

ITEM #5.A

Approval of Minutes of the March 20, 2023 Regular Meeting



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

DRAFT MINUTES

March 20, 2023 6:00 PM
1817 Maryal Drive, Suite 300, Sacramento 95864

1. CALL TO ORDER:

President Saunders called the meeting to order at 6:00 p.m.

2. ROLL CALL:

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

Directors Absent: 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 Pratt. The agenda was adopted on a 4 Yes/0 No/1 Absent (Ross) 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.

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

(0:03 minutes)

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

Item 5.A: Approval of Minutes of the February 21, 2023 Regular Meeting

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

Director Pratt noted she would abstain from voting due to her absence at the meeting.

Director Dolk made a motion to adopt item 5.A. The motion was seconded by Director Matteoli. The motion was approved on a 3 Yes/0 No/1 Abstain (Pratt) /1 Absent (Ross) vote.

Item 5.B: Approval of Warrants and Payroll

Director Dolk requested clarification regarding charges on the Bartle Wells Associate invoice and requested deferring costs and future payments until the Board receives a report back. Acting District Manager fielded questions and the Board discussed the merits of deferring payment.

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

Director Dolk made a motion to adopt item 5.B, apart from deferring payment to Bartle Wells. The motion was seconded by Director Matteoli. The motion was approved on a 4 Yes/0 No/1 Absent (Ross) 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: Budget to Actuals
(0:09 minutes)

President Saunders called for public comment.

Roy Wilson expressed concern for the bottom line, questioned election costs, and requested a report on engineering costs.

Seeing no further comments, President Saunders closed public comment.

Staff fielded inquiries from public comments.

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

(0:18 minutes)

Discussion commenced amongst the Board on historical support.

President Saunders called for public comment.

Roy Wilson provided historical perspective.

Seeing no further comment, President Saunders closed public comment.

Director Matteoli made a motion to approve a resolution endorsing Mr. Wheaton and direct staff to prepare a nomination letter. The motion was seconded by Director Pratt. The motion was approved on a 4 Yes/0 No/1 Absent (Ross) vote.

Item 8.C: Review and Discuss Contracting with a Staffing Agency for Temporary Office Assistance on an “as needed” Basis

(0:25 minutes)

Acting General Manager Hoppe provided the staff report, noting staff's preference was Express Employment Professionals, and fielded questions from the Board.

Director Matteoli noted more information on recruitment and expectation for length of term of the interim before supporting the contract.

President Saunders called for public comment.

Carol Rose expressed concern for the Acting General Manager's salary being the same as the General Manager's.

Roy Wilson noted support for the temporary help and expressed concern with the Acting General Manager's qualifications for the position.

Seeing no further comment, President Saunders closed public comment.

Assistant Legal Counsel fielded inquiries from public comments.

Director Pratt made a motion to move forward with the Acting General Manager to hire a temporary employee from an agency of her choice. The motion was seconded by Director Dolk. The motion was approved on a 3 Yes/1 No (Matteoli)/1 Absent (Ross) vote.

9. FIELD REPORT: Verbal report

(0:43 minutes)

Field Manager Jenner provided a brief report on current projects.

10. DIRECTORS REPORT ON COMMITTEE MEETINGS: Verbal report

Item 10.A: Water Forum (Pratt) – Verbal update from February meeting(s)

(0:44 minutes)

Director Pratt provided a brief report on the RWA and Water Forum meetings.

President Saunders called for public comment.

Roy Wilson inquired regarding the reports from other Directors.

Seeing no further comments, President Saunders closed public comment.

President Saunders stated other Director's reports will be at the first meeting of the month.

11. GENERAL MANAGER'S COMMENTS: Verbal report

Item 11.A: Update on Senate Bill 552 checklist (CalWARN and monitoring system for groundwater levels)

Item 11.B: Update on on-call status for District Operators

Item 11.C: Multi Factor Authentication (MFA) for Board dedicated email accounts

Item 11.D: Update on the Proposition 218 Process

Item 11.E: Update on Tripepi Smith (PR Firm) and Flashvote

Item 11.F: RPPG Update

Item 11.G: Update on O&M Tech II and Field Supervisor Job Openings

Item 11.H: District office will be closed on 3/31 for César Chávez Day

(0:59 minutes)

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

President Saunders called for public comment.

Trish Harrington inquired about Board approval for Prop 218 timeline.

Carol Rose inquired regarding the Fair Political Practices Commission's Form 700.

Roy Wilson inquired regarding RPPG expectations of how much grant money they can obtain, Prop 218 process and Board approvals, and addressing Well 2 requirements.

Seeing no further comments, President Saunders closed public comment.

Staff fielded inquiries from public comment.

12. CLOSED SESSION:

There were no Closed Session items to consider.

13. DIRECTORS' COMMENTS: Verbal information, non-action comments.

(1:26 minutes)

Director Dolk inquired if legal fees were reconciled, requested discussion on aging and delinquent accounts, and suggested deferring Well 2 until after Prop 218 process.

Director Matteoli stated he supported investing in Well 2, 4, and 7.

President Saunders spoke to waiting until Director Ross returned to discuss the General Manager recruitment and expectations, noted there will be a presentation from Bartle Wells at a future meeting, and noted future considerations of cancelling the first meetings of the month if there is a lack of agenda items.

President Saunders appointed Director Dolk and himself to serve on an ad hoc committee to prepare the 2023/2024 Fiscal Year Budget.

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

(1:41 minutes)

Director Dolk requested a report and discussion on the 2010 CIP funding and LAIF funds.

15. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for April 03, 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 7:44 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 - APRIL 2023

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Health		\$450.90	10626
ACWA JPIA	Worker's Comp, Q3 (01/01/2023 - 03/31/2023)		\$4,826.73	10627
ADP	Payroll		\$18,147.12	EFT
ADP Taxes	Payroll Taxes		\$8,660.73	EFT
Appletree Answers	Answering service		\$481.39	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		\$426.04	CC
BSK	Labs		\$1,168.00	10628
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	10629
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (On-Call Services 2023)		\$7,704.50	10630
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (Env. Site Assessment)		\$1,082.50	10630
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (District Planning Support)		\$2,856.25	10630
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (Well 9 Engineering)		\$7,548.17	10630
Forsgren Associates, Inc.	Services Rendered Thru 03/25/2023 (Well 2 Engineering)		\$17,018.30	10630
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through February 2023		\$51,708.70	10631
Leaf	Photocopy Machine Lease		\$172.92	10632
Legacy Cleaning Services	Maryal office		\$160.00	CC
MailRite	Billing Mailhouse (Mar./Apr 2023 Flat Rate)		\$1,917.56	10633
Munibilling	Billing System Software & Merchant Fee		\$1,926.00	10634
PG&E	Gas		\$8.32	EFT
Regional Government Services (RGS)	February 2023 Clerk Services		\$2,427.75	10635
Robert Merritt	CPA - Services Rendered Through March 2023		\$1,852.50	10636
Sacramento County Utilities	Utilities		\$218.54	EFT
Sacramento Air Quality Management District (SMAQMD)	Annual Permit Renewal (FY 2022-2023)		\$2,389.00	10637
Sierra Chemical Company	Chemicals		\$168.00	10638
Sierra Chemical Company	Chemicals		\$210.00	10638

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

Sierra Chemical Company	Chemicals		\$210.00	10638
Smud	Account# 7000000179		\$5,897.80	10639
Streamline	Website		\$200.00	CC
TAK Communications, Inc.	Intertie #3 Improvements		\$29,810.00	10640
TAK Communications, Inc.	Intertie #3		\$5,517.37	10640
Terrapin Technology Group	MFA Setup		\$405.25	10641
Tripepi Smith	Flashvote AdHoc		\$865.00	10642
Tony's Backflow Services	Backflow device Testing		\$426.00	10643
Uinta Holdings, LLC	May 2023 Rent		\$2,570.00	10644
Umpqua Bank	District Credit Card		\$2,582.56	10646
USA BlueBook	Well Parts		\$51.04	10647
VOYA	March 2023 Emp. Contribution		\$400.00	10648
Wex Bank	Gas		\$418.07	EFT
Wizix Technology Group, Inc.	Photocopy Machine		\$84.74	CC
MONTHLY TOTAL----->			\$0.00	\$207,979.08

Approved at 04/03/2023 Regular Meeting

Approved at 04/17/2023 Regular Meeting

TOTAL CHECKS ISSUED: 22

PAID VIA CREDIT CARD (CC): 16

PAID VIA ELECTRONIC FUNDS TRANSFER (EFT): 9

*** 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 - APRIL 2023

UMPQUA DISTRICT CREDIT CARD - PAID APRIL 2023			
VENDORS NAME	DESCRIPTION	AMOUNT	PAID DATE
All Awards	District Hats	63.85	4/4/2023
DEX.YP	Yellow Pages	15.50	4/4/2023
Wizix Technology Group, Inc.	Photocopy Machine	84.74	4/4/2023
Zoom	Cloud Recording	40.00	4/4/2023
Appletree Answers	Answering service	481.39	4/12/2023
AT&T	Phone	\$282.61	4/12/2023
AT&T	Phone	\$213.17	4/12/2023
Legacy Cleaning Services	Maryal office	160.00	4/12/2023
Streamline	Website	200.00	4/12/2023
AT&T Mobility	Cell Phones; iPads	\$426.04	4/14/2023
AT&T	Internet; Phone/Fax	\$69.55	4/18/2023
Amazon	Office Supplies	168.72	4/18/2023
Amazon	Office Supplies	90.00	4/18/2023
Amazon	Office Supplies	49.55	4/18/2023
1Password	Password Protection	35.88	4/19/2023
International Transaction Fee	Office	0.72	4/19/2023
		2,381.72	

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

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
A.I. Electric	Well 6B		\$540.00	
Aqua Sierra Controls, Inc.	Well 6B VFD Panel Fans		\$804.67	
Bartle Wells Associates	Services Rendered Thru January 2023		\$14,598.00	
Bartle Wells Associates	Services Rendered Thru February-March 2023		\$6,655.00	
California Department of Food & Agriculture	Refund for Hydrant Use Permit		\$857.70	
CalPers	Employee Contribution - Pepra		\$3,534.07	
CalPers	Health		\$10,495.91	
CalPers	Unfunded Liability - Classic		\$6,243.83	
CalPers	Unfunded Liability - Pepra		\$12.25	
DEX.YP	Yellow Pages		\$15.50	
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through March 2023		\$33,721.48	
Legacy Cleaning Services	Maryal office		\$160.00	
PG&E	Gas		\$8.88	
PG&E	Well 9 Emergency Generator Engineering Advance		\$2,500.00	
Regional Government Services (RGS)	March 2023 Clerk Services		\$292.50	
Renne Public Law Group	March 2023 Monthly Retainer		\$3,000.00	
Smud	Account# 7000000179		\$5,700.25	
Streamline	Website		\$200.00	
TAK Communications, Inc.	Leak Repair (Annette Street)		\$2,339.00	
TAK Communications, Inc.	Locate (Winding Creek)		\$1,734.00	
Umpqua Bank	District Credit Card		\$2,381.72	
USA BlueBook	Well Parts (4268 Stock)		\$550.70	
VOYA	April 2023 Emp. Contribution		\$400.00	
Wex Bank	Gas		\$277.85	
Wizix Technology Group, Inc.	Photocopy Machine		\$84.74	
MONTHLY TOTAL----->			\$0.00	\$97,108.05

Approved at 05/01/2023 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
APRIL 2023**

APRIL 2023 MEETINGS		DOLK	MATTEOLI	PRATT	ROSS	SAUNDERS
	Board Meetings					
4/17/2023	DPMWD - Regular Board Meeting	1	1	1	1	1
	DPMWD - Special Board Meeting					
	DPMWD - Emergency Board Meeting					
	ADHOC Committee Meetings					
	LAFCo 2x2 Meeting					
4/10/2023 & 4/21/2023	Budget Planning Committee (<i>Dolk/Saunders</i>)	2				2
	SSWD / DPMWD 2X2 Committee (<i>Dolk / Saunders</i>)					
4/20/2023	General Manager Recruitment Committee (<i>Matteoli / Ross</i>)		1		1	
	Financial Institution Research Committee (<i>Dolk / Ross</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>)					
04/17/2023 & 04/24/2023	Legal Council Meeting					2
4/5/2023	Regional Water Authority (RWA) (<i>Pratt</i>)			1		
4/13/2023	Sacramento Groundwater Authority (SGA) (<i>Matteoli / Pratt</i>)		1			
	Sacramento Suburban Water District (SSWD)					
	Sexual Harassment Prevention Training (AB1825)					
4/18/2023	Water Forum (<i>Pratt</i>)			1		
	April Monthly Meeting Totals					
	TOTAL MEETINGS	3	3	3	2	5
	TOTAL COMPENSATED MEETINGS	2	3	3	2	3
	TOTAL COMPENSATION	\$200	\$300	\$300	\$200	\$300

ITEM #8.A

Draft 2023/2024 Annual Budget

DEL PASO MANOR WATER DISTRICT
REGULAR BOARD MEETING

DATE: May 1, 2023

Item: 8.A

SUBJECT: Draft 2023/2024 Annual Budget

CONTACT:

Victoria Hoppe, Acting General Manager

DISCUSSION:

At the March 20, 2023, President Saunders appointed an Ad Hoc committee to work on the proposed draft 2023/2024 annual budget. The committee has prepared a draft budget for the Boards review and discussion.

A few noteworthy changes you will see are:

1. Payroll & Payroll Taxes:
 - a. Management and office manager salary has been adjusted to reflect the salary survey presented at the December 19, 2022 meeting
 - b. Field salary reflects the approved 3 field staff
2. Repairs & Maintenance:
 - a. SSWD Mutual Aid Field staff has been reduced by \$50,000 in anticipation of hiring the 3rd field staff and not depending on SSWD
3. Engineering has been increased to reflect current projects and anticipated needs for the approved upcoming projects/work.
4. Legal fees have been increased in anticipation of the required meetings and upcoming 218 proceedings

RECOMMENDATION:

Staff recommends the Board review and discuss the proposed draft 2023/2024 budget.

ATTACHMENTS:

2023/2024 Draft Budget

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:

This update has no direct fiscal impact on the District

DRAFT (04/22/2023)

			Proposed	Actual	% of Budget	Proposed	Actual	% of Budget
nor Water District Operations & Maintenance (O&M) Budget			22/23	22/23	22/23	23/24	23/24	23/24
Summary Code	Sub-Code	Worksheet	22/23	22/23	22/23	23/24	23/24	23/24
		Income						
4101.00		Water Revenue	\$ 1,077,040.30	\$747,104.90		\$ 1,077,040.30		
4151.00		Usage	\$ 281,807.32	\$230,143.49		\$ 281,807.32		
		Total O & M	\$ 1,358,847.62	\$977,248.39		\$ 1,358,847.62		
Summary Code	Sub-Code	Expenses	22/23	22/23	22/23	23/24	23/24	23/24
			Proposed	Actual	% of Budget	Proposed	Actual	% of Budget
5102.00		Payroll and Payroll Taxes	\$ 515,420.00	\$ 375,776.00	72.91%	\$ 551,051.00		
	5102.05	Directors Fees	\$ 30,000.00	\$11,200.00	37.33%	\$ 22,000.00		
	5102.10	Management Salaries	\$ 146,610.00	\$179,684.00	122.56%	\$ 160,000.00		
	5102.15	Field Wages	\$ 215,162.00	\$110,000.00	51.12%	\$ 250,000.00		
	5102.20	Office Manager Wages	\$ 70,123.00	\$48,188.00	68.72%	\$ 78,051.00		
	5102.30	Payroll Tax Expense	\$ 38,000.00	\$26,704.00	70.27%	\$ 41,000.00		
5121.00		Conservation	\$ -	\$6,397.00		\$ 3,400.00		
5151.00		Power	\$ 123,000.00	\$62,872.00	51.12%	\$ 112,000.00		
	5151.05	PG & E	\$ 3,000.00	\$329.00	10.97%	\$ 2,000.00		
	5151.10	SMUD	\$ 120,000.00	\$62,543.00	52.12%	\$ 110,000.00		
5201.00		Repairs & Maintenance	\$ 268,000.00	\$111,359.00	41.55%	\$ 216,000.00		
	5201.05	Leak Repairs	\$ 104,000.00	\$51,601.00	49.62%	\$ 104,000.00		
	5201.10	Field Equipment	\$ 2,000.00	\$186.00	9.30%	\$ 2,000.00		
	5201.15	Field Supplies	\$ 35,000.00	\$14,682.00	41.95%	\$ 35,000.00		
	5201.20	Fuel For Vehicles	\$ 9,000.00	\$2,676.00	29.73%	\$ 9,000.00		
	5201.25	Vehicles Repair and Maintenance	\$ 3,000.00	\$1,827.00	60.90%	\$ 3,000.00		
	5201.35	Chlorine	\$ 11,000.00	\$6,087.00	55.34%	\$ 11,000.00		
	5201.45	Well Repair and Maintenance		\$4,763.00		\$ 6,000.00		
	5201.55	Field Staff Cellular	\$ 6,000.00	\$3,716.00	61.93%	\$ 6,000.00		
	5201.00	Repairs & Maintenance - Other		\$9,433.00				
	5201.70	SSWD Mutual Aide Field Staff	\$ 90,000.00	\$16,388.00	18.21%	\$ 40,000.00		
5211.00		Cross Connection	\$ -					
5251.00		Insurance	\$ 47,000.00	\$44,181.00	94.00%	\$ 59,500.00		
	5251.05	Liability	\$ 28,500.00	\$33,750.00	118.42%	\$ 40,000.00		
	5251.10	Property	\$ 3,500.00	\$3,915.00	111.86%	\$ 4,500.00		
	5251.15	Workers Compensation	\$ 15,000.00	\$6,516.00	43.44%	\$ 15,000.00		
5301.00		Lab Testing	\$ 6,000.00	\$5,756.00	95.93%	\$ 7,000.00		
5351.00		Engineering	\$ 80,000.00	\$237,280.00	296.60%	\$ 250,000.00		
5451.00		City Water (Diversion Billing)	\$ 6,000.00	\$3,231.00	53.85%	\$ 7,000.00		
5452.00		Backflow Program	\$ 2,000.00	\$852.00	42.60%	\$ 2,000.00		
6151.00		Office Expense	\$ 84,300.00	\$65,528.00	77.73%	\$ 91,500.00		
	6151.05	District Office Lease	\$ 33,000.00	\$24,980.00	75.70%	\$ 32,000.00		
	6151.10	Phone Service	\$ 4,300.00	\$3,276.00	76.19%	\$ 4,500.00		
	6151.15	Internet Provider	\$ 5,500.00	\$3,206.00	58.29%	\$ 5,000.00		
	6151.20	Sewer & Garbage (lusk)	\$ 1,500.00	\$1,430.00	95.33%	\$ 2,000.00		
	6151.21	Miscellaneous (Office Other)		\$3,589.00				
	6151.25	Postage	\$ 12,000.00	\$11,663.00	97.19%	\$ 20,000.00		
	6151.30	Printing	\$ 1,000.00	\$0.00	0.00%	\$ 1,000.00		
	6151.35	Computers and Supplies	\$ 3,500.00	\$4,085.00	116.71%	\$ 3,500.00		
	6151.40	Office Supplies	\$ 7,500.00	\$4,817.00	64.23%	\$ 7,500.00		
	6151.45	Answering Service	\$ 5,500.00	\$4,302.00	78.22%	\$ 5,500.00		
	6151.50	Office Furniture	\$ 2,000.00	\$0.00	0.00%	\$ 2,000.00		
	6151.55	Payroll Preparation	\$ 2,000.00	\$1,437.00	71.85%	\$ 2,000.00		
	6151.60	GASB 75 Valuations	\$ 2,000.00	\$675.00	33.75%	\$ 2,000.00		
	6151.70	Janitorial	\$ 2,500.00	\$1,440.00	57.60%	\$ 2,500.00		
	6152.00	Building Maintenance	\$ 2,000.00	\$628.00	31.40%	\$ 2,000.00		
6171.00		Bank Fees	\$ 2,000.00	\$1,780.00	89.00%	\$ 2,000.00		
6251.00		Audit	\$ 12,000.00	\$0.00	0.00%	\$ 12,000.00		
6255.00		Election Related	\$ 3,000.00	\$1,887.00	62.90%	\$ 3,000.00		
6301.00		Legal	\$ 236,000.00	\$163,555.00	69.30%	\$ 260,000.00		
6401.00		Misc.	\$ 5,000.00	\$462.00	9.24%	\$ 5,000.00		
6451.00		Pers Retirement	\$ 100,500.00	\$76,350.00	75.97%	\$ 100,500.00		
6501.00		Employee Healthcare (JPIA & CalPERS)	\$ 80,000.00	\$59,698.00	74.62%	\$ 90,000.00		
6502.00		Retiree Health Benefits (CalPERS)	\$ 70,000.00	\$49,888.00	71.27%	\$ 80,000.00		
6551.00		Conference & Travel	\$ 10,000.00	\$0.00	0.00%	\$ 10,000.00		

DRAFT (04/22/2023)

			Proposed	Actual	% of Budget	Proposed	Actual	% of Budget
6561.00		Association Dues	\$ 57,600.00	\$45,835.00	79.57%	\$ 58,500.00		
	6561.05	ACWA	\$ 11,000.00	\$9,735.00	88.50%	\$ 11,000.00		
	6561.10	AWWA	\$ 700.00	\$480.00	68.57%	\$ 700.00		
	6561.15	CSDA	\$ 8,000.00	\$7,901.00	98.76%	\$ 8,300.00		
	6561.20	CRWA	\$ 1,000.00	\$864.00	86.40%	\$ 1,000.00		
	6561.25	RWA	\$ 9,700.00	\$4,106.00	42.33%	\$ 9,500.00		
	6561.30	SGA	\$ 25,000.00	\$21,187.00	84.75%	\$ 25,000.00		
	6561.35	SAWWA	\$ 1,000.00	\$0.00	0.00%	\$ 1,000.00		
	6561.00	Professional Dues - other	\$ 1,200.00	\$1,562.00	130.17%	\$ 2,000.00		
6601.00		Professional Admin/ Regulatory Fees	\$ 106,700.00	\$116,173.00	108.88%	\$ 131,700.00		
	6601.05	SWRCB Annual Fees	\$ 16,000.00	\$14,740.00	92.13%	\$ 16,000.00		
	6601.10	NDPES Permit	\$ 1,500.00	\$0.00	0.00%	\$ 1,500.00		
	6601.15	Cal Pers Actuarial Reports	\$ 700.00	\$700.00	100.00%	\$ 700.00		
	6601.25	Air Quality Permits	\$ 5,000.00	\$0.00	0.00%	\$ 5,000.00		
	6601.30	Encroachment Permits	\$ 500.00	\$0.00	0.00%	\$ 500.00		
	6601.35	CPA Fees	\$ 18,000.00	\$12,780.00	71.00%	\$ 18,000.00		
	6601.00	Professional Admin Fees - Other	\$ 25,000.00	\$77,953.00	311.81%	\$ 60,000.00		
	6601.50	Public Relations	\$ 30,000.00	\$0.00	0.00%	\$ 30,000.00		
	6601.55	Salary & Staffing Level Study	\$ 10,000.00	\$10,000.00	100.00%			
6610.00		Certification/ Continue Education	\$ 6,000.00	\$382.00	6.37%	\$ 5,000.00		
4501.00		Interest Income	\$ -			\$ 30,000.00		
4502.00		Miscellaneous Income	\$ -					
6752.00		Interest Expense + Principal						
6753.00		Amortization Expense	\$ -					
		Total not included payment of bond	\$ 1,870,520.00	\$ 1,422,845.00	76.07%	\$ 2,087,151.00		

DRAFT (04/22/2023)

				Proposed	Actual	% of Budget	Proposed	Actual	% of Budget
Del Paso Manor Water District Capital Improvement Projects (CIP) Budget Worksheet				2022/2023	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024
Summary Code	Sub-Code	2022/2023 Capital Improvement Projects (CIP) Budget Worksheet							
Income				2022/2023	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024
4111.00		CIP		\$ 595,035.04			\$ 598,811.20		
		Total CIP		\$ 595,035.04			\$ 598,811.20		
Expenses									
Summary Code	Sub-Code	Expenses							
				Proposed	Actual	% of Budget	Proposed	Actual	% of Budget
6760.00		Pipes		2022/2023	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024
	6760.05	Miscellaneous		\$ 50,000.00	\$28,137.00	56.27%	\$50,000.00		
	6760.30	Interties		\$ 300,000.00	\$66,512.00	22.17%			
6770.00		Wells							
		#2							
	6770.05	New Well/ Well Additions/ Generators		\$ 1,000,000.00	\$18,947.00	1.89%	\$950,000.00		
		#3							
	6770.05	New Well/ Well Additions/ Generators							
		#4							
	6770.05	New Well/ Well Additions/ Generators							
		#5							
	6770.05	New Well/ Well Additions/ Generators		\$ -					
		#6B							
	6770.05	New Well/ Well Additions/ Generators					\$50,000.00		
		Fencing			\$14,835.00				
		#7							
	6770.05	New Well/ Well Additions/ Generators			\$1,704.00				
		#8							
	6770.05	New Well/ Well Additions/ Generators		\$ -					
		#9							
	6770.05	New Well/ Well Additions/ Generators		\$ 300,000.00	\$0.00	0.00%	\$360,000.00		
		Buildings							
				\$ -					
		Debt Service							
		Interest Expense + Principal		\$ 325,000.00	\$71,001.00	21.85%	\$325,000.00		
		Equipment							
		2022 Chevrolet 2500			\$76,093.00				
		Board Room A/V System (Terrapin)			\$17,518.00				
		Half Ton Truck					\$60,000.00		
		Total		\$ 1,975,000.00	\$294,747.00	14.92%	\$1,745,000.00		

ITEM #8.B

Bartle Wells & Associates Presentation on Proposition 218 Rate Study

DEL PASO MANOR WATER DISTRICT

REGULAR BOARD MEETING

DATE: May 1, 2023

Item: 8.B

SUBJECT: Bartle Wells & Associates Presentation on Proposition 218 Rate Study

CONTACT:

Victoria Hoppe, Acting General Manager

DISCUSSION:

On January 17, 2023 Bartle Wells Associates presented the status of the Proposition 218 rate study. Since that time, Staff has continued to work with District Consultants and General Counsel's firm to draft the proposed rate structure which will allow the District to address infrastructure and operations and maintenance needs.

The proposed rate structure is a step toward launching the necessary Prop. 218 process. It is being presented to the Board and public to inform them of the status and to be transparent as work moves forward.

The capital improvement component of the proposed rates would authorize funding of core projects previously approved by the Board and provide approval to fund and implement specified alternate Capital Improvement Project(s) (CIP) in the event that the core projects cannot proceed. As will be discussed by Bartle Wells, the proposed rates are structured such that the total cost for capital improvement projects, whether core projects or alternates, will not exceed the amount provided in the proposed rate structure.

The operations and maintenance ("O&M") component of the proposed rates took the existing FY 22/23 O&M budget and included necessary escalations that were not fully funded in prior years to assure appropriate management of the District, along with maintenance of the District and its water supply.

RECOMMENDATION:

Staff recommends the Board view the presentation, take public comment, and provide feedback and direction, as appropriate.

ATTACHMENTS:

DRAFT Proposed Water Rate Tables for 2023 Water Rate Study

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:

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

Del Paso Manor Water District



DRAFT Proposed Water Rate Tables for 2023
Water Rate Study
4/28/2023

Table 1
Del Paso Manor WD
Summaries of Scenarios

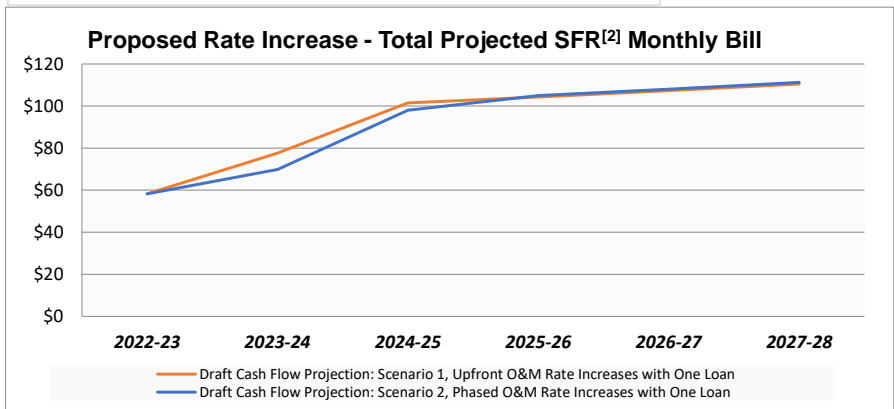
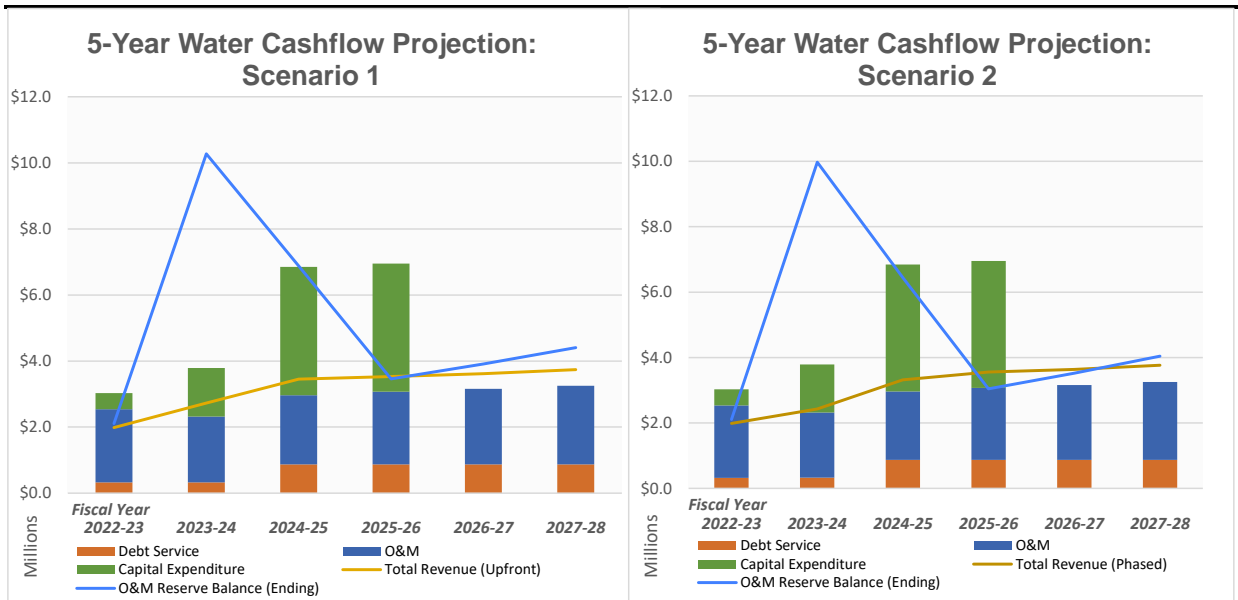
Scenarios: Based on a Single Family Residential customer with an 8,000 sq. ft. lot.

1) Upfront O&M Rate Increase; One \$9.23M Loan

	<u>Current</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
Fixed Monthly Rate per Unit	\$35.20	\$54.56	\$57.29	\$60.15	\$63.16	\$66.32
Capital Improvement Plan Charge ^[1] - Base Level	\$23.05	\$23.05	\$23.05	\$23.05	\$23.05	\$23.05
Increase in CIP Charge to Cover New Debt	\$0.00	\$21.12	\$21.12	\$21.12	\$21.12	\$21.12
Total CIP Charge	\$23.05	\$23.05	\$44.17	\$44.17	\$44.17	\$44.17
Monthly Bill	\$58.25	\$77.61	\$101.46	\$104.33	\$107.33	\$110.49
Year-to-Year Increase in Monthly Bill		\$19.36	\$23.85	\$2.86	\$3.01	\$3.16
% Monthly Bill Increase		33.2%	30.7%	2.8%	2.9%	2.9%

2) Phased O&M Rate Increase; One \$9.23M Loan

	<u>Current</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
Fixed Monthly Rate per Unit	\$35.20	\$46.82	\$53.84	\$60.84	\$63.88	\$67.07
Capital Improvement Plan Charge ^[1] - Base Level	\$23.05	\$23.05	\$23.05	\$23.05	\$23.05	\$23.05
Increase in CIP Charge to Cover New Debt	\$0.00	\$21.12	\$21.12	\$21.12	\$21.12	\$21.12
Total CIP Charge	\$23.05	\$23.05	\$44.17	\$44.17	\$44.17	\$44.17
Monthly Bill	\$58.25	\$69.87	\$98.01	\$105.01	\$108.05	\$111.25
Year-to-Year Increase in Monthly Bill		\$11.62	\$28.15	\$7.00	\$3.04	\$3.19
% Monthly Bill Increase		19.9%	40.3%	7.1%	2.9%	3.0%



[1] Capital Improvement Plan Charge, formerly known as System Maintenance Charge.

[2] "SFR" = Single Family Residential

Table 2
Del Paso Manor WD
Description of Charges

Residential Flat Rate Fixed Charges:

These charges recover all fixed and variable O&M costs of providing water to residential customers. The O&M expenses include costs necessary for operating the District's wells and the distribution system as well as District administration.

Commercial Fixed Meter Charges:

These charges recover fixed O&M costs of providing water to each commercial account.

Commercial Volumetric Charges:

These charges recover the variable component of O&M costs of providing water to commercial accounts. A commercial account's volumetric charge is calculated based on its water usage.

Capital Improvement Plan Charge^[1]:

This charge funds capital expenditures including debt service payments for both the existing loan and the proposed \$9.23M loan. The projected debt issuance is planned to fund projects such as Well 7 Rehabilitation, Well 4 Rehabilitation, the Hydraulic Model, and 2D-3 Pipeline Replacement or approved alternate capital improvement plan projects.

[1] Formerly known as System Maintenance Charge.

Table 3
Del Paso Manor WD
Current Monthly Residential Water Rates^[1]

Residential ^[2]	
Single Family Residential Fixed Rate^[3]	
	\$ per Month
0 - 5,000 sq. ft.	\$26.90
5,001 - 8,000 sq. ft.	\$35.20
8,001 - 11,000 sq. ft.	\$41.40
11,001 - 14,000 sq. ft.	\$47.60
14,001 - 17,000 sq. ft.	\$53.80
17,001 - 20,000 sq. ft.	\$60.05
Over 20,000 sq. ft.	\$60.05 + \$2.07 per 1k sqft
Duplex/Multi-Family Fixed Rate	
	\$ per Month
5,001 - 8,000 sq. ft.	\$56.90
8,001 - 11,000 sq. ft.	\$63.15
11,001 - 14,000 sq. ft.	\$69.35
Capital Improvement Plan Charge^[4]	
	\$ per Month
Residential up to 1"	\$23.05
Residential over 1" (Per 1")	\$23.05
Duplex/Multifamily (each side)	\$23.05
Additional Connection (Per 1") ^[5]	\$23.05

[1] Rates Effective 7/1/18

[2] Most single family residences pay (1) a fixed rate and (2) a CIP Charge.

[3] DPMWD was formed 70+ year and its records do not contain the connection size for most single family residential accounts. Currently, it is cost prohibitive to physically dig and determine exact connection size for each user. Therefore, the District has and will continue to use parcel/lot size as the basis for these SFR fixed charges.

[4] Formerly known as System Maintenance Charge

[5] For ADUs or additional development on a parcel.

Table 4
Del Paso Manor WD
Current Monthly Commercial Water Rates^[1]

Commercial^[2]	
Flat Rate Commercial	\$ per Month
3/4" - 5/8"	\$45.50
1"	\$62.85
1 1/2"	\$90.90
2"	\$184.00
Volumetric Rate Commercial	\$ per CF
\$ Per 100 CU ft	\$1.39
Meter Readiness to Service Charge	\$ per Month
5/8"	\$15.10
1"	\$37.80
1 1/2"	\$75.60
2"	\$120.95
3"	\$226.80
4"	\$378.00
6"	\$756.00
8"	\$1,209.60
10"	\$1,738.80
Capital Improvement Plan Charge^[3]	\$ per Month
Commercial up to 1" meter	\$23.05
Commercial 1 1/2" meter	\$46.10
Commercial 2" meter	\$73.75
Commercial 3" meter	\$138.30
Commercial 4" meter	\$230.50
Commercial 6" meter	\$461.00
Other	
Temporary Construction Water	\$ per CF
\$ per 100 CU ft	\$2.09
Fire Sprinkler Readiness Rate^[4]	\$ per month
4"	\$75.60
6"	\$151.20
8"	\$241.90
10"	\$347.75

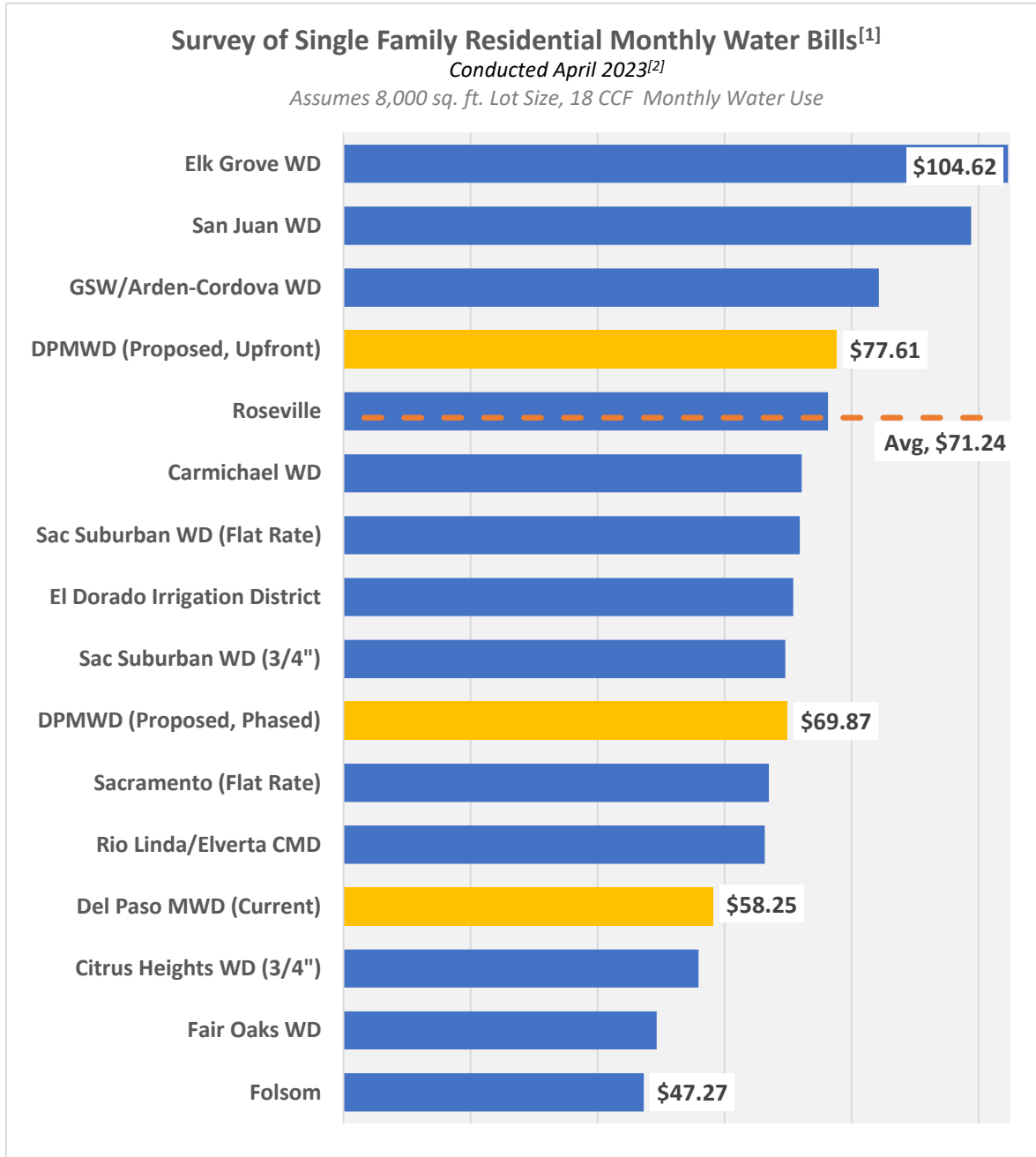
[1] Rates Effective 7/1/18

[2] Most commercial accounts pay (1) a fixed meter charge, (2) a volumetric charge, and (3) a CIP charge.

[3] Formerly known as System Maintenance Charge.

[4] Only applies to dedicated fire service.

Table 5
Del Paso Manor WD
Water Rate Survey



[1] The proposed DPMWD rates shown in the chart above only depict the first year (FY 2023/24) of proposed rate increases. Both scenarios (upfront rate increases & phased rate increases) are shown.
 [2] This survey represents a snapshot of current rates. Some of the water agencies listed above are in, or may soon begin, the process of reviewing and updating their rates.

Table 6
Del Paso Manor WD
Customers - Current

Lot Size	Single Family Residential Accounts	Duplex/ Multi-Family Accounts	Meter Equivalent Ratio	Meter Equivalent Units ^[1]	Commercial Meter	Commercial Accounts	Meter Equivalent Ratios	Commercial Equivalent Units	Total Meter Equivalent Units ^[2]
					Flat Rate	4	1	4	
0 - 5,000 sq. ft. lot	2	0	1	0	5/8"	1	1	1	
5,001 - 8,000 sq. ft.	808	12	1	12	1"	17	1	17	
8,001 - 11,000 sq. ft.	776	61	1	61	1 1/2"	27	2	54	
11,001 - 14,000 sq. ft.	141	6	1	6	2"	40	3.2	128	
14,001 - 17,000 sq. ft.	23	0	1	0	3"	13	6	78	
17,001 - 20,000 sq. ft.	7	0	1	0	4"	7	10	70	
Over 20,000 sq. ft.	28	0	1	0	6"	2	20	40	
Total	1,785	79		79		111		392	2,256

[1] Duplex / Multi-Family accounts count as one Meter Equivalent Unit each.

[2] Estimated number of 1" Meter Equivalent Units.

Table 7
Del Paso Manor WD
Customer Projections

	Assumed Growth Rate ^[1]	Current	2023-24	2024-25	2025-26	2026-27	2027-28
Single Family MEUs	0%	1,785	1,785	1,785	1,785	1,785	1,785
Duplex / Multi-Family MEUs	0%	79	79	79	79	79	79
Commercial MEUs	0%	392	392	392	392	392	392
Total		2,256	2,256	2,256	2,256	2,256	2,256

[1] Due to limited capacity for new development, District staff do not anticipate new growth.

Table 8
Del Paso Manor WD
Revenues

		Budget
		2022-23
No.	Category	Approved^[1]
4101	Fixed Revenues	\$1,077,040
<u>4151</u>	<u>Volumetric/Usage Revenues</u>	<u>\$281,807</u>
Subtotal	O&M Revenue	\$1,358,848
<u>4111</u>	<u>System Maintenance Charge^[2]</u>	<u>\$595,035</u>
Subtotal	CIP Revenue	\$595,035
Total Revenue		\$1,953,883

[1] Found in the Approved 2022-23 Budget.

[2] System Maintenance Charge is the nomenclature used in the Budget, now known as Capital Improvement Charge.

Table 9
Del Paso Manor WD

Water Rate Survey	22/23	7/1/22 to	Extrapolated	Projected	2024-25	2025-26	2026-27	2027-28
	Budget	4/22/23 Actual ^[1]	to full year ^[2]	2023-24 ^[3]				
				proj. CPI ^[4]	5.0%	5.0%	4.0%	4.0%
5102 Payroll and Payroll Taxes								
5102.05 Directors Fees	30,000.00	11,200.00	30,000.00	22,000.00	23,100.00	24,255.00	25,225.20	26,234.21
5102.10 Management Salaries	146,610.00	179,684.00	221,569.80	160,000.00	168,000.00	176,400.00	183,456.00	190,794.24
5102.15 Field Wages	215,162.00	110,000.00	215,162.00	250,000.00	262,500.00	275,625.00	286,650.00	298,116.00
5102.20 Office Manages Wages	70,123.00	48,188.00	70,123.00	78,051.00	81,953.55	86,051.23	89,493.28	93,073.01
5102.30 Payroll Tax Expense	38,000.00	26,704.00	38,000.00	41,000.00	43,050.00	45,202.50	47,010.60	48,891.02
5121 Conservation	0.00	6,397.00	7,888.19	3,400.00	3,570.00	3,748.50	3,898.44	4,054.38
5151 Power								
5151.05 PG&E	3,000.00	329.00	3,000.00	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93
5151.10 SMUD	120,000.00	62,543.00	120,000.00	110,000.00	115,500.00	121,275.00	126,126.00	131,171.04
5201 Repairs & Maintenance								
5201.05 Leak Repairs	104,000.00	51,601.00	104,000.00	104,000.00	109,200.00	114,660.00	119,246.40	124,016.26
5201.10 Field Equipment	2,000.00	186.00	2,000.00	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93
5201.15 Field Supplies	35,000.00	14,682.00	35,000.00	35,000.00	36,750.00	38,587.50	40,131.00	41,736.24
5201.20 Fuel for Vehicles	9,000.00	2,676.00	9,000.00	9,000.00	9,450.00	9,922.50	10,319.40	10,732.18
5201.25 Vehicles Repair and Maintenance	3,000.00	1,827.00	3,000.00	3,000.00	3,150.00	3,307.50	3,439.80	3,577.39
5201.35 Chlorine	11,000.00	6,087.00	11,000.00	11,000.00	11,550.00	12,127.50	12,612.60	13,117.10
5201.45 Well Repair and Maintenance		4,763.00	5,873.29	6,000.00	6,300.00	6,615.00	6,879.60	7,154.78
5201.55 Field Staff Cellular	6,000.00	3,716.00	6,000.00	6,000.00	6,300.00	6,615.00	6,879.60	7,154.78
5201.00 Repairs & Maintenance - Other		9,433.00	11,631.91					
5201.70 SSWD Mutual Aide Field Staff	90,000.00	16,388.00	90,000.00	40,000.00	42,000.00	44,100.00	45,864.00	47,698.56
5211 Cross Connection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5251 Insurance								
5251.05 Liability	28,500.00	33,750.00	41,617.40	40,000.00	42,000.00	44,100.00	45,864.00	47,698.56
5251.10 Property	3,500.00	3,915.00	4,827.62	4,500.00	4,725.00	4,961.25	5,159.70	5,366.09
5251.15 Workers Compensation	15,000.00	6,516.00	15,000.00	15,000.00	15,750.00	16,537.50	17,199.00	17,886.96
5301 Lab Testing	6,000.00	5,756.00	7,097.77	7,000.00	7,350.00	7,717.50	8,026.20	8,347.25
5351 Engineering	80,000.00	237,280.00	292,591.89	250,000.00	262,500.00	275,625.00	286,650.00	298,116.00
5451 City Water (Diversion Billing)	6,000.00	3,231.00	6,000.00	7,000.00	7,350.00	7,717.50	8,026.20	8,347.25
5452 Backflow Program	2,000.00	852.00	2,000.00	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93
6151 Office Expense								
6151.05 District Office Lease	33,000.00	24,980.00	33,000.00	32,000.00	33,600.00	35,280.00	36,691.20	38,158.85
6151.10 Phone Service	4,300.00	3,276.00	4,300.00	4,500.00	4,725.00	4,961.25	5,159.70	5,366.09
6151.15 Internet Provider	5,500.00	3,206.00	5,500.00	5,000.00	5,250.00	5,512.50	5,733.00	5,962.32
6151.20 Sewer & Garbage (Lusk)	1,500.00	1,430.00	1,763.34	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93
6151.21 Miscellaneous (Office Other)		3,589.00	4,425.63					
6151.25 Postage	12,000.00	11,663.00	14,381.74	20,000.00	21,000.00	22,050.00	22,932.00	23,849.28
6151.30 Printing	1,000.00	0.00	1,000.00	1,000.00	1,050.00	1,102.50	1,146.60	1,192.46
6151.35 Computers and Supplies	3,500.00	4,085.00	5,037.25	3,500.00	3,675.00	3,858.75	4,013.10	4,173.62
6151.40 Office Supplies	7,500.00	4,817.00	7,500.00	7,500.00	7,875.00	8,268.75	8,599.50	8,943.48
6151.45 Answering Service	5,500.00	4,302.00	5,500.00	5,500.00	5,775.00	6,063.75	6,306.30	6,558.55
6151.50 Office Furniture	2,000.00	0.00	2,000.00	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93
6151.55 Payroll Preparation	2,000.00	1,437.00	2,000.00	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93
6151.60 GASB 75 Valuations	2,000.00	675.00	2,000.00	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93
6151.70 Janitorial	2,500.00	1,440.00	2,500.00	2,500.00	2,625.00	2,756.25	2,866.50	2,981.16
6152.00 Building Maintenance	2,000.00	628.00	2,000.00	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93
6171 Bank Fees	2,000.00	1,780.00	2,194.93	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93
6251 Audit	12,000.00	0.00	12,000.00	12,000.00	12,600.00	13,230.00	13,759.20	14,309.57
6255 Election Related	3,000.00	1,887.00	3,000.00	3,000.00	3,150.00	3,307.50	3,439.80	3,577.39
6301 Legal	236,000.00	163,555.00	236,000.00	200,000.00	210,000.00	220,500.00	229,320.00	238,492.80
6401 Misc.	5,000.00	462.00	5,000.00	5,000.00	5,250.00	5,512.50	5,733.00	5,962.32
6451 Pers Retirement	100,500.00	76,350.00	100,500.00	100,500.00	105,525.00	110,801.25	115,233.30	119,842.63
6501 Employee Healthcare (JPIA & CalPERS)	80,000.00	59,698.00	80,000.00	90,000.00	94,500.00	99,225.00	103,194.00	107,321.76
6502 Retiree Health Benefits (CalPERS)	70,000.00	49,888.00	70,000.00	80,000.00	84,000.00	88,200.00	91,728.00	95,397.12
6551 Conference & Travel	10,000.00	0.00	10,000.00	10,000.00	10,500.00	11,025.00	11,466.00	11,924.64

6561 Association Dues									
6561.05 ACWA	11,000.00	9,735.00	12,004.31	11,000.00	11,550.00	12,127.50	12,612.60	13,117.10	
6561.10 AWWA	700.00	480.00	700.00	700.00	735.00	771.75	802.62	834.72	
6561.15 CSDA	8,000.00	7,901.00	9,742.79	8,300.00	8,715.00	9,150.75	9,516.78	9,897.45	
6561.20 CRWA	1,000.00	864.00	1,065.41	1,000.00	1,050.00	1,102.50	1,146.60	1,192.46	
6561.25 RWA	9,700.00	4,106.00	9,700.00	9,500.00	9,975.00	10,473.75	10,892.70	11,328.41	
6561.30 SGA	25,000.00	21,187.00	26,125.86	25,000.00	26,250.00	27,562.50	28,665.00	29,811.60	
6561.35 SAWWA	1,000.00	0.00	1,000.00	1,000.00	1,050.00	1,102.50	1,146.60	1,192.46	
6561.00 Professional Dues - Other	1,200.00	1,562.00	1,926.11	2,000.00	2,100.00	2,205.00	2,293.20	2,384.93	
6601 Professional Admin / Regulatory Fees									
6601.05 SWRCB Annual Fees	16,000.00	14,740.00	18,176.01	16,000.00	16,800.00	17,640.00	18,345.60	19,079.42	
6601.10 NDPEs Permit	1,500.00	0.00	1,500.00	1,500.00	1,575.00	1,653.75	1,719.90	1,788.70	
6601.15 Cal Pers Actuarial Reports	700.00	700.00	863.18	700.00	735.00	771.75	802.62	834.72	
6601.25 Air Quality Permits	5,000.00	0.00	5,000.00	5,000.00	5,250.00	5,512.50	5,733.00	5,962.32	
6601.30 Encroachment Permits	500.00	0.00	500.00	500.00	525.00	551.25	573.30	596.23	
6601.35 CPA Fees	18,000.00	12,780.00	18,000.00	18,000.00	18,900.00	19,845.00	20,638.80	21,464.35	
6601.00 Professional Admin Fees - Other	25,000.00	77,953.00	96,124.48	60,000.00	63,000.00	66,150.00	68,796.00	71,547.84	
6601.50 Public Relations	30,000.00	0.00	30,000.00	30,000.00	31,500.00	33,075.00	34,398.00	35,773.92	
6601.55 Salary & Staffing Level Study	10,000.00	10,000.00	12,331.08	0.00	0.00	0.00	0.00	0.00	
6610 Certification / Continued Education	6,000.00	382.00	6,000.00	5,000.00	5,250.00	5,512.50	5,733.00	5,962.32	
Total	1,796,995.00	1,429,242.00	2,214,744.98	1,997,151.00	2,097,008.55	2,201,858.98	2,289,933.34	2,381,530.67	

- [1] Total actual expenditure through 4/22/23. Amounts above are not audited.
[2] Max of 'actuals so far in FY 22/23 extrapolated to full year' & 'FY 22/23 Budget'
[3] O&M data provided by District staff.
[4] "CPI" = Consumer Price Index

Table 10
Del Paso Manor WD
Capital Improvement Plan

Fund - Category	Project	Proposed 2022-23	Actual 2022-23	Extrapolated to full year ^[1] 2022-23	Adopted CIP ^[2]		
					2023-24	2024-25	2025-26
Core Projects^[3]							
	Well 7 Rehabilitation	\$2,986,200			\$995,400	\$995,400	\$995,400
	Well 4 Rehabilitation	\$958,000			\$319,333	\$319,333	\$319,333
	Hydraulic Model	\$40,000			\$13,333	\$13,333	\$13,333
	2D-3 Pipeline Rpmnt.	<u>\$5,250,000</u>			\$1,750,000	\$1,750,000	\$1,750,000
		\$9,234,200			\$3,078,067	\$3,078,067	\$3,078,067
<u>6760 - Pipes</u>							
	6760.05 Miscellaneous	\$50,000	\$28,137	\$50,000	50,000		
	6760.30 Interties	\$300,000	\$66,512	\$300,000			
<u>6770 - Wells</u>							
	6770.05 #2 New Well/Well Addition/Generators	\$1,000,000	\$18,947	\$18,947	950,000		
	6770.05 #3 New Well/Well Addition/Generators	\$0	\$0	\$0			
	6770.05 #4 New Well/Well Addition/Generators	\$0	\$0	\$0			
	6770.05 #5 New Well/Well Addition/Generators	\$0	\$0	\$0			
	6770.05 #6B New Well/Well Addition/Generators	\$0	\$0	\$0	50,000		
	Fencing	\$0	\$14,835	\$18,293			
	6770.05 #7 New Well/Well Addition/Generators	\$0	\$1,704	\$2,101			
	6770.05 #8 New Well/Well Addition/Generators	\$0	\$0	\$0			
	6770.05 #9 New Well/Well Addition/Generators	\$300,000	\$0	\$0	360,000		
<u>Buildings</u>		\$0	\$0	\$0			
<u>Equipment</u>							
	2022 Chevrolet 2500	\$0	\$76,093	\$76,093			
	Board Room A/V System (Terrapin)	\$0	\$17,518	\$21,602			
	Half Ton Truck	\$0	\$0	\$0	60,000		
Total Capital Projects				\$487,036	\$1,470,000	\$3,882,000	\$3,882,000

[1] Max of 'actuals so far in FY 22/23 through 4/22/23 extrapolated to full year' & 'FY 22/23 Budget'

[2] All Core Projects (\$9,234,000) assumed to be completed within the 3-year window of FYs 24, 25, and 26. Project expenses not projected for FY23/24 are projected evenly across the subsequent following two fiscal years.

[3] Approved funding is for the listed core projects or alternatives previously approved by the board.

Table 11
Del Paso Manor WD
Debt Service - Existing and Proposed

Del Paso Manor WD
Debt Service

FY	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Existing Debt:						
Bank Loan - Refinanced 2020						
Principal	\$183,000	\$189,000	\$194,000	\$200,000	\$220,200	\$220,200
Interest	\$141,278	\$135,330	\$129,187	\$122,883	\$102,511	\$102,511
<i>Subtotal of Existing Loan</i>	<i>\$324,278</i>	<i>\$324,330</i>	<i>\$323,187</i>	<i>\$322,883</i>	<i>\$322,711</i>	<i>\$322,711</i>
Proposed Debt:						
<u>One Loan, \$9.23M^[1]</u>		\$9,430,000				
Principal	\$0	\$0	\$168,138	\$174,863	\$181,858	\$189,132
Interest	\$0	\$0	\$377,200	\$370,474	\$363,480	\$356,206
<i>Subtotal of New Loan</i>	<i>\$0</i>	<i>\$0</i>	<i>\$545,338</i>	<i>\$545,338</i>	<i>\$545,338</i>	<i>\$545,338</i>
Total Debt Service	\$324,278	\$324,330	\$868,525	\$868,221	\$868,049	\$868,049

[1] New debt issuance assumes \$200,000 in issuances costs, 4% annual interest, and a 30 year pay back period.

Table 12
Del Paso Manor WD
Reserves Balance

District Reserve Balance

Fund	Balance 6/30/22
LAIF Fund	\$2,252,932
Bank Balance	\$894,522
Total	\$3,147,454

Table 13
Del Paso Manor WD
Draft Cash Flow Projection: Scenario 1, Upfront O&M Rate Increases with One Loan

	Projection->					
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
BEGINNING FUND BALANCE	\$3,147,454	\$2,106,752	\$10,271,364	\$6,878,441	\$3,457,620	\$3,912,792
Rate Increase Adoption Date		7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027
SFR Monthly O&M Rate	\$35.20	\$54.56	\$57.29	\$60.15	\$63.16	\$66.32
Capital Improvement Charge - Base Level	\$23.05	\$23.05	\$23.05	\$23.05	\$23.05	\$23.05
Increase in CIP Charge over Current in order to Cover New Debt		\$0.00	\$21.12	\$21.12	\$21.12	\$21.12
Total CIP Charge	\$23.05	\$23.05	\$44.17	\$44.17	\$44.17	\$44.17
Total Projected SFR Monthly Bill	\$58.25	\$77.61	\$101.46	\$104.33	\$107.33	\$110.49
Yr-to-Yr Increase in Monthly Bill		\$19.36	\$23.85	\$2.86	\$3.01	\$3.16
% Monthly Bill Increase						

	Projection->					
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
REVENUE						
Fixed Rate Revenue	1,077,040	1,669,412	1,752,883	1,840,527	1,932,554	2,029,181
Volumetric Rate Revenue	281,807	436,801	458,641	481,573	505,652	530,935
<u>Other Operating Revenue</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Operating Revenue	\$1,358,848	\$2,106,214	\$2,211,525	\$2,322,101	\$2,438,206	\$2,560,116
Interest Earnings ^[1]	31,475	21,068	102,714	68,784	34,576	39,128
CIP Charge Revenue ^[2]	595,035	598,811	1,140,373	1,140,373	1,140,373	1,140,373
Total Non-Operating Revenue	\$626,510	\$619,879	\$1,243,087	\$1,209,157	\$1,174,949	\$1,179,501
TOTAL REVENUE	\$1,985,357	\$2,726,093	\$3,454,611	\$3,531,258	\$3,613,155	\$3,739,617

	Projection->					
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
O&M EXPENSE						
Total Operating Expense	\$2,214,745	\$1,997,151	\$2,097,009	\$2,201,859	\$2,289,933	\$2,381,531
TOTAL O&M EXPENSE	\$2,214,745	\$1,997,151	\$2,097,009	\$2,201,859	\$2,289,933	\$2,381,531

	Projection->					
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
NET OPERATING REVENUES	(229,388)	728,942	1,357,602	1,329,399	1,323,221	1,358,086
New Debt Proceeds		\$9,230,000				
Total Debt Service	324,278	324,330	868,525	868,221	868,049	868,049
Capital Expenditure	487,036	1,470,000	3,882,000	3,882,000	0	0
ENDING FUND BALANCE	\$2,106,752	\$10,271,364	\$6,878,441	\$3,457,620	\$3,912,792	\$4,402,829
# Months O&M in Reserves	11 months	62 months	39 months	19 months	21 months	22 months
Fund Balance Minimum ^[3]	\$1,107,372	\$998,576	\$1,048,504	\$1,100,929	\$1,144,967	\$1,190,765
Target Met	yes	yes	yes	yes	yes	yes
<i>Debt Service Coverage^[4] ($\geq 1.20x$)</i>		2.18	1.44	1.45	1.48	1.52

[1] Interest Earnings - 1% estimated earnings on beginning fund balance

[2] 22/23 value is estimated based on 2021/22 actual revenue generated. 23/24 value provided by District staff.

[3] Minimum O&M reserve balance is 6 months of O&M (and not including that year's debt service).

[4] The 2018 debt covenant, pg 56, prescribes that net revenue must equal 120% of the annual debt service in the fiscal year. Also mentioned on pg 21 of the 2020-21 Financial Audit.

Table 14
Del Paso Manor WD
Draft Cash Flow Projection: Scenario 2, Phased O&M Rate Increases with One Loan

	Projection->					
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
BEGINNING FUND BALANCE	\$3,147,454	\$2,106,752	\$9,972,417	\$6,443,338	\$3,044,609	\$3,523,416
Rate Increase Adoption Date		7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027
SFR Monthly O&M Rate	\$35.20	\$46.82	\$53.84	\$60.84	\$63.88	\$67.07
Capital Improvement Charge - Base Level	\$23.05	\$23.05	\$23.05	\$23.05	\$23.05	\$23.05
Increase in CIP Charge over Current in order to Cover New Debt		\$0.00	\$21.12	\$21.12	\$21.12	\$21.12
Total CIP Charge	\$23.05	\$23.05	\$44.17	\$44.17	\$44.17	\$44.17
Total Projected SFR Monthly Bill	\$58.25	\$69.87	\$98.01	\$105.01	\$108.05	\$111.25
Yr-to-Yr Increase in Monthly Bill		\$11.62	\$28.15	\$7.00	\$3.04	\$3.19
% Monthly Bill Increase						

	Projection->					
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
REVENUE						
Fixed Rate Revenue	1,077,040	1,432,464	1,647,333	1,861,486	1,954,561	2,052,289
Volumetric Rate Revenue	281,807	374,804	431,024	487,057	511,410	536,981
Other Operating Revenue	0	0	0	0	0	0
Total Operating Revenue	\$1,358,848	\$1,807,267	\$2,078,357	\$2,348,544	\$2,465,971	\$2,589,270
Interest Earnings ^[1]	31,475	21,068	99,724	64,433	30,446	35,234
CIP Charge Revenue ^[2]	595,035	598,811	1,140,373	1,140,373	1,140,373	1,140,373
Total Non-Operating Revenue	\$626,510	\$619,879	\$1,240,097	\$1,204,806	\$1,170,819	\$1,175,607
TOTAL REVENUE	\$1,985,357	\$2,427,146	\$3,318,454	\$3,553,350	\$3,636,790	\$3,764,877

	Projection->					
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
O&M EXPENSE						
Total Operating Expense	\$2,214,745	\$1,997,151	\$2,097,009	\$2,201,859	\$2,289,933	\$2,381,531
TOTAL O&M EXPENSE	\$2,214,745	\$1,997,151	\$2,097,009	\$2,201,859	\$2,289,933	\$2,381,531

	Projection->					
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
NET OPERATING REVENUES	(229,388)	429,995	1,221,446	1,351,491	1,346,857	1,383,346
New Debt Proceeds		\$9,230,000				
Total Debt Service	324,278	324,330	868,525	868,221	868,049	868,049
Capital Expenditure	487,036	1,470,000	3,882,000	3,882,000	0	0
ENDING FUND BALANCE	\$2,106,752	\$9,972,417	\$6,443,338	\$3,044,609	\$3,523,416	\$4,038,713
# Months O&M in Reserves	11 months	60 months	37 months	17 months	18 months	20 months
O&M Fund Balance Minimum ^[3]	\$1,107,372	\$998,576	\$1,048,504	\$1,100,929	\$1,144,967	\$1,190,765
Target Met	yes	yes	yes	yes	yes	yes
Debt Service Coverage ^[4] ($\geq 1.20x$)		1.26	1.29	1.48	1.52	1.55

[1] Interest Earnings - 1% estimated earnings on beginning fund balance

[2] 22/23 value is estimated based on 2021/22 actual revenue generated. 23/24 value provided by District staff.

[3] Minimum O&M reserve balance is 6 months of O&M (and not including that year's debt service).

[4] The 2018 debt covenant, pg 56, prescribes that net revenue must equal 120% of the annual debt service in the fiscal year. Also mentioned on pg 21 of the 2020-21 Financial Audit.

Table 15
Del Paso Manor WD
Proposed Rate Summary (Single Family Residential & Commercial)

Scenario 1, Upfront O&M Rate Increase with One Loan^[1]						
SFR O&M Rate, \$ per Month^[2]	Current	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027
% O&M Rate Increase		55%	5%	5%	5%	5%
0 - 5,000 sq. ft.	\$26.90	\$41.70	\$43.78	\$45.97	\$48.27	\$50.68
5,001 - 8,000 sq. ft.	\$35.20	\$54.56	\$57.29	\$60.15	\$63.16	\$66.32
8,001 - 11,000 sq. ft.	\$41.40	\$64.17	\$67.38	\$70.75	\$74.28	\$78.00
11,001 - 14,000 sq. ft.	\$47.60	\$73.78	\$77.47	\$81.34	\$85.41	\$89.68
14,001 - 17,000 sq. ft.	\$53.80	\$83.39	\$87.56	\$91.94	\$96.53	\$101.36
17,001 - 20,000 sq. ft.	\$60.05	\$93.08	\$97.73	\$102.62	\$107.75	\$113.14
Over 20,000 sq. ft.	60.05 + \$2.07 per 1k sqft	\$93.08 + \$3.21 per sqft	\$97.73 + \$3.37 per sqft	\$102.62 + \$3.54 per sqft	\$107.75 + \$3.71 per sqft	\$113.14 + \$3.9 per sqft
Duplex/Multi-Family, \$ per Month						
5,001 - 8,000 sq. ft.	\$56.90	\$88.20	\$92.60	\$97.23	\$102.10	\$107.20
8,001 - 11,000 sq. ft.	\$63.15	\$97.88	\$102.78	\$107.92	\$113.31	\$118.98
11,001 - 14,000 sq. ft.	\$69.35	\$107.49	\$112.87	\$118.51	\$124.44	\$130.66
Flat Rate Commercial, \$ per Month						
3/4" - 5/8"	\$45.50	\$70.53	\$74.05	\$77.75	\$81.64	\$85.72
1"	\$62.85	\$97.42	\$102.29	\$107.40	\$112.77	\$118.41
1 1/2"	\$90.90	\$140.90	\$147.94	\$155.34	\$163.10	\$171.26
2"	\$184.00	\$285.20	\$299.46	\$314.43	\$330.15	\$346.66
Volumetric Rate Commercial, \$ per CF						
\$ per 100 CU ft	\$1.39	\$2.15	\$2.26	\$2.38	\$2.49	\$2.62
Meter Readiness to Service Charge, \$ per Month						
5/8"	\$15.10	\$23.41	\$24.58	\$25.80	\$27.09	\$28.45
1"	\$37.80	\$58.59	\$61.52	\$64.60	\$67.83	\$71.22
1 1/2"	\$75.60	\$117.18	\$123.04	\$129.19	\$135.65	\$142.43
2"	\$120.95	\$187.47	\$196.85	\$206.69	\$217.02	\$227.87
3"	\$226.80	\$351.54	\$369.12	\$387.57	\$406.95	\$427.30
4"	\$378.00	\$585.90	\$615.20	\$645.95	\$678.25	\$712.17
6"	\$756.00	\$1,171.80	\$1,230.39	\$1,291.91	\$1,356.50	\$1,424.33
8"	\$1,209.60	\$1,874.88	\$1,968.62	\$2,067.06	\$2,170.41	\$2,278.93
10"	\$1,738.80	\$2,695.14	\$2,829.90	\$2,971.39	\$3,119.96	\$3,275.96
Capital Improvement Plan Charge (CIP Charge)						
Proposed SFR Increase		+\$0.00	+\$21.12			
Residential up to 1"	\$23.05	\$23.05	\$44.17	\$44.17	\$44.17	\$44.17
Residential over 1" (Per 1")	\$23.05	\$23.05	\$44.17	\$44.17	\$44.17	\$44.17
Duplex/Multifamily (each side)	\$23.05	\$23.05	\$44.17	\$44.17	\$44.17	\$44.17
Extra Tap (Per 1")	\$23.05	\$23.05	\$44.17	\$44.17	\$44.17	\$44.17
Commercial up to 1"	\$23.05	\$23.05	\$44.17	\$44.17	\$44.17	\$44.17
Commercial 1 1/2"	\$46.10	\$46.10	\$88.35	\$88.35	\$88.35	\$88.35
Commercial 2"	\$73.75	\$73.75	\$141.34	\$141.34	\$141.34	\$141.34
Commercial 3"	\$138.30	\$138.30	\$265.05	\$265.05	\$265.05	\$265.05
Commercial 4"	\$230.50	\$230.50	\$441.75	\$441.75	\$441.75	\$441.75
Commercial 6"	\$461.00	\$461.00	\$883.50	\$883.50	\$883.50	\$883.50
Total Charge^[4]						
Residential up to 1", 5,001 - 8,000 sq. ft.	\$58.25	\$77.61	\$101.46	\$104.33	\$107.33	\$110.49

[1] Temporary Construction Water and Fire Sprinkler Readiness Rates are not being changed and will remain as shown on Table 4.

[2] "SFR" = Single Family Residential

[3] Capital Improvement Plan Charge, formerly known as System Maintenance Charge.

[4] The District has not acquired new assets or infrastructure and District staff do not anticipate growth. Therefore, the District's capacity fees are not being updated at this time.

ITEM #8.C

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

DEL PASO MANOR WATER DISTRICT

REGULAR BOARD MEETING

DATE: May 1, 2023

Item: 8.C

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 \$2,500 from PG&E. This payment is required to allow the project to continue and until payment is received, the project is on hold.

Staff has asked Forsgren Associates to join the meeting to address any questions and/or concerns surrounding this request.

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 \$2,500 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 \$2,500.



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 #8.D

Deposit for Electrical Service Upgrade for Well #2 Meter

DEL PASO MANOR WATER DISTRICT
REGULAR BOARD MEETING

DATE: May 1, 2023

Item: 8.D

SUBJECT: Deposit for Electrical Service Upgrade for Well #2 Meter

CONTACT:

Victoria Hoppe, Acting General Manager

DISCUSSION:

As the Well #2 project moves forward through the approved engineering process SMUD is now requesting a deposit in the amount of \$5,000 to submit the upgrade of the meter to their designer.

Staff has asked Forsgren Associates to join the meeting to address any questions and/or concerns surrounding this request.

Staff would like to pay this deposit with a District credit card &/or an electronic funds transfer from the Bank of the West revenue account.

RECOMMENDATION:

Staff recommends approving the deposit payment in the amount of \$5,000 to allow for submittal of Well #2 meter upgrade request to SMUD and to be applied to the District credit card and/or electronic funds transfer from the Bank of the West revenue account.

ATTACHMENTS:

Copy of email received from SMUD

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 \$5,000

Victoria Hoppe

From: Brian Gach <bgach@forsgren.com>
Sent: Monday, April 24, 2023 6:24 PM
To: Victoria Hoppe
Cc: Alan Driscoll
Subject: FW: DPM Well #2 electric service upgrade, SMUD contact

Hi Victoria,

Please see forwarded email below from SMUD that was sent to our electrical engineer. We won't actually know the load calcs until the pump has been sized, but we may be able to work around that with assumptions.

EXTERNAL MESSAGE

Message from SMUD regarding our service upgrade:

Thank you for contacting me regarding Del Paso Manor Water District, I was unable to find a service notification for this customer regarding an upgrade for this meter. With that being said, you will need to start the upgrade process via our [Design & Construction Services](#).

- You will need to submit your load calc's and a single line drawing.
- There is also a \$5000.00 deposit that is required before the request can be submitted to a designer

You will be issued a service notification number for your records once you submit the information. The designer will be able to answer any questions that you may have and set up a site visit and calculate the total cost for the upgrade. Please let me know if you have any questions regarding the process.

Regards,

Connie Hurdle

Strategic Account Advisor, Commercial Development & Solutions
w.916-732-5259 | c.916-893-7427 | Connie.Hurdle@smud.org

Interested in learning about "quick fix" tips for energy savings for your industry or new technologies available, visit www.smud.org/bizenergyadvisor

SMUD | Powering forward. Together.

6301 S Street, Mail Stop A102, Sacramento, CA 95817
P.O. Box 15830, Sacramento, CA 95852-0830

ITEM #8.E

Ad Hoc Recommendation on General Manager Recruitment

DEL PASO MANOR WATER DISTRICT

REGULAR BOARD MEETING

DATE: May 1, 2023

Item: 8.E

SUBJECT: Ad Hoc - General Manager Recruitment

CONTACT:

Victoria Hoppe, Acting General Manager

DISCUSSION:

On April 17, 2023, President Saunders appointed an Ad Hoc committee to provide recommendation on the recruitment for General Manager. The Ad Hoc committee met, reviewed documents, and received input from staff and legal counsel.

The Ad Hoc committee drafted a recommended job announcement with several options for the full board to consider.

RECOMMENDATION:

The Ad Hoc committee recommends approving the draft job announcement and posting it to governmentjobs.com with a cross post on DPMWD's website until the position is filled.

The recommended salary options are:

1. \$125,000 - \$160,000
2. \$125,000 - \$180,000

The Ad Hoc committee also recommends one of two options:

1. Leaving the education requirement as stated in the job announcement.
2. Move the education requirement to the "ideal candidate will" section of the job announcement.

The committee recommends the board direct staff to contact past employees and applicants who have expressed an interest in the open position and encourage them to apply for the open position.

ATTACHMENTS:

Job Announcement
Job Description
Job Application

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:

Potential increase &/or decrease in payroll and benefits.

General Manager



**\$ TBD - \$ TBD Annually
Depending on Experience**

The District

Del Paso Manor Water District (DPMWD) was founded in 1956 when a group of residents formed a public water agency. We provide potable water for about 1800 residential, commercial, and institutional users. The District is responsible for maintaining the infrastructure delivery system that provides the water to customers, to assure that the water meets or exceeds required water quality standards, and that there is always a reliable supply of water for the health and safety of the District's residents, businesses, and institutional users.

The District is governed by a five (5) member board of Directors elected at large by the registered voters who reside within the District. Policy is set by the Board of Directors and administered by the General Manager.

The majority of our wells and distribution system date to when they were first installed by the developers between 1949 - 1955. While we are proud of our history, we face system mapping challenges due to the transformations since our inception. We are continually looking to improve our infrastructure. Our Mission is to provide safe drinking water in accordance with California and federal regulations and to maintain a reliable water supply for water consumption and fire protection.

Over the past few years, DPMWD has navigated difficult times and we are at an exciting point for the District's future. We have a fresh Board, new Counsel, staff, and consultants with multiple projects in the works.

The Position

Are you a senior professional in the field of finance and administration looking for a high-level leadership role in a growing public sector agency? Are you a self-starter who excels at working with members of the community and public officials in helping provide a community excellent service? And are you excited to help a team to grow and develop their skills? If so, the Del Paso Manor Water District would welcome your application to be the next General Manager.

The General Manager performs a wide array of duties including planning organizing, directing, and reviewing the overall administrative activities and operations of the District; providing advice and assisting the Board; and representing the District's interests at local, regional, state, and federal level meetings.

In addition to leading the staff, DPMWD's General Manager also serves as Secretary to the Board. The job requires a collaborative, seasoned professional who will adhere to the District's culture of teamwork, accountability, innovation, empowerment, and service to its customers. This position reports directly to the highly engaged Board, participating in all meetings, and leads the District administration, operations, strategic initiatives, regional planning, policy principles, and regulatory and legislative matters.



Salary and Benefits

The starting salary will commensurate with the experience, qualifications and skills of the successful candidate with a salary range of **\$ XXX - \$ XXX** annually.

The District offers a competitive benefits package, including California Public Employees Retirement System (CalPERS) pension and medical, dental, and vision.

CalPERS Retirement

Classic 2% @ 55

PEPRA 2% @ 62

Deferred Compensation 457 Plan.

Health Insurance for employee and dependents (employer contribution dependent on plan).

Dental, Vision & EAP for employee and dependents (employer contribution dependent on plan).

Vacation – Accrue between 10 to 21 days per year based on years of service.

Sick Leave – 12 days per year.

Holidays – 12 days per year.



The Ideal Candidate

- Be a strong, highly credible, unifying leader with demonstrated abilities in facilitation and implementing a clear vision and strategy for an organization.
- Be a strategic thinker with demonstrated planning skills, strong interpersonal skills, and a collaborative and inclusive leadership style.
- Have the capacity to work effectively and positively with multi-disciplinary team members, a diverse customer base, and their sometimes-conflicting priorities.
- Have the demonstrated ability to work strategically and collaboratively to implement and manage initiatives, plans, policies, and priorities.
- Understand the importance of communication and promote policies that enhance trust and transparent government.
- Be able to develop innovative and effective solutions to administrative and operational challenges.
- Have strong communication skills and a customer service focus that will build trust. Inspire, mentor and motivate others by example, promote teamwork, and unite the organization with a shared sense of purpose.
- Be able to quickly understand technical aspects.
- Attend meetings and maintain cooperative working relationships with public agencies and regulatory agencies, intergovernmental and various other groups.
- Be an excellent communicator, possessing both written and oral communication skills, with an ability to understand and speak to the concerns of others.
- Managerial experience in water agency is highly desirable with a minimum of 2 years of field experience.

Requires

A **Bachelor's Degree** from an accredited college or university with major course work in Business, Public Administration, Engineering and/or a closely related field.

Five years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.

Three years of increasingly responsible management or supervisory experience in business, public administration, engineering and other related functions.

Three years of managerial experience in a public agency.

Minimum of Treatment and Distribution 2 (T2/D2) certifications from the State of California with 2 years of field experience.

Managerial experience in a water agency is highly desirable.



The Selection Process

The General Manager's position will remain vacant until filled. To be considered for this exciting opportunity, candidates should contact Victoria Hoppe, Acting General Manager at (916) 487-0419.

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary phone interview. Only the most qualified candidates will be invited to an Oral Panel Interview if held. Only the names of the most qualified candidates who pass the panel interview process will be submitted to the District for consideration for final selection.

Additional inquiries about the position may be directed to Victoria Hoppe.

The Del Paso Manor Water District is not responsible for failure of internet forms or email transmission in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Victoria Hoppe, Acting General Manager at (916) 487-0419 and/or victoria@delpasomanorwd.org

Del Paso Manor Water District
1817 Maryal Drive, Suite 300
Sacramento, CA 95864

Del Paso Manor Water District is an
Equal Opportunity Employer

Job Description

Under broad policy and general administrative direction from the Board of Directors (“the Board”), the General Manager plans, organizes, directs and reviews the overall administrative activities and operations of the District; provides advice and assists the Board; and represents the District’s interests at local, regional, state, and federal levels. The position is employed under contract as the General Manager for the District, which is the highest-level position in the organization. This position reviews budget requests, makes recommendations to the board on final expenditure levels, and is responsible for employer-employee relations.

Broad Duties

The broad duties of the General Manager are set forth in the California Water Code as follows:

Section 30580

The General Manager shall:

- (a) Have full charge and control of the maintenance, operation, and construction of the water works or water-works system of the District.
- (b) Have full power and authority to employ and discharge all employees at pleasure.
- (c) Prescribe the duties of employees.
- (d) Fix and alter the compensation of employees subject to approval by the Board.

Section 30581

The General Manager shall also:

- (a) Perform other duties imposed by the Board.
- (b) Report to the Board in accordance with the rules and regulations as it adopts.

Essential Duties and Responsibilities

The following duties are typical for this position. Depending upon the assignment, the position may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. The Board retains the right to add, remove, or change duties at any time. This position is full time and

requires a minimum of forty (40) hours of work per week performing District duties. Attendance at all District board and committee meetings is required.

- Serve as the Chief Administrative Officer for the District.
- Perform as the District Incident Manager when Emergency Response Plan is implemented.
- Serve as the District's spokesperson to the media, general public, and ratepayers after consultation with the Board of Directors and general counsel.
- Effectively represent the District and its interests with federal, state and local agencies and elected officials, other special districts, professional groups, and the public.
- Responsible for the District's Conservation Program, including performing audits as necessary.
- Direct projects, programs, grants, and contracts.
- Prepare leases and agreements with other agencies.
- Responsible for the safety and security of all District owned and leased properties including all equipment.
- Comply with District, local, state and federal regulations, work with consultants on regulatory and compliance requirements; provide advice/consultation regarding legislation to the District and Board.

Personnel

- Budget and approve the appointment of personnel.
- Assume responsibility for District personnel matters, including employment procedures, grievances, classification, compensation, and employer-employee relations.
- Provide leadership and guidance to all District employees.
- Provide coverage for the job duties of employees when they are on vacation or sick leave.
- Mentor, supervise, train, discipline, and evaluate the performance of direct reports.
- Maintain awareness of operation practices and recommend changes which increase the efficiency and economy of District operations.
- Confer with outside legal counsel on legal and regulatory issues affecting the District.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, and the public.
- Manage in-house and outsourced functions: Payroll, Information Technology, Engineering, and others, as needed.
- Prepare payroll data, reports, and review timecards.

Board of Directors

- Attend District Board and committee meetings; present reports and agenda items regarding District programs.

- Represent the District as Secretary of the Board, (if so appointed), and serve on committees as appointed.
- Direct the development, implementation and enforcement of District goals, objectives, policies, regulations, and procedures; approve new or modified programs, systems, and administrative/personnel policies and procedures.
- Coordinate District activities with outside agencies and organizations.
- Provide consultation, advice, and recommendations for the Board's consideration and adoption; provide staff assistance to the Board.
- Direct and oversee the development of Board agendas.
- Research, prepare, and present technical and administrative reports and studies to the Board and a variety of committees and the public; prepare written correspondence.

Financial Management

- Maintain a documented system of accounting and operations policies and Standard Operating Procedures.
- Design and implement an organizational structure adequate for achieving the District's goals and objectives.
- Direct and oversee the development, presentation, and administration of the District budget; make recommendations to the Board on final expenditure levels.
- Prepare and review District contracts, leases, and agreements with vendors and other agencies, along with other legal and financial documents.
- Countersign all contracts, leases, and agreements as Secretary of the Board, (if so appointed), after review of District counsel, Board approval, and signature of the Board President.
- Prepare monthly/quarterly reports to government agencies as required.
- Issue timely and complete financial statements, reports, and budgets.
- Responsible for annual audit and compliance duties.

Qualifications

Knowledge of:

- Public water system operations.
- Principles, methods, techniques, and objectives of public administration.
- Planning, organizing, directing, and supervising the operations of a Special District.
- Policies, procedures, rules, regulations, and methods of enforcement.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Federal, state, county, and local regulatory compliance.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of safety and risk management.
- Project management, budget principles, and fiscal controls.
- Cost estimating, contract administration, research, and evaluation methods.
- Public personnel administration, labor relations, and employer-employee relations.

Ability to:

- Plan, organize, coordinate, and direct District's operations to achieve efficiency and meet program goals.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Exercise good judgment.
- Administer a District budget and fiscal control process.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Collect, organize, and analyze data on variety of topics.
- Analyze situations and make sound recommendations in support of District goals.
- Communicate effectively both orally and in writing with the Board of Directors, co-workers, and the public in one-to-one and group settings.
- Understand, interpret, and apply laws, rules, regulations, and ordinances relating to District activities.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Effectively represent the District with the public, community groups, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, personal computer, and software applications for word processing, graphic presentations, spreadsheets, and other job-related software.

Education, Experience and Certification

Required:

- A Bachelor's Degree from an accredited college or university with major course work in Business, Public Administration, Engineering or a closely related field.
- Five years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.
- Three years of increasingly responsible management or supervisory experience related to business, public administration or engineering programs and functions.
- Three years of managerial experience in a public agency.

NOTE: *This position requires passing a background check and drug test prior to start date.*

Desirable: Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Master's Degree (MBA/MPA) from an accredited college or university in Business, Public Administration, Engineering or a closely-related field.
- Four or more years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.
- Four or more years of increasingly responsible management or supervisory experience related to business, public administration or engineering programs and functions.
- Three or more years of managerial experience in a water agency highly desirable.

Licenses:

- Possess a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by absence of multiple or serious traffic violations or accidents for at least two years prior to application.
- Water Treatment and/or Distribution Operator License (State of California) Level II must be obtained within 2 years after date of hire.

License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.

NOTE: The specific statements shown in each section of this job description are not intended to be all inclusive.

They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel regularly by vehicle for District-related duties and activities.
- Regularly work in an office environment: Work at a desk/table for an extended period of time; sit and stand for an extended period of time.
- Ability to bend (neck and waist), squat, climb, crouch, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach (above and below shoulder level), balance, stand, walk.
- Ability to reach, lift, carry and move objects up to 25 pounds (e.g. storage boxes, large binders, books, outreach materials and supplies, tables, chairs, popup shade structures, etc.).
- Repetitive use of hands.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly work in ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.
- Work outside of business hours (i.e. nights, weekends, holidays, etc.) as required to meet the needs of the District.
- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
- Certain areas may require the use of personal protective equipment such as hard hats, safety glasses, and hearing protection.
- May be both indoors and outdoors in all weather conditions with exposure to dust, dirt, water, and significant temperature changes between cold and heat; on various types of terrain and footing which may be slippery or uneven; around moving objects or vehicles; in small/tight spaces.
- May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.

Application For Employment

Del Paso Manor Water District

We consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
How did you learn about us?					
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In			
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____			
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip
Telephone Number(s)		Day	Evening	Messages	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Salary desired: \$ _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you currently available to work: Full Time Part Time Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -

Education

	High School				Undergraduate College/University*				Graduate/ Professional*			
School Name, Location and Phone Number												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Describe Course of Study												
Describe any specialized training, apprenticeship, skills and extra curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

*Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed.

Indicate any languages, other than English, that you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying. You may exclude organizations which indicate race, color, religion, gender, national origin, mental or physical disability or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title		Supervisor		
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title		Supervisor		
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title		Supervisor		
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title		Supervisor		
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

References

Give name, address and telephone number of three business references who are not related to you.

	Name	Address	Telephone Number
1.			
2.			
3.			

Have you ever had any training in the United States military which is related to the job for which you are applying? Yes No

If yes, please describe: _____

Do you have the physical and mental ability to perform the tasks on the **attached** job description, with or without accommodation? Yes No

(If accommodation is necessary, please describe below)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of the Del Paso Manor Water District is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen and a pre-employment physical and voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand and hereby acknowledge that any employment relationship with DPMWD is of an "at will" nature, which means that the employee may resign at any time and the DPMWD may discharge the employee at any time with or without cause. I also understand that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of the DPMWD.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the DPMWD.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the DPMWD, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: _____

Date: _____

NOTES: _____

ITEM #8.F

Resolution 23-0501-01 Amending the authorized signers on the LAIF Account to Ryan Saunders (Board President), Carl Dolk (Vice President), David Ross (Director), Gwynne Pratt (Director), Robert Matteoli (Director) and Victoria Hoppe (Acting General Manager)

DEL PASO MANOR WATER DISTRICT

BOARD MEETING

DATE: May 1, 2023

AGENDA ITEM NO. 8.F

SUBJECT: Resolution 23-0501-01 Amending the authorized signers on the LAIF Account to Ryan Saunders (Board President), Carl Dolk (Vice President), David Ross (Director), Gwynne Pratt (Director), Robert Matteoli (Director) and Victoria Hoppe (Acting General Manager)

STAFF CONTACT:

Victoria Hoppe, Acting General Manager

BACKGROUND:

The Local Agency Investment Fund ("LAIF"), a voluntary program created by statute, began in 1977 as an investment alternative for California's local governments and special districts and continues under the oversight of the State Treasurer. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office professional investment staff at no additional cost to the taxpayer.

On February 5, 2007 the Del Paso Manor Water District ("District") authorized the District's participation in LAIF and named former General Manager Debra Sedwick, Director Clohossey and President Allen as the officers permitted to deposit or withdrawal of in the LAIF.

On July 5, 2022 the Del Paso Manor Water District ("District") passed resolution 22-0705-02 authorizing the President of the Board and the General Manager as authorized agents for the purpose of depositing and withdrawing money in the LAIF.

The attached resolution amends the authorized signers on the LAIF Account to Ryan Saunders (Board President), Carl Dolk (Vice President), David Ross (Director), Gwynne Pratt (Director), Robert Matteoli (Director) and Victoria Hoppe (Acting General Manager).

RECOMMENDATION:

Staff recommends adoption of Resolution No. 23-0501-01

ATTACHMENTS:

Resolution 23-0501-01 Amending the authorized signers on the LAIF Account to Ryan Saunders (Board President), Carl Dolk (Vice President), David Ross (Director), Gwynne Pratt (Director), Robert Matteoli (Director) and Victoria Hoppe (Acting General Manager)

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.

FINANCIAL IMPACT:

This update has no direct fiscal impact on the District.

RESOLUTION NO. 23-0501-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
DEL PASO MANOR WATER AMENDING THE AUTHORIZED SIGNERS TO ACTING
GENERAL MANAGER AND THE BOARD OF DIRECTORS**

WHEREAS, Government Code section 16429.1 establishes the Local Agency Investment Fund (LAIF), a voluntary program that serves as an investment alternative for California's local governments and special districts overseen by the State Treasury; and

WHEREAS, on February 5, 2007 the Del Paso Manor Water District ("District") authorized the deposit and withdrawal of money in the LAIF as prescribed by Resolution No. 20070205; and

WHEREAS, the authorized agents permitted to deposit and withdrawal monies from LAIF on behalf of the District as listed in Resolution No. 20070205 no longer serve in their respective positions, and therefore the District desires to change the authorized agents to carry out business associated with LAIF; and

WHEREAS, On July 5, 2022 the Del Paso Manor Water District ("District") passed resolution 22-0705-02 authorizing the President of the Board and the General Manager as authorized agents for the purpose of depositing and withdrawing money in the LAIF.

WHEREAS, the District desires to name Ryan Saunders (Board President), Carl Dolk (Vice President), David Ross (Director), Gwynne Pratt (Director), Robert Matteoli (Director) and Victoria Hoppe (Acting General Manager) as authorized agents for the purposes of depositing and withdrawing money in the LAIF.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Board of Directors does hereby authorize the following District officers holding the titles specified herein, and their successors in office, to order the deposit or withdrawal of monies in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et seq.

Section 2. The Board of Directors further authorizes those officers specified herein, and their successors in office, to execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby including but not limited to the authorization form attached and incorporated hereto as **Exhibit A**.

NAME	NAME
TITLE	TITLE

SIGNATURE

SIGNATURE

I certify that the foregoing Resolution was adopted by the Board of Directors of the Del Paso Water District at a regular meeting held on the 1st day of May 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ryan Saunders, President
Board of Directors

ATTEST:

Victoria Hoppe, Acting General Manager



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)
Authorization for Transfer of Funds**

Effective Date _____

Agency Name _____

LAIF Account # _____

Agency's LAIF Resolution # _____ or Resolution Date _____

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature

Print Name

Title

Telephone

Signature

Print Name

Title

Telephone

Please provide email address to receive LAIF notifications.

Name	Email

Please email the completed form for review to laif@treasurer.ca.gov and allow 2 days for the review. **DO NOT** mail the original form until you receive a response from LAIF that the form is acceptable.

Mail the approved form to: CA State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001

ITEM #9.A

Field Report on Current and Upcoming Projects



DEL PASO MANOR WATER DISTRICT REGULAR BOARD MEETING FIELD REPORT

MEETING DATE: May 1, 2023

AGENDA ITEM 9.A:

Leaks: We had 1 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 no water waste complaints.

Field Work:

1. 18 USA's marked
2. Watt and Maryal intertie has been completed
3. Working with SWRCB to remove Well 4 & 5 iron sampling from quarterly requirements to annual. They would like to see 2 more quarterly samples below the MCL limit
4. Monthly Coliform Report all samples were absent

Current and Upcoming Projects:

1. Meters are in and further replacements will be scheduled
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
05/01/2023**