

ITEM #5.A

Approval of Minutes of the March 06, 2023 Regular Meeting



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

DRAFT MINUTES

**March 06, 2023 6:00 PM
1817 Maryal Drive, Suite 300, Sacramento 95864**

1. CALL TO ORDER:

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

2. ROLL CALL:

Directors Present: President Ryan Saunders, Carl Dolk, and Bob Matteoli

Directors Absent: Gwynne Pratt and David Ross

Staff Present: Acting General Manager Victoria Hoppe
Field Manager Mike Jenner
Assistant Legal Counsel Schuyler Campbell

A quorum of the Board was present.

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

Director Dolk made a motion to adopt the agenda. The motion was seconded by Director Matteoli. The agenda was adopted on a 4 Yes/0 No/2 Absent (Pratt/Ross) roll call vote.

4. PUBLIC COMMENTS: The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference and in writing.

(0:05 minutes)

President Saunders called for public comment.

Roy Wilson spoke to continued discussion on the 2x2, need to understand costs associated with Prop 218, plans for replacement of infrastructure pipes, and open communication.

Trish Harrington spoke to the need for Prop 218 information on the District website and expenditures for Well 7 and adjacent parking lot.

Seeing no further comments, President Saunders closed public comment.

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.

(0:12 minutes)

Request was made for all items to be discussed and considered separately.

Item 5.A: Approval of Minutes of the February 06, 2023 Regular Meeting

It was noted there was a spelling error on Page 3 and under Item 6.A.

President Saunders called for public comment. Seeing no one come forward, he closed public comment.

Director Dolk made a motion to adopt item 5.A, with noted corrections. The motion was seconded by Director Matteoli. The motion was approved on a 4 Yes/0 No/2 Absent (Pratt/Ross) roll call vote.

Item 5.B: Approval of Warrants and Payroll

Discussion commenced on the Bartle Wells Associate payment and a request was made to defer costs and future payments until the Board receives a report back.

President Saunders called for public comment.

Roy Wilson commented on payments for work done by engineers.

Trish Harrington commented on a reimbursement policy.

Seeing no further comments, President Saunders closed public comment.

Director Dolk requested Legal Counsel review the September 9, 2022, payment to Bartell Wells, which was listed in the January warrants and report back to the Board.

Director Dolk made a motion to adopt item 5.B, with the exception of deferring payments to Bartle Wells until the Board receives a report back. The motion was seconded by Director Matteoli. The motion was approved on a 4 Yes/0 No/2 Absent (Pratt/Ross) 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: California Special Districts Association (CSDA) Board of Directors Call for Nominations Seat C

(0:27 minute)

Acting General Manager Hoppe presented the staff report.

Consensus was met there was no interest amongst the Board Members in serving.

President Saunders called for public comment. Seeing no one come forward, he closed public comment.

Item 8.B: Request for Nomination – Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) Executive Committee Membership

(0:29 minutes)

Assistant Legal Counsel Campbell provided the staff report and fielded questions from the Board.

President Saunders called for public comment. Seeing no one come forward, he closed public comment.

Consensus was met to postpone this item to the next meeting to see if any other candidates come forward.

9. FIELD REPORT: Verbal report

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

Atch: February 2023 Field Report

(0:33 minutes)

Field Manager Jenner summarized his staff report and fielded questions from the Board.

President Saunders called for public comment.

Trish Harrington inquired regarding curb stops.

Roy Wilson inquired about water pressure issues and Well #6B transfer switch.

Seeing no further comments, President Saunders closed public comment.

Field Manager Jenner fielded questions from public comments.

10. DIRECTOR REPORT ON COMMITTEE MEETINGS: Verbal report

- Item 10.A:** American Water Works Association (AWWA) (*Dolk*)
Association of California Water Agencies (ACWA) (*Dolk*)
- Item 10.B:** Association of California Water Agencies (ACWA) Agriculture (*Matteoli*)
Association of California Water Agencies (ACWA) Groundwater (*Matteoli*)
- Item 10.C:** California Rural Water Authority (CRWA) (*Ross*)
California Special Districts Association (CSDA) (*Ross*)
- Item 10.D:** Joint Powers Insurance (JPIA) (*Saunders*)
- Item 10.E:** Regional Water Authority (RWA) (*Matteoli / Pratt*)
- Item 10.F:** Sacramento Groundwater Authority (SGA) (*Pratt*)
- Item 10.G:** Water Forum (*Pratt*)
(0:45 minutes)

Directors provided brief reports on committee meetings they attended or would attend at future meetings.

President Saunders called for public comment.

Trish Harrington stated the RWA meeting was paid out, but there was no report out for that meeting.

Roy Wilson requested this item be pushed to the next meeting.

Seeing no further comments, President Saunders closed public comment.

11. GENERAL MANAGERS COMMENTS: Verbal report

- Item 11.A:** Acting GM Introduction
- Item 11.B:** Activation of the DPMWD/SSWD Mutual Aid Agreement
- Item 11.C:** Temporary Office Help
- Item 11.D:** Tripepi Smith Kickoff Meeting
(0:51 minutes)

Acting General Manager Hoppe provided a report on agenda items and an update on general District matters.

Directors requested Acting General Manager Hoppe research temp help options and report back at a future meeting.

President Saunders called for public comment.

Roy Wilson requested the wells be watched closely to identify District needs.

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

(1:02 minutes)

Director Dolk requested research into the co-mingled LAIF Funds.

Director Matteoli requested road repair costs.

President Saunders reported on a Tripepi Smith kickoff meeting.

President Saunders called for public comment.

Trish Harrington suggested the Board look at previous Prop 218 process.

Roy Wilson suggested the Board look at previous Prop 218 process.

Seeing no further comments, President Saunders closed public comment.

13. FUTURE AGENDA REQUESTS: Directors can suggest topics they would like on future agendas

(1:25 minute)

Director Dolk requested a report on aging accounts, to include length of the account, and a report on delinquent accounts.

14. CLOSED SESSION:

There were no Closed Session items to consider.

15. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for February 21, 2023

Director Matteoli made a motion to adjourn. Director Dolk seconded the motion. There being no further business, the Board of Directors meeting adjourned at 10:16 p.m.

APPROVAL:

ATTEST:

Ryan Saunders, President of the Board

Norma I. Alley, MMC, Clerk of the Board

ITEM #5.B

Approval of Warrants and Payroll

Del Paso Manor Water District
VENDORS PAID / APPROVED - MARCH 2023

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Health		\$503.18	10598
ADP	Payroll		\$61,879.61	EFT
ADP Taxes	Payroll Taxes		\$41,328.48	EFT
Appletree Answers	Answering service		\$481.42	CC
AT&T	Internet; Phone/Fax		\$69.55	CC
AT&T	Phone		\$282.61	CC
AT&T	Phone		\$213.17	CC
AT&T Mobility	Cell Phones; iPads		\$422.90	CC
BSK	Labs		\$562.50	10610
California Rural Water Association	Annual Membership Renewal (05/01/2023 - 05/1/2024)		\$900.00	10599
CalPers	Employee Contribution - Pepra		\$4,364.08	EFT
CalPers	Health		\$12,329.42	EFT
CalPers	Unfunded Liability - Classic		\$6,243.83	EFT
CalPers	Unfunded Liability - Pepra		\$12.25	EFT
CTA Engineering & Surveying	Well 7 Right of Way Package Submittal		\$406.45	10600
County of Sacramento	Construction Management/Inspection		\$292.50	10612
DEX.YP	Yellow Pages		\$15.50	CC
Emigh Hardware	Material/Supplies		\$125.66	10601
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2023 (On-Call Services 2023)		\$3,417.50	10613
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2023 (2x2 Support)		\$250.00	10613
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2023 (Well 9 Planning)		\$262.00	10613
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2023 (Env. Site Assessment)		\$930.00	10613
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2023 (District Planning Support)		\$565.00	10613
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2023 (Well 9 Engineering)		\$8,675.78	10613
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2023 (Well 2 Engineering)		\$8,703.28	10613
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2023 (Prop 218 Support)		\$250.00	10613
Iconix Waterworks	4268 Stock		\$326.49	10602
Iconix Waterworks	4269 Stock		\$748.87	10602
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through January 2023		\$33,383.38	10603
Leaf	Photocopy Machine Lease		\$172.92	10614
Legacy Cleaning Services	Maryal office		\$160.00	CC
Leslie & William Hughes	COE Refund		\$11.74	10604
Munibilling	Billing System (Merchant Annual Reporting Fees)		\$129.00	10615

**Del Paso Manor Water District
VENDORS PAID / APPROVED - MARCH 2023**

PG&E	Gas		\$8.60	EFT
Regional Government Services (RGS)	January 2023 Clerk Services		\$585.00	10605
Renne Public Law Group	February 2023 Monthly Retainer		\$3,000.00	10616
Robert Merritt	CPA - Services Rendered Through February 2023		\$2,375.00	10617
Ryan Saunders	Expense Reimbursement		\$33.85	10618
Sacramento Suburban Water District (SSWD)	Mutual Aid Agreement (Services Thru January 2023)		\$2,771.43	10619
Sierra Chemical Company	Chemicals		\$252.00	10620
Smud	Account# 7000000179		\$6,047.73	10606
Streamline	Website		\$200.00	CC
TAK Communications, Inc.	lone Street Repairs		\$3,157.00	10607
Terrapin Technology Group	Software / Computers		\$503.22	10621
Terrapin Technology Group	Boardroom Videoconference Equipment Installation		\$3,810.00	10621
Tripepi Smith	Milestone 1 - Kickoff Project		\$14,596.00	10622
Uinta Holdings, LLC	April 2023 Rent		\$2,570.00	10623
Umpqua Bank	District Credit Card		\$2,777.68	10608
USA BlueBook	Well Parts (4268 Stock)		\$182.09	10625
VOYA	February 2023 Emp. Contribution		\$400.00	10609
Wex Bank	Gas		\$322.53	EFT
Wizix Technology Group, Inc.	Photocopy Machine		\$118.69	CC
MONTHLY TOTAL----->			\$0.00	\$232,129.89

Approved at 03/06/2023 Regular Meeting

Approved at 03/20/2023 Regular Meeting

TOTAL CHECKS ISSUED: 26

PAID VIA CREDIT CARD (CC): 14

PAID VIA ELECTRONIC FUNDS TRANSFER (EFT): 8

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

**Del Paso Manor Water District
VENDORS PAID / APPROVED - MARCH 2023**

UMPQUA DISTRICT CREDIT CARD - PAID MARCH 2023			
VENDORS NAME	DESCRIPTION	AMOUNT	PAID DATE
Zoom	Cloud Recording	40.00	3/4/2023
Appletree Answers	Answering service	481.42	3/7/2023
AT&T	Phone	282.61	3/7/2023
DEX.YP	Yellow Pages	15.50	3/7/2023
Legacy Cleaning Services	Maryal office	160.00	3/7/2023
Streamline	Website	200.00	3/7/2023
Wizix Technology Group, Inc.	Photocopy Machine	118.69	3/7/2023
Amazon	Membership	149.77	3/11/2023
UPS	Certified Mail	21.30	3/16/2023
Governemt Jobs	O&M Tech II Job Posting	199.00	3/17/2023
Governemt Jobs	Field Supervisor Job Posting	199.00	3/17/2023
AT&T	Phone	213.17	3/21/2023
AT&T	Internet; Phone/Fax	69.55	3/21/2023
AT&T Mobility	Cell Phones; iPads	422.90	3/21/2023
USPS	Mailing ACWA Nomination Resolution	9.65	3/22/2023

2,582.56

**Del Paso Manor Water District
APRIL 2023 VENDORS FOR APPROVAL**

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Health		\$450.90	
ACWA JPIA	Worker's Comp, Q3 (01/01/2023 - 03/31/2023)		\$4,826.73	
Appletree Answers	Answering service		\$481.39	CC
AT&T	Internet; Phone/Fax		\$69.55	
AT&T	Phone		\$282.61	CC
AT&T	Phone		\$213.17	CC
AT&T Mobility	Cell Phones; iPads		\$426.04	CC
Bartle Wells Associates	Services Rendered Thru January 2023		\$14,598.00	
BSK	Labs		\$1,168.00	
CalPers	Employee Contribution - Pepra		\$5,301.88	EFT
CalPers	Health		\$12,329.42	EFT
CalPers	Unfunded Liability - Classic		\$6,243.83	EFT
CalPers	Unfunded Liability - Pepra		\$12.25	EFT
DEX.YP	Yellow Pages		\$15.50	CC
Emigh Hardware	Material/Supplies		\$543.12	
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (On-Call Services 2023)		\$7,704.50	
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (Env. Site Assessment)		\$1,082.50	
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (District Planning Support)		\$2,856.25	
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (Well 9 Engineering)		\$7,548.17	
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (Well 2 Engineering)		\$17,018.30	
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through February 2023		\$51,708.70	
Leaf	Photocopy Machine Lease		\$172.92	
Legacy Cleaning Services	Maryal office		\$160.00	CC
MailRite	Billing Mailhouse (Mar./Apr 2023 Flat Rate)		\$1,917.56	
Munibilling	Billing System Software & Merchant Fee		\$1,926.00	
PG&E	Gas		\$8.32	EFT
PG&E	Well 9 Emergency Generator Engineering Advance		\$2,500.00	
Regional Government Services (RGS)	February 2023 Clerk Services		\$2,427.75	
Robert Merritt	CPA - Services Rendered Through March 2023		\$1,852.50	
Sacramento County Utilities	Utilities		\$218.54	EFT
Sacramento Air Quality Management District (SMAQMD)	Annual Permit Renewal (FY 2022-2023)		\$2,389.00	
Sierra Chemical Company	Chemicals		\$168.00	
Sierra Chemical Company	Chemicals		\$210.00	
Sierra Chemical Company	Chemicals		\$210.00	

**Del Paso Manor Water District
APRIL 2023 VENDORS FOR APPROVAL**

Smud	Account# 7000000179		\$5,897.80	
Streamline	Website		\$200.00	CC
TAK Communications, Inc.	Intertie #3 Improvements		\$29,810.00	
TAK Communications, Inc.	Intertie #3		\$5,517.37	
Terrapin Technology Group	MFA Setup		\$405.25	
Tripepi Smith	Flashvote AdHoc		\$865.00	
Tony's Backflow Services	Backflow device Testing		\$426.00	
Uinta Holdings, LLC	May 2023 Rent		\$2,570.00	
Umpqua Bank	District Credit Card		\$2,582.56	
USA BlueBook	Well Parts		\$51.04	
VOYA	March 2023 Emp. Contribution		\$400.00	
Wex Bank	Gas		\$418.07	
Wizix Technology Group, Inc.	Photocopy Machine		\$84.74	CC
MONTHLY TOTAL----->			\$0.00	\$198,269.23

Approved at 04/03/2023 Regular Meeting

Approved at 04/17/2023 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
MARCH 2023

MARCH 2023 MEETINGS		DOLK	MATTEOLI	PRATT	ROSS	SAUNDERS
	Board Meetings					
3/6/2023	DPMWD - Regular Board Meeting	1	1			1
3/20/2023	DPMWD - Regular Board Meeting	1	1	1		1
	DPMWD - Special Board Meeting					
	DPMWD - Emergency Board Meeting					
	ADHOC Committee Meetings					
	LAFCo 2x2 Meeting					
	Budget Planning Committee (<i>Dolk/Saunders</i>)					
	SSWD / DPMWD 2X2 Committee (<i>Dolk / Saunders</i>)					
	Other Meetings					
	American Water Works Association (AWWA) (<i>Dolk</i>)					
	Association of California Water Agencies (ACWA) (<i>Dolk</i>)					
	Association of California Water Agencies (ACWA) Agriculture (<i>Matteoli</i>)					
	Association of California Water Agencies (ACWA) Groundwater (<i>Matteoli</i>)					
	California Rural Water Authority (CRWA) (<i>Ross</i>)					
	California Special Districts Association (CSDA) (<i>Ross</i>)					
	Ethics Training (AB1234)					
	Joint Powers Insurance (JPIA) (<i>Saunders</i>)					
3/1, 3/6, 3/13, 3/14, 3/20, 3/27	Legal Council Meeting					1
3/13/2023	Regional Water Authority (RWA) (<i>Pratt</i>)			1		
	Sacramento Groundwater Authority (SGA) (<i>Matteoli / Pratt</i>)					
	Sacramento Suburban Water District (SSWD)					
	Sexual Harassment Prevention Training (AB1825)					
	Water Forum (<i>Pratt</i>)					
	March Monthly Meeting Totals					
	TOTAL MEETINGS	2	2	2	0	3
	TOTAL COMPENSATED MEETINGS	2	2	1	0	3
	TOTAL COMPENSATION	\$200	\$200	\$100	\$0	\$300

ITEM #8.A

Budget to Actuals

Del Paso Manor Water District
Expense Budget To Actual Comparison
July 1, 2022 to March 31, 2023

Notes

	Year to Date July 1, 2022 to March 31, 2023	Budget	Percent of Budget
Employee Related			
Management Salaries	179,684	146,610	122.56%
Staff Salaries	158,188	285,285	55.45%
Director Fees	11,200	30,000	37.33%
Payroll Taxes	26,704	38,000	70.27%
Staff Bonuses	-	15,525	0.00%
PERS Retirement	76,350	100,500	75.97%
Health	59,698	80,000	74.62%
Retiree Health Benefits & OPEB	49,888	120,000	41.57%
Total Employee Related	561,712	815,920	68.84%
Administration			
Insurance	44,182	47,000	94.00%
Office Expense	64,901	82,300	78.86%
Building Maintenance	628	2,000	31.40%
Audit Fees	-	12,000	0.00%
Legal Fees	163,555	236,000	69.30%
Election Related	1,887	3,000	62.90%
Miscellaneous	462	5,000	9.24%
Professional Administration Fees	116,173	106,700	108.88%
Bank Charges	1,780	2,000	89.00%
Professional Dues	45,835	57,600	79.57%
Professional Meetings	-	10,000	0.00%
Cert/Continuing Education	382	6,000	6.37%
Total Administration	439,785	569,600	77.21%
Operations			
Power	62,872	123,000	51.12%
Conservation	6,397	-	N/A
Repairs & Maintenance	101,926	268,000	38.03%
Lab Fees	5,756	6,000	95.93%
Backflow Program	852	2,000	42.60%
Engineering	237,280	80,000	296.60%
City Water	3,231	6,000	53.85%
Total Operating	418,314	485,000	86.25%
Total Employee Related, Administration and Operating Expenses	1,419,811	1,870,520	75.90%
C.I.P.			
New Pipeline	94,649	350,000	27.04%
New Well/Well Additions/Generators	20,651	1,300,000	1.59%
Interest Expense & Principal Debt Payment	71,001	325,000	21.85%
Total C.I.P.	186,301	1,975,000	9.43%

Total water sales through March 2023 1,129,040

Planned system maintenance charges through March 2023 485,120

A 2022 Chevrolet 2500 truck was purchased in September 2022 for \$76,093

Fencing at well 6B was installed in December 2022 for \$14,835

Board room audio and visual equipment was installed in January 2023 for \$17,518

Amounts above are not audited

July 1, 2022 to

	March 31, 2023	Budget	Percentage of Budget
Employee Related			
5102.10 · Management salaries	179,684.00	146,610.00	122.56%
5102.15 · Field salaries	110,000.00	215,162.00	51.12%
5102.20 · Office manager salary	48,188.00	70,123.00	68.72%
5102.05 · Director fees	11,200.00	30,000.00	37.33%
5102.30 · Payroll soc sec	21,643.00	29,000.00	74.63%
5102.35 · Payroll medc	5,061.00	9,000.00	56.23%
5102.40 · Staff bonuses	0.00	15,525.00	0.00%
6451.00 · PERS/retirement	76,350.00	100,500.00	75.97%
6501.00 · Employee healthcare (CalPers)	59,698.00	80,000.00	74.62%
6502.00 · Retiree health benefits	49,888.00	70,000.00	71.27%
6441.00 · OPEB	0.00	50,000.00	0.00%
Administration			
5251.00 · Insurance			
5251.05 · Liability	33,750.00	28,500.00	118.42%
5251.10 · Property	3,915.00	3,500.00	111.86%
5251.15 Workers Compensation	6,516.00	15,000.00	43.44%
6151.00 · Office expense			
6151.05 · District office lease	24,980.00	33,000.00	75.70%
6151.10 · Phone service	3,276.00	4,300.00	76.19%
6151.15 · Internet provider	3,206.00	5,500.00	58.29%
6151.20 · Sewer & garbage (Lusk)	1,430.00	1,500.00	95.33%
6151.21 · Miscellaneous (office other)	3,589.00	0.00	N/A
6151.25 · Postage	11,663.00	12,000.00	97.19%
6151.30 · Printing	0.00	1,000.00	0.00%
6151.35 · Computers & supplies	4,085.00	3,500.00	116.71%
6151.40 · Office supplies	4,817.00	7,500.00	64.23%
6151.45 · Answering service	4,302.00	5,500.00	78.22%
6151.50 · Office furniture	0.00	2,000.00	0.00%
6151.55 · Payroll preparation	1,437.00	2,000.00	71.85%
6151.60 · GASB 75 valuation	675.00	2,000.00	33.75%
6151.70 · Janitorial	1,440.00	2,500.00	57.60%
6152.00 · Building maintenance	628.00	2,000.00	31.40%
6251.00 · Audit	0.00	12,000.00	0.00%
6255.00 Election related	1,887.00	3,000.00	62.90%
6301.00 · Legal	163,555.00	236,000.00	69.30%
6401.00 · Misc	462.00	5,000.00	9.24%
5121.00 Conservation	6,397.00	0.00	N/A

6601.00 · Professional Admin fees			
6601.05 · SWRCB annual fees	14,740.00	16,000.00	92.13%
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	0.00	5,000.00	0.00%
6601.30 · Encroachment permits	0.00	500.00	0.00%
6601.35 · CPA fees	12,780.00	18,000.00	71.00%
6601.00 · Professional admin fees - other	77,953.00	25,000.00	311.81%
6601.50 · Public relations	0.00	30,000.00	0.00%
6601.55 · Salary and staffing level study	10,000.00	10,000.00	100.00%
6171.00 · Bank fees	1,780.00	2,000.00	89.00%
6561.00 · Professional dues			
6561.05 · ACWA	9,735.00	11,000.00	88.50%
6561.10 · AWWA	480.00	700.00	68.57%
6561.15 · CSDA	7,901.00	8,000.00	98.76%
6561.20 · CRWA	864.00	1,000.00	86.40%
6561.25 · RWA	4,106.00	9,700.00	42.33%
6561.30 · SGA	21,187.00	25,000.00	84.75%
6561.35 · SAWWA	0.00	1,000.00	0.00%
6561.00 · Professional dues - other	1,562.00	1,200.00	130.17%
6551.00 · Professional meetings	0.00	10,000.00	0.00%
6610.00 Certification/continuing education	382.00	6,000.00	6.37%

Operations

5151.00 · Power			
5151.05 · PG&E	329.00	3,000.00	10.97%
5151.10 · SMUD	62,543.00	120,000.00	52.12%
5201.00 · R & M			
5201.05 · Leak repairs	51,601.00	104,000.00	49.62%
5201.10 Field Equipment	186.00	2,000.00	9.30%
5201.15 · Field supplies	14,682.00	35,000.00	41.95%
5201.20 · Fuel for vehicles	2,676.00	9,000.00	29.73%
5201.25 Vehicle repair and maintenance	1,827.00	3,000.00	60.90%
5201.30 Temporary Help	0.00	0.00	N/A
5201.35 · Chlorine	6,087.00	11,000.00	55.34%
5201.45 · Well repair & maintenance	4,763.00	0.00	N/A
5201.55 · Field staff cellular service	3,716.00	6,000.00	61.93%
5201.60 Tesco Services Contract (Well #8)	0.00	0.00	N/A
5201.65 Aqua Sierra Service Contract	0.00	8,000.00	0.00%
5201.70 SSWD Mutual Aide Field Staff	16,388.00	90,000.00	18.21%
5301.00 · Lab fees (H2O testing)	5,756.00	6,000.00	95.93%
5451.00 City water	3,231.00	6,000.00	53.85%
5452.00 Backflow program	852.00	2,000.00	42.60%
5351.00 Engineering	237,280.00	80,000.00	296.60%

CIP

Pipes

Miscellaneous	28,137.00	50,000.00	56.27%
Interties	66,512.00	300,000.00	22.17%

Wells

Well #2	18,947.00	1,000,000.00	1.89%
Well # 9	0.00	300,000.00	0.00%
Fencing at well 6B	14,835.00		
Well # 7	1,704.00		

Debt Service

Interest expense and principal	71,001.00	325,000.00	21.85%
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Equipment

2022 Chevrolet 2500	76,093.00		
Board room audio visual equipment	17,518.00		

Amounts above are not audited

**Del Paso Manor Water District
Fiscal 2023 L.A.I.F Activity
July 1, 2022 to March 31, 2023**

Beginning balance, July 1, 2022	\$2,252,931.60
July 2022 quarterly interest payment	4,217.96
October 2022 quarterly interest payment	7,680.25
January 2023 quarterly interest payment	<u>11,831.40</u>
Ending balance, March 31, 2023	<u><u>\$2,276,661.21</u></u>

Del Paso Manor Water District
Monthly Cash Flow Activity (Unaudited)
March 2023

	Operating Bank Account	L.A.I.F.	Total
Account Balances at March 1, 2023	\$ 526,330	\$ 2,276,661	\$ 2,802,991
Rate payer collections	102,984	-	102,984
Other receipts	165	-	165
Payroll disbursements	(103,208)	-	(103,208)
Vendor payments	(127,567)	-	(127,567)
Account Balances at March 31, 2023	<u>\$ 398,704</u>	<u>\$ 2,276,661</u>	<u>\$ 2,675,365</u>

The activity above is not audited

ITEM #8.B

Forsgren Presentation on Status of Current Projects

DEL PASO MANOR WATER DISTRICT
REGULAR BOARD MEETING

DATE: April 17, 2023

Item: 8.B

SUBJECT: Forsgren Presentation on Status of Current Projects

CONTACT:

Victoria Hoppe, Acting General Manager

DISCUSSION:

Forsgren Associates to provide the Board with current information and a broader update and context, Forsgren will discuss the projects they are managing for the District, including:

1. Interties
2. Well 2
3. Well 6B
4. Well 9

RECOMMENDATION:

Staff makes no recommendation.

ATTACHMENTS:

Presentation Slides

ENVIRONMENTAL CONSIDERATIONS:

This report and discussion item is not a project under Section 21065 of the California Public Resources Code, as it could not have any direct or indirect impact on the environment.

FISCAL IMPACT:

This update has no direct fiscal impact on the District beyond the approved and budgeted consultant and staff time.



Projects Update

Del Paso Manor Water District

April 17, 2023

Projects Update - April 2023

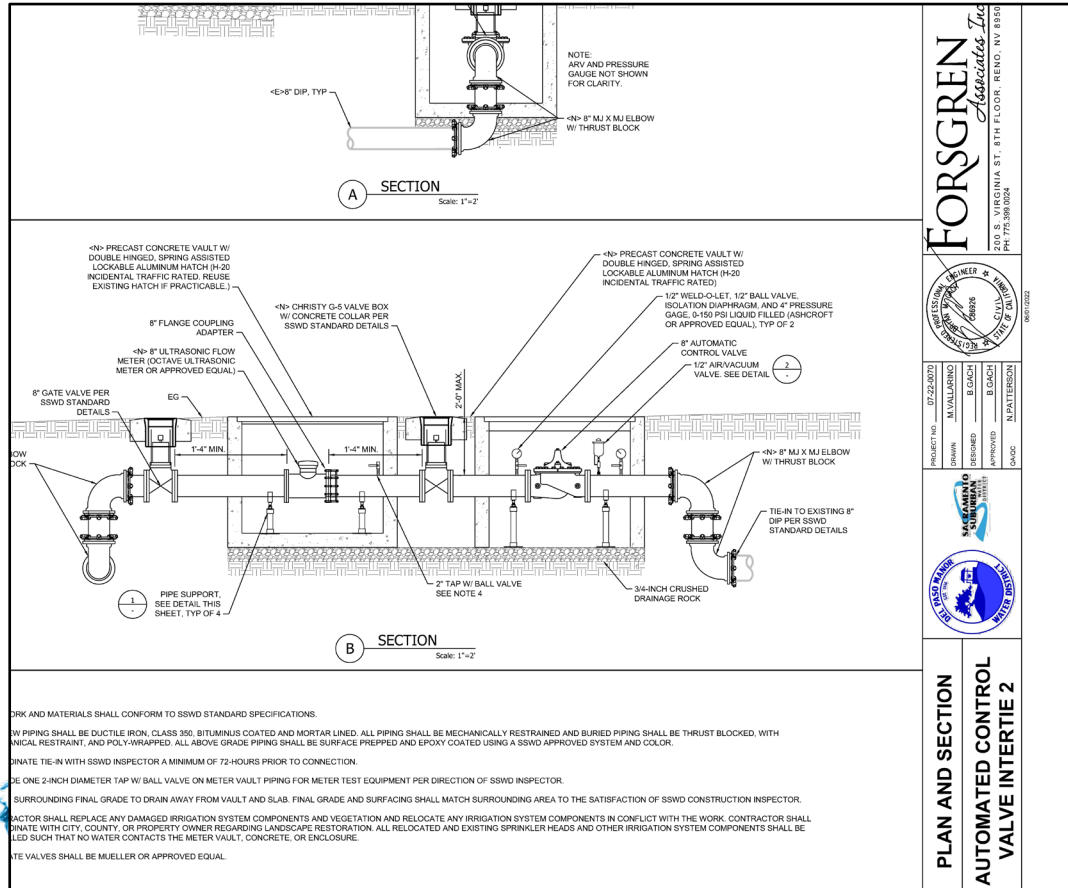
AGENDA

Project Name	Priority Rank	Estimated Cost	Status
Intertie 1 Marconi	1	\$151,000	Complete
Intertie 2 Eastern	1	\$121,000	Complete
Intertie 3 Watt	1	\$150,000	Under Construction
Well 2 Rehabilitation	4	\$837,000	In Design
Groundwater Investigation	4	\$27,000	Complete (District-Wide ESA)
Well 6B Automatic Transfer Switch	6	\$54,000	Trouble-shooting Underway
Well 9 Generator	7	\$460,000	In Design
Well 7 Rehabilitation	8	\$2,986,200	218 Proposed
Well 4 Rehabilitation	9	\$958,000	218 Proposed
Hydraulic Model	10	\$40,000	218 Proposed
2D-3 Pipeline Replacement	11	\$5,250,000	218 Proposed
2D-1 Pipeline Replacement	11	\$2,691,000	218 Proposed (Tier 1 Alternate)
2D-2 Pipeline Replacement	11	\$2,638,000	218 Proposed (Tier 1 Alternate)
2C Pipeline Replacement	14	\$1,690,000	218 Proposed (Tier 1 Alternate)
Well 3 Treatment Evaluation	15	\$50,000	218 Proposed (Tier 2 Alternate)
Survey Existing Sites	26	\$100,000	218 Proposed (Tier 2 Alternate)

Projects Update - April 2023

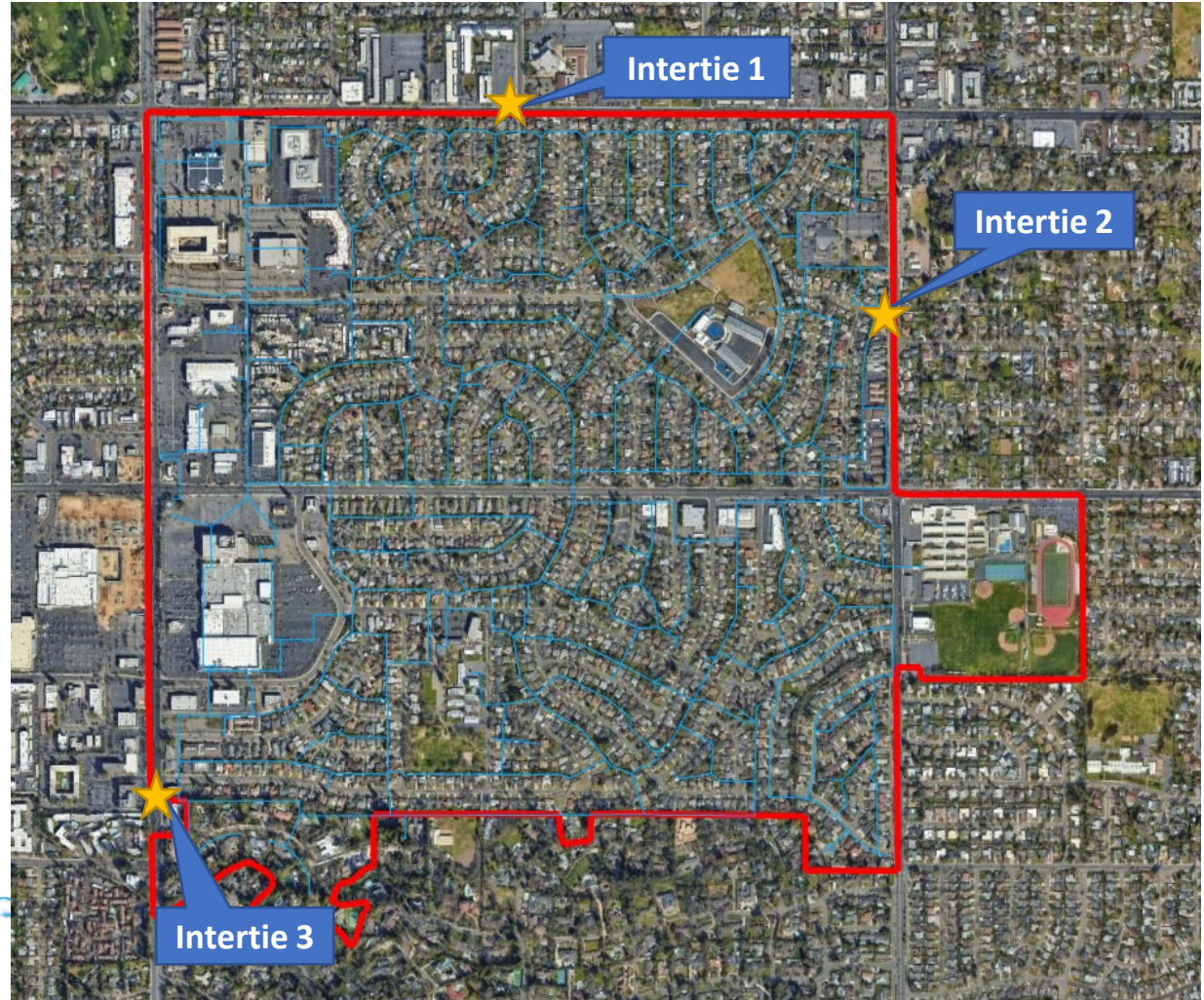
INTERTIES

Purpose: Emergency "Automatic" Water Supply



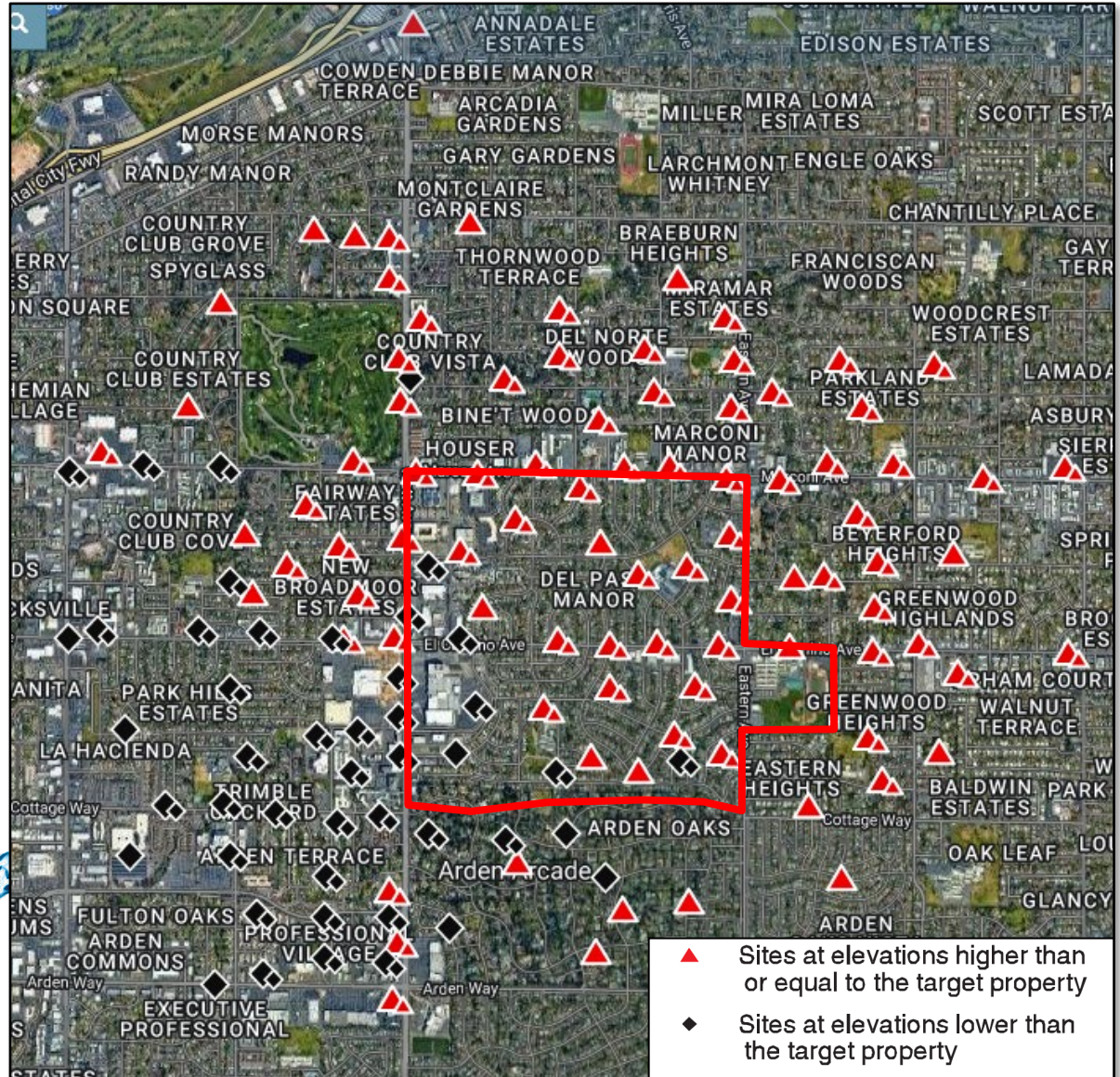
Projects Update - April 2023

INTERTIES



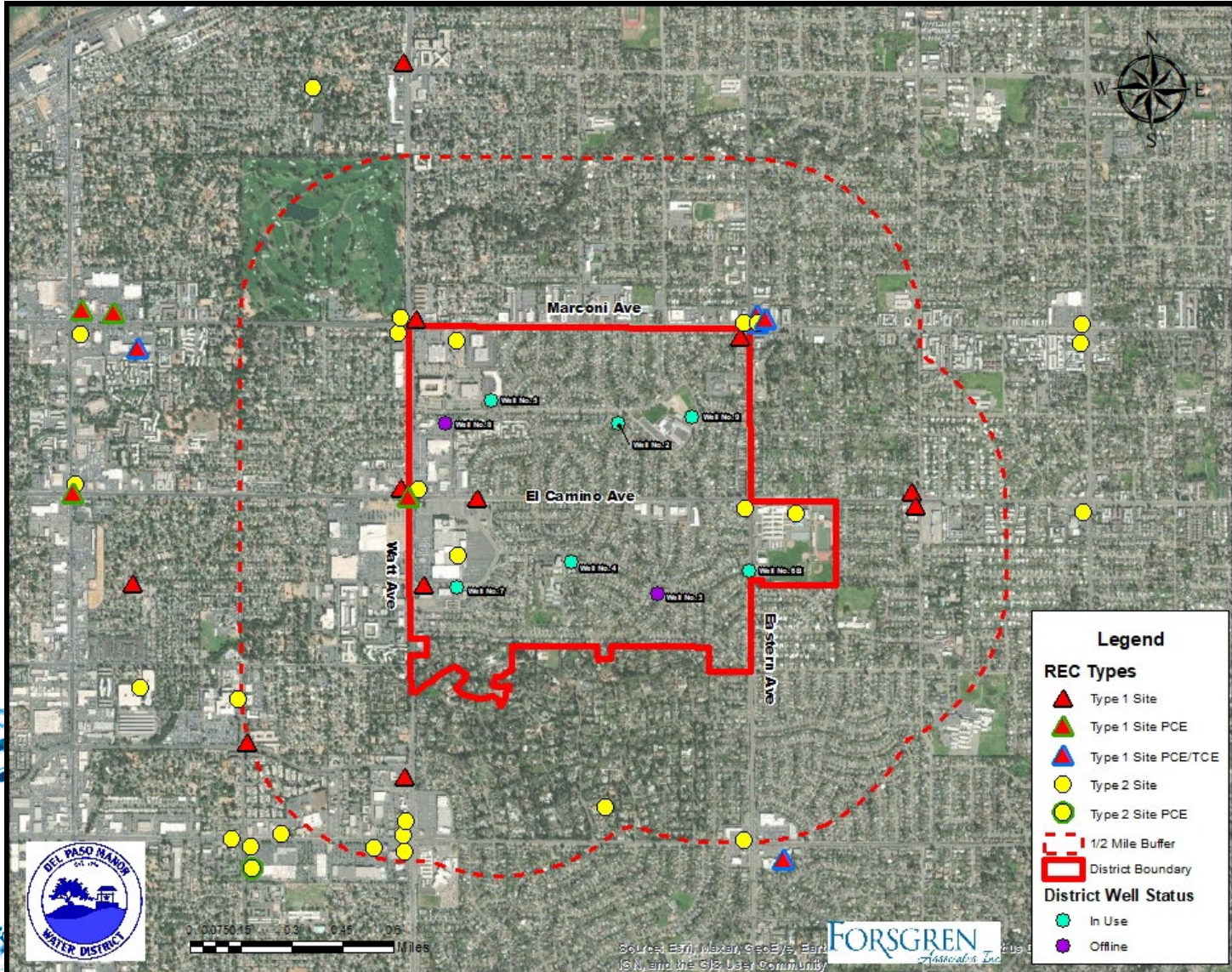
Projects Update - April 2023

DISTRICT-WIDE ESA



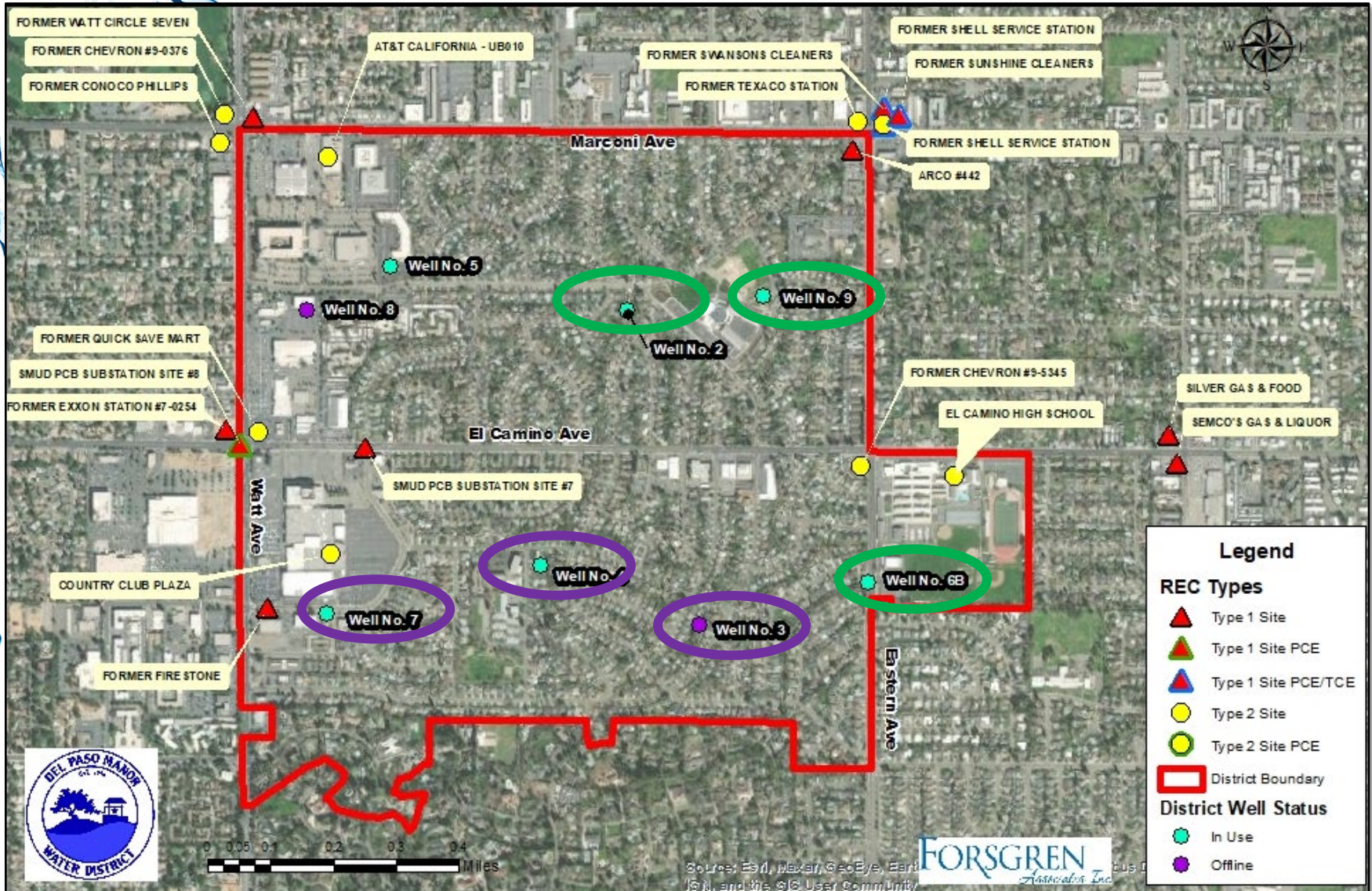
Projects Update - April 2023

DISTRICT-WIDE ESA



Projects Update - April 2023

DISTRICT-WIDE ESA



A dynamic splash of blue water on the left side of the slide, with various droplets and streams of water falling and splashing upwards and outwards.

Projects Update - April 2023

Well #2 Rehab

Planning

- Developed Project Schedule & Strategy
- Verified Permitting Requirements
 - Sac County, Environmental Mgmt. Dept. (EMD)
 - California Division of Drinking Water (DDW)
 - Environmental
- Researched Well Screen costs, lead times
- Completed Topographic Survey
- Evaluated needed Site Improvements
- Prepared Tech Memo

A large, dynamic splash of water in shades of blue and white, originating from the top left and cascading down the left side of the slide. The water is captured in mid-air, with many droplets and bubbles visible, creating a sense of movement and freshness.

Projects Update - April 2023

Well #2 Rehab

Engineering

- NTP Jan. 18th
- Kickoff Meeting Feb. 9th
- Completed 30% Civil Design
- Currently in Review

A large, dynamic splash of water in shades of blue and white, originating from the top left and cascading down the left side of the slide. The water is captured in mid-air, with many droplets and bubbles visible, creating a sense of movement and freshness.

Projects Update - April 2023

Well #2 Rehab

Next Steps

- 30% Design Review Meeting
- Establish Budget for Down-Hole Work
- Perform Down-Hole Work
 - Install Sleeve Casing/Screen
 - Perform Pumping Tests
- Complete Engineering
- Construction

A dynamic splash of blue water on the left side of the slide, with various droplets and streams of water falling and splashing upwards and outwards.

Projects Update - April 2023

Well #9 Back-Up Generator

Planning...

- Developed Project Schedule & Strategy
- Estimated needed generator size
- Topographic Survey
- Verified Permitting Requirements
 - Sac Metro Air Quality Mgmt District (SMAQMD)
 - California Air Resources Board (CARB)
 - Environmental
- Verified PG&E Application Requirements
- ESA: Green Light
- Developed Preliminary Site Layout
- Prepared Tech Memo

A large, dynamic splash of water in shades of blue and white, originating from the top left and cascading down the left side of the slide. The water is captured in mid-air, with many droplets and bubbles visible, creating a sense of movement and freshness.

Projects Update - April 2023

Well # 9 Back-Up Generator

Engineering

- NTP Jan. 18th
- Kickoff Meeting Feb. 9th
- Finalized Site Layout
- Finalized Generator Specifications
- Finalized ATS Specifications
- Submitted Application to PG&E
 - Currently in Review by PG&E

Projects Update - April 2023

Well #9 Back-Up Generator

PG

Pro

SECTION 26 32 13

SECTION 26 36 23 AUTOMATIC TRANSFER SWITCH

PART I GENERAL

1.1 SUMMARY

A This section includes the following items from a single supplier:

1. Automatic transfer switch
2. Related Accessories as specified

B Related Requirements

1. It is the intent of this specification to secure an automatic transfer switch that has been prototype tested, factory built, production-tested, and site-tested together with all accessories necessary for a complete installation as shown on the plans and drawings and specified herein.
2. Any exceptions to the published specifications shall be subject to the approval of the engineer and submitted minimum 10 days prior to the closing of the bid with a line by line summary description of all the items of compliance, any items that have been omitted or have been taken exception to, and a complete description of all deviations.
3. It is the intent of this specification to secure an automatic transfer switch that has been tested during design verification, in production, and at the final job site. The automatic transfer switch will be a commercial design and will be complete with all of the necessary accessories for complete installation as shown on the plans, drawings, and specifications

A dynamic splash of clear blue water on the left side of the slide, with various droplets and bubbles. The water appears to be falling or splashing upwards, creating a sense of movement and freshness.

Projects Update - April 2023

Well # 9 Back-Up Generator

Next Steps

- PG&E
 - Verify Service
 - Approve Application
- Issue RFQ for Generator
- Evaluate Quotes/ Procure Generator
- Construction

A large, dynamic splash of water in shades of blue and white, originating from the top left and cascading down the left side of the slide. The water is captured in mid-air, with many droplets and bubbles visible, creating a sense of movement and freshness.

Projects Update - April 2023

Well # 6B ATS

Engineering

- On-Call Services
- Kickoff Meeting Feb. 9th
- Ongoing Troubleshooting & Coord:
 - District
 - Aqua Sierra
 - Verus (Electrical Engineer)
 - Forsgren

ITEM #8.C

General Manager Recruitment

DEL PASO MANOR WATER DISTRICT
REGULAR BOARD MEETING

DATE: April 17, 2023

Item: 8.C

SUBJECT: General Manager Recruitment

CONTACT:

Victoria Hoppe, Acting General Manager

DISCUSSION:

On February 21, 2023, the District's General Manager ("GM") went on administrative leave and the Board appointed Victoria Hoppe as Acting General Manager ("AGM"). Subsequently, that GM resigned from the District on March 15, 2023. Since that time, the District has been operating with the AGM as the lone office staff member, along with two field staffers, while actively recruiting to fill the approved third field position.

Over the past approximately two years, the District has worked to build a strong core group of consultants, staff, Counsel and Board Members. With the General Manager position now vacant, the Board must begin the process of filling that role. Given the unique circumstances of the District at this time, the Board should discuss their vision for the future, the options available, and the best path to move forward.

Staff notes four possible options:

1. Continue operating with Victoria Hoppe as Acting General Manager and return to the topic of recruiting a permanent or interim General Manager at a later date.
2. Direct staff to research/engage potential recruitment companies/services to recruit a permanent General Manager.
3. Direct staff to recruit an Interim General Manager until the Proposition 218 process is complete.
4. Direct staff to pursue some alternative path to fill the gap in staffing.

RECOMMENDATION:

Staff recommends a robust and thoughtful discussion of all the Board's options and makes no recommendation regarding which option the Board selects.

ENVIRONMENTAL IMPACT:

This item is not a project under Section 21065 of the California Public Resources Code, as it could not have any direct or indirect impact on the environment.

FISCAL IMPACT:

The cost of the various recruitment options varies greatly, and cannot be known with certainty until the Board selects a specific contract.

ITEM #8.D

*Request for Funds Transfer from LAIF Account to Bank of the West
Revenue Account*

DEL PASO MANOR WATER DISTRICT

REGULAR BOARD MEETING

DATE: April 17, 2023

Item: 8.D

SUBJECT: Request for Funds Transfer from LAIF Account to the Bank of the West Revenue Account

CONTACT:

Victoria Hoppe, Acting General Manager

DISCUSSION:

The District is making great progress on the approved projects and necessary work required as part of the 2021 Grand Jury Report. With large projects underway and some approaching completion, the District needs a larger balance in the Bank of the West Revenue Account ("BOTW Account") to pay for anticipated invoices.

Of present concern: two of the three interties with Sacramento Suburban Water District (SSWD) are completed. As the third intertie is due for completion in the coming weeks, payment for the District's contribution of the construction invoice will be due shortly thereafter. The balance of the BOTW Account is insufficient to cover the costs of this invoice, and there are other substantial projects that will also need to be covered in the coming months.

RECOMMENDATION:

Staff recommends authorizing a transfer of funds from the LAIF account to Bank of the West Revenue Account.

ATTACHMENTS:

Resolution 23-0417-01

ENVIRONMENTAL CONSIDERATIONS:

This item is not a project under Section 21065 of the California Public Resources Code, as it could not have any direct or indirect impact on the environment.

FISCAL IMPACT:

The transfer of funds has no direct fiscal impact.

RESOLUTION NO. 23-0417-01

2226941.1

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
DEL PASO MANOR WATER DISTRICT
AUTHORIZING TRANSFER OF MONIES FROM LOCAL AGENCY INVESTMENT FUND TO
THE DISTRICT'S REVENUE ACCOUNT**

WHEREAS, the District maintains a Local Agency Investment Fund ("LAIF") account, as well as a standard revenue account with Bank of the West ("BOTW Account") for managing day-to-day financial operations of the District; and,

WHEREAS, several significant District investments, including the completion of interties with Sacramento Suburban Water District ("SSWD") will be due for payment in the near future; and,

WHEREAS, the District wishes to maintain good credit and fiscal responsibility; and,

WHEREAS, the District must transfer funds from the LAIF Account to the BOTW Account in order to account for anticipated invoices.

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

1. The Board of Directors does hereby find that the foregoing recitals are true and correct and hereby incorporates them into its findings.

2. The Board of Directors does hereby authorize the transfer of sufficient funds from the LAIF Account to the BOTW Account to account for all anticipated invoices.

3. The Board of Directors finds that this action is exempt from the California Environmental Quality Act because it is not a project under Section 21065 of the California Public Resources Code , as it could not have any direct or indirect impact on the environment.

I certify that the foregoing Resolution was adopted by the Board of Directors of the Del Paso Manor Water District at a regular meeting held on the 17th day of April, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ryan Saunders, President
Board of Directors

ATTEST:

Victoria Hoppe, Acting General Manager

ITEM #8.E

*Transfer of Financial Institution and Online Viewing Access for General
Manager and/or District CPA*

DEL PASO MANOR WATER DISTRICT
REGULAR BOARD MEETING

DATE: April 17, 2023

Item: 8.E

SUBJECT: Transfer of Financial Institution and Online Viewing Access for General Manager and/or District CPA

CONTACT:

Victoria Hoppe, Acting General Manager

DISCUSSION:

At the May 3, 2022 regular meeting the General Manager reported he would like to transfer financial institution from Bank of the West to Wells Fargo Bank. As of this date, the District still maintains its revenue account at Bank of the West.

In order to justify moving banks, the current account and options at Bank of the West should be researched as well as the account options offered at Wells Fargo Bank. Inquiring about a bank account requires the person(s) to be an authorized signer and ultimately, if the District transfers the account it will require all 5 Board members visit the bank to finalize the process and sign the signature card. With all things, this can take time.

In the meantime, while the banking/account options are being researched staff can foresee a need for online viewing access to the Bank of the West revenue account. Currently, the District receives a statement at the close of each month and has no online access. With the upcoming projects and anticipated invoices there is a larger need to monitor the balance more closely.

RECOMMENDATION:

Staff recommends appointing an Ad Hoc committee to research account options and details for transfer from Bank of the West and allowing for online viewing access.

ENVIRONMENTAL CONSIDERATIONS:

This item is not a project under Section 21065 of the California Public Resources Code, as it could not have any direct or indirect impact on the environment.

FISCAL IMPACT:

The formation of an Ad Hoc to explore banking options has no direct fiscal impact upon the District.

ITEM #8.F

*Advance Engineering Payment for Well 9 Emergency Power Backup
Generator Project*

DEL PASO MANOR WATER DISTRICT

REGULAR BOARD MEETING

DATE: April 17, 2023

Item: 8.F

SUBJECT: Advance Engineering Payment for Well 9 Emergency Power Backup Generator Project

CONTACT:

Victoria Hoppe, Acting General Manager

DISCUSSION:

On 02/22/2023, the District submitted the application to PG&E for the Well 9 Emergency Power Backup Generator project. On 03/31/2023, the District received an invoice for an engineering advance in the amount of \$2500.00 from PG&E. This payment is required to allow the project to continue and until payment is received, the project is on hold.

Staff would like to pay this invoice with a District credit card &/or an electronic funds transfer from the Bank of the West revenue account to allow for quicker processing and allow forward motion to continue. Should the board choose to pay via check, this will slow the progress down and they will not continue until the payment has been received and posted to the account.

RECOMMENDATION:

Staff recommends approving the engineering advance payment in the amount of \$2500.00 for Well 9 Emergency Power Backup Generator project to be applied to the District credit card and/or electronic funds transfer from the Bank of the West revenue account to allow the project to continue.

ATTACHMENTS:

Copy of PG&E invoice # 0008183432-7 for advance engineering payment

ENVIRONMENTAL CONSIDERATIONS

This item is not a project under Section 21065 of the California Public Resources Code, as it could not have any direct or indirect impact on the environment.

FISCAL IMPACT:

The cost of paying this invoice is \$2500.00.



9997000818343270000250000000250000

Invoice Number	Invoice Date	Amount Due	Amount Enclosed
0008183432-7	03/31/2023	\$ 2,500.00	

Del Paso Manor Water District
 1817 Maryal Dr Ste 300
 SACRAMENTO CA 95864

PG&E
 Box 997300
 Sacramento, CA
 95899-7300

To Pay Online, please go to <http://www.pge.com/ProjectPayments> or
 Please return this portion with your payment. Thank you.

When Making Inquiries or Address Changes,
 Please Contact :

Cesar Canal
 916-607-5764

Customer Number
 3904065

Invoice Number
 0008183432-7

In connection with your application for new gas and/or electric service and as explained in the application, PG&E will require a cash payment in advance for your project. This advance payment is required for the cost of an engineering review, design work, and cost development. The amount of the advance is based upon PG&E's current costs, utilizing the information submitted in your application for new service addressing the scope of your project.

Your project manager will review the scope of work needed to complete a construction quality estimate. If the billed engineering advance is insufficient to cover PG&E's design and project management costs or other work as required, PG&E may require an additional advance before proceeding.

The engineering advance will be applied to the total contract cost upon completion of the design and cost estimate. Any difference between the engineering advance and contract cost will either be refunded (without interest) or billed, as applicable. At any time you may request that we stop your project, however, we may retain all or a portion of the engineering advance and bill any costs incurred above that amount. This fee is dependent upon the amount of work PG&E has performed at the time of cancellation.

If this requested advance payment is not received by PG&E within 30 days from the date of this invoice, PG&E reserves the right to cancel this application for service.

IMPORTANT: By going forward with this project and paying the engineering advance to PG&E you are also agreeing to pay PG&E for all costs PG&E incurs for your project in the event that your project is cancelled, even if the costs PG&E incurs are more than this advance.

Project Number : P000133095

Notification : 125541914

Project Description : GP DEL PASO MANOR PARK, 2700 MARYAL DR S

Line Item Subtotal 2,500.00

AMOUNT NOW DUE \$ 2,500.00



Del Paso Manor Water District
1817 Maryal Dr Ste 300
SACRAMENTO CA 95864

PG&E
Box 997300
Sacramento, CA
95899-7300

*When Making Inquiries or Address Changes,
Please Contact :*

Cesar Canal
916-607-5764

Customer Number
3904065

Invoice Number
0008183432-7

*NOTE : This invoice reflects current charges only.
Any past due amounts will be billed separately.*

ITEM #9.A

Field Report on Current and Upcoming Projects



DEL PASO MANOR WATER DISTRICT REGULAR BOARD MEETING FIELD REPORT

MEETING DATE: April 17, 2023

AGENDA ITEM 9.A:

Leaks: We had no mainline leaks, no service line leak, and 0 leaks on customer's side

Complaints: We had no complaints in the month of March

Water Waste: We had 0 water waste complaints.

Field Work:

1. 25 USA's marked
2. Monthly Coliform Report all samples were absent
3. Watt/Maryal intertie has begun. Meter, clay valve & vault are in. Samples will be taken.
4. Working with SWRCB to remove Well 4 & 5 iron sampling from quarterly requirements to annual

Current and Upcoming Projects:

1. Meters are on order for additional meter replacements
2. Hydrant painting and road markers will begin
3. Landscaping maintenance around our hydrants
4. Mainline valve measurements

**FIELD STAFF RESPONSIBLE FOR REPORT: Mike Jenner, Field Manager
04/17/2023**