

2019-2020 O&M Budget

	ACCOUNT	FY 18/19 Budget	10 Months Actuals	FY 19/20 Proposed	INCREASE/ DECREASE FROM PRIOR FY
4010	Sales: O&M	1,194,096		1,194,300	0%
	COGS				
5100	Chlorine				
5200	Leak Repairs				
5300	Field Equipment				
5310	Field Supplies				
5320	Field Security / Phone				
5330	Dump Fees				
5400	Repair and Maint.	140,000	58,241	80,000	-43%
5500	Vehicle Repairs & Maint				
5600	Well Repair & Maint				
5650	Service Contracts				
5700	Lab Fees	11,500	10,178	11,500	0%
5710	City Water	5,738	2,824	5,900	3%
5720	Backflow Program	0	0	0	
5800	Power	103,000	81,003	103,000	0%
	TOTAL COGS	260,238	152,245	200,400	
	Payroll and Related				
6110	Mgmt. Salary	133,446	111,205	100,000	-25%
6115	Staff Salary	228,000	180,694	190,000	-17%
6125	PERS/Retierment	80,000	63,736	80,000	0%
6135	Payroll Taxes	30,000	23,250	25,000	-17%
6150	Employee Healthcare	91,000	77,833	136,500	50%
6155	OPEB *	25,750	25,000	45,000	75%
6165	Cert/Continuing Ed	3,000	995	3,000	0%
6170	Employee Recruitment			500	
	TOTAL PAYROLL	591,196	482,713	580,000	
	Consulting				
6220	Engineering/Consult	40,000	16,181	40,000	0%
6230	Consultants			50,000	
	Professional Services				
6310	Legal Fees	40,000	29,125	40,000	0%
6320	Audit Fees	9,250	9,250	11,900	29%
	Facilities - Office				
7310	Office Expense	90,000	58,758	80,000	-11%
7320	Office Rent				

7370	Miscellaneous	15,500	59	500	-97%
	Marketing				
7510	Conservation	7,000	3,341	3,350	-52%
7520	Public Relations				
7530	Public Outreach				
7540	Customer Water Audits				
7550	RWA Water Efficiency				
	Other Operation Exp				
7610	Bank Charges	300	254	300	0%
7620	Professional Dues	40,000	37,975	40,000	0%
7630	Prof. Admin Fees	18,000	14,744	15,000	-17%
7640	Professional Meetings	17,500	6,642	10,000	-43%
	Directors				
7710	Directors Fees	21,000	15,100	20,000	-5%
7720	Election	7,000	4,676	0	
	Allocation				
7910	Insurance	15,000	12,985	15,000	0%
7920	Insurance: Worker Comp				
7930	Insurance: General Liab				
7940	Power: Office				
	TOTAL EXPENSES	1,171,985	844,049	1,106,450	
	TOTAL REVENUE	1,194,096		1,194,300	
	SURPLUS/DEFICIT	\$22,111		\$87,850	

O&M Revenue

	Estimated	Estimated	Projected	Projected
	2018/2019	2019/2020	2020/2021	2021/2022
REVENUE				
WATER CHARGES				
Monthly Accounts (Meters)	323,200	324,000	324,000	324,000
Bi-Monthly Accounts (Flat Rate)	851,946	852,000	852,000	852,000
OTHER WATER SALES & MISCELLANEOUS	3,200	1,500	1,500	1,500
Sub-Total	1,178,346	1,177,500	1,177,500	1,177,500
INTEREST	15,750	16,800	17,000	17,500
UNCOLLECTABLES**	0	0	0	0
TOTAL	1,194,096	1,194,300	1,194,500	1,195,000
ESTIMATED CASH AT YEAR END				
REVENUE	1,194,096	1,194,300	1,194,500	1,195,000
LESS PROJECTED EXPENSES	1,054,988	1,106,450	1,091,492	1,091,492
TOTAL Cash at Year End	139,108	87,850	103,008	103,508

SYSTEM MAINTENANCE BUDGET (CIP)

PROPOSED BUDGET

	Estimated 2018-2019	Proposed 2019-2020
REVENUE		
Estimated Year End Balance (Prior Year)	993,436	1,136,316
Projected SMC Charges	595,474	595,474
TOTAL	1,588,910	1,731,790
ESTIMATED EXPENSES		
Debt Payment	365,330	367,183
Burrell Court Main/Hydrant	70,650	
Well #7 Improvements	16,614	
Well #2 Improvements		42,000
Well #5 Improvements		55,500
Lusk Roof		8,800
TOTAL	452,593	473,483
PROJECTED YEAR END BALANCE	1,136,316	1,258,307

We have prepared a quote for you

Infrastructure Upgrade w/ Office 365

Quote #MB003779 v1





Prepared for:

Del Paso Manor Water District




Prepared by:

Megan Backovich



Hardware

Item	Description	Price	Qty	Ext. Price
	HP ProDesk 600 G4 MT Desktop PC - 8th Gen Intel Core i5-8500 3.0GHz, 8GB DDR4, 256GB SSD, UHD 630 Graphics, DVD-RW, GigE, 2x DisplayPort, USB-C, Win 10 Pro 64-bit	\$1,088.11	4	\$4,352.44
	HP 23.8-inch FHD IPS Monitor	\$125.39	8	\$1,003.12
	NETGEAR 16-Port Gigabit Ethernet Unmanaged Switch	\$59.99	1	\$59.99
	Dell Security SonicWALL Tz300 Total Secure 1Yr	\$682.00	1	\$682.00
	Ubiquiti Unifi Ap-AC Long Range - Wireless Access Point	\$102.38	1	\$102.38
			Subtotal:	\$6,199.93

Software

Item	Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
	<p>Office 365 Business Premium - \$12.50 user/month with annual commitment</p> <ul style="list-style-type: none"> - Email hosting with 50 GB mailbox and custom email domain address - Hub for teamwork to connect your teams with Microsoft Teams - Desktop versions of Office applications: Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only)- File storage and sharing with 1 TB of OneDrive storage - One license covers fully-installed, always-up-to-date Office apps on 5 phones, 5 tablets, and 5 PCs or Macs per user - 24/7 phone and web support <p>Compatible with Windows 10, Windows 8.1, Windows 7 Service Pack 1, and the two most recent versions of macOS. All languages included.</p>	\$12.50	\$12.50	4	\$50.00	\$50.00
	<p>Office 365 Business Essentials - \$5.00 user/month with annual commitment</p> <p>This is optional for additional user email accounts. Email only is \$5.00 Per user per month.</p>	\$5.00	\$5.00	1	\$5.00	\$5.00
	<p>Acrobat Acrobat Pro - Annual Subscription</p>	\$0.00	\$251.87	1	\$0.00	\$251.87

Software

Item	Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
	<p>Datto Backupify for Office 365 *monthly with annual commitment</p> <ul style="list-style-type: none"> • Automatic backups 3x a day that capture point-in-time snapshots of each users' Microsoft Exchange Online, OneDrive, SharePoint Online, Calendar and Contacts • New user detection and automatic archiving of departing employees for seamless user lifecycle management and dramatic licensing cost savings • Intelligent API throttling for requests means Backupify can protect TBs of data with incredible speed • Cloud managed UI means no on-prem infrastructure is necessary and admins can check-in on backup status anytime, anywhere • Setup takes only 5 minutes 	\$30.00	\$30.00	1	\$30.00	\$30.00
	<p>Carbonite Safe - Personal - Annual Subscription</p> <ul style="list-style-type: none"> -Protect your files from accidental deletions, crashes, ransomware, viruses and other common threats. -Easily recover lost files and folders. -Access your data even when you're not at your computer. -Count on award-winning customer support, available 7 days/week via phone, chat or email. 	\$0.00	\$99.99	1	\$0.00	\$99.99

Software

Item	Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
	Basic Security Bundle \$4.15 *monthly with annual commitment Webroot AntiVirus and ConnectWise Automate (Remote Monitor and Management)	\$4.15	\$4.15	4	\$16.60	\$16.60

Recurring Subtotal: **\$101.60**

Subtotal: **\$453.46**

Services

Item	Description	Price	Qty	Ext. Price
LABOR	Workstation Deployment Unpack, prep and deliver workstation. Transfer user data, and applications.	\$150.00	10	\$1,500.00
LABOR	Office 365 Implementation Configure Office 365 for 4 users, and assist with setup on Mobile devices.	\$150.00	4	\$600.00

Subtotal: **\$2,100.00**

Prepared For	Prepared By	Details
Del Paso Manor Water District 1817 Maryal Dr #300 Sacramento, CA 95864 Victoria Hoppe contactdpmwd@gmail.com (916) 487-0419	Terrapin Technology Group, Inc Megan Backovich (916) 481-1991 quotes@terrapiotechnology.com 	Infrastructure Upgrade w/ Office 365 Quote #: MB003779 Version: 1 Delivered: 08/29/2019 Expires: 09/05/2019

Quote Summary

Description	Amount
Hardware	\$6,199.93
Software	\$453.46
Services	\$2,100.00
Subtotal:	\$8,753.39
Shipping:	\$99.96
Tax:	\$523.40
Total:	\$9,376.75

Recurring Expenses Summary

Description	Amount
Software	\$101.60
Recurring Subtotal:	\$101.60
Recurring Tax:	\$7.89
Recurring Total:	\$109.49

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date

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

August 6, 2019

6:30 PM

1817 Maryal Drive, Suite 300, Sacramento

The Board of Directors of the Del Paso Manor Water District convened their regular monthly meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on August 6, 2019 at 6:30 p.m.

Call to Order:

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

Pledge of Allegiance:

President Lenahan led the Pledge of Allegiance.

Roll Call:

Directors Present: Marissa Burt, Trish Harrington John Lenahan, Robert Matteoli, & Gregory Schneider
Directors Absent: None
Staff Present: None
Legal Counsel Present: Adam Brown
Public Present: Several members of the public were in attendance.

Announcements:

There were no announcements.

Several members of the public addressed the Board.

1. The Board went into closed session to discuss entering into a contract with Leo Havener for the General Manager Position. The Board then reconvened in open session.

2. Review, discuss and possible action to approve employment agreement for new General Manager. The Board discussed entering into an employment agreement with Leo Havener as the District's Interim General Manager. The basic terms of the contract are as follows:
 - 6-month contract
 - \$110,000 annual salary
 - CalPERS Retirement
 - District benefits
 - District provided cell phone
 - \$300 toward monthly car allowance

- August 7, 2019 start date

Once the contract is signed, it will be accessible to the public.

Director Burt moved to approve the contract with Leo Havener as our District’s Interim General Manager
 Director Harrington seconded.

The motion passed by unanimous vote.

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

Director Matteoli would like to see the next draft contract in the Board packet so the rate payers will have a chance to review if the contract is extended.

3. Finance Committee:

- a. Review, discuss, and possible action on outsourced accounting solutions.

President Lenahan explained that the Board previously approved in concept to move forward with hiring Sacramento Suburban Water Company to assist the District with the general ledger. The Finance Committee has been working with the District’s CPA, Robert Merritt, to close out the District’s accounting books for June and July. Mr. Merritt will also be working very closely with the District’s new auditor, Richardson and Company, to assist with the 2018-2019 Audit. The Finance Committee is recommending hiring Robert Merritt to assist the District with the general ledger for the next fiscal year.

Director Burt moved to approve the contract with Robert Merritt to assist the District with the general ledger. Director Harrington seconded.

The motion passed by unanimous vote.

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

- b. LAIF fund update.

Director Burt presented a LAIF report created by Robert Merritt.

- c. Review, discuss, and possible action on billing software.

The Finance Committee researched several options for billing software. The committee is recommending hiring Core Administrative Services to create a billing database using QuickBooks.

Director Burt moved to approve the contract with Core Administrative Services to create a billing database using QuickBooks. Director Schneider seconded.

The motion passed by unanimous vote.

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

d. Review, discuss, and possible action on water bill printing recommendations.

The Finance Committee is recommending using a print/mail house to print, stuff and mail the Districts customer's bills. There were two options presented.

Director Burt moved to approve a contract with a mail house of the General Manager's choosing to print, stuff and mail the billing. Director Schneider seconded.

The motion passed by unanimous vote.

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

e. Review, discuss, and possible action on purchasing QuickBooks. The Finance Committee is recommending the purchase of QuickBooks for the District billing and accounting needs. The price will be between \$199-299 per license depending on which platform the District will need.

Director Burt moved to approve the purchase of QuickBooks. Director Schneider seconded.

The motion passed by unanimous vote.

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

4. Safety and Security Committee:

a. Review, discuss, and possible action to replace roof at Lusk location.

Director Schneider explained the poor condition of the roof at Lusk and presented several replacement quotes for the Board's consideration.

Director Burt moved to enter into a contract the with the lowest responsible bidder, All Seasons Roofing, for \$8,800 to replace the roof at Lusk. Director Harrington seconded.

The motion passed by unanimous vote.

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

b. Review, discuss, and possible action on tree work and brush removal in preparation of re-roof per Metro Fire’s recommendation.

Director Schneider explained the condition of the trees and bushes as Lusk would have to be cleared or removed based on the recommendation of Sacramento Metro Fire. He presented several quotes to the Board.

Director Burt moved to enter into contract with the lowest bidder, Alpine Tree Service, to prune the large sycamore tree, remove a dead tree, and trim bushes for \$600.00. Director Harrington seconded.

The motion passed by unanimous vote.

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

c. Review, discuss, and possible action to purchase a security system.

Director Schneider explained need for a security system at both Lusk and Maryal to protect District assets and presented a few quotes to the Board.

Director Burt moved to purchase security equipment from SimpliSafe for \$403.00, plus \$15.00 per month for monitoring for the Maryal office. Director Schneider seconded.

The motion passed by unanimous vote.

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

d. Review, discuss, and possible action on Metro’s Fire’s recommendations

Director Schneider outlined Metro Fire’s report and requirements. The Safety and Security Committee will be responsible for ensuring compliance with all of the code requirements

5. Update on SSWD Mutual Aid Agreement

The mutual aid and assistance agreement between the District and SSWD was extended for another 30 days

6. Review, discuss, and possible action on waterTalent contract and/or proposal.
 President Lenahan recommended that the Board sign a preliminary contract with waterTalent that gives the general manager authority to seek an additional temporary field person. Directors Harrington, Matteoli and Schneider had reservations with signing a contract without seeing the cost to the District and questioned some of the conditions of the contract. President Lenahan explained that we need to sign the contract before reviewing the resumes of potential candidates. The contract does not bind us to hiring from their firm.

Director Burt moved to enter into contract with waterTalent in order to interview possible candidates. Director Harrington seconded.

Motion Passes.

Ayes	Burt, Harrington, Lenahan,
Noes	Matteoli and Schneider
Absent	0

7. Review and adopt the revised minutes of June 4, 2019 Regular Meeting.
 Director Burt moved to approve the June 4, 2019 Regular Meeting minutes.
 Director Schneider seconded

The motion passed by unanimous vote.

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

8. Review and adopt the revised minutes of July 9, 2019 Regular Meeting.
 Director Burt moved to approve the July 9, 2019 Regular Meeting minutes.
 Director Harrington seconded.

The motion passed by unanimous vote.

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

9. Review and authorize payment of invoices for August 2019.
 Director Burt moved to approve the August 2019 invoices
 Director Harrington seconded.

The motion passed by unanimous vote.

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

- 10. Transition Committee Meeting – Burt/Lenahan
The committee has been assisting with contract negotiations for the general manager position.
- 11. Finance Committee Meeting – Burt/Lenahan
See Agenda Item #3
- 12. Succession Planning Committee Meeting – Harrington/Lenahan
No report
- 13. Policy Manual Review Committee Meeting Harrington/Burt
No report
- 14. Human Resources Committee Meeting – Schneider/Lenahan
No report
- 15. Regional Water Authority Meeting – Harrington / Matteoli
No report
- 16. Safety and Security Committee Meeting – Burt/Schneider
See Agenda #4 and the written report provided to the public.
- 17. Other Reports – AB 1234
None
- 18. Upcoming Meetings:
None
- 19. Report from General Manager:
N/A
- 20. Report from Attorney:
None
- 21. Report on Field Operations:
Field Report was attached to the Board Packet

Board General Discussion:

Director Burt expressed interest in moving the District office back to Lusk when the Maryal lease expires.

22. The Board went back into closed session to discuss anticipated litigation with legal counsel.

The Board returned to open session, and District General Counsel Adam Brown reported that he provided a report to the Board and no action was taken.

Adjournment:

President Lenahan adjourned the meeting at 11:30 p.m.

John Lenahan, President

ATTEST:

Adam Brown, Secretary

August 2019 Vendors	Description	Amount
ADP	Payroll	\$ 7,436.43
ADP Taxes	Payroll taxes	\$ 3,115.63
Alpine Tree Service	Lusk	\$ 600.00
AT&T	internet	\$ 9.25
AT&T	phone/internet	\$ 180.33
CALPERS	Health	\$ 6,369.17
CALPERS	Employer Contribution, Classic,	\$ 1,027.14
Hill Rivkins Brown & Associates	Attorney	\$ 13,500.00
Inland Business Systems	Copy machine	\$ 179.78
JG Engine & Gernerator	Well rehab	\$ 328.62
Jorgensen Company	Fire extinguisher brackets	\$ 50.00
Municiple Consulting Group, LLC	Interim General Manager	\$ 18,515.00
O'Brien Employment Services	Temp Service	\$ 1,790.25
O'Brien Employment Services	Temp Service	\$ 2,219.25
O'Brien Employment Services	Temp Service	\$ 1,775.82
Office Depot	Supplies	\$ 265.83
Pinnacle Pest Control	Lusk Inspection	\$ 370.00
PrimePay	Payroll	\$ 4,484.16
PrimePay Taxes	Payroll taxes	\$ 1,994.27
Sacramento County Metropolitan Fire District	Lusk Inspection	\$ 117.00
Sacramento County Metropolitan Fire District	Maryal Inspection	\$ 117.00
Sacramento Suburban Water District	Mutual aid agreement	\$ 4,142.31
Sierra Chemical Company	Chemical	\$ 902.70
Stericycle Communication Solutions	Answering service	\$ 467.14
Terrapin Technology Group	Software	\$ 300.00
Unita	Sept. Rent	\$ 2,045.00
VSS Countertops, Inc.	Countertop deposit	\$ 600.00

19-0739

Date: 6/20/2019 03:44 PM
 Estimate ID: 01906022
 Estimate Version: 0
 Preliminary
 Profile ID: * Steve
 Quote ID: 49995012

THOMAS APPRAISAL SERVICE

P.O. Box 1038, Citrus Heights, CA 95611
 (916) 956-1975
 Fax: (916) 721-3299
 Email: tappraisal@comcast.net

Damage Assessed By: Steve Robison
 Classification: Field

Appraised For: Cece Wuchter

Condition Code: Fair
 Payer: Customer
 File Number: 01906022
 Claim Number: 19-0739

Type of Loss: Collision
 Deductible: UNKNOWN

Insured: Del Paso Manor Water District
 Address: 1817 Maryal Dr #300, Sacramento, CA 95864
 Telephone: Home Phone: (916) 579-9061

Mitchell Service: 910839

Description: 2009 Ford Pickup F150 XL
 Body Style: 4D PkUpCrw 6' Bed 145" WB
 VIN: 1FTRW12W99FB19074
 Mileage: 111,238
 OEM/ALT: O
 Color: White
 Options: PASSENGER AIRBAG, POWER LOCK, POWER WINDOW, POWER STEERING, AIR CONDITION
 TILT STEERING COLUMN, AM/FM STEREO, DRIVER AIRBAG
 FRONT SIDE AIRBAG WITH HEAD PROTECTION, ANTI-LOCK BRAKE SYS., TRACTION CONTROL
 TIRE INFLATION/PRESSURE MONITOR, POWER ADJUSTABLE EXTERIOR MIRROR, VINYL SEAT
 SIDE AIRBAGS, SECOND ROW SIDE AIRBAG WITH HEAD PROTECTION, THIRD DOOR, 4 DOORS
 ELECTRONIC STABILITY CONTROL, KEYLESS ENTRY SYSTEM, REAR BENCH SEAT

Vehicle Production Date: 5/09
 Drive Train: 4.6L Inj 8 Cyl 2WD
 License: 1331974 CA
 Search Code: None

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	000470	BDY	REPAIR	R Pickup Bed Side Panel	Existing		10.0* #
2	AUTO	REF	REFINISH	R Bed Side Panel Outside			C 3.0
3	000453	BDY	REPAIR	R Otr Pickup Bed Wheelhouse Panel	Existing		1.0* #
4	002264	BDY	REMOVE/INSTALL	R Pickup Bed Moulding			0.4
5	002513	BDY	REMOVE/REPLACE	R Pickup Bed Stone Shield	5L3Z 99292A22 AAA	25.50	0.2
6	900500	BDY *	REMOVE/INSTALL	Tool Box, Bed Diamond Plate Cover	Existing		1.5* r
7	000013	BDY	REMOVE/INSTALL	R Rear Combination Lamp			0.2
8	000024	BDY	REMOVE/INSTALL	Rear Bumper Assy			0.6
9	AUTO	REF	ADD'L OPR	Clear Coat			1.2
10	933003	BDY *	ADD'L OPR	Tint Color			0.5*
11	933005	BDY	ADD'L OPR	Restore Corrosion Protection		10.00 *	0.2*
12	933018	BDY *	ADD'L OPR	Mask For Overspray		6.00 *	0.2*
13	AUTO		ADD'L COST	Paint/Materials		176.40 *	
14	AUTO		ADD'L COST	Hazardous Waste Disposal		5.00 *	

ESTIMATE RECALL NUMBER: 06/20/2019 15:44:06 01906022
 Mitchell Data Version: OEM: JUN_19_V

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Software Version: 7.1.236

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Date: 6/20/2019 03:44 PM
 Estimate ID: 01906022
 Estimate Version: 0
 Preliminary
 Profile ID: * Steve
 Quote ID: 49995012

* - Judgment Item
 # - Labor Note Applies
 C - Included in Clear Coat Calc
 r - CEG R&R Time Used For This Labor Operation

Prior Damage:
 Rear Bumper

Estimate Totals

I. Labor Subtotals						II. Part Replacement Summary			
	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals			Amount	
Body	14.8	80.00	16.00	0.00	1,200.00	Taxable Parts		25.50	
Refinish	4.2	80.00	0.00	0.00	336.00	Sales Tax	@ 7.750%	1.98	
Non-Taxable Labor					1,536.00	Total Replacement Parts Amount		27.48	
Labor Summary	19.0				1,536.00				
III. Additional Costs						IV. Adjustments			
								Amount	
Taxable Costs						181.40	Customer Responsibility		0.00
Sales Tax @ 7.750%						14.06			
Total Additional Costs						195.46			
Paint Material Method: Rates									
Init Rate = 42.00 , Init Max Hours = 99.9, Addl Rate = 0.00									
						I. Total Labor:		1,536.00	
						II. Total Replacement Parts:		27.48	
						III. Total Additional Costs:		195.46	
						Gross Total:		1,758.94	
						IV. Total Adjustments:		0.00	
						Net Total:		1,758.94	

This is a preliminary estimate.
Additional changes to the estimate may be required for the actual repair.

Insurance Co: ACWA

Body Shop: Unknown

This is not an authorization for repairs or a commitment for payment or liability. The vehicle owner must authorize all repairs. The vehicle owner may be responsible for paying betterment on replacement parts that are subject to ordinary wear. Supplemental damage requires

ESTIMATE RECALL NUMBER: 06/20/2019 15:44:06 01906022
 Mitchell Data Version: OEM: JUN_19_V

Software Version: 7.1.236

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Date: 6/20/2019 03:44 PM
Estimate ID: 01906022
Estimate Version: 0
Preliminary
Profile ID: * Steve
Quote ID: 49995012

prior approval. O.E.M. parts listed unless otherwise indicated. This estimate may have listed parts supplied by a source other than by the original manufacturer of the vehicle. Any warranties that apply to these parts are provided by the manufacturer or distributor of the parts and not by the original manufacturer of the vehicle.

BAR#163699
EPA #913026094

Truck Folder Copy



TRANSMISSION SERVICE CENTER
2845 FULTON AVE., SACRAMENTO, CA 95821
PHONE 481-2606 www.a1transmission.net



1-916-214-2419
RIZ

R.O. 32488

NAME D1 Paso manual white	ADDRESS 1817 manual Dr	CITY SAI	STATE CA	ZIP 95864	HOME PHONE	WORK PHONE	DATE 7-12-18
YEAR 5.0yr	MAKE Ford	TRANS. TYPE F-150	LICENSE NO. 4RT5W	ODOMETER 1331974	CUSTOMER COMMENTS 10/127.4 Falls	ENGINE SIZE 4.6	VIN NO. 1FTRW12W99FB19074

SERVICE THROUGH TO

M L I C A U H I A O

I hereby authorize this A-1 shop to perform their Multi-Check which includes a fluid check, road test and minor adjustments AT NO CHARGE. A-1 may operate this vehicle for the purpose of testing and inspections of the transmission and delivery at my risk.

I hereby authorize the following repair work to be done along with necessary materials. You and your employees may operate above vehicle for purpose of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on above vehicle to secure the amount of repairs here to A-1 Transmission or the employees will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond their control. There will be a \$20.00 per day storage charge for cars left over 3 days after completion.

TERMS: Cash, VISA, M/C or Discover accepted. Upon signing here I also acknowledge receipt of the estimate copy and that I am the registered owner of this vehicle.

X SIGNATURE _____ Date 7-10-18
Telephone Authorization _____
Date _____ Time _____ From _____ Phone No. _____ For above _____

DIAGNOSTIC PRECHECK/TRANSMISSIONS

X Customer Authorization _____ Date 85.50
Telephone Authorization _____
Date _____ Time _____ From _____ Phone No. _____ For above _____

SERVICE TRANSMISSION—INCLUDES: FLUID GASKET FILTER, ALL ADJUSTMENTS WHERE APPLICABLE.

X Customer Authorization _____ Date _____
Telephone Authorization _____
Date _____ Time _____ From _____ Phone No. _____ For above _____

RE-SEAL SERVICE—INCLUDES: ALL EXTERNAL SEALS AND GASKETS, FLUID AND LABOR

X Customer Authorization _____ Date _____
Telephone Authorization _____
Date _____ Time _____ From _____ Phone No. _____ For above _____

REASSEMBLY

I understand that my vehicle will be reassemble within _____ days of the date shown above if I choose not to authorize the services recommended.

Disassembly might prevent the restoration of the component to its former condition.

X Customer Authorization _____ Date 7-13-18
Telephone Authorization _____
Date _____ Time _____ From _____ Phone No. _____ For above _____

SHOP COMMENTS

Oil at Gear in Trans
Trans Fluid Level OK
Fill'd
No codes at this time
Test Drive Long Drive
in Drive - Flakes out
at 70 E 3rd
Trans has Internal Damage

AUTHORIZATION FOR ADDITIONAL REPAIRS, IF NECESSARY, TO INCLUDE:

Overhaul Trans # 2428.23
Signature _____ Date 7-13-18
Telephone Authorization _____
Date 7-12-18 Time 7:00 From RIZ Phone _____ For above _____

AUTHORIZATION FOR ADDITIONAL REPAIRS, IF NECESSARY, TO INCLUDE:

Signature _____ Date _____
Telephone Authorization _____
Date _____ Time _____ From _____ Phone No. _____ For above _____

PLEASE READ YOUR WARRANTY

A-1 Warranty is not transferable with sale of vehicle. Warranty is void if transmission is removed from vehicle other than by our shop. Vehicle must be returned to A-1 for warranty service-no other fee or monies will be paid by A-1 Transmissions. All warranty adjustments will be determined by our shop upon inspection. Any undue abuse or strain automatically voids all warranties. Warranty is good for parts installed and labor. Warranty does not cover broken gears on standard transmissions, or lack of lube. Customers must return vehicle to A-1 for a 2-week checkup or risk void of warranty.

MAJOR REPAIR - PARTS MATERIALS AND LABOR SUPPLIED

QTY	SOFT PARTS	REBUILT	DESCRIPTION	LABOR ⁴	PARTS	
1	*MASTER O.H. KIT		76007JW		250.00	
1	FILTER		76010E		29.95	
1	AUTO TRANS. FLUID		Multi V		104.00	
1	R.B. TORQUE CONVERTER		4R70W1		175.00	
1	R & R & REBUILD TRANS.			1050.00		
HARD PARTS & OTHER						
1	76020G		Front Band		21.00	
1	R76024		Rear Band		21.00	
1	76912B	3grains	Servo Piston		16.00	
1	76914		Servo Cover		12.00	
1	76902E		and Accum Piston		16.00	
1	76929A		and Accum Cover		17.00	
1	D76421B		Shift Solenoids		96.00	
1	D76431D		EPC Solenoid		59.95	
1	D76425C		TCC Solenoid		58.00	
1	D86437		Tot Sensor		12.00	
1	D76410EA		MLPS		61.47	
1	76030B		Pushing Kit		33.00	
1	76201EA		Bearing Kit		36.00	
1	S76741ZK		Shift Kit		98.50	
1	A76747C		VB Plate		25.00	
1	A34654		Cooler Flush		20.00	
1	D76653C		low spring	26.00		
1	A76932EA		Mechanical Diode	39.95		
1	A76927B		3rd Accum	0		
1			O/D Servo	0		
					TOTAL PARTS	1,269.82
					TOTAL LABOR	1,050.00
					WASTE CHARGE	10.00
					AMOUNT	2,329.82
					TAX	98.41
					TOTAL	2,428.23
					DEPOSIT	
					BALANCE	

EPA #913026094 WASTE HANDLING CHARGE

TYPE OF WARRANTY ISSUED: 6 month or 6,000 miles 12 month or 12,000 miles
LOCAL: 2-WEEK CHECK BY: _____

COMPLETION CERTIFICATE
I received the car specified above and a copy of this repair order. I have authorized in person or by telephone all parts and labor showing on this invoice.
X Registered Owner _____ Date 7-13-18
R&R Travis TECH Jack

AUGUST 2019 MEETINGS	BURT	HARRINGTON	LENAHAN	MATTEOLI	SCHNEIDER
Board Meetings					
DPMWD - Regular Board Meeting 8/6/2019	1	1	1	1	1
Committee Meetings					
Audit Committee: Burt/Lenahan	2		2		
Finance Committee: Burt/Lenahan	8 *		8 *		
Human Resources Committee: Schneider/Lenahan					
Policy Manual Review Committee: Burt/Harrington					
Safety and Security Committee: Burt/Schneider	11 *				11 *
Succession Planning Committee: Harrington/Lenahan					
Transition Committee: Burt/Lenahan	6 *		6 *		
Other Meetings					
American Water Works Association (AWWA)					
Association of California Water Agencies (ACWA)					
Attorney Meeting			3		
California Special District's Association (CSDA)					
California Regional Water Authority (CRWA)					
Sacramento Groundwater Authority (SGA)					
Sacramento Suburban Water District (SSWD)					
DPMWD - AB1234 Ethics Training					
Sexual Harrassment Prevention Training (AB1825)					
TOTAL MEETINGS	28	1	20	1	12
TOTAL COMPENSATED MEETINGS	9	1	10	1	3
TOTAL COMPENSATION	\$900	\$100	\$1,000	\$100	\$300
* Only two meetings per adhoc is allowed compensation					
** Meetings on same day (only one paid for)					
A - Absent					
P - Paid					
W - Waived director fee					

Field Report - August 2019

Submitted by Ken Ingle

Summary:

August was busy in all ways from sampling and compliance, projects and field issues.

Leaks:

- 5 Customer side leaks
- 2 Corp to Curb leaks (district responsibility)
- 1 Main line leak

Complaints:

2 complaint calls stemming from the 30 minute shut down of water main on 8/29.

Field Misc.:

- 9 service calls (other than leak related)
- 17 USAs (Underground Service Alerts) were received and our facilities marked.

Well 8:

- Bacteriological tests are absent and is back on line.
- Pump was manually ran up to 95% and delivered 1068 gpm (720 gpm before repairs).

Well 2:

- Aqua Sierra installed a new switch at the panel (see July report).
- We had 2 coliform positive samples. DDW has been notified that we will pull pump and TV soon

The following reports were submitted to the SWRCB:

- The Monthly coliform report was submitted on 8/9.
- The Annual NPDES Discharge Report revisions have been accepted by SWRCB.

All distribution system samples taken in July were absent.

Projects:

- Dutch Brothers: Plan revisions were submitted and approved.
- DPM Elementary School: to schedule final inspections soon.
- AT&T have sold 3 properties. All will continue to be used as office space.