

ITEM #6.A

2020/2021 Final Audit

DEL PASO MANOR WATER DISTRICT
SUMMARY OF FISCAL YEAR 2020/21 AUDIT RESULTS

Reports issued

- Auditors opinion on the financial statements
- Report on internal control and compliance
- Governance letter
- Management letter with recommendations

Independent Auditor's Report (pages 1 to 2)

- Unmodified (clean) opinion
- Qualification for developer-donated infrastructure was removed

Highlights of financial statements

- Management discussion & analysis (pages 4 to 7)
- Statements of Net Position (pages 8 and 9)
 - Unrestricted net position of \$2.5 million (reserves available)
- Statement of Revenue/Expense (page 10)
 - Revenue exceeded expenses by \$523,082 (added to reserves)
 - Includes depreciation, pension and OPEB entries not affecting cash
- Pension Plan, Note E (pages 21 to 26)
 - Pension liability of \$832,768, based on 2020 CalPERS valuation
 - Increased \$72,721
- OPEB Plan, Note F (pages 26 to 31)
 - OPEB liability of \$156,492 based on 2020 actuarial valuation
 - Decreased \$11,151
 - No contributions to trust in fiscal year 2020/21
- Operating/Maintenance Fund (page 36)
 - Operating fund balance of \$1,031,000, an increase of \$321,000
 - Maintenance fund balance of \$1.4 million, an increase of \$212,000

Internal Control and Compliance report (pages 43 to 45)

- Material weaknesses in internal control noted
 - Billing/cash receipt duties not segregated
- Developer-constructed infrastructure issued considered resolved
- Complied with laws, contracts material to financials

Governance Letter

- Areas where estimates are used
- Audit adjustments – none noted
- Unadjusted differences – 2 items
- No difficulties in performing the audit and no unusual accounting practices

Management letter

- Areas for improvement identified
 - Unreconciled difference between billing system and general ledger to be resolved
 - Process for identifying and recording developer donated infrastructure
 - Verify accuracy of receivables aging report and review by management
 - Risk assessment process to be developed
 - Payroll files need to be maintained/payroll register to be reviewed by GM
 - Establish separate tracking of maintenance fund in general ledger

DEL PASO MANOR WATER DISTRICT

Audited Financial Statements

June 30, 2021 and 2020

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DEL PASO MANOR WATER DISTRICT

Audited Financial Statements

June 30, 2021 and 2020

TABLE OF CONTENTS

Independent Auditor’s Report.....	1
Management’s Discussion and Analysis.....	4
<u>Basic Financial Statements</u>	
Statements of Net Position.....	8
Statements of Revenues, Expenses and Changes in Net Position.....	10
Statements of Cash Flows.....	11
Notes to The Basic Financial Statements.....	13
<u>Required Supplementary Information</u>	
Schedule of the Proportionate Share of the Net Pension Liability and Schedule of Contributions to the Pension Plan (Unaudited).....	34
Schedule of Changes in the Net OPEB Liability and Related Ratios (Unaudited).....	35
Schedule of Contributions to OPEB Plan (Unaudited).....	36
<u>Supplementary Information</u>	
Combining Statement of Net Position – June 30, 2021.....	37
Combining Statement of Net Position – June 30, 2020.....	39
Combining Statement of Revenues, Expenses and Changes in Net Position – June 30, 2021.....	41
Combining Statement of Revenues, Expenses and Changes in Net Position – June 30, 2020.....	42
<u>Compliance Section</u>	
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	43
Schedule of Prior Year Findings.....	45

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Del Paso Manor Water District
Sacramento, California

Report on Financial Statements

We have audited the accompanying financial statements of Del Paso Manor Water District (the District), which comprises the statements of net position as of June 30, 2021 and 2020, and the related statement of revenues, expenses, and changes in net position and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Board of Directors
Del Paso Manor Water District

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District, as of June 30, 2021 and 2020, and the changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matters

As discussed in Note F to the financial statements, the District's actuary applied Section 3.7.7(c)4 of Actuarial Standard of Practice No. 6, as revised, and determined age adjusted health insurance premiums are not necessary in the calculation of the District's net other postemployment benefits (OPEB) liability, and therefore, the Implicit Rate Subsidy is not applicable in calculating the total projection of benefits payments. Had the actuary included age adjusted health insurance premiums in the calculation of the net OPEB liability, the OPEB liability may have been significantly larger in the amount. Our opinion is not modified with respect to this matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 to 7 and other required supplementary information on pages 34 to 36 be presented to supplement the 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 the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplemental information listed in the table of contents are presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplemental information section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standard

In accordance with *Government Auditing Standards*, we have also issued our report dated March 30, 2022, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an

To the Board of Directors
Del Paso Manor Water District

integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Richardson & Company, LLP

March 30, 2022

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**Del Paso Manor Water District
Required Supplementary Information
Management's Discussion and Analysis
June 30, 2021**

This section of the Del Paso Manor Water District annual financial report presents an analysis of the District's financial performance during the fiscal year ending June 30, 2021. This information is presented in conjunction with the audited basic financial statements, which follow this section.

FINANCIAL HIGHLIGHTS FOR FISCAL YEAR 2020 /2021

- At the end of the current year, total net position (total assets and deferred outflows less total liabilities and deferred inflows) of the District was a positive \$2.8 million.
- During the year, the District's net position increased by approximately \$523,000.
- The District's capital asset balance before depreciation was \$7.3 million at the end of the year.
- The District has recognized a liability in the amount of \$833 thousand for a net pension obligation due to Governmental Accounting Standards Board Statement (GASB) 68. The liability increased approximately \$73 thousand from the prior year. See Note E of the basic financial statements.
- The District has recognized a liability in the amount of \$156 thousand for post-employment benefits. The liability decreased approximately \$11 thousand from the prior year. See Note F of the basic financial statements.
- Notes payable decreased \$170 thousand during fiscal 2021 from \$4.7 million at June 30, 2020 to \$4.5 million at June 30, 2021.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of the following three parts: Management's Discussion and Analysis, Basic Financial Statements, and Other Required Supplementary Information. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

REQUIRED FINANCIAL STATEMENTS

The Financial Statements of the District report information utilizing the full accrual basis of accounting. The Financial Statements conform to accounting principles which are generally accepted in the United States of America. The Statements of Net Position include information on the District's assets and liabilities and provide information about the nature and amounts of investments in resources (assets) and the obligations to creditors (liabilities). The Statements of Revenues, Expenses and Changes in Net Position identify the District's revenues and expenses for the fiscal years ending June 30, 2021 and 2020. These statements provide information on the District's operations over the past two fiscal years, and can be used to determine whether the District has recovered all if it's actual and projected costs through user fees and other charges. The third component of the financial statements is the Statement of Cash Flows. These statements provide information on the District's cash receipts, cash payments and changes in cash resulting from operating, investments and financing activities. From the Statements of Cash Flows, the reader can obtain comparative information on the sources and uses of cash and the changes in the cash and cash equivalent balances.

Del Paso Manor Water District
Required Supplementary Information
Management's Discussion and Analysis
June 30, 2021

FINANCIAL ANALYSIS OF THE DISTRICT

The Statements of Net Position and the Statements of Revenues, Expenses and Changes in Net Position provide an indication of the District's financial condition and also indicate if the financial condition of the District has improved during the last fiscal year. The District's Net Position reflects the difference between assets and liabilities.

A summary of the District's Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position are presented below:

Condensed Statements of Net Position as of June
30, 2021, 2020 and 2019

	2021	2020	Increase/(Decrease) from 2020	2019
Current and other assets	\$ 3,062,381	\$ 2,622,799	\$ 439,582	\$ 2,098,012
Capital assets, net	4,812,584	4,991,627	(179,043)	5,178,908
Total assets	<u>7,874,965</u>	<u>7,614,426</u>	<u>260,539</u>	<u>7,276,920</u>
Deferred outflows of resources	546,151	536,840	9,311	553,939
Current liabilities	222,911	345,200	(122,289)	296,140
Long-term liabilities	5,342,439	5,467,828	(125,389)	5,384,724
Total liabilities	<u>5,565,350</u>	<u>5,813,028</u>	<u>(247,678)</u>	<u>5,680,864</u>
Deferred inflows of resources	83,309	88,863	(5,554)	82,116
Net investment in capital assets	288,584	297,627	(9,043)	456,908
Unrestricted net position	<u>2,483,873</u>	<u>1,951,748</u>	<u>532,125</u>	<u>1,610,971</u>
Total net position	<u>\$ 2,772,457</u>	<u>\$ 2,249,375</u>	<u>\$ 523,082</u>	<u>\$ 2,067,879</u>

Condensed Statements of Revenue, Expenses and Changes in Net Position
Fiscal Years Ended June 30, 2021, 2020 and 2019

	2021	2020	Increase/(Decrease) from 2020	2019
Operating revenues	\$ 2,039,174	\$ 2,019,969	\$ 19,205	\$ 2,090,168
Non-operating revenues	11,624	24,122	(12,498)	21,356
Total revenues	<u>2,050,798</u>	<u>2,044,091</u>	<u>6,707</u>	<u>2,111,524</u>
Depreciation expense	200,526	211,550	(11,024)	212,081
Operating expenses	1,150,607	1,279,127	(128,520)	1,101,500
Total expenses	<u>1,351,133</u>	<u>1,490,677</u>	<u>(139,544)</u>	<u>1,313,581</u>
Non-operating expenses	<u>(176,583)</u>	<u>(371,918)</u>	<u>(195,335)</u>	<u>(286,640)</u>
Changes in net position	523,082	181,496	341,586	511,303
Beginning net position	<u>2,249,375</u>	<u>2,067,879</u>	<u>181,496</u>	<u>1,556,576</u>
Ending net position	<u>\$ 2,772,457</u>	<u>\$ 2,249,375</u>	<u>\$ 523,082</u>	<u>\$ 2,067,879</u>

**Del Paso Manor Water District
Required Supplementary Information
Management's Discussion and Analysis
June 30, 2021**

CURRENT AND OTHER ASSETS

As of June 30, 2021, the District's current and other assets totaled \$3.1 million which was an increase of \$440,000 over the June 30, 2020 balances of approximately \$2.6 million. Much of the increase in current assets was a result of increases in cash and investments of \$453,000. Accounts receivable, interest receivable and the balances of prepaid expenses were comparable to the June 30, 2020 balances. The increase in cash and investments was the result of an improvement in net position, and cash flows from operating activities exceeding cash used for capital and related financing activities by \$439,000. The majority of the cash used for capital and related financing activities was for debt service on the District's note payable of \$336,000.

CAPITAL ASSETS

As of June 30, 2021, the District's investments in capital assets, including factoring accumulated depreciation, totaled \$4.8 million which was a decrease of \$179,000 over the capital asset balances at June 30, 2020 of \$5.0 million.

During the year, the District invested approximately \$16,000 into well 7 in order to extend its life and about \$6,000 in the distribution system. Depreciation expense for the fiscal years 2021 and 2020 was \$200,526 and \$211,550, respectively.

CURRENT LIABILITIES

As of June 30, 2021 the District's current liabilities totaled approximately \$223,000 which was a decrease of \$122,000 over the June 30, 2020 balances. Much of the decrease in current liabilities was the result of lower accounts payable and interest payable balances compared to the prior year. The higher balances in 2020 were the result of amounts due to contractors and consultants at June 30, 2020.

LONG - TERM DEBT

As of June 30, 2021, the District had \$4,524,000 in outstanding business-type debt as reported in the statement of net position and in the notes to the financial statements. During the prior year, the District refinanced its 2018 installment loan with a new note with a more favorable interest rate. A principal payment of \$177,000 and interest payments of \$147,030 are scheduled to be made on this note in the 2022 fiscal year. Refer to Note D in the notes to the basic financial statements for additional discussion on the District's long term debt.

OPERATING REVENUES AND EXPENSES

Water sales and other revenues increased modestly from 2020 to 2021 by about \$19,000. Operating expenses during 2021 decreased \$140,000 over the prior year. Much of the decrease was from the maintenance of the transmission and distribution system and the annual expenses from the pension and OPEB liabilities. Expenses related to the District's long term debt were also less than 2020, with interest and debt issuance costs decreasing from \$372,000 in 2020 to \$177,000 in 2021.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The District approved a rate increase in May 2018 with an effective date of June 16, 2018 for monthly billed accounts, and July 1, 2018 for bi-monthly billed accounts. This rate increase will cover the

**Del Paso Manor Water District
Required Supplementary Information
Management's Discussion and Analysis
June 30, 2021**

District's increased costs associated with daily operation and maintenance of the District along with rebuilding the reserves. The Board set a reserve fund goal of six months of operations and maintenance expenses with the goal of meeting this target in three to four years. Del Paso Manor Water District's rates continue to remain competitive with other water purveyors in the region.

The aging infrastructure of the District still needs to be addressed. The Board is currently updating the 2009 Master Plan in an effort to redefine the issues and develop a plan for replacement of the aging facilities. Once this update is completed they will look at the economics and develop a plan to finance the next phases of projects.

In addition, the District is staying engaged with legislative and regulatory requirements that may require fees and/or costs to the District, thus potentially affecting consumer rates. To meet California's Sustainability Groundwater Management Act requirements, the District participates in the Sacramento Groundwater Authority which is one of the recognized Groundwater Sustainability Agencies in the North American Sub-basin.

The fiscal 2022 approved operating budget was comparable to the 2021 budget. Total expenditures for employee related, administration, and operational expenses are budgeted for \$1,089,627 in 2022 compared to \$1,100,000 for 2021. In addition, \$335,300 is budgeted for debt service on the District's long term debt and \$113,000 for capital improvements to the distribution system for fiscal 2022.

ADDITIONAL FINANCIAL INFORMATION

The financial report is designed to provide the District's customers and other interested parties with an overview of the District's financial operations and financial condition. Should the reader have questions regarding the information included in this report or to request additional financial information, please contact the Del Paso Manor Water District's General Manager at 1817 Maryal Drive, Suite 300, Sacramento, CA 95864.

DEL PASO MANOR WATER DISTRICT

STATEMENTS OF NET POSITION

June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 602,064	\$ 1,213,280
Investments	2,246,659	1,182,555
Accounts receivable		
Current services	197,299	202,387
Accrued interest receivable	1,834	4,315
Prepaid expenses	14,525	20,262
Total Current Assets	<u>3,062,381</u>	<u>2,622,799</u>
Capital Assets:		
Nondepreciable	107,272	91,439
Depreciable, net of accumulated depreciation	4,705,312	4,900,188
Total Capital Assets, Net	<u>4,812,584</u>	<u>4,991,627</u>
TOTAL ASSETS	<u>7,874,965</u>	<u>7,614,426</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on refunding	284,105	307,902
Pensions	180,459	175,866
Other post-employment benefits (OPEB)	81,587	53,072
TOTAL DEFERRED OUTFLOWS	<u>546,151</u>	<u>536,840</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u>\$ 8,421,116</u>	<u>\$ 8,151,266</u>

Continued

DEL PASO MANOR WATER DISTRICT
STATEMENTS OF NET POSITION (Continued)

June 30, 2021 and 2020

	2021	2020
LIABILITIES		
Current Liabilities:		
Accounts payable	\$ 40,750	\$ 143,677
Accrued expenses and other liabilities	1,626	4,275
Unearned revenue	1,990	10,501
Accrued interest payable		12,713
Current portion of noncurrent liabilities	178,545	174,034
Total Current Liabilities	222,911	345,200
Noncurrent Liabilities:		
Notes payable, net of current portion	4,347,000	4,524,000
Compensated absences, net of current portion	6,179	16,138
Net pension liability	832,768	760,047
Net OPEB liability	156,492	167,643
Total Noncurrent Liabilities	5,342,439	5,467,828
TOTAL LIABILITIES	5,565,350	5,813,028
DEFERRED INFLOWS OF RESOURCES		
Pensions	81,623	86,333
Other post-employment benefits (OPEB)	1,686	2,530
TOTAL DEFERRED INFLOWS	83,309	88,863
NET POSITION		
Net investment in capital assets	288,584	297,627
Unrestricted	2,483,873	1,951,748
TOTAL NET POSITION	2,772,457	2,249,375
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	\$ 8,421,116	\$ 8,151,266

The accompanying notes are an integral part of these financial statements.

DEL PASO MANOR WATER DISTRICT

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
OPERATING REVENUES		
Water sales	\$ 2,025,009	\$ 2,002,844
Other water sales	791	16,994
Other revenue	13,374	131
TOTAL OPERATING REVENUES	<u>2,039,174</u>	<u>2,019,969</u>
OPERATING EXPENSES		
General and administrative	657,392	636,620
Transmission and distribution	297,845	360,646
Pumping	103,935	76,051
Water purchases	6,168	5,942
Depreciation	200,526	211,550
Pension expense adjustment	63,418	98,044
Other post-employment benefits (OPEB)	21,849	101,824
TOTAL OPERATING EXPENSES	<u>1,351,133</u>	<u>1,490,677</u>
NET INCOME FROM OPERATIONS	688,041	529,292
NON-OPERATING REVENUES (EXPENSES)		
Investment income earned	11,624	24,122
Interest expense	(176,583)	(280,418)
Debt issuance costs		(91,500)
TOTAL NON-OPERATING REVENUES (EXPENSES)	<u>(164,959)</u>	<u>(347,796)</u>
CHANGE IN NET POSITION	523,082	181,496
Net position, beginning of year	<u>2,249,375</u>	<u>2,067,879</u>
NET POSITION AT END OF YEAR	<u>\$ 2,772,457</u>	<u>\$ 2,249,375</u>

The accompanying notes are an integral part of these financial statements.

DEL PASO MANOR WATER DISTRICT

STATEMENTS OF CASH FLOWS

For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash receipts from customers	\$ 2,035,751	\$ 2,052,490
Cash payments to suppliers for goods and services	(947,502)	(933,247)
Cash payments to employees for services	(292,484)	(213,784)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>795,765</u>	<u>905,459</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisitions and construction of capital assets	(21,483)	(24,269)
Proceeds from issuance of debt		5,000
Principal paid on long-term debt	(170,000)	(124,500)
Interest paid on long-term debt	(165,499)	(242,683)
NET CASH USED BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(356,982)</u>	<u>(386,452)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment income received	14,105	24,644
NET CASH PROVIDED BY INVESTING ACTIVITIES	<u>14,105</u>	<u>24,644</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	452,888	543,651
Cash and investments at beginning of year	<u>2,395,835</u>	<u>1,852,184</u>
CASH AND INVESTMENTS AT END OF YEAR	<u>\$ 2,848,723</u>	<u>\$ 2,395,835</u>

Continued

DEL PASO MANOR WATER DISTRICT
STATEMENTS OF CASH FLOWS (Continued)

For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Cash and investments - financial statement classification		
Cash and cash equivalents	\$ 602,064	\$ 1,213,280
Investments	<u>2,246,659</u>	<u>1,182,555</u>
TOTAL CASH AND INVESTMENTS	<u>\$ 2,848,723</u>	<u>\$ 2,395,835</u>
 RECONCILIATION OF NET INCOME FROM OPERATIONS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Operating income	\$ 688,041	\$ 529,292
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	200,526	211,550
(Increase) Decrease in:		
Accounts receivable	5,088	23,075
Prepaid expense	5,737	(4,733)
Deferred outflows for pensions and OPEB	(33,108)	(7,923)
Accounts payable	(102,927)	23,504
Accrued expenses and other liabilities	(2,649)	(44,103)
Unearned revenue	(8,511)	9,446
Compensated absences	(12,448)	7,501
Net pension liability	72,721	71,617
Net OPEB liability	(11,151)	79,486
Deferred inflows for pensions and OPEB	<u>(5,554)</u>	<u>6,747</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 795,765</u>	<u>\$ 905,459</u>
 SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Amortization of deferred amortization on refunding	\$ 23,797	\$ 25,022

The accompanying notes are an integral part of these financial statements.

DEL PASO MANOR WATER DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2021 and 2020

NOTE A – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Del Paso Manor Water District (District) have been prepared in conformity with generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

Reporting Entity: The District was established in 1956 as a water district located in the central portion of Sacramento County northeast of the City of Sacramento and north of the lower American River. The District serves a population of approximately 1,800. The District is predominately residential in character, with interspersed commercial areas. The District is governed by a Board of Directors consisting of five directors elected by residents of the District.

Basis of Presentation: The District's resources are allocated to and accounted for in these basic financial statements as an enterprise fund type of the proprietary fund group. The enterprise fund is used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other policies. Net position for the enterprise fund represents the amount available for future operations.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The enterprise fund type is accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of this fund are included on the balance sheet. Net position is segregated into amounts invested in capital assets, net of related debt, amounts restricted and amounts unrestricted. Enterprise fund type operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total position.

The District uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of the timing of cash flows. Earned but unbilled water services are accrued as revenue.

Water lines are constructed by private developers and then dedicated to the District, which is then responsible for their future maintenance. These lines are not being recorded as capital contributions.

Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the District. Operating revenues consist primarily of charges for services. Non-operating revenues and expense consist of those revenues and expenses that are related to financing and investing types of activities and result from nonexchange transactions or ancillary activities.

When both unrestricted and restricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE A – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Deferred Outflows and Inflows of Resources: In addition to assets and liabilities, the statement of net position reports separate sections for deferred outflows and deferred inflows of resources. *Deferred outflows of resources* represent a consumption of net position by the government that is applicable to a future reporting period. *Deferred inflows of resources* represent an acquisition of net position that is applicable to a future reporting period. These amounts will not be recognized as an outflow of resources (expense) or an inflow of resources (revenue) until the earning process is complete. Deferred outflows and inflows of resources represent amounts deferred related to the District's pension and OPEB plan as described in Notes E and F, and for deferred amounts related to bond refunding.

Pensions: For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plans fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB): For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the OPEB plan and additions to/deductions from the OPEB plan's fiduciary net position have been determined on the same basis as they were reported by the plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents: For purposes of the statement of cash flows, the District considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. Cash and cash equivalents held include bank deposits and investments in money market mutual funds and LAIF.

Capital Assets: Capital assets are recorded at historical cost. Donated capital assets are recorded at the acquisition value, which is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date. Self-constructed assets are recorded based on the amount of direct labor and materials charged to the asset construction. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets.

DEL PASO MANOR WATER DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)
 June 30, 2021 and 2020

NOTE A – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
 (Continued)

Description	Estimated Life
Infrastructure (Wells)	5-45 years
Reservoir and tanks	40 years
Pumping equipment	5-45 years
Hydrants	45 years
Transmission and Distribution	30-45 years
Meters	10 years
Building, structures and improvements	15-35 years
Office equipment	5-7 years
Field equipment and vehicles	5-20 years

Maintenance and repairs are charged to operations when incurred. Costs of assets sold or retired (and the related amounts of accumulated depreciation) are eliminated from the balance sheet in the year of sale or retirement, and the resulting gain or loss is recognized in operations.

Depreciation expense aggregated \$200,526 and \$211,550 for the years ended June 30, 2021 and 2020, respectively.

Deferred Amount from Refunding Debt: The difference between the reacquisition price of refunded debt and the net carrying amount of the previously outstanding debt is deferred and reported as a deferred outflow on the balance sheet. These amounts are amortized over the term of the new debt.

Compensated Absences: The District’s policy allows employees to accumulate earned but unused vacation which will be paid to employees upon separation from the District’s service. The cost of vacation is recognized in the period earned.

New Pronouncements: In June 2017, the GASB issued Statement No. 87, Leases. This Statement increases the usefulness of governments’ financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. A lease is defined as a contract that conveys control of the right to use another entity’s nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this Statement. The requirements of this Statement are effective for the year ended June 30, 2022.

The District is currently analyzing the impact of the required implementation of this new statement.

DEL PASO MANOR WATER DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)
 June 30, 2021 and 2020

NOTE B – CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30 are classified in the accompanying financial statements as follows:

	2021	2020
Cash and cash equivalents	\$ 602,064	\$ 1,213,280
Investments	2,246,659	1,182,555
Total cash and cash equivalents	\$ 2,848,723	\$ 2,395,835

Cash and cash equivalents as of June 30 consisted of the following:

	2021	2020
Cash on hand	\$ 293	\$ 293
Deposits with financial institutions	601,771	1,207,873
Total cash	602,064	1,208,166
Money market funds		5,114
Investments in Local Agency Investment Fund (LAIF)	2,246,659	1,182,555
Total investments	2,246,659	1,187,669
Total cash and cash equivalents	\$ 2,848,723	\$ 2,395,835

Investment policy: California statutes authorize districts to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 - Financial Affairs. The table below identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by the bond trustee that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District's investment policy.

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE B – CASH AND CASH EQUIVALENTS (Continued)

During the year ended June 30, 2021 and 2020, the District’s permissible investments included the following instruments:

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations	5 years	None	None
California Local Agency Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Bankers Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposits	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20%	None
Medium Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	None
Money Market Mutual Funds	N/A	20%	10%
LAIF	N/A	\$4 million	None
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-Through Securities	5 years	20%	None
California Local Agency Investment Fund	N/A	None	None
County Pooled Investments	N/A	None	None
Time Deposits	5 years	None	None

Interest rate risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As a means of limiting its exposure to fair value losses arising from rising interest rates, the District generally manages its interest rate risk by investing in the Local Agency Investment Fund (LAIF), which provides the necessary cash flow and liquidity needed for operations.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. LAIF does not have a rating provided by a nationally recognized statistical rating agency.

Concentration of Credit Risk: The investment policy of the District limits the amount that can be invested in any one issuer to the amount stipulated by the California Government Code. There are no investments in any one issuer (other than external investment pools) that represent 5% or more of total District investments.

DEL PASO MANOR WATER DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE B – CASH AND CASH EQUIVALENTS (Continued)

Custodial credit risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure public agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

At June 30, 2021, the carrying amount of the District's deposits were \$601,771 and the balances in financial institutions were \$601,954 and of this amount \$351,954 was not insured by federal depository insurance. At June 30, 2020, the carrying amount of the District's deposits were \$1,207,873 and the balances in financial institutions were \$1,224,629 and of this amount \$974,629 was not insured by federal depository insurance.

Investment in LAIF: The District is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The District reports its investment in LAIF at amortized cost, which approximates fair value. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, United States Treasury Notes and Bills, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations. The total fair value amount invested by all public agencies in LAIF as of June 30, 2021 is \$193,463,490,765 managed by the State Treasurer. The Local Investment Advisory Board (the Board) has oversight responsibility for LAIF. The Board consists of five members as designated by the State Statute. At June 30, 2021, these investments matured in an average of 291 days.

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE C – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2021 and 2020 is as follows:

	Balance July 1, 2020	Additions	Deletions	Balance June 30, 2021
Capital assets not being depreciated:				
Land	\$ 8,505			\$ 8,505
Construction in progress	82,934	\$ 15,833		98,767
	<u>91,439</u>	<u>15,833</u>		<u>107,272</u>
Capital assets being depreciated:				
Source of supply	2,459,603			2,459,603
Pumping plant	1,051,717			1,051,717
Transmission and distribution	2,393,203	5,650		2,398,853
General plant and administration	1,281,697		\$ (41,712)	1,239,985
	<u>7,186,220</u>	<u>5,650</u>	<u>(41,712)</u>	<u>7,150,158</u>
Less accumulated depreciation:				
Source of supply	(515,515)	(53,921)		(569,436)
Pumping plant	(256,347)	(24,942)		(281,289)
Transmission and distribution	(955,604)	(61,843)		(1,017,447)
General plant and administration	(558,566)	(59,820)	41,712	(576,674)
	<u>(2,286,032)</u>	<u>(200,526)</u>	<u>41,712</u>	<u>(2,444,846)</u>
Net capital assets being depreciated	<u>4,900,188</u>	<u>(194,876)</u>		<u>4,705,312</u>
Net capital assets	<u>\$ 4,991,627</u>	<u>\$ (179,043)</u>	<u>\$ -</u>	<u>\$ 4,812,584</u>
	Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020
Capital assets not being depreciated:				
Land	\$ 8,505			\$ 8,505
Construction in progress	58,665	\$ 24,269		82,934
	<u>67,170</u>	<u>24,269</u>		<u>91,439</u>
Capital assets being depreciated:				
Source of supply	2,459,603			2,459,603
Pumping plant	1,051,717			1,051,717
Transmission and distribution	2,393,203			2,393,203
General plant and administration	1,281,697			1,281,697
	<u>7,186,220</u>			<u>7,186,220</u>
Less accumulated depreciation:				
Source of supply	(461,593)	(53,922)		(515,515)
Pumping plant	(225,811)	(30,536)		(256,347)
Transmission and distribution	(893,716)	(61,888)		(955,604)
General plant and administration	(493,362)	(65,204)		(558,566)
	<u>(2,074,482)</u>	<u>(211,550)</u>		<u>(2,286,032)</u>
Net capital assets being depreciated	<u>5,111,738</u>	<u>(211,550)</u>		<u>4,900,188</u>
Net capital assets	<u>\$ 5,178,908</u>	<u>\$ (187,281)</u>	<u>\$ -</u>	<u>\$ 4,991,627</u>

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE D – LONG-TERM LIABILITIES

The activity of the District’s long-term liabilities during the year ended June 30, 2021 and 2020 was as follows:

	Balance July 1, 2020	Additions	(Reductions)	Balance June 30, 2021	Due Within One Year
2020 Installment loan	\$ 4,694,000		\$ (170,000)	\$ 4,524,000	\$ 177,000
Compensated absences	20,172	\$ 13,684	(26,132)	7,724	1,545
Net pension liability	760,047	72,721		832,768	
Net OPEB liability	167,643		(11,151)	156,492	
	<u>\$ 5,641,862</u>	<u>\$ 86,405</u>	<u>\$ (207,283)</u>	<u>\$ 5,520,984</u>	<u>\$ 178,545</u>

	Balance July 1, 2019	Additions	(Reductions)	Balance June 30, 2020	Due Within One Year
2020 Installment loan		\$ 4,694,000		\$ 4,694,000	\$ 170,000
2018 Installment loan	\$ 4,722,000		\$ (4,722,000)		
Compensated absences	12,671	10,991	(3,490)	20,172	4,034
Net pension liability	688,430	71,617		760,047	
Net OPEB liability	88,157	79,486		167,643	
	<u>\$ 5,511,258</u>	<u>\$ 4,856,094</u>	<u>\$ (4,725,490)</u>	<u>\$ 5,641,862</u>	<u>\$ 174,034</u>

The District’s long-term liabilities consist of the following:

2018 Advance Refunding: In June 2018, the District issued an installment loan in the amount of \$4,827,000 to advance refund the previously outstanding 2010 Certificate of Participation. As of June 30, 2020, the certificates of participation were refunded with the 2020 installment loan.

2020 Advance Refunding: In June 2020, the District issued an installment loan in the amount of \$4,694,000 to advance refund the previously outstanding 2018 Advance Refunding. The 2020 Installment Loan is payable in semiannual installments including interest of 3.25% and matures in July 2040. Interest payments range from \$5,070 to \$88,990 semi-annually. Principal payments range from \$170,000 to \$312,000 annually.

The refunding resulted in deferred amount on refunding of \$284,105 and \$307,902 at June 30, 2021 and 2020, respectively, which is being amortized over the remaining life of the refunded debt. Amortization expense totaled \$23,797 and \$25,022 for the years ended June 30, 2021 and 2020, respectively, and is included in interest expense.

The 2018 and 2020 Installment Loans are obligations of the CSDA Finance Corporation (Corporation) payable solely from payments received from the District pursuant to an Installment Purchase Contract between the Corporation and the District. The obligation of the District to make installment payments is payable solely from net revenues of the District’s water system and certain funds and accounts created

DEL PASO MANOR WATER DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE D – LONG-TERM LIABILITIES (Continued)

under the Installment Purchase Contract. The 2018 and 2020 Installment Purchase Contracts require the District to agree to fix, prescribe, and collect rates and charges for its water service which will be at least sufficient to yield each fiscal year net revenues equal to 120% of the annual debt service in such fiscal year. Should the District default on payments or any covenants of the agreement, all moneys and investments in the funds and accounts held under the agreement and all gross revenues thereafter received shall be applied to principal and accrued interest.

The following is a schedule of maturities for the long-term debt outstanding:

For the Year Ended June 30:	Principal	Interest
2022	\$ 177,000	\$ 147,030
2023	183,000	141,278
2024	189,000	135,330
2025	194,000	129,187
2026	200,000	122,883
2027-2031	1,101,000	512,557
2032-2036	1,290,000	321,815
2037-2040	1,190,000	98,215
	\$ 4,524,000	\$ 1,608,295

Pledged Revenue: The District pledged future water system revenues, net of specified expenses, to repay the 2020 Installment Loan in the original amount of \$4,694,000. Proceeds of the 2020 Installment Loan were used to refund the previously outstanding 2018 Revenue Certificates of Participation. The 2020 Installment Loan is payable solely from water customer net revenues. Total principal and interest remaining to be paid on the 2020 Installment Loan was \$6,132,295 and \$6,467,563 at June 30, 2021 and 2020, respectively. Total principal and interest paid was \$335,499 and \$367,183, and the total water net revenues were \$923,099 and \$940,709 for the years ended June 30, 2021 and 2020, respectively. At June 30, 2021 and 2020, the District’s net revenues were 285% and 256% of debt service payments.

Debt Refunding: In June 2020, the District issued an installment loan of \$4,694,000 with an average interest rate of 3.25 percent to advance refund \$4,597,000 of the outstanding 2018 installment loan with an average interest rate of 4.25 percent. The District completed the advance refunding to reduce its total debt service payments over the next 20 years by \$449,365 and to obtain an economic gain (difference between the present values of the old and new debt service payments) of \$323,868.

NOTE E – PENSION PLANS

Plan Descriptions: All qualified employees are eligible to participate in the District’s cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees’ Retirement System (CalPERS). CalPERS acts as a common investment and administrative agent for participating public employers within the State of California. The District participates in the Miscellaneous and PEPRA Miscellaneous rate plans.

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE E – PENSION PLANS (Continued)

Benefit provisions under the Plans are established by State statute and Board resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website at www.calpers.ca.gov.

Benefits Provided: CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 (52 for PEPRA Miscellaneous Plan) with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is the following: the 1957 Survivor Benefit or the Optional Settlement 2W Death Benefit. The cost of living adjustments are applied as specified by the Public Employees' Retirement Law.

The Plans' provisions and benefits in effect at June 30, 2021 and 2020 are summarized as follows:

Hire date	Classic Miscellaneous Plan (Prior to January 1, 2013)	PEPRA Miscellaneous Plan (On or after January 1, 2013)
Benefit formula (at full retirement)	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	1.5% to 2%	1.0% to 2%
Required employee contribution rates - 2019/20	7.00%	-
Required employer contribution rates - 2019/20	10.221%	-
Required employee contribution rates - 2020/21	7.00%	6.750%
Required employer contribution rates - 2020/21	11.031%	7.732%

In addition to the contribution rates above, the District was also required to make payments of \$52,379 and \$45,360 towards its unfunded actuarial liability during the years ended June 30, 2021 and 2020, respectively.

The Classic Miscellaneous Plan is closed to new members that are not already CalPERS eligible participants.

Contributions: Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

The employer contributions for the Plans were \$76,551 and \$59,861 for the years ended June 30, 2021 and 2020, respectively.

DEL PASO MANOR WATER DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE E – PENSION PLANS (Continued)

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions:
As of June 30, 2021 and 2020, the District reported a net pension liability for its proportionate share of the net pension liability of the Plan of \$832,768 and \$760,047, respectively.

The District’s net pension liability is measured as the proportionate share of the net pension liability. The net pension liability as of June 30, 2021 and 2020 is measured as of June 30, 2020 and 2019, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019 and 2018 rolled forward to June 30, 2020 and 2019 using standard update procedures. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District’s proportionate share of the net pension liability for the Plan as of June 30, 2021 and 2020 was as follows:

Proportion - June 30, 2019	0.01827%
Proportion - June 30, 2020	<u>0.01898%</u>
Change - Increase	0.00071%
Proportion - June 30, 2020	0.01898%
Proportion - June 30, 2021	<u>0.01974%</u>
Change - Increase	0.00076%

For the year ended June 30, 2021 and 2020, the District had pension expense of \$139,969 and \$157,905 at June 30, 2021 and 2020, respectively. The District reported deferred outflows of resources and deferred inflows of resources related to the Plan from the following sources:

	2021		2020	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 76,551		\$ 59,861	
Differences between actual and expected experience	42,915		52,788	\$ (4,090)
Changes in assumptions		\$ (5,940)	36,243	(12,848)
Change in employer's proportion	36,254		26,974	(1,117)
Differences between the employer's contribution and the employer's proportionate share of contributions		(75,683)		(54,990)
Net differences between projected and actual earnings on plan investments	<u>24,739</u>			<u>(13,288)</u>
Total	<u>\$ 180,459</u>	<u>\$ (81,623)</u>	<u>\$ 175,866</u>	<u>\$ (86,333)</u>

DEL PASO MANOR WATER DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE E – PENSION PLANS (Continued)

The \$76,551 and \$59,861 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the years ended June 30, 2022 and 2021, respectively. Other amounts reported as net deferred outflows of resources related to pensions at June 30, 2021 will be recognized as pension expense as follows:

<u>Fiscal Year Ended June 30</u>	
2022	\$ (8,353)
2023	8,727
2024	10,046
2025	<u>11,865</u>
	<u>\$ 22,285</u>

Actuarial Assumptions: The total pension liabilities in the actuarial valuations for each of the Plans were determined using the following actuarial assumptions:

	<u>June 30, 2021</u>	<u>June 30, 2020</u>
Valuation Date	June 30, 2019	June 30, 2018
Measurement Date	June 30, 2020	June 30, 2019
Actuarial Cost Method	Entry-Age Normal Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:		
Discount Rate	7.15% (1)	7.15% (1)
Inflation	2.50%	2.50%
Salary Increases	Varies by entry age and service	Varies by entry age and service
Mortality	Derived using CalPERS Membership Data for all Funds	Derived using CalPERS Membership Data for all Funds

(1) Net of pension plan investment expenses, including inflation

The mortality table used was developed based on CalPERS-specific data. The table for June 30, 2020 includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015). Further details of the Experience Study can be found on the CalPERS website.

Discount Rate: The discount rates used to measure the total pension liability were 7.15% as of June 30, 2021 and 2020. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current discount rate is appropriate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE E – PENSION PLANS (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each Fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class for the Plan as of the measurement dates of June 30. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	2021			2020		
	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)
Global Equity	50.0%	4.80%	5.98%	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%	28.0%	1.00%	2.62%
Inflation Assets	0.0%	0.77%	1.81%	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%	8.0%	6.30%	7.23%
Real Assets	13.0%	3.75%	4.93%	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%	1.0%	0.00%	-0.92%
Total	<u>100.0%</u>			<u>100.0%</u>		

(a) An expected inflation of 2.00% used for this period.

(b) An expected inflation of 2.92% used for this period.

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE E – PENSION PLANS (Continued)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the District’s proportionate share of the net pension liability for the Plans, calculated using the discount rate for the Plans, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	2021	2020
1% Decrease	6.15%	6.15%
Net Pension Liability	\$ 1,316,698	\$ 1,217,466
Current Discount Rate	7.15%	7.15%
Net Pension Liability	\$ 832,768	\$ 760,047
1% Increase	8.15%	8.15%
Net Pension Liability	\$ 432,911	\$ 382,480

Pension Plan Fiduciary Net Position: Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

NOTE F – OTHER POST-EMPLOYMENT BENEFITS

Plan Description: The District's defined benefit OPEB plan (the Plan) is a single employer OPEB plan administered by CalPERS through participation in California Employers’ Retiree Benefit Trust (CERBT) Fund. On June 1, 2005 the Board of Directors passed a resolution to establish health benefit vesting requirements for future retirees under the Public Employees’ Medical and Hospital Care Act, whereas an employee who is employed by the District for 5 years or longer and who has met other vesting requirements as defined by Government Code 20079, shall receive up to a maximum 100% of the health benefits for the employee premium plus 90% of the additional premium required for enrollment of family members in selected plans. The retiree benefits for employees hired prior to August 1, 2005 are entitled to receive the same benefits as active employees noted above. Those hired after August 1, 2005 are entitled to receive medical only lifetime benefits with required service of 20 years and the plan paying 50% of premiums after 10 years of service and an additional 5% for each additional year of service with a maximum District contribution of 100%. The minimum age for receiving benefits is 50 and there is no District cap. The plan also provides coverage for dependents. For employees who are eligible to participate in the plan, the District will contribute health benefit costs for the retiree and family members at an amount approved by resolution and accepted by CalPERS based on the average amount of the HMO plans offered by CalPERS. A retiree with less than the required years of service with the District will receive no benefit, unless they have previous employment qualifying them for CalPERS retirement, in which case they are eligible to receive the CalPERS minimum at the time of retirement. The CalPERS minimum is set by law. The Board of Directors grants the authority to establish and amend the benefit terms to the CalPERS Board of Trustees (CalPERS Board). CalPERS issues a publicly available financial report for the CERBT that can be obtained at www.calpers.ca.gov under Forms and Publications.

Benefits Provided: The Plan provides healthcare benefits for retirees, surviving spouses and their dependents. Benefits are provided through a third-party insurer, and the full cost of the benefits are covered by the Plan.

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE F – OTHER POST-EMPLOYMENT BENEFITS (Continued)

Employees Covered by Benefit Terms: As of the June 30, 2019 actuarial valuation, the following current and former employees were covered by the benefit terms:

	<u>2021</u>	<u>2020</u>
Inactive employees or beneficiaries currently receiving benefit payments	4	4
Active employees	<u>1</u>	<u>1</u>
Total	<u><u>5</u></u>	<u><u>5</u></u>

Contributions: The Board of Directors grants the authority to establish and amend the contribution requirements of the District and employees. Employees are not required to contribute to the Plan. No cash contributions were made to the trust during the years ended June 30, 2021 and 2020. In addition, during the years ended June 30, 2021 and 2020, the District paid retiree premiums of \$62,359 and \$49,941, respectively.

Net OPEB Liability: The District's net OPEB liability was measured as of June 30, 2020 and 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2019.

Actuarial Assumptions: The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

	<u>2021</u>	<u>2020</u>
Valuation date	June 30, 2019	June 30, 2019
Measurement date	June 30, 2020	June 30, 2019
Actuarial cost method	Entry-age normal cost method	Entry-age normal cost method
Actuarial assumptions:		
Discount rate	7.0%	7.0%
Inflation	2.75%	2.75%
Salary increases	2.75% per year	2.75% per year
Investment rate of return	7.0%	7.0%
Mortality rate	Derived using CalPERS membership data	Derived using CalPERS membership data
Pre-retirement turnover	Derived using CalPERS membership data	Derived using CalPERS membership data
Healthcare trend rate	4% annually	4% annually

Mortality information for active and retired employees was based on the 2017 CalPERS tables, for the years ended June 30, 2021 and 2020. The pre-retirement turnover information was developed based on the 2017 CalPERS Turnover for Miscellaneous Employees tables created by CalPERS, for the years ended June 30, 2021 and 2020.

The assumed gross return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE F – OTHER POST-EMPLOYMENT BENEFITS (Continued)

produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	2021		2020	
	Percentage of Portfolio	Assumed Gross Return	Percentage of Portfolio	Assumed Gross Return
Global Equity	59.0%	7.80%	59.0%	7.80%
Fixed Income	25.0%	4.50%	25.0%	4.50%
Treasury Inflation Protected Securities	5.0%	3.25%	5.0%	3.25%
Real Estate Investment Trusts	8.0%	7.50%	8.0%	7.50%
Commodities	3.0%	7.80%	3.0%	7.80%
	<u>100.0%</u>		<u>100.0%</u>	

Discount Rate: The discount rate used to measure the total OPEB liability was 7.0%. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2020	\$ 788,334	\$ 620,691	\$ 167,643
Changes in the year:			
Service cost	7,489		7,489
Interest	53,671		53,671
Differences between expected and actual experience	(748)		(748)
Contributions - employer		49,941	(49,941)
Net investment income		21,925	(21,925)
Administrative expenses		(303)	303
Benefit payments	(49,941)	(49,941)	-
Net changes	<u>10,471</u>	<u>21,622</u>	<u>(11,151)</u>
Balance at June 30, 2021 (measurement date June 30, 2020)	<u>\$ 798,805</u>	<u>\$ 642,313</u>	<u>\$ 156,492</u>

DEL PASO MANOR WATER DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)
June 30, 2021 and 2020

NOTE F – OTHER POST-EMPLOYMENT BENEFITS (Continued)

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2019	\$ 653,869	\$ 565,712	\$ 88,157
Changes in the year:			
Service cost	19,157		19,157
Interest	46,030		46,030
Differences between expected and actual experience	94,801		94,801
Changes in assumptions	(18,338)		(18,338)
Contributions - employer		25,000	(25,000)
Net investment income		37,288	(37,288)
Administrative expenses		(124)	124
Benefit payments	(7,185)	(7,185)	-
Net changes	<u>134,465</u>	<u>54,979</u>	<u>79,486</u>
Balance at June 30, 2020 (measurement date June 30, 2019)	<u>\$ 788,334</u>	<u>\$ 620,691</u>	<u>\$ 167,643</u>

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate: The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

	2021		
	Current		
	1% Decrease 6%	Discount Rate 7%	1% Increase 8%
Net OPEB liability	\$ 241,866	\$ 156,492	\$ 85,401
	2020		
	Current		
	1% Decrease 6%	Discount Rate 7%	1% Increase 8%
Net OPEB liability	\$ 254,104	\$ 167,643	\$ 95,780

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE F – OTHER POST-EMPLOYMENT BENEFITS (Continued)

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates: The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	2021		
	Current		
	Healthcare Cost		
	1% Decrease 3%	Trend Rates 4%	1% Increase 5%
Net OPEB liability	\$ 73,271	\$ 156,492	\$ 255,639

	2020		
	Current Healthcare Cost		
	1% Decrease 3%	Trend Rates 4%	1% Increase 5%
	Net OPEB liability	\$ 90,666	\$ 167,643

OPEB Plan Fiduciary Net Position: Detailed information about the OPEB plan's fiduciary net position is available in the separately issued CERBT financial report at www.calpers.ca.gov.

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB: For the year ended June 30, 2021 and 2020 the District recognized OPEB expense of \$21,849 and \$101,824, respectively. At June 30, 2021 and 2020, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	2021		2020	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ 62,359		\$ 49,941	
Difference between expected and actual experience	261		787	
Net differences between projected and actual earnings on plan investments	18,967	\$ (1,686)	2,344	\$ (2,530)
Total	<u>\$ 81,587</u>	<u>\$ (1,686)</u>	<u>\$ 53,072</u>	<u>\$ (2,530)</u>

The \$62,359 and \$49,941 reported as deferred outflows of resources related to contributions after the measurement date will be recognized as a reduction of the OPEB liability in the subsequent fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

DEL PASO MANOR WATER DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE F – OTHER POST-EMPLOYMENT BENEFITS (Continued)

Year Ended June 30	
2022	\$ 4,307
2023	4,048
2024	4,886
2025	<u>4,301</u>
	<u>\$ 17,542</u>

Recognition of Deferred Outflows and Deferred Inflows of Resources: Gains and losses related to changes in the total OPEB liability and the fiduciary net position are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

The recognition period differs depending on the source of the gain or loss. The net difference between projected and actual earnings on OPEB plan investments is recognized over 5 years. The net difference between expected and actual experience is recognized over the expected average remaining service lifetime (EARSL), which was 3.5 years at the June 30, 2019 valuation date.

Age-Adjusted Premiums Not Used: As a general rule, Actuarial Standard of Practice 6 (ASOP 6) indicates retiree costs should be based on actual claim costs or age-adjusted premiums. However, the Plan’s net OPEB liability was not computed using age-adjusted premiums because the District’s actuary applied Section 3.7.7(c)4 for the ASOP 6 and determined age-adjusted premiums are not necessary and therefore, the Implicit Rate Subsidy is not applicable in calculating the total projection of benefit payments. This is due to the District participating in the CalPERS health insurance plan, PEMHCA. PEMHCA uses blended premiums for active and retired participants and is expected to continue this practice into the future. Contributions based on age-adjusted premiums would be larger than contributions based on actual premiums charged by PEMHCA. The actuary believes this would overstate contributions to the CERBT that would not be able to be recovered by the District. Many other actuaries believe it is appropriate to use age-adjusted premiums when computing net OPEB liabilities under GASB Statement No. 75. The District’s net OPEB liability would have been significantly larger had it been computed using age-adjusted premiums.

NOTE G – INSURANCE

The District participates in the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) a public entity risk pool of California water agencies, for general and auto liability, public official’s liability, property damage, fidelity insurance and workers compensation liability. ACWA/JPIA provides insurance through the pool up to a certain level, beyond which group purchased commercial excess insurance is obtained.

DEL PASO MANOR WATER DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE G – INSURANCE (Continued)

The District pays an annual premium to ACWA/JPIA that includes its pro-rata share of excess insurance premiums, charges for the pooled risk, claims adjusting and legal costs, and administrative and other costs to operate the ACWA/JPIA. The District’s deductibles and maximum coverage are as follows:

Coverage	ACWA/JPIA	Commercial Insurance	Deductible
General and Auto Liability (includes public officials liability)	\$5,000,000	\$55,000,000	None
Property Damage	100,000	500,000,000	\$500 to \$25,000
Fidelity	100,000		1,000
Workers Compensation liability	2,000,000	excess of \$2 million	None
Cyber Liability		\$5,000,000 occurrence/ \$5,000,000 aggregate	10,000 to 50,000

The District continues to carry commercial insurance for all other risks of loss to cover all claims for risk of loss to which the District is exposed. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE H – LEASE OBLIGATION

The District leases office space under an operating lease ending in December 2021. In November 2021, the District extended the lease for another 5 years, beginning in January 2022, through December 2027. Monthly rent is adjusted by 5% annually. Rent expense amounted to \$25,260 and \$22,675 for the years ended June 30, 2021 and 2020, respectively. Future minimum lease payments are as follows:

Year Ended June 30	
2022	\$ 25,225
2023	30,120
2024	31,620
2025	33,210
2023	34,860
Thereafter	17,850
	<u>\$172,885</u>

NOTE I – CONTINGENCIES

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal council, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition as of June 30, 2021.

DEL PASO MANOR WATER DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)
June 30, 2021 and 2020

NOTE I – CONTINGENCIES (Continued)

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. The COVID-19 outbreak is disrupting supply chains and affecting production and sales across a range of industries. The extent of the impact of COVID-19 on the District's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, and the impact on customers, employees, and vendors, all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact the financial condition or results of operations is uncertain.

The Sacramento County Grand Jury issued a report in November 2021 that cited concerns about the District's operational safety and management practices. The District is working toward addressing these concerns. The resources needed to address these concerns cannot be estimated at this time.

REQUIRED SUPPLEMENTARY INFORMATION

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DEL PASO MANOR WATER DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2021

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY (UNAUDITED)
Last 10 Years**

	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Proportion of the net pension liability	0.01974%	0.01898%	0.01827%	0.01787%	0.01727%	0.01607%	0.01719%
Proportionate share of the net pension liability	\$ 832,768	\$ 760,047	\$ 688,430	\$ 704,360	\$ 587,867	\$ 440,960	\$ 420,396
Covered payroll - measurement period	\$ 150,650	\$ 324,130	\$ 338,501	\$ 323,644	\$ 312,320	\$ 303,257	\$ 295,442
Proportionate share of the net pension liability as a percentage of covered payroll	552.78%	234.49%	203.38%	217.63%	188.23%	145.41%	142.29%
Plan fiduciary net position as a percentage of the total pension liability	77.10%	77.65%	78.15%	75.05%	81.02%	84.93%	82.11%

Notes to Schedule:

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2014 as they have minimal cost impact.

Changes in assumptions: The discount rate was changed from 7.50% in 2015 to 7.65% in 2016 and 2017 and to 7.15% in 2018.

Omitted years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date.

**SCHEDULE OF CONTRIBUTIONS TO THE PENSION PLAN (UNAUDITED)
Last 10 Years**

	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually required contribution (actuarially determined)	\$ 76,551	\$ 59,861	\$ 67,069	\$ 58,501	\$ 51,598	\$ 45,788	\$ 37,674
Contributions in relation to the actuarially determined contributions	(76,551)	(59,861)	(67,069)	(58,501)	(51,598)	(45,788)	(37,674)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll - fiscal year	\$ 263,531	\$ 150,650	\$ 324,130	\$ 338,501	\$ 323,644	\$ 312,320	\$ 309,257
Contributions as a percentage of covered payroll	29.05%	39.74%	20.69%	17.28%	15.94%	14.66%	12.18%

Notes to Schedule:

Valuation date:	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013	June 30, 2012
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Methods and assumptions used to determine contribution rates:

Valuation cost method	Entry age normal						
Amortization method	Level percentage of payroll, closed						
Remaining amortization period	Varies, not more than 30 years						
Asset valuation method	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	15-year smoothed market
Inflation	2.500%	2.625%	2.75%	2.75%	2.75%	2.75%	2.75%
Salary increases	Varies by entry age and service						
Payroll growth	2.750%	2.875%	3.00%	3.00%	3.00%	3.00%	3.00%
Investment rate of return (1)	7.00%	7.25%	7.375%	7.50%	7.50%	7.50%	7.50%
Retirement age	(3)	(3)	(3)	(3)	(2)	(2)	(2)

Notes to Schedule:

(1) Net of administrative expenses, includes inflation.

(2) Probabilities of retirement and mortality are based on CalPERS' 2010 Experience Study for the period from 1997 to 2007.

(3) Probabilities of retirement and mortality are based on CalPERS' 2014 Experience Study for the period from 1997 to 2011.

Omitted years: GASB Statement No. 68 was implemented during the year ended June 30, 2015, thus information prior to this date was not presented.

DEL PASO MANOR WATER DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2021

SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS (UNAUDITED)

	2021	2020	2019	2018
Total OPEB liability:				
Service cost	\$ 7,489	\$ 19,157	\$ 18,644	\$ 18,145
Interest	53,671	46,030	42,424	38,939
Differences between expected and actual experience	(748)	94,801		
Changes in assumptions		(18,338)		
Benefit payments	(49,941)	(7,185)	(7,860)	(7,742)
Net change in total OPEB liability	10,471	134,465	53,208	49,342
Total OPEB liability - beginning	788,334	653,869	600,661	551,319
Total OPEB liability - ending (a)	<u>\$ 798,805</u>	<u>\$ 788,334</u>	<u>\$ 653,869</u>	<u>\$ 600,661</u>
Plan fiduciary net position:				
Contributions - employer	\$ 49,941	\$ 25,000	\$ 25,000	\$ 23,112
Net investment income	21,925	37,288	40,420	47,627
Benefit payments	(49,941)	(7,185)	(7,860)	(7,742)
Administrative expenses	(303)	(124)	(912)	(239)
Net change in plan fiduciary net position	21,622	54,979	56,648	62,758
Plan fiduciary net position - beginning	620,691	565,712	509,064	446,306
Plan fiduciary net position - ending (b)	<u>\$ 642,313</u>	<u>\$ 620,691</u>	<u>\$ 565,712</u>	<u>\$ 509,064</u>
Net OPEB liability - ending (a)-(b)	<u>\$ 156,492</u>	<u>\$ 167,643</u>	<u>\$ 88,157</u>	<u>\$ 91,597</u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>80.41%</u>	<u>78.73%</u>	<u>86.52%</u>	<u>84.75%</u>
Covered-employee payroll - measurement period	<u>\$ 150,650</u>	<u>\$ 324,130</u>	<u>\$ 338,501</u>	<u>\$ 323,644</u>
Net OPEB liability as percentage of covered-employee payroll	<u>103.88%</u>	<u>51.72%</u>	<u>26.04%</u>	<u>28.30%</u>
Notes to schedule:				
Valuation date	June 30, 2019	June 30, 2019	June 30, 2017	June 30, 2017
Measurement period - fiscal year ended	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017
Discount rate	7.0%	7.0%	7.5%	7.5%

Benefit changes. None.

Omitted years: GASB Statement No. 75 was implemented during the year ended June 30, 2018. No information was available prior to this date. Information will be added prospectively as it becomes available until 10 years are reported.

DEL PASO MANOR WATER DISTRICT
 REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2021

SCHEDULE OF CONTRIBUTIONS TO THE OPEB PLAN (UNAUDITED)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Statutorily required contribution - employer fiscal year	\$ 62,359	\$ 49,941	\$ 7,185	\$ 7,860
Contributions in relation to the statutorily required contributions	<u>(62,359)</u>	<u>(49,941)</u>	<u>(32,185)</u>	<u>(32,860)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (25,000)</u>	<u>\$ (25,000)</u>
Covered-employee payroll - employer fiscal year	\$ 263,531	\$ 150,650	\$ 324,130	\$ 338,501
Contributions as a percentage of covered-employee payroll	23.66%	33.15%	2.22%	2.32%

Notes to Schedule:

An actuarially determined contribution rate was not calculated. The required contributions reported represent retiree premium payments.

Omitted years: GASB Statement No. 75 was implemented during the year ended June 30, 2018. No information was available prior to this date. Information will be added prospectively as it becomes available until 10 years are reported.

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SUPPLEMENTAL INFORMATION

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DEL PASO MANOR WATER DISTRICT

COMBINING STATEMENT OF NET POSITION

June 30, 2021

ASSETS	Operating Fund	Maintenance Fund	Total
Current Assets:			
Cash and cash equivalents	\$ 305,740	\$ 296,324	\$ 602,064
Investments	1,140,360	1,106,299	2,246,659
Accounts receivable			
Current services	147,396	49,903	197,299
Accrued interest receivable	1,834		1,834
Prepaid expenses	14,525		14,525
Total Current Assets	<u>1,609,855</u>	<u>1,452,526</u>	<u>3,062,381</u>
Capital Assets:			
Nondepreciable	107,272		107,272
Depreciable, net of accumulated depreciation	4,705,312		4,705,312
Total Capital Assets, Net	<u>4,812,584</u>	<u>-</u>	<u>4,812,584</u>
TOTAL ASSETS	<u>6,422,439</u>	<u>1,452,526</u>	<u>7,874,965</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amount on refunding	284,105		284,105
Pensions	180,459		180,459
Other postemployment benefits (OPEB)	81,587		81,587
TOTAL DEFERRED OUTFLOWS	<u>546,151</u>	<u>-</u>	<u>546,151</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u>\$ 6,968,590</u>	<u>\$ 1,452,526</u>	<u>\$ 8,421,116</u>

Continued

DEL PASO MANOR WATER DISTRICT

COMBINING STATEMENT OF NET POSITION (Continued)

June 30, 2021

LIABILITIES	Operating Fund	Maintenance Fund	Total
Current Liabilities:			
Accounts payable	\$ 40,750		\$ 40,750
Accrued expenses and other liabilities	1,626		1,626
Unearned revenue	1,990		1,990
Accrued interest payable	-		
Current portion of noncurrent liabilities	178,545		178,545
Total Current Liabilities	222,911	-	222,911
Noncurrent Liabilities:			
Notes payable, net of current portion	4,347,000		4,347,000
Compensated absences	6,179		6,179
Net pension liability	832,768		832,768
Net OPEB liability	156,492		156,492
Total Noncurrent Liabilities	5,342,439	-	5,342,439
TOTAL LIABILITIES	5,565,350	-	5,565,350
DEFERRED INFLOWS OF RESOURCES			
Pensions	81,623		81,623
Other post-employment benefits (OPEB)	1,686		1,686
TOTAL DEFERRED INFLOWS	83,309	-	83,309
NET POSITION			
Net investment in capital assets	288,584		288,584
Unrestricted	1,031,347	1,452,526	2,483,873
TOTAL NET POSITION	1,319,931	1,452,526	2,772,457
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	\$ 6,968,590	\$ 1,452,526	\$ 8,421,116

The accompanying notes are an integral part of these financial statements.

DEL PASO MANOR WATER DISTRICT

COMBINING STATEMENT OF NET POSITION

June 30, 2020

ASSETS	Operating Fund	Maintenance Fund	Total
Current Assets:			
Cash and cash equivalents	\$ 593,619	\$ 619,661	\$ 1,213,280
Investments	575,883	606,672	1,182,555
Accounts receivable			
Current services	152,593	49,794	202,387
Accrued interest receivable	4,315		4,315
Prepaid expenses	20,262		20,262
Total Current Assets	<u>1,346,672</u>	<u>1,276,127</u>	<u>2,622,799</u>
Capital Assets:			
Nondepreciable	91,439		91,439
Depreciable, net of accumulated depreciation	4,900,188		4,900,188
Total Capital Assets, Net	<u>4,991,627</u>	<u>-</u>	<u>4,991,627</u>
TOTAL ASSETS	<u>6,338,299</u>	<u>1,276,127</u>	<u>7,614,426</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amount on refunding	307,902		307,902
Pensions	175,866		175,866
Other postemployment benefits (OPEB)	53,072		53,072
TOTAL DEFERRED OUTFLOWS	<u>536,840</u>	<u>-</u>	<u>536,840</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u>\$ 6,875,139</u>	<u>\$ 1,276,127</u>	<u>\$ 8,151,266</u>

Continued

DEL PASO MANOR WATER DISTRICT

COMBINING STATEMENT OF NET POSITION (Continued)

June 30, 2020

LIABILITIES	Operating Fund	Maintenance Fund	Total
Current Liabilities:			
Accounts payable	\$ 108,769	\$ 34,908	\$ 143,677
Accrued expenses and other liabilities	4,275		4,275
Unearned revenue	10,501		10,501
Accrued interest payable	12,713		12,713
Current portion of noncurrent liabilities	174,034		174,034
Total Current Liabilities	<u>310,292</u>	<u>34,908</u>	<u>345,200</u>
Noncurrent Liabilities:			
Notes payable, net of current portion	4,524,000		4,524,000
Compensated absences	16,138		16,138
Net pension liability	760,047		760,047
Net OPEB liability	167,643		167,643
Total Noncurrent Liabilities	<u>5,467,828</u>	<u>-</u>	<u>5,467,828</u>
TOTAL LIABILITIES	<u>5,778,120</u>	<u>34,908</u>	<u>5,813,028</u>
DEFERRED INFLOWS OF RESOURCES			
Pensions	86,333		86,333
Other post-employment benefits (OPEB)	2,530		2,530
TOTAL DEFERRED INFLOWS	<u>88,863</u>	<u>-</u>	<u>88,863</u>
NET POSITION			
Net investment in capital assets	297,627		297,627
Unrestricted	710,529	1,241,219	1,951,748
TOTAL NET POSITION	<u>1,008,156</u>	<u>1,241,219</u>	<u>2,249,375</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	<u>\$ 6,875,139</u>	<u>\$ 1,276,127</u>	<u>\$ 8,151,266</u>

The accompanying notes are an integral part of these financial statements.

DEL PASO MANOR WATER DISTRICT

COMBINING STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION

For the Year Ended June 30, 2021

	Operating Fund	Maintenance Fund	Total
OPERATING REVENUES			
Water sales	\$ 1,426,326	\$ 598,683	\$ 2,025,009
Other water sales	791		791
Other revenue	13,374		13,374
TOTAL OPERATING REVENUES	<u>1,440,491</u>	<u>598,683</u>	<u>2,039,174</u>
OPERATING EXPENSES			
General and administrative	608,637	48,755	657,392
Transmission and distribution	297,845		297,845
Pumping	103,935		103,935
Water purchases	6,168		6,168
Depreciation	200,526		200,526
Pension expense adjustment	63,418		63,418
Other post-employment benefits (OPEB)	21,849		21,849
TOTAL OPERATING EXPENSES	<u>1,302,378</u>	<u>48,755</u>	<u>1,351,133</u>
NET INCOME FROM OPERATIONS	138,113	549,928	688,041
NON-OPERATING REVENUES (EXPENSES)			
Investment income earned	11,624		11,624
Interest expense		(176,583)	(176,583)
TOTAL NON-OPERATING REVENUES (EXPENSES)	11,624	(176,583)	(164,959)
TRANSFERS			
Transfers in	162,038		162,038
Transfers out		(162,038)	(162,038)
TOTAL OPERATING TRANSFERS	<u>162,038</u>	<u>(162,038)</u>	<u>-</u>
CHANGE IN NET POSITION	311,775	211,307	523,082
Net position, beginning of year	<u>1,008,156</u>	<u>1,241,219</u>	<u>2,249,375</u>
NET POSITION AT END OF YEAR	<u>\$ 1,319,931</u>	<u>\$ 1,452,526</u>	<u>\$ 2,772,457</u>

The accompanying notes are an integral part of these financial statements.

DEL PASO MANOR WATER DISTRICT

COMBINING STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION

For the Year Ended June 30, 2020

	Operating Fund	Maintenance Fund	Total
OPERATING REVENUES			
Water sales	\$ 1,407,002	\$ 595,842	\$ 2,002,844
Other Water Sales	16,994		16,994
Other revenue	131		131
TOTAL OPERATING REVENUES	<u>1,424,127</u>	<u>595,842</u>	<u>2,019,969</u>
OPERATING EXPENSES			
General and administrative	636,620		636,620
Transmission and distribution	307,674	52,972	360,646
Pumping	76,051		76,051
Water purchases	5,942		5,942
Depreciation	211,550		211,550
Pension expense adjustment	98,044		98,044
Other post-employment benefits (OPEB)	101,824		101,824
TOTAL OPERATING EXPENSES	<u>1,437,705</u>	<u>52,972</u>	<u>1,490,677</u>
NET INCOME FROM OPERATIONS	(13,578)	542,870	529,292
NON-OPERATING REVENUES (EXPENSES)			
Interest from investment in electrical power			
Investment income earned	24,122		24,122
Interest expense		(280,418)	(280,418)
Debt issuance costs	(91,500)		(91,500)
TOTAL NON-OPERATING REVENUES (EXPENSES)	<u>(67,378)</u>	<u>(280,418)</u>	<u>(347,796)</u>
TRANSFERS			
Transfers in	148,769		148,769
Transfers out		(148,769)	(148,769)
TOTAL OPERATING TRANSFERS	<u>148,769</u>	<u>(148,769)</u>	<u>-</u>
CHANGE IN NET POSITION	67,813	113,683	181,496
Net position, beginning of year, as previously reported	<u>940,343</u>	<u>1,127,536</u>	<u>2,067,879</u>
NET POSITION AT END OF YEAR	<u>\$ 1,008,156</u>	<u>\$ 1,241,219</u>	<u>\$ 2,249,375</u>

The accompanying notes are an integral part of these financial statements.

COMPLIANCE REPORTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Del Paso Manor Water District
Sacramento, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Del Paso Manor Water District Sacramento, California (the District) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated March 30, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control described in the accompanying schedule of findings as Finding 2020-001 that we consider to be a material weakness.

To the Board of Directors
Del Paso Manor Water District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Del Paso Manor Water District's Response to Findings

The District's response to the findings identified in our audit is described in the accompanying schedule of findings. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our 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. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Richardson & Company, LLP

March 30, 2022

DEL PASO MANOR WATER DISTRICT

SCHEDULE OF PRIOR YEAR FINDINGS

For the Year Ended June 30, 2021

PRIOR YEAR FINDINGS

Finding 2020-001 – Internal Controls over Billings and Cash Receipts – Material Weakness

Condition: Duties related to processing customer bills and collections of the bills are not adequately segregated. We noted the Office Manager generates customer bills, processes customer payments, makes bank deposits, and can adjust or write off customer accounts, with no review of work performed.

Criteria: Internal controls over financial reporting should be in place to ensure the District has the ability to initiate, record, process and report financial data consistent with the assertions of management in the financial statements and to properly reduce the risk of fraud by establishing proper separation of duties and review functions.

Cause: The District has limited staff to ensure adequate segregation of duties and has not put in place reviews to mitigate the risk of the lack of segregation of duties.

Effect: An increased risk that a material misstatement of the financial statements could occur due to fraud or error and not be detected or corrected timely.

Recommendation: While it is difficult to segregate duties due to limited staff size, the following procedures can be put in place to compensate for this lack of segregation of duties:

1. The Office Manager should not be given rights within the billing system to make adjustments to customer accounts or to write off balances. If this is not possible, then at a minimum, a list of billing adjustments needs to be generated from the system and reviewed by either the General Manager or the outside accountant.
2. On a monthly basis, the outside accountant needs to compare the receivable balance from the billing system to the general ledger and follow up on the nature of any reconciling items.
3. The General Manager should review the Accounts Receivable Aging Report from the utility billing system on a monthly basis.

District's Response: The District plans on implementing these recommendations.

Status: The District has not yet resolved the lack of segregation of duties issues.

Finding 2019-002 – Capital Assets – Material Weakness

Condition: Developer-constructed infrastructure that is deeded to the District has not been recorded as capital assets in the District's general ledger. In addition, an inventory of the capital assets has not been performed recently to verify whether assets on the listing are still on-hand. We also noted that the Board does not approve asset disposals.

Status: The District determined that the developer-constructed infrastructure acquired in June 2020 had not been recorded. Donated infrastructure prior to that date was recorded.



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GOVERNANCE LETTER

To the Board of Directors
Del Paso Manor Water District
Sacramento, California

We have audited the financial statements of the Del Paso Manor Water District (the District) for the year ended June 30, 2021, and have issued our report thereon dated March 30, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards (GAAS) and *Government Auditing Standards*

As stated in our engagement letter dated April 4, 2019, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

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. Material misstatements may result 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.

We performed the audit according to the planned scope previously communicated to you in our engagement letter dated April 4, 2019.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transaction entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were: depreciable lives and methods used to depreciate capital assets and the accrual for postemployment and pension benefits. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The accrual for postemployment and pension benefits was determined by actuarial valuations, which are required to be performed by a District-contracted actuarial every two years for postemployment benefits and by CalPERS every year for pension benefits.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the following:

- Information on the District's pension plans, including the District's share of the unfunded pension liability, is shown in Note E. The District's share of the unfunded pension liability at June 30, 2020, the most recent measurement date, was \$832,768 which is reflected as a liability in the District's financial statements as of June 30, 2021. As a result of the changes in the net pension liability and related deferred inflows and outflows, the District's pension expense is \$63,418.
- The postemployment benefit (OPEB) disclosure in Note F shows that the District's share of the unfunded OPEB liability at June 30, 2020, the most recent measurement date, was \$156,492 which is reflected as a liability in the District's financial statements as of June 30, 2021. As a result of the recording of the net OPEB liability and related deferred inflows and outflows, the District's OPEB expense is \$21,849. In calculating the District's OPEB liability, the District's actuary did not include age-adjusted healthcare premiums in the computation of the net OPEB liability. Many other actuaries consider it necessary under actuarial standards to use age-adjusted premiums in the computation of the OPEB liability. Had age-adjusted premiums been used, the District's OPEB liability would have been significantly larger. This is an apparent lack of consensus in the industry that was disclosed in Note F to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No adjustments were noted during our audit, other than reclassification of the current portion of long-term liabilities for financial reporting purposes and expensing the master plan costs that were capitalized.

The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 30, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants other than the contract accountant.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to required supplementary information (RSI) as reported in the table of contents of the financial statements that supplements the basic financial statements. Our procedures consisted 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the

method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Richardson & Company, LLP

March 30, 2022

Del Paso Manor Water District
 Summary of Unadjusted Differences
 June 30, 2021

Description (Nature) of Audit Difference	Financial Statements Effect - Amount of Overstatement (Understatement) of:				Net Income (Loss)
	Total Assets	Total Liabilities	Equity	Total Operating Expenses	
Discrepancies in receivables between billing system and the general ledger	\$ (27,405)		\$ (27,405)		\$ (27,405)
Developer-donated infrastructure acquired in June 2020 was not recorded in the accounting system	(16,524)		\$ (16,524)	(376)	376
Net Unadjusted Audit Differences - This Year	(43,929)	0	(43,929)	(376)	(27,029)
Financial Statement Captions	7,874,965 \$	5,565,350	2,772,457 \$	1,351,133	523,082
Net Audit Differences as % of F/S Captions	-0.56%	0.00%	-1.58%	-0.03%	-5.17%



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MANAGEMENT LETTER

To the Board of Directors and Management
Del Paso Manor Water District
Sacramento, California

In planning and performing our audit of the financial statements of the Del Paso Manor Water District (the District) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We identified the following additional items during our audit that warrant consideration. These items are in addition to the two findings that are considered to be material weaknesses reported in the Schedule of Findings.

The following items were noted in the current year audit.

Accounts Receivable Unreconciled Difference

In comparing the accounts receivable balance at June 30, 2021 between the billing system and the general ledger, we noted the billing system receivable balance is higher than the general ledger by \$27,405. The District needs to determine the cause of this discrepancy and ensure procedures are in place to reconcile these two systems on a monthly basis during the year.

Donated Infrastructure

The District did not record developer donated infrastructure put into place June 2020. The District needs to ensure that procedures are in place for identifying and recording developer donated infrastructure.

The following items noted in the prior year audit warrant further consideration.

Accounts Receivable

Due to the transition to a new utility billing system towards the end of the year, the District was able to generate an aging of accounts receivable. However, the aging of the bills was not accurate due the transition, causing accounts over 90 days old to be overstated. We understand that the system's aging becomes more accurate within the next few months of use. The District should evaluate whether the new billing system can be depended on for accurate reporting of past due accounts.

Risk Assessment Process

We recommend that the District develop a risk assessment process to identify those risks within the District that could result in fraud or material misstatement of the financial statements, and then to implement internal controls to mitigate those identified risks. This risk assessment process should involve discussing potential risk areas with the Board and staff and then ensure controls or processes are in place to mitigate those risks. This risk assessment process should be performed on a periodic basis and can be incorporated into existing Board and staff meetings by adding an item to the agenda to discuss these risks.

Payroll Documents

The District was unable to readily provide the payroll documents to support employees' current approved pay rates. We recommend that the District ensure that payroll documents are properly maintained in a secure location. Additionally, the payroll register should be reviewed by management after it is prepared. We recommend the General Manager reviews and initials the register prior to processing payroll. These items have ben addressed as of now.

Maintenance Fund Tracking

We recommend that the District establish a separate fund in the accounting system to track revenues and expenditures related to the maintenance charge collected from customers.

* * * * *

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us during the course of the examination. This communication is intended solely for the information and use of management, the Board of Directors, and others within the organization, and is not intended to be, and should not be, used by anyone other than the specified parties.

March 30, 2022

ITEM #6.B

A Resolution of the Board of Directors of the Del Paso Manor Water District and on behalf of Commissions and Committees created by the Board of Directors pursuant to Government Code section 54952(b) authorizing the Board's continued use of teleconference meetings in compliance with Assembly Bill 361 to continue to allow members of the public to safely participate in local government meetings.

RESOLUTION NO. 22-0503-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DEL PASO MANOR WATER DISTRICT RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDER DATED MARCH 4, 2020 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF DEL PASO MANOR WATER DISTRICT PURSUANT TO BROWN ACT PROVISIONS.

RECITALS

WHEREAS, the Del Paso Manor Water District ("DPMWD") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of DPMWD legislative bodies are open and public, as required by the Ralph M. Brown Act, Government Code section 54950 et seq., so that any member of the public may attend, participate, and watch DPMWD's legislative bodies conduct their business; and

WHEREAS, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, Government Code section 54953(e)(1) provides a legislative body may meet via teleconference if the Governor has proclaimed a state of emergency pursuant to Government Code section 8625 proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558 and either (i) state or local officials have imposed or recommended measures to promote social distancing, (ii) the legislative body meets to determine by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees, or (iii) the legislative body has voted as such and is meeting pursuant to that vote; and

WHEREAS, a legislative body's decision to meet pursuant to Section 54953(e) must be reevaluated and renewed at least every thirty (30) days and, in that time, the body must reconsider the circumstances of the state of emergency and find either (i) a state of emergency remains active and continues to directly impact the ability of the members to meet safely in person or (ii) state or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency pertaining to the threat to human health and safety posed by the COVID-19 virus pandemic and that proclamation remains in effect to this day statewide; and

WHEREAS, the virus has short- and long-term effects – fever and chills, cough, shortness of breath and difficulty breathing, fatigue, headache, nausea, vomiting, gastrointestinal issues, loss of taste and smell, death – and its prolific spread is severely impacting the health care system, inhibiting access to care for COVID-19 symptoms and other ailments; and

WHEREAS, while being vaccinated significantly decreases the likelihood of contracting or dying from the virus, vaccinated and unvaccinated people alike can carry, transmit, and be affected by the virus; and

WHEREAS, the COVID-19 virus, and its variants, is spread through the air when a person who is carrying the virus, whether he or she is showing symptoms or not, is in close proximity to another person; and

WHEREAS, while the COVID-19 virus remains present in the community, allowing members of the DPMWD's legislative bodies and members of the public to meet in person continues to present an imminent risk to attendee health and safety beyond the control of DPMWD services, personnel, equipment, and facilities; and

WHEREAS, pursuant to Government Code section 8635 et seq., the Board has the authority during a state of emergency to take all actions necessary to perform its functions in the preservation of law and order, preservation of the furnishing of local services, and protection of life and property, which includes the authority to direct meetings of all DPMWD legislative bodies to be held via teleconference pursuant to this Resolution; and

WHEREAS, the Board adopted Resolution No. 2021-07-12 on December 7, 2021, finding that the requisite conditions exist for DPMWD legislative bodies to hold meetings via teleconference pursuant to Government Code section 54953(e) and without compliance with Section 54953(b)(3); and

WHEREAS, the Board has reconsidered the circumstances of the state of emergency issued by the Governor, does hereby find emergency conditions persist in DPMWD's service area that directly impact the ability of meeting attendees members to meet safely in person, and desires for DPMWD legislative bodies to continue to meet pursuant to Government Code section 54953(e); and

WHEREAS, the Board does hereby find that DPMWD legislative bodies shall conduct their meetings pursuant to Government Code section 54953(e) by offering all meeting attendees access and an opportunity to comment via a teleconference and/or video conference option; and

WHEREAS, DPMWD has taken and is taking measures to ensure public access and opportunity to offer public comment, including by providing teleconference and/or video conferencing access to members of the public for all meetings of DPMWD legislative bodies.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF DEL PASO MANOR WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Emergency. The Board hereby proclaims that a state of emergency continues to exist throughout the DPMWD operating area.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, and applicable statewide.

Section 4. Remote Teleconference Meetings. The staff and legislative bodies of Del Paso Manor Water District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from its effective date, (ii) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Del Paso Manor water District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953, or (iii) the Board acts to rescind this Resolution.

I certify that the foregoing Resolution was adopted by the Board of Directors of the Del Paso Water District at a regular meeting held on the 3rd day of May 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ryan Saunders, President
Board of Directors

ATTEST:

Alan Gardner, General Manager

ITEM #6.C

Approval of Minutes of the April 5, 2022 Meeting



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

DRAFT MINUTES

**April 5, 2022 6:30 PM
1817 Maryal Drive, Suite 300, Sacramento 95864**

1. CALL TO ORDER:

Chair Saunders called the meeting to order at 6:33 p.m.

2. ROLL CALL:

Directors Present: Chair Ryan Saunders, Osmar Macias, Carl Dolk,
Robert Matteoli, and Gwynne Pratt

Staff Present:	General Manager	Alan Gardner
	Office Manager	Victoria Hoppe
	Field Manager	Mike Jenner
	Financial Auditor	Robert Merritt

Legal Counsel Present: Elena Pacheco

A quorum of the Board was present.

3. ADOPTION OF AGENDA: Members may pull an item from the agenda.

There was a motion by Director Dolk to adopt the agenda. Director Pratt seconded the motion. The agenda was adopted on a 5-0 roll call vote.

4. PUBLIC COMMENTS:

Upon call for public comment, no one from the public addressed the Board.

5. CONSENT CALENDAR: All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

Director Dolk and Director Matteoli requested to pull items 5.C. and 5.E. from the Consent Calendar for separate consideration. Chair Saunders noted there is no 5.D. listed on the agenda.

Upon call for public comment, no one from the public addressed the Board.

Item 5.A: A Resolution of the Board of Directors of the Del Paso Manor Water District and on behalf of Commissions and Committees created by the Board of Directors pursuant to Government Code section 54952(b) authorizing the Board's continued use of teleconference meetings in compliance with Assembly Bill 361 to continue to allow members of the public to safely participate in local government meetings.

Item 5.B: Approval of Minutes of the March 1, 2022 Meeting

Director Pratt made a motion to approve the remainder of the Consent Calendar (Items 5.A. and 5.B.). The motion was seconded by Director Dolk. The motion passed on a 5-0 roll call vote.

The forgoing items were pulled from the Consent Calendar and acted upon by the following motion and vote:

Item 5.C: Approval of Minutes of the March 10, 2022 Meeting

Staff fielded questions regarding the notation of when Chair Saunders joined the meeting. Upon call for public comment, no one from the public addressed the Board.

Director Dolk made a motion to approve the regular Board meeting minutes of March 10, 2022. Director Pratt seconded the motion. The motion passed on a 5-0 roll call vote.

Item 5.E: Approval of Warrants and Payroll

Staff fielded questions regarding the warrants and payroll. Upon call for public comment, no one from the public addressed the Board.

Director Pratt made a motion to approve the warrants and payroll. Director Macias seconded the motion. The motion passed on a 5-0 roll call vote.

6. PUBLIC HEARING:

There were no Public Hearing items to consider.

7. OLD BUSINESS:

There were no Old Business items to consider.

8. NEW BUSINESS:

Item 8.A: Approving a District Budget Amendment for the Addition of One Operation and Maintenance Technician II to District Staff and Authorizing the General Manager to Hire Same.

Upon call for public comment, no one from the public addressed the Board.

Director Dolk made a motion to approve Resolution 22-0405-2 authorizing Del Paso Manor Water District General Manager to hire O&M Tech II. Director Macias seconded the motion.

The motion passed by the following vote:

Ayes: 4 - Dolk, Macias, Pratt, Saunders

Noes: 1 - Matteoli

Item 8.B: Budget to Actuals

General Manager Alan Gardener and Certified Public Accountant Robert Merritt presented the budget actuals.

Upon call for public comment, no one from the public addressed the Board.

Item 8.C: 2020/2021 Draft Audit

General Manager Alan Gardener and Certified Public Accountant Robert Merritt presented the 2020/2021 draft audit and fielded questions.

Upon call for public comment, no one from the public addressed the Board.

Item 8.D: Del Paso Manor Water District Public Notification

General Manager Alan Gardener presented information and fielded questions.

Upon call for public comment, no one from the public addressed the Board.

9. FIELD REPORT: Verbal report

Item 9.A: Field Report on Current and Upcoming Project

Field Manager Mike Jenner summarized his written report.

10. GENERAL MANAGERS COMMENTS: Verbal report

- Item 10.A:**
- 10.1 Thank you from resident
 - 10.2 Intertie update
 - 10.3 Potential budget augmentations before 6/30/22
 - 10.4 Progress on completing GJ Recommendation 1
 - 10.5 Necessary steps for Rate Study RFP

10.6 Conjunctive use

General Manager Alan Gardner reported on the items listed on the agenda.

11. DIRECTORS COMMENTS: Verbal information, non-action comments.

Director Macias expressed concern regarding placing a conservation flyer plan on the website.

12. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for April 5th, 2022

Director Dolk made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 8:58 p.m.

APPROVAL:

ATTEST:

Ryan Saunders, President of the Board

Norma I. Alley, MMC, Clerk of the Board

ITEM #6.D

Approval of Warrants and Payroll

Del Paso Manor Water District
VENDORS PAID / APPROVED - APRIL 2022

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Health		\$549.01	10282
ACWA JPIA	Worker's Comp, Q3 (01/01/2022 - 03/31/2022)		\$3,135.28	10291
ADP	Payroll		\$22,237.87	EFT
ADP Taxes	Payroll Taxes		\$10,843.55	EFT
Appletree Answers	Answering service		\$441.70	CC
AT&T	Maryal Office Internet		\$69.55	CC
AT&T	Lusk Office		\$234.24	CC
AT&T	Maryal Office Phone & Fax		\$197.45	CC
AT&T Mobility	District Cell Phones & iPads		\$411.08	CC
BSK	Labs		\$768.75	10278
BSK	Labs		\$90.00	10278
BSK	Labs		\$150.00	10278
California Rural Water Association (CRWA)	Membership Renewal (05/01/2022 - 05/01/2023/2022)		\$857.00	10286
CalPers	Employee Contribution - Pepra		\$4,259.18	EFT
CalPers	Health		\$10,825.57	EFT
CalPers	Unfunded Liability - Classic		\$5,380.00	EFT
CalPers	Unfunded Liability - Pepra		\$0.17	EFT
Carlos & Herlinda Jackson	COE Refund (Acct. No. 2667)		\$174.80	10284
CTA Engineering & Surveying	Well 7 Survey for Boundary Determination		\$4,045.00	10287
DEX.YP	Yellow Pages		\$15.50	CC
Emigh Hardware	Material/Supplies		\$145.57	10283
Express Sewer & Drain	Hydrant Meter & Backflow (02/02/2021 - 02/08/2022)		\$802.36	10279
Flowline Contractors, Inc.	2816 Marilona		\$6,042.00	10289
Forsgren Associates, Inc.	Services Rendered Through February 2022		\$2,761.25	10302
GM Construction & Developers, Inc.	2430 Cathay Way		\$2,338.60	10290
Grainger	Well Supplies (4268 Lusk)		\$758.59	10292
Iconix Waterworks	2812 Marilona (Cap for riser pipe at corp stop)		\$16.17	10288
Iconix Waterworks	4220 Annette Valve & Stock Items		\$368.51	10288
Inland Business Systems	Photocopy Machine		\$169.13	CC
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through February 2022		\$12,392.52	10293
Legacy Cleaning Services	Maryal office		\$160.00	CC
Munibilling	Billing System Subscription Fee Q2 (04/01/2022-06/30/2022)		\$818.85	10277
Munibilling	Heartland Return Fee (February 2022)		\$10.00	10277
Munibilling	Heartland Merchant Fees - Q2 (04/01/2022-06/30/2022)		\$100.35	10277
Office Depot	Office Supplies		\$413.67	10303
PG&E	Gas		\$8.04	CC
Regional Government Services (RGS)	Contract Services Rendered Through February 2022		\$702.00	10294
Robert Merritt	CPA (Services Provided Through February 2022)		\$810.00	10274
Robert Smith	Close of Escrow Refund		\$259.20	10280
Sacramento Air Quality Management District (SMAQMD)	Annual Permit Renewal (FY 2021-2022)		\$2,264.00	10295
Sacramento County Utilities	Utilities (4268 Lusk Drive)		\$195.22	CC
Sacramento Metropolitan Fire District	Maryal Office Fire Inspection		\$117.00	10296
Sierra Chemical Company	Chemicals		\$166.10	10285
Sierra Chemical Company	Chemicals		\$196.30	10285
Sierra Chemical Company	Chemicals		\$203.70	10285
Smud	Account# 6190159		\$4,582.32	CC
Smud	Account# 7000000179		\$1,540.95	10276
Streamline	Website		\$200.00	CC
Terrapin Technology Group	Software / Computers (February 2022)		\$144.95	10275
Tony's Backflow Services	Backflow Certification on Well 9		\$132.00	10297
Tony's Backflow Services	Backflow Certification on Well 6B & Hydrant Backflows for Field		\$315.60	10297
Uinta Holdings, LLC	May 2022 Rent		\$2,450.00	10300
Umpqua Bank	District Credit Card		\$9,605.39	10301
USA BlueBook	Well Parts		\$5.89	10298
USA BlueBook	Well Parts (4268 Lusk & Kensington Appt's)		\$399.27	10298
USA BlueBook	Well Parts (4268 Lusk)		\$239.88	10298
VOYA	March 2022 Employee Contribution		\$400.00	10281
Wex Bank	Gas		\$456.50	10299
MONTHLY TOTAL----->			\$0.00	\$117,377.58

Approved at 04/05/2022 Regular Meeting

TOTAL CHECKS ISSUED: 30

PAID VIA CREDIT CARD (CC): 12

PAID VIA ELECTRONIC FUNDS TRANSFER (EFT): 6

* DISTRICT FILES INCLUDES INVOICES BEHIND CREDIT CARD BILL WHICH ARE AVAILABLE FOR REVIEW AT THE DISTRICT OFFICE

**Del Paso Manor Water District
MAY 2022 VENDORS FOR APPROVAL**

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Health			
ADP	Payroll			EFT
ADP Taxes	Payroll Taxes			EFT
Appletree Answers	Answering service			CC
AT&T	Maryal Office Internet			CC
AT&T	Lusk Office		234.04	CC
AT&T	Maryal Office Phone & Fax			CC
AT&T Mobility	District Cell Phones & iPads			CC
BSK	Labs		\$204.00	
BSK	Labs			
CalPers	Employee Contribution - Pepra			EFT
CalPers	Health		\$10,825.57	EFT
CalPers	Unfunded Liability - Classic		\$5,380.00	EFT
CalPers	Unfunded Liability - Pepra		\$0.17	EFT
DEX.YP	Yellow Pages		\$15.50	CC
Emigh Hardware	Material/Supplies			
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2022 (On-Call Services 2022)		\$8,972.95	
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2022 (Tech Memo Coordination)		\$6,081.25	
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2022 (District Road Map Prep)		\$10,488.16	
Gwynne Pratt	Reimbursement for CSDA Workshop		\$175.00	
Inland Business Systems	Photocopy Machine			CC
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through March 2022		\$15,552.46	
Legacy Cleaning Services	Maryal office		\$160.00	CC
MailRite	Billing Mailhouse (Mar./Apr. 2022 Flat Rate Billing)		\$1,374.77	
Office Depot	Office Supplies			
PG&E	Gas		\$44.65	CC
Rawles Engineering Inc.	4220 Lyle Emergency Repair		\$5,688.50	
Regional Government Services (RGS)	March Clerk Services		\$1,115.25	
Richardson & Company	Auditor - Services Rendered for Fiscal 2021		\$10,220.00	
Roadrunner Drilling & Pump Co., Inc.	Well 2		\$17,292.50	
Robert Merritt	CPA (Services Provided Through March 2022)		\$2,745.00	
Sierra Chemical Company	Chemicals		\$211.40	
Sierra Chemical Company	Chemicals		\$226.50	
Smud	Account# 6190159		\$2,345.75	CC
Smud	Account# 7000000179		\$4,090.16	
Streamline	Website		\$200.00	
Terrapin Technology Group	Software / Computers (March 2022)		\$219.95	
Uinta Holdings, LLC	June 2022 Rent		\$2,450.00	
Umpqua Bank	District Credit Card			
USA BlueBook	Well Parts		\$707.76	
VOYA	April 2022 Employee Contribution		\$400.00	
Wex Bank	Gas		\$478.58	
MONTHLY TOTAL----->			\$0.00	\$107,899.87

Approved at 05/03/2022 Regular Meeting

TOTAL CHECKS ISSUED:

PAID VIA CREDIT CARD (CC):

PAID VIA ELECTRONIC FUNDS TRANSFER (EFT):

*** DISTRICT FILES INCLUDES INVOICES BEHIND CREDIT CARD BILL WHICH ARE AVAILABLE FOR REVIEW AT THE DISTRICT OFFICE**

Del Paso Manor Water District
BOD Compensation Expense Summary
APRIL 2022

APRIL 2022 MEETINGS		DOLK	MACIAS	MATTEOLI	PRATT	SAUNDERS
	Board Meetings					
4/5/2022	DPMWD - Regular Board Meeting	1	1	1	1	1
4/13/2022	DPMWD - Special Board Meeting	1	1	1	1	1
	DPMWD - Emergency Board Meeting					
	ADHOC Committee Meetings					
	Finance Standing Committee Meeting					
	Succession Planning Committee Meeting					
4/14, 4/22, 4/26 2022	GM Performance Evaluation Committee Meeting		3			3
	Other Meetings					
	American Water Works Association (AWWA)					
	Association of California Water Agencies (ACWA)					
	Attorney Meeting					
	California Rural Water Authority (CRWA)					
04/18 - 04/19 2022	California Special District's Association (CSDA)				2	
	DPMWD - AB1234 Ethics Training					
4/6/2022	Regional Water Authority (RWA)					1
4/7/2022	Sacramento Groundwater Authority (SGA)			1		
	Sacramento Suburban Water District (SSWD)					
	Sexual Harassment Prevention Training (AB1825)					
	Water Forum					
	April Monthly Meeting Totals					
	TOTAL MEETINGS	2	2	3	7	6
	TOTAL COMPENSATED MEETINGS	2	2	3	6	5
	TOTAL COMPENSATION	\$200	\$200	\$300	\$600	\$500

* Only two meetings per adhoc is allowed compensation
** Meetings on same day (only one paid for)

ITEM #9.A

Budget to Actuals

Del Paso Manor Water District
Expense Budget To Actual Comparison
July 1, 2021 to April 30, 2022

Notes

	Year to Date July 1, 2021 to April 30, 2022	Budget	Percent of Budget	
Employee Related				
Management Salaries	73,852	120,000	61.54%	1
Staff Salaries	164,864	195,787	84.21%	1
Director Fees	12,600	20,000	63.00%	1
Payroll Taxes	19,829	25,688	77.19%	1
PERS Retirement	70,182	80,000	87.73%	
Health	53,092	94,632	56.10%	
Retiree Health Benefits & OPEB	56,022	108,000	51.87%	
Total Employee Related	450,441	644,107	69.93%	
Administration				
Insurance	34,463	18,850	182.83%	
Office Expense	63,656	65,320	97.45%	
Audit Fees	-	11,500	0.00%	
Legal Fees	101,849	40,000	254.62%	
Litigation Settlement	20,000	Not budgeted	N/A	
Miscellaneous	2,580	1,000	258.00%	
Relocation	11,235	Not budgeted	N/A	
Professional Administration Fees	74,520	32,200	231.43%	
Bank Charges	1,718	300	572.67%	
Professional Dues	47,272	41,950	112.69%	
Professional Meetings	4,610	1,000	461.00%	
Cert/Continuing Education	330	2,000	16.50%	
Total Administration	362,233	214,120	169.17%	
Operations				
Power	64,365	82,400	78.11%	
Repairs & Maintenance	115,664	125,100	92.46%	
Lab Fees	2,018	18,000	11.21%	
Backflow Program	1,415	Not Budgeted	N/A	
Engineering	2,761	Not Budgeted	N/A	
City Water	3,140	5,900	53.22%	
Total Operating	189,363	231,400	81.83%	
Total Employee Related, Administration and Operating Expenses	1,002,037	1,089,627	91.96%	
C.I.P.				
New Pipeline	-	10,000	0.00%	
Miscellaneous	4,085	10,000	40.85%	
New Well/Well Additions/Generators	-	68,000	0.00%	
Well Maintenance	9,045	25,000	36.18%	
Interest Expense & Principal Debt Payment	73,537	335,300	21.93%	
Total C.I.P.	86,667	448,300	19.33%	
Total water sales through April 2022	1,138,276			
Planned system maintenance charges through April 2022	494,605			

Note 1 Payroll amounts are only through April 15, 2022, as the April 30, 2022 payroll activity was not available when this report was created.

Amounts above are not audited

July 2021 to

	April 2022	Budget	Percentage of Budget
Employee Related			
5102.10 · Management salaries	73,852.00	120,000.00	61.54%
5102.15 · Field salaries	114,417.00	135,611.00	84.37%
5102.20 · Office manager salary	50,447.00	60,176.00	83.83%
5102.05 · Director fees	12,600.00	20,000.00	63.00%
5102.30 · Payroll soc sec	15,709.00	20,819.00	75.46%
5102.35 · Payroll medc	4,120.00	4,869.00	84.62%
6451.00 · PERS/retirement	70,182.00	80,000.00	87.73%
6501.00 · Employee healthcare (CalPers)	53,092.00	94,632.00	56.10%
6502.00 · Retiree health benefits	56,022.00	63,000.00	88.92%
6441.00 · OPEB	0.00	45,000.00	0.00%
Administration			
5251.00 · Insurance			
5251.05 · Liability	22,523.00	13,000.00	173.25%
5251.10 · Property	3,047.00	2,350.00	129.66%
5251.15 · Workers Compensation	8,894.00	3,500.00	254.11%
6151.00 · Office expense			
6151.05 · District office lease	24,880.00	26,000.00	95.69%
6151.10 · Phone service	3,235.00	4,300.00	75.23%
6151.15 · Internet provider	3,855.00	2,600.00	148.27%
6151.20 · Sewer & garbage (Lusk)	967.00	1,000.00	96.70%
6151.21 · Miscellaneous (office other)	3,474.00	Not budgeted	N/A
6151.25 · Postage	7,164.00	9,000.00	79.60%
6151.30 · Printing	255.00	2,500.00	10.20%
6151.35 · Computers & supplies	5,573.00	1,500.00	371.53%
6151.40 · Office supplies	5,427.00	4,000.00	135.68%
6151.45 · Answering service	4,492.00	7,000.00	64.17%
6151.55 · Payroll preparation	1,304.00	1,500.00	86.93%
6151.60 · GASB 75 valuation	1,350.00	4,000.00	33.75%
6151.70 · Janitorial	1,680.00	1,920.00	87.50%
6251.00 · Audit	0.00	11,500.00	0.00%
6301.00 · Legal	101,849.00	40,000.00	254.62%
6615.00 · Litigation settlement	20,000.00	Not budgeted	N/A
6401.00 · Misc	2,580.00	1,000.00	258.00%
6402.00 · Relocation	11,235.00	Not budgeted	N/A
6601.00 · Professional Admin fees			
6601.05 · SWRCB annual fees	12,980.00	9,700.00	133.81%
6601.10 · NDPEs permit	0.00	1,500.00	0.00%
6601.15 · Cal Pers actuarial reports	700.00	700.00	100.00%
6601.25 · Air Quality permits	2,264.00	2,300.00	98.43%
6601.35 · CPA fees	10,258.00	18,000.00	56.99%
6601.40 · General manager consultant fees	18,121.00	Not budgeted	N/A
6601.45 · Regulatory costs	383.00	Not budgeted	N/A

6601.00 · Professional admin fees - other	29,815.00	Not budgeted	N/A
6171.00 · Bank fees	1,718.00	300.00	572.67%
6561.00 · Professional dues			
6561.05 · AQUA	9,735.00	7,200.00	135.21%
6561.10 · AWWA	513.00	450.00	114.00%
6561.15 · CSDA	6,980.00	6,100.00	114.43%
6561.20 · CRWA	823.00	800.00	102.88%
6561.2 · RWA	7,303.00	9,700.00	75.29%
6561.30 · SGA	20,847.00	17,200.00	121.20%
6561.35 · SAWWA	0.00	500.00	0.00%
6561.00 · Professional dues - other	1,071.00	Not budgeted	N/A
6551.00 · Professional meetings	4,610.00	1,000.00	461.00%
6610.00 Certification/continuing education	330.00	2,000.00	16.50%
Operations			
5151.00 · Power			
5151.05 · PG&E	263.00	2,400.00	10.96%
5151.10 · SMUD	64,102.00	80,000.00	80.13%
5201.00 · R & M			
5201.05 · Leak repairs	67,547.00	60,000.00	112.58%
5201.10 Field Equipment	1,222.00	800.00	152.75%
5201.15 · Field supplies	17,861.00	500.00	3572.20%
5201.20 · Fuel for vehicles	3,674.00	3,200.00	114.81%
5201.25 Vehicle repair and maintenance	437.00	3,000.00	14.57%
5201.30 Temporary Help	0.00	2,000.00	0.00%
5201.35 · Chlorine	6,008.00	6,500.00	92.43%
5201.45 · Well repair & maintenance	13,480.00	35,000.00	38.51%
5201.55 · Field staff cellular service	4,034.00	3,300.00	122.24%
5201.60 Tesco Services Contract (Well #8)	0.00	3,800.00	0.00%
5201.65 Aqua Sierra Service Contract	0.00	7,000.00	0.00%
5201.00 R & M other	1,400.00	Not budgeted	N/A
5301.00 · Lab fees (H2O testing)	2,018.00	18,000.00	11.21%
5451.00 City water	3,140.00	5,900.00	53.22%
5452.00 Backflow program	1,415.00	Not budgeted	N/A
5351.00 Engineering	2,761.00	Not budgeted	N/A

ITEM #9.B

*Establishing the Time and Place To Hold Two Regular Meetings on the
First And Third Monday Of Each Month*

DEL PASO MANOR WATER DISTRICT

BOARD MEETING

DATE: May 3, 2022

AGENDA ITEM NO. 9.B

SUBJECT: ESTABLISHING THE TIME AND PLACE TO HOLD TWO REGULAR MEETINGS ON FIRST AND THIRD MONDAY OF EACH MONTH

STAFF CONTACT:

General Manager

BACKGROUND:

The Del Paso Manor Water District ("District") currently holds one regular meeting of the Board of Directors, on the first Tuesday of each month at 6:30PM. In the past six months however, there has been a continuous need to convene special meetings of the Board to approve or implement action items to avoid disruptions to District operations. The special meetings require quick coordination between the District's Board of Directors, the General Counsel, the District's contracted virtual meeting provider, and District staff, all of which costs considerable time and financial resources. Moreover, pursuant to the Brown Act, the public is typically given less than 72 hours' notice of the special meetings, which may result in less public engagement. With two regular meetings a month, the District will be better positioned to carry out its business more efficiently and provide the public with additional opportunities to participate in that business.

Staff is proposing that the Board of Directors hold two regular meetings on the first and third Monday of each month at 6:00PM. Should a regular meeting fall on a holiday, that meeting would be held on the Tuesday immediately following the Monday holiday. If approved by the Board, the new schedule would commence on May 16, 2022. Among the other benefits described above, the proposed schedule would ensure the attendance of District's General Counsel at all meetings.

FINANCIAL IMPACT:

If approved by the Board of Directors, the addition of a second regular meeting would result in the typical hourly costs for General Counsel and RGS, the District's consultant for virtual meeting and secretarial services.

RECOMMENDATION:

Approve Resolution 22-0503-2 Establishing the Time and Place to Hold Two Regular Meetings

Attachments:

Resolution 22-0503-2 Establishing the Time and Place to Hold Two Regular Meetings

RESOLUTION NO. 22-0503-2

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
DEL PASO MANOR WATER DISTRICT
ESTABLISHING THE TIME AND PLACE TO HOLD TWO REGULAR MEETINGS**

WHEREAS, the California Water Code §34802 mandates that the Board of Directors of a duly formed water district shall hold regular meetings at such time and place as may be agreed upon; and

WHEREAS, the Del Paso Manor Water District ("District") currently holds one regular meeting of the Board of Directors on the first Tuesday of each month; and

WHEREAS, the District has determined a need to hold two regular meetings a month to maintain efficient operations and reduce the need to convene special meetings, which increase District costs; and

WHEREAS, the Board of Directors have agreed to hold an additional regular meeting and desire to comply with state law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DEL PASO MANOR WATER DISTRICT that commencing on May 16, 2022 this Board's regular meetings shall be held on the first and third Monday of each month at 6:00 p.m. in the conference room of 1817 Maryal Drive, Suite 300, Sacramento, California.

I certify that the foregoing Resolution was adopted by the Board of Directors of the Del Paso Water District at a regular meeting held on the 3rd day of May 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ryan Saunders, President
Board of Directors

ATTEST:

Alan Gardner, General Manager

ITEM #9.C

*Amending District Employee Handbook to Change Provisions Regarding
Uncontrolled Standby Compensation and Employee Reimbursements*

DEL PASO MANOR WATER DISTRICT

BOARD MEETING

DATE: May 3, 2022

AGENDA ITEM NO. 9.C

SUBJECT: Resolution No. 22-0503-3 Amending District Employee Handbook to Change Provisions Regarding Uncontrolled Standby Compensation and Employee Reimbursements

STAFF CONTACT:

General Manager

BACKGROUND:

The Del Paso Water District's ("District") current maintenance and operations needs require that certain field staff remain on uncontrolled standby for two weeks at a time. More simply, these employees must be "on-call" to either respond to calls related to the District's infrastructure or attend to unanticipated requests for service for the assigned two-week duration. The District desires to increase the compensation paid to staff while on standby to remain competitive with similarly situated employees in neighboring water districts.

To enhance the incentives for those employees that are required to be on uncontrolled standby, staff proposes to increase the standby pay to twice the employee's base rate of pay for every day that employee is on uncontrolled standby. Employees on uncontrolled standby during the identified holidays would receive three times their base rate of pay during that holiday. By way of example, if an employee's base rate is \$16/hour, she would receive a total of \$32 each day she is on uncontrolled standby. If that employee were assigned uncontrolled standby on Fourth of July, she would receive a total of \$48 that day. In addition, those employees who must attend call-out assignments while on standby would receive a minimum of two hours compensation at the overtime rate of pay. The proposed increases in standby compensation are meant to encourage qualified candidates to consider employment opportunities at the District in an increasingly competitive labor market, and to ensure that those same qualified candidates are thoughtfully compensated for the heightened expectations of their respective positions while employed at the District.

Relatedly, staff is also proposing to reimburse certain employees for specific attire in an amount not to exceed \$200 per year for the purchase of up to five pairs of pants, and \$250 per year for the purchase of one pair of steel-tipped boots. Like the increase to standby compensation, this reimbursement policy will promote the District's ongoing efforts to improve the workplace and safety for existing and future employees.

FINANCIAL IMPACT:

The annual financial impact should be about \$2000.

RECOMMENDATION:

Staff recommends approval of Resolution 22-0503-3 Amending the Employee Handbook

Attachments:

Resolution 22-0503-3

RESOLUTION NO. 2022-0503-3

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
DEL PASO MANOR WATER DISTRICT
TO AMEND THE DEL PASO MANOR WATER DISTRICT EMPLOYEE HANDBOOK**

WHEREAS, the seeks to amend the Del Paso Manor Water District Employee Handbook;
and

WHEREAS, Del Paso Manor Water District (the "District") adopted the most current form of its Employee Handbook in April 2021, which serves as a reference on employee expectations, benefits, relations and other polices; and

WHEREAS, among those policies are the rates by which certain employees are paid for uncontrolled standby ("Standby Rate"); and

WHEREAS, the General Manager has determined that the current Standby Rate should be increased to make the District's employee recruitment and retention more competitive with neighboring water districts; and

WHEREAS, the General Manager has similarly determined that the District's reimbursement policy related to attire and footwear for those employees that work in the field, including those that visit wells and construction sites should be bolstered for the same reasons; and all employees that might visit a well or construction site shall receive reimbursement for boots as an OSHA safety measure; and

WHEREAS, the District will provide a current Employee Handbook to newly hired employees and existing employees; and

WHEREAS, the District desires to amend the Standby and the Reimbursement Policy to ensure the District remains a viable and safe workplace for qualified applicants in future positions and for existing employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE DIRECTORS OF DEL PASO MANOR WATER DISTRICT:

1. The Board of Directors does hereby amend Section III subsection H, "Standby Pay" of the Employee Handbook in its entirety to read as follows:

District employees sometimes are placed on uncontrolled standby. Employees placed on uncontrolled standby are not required to be on site and are free to engage in their own personal activities uncontrolled by the District, except that no alcohol or recreational drugs may be consumed. District employees on such uncontrolled standby shall answer communications from work within a timely manner of receiving the communication. Such employees may be required to respond and attend "call out assignments" within at least 30 minutes of receiving the assignment while on uncontrolled standby. District employees on uncontrolled standby are not considered to be working, and will only be paid as set forth below.

The District's uncontrolled standby compensation is as follows:

Standby Rate. Employees who are on uncontrolled standby will receive the equivalent of twice their base hourly rate of pay for each day they are on uncontrolled standby. Accordingly, if an employee's base hourly rate of pay is \$16 an hour, then the employee will receive a total payment of \$32 as standby pay for the day that they were on uncontrolled standby.

Employees who receive and attend to a call-out assignment during uncontrolled standby will also receive a minimum of two hours at the overtime rate of one-and-one-half times their regular rate of pay, or compensation for the actual amount of time worked on the call-out assignment at the overtime rate of one-and-one-half times their regular rate of pay, whichever is greater.

Holidays. Uncontrolled standby pay is adjusted for the following holidays: New Year's Day, Fourth of July, Thanksgiving, and Christmas.

Employees who are on uncontrolled standby during any of these holidays will receive the equivalent of three times their base hourly rate of pay. Accordingly, if an employee's base hourly rate of pay is \$16 an hour, then the employee would receive a total payment of \$48 as standby pay for the above-specified holiday that they were on uncontrolled standby.

Employees who must attend to a call-out assignment during uncontrolled standby on any of these holidays will also receive a minimum of two hours at the overtime rate of one-and-one-half times their regular rate of pay, or compensation for the actual amount of time worked at the overtime rate of one-and-one-half times their regular rate of pay, whichever is greater.

Employees who attend to a callout assignment during uncontrolled standby on any of the above-mentioned holidays will also receive an additional eight hours of vacation time added to their accrued balance for later use.

2. The Board of Directors does hereby add Section VII, subsection C "Employee Attire Reimbursement" to the Employee Handbook to read as follows:

For all employees that perform work outdoors or work that involves site visits to wells, the District will reimburse up to \$200 per year for the purchase of up to five pairs of pants. Employees seeking reimbursement pursuant to this provision must provide the District with receipts showing the purchase.

For all staff that perform work outdoors or work that involves site visits to wells, the District will reimburse up to \$250 per year for the purchase of one pair of steel-tipped boots. Employees seeking this reimbursement pursuant to this provision must provide the District with receipts showing the purchase.

PASSED AND ADOPTED by the Board of Directors of the Del Paso Manor Water District at a meeting of said Board held on the 3rd day of May, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ryan Saunders, President
Board of Directors

ATTEST:

Alan Gardner, General Manager

ITEM #10.A

Field Report on Current and Upcoming Project



DEL PASO MANOR WATER DISTRICT REGULAR BOARD MEETING FIELD REPORT

MEETING DATE: May 3, 2022

AGENDA ITEM 10.A:

Leaks: We had 2 mainline leaks on the steel pipe in the northeast corner. There were no service link leaks the month of April.

Complaints: There were no ratepayer concerns/complaints in the month of April

Field Work:

1. 9 Valve locates completed in April
2. 49 USA's marked
3. All Monthly Coliform samples were absent
4. Roadrunner is speaking with EMD for Well 2 sleeve size
5. Water was shutoff at 2210 Watt Avenue. They had a break in and their water heater was stolen and flooded the property
6. 2 progress meetings with Forsgren in April
7. Veterinarian office meter was replaced and is now functional

Current and Upcoming Projects:

1. Field meeting with SSWD to discuss the interties and plan for moving forward
2. Aqua Sierra Controls will be upgrading our SCADA and reprogram the ATS for the generator
3. Bids received from contractors for Country Club Plaza meter upgrade
4. Keys, iPad & combo's have been given to SSWD to assist with field standby/on-call

**FIELD STAFF RESPONSIBLE FOR REPORT: Mike Jenner, Field Manager
05/03/2022**

ITEM #11.A

General Managers Comments



DEL PASO MANOR WATER DISTRICT REGULAR BOARD MEETING GENERAL MANAGER TALKING POINTS

MEETING DATE: May 3, 2022

AGENDA ITEM 11.A:

- 11.1 Written testimony/comments are due no later than 12:00PM the day of the meeting and must be submitted to dpmwdclerk@delpasomanorwd.org
- 11.2 Meeting minutes will be approved the following month. (eg: 1st Monday of the month meeting minutes for approval at the following 1st of month meeting. 3rd meeting minutes approval at the following 3rd Monday meeting)
- 11.3 Due to the field staff shortage the Mutual Aid & Assistance Agreement signed in January 2011 has been activated to temporarily assist with field operations. The agreement also includes the manual interties and will be amended to cover the automatic interties
- 11.4 Street reflectors will be installed to assist firetrucks in locating hydrants
- 11.5 NSF 61 Issues
- 11.6 Progress on the GJ R.1, HydroScience & projects for 218
- 11.7 Budget prep for F/Y 22/23 is in progress
- 11.8 Change financial institution from Bank of the West to Wells Fargo. Establish multiple bank accounts consistent with audit recommendation. Regain control of LAIF account from past board members. Will have resolutions to effectuate at the May 16th, 2022

**STAFF RESPONSIBLE FOR REPORT: Alan Gardner, General Manager
05/03/2022**