

ITEM #5

Review and adopt Minutes

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

**May 5, 2020
6:30 PM**

Teleconference Meeting due to Coronavirus Pandemic

The Board of Directors of the Del Paso Manor Water District convened a Regular Board Meeting using the “GoToMeeting” teleconference system on May 5, 2020 at 6:30 p.m. The minutes are action only. The recording to the meeting is attached to the minutes as well the District website.

5/5/2020 Regular Board Meeting

<https://transcripts.gotomeeting.com/#/s/7661c8ae667df61383aca48541abe6d7508faa1dd26c27b91179861942b3276f>

5/5/2020 Closed Session Report Out

<https://transcripts.gotomeeting.com/#/s/e40f44b46a7a9f435695320bc49fb833ccfe1d051d73d44319fff12d6bf7f8ff>

Call to Order:

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

Roll Call:

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

Directors Absent: None

Staff Present: Ken Ingle - Field Supervisor, Victoria Hoppe - Office Manager

Legal Counsel Present: Barbara Brenner, Churchwell White LLP

Guests: District Mgt. Consultant Jeff Nelson, VP of Brandis Tallman LLC Jeff Land, Kutak Rock Attorney Albert Reyes, SSWD GM Dan York, and District CPA Robert Merritt

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

Announcements:

President Lenahan explained the process for the teleconference meeting

Public Comment:

None

Items for Discussion and/or Action:

1. Board Secretary Discussion

Director Burt moved to temporarily appoint District Office Manager Victoria Hoppe as Board Secretary until a permanent General Manager is hired. Recordings of the meetings will be posted on the District website. The minutes will change to an action only format which will be reassessed at a future date. Director Ping Seconded.

Motion Passed on a Roll Call Vote

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

2. Discussion regarding Del Paso Mano Water District / Sacramento Suburban Water District Service Agreement
No action was taken
3. Discussion on purchasing approval for Management Consultant Jeff Nelson
No action was taken
4. COVID-19 Ad Hoc: Discuss and/or action to accept the COVID-19 Committee's recommendation for policies and procedures

Director Schneider moved to adopt the COVID-19 Policies and Procedures with minor edits. Director Burt seconded.

Motion Passed on a Roll Call Vote

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

5. Finance Standing Committee

Director Burt moved to accept the staff recommendation to update the District's Billing Software by replacing the existing system with a solution from MuniBilling. Staff will work with President Lenahan on rate payer communication about the billing changes. Director Ping seconded.

Motion Passed on a Roll Call Vote

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

6. Discuss and/or action regarding the draft 2020 Master Plan Request For Proposal

Director Schneider moved to approve the 2020 Master Plan Update Request for Proposal with minor edits. Director Burt seconded.

Motion Passed on a Roll Call Vote

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

7. Action on Resolution 20200501 regarding Policy and Procedure Manual

Director Burt moved to adopt Resolution 20200501 regarding Policy and Procedure Manual. Director Ping Seconded.

Motion Passed on a Roll Call Vote

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

8. Action on Resolution 20200502 regarding Bond Re-Finance

Director Burt moved to adopt Resolution 20200502. Director Schneider Seconded.

Motion Passed on a Roll Call Vote

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

9. Review and adopt Minutes:

- a. April 7, 2020 Regular Meeting Minutes
Director Burt moved to adopt the April 7, 2020 minutes with minor edits.
Director Ping Seconded.

Motion Passed on a Roll Call Vote

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

Motion Passed on a Roll Call Vote

- b. April 10, 2020 Special Meeting Minutes
 Director Matteoli moved to adopt the April 10, 2020 minutes with minor edits.
 Director Ping Seconded.

Motion Passed on a Roll Call Vote

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

Motion Passed on a Roll Call Vote

- c. April 23, 2020 Special Meeting
 Director Ping moved to adopt the April 23, 2020 minutes. Director Burt
 Seconded.

Motion Passed on a Roll Call Vote

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

10. Review and approve Warrants

Director Schneider moved to approve the Warrants. Director Burt Seconded.

Motion Passed on a Roll Call Vote

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

Closed Session (Closed Session Items are not opened to the public)

1. PUBLIC EMPLOYEE APPOINTMENT (GOVERNMENT CODE § 54957(b)(1))

Title: General Manager

Return to Open Session: No action

Adjournment:

President Lenahan adjourned the meeting at 12:40 a.m.

Next scheduled meeting: June 2, 2020 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

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

**May 12, 2020
6:00 PM**

Teleconference Meeting due to Coronavirus Pandemic

The Board of Directors of the Del Paso Manor Water District convened a Special Board Meeting using the "GoToMeeting" teleconference system on May 12, 2020 at 6:00 p.m. The minutes are action only. The recording to the meeting is attached to the minutes as well the District website.

05/12/2020 Special Board Meeting

<https://transcripts.gotomeeting.com/#/s/5991b3896d5552907640cbc90ac8423170e0def4fe43e5bc1b554ff8e12397ed>

Call to Order:

President Lenahan called the meeting to order at 6:08 p.m.

Roll Call:

Directors Present: Marissa Burt, John Lenahan, Robert Matteoli, Andrew Ping,
and Gregory Schneider
Directors Absent: None
Staff Present: None
Legal Counsel Present:
Guests:
Public Present: No members of the public were on the conference call.

Announcements:

None

Public Comment:

None

Items for Discussion and/or Action:

None

Closed Session (Closed Session Items are not opened to the public)

1. PUBLIC EMPLOYEE EMPLOYMENT – GENERAL MANAGER pursuant to GOVERNMENT CODE § 54957(b)(1)

Return to Open Session: No action

Adjournment:

President Lenahan adjourned the meeting at 10:27 p.m.

Next scheduled meeting: June 2, 2020 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

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

**May 14, 2020
6:00 PM**

Teleconference Meeting due to Coronavirus Pandemic

The Board of Directors of the Del Paso Manor Water District convened a Special Board Meeting using the "GoToMeeting" teleconference system on May 14, 2020 at 6:00 p.m. The minutes are action only. The recording to the meeting is attached to the minutes as well the District website.

05/14/2020 Special Board Meeting

<https://transcripts.gotomeeting.com/#/s/af6acdf9baf98f9f56bbc8d6a564a78fc1a3f1963adb274010422733dd07ffc4>

Call to Order:

President Lenahan called the meeting to order at 6:00 p.m.

Roll Call:

Directors Present: Marissa Burt, John Lenahan, Robert Matteoli, Andrew Ping,
and Gregory Schneider
Directors Absent: None
Staff Present: None
Legal Counsel Present:
Guests:
Public Present: No members of the public were on the conference call.

Announcements:

None

Public Comment:

None

Items for Discussion and/or Action:

None

Closed Session (Closed Session Items are not opened to the public)

1. PUBLIC EMPLOYEE EMPLOYMENT – GENERAL MANAGER pursuant to GOVERNMENT CODE § 54957(b)(1)

Return to Open Session: No action

Adjournment:

President Lenahan adjourned the meeting at 10:58 p.m.

Next scheduled meeting: June 2, 2020 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

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

**May 19, 2020
6:00 PM**

Teleconference Meeting due to Coronavirus Pandemic

The Board of Directors of the Del Paso Manor Water District convened a Special Board Meeting using the "GoToMeeting" teleconference system on May 19, 2020 at 6:00 p.m. The minutes are action only. The recording to the meeting is attached to the minutes as well the District website.

05/19/2020 Special Board Meeting

<https://transcripts.gotomeeting.com/#/s/bd7f92c5d2c9cf55abbfa5615c21d241f8f64f0a843a96000961fc9b6d88d1e7>

Call to Order:

President Lenahan called the meeting to order at 6:01 p.m.

Roll Call:

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

Directors Absent: None

Staff Present: None

Legal Counsel Present:

Guests:

Public Present: No members of the public were on the conference call.

Announcements:

President Lenahan announced the RFP and May/June Newsletter are live on the District website. Vice President Burt announced the Policy and Procedure Manual has been uploaded to the District website.

Public Comment:

None

Items for Discussion and/or Action:

None

Closed Session (Closed Session Items are not opened to the public)

1. PUBLIC EMPLOYEE EMPLOYMENT – GENERAL MANAGER pursuant to GOVERNMENT CODE § 54957(b)(1)

Return to Open Session: No action

Adjournment:

Vice President Burt adjourned the meeting at 8.48 p.m.

Next scheduled meeting: June 2, 2020 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

ITEM #6

Review and approve Warrants

**Del Paso Manor Water District
Vendors Paid - May 2020**

VENDORS NAME	DESCRIPTION	AMOUNT	CHECK #
ACWA JPIA	Health	\$356.97	9585
ACWA JPIA	Worker's Comp, Q2		
ADP	Payroll	\$13,784.63	eft
ADP Taxes	Payroll Taxes	\$4,525.02	eft
Aqua Sierra Controls, Inc.			
AT&T	Phone	\$78.80	9575
AT&T	Internet; Phone/Fax	\$193.29	9571
AT&T	Phone	\$70.35	9569
AT&T Mobility	Cell Phones; iPads	\$272.73	9567
BSK	Labs	\$84.00	9579
CalPers	Health	\$7,686.93	eft
CalPers	Employee Cont. - Pepra	\$624.40	eft
CalPers	Employee Cont. - Classic	\$1,213.27	eft
Churchwell White, LLP	Services Rendered Through March 31, 2020	\$26,234.70	9557
City National Bank	Bond Payment	\$245,591.50	9573
DEX.YP	yellow pages	\$15.50	9564
Emigh Hardware	Material/Supplies	\$242.58	9586
Ferguson Waterworks	meters	\$131.31	9583
GM Construction & Developers, Inc.	3611 Winding Creek	\$4,357.88	9577
Inland Business Systems	Photocopy machine	\$177.12	9572
Office Depot	Office Supplies	\$447.08	9589
PG&E	Gas	\$8.32	9562
Regional Government Services (RGS)	Expense for Staff Recruitment Posting	\$200.00	9560
Regional Government Services (RGS)	Expenses for Executive Recruitment Posting	\$1,725.00	9560
Regional Government Services (RGS)	Executive Recruitment - April 2020	\$4,042.50	9576
Regional Government Services (RGS)	Staff Recruitment - April 2020	\$1,450.15	9576
Robert Merritt	Services Through April 2020	\$1,845.00	9584
Sacramento Suburban Water District (SSWD)	Services Provided through January 2020	\$1,353.57	9563
Sacramento Suburban Water District (SSWD)	Services Provided through February 2020	\$9,043.70	9563
Sacramento Suburban Water District (SSWD)	Services Provided through March 2020	\$12,182.44	9563
Sierra Chemical Company	Chemicals	\$287.10	9578
Smud	Power	\$1,260.09	9559
Smud	Power	\$4,068.35	9558
Stericycle Communication Solutions	answering service	\$440.65	9561
Streamline	Website	\$200.00	9587
Terrapin Technology Group	Software / Computers	\$326.60	9580
Tesco Controls, Inc.	Well 9 Transmitter	\$2,427.82	9581
Underground Service Alert of Northern CA & NV	CA State Fee for Regulatory Costs	\$265.45	9582
Uinta Holdings, LLC	June Rent	\$2,105.00	9588
USA BlueBook	Well Supplies	\$30.39	9566
USA BlueBook	Well Supplies	\$335.72	9566
USA BlueBook	Well Supplies	\$29.02	9566
USA BlueBook	Well Supplies	\$145.62	9566
USA BlueBook	Well Supplies	\$46.17	9566
Voya	April Emp. Contribution	\$400.00	9570
Wex Bank	Gas	\$63.51	9568

Del Paso Manor Water District
BOD Compensation Expense Summary
May 2020

MAY 2020 MEETINGS		BURT	LENAHAN	MATTEOLI	PING	SCHNEIDER
	Board Meetings					
5/5/2020	DPMWD - Regular Board Meeting	1	1	1	1	1
5/12/2020	DPMWD - Special Board Meeting	1	1	1	1	1
5/14/2020	DPMWD - Special Board Meeting	1	1	1	1	1
5/19/2020	DPMWD - Special Board Meeting	1	1	1	1	1
	DPMWD - Emergency Board Meeting					
	ADHOC Committee Meetings					
4/30/2020	Succession Planning Committee: Ping/Schneider				1	1
5/20/2020	Succession Planning Committee: Ping/Schneider				1	1
	Other Meetings					
	ACWA / JPIA					
	ACWA Groundwater Committee Meeting					
	American Water Works Association (AWWA)					
	Association of California Water Agencies (ACWA)					
	Attorney Meeting		4			
	California Rural Water Authority (CRWA)					
	California Special District's Association (CSDA)					
	DPMWD - AB1234 Ethics Training					
5/4/2020	DPMWD / SSWD 2x2 Meeting	1	1			
	Regional Water Authority (RWA)					
	Regional Water Authority Special Meeting(RWA)					
	Sacramento Groundwater Authority (SGA)					
	Sacramento Suburban Water District (SSWD)					
	Sexual Harassment Prevention Training (AB1825)					
5/26/2020	Water Forum		1			
	May Monthly Meeting Totals					
	TOTAL MEETINGS	5	10	4	6	6
	TOTAL COMPENSATED MEETINGS	5	10	4	6	6
	TOTAL COMPENSATION	\$500	\$1,000	\$400	\$600	\$600

ITEM #12

Manager's Report



Del Paso Manor Water District

**REPORT TO THE BOARD OF DIRECTORS
REGULAR BOARD MEETING OF 2 JUNE 2020
AGENDA ITEM NO. 12**

**AGENDA
SECTION:**

STAFF REPORTS

SUBJECT: Management Consultant Staff Report

PREPARED BY: Jeff Nelson, Engineering Management Consultant

APPROVED BY: Jeff Nelson, Engineering Management Consultant

The following report summarizes District activities during the period of May 4th through May 29th, 2020.

Munibilling update

The transfer of billing data into the Munibilling system was completed over Memorial Day weekend, and the system went live on Tuesday, May 26th. Mid-June water meter bills will be the first bills generated using the new system. The announcement letter/flyer notifying ratepayers of the District new billing system will be included with Mid-June water meter bills, and the next round of residential bills. Victoria will continue twice weekly training with Munibilling staff through the week of June 12th.

Meeting with State Water Resource Control Board – Division of Drinking Water (DDW)

Ken Ingle and I (along with Dan York – SSWD) met with Mike Tolin, Associate Sanitary Engineer with the DDW to discuss the findings presented in the January 20, 2020 Compliance Report. Staff will provide a response to the DDW regarding the findings presented in the report by Friday, June 19th, 2020.

Water Master Plan RFP

The Water Master Plan RFP was posted on the District website and distributed by Integrated Marketing System (IMS) on May 18th. The due date for proposals is June 16th. See attached IMS data sheet.

Bond refinancing update

The final debt service payment of \$245,591.50 was mailed out on May 22st, in time to meet the June 1st payment deadline. The Executed Installment Purchase contract and related Resolution along with other supporting documents for the refinancing of the final resolution and other documents went out in the mail on Thursday, May 28th,

Operations Coordination with Sacramento Suburban Water District (SSWD)

SSWD continues to operate and maintain the District's water supply wells, and is taking the lead on responding to calls regarding water line/main leaks. The District received 9 calls related to leaks (see Field Report for details).

DPMWD/SSWD 2x2

I continued to coordinate with SSWD regarding SSWD's system assessment findings. I am developing a report summarizing the findings from SSWD's assessment, along with the findings presented in the DDW's Compliance Inspection Report and JPIA's Risk Management Report, and developing recommendations for and prioritizing responses to the respective report's findings.

Staffing

Dylan Swift, Operations and Maintenance Technician II started on May 7th.

ITEM #14

Field Report

Field Report – May 2020

Submitted by Ken Ingle 5/29/2020

Summary: Service calls have increased due to warmer weather.

Leaks:

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

Water Quality Complaints:

- None

Field Misc.:

- 15 service calls (other than leak related)
- 23 Underground Service Alerts requests were received, and our facilities were marked.
- The following reports were submitted to the SWRCB:
 - The Monthly coliform report for May will be submitted next week after all laboratory reports have been received.
- SSWD:
 - SSWD will continue to check wells every other day (or weekly) per their schedule and will take the distribution system samples until further notice.
 - Quarterly well samples are in progress by SSWD.
 - Leak response procedures drafted by SSWD have been implemented (see attached).
- Our new operator Dylan Swift came on-board on May 7 and has been involved in leak repairs, service calls and USAs while observing our Covid-19 measures for distancing (separate trucks, face masks, on-line training at the Lusk office location, etc.).
- The fire hydrant at the back driveway at 2648 Watt Avenue to Kings Way, was struck by a car and knocked completely off. GM Construction is rebuilding the hydrant, but the delivery of parts has been delayed. The hydrant will be installed as soon as the parts are received and installed. Sac Metro Fire has been updated. We have a sheriff incident number, but a formal report is not ready yet.

Wells:

- Actions required in response to well inspections are being planned with the assistance of SSWD. District staff is working to address issues described by SSWD at Well so this well can meet anticipated water demand.
- Well 9 control panel (PLC) has been upgraded by Tesco with a new function to capture any episodes of the well turning “off/on” without alarms registering. We have had 4 episodes in

the last two years. The new screen will capture the date and time of any such episode so that investigations can be made for the cause (SMUD power or other problems).

Projects:

- DPM Elementary School
 - Major construction is nearing completion.
 - The school contractor will contact us soon to schedule the flushing of their fire system so that district staff can monitor the process.
- 3501 Winding Creek hydrant replacement (previously reported as 3600 Winding Creek)
 - Plan review has been completed.
 - Main shut down to be scheduled after “Stay at Home” order is lifted and normal work resumes. Contractor/owner of new construction at 3600 Winding Creek is requesting this to be scheduled asap so he can pull a final inspection.
- 3627 Winding Creek
 - Fee estimate and a list of information they need to include on their plans has been sent to contractor.
 - Plans have not been submitted at this time.
- 3540 Kings Way
 - Construction is nearly completed – ready for occupancy soon.
 - The irrigation system is now in use at that service.
 - Meter replacement should be planned soon.
- 3600 Marconi Avenue
 - Both buildings are still empty.
 - Only the south building (and cooling tower) currently has a meter and backflow protection.
 - Installation of a new meter at the service connection (and backflow device by owner) will need to be revised with SSWD recommendations.

DPMWD Leak Process

(as of 5/20/2020)

The following process will be used when DPM gets a call for a leak:

- During business hours Ken will call Shawn Chaney @ 916-869-7357. If Shawn is unavailable Ken will call Todd Artrip @ 916-343-9041.
- If DPM staff are performing Standby Duty and receive an after hour Determine Responsibility (DR) they will contact SSWD's On-Call Technician @ 916-416-5742 to assist with the investigation.
- Initially SSWD staff will respond to all DR's. DPM staff will also respond if available. If DPM's new hire is available, he will meet SSWD staff on site and be trained and evaluated on his ability to determine responsibility.
- Depending on magnitude, SSWD staff will determine whether to outsource to GM Construction, use SSWD staff, or use DPM staff.
- SSWD will determine when shutdowns are needed.
- All best practices will be followed if a shutdown is needed, including:
 - 48-hour advance customer notification when possible
 - De-chlorinating all water flushed
 - Bac-T samples
- During the process SSWD will direct DPM staff as necessary.

Regards,

Todd Artrip

Distribution Superintendent

Sacramento Suburban Water District