

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

May 2, 2019  
6:30PM

1817 Maryal Drive, Suite 300, Sacramento

by teleconference at: The Wyndham Shearwater Clubhouse  
3730 Kamehameha Road  
Princeville, HI 96722

A G E N D A

The Board will discuss all items on its agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on its agenda, but will not act on those items unless action is urgent, and a resolution is passed by two-thirds (2/3) vote declaring the need for action arose after posting of the agenda.

This agenda has been prepared and posted in compliance with the provisions of the Ralph M. Brown Act, and specifically the provisions of Sections 54954.2 and 54954.3 of the Government Code. Board action may occur on any identified agenda item. Any member of the public may directly address the Board on any identified agenda item of interest, either before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker.

In compliance with the Americans with Disabilities Act, Del Paso Manor Water District encourages those with disabilities to participate fully in the public hearing process. If you have a special need in order to allow you to attend or participate in our public meeting and public hearing processes, including receiving notices, agendas, and other writings in appropriate alternative formats, please contact our office at (916) 487-0419 at least 24 hours in advance of the public meeting or hearing you wish to attend so that we may make every reasonable effort to accommodate you.

1. Oath of Office of newly appointed Director: Gregory Schneider
2. Call to order and roll call
3. Pledge of Allegiance
4. Announcements
5. Public Comment: The Public may address the Board on any items not on the agenda which are within the jurisdiction of the Del Paso Manor Water District Board of Directors. Comments shall be limited to five (5) minutes.
6. Old Business:
  - a. Review and approve engagement letter from Richardson & Co. to perform the 2018/19 fiscal year audit.
  - b. Review, discuss and approve amended District Investment Policy.

- c. Review, discuss and action approving a job description for the new general manager, desirable qualifications, salary range, recruitment methods, and proposed process and schedule.
7. New Business:
    - a. Upcoming Meeting:
      1. California Special Districts Association's Financial Management, April 25, 2019 in Simi Valley, CA or August 8, 2019 in Sacramento, CA
    - b. Review and approve service contract with TESCO for Wells 8 & 9.
    - c. Review and approve contract with Total Compensation Systems, Inc. for the GASB 74/75 Full Evaluation for Measurement of June 30, 2019.
    - d. Review, discuss, and adopt amended District Holiday Policy.
    - e. Review and adopt minutes of April 2, 2019 Special Meeting.
    - f. Review and adopt minutes of April 2, 2019 Regular Meeting.
    - g. Review and authorize payment of invoices for April 2019.
  8. Report on Meetings:
    - a. Communication Ad-Hoc Committee - Burt/Harrington
    - b. Finance Ad-Hoc Committee Meeting - Burt/Lenahan
    - c. Human Resource Ad-Hoc Committee - Burt/Lenahan
    - d. Policy Manual Review Ad-Hoc Committee Meeting - Harrington/Burt
    - e. Sacramento Groundwater Authority Meeting - Matteoli
    - f. Water Forum Successor Effort Meeting - Lenahan
  9. Report from Attorney concerning:
    - a. Non-discussion/action items
  10. Report from Manager:
    - a. Status of April operational matters

11. Report from Field Manager:
  - a. Status of April field matters
12. Board General Discussion: Opportunity for Board members to ask questions for clarification, provide information to staff, request staff to report back on a matter, or to direct staff to place a matter on a subsequent agenda.
13. Adjournment

Professional Dues (Organizations)	Annual Dues
AWWA	433
ACWA	6305
CSDA	5896
CRWA	777
RWA	6081
SGA	17583
SAWWA*	900
	<hr/>
	37975

\*Includes cost of lunch at meetings

BOARD OF DIRECTORS  
 COMPENSATION/EXPENSE SUMMARY  
 APRIL 2019

DATE	MEETING		BURT	HARRINGTON	LENAHAN	MATTEOLI
	ACWA Fall Conference					
	ACWA Spring Conference					
	ACWA Meeting					
	ACWA Ag Committee Meeting					
	ACWA Groundwater Committee Meeting					
	ACWA/JPIA					
	California Special District's Association					
4/2/2019	DPMWD - Regular Board Meeting		1	A	1	1
4/2/2019	DPMWD - Special Board Meeting		1*	1	1*	1*
4/24/2019	DPMWD - Special Board Meeting		1	1	1	1
3/30/2019	DPMWD - Adhoc Communication Committee		1	1		
3/18/2019	DPMWD - Adhoc Finance Committee		1		1	
3/31/2019	DPMWD - Adhoc Finance Committee				1	
4/10/2019	DPMWD - Adhoc Finance Committee		1		1	
	DPMWD - Adhoc Finance Committee					
	DPMWD - Adhoc Human Resource Committee					
4/9/2019	DPMWD - Adhoc Policy Manual Review Committee		1	1		
4/23/2019	DPMWD - Adhoc Policy Manual Review Committee		1	1		
4/12/2019	DPMWD - Adhoc Succession Planning Committee			1	1	
	DPMWD - AB1234 Ethics Training					
	DPMWD - AB1825 Sexual Harassment Prevention Training					
	Regional Water Authority					
4/11/2019	Sacramento Groundwater Authority					1
	Water Forum Successor Effort					
	TOTAL MEETINGS		7	6	6	3
	TOTAL COMPENSATION		\$ 700.00	\$ 600.00	\$ 600.00	\$ 300.00
	TOTAL EXPENSES					

\* Meetings on same day (only one paid for)

\*\*Only two meetings per adhoc is allowed compensation

A - Absent

April 4, 2019

Del Paso Manor Water District  
1817 Maryal Drive, Suite 300  
Sacramento, CA 95864

We are pleased to confirm our understanding of the services we are to provide the Del Paso Manor Water District (the District). We will audit the financial statements of the District, including the related notes to financial statements, which collectively comprise the District's basic financial statements as of and for the year ended June 30, 2019, with the option to renew through 2023. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Schedule of the Proportionate Share of the Net Pension Liability and Schedule of Contributions – Miscellaneous Plan
3. Other Postemployment Benefits (OPEB) Plan Schedule of Changes in the District's Net OPEB Liability and Related Ratios

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Combining Statement of Net Position
2. Combining Statement of Revenues, Expenses, and Changes in Net Position
3. Combining Statement of Cash Flows

## **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the Minimum Audit Requirements and Reporting Guidelines for California Special Districts and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement, or may withdraw from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*. The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or

governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards. Because of the importance of oral and written management representations to an effective audit, the District releases and indemnifies Richardson & Company, LLP and its personnel from any and all claims, liabilities, costs and expenses attributable to any active negligence on the part of the District.

#### **Audit Procedures-Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*.



### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles and preparing the Financial Transactions Report to the State Controller based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government

involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Audit Administration and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The workpapers for this engagement are the property of Richardson & Company, LLP and constitute confidential information. The workpapers for this or any engagement for you will be retained for a minimum of seven years after the date the auditor's report is issued, or longer if

required by generally accepted auditing standards. The firm will make available its workpapers and respond to all reasonable inquiries of successor auditors and others to review workpapers of the District, upon the District's written request or consent. Access to such workpapers will be provided under the supervision of Richardson & Company personnel at a location designated by our Firm. Furthermore, upon your request or consent, we may provide photocopies of selected workpapers to the successor auditors or others. All professional and administrative services and expenses relating to such access will be charged as an additional expense to the District.

In the event we are requested or authorized by you or required by government regulation, subpoena, or other legal process to produce our workpapers or our personnel to respond to inquiries or serve as witnesses with respect to this or any engagement for you, you will, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, in responding to such a request. If such a request is made, and unless we are obligated by law or legal process to the contrary, we will inform you prior to providing such access.

If the District intends to publish or otherwise reproduce in any document our report on the District's financial statements, or otherwise make reference to our Firm in a document that contains other information in addition to the audited financial statements (e.g., in a debt offering circular for example), the District agrees that prior to making any such use of our report, or reference to our Firm, management will provide us with a draft of the document to read and obtain our approval for the inclusion or incorporation by reference of our report, or the reference to our Firm, in such document before the document is printed and distributed. The inclusion or incorporation by reference of our report in any such document would constitute the reissuance of our report and any request by the District to reissue our report or to consent to its inclusion or incorporation by reference in an offering or other document will be considered based on the facts and circumstances existing at the time of such request. The estimated fees outlined herein do not include any services that would need to be performed in connection with any such request to make use of our report, or reference to our Firm; fees for such services would be based upon the rates for additional services as described in the Professional Fees section of this letter.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, if applicable, you understand that electronic sites are a means to distributed information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Our Firm, as well as all other accounting firms with a significant audit practice, participates in a "peer review" program, covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us.

Ingrid Shepline will serve as the engagement partner and is responsible for supervising the engagement and may sign the auditor's reports or authorize another individual to sign them.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and

letters of comment received during the period of the contract. Our current peer review report accompanies this letter.

**Professional Fees**

Our base audit fee for the year ended June 30, 2019 is \$11,900, which includes the scope of work outlined in our proposal as follows:

Basic Financial Statements	\$ 10,700
GASB 75 and 68 calculations	800
Financial Transactions Report	<u>400</u>
Total	<u>\$ 11,900</u>

Our estimate assumes that the District will prepare all closing entries, including any accrual adjustments needed in accordance with generally accepted accounting principles, and that the beginning net position in the general ledger agrees to the prior year audit.

Should the District plan to renew our contract, our fees will be as follows:

	FY <u>2019-20</u>	FY <u>2020-21</u>	FY <u>2021-22</u>	FY <u>2022-23</u>
Basic Financial Statements	\$ 9,970	\$ 10,220	\$ 10,525	\$ 10,835
GASB 75 and 68 calculations	820	840	870	895
Financial Transactions Report	<u>410</u>	<u>420</u>	<u>430</u>	<u>450</u>
Total	<u>\$ 11,200</u>	<u>\$ 11,480</u>	<u>\$ 11,825</u>	<u>\$ 12,180</u>

Changes in Scope That Could Result in a New Fee Arrangement: In the event that the scope of the audit increases due to the receipt of federal grant funds, new debt issuances, changes in accounting or auditing pronouncements and standards, laws or regulations, the loss of key accounting personnel, material weaknesses in the internal control environment, or significant changes in the scope the District's operations, we will discuss the situation with you and arrive at a new mutually agreed upon fee arrangement.

Additional Services: The fee for additional services provided under this engagement letter or otherwise requested by the District, if any, will be based on a rate per hour by staff classification as follows:

<u>Classification</u>	<u>Rate Per Hour</u>
Partner	\$ 180
Senior Manager	160
Manager	140
Supervisors	130
Seniors	110
Staff	90
Administrative or clerical	65

If any provision in this letter is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

\* \* \* \* \*

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid Sheipline, CPA  
Managing Partner

Response:

This letter correctly sets forth the understanding of the Del Paso Manor Water District and is signed by the officer authorized by the Board of Directors to enter into this agreement on the District's behalf.

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_



CPAs & BUSINESS ADVISORS

## Report on the Firm's System of Quality Control

July 17, 2018

To the Partners of Richardson & Company, LLP  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Richardson & Company, LLP (the firm) in effect for the year ended March 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Richardson & Company, LLP in effect for the year ended March 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Richardson & Company, LLP has received a peer review rating of *pass*.

Eide Bailly LLP

**What inspires you, inspires us. [eidebailly.com](http://eidebailly.com)**

**FOR BOARD OF DIRECTORS OF DEL PASO MANOR WATER DISTRICT**

**SCHEDULE:**

May Board Meeting

- Discuss, Amend, and approve Job Description and Salary Range
- Review Proposed schedule
- Recruitment methods and means

Recruitment Methods - May:

- CRWA – Free
- BCJobs - \$200
- CSDA - \$105
- Sac Water Works
- RWA
- Our Website and Sac Bee (1 Sunday)

**PROCESS:**

Applications Due: June 17<sup>th</sup>

First Interviews: July 8 - 12 (To be done by Ad Hoc Committee)

Second Interviews: July 22 – 26 (Special Closed Session Board Meeting)

Offer/Contract Negotiations: August

Conditions Removed: September

Start Date: October

**Flyer / Job Advertisement**

**Title of Position:** General Manager  
**System Name:** Del Paso Manor Water District  
**Contact Name:** Debra Sedwick  
**E-mail Address:** [debrasedwick@sbcglobal.net](mailto:debrasedwick@sbcglobal.net)  
**Salary / Pay Rate:** TBD (Board Discussion Item)  
**Posted Date:** May 20<sup>th</sup>, 2019  
**Deadline to Apply:** June 17<sup>th</sup>, 2019

**Job Description:** Del Paso Manor Water District was founded in 1956 and provides water to over 1,800 residential and commercial customers. The District is responsible for maintaining the infrastructure delivery system that provides the water to customers, to assure that the water meets or exceeds required water quality standards, and that there is always a reliable supply of water for the health and safety of the District's residents, businesses, and institutional users.

We are seeking candidates with experience in ground water districts and knowledge of infrastructure planning. We are a small district with a small team that needs a flexible and dependable leader. The General Manager must keep our district in compliance with county, state, and federal regulations. This position reports to a five-member board of directors.

To find more information, please visit our website for the full job announcement at:  
[www.delpasomanorwd.org](http://www.delpasomanorwd.org)

**Newsaper:** Del Paso Manor Water District is seeking a new General Manager. Please visit [www.delpasomanorwd.org](http://www.delpasomanorwd.org) for job posting.



**DEL PASO MANOR WATER  
DISTRICT  
Job Description**

**Job Class:** General Manager  
**FLSA Status:** Exempt  
**Supervisor:** Board of Directors  
**Effective Date:**

**The Water District**

Del Paso Manor Water District was founded in 1956 when a group of residents began negotiations and formed a Government Special District. Our Mission is to provide safe drinking water in accordance with California and federal regulations and to maintain a reliable water supply for water consumption and fire protection.

We provide potable water for residential, commercial, and institutional use. The District is responsible for maintaining the infrastructure delivery system that provides the water to customers, to assure that the water meets or exceeds required water quality standards, and that there is always a reliable supply of water for the health and safety of the District's residents, businesses, and institutional users.

Del Paso Manor Water District is directed and governed by a five (5) member Board of Directors elected at large by the registered voters who reside within the District. Policy direction is set by the Board of Directors and administered by the General Manager. The people who are elected Board Members must reside in the District and thus have the same concerns as other residents.

The majority of our wells and distribution system date to when they were first installed by the developers between 1949 -1955. While we are proud of our history, we face system mapping challenges due to the transformations since our inception. When Del Paso Water Company sold the water system to the District, they provided very few maps of the distribution system. Additionally, well documentation requirements in the 1940s were not the same as they are today.

**Description and Distinguishing Characteristics**

Under broad policy and general administrative direction from the Board of Directors ("the Board"), the General Manager plans, organizes, directs and reviews the overall administrative activities and operations of the District; provides advice and assists the Board; and represents the District's interests at local, regional, state, and federal levels. The position is employed under contract as the General Manager for the District, which is the highest-level position in the organization. This position reviews budget requests, makes recommendations to the board on final expenditure levels, and is responsible for employer-employee relations.

**Broad Duties**

The broad duties of the General Manager are set forth in the California Water Code as follows:

**Section 30580**

The General Manager shall:

- (a) Have full charge and control of the maintenance, operation, and construction of the water works or water-works system of the District.
- (b) Have full power and authority to employ and discharge all employees at pleasure.
- (c) Prescribe the duties of employees.
- (d) Fix and alter the compensation of employees subject to approval by the Board.

**Section 30581**

The General Manager shall also:

- (a) Perform other duties imposed by the Board.
- (b) Report to the Board in accordance with the rules and regulations as it adopts.

## **Essential Duties and Responsibilities**

The following duties are typical for this position. Depending upon the assignment, the position may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. The Board retains the right to add, remove, or change duties at any time.

- Serve as the Chief Administrative Officer for the District.
- Perform as the District Incident Manager when Emergency Response Plan is implemented.
- Serve as the District's spokesperson to the media, general public, and ratepayers.
- Effectively represent the District and its interests with federal, state and local agencies and elected officials, other special districts, professional groups and the public.
- Responsible for the District's Conservation Program, including performing audits as necessary.
- Direct projects, programs, grants and contracts.
- Prepares leases and agreements with other agencies
- Comply with District, local, state and federal regulations; work with consultants on regulatory and compliance requirements; provide advice/consultation regarding legislation to the District and Board.

### **Personnel**

- Budget and approve the appointment of personnel.
- Assumes responsibility for District personnel matters, including employment procedures, grievances, classification and pay, and employer-employee relations.
- Provide leadership and guidance to all District employees.
- Mentor, supervise, train, discipline, and evaluate the performance of direct reports.
- Maintain awareness of operation practices and recommend changes which increase the efficiency and economy of district operations.
- Confer with outside legal counsel on legal and regulatory issues affecting the District.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, and the public.
- Manage outsourced functions: Payroll, Information Technology, Engineering, and others, as needed.
- Prepares payroll data, reports, and review timecards.

### **Board of Directors**

- Attend District Board and committee meetings; present reports and agenda items regarding District programs.
- Represent the District as Secretary of the Board and committees as appointed.
- Direct the development, implementation and enforcement of District goals, objectives, policies, regulations, and procedures; approve new or modified programs, systems and administrative/personnel policies and procedures.
- Coordinate District activities with outside agencies and organizations.
- Provide consultation, advice and recommendations for the Board's consideration and adoption; provide staff assistance to the Board.
- Direct and oversee the development of Board agendas.
- Research, prepare, and present technical and administrative reports and studies to the Board and a variety of committees and the public; prepare written correspondence.

## **Financial Management**

- Maintain a documented system of accounting and operations policies and Standard Operating Procedures.
- Design of the organizational structure adequate for achieving the district's goals and objectives
- Direct and oversee the development, presentation and administration of the District budget; make recommendations to the Board on final expenditure levels.
- Review and authorize District contracts, leases, agreements with other agencies, and other legal and financial documents.
- Prepares monthly/quarterly reports to government agencies as required.
- Issue timely and complete financial statements, reports, and budgets.
- Annual audit and compliance duties.

## **Qualifications**

### *Knowledge of:*

- Public water system operations.
- Principles, methods, techniques and objectives of public administration.
- Planning, organizing, directing, and supervising the operations of a special district.
- Policies, rules and regulations, and procedures development and enforcement.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Federal, state, county and local regulatory compliance.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of safety and risk management.
- Project management, budget principles, and fiscal controls.
- Cost estimating, contract administration, research and evaluation methods.
- Public personnel administration, labor relations, and employer-employee relations.

### *Ability to:*

- Plan, organize, coordinate, and direct District's operations to achieve efficient operations and meet program goals.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Exercise good judgment.
- Administer a District budget and fiscal control process.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Collect, organize, and analyze data on variety of topics.
- Analyze situations and make sound recommendations in support of District goals.
- Communicate effectively both orally and in writing with the Board of Directors, District management, co-workers, and the public in one-to-one and group settings.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to District activities.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Effectively represent the District with the public, community groups, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software.

### **Physical Requirements**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel regularly by vehicle for District related duties and activities.
- Regularly work in an office environment:
  - Work at a desk/table for an extended period of time; sit and stand for an extended period of time.
  - Ability to bend (neck and waist), squat, climb, crouch, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach (above and below shoulder level), balance, stand, walk.
  - Ability to reach, lift, carry and move objects up to 25 pounds (e.g. storage boxes, large binders, books, outreach materials and supplies, tables, chairs, popup shade structures, etc.).
  - Repetitive use of hands.

### **Environmental and Working Conditions**

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly work in ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.
- Work outside of business hours (i.e. nights, weekends, holidays, etc.) as required to meet the needs of the District.
- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
  - Certain areas may require the use of personal protective equipment such as hard hats, safety glasses and hearing protection.
  - May be both indoors and outdoors in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat; on various types of terrain and footing which may be slippery or uneven; around moving objects or vehicles; in small/tight spaces.
  - May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.

### **Education, Experience and Certification**

*Required:*

- A Bachelor's Degree from an accredited college or university with major course work in Business, Public Administration, Engineering or a closely-related field.
- Five years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.
- Three years of increasingly responsible management or supervisory experience related to business, public administration or engineering programs and functions.
- Three years of managerial experience in a public agency.

*Desirable:*

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Master's Degree (MBA/MPA) from an accredited college or university in Business, Public Administration, Engineering or a closely-related field.
- Six or more years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.
- Four or more years of increasingly responsible management or supervisory experience related to business, public administration or engineering programs and functions.

- Four or more years of managerial experience in a water agency highly desirable.
- Water Treatment and/or Distribution Operator License (State of California) Level II. Must be obtained within 2 years.

Licenses

- Possess a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

**License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.**

**NOTE:** The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.

**Recommendation for DPMWD General Manager Salary**  
**\$80,000 - \$110,000 DOE (Depending on Experience)**

**Data:**

**Carmichael Water District – Pay/Salary Bands – FY 2018-2019**

Field Superintendent	75,379	108,722
Assistant General Manager	125,133	163,509

**Sac Suburban Water District – Pay/Salary Bands effective 01/01/2019**

Superintendent	78,565	112,236
Operations Manager	100,858	144,084
Assistant General Manager	121,472	173,532

**San Juan Water District**

Field Services Manager	118,996	142,792
Operations Manager	148,262	177,923
Assistant General Manager	166,774	200,928

**Rio Linda Water District effective 12/1/2018**

General Manager		110,853
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**Forest Hill – 2017 (Wages only, no Benefits)**

General Manager		140,720
Operations Supervisor		95,339

**Elk Grove Water District – As of July 1, 2018**

Operations Manager	107,907	124,901
Assistant General Manager	128,022	148,201

**Fair Oaks Water District – 2018**

Operations Manager	110,327	148,942
Operations Superintendent	83,148	112,250
General Manager	146,888	198,299

To: Del Paso Manor Water District  
Attn: Debra Sedwick  
Re: Annual Extended Maintenance and System Services (EMASS) Proposal

Quote Date: 4/2/19  
Quote No.: 19D019Q01

### ANNUAL SERVICE CONTRACT PACKAGE

(Service Period: May 1, 2019 to April 30, 2020)

This proposal is offering an Extended Maintenance and System Service (EMASS) contract package to provide support services for Del Paso Manor Water District's Well 8 and Well 9 Control Panels (CP) Systems. The service contract shall provide a maximum of one (1) prescheduled preventive maintenance service site visit. EMASS services will be scheduled approximately two (2) weeks prior to required work. Additional work provided above and beyond the contract allowance will be provided at the contract's reduced rates on a time-and-material basis. With this agreement, **when paid in full at the beginning of the service term**, the signee is entitled to reduced rates, priority response, and emergency service available 24 hours a day, 7 days a week, 365 days a year. These rates and terms are identified under, "Standard Professional Services Rates for Time and Material Services," as stated herein.

### Scope of Coverage

The following identifies the scope of coverage related to support, service, and covered equipment/systems as part of this Service Contract Package.

Item	Description
1	<p><b>Well 8 MCC and Well 9 MCC Maintenance and Support</b></p> <ul style="list-style-type: none"><li>▪ Preventive Maintenance: Annual maintenance for MCC's, variable frequency drives, reduced voltage soft start, Modicon Momentum Controller and Liquitronics IV Controller. Tesco shall provide one (1) scheduled on site dynamic tune-up to include cleaning, diagnostics and operational verification.</li><li>▪ Hardware repair or replacement (material cost plus 20 percent, delivery based on manufacturer availability).</li><li>▪ Maintenance agreement will include two (2) non-scheduled emergency on site visits for diagnostics. (Priority 24 hour response).</li><li>▪ VFD or RVSS Repairs or replacement (material cost plus 20 percent).</li><li>▪ TESCO's manufacturing facility keeps limited stock of parts for Tesco Liq IV Controller.</li><li>▪ Preventive Maintenance onsite services apply to Well 8 and Well 9 Control equipment:</li></ul> <ul style="list-style-type: none"><li>▪ Well 8:<ul style="list-style-type: none"><li>• Qty (1) Liq IV Tesco PLC Controller</li><li>• Qty (1) 100HP Variable Frequency Drive</li><li>• Qty (1) Motor Control Center</li></ul></li><li>▪ Well 9:<ul style="list-style-type: none"><li>• Qty (1) Modicon Momentum PLC Controller</li><li>• Qty (1) 150HP Variable Frequency Drive</li><li>• Qty (1) 150HP Reduced Voltage Softstarter</li><li>• Qty (1) Motor Control Center</li><li>• Qty (1) 10" Magnetic Flow Meter</li></ul></li></ul>

Item	Description	
	<ul style="list-style-type: none"> <li>• Qty (1) Pressure Transmitter</li> <li>• Qty (1) Level Transmitter</li> </ul>	
<b>TOTAL ANNUAL COST:</b>		<b>\$3,650.00</b>

### Additional Services :

Additional services which are not included within the Service Contract coverages (as defined above) are available and can be administered through this contract. Such services are offered at TESCO's "standard rates" per the rate schedule included herein, which will accrue against the included Allowance or billed separately on a Time-&-material (T&M) basis. There services will be subject to the service provisions defined herein and scheduled accordingly. Service and support may include any of the following disciplines/items as needed to fulfill the additional service requests.

- **Field Service Technician** – to provide field support and services, including, but not limited to: instrumentation troubleshooting, calibration, and loop testing; electrical control modifications; control system troubleshooting; motor control support services (e.g. VFD's, RVSS's, Pump Control Panels, etc.) and communication system services.
- **PLC Programmer** – to provide PLC programming support and services as needed, including, but not limited to: troubleshooting, program modifications, OIT programming services, and training.
- **SCADA Programmer** – to provide SCADA support and services as needed, including, but not limited to: software troubleshooting; support services for system tags, database, telemetry/communications, alarming systems, reporting, and graphics support; networking support; programming modifications; and training. **(Note: Latest SCADA system software updates should be available while under terms of the contract).**
- **Engineer** – to provide engineering and consulting support and services related to electrical control and system engineering, including, but not limited to: electrical control system assessment, tracing, engineering, and as-built drawings; control system operations engineering; system documentation; and training.
- Materials, travel, expenses, and/or third-party services will be billed separately. Any material required shall be approved by owner/customer prior to procurement.

### Rate Schedule

The following rate schedule identifies the Professional Services offered by Tesco Controls, Inc for Technical Support Services only. Please note that this rate schedule is not intended for use with Task Orders or project scopes of work, which shall be administered separately from this Service and Support Contract (TESCO can negotiate and quote these separate work efforts, as needed). This rate schedule applies to the services and support covered by this Service Contract per the applicable rate category, as well as, the additional services that are rendered for ancillary support effort (which is performed per the standard rates and provisions defined below).

The following are Tesco's current professional service rates for year **2018** including the escalation rate schedule for service type and category. The rates shown below include the direct hourly rate only and do not include expenses related to business travel, ME&I costs, per diem, or other miscellaneous fees. If needed, please consult with Tesco representative for travel-loaded rates which are evaluated case-by-case upon request.

Professional Services	Standard Rate	Premium Services	Emergency Services	Service Contracts
Factory Repairs/Manufacturing Services	\$125	\$120	\$150	\$95
Drafter/Designer	\$145	\$155	\$185	\$125
Project Engineer	\$170	\$185	\$235	\$135



Professional Services	Standard Rate	Premium Services	Emergency Services	Service Contracts
Senior Project Engineer	\$170	\$185	\$245	\$145
Project Manager	\$170	\$185	\$245	\$145
PLC Applications Programmer	\$170	\$185	\$245	\$145
SCADA Applications Programmer	\$170	\$185	\$285	\$145
Field Service Engineer/Specialist	\$170	\$185	\$245	\$145
Network/Communications Engineer	\$200	\$215	\$265	\$165

### Service Rate Categories

The following define the service types identified in the above listed rate categories:

**Standard Service Rate** – These rates apply to standard scope and task order activities that are under Tesco's scheduling and resource planning control. Standard rates are reserved for negotiated, planned, and well-defined/specified scopes of work where standard approach methodologies for executing work activities apply. These rates may also apply to specialized preventative maintenance services. These rates do not apply to open-ended tasks or time-&-material (T&M) work orders requiring premium technical/engineering services (please refer to Premium Service Rates); the Standard Service Rate category apply to standard 'project/product delivery' work. Please consult with Tesco representative for applicable service rate.

**Premium Service Rate** – These rates apply to open-ended tasks and time-&-material (T&M) work activities where the scope of work is not well-defined requiring a non-standard approach to scope management and resource planning. Such activities require higher-level disciplines for engineering task discovery in defining scope of work requirements on an as-needed basis. These rates may also apply to scope and task order activities that require premium technical services, such as engineering assessments, engineering surveys/studies, integration activities, troubleshooting, and T&M support services. These rates do not apply to urgent, expedited, or emergency service where the rendering of services are subject to deadlines or schedules that compress or interrupt other prescheduled activities or project work (please refer to Emergency Service Rates). Please consult with Tesco representative for applicable service rate.

**Emergency Service Rate** – These rates apply to tasks, work activities, and/or services that are rendered where personnel and resources need to be expedited and do not follow Tesco's standard methodology for scheduling work. Such services may impact other work activities or other project work, and may require rescheduling of resources to accommodate an expedited schedule. These rates may also apply to services that need to be rendered after normal business hours, whether provided as technical phone support or onsite technical support. Please note that any onsite technical support or activity rendered as an Emergency Service Rate may be subject to additional surcharges as follows:

#### *Emergency Onsite Service Surcharges*

Mobilization surcharges are applied to each emergency call/request that results in onsite activities being rendered under the Emergency Service Rate classification as defined above. These surcharges do not apply to phone support or remote VPN access support services. The following surcharges are applied to the mobilization of onsite services based on operating business hours.

*After-Normal Business Hours, On-Call Onsite Support*.....\$950 per incident  
*During Normal Business Hours, On-Call Onsite Support*.....\$650 per incident

After-hours service requests are managed through Tesco's 24/7 On-Call Support Program and facilitated through Tesco's call center and dispatched to on-call personnel. Please note that the utilization of Emergency Service Rates

do not constitute an Emergency On-Call & Technical Support Service Contract or guarantee a level-of-service/response-time stipulated by those contracts. Please contact Tesco for a customized EMASS, Support, and/or On-Call Emergency Service Contract which is structured and quoted on support needs and on a system-by-system basis. Although Emergency Services are expedited and scheduled promptly, mobilization is subject to availability and resource rescheduling lead-times. Please consult with Tesco representative for applicable service rate.

**Service Contract Rate** – These rates apply to work, tasks, and scopes identified by a Tesco Service Contract. Service Contracts can include bundled packages for Extended Maintenance And System Services (EMASS) contracts, Technical Support Service contracts, and On-Call Emergency Service contracts. Eligibility of these rates are only available through an active and pre-paid Tesco Service Contract which are subject to the terms and conditions stipulated by the respective Service Contract language. These rates do not apply to Open Purchase Orders, Time-&-Material (T&M) service requests, or premium Professional Services / Consulting Agreements. Please consult with Tesco representative for additional information and details related to Service Contracts.

Please consult with a Tesco representative for applicable service rates.

### Rendering Services

Upon contracting into an agreement with Tesco Controls, Inc. (i.e. Retainer Agreement, Service Contract, or Professional Services/Consulting Agreement), these indicated rates shall be valid for the agreed contract period. Services rendered will be provided on a Time-and-Material accrual basis; which may be estimated in advance with a specified Task Order and/or defined scope of activity(ies). The hours accrued for rendered services will be recorded and only those incurred hours will be billed against the service/contract agreement in addition to the cost of expenses, travel, per diem, ME&I costs, fees, expenditures, and any preauthorized hardware/material provided. Please refer to the Time-and-Material service provisions and the terms and conditions noted herein.

### Service Provisions

Please note the following service provisions:

- Normal working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Overtime at one and one-half the standard rate is billed for services outside the normal working hours, excluding weekends and holidays.
- Saturday working hours are billed at two times the standard rates.
- Sunday working hours are billed at three times the standard rates.
- Holiday working hours are billed at three times the standard rates.
- The above rates are billed two-hour minimum and in half-hour increments per activity/mobilization.
- Portal-to-portal travel time is billed at the indicated hourly rate, plus \$0.69 per mile.
- Hardware components are billed at cost plus 20% overhead/procurement expenditures and 15% margin (delivery is subject to manufacturer availability). Sales tax will be applied as appropriate.
- Actual travel expenses (airfare, ground transportation, lodging, meals, etc.) are billed at cost plus 20% overhead/administration.
- Authorized third party services will be billed separately at cost plus 20% overhead/subcontract administration and 15% margin (delivery is subject to service provider availability).
- Please note: The above listed rates and referenced disciplines are for technical and professional services only, which do not include any trade installation, trade work, or trade labor.

### Clarifications

The liability of Tesco Controls, Inc. under this Extended Maintenance and System Services agreement shall be limited to the reasonable value of the labor and services to be performed hereunder. Tesco Controls, Inc. agrees to provide the services referenced herein, but does not assume any liability or responsibility for damages caused by a failure of the parts or components referenced herein or the loss of any data. Tesco Controls, Inc. shall not be

obligated under this agreement to provide an extension of the manufacturer's warranty for any component referenced herein.

Tesco Controls, Inc. shall not be obligated under this agreement to provide services or repair damage caused by fire, explosion, vandalism, theft, act of God, misuse or abuse of equipment/components; such equipment may not be serviceable and may need to be replaced. Nor will Tesco Controls, Inc. be liable for damage caused by unsupervised relocation, repair, or modifications to the equipment/components not performed by Tesco Controls, Inc. (or previously authorized by Tesco Controls, Inc. if such equipment is covered by the "covered components of this agreement"). Please note the following service provisions:

### Terms and Conditions

- Contract will be covered 1 year from date of acceptance.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.

### Contract Acknowledgement

The undersigned acknowledges that they have read and understand the above Service Contract offering:

Del Paso Manor Water District  
Company/Agency

Tesco Controls, Inc.  
Company/Agency

Name, Title

Name, Title

Signature

Signature

Date

Date

*Proposal prepared by:*

TESCO CONTROLS, INC.

Tony Vaynshteyn  
EMASS Coordinator  
tvaynshteyn@tescocontrols.com

# TCS Total Compensation Systems, Inc.

April 4, 2019

Debra Sedwick  
General Manager  
Del Paso Manor Water District  
1817 Maryal Dr Ste 5300  
Sacramento, CA 95864-1510

Dear Debra,

This letter is our proposal for GASB 74/75 actuarial valuation services. GASB 74/75 dramatically change the way services are provided, resulting in changes to our contracting practices.

As you know, GASB 75 requirements can be met every second year by using a streamlined “roll-forward” valuation (unless circumstances require a full valuation). It is only viable for a roll-forward valuation to be performed by the same actuary that performed the original full valuation. For this reason, we are including in this proposal a second year roll-forward valuation. Del Paso Manor Water District can elect not to proceed with the second year “roll-forward” or can choose to have a full valuation in the second year at the fee shown below for a full valuation.

To confidently schedule existing clients, we are providing an incentive for clients who make a commitment in advance of the valuation date. To reserve a place in our schedule, please send the signed contract and non-refundable deposit of one-half of the full valuation fee by June 1, 2019. The deposit is non-refundable because of the preliminary work we do to streamline valuations, as well as to compensate for downtime of resources that could result from cancelled contracts. By reserving a spot, Del Paso Manor Water District not only guarantees a valuation slot, but is given priority over every client that didn't reserve one. As a further incentive to reserve early, we are giving a 10% discount of the full valuation fee (i.e. excluding the meeting fee and ADC funding valuation fee) – as well as of the roll-forward valuation fee -- to those who reserve a spot by June 1, 2019. That means that, to reserve a spot, we must receive the signed contract and a check for \$1,260 – i.e. one-half of 90% of \$2,800 – by June 1, 2019. The following table shows the new fees under GASB 74/75:

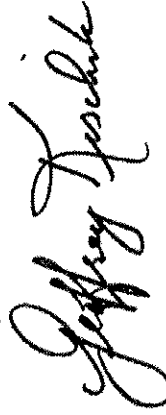
	<u>Full GASB 74/75</u>	<u>GASB 74/75 w/ 10% Discount</u>
Fee for Full Valuation	\$2,800	\$2,520
Roll-forward Valuation for 2 <sup>nd</sup> Year	\$1,400	\$1,260
ADC Funding Valuation Fee* (optional)	\$900	\$900
Meeting Fee* (optional)	\$1,900	\$1,900

\*Not subject to 10% discount

If you choose *NOT* to reserve a spot, we still hope to work with you on the GASB 74/75 valuation, though it will be at the full fee quoted above. Should you choose to proceed, attached is a one pager describing our information needs. Depending on your plan, we may need to request additional information.

Please let me know if you have any questions about the above or about retiree health benefits, in general. We would very much appreciate once again having the opportunity to work with Del Paso Manor Water District.

Sincerely,



Geoffrey L. Kischuk, FSA, FCA, MAAA  
Consultant  
gkischuk@totcomp.com

encl.

## DATA NEEDED TO COMPLETE RETIREE HEALTH VALUATION:

### **BENEFIT DESCRIPTION DOCUMENTS**

To conduct a valuation, we need a full description of retiree health eligibility rules, extent of employer contributions, duration of coverage, etc. These are most commonly included in relevant sections of collective bargaining agreements, Board policies, etc. If you provide us with language from collective bargaining agreements, please also include a description of benefits provided to *non-bargained* employees (e.g. management, confidential, etc.)

### **DEMOGRAPHIC INFORMATION**

In addition, we need demographic information. Following are the data elements we need to perform the retiree health valuation. It is OK to send data for active employees and retirees separately *as long as the data is "as of" the same date*. If possible, the data should be sent via E-mail to gksichuk@totocomp.com, in a standard file format (e.g. ASCII text, Excel, DBF, Access, etc). We can arrange a secured transfer upon request. Please note that we recognize that all data is sensitive and confidential and we take steps to safeguard the privacy of that data.

#### Active Employees:

**NOTE:** Please include a record for all benefit eligible employees, whether they receive benefits or not; and whether they are eligible for retiree benefits or not. There is no need to include records for employees who are not eligible for health benefits as an active employee.

SSN, Identification Number or other unique identifying information

Date of Birth

Sex

Hire Date

% FTE Indicator

Employee Classification/Bargaining Unit

Current rate of regular pay used to generate pension credits

Frequency of above pay rate (e.g. hourly, monthly, annual, etc.)

An indication of the medical plan and coverage level (i.e. employee only, employee + one, etc.)

#### Retired Employees:

**NOTE:** Please only include records for retirees who receive medical and/or dental benefits or indicate in the record whether and which benefits a retiree has. Retirees should be included even if they are intended to pay the entire cost of their benefits.

SSN, Identification Number or other unique identifying information

Date of Birth

Sex

Retirement Date (if available)

Employee Classification/Bargaining Unit

District Contributions for retiree health benefits or enrolled plan (if available)

### **MEDICAL COST INFORMATION**

If medical benefits are NOT provided through the CalPERS medical plan, please provide medical premium rates (including both employee and employer share) for active employees and also for retirees. If claim information is available, please provide the most recent 12 months of month by month claim data and month by month enrollment (by coverage type) for the most recent available 12 months. If there is an annual rate renewal calculation, please provide the most recent documentation.

### **MISCELLANEOUS**

If OPEB benefits are being funded through a trust, please provide the most recent trust asset statement.

## **TCS Actuarial Clients**

Following is a list of California public employers for which we have performed retiree health valuation services.

Acalanes Union High School District	Carmichael Water District
Acton-Agua Dulce Unified School District	Cascade Union Elementary School District
Adelanto Elementary School District	Casitas Municipal Water District
Alameda County Office of Education	Castro Valley Sanitary District
Alameda County Waste Management Authority	Castroville Community Services District
Alisal Union School District	Central Elementary School District
Allan Hancock Joint Community College District	Central Union School District
Alpine Springs County Water District	Ceres Unified School District
Alta Loma School District	Cerritos Community College District
Alvord Unified School District	Chabot-Las Positas Community College District
Amador County Office of Education	Chaffey Community College District
Anderson Union High School District	Chatom Union School District
Antelope Valley College	Chino Valley Unified School District
Antelope Valley Mosquito & Vector Control District	Chualar Union School District
Antelope Valley Union High School District	Citrus Community College District
Antelope Valley-East Kern Water Agency	City College of San Francisco Bookstore
Apple Valley Unified School District	City of Aliso Viejo
Aptos - La Selva Fire Protection District	City of Arcata
Arcadia Unified School District	City of Auburn
Arcohe Union Elementary School District	City of Bell
Armona Union Elementary School District	City of Bellflower
Arrowbear Park County Water District	City of Buena Park
Associated Students of San Jose State University	City of Calabasas
Atwater Elementary School District	City of Canyon Lake
Auburn Union Elementary School District	City of Capitola
Baldy View Regional Occupation Program	City of Chino
Banning Unified School District	City of Chino Hills
Banta Elementary School District	City of Colton
Barstow Community College District	City of Covina
Bass Lake Joint Union Elementary School District	City of Elk Grove
Bassett Unified School District	City of Emeryville
Bay Area Rapid Transit District	City of Folsom
Bear Valley Unified School District	City of Garden Grove
Beaumont-Cherry Valley Recreation and Park District	City of Imperial Beach
Belmont Redwood Shores School District	City of Industry
Berkeley Unified School District	City of Ione
Big Bear City Airport	City of Irwindale
Big Bear City Community Services District	City of La Cañada Flintridge
Blue Lake Union School District	City of La Palma
Bonny Doon Union Elementary School District	City of La Puente
Butte-Glenn Community College District	City of Lafayette
Cabrillo College Foundation	City of Laguna Woods
Cabrillo Community College District	City of Lake Forest
Cachuma Operations and Maintenance Board	City of Lakeport
Calistoga Joint Unified School District	City of Lawndale
Camarillo Health Care District	City of Loma Linda
Carmel Unified School District	City of Los Alamitos

City of Los Banos  
City of Manhattan Beach  
City of Menifee  
City of Mission Viejo  
City of Morro Bay  
City of Porterville  
City of Rancho Mirage  
City of Rancho Santa Margarita  
City of Rolling Hills  
City of San Clemente  
City of Scotts Valley  
City of Seal Beach  
City of Signal Hill  
City of Simi Valley -- General Unit  
City of Solvang  
City of Stanton  
Claremont Unified School District  
Cloverdale Unified School District  
Coachella Valley Mosquito and Vector Control District  
Coachella Valley Unified School District  
Coalinga Huron Joint Unified School District  
Coast Community College District  
Coastline Regional Occupational Program  
Coastside County Water District  
Coastside Fire Protection District  
College and Career Advantage  
College of Marin  
College of the Desert  
College of the Redwoods  
College of the Sequoias  
College of the Siskiyous  
Colusa County Office of Education  
Compton Community College District  
Compton Creek Mosquito Abatement District  
Conrad Hilton Foundation  
Contra Costa Community College District  
Contra Costa County Office of Education  
Copper Mountain Community College District  
Corcoran Joint Unified School District  
Corona-Norco Unified School District  
Cotati-Rohnert Park Unified School District  
Cottonwood Fire Protection District  
Cottonwood Union School District  
Crestline Sanitation District  
Cuesta College  
Culver City Unified School District  
Cuttan Elementary School District  
Cypress Charter High School  
Cypress School District  
Davis Joint Unified School District  
Del Norte County Schools  
Del Paso Manor Water District  
Delano Joint Union High School District  
Denair Unified School District  
Desert Center Unified School District  
Desert Health Care District  
Desert Sands Unified School District  
Diocese of San Bernardino  
Dixon Unified School District  
Dos Palos Oro Loma Joint Unified School District  
Downey Unified School District  
Duarte Unified School District  
Ducor Union Elementary School District  
Durham Unified School District  
East Whittier City School District  
Eastside Union School District  
El Camino Community College District  
El Dorado Hills County Water District  
El Dorado Irrigation District  
El Dorado Union High School District  
El Rancho Unified School District  
El Segundo Unified School District  
El Toro Water District  
Elk Grove Benefit Employee Retirement Trust  
Elk Grove Unified School District  
Emery Unified School District  
Escalon Unified School District  
Etiwanda School District  
Eureka City Schools  
Fairfax Elementary School District  
Fairfield-Suisun Sewer District  
Fall River Joint Unified School District  
Feather River Community College District  
Ferndale Unified School District  
Fieldbrook Elementary School District  
Fillmore Unified School District  
First 5 San Benito  
Folsom-Cordova Unified School District  
Fontana Unified School District  
Foothill-DeAnza Community College District  
Fortuna Union High School District  
Fountain Valley Elementary School District  
Fowler Unified School District  
Franklin Elementary School District  
Fremont Union High School District  
Freshwater School District  
Fresno County Superintendent of Schools  
Fruitvale Elementary School District  
Fullerton Joint Union High School District  
Galt Joint Union Elementary School District

Garfield School District  
Glendale Community College District  
Glenn County Office of Education  
Gold Coast Transit  
Gold Oak Union Elementary School District  
Goleta Water District  
Goleta West Sanitary District  
Greater Anaheim Special Education Local Plan Area  
Greenfield Union Elementary School District  
Grossmont-Cuyamaca Community College District  
Guadalupe Union Elementary School District  
Guerneville Elementary School District  
Gustine Unified School District  
Hacienda La Puente Unified School District  
Happy Valley Union Elementary School District  
Hart Ransom Academic Charter School  
Hart Ransom Union Elementary School District  
Hartnell Community College District  
Hayward Unified School District  
Healdsburg Unified School District  
Hemet Unified School District  
Hi-Desert Water District  
Hillsborough City School District  
Housing Authority of the City of Los Angeles  
Housing Authority of the County of San Joaquin  
Hughson Unified School District  
Humboldt Bay Harbor Recreation and Conservation District  
Humboldt County Office of Education  
Humboldt State University Center  
Humboldt Transit Authority  
Huntington Beach City Elementary School District  
Igo-Ono-Platina Union School District  
Imperial Community College District  
Indian Wells Valley Water District  
Ironhouse Sanitary District  
Jacobey Creek School District  
Jefferson School District  
Jefferson Union High School District  
John Swett Unified School District  
Kaweah Delta Water Conservation District  
Kensington Police Protection & Community Services District  
Kerman Unified School District  
Kern Community College District  
Kern Council of Governments  
Kern County Law Library  
Kernville Union School District  
Kings County Office of Education  
Kings River Union Elementary School District  
Kings River-Hardwick Union School District  
Kingsburg Elementary Charter School District  
Kit Carson Union Elementary School District  
Knights Ferry Elementary School District  
La Habra City School District  
Lafayette School District  
Laguna Beach Unified School District  
Lake Hemet Municipal Water District  
Lake Tahoe Community College District  
Lakeside Fire Protection District  
Lakeside Union Elementary School District  
Lamont Elementary School District  
Lancaster School District  
Las Lomitas School District  
Las Virgenes Municipal Water District  
Lassen Community College District  
Lassen County Office of Education  
Lassen Municipal Utility District  
Lassen Union High School District  
Laton Unified School District  
Lawndale Elementary School District  
Le Grand Union Elementary School District  
Lemoore Union Elementary School District  
Lemoore Union High School District  
Liberty Union High School District  
Live Oak School District  
Live Oak Unified School District  
Livermore/Amador Valley Transit Authority  
Lodi Unified School District  
Loleta Union Elementary School District  
Long Beach City College  
Loomis Union School District  
Los Alamitos Unified School District  
Los Angeles County Law Library  
Los Angeles County West Vector & Vector-Borne Disease Control District  
Los Gatos-Saratoga Joint Union High School District  
Luther Burbank Elementary School District  
Magnolia School District  
Mammoth Unified School District  
March Joint Powers Authority  
Marin County Office of Education  
Mark West Union School District  
Martinez Unified School District  
Marysville Joint Unified School District  
McCabe Union Elementary School District  
McFarland Unified School District  
McKinleyville Community Services District  
McKinleyville Union School District  
Meeks Bay Fire Protection District



Mendocino-Lake Community College  
Menlo Park City School District  
Merced Community College District  
Merced County Office of Education  
Merced Union High School District  
Mid-Placer Public Schools Transportation Agency  
Midway City Sanitary District  
Millbrae School District  
Mission Union School District  
Mission Valley ROP  
Mono County Office of Education  
Monroe Elementary School District  
Montecito Sanitary District  
Montecito Water District  
Monterey Peninsula Community College District  
Monterey Peninsula Regional Park District  
Monterey Peninsula Unified School District  
Monterey Regional Waste Management District  
Moraga School District  
Moreland School District  
Morongo Unified School District  
Mosquito & Vector Management District of Santa Barbara County  
Mount San Antonio Community College District  
Mount San Antonio Community College District Auxiliary  
Mount Shasta Union School District  
Mountain View Elementary School District  
Mountain View Los Altos Union High School District  
Mt. San Jacinto Community College District  
Municipalities, Colleges and Schools Insurance Group  
Murrieta Valley Unified School District  
Napa County Office of Education  
Napa Sanitation District  
Natomas Unified School District  
Nevada Joint Union High School District  
New Hope Elementary School District  
New Jerusalem Elementary School District  
Newman Crows Landing Unified School District  
North County Fire Protection District of San Diego County  
North Monterey County Unified School District  
North of the River Municipal Water District  
North Orange County Community College District  
North Orange County Regional Occupational Program  
North Tahoe Fire Protection District  
Northwest Mosquito and Vector Control District  
Norwalk La Mirada Unified School District  
Novato Unified School District  
Oakdale Joint Unified School District

Oakley Union Elementary School District  
Ocean View School District  
Oceanside Unified School District  
Ohlone Community College District  
Ojai Valley Sanitary District  
Old Adobe Union School District  
Ontario Montclair School District Board of Trustees  
Orange Center School District  
Orange County Superintendent of Schools  
Orange Unified School District  
Orcutt Academy Charter  
Orcutt Union School District  
Oroville Union High School District  
Oxnard School District  
Pacheco Union School District  
Pacific Grove Unified School District  
Pacific Union School District  
Pacifica School District  
Pajaro Valley Public Cemetery District  
Pajaro Valley Unified School District  
Palermo Union Elementary School District  
Palm Springs Unified School District  
Palo Verde Community College District  
Palo Verde Unified School District  
Palomar Community College District  
Paradise Elementary School District  
Paradise Irrigation District  
Pasadena Area Community College District  
Patterson Joint Unified School District  
Peralta Community College District  
Perris Elementary School District  
Pico Water District  
Piedmont Unified School District  
Pioneer Union School District  
Placer County Office of Education  
Placer County Transportation Planning Agency  
Placer Hills Union School District  
Planada Elementary School District  
Pleasant Valley School District  
Plumas County Community Development Commission  
Port of Hueneme - Oxnard Harbor District  
Porterville Unified School District  
Processing Tomato Advisory Board  
PSA2 Area Agency on Aging  
Public Employees Union, Local 1  
Rancho Santiago Community College District  
Ravenswood City Elementary School District  
Reclamation District No. 1000  
Reclamation District No. 900  
Redlands Unified School District

Reef-Sunset Unified School District  
Rescue Fire Protection District  
Rim of the World Unified School District  
Rincon del Diablo Municipal Water District  
Rincon Valley Union School District  
Rio Dell Elementary School District  
Rio Hondo Community College District  
Ripon Unified School District  
Riverbank Unified School District  
Riverdale Joint Unified School District  
Riverside Transit Agency  
Roberts Ferry Elementary School District  
Robla School District  
Rocklin Unified School District  
Rodeo-Hercules Fire Protection District  
Romoland School District  
Rosedale Union School District  
Roseland Elementary School District  
Roseville City School District  
Roseville Public Cemetery District  
Ross School District  
Ross Valley Elementary School District  
Rowland Unified School District  
Sacramento Area Council of Governments  
Sacramento Suburban Water District  
Saddleback Valley Unified School District  
Salinas City Elementary School District  
Salinas Union High School District  
San Bernardino City Unified School District  
San Bernardino Community College District  
San Bernardino County Superintendent of Schools  
San Bruno Park School District  
San Carlos School District  
San Francisco Community College District  
San Francisco Unified School District  
San Gabriel Valley Mosquito & Vector Control District  
San Gabriel Valley Municipal Water District  
San Jacinto Unified School District  
San Joaquin County Office of Education  
San Joaquin Delta Community College District  
San Juan Water District  
San Lorenzo Unified School District  
San Lorenzo Valley Unified School District  
San Marino Unified School District  
San Mateo County Community College District  
San Mateo County Office of Education  
San Mateo County Schools Insurance Group  
San Mateo Union High School District  
Santa Ana Unified School District  
Santa Barbara Community College District

Santa Barbara County Association of Governments  
Santa Clarita Community College District  
Santa Cruz County Office of Education  
Santa Maria Public Airport District  
Santa Monica Community College District  
Santa Rita Union School District  
Savanna Elementary School District  
Scottia Union Elementary School District  
Scotts Valley Fire Protection District  
Selma Kingsburg Fowler County Sanitation District  
Sequoia Union High School District  
Shasta County Office of Education  
Shasta Regional Transportation Agency  
Shasta Tehama Trinity Joint Community College District  
Shasta Union Elementary School District  
Shasta Union High School District  
Shasta Union High School District Charter Schools  
Sierra Joint Community College District  
Sierra Lakes County Water District  
Sierra Unified School District  
Silicon Valley Clean Water  
Silver Valley Unified School District  
Simi Valley Unified School District  
Siskiyou County Office of Education  
Siskiyou Union High School District  
Solano County Community College District  
Solano County Office of Education  
Soledad Unified School District  
Sonoma Valley Unified School District  
South Bay Union School District  
South County Support Services Agency  
South Fork Union School District  
South Monterey County Joint Union High School District  
South Pasadena Unified School District  
South San Francisco Unified School District  
South San Luis Obispo County Sanitation District  
Southern California Library Cooperative  
Southern Humboldt Joint Unified School District  
Southern Kern Unified School District  
Southern Trinity Joint Unified School District  
Southwest Transportation Agency  
Southwestern Community College District  
Squaw Valley Public Service District  
Standard Elementary School District  
Stanislaus County Office of Education  
Stanislaus Union School District  
Stege Sanitary District  
Stellar Charter School  
Stockton Unified School District  
Successor Agency to the Redevelopment Agency of the

City and County of San Francisco dba San Francisco	Willits Unified School District
Office of Community Investment and Infrastructure	Winters Joint Unified School District
(OCII)	Winton School District
Sundale Union Elementary School District	Woodland Joint Unified School District
Sunnyside Union Elementary School District	Woodside Elementary School District
Susanville Sanitary District	Yolo County Office of Education
Susanville School District	Yorba Linda Water District
Sutter County Office of Education	Yosemite Community College District
Sweetwater Authority	Yreka Union Elementary School District
Taft City School District	Yreka Union High School District
Tahoe-Truckee Sanitation Agency	Yuba Community College District
Tahoe-Truckee Unified School District	Yuba County Office of Education
TCS Miscellaneous	Yucaipa-Calimesa Unified School District
Temple City Unified School District	
Town of Ross	
Tracy Joint Unified School District	
Trinidad Union School District	
Truckee Donner Public Utility District	
Truckee Fire Protection District	
Truckee Sanitary District	
Trust for Retirees of Associated California Schools	
Turlock Unified School District	
Tustin Unified School District	
United Water Conservation District	
Upper San Gabriel Valley Municipal Water District	
Val Verde Unified School District	
Valley County Water District	
Valley Home Joint School District	
Valley Sanitary District	
Ventura County Community College District	
Ventura County Office of Education	
Victor Elementary School District	
Victor Valley Community College District	
Victor Valley Union High School District	
Victor Valley Wastewater Reclamation Authority	
Walnut Creek School District	
Wasco Union Elementary School District	
Washington Unified School District	
Washington Union School District	
Weed Union Elementary School District	
West Contra Costa Transportation Advisory Committee	
West Hills Community College District	
West Kern Community College District	
West Sonoma County Union High School District	
West Valley Mission Community College District	
Western Placer Unified School District	
Westwood Unified School District	
Wheatland School District	
Wheatland Union High School District	
Williams Unified School District	

## CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 1st day of June, 2019 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Del Paso Manor Water District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until February 29, 2020, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

- 11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"  
TOTAL COMPENSATION SYSTEMS, INC.

"CUSTOMER"  
DEL PASO MANOR WATER DISTRICT

Signed: 

By: Geoffrey L. Kischuk

Title: President

Date: April 4, 2019

Signed: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two years, including one full valuation and one "roll-forward" valuation. Study results will be separated between one employee classification. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested by Customer at the fee shown in Schedule 2. Services also do not include a funding valuation unless requested by Customer at the fee shown in Schedule 2.

## SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of \$2,800. One-half, or \$1,400 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$1,400 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the “roll-forward” valuation a total of \$1,400 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the “roll-forward” valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of \$1,260 by June 1, 2019, all amounts shown above shall be reduced by 10%.

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,900 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting. Also in addition, to all of the above fees, Customer will pay Consultant \$900 for each “funding valuation” requested by Customer. Neither the meeting fee nor the fee for a “funding valuation” shall be subject to the above discount or to any other discounts.

## **Amendment to Employee Benefits Section H. Paid Leave Policy 2. Holiday Observances**

### **2. Holiday Observances**

The District observes the following holidays. All regularly scheduled full employees will receive a normal day's pay at their normal hourly rate for the following holidays, subject to the conditions below. Part-time employees will receive a normal day's pay at their normal hourly rate if the holiday falls on their regularly scheduled day to work:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

#### **Holiday Conditions:**

- If the holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the next Monday, unless otherwise noted.
- Employees on leaves of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
- If a holiday falls during your approved vacation period, you will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
- When computing overtime pay, you do not receive credit for hours worked on holidays that are not actually worked.



education in the water field. To be eligible, an employee must have completed their initial evaluation period and must submit a request to the General Manager for approval.

**1. Certification/Professional Designation Programs**

The District will reimburse the expense of tuition and required text for all courses leading to a JOB-RELATED certificate/class if pre-approved by the General Manager. The reimbursement will come once you have completed and passed the class and have submitted a copy of the receipt(s) for tuition and texts for reimbursement.

**2. Professional Courses and Specific Job-Related Courses**

Professional and job-related course tuition, required text, and exam fee expenses will be reimbursed upon satisfactory completion of course, if course was approved by the General Manager.

**3. Professional Seminars Attended During District Time**

Professional job-related seminar fees, text, transportation, lodging and meals will be pre-paid upon approval.

**4. Additional Requirements**

- You are responsible for registration and ordering of any necessary text.
- It is your responsibility to provide your supervisor and the Manager with transcripts after completion of the course.

**H. Paid Leave Policy**

The District's policy allows eligible employees to earn time off in accordance with their employment status and length of service and to use such earned time to take time off with pay under the guidelines stated in this policy. Regular part-time employees' paid time off will be pro-rated according to their scheduled work hours. Categories of paid leave are provided, as outlined below:

**1. Vacation**

The District recognizes the value of rest and relaxation and encourages you to use all accrued vacation benefits. Regular full-time and part-time scheduled employees are eligible for paid vacation according to months

of service. Vacation must be approved in advance by the General Manager.

Vacation is earned and accrued from the first day of employment as follows:

- 10 days per year – For the first 3 years
- 15 days per year – For the 4<sup>th</sup> through 10<sup>th</sup> year
- 18 days per year – For the 11<sup>th</sup> through the 15<sup>th</sup> year
- 21 days per year – Thereafter

Time is prorated for part-time employees. Temporary and seasonal employees do not accrue vacation time.

For employees hired after January 1, 2005, there is a cap of 50 days of accrual. For employees in this category, vacation payouts are not an option. The Board of Directors reserves the right to make exceptions, on a case-by-case basis to extend the accrual or authorize a payout.

## **2. Holiday Observances**

The District observes the following holidays. All regularly scheduled full employees will receive a normal day's pay at their normal hourly rate for the following holidays, subject to the conditions below. Part-time employees will receive a normal day's pay at their normal hourly rate if the holiday falls on their regularly scheduled day to work:

- New Year's Day
- Martin Luther King Jr. Day
- Lincoln's Birthday
- Presidents' Day
- Cesar Chavez Day
- Good Friday – Closed at Noon
- Memorial Day
- Independence Day
- Labor Day
- California Admission Day
- Columbus Day

- Veteran's Day
- Thanksgiving Day and day after
- Christmas Eve – Closed at Noon
- Christmas Day

Holiday Conditions:

- If the holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the next Monday, unless otherwise noted.
- Employees on leaves of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
- If a holiday falls during your approved vacation period, you will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
- When computing overtime pay, you do not receive credit for hours worked on holidays that are not actually worked.

**3. Bereavement Leave**

In the event of a death in your immediate family, the District may grant up to 24 hours for non-exempt employees (pro-rated for less than 40 hours per week) or three (3) days for exempt employees of paid time away from work if you are a regular full-time employee. **The intent of this benefit is to allow you to make arrangements for and/or to attend the funeral.** Additional vacation time or unpaid time off in the form of a personal leave of absence may be granted for special circumstances with the General Manager's approval.

Immediate family for the purpose of bereavement leave is defined as a mother, father, wife, husband, natural or adopted child, brother, sister, grandparent, grandchild, domestic partner, similar in-laws or step-relatives or any other person who resides with the employee.

**4. Jury and Witness Duty**

You should immediately notify your supervisor if you receive a notice for jury duty. If you are summoned for jury duty, you will be paid your

**MINUTES OF SPECIAL BOARD MEETING  
OF THE BOARD OF DIRECTORS OF  
DEL PASO MANOR WATER DISTRICT**

April 2, 2019

The Board of Directors of the Del Paso Manor Water District held a special meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on April 2, 2019 at 4:30PM.

President Lenahan called the meeting to order. Vice President Harrington, Director Burt and Director Matteoli were also present. Also present were Attorney Adam Brown and Manager Debra Sedwick.

PUBLIC COMMENT:

None.

CLOSED SESSION:

The Board convened into closed session at 4:32PM for a performance evaluation of Manager Sedwick with regards to her goals set in March 2019.

The Board convened back into open session at 5:50PM.

Attorney Brown reported the Board conducted an evaluation in the light of her goals. No action was taken.

With no further business, the Board President adjourned the meeting at 5:51PM.

ATTEST:

\_\_\_\_\_  
John Lenahan, President

\_\_\_\_\_  
Debra Sedwick, Secretary

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

April 2, 2019

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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 April 2, 2019 at 6:30PM.

President Lenahan called the meeting to order. Director Burt and Director Matteoli were also present. Vice President Harrington was absent due to a prior commitment. There is one vacant seat on the Board. Also present were Attorney Adam Brown, Manager Debra Sedwick, Field Manager Rich Bolton, and Office Administrator Lori Hensley. Richard Noll and Alan Driscoll with Forsgren Associates were present. There were several residents and members of the public also present.

### PLEDGE OF ALLEGIANCE:

President Lenahan led the Pledge of Allegiance.

### PUBLIC COMMENT:

Resident Gwynne Pratt commented on the need for water knowledge on the Board and water articles should be included in newsletters as she feels residents are interested.

### OLD BUSINESS:

1. Forsgren Associates gave a presentation on the modeling efforts for the school project. Their final recommendation included the approval of the project as the school district requested and for the Board to discuss and establish a policy as to the District's desired and acceptable pressure for daily operations and during a fire flow event. They also recommended the Board consider adding Variable Frequency Drives to the well motors, if financially feasible and to replace the main lines in the Northeast section of the District. The Board asked many questions. After discussion, Director Matteoli made a motion to approve the school district's request for two 8" connections and one 4" connection as they submitted. Director Burt seconded the motion. Three residents made comments. With no further comments, the motion carried by the following roll call vote:

Ayes: Burt, Lenahan, Matteoli  
Noes: None  
Abstain/Absent: Harrington

2. Manager Sedwick presented to the Board her findings on the cost to have Gmail host the District email service with the delpasomanorwd.org extension. The cost would be \$10 per month per email address. After discussion, the Board decided to wait until a later date to implement.

3. The Board reviewed and discussed the Actuarial Study for GASB 74/75 as well as the funding strategies and funding & contribution method recommended by the Manager. Director Burt asked if the District could have the actuary give a presentation. Manager Sedwick explained that the cost would be approximately \$1600. She suggested that the District will need to contract for the next full valuation for a measurement date of June 30, 2019 and suggested that she ask for a presentation for that report in the next fiscal year since payment has already been sent for the current fiscal year. She also suggested that we request that contribution amounts be calculated based on different amortization schedules since the new reporting does not give the Annual Required Contribution amount like the old valuations. The Board directed the Manager to budget a presentation and calculations in the next fiscal year budget. After discussion, Director Matteoli made a motion to approve the study, funding Strategy 1 and funding & contribution methods as recommended by the Manager. Director Burt seconded the motion. With no further Board or public comments, the motion carried by the following roll call vote:

Ayes: Burt, Lenahan, Matteoli  
Noes: None  
Abstain/Absent: Harrington

4. The amended Investment Policy as discussed last month was presented to the Board for adoption. Director Burt requested the item be tabled as she would like the Policy Review Ad-Hoc Committee to review and make additional changes.

5. President Lenahan stated that the Succession Planning Ad-Hoc Committee has not completed the package for review and tabled the succession planning item to next month.

6. Manager Sedwick presented to the Board her findings as to adding PayPal payment option to the website. When she spoke with PayPal, they informed her that their fee of 2.9% + the flat rate currency fee is taken off the top of every payment and there is no way for it to be set up by them for the fee to be paid by the customer. Manager Sedwick also reported she spoke with Sloane at Streamline and she also understood that was how PayPal worked. Sloane provided 3<sup>rd</sup> party vendors as an alternative. Resident Carol Rose questioned is there a demand for PayPal in the District with the older population of residents. After discussion, the Board decided this item would go back to the Finance Ad-Hoc Committee for further investigation.

NEW BUSINESS:

1. Upcoming Meeting(s):
  - a. California Special Districts Association's 'Financial Management', April 25, 2019 in Simi Valley, CA or August 8, 2019 in Sacramento, CA.
  - b. California Special Districts Association's 'Legislative Days', May 21-22, 2019 in Sacramento, CA.

c. California Special Districts Association’s “Governance Leadership Academy”, July 7-10, 2019 in Napa, CA.

2. President Lenahan appointed Director Matteoli as the additional signer for the Voya Deferred Compensation Plan since Richard Allen is no longer a Director

3. The Auditor Selection Ad-hoc Committee stated they interviewed two firms of the four firms that presented proposals and were recommending Richardson & Company to perform the 2018/19 fiscal year audit as they felt they were the most qualified. Director Burt disclosed that she had contacted Richardson & Company last year to ask questions about the prior year’s audit. Although Richardson & Company did not accept payment for their time with her, she sent them a \$25 gift card. Resident Carl Dolk suggested that for appearance, Director Burt should exclude herself from the vote. Attorney Brown stated there was no financial conflict and Director Burt did not legally need to. Director Matteoli made a motion to approve the committee’s recommendation of Richardson & Company to perform the 2018/19 audit. The motion was seconded by Director Burt. Resident Greg Schneider inquired about the amount of the contract. With no further comments, the motion carried by the following roll call vote:

Ayes: Burt, Lenahan, Matteoli  
Noes: None  
Abstain/Absent: Harrington

4. The Board reviewed and discussed the request to execute a letter of support for Paradise Irrigations District’s request for a one-time funding from the State’s General Fund to provide assistance from the Camp Fire disaster. Director Burt made a motion to approve the request and Director Matteoli seconded the motion. With no further comments, the motion carried by the following roll call vote:

Ayes: Burt, Lenahan, Matteoli  
Noes: None  
Abstain/Absent: Harrington

5. The Board reviewed the District’s Drought Preparedness and Water Shortage Plan. They also discussed the current laws in place on making conservation “A Way of Life”. Manager Sedwick recommended that the District be in Phase 1 of the plan for the 2019 season which asks for voluntary reductions and for the District not to hire a conservation patrol this year due to the amount of rain the region has received. Director Burt discussed comments made by a resident last month and suggested ways for the District staff to respond to complaints. She requested that the Drought Preparedness and Water Shortage Plan be revised to indicate that it has been reviewed April 2, 2019 and put onto the District’s website. Manger Sedwick stated upon approval, a notice will be put on the website with the adopted rules for the season with a link to the Plan. Director Burt made a motion to approve the District be in Phase 1 (voluntary reductions) and not to hire a patrol for this season. Director Matteoli seconded the motion. With no further comments, the motion carried by the following roll call vote:

Ayes: Burt, Lenahan, Matteoli  
Noes: None  
Abstain/Absent: Harrington

6. Manager Sedwick reported that she contact both Sacramento Suburban Water District and Carmichael Water District, per the Board's request, for assistance with the Consumer Confidence Report. Both agencies replied that they could not assist due to not having the additional staffing and also with the liability since it is a compliance report. Manager Sedwick further reported that she contacted Gemini Group who could assist at a cost of approximately \$2600. This company guarantees compliance with the State's requirements. Director Burt stated she also investigated and found compliance was important and she liked that this company offered a guarantee. After discussion, Director Burt made a motion to authorize the Manager to contract with Gemini Group to assist with the development of the District's Consumer Confidence Report this year. Director Matteoli seconded the motion. With no further comments, the motion carried by the following roll call vote:

Ayes: Burt, Lenahan, Matteoli  
Noes: None  
Abstain/Absent: Harrington

7. The Board reviewed and discussed Phase 1 of the Sacramento Regional Water Bank Project. Director Matteoli expressed his support for the participation as he sees this as beneficial to the region and also a potential revenue source to the District. Director Burt stated that although she has concerns, all the other agencies in the region are participating and Del Paso Manor Water District should to. President Lenahan stated that the District's cost is relatively small and it is not committing the District to Phase 2. After further discussion, Director Matteoli made a motion to authorize the Manager to sign the participation agreement. Director Burt seconded the motion. Resident Greg Schneider asked for clarification on the minor changes to the agreement that Manager Sedwick described. With no further comments, the motion carried by the following roll call vote:

Ayes: Burt, Lenahan, Matteoli  
Noes: None  
Abstain/Absent: Harrington

8. President Lenahan requested the Board consider changing the regular meeting date for the May meeting due to the possibility of a lack of quorum since he and Director Matteoli will be at the Association of California Water Agencies conference. After looking at schedules, Director Burt made a motion to change the date to May 2, 2019. Director Matteoli seconded the motion. With no further comments, the motion carried by the following vote:

Ayes: Burt, Lenahan, Matteoli  
Noes: None  
Abstain/Absent: Harrington



9. The Board discussed the possibility of having a Board newsletter instead of a District newsletter per the request of President Lenahan. Director Burt spoke on behalf of the Communication Ad-Hoc Committee that she felt it should be a District Newsletter but developed with both staff and Board members input. They also briefly discussed if it should be bi-monthly, quarterly or semi-annual. Two residents commented on the newsletter timing and content.

10. The District discussed the possibility of outsourcing the District's accounting functions. After discussion, no action was taken. It was referred to the Finance Ad-Hoc Committee to look into and bring back a recommendation.

CONSENT CALENDAR:

President Lenahan requested the Regular Board Meeting minutes of March 4, 2019 be pulled. The items left on the consent calendar were the minutes of the Special Meeting on March 4, 2019 and the approval of March invoices. Director Matteoli made a motion to approve the remaining consent calendar. Director Burt seconded the motion. With no Board or public comments, the motion was carried by the following roll call vote:

Ayes: Burt, Lenahan, and Matteoli  
 Noes: None  
 Absent/Abstain: Harrington

<u>CHECKS DRAWN</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
AT & T Mobility 3/4	9043	249.01
Primetax Service Charge 3/5	EFT	274.03
One Print Source & Graphics (Replace Cks.#8960 & #8987) 3/7	9044	300.56
AT&T 3/7	9045	177.70
CSDA (Sample Policy Handbook) 3/12	9046	225.00
Primetax - Payroll 3/15	EFT	8999.62
Primetax - Payroll Taxes 3/15	EFT	4949.23
AT&T 3/19	9047	55.00
Schiff Hardin, LLP(Public Records Req-Refund Est. chgs.) 3/26	9048	25.55
Debra Sedwick (Reim.Copy Charges PRR-Schiff Hardin) 3/26	9049	169.20
Primetax - Payroll 3/29	EFT	9330.40
Primetax - Payroll taxes 3/29	EFT	4982.59
PERS/Health 3/29	EFT	6966.83
PERS/Retirement 3/29	EFT	4652.11
GM Construction & Developers Inc. (Burrell Ct.) 3/29	9050	70650.00
ACWA/JPIA 3/29	9051	620.60
Voya Financial	9052	1800.00
One Print Source & Graphics	9053	370.67
Aqua Sierra Controls, Inc. (Scada reports DPM Elem.Project)	9054	520.00
Hill Rivkins Brown & Associates	9055	2850.00
BSK Associates	9056	2562.50
California Rural Water Association (Dues)	9057	777.00
Chevron	9058	382.82
AT&T Mobility	9059	249.01
Emigh Hardware	9060	252.04
Forsgren Associates Inc. (DPM Elem. School Project)	9061	12175.00
GM Construction & Developers Inc. (Butano)	9062	398.00
Ken Ingle (Reimbursement)	9063	195.00
Inland Business Systems	9064	177.12
P.G. & E.	9065	8.88
Petty Cash	9066	45.42
U.S. Postal Service	9067	770.00
The Sacramento Bee (Director Vacancy)	9068	277.24
Sacramento County Utilities	9069	175.22
Sac. Metropolitan Air Quality Management District	9070	2134.00

SMUD	9071	5606.14
Sam's Club	9072	303.33
Sierra Chemical Company	9073	417.60
Streamline	9074	200.00
Amber Beasley (Customer Refund)	9075	218.25
Ujinta Holdings, LLC	9076	2045.00
Stericycle Communication Solutions	9077	219.53
YP	9078	15.50
		<u>147772.70</u>

President Lenahan stated he received a few requested changes from Vice President Harrington and had a few as well. He gave his corrections. Director Matteoli made a motion to approve the March 4, 2019 minutes as amended. Director Burt seconded the motion. With no further public or Board comments, the motion carried by the following roll call vote:

Ayes: Burt, Lenahan, and Matteoli  
 Noes: None  
 Abstain/Absent: Harrington

REPORT ON MEETINGS:

Director Burt reported that the Communication Committee developed the March-April Newsletter. They are pleased with the report and look forward to developing the next one.

President Lenahan reported that he met with Manager Sedwick for the Finance Ad-Hoc Committee and open items were discussed. Additional work is being done but progress is being made.

President Lenahan reported that the Human Resource Ad-Hoc Committee has received materials from Manager Sedwick and will begin working on reviewing the current job descriptions and the current personnel manual.

Director Burt reported that the Policy Manual Review Ad-Hoc Committee has purchased the California Special Districts Associations Sample Policy Handbook and will begin work on developing a new policy manual.

Manager Sedwick gave a report of the Regional Water Authority Meeting.

REPORT FROM ATTORNEY CONCERNING:

No report.

REPORT FROM MANAGER CONCERNING:

March operational matters:

A written report was provided. There were no questions or comments.

REPORT FROM FIELD MANAGER CONCERNING:

March field matters:

A written report was provided. There were no questions or comments.

BOARD GENERAL DISCUSSION:

Director Burt requested that next month there be a report and discussion on associations the District belongs to and the dues associated with each. She also request that the consent calendar be removed from future agendas.

Director Matteoli commented that it appears items are starting to be implemented that were on a letter of recommendations to the Board provided by Marissa Burt and Greg Schneider in March 2018. In that recommendation letter, there were statements that consultants were used. He asked Director Burt to provide names of those consultants. Director Burt responded that that was given by a private citizen and herself as a private citizen and felt it was not appropriate to disclose.

There being no further business to come before the Board, President Lenahan adjourned the meeting at 10:31PM.

ATTEST:

\_\_\_\_\_  
Debra Sedwick, Secretary

\_\_\_\_\_  
John Lenahan, President