

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

The Board of Directors of the Del Paso Manor Water District held its regular meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on October 2, 2017 at 7:30PM.

President Allen called the meeting to order. All Board members were present. Also present were Attorney Brown, Manager Sedwick, Field Manager Rich Bolton, and Office Administrator Lori Hensley. Also in attendance Alan Driscoll and Sergio Guillen with Forsgren Associates. There were several residents and members of the public also present.

PLEDGE OF ALLEGIANCE:

All stood for the pledge of allegiance.

CONSENT CALENDAR:

1. Approval of the September 5, 2017 minutes.
2. Approval to pay the following invoices for September 2017.

| <u>CHECKS DRAWN</u> | <u>CHECK NO.</u> | <u>AMOUNT</u> |
|---|------------------|---------------|
| Primetax Service Charge 9/5 | EFT | 187.50 |
| AT&T 9/11 | 8473 | 204.38 |
| Primetax - Payroll 9/15 | EFT | 8276.37 |
| Primetax - Payroll Taxes 9/15 | EFT | 5070.35 |
| Primetax - Payroll 9/29 | EFT | 9938.25 |
| Primetax - Payroll Taxes 9/29 | EFT | 5455.50 |
| PERS/Health 9/29 | EFT | 6977.99 |
| PERS/Retirement 9/29 | EFT | 4403.88 |
| ACWA/JPIA Auto & General Liability Program 9/29 | 8474 | 13681.00 |
| ACWA/JPIA (Dental, Vision, & EAP) 9/29 | 8475 | 620.60 |
| Voya Financial | 8476 | 1800.00 |
| One Print Source & Graphics | 8477 | 794.12 |
| AT&T | 8478 | 184.52 |
| Hill Rivkins Brown & Associates | 8479 | 3625.00 |
| BSK Associates | 8480 | 817.00 |
| California Laboratory Services | 8481 | 777.00 |
| Chevron | 8482 | 441.68 |
| AT & T Wireless | 8483 | 219.71 |
| Digital Deployment, Inc. (Streamline-website) | 8484 | 200.00 |
| Emigh Hardware | 8485 | 106.70 |
| Forsgren Associates Inc. | 8486 | 1557.50 |
| Ferguson Waterworks | 8487 | 146.47 |
| Inland Business Systems | 8488 | 164.05 |
| John F. Mahaney Company | 8489 | 82.65 |
| Odell's Pump & Motor Service | 8490 | 2289.53 |
| P.G.& E. | 8491 | 8.04 |
| Petty Cash | 8492 | 9.63 |
| US Postal Service | 8493 | 691.84 |
| Sacramento County Utilities | 8494 | 173.22 |
| SMUD | 8495 | 10459.34 |
| Sierra Chemical Company | 8496 | 774.90 |
| Total Compensation Systems, Inc. | 8497 | 1260.00 |
| USA BlueBook | 8498 | 1543.18 |
| Uinta Holdings, LLC | 8499 | 1930.00 |
| Stericycle Communication Solutions | 8500 | 364.67 |
| YP | 8501 | 15.50 |
| | | 85252.07 |

Upon motion by Director Clohossey, seconded by Director Wilson, and carried the Board approved all consent calendar items listed above by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, Saunders, and Wilson
Noes: None
Abstain/Absent: None

REPORT FROM FIELD MANAGER CONCERNING:

September field matters:

1. The District field staff responded to three leaks this month. All were service line related that required the assistance of the District.
2. Field staff also performed twenty-five Underground Service Alerts and three service line locations throughout the month.
3. Staff responded to six SCADA alarms at Well #9. Intermittent utility power fails are still occurring at that site. SMUD has been contacted again and will be installing monitoring equipment at the site this week.
4. District staff met with the contractor working for the Orville Wright School project, who are subleasing the property and existing classrooms from DDSO. They are exploring the installation of two additional fire hydrants so they can add additional portable classrooms.
5. District staff met with the contractor at 2222 Watt Avenue to discuss their plans to demolish the buildings. There are no plans for reconstruction at this time.
6. District staff met with engineers for Del Paso Manor School who shared preliminary plans, but they are subject to change. They are also looking for increased fire protection in conjunction with their expansion plans.
7. District staff also met with the contractor for the El Camino High School performing arts building project. We are waiting to hear back from them in regards to an additional fire protection line.
8. The fire flow test results at 2101 Ione Street achieved 750 gallons a minute, with 30 PSI residual from a 2 1/2" wharf hydrant; this is very good.
9. The District received a call from a representative with San Juan School District in regards to lead testing at schools in the area. District staff returned their call and left message. They have not called back.
10. The permit for County Club Plaza theaters has been issued. The contractor has not submitted plans yet.
11. O'Dell's Pump & Motor Service was called to diagnose motor noise at Well #4. They replaced the bearings and the well is back on line.
12. Aqua Sierra made repairs and replaced several broken components at Well #6 and Well #8.

REPORT FROM MANAGER CONCERNING:

September operational matters:

1. The District will be sending out newsletters beginning with our September/October billing, which goes in the mail tomorrow. Manager Sedwick received a price quote for both regular and glossy paper and glossy paper is being used as it was \$30 cheaper; commercial printers buy glossy paper in bulk, therefore the price is lower.
2. At the last Board meeting the Board directed Manager Sedwick to provide information on a citizen advisory group; she reported she will bring back at a future Board meeting.
3. Manager Sedwick contacted Go Daddy about transferring the donated domain names to the District. There is a fee to do this. However, the fee includes a year of service; therefore, it is in the best interest of the District to wait closer to the expiration date.
4. The Regional Water Reliability Plan is moving forward. The consultant for RWA emailed a revised vulnerabilities document which needed further revisions for the District. The General Manger responded with the corrections.
5. The District received notice that the State Controller has revised the annual financials transaction report requirements effective in the 2016-2017 fiscal year.
6. The Little Hoover Commission has issued their report on Special Districts; twenty recommendations have been made to the governor and legislature. Manager Sedwick stated she expects to see some legislation regarding their recommendations this next year.
7. The District reduced our water production for September by 8.1%, compared to 2013; the year to date reduction compared to 2013 was 23.7%. Compared to 2016, September usage increased by .9%, with year to date increase of 9.4%.
8. All bacteriological quality samples tested absent for September.
9. There was one low pressure complaint at 2600 Avalon Drive. Upon investigation, the field staff found the customer's home static pressure was fine but the residual was extremely low. District staff gave the customer the option to replace the tap per our new policy.
10. Manager Sedwick reminded the Board and public that a Public Records Request needs to be an identifiable record. The Act does not require a document to be created or calculations to be performed. All Public Records Requests are to be on a Public Records Request form found on the website or requested from the office; they are accepted by mail, in person drop off, or dropped off in the door slot. Email is not an acceptable delivery method because the person being emailed may be on vacation or out of the office and there are time fulfillments requirements in the Public Records Act.

REPORT FROM ATTORNEY CONCERNING:

No report.

REPORT FROM ENGINEER CONCERNING:

No report.

REPORTS ON VARIOUS MEETING(S):

Director Clohossey attended the Water Forum Successor Effort meeting. Joe Merz with Cramer Fish Sciences gave a presentation on emigrating salmon habitat estimation. There was also a presentation by Jim Peifer with the City of Sacramento on conservation ordinance revisions. Updates on the river and water supply conditions were given by the Executive Director, Tom Gohring. Director Clohossey provided a written report to the Board.

OLD BUSINESS:

1. Manager Sedwick gave legislative/regulatory updates to the Board. The session has ended. The RWA tracked 163 bills with 15 that have been signed into law; another 32 are pending the signature of the Governor. Amongst the 32 is AB746, the Lead Testing bill. At the last minute, the language was changed to make the water provider responsible for the testing, not the school. Also amongst the 32 pending is SB5 which allows for a four billion dollar bond issue for water projects.

2. Director Clohossey updated the Board on communication status. Director Clohossey reported there were no applications received for the posted unpaid intern position. Most job opportunities for the fall were posted at the end of the school year; however, the District's posting is still up and running. After a discussion with the communication department, it was suggested to look into a possible paid position.

NEW BUSINESS:

1. Upcoming meeting(s):

a. None.

2. Manager Sedwick provided information before the presentation. The State Water Resource Control Board adopted a five parts per trillion maximum contaminant level (MCL) for 1, 2, 3,-TCP (Trichloropropane) effective January 2018. The results for the first official test came in present at Well #3 at 18 ppt; all other wells tested absent. Field Manager Bolton immediately contacted our representative with the Division of Drinking Water (DDW) to inform them. DDW requested two more test results and then report back. DDW was very pleased the District took official tests before monitoring begins in January. Manager Sedwick stressed Field Manager Bolton handled the situation

exceptionally well in her absence. Manager Sedwick asked Alan Driscoll with Forsgren Associates as a geologist and one who has a background in groundwater contamination, to provide a presentation.

After the presentation there were several questions by the Board and the public.

3. Reviewed and discussed the Cost of Service Analysis proposals. Director Wilson, Director Matteoli, and Manager Sedwick were the committee members reviewing the three bids received. Director Wilson thanked the committee members for their thorough review. He reported the committee recommends the Board contract with Bartle Wells Associates. A motion was made by Vice President Saunders, and seconded by Director Clohossey, to approve the committee's recommendation. Resident Greg Schneider expressed his concerns with the RFP data. With no other comments, President Allen called for the vote. The motion to approve Bartle Wells Associates to perform the Cost of Service Analysis was approved by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, Saunders, and Wilson

Noes: None

Abstain/Absent: None

4. Reviewed and discussed the draft Valuation for Retiree Health Liabilities under GASB 74/75. Upon motion by Director Wilson, seconded by Director Matteoli, the Board voted to accept the draft Valuation for Retiree Health Liabilities under GASB 74/75 by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, Saunders, and Wilson

Noes: None

Abstain/Absent: None

5. Reviewed and discussed candidates for Sacramento Local Agency Formation Commission Special District Commissioner and Alternate Commissioner ballot. Upon motion by Director Wilson, seconded by Director Matteoli, and carried the Board voted for Gay Jones as Sacramento LAFCo Special District Commissioner and Paul Green Jr. as Alternate Commissioner by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, Saunders, and Wilson

Noes: None

Abstain/Absent: None

PUBLIC COMMENT:

Resident Greg Schneider commented that he put together a spread sheet of the District's operations and maintenance budget and gave copies to the Board. Resident Jim Sisson made several comments regarding costs, concerns with his bill, and suggested a real audit be performed.

BOARD GENERAL DISCUSSION:

Director Matteoli thanked Director Wilson for heading up the Cost of Service Analysis committee.

There being no further business to come before the Board, the Board President adjourned the meeting at 9:26PM.

 s/s Richard Allen_____
Richard K. Allen, President

ATTEST:

 s/s Debra Sedwick_____
Debra Sedwick, Secretary