

ITEM #1

Discussion and or action regarding Master Plan RFP

Del Paso Manor Water District

Request for Proposals

Update 2009 Master Plan

The Del Paso Manor Water District (District) is seeking proposals from qualified consultants to provide engineering services to update the District's Master Plan. The Master Plan will update, replace and expand upon the existing plans, studies, and policies.

Prospective firms are required to provide team qualifications, proposed work plans, proposed schedule, and other related items as described in this Request for Proposals.

The deadline for submitting proposals is 4:00PM on September 15th, 2020. Submit six (6) hardcopies and one (1) electronic copy (pdf format) of the Proposal in a sealed envelope to:

Del Paso Manor Water District
1817 Maryal Drive, Suite 300
Sacramento, CA 95864
916-487-0419
victoria@delpasomanorwd.org

All communications and questions related to this RFP shall be directed in writing no later than 2:00 p.m. on September 15th, 2020, to Victoria Hoppe, Office Manager via email at victoria@delpasomanorwd.org. Questions submitted after this deadline will not receive a response.

BACKGROUND

The District was established in 1956. Most of the water system was installed prior to 1956 by the Del Paso Manor community developers Lusk & King. The District is approximately 1.3 square miles with approximately 1,800 connections. The oldest section of the District has steel water mains which makes up about 13% of the District. Approximately 80% of the District contains asbestos cement pipe with the remaining 7% a mix of galvanized and C-900. All the mains with the exceptions of street crossings are in backyards.

The District has a mixture of residential, (94.3% of services), multi-housing (0.6% of services), commercial (3.7% of services) institutional, irrigation, and fire protection (1.3% of services) customers. A total of 5,427 linear feet of Ductile Iron mains have been installed in the front right-of-way and tied into the existing distribution system. Meter setters were installed in the front yards, but not connected to individual homes. The 5,427 feet of mains is approximately 5% of the total distribution system.

MASTER PLAN BACKGROUND

In 2009, the District contracted with an engineering firm to create the first Master Plan. The Master Plan focused on a 25-year horizon with specific recommendations developed for the 5,10

and 25 year milestones. The 2009 Master Plan addressed the following issues:

- Water Demands and Planning Criteria
- Water Supply Planning
- Conjunctive Use
- Facilities Replacement Planning
- Facilities Management Planning
- Meter Retrofit Planning
- Planned System Maintenance

The 2009 Master Plan can be found on the Districts website at:

<https://www.delpasomanorwd.org/del-paso-manor-water-district-master-plan>

The District currently operates with two distinct funding streams: Operations and Maintenance (O&M) and Capital Improvement Program (CIP) both are separated on the monthly bill.

In 2018, the District contracted with Bartle Wells Associates to perform a cost of service analysis for the O&M side of the business. The District implemented a 71% rate increase on the O&M line item July 2018.

MASTER PLAN GOALS AND OBJECTIVES

The District's Board of Directors is committed to developing a plan to assure the District's ability to provide safe, clean, reliable, and affordable water to our customers now and into the future. The updated plan will be used to guide the District in continuing to meet peak hourly demand while complying with drinking water standards, environmental regulations and proactively upgrade our water facilities.

The District is requesting qualified engineering firms to submit a proposal to start with the 2009 System Master Plan and update it. The System Master Plan Update will include:

- Distribution system replacement/ meter installation plan
- Well rehabilitation, development and upgrade plan
- Surface water development

This Master Plan Update will focus primarily on continuing current level of service and providing safe water for our customers, secondary concerns will be the repair and replacement of infrastructure on a schedule that is a feasible and affordable for the rate payers.

DISTRICT WATER SOURCES

The District's water needs are currently being met by eight wells within our service area, two of which are on standby due to MCL violations. Some of the wells have also violated secondary standards for iron. All the wells have trace amounts of Hexavalent Chromium. We currently can meet peak hourly demand without running wells listed on standby.

In 1968, the District contracted with the City of Sacramento for a portion of their water rights regarding the American River. Under this contract, the District has contractual rights to divert up to 2,460 acre-feet of water per year from the American River. This quantity is enough to meet 100% of the District's total demand. Although the District maintains this contract with the City of Sacramento, the use of surface water and the necessary conveyance infrastructure has not been implemented.

REGIONAL CONCERNS

The District is a signatory to the Water Forum Agreement. This agreement is a Memorandum of Understanding that has two co-equal objectives: (1) Provide a reliable and safe water supply for the region's economic health and planned development through the year 2040, and (2) Preserve the fishery, wildlife recreational, and aesthetic value of the Lower American River. As part of this agreement we have agreed to be fully metered by 2030.

The Board recognizes that groundwater contamination in the region could threaten our current supply. Utilizing surface water as another source may assist the District in continuing to provide a reliable and safe supply to our customers .

The District currently has three interties with Sacramento Suburban Water District who rely on a combination of surface and ground water for their supply.

SCOPE OF WORK

The Master Plan will determine the projects needed to repair, replace, and/or upgrade in order to maintain safe water supply for the public, reliability and the ability to predict costs.

1. Distribution system replacement/ meter installation plan

The existing distribution system is primarily located in the backyards of the rate payers. The existing Master Plan recommended relocating the mains to the street. Sacramento County's paving guidelines would add further costs if mains were in the street. Sidewalks or possible boring and keeping mains in front yards is also an option

It was the goal of the District to install meters at each District service connection by 2030. The direction of the current Board is to wait to meter residential properties until it is mandated by law.

The new Master Plan will summarize the improvements required for the District's to adequately serve customers though year 2040. Prioritization of the projects will be established for all the required improvements.

2. Well rehabilitation, development and upgrade plan

The current Master Plan recommends the District implement a program to replace wells. The plan called for the demolition of all eight existing wells and the construction of five new wells

that were each capable of pumping up to 1500 gallons per minute (gpm). This would provide the District with 7,500 gpm of pumping capacity to meet system demands and fire flow. To date, following the 2009 Master Plan, the District has demolished and replaced two wells (Well #1 and Well #6).

The Master Plan update will assess the current condition of the wells and provide a capital improvement plan and implementation strategy/schedule for rehabilitation, upgrade or development of the wells.

3. Surface water development

The current master plan recommends beginning negotiations with neighboring water districts. We could enter into a wheeling agreement with either SSWD or CWD. If we entered into an agreement with CWD we would also need to get the diversion point changed. Currently we have three interties with SSWD.

The Master Plan update will assess the feasibility of adding surface water to our system. Special consideration should be put into return on investment and cost benefits to the rate payers and include a solid path forward with benchmarks.

SERVICES TO BE PROVIDED BY THE DISTRICT

The services to be provided by the District include, but are not necessarily limited to the following:

1. **Furnish Data.** Furnish all reasonably available records and information, including reports, maintenance and past project information, budgets, production and consumption data, ordinances, and demand projections.
2. **Master Plans.** Provide electronic and/or paper copies of the current 2009 Master Plans.
3. **Capital Improvement Projects.** Provide information on the Capital Improvement Projects that were initiated and completed under the current Master Plan.
4. **Staff Support.** Coordinate Board and/or Committee meetings, staff meetings, provide staff support and assistance as required to assist with the development of the new Master Plan.

PROPOSAL REQUIREMENTS AND CONTENTS

Proposals submitted for this project are to follow the outline described below and must address all requested information:

Section 1 Project Overview

Provide a narrative description of the project based on the Scope of Work presented in the RFP. District staff will assess your understanding of all aspects of the project based on the overview.

Section 2 Detailed Work Plan

Provide a description of the required tasks and duties for updating the current System Master Plan. The description shall include details as described in the Scope of Work and any recommended additions. Include any assumptions used in development of the work tasks including assistance expected from District staff. Also identify any unique approaches or strengths that your firm may have related to this project. Identify project meetings anticipated and show those meetings on the project schedule (see Section 4 below).

Section 3 Project Team

The project team shall be identified with key tasks and the associated responsible personnel should be identified. A project team organization diagram and summary resume of pertinent experience for each team member shall be included. The geographic location of the firm and key personnel shall also be identified. Any proposed sub-consultants shall be listed. Include sub-consultants assigned task(s) and experience.

Section 4 Project Schedule

A project schedule shall be included in the proposal. Assumptions used in developing the schedule and other potentially driving factors shall be identified.

Section 5 Staff Estimate and Cost

Provide an estimate of staff time required for each scope item. Estimates shall be broken down by task to enable District to determine the level of detail and number of management, engineering, technical, drafting and support personnel hours envisioned for each task. Estimates of hours for each staff classification shall be provided for each task.

Provide an hourly rate schedule for those job classifications to be billed to the project and identify all other costs to be billed to the project. Include total project cost and identify any adjustments, which are predicted to occur during the life of the project.

Section 6 References

Please provide at least three (3) references of similar types of water supply planning and/or master planning work performed in the past 5 years by key project team members. As a minimum, please include the client's name, project name, project description, total fee, contact name and title, address, phone number, fax number, and e-mail address.

Section 7 Conflicts of Interest

Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to the effect shall be included in the proposal.

Section 8 Proprietary Information

Once submitted to The District, the proposal becomes the property of Del Paso Manor Water District and is, therefore, a public document. Any portion(s) of the proposal that are proprietary in nature or otherwise are requested to remain confidential should be noted with specific reason(s) provided as to why the portion(s) is not required to be disclosed to the public.

Section 9 Insurance

Provide a summary of the firm's (and sub-consultant's) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in Attachment A.

Section 10 Signature

The proposal shall be signed by an official authorized to bind the consulting firm and shall expressly state that the proposal is valid for 90 days.

SELECTION OF CONSULTANT

Qualification-based selection methods will be used for award of this engineering services contract or contracts. The proposals will be screened by a selection committee and rated on:

- Work Plan
- Understanding of the Project
- Relevant experience and qualifications of the project manager, key personnel assigned, and sub-consultants
- Information obtained from references
- Project Schedule

Proposed fee may be used to distinguish between similarly qualified firms.

After receipt and review of the proposals, the District may request interviews with the top ranked firms to aid in the selection process.

Following successful contract negotiations, a recommendation will be made to the District's Board Members and General Manager to award the contract. In the event that negotiations with the top ranked firm are not successful, staff reserves the right to enter into negotiations with other ranked firms.

V - PROPOSAL SCHEDULE

The following is the anticipated schedule for awarding this project. Any changes to this schedule will be posted on the District's website.

RFP Approved for Release	Date to be inserted
Proposals Due (4:00 PM)	September 15th, 2020

Notification of Short-Listed Firms	September 22nd, 2020
Interviews with Top-Ranked Proposers	September 29th, 2020
Selection of Consultant	October 6th, 2020
Anticipated Award of Contract	October 13th, 2020

PROPOSAL TERMS AND CONDITIONS

The District will not pay any costs incurred by the firm in preparing or submitting the proposal. The District reserves the right to modify or cancel, in part or in its entirety, this RFP. The District reserves the right to reject any or all proposals, to waive defects or informalities, and to offer the contract with any firm in response to any RFP. The RFP does not constitute any form of offer or contract.

CERTIFICATE OF INSURANCE

The Consultant shall submit a certificate evidencing such coverage in a form satisfactory to the District's attorney prior to submitting an agreement to the Board for approval. Said certificate shall provide at least thirty (30) days written notice to the District prior to cancellation or modification of any insurance required for this project. Any insurance written on a claims-made basis is subject to approval of the District's attorney. Insurance coverage in the minimum amounts set forth shall not be construed to relieve the Consultant of liability in excess of such coverage, nor shall it preclude the District from taking such other actions as are available to it under any other provisions of the law. Attachment A identifies specific insurance requirements.

STANDARD HOLD HARMLESS AGREEMENT

The Consultant shall defend, indemnify and save and hold harmless the District, its officers, agents, and employees from any claims, suits, or actions of every name, kind, and description brought forth, or an account of, injuries to or death of any persons, including but not limited to, works and the public or damage to property, resulting from or arising out of the Consultant's negligence or willful misconduct in the performance of this project.

ATTACHMENT A

Standard Insurance Requirements

The selected Consultant shall provide, at its own expense, and maintain at all times, the following insurance with insurance companies licensed in the State of California.

COVERAGE	LIMITS OF LIABILITY
General Liability with the following endorsements: <ul style="list-style-type: none"> ➤ Comprehensive ➤ Premises — operations ➤ Explosive/Collapse & Underground ➤ Hazard ➤ Products/Completed Operations D Broad form Property Damage ➤ Independent Contractors ➤ Personal Injury 	Bodily Injury: <ul style="list-style-type: none"> ➤ \$1,000,000 each occurrence ➤ \$2,000,000 aggregate Property Damage: <ul style="list-style-type: none"> ➤ \$1,000,000 each occurrence Personal Injury: <ul style="list-style-type: none"> ➤ \$1,000,000 each occurrence ➤ \$2,000,000 aggregate
Automobile Liability with: <ul style="list-style-type: none"> ➤ Comprehensive ➤ Owned ➤ Hired ➤ Non-owned 	Bodily Injury: <ul style="list-style-type: none"> ➤ \$300,000 each occurrence ➤ \$500,000 aggregate Property Damage: <ul style="list-style-type: none"> ➤ \$150,000 each occurrence
Worker's Compensation	Statutory
Professional Liability (Errors and Omissions)	\$1,000,000 each occurrence

What I Changed in RFP and Why

1. I did some general editing. The RFP was written very well but had a few spots where it could be smoother.
2. Sometimes items were listed in multiple places, so I removed the duplicate items and put it where it needed to go.
3. I changed the way the wells were presented; they were represented as best case scenario instead of what is there.
4. I combined well rehabilitation and development/ upgrade.
5. I changed some things regarding the wells. Specifically, we can reline and repair a well for a fraction of the cost of digging a new one. If the relined well gets us 10 years, then that is 10 years to save. Also, there are no guarantees on if the new well can produce good water or at a sufficient rate. Typically, the cost of well maintenance is not included in a master plan, but I included this item due to the age of some of our wells, a major rehabilitation may be necessary.
6. I removed facility renovation. Typically, the master plan only includes items that will take multiple years to pay for and complete. A facilities renovation can be handled by an architect and contractor to see if it's feasible. If so, then we save or buy outright.
7. I added in surface water. It is imperative with the possibility of well contamination and dwindling well levels to pursue surface water to secure our future water demands. SSWD would be the easiest and would present the cheapest option. CWD would be more difficult, would cost more money up front and would cost more long term while they utilize microfiltration.

ITEM #2

*Discussion and/or action regarding
OPEB GASB 75 actuary selection*



August 18, 2020

Scope of Work

DFA, LLC (DFA) will provide Del Paso Manor Water District with an actuarial report as of June 30, 2019, setting forth all District liabilities of the postretirement health benefit program, including a projection of District expenditures under the plan. Our report will contain the following information:

- Determination of postretirement benefit obligations and components of expense in accordance with the Statement No. 75 of the Governmental Accounting Standards Board for fiscal year beginning June 30, 2019.
- Alternative amounts for prefunding the obligations as a percent of covered employee payroll.
- Reconciliation of Total OPEB Liability with the prior actuarial report.
- Roll-forward of Net OPEB Liability to GASB 75 measurement date.
- Summary of plan provisions, actuarial assumptions, and certification.

The Scope of Work also includes assistance in the preparation (or review) of the GASB 75 footnote disclosures at the time the District prepares its financial statements for fiscal years ending June 30, 2020 and June 30, 2021.

Fees

Our flat fee, for services listed above (including telephone support to explain and discuss the report) will be as follows:

Actuarial Report as of June 30, 2019	\$3,000
GASB 75 footnote information for fiscal year ending June 30, 2020	\$500
GASB 75 footnote information for fiscal year ending June 30, 2021	\$500
Total Fee	\$4,000

The fee is all-inclusive based on the scope of the project outlined above. The fee includes the cost of an on-site or on-line presentation. An on-site presentation is not anticipated at this time.

Del Paso Manor Water District
GASB 75 DISCLOSURE DATA REQUEST

August 18, 2020

Dear Robert:

We are requesting the information required for the June 30, 2019, GASB 75 disclosure valuation of the retiree health insurance program.

We have included a workbook of Excel sheets that contains the information we need to value the GASB 75 liabilities and prepare the required disclosure.

The workbook includes the following tabs:

- Legend
Please use as a guide to complete the workbook. Modify as necessary to correspond with the data included in the census.
- Employee and Retiree participant membership data tabs
Please update the lists with the requested information, using the format provided. The exhibit attached to this letter summarizes the format and data requested in the workbook.
- Premium structure
Schedule of premiums for both retirees and active employees, for each applicable coverage (e.g., medical, pharmacy, dental, or vision) for the current and most recent prior plan years.
- Additional information on benefit
 - Relevant sections of collective bargaining agreements (Retirees' Health Insurance) (via separate pdf attachments).
 - Documents governing health benefits of all non-represented groups (e.g., Management, Classified, Certificated, Confidential, Board) (via separate pdf attachments).
 - Current employee booklets, open enrollment materials for retirees, etc., memoranda of understanding (via separate pdf attachments).
 - GASB 45 disclosures from most recent audited financial statements.
 - Aggregate payroll delineated by participant group listed in the Legend of the census workbook.
 - Projected Total contribution for the fiscal year ending June 30, 2019.
 - Projected Amount of assets for the fiscal year ending June 30, 2019.
 - Summary of benefit changes since the most recent actuarial valuation.
 - Comments – any other information that client thinks relevant to valuation.

Please email the updated workbook and attachments to Carlos Diaz: cdiaz@dfa-actuaries.com.

After you have had a chance to review this information, please let us know if you have any questions.

Regards,

Carlos Diaz

Format and Data Requested in Workbook

Employees (Active Members)

Division or Bargaining Unit¹

Status Active

A – Active in Med Plan

N – Eligible but not Participating in Med Plan

T – No longer Active in Med Plan

R – Retired & Covered in Med Plan

ID Number²

Last Name

First Name and Middle Initial

Sex

Date of Birth (MM/DD/YYYY)

Date of Hire (MM/DD/YYYY)

Full Time Equivalent

Medical Plan¹

Medical Coverage¹ (i.e. single, employee + spouse, employee + family)

Monthly Medical Premium - employee

Monthly Medical Premium - employer

Retirees (Inactive Members)

Division or Bargaining Unit¹

Status Retired

R – Retired & Covered in Medical Plan

N – Retired but not Participating in Med Plan

T – No longer Active in Medical Plan

C – Status change (coverage)

ID Number²

Last Name

First Name and Middle Initial

Sex

Date of Birth (MM/DD/YYYY)

Date of Hire (MM/DD/YYYY)

Date of Retirement (MM/DD/YYYY)

Spouse Date of Birth if covered (MM/DD/YYYY)

Number of non-spousal Dependents

Medical Plan¹

Medical Coverage¹ (i.e. single, employee + spouse, employee + family)

Monthly Medical Premium – employee

Monthly Medical Premium – employer

¹ Please provide a legend to fully explain wording.

² This should be a unique ID number that is not reassigned, or we can use the last 4 digits of the member's social security number.

ITEM #3

Appointment of District Representatives: Agency appointments

ITEM #4

Review and adopt minutes

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

August 4, 2020

6:30 PM

Teleconference Meeting due to Coronavirus Pandemic

The Board of Directors of the Del Paso Manor Water District convened a Regular Board Meeting using the “GoToMeeting” teleconference system on August 4, 2020 at 6:30 p.m. The minutes are action only. The recording to the meeting is attached to the minutes as well the District website.

8/4/2020 Regular Board Meeting

<https://transcripts.gotomeeting.com/#/s/42b1ea7fa9093154ecf886c656e8d51b4b7a1369ea6134be0858a3c0952d521a>

Call to Order:

President Lenahan called the meeting to order at 6:30 p.m.

Roll Call:

Directors Present: Marissa Burt, John Lenahan, Robert Matteoli, Andrew Ping, and Gregory Schneider

Directors Absent: None

Staff Present: Adam Coyan, General Manager

Legal Counsel Present: None

Guests: None

Public Present: Several members of the public were on the conference call.

Announcements:

Present Lenahan explained to the Board that the service agreement between DPMWD and SSWD was not added to the agenda. He asked if the Board would like to vote to add it to the agenda or if a special meeting was preferred. The majority of the Board decided to address the service agreement during a special meeting later in the month. Roy Wilson had a question about the Budget. He is concerned that funds are being used out of the CIP funds to perform work on the wells. Carol Rose would like to know if the field tech positions will be advertised.

Public Comment:

None

Items for Discussion and/or Action:

1. Discussion regarding Master Plan RFP.
The Board agreed with General Manager Coyan’s recommendation go back out to bid with an amended RFP.
2. Discuss and/or action regarding Resolution to Amend the Employee Manual to include Standby Policy.

President Burt moved to adopt Resolution Number 20200804 with amendments to the last line of Exhibit A to state: If the employee is called in, they will receive a minimum of 2 hours of call back pay. Director Schneider seconded.

Motion Passed on a Roll Call Vote

Ayes	Burt, Lenahan, Ping, Matteoli, Schneider
Noes	0
Absent	0

3. Appoint Collaboration Study Ad Hoc Committee

President Lenahan appointed himself and Director Burt to the Collaboration Study Ad Hoc Committee.

4. a. Review and adopt Minutes for July 7, 2020 Regular Meeting

Director Burt moved to approve the June 7, 2020 minutes. Director Ping seconded.

Motion Passed on a Roll Call Vote

Ayes	Burt, Lenahan, Matteoli, Ping, Schneider
Noes	0
Absent	0

b. Review and adopt Minutes for July 28, 2020 Special Meeting

Director Burt moved to approve the June 28, 2020 minutes. Director Schneider seconded.

Motion Passed on a Roll Call Vote

Ayes	Burt, Lenahan, Matteoli, Ping, Schneider
Noes	0
Absent	0

5. Review and approve Warrants

Director Burt moved to approve the August 4, 2020 Warrants. Director Schneider seconded.

Motion Passed on a Roll Call Vote

Ayes	Burt, Lenahan, Ping, Schneider
Noes	Matteoli
Absent	0

Adjournment:

President Lenahan adjourned the meeting at 8:02 p.m.

Next scheduled meeting: September 7, 2020 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

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

August 25, 2020

6:30 PM

Teleconference Meeting due to Coronavirus Pandemic

The Board of Directors of the Del Paso Manor Water District convened a Special Board Meeting using the “GoToMeeting” teleconference system on August 25, 2020 at 6:30 p.m. The minutes are action only. The recording to the meeting is attached to the minutes as well the District website.

8/25/2020 Special Board Meeting

<https://transcripts.gotomeeting.com/#/s/b1cdd76298f85d887ef4775c77c2dbc9396d7e50aacff47cb5244e682845e98a>

Call to Order:

President Lenahan called the meeting to order at 6:30 p.m.

Roll Call:

Directors Present: Marissa Burt, John Lenahan, Robert Matteoli, Andrew Ping, and Gregory Schneider
Directors Absent: None
Staff Present: Adam Coyan, General Manager
Guests: Robert Merritt (CPA)
Public Present: Several members of the public were on the conference call.

Announcements: Director Matteoli started reading a prepared statement and President Lenahan explained that his statement does qualify as an announcement.

Public Comment: David Figeriod asked about the packet from the last meeting. He asked about the cost of MuniBilling and how many people have used the program and if it is cost effective. Mr. Figeriod also asked about the hiring of new employees. Carol Rose explained she was waiting for Director Matteoli to finish his comments and asked Director Burt to apologize to Director Matteoli for past comments about attorney’s time.

Items for Discussion and/or Action:

1. Discussion and/or action to renew Sac Suburban WD Service Agreement through September 30, 2020

Director Schneider moved to approve the Sacramento Suburban WD Service Agreement. Director Burt seconded.

Ayes	Burt, Lenahan, Ping, Schneider
Noes	Matteoli
Absent	0

2. Discussion and/or action regarding OPEB GASB 75 actuary selection
No action taken
3. Discussion and/or action letter requesting waive of funds due
No action taken

Adjournment:

President Lenahan adjourned the meeting at 7:07 p.m.

Next scheduled meeting: September 1, 2020 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

ITEM #5

Review and approve warrants

Del Paso Manor Water District
Vendors Paid - August 2020

VENDORS NAME	DESCRIPTION	AMOUNT	CHECK #
ACWA JPIA	Health	\$0.00	
ADP	Payroll	\$12,057.72	eft
ADP Taxes	Payroll Taxes	\$4,638.19	eft
Aqua Sierra Controls, Inc.	Progress billing for panel completion	\$24,268.69	9621
A.I. Electric	Troubleshoot Well 9	\$550.00	9699
Appletree Answers (Previously Stericycle Communication Solutions)	answering service	\$435.95	9678
Appletree Answers (Previously Stericycle Communication Solutions)	answering service	\$437.20	9706
AT&T	Phone	\$69.55	9693
AT&T	Phone	\$207.01	9702
AT&T	Phone	\$184.56	9672
AT&T Mobility	Cell Phones; iPads	\$273.67	9686
BSK	Labs	\$356.00	9673
CalPers	Health	\$7,684.41	eft
CalPers	Social Security Admin. 218 - Annual Fee	\$200.00	eft
CalPers	Employee Cont. - Pepra	\$688.29	eft
CalPers	Employee Cont. - Classic	\$2,246.14	eft
City of Sacramento - Revenue Division	Diversion Billing (January - June 2020)	\$3,027.30	9690
DEX.YP	yellow pages	\$15.50	9689
Emigh Hardware	Material/Supplies	\$64.35	9703
Ferguson Waterworks	meters	\$321.28	9674
GM Construction & Developers, Inc.	2550 Lone Street	\$5,132.10	9677
GM Construction & Developers, Inc.	3611 Winding Creek Way	\$1,550.93	9701
Inland Business Systems	Photocopy machine	\$169.13	9697
Interwest Consulting Group	June 2020 Management Services	\$10,200.00	9688
Office Depot	Office Supplies	\$835.41	9694
PG&E	Gas	\$8.04	9685
Regional Government Services (RGS)	Reimbursement for Background check Processing	\$141.54	9684
Richardson & Company	Discussion on closing out books & reserve policy	\$1,350.00	9639
Robert Merritt	Services Through July 2020	\$1,710.00	9698
Sacramento County Utilities	Utilities	\$175.22	9682
Sacramento Suburban Water District (SSWD)	Raftelis Progress Billing - Services from 05/01/2020 - 05/31/2020	\$308.78	9683
Sacramento Suburban Water District (SSWD)	Services Provided Through June 2020	\$33,966.75	9687
Sierra Chemical Company	Chemicals	\$417.60	9676
Sierra Chemical Company	Chemicals	\$313.20	9676
Sierra Chemical Company	Chemicals	\$522.00	9695
Smud	Power	\$5,540.71	9680
Smud	Power	\$4,415.95	9681
Streamline	Website	\$200.00	9675
Terrapin Technology Group	Software / Computers	\$259.10	9696
Uinta Holdings, LLC	September Rent	\$2,105.00	9705
Underground Service Alert of Northern CA & NV	CA State Fee for Regulatory Costs	\$260.00	9704
Underground Service Alert of Northern CA & NV	annual membership	\$360.31	9679
Umpqua Bank	District Credit Card	\$78.18	9700
Voya	July Emp. Contribution	\$900.00	9692
Wex Bank	Gas	\$35.00	9671

Del Paso Manor Water District
BOD Compensation Expense Summary
August 2020

AUGUST 2020 MEETINGS		BURT	LENAHAN	MATTEOLI	PING	SCHNEIDER
Board Meetings						
8/4/2020	DPMWD - Regular Board Meeting	1	1	1	1	1
8/25/2020	DPMWD - Special Board Meeting	1	1	1	1	1
	DPMWD - Emergency Board Meeting					
ADHOC Committee Meetings						
	Finance Standing Committee Meeting (Burt/Lenahan)					
Other Meetings						
	American Water Works Association (AWWA)					
	Association of California Water Agencies (ACWA)					
	Attorney Meeting					
	California Rural Water Authority (CRWA)					
	California Special District's Association (CSDA)					
	DPMWD - AB1234 Ethics Training					
	Regional Water Authority (RWA)					
	Sacramento Groundwater Authority (SGA)					
8/3/2020	Sacramento Suburban Water District (SSWD) (2x2)	1	1			
8/17/2020	Sacramento Suburban Water District (SSWD)	1	1			
	Sexual Harassment Prevention Training (AB1825)					
	Water Forum					
August Monthly Meeting Totals						
	TOTAL MEETINGS	4	4	2	2	2
	TOTAL COMPENSATED MEETINGS	4	4	2	2	2
	TOTAL COMPENSATION	\$400	\$400	\$200	\$200	\$200

ITEM #6

Manager's Report



Del Paso Manor Water District

**REPORT TO THE BOARD OF DIRECTORS
REGULAR BOARD MEETING OF September 1st , 2020
AGENDA ITEM NO. 6**

AGENDA SECTION: Manager's Report

SUBJECT: Managers/ Staff Report

PREPARED BY: Adam Coyan, General Manager

APPROVED BY: Adam Coyan, General Manager

The following report summarizes District activities during the period of August 4th through September 1st , 2020.

Teleconference Meetings:

Teleconference with Mike Tolin Division of Drinking Water Associate Sanitary Engineer regarding well 8.

Teleconference with Don Lockhart LAFCO Executive Officer regarding the Municipal Service Review.

Teleconference with Thor Benzig Senior Risk Control Advisor regarding their inspection.

Work Completed:

Reviewed history of the district and worked on organization of the office.

Re-wrote the request for proposals for 2009 master plan update.

Had locks rekeyed at office and in the field due to security concerns.

Board Meeting of August 4th, 2020

From existing candidate pool of DPMWD hired two new employees:

1. Michael Jenner worked at SSWD for thirteen years and then went to work for GM Construction. He is very familiar with big wells and balancing pressures associated with them. He is a seasoned water operator that can step in and run the system with very little training. He also has extensive experience with rebuilding, repairing and replacing water meters. He has also completed confined space training.
2. Kyle Durham worked at Carmichael Water district and then went to work for Crammer Engineering. He comes with knowledge and experience of upgrading meters to remote read and is an extremely fast learner. He has also completed confined space training.

Finished and submitted the first draft of the Municipal Service Review and am currently working on the JPIA response to inspection.

Work Planned:

1. Finish the response to JPIA inspection.
2. Monthly water report.
3. Purchase equipment for confined space entry so operators can legally operate well #7 and we can meet peak hourly demand without utilizing a well on standby.
4. Start monthly sampling of well #8 to get a baseline PCE level. This would be done with the hope of eventually piping well #7 and or well #5 to well #8 and use blending to lower the PCE below the MCL. Well #8 is integral to our system to abandon without looking into alternatives. It has direct drive back up and is a major producer.
5. Start monthly sampling of well #3 to get a baseline TCP-123 level. This would be done with the hope of eventually piping well #3 to well #4 or 6B and use blending to lower the TCP-123 levels below MCL.
6. Hydro-pneumatic tanks are scheduled to get inspected and recertified on September 4th. If any of the four tanks fail recertification install a VFD at that location instead.
7. Start to repair or replace broken commercial meters.
8. Get initial estimate for well assessments on well #2 and repair/ relining for well #5. Also get estimates for raising well #7 and increasing pedestal heights as needed.
9. Address and fix items found deficient by JPIA, State Resource Control Board and SSWD.
10. Purchase two small air conditioning units for well 6B and well 9 and install units.
11. With the approval and coordination with SSWD, install pressure sustaining valves on the SSWD main line on Maryal Dr. for emergency utilization and fire protection.



Del Paso Manor Water District

Operations Coordination with Sacramento Suburban Water District (SSWD):

SSWD continues to operate and maintain the District's water supply wells and has taken the lead on responding to calls regarding water line/main leaks as well as marking USA alerts. SSWD have also been working with the new operators to ensure that there is a smooth transition.

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