

DRAFT

MINUTES OF REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF DEL PASO MANOR WATER DISTRICT

The Board of Directors of the Del Paso Manor Water District held its regular meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on August 7, 2017 at 7:30PM.

President Allen called the meeting to order. All Board members were present except Vice President Saunders who was on a scheduled vacation. Also present were Attorney Brown, Manager Debra Sedwick, Field Manager Rich Bolton, and Office Administrator Lori Hensley. Also in attendance Sergio Guillen with Forsgren Associates. There were several residents and members of the public also present.

CONSENT CALENDAR:

1. Approval of the July 3, 2017 and July 11, 2017 minutes.
2. Updated Risk Control Policies/Programs including:
 - a. Accident Investigation
 - b. Confined Space
 - c. Driver Safety
 - d. Emergency Action Plan
 - e. Hazard Communication
 - f. Hearing Conservation
 - g. Heat Illness
 - h. Injury/Illness Prevention Program (IIPP)
 - i. Lockout/Blockout
 - j. Safe Practices and Operation
3. Updated District Policies/Programs including:
 - a. Identity Theft Prevention
 - b. Information Security
 - c. Investment Policy along with Resolution Implementing the Investment Policy
 - d. Records Inspection, Retention, Disposal, and Storage
 - e. Water System Emergency Response Plan
4. New Policies including:
 - a. Cyber Security Awareness Training and Education
 - b. Replacement of Service Taps
5. Accept donation from Mr. & Mrs. Richard Allen of USA and California flags with stands, valued at approximately \$300.
6. Approval to pay invoices for July 2017.

<u>WATER REVENUE</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
PERS/Health 7/3	EFT	6976.60
PERS/Accrued Unfunded Liability 7/3	EFT	28303.00
ACWA/JPIA (Dental, Vision, & EAP) 7/3	8411	620.60
Uinta Holdings, LLC 7/3	8412	1930.00
Primetax Service Charge 7/5	EFT	183.21
ACWA/JPIA Workers Comp (Adjustment) 7/7	8413	1.13
AT&T 7/7	8414	204.29
Primetax - Payroll 7/14	EFT	8426.89
Primetax - Payroll Taxes 7/14	EFT	5123.99
U.S. Postal Service 7/24	8415	762.68
Primetax - Payroll 7/31	EFT	11813.10

Primetax - Payroll Taxes 7/31	EFT	6090.23
PERS/Health 7/31	EFT	6977.99
PERS/Retirement 7/31	EFT	4416.07
Regional Water Authority (Water Efficiency Program) 7/31	8416	3341.00
ACWA/JPIA (Dental, Vision, & EAP) 7/31	8417	620.60
Voya Financial	8418	1400.00
AT&T	8419	184.01
Hill Rivkins Brown & Associates	8420	3848.00
BSK Associates	8421	700.00
Chevron	8422	294.08
AT & T Wireless	8423	219.71
Emigh Hardware	8424	75.26
GM Construction & Developers, Inc. (Watson)	8425	7884.00
Ferguson Waterworks	8426	728.36
Inland Business Systems	8427	137.54
Lubrication Engineers, Inc.	8428	289.25
P.G.& E.	8429	8.87
Petty Cash	8430	145.10
U.S. Postal Service	8431	695.98
Regional Water Authority (Dues)	8432	5847.00
Sacramento County Utilities	8433	172.66
SMUD	8434	10087.42
Sam's Club	8435	305.16
Sacramento Groundwater Authority (Dues)	8436	17894.00
Sierra Chemical Company	8437	664.20
Debra Sedwick (Reimbursements)	8438	346.82
USA North	8439	969.59
USA BlueBook	8440	296.54
Uinta Holdings, LLC	8441	1930.00
Stericycle Communication Solutions	8442	433.05
YP	8443	15.50
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Upon motion by Director Wilson, seconded by Director Matteoli, and carried the Board approved all consent calendar items listed above by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, and Wilson

Noes: None

Abstain/Absent: Saunders

REPORT FROM FIELD MANAGER CONCERNING:

July field matters:

1. The District field staff responded to eight leaks this month. Four were service line related that required the assistance of the District. Two were on the line between the corporation valve and the curb valve. There were two main line leaks. One was on Watson Street which required the assistance of GM Construction due to the depth and safety requirements for the AC pipe. The last main line leak was at a dental office which was repaired by the field staff.

2. Field staff also performed twenty-seven Underground Service Alerts and six service line locations throughout the month.

3. Staff responded to a SCADA alarm at Well #6B. Revised software will be installed later this month.

4. District staff sampled for chlorine disinfection bi-products as required every year. All samples tested absent.

5. District staff inspected El Camino High School's replacement on a new 6" backflow device on Eastern Avenue.

6. Little Whales Swim School pressure and flow problem has been solved, thanks to District staff recommendation.

REPORT FROM MANAGER CONCERNING:

July operational matters:

1. The District received a draft report on the energy audit that California Rural Water Association did for the District. The final report should be received soon. In the report, the District could save up to \$550 per year if we invest in Variable Frequency Drives for Wells #2, #3, #4, #5, and #7; however, that investment would cost much more than the payoff. The payoff would take longer than five years so in their final comments, they do not recommend that investment.

2. Last month, resident Deake Marschall presented some grants and loans opportunities. Manager Sedwick took some time to look into each one he highlighted and wrote out comments on each.

3. Manager Sedwick received notice from the ACWA that the President Tim Quinn will be having surgery and expected to be back in approximately two months. Past President Paul Kelly who is the current CalDesal Executive Director will be filling in.

4. The State Water Resource Control Board officially removed the drinking water standard for Hexavalent Chromium (Chrom 6), as they did not do enough studies. Rather than appealing the court's decision the State Water Board is beginning the process for adopting a new MCL as soon as possible.

5. On July 18th, the State Water Resource Control Board adopted a five parts per trillion maximum contaminant level (MCL) for 1,2,3, Trichloropropane. Currently, there is no MCL on the federal level. The new California MCL will take effect October 1, 2017 and water systems will be required to meet the new standard in January 2018. The District will be taking our first round of official tests later this month with normal quarterly testing. Manager Sedwick will report back with the results.

6. The Sacramento Regional Contamination Issues Committee met this month. An update on the Aerojet plume and the McClellan cleanup was given. Aerojet has a few new monitoring wells and is in the beginning stages to discuss building a new Groundwater Extraction Treatment facility in Carmichael. McClellan cleanup is going good; they expect to be offsite by 2019. There was also discussion of merging petroleum contaminations which may be a problem at Mather.

7. Senate Bill 96 was passed and went into effect immediately on June 27, 2017. This bill raised the threshold for contractor registrations, imposes penalties on contractors who do not register, and agencies that employ contractors who are not registered.

8. The North American Basin Regional Drought Contingency Plan has completed their draft report and it is out for comment. The final report should be completed in September.

9. Manager Sedwick shared information with the Board that the United States EPA selected twelve projects to receive WIFIA loans. These twelve loans will be for very large projects across the United States at a cost of \$2.3 billion.

10. The District reduced our water production for July by 23.0%, compared to 2013; the year to date reduction compared to 2013 was 28.2%. Compared to 2016, July increased by 8.8%, with year to date increase of 8.0% compared to 2016.

11. All bacteriological quality samples tested absent for July.

12. There were no water complaints for the month of July.

REPORT FROM ATTORNEY CONCERNING:

No Report.

REPORT FROM ENGINEER CONCERNING:

Sergio Guillen with Forsgren Associate talked about above normal temperatures and normal to above normal temperatures in the ocean; this could indicate that there will be normal rainfall for the year. He also mentioned Governor Jerry Brown appointed Grant Davis of Sonoma County Water Agency to become the next director of the Department of Water Resources.

REPORTS ON VARIOUS MEETING(S):

Vice President Saunders attended the Regional Water Authority meeting and submitted a written report. Some of the items discussed included legislative and regulatory updates by Adam Robin. Updates to the RWA Strategic Plan were also approved. Vice President Saunders also attended the Regional Water Authority workshop on Delta Issues that was held after the RWA meeting. There were several presentations from a panel of experts to report the status of the ongoing regulatory processes that will affect the Sacramento-San Joaquin Delta and upstream water supplies.

President Allen, Director Matteoli, and Manager Sedwick, as the DPMWD/CWD Pipeline Committee, met to discuss Manager Sedwick's meeting with Carmichael Water District. Carmichael Water District is developing a scope of work to begin a "place of use" change. Del Paso Manor Water District has an opportunity to be included in this which would reduce our costs significantly because it would be shared with other utilities that want to participate. The committee agreed that the District should consider being included. Once a draft agreement is drawn up, it will be brought before the full Board.

OLD BUSINESS:

1. Manager Sedwick gave legislative/regulatory updates to the Board. She highlighted four bills. ACWA requested opposition letters on SB623 which is the bill that may have a public goods charge; Manager Sedwick wrote an opposition letter and sent it to the author and all members on the Appropriations Committee. She also agreed to sign the ACWA coalition letter on behalf of the District. Last month she reported she sent an opposition letter on AB1479 which created civil penalties for CPRA violations; CSDA reported back that due to the number of opposition letters received, the author made amendments to the bill. The current status of AB746 which changes lead testing requirements is in the appropriations suspense file. Manager Sedwick attended the AB401 State hearing; the State Water Resource Control Board has come up with four options to provide statewide low income assistance but all are very expensive. They are looking at options to fund which may include a “water tax”. Manager Sedwick will continue to monitor and keep the Board apprised.

2. The Board reviewed and discussed the District having a website. Manager Sedwick gave a breakdown of different types of website options last month. Director Clohossey also looked into a similar size water district in Southern California. Going with a customized website will cost more upfront and going with Streamline is a small monthly fee with no contract. Director Wilson stated the longer we wait on getting a website, the longer it is for residents to know what the District is doing and providing information on a timely basis. A few public comments were made; one resident thought it was a fantastic discussion. Upon motion by Director Matteoli, seconded by Director Clohossey, and carried, the Board voted to authorize the Manager to use Streamline by the following roll call vote:

Ayes: Allen, Clohossey, and Matteoli
Noes: Wilson
Abstain/Absent: Saunders

3. The Board reviewed and discussed a communication plan. Several residents spoke during public comment. There were many suggestions including using an intern and the billing which is six times a year to send information. Both Marissa Burt and Charlotte Fadipe said they would not support a rate increase if the District used a public relations firm. Upon motion by Director Matteoli, seconded by Director Wilson, and carried the Board voted to have Manager Sedwick bring back proposals on a time and material and on an as needed basis by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, and Wilson
Noes: None
Abstain/Absent: Saunders

NEW BUSINESS:

1. Upcoming meetings:

a. California Special District Associations' Annual Conference, September 25-28, 2017, Monterey, California.

b. Association of California Water Agencies Fall Conference, November 28-December 1, 2017, Anaheim, California.

2. Nominations for Sacramento Local Agency Formation Commission Special District Commissioner and Alternate Commissioner was held over to the next meeting.

3. The Board reviewed and discussed ACWA's Region 4 Board of Directors ballot. Upon motion by Director Matteoli, seconded by Director Clohossey, and carried the Board voted for the Region 4 nominating committee's recommended slate by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, and Wilson

Noes: None

Abstain/Absent: Saunders

4. The Board reviewed and discussed the steps to move forward with a rate increase to meet operation and maintenance expenses, current debt service, and bond covenants. A couple members of the public had questions and a few gave suggestions. Upon motion by Director Wilson, and seconded by Director Clohossey and carried the Board directed Manager Sedwick to develop a Request For Proposal (RFP) for a Cost of Service Analysis by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, and Wilson

Noes: None

Abstain/Absent: Saunders

PUBLIC COMMENT:

None

BOARD GENERAL DISCUSSION:

Director Matteoli stated that he was happy he went with Streamline as the District can always go to a custom website in the future since Streamline has no contract. Director Clohossey thanked Manager Sedwick for going through the opposition letters to making copies of the eleven with comments for the Directors.

There being no further business to come before the Board, the Board President adjourned the meeting at 9:59PM.

Richard K. Allen, President

ATTEST:

Debra Sedwick, Secretary