

# **Agenda**

April 6, 2020

5:00 P.M.

## **Sacramento Suburban Water District/Del Paso Manor Water District 2x2 Ad Hoc Committee**

### **Location:**

Sacramento Suburban Water District  
3701 Marconi Avenue, Suite 100  
Sacramento, CA 95821

**Note: In accordance with the Governor's Executive Order No. N-25-20, dated March 12, 2020, this meeting will be conducted in-person and by teleconference. The District boardroom will be open to the public to enable them to be heard on all matters on the agenda. If a Director or member of the public wishes to call into the meeting, the conference number is 1-877-873-8018, participant ID #116653 followed by the pound sign.**

### **Consent Items**

The Committee will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Committee member, staff or interested person requests that an item be removed from the Consent Items, it will be considered with the Items for Discussion and/or Action.

1. Notes of the March 2, 2020, Sacramento Suburban Water District/Del Paso Manor Water District 2x2 Ad Hoc Committee

### **Items for Discussion and/or Action**

2. COVID-19 Update
3. Collaborative Meter Reading of DPMWD Commercial Meters
4. Reanalyzing the Contract Services Agreement
5. Safety Condition Assessment
6. Groundwater Facility Assessment
7. Prioritize Infrastructure Replacement
8. Water Agency Affiliations – Benefit of RWA, SGA, etc.
9. Next Meeting Date, Time, and Topics for Discussion
10. Public Comment

### **Adjournment**

## Notes

### **Sacramento Suburban Water District/Del Paso Manor Water District 2x2 Ad Hoc Committee**

Monday, March 2, 2020 at 5:00 P.M.

#### **Location:**

Sacramento Suburban Water District  
3701 Marconi Avenue, Suite 100  
Sacramento, CA 95821

#### **Call to Order**

Chair Locke called the meeting to order at 5:00 p.m.

#### **Pledge of Allegiance**

Chair Locke led the Pledge of Allegiance.

#### **Roll Call**

Committee Members: Craig Locke, Robert Wichert, Marissa Burt, and John Lenahan.

SSWD Staff: General Manager Dan York, Assistant General Manager Mike Huot, Jeff Ott, Heather Hernandez-Fort, Dana Dean, Jim Arenz, Todd Artrip, Shawn Shedenhelm, and Matt Underwood.

Public Present: Shelly Artrip, Paul Olmstead, Roger Nelson, Natalie Clohossey, Diane Graves, Kathy Laur, Penny Soderlund, Mary Harris, and Greg Schneider.

#### **Items for Discussion and/or Action**

##### **1. Introduction**

Sacramento Suburban Water District (SSWD) General Manager Dan York (GM York) noted that a Director from the Del Paso Manor Water District (DPMWD) was present in the audience, and reminded him to not provide any comments in order to comply with the Brown Act.

Each Committee member introduced themselves.

##### **2. History of the two agencies**

GM York presented a PowerPoint presentation of the history of both districts.

##### **3. Goal of the 2x2 Committee**

Chair Locke inquired what the goal of each Committee Member was for the Committee.

John Lenahan (Director Lenahan) expressed that he was interested in having formal discussions with SSWD regarding future plans of DPMWD. He stated that he was interested in discussing opportunities to combine forces with electronic meter reading,

and noted that DPMWD didn't have the staffing that SSWD has, and was interested in exploring all options of integrating systems, up to, potential consolidation discussions.

Marissa Burt (Director Burt) expressed that her main goal was the health and safety of DPMWD, and that she was interested in DPMWD becoming more proactive rather than reactive. She stated she was looking at things from all sides, and was interested in gathering all of the information she could to allow the DPMWD ratepayers to decide what would be best for the future of DPMWD.

Robert Wichert (Director Wichert) echoed Director Burt, noting that the community as a whole deserve the best. He expressed that he was interested in assisting DPMWD as long as it was not financially compromising SSWD ratepayers. He expressed that he supported keeping both districts independent, while exploring ways to join forces.

Chair Locke echoed Director Wichert with supporting DPMWD when possible, but also expressed concern for the liability of SSWD ratepayers.

The Committee agreed on the following goals:

1. Explore options for collaborative meter reading of DPMWD commercial meters.
2. Consider continuing support services beyond the end date of the current Operational Services Agreement (OSA) and explore ways to share knowledge, experience, hardware and instillation, including options for using the advantages of the economies of scale.
3. Explore cost saving options by jointly purchasing materials.

For clarification, Director Wichert defined the purpose of a 2x2 Committee.

GM York encouraged the Committee members to inquire if there were any other goal suggestions for the Committee with each of the Boards.

#### **4. Operational Service Agreement Update**

GM York provided an overview of the OSA between SSWD and DPMWD.

Director Wichert noted that if the OSA was extended, SSWD could possibly increase staffing to reduce the workload impact to SSWD staff.

Chair Locke pointed out that SSWD staff was providing services to operate DPMWD water system, but not doing any preventive maintenance tasks. He expressed that the OSA would need to be amended if the Boards agreed to do those types of additional services.

Director Wichert pointed out that the additional services could also include having access to all of SSWD's different staff expertise, at all levels and areas, which DPMWD didn't currently have.

#### **5. Water System Condition Assessment**

Director Burt voiced concern for the condition of DPMWD wells.

GM York expressed safety concerns and agreed that DPMWD wells needed several improvements. He noted that a safety condition assessment should be administered.

Director Burt requested SSWD to administer a safety condition assessment.

Director Lenahan requested if SSWD staff could generate a list of critical items to be addressed to improve the well sites.

GM York expressed that SSWD staff could provide an informal list of critical items to be addressed immediately.

Director Wichert inquired what DPMWD rate history was.

Director Burt explained that in 2010, DPMWD had a 100% rate increase, in 2016 there was a proposed 83% rate increase which was protested against, and in 2017 there was a 38% rate increase. She additionally commended SSWD for instituting small incremental rate increases over several years to prevent large increases all at once.

Further discussion ensued regarding the condition of DPMWD facilities.

Chair Locke requested GM York review the current OSA to ensure SSWD staff could provide an informal safety condition assessment under the agreement.

Chair Locke suggested combining the first two goals; Explore options for collaborative meter reading of DPMWD commercial meters, and; Consider continuing support services beyond the end date of the current agreement and explore ways to share knowledge, experience, hardware and instillation including options for using the advantages of the economies of scale into one goal. That goal would be reanalyzing the possibilities of the OSA, focusing efforts on duration, order of magnitude, cost, and what kind of additional services to include. He suggested those items be the talking points for the next meeting of the Committee. He further suggested for each District to discuss their priorities and goals with their Boards.

Director Wichert requested SSWD to try to put together the informal list of critical items before DPMWD's next Board meeting.

Director Burt requested information on how to prioritize infrastructure replacement.

Director Wichert suggested SSWD staff provide DPMWD with their Distribution Main Asset Plan and Condition Assessment presentation at a future DPMWD Board meeting.

Director Burt additionally requested SSWD assist her with identifying the different water agency affiliations, and what benefit they provide to water purveyors, such as RWA and SGA.

Chair Locke requested Director Burt provide SSWD staff with a list to include for discussion at the next Committee meeting.

**6. Next Meeting Date and Time**

The Committee agreed to hold the next DPMWD/SSWD 2x2 Committee meeting on April 6, 2020, at 5:00 p.m.

**7. Public Comment**

Paul Olmstead encouraged the Committee to have further discussions about consolidation.

The Committee expressed that it was still new and they were interested in vetting out all options before considering consolidation.

Natalie Clohossey, a DPMWD customer, expressed that she was not interested in a merger however, she supported whatever was necessary to provide clean and safe water. She additionally expressed concern for DPMWD hiring a new General Manager, if there was a potential for consolidation discussions.

**Adjournment**

Chair Locke adjourned the meeting at 6:30p.m.

## **Agenda Item: 2**

**Date:** April 2, 2020

**Subject:** COVID-19 Update

**Staff Contact:** Dan York, SSWD General Manager

Staff will provide a verbal report.

## Agenda Item: 3

**Date:** April 1, 2020

**Subject:** Collaborative Meter Reading of DPMWD Commercial Meters

**Staff Contact:** Dan York, SSWD General Manager

At the last Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) 2X2 Ad Hoc Committee meeting on March 2, 2020, the Committee suggested exploring options for collaborative meter reading of DPMWD commercial meters to take advantage of economies of scale.

SSWD staff evaluated the option of SSWD reading DPMWD's commercial water meters. SSWD staff determined it is not feasible for SSWD to read DPMWD commercial water meters. DPMWD meters have outlived their useful life and they are not compatible with current AMR/AMI technology. Some of the meters are inoperable, including large meters that serve the AT&T building. Additionally, there is no history of testing for accuracy and there are no maintenance records. Furthermore, SSWD staff suggests the commercial meters be replaced. Preliminary estimates are showing that replacing the meters will likely cost over \$100,000.

*Potential Next Steps:* SSWD staff could provide better cost estimates to replace the commercial water meters if SSWD staff receives the meter inventory data.

## Agenda Item: 4

**Date:** April 1, 2020

**Subject:** Reanalyzing the Contract Services Agreement

**Staff Contact:** Dan York, SSWD General Manager

At the last Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) 2X2 Ad Hoc Committee meeting on March 2, 2020, the Committee suggested SSWD consider continuing the support services beyond the Contract Services Agreement (CSA) sunset date, which is July 31, 2020, and explore ways to provide economies of scale by sharing knowledge and experience, purchasing materials, and installing products and infrastructure.

Currently the CSA between SSWD and DPMWD references the Mutual Aid Agreement (MAA) as a basis for services and expands the MAA with as-needed, non-emergency support services, which includes the following support and conditions:

- *Contracted Services* – Field maintenance support, including operators when DPMWD personnel are unavailable.
- *Control and Record Keeping* – SSWD maintains supervisory responsibilities for work performed and requested by DPMWD. SSWD staff is required to keep records of work performed, including time sheets for billing.
- *Availability of SSWD Personnel* – SSWD will determine availability of personnel and resources requested by DPMWD.
- *Personnel, Equipment, and Materials and Supplies* – DPMWD shall reimburse SSWD for all personnel, equipment, and material and supply costs used for services provided.
- *Term* – February 1, 2020, through July 31, 2020

*Next Steps:* There have not been any identified joint purchasing and installation opportunities to date. Staff will continue looking for economies of scale opportunities as this agreement implemented. Staff will look to the Board to decide if the CSA terms should be extended.



## Agenda Item: 5

**Date:** April 1, 2020

**Subject:** Safety Condition Assessment

**Staff Contact:** Dan York, SSWD General Manager

At the last Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) 2X2 Ad Hoc Committee meeting on March 2, 2020, DPMWD Director Burt (Director Burt) requested SSWD to administer a safety condition assessment. DPMWD Director Lenahan (Director Lenahan) requested if SSWD staff could generate a list of critical items to be addressed to improve the well sites. SSWD Director Wichert (Director Wichert) requested SSWD try to put together the informal list of critical items before DPMWD's next Board meeting. SSWD General Manager York (GM York) expressed that SSWD staff could provide an informal list of critical items to be addressed immediately.

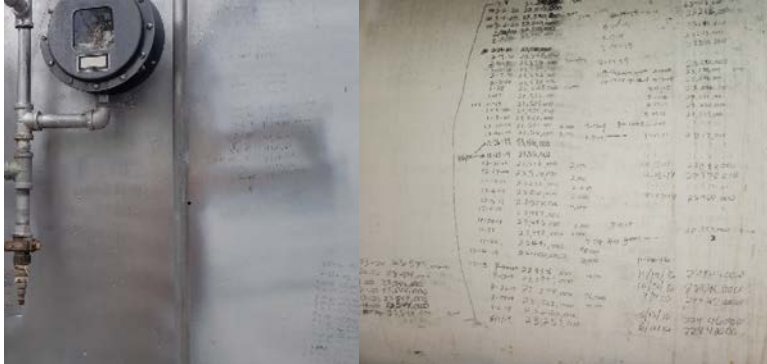
Following the direction of the Committee, Joint Powers Insurance Authority (JPIA) staff conducted a safety inspection at three DPMWD well sites on March 10, 2020. SSWD's Operations Manager and Safety/Risk Officer and Ken Ingle from DPMWD (Mr. Ingle) were on site for the inspection. JPIA documented findings and provided to Mr. Ingle. SSWD staff did not receive the findings. JPIA will be submitting a formal report to DPMWD.

Additionally, during site visits, SSWD staff reviewed well conditions and found the following:

- There are no arc flash warning items, required by OSHA.



- There are few records of daily operations. On the left and right, there well production records for Well #2 and Well #4, respectively, written on the hydro pneumatic tanks.



## Well #2

- Tank is water logged at 90% water and site tube is warping from the sun. The air charge in the tank is necessary and is used to absorb system shock and reduce water hammer, which can cause leaks in distribution system.



- The eyewash station position introduces potential hazards. There are tank appurtenances that could cause injury in the event an operator is in need of the eyewash station.



- Electrical conduit and equipment sealed with tape rather than the correct means. Electrical cables are strung across the tank and draped in the air presenting additional hazards.



- The path of travel is restricted and also has overhead hazard. The second photo shows that there is no room to travel on other side of tank.



- An unpermitted generator and overhead hazards. Both pictures show cables hanging and barbwire through the middle of the facility.



- Ladder is left at this site permanently so DPMWD staff can turn the air compressor on and off manually during the business day.



## Well #4

- The chemical injection is located directly into the tank
  - The water in the tank could short circuit and not be adequately disinfected.
  - There is a leak on the injection system causing corrosion on the piping below. A rag was present to absorb drips.



- There are no identifiers of what is contained within this locked container. This is where the liquid sodium hypochlorite is stored.



- The eyewash station is level with chemical injection, less than 12 inches away. The eyewash sign is small and on the tank. There are three valves on this eye wash station where one is left open, the second is closed but needs to be opened to flow water, and the third is a push button to make the water flow through the two nozzles. Cal-OSHA requires only one valve maximum to operate an eyewash station. The caps were sun damaged and shrunk requiring force to remove them.



- Compressor wiring is left unsecured.



- Electrical LB junction box is secured with Duct Tape instead of the appropriate two screws holding the plate and gasket to seal against weather conditions.



- Exposed utility power line is a safety hazard. SSWD staff requested that DPMWD staff notify SMUD. It has been corrected.



## **Well #6B**

- The sodium hypochlorite double containment tank is compromised by placing drain valves at bottom of tank through both walls. Leaks have turned into build up on tank appurtenances. If the valve is broken off, the entire contents of the tank will empty, defeating the double containment requirement.





## Safety Condition Assessment

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- There is no double containment on pressurized tubing and there are leaks where the tubing connects to the PVC piping. Lubricant spray was left sitting on top of chemical dosing pump.



- Chemical pumps have leaks and build up. Rags are used to absorb chemical drips.



- Chemical degas pump discharges into an open bucket.



## Well #8

- Paint tray used to catch chemical leak.



## Well #9

- Chemical pumps have leaks and has build up.



- The double containment tank is compromised by placing drain valves at bottom of tank through both walls. Leaks turned into build up on tank appurtenances. If the valve is breaks off, the tank contents will empty, defeating the double containment requirement.



- Sodium Hypochlorite Tank will drain if ball valve opens, fails, or breaks off.



## Safety Condition Assessment

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- Eyewash station bowl assembled incorrectly. The rubber gasket goes below the bowl and currently dams up the water from draining causing algae build up in the bowl.



- Overhead hazards at eye level.



- Instead of double containment, tubs and lids that are placed to catch drips.



## Agenda Item: 6

**Date:** April 1, 2020

**Subject:** Groundwater Facility Assessment

**Staff Contact:** Dan York, SSWD General Manager

Following the 2X2 Ad Hoc Committee meeting on March 2, 2020, SSWD staff visited well sites and took pictures and documented the Groundwater Facility Sanitary conditions. There were some universal conditions to note and some specific well site conditions to note. Following is the documentation and pictures obtained by SSWD staff:

- All hose faucets are missing hose connection vacuum breakers. Some faucets have caps that are easily removed. DDW typically requires this if identified during an inspection.



- The sodium hypochlorite degrades and creates disinfectant byproducts. The photos are a 5-gallon container from two facilities that remains full and are dated 12/17/2019 (over 100 days old). SSWD staff have found that 30 to 90 days, depending on conditions, is the chemical's useful life. Also, there is not a seal where feed line enters into container, which allows bugs, etc. to potentially enter liquid.



## Well #2

- The sanitary conditions of the pump bases are in a state of severe neglect. The base of the pipe entering the pump base has a seal that is no longer secure or sealed. When the well turns off, contaminants from this area has the potential to be sucked into the aquifer.



- Chemical injection was isolated (off) at the injection assembly. SSWD staff went to restore the chemical injection into service and found the assembly broken in multiple locations. SSWD made immediate repairs. Well #2 has history of raw water Bac-T positive samples and DDW allowed DPMWD to keep it in service only if continuously chlorinated.



- The pump base Air Release Valve (ARV) discharge does not meet the minimum required 36" from ground surface. Reference: *Water Well Standards (Bulletins 74-81 & 74-91) – Section 10, Surface Construction Features.*



## Well #4

- The sanitary conditions of the pump bases are in a state of severe neglect. The base of the pipe entering the pump base has a seal that is no longer secured or sealed. When the well turns off, contaminants from this area can potentially be sucked into the aquifer. Fortunately, the holes that allow the chambers of the pump base to drain into each other are clogged.



- Pump base seal is separating. When the well turns off, contaminants could potentially be sucked into the aquifer.



## **Well #6B**

- ARV vent screens are not a minimum of 36" above ground surface. Installed pursuant to American Water Works Association Standard C512-04 and Manual M51 (2001)





- Raw water sample ports are not threaded, but they are barbed. Required by DDW based upon *Chapter 16 – California Waterworks Standards - Article 3 - Water Sources §64560*



## Well #8

- Motor oil was used for dripper oil causing the well to be placed in off position. SSWD staff secured the discharge piping valve with chain and lock to physically isolate the well from the distribution system.



## Well #9

- Backflow prevention device failures



## Agenda Item: 7

**Date:** April 1, 2020

**Subject:** Prioritize Infrastructure Replacement

**Staff Contact:** Dan York, SSWD General Manager

At the last Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) 2X2 Ad Hoc Committee meeting on March 2, 2020, DPMWD Director Burt requested information on how to prioritize infrastructure replacement. SSWD Director Wichert suggested SSWD staff provide DPMWD with their Distribution Main Asset Plan and Condition Assessment presentation at a future DPMWD Board meeting.

A presentation on SSWD's Distribution Main Asset Management Plan, including the Condition Assessment process, has not been presented to the DPMWD Board. This will occur once the COVID-19 situation stabilizes and SSWD can prioritize staff to prepare this material for a presentation.

## Agenda Item: 8

**Date:** April 1, 2020

**Subject:** Water Agency Affiliations – Benefit of RWA, SGA, etc.

**Staff Contact:** Dan York, SSWD General Manager

At the last Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) 2X2 Ad Hoc Committee meeting on March 2, 2020, DPMWD Director Burt (Director Burt) requested SSWD assist her with identifying the different water agency affiliations, and what benefit they provide to water purveyors, such as RWA and SGA. SSWD Director Locke (Chair Locke) requested Director Burt provide SSWD staff with a list to include for discussion at the next Committee meeting.

SSWD staff has not received a list from Director Burt. After Director Burt provides a list Water Agency affiliations of interest to discuss, this item will be brought to the Committee meeting for discussion.