

ITEM #1

Discussion Regarding Budget to Actuals

**Del Paso Manor Water District
Expense Budget To Actual Comparison
July 1, 2020 to April 30, 2021**

	Year to Date July 1, 2020 to April 30, 2021	Budget	Percent of Budget
Employee Related			
Management Salaries	80,666	110,000	73.33%
Staff Salaries	123,217	197,000	62.55%
Director Fees	10,500	20,000	52.50%
Payroll Taxes	18,876	26,000	72.60%
PERS Retirement	70,211	80,000	87.76%
Health	119,492	116,000	103.01%
OPEB	-	45,000	0.00%
Total Employee Related	422,962	594,000	71.21%
Administration			
Insurance	18,532	18,850	98.31%
Office Expense	52,253	80,000	65.32%
Audit Fees	10,670	11,900	89.66%
Legal Fees	26,193	40,000	65.48%
Miscellaneous	1,220	1,000	122.00%
Professional Administration Fees	50,240	30,700	163.65%
Bank Charges	1,535	300	511.67%
Professional Dues	45,178	41,950	107.69%
Professional Meetings	-	10,000	0.00%
Election related	1,887	5,000	37.74%
Cert/Continuing Education	-	3,000	0.00%
Total Administration	207,708	242,700	85.58%
Operations			
Conservation	-	3,500	0.00%
Power	70,743	72,400	97.71%
Repairs & Maintenance	176,261	80,000	220.33%
Lab Fees	3,660	11,500	31.83%
Engineering/Consulting Fees	-	90,000	0.00%
Backflow program	671	Not budgeted	N/A
City Water	3,027	5,900	51.31%
Total Operating	254,362	263,300	96.61%
Total Expenses	885,032	1,100,000	80.46%

Total water sales through April 2021 is \$1,177,936

Planned system maintenance charges through April 2021 is \$498,093

Interest expense through April 2021 is \$89,223

Note: Included in repairs and maintenance are \$50,176 in expenses from Sac. Suburban Water District

Note: A new CIP account was created to capture the capitalized cost of the updated master plan.
Year to date, \$27,553 in expenses to Hydrosience Engineers has been recognized.

Note: At the timing when this report was created, the April 2021 bank statement was not available, and therefore not all expenses through April 2021 may have been captured, including the April 2021 payroll activity.

Amounts above are not audited

Expense	July 2020 to		Percentage of Budget
	April 2021	Budget	
5102.05 · Director fees	10,500.00	20,000.00	52.50%
5102.10 · Management salaries	80,666.53	110,000.00	73.33%
5102.15 · Field salaries	80,121.57	140,000.00	57.23%
5102.20 · Office manager salary	43,095.70	57,000.00	75.61%
5102.30 · Payroll soc sec	13,291.89	21,000.00	63.29%
5102.35 · Payroll medc	5,583.56	5,000.00	111.67%
	<u>233,259.25</u>		
5151.00 · Power		72,400.00	97.71%
5151.05 · PG&E	170.39		
5151.10 · SMUD	69,326.93		
5151.00 Power - Other	1,245.67		
	<u>70,742.99</u>		
5201.00 · R & M		80,000.00	220.33%
5201.05 · Leak repairs	45,978.83		
5201.10 · Field equipment	428.33		
5201.15 · Field supplies	12,007.61		
5201.20 · Fuel for vehicles	2,015.99		
5201.25 · Vehicle repairs & maintenance	3,812.85		
5201.30 · Dumb fees	1,914.11		
5201.35 · Chlorine	4,284.30		
5201.45 · Well repair & maintenance	39,839.72		
5201.55 · Field staff cellular service	2,528.86		
5201.60 · Tesco service contract (well 8)	3,166.67		
5201.65 · Aqua Sierra service contract	7,895.01		
5201.00 · R & M - Other	52,388.94		
	<u>176,261.22</u>		
5251.00 · Insurance		18,850.00	98.31%
5251.05 · Liability	12,318.00		
5251.10 · Property	2,594.04		
5251.15 · Workers compensation	3,620.24		
	<u>18,532.28</u>		
5301.00 · Lab fees (H2O testing)	3,659.50	11,500.00	31.82%
5451.00 · City water	3,027.31	5,900.00	51.31%
5452.00 · Backflow program	671.00	Not budgeted	
6151.00 · Office expense		80,000.00	65.32%
6151.05 · District office lease	21,050.00		
6151.10 · Phone service	3,190.58		
6151.15 · Internet provider	3,607.01		
6151.20 Sewer & garbage (Lusk)	887.49		

6151.25 · Postage	6,086.55		
6151.30 · Printing	1,080.96		
6151.35 · Computers & supplies	303.84		
6151.40 · Office supplies	5,473.25		
6151.45 · Answering service	4,359.50		
6151.55 · Payroll preparation	1,261.02		
6151.60 · GASB 75 valuation	1,260.00		
6151.70 · Janitorial	1,565.00		
6151.00 · Office expense - Other	<u>2,127.52</u>		
	<u>52,252.72</u>		
6171.00 · Bank fees	1,535.30	300.00	511.77%
6251.00 · Audit	10,670.00	11,900.00	89.66%
6255.00 Election Related	1,887.00	5,000.00	37.74%
6301.00 · Legal	26,192.80	40,000.00	65.48%
6401.00 · Misc	1,219.88	1,000.00	121.99%
6451.00 · PERS/retirement	70,210.69	80,000.00	87.76%
6501.00 · Employee healthcare (CalPers)	68,300.87	53,000.00	128.87%
6502.00 · Retiree health benefits	51,191.19	63,000.00	81.26%
6561.00 · Professional dues			
6561.05 · Professional dues AQUA	8,860.00	41,950.00	107.69%
6561.10 · Professional dues AWWA	681.50		
6561.15 · Professional dues CSDA	6,268.00		
6561.20 · Professional dues CRWA	816.00		
6561.25 · Professional dues RWA	9,727.00		
6561.30 · Professional dues SGA	18,265.00		
6561.35 · Professional dues SAWWA	200.00		
6561.00 · Professional dues - Other	<u>360.31</u>		
	<u>45,177.81</u>		
6601.00 · Professional Admin fees		30,700.00	163.65%
6601.05 · SWRCB annual fees	10,342.75		
6601.20 · LAFCO fees	203.00		
6601.35 · CPA fees	11,570.00		
6601.40 · General manager consultant fees	9,500.00		
6601.45 · Regulatory costs	260.00		
6601.00 · Professional Admin fees - Other	<u>18,363.77</u>		
	<u>50,239.52</u>		
6752.00 · Interest expense	89,222.76		

Other budgeted areas with no expenses year to date:

OPEB	45,000.00
Professional Meetings	10,000.00
Certifications/Continuing Education	3,000.00
Conservation	3,500.00
Engineering	90,000.00

ITEM #2

Review and Adopt Minutes:

a. Regular Meeting April 6th, 2021

**Meeting Minutes
Del Paso Manor Water District Regular Meeting
April 6th, 2021 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 April 6th, 2021 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.

[4/06/2021 Regular Board Meeting Recording](#)

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 Osmar Macias
Directors Absent: None
Staff Present: Adam Coyan, General Manager
Legal Counsel Present: None
Guests: None
Public Present: Several members of the public were on the conference call.

Public Comment:

There was public comment.

Items for Discussion and/or Action:

4. Discussion regarding March 2021 Budget to Actuals

1. Discussion and/ or action Resolution No. 20210406 amending district Board of Directors Policy Manual.

Director Burt motioned to adopt Resolution No. 20210406. Director Macias seconded the motion.

Public Comment: There was no public comment.

Motion Passed on a Roll Call Vote

Ayes	Burt, Lenahan, Macias, Ping
Noes	Matteoli
Recuse	0

Public Comment: There was public comment.

2. Review and Adopt Minutes:

a. Review and Adopt Minutes Regular meeting March 2nd, 2021.

Director Burt motioned to approve March 2nd, 2021 meeting minutes. Director Ping seconded the motion.

Public Comment: There was no public comment.

Motion Passed on a Roll Call Vote

Ayes	Burt, Lenahan, Macias, Matteoli, Ping
Noes	0
Recuse	0

b. Review and Adopt Minutes Special meeting March 4th, 2021.

Director Burt motioned to approve March 4th, 2021 meeting minutes with corrections. Director Ping seconded the motion.

Public Comment: There was public comment.

Motion Passed on a Roll Call Vote

Ayes	Burt, Lenahan, Macias, Ping
Noes	Matteoli
Recuse	0

3. Review and Approve Warrants

Director Burt moved to approve March 2021 warrants. Director Ping seconded the motion with corrections.

Public Comment: There was public comment.

Motion Passed on a Roll Call Vote

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

Adjournment:

President Lenahan adjourned the meeting at 7:32 p.m.

Next scheduled meeting: May 4th, 2021 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

ITEM #3

Review and Approve Warrants

**Del Paso Manor Water District
Vendors Paid - April 2021**

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Health		\$123.26	9984
ACWA JPIA	Worker's Comp, Q3 (01.2021 - 03.2021)		\$1,078.45	9987
ADP	Payroll		\$9,428.67	EFT
ADP Taxes	Payroll Taxes		\$4,135.58	EFT
AT&T	Phone		\$69.55	CC
AT&T	Internet; Phone/Fax		\$187.40	CC
AT&T	Phone		\$201.49	CC
AT&T Mobility	Cell Phones; iPads		\$235.22	CC
Appletree ANSWERS (Stericycle Communication Solutions)	Answering service		\$441.70	CC
BSK	Labs		\$550.00	10003
California Rural Water Association (CRWA)	Membership Renewal 5/2021 - 5/2022		\$816.00	9989
CalPers	Health		\$9,906.80	EFT
CalPers	Employee Cont. - Pepra		\$1,599.87	EFT
CalPers	Employee Cont. - Classic		\$1,858.98	EFT
Churchwell White, LLP	Services Rendered Through Feb. 2021		\$945.00	10007
DEX.YP	Yellow Pages		\$15.50	CC
Emigh Hardware	Material/Supplies		\$423.40	9986
Express Sewer & Drain	4268 Lusk Drive	\$2,000.00	\$2,000.00	9991
Express Sewer & Drain	4268 Lusk Drive	\$1,000.00	\$1,000.00	9991
Express Sewer & Drain	4268 Lusk Drive	\$1,500.00	\$1,500.00	9991
Express Sewer & Drain	4268 Lusk Drive	\$5,650.00	\$5,650.00	10009
Inland Business Systems	Photocopy machine		\$169.13	CC
Legacy Cleaning Services	Maryal office		\$160.00	CC
HydroScience Engineers, Inc.	Services Rendered Through 04/04/2021		\$12,757.50	10001
MailRite	March/April Flat Rate Billing		\$1,158.70	10002
McClatchy Company LLC	O&M Tech Job Posting in Sac. Bee		\$693.24	9999
Munibilling	Billing System (Q2 2021)		\$872.85	9988
Office Depot	Office Supplies		\$209.38	9998
One Print Source & Graphics	Work Shirts		\$158.93	9993
PG&E	Gas		\$19.75	CC
Rawles Engineering Inc.	2836 Avalon Drive		\$4,969.56	10000
Robert Merritt	Services Through March 2021		\$765.00	10006
Sacramento Air Quality Management District (SMAQMD)	Annual Permit Renewal		\$2,209.00	9990
Sacramento County Utilities	Utilities		\$181.66	CC
Sierra Chemical Company	Chemicals		\$391.50	9996
Smud	Power		\$4,107.82	CC
Smud	Power		\$1,648.20	9992
Streamline	Website		\$200.00	CC
Terrapin Technology Group	Software / Computers (Lusk)		\$733.57	10004
Total Compensation Systems, Inc.	GASB 75 Roll-Forward Valuation		\$1,260.00	10005
Uinta Holdings, LLC	May Rent		\$2,105.00	10008
Umpqua Bank	District Credit Card		\$7,109.95	9995
USA BlueBook	Well Parts		\$110.42	9985
USA BlueBook	Well Parts		\$252.03	9985
USA BlueBook	Well Parts		\$1,578.00	9997
USA BlueBook	Well Parts		\$191.69	9997
USA BlueBook	Well Parts		\$115.15	9997
USA BlueBook	Well Parts		\$829.20	9997
Voya	March Emp. Contribution		\$400.00	9994
Wex Bank	Gas		\$157.79	9983

Del Paso Manor Water District
 BOD Compensation Expense Summary
 APRIL 2021

APRIL 2021 MEETINGS		BURT	LENAHAN	MACIAS	MATTEOLI	PING
	Board Meetings					
4/6/2021	DPMWD - Regular Board Meeting	1	1	1	1	1
	DPMWD - Special Board Meeting					
	DPMWD - Emergency Board Meeting					
	ADHOC Committee Meetings					
	Finance Standing Committee Meeting (Burt/Lenahan)					
	Other Meetings					
	American Water Works Association (AWWA)					
	Association of California Water Agencies (ACWA)					
	Attorney Meeting					
	California Rural Water Authority (CRWA)					
	California Special District's Association (CSDA)					
	DPMWD - AB1234 Ethics Training					
	Regional Water Authority (RWA)					
	Sacramento Groundwater Authority (SGA)					
	Sacramento Suburban Water District (SSWD)					
	Sexual Harassment Prevention Training (AB1825)					
	Water Forum					
	April Monthly Meeting Totals					
	TOTAL MEETINGS	1	1	1	1	1
	TOTAL COMPENSATED MEETINGS	1	1	1	1	1
	TOTAL COMPENSATION	\$100	\$100	\$100	\$100	\$100

ITEM #4-5

Director's Meetings and Committees (Per AB 1234)

4. Water Forum

5. Other Reports – AB 1234

ITEM #6-7

Manager's Report

6. Non-Discussion/Action Items

7. Public Records Request

Del Paso Manor Water District



Report to the Board of Directors Regular Board Meeting of May 4th, 2021

Agenda Item: 6-7

Agenda Section: Managers Report

Subject: Progress Report

Prepared By: Adam Coyan

The following report summarizes District activities during the period of April 1st, 2021 through April 30th, 2021.

Teleconference Meetings:

1. Mike Tollin - State Water Resource Control Board
2. Hydroscience - Master Plan

Work Completed:

1. Monthly Report
2. Quarterly Report
3. Finalized the Consumer Confidence Report
4. Finalized the Electronic Annual Report
5. 57 USA Alerts got marked this month
6. Full time Water Treatment Operator II started on April 15th, 2021
7. Trained new employee
8. 12 Locates were done
9. New SCADA Computer
10. Fixed sewer lines at Lusk office

Work Planned:

1. Sampling of well # 3 to get a baseline contaminate level
2. Video Well #2 and Well #4
3. Address and fix items found deficient by JPIA, State Resource Control Board and SSWD
4. Purchase two small air conditioning units for Well #6B and Well #9 and install units
5. Purchase and install a generator at Well #9
6. Install new bollards at Well #7
7. Secure the old PLC panel at Well #7
8. Add Secondary containment to 2,3,4,6,9
9. Locate and expose curb stops and main line valves in back yards and get measurements
10. New map system connected to google earth
11. Alva Court and first house on Annette hooked into water service