63%	161,940	94.15%	172,000	10,060
01-1-5010-101	Overtime Pay	2,489	9.95%	26,281	105.12%	25,000	(1,281)
01-1-5010-102	Sick Pay	588	8.96%	6,931	105.63%	6,562	(369)
01-1-5010-104	Vacation Pay	720	8.23%	9,686	110.79%	8,742	(944)
01-1-5010-105	Holiday Pay	696	10.45%	8,454	126.92%	6,661	(1,793)
01-1-5010-200	PERS	1,265	7.50%	15,152	89.89%	16,857	1,705
01-1-5010-201	FICA/Medicare	1,407	8.40%	16,156	96.45%	16,751	595
01-1-5010-202	SUI	-	0.00%	1,288	72.70%	1,772	484
01-1-5010-203	Health Insurance	4,311	7.40%	50,150	86.05%	58,279	8,129
01-1-5010-204	Workers Compensation	645	7.46%	7,712	89.14%	8,651	939
01-1-5010-206	Dental Insurance	315	8.41%	3,156	84.20%	3,748	592
01-1-5010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	250	250
01-1-5020-510	Repair & Maintenance - Plant	170	0.85%	13,486	67.43%	20,000	6,514
01-1-5020-511	Repair & Maintenance - Vehicle	519	3.46%	14,008	93.38%	15,000	992
01-1-5020-512	Repair & Maintenance - Distribution	1,358	2.92%	54,837	117.84%	46,534	(8,303)
01-1-5020-515	R&M Transmission - Intake	-	0.00%	1,150	23.00%	5,000	3,850
01-1-5020-517	R&M Transmission - Well #2	-	0.00%	4,763	71.07%	6,702	1,939
01-1-5020-520	Small Tools & Equipment	169	3.59%	9,610	204.20%	4,706	(4,904)
01-1-5020-521	Vehicle Equipment Fuel	1,173		11,965			
01-1-5020-522	Gas, Oil & Lubricant - Plant	100	0.76%	3,819	28.91%	13,211	9,392
01-1-5020-524	Health & Safety	156	2.04%	6,402	83.74%	7,645	1,243
01-1-5020-529	Telephone - T & D	1,124	11.40%	9,762	99.09%	9,852	90
01-1-5020-544	Water Testing Fees	-	0.00%	12,473	72.62%	17,176	4,703
01-1-5020-545	Water System Fees	-	0.00%	3,104	56.18%	5,525	2,421
01-1-5020-548	Water Testing Materials	-	0.00%	-	0.00%	1,344	1,344
01-1-5021-521	Water Treatment Chemicals	875	2.00%	37,039	84.49%	43,837	6,798
01-1-5021-524	P G & E Power - Office	269	11.71%	4,605	200.83%	2,293	(2,312)
01-1-5021-525	P G & E Power - Intake	9,664	10.99%	87,696	99.71%	87,954	258
01-1-5021-526	P G & E Power - Well	954	728.44%	4,623	3529.34%	131	(4,492)
01-1-5021-527	P G & E Power - Water Treatment	2,528	8.17%	27,989	90.45%	30,944	2,955
01-1-5021-528	P G & E Power - Distribution	3,377	9.89%	35,443	103.76%	34,157	(1,286)
01-1-5021-529	P G & E Power - Well 2	54	6.38%	1,938	227.94%	850	(1,088)
01-1-5021-530	P G & E Power - Medina	387	7.58%	4,487	87.96%	5,102	615
01-1-5021-532	P G & E Power - Well 5/6	387	7.58%	4,487	87.95%	5,102	615
01-1-5021-561	Purchased Water Actual-mid-p	8,374	9.26%	80,165	88.69%	90,389	10,224
01-1-5023-533	Outside Services	301	6.75%	6,660	149.37%	4,459	(2,201)
01-1-5023-535	Fire Protection/Weed Control	-	0.00%	80	86.96%	92	12
01-1-5023-537	Pest Control	34	0.62%	4,740	86.69%	5,468	728
01-1-5023-538	Engineering Services	-	0.00%	5,575	27.88%	20,000	14,425
01-1-5023-539	Employee Education	-	0.00%	338	36.24%	932	594
01-1-5024-540	Memberships	-	0.00%	730	54.11%	1,350	620

		May-21	May 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%	1,355	432.91%	313	(1,042)
01-1-5032-583	Depreciation Expense	22,020	9.31%	238,481	100.81%	236,561	(1,920)
01-2-6010-100	Regular Pay - Administration	15,692	7.33%	183,504	85.75%	214,008	30,504
01-2-6010-101	Overtime Pay	158	9.28%	1,997	116.89%	1,708	(289)
01-2-6010-102	Sick Pay	311	6.04%	4,092	79.63%	5,139	1,047
01-2-6010-104	Vacation Pay	515	7.02%	6,456	88.11%	7,327	871
01-2-6010-105	Holiday Pay	338	7.42%	4,394	96.47%	4,555	161
01-2-6010-200	PERS	1,415	6.81%	17,060	82.05%	20,793	3,733
01-2-6010-201	FICA/Medicare	1,252	7.03%	15,211	85.44%	17,804	2,593
01-2-6010-202	SUI	23	1.67%	1,242	89.81%	1,383	141
01-2-6010-203	Health Insurance	4,582	8.32%	50,451	91.57%	55,098	4,647
01-2-6010-204	Workers Compensation	64	7.45%	702	81.99%	856	154
01-2-6010-206	Dental Insurance	319	8.39%	3,188	83.91%	3,799	611
01-2-6010-207	Vision Care	-	0.00%	100	43.67%	229	129
01-2-6010-546	Travel, Meetings & Mileage	-	0.00%	-	0.00%	25	25
01-2-6020-512	Propane	-	0.00%	625	90.40%	691	66
01-2-6020-515	Customer Billing Supplies	-	0.00%	1,877	81.70%	2,297	420
01-2-6020-529	Telephone - Admin	1,161	25.21%	7,602	165.11%	4,604	(2,998)
01-2-6020-530	Office Supplies	437	12.29%	3,563	100.31%	3,552	(11)
01-2-6020-531	Postage	486	6.17%	7,970	101.20%	7,876	(94)
01-2-6023-531	Computer IT	2,375	11.87%	21,999	109.99%	20,000	(1,999)
01-2-6023-532	R & M Equipment	3,973	99.32%	5,982	149.55%	4,000	(1,982)
01-2-6023-533	Outside Services	2,500	4.74%	25,666	48.62%	52,788	27,122
01-2-6023-535	Office Cleaning Serv	140	8.37%	1,640	98.09%	1,672	32
01-2-6023-536	Legal Services	-	0.00%	7,782	77.54%	10,036	2,254
01-2-6023-537	Audit Services	-	0.00%	7,950	99.15%	8,018	68
01-2-6023-539	Employee Education	-	0.00%	-	0.00%	617	617
01-2-6024-540	Memberships	-	0.00%	6,175	100.88%	6,121	(54)
01-2-6024-542	Publications	-	0.00%	599	59.93%	1,000	401
01-2-6024-543	Licenses, Permits & Cert.	-	0.00%	60	50.00%	120	60
01-2-6024-547	County Fees	-	#DIV/0!	-	#DIV/0!	-	-
01-2-6024-999	County Avail Fee	-	0.00%	1,752	86.21%	2,032	280
01-3-6025-100	Regular Pay	500	9.92%	4,600	91.27%	5,040	440
01-3-6025-201	FICA/Medicare	38	9.91%	352	91.17%	386	34
01-9-6030-546	Travel, Meetings & Mileage	-	0.00%	193	19.53%	986	793
01-9-6030-569	Credit Card Service Charges	904	11.91%	9,255	121.99%	7,587	(1,668)
01-9-6030-572	Business Insurance Expense	4,798	8.00%	64,678	107.80%	60,000	(4,678)
01-9-6030-576	Misc Other Expense	30	1.84%	488	30.25%	1,615	1,127
01-9-6030-577	Retired Employee Health	1,790	6.19%	22,329	77.23%	28,911	6,582
01-9-6030-580	Retired EE Benefit Expense	-	#DIV/0!	-	#DIV/0!	-	-
01-9-6031-580	Interest Long Term Debt	2,339	6.46%	27,729	76.59%	36,205	8,476
01-9-6032-583	Depreciation Expense	18	8.07%	192	87.25%	220	28
TOTAL EXPENSES		127,427	7.73%	1,518,169	92.14%	1,647,709	129,540
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)							
01-9-6030-590	NBS Rate Evaluation	-	0.00%	19,836	47.23%	42,000	22,164
01-9-6030-596	USDA Intake Upgrade	1,065	3.55%	52,272	174.24%	30,000	(22,272)
01-9-6030-597	DWSRF Expenses	-		481			
TOTAL CIP IN PROGRESS		1,065	1.48%	72,589	100.82%	72,000	(589)
NEW CAPITAL PURCHASES / IMPROVEMENTS							
01-0-1090-216	Auto Meter Read/Replace	3,966	79.33%	3,966	79.33%	5,000	1,034
01-0-1090-314	Barge Renovation	-	0.00%	65,473	436.49%	15,000	(50,473)
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%	48,059	137.31%	35,000	(13,059)
01-0-1090-305	Ranchito Well #1	2,050	29.28%	5,263	75.19%	7,000	1,737
01-0-1090-191	Intake Pump	-	0.00%	-	0.00%	30,000	30,000
01-0-1090-219	Fence At Sites	-	0.00%	40,490	89.98%	45,000	4,510
01-0-1090-317	Water Main Replacement	-	0.00%	-	0.00%	5,000	5,000

		May-21	May vs Budget %	2020-2021 YTD	YTD vs Budget %	2020-2021 Budget	Remaining Budget
01-0-1090-322	Flushing/Valve Program	9,141	45.70%	19,688	98.44%	20,000	312
01-0-1090-321	Filter Tank Inspection Cleaning		0.00%	33,305	111.02%	30,000	(3,305)
01-0-1090-324	Plant Septic Upgrades	1,150	23.00%	3,455	69.10%	5,000	1,545
01-0-1090-323	Intake Emergency			248,638			
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		16,307	6.60%	468,337	189.61%	247,000	(221,337)

LDPCSD Financials**Statement of Net Assets (Balance Sheet)****Asset :****for the month ending May 2021**

Cash and investments	\$	817,396
Restricted cash	\$	-
Accts Receivable net of res	\$	185,749
Water Drought Receivable	\$	-
Inventory	\$	69,931
Prpd expense & deposits	\$	30,613
Deferred Outflow of Resources - OPEB	\$	66,944
Deferred Outflow of Resources - Pension	\$	127,566
Total current assets	\$	1,298,199
 Property, plant & equipment	 \$	 12,991,337
less depreciation	\$	(7,693,267)
C I P	\$	964,716
Net P P & E	\$	6,262,786
 Other L T Assets		
 Total Assets	 \$	 7,560,985
 Liabilites:		
Accounts payable	\$	40,227
Interest payable	\$	5,848
Water Accrual	\$	31,387
Accrued Payroll	\$	82,555
A/P Accrued Payables	\$	7,031
L T debt, current	\$	92,069
Total current liab	\$	259,117
 L T debt		
Post Retirment Benefit	\$	1,376,220
Net Pension Liability	\$	342,968
Deferred Inflow of Resources - OPEB	\$	38,713
Deferred Inflow of Resources - Pension	\$	52,346
Muni Loan	\$	566,920
less current above	\$	(92,069)
 Total Liabilites	 \$	 2,544,215
 Net assets	 \$	 5,016,770
 Total liab & net ass't	 \$	 7,560,985

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
24489	000076	USPS	05/03/2021	478.00
24490	0010452	Pacific Marine Center	05/27/2021	3,972.78
25047	000196	AQUA SIERRA CONTROLS, INC	05/06/2021	3,048.21
25048	000797	MERCED FENCE CO	05/06/2021	1,850.00
25049	UB*10789	EDMOND HURLEY TRUST	05/06/2021	146.74
25050	UB*10790	BRUCE THOMPSON	05/06/2021	139.14
25051	UB*10791	HERBERT / MARGARET HOLLINGER	05/06/2021	78.90
25052	UB*10792	SIERRA MARIPOSA PROPERTIES	05/06/2021	254.33
25053	UB*10793	MICHAEL & KATHRYN LEWIS	05/06/2021	95.64
25054	UB*10794	KAREN MCMILLEN	05/06/2021	123.24
25055	UB*10795	TIM JACKSON	05/06/2021	110.44
25056	UB*10796	STEVE & ALEJANDRA TAPETILLO	05/06/2021	87.44
25057	UB*10797	CHRISTOPHER RUGADO	05/06/2021	116.44
25058	000105	PACIFIC GAS & ELECTRIC	05/10/2021	14,668.07
25060	000067	GENERAL PLUMBING SUPPLY CO., I	05/10/2021	27.11
25061	000571	KELLOGG'S SUPPLY	05/10/2021	955.45
25062	00740827	FERGUSON WATERWORKS	05/10/2021	1,687.38
25063	000012	AQUA LAB	05/10/2021	650.00
25064	000165	ACWA/JPIA	05/10/2021	10,683.26
25065	000203	GRISWOLD, LaSALLE, COBB, DOWD	05/10/2021	2,256.80
25066	000065	KKI CORPORATION	05/10/2021	67.50
25067	0002321	STREAMLINE	05/10/2021	200.00
25068	000105	PACIFIC GAS & ELECTRIC	05/25/2021	773.22
25069	000105	PACIFIC GAS & ELECTRIC	05/25/2021	54.19
25070	000032	BOBCAT CENTRAL INC.	05/25/2021	308.14
25071	0007349	Recology Mariposa	05/25/2021	300.90
25072	0002487	GREG COX TRUCKING	05/25/2021	1,150.00
25073	00071	Mother Lode Answering Service	05/25/2021	390.00
25074	000049	Springbrook Holding Company LL	05/25/2021	11,356.11
25075	000263	Brenntag	05/25/2021	875.18
25076	702	Warmerdam CPA Group	05/25/2021	2,500.00
25077	00740827	FERGUSON WATERWORKS	05/25/2021	2,706.49
25078	0000605	Black Water Consulting Engineers Inc	05/25/2021	1,065.00
25079	0002321	STREAMLINE	05/25/2021	200.00
25080	0006293	WEX Bank	05/25/2021	1,173.01
25081	000118	D & D PEST CONTROL *	05/25/2021	34.00
25082	00008	SENTRY ALARM SYTEMS	05/25/2021	156.00
25083	000136	AT&T	05/25/2021	1,634.51

Report Total: 66,373.62

Regular Meeting Minutes of the Board of Directors

9751 Merced Falls Road
May 17, 2021 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.
Vice President Ross called the meeting to order at 1:00 p.m.
Directors present: Ross, Warren, Sperry
Directors absent: Hankemeier, Johnson
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
 - 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 April 30, 2021 including summary of claims paid
 - b. Approval of the Minutes of the Special Meeting of April 19, 2021

Motion: To approve the consent calendar with corrections to the April 30, 2021 Minutes
Votes: Carried 3-0
First: Warren **Second: Sperry**
Ayes: Warren, Sperry, and Ross
Absent: Johnson, Hankemeier
5. **DISCUSSION AND ACTION ITEMS:**
 - a. Discussion / Approval of a Resolution approving the Preliminary Draft 2021-2022 Fiscal Year budget and setting a public hearing for June 21, 2021 for adoption of the final budget

Motion: To approve the preliminary draft 2021-2022 fiscal year budget with possible corrections and approve a public hearing for June 21, 2021 for adoption of the final budget
Votes: Carried 3-0
First: Warren **Second: Sperry**
Ayes: Warren, Sperry, and Ross
Absent: Johnson, Hankemeier

- b. Discussion /Approval of a Resolution approving Salary Schedule

Motion: To defer item 5b regarding the salary schedule to the appropriate committee for review

Votes: Carried 3-0

First: Warren **Second: Sperry**

Ayes: Warren, Sperry, and Ross

Absent: Johnson, Hankemeier

- c. Discussion /Approval of a Resolution approving 2021 – 22 COLA (Cost of Living Adjustment)
Motion: To approve the resolution approving the salary schedule

Motion: To approve the resolution approving a 2 % (percent) (COLA (Cost of Living) increase for 2021-22 salary schedule

Votes: Carried 3-0

First: Warren **Second: Sperry**

Ayes: Warren, Sperry, and Ross

Absent: Johnson, Hankemeier

- d. Discussion / Approval regarding an Injury and Illness Prevention Program

Motion: To approve the injury and illness prevention program using LDPCSD established policy regarding discipline on page 33

Votes: Carried 3-0

First: Warren **Second: Sperry**

Ayes: Warren, Sperry, and Ross

Absent: Johnson, Hankemeier

- e. Discussion / Approval regarding rescheduling the July 19th 2021 Regular Board Meeting to a different date.

Motion: To approve rescheduling the July 19th, 2021 regular board meeting to July 26th

Votes: Carried 3-0

First: Warren **Second: Sperry**

Ayes: Warren, Sperry, and Ross

Absent: Johnson, Hankemeier

- f. Information Item regarding GM P. McGowan attending the CSDA General Manager's Summit
Information Only

6. ADJOURNMENT: 2:10 p.m.

**Personnel Committee Meeting Minutes of the
Lake Don Pedro Community Services District
9751 Merced Falls Rd
June 4, 2021 9:00 a.m.**

1. CALL TO ORDER:

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

Board Member Danny Johnson called the meeting to order at 9:15 a.m.

Directors present: Johnson, Sperry

Also present: GM P. McGowan

Also present: Board Secretary: S. Marchesiello

2. PUBLIC COMMENT §54954.3:

The Personnel Committee received no public comments

3. DISCUSSION/ ACTION:

A. 2021-22 Salary Schedule

Review and provide recommendations to the Board of Directors regarding the 2021-22 Salary Schedule

Item discussed were as follows: LDPCSD salary survey and the CSDA Administrative Salary & Benefits Survey, Mariposa percentile report comparison, Potential 3.8 COLA increase that may be in June's board packet, LDPCSD vacation, sick time, holiday and medical benefits, various percentage increases with the current or potential COLA increase

4. ADJOURNMENT: 10:02 a.m.

		2020-2021	2020-2021 YTD	2020-2021	2021-2022
		Approved Budget	Totals Thru 3/31/21	Projected Amounts	Proposed Budget
Revenue					
01-0-3010-301	Meter Reconnection Fee	-	100	100	
01-0-3010-302	Donated Capital - Meters Curre	90,000	80,000	80,000	95,000
01-0-4010-400	Water Sales Residential	351,920	281,217	374,955	391,900
01-0-4010-402	Water Availability Revertue	194,023	136,010	181,347	190,400
01-0-4010-403	Water Service Charges	1,011,541	734,325	979,100	1,046,000
01-0-4020-410	Interest Income - LAIF	4,567	1,278	1,704	1,700
01-0-4020-413	Int Inc Penalties - Customer	23,942	15,189	20,252	21,200
01-0-4020-414	Transfer Fee Income	6,758	7,400	9,867	10,300
01-0-4020-415	Other Income*	14,663	7,288	9,718	10,200
01-0-4020-416	Meter Set Fee	10,882	9,000	12,000	9,500
01-0-4020-900	Hydrant Service Charge	274	288	384	400
01-0-4020-901	Hydrant Rental	641	400	533	600
01-0-4020-902	Hydrant Consumption	2,024	513	684	700
01-0-4020-999	Avail Fee Income	2,024	1,741	2,321	2,400
01-0-4040-100	Lease Fee	37,070	22,823	30,431	30,000
TBD	Transfer From Reserve	-	-	0	0
TOTAL REVENUE		1,750,329	1,297,572	1,703,396	1,810,300
Expenses					
01-1-5010-100	Regular Pay - Plant	172,000	125,447	167,263	208,000
01-1-5010-101	Overtime Pay	25,000	21,469	28,625	26,000
01-1-5010-102	Sick Pay	6,562	5,448	7,264	7,600
01-1-5010-104	Vacation Pay	8,742	7,864	10,485	11,000
01-1-5010-105	Holiday Pay	6,661	7,061	9,415	9,800
01-1-5010-200	PERS	16,857	11,994	15,992	18,000
01-1-5010-201	FICA/Medicare	16,751	12,758	17,011	18,000
01-1-5010-202	SUI	1,772	1,248	1,664	1,700
01-1-5010-203	Health Insurance	58,279	41,528	55,370	52,000
01-1-5010-204	Workers Compensation	8,651	6,421	8,562	8,900
01-1-5010-206	Dental Insurance	3,748	2,838	3,784	3,700
01-1-5010-546	Travel, Meetings & Mileage	250	-	0	1,000
01-1-5020-510	Repair & Maintenance - Plant	20,000	12,546	16,728	19,000
01-1-5020-511	Repair & Maintenance - Vehicle	15,000	13,200	17,599	10,000
01-1-5020-512	Repair & Maintenance - Distribution	46,534	53,451	71,269	67,000
01-1-5020-515	R&M Transmission - Intake	5,000	1,150	1,533	5,000
01-1-5020-517	R&M Transmission - Well #2	6,702	4,763	6,351	6,500
01-1-5020-520	Small Tools & Equipment	4,706	8,887	11,849	11,000
01-1-5020-521	Vehicle Equipment Fuel		10,558	14,078	21,000
01-1-5020-522	Gas, Oil & Lubricant - Plant	13,211	2,946	3,928	7,000
01-1-5020-524	Health & Safety	7,645	5,922	7,896	8,000
01-1-5020-529	Telephone - T & D	9,852	7,566	10,088	9,500
01-1-5020-544	Water Testing Fees	17,176	11,013	14,684	15,000
01-1-5020-545	Water System Fees	5,525	3,104	4,139	4,300
01-1-5020-548	Water Testing Materials	1,344	-	0	1,000
01-1-5021-521	Water Treatment Chemicals	43,837	36,164	48,219	47,000
01-1-5021-524	P G & E Power - Office	2,293	4,147	5,529	5,000
01-1-5021-525	P G & E Power - Intake	87,954	68,578	91,438	90,000
01-1-5021-526	P G & E Power - Well	131	3,639	4,852	4,500
01-1-5021-527	P G & E Power - Water Treatment	30,944	23,090	30,787	29,000
01-1-5021-528	P G & E Power - Distribution	34,157	29,441	39,254	37,000
01-1-5021-529	P G & E Power - Well 2	850	1,831	2,441	2,500
01-1-5021-530	P G & E Power - Medina	5,102	3,962	5,283	5,500
01-1-5021-532	P G & E Power - Well 5/6	5,102	3,962	5,283	5,500

		2020-2021 YTD	2020-2021	2021-2022
		2020-2021	Totals Thru	Proposed
		Approved Budget	3/31/21	Budget
01-1-5021-561	Purchased Water Actual-mid-p	90,389	64,344	85,791
01-1-5023-533	Outside Services	4,459	6,065	8,086
01-1-5023-535	Fire Protection/Weed Control	92	80	107
01-1-5023-537	Pest Control	5,468	4,672	6,229
01-1-5023-538	Engineering Services	20,000	5,575	7,433
01-1-5023-539	Employee Education	932	170	227
01-1-5024-540	Memberships	1,350	730	974
01-1-5024-542	Publications	709	-	0
01-1-5024-543	Licenses, Permits & Cert.	313	1,355	1,807
01-1-5032-583	Depreciation Expense	236,561	194,749	259,665
01-2-6010-100	Regular Pay - Administration	214,008	143,778	191,704
01-2-6010-101	Overtime Pay	1,708	1,521	2,028
01-2-6010-102	Sick Pay	5,139	3,319	4,425
01-2-6010-104	Vacation Pay	7,327	5,169	6,892
01-2-6010-105	Holiday Pay	4,555	3,718	4,957
01-2-6010-200	PERS	20,793	13,532	18,042
01-2-6010-201	FICA/Medicare	17,804	12,057	16,076
01-2-6010-202	SUI	1,383	1,137	1,517
01-2-6010-203	Health Insurance	55,098	41,286	55,048
01-2-6010-204	Workers Compensation	856	574	766
01-2-6010-206	Dental Insurance	3,799	2,867	3,823
01-2-6010-207	Vision Care	229	100	133
01-2-6010-546	Travel, Meetings & Mileage	25	-	0
01-2-6020-512	Propane	691	625	833
01-2-6020-515	Customer Billing Supplies	2,297	1,877	2,502
01-2-6020-529	Telephone - Admin	4,604	5,405	7,207
01-2-6020-530	Office Supplies	3,552	2,591	3,454
01-2-6020-531	Postage	7,876	6,996	9,328
01-2-6023-531	Computer IT	20,000	17,126	22,835
01-2-6023-532	R & M Equipment	4,000	-	0
01-2-6023-533	Outside Services	52,788	20,666	27,555
01-2-6023-535	Office Cleaning Serv	1,672	1,220	1,627
01-2-6023-536	Legal Services	10,036	5,526	7,367
01-2-6023-537	Audit Services	8,018	7,950	10,600
01-2-6023-539	Employee Education	617	-	0
01-2-6024-540	Memberships	6,121	6,175	8,233
01-2-6024-542	Publications	1,000	599	799
01-2-6024-543	Licenses, Permits & Cert.	120	60	80
01-2-6024-547	County Fees	-	-	0
01-2-6024-999	County Avail Fee	2,032	1,752	2,336
01-3-6025-100	Regular Pay	5,040	3,800	5,067
01-3-6025-201	FICA/Medicare	386	291	388
01-9-6030-546	Travel, Meetings & Mileage	986	193	257
01-9-6030-569	Credit Card Service Charges	7,587	7,587	10,116
01-9-6030-572	Business Insurance Expense	60,000	55,082	73,442
01-9-6030-576	Misc Other Expense	1,615	407	543
01-9-6030-577	Retired Employee Health	28,911	18,749	24,999
01-9-6030-580	Retired EE Benefit Expense	-	-	0
01-9-6031-580	Interest Long Term Debt	36,205	23,051	30,734
01-9-6032-583	Depreciation Expense	220	157	209
TOTAL EXPENSES		1,647,709	1,248,681	1,664,908
CAPITAL IMPROVEMENT PROJECTS (IN PROGRESS)				
01-9-6030-590	NBS Rate Evaluation	42,000	19,836	19,836

		2020-2021 Approved Budget	2020-2021 YTD Totals Thru 3/31/21	2020-2021 Projected Amounts	2021-2022 Proposed Budget
01-9-6030-596	USDA Intake Upgrade	30,000	48,809	48,809	10,000
01-0-1090-314	Barge Renovation	15,000	57,873	57,873	10,000
01-0-1090-318	2018 SCADA Update Project	20,000		0	8,000
01-0-1090-219	Security Fence District Sites	45,000	12,600	12,600	5,000
01-0-1090-321	Filter Tank Inspection Cleaning	30,000	33,305		10,000
01-0-1090-322	Flushing/Valve Program	20,000	6,548		15,000
01-0-1090-323	Intake Emergency		248,638		
01-9-6030-597	DWSRF Expense		481	481	
TOTAL CIP IN PROGRESS		72,000	68,645	68,645	71,000
CARRYOVER PROJECT (GRANT) REVENUE					
01-0-4020-430	DWR Grant		60,000	60,000	
01-0-4020-425	IRWMP Service Line Replacement	-	-	0	
01-0-4020-427	IRWMP Regional Water Use Efficiency	-	-	0	
01-0-4020-426	IRWMP Grant Administration	-	-	0	
TOTAL CARRYOVER PROJECT REVENUE		-	60,000	60,000	
NEW CAPITAL PURCHASES / IMPROVEMENTS					
01-0-1090-216	Auto Meter Read/Replace	5,000		0	30,000
01-0-1090-320	Alamo/Enebro Altitude Valves	30,000		0	16,000
TBD	Replacement Truck	35,000	48,059	48,059	27,000
01-0-1090-317	Water Main Replacement	5,000		0	2,000
TBD	Plant Security Upgrades				5,000
TBD	Plant Grounds Upgrades				5,000
TBD	Test Wells				44,000
TBD	Used Vacuum Truck / Valve Truck				15,000
TBD	Office Backup Generator				5,000
TOTAL NEW CAPITAL PURCHASES/IMPROVEMENTS		75,000	48,059	48,059	149,000
BUDGET SUMMARY					
OPERATING REVENUE		1,750,329	1,297,572	1,703,396	1,810,300
OPERATING EXPENSES		1,647,709	1,248,681	1,664,908	1,767,620
INCOME/LOSS FROM OPERATIONS		102,620	48,891	38,488	42,680
LOAN PAYMENTS (PRINCIPAL)		79,507	83,491	83,491	87,680
TOTAL CIP AND STUDIES		147,000	116,704	116,704	220,000
TOTAL OPERATING EXPENSES PLUS LOAN & CIP OVER EXPENSES		1,874,216	1,448,876	1,865,103	2,075,300
		(123,887)	(91,305)	(101,708)	(265,000)
DEPRECIATION (ADD BACK IN)		236,781	194,906	259,875	265,000
GASB 45 LIABILITY					
TRANSFER FROM RESERVES					
FINAL NET INCOME/LOSS		112,894	103,602	158,167	-

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

RESOLUTION 2021-22

Resolution approving 2021-2022 Final Budget

WHEREAS, the staff submitted the 2021-2022 final Budget to the Board, and requested passage of the proposed Budget.

And

WHEREAS, the 2021-2022 Budget was duly presented to the public at the Special Board Meeting of June 21, 2021,

And

WHEREAS, there was special time allotted for public input on the 2021-2022 Budget,

And

THEREFORE, this resolution was passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District, this 21st day of June 2021 by the following vote:

AYES: (0)

NAYS: (0)

ABSENT: (0)

ABSTAIN: (0)

Dan Hankemeier – Board President

ATTEST:

Syndie Marchesiello/ Secretary

CERTIFICATE OF ACTING SECRETARY

I, Syndie Marchesiello, as the Secretary of the Lake Don Pedro Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 21th day of June 2021 at the Regular Meeting of the Board of Directors.

Syndie Marchesiello, Secretary

PERSONNEL COMMITTEE MEETING

Notes/ Recommendation

Meeting Date: 6/4/21

Board Members: Johnson & Sperry

The Personnel Committee met on June 4, 2021, starting at 9:16 AM, adjourning at 10:02 AM. In attendance were Director Sperry, Director Johnson, Board Secretary, and the General Manager.

The proposal is to provide a six percent (6) to all full time employees. This increase would include any potential Cost of Living Adjustments (COLA) for 2021.

A second proposal is to provide a ten percent (10) to all part time employees. This increase would include any potential Cost of Living Adjustments (COLA) for 2021.

The proposed wage increase is based on the information provided to the Personnel Committee in the June 4th meeting packet.

Step increases are not included in the proposed increases. Any employee who earns is still eligible for a Step Increase.

Submitted by:

Director Danny Johnson

Director Donelda (Nellie) Sperry

**Personnel Committee Meeting of the
Lake Don Pedro Community Services District
9751 Merced Falls Rd
June 4, 2021 9:00 a.m.**

AGENDA

1. CALL TO ORDER:

2. PUBLIC COMMENT §54954.3:

- Any person may address the Committee at this time on any item on the agenda, or on any other item of interest that is within the subject matter jurisdiction of the Committee.
- A maximum of **three minutes** is allowed each person.
- Speakers are encouraged to consult District Management or Directors prior to agenda preparation regarding any District operation or responsibility as no action will be taken on non-agenda issues.
- Generally, no discussion or comment by the Committee should be expected on non-agenda items, except to properly refer the matter for review of action as appropriate.

3. DISCUSSION/ ACTION:

A. 2021-22 Salary Schedule

Review and provide recommendations to the Board of Directors regarding the 2021-22 Salary Schedule

4. ADJOURNMENT

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

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

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



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: May 17th, 2021

Subject: District Employee Salary Schedule

Description – Our District recently participated in a state wide salary/benefits study through the California Special District Association. The CSDA Administrative Salary & Benefits Survey is designed to provide you with the data necessary to evaluate the salary and benefits offered by special districts throughout California. It serves as a valuable management tool when reviewing, analyzing, and evaluating our District's salary and benefits structure. Approximately 100 Special Districts throughout the State participated in this study. Customized reports were created and comparisons made based on agency type, size, or other demographics. The findings of the salary study highlighted various positions within our organization that are under compensated when compared to the industry standard state wide.

1. LDPCSD General Manager Position Comparison:
 - Minimum salary - **33%** under CSDA avg.
 - Average salary - **27%** under CSDA avg.
 - Maximum salary - **28%** under CSDA avg.
2. LDPCSD Office Manager/Board Secretary:
 - Minimum salary – **20%** under CSDA avg.
 - Average salary – **21%** under CSDA avg.
 - Maximum salary – **25%** under CSDA avg.
3. LDPCSD Operations Staff Comparison:
 - Minimum salary - **20%** under CSDA avg.
 - Average salary - **16%** under CSDA avg.
 - Maximum salary - **22%** under CSDA avg.

The District has established a goal to maintain employee salary and benefits provided, as well as an employment environment conducive to the attraction and retention of high quality, efficient, skilled and highly productive employees. Increasing staff compensation to mirror industry averages is not feasible at this time, however smaller increases can be absorbed in our operating budget. District staff have worked diligently the past two years to minimize outside costs incurred

in maintaining our aging distribution system. The capital saved in District staff performing distribution system repairs has been significant. Our District is in the process of upgrading all aspects of our system at this time in a fiscally responsible manner. I feel it time to reinvest in our most important asset, LDPCSD staff members.

Recommendation – To minimize the impact on the Districts operating budget, while maintaining fair compensation for all District staff, I propose a flat increase across all salary schedules of 6% at this time.



California Special
Districts Association
Districts Stronger Together

SPECIAL DISTRICT

Administrative Salary & Benefits Survey

Survey Results

Lake Don Pedro Community Services District

2/23/2021

FY2019-20

Filters Applied:

This report provides results for the Administrative Salary & Benefits Survey.

These worksheets present numeric data by percentiles, values that divide a list of numbers into quartiles.

- "My District's Data (Percentile)" displays the data you entered and your (corresponding percentile).
- 25th Percentile/first quartile = 25% of the data falls below this percentile.
- 50th Percentile/median = The median represents the middle number where 50% of the answers are lower and 50% are higher.
- 75th Percentile/third quartile = 75% of the data falls below this percentile.

For multiple choice responses:

- The percentage listed in the Median/Selection Rate column represents the percent of total survey respondents selecting that answer.
- In the "My District's Data (Percentile)" column, check marks indicate the answers you selected.

Lake Don Pedro Community Services District	Benchmarking Results		
	My District's	25th	Median/
	Data (Percentile)	Percentile	Selection Rate
Overview			
Approximate Population/Customers Served	3,300 (22nd)	4,000	25,000
Number of Full Time Equivalent (FTE) Employees	6.00 (27th)	5.00	13.25
Total Operating Revenue	\$1,750,000 (35th)	\$1,092,157	\$3,304,773
Primary County in which District is Located			
Alameda			4%
Alpine			-
Amador			2%
Butte			3%
Calaveras			-
Colusa			1%
Contra Costa			4%
Del Norte			-
El Dorado			2%
Fresno			4%
Glenn			-
Humboldt			1%
Imperial			-
Inyo			-
Kern			4%
Kings			-
Lake			-
Lassen			2%
Los Angeles			2%
Madera			-
Marin			3%
Mariposa	✓		1%
Mendocino			2%
Merced			1%
Modoc			1%
Mono			-
Monterey			3%
Napa			-
Nevada			2%
Orange			4%
Placer			2%
Plumas			-
Riverside			6%
Sacramento			8%
San Benito			-
San Bernardino			7%
San Diego			4%
San Francisco			-

San Joaquin			3%
San Luis Obispo			5%
San Mateo			1%
Santa Barbara			3%
Santa Clara			-
Santa Cruz			-
Shasta			-
Sierra			1%
Siskiyou			3%
Solano			1%
Sonoma			3%
Stanislaus			3%
Sutter			-
Tehama			1%
Trinity			-
Tulare			2%
Tuolumne			1%
Ventura			2%
Yolo			2%
Yuba			-
District Network			
Northern Network			11%
Bay Area Network			18%
Sierra Network			24%
Central Network	✓		12%
Coastal Network			13%
Southern Network			23%
District Type			
Air Quality Management			-
Airport			-
Community Services			11%
Cemetery			3%
Fire Protection			8%
Flood Control/Levee			3%
Harbor/Port			2%
Healthcare/Hospital			5%
Irrigation			5%
Library			3%
Memorial			1%
Mosquito/Vector/Pest Control			6%
Open Space			1%
Recreation & Park			9%
Reclamation			2%
Resource Conservation			8%
Sanitary/Sanitation			19%
Transit			-

Utilities			3%
Waste Management			8%
Water	✓		29%
Other			.4%

Lake Don Pedro Community Services District	My District's
	Data (Percentile)
General Benefits	
Percentage of Healthcare Premium Paid by District for Employees	100% (50th)
Percentage of Healthcare Premium Paid by District for Dependents	90% (53rd)
Percentage of Dental Insurance Premium Paid by District for Employees	100% (50th)
Percentage of Dental Insurance Premium Paid by District for Dependents	100% (75th)
Percentage of Vision Insurance Premium Paid by District for Employees	50% (40th)
Percentage of Vision Insurance Premium Paid by District for Dependents	50% (51st)
Salary Increases Granted to Staff	
Merit based	✓
Cost of living	✓
Length of service/step increase	✓
Education	
Other	
Healthcare Plan Provided	
HSA/High Deductible	
Health Maintenance Organization (HMO)	✓
Preferred Provider Organization (PPO)	✓
Point of Service (POS)	
Other	
Not provided	
Life Insurance Premium Payment for Employees	
Fully paid by district	
Partially paid by district	
Fully paid by employee	
Not provided	✓
Life Insurance Premium Payment for Dependents	
Fully paid by district	
Partially paid by district	
Fully paid by employee	
Not provided	✓
Short Term Disability Insurance Premium Payment	
Fully paid by district	
Partially paid by district	
Fully paid by employee	
Not provided	✓
Long Term Disability Insurance Premium Payment	
Fully paid by district	
Partially paid by district	

Fully paid by employee	
Not provided	✓
Additional Benefits Provided	
Education assistance (tuition reimbursement)	
Employee assistance (emotional wellness)	
Flexible spending account	
Cell phone/Cell phone allowance	✓
Uniforms/Uniform allowance	
Vehicle/Vehicle allowance	
Health club membership	
Other	
Alternative Work Schedules/Arrangements	n/a
9 days/80 hours schedule	
4 days/10 hours schedule	
Other flexible schedule	
Telecommuting	
Paid Time Off	
Total PTO Days Earned Annually for Employees with 0-5 Years of Service	n/a
Total PTO Days Earned Annually for Employees with 6-10 Years of Service	n/a
Total PTO Days Earned Annually for Employees with Over 10 Years of Service	n/a
Total Vacation Days Earned Annually for Employees with 0-5 Years of Service	10 (50th)
Total Vacation Days Earned Annually for Employees with 6-10 Years of Service	15 (50th)
Total Vacation Days Earned Annually for Employees with Over 10 Years of Service	20 (50th)
Total Sick Days Earned Annually for Employees with 0-5 Years of Service	10 (13th)
Total Sick Days Earned Annually for Employees with 6-10 Years of Service	10 (10th)
Total Sick Days Earned Annually for Employees with Over 10 Years of Service	10 (11th)
Type of Paid Time Off Provided	
PTO (combines employee leave, vacation and sick leave)	
Separate vacation and sick leave	✓
Other	
Compensation Provided for Unused PTO Days at the end of the Year	n/a
Yes	
No	
Compensation Provided for Unused Vacation Days at the end of the Year	
Yes	✓
No	
Compensation Provided for Unused Sick Days at the end of the Year	n/a
Yes	
No	
Number of Paid Holidays	14 (90th)

Other Types of Time Off Paid by District	
Jury duty	✓
Bereavement	✓
Maternity	✓
Paternity	
Family leave	✓
Military	
Other	
Retirement	
Retirement Plans Offered	
PERs Defined Benefit Plan	✓
Independent System Defined Benefit Plan	
1937 Act Defined Benefit Plan	
401(k)	
	457
Other	
Not provided	
PERS Retirement Plan Formula	
2% at 55	
2% at 60	✓
2.5% at 55	
2.7% at 55	
3% at 60	
Other	
Other Post-Employment Benefits (OPEB) Offered to Retirees	n/a
Yes	
No	
Other Post-Employment Benefits (OPEB) Administered by PERS	n/a
Yes	
No	

Don Pedro Community Services District	Benchmarking Results			
	My District's	25th	Median/	75th
	Data (Percentile)	Percentile	Selection Rate	Percentile
Compensation Details: General Manager				
Annual Base Salary: Minimum	\$95,000 (25th)	\$95,680	\$137,569	\$203,703
Annual Base Salary: Maximum	\$115,000 (27th)	\$109,363	\$157,596	\$208,671
Annual Base Salary: Actual	\$100,000 (26th)	\$99,121	\$135,138	\$198,017
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00
Years in Position	2 (25th)	2	4	7
Compensation Details: Assistant General Manager				
Annual Base Salary: Minimum	-	\$79,753	\$99,421	\$153,218
Annual Base Salary: Maximum	-	\$100,100	\$137,810	\$196,213
Annual Base Salary: Actual	-	\$103,792	\$153,859	\$164,569
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	1	2	6
Compensation Details: Fire/Police Chief				
Annual Base Salary: Minimum	-	\$85,184	\$101,067	\$139,672
Annual Base Salary: Maximum	-	\$117,744	\$125,859	\$164,840
Annual Base Salary: Actual	-	\$119,215	\$136,387	\$154,441
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	1	1	3
Compensation Details: Executive Assistant				
Annual Base Salary: Minimum	-	\$56,732	\$71,939	\$83,321
Annual Base Salary: Maximum	-	\$77,854	\$93,199	\$112,353
Annual Base Salary: Actual	-	\$63,513	\$82,753	\$112,206
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	2	9	14
Compensation Details: Office Assistant/Receptionist				
Annual Base Salary: Minimum	\$23,296 (0th)	\$37,832	\$43,826	\$55,473
Annual Base Salary: Maximum	\$31,000 (5th)	\$49,247	\$60,714	\$70,577
Annual Base Salary: Actual	\$26,000 (7th)	\$41,261	\$55,140	\$62,757
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00
Years in Position	1 (25th)	1	2	2
Compensation Details: Administrative Assistant				
Annual Base Salary: Minimum	-	\$41,455	\$46,727	\$55,472
Annual Base Salary: Maximum	-	\$46,912	\$63,118	\$75,754
Annual Base Salary: Actual	-	\$40,571	\$52,562	\$60,156
Number of FTEs in this Position	-	1.00	1.00	2.00
Years in Position	-	2	4	9
Compensation Details: Board Secretary/Clerk				
Annual Base Salary: Minimum	\$40,872 (11th)	\$48,152	\$68,099	\$82,659

Annual Base Salary: Maximum	\$49,681 (11th)	\$69,101	\$89,447	\$102,767
Annual Base Salary: Actual	\$49,681 (19th)	\$61,229	\$79,602	\$98,528
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00
Years in Position	9 (68th)	1	5	12
Compensation Details: Customer Service Representative				
Annual Base Salary: Minimum	-	\$38,228	\$44,428	\$50,089
Annual Base Salary: Maximum	-	\$55,786	\$63,003	\$68,265
Annual Base Salary: Actual	-	\$47,141	\$58,528	\$66,421
Number of FTEs in this Position	-	1.00	1.70	3.00
Years in Position	-	2	6	10
Compensation Details: Office/Administrative Services Manager				
Annual Base Salary: Minimum	\$70,886 (50th)	\$53,082	\$70,886	\$100,880
Annual Base Salary: Maximum	\$86,162 (46th)	\$66,011	\$90,044	\$121,738
Annual Base Salary: Actual	\$86,162 (58th)	\$54,511	\$71,955	\$110,000
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00
Years in Position	9 (61st)	1	7	11
Compensation Details: IT Manager/Specialist				
Annual Base Salary: Minimum	-	\$73,359	\$95,338	\$108,127
Annual Base Salary: Maximum	-	\$90,833	\$112,897	\$131,724
Annual Base Salary: Actual	-	\$75,417	\$110,508	\$120,752
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	2	8	16

Don Pedro Community Services	Benchmarking Results			
	My District's	25th	Median/	75th
	Data (Percentile)	Percentile	Selection Rate	Percentile
Compensation Details: Controller/Chief Financial Officer/Finance Manager				
Annual Base Salary: Minimum	n/a	\$73,435	\$99,639	\$127,625
Annual Base Salary: Maximum	n/a	\$102,000	\$128,251	\$164,076
Annual Base Salary: Actual	n/a	\$89,502	\$110,376	\$143,998
Number of FTEs in this Position	n/a	1.00	1.00	1.00
Years in Position	n/a	1	2	8
Compensation Details: Accounting Clerk/Specialist				
Annual Base Salary: Minimum	n/a	\$41,760	\$53,560	\$64,476
Annual Base Salary: Maximum	n/a	\$59,042	\$69,444	\$88,436
Annual Base Salary: Actual	n/a	\$48,178	\$58,300	\$79,309
Number of FTEs in this Position	n/a	1.00	1.00	2.00
Years in Position	n/a	2	4	8

Don Pedro Community Services District	Benchmarking Results			
	My District's	25th	Median/	75th
	Data (Percentile)	Percentile	Selection Rate	Percentile
Compensation Details: Safety & Risk Manager/Officer				
Annual Base Salary: Minimum	n/a	\$94,326	\$112,212	\$126,296
Annual Base Salary: Maximum	n/a	\$136,567	\$150,317	\$154,083
Annual Base Salary: Actual	n/a	\$114,295	\$123,706	\$144,189
Number of FTEs in this Position	n/a	1.00	1.00	1.00
Years in Position	n/a	2	3	5
Compensation Details: Human Resources Manager				
Annual Base Salary: Minimum	n/a	\$80,214	\$108,410	\$138,408
Annual Base Salary: Maximum	n/a	\$99,847	\$117,875	\$165,966
Annual Base Salary: Actual	n/a	\$100,826	\$117,875	\$161,439
Number of FTEs in this Position	n/a	1.00	1.00	1.00
Years in Position	n/a	2	3	5
Compensation Details: Human Resources Specialist/Analyst				
Annual Base Salary: Minimum	n/a	\$56,889	\$62,941	\$75,043
Annual Base Salary: Maximum	n/a	\$74,025	\$82,401	\$96,159
Annual Base Salary: Actual	n/a	\$65,545	\$77,627	\$85,957
Number of FTEs in this Position	n/a	1.00	1.00	1.00
Years in Position	n/a	1	2	5
Compensation Details: Safety Coordinator				
Annual Base Salary: Minimum	n/a	-	-	-
Annual Base Salary: Maximum	n/a	-	-	-
Annual Base Salary: Actual	n/a	-	-	-
Number of FTEs in this Position	n/a	-	-	-
Years in Position	n/a	-	-	-

Don Pedro Community Services District	Benchmarking Results			
	My District's	25th	Median/	75th
	Data (Percentile)	Percentile	Selection Rate	Percentile
Compensation Details: Government Affairs Manager				
Annual Base Salary: Minimum	n/a	-	-	-
Annual Base Salary: Maximum	n/a	-	-	-
Annual Base Salary: Actual	n/a	-	-	-
Number of FTEs in this Position	n/a	-	-	-
Years in Position	n/a	-	-	-
Compensation Details: Public Information Officer				
Annual Base Salary: Minimum	n/a	-	-	-
Annual Base Salary: Maximum	n/a	-	-	-
Annual Base Salary: Actual	n/a	-	-	-
Number of FTEs in this Position	n/a	1.00	1.00	1.00
Years in Position	n/a	-	-	-
Compensation Details: Public Affairs Specialist/Professional				
Annual Base Salary: Minimum	n/a	\$69,594	\$76,164	\$83,505
Annual Base Salary: Maximum	n/a	\$94,714	\$104,616	\$119,924
Annual Base Salary: Actual	n/a	\$86,520	\$97,582	\$108,491
Number of FTEs in this Position	n/a	1.00	1.00	1.00
Years in Position	n/a	1	1	9

Don Pedro Community Services District	Benchmarking Results			
	My District's	25th	Median/	75th
	Data (Percentile)	Percentile	Selection Rate	Percentile
Compensation Details: Facilities Manager				
Annual Base Salary: Minimum	-	\$77,769	\$87,318	\$114,731
Annual Base Salary: Maximum	-	\$97,212	\$111,972	\$140,358
Annual Base Salary: Actual	-	\$83,709	\$100,838	\$112,151
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	2	3	20
Compensation Details: Engineering/District Engineer				
Annual Base Salary: Minimum	-	\$117,329	\$131,220	\$158,532
Annual Base Salary: Maximum	-	\$150,808	\$164,040	\$183,512
Annual Base Salary: Actual	-	\$136,500	\$162,564	\$189,264
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	2	7	11
Compensation Details: Water/Wastewater Operator Grades I, II, III				
Annual Base Salary: Minimum	\$43,472 (18th)	\$46,677	\$52,811	\$59,946
Annual Base Salary: Maximum	\$65,102 (18th)	\$68,651	\$85,238	\$98,327
Annual Base Salary: Actual	\$55,000 (11th)	\$61,172	\$67,150	\$82,000
Number of FTEs in this Position	2.00 (13th)	3.00	5.00	8.25
Years in Position	6 (25th)	6	7	10
Compensation Details: Maintenance Supervisor				
Annual Base Salary: Minimum	\$56,721 (24th)	\$56,825	\$75,760	\$98,447
Annual Base Salary: Maximum	\$68,945 (21st)	\$69,592	\$95,730	\$123,873
Annual Base Salary: Actual	\$68,945 (32nd)	\$64,230	\$83,887	\$114,361
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00
Years in Position	9 (46th)	3	11	15
Compensation Details: Maintenance Worker				
Annual Base Salary: Minimum	-	\$39,036	\$45,635	\$51,849
Annual Base Salary: Maximum	-	\$50,325	\$66,395	\$78,659
Annual Base Salary: Actual	-	\$42,733	\$55,126	\$68,316
Number of FTEs in this Position	-	2.00	4.00	8.00
Years in Position	-	3	6	10
Compensation Details: Recreation Manager/Supervisor				
Annual Base Salary: Minimum	-	\$55,070	\$60,657	\$94,097
Annual Base Salary: Maximum	-	\$67,266	\$75,576	\$120,094
Annual Base Salary: Actual	-	\$59,165	\$71,523	\$103,895
Number of FTEs in this Position	-	1.00	1.50	3.00
Years in Position	-	6	13	14



California Special
Districts Association
Districts Stronger Together

SPECIAL DISTRICT

Administrative Salary & Benefits Survey

Welcome: Patrick McGowan | Company Name: Lake Don Pedro Community Services District

Home Enter My Data ▾ Question by Question Comparisons ▾ Dynamic Reporting Year: FY2019-20 ▾ Save As... ▾

Question by Question Comparisons > Administrative/Support

Select Positions Compensation Details

Filter

Filter	Value
Primary County	Any
District Network	Any
District Type	Any
Population/Customers Served	Any
Number of FTE Employees	Any
Total Operating Revenue	Any

(Filter Help)

Results for 5 of 5 question(s) are displayed on this page, with an average of 96 response(s) per question.

Comparison Page Legend

NUMERIC QUESTIONS:



MULTIPLE CHOICE QUESTIONS:

(Percent) Option 1
(Percent) Option 2
(Percent) Option 3
(Percent) Option 4

The answer(s) you selected are in a different color. Percent indicates the percentage of responses for that answer option.

Choose which item you would like to compare...

Select each item from this list to compare the answers for that item.

General Manager

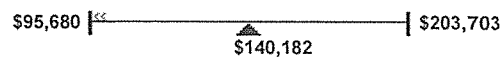
General Manager

Annual Salary

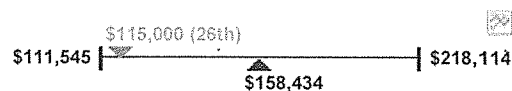
Please report salary information for Full-Time Equivalent (FTE) employees only. Do not include employer paid taxes or fringe benefits. If position is hourly, please calculate pay as annual salary. [Click here](#) for help calculating this rate.

\$95,000 (25th)

Annual Base Salary: Minimum

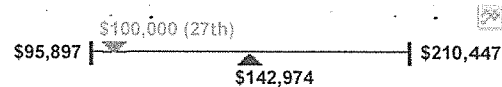


Annual Base Salary: Maximum



Annual Base Salary: Average

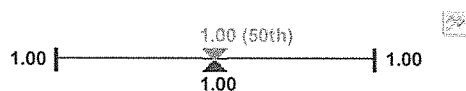
If multiple employees have the same position, enter the average salary.



Position Details

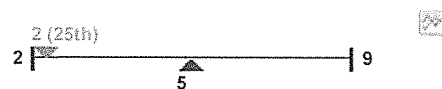
Number of FTEs in this Position

One Full-Time Equivalent (FTE) equals one individual who works 40 hours per week, two individuals who each work 20 hours, etc.



Years in Position

Enter "1" if employee has been in the position for less than one year. If multiple employees hold the same position, enter the average number of years.





California Special
Districts Association
Districts Stronger Together

SPECIAL DISTRICT

Administrative Salary & Benefits Survey

Welcome: Patrick McGowan | Company Name: Lake Don Pedro Community Services District

Home Enter My Data ▾ Question by Question Comparisons ▾ Dynamic Reporting Year: FY2019-20 ▾ Save As... ▾

Question by Question Comparisons > Administrative/Support

Select Positions Compensation Details

Filter

Filter	Value
Primary County	Any
District Network	Any
District Type	Any
Population/Customers Served	Any
Number of FTE Employees	Any
Total Operating Revenue	Any

(Filter Help)

Results for 5 of 5 question(s) are displayed on this page, with an average of 42 response(s) per question.

Comparison Page Legend

NUMERIC QUESTIONS:



MULTIPLE CHOICE QUESTIONS:

(Percent) Option 1
(Percent) Option 2
(Percent) Option 3
(Percent) Option 4

The answers you selected are in a different color. Percent indicates the percentage of responses for that answer option.

Choose which item you would like to compare...

Select each item from this list to compare the answers for that item.

Office/Administrative Services Manager

Office/Administrative Services Manager

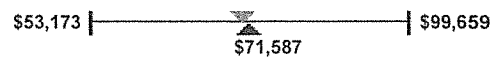
Annual Salary

Please report salary information for Full-Time Equivalent (FTE) employees only. Do not include employer paid taxes or fringe benefits. If position is hourly, please calculate pay as annual salary. [Click here](#) for help calculating this rate.

\$70,886 (49th)



Annual Base Salary: Minimum

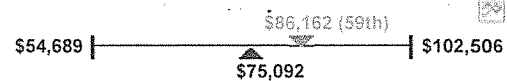


Annual Base Salary: Maximum



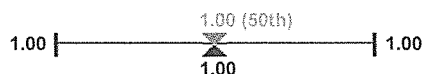
Annual Base Salary: Average

If multiple employees have the same position, enter the average salary.

**Position Details**

Number of FTEs in this Position

One Full-Time Equivalent (FTE) equals one individual who works 40 hours per week, two individuals who each work 20 hours, etc.



Years in Position

Enter "1" if employee has been in the position for less than one year. If multiple employees hold the same position, enter the average number of years.





California Special
Districts Association
Districts Stronger Together

SPECIAL DISTRICT
**Administrative Salary &
Benefits Survey**

Welcome: Patrick McGowan | Company Name: Lake Don Pedro Community Services District

Home

Enter My Data ▾

Question by Question Comparisons ▾

Dynamic Reporting

Year: FY2019-20 ▾

Save As... ▾

Question by Question Comparisons > Administrative/Support

Select Positions Compensation Details

Filter	Value
Primary County	Any
District Network	Any
District Type	Any
Population/Customers Served	Any
Number of FTE Employees	Any
Total Operating Revenue	Any



Results for 5 of 5 question(s) are displayed on this page, with an average of 31 response(s) per question.

Comparison Page Legend

NUMERIC QUESTIONS:
Your Answer (Percentile)
25th Percentile | Median | 75th Percentile
Pop-up chart

MULTIPLE CHOICE QUESTIONS:
(Percent) Option 1
(Percent) Option 2
(Percent) Option 3
(Percent) Option 4
The answer(s) you selected are in a different color. Percent indicates the percentage of responses for that answer option

Choose which item you would like to compare...

Select each item from this list to compare the answers for that item.

Board Secretary/Clerk

Board Secretary/Clerk

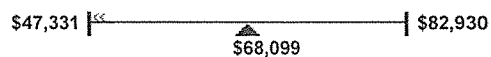
Annual Salary

Please report salary information for Full-Time Equivalent (FTE) employees only. Do not include employer paid taxes or fringe benefits. If position is hourly, please calculate pay as annual salary. [Click here](#) for help calculating this rate.

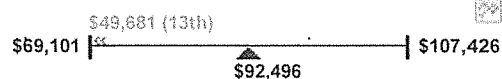
\$40,872 (13th)



Annual Base Salary: Minimum

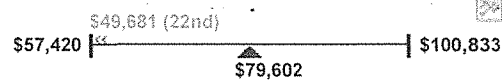


Annual Base Salary: Maximum



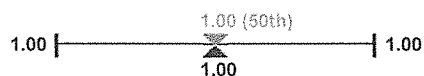
Annual Base Salary: Average

If multiple employees have the same position, enter the average salary.

**Position Details**

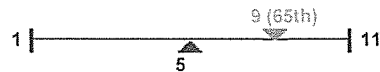
Number of FTEs in this Position

One Full-Time Equivalent (FTE) equals one individual who works 40 hours per week, two individuals who each work 20 hours, etc.



Years in Position

Enter "1" if employee has been in the position for less than one year. If multiple employees hold the same position, enter the average number of years.





California Special
Districts Association
Districts Stronger Together

SPECIAL DISTRICT

Administrative Salary & Benefits Survey

Welcome: Patrick McGowan | Company Name: Lake Don Pedro Community Services District

Home Enter My Data ▾ Question by Question Comparisons ▾ Dynamic Reporting Year: FY2019-20 ▾ Save As... ▾

Question by Question Comparisons > Operations

Select Positions Compensation Details

Filter

Filter	Value
Primary County	Any
District Network	Any
District Type	Any
Population/Customers Served	Any
Number of FTE Employees	Any
Total Operating Revenue	Any

(Filter Help)

Results for 5 of 5 question(s) are displayed on this page, with an average of 26 response(s) per question.

Comparison Page Legend

NUMERIC QUESTIONS:



MULTIPLE CHOICE QUESTIONS:

(Percent) Option 1
(Percent) Option 2
(Percent) Option 3
(Percent) Option 4

The answer(s) you selected are in a different color. Percent indicates the percentage of responses for that answer option.

Choose which item you would like to compare...

Select each item from this list to compare the answers for that item.

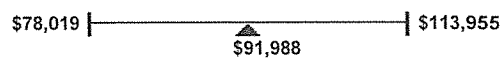
Facilities Manager

Facilities Manager

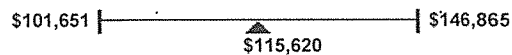
Annual Salary

Please report salary information for Full-Time Equivalent (FTE) employees only. Do not include employer paid taxes or fringe benefits. If position is hourly, please calculate pay as annual salary. [Click here](#) for help calculating this rate.

Annual Base Salary: Minimum

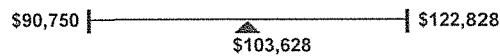


Annual Base Salary: Maximum



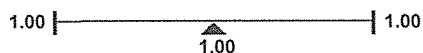
Annual Base Salary: Average

If multiple employees have the same position, enter the average salary.

**Position Details**

Number of FTEs in this Position

One Full-Time Equivalent (FTE) equals one individual who works 40 hours per week, two individuals who each work 20 hours, etc.



Years in Position

Enter "1" if employee has been in the position for less than one year. If multiple employees hold the same position, enter the average number of years.

Powered by Dynamic Benchmarking, LLC. All rights reserved.



California Special
Districts Association
Districts Stronger Together

SPECIAL DISTRICT

Administrative Salary & Benefits Survey

Welcome: Patrick McGowan | Company Name: Lake Don Pedro Community Services District

Home Enter My Data ▾ Question by Question Comparisons ▾ Dynamic Reporting Year: FY2019-20 ▾ Save As... ▾

Question by Question Comparisons > Operations

Select Positions Compensation Details

Filter

Filter	Value
Primary County	Any
District Network	Any
District Type	Any
Population/Customers Served	Any
Number of FTE Employees	Any
Total Operating Revenue	Any

(Filter Help)

Results for 5 of 5 question(s) are displayed on this page, with an average of 46 response(s) per question.

Comparison Page Legend

NUMERIC QUESTIONS:



MULTIPLE CHOICE QUESTIONS:

(Percent) Option 1
(Percent) Option 2
(Percent) Option 3
(Percent) Option 4

The answer(s) you selected are in a different color. Percent indicates the percentage of responses for that answer option.

Choose which item you would like to compare...

Select each item from this list to compare the answers for that item.

Water/Wastewater Operator Grades I, II, III

Water/Wastewater Operator Grades I, II, III

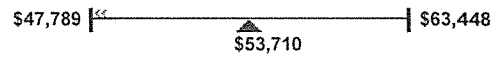
Annual Salary

Please report salary information for Full-Time Equivalent (FTE) employees only. Do not include employer paid taxes or fringe benefits. If position is hourly, please calculate pay as annual salary. [Click here](#) for help calculating this rate.

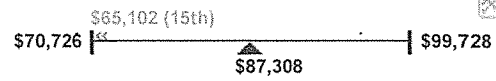
\$43,472 (17th)



Annual Base Salary: Minimum

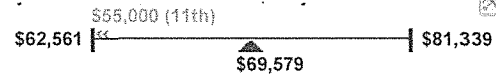


Annual Base Salary: Maximum



Annual Base Salary: Average

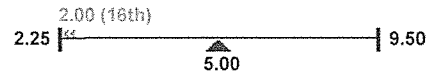
If multiple employees have the same position, enter the average salary.



Position Details

Number of FTEs in this Position

One Full-Time Equivalent (FTE) equals one individual who works 40 hours per week, two individuals who each work 20 hours, etc.



Years in Position

Enter "1" if employee has been in the position for less than one year. If multiple employees hold the same position, enter the average number of years.



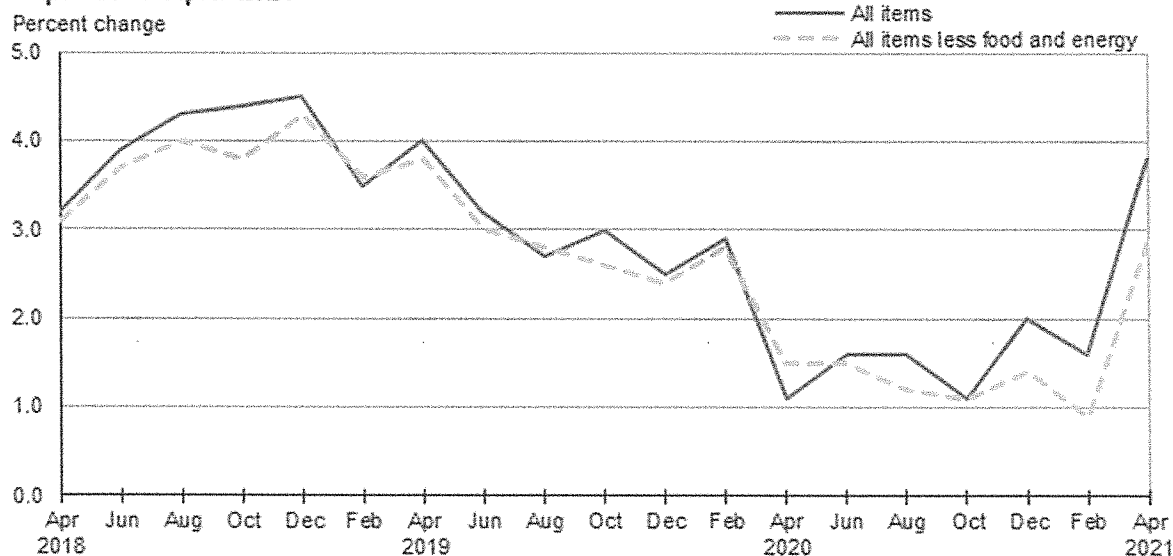
Consumer Price Index, San Francisco Area — April 2021

Area prices were up 1.7 percent over the past two months, up 3.8 percent from a year ago

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.7 percent for the two months ending in April 2021, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) Regional Commissioner Chris Rosenlund noted that the April increase was influenced by higher prices for shelter and gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U increased 3.8 percent. (See [chart 1](#) and [table A](#).) Food prices increased 3.4 percent. Energy prices jumped 23.4 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy rose 2.9 percent over the year. (See [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, April 2018–April 2021



Source: U.S. Bureau of Labor Statistics.

Food

Food prices inched up 0.1 percent for the two months ending in April. (See [table 1](#).) Prices for food away from home edged up 0.1 percent, while prices for food at home were unchanged for the same period.

Over the year, food prices increased 3.4 percent. Prices for food away from home increased 5.8 percent. Prices for food at home rose 1.2 percent since a year ago, largely due to a price rise in fruits and vegetables (5.3 percent) and meat, poultry, fish, and eggs (4.8 percent).

Energy

The energy index rose 9.9 percent for the two months ending in April. The increase was mainly due to higher prices for gasoline (14.0 percent). Prices for electricity advanced 6.0 percent, and prices for natural gas service rose 5.6 percent for the same period.

Energy prices jumped 23.4 percent over the year, largely due to higher prices for gasoline (38.0 percent). Prices paid for electricity jumped 12.8 percent, and prices for natural gas service rose 4.5 percent during the past year.

All items less food and energy

The index for all items less food and energy increased 1.4 percent in the latest two-month period. Higher prices for used cars and trucks (11.8 percent), shelter (1.7 percent), and household furnishings and operations (1.4 percent) were partially offset by lower prices for recreation (-1.4 percent) and motor vehicle insurance (-1.3 percent).

Over the year, the index for all items less food and energy rose 2.9 percent. Components contributing to the increase included used cars and trucks (20.2 percent), household furnishings and operations (6.6 percent), and shelter (2.5 percent). Partly offsetting the increases was a price decrease in tuition, other school fees, and childcare (-1.2 percent).

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2017		2018		2019		2020
	2-month	12-month	2-month	12-month	2-month	12-month	2-month
February	0.8	3.4	1.4	3.6	0.5	3.5	0.9
April	1.1	3.8	0.8	3.2	1.2	4.0	-0.5
June	0.3	3.5	0.9	3.9	0.2	3.2	0.7
August	0.2	3.0	0.6	4.3	0.1	2.7	0.0
October	0.6	2.7	0.7	4.4	1.0	3.0	0.5
December	-0.1	2.9	0.1	4.5	-0.5	2.5	0.4

The June 2021 Consumer Price Index for the San Francisco area is scheduled to be released on July 13, 2021.

Coronavirus (COVID-19) Pandemic Impact on April 2021 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in April was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed.

While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at <https://www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm>.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/opub/hom/cpi/.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE:**

Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Indexes		
	Feb. 2021	Mar. 2021	
Expenditure category			
All items	304.387	-	
All items (1967=100)	935.771	-	
Food and beverages	308.572	-	
Food	308.589	-	
Food at home	272.623	271.136	
Cereals and bakery products	271.126	-	
Meats, poultry, fish, and eggs	301.538	-	
Dairy and related products	278.438	-	
Fruits and vegetables	371.388	-	
Nonalcoholic beverages and beverage materials ⁽¹⁾	203.766	-	
Other food at home	220.791	-	
Food away from home	349.922	-	
Alcoholic beverages	311.778	-	
Housing	361.955	-	
Shelter	409.850	411.202	
Rent of primary residence ⁽²⁾	468.807	468.231	
Owners' equiv. rent of residences ⁽²⁾⁽³⁾	439.058	438.879	
Owners' equiv. rent of primary residence ⁽¹⁾⁽²⁾	439.058	438.879	
Fuels and utilities	455.265	-	
Household energy	395.975	409.316	
Energy services ⁽²⁾	397.337	410.870	
Electricity ⁽²⁾	428.380	444.009	
Utility (piped) gas service ⁽²⁾	319.675	327.293	
Household furnishings and operations	154.126	-	
Apparel	105.422	-	
Transportation	204.673	-	

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Indexes		
	Feb. 2021	Mar. 2021	
Private transportation	203.631	-	
New and used motor vehicles ⁽⁴⁾	97.889	-	
New vehicles ⁽¹⁾	161.204	-	
Used cars and trucks ⁽¹⁾	269.617	-	
Motor fuel	253.600	277.844	
Gasoline (all types)	252.663	276.891	
Gasoline, unleaded regular ⁽⁴⁾	251.951	276.602	
Gasoline, unleaded midgrade ⁽⁴⁾⁽⁵⁾	237.199	257.507	
Gasoline, unleaded premium ⁽⁴⁾	242.198	263.736	
Motor vehicle insurance ⁽¹⁾	528.598	-	
Medical care	555.065	-	
Recreation ⁽⁶⁾	126.052	-	
Education and communication ⁽⁶⁾	150.882	-	
Tuition, other school fees, and child care ⁽¹⁾	1,815.339	-	
Other goods and services	524.717	-	
Commodity and service group			
All items	304.387	-	
Commodities	199.185	-	
Commodities less food & beverages	141.375	-	
Nondurables less food & beverages	184.904	-	
Durables	98.949	-	
Services	392.055	-	
Special aggregate indexes			
All items less medical care	294.117	-	
All items less shelter	260.943	-	
Commodities less food	148.669	-	

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Indexes		
	Feb. 2021	Mar. 2021	
Nondurables	248.289	-	
Nondurables less food	194.803	-	
Services less rent of shelter ⁽³⁾	387.224	-	
Services less medical care services	380.732	-	
Energy	311.817	331.861	
All items less energy	307.721	-	
All items less food and energy	308.432	-	

Footnotes

(1) Indexes on a December 1977=100 base.

(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geom

(3) Indexes on a December 1982=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1997=100 base.

- Data not available

NOTE: Index applies to a month as a whole, not to any specific date.

SALARY RANGES - HOURLY OPERATIONS EMPLOYEES

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
NONE	HOURLY	\$ 13.06	\$ 13.71	\$ 14.40	\$ 15.12	\$ 15.87
	2%	\$13.32				\$16.18
	4%	\$13.58				\$16.50
	6%	\$13.84				\$16.82
	8%	\$14.10				\$17.13
	10%	\$14.36				\$17.45

Salary Range for Operations Manager

HOURLY	\$ 34.08	\$ 35.78	\$ 37.57	\$ 39.45	\$ 41.42
BIWEEKLY	\$ 2,726.40	\$ 2,862.72	\$ 3,005.86	\$ 3,156.15	\$ 3,313.96
WEEKLY	\$ 1,363.20	\$ 1,431.36	\$ 1,502.93	\$ 1,578.07	\$ 1,656.98
MONTHLY	\$ 5,907.20	\$ 6,202.56	\$ 6,512.69	\$ 6,838.32	\$ 7,180.24
ANNUALLY	\$ 70,886.40	\$ 74,430.72	\$ 78,152.26	\$ 82,059.87	\$ 86,162.86

Salary Range for Operations Lead

HOURLY	\$ 27.27	\$ 28.63	\$ 30.07	\$ 31.57	\$ 33.15
BIWEEKLY	\$ 2,181.60	\$ 2,290.68	\$ 2,405.21	\$ 2,525.47	\$ 2,651.75
WEEKLY	\$ 1,090.80	\$ 1,145.34	\$ 1,202.61	\$ 1,262.74	\$ 1,325.87
MONTHLY	\$ 4,726.80	\$ 4,963.14	\$ 5,211.30	\$ 5,471.86	\$ 5,745.45
ANNUALLY	\$ 56,721.60	\$ 59,557.68	\$ 62,535.56	\$ 65,662.34	\$ 68,945.46
2%	\$57,856.03				\$70,324.36
4%	\$58,990.46				\$71,703.27
6%	\$60,124.89				\$73,082.18
8%	\$61,259.32				\$74,461.09
10%	\$62,393.76				\$75,840.00

Salary Range for Water Operator 2

HOURLY	\$ 25.75	\$ 27.04	\$ 28.39	\$ 29.81	\$ 31.30
BIWEEKLY	\$ 2,060.00	\$ 2,163.00	\$ 2,271.15	\$ 2,384.71	\$ 2,503.94
WEEKLY	\$ 1,030.00	\$ 1,081.50	\$ 1,135.58	\$ 1,192.35	\$ 1,251.97
MONTHLY	\$ 4,463.33	\$ 4,686.50	\$ 4,920.83	\$ 5,166.87	\$ 5,425.21
ANNUALLY	\$ 53,560.00	\$ 56,238.00	\$ 59,049.90	\$ 62,002.40	\$ 65,102.51
2%	\$54,631.20				\$66,404.56
4%	\$55,702.40				\$67,706.61
6%	\$56,773.60				\$69,008.66
8%	\$57,844.80				\$70,310.71
10%	\$58,916				\$71,612.76

Salary Range for Water Operator 1

HOURLY	\$ 20.90	\$ 21.95	\$ 23.04	\$ 24.19	\$ 25.40
BIWEEKLY	\$ 1,672.00	\$ 1,755.60	\$ 1,843.38	\$ 1,935.55	\$ 2,032.33
WEEKLY	\$ 836.00	\$ 877.80	\$ 921.69	\$ 967.77	\$ 1,016.16
MONTHLY	\$ 3,622.67	\$ 3,803.80	\$ 3,993.99	\$ 4,193.69	\$ 4,403.37
ANNUALLY	\$ 43,472.00	\$ 45,645.60	\$ 47,927.88	\$ 50,324.27	\$ 52,840.49
2%	\$ 44,341.44				\$53,897.29
4%	\$45,210.88				\$54,954.10
6%	\$46,080.32				\$56,010.91
8%	\$46,949.76				\$57,067.72
10%	\$47,819.20				\$58,124.53

Salary Plan 2019-20

SALARY RANGES - HOURLY ADMINISTRATIVE EMPLOYEES

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
NONE	HOURLY	\$ 13.06	\$ 13.71	\$ 14.40	\$ 15.12	\$ 15.87
(Temporary Help)						

Salary Range Accounting Clerk 1

HOURLY	\$ 16.08	\$ 16.88	\$ 17.73	\$ 18.61	\$ 19.55
BIWEEKLY	\$ 1,286.40	\$ 1,350.72	\$ 1,418.26	\$ 1,489.17	\$ 1,563.63
WEEKLY	\$ 643.20	\$ 675.36	\$ 709.13	\$ 744.58	\$ 781.81
MONTHLY	\$ 2,787.20	\$ 2,926.56	\$ 3,072.89	\$ 3,226.53	\$ 3,387.86
ANNUALLY	\$ 33,446.40	\$ 35,118.72	\$ 36,874.66	\$ 38,718.39	\$ 40,654.31

Salary Range Accounting Clerk 2

HOURLY	\$ 18.71	\$ 19.65	\$ 20.63	\$ 21.66	\$ 22.74
BIWEEKLY	\$ 1,496.80	\$ 1,571.64	\$ 1,650.22	\$ 1,732.73	\$ 1,819.37
WEEKLY	\$ 748.40	\$ 785.82	\$ 825.11	\$ 866.37	\$ 909.68
MONTHLY	\$ 3,243.07	\$ 3,405.22	\$ 3,575.48	\$ 3,754.26	\$ 3,941.97
ANNUALLY	\$ 38,916.80	\$ 40,862.64	\$ 42,905.77	\$ 45,051.06	\$ 47,303.61

Salary Range Secretary to the Board

HOURLY	\$ 19.65	\$ 20.63	\$ 21.66	\$ 22.75	\$ 23.88
BIWEEKLY	\$ 1,572.00	\$ 1,650.60	\$ 1,733.13	\$ 1,819.79	\$ 1,910.78
WEEKLY	\$ 786.00	\$ 825.30	\$ 866.57	\$ 909.89	\$ 955.39
MONTHLY	\$ 3,406.00	\$ 3,576.30	\$ 3,755.12	\$ 3,942.87	\$ 4,140.01
ANNUALLY	\$ 40,872.00	\$ 42,915.60	\$ 45,061.38	\$ 47,314.45	\$ 49,680.17

Salary Range Office Manager

HOURLY	\$ 34.08	\$ 35.78	\$ 37.57	\$ 39.45	\$ 41.42
BIWEEKLY	\$ 2,726.40	\$ 2,862.72	\$ 3,005.86	\$ 3,156.15	\$ 3,313.96
WEEKLY	\$ 1,363.20	\$ 1,431.36	\$ 1,502.93	\$ 1,578.07	\$ 1,656.98
MONTHLY	\$ 5,907.20	\$ 6,202.56	\$ 6,512.69	\$ 6,838.32	\$ 7,180.24
ANNUALLY	\$ 70,886.40	\$ 74,430.72	\$ 78,152.26	\$ 82,059.87	\$ 86,162.86

2% \$72,304.12

4% \$73,721.85

6% 75,139.58

8% 76,557.31

10% 77,975.04

\$87,886.11

\$89,609.37

91,332.63

93,055.88

94,779.14

SALARY RANGES - SALARY EMPLOYEES

SALARY GRADE	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Salary Range for General Manager						
1	ANNUALLY	\$ 95,000	\$ 99,750	\$ 104,738	\$ 109,974	\$ 115,473
	MONTHLY	\$ 7,917	\$ 8,313	\$ 8,728	\$ 9,165	\$ 9,623
	BIWEEKLY	\$ 3,654	\$ 3,837	\$ 4,028	\$ 4,230	\$ 4,441
	HOURLY	\$ 45.67	\$ 47.96	\$ 50.35	\$ 52.87	\$ 55.52
	2%	\$96,900				\$117,782.46
	4%	\$98,800				\$120,091.92
	6%	\$100,700				\$122,401.38
	8%	\$102,600				\$124,710.84
	10%	\$104,500				\$127,020.30
Salary Range for Interim General Manager						
1	MONTHLY	\$ 5,833				
	ANNUALLY	\$ 70,000				
	BIWEEKLY	\$ 2,692				
	HOURLY	\$ 33.65				

Lake Don Pedro Community Services District

Regular Meeting of June 20, 2016

AGENDA SUPPORTING DATA

5. PUBLIC HEARING:

- c. Adoption of a Resolution Approving the District 2016-17 Fiscal Year Salary Schedule

Recommended Motion

I move to adopt Resolution 2016-XXXX, Approving the Salary Scale for 2016/17.

Background

The District is required by CalPERS to annually adopt a salary scale if changes to employee wages are made to keep up with inflation. The salary scale is used to establish pay ranges for all employees, with merit salary increases available for some employees based on positive performance. Salary scales are also adjusted on a regular basis by some percentage to keep the scale of wages consistent with the job market from year to year. The salary scale is not established to reflect the capabilities and performance of individual employees; rather it is intended to set a range of salaries to be paid that are in some manner consistent with wages paid to others in the same type of employment, similar industries, and with the same experience, skills and certification requirements.

The District has historically used the Consumer Price Index (CPI) as a measure of the amount of increase needed, and applied some form of cost of living increase annually. Last year, an increase of 2% was included in the budgeted salaries. The CPI for 2016/17 is 2.6%.

Typically the only time a District would not apply some form of cost of living increase to the salary scale is in the event of serious budgetary crisis. Most special districts in the region and state use the CPI change for Urban Clerical Workers as the most relevant measure of necessary changes to wages. The CPI report details an increase of 2.6% for Clerical Workers, which is the recommended amount of increase to be applied to the 2016/17 salary scale.

The draft 2016/17 salary scale, including the 2.6% increase for all classifications at all steps is included. The increase does not apply to contract staff such as your GM, or District Engineer. The cost of the 2.6% increase is approximately \$5,500 per year and your approval is strongly recommended.



Lake Don Pedro Community Services District

STAFF REPORT

To: Board of Directors

From: Patrick McGowan

Date: May 17th, 2021

Subject: District Employee Salary Schedule

Description – Our District recently participated in a state wide salary/benefits study through the California Special District Association. The CSDA Administrative Salary & Benefits Survey is designed to provide you with the data necessary to evaluate the salary and benefits offered by special districts throughout California. It serves as a valuable management tool when reviewing, analyzing, and evaluating our District's salary and benefits structure. Approximately 100 Special Districts throughout the State participated in this study. Customized reports were created and comparisons made based on agency type, size, or other demographics. The findings of the salary study highlighted various positions within our organization that are under compensated when compared to the industry standard state wide.

1. LDPCSD General Manager Position Comparison:
 - Minimum salary - **33%** under CSDA avg.
 - Average salary - **27%** under CSDA avg.
 - Maximum salary - **28%** under CSDA avg.
2. LDPCSD Office Manager/Board Secretary:
 - Minimum salary – **20%** under CSDA avg.
 - Average salary – **21%** under CSDA avg.
 - Maximum salary – **25%** under CSDA avg.
3. LDPCSD Operations Staff Comparison:
 - Minimum salary - **20%** under CSDA avg.
 - Average salary - **16%** under CSDA avg.
 - Maximum salary - **22%** under CSDA avg.

The District has established a goal to maintain employee salary and benefits provided, as well as an employment environment conducive to the attraction and retention of high quality, efficient, skilled and highly productive employees. Increasing staff compensation to mirror industry averages is not feasible at this time, however smaller increases can be absorbed in our operating budget. District staff have worked diligently the past two years to minimize outside costs incurred

in maintaining our aging distribution system. The capital saved in District staff performing distribution system repairs has been significant. Our District is in the process of upgrading all aspects of our system at this time in a fiscally responsible manner. I feel it time to reinvest in our most important asset, LDPCSD staff members.

Recommendation – To minimize the impact on the Districts operating budget, while maintaining fair compensation for all District staff, I propose a flat increase across all salary schedules of 6% at this time.

RESOLUTION 2021-xx

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
ADOPTING NEW SALARY SCHEDULE INCREASES

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

WHEREAS, the District considers revisions to the salaries paid to employees on an annual basis in conjunction with the development and approval of its annual budget; and

WHEREAS, the District has established a goal to maintain employee salary and benefits provided, as well as an employment environment conducive to the attraction and retention of high quality, efficient, skilled and highly productive employees; and

WHEREAS, our District recently participated in a state wide salary/benefits study through the California Special District Association. The CSDA Administrative Salary & Benefits Survey is designed to provide you with the data necessary to evaluate the salary and benefits offered by special districts throughout California; and

WHEREAS, the survey served as a valuable management tool when reviewing, analyzing, and evaluating our District's salary and benefits structure. Approximately 100 Special Districts throughout the State participated in this study. The format allows you to create customized reports and make the most meaningful comparisons based on agency type, size, or other demographics; and

WHEREAS, the findings of the salary study highlighted all District positions within our organization are under compensated when compared to the industry standard state wide; and

WHEREAS, to minimize the impact on the Districts operating budget, while maintaining fair compensation for all District staff, I propose a flat increase across all salary schedules of 6% at this time.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DON PEDRO COMMUNITY SERVICES DISTRICT SHALL ADOPT NEW SALARY SCHEDULE INCREASES OF 6% TO ALL DISTRICT STAFF MOVING FORWARD.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Lake Don Pedro Community Services District on June 21th, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dan Hankemeier, President, Board of Directors

ATTEST:

Syndie Marchesiello, Secretary

CERTIFICATE OF
SECRETARY (STATE OF
CALIFORNIA) (COUNTY OF
MARIPOSA)

I, Syndie Marchesiello, the duly appointed and Secretary of the Board of Directors of the Lake Don Pedro Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Special Meeting of the Board of Directors of the Lake Don Pedro Community Services District duly called and held at the District office at 9751 Merced Falls Road, La Grange, CA 95239, on June 21th, 2021.

Syndie Marchesiello

From: vote@simplyvoting.com on behalf of CSDA <vote@simplyvoting.com>
Sent: Friday, May 28, 2021 7:02 AM
To: Syndie Marchesiello
Subject: CSDA 2021 Board of Directors Elections

Dear CSDA Member:

A link to an electronic CSDA Board of Directors election ballot is below for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A.

To vote, please visit: <https://CSDA.simplyvoting.com/>

Then enter:

Elector ID - D3262

Password - PFVPH

Or follow this link to access the ballot directly:

<https://CSDA.simplyvoting.com/auth.php?e=D3262&mac=97124757b60c73fa84f6>

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

Once logged in, you will see the candidates for CSDA Board Seat A in your Network as well as candidate information for each person who submitted the optional background information. Please vote for **only one** candidate to represent your Network in Seat A and be sure to fully complete all required fields and submit your vote. Unfortunately, if any part of the ballot is not complete, the ballot will not be valid and will not be counted.

The deadline to complete your voting through the system is July 16, 2020 at 5:00 pm.

If you have any questions or would like to request the ability to vote by hard-copy mail, please contact Amber Phelen at 916.442.7887 or amberp@csda.net

Thank you!

[Unsubscribe](#)



California Special
Districts Association
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: MELVIN K. GONG

District/Company: DINUBA VETERANS MEMORIAL DISTRICT

Title: PRESIDENT

Elected/Appointed/Staff: 12/4/2020

Length of Service with District: 2 YRS

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

RECENT MEMBER OF SPECIAL DISTRICT RISK MANAGMENT AUTHORITY

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

CALIF COUNTY PLANNING COMMISSIONERS ASSOCIATION

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

TULARE CO. PLANNING COMMISSIONER AND AIRPORT LAND USE COMMISSIONER

TULARE CO GRAND JURY, CA NOTARY

4. List civic organization involvement:

CUTLER-OROSI VISION COMMITTEE, CUTLER-OROSI CONNECT MEETING, TULARE CO SHERIFF VOLUNTEER

CUTLER-OROSI CHAMBER OF COMMERCE, AMERICAN LEGION, DINUBA MEMORIAL HALL DISTRICT

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

MELVIN K. GONG

Candidate Statement:

Currently serving as President of the Dinuba Veterans Memorial District. Served 12 years on the Tulare County Planning Commission and Airport Land Use Commission. Former director on the CCCPCA (Central District Director for the California County Planning Commissioners Association) Board. Gong founded the Cutler-Orosi Vision Committee in collaboration with Community Service and Education Training (CSET); receiving a grant from Great Valley Center to incorporate, wrote the Article of Incorporation and its by-laws, filed for 501(c) (3) status and served as its President.

Served as President of the Tulare County Sheriff Volunteers and coordinated volunteers' training and volunteer patrol operation for the Sheriff. As VP, Gong authored the re-write of the by-law and uniform regulation. Gong served on the 1999-2000 Tulare County Grand Jury and chaired both the Administration and the Special Districts/Audit Committees.

Retired IRS employee, which included working as a Workforce Relations Consultant, tax examiner, and Human Resource Technician.

Retired Air Force Reserve Officer, help formed the Mission Assurance Division and Continuity of Operations (COOP) Branch. Member of the Joint United States Strategic Command Support Battle Staff. Active duty assignments include; Missile Combat Crew Commander, Munitions Accountable Supply Officer (responsible nuclear/conventional bombs and missiles), and Logistic Staff Officer.

Awards include Cutler-Orosi Chamber of Commerce Man of the Year, TC Office of Education's SCICON Volunteer of the Year, and TC Sheriff Volunteer of the Year.

Education includes master degree in Human Resource Mgt. & Development and Bachelor of Science in business administration. Also, completed Squadron Officer School, Air Command and Staff, and Air War College.

Other experiences include mortgage loan officer and in-house trainer for new employees. Family businesses include being a travel agent, licensed insurance agent, import and export business manager, and landlord. Achievements include Private Pilot License and Dive Master Scuba-Certification rating.



California Special
Districts Association
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Curtis Jorritsma

District/Company: Hilmar County Water District

Title: General Manager

Elected/Appointed/Staff: Appointed by Board

Length of Service with District: 5.5 years

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

None, other than attendance at CSDA events/trainings.

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

AWWA Cal-Nevada Section

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

City of Patterson (8 Years, Capital Projects Manager),

West Turlock Subbasin Groundwater Sustainability Agency (3 Years, Currently Vice Chair)

4. List civic organization involvement:

Hilmar Unified School District Governing Board (4 years, Currently Vice Chair)

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

My name is Curtis Jorritsma and I'm the General Manager for Hilmar County Water District. I would like to be considered for a position on the California Special Districts Association Board of Directors. Over the past five years, I've learned what it means to operate a special district in California. The impact of special districts in this state and the ability and willingness they have to move forward without the resources of their city and county counterparts is nothing short of amazing.

If elected to the CSDA Board of Directors for the Central Network, I would work to bring awareness to the wide range of special districts within our boundaries and the services that each provides for their specific community. If you're reading this, you are already aware of the benefits CSDA provides its member agencies. My goal would be to continue to bring value to these unique relationships and to assist in expanding their capabilities.

2020 taught us that nothing is permanent and things can and will change at a moment's notice. Strong, informed leadership is critical in those situations as well as in each of our day-to-day activities and operations. I want to be part of that leadership and I am asking for your support to do so.



California Special
Districts Association
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Patrick McGowan

District/Company: Lake Don Pedro Community Services District

Title: General Manager

Elected/Appointed/Staff: _____

Length of Service with District: 22 months

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

No

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

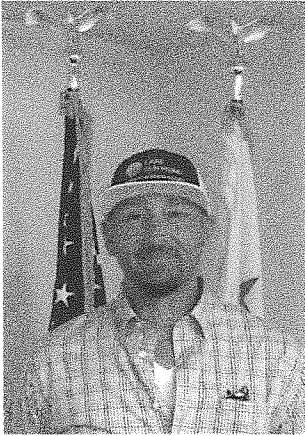
Backflow and Cross Connection Specialist and
am a AWWA member.

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

4. List civic organization involvement:

Vice President of Modesto City Employee Association
for 3 years 2016-2019.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.



Patrick McGowan

CSDA Central Network Seat A

Board of Directors Nominee

Candidate Statement

I am ecstatic to be nominated for Central Network Seat A by Lake Don Pedro Community Services District Board of Directors! I have an extensive twenty year background in construction, operations, and management. In addition to working within local governments for the past thirteen years, I am also a licensed General A Contractor. I spent ten years working for a large municipality located in Central California prior to my arrival at Lake Don Pedro Community Services District. I began in operations and eventually earned a management position within the Utilities Department. In 2014, I was elected as a Director of the City Employee Association representing over five hundred employees. In 2017, I successfully was elected to Vice President of this association. The experiences gained navigating within an employee association, in addition to my operations background, has helped shape my outlook on management. I began my tenure with Lake Don Pedro CSD a little under two years ago. The ability to provide uninterrupted essential services, at reasonable rates to our fee payers, during a global pandemic has been invaluable. We face many hardships within our District, and I am motivated to gain relationships that may assist me in moving forward as a manager. I am excited for the opportunity to work alongside, and grow from other knowledgeable, experienced CSDA members. I believe my unique, diverse skill set can contribute immediately if given the chance. I am eager to gain policy and legislative experience within the Special District network that can assist our community in moving forward in the future.

Patrick McGowan

General Manager, Lake Don Pedro CSD



California Special
Districts Association
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Patrick Ostly

District/Company: North of River Sanitary District

Title: District Manager

Elected/Appointed/Staff: Appointed

Length of Service with District: 6 years

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

Current VP of the Kern County SDA

Attendance at CSDA Conferences and GM Conferences

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

California Association of Sanitary Agencies (current member of CSRMA liability insurance committee)

California Water Environment Association (Current Leadership Development Committee Chair and Secretary for the Golden Empire Section)

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

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

Central Network Seat A Candidate Statement for Patrick Ostly

Special Districts provide valuable services to the residents of California, yet it is unfortunate that much of our population is still not aware of how Districts affect and improve their daily life. I am a graduate of Cal Poly SLO with a degree in Civil Engineering and have been a registered engineer since 1996. For 22 years as a consulting engineer, I studied, planned, designed, and provided construction services for public water and wastewater Infrastructure Projects. Many of my clients were Sanitary Districts, Water Districts, Utility Districts, and Community Services Districts. I was always amazed that friends and family were mostly ignorant of the important services and infrastructure they unknowingly benefit from every single day.

In 2015 I took on the role of District Manager at North of River Sanitary District in Bakersfield. Previous District Management had commenced modernizing operations at the District, and I continue to push this transition resulting in current District operations and service we are proud of. My experience with wastewater infrastructure has been applied to current assets and the planning and design of future ones.

CSDA has been working hard promoting our Districts to the California public and in representing our needs to elected officials. I look forward to being more involved in these activities.

Director Johnsons request:

I am requesting that the June Agenda include a discussion item for Drought 2021, and the option for the Board to be able to provide recommendations and direction to the Manager.