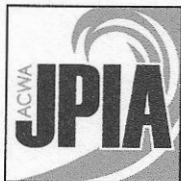


## **ITEM #5A**

*Approval of Warrants*



Insurance Detail

Del Paso Manor Water District, 000528  
 Coverage Month: January 2022

Invoice Number: 0678350

Invoice Date: 12/09/2021

	Medical	Dental	Vision	Life	EAP	Totals
Insured Employees	0	5	4		4	
Previous Balance						\$428.86
Payment						(\$428.86)
Past Due Balance						\$0.00
Current Period Premium	\$0.00	\$444.85	\$94.64	\$0.00	\$9.52	\$549.01
Adjustment	\$0.00	\$188.22	\$47.32	\$0.00	\$4.76	\$240.30
Benefit Totals	\$0.00	\$633.07	\$141.96	\$0.00	\$14.28	\$789.31
<b>Total Due 12/28/2021</b>						<b>\$789.31</b>

## **ITEM #7A**

*Review of May 2021 HydroScience Strategic Water Solutions*

*Technical Memorandum*



## DEL PASO MANOR WATER DISTRICT BOARD MEETING STAFF REPORT

**MEETING DATE: December 10, 2021**

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### **AGENDA ITEM 7.A Review of May 2021 HydroScience Strategic Water Solutions Technical Memorandum.**

Allow staff to provide a presentation on the findings and recommendations of the May 2021 HydroScience Strategies Water Solutions Technical Memorandum, and provide staff with direction on next steps for the District to address such findings and recommendations, including, but not limited to prioritizing projects for the Engineering firm recently retained.

---

### **EXECUTIVE SUMMARY:**

Pursuant to the November 5, 2021 Grand Jury Report, discussion of the findings and recommendations of the May 2021 HydroScience Strategic Water Solutions Technical Memorandum, originally authorized by the DPMWD as a Proposed Update to its 2009 Water District Master Plan and request for public comment.

---

### **STAFF REPORT:**

#### **Background:**

##### **I. Grand Jury Report**

The Sacramento County Grand Jury published a report on or around November 5, 2021 that addressed the Del Paso Manor Water District (DPMWD) operations and activities.

On December 2, 2021, the District's new General Counsel sought additional clarification and a request for extension from the Grand Jury, due to the new leadership of the District and time constraints in providing a meaningful response. (See Attachment 1). On December 3, 2021, the Grand Jury responded to the District's request and allowed the preparation of one consolidated response, to be due on or before February 4, 2021. (See Attachment 2).

Notwithstanding this time extension, the Grand Jury Report required the District

to act on some recommendations before that deadline.

Included as part of its Recommendations was:

Recommendation R2: The DPMWD should address the findings and recommendations of the May 2021 HydroScience Strategic Water Solutions Technical Memorandum, originally authorized by the DPMWD as a Proposed Update to its 2009 Water District Master Plan; formal public involvement should be documented to meet the requirements of the Brown Act. This process should begin immediately and be completed within 60 days.

Pursuant to this recommendation, staff recommends a discussion of the May 2021 HydroScience Technical Memorandum, a copy which may be obtained on the District's website at:

<https://www.delpasomanorwd.org/files/be3933fc6/Board+Packet+01JUN21.pdf>, and also available in hard copy at the District's offices for inspection.

## **II. 2021 HydroScience Technical Memorandum**

On October 20, 2020 the District retained HydroScience to perform their proposed September 22, 2020 limited update to its Master Plan for \$56,830. There were undocumented changes to the September 22, 2020 proposal that were not preserved in writing such as not performing the surface water analysis listed on page 9, excluding any discussion of ultimate replacement of the 1945 circa iron pipes, and the need to mention the plume under well 8 and allocating money to study the extent of the plume for possible outside monies to remediate it. If HydroScience were to amend the Technical Memo to include exhibits with this information that could cure the issues raise by the Board and staff.

The contract was executed on November 12, 2020. HydroScience was charged with "creating a supplemental but comprehensive update that provides the District the flexibility to make decisions now and in the future."

HydroScience prepared a technical memorandum which was then distributed to the then-board of directors.

The technical memorandum represented an amendment to the District's 2009 Water Master Plan (2009 WMP) to document data, policies, projects, and strategies that have been completed or updated in the intervening 11 years and provided a roadmap for reaching new policy and vision goals.

The District's water system is comprised of buried water mains, eight (8) groundwater wells, and individual service connections, and has generally been in continuous service for over 65 years. Since 2009, two wells were abandoned, two wells were developed and equipped as replacements, one well has been taken offline indefinitely due to contamination, another was placed on standby

due to high contaminant levels, and one well is being monitored for rising contaminant levels.

There are approximately 1800 water connections, of which 100 are commercial. This means that 95% of the connections are residential; however, based on water demands, commercial uses more water. Residential water use of 768,816 gpd represented approximately 49% of all water delivered while commercial/industrial/institutional represented 51%. The largest single water use account was the cooling towers at AT&T.

The TM updated specific aspects of the 2009 WMP as follows:

- Water demands and planning criteria.
- Water supply and wells.
- Hydraulic modeling utilizing updated system flow criteria to determine pipe and hydrant deficiencies.
- Identification of near term (0-5 years) prioritized projects to address the most significant deficiencies.
- Longer-term recommendations for additional studies and projects.

The 2021 Amendment did not commit the ratepayer to any specific discretionary action in order to implement policy goals, nor did the District implement any. The report is up for discussion tonight and amendments are recommended by staff as noted above.

In addition to updating the data and facilities to represent current conditions, the TM presented a preliminary Capital Improvement Plan (CIP) for near-term system improvements to supplement the longer-range improvements in the 2009 WMP.

### **III. DPMWD Next Steps and Recommendations**

During its December 7, 2021 Board meeting, the Board directed staff to publish a Request for Proposals/Qualifications for Engineering Services. Included within that scope of work was design engineering services related to potable water facilities, including pipelines, pump stations, tanks, dams, and diversion facilities. Furthermore, the prospective engineering company will be asked to assist with support services during bidding and construction, and task orders would be issued by the General Manager to effectuate projects.

Staff recommends that once the District retains and approves a contract for said Engineering Firm, that they peer review the 2021 Technical Memorandum and advise the District on high priority, medium priority, and low priority projects in comparison to what was set forth in the Technical Memorandum, and then assist with implementing high priority projects.

Staff expects that high priority projects will include rehabilitation of Well 7 to

increase use from standby/emergency use to regular use, and the potential repair of Wells 2 and 4, among other projects. Well 8 has been taken offline indefinitely due to exceedances of the maximum contaminant level (MCL) for tetrachloroethylene (PCE) and staff does not recommend bringing that well back online for those reasons unless the plume is remediated. Well 5, which is in the same general vicinity, is being monitored to ensure that it is not impacted by the PCE plume migration from the McClellan Air Base, but staff supports the TM's recommendation to inspect and repair the casing hole as an intermediate priority. Following the State Water Resources Control Board inspection and 2019 report, Well 3's status was changed from active to standby/emergency due to exceedances of the MCL for 1,2,3 Trichloro propane (TCP). Additional testing will be required in order to apply for a change in status back to active and increasing the pedestal height to at least 18 inches may resolve this issue altogether.

Despite many of the District's wells being offline, its well system firm capacity (with Well 9 on standby) is 3,075 gpm, which is greater than the updated MDD of 1,396 gpm. Therefore, the District meets this waterworks standard.

The District must work on addressing Maximum Day and Fire Flow demands for the Commercial District, since it does not have a storage tank in its distribution system and the well capacity cannot meet the 3,500 gpm requirements for both the AT&T and WinCo facilities. Short term recommendations include the potential use of emergency water from its Mutual Aid Assistance agreement with Sacramento Suburban Water District or drilling a new well at Oroville Wright Park until such time that the District may make use of its surface water rights, or bring standby and inactive wells back online. However, the District has started the rehabilitation of Wells 2 and 4, and is doing the preliminary work to upgrade Well 7 to fully active.

Even though the District is considered a "Small Water District" and not an "Urban Water Supplier" and is not subject to Assembly Bill 2572, requiring metering of all connections, since the District is a signator to the Water Forum Agreement, it has agreed to convert all water connections to meters by 2030. At present, only commercial properties and multi-family connections are metered.

These immediate projects will ensure that the District has sufficient water for its customers in the near and immediate future. Once high priority projects are addressed, the District can begin working on medium and low priority projects to ensure efficiency and long-term viability. For example, as part of medium priority, the District can install additional fire hydrants. As part of important but lower priority projects, while the District has surface water rights to the American River, it has not been able to use such water due to the lack of infrastructure that would transmit to the water to the District jurisdiction.

**ENVIRONMENTAL CONSIDERATIONS:**

Consideration of the May 2021 HydroScience report is itself not a project under the California Environmental Quality Act. However, any future projects to implement improvements or repairs will be analyzed at the time of approval.

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**ATTACHMENTS:**

1. December 2, 2021 Kronick Letter to Grand Jury
2. December 3, 2021 Grand Jury Email Allowing Consolidated Response
3. November 5, 2021 Grand Jury Report (available at <https://www.saccourt.ca.gov/grand-jury/docs/reports/21-22/dpmwd-investigative-report-110521.pdf>).
4. May 2021 HydroScience Strategic Water Solutions Technical Memorandum (available at <https://www.delpasomanorwd.org/files/be3933fc6/Board+Packet+01JUN21.pdf>)

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**STAFF RESPONSIBLE FOR REPORT: Alan Gardner, General Manager**

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12-10-2021

Date





KRONICK  
MOSKOVITZ  
TIEDEMANN  
& GIRARD

**MONA G. EBRAHIMI**  
mebrahimi@kmtg.com

December 2, 2021

The Honorable Russell Hom  
Presiding Judge of the Superior Court  
Sacramento County  
720 9<sup>th</sup> Street  
Sacramento, CA 95814

Ms. Erendira Tapia-Bouthillier  
Grand Jury  
[TapiaE@saccourt.ca.gov](mailto:TapiaE@saccourt.ca.gov)

Ginger Derham  
Jury Commissioner  
[DerhamG@saccourt.ca.gov](mailto:DerhamG@saccourt.ca.gov)

Re: Request for Extension for Response to Grand Jury Report Entitled "Del Paso Manor Water District Flooded with Public Safety Dangers"

Dear Judge Hom:

I am the newly appointed General Counsel for Del Paso Manor Water District ("District"). I write to you in this capacity and in relation to the required response of District President Ryan Saunders, identified in the above referenced Grand Jury Report ("Report").

As was stated in the Report, and in the last several weeks, a majority of the leadership of the District's Board of Directors no longer serves the Board, and the County recently made new appointments. Similarly, the District's General Manager resigned for, among other reasons, never having a final contract. The District then hired Alan Gardner on or around October 5, 2021, and he started work on October 25, 2021, a few days before being notified about the Grand Jury's work and Report. The District executed an agreement for legal services for my representation on or around November 18, 2021. These significant personnel changes and changes in leadership were necessary in order for the District to better serve its ratepayers moving forward, as was ultimately recommended by the Grand Jury. However, these changes mean there is also a need for an additional investment in time for the District to thoroughly review and meaningfully respond to the Report.

In light of the dramatic transitions described above, the District respectfully requests the following:

The Honorable Russell Horn  
Presiding Judge of the Superior Court  
Sacramento County  
December 2, 2021  
Page 2

**1. May the District, as the Report's subject public agency, respond to the Report in lieu of President Saunders?**

Penal Code section 933(c) prompts the "governing body of the public agency" to comment on the grand jury's report no later than 90 days after the grand jury submits the report. The District would like the opportunity to provide a formal response pursuant to Penal Code section 933 and 933.05 that reflects the position of the unified Board of Directors no later than February 4, 2022 in lieu of the response required by President Saunders.

**2. If the District cannot respond per Request No.1, may President Saunders' deadline to respond be extended from sixty (60) days to ninety (90) days after the Report was submitted?**

The Report was submitted to the District on November 4, 2021. As explained above, with the exception of President Saunders, the District's new staff and Board of Directors currently lacks the institutional knowledge that is essential to the District's response to the Report. The proposed deadline, February 4, 2022, would ensure the most thorough review possible and would likely provide a more beneficial response.

The District fully intends to comply with its obligations under the Penal Code and provide a substantive response to the Grand Jury. We thank the Grand Jury for their hard work reviewing the administration of the District, and we thank you for considering these requests and your anticipated reply.

Very truly yours,

KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD  
A Professional Corporation



MONA G. EBRAHIMI



## Victoria Hoppe

---

**From:** Ebrahimi, Mona G. <mebrahimi@kmtg.com>  
**Sent:** Wednesday, December 8, 2021 2:51 PM  
**To:** Victoria Hoppe; General Manager  
**Subject:** FW: Del Paso Manor Water District

Email for Attachment 2 for Friday's staff report.

### Mona G. Ebrahimi

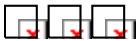
Shareholder



**Kronick Moskovitz Tiedemann & Girard**  
1331 Garden Hwy, 2nd Floor  
Sacramento, CA 95833

916.321.4500 | T  
916.321.4555 | F

[kmtg.com](http://kmtg.com) | [vCard](#) | [map](#) | [Mebrahimi@kmtg.com](mailto:Mebrahimi@kmtg.com)



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**From:** Tapia-Bouthillier, Erendira <TapiaE@saccourt.ca.gov>  
**Sent:** Friday, December 3, 2021 11:19 AM  
**To:** Ebrahimi, Mona G. <mebrahimi@kmtg.com>; Scott, LeeAnn <lscott@kmtg.com>; Durham, Ginger <DurhamG@saccourt.ca.gov>  
**Cc:** Pacheco, Elena <epacheco@kmtg.com>  
**Subject:** RE: Del Paso Manor Water District

Hello Again,

The Grand Jury stated that one consolidated response from both is acceptable. However, they need to be signed by both the Board Chair and Mr. Ryan Saunders.

Thanks!

*Endy Tapia-Bouthillier*  
*Operations Supervisor*  
*Office of the Jury Commissioner*  
*Grand Jury Coordinator*  
*(916) 874-8208*

---

**From:** Ebrahimi, Mona G. [<mailto:mebrahimi@kmtg.com>]  
**Sent:** Friday, December 03, 2021 10:53 AM  
**To:** Tapia-Bouthillier, Erendira; Scott, LeeAnn; Durham, Ginger  
**Cc:** Pacheco, Elena  
**Subject:** RE: Del Paso Manor Water District

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Thank you very much. Does this mean that the District should provide two responses (one on behalf of Ryan Saunders, one on behalf of the District), or just one consolidated response due on February 4?

**Mona G. Ebrahimi**

Shareholder



**Kronick Moskovitz Tiedemann & Girard**  
1331 Garden Hwy, 2nd Floor  
Sacramento, CA 95833

916.321.4500 | T  
916.321.4555 | F

[kmtg.com](http://kmtg.com) | [vCard](#) | [map](#) | [Mebrahimi@kmtg.com](mailto:Mebrahimi@kmtg.com)



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**From:** Tapia-Bouthillier, Erendira <[TapiaE@saccourt.ca.gov](mailto:TapiaE@saccourt.ca.gov)>  
**Sent:** Friday, December 3, 2021 10:52 AM  
**To:** Scott, LeeAnn <[lscott@kmtg.com](mailto:lscott@kmtg.com)>; Durham, Ginger <[DurhamG@saccourt.ca.gov](mailto:DurhamG@saccourt.ca.gov)>  
**Cc:** Ebrahimi, Mona G. <[mebrahimi@kmtg.com](mailto:mebrahimi@kmtg.com)>; Pacheco, Elena <[epacheco@kmtg.com](mailto:epacheco@kmtg.com)>  
**Subject:** RE: Del Paso Manor Water District

Good Morning Ms. Scott,

The Grand Jury has approved the 30 day extension. The new deadline is February 4, 2022.

Please let me know if you have any questions. Thank you.

*Endy Tapia-Bouthillier*  
*Operations Supervisor*  
*Office of the Jury Commissioner*  
*Grand Jury Coordinator*  
*(916) 874-8208*

---

**From:** Scott, LeeAnn [<mailto:lscott@kmtg.com>]  
**Sent:** Thursday, December 02, 2021 12:05 PM  
**To:** Tapia-Bouthillier, Erendira; 'DerhamG@saccourt.ca.gov'  
**Cc:** Ebrahimi, Mona G.; Pacheco, Elena  
**Subject:** Del Paso Manor Water District

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon:

Please see attached letter for your review and response. Thank you.

**LeeAnn Scott**

*Assistant to Jeffrey A. Mitchell, Mona G. Ebrahimi, Andreas L. Booher and Olivia R. Clark*



**Kronick Moskovitz Tiedemann & Girard**

1331 Garden Hwy, 2nd Floor  
Sacramento, CA 95833

916.321.4500 | T  
916.321.4340 | D  
916.321.4555 | F

[kmtg.com](http://kmtg.com) | [vCard](#) | [map](#) | [lscott@kmtg.com](mailto:lscott@kmtg.com)



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