

ITEM #1

July 6th, 2020 Minutes

**MINUTES OF THE FINANCE STANDING COMMITTEE MEETING
DEL PASO MANOR WATER DISTRICT**

July 6, 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 July 6, 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.

7/6/2020 Finance Committee Board Meeting Recording

<https://transcripts.gotomeeting.com/#/s/5536adc4279359df030486bb0e66e04345f8e47829d85a31182b47e47383fe2e>

Call to Order:

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

Roll Call:

Directors Present: Marissa Burt, John Lenahan
Directors Absent: None
Staff Present: None
Legal Counsel Present: N/A
Guests: N/A
Public Present: Several members of the public were on the conference call.

Announcements:

Director Ping and Director Schneider were present on the call. President Lenahan explained that Director Ping and Director Schneider could not comment during the meeting.

Public Comment:

None

Items for Discussion:

1. June 1, 2020 Minutes
Director Burt moved to approve the June 1, 2020 minutes. President Lenahan seconded.

Motion Passed on a Roll Call Vote

Ayes	Burt, Lenahan
Noes	0
Absent	0

2. Audit Update
No action taken

3. Budget to Actuals
Robert Merritt presented the budget to actuals for the district.
4. 2020 – 2021 Budget
Robert Merritt will present a draft 2020-2021 Draft Budget at the next Finance Standing Committee.
5. Operations and Maintenance/Capital Improvement Guidelines and Principles
Robert Merritt will bring Operations and Maintenance/Capital Improvement Guidelines and Principles at the next Finance Standing Committee.
No action taken
6. DPMWD Reserve Policy
No action taken.
7. Customer Bills
 - a. System Maintenance to Capital Improvement Plan
The Finance Standing will make a recommendation at the next Regular Board Meeting.
 - b. Late Fees Discussion
The Finance Standing will make a recommendation at the next Regular Board Meeting.

Adjournment:

President Lenahan adjourned the meeting at 7:25 p.m.

Next scheduled meeting: July 7th, 2020 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

ITEM #2

Audit Update

ITEM #3

Budget to Actuals

Del Paso Manor Water District
Expense Budget To Actual Comparison
July 1, 2020 to August 31, 2020

Notes

	Year to Date July 1, 2020 to August 31, 2020	Budget	Percent of Budget
Employee Related			
Management Salaries	16,500	110,000	15.00%
Staff Salaries	15,210	197,000	7.72%
Director Fees	3,200	20,000	16.00%
Payroll Taxes	2,671	26,000	10.27%
PERS Retirement	55,484	80,000	69.36%
Health	20,673	116,000	17.82%
OPEB	-	45,000	0.00%
Total Employee Related	113,738	594,000	19.15%
Administration			
Insurance	5,795	18,850	30.74%
Office Expense	12,923	80,000	16.15%
Audit Fees	-	11,900	0.00%
Legal Fees	-	40,000	0.00%
Miscellaneous	441	1,000	44.10%
Professional Administration Fees	13,513	30,700	44.02%
Bank Charges	225	300	75.00%
Professional Dues	8,551	41,950	20.38%
Professional Meetings	-	10,000	0.00%
Election related	-	5,000	0.00%
Cert/Continuing Education	-	3,000	0.00%
Total Administration	41,448	242,700	17.08%
Operations			
Conservation	-	3,500	0.00%
Power	11,376	72,400	15.71%
Repairs & Maintenance	47,605	80,000	59.51%
Lab Fees	356	11,500	3.10%
Engineering/Consulting Fees	-	90,000	0.00%
City Water	-	5,900	0.00%
Total Operating	59,337	263,300	22.54%
Total Expenses	214,523	1,100,000	19.50%

Total water sales through August 2020 is \$234,144

Planned system maintenance charges through August 2020 is \$95,355

Amounts above are not audited

Expense	July to		
	<u>August 2020</u>	<u>Budget</u>	<u>Percentage of Budget</u>
5102.05 · Director fees	3,200.00	20,000.00	16.00%
5102.10 · Management salaries	16,499.91	110,000.00	15.00%
5102.15 · Field salaries	5,694.20	140,000.00	4.07%
5102.20 · Office manager salary	9,516.08	57,000.00	16.69%
5102.30 · Payroll soc sec	2,164.45	21,000.00	10.31%
5102.35 · Payroll medc	506.21	5,000.00	10.12%
	<u>37,580.85</u>		
5151.00 · Power		72,400.00	15.71%
5151.05 · PG&E	16.36		
5151.10 · SMUD	11,359.91		
	<u>11,376.27</u>		
5201.00 · R & M		80,000.00	59.51%
5201.05 · Leak repairs	15,566.72		
5201.15 · Field supplies	504.91		
5201.20 · Fuel for vehicles	112.01		
5201.35 · Chlorine	991.80		
5201.45 · Well repair & maintenance	4,643.52		
5201.55 · Field staff cellular service	547.34		
5201.00 · R & M - Other	25,238.21		
	<u>47,604.51</u>		
5251.00 · Insurance		18,850.00	30.74%
5251.05 · Liability	3,201.00		
5251.10 · Property	2,594.04		
	<u>5,795.04</u>		
5301.00 · Lab fees (H2O testing)	356.00	11,500.00	3.10%
6151.00 · Office expense		80,000.00	16.15%
6151.05 · District office lease	6,315.00		
6151.10 · Phone service	822.46		
6151.15 · Internet provider	688.90		
6151.25 · Postage	1,969.58		
6151.35 · Computers & supplies	183.92		
6151.40 · Office supplies	1,091.17		
6151.45 · Answering service	873.15		
6151.55 · Payroll preparation	228.79		
6151.00 · Office expense - Other	749.66		
	<u>12,922.63</u>		
6171.00 · Bank fees	225.19	300.00	75.06%

6401.00 · Misc	365.00	1,000.00	44.12%
6451.00 · PERS/retirement	55,483.81	80,000.00	69.35%
6501.00 · Employee healthcare (CalPers)	12,199.82	53,000.00	23.02%
6502.00 · Retiree health benefits	8,473.63	63,000.00	13.45%
6561.00 · Professional dues	8,550.81	41,950.00	20.38%
6601.00 · Professional Admin fees		30,700.00	44.02%
6601.35 · CPA fees	1,710.00		
6601.40 · General manager consultant fees	7,100.00		
6601.45 · Regulatory costs	260.00		
6601.00 · Professional Admin fees - Other	<u>4,443.20</u>		
	<u>13,513.20</u>		
6752.00 · Interest expense	76.17		Included with Misc.

Other budgeted areas with no expenses year to date:

OPEB	45,000.00
Audit	11,900.00
Election Related	5,000.00
Legal	40,000.00
Professional Meetings	10,000.00
Certifications/Continuing Education	3,000.00
Conservation	3,500.00
Engineering	90,000.00
City Water	5,900.00

ITEM #4

Discussion CIP / O&M

Del Paso Manor Water District Budget Worksheet

Summary Code	Sub-Code	2020/2021 O & M Budget Worksheet	17/18	19/20	20/21
			Actual	Actual	To Date
					Proposed
Income					
4101.00		Water Revenue		\$ 1,076,902.90	\$ 1,076,902.90
4151.00		Usage		\$ 312,661.64	\$ 234,144.00
4111.00		CIP		\$ 595,035.04	\$ 595,035.04
Total O & M					\$ 234,144.00
Total CIP					\$ 595,035.04

Summary Code	Sub-Code	Expenses	17/18	19/20	20/21	20/21
			Actual	Actual	Actual	Proposed
5102.00		Payroll and Payroll Taxes	\$ 397,593.76	\$ 369,862.50	\$ 37,580.85	\$ 378,000.00
	5102.05	Directors Fees	\$ 28,200.00	\$ 20,000.00	\$ 3,200.00	\$ 20,000.00
	5102.10	Management Salaries	\$ 130,000.00	\$ 120,000.00	\$ 16,499.91	\$ 120,000.00
	5102.15	Field Wages	\$ 160,000.00	\$ 150,000.00	\$ 5,694.20	\$ 155,000.00
	5102.20	Office Manager Wages	\$ 53,782.00	\$ 55,000.00	\$ 9,516.08	\$ 57,000.00
	5102.25	Office Assistant wages			\$ -	\$ -
	5102.30	Patroll Soc. Sec.	\$ 20,626.92	\$ 20,150.00	\$ 2,164.45	\$ 21,000.00
	5102.35	Payroll Medicare	\$ 4,984.84	\$ 4,712.50	\$ 506.21	\$ 5,000.00
5121.00		Conservation	\$ 6,300.00		\$ -	\$ -
	5121.05	Conservation Patrol			\$ -	\$ -
	5121.10	RWA Efficency Dues			\$ -	\$ -
	5121.15	Customer Water Audits			\$ -	\$ -
5151.00		Power	\$ 96,279.00	\$ 81,151.57	\$ 11,376.27	\$ 92,400.00
	5151.05	PG & E			\$ 16.36	\$ 2,400.00
	5151.10	SMUD			\$ 11,359.91	\$ 90,000.00
5201.00		R & M	\$ 89,000.00	\$ 152,889.18	\$ 22,365.30	\$ 243,300.00
	5201.05	Leak Repairs		\$ 78,412.94	\$ 15,566.72	\$ 90,000.00
	5201.10	Field Equipment		\$ 8,650.14		\$ 10,000.00
	5201.15	Field Supplies		\$ 2,774.51	\$ 504.91	\$ 10,000.00
	5201.20	Fuel For Vehicles		\$ 2,012.34	\$ 112.01	\$ 3,200.00

I added in extra money here for the Emergency pressure valves with SSWD

5201.25	Vehicles Repair and Maintenance	\$	107.81		\$	6,000.00
5201.30	Temp Help	\$	15,487.92		\$	10,000.00
5201.35	Chlorine	\$	4,546.86	\$	991.80	\$ 5,000.00
5201.40	Lubrication Oil					
5201.45	Well Repair and Maintenance	\$	37,635.90	\$	4,642.52	\$ 47,000.00
5201.50	Well Rehabilitation					\$ 35,000.00
5201.55	Field Staff Cellular	\$	3,260.76	\$	547.34	\$ 3,300.00
5201.60	Tesco Services Contract (Well #8)					\$ 3,800.00
5201.65	Auqua Sierra Service Contract					\$ 20,000.00
5211.00	Cross Connection					
5221.00	Water Treatment Chemical					
5251.00	Insurance	\$	18,000.00	\$	18,000.00	\$ 5,795.04 \$ 18,850.00
5251.05	Liability			\$	3,201.00	\$ 13,000.00
5251.10	Property			\$	2,594.04	\$ 2,350.00
5251.15	Workers Compensation					\$ 3,500.00
5301.00	Lab Testing	\$	9,714.00	\$	13,870.00	\$ 356.00 \$ 21,000.00
5351.00	Engineering	\$	12,529.00			\$ 90,000.00
5401.00	Replacements					
5451.00	City Water	\$	5,535.00	\$	5,700.00	\$ 5,900.00
5452.00	Backflow Program					
6151.00	Office Expense	\$	130,749.00	\$	86,366.69	\$ 12,172.97 \$ 82,020.00
6151.05	District Office Lease	\$	26,000.00	\$	6,315.00	\$ 26,000.00
6151.10	Phone Service	\$	4,257.09	\$	822.46	\$ 4,300.00
6151.15	Internet Provider			\$	688.90	\$ 2,600.00
6151.20	Miscellaneous	\$	16,292.24			\$ 16,000.00
6151.25	Postage	\$	8,987.26	\$	1,969.58	\$ 9,000.00
6151.30	Printing	\$	2,437.23			\$ 2,500.00
6151.35	Computers and Supplies	\$	14,036.77	\$	183.92	\$ 3,200.00
6151.40	Office Supplies	\$	3,124.15	\$	1,091.17	\$ 4,000.00
6151.45	Answering Service	\$	5,811.95	\$	873.15	\$ 7,000.00
6151.50	Office Furniture					
6151.55	Payroll Preparation	\$	1,500.00	\$	1,500.00	\$ 228.79 \$ 1,500.00
6151.60	GASB 75 Valuations	\$	2,000.00			\$ 4,000.00
6151.65	Office Temporary Services					
6151.70	Janitorial	\$	1,920.00			\$ 1,920.00
6171.00	Bank Fees			\$	225.19	\$ 300.00
6251.00	Audit	\$	9,250.00	\$	11,490.00	\$ 44,012.00
6255.00	Election Related					

Tires alone are \$1000. Already we spent \$2200 and have only serviced one truck further, one truck needs a new seat and a new steering wheel.

20,000 is to video well 2,4 & 5 also to raise well 7. 10,000 is maintenance to get them running properly again 17,000 is for change orders or to complete any repairs found on video. 35,000 for rehab is ew liner/pumps

\$15,833.89 is what we owe for well 7 SCADA controls. There is a service contract for \$1,000. We also need a fire wall installed at lusk for the server for 3,200.

This includes Fire, re key of locks, sac utility, bank fees, diversion, encroachment permit, prep for state controller, sac air quality, underground service alert, work wear, business cards

This is 160/ mo.

6301.00	Legal		\$ 42,298.00	\$ 127,263.89		\$ 40,000.00
6401.00	Misc.		\$ 500.00	\$ 1,728.62	\$ 365.00	\$ 5,000.00
6431.00	Pension Expense GASB 68					
6441.00	OPEB		\$ 25,000.00	\$ 35,000.00		\$ 45,000.00
6451.00	Pers Retirement		\$ 58,600.00	\$ 47,143.63	\$ 55,483.81	\$ 80,000.00
6461.00	Vacation Benefit					
6501.00	Employee Healthcare		\$ 85,055.00	\$ 70,897.91	\$ 12,199.82	\$ 94,632.00
6502.00	Retiree Health Benefits		\$ 63,000.00	\$ 63,000.00	\$ 8,473.63	\$ 63,000.00
6551.00	Professional Meetings		\$ 15,000.00	\$ 10,000.00		\$ 10,000.00
	6551.05	Conference Fees				
	6551.10	Travel Expenses				
	6551.15	Lodging				
	6551.20	Parking				
	6551.25	Mileage				
6561.00	Professional Dues		\$ 47,000.00	\$ 42,000.00	\$ 8,550.81	\$ 41,950.00
	6561.05	AQUA				\$ 7,200.00
	6561.10	AWWA				\$ 450.00
	6561.15	CSDA				\$ 6,100.00
	6561.20	CRWA				\$ 800.00
	6561.25	RWA				\$ 9,700.00
	6561.30	SGA				\$ 17,200.00
	6561.35	SAWWA				\$ 500.00
6601.00	Professional Admin Fees		\$ 22,000.00	\$ 28,000.00	\$ 13,513.20	\$ 32,200.00
	6601.05	SWRCB Annual Fees				\$ 9,700.00
	6601.10	NDPES Permit				\$ 1,500.00
	6601.15	Cal Pers Actuarial Reports				\$ 700.00
	6601.20	LAFCO Fees				
	6601.25	Air Quality Permits				\$ 2,300.00
	6601.30	Encroachment Permits				
	6601.35	CPA Fees		\$ 17,895.00		\$ 18,000.00
	6601.40	General Manager Consultant Fees				
6610.00	Certification/ Continue Education		\$ 1,046.00	\$ 2,240.00		\$ 3,000.00
6651.00	Depreciation					
6711.00	Loss on Disposition of Assests					
4501.00	Interest Income					
4502.00	Miscellaneous Income					

6752.00 Interest Expense (Bond Payment) \$ 367,183.00 \$ 335,300.00 ***** This is not included in the total, I'm not sure which pot it comes out of.

6753.00 Amortization Expense

Total not included payment of bond \$ 1,134,448.76 \$ 1,166,603.99 \$ 188,457.89 \$ 1,390,564.00

Total With bond payment included! \$ 1,533,786.99 \$ 188,457.89 \$ 1,725,864.00

Del Paso Manor Water District CIP Worksheet

Summary Code Sub-Code 2020/2021 CIP Budget Worksheet



		Actual	Proposed
Income			
4101.00	Water Revenue	\$ 1,076,902.90	\$ 1,076,902.90
4151.00	Usage	\$ 312,661.64	\$ 312,661.64
4111.00	CIP	\$ 595,035.04	\$ 595,035.04
Total O & M		\$ 1,389,564.54	\$ 1,389,564.54
Total CIP		\$ 595,035.04	\$ 595,035.04



Summary Code Sub-Code Expenses

		Actual	Proposed
6760.00	Pipes		
6760.05	Water Meters		
6760.10	Meter Setters		
6760.15	Pipe Replacement		
6760.20	New Pipeline		
6760.25	Engineering		

6770.00

Wells

- 6770.05 New Well/ Well Additions/ Generators
- 6770.10 Well Rehabilitation
- 6770.15 Well Maintnenace
- 6770.20 Well Abondonment
- 6770.25 Scada Instalation
- 6770.30 Engineering

6780.00

Buildings

- 6780.05 New Construction/ Additions
- 6780.10 Renovation
- 6780.15 Purchase New Property
- 6780.20 Engineering