

ITEM #1

*Discussion regarding 2 X 2 between Del Paso Manor Water District and
Sacramento Suburban Water District*

ITEM #2

Discussion regarding January 2021 Budget to Actuals

Del Paso Manor Water District
Expense Budget To Actual Comparison
July 1, 2020 to January 31, 2021

Notes

	Year to Date July 1, 2020 to January 31, 2021	Budget	Percent of Budget
Employee Related			
Management Salaries	62,333	110,000	56.67%
Staff Salaries	97,239	197,000	49.36%
Director Fees	8,600	20,000	43.00%
Payroll Taxes	14,891	26,000	57.27%
PERS Retirement	66,318	80,000	82.90%
Health	81,985	116,000	70.68%
OPEB	-	45,000	0.00%
Total Employee Related	331,366	594,000	55.79%
Administration			
Insurance	17,454	18,850	92.59%
Office Expense	41,655	80,000	52.07%
Audit Fees	700	11,900	5.88%
Legal Fees	21,197	40,000	52.99%
Miscellaneous	861	1,000	86.10%
Professional Administration Fees	52,012	30,700	169.42%
Bank Charges	1,300	300	433.33%
Professional Dues	41,869	41,950	99.81%
Professional Meetings	-	10,000	0.00%
Election related	1,887	5,000	37.74%
Cert/Continuing Education	-	3,000	0.00%
Total Administration	178,935	242,700	73.73%
Operations			
Conservation	-	3,500	0.00%
Power	58,032	72,400	80.15%
Repairs & Maintenance	157,829	80,000	197.29%
Lab Fees	2,427	11,500	21.10%
Engineering/Consulting Fees	-	90,000	0.00%
Backflow program	671	Not budgeted	N/A
City Water	3,027	5,900	51.31%
Total Operating	221,986	263,300	84.31%
Total Expenses	732,287	1,100,000	66.57%

Total water sales through January 2021 is \$930,823

Planned system maintenance charges through January 2021 is \$389,476

Interest expense through January 2021 is \$89,153

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

Amounts above are not audited

Expense	July to		Percentage of Budget
	January 2021	Budget	
5102.05 · Director fees	8,600.00	20,000.00	43.00%
5102.10 · Management salaries	62,333.21	110,000.00	56.67%
5102.15 · Field salaries	63,575.24	140,000.00	45.41%
5102.20 · Office manager salary	33,663.54	57,000.00	59.06%
5102.30 · Payroll soc sec	10,426.75	21,000.00	49.65%
5102.35 · Payroll medc	4,463.50	5,000.00	89.27%
	<u>183,062.24</u>		
5151.00 · Power		72,400.00	80.15%
5151.05 · PG&E	59.83		
5151.10 · SMUD	56,726.28		
5151.00 Power - Other	1,245.67		
	<u>58,031.78</u>		
5201.00 · R & M		80,000.00	197.29%
5201.05 · Leak repairs	37,747.55		
5201.10 · Field equipment	428.33		
5201.15 · Field supplies	8,986.85		
5201.20 · Fuel for vehicles	1,514.53		
5201.25 · Vehicle repairs & maintenance	3,763.10		
5201.30 · Dumb fees	1,364.11		
5201.35 · Chlorine	3,945.00		
5201.45 · Well repair & maintenance	36,222.17		
5201.55 · Field staff cellular service	1,816.43		
5201.60 · Tesco service contract (well 8)	3,166.67		
5201.65 · Aqua Sierra service contract	7,895.01		
5201.00 · R & M - Other	50,978.94		
	<u>157,828.69</u>		
5251.00 · Insurance		18,850.00	92.59%
5251.05 · Liability	12,318.00		
5251.10 · Property	2,594.04		
5251.15 · Workers compensation	2,541.79		
	<u>17,453.83</u>		
5301.00 · Lab fees (H2O testing)	2,426.50	11,500.00	21.10%
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	52.07%
6151.05 · District office lease	16,840.00		
6151.10 · Phone service	2,542.62		
6151.15 · Internet provider	2,438.57		
6151.25 · Postage	5,846.55		

6151.30 · Printing	1,080.96		
6151.35 · Computers & supplies	273.86		
6151.40 · Office supplies	4,179.52		
6151.45 · Answering service	3,019.40		
6151.55 · Payroll preparation	973.66		
6151.60 · GASB 75 valuation	1,260.00		
6151.70 · Janitorial	1,085.00		
6151.00 · Office expense - Other	2,114.79		
	<u>41,654.93</u>		
6171.00 · Bank fees	1,299.92	300.00	433.31%
6251.00 · Audit	700.00	11,900.00	5.88%
6255.00 Election Related	1,887.00	5,000.00	37.74%
6301.00 · Legal	21,197.40	40,000.00	52.99%
6401.00 · Misc	861.95	1,000.00	86.20%
6451.00 · PERS/retirement	66,317.72	80,000.00	82.90%
6501.00 · Employee healthcare (CalPers)	47,545.32	53,000.00	89.71%
6502.00 · Retiree health benefits	34,439.64	63,000.00	54.67%
6561.00 · Professional dues			
6561.05 · Professional dues AQUA	8,860.00	41,950.00	99.81%
6561.10 · Professional dues AWWA	681.50		
6561.15 · Professional dues CSDA	3,095.50		
6561.20 · Professional dues CRWA	680.00		
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	360.31		
	<u>41,869.31</u>		
6601.00 · Professional Admin fees		30,700.00	169.42%
6601.05 · SWRCB annual fees	10,342.75		
6601.20 · LAFCO fees	203.00		
6601.35 · CPA fees	10,350.00		
6601.40 · General manager consultant fees	9,500.00		
6601.45 · Regulatory costs	260.00		
6601.00 · Professional Admin fees - Other	21,356.33		
	<u>52,012.08</u>		
6752.00 · Interest expense	89,153.05		

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 #3

Review and Adopt Minutes:

- a. Regular Meeting February 2nd, 2021*
- b. Special Meeting January 5th, 2021*

**Meeting Minutes
Del Paso Manor Water District Regular Meeting
February 2nd, 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 February 2nd, 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.

[2/02/2021 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:

1. Discussion and/or Action Review and Adopt 2019/2020 Audit.

Director Burt motioned Director Lenahan for President and Director Burt for Vice President. Director Ping seconded motion.

Public Comment: There was public comment.

Motion Passed on a Roll Call Vote

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

2. Review and Adopt Minutes:

a. Review and Adopt Minutes Regular meeting January 5th, 2021.

Director Ping motioned to approve February 2nd, 2021 meeting minutes with corrections that have been noted. Director Burt seconded the motion.

Public Comment: There was 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 January 5th, 2021.

Item was pulled.

3. Review and Approve Warrants

Director Burt moved to approve January 2021 warrants. Director Ping seconded the motion.

Public Comment: There was public comment.

Motion Passed on a Roll Call Vote

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

4. Discussion and Schedule Brown Act Training for board members and General Manager

No Action Taken

5. Discuss office lease expiration and review options for purchase or lease of current office building or rehabilitation for ADA compliance of 4268 Lusk Drive building.

No Action Taken

Adjournment:

President Lenahan adjourned the meeting at 7:54 p.m.

Next scheduled meeting: March 2nd, 2021 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

**Meeting Minutes
Del Paso Manor Water District Special Meeting
January 5th, 2021 5:30 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 January 5th, 2021 at 5:30 p.m. The minutes are action only. The recording to the meeting is attached to the minutes as well the District website.

[1/05/2021 Special Board Meeting Recording](#)

[Opening Report Out](#)

Call to Order:

President Lenahan called the meeting to order at 5:30 p.m.

Roll Call:

Directors Present: Marissa Burt, John Lenahan, Robert Matteoli (joined in closed session), Andrew Ping and Osmar Macias (joined in closed session)
Directors Absent: None
Staff Present: Adam Coyan, General Manager
Legal Counsel Present: None
Guests: None
Public Present: Members of the public were on the conference call.

Public Comment:

No public comment

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

1. CONFERENCE WITH LEGAL COUNSEL – existing litigation; Government Code sections 54954.5 (c) and 54956.9 (a) and (d)(1); Ingle vs. Del Paso Manor Water District, Sacramento County Superior Court case number:34-2020-00289375.
2. CONFERENCE WITH LEGAL COUNSEL –ANTICIPATED LITIGATION. Significant exposure to litigation pursuant GOVERNMENT CODE 54956.9 (d)(2). District Attorney Investigation.

Return to Open Session: The report out was no action was taken. The DA investigation into Leo Havener’s claims have been concluded with no action against district.

Upcoming Meetings

Tuesday, January 5th , 2021 Regular Board Meeting

John Lenahan, President

Victoria Hoppe, Secretary

ITEM #4

Review and approve warrants

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

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
A.I. Electric	Well 6B Troubleshoot		\$200.00	9937
Access & Design Solutions, LLC	Lusk Access Inspection		\$1,700.00	9941
ACWA JPIA	Health		\$476.57	9928
ADP	Payroll		\$17,115.03	EFT
ADP Taxes	Payroll Taxes		\$7,006.98	EFT
AT&T	Phone		\$79.54	9944
AT&T	Phone		\$187.49	9936
AT&T	Phone		\$201.49	9926
AT&T Mobility	Cell Phones; iPads		\$238.58	9952
Appletree Answers (Previously Stericycle Communication Solutions)	Answering service		\$456.70	9945
BSK	Labs		\$900.00	9949
California Debt & Investment Advisory Commission	Reporting Fee		\$1,173.50	9929
CalPers	Health		\$13,660.05	EFT
CalPers	Employee Cont. - Pepra		\$2,058.78	EFT
CalPers	Employee Cont. - Classic		\$1,858.98	EFT
City of Sacramento - Revenue Division	July-Dec. 2020 Diversion Billing		\$3,027.31	9930
DEX.YP	yellow pages		\$15.50	9938
Emigh Hardware	Material/Supplies		\$1,053.84	9954
JK Construction	4100 Lusk Drive		\$500.00	9946
Inland Business Systems	Photocopy machine		\$169.13	9925
Legacy Cleaning Services	Maryal office		\$160.00	9933
Les Schwab Tires	Generator Battery		\$183.09	9931
HydroScience Engineers, Inc.	Services Rendered Through 01/31/2021		\$11,777.50	9951
MailRite	January / February Billing		\$1,142.37	9927
Munibilling	Heartland Return Fee		\$10.00	9947
Office Depot	Office Supplies		\$151.07	9953
PG&E	Gas		\$8.05	9939
Richardson & Company	Prep for State Controllers Report		\$410.00	9923
Robert Merritt	Services Through January 2021		\$855.00	9924
Sacramento County Utilities	Utilities		\$175.22	9940
Sacramento Suburban Water District (SSWD)	Raftelis Progress Billing		\$408.59	9950
Sierra Chemical Company	Chemicals		\$156.60	9955
Smud	Power		\$2,484.30	9943
Smud	Power		\$4,536.86	9942
Streamline	Website		\$200.00	9934
Terrapin Technology Group	Software / Computers		\$84.20	9948
Uinta Holdings, LLC	March Rent		\$2,105.00	9957
Umpqua Bank	District Credit Card		\$790.65	9922
USA BlueBook	Well Parts		\$112.86	9956
Voya	January Emp. Contribution		\$400.00	9932
Wex Bank	Gas		\$303.15	9935
White Brenner, LLP	Services Rendered Through December 2019			

Del Paso Manor Water District
BOD Compensation Expense Summary
FEBRUARY 2021

FEBRUARY 2021 MEETINGS							BURT	LENAHAN	MACIAS	MATTEOLI	PING
	Board Meetings										
2/2/2021	DPMWD - Regular Board Meeting		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)										
12/30/2020	DPMWD - AB1234 Ethics Training								1		
	Regional Water Authority (RWA)										
	Sacramento Groundwater Authority (SGA)								1		
	Sacramento Suburban Water District (SSWD)										
1/30/2021	Sexual Harassment Prevention Training (AB1825)								1		
	Water Forum										
	February Monthly Meeting Totals										
	TOTAL MEETINGS		1	1				1	4		1
	TOTAL COMPENSATED MEETINGS		1	1				1	4		1
	TOTAL COMPENSATION		\$100	\$100				\$100	\$400		\$100

ITEM #5

Water Forum

ITEM #6

Other Reports – AB 1234

ITEM #7 & 8

Manager's Report



Del Paso Manor Water District

Report to the Board of Directors Regular Board Meeting of March 2nd, 2021

Agenda Item: 7

Agenda Section: Managers Report

Subject: Progress Report

Prepared By: Adam Coyan

The following report summarizes District activities during the period of February 1st, 2021 through February 28th, 2021.

Teleconference Meetings:

Hydroscience - Master Plan

SSWD board meeting

Work Completed:

Called Bank of the West and an authorized signer must set up a new signature card.

Sent Form 700 to Directors that is due by April 1st, 2021.

Sampled Well # 8 for PCE contaminate.

Monthly Report

Quarterly Report

Installed eye wash and shower stations at well sites 2 and 4.

Sampled well 5 for PCE and 6 for TCP- 123.

Quarterly samples done.

Cut in a new T to allow Well 3 to be flushed and sampled.

Well 5 dual containment for chlorine injection system is complete.

Found measurements locations and pictures for all commercial meters.

97 USA Alerts got marked this month.

12 Locates were done.

Work Planned:

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

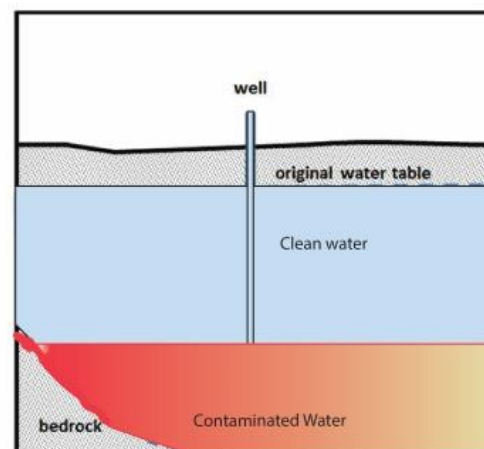
Well Risk Analysis

PCE detection

- Del Paso Manner Water District recently detected Perchloroethylene (PCE) in well 8 (aka Tetrachloroethylene)
- PCE is an organic chemical introduced in the environment by human activity. It can easily seep into the soil and groundwater beneath a dry cleaner with a few minor spills causing serious contamination issues
- PCE doesn't naturally degrade over time and without treatment PCE will sink deeper and spread out farther, which creates a large plume of PCE contamination
- Historical PCE regulations didn't instruct the industry to handle and dispose of the chemical safely
- PCE is a central nervous system depressant. The International Agency for Research on Cancer has classified tetrachloroethylene as a Group 2A carcinogen, which means that it is probably carcinogenic to humans.
- PCE is a Dense Non-Aqueous Phase Liquid (DNAPL) sinks

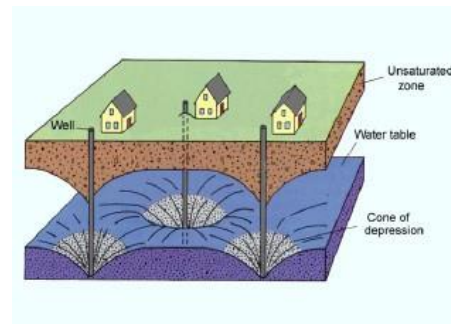
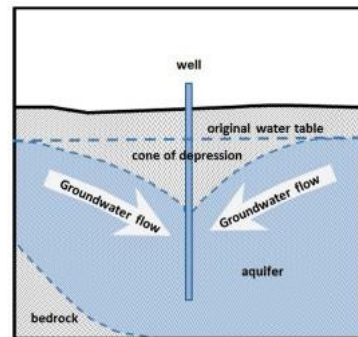
<https://en.wikipedia.org/wiki/Tetrachloroethylene>

PCE sits at the bottom of the aquifer and dissolves into the water over time. When we first sampled Well #8 the concentration was very high. This was because we were sampling primarily contaminated water with very little flush time.

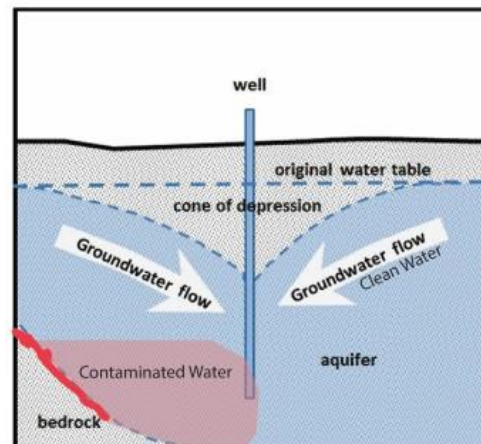


Cone of depression

- The cone of depression is a rough, conical shape, produced in a water table by the extraction of water from a well at a given rate. The size of the cone of depression depends on the duration of pumping, the pumping rate, and the hydraulic conductivity, specific yield, and thickness of the aquifer.

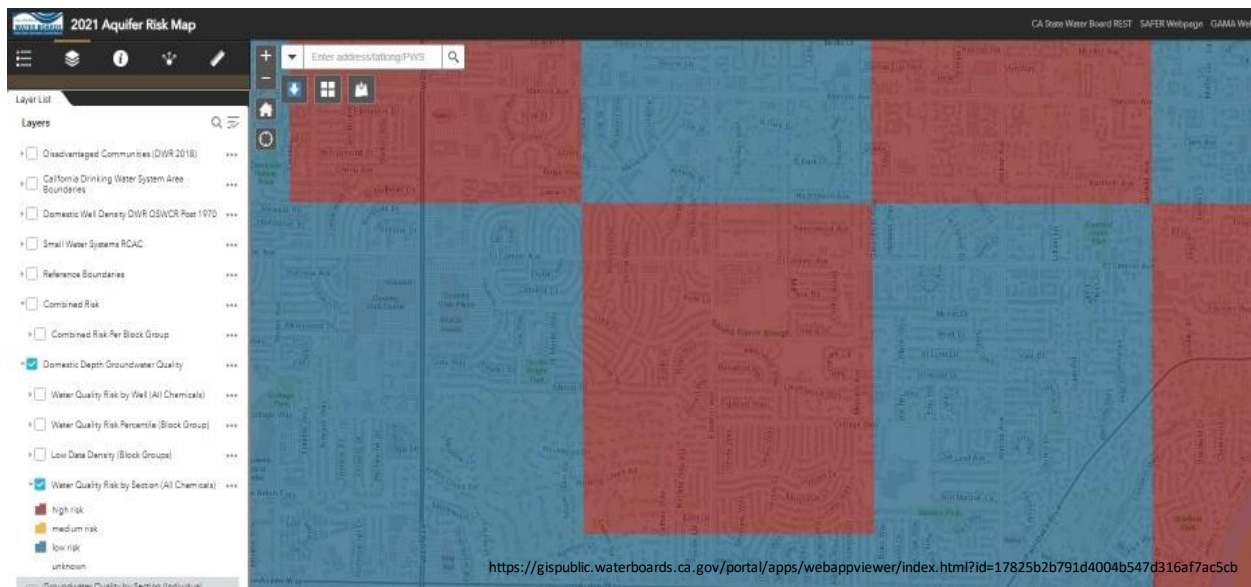


As we flushed the water, we started to pump clean groundwater from the surrounding aquifer which lowered the contaminate dependent upon the amount of time we flushed.

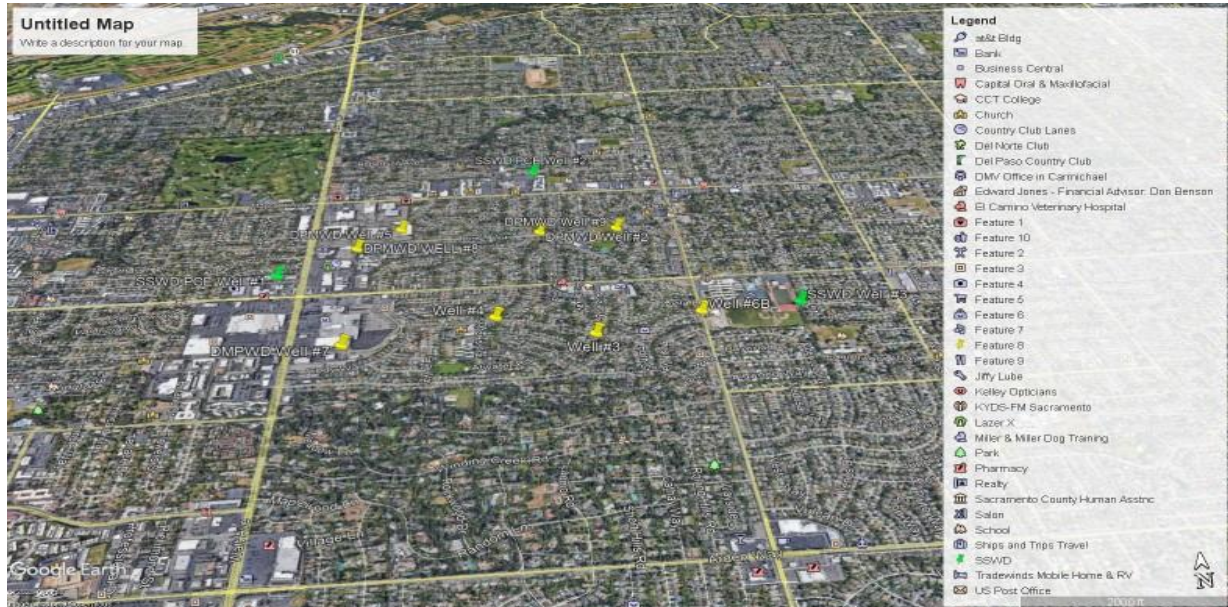




- Above is the Risk assessment for TCP-123. Well 6b and 3 are within this zone. Well 9, 4 and 2 are very close to this zone.



- Above is the risk assessment for all chemicals. Well 8, 5, 6B and 3 are within these zones. Wells 9, 2 and 4 are very close.



- Above are our Wells. The green markers are SSWD wells. SSWD well 1 & 2 test above the MCL for PCE and have been shut down. SSWD well 3 test above the MCL for Manganese and has been shut down.

Recommendations

- Seek surface water as primary source and use wells as back up.
- If wanting to continue using wells then consult a hydrogeologist
 - Review groundwater contamination around Del Paso Manor Water District
 - Evaluate which aquifer Del Paso is pumping from
 - Determine aquifer properties
 - Determine direction and timing of contaminant migration
- Review findings with board
- Act