

# **DOS PALOS CITY COUNCIL**

## **REGULAR MEETING AGENDA**

City-County Building, 1554 Golden Gate Avenue

Dos Palos, California, USA

**6:00 pm, Tuesday, October 17, 2023**

### **A. CALL TO ORDER:**

*by Mayor April Hogue*

#### **1. Flag Salute:**

*by Councilmember Debbie Orlando*

#### **2. Invocation:**

*by Councilmember Thomas Pigg*

#### **3. Roll Call:**

*by City Clerk Ysidro Garcia*

#### **4. Urgency Additions or Deletions:**

*Requires urgency and four affirmative votes*

- 5. Public Comment:** *At this time, anyone present may comment upon any city-related business item, which is not on this agenda. Please state your name and address for the record. Please be concise and avoid repetition. The mayor may limit you to one presentation not to exceed two minutes in length. State law now requires at least twice as much time be allotted to a member of the public who utilizes a non-English translator. Action, if necessary, is limited to staff referral, or with special conditions, placement on a future agenda.*

### **B. COMMENDATIONS, PRESENTATIONS, and PROCLAMATIONS.**

1. Presentation from Steve Goehl, Senior Vice President, D.A. Davidson, Regarding Solar Financing.

### **C. CONSENT CALENDAR:**

Action

1. Approval of the Minutes of the September 19, 2023 Regular Meeting.
2. Approval of the Minutes of the October 10, 2023 Town Hall.
3. Approval of the Treasurer's Report for March 2023.
4. Approval of the Treasurer's Report for April 2023.
5. Approval of the Pre-Paid for September 2023.
6. Approval of the Warrants for October 2023.

**D. BUSINESS:**

- |   |   |
|---|---|
| 1. Consider Adoption of Ordinance 438, an Ordinance of the City Council of the City of Dos Palos Adding Chapter 20 to Title 3 of the City of Dos Palos Municipal Code Establishing a Purchasing System. | Waive Second Reading<br>Public Hearing<br>Motion to Adopt |
| 2. Consider Approving Resolution 2023-14, Authorizing Submittal of Application(s) for all CalRecycle Grants for which the City of Dos Palos is Eligible.  | Report<br>Discussion<br>Action                            |
| 3. Authorize the City Manager to negotiate and enter into an Agreement with D.A. Davidson, to Serve as a Placement Agent for Solar Financing.   | Report<br>Discussion<br>Action                            |
| 4. Accept the Water Shortage Contingency Plan.  | Report<br>Discussion<br>Action                            |

**E. CORRESPONDENCE, EVENTS, COUNCIL & STAFF REPORTS:**

**F. ADJOURNMENT** *in memory of local departed:*

Vernon Powers 84  
Raymond Cotta 81  
Robert Castillo 43

***Disclosures and Information:***

The 97<sup>th</sup> City Council consists of Mayor April Hogue, Mayor pro Tempore Armando Bravo, Councilmember Thomas Pigg, Councilmember Debbie Orlando, and Councilmember Marcus Porter. The 45<sup>th</sup> Council Session is now in session and ends on November 15, 2024. The next available numbers of record are Ordinance #439 and Resolution 2023-15. Per 54954.2(a)(1), the City's website [cityofdospalos.org](http://cityofdospalos.org) may be down intermittently or temporarily for maintenance or repairs.

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Dos Palos CA 93620, (209) 392-2174, email:[cityofdp@cityofdp.com](mailto:cityofdp@cityofdp.com)

## **Dos Palos City Council Minutes**

### **September 19th, 2023**

**A. CALL TO ORDER:** Mayor April Hogue called a Regular Meeting of the Dos Palos City Council to order at 6:01 pm in the City-County Building at 1546-1554 Golden Gate Avenue in Dos Palos, California on Tuesday, September 19th, 2023.

1. The Pledge of Allegiance was led by Councilmember Debbie Orlando.
2. No Invocation.
3. Roll Call: City Clerk Ysidro Garcia called the Roll finding 3/5 City Councilmembers present: Mayor Hogue, Councilmember Orlando and Councilmember Porter. Absent: Mayor Pro Tem Bravo, Councilmember Pigg.

Others present included: City Manager Dewayne Jones, Assistant City Manager /Director of Finance & Personnel Manuela Sousa, Director of Public Works Gordon Bonds, Director of Utilities Craig Hackett and Various Others.

4. Urgency Additions or Deletions: None.
5. Public Forum: None.

#### **B. COMMENDATIONS, PRESENTATIONS, & PROCLAMATIONS:**

1. Mayor Hogue read a proclamation , Proclaiming September as National Library Card Sign Up Month.
2. Dan Matusiewicz, Via Zoom gave an update on the City of Dos Palos Pension Fund. During the presentation the connection via zoom was disconnected due to technical difficulties. Will Reschedule a later time.
3. Heather Roeme gave an update on the City of Dos Palos 60% Solar Project Development. Locations including the Dos Palos Sewer Treatment Plant, Police and Fire Departments. New Parking lot with Solar and EV charging stations.

#### **C. CONSENT CALENDAR:**

1. It was Moved by Councilmember Orlando and Seconded by Councilmember Porter to approve the **Minutes** for the August 15th, 2023 Meeting. The motion passed 3-0-2 as follows: AYES: Hogue, Orlando, and Porter. NOES: None. ABSENT: Bravo, Pigg. ABSTENTIONS: None.
2. It was Moved by Councilmember Orlando and Seconded by Councilmember Porter to approve the **Minutes** for the Special Meeting August 29th, 2023. The motion

passed 3-0-2 as follows: AYES: Hogue, Orlando, and Porter. NOES: None. ABSENT: Bravo, Pigg. ABSTENTIONS: None.

3. It was Moved by Councilmember Orlando and Seconded by Councilmember Porter to approve the **Treasurers Report** for February 2023. The motion passed 3-0-2 as follows: AYES: Hogue, Orlando, Porter. NOES: None. ABSENT: Bravo, Pigg. ABSTENTIONS: None.
4. It was Moved by Councilmember Orlando and Seconded by Councilmember Porter to accept the **Pre-Paids** for August 2023. The motion passed 3-0-2 as follows: AYES: Hogue, Orlando, Porter. NOES: None. ABSENT: Bravo, Pigg. ABSTENTIONS: None.
5. It was Moved by Councilmember Orlando and Seconded by Councilmember Porter to approve the **Warrants** for September 2023. The motion passed 3-0-2 as follows: AYES: Hogue, Orlando, Porter. NOES: None. ABSENT: Bravo, Pigg. ABSTENTIONS: None.

#### **D. BUSINESS:**

1. Following a Staff Report, It was moved by Councilmember Orlando and Seconded by Councilmember Porter to Waive the First Reading regarding Ordinance 438, Amending Chapter 3 of the Dos Palos Municipal Code to add Purchasing Guidelines. Audit revealed the purchasing guidelines were outdated. The motion passed 3-0-2 as follows: AYES: Hogue, Orlando, Porter. NOES: None. ABSENT: Bravo, Pigg. ABSTENTIONS: None.
2. Following a Staff Report it was Moved by Councilmember Porter and Seconded by Councilmember Orlando to Establish a Date for our First Annual Town Hall Meeting. The Meeting will take place on October 10<sup>th</sup>, 2023 at 6pm to 8pm. The Town Hall will take place in the City Council Chambers. The motion passed 3-0-2 as follows: AYES: Hogue, Orlando, . Porter. NOES: None. ABSENT: Bravo, Pigg. ABSTENTIONS: None.

#### **E. CORRESPONDENCE, EVENTS, & REPORTS:**

Various Reports were Given.

**F. ADJOURNMENT:** The Meeting was Adjourned at 7:22pm in Memory of:

John Russell 87  
Andrea Selement 78  
Robert Ingram 75  
Rosie Mayes 75

Respectfully Submitted By Ysidro Garcia, City Clerk

## **Dos Palos City Council Town Hall Meeting Minutes October 10, 2023**

**A. CALL TO ORDER:** Mayor April Hogue called a Town Hall Meeting to order at 6:00 pm in the City-County Building at 1546-1554 Golden Gate Avenue in Dos Palos, California on Tuesday, October 10, 2023.

1. The Pledge of Allegiance was led by Councilmember Debbie Orlando.
2. An Invocation was led by Councilmember Thomas Pigg.
3. Roll Call: Dewayne Jones called the Roll finding all City Councilmembers present: Mayor Hogue, Mayor Pro Tem Bravo, Councilmember Pigg, Councilmember Orlando and Councilmember Porter. Absent: None.
4. Town Hall Meeting: Citizens from the community asked various question and presented ideas. A majority of the City Council was present and no action was taken.
5. Town Hall Meeting was Adjourned at 8:03pm.

**CITY OF DOS PALOS  
CASH FLOW REPORT  
MARCH, 2023**

BEGINNING BALANCE: 714,093.33

REVENUES RECEIVED:

GENERAL FUND	217,254.82
WATER DEPOSIT	750.00
UTILITIES	220,405.63

TOTAL REVENUES RECEIVED: 438,410.45

EXPENDITURES:

PAYROLL	950.25
DIRECT DEPOSIT	106,617.59
WARRANTS	382,929.93

TOTAL EXPENDITURES: 490,497.77

BEGINNING BALANCE:	714,093.33
TOTAL REVENUES:	438,410.45
TOTAL EXPENDITURES:	-490,497.77
CREDIT CARD CHARGE	-2,176.94
ANALYSIS CHARGE:	-147.61
BLUEFIN	-59.90
RELX INC DBALEXI	50.00
VOID CK 22176	3698.00
DEP CORRECTION	0.11
DEBIT MEMO/DMV FEE	-15.00
PERS DIFFERENCE	-5.99
TOTAL CASH FLOW BALANCE:	663,348.68

  
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CITY TREASURER

**CITY OF DOS PALOS  
WESTAMERICA BANK RECONCILIATION  
MARCH, 2023**

STATEMENT ENDING BALANCE: 706,833.64

COMPUTER WARRANTS OUTSTANDING:

17311 ANICETO VALDEZ	25.00
17891 TORIBIO MARTINEZ	143.53
18120 JUAN RODRIGUEZ	8.00
18153 EMPLOYEE CHECK	17.40
18211 BOBBY MARTINEZ	104.39
18345 FREDDY SINGH	10.61
18371 NORMA SHEPPARD	82.80
18639 ALMA INFANTE	48.02
18641 LAMEXICANA	16.80
18868 SANDRA GONZALEZ	16.80
18963 JANEEN COLEMAN	35.40
19099 MERCED COUNTY PUBLIC WORKS	850.34
19172 BOWNELLS INC	179.31
19273 FORREST ATKINS	33.00
19305 JG HARDWARE STORE	18.16
19394 BANKCARD CENTER	543.94
19497 RICARDO AGUILAR	4.49
19498 GIOVONNI CASTANEDA	150.00
19575 JOSE PENA	1.97
19581 LUIS ROMO	49.77
20030 INOCENCIA SANTOS	17.39
20108 ANA DELARROCHA VALDEZ	44.59
20258 STACY & DEAN PECK	31.32
20339 HERIBERTO ESRADA	6.79
20471 JG HARDWARE STORE	5.35
20559 BANKCARD CENTER	1266.60
20827 LAURA'S FUNKY CITZ & NAILS	85.60
20831 DAYMAN MARRINEZ	24.20
20909 SANTIAGO BANUELOS	5.60
21297 N. DOS PALOS WATER DIST	1290.80
21385 ADAM GARIBAY	3.00
21566 KEVIN VALDEZ	101.00
21680 BULMARO VASQUEZ	30.99
21959 INGRAHAM TROPHIES	1388.86
22075 N. DOS PALOS WATER DIST	1320.68
22143 BONDS & SN SEPTIC TANK	250.00

22157 DOS PALOS FIRE	225.00
22228 EMPLOYEE CHECK	138.52
22229 EMPLOYEE CHECK	138.52
22251 APPLGATE TEEPLES DRILLING COMP	3737.50
22275 DOMAIN NAME SERVICES	225.00
22276 DOS PALOS FIRE	225.00
22282 FRONTIER COMMUNICATIONS	60.27
22287 JG HARDWARE STORE	60.33
22293 MARLIN BUSINESS BANK	661.64
22295 MERCED COUNTY ANIMAL CONTROL	1020.00
22297 LUCIA MERRELL	48.86
22312 QUAD KNOPF	25146.67
22321 STEPHANIE SOLIS	111.97
22322 S. DOS PALOS WATER DIST	3386.97
22325 STAPLES	980.63
22326 STATE FOODS SUPERMARKET	51.54
22327 TAYLOR ER VET EMER HOSP	266.75
22331 USA BLUE BOOK	589.28
22342 EMPLOYEE CHECK	138.52
22343 EMPLOYEE CHECK	138.52

TOTAL COMPUTER WARRANTS:	\$45,563.99
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BEGINNING BALANCE:	706,833.64
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TOTAL COMPUTER WARRANTS:	-45,563.99
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OUTSTANDING DEPOSITS:	2079.03
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TOTAL CASH FLOW BALANCE:	663,348.68
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**CITY OF DOS PALOS  
CASH FLOW REPORT  
APRIL, 2023**

BEGINNING BALANCE: 663,348.68

REVENUES RECEIVED:

GENERAL FUND	180,316.74
WATER DEPOSIT	1500.00
UTILITIES	262,414.46

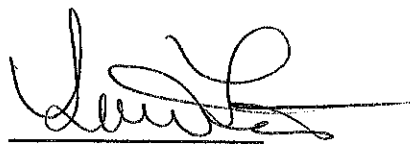
TOTAL REVENUES RECEIVED: \$ 444,231.20

EXPENDITURES:

PAYROLL	778.48
DIRECT DEPOSIT	109,351.64
WARRANTS	542,529.47

TOTAL EXPENDITURES: \$ 652,659.59

BEGINNING BALANCE:	663,348.68
TOTAL REVENUES:	444,231.20
TOTAL EXPENDITURES:	-652,659.59
CREDIT CARD CHARGE	-2,537.73
ANALYSIS CHARGE:	-220.24
RELX INC	25.00
VOID CHECKS	3834.03
CASH SHORT	-20.00
CA DEPT TAX&FEE	-62.00
RETURNED ITEM	-2617.07
TOTAL CASH FLOW BALANCE:	\$ 453,322.28

  
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CITY TREASURER

**CITY OF DOS PALOS  
WESTAMERICA BANK RECONCILIATION  
APRIL, 2023**

STATEMENT ENDING BALANCE: 485,335.53

COMPUTER WARRANTS OUTSTANDING:

20827 LAURA'S FUNKY CITZ& NAILS	85.60
20831 DAYMAN MARRINEZ	24.20
20909 SANTIAGO BANUELOS	5.60
21297 N. DOS PALOS WATER DIST	1290.80
21385 ADAM GARIBAY	3.00
21566 KEVIN VALDEZ	101.00
21680 BULMARO VASQUEZ	30.99
22157 DOS PALOS FIRE	225.00
22276 DOS PALOS FIRE	225.00
22297 LUCIA MERRELL	48.86
22321 STEPHANIE SOLIS	111.97
22326 STATE FOODS SUPERMARKET	51.54
22381 DIVISION OF THE STATE ARCHITECT	120.10
22382 DOS PALOS FIRE	225.00
22388 FRONTIER COMMUNICATIONS	57.54
22392 INGRAHAM TROPHIES	1048.95
22393 JG HARDWARE STORE	12.13
22398 MERCED COUNTY ASSN OF GOV	50.00
22405 NMI DEVELOPMENT	658.33
22415 QUAD KNOFF	22596.41
22418 CLAUDIA RODRIQUEZ	25.00
22422 S. DOS PALOS WATER DIST	4172.71
22428 THE OFFICE CITY	229.26
22429 PHONE CONNECTION	155.00
22432 USA BLUE BOOK	2257.72
22433 USDA SERVICE CENTER RURAL DEV	3348.14
22445 EMPLOYEE CHECK	138.52
22446 EMPLOYEE CHECK	138.52
22454 WASHINGTON NATIONAL INS. COMP	72.40

TOTAL COMPUTER WARRANTS: \$ 37,509.29

BEGINNING BALANCE: 485,335.53

TOTAL COMPUTER WARRANTS: -37,509.29

OUTSTANDING DEPOSITS: 5,496.04

TOTAL CASH FLOW BALANCE: \$ 453,322.28

# Pre-Paid Listing September 2023

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23021	United Circuit Breakers	09/19/2023	\$ 489.94
23023	Lozano Smith Attorneys at Law	09/19/2023	\$ 3,587.45
23024	Pauline Azevedo	09/19/2023	\$ 34.06
23028	McNamara Sports	09/25/2023	\$ 1,768.43
23029	Ashton Llanez	09/27/2023	\$ 154.40
Report Total (5 checks):			\$ 6,034.28

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AP Checks by Date - Summary by Check Date (10/12/2023 3:27 PM)

## Warrant Listing - October 2023

23040	AAA Business Supplies & Interiors	10/12/2023	\$	143.61
23041	Anderson Lock & Key	10/12/2023	\$	182.69
23042	Aramark	10/12/2023	\$	498.29
23043	AT&T	10/12/2023	\$	818.94
23044	AutoZone, Inc.	10/12/2023	\$	203.75
23045	Pauline Azevedo	10/12/2023	\$	207.00
23046	Bankcard Center	10/12/2023	\$	100.43
23047	Bankcard Center	10/12/2023	\$	388.21
23048	Bankcard Center	10/12/2023	\$	734.52
23049	Brew Bird LLC	10/12/2023	\$	49.14
23050	Bureau of Reclamation	10/12/2023	\$	1,632.96
23051	Caltronics Business Systems	10/12/2023	\$	1,325.34
23052	Casey Moving Systems	10/12/2023	\$	90.00
23053	Central California Irrigation	10/12/2023	\$	8,250.00
23054	Central Valley Concrete	10/12/2023	\$	1,298.38
23055	Cintas	10/12/2023	\$	392.23
23056	Clark Pest Control	10/12/2023	\$	142.00
23057	Clark Pest Control	10/12/2023	\$	148.00
23058	Comcast	10/12/2023	\$	1,142.75
23059	David Corona	10/12/2023	\$	93.34
23060	CSG Consultants, Inc.	10/12/2023	\$	4,875.25
23061	CSJVRMA - C/O Bickmore Risk Se	10/12/2023	\$	73,682.00
23062	Cyrun	10/12/2023	\$	7,030.00
23063	Department of Justice	10/12/2023	\$	290.00
23064	Dos Palos Fire Dept.	10/12/2023	\$	225.00
23065	Electric Drives, Inc.	10/12/2023	\$	30,708.18
23066	Elite Uniforms	10/12/2023	\$	54.59
23067	Bruno& Nora Espita	10/12/2023	\$	30.53
23068	Ford Motor Credit Company	10/12/2023	\$	635.77
23069	Fresno Mobile Radio Inc.	10/12/2023	\$	350.00
23070	Frontier Communications	10/12/2023	\$	62.27
23071	Gall's , an Aramark Company	10/12/2023	\$	429.11
23072	Great America Financial Services	10/12/2023	\$	337.10
23073	Hartford Insurance Co.	10/12/2023	\$	764.00
23074	Hawks & Associates CPAs, Inc	10/12/2023	\$	1,120.00
23075	Home Depot Credit Services	10/12/2023	\$	406.92

23076	Ingraham Trophies	10/12/2023	\$	108.47
23077	JG Hardware Store	10/12/2023	\$	7.46
23078	Dewayne Jones	10/12/2023	\$	67.60
23079	Justin's Tire and Auto	10/12/2023	\$	1,155.44
23080	Katen Pest Solutions	10/12/2023	\$	335.00
23081	Madera Uniform & Accessories,L	10/12/2023	\$	255.26
23082	Melin Enterprises, INC	10/12/2023	\$	701.00
23083	Merced County Public Works	10/12/2023	\$	1,126.30
23084	Merced County Tax Collector	10/12/2023	\$	3,693.32
23085	Mid Valley Disposal	10/12/2023	\$	54,119.34
23086	Mid Valley IT	10/12/2023	\$	5,315.32
23087	Midway Community Water Distric	10/12/2023	\$	9,067.59
23088	N & S Tractor Co.	10/12/2023	\$	21.52
23089	Northstar Chemical	10/12/2023	\$	6,590.31
23090	Orozco Yard Maintenance	10/12/2023	\$	2,600.00
23091	Pace Supply Corp	10/12/2023	\$	380.13
23092	Pacific Gas & Electric	10/12/2023	\$	37,397.18
23093	Pacific Premier Bank	10/12/2023	\$	135,221.25
23094	Pegboard	10/12/2023	\$	1,322.91
23095	Quad Knopf	10/12/2023	\$	23,139.15
23096	Quantum FSD, Inc.	10/12/2023	\$	124.95
23097	Richard Martorello	10/12/2023	\$	1,250.00
23098	Rosa Rosales	10/12/2023	\$	41.74
23099	Stephanie Schletter	10/12/2023	\$	30.53
23100	Simplot Grower Solutions Firebaugh	10/12/2023	\$	4,025.00
23101	Sirchie Acugstion Company, LLC.	10/12/2023	\$	543.14
23102	Smile Business Products, Inc	10/12/2023	\$	110.67
23103	South Dos Palos Water District	10/12/2023	\$	4,858.62
23104	Sparkletts	10/12/2023	\$	66.93
23105	State Foods Supermarket	10/12/2023	\$	20.44
23106	SWRCB Accounting Office	10/12/2023	\$	166.00
23107	TCB Investigations	10/12/2023	\$	399.67
23108	Technicon Engineering Services, Inc.	10/12/2023	\$	636.50
23109	The Gustine Police Department	10/12/2023	\$	700.00
23110	Thomason Tractor	10/12/2023	\$	95.35
23111	Toro Petroleum	10/12/2023	\$	5,693.84
23112	ULINE	10/12/2023	\$	476.07
23113	Underground Service Alert	10/12/2023	\$	300.00
23114	USABlue Book	10/12/2023	\$	1,618.58

23115	USDA, Service Center Rural Dev	10/12/2023	\$	20,325.00
23116	Utility Service Co., Inc	10/12/2023	\$	3,595.16
23117	Verizon Wireless	10/12/2023	\$	1,068.02
23118	Westamerica Bank	10/12/2023	\$	2,245.76
Report Total (79 checks):			\$	469,858.82

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AP Checks by Date - Summary by Check Date (10/12/2023 3:11 PM)

## CITY OF DOS PALOS

Pursuant to Government Code section 36933(c), the following constitutes a summary of an ordinance introduced on September 19, 2023, and scheduled for adoption on October 17, 2023, by the City Council for the City of Dos Palos at its regular meeting in Dos Palos, California.

A certified copy of the full text of the ordinance is posted and available for review in the City Clerk's Office at 2174 Blossom Street, Dos Palos, California.

This ordinance shall be in full force and effective on the 31st day following its adoption and after publication and posting as required by law.

### ORDINANCE NO. 438

#### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DOS PALOS ADDING CHAPTER 20 TO TITLE 3 OF THE CITY OF DOS PALOS MUNICIPAL CODE ESTABLISHING A PURCHASING SYSTEM

The Ordinance adds Chapter 20 to Title 3 of the Municipal Code in order to establish a purchasing system for the City for the efficient and cost-effective purchase of supplies, equipment and services.

Published: October 11, 2023

Ysidro Garcia, City Clerk

**PUBLIC NOTICE  
CITY OF DOS PALOS**

Pursuant to Government Code section 36933(c), the following constitutes a summary of an ordinance introduced on September 19, 2023, and scheduled for adoption on October 17, 2023, by the City Council for the City of Dos Palos at its regular meeting in Dos Palos, California.

A certified copy of the full text of the ordinance is posted and available for review in the City Clerk's Office at 2174 Blossom Street, Dos Palos, California. This ordinance shall be in full force and effective on the 31st day following its adoption and after publication and posting as required by law.

ORDINANCE NO. 438

AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF DOS PALOS ADDING  
CHAPTER 20 TO TITLE 3 OF THE CITY OF  
DOS PALOS MUNICIPAL CODE

ESTABLISHING A PURCHASING SYSTEM

The Ordinance adds Chapter 20 to Title 3 of the Municipal Code in order to establish a purchasing system for the City for the efficient and cost-effective purchase of supplies, equipment and services.

Published: October 11, 2023

Ysidro Garcia, City Clerk

**Oct. 11, 2023**

**WEX#2315**



## **ORDINANCE NO. 438**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DOS PALOS ADDING CHAPTER 20 TO TITLE 3 OF THE CITY OF DOS PALOS MUNICIPAL CODE ESTABLISHING A PURCHASING SYSTEM**

#### **RECITALS**

**WHEREAS**, Title 3 of the City of Dos Palos Municipal Code governs revenue and finance within the City; and

**WHEREAS**, Title 3 of the Municipal Code does not currently contain a purchasing system for the City; and

**WHEREAS**, the City Council desires through the passage of this Ordinance to add Chapter 20 to Title 3 of the Municipal Code so as to establish a purchasing system for the City.

**NOW, THEREFORE**, the City Council of the City of Dos Palos does ordain as follows:

#### **SECTION 1. FINDINGS**

The City Council has duly considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to the City Council. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

#### **SECTION 2. PURPOSE**

The purpose of this Ordinance is to add Chapter 20 to Title 3 of the Municipal Code in order to establish a purchasing system for the City for the efficient and cost-effective purchase of supplies, equipment and certain services.

### **SECTION 3. ADDITION TO MUNICIPAL CODE**

Chapter 20 of Title 3 is hereby added to the City of Dos Palos Municipal Code to read as follows:

#### **"CHAPTER 3.20**

#### **PURCHASING SYSTEM**

##### **Sections:**

- 3.20.010 Adoption: purpose.**
- 3.20.020 Purchasing department.**
- 3.20.030 Purchasing agent.**
- 3.20.040 Authority.**
- 3.20.050 Exemptions from centralized purchasing.**
- 3.20.060 Requisitions and purchase orders.**
- 3.20.070 Encumbrance of funds.**
- 3.20.080 Bidding and proposals.**
- 3.20.090 Supplies, equipment, and general services.**
- 3.20.100 Inspection and testing.**
- 3.20.110 Contracting for professional services.**
- 3.20.120 Surplus supplies and equipment.**

##### **3.20.010 Adoption: purposes.**

In order to establish efficient procedures for the purchase of supplies, equipment, and services, to secure for the City supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is hereby adopted.

##### **3.20.020 Purchasing department.**

The Finance Department is designated as the Purchasing Department of the City. Wherever the term "Purchasing Department" is used in this chapter, it shall refer to and be interchangeable with the term "Finance Department."

##### **3.20.030 Purchasing Agent.**

The City Manager shall be and is designated as the Purchasing Agent for the City. Wherever the term "Purchasing Agent" is used in this Code, it shall refer to and be interchangeable with the term "City Manager." The City Manager may authorize the Finance Director, or any other designated employee, to be the City Manager's authorized designee to perform the duties of the City's Purchasing Agent.

### **3.20.040 Authority.**

- (a) The duties and authority of the Purchasing Agent shall be as follows:
- (1) To purchase or contract for supplies and equipment required by any City department in accordance with purchasing procedures prescribed by this chapter, such administrative regulations as the Purchasing Agent shall adopt and such other rules and regulations as shall be prescribed by the Council.
  - (2) To negotiate and recommend execution of contracts for the purchase of supplies and equipment.
  - (3) To act to procure for the City the needed quality in supplies and equipment at the least expense to the City.
  - (4) To discourage uniform bidding and endeavor to obtain full and open competition, to the greatest extent possible, on all purchases.
  - (5) To prepare and recommend to the Council rules governing the purchase of supplies and equipment for the City.
  - (6) To prepare and recommend to the Council revisions and amendments to the purchasing rules.
  - (7) To keep informed of current developments in the field of purchasing, prices, market conditions and new products.
  - (8) To prescribe and maintain such forms as are reasonably necessary to the operation of this chapter and other rules and regulations.
  - (9) To supervise the inspection of all supplies and equipment purchased to ensure conformance with specifications.
  - (10) To recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any department or which have become unsuitable for City use.
  - (11) To maintain a bidders and/or vendors list, vendors catalog file and records needed for the efficient operation of the Purchasing Department.
- (b) The following approval levels shall apply to purchases:

- (1) A department head may purchase equipment or supplies up to five thousand dollars (\$5,000.00) in the open market; provided such expenditures are within the budget limitations.
- (2) Any purchase of more than five thousand dollars (\$5,000.00) up to twenty-five thousand dollars (\$25,000.00) may be authorized by a department head and the Purchasing Agent. Unless there are fewer than three (3) available vendors, the department head shall first obtain three (3) informal quotations.
- (3) Any purchase of more than twenty-five thousand dollars (\$25,000.00) shall be presented to the Council for authorization and the formal bidding process, or a request for proposals process as applicable, shall be followed.
- (4) Separate purchases of components or equipment, or phasing of projects, solely to avoid the provisions of this section shall not be permitted.

#### **3.20.050 Exemptions from centralized purchasing.**

- (a) The Purchasing Agent with approval of the Council may authorize, in writing, any department to purchase or contract for specified supplies and equipment independently of the Purchasing Department; but the Purchasing Agent shall require that such purchases or contracts shall be made in conformity with the procedures established by this chapter and shall further require periodic reports from the department on the purchases and contracts made under such written authorization.
- (b) Cooperative purchases with the state are hereby authorized.

#### **3.20.060 Requisitions and purchase orders.**

Purchases of supplies, services, and equipment shall be made by purchase orders duly issued in accordance with the established rules and regulations provided by the Purchasing Agent and/or Purchasing Department.

#### **3.20.70 Encumbrance of funds.**

- (a) Except in cases of emergency, the Purchasing Agent or department head, as so authorized within this chapter, shall not issue any purchase order for supplies or equipment unless there exists an unencumbered appropriation in the fund account against which the purchase is to be charged.
- (b) The normal purchasing procedures as provided for under this chapter may be dispensed with only for the purchase of supplies, equipment or

services necessary to provide an essential City-supplied service affecting the public health, safety or welfare. Waiver of said procedures may only occur when the normal purchasing procedure would cause an undue delay in the procurement of the items to ensure emergency services are provided.

### **3.20.080 Bidding and proposals.**

- (a) Notices inviting bids or proposals. Notices inviting bids or proposals shall include a general description of the articles to be purchased or sold and shall state where the forms and specifications may be secured and the time and place for opening bids or proposals. The notices shall be signed by the City Manager.
  - (1) Published notices. Unless otherwise provided, each notice inviting bids or proposals shall be published once at least ten (10) days before the date set for opening bids or proposals. Such publication shall be in a newspaper of general circulation in the City or as may be required by State laws.
  - (2) Vendor list. Bids or proposals from responsible prospective suppliers whose names are on a vendor's list, if so applicable, shall also be solicited.
  - (3) Conditions. The bid or proposal form shall state any qualifications for acceptable vendors and shall state the manner in which bids or proposals will be evaluated.
- (b) Procedures for opening bids or proposals. Sealed bids and proposals shall be carefully safe-guarded until the hour established for opening such bids or proposals. Sealed bids shall be submitted to the City Clerk, or other individual as identified in the respective notice, and shall be identified as bids on the envelopes. The bids shall be opened in public at the time and place stated in the public notice. The City Clerk shall read the name of each bidder and the total price. Unit prices, if applicable, will be read upon request. A tabulation of all bids received shall be open for public inspection during regular business hours. Proposals shall be submitted to the requesting department. Results of the proposals shall not be divulged until after the time has passed for submittal.
- (c) Procedures for opening electronic bids or proposals. Electronic bids and electronic proposals shall be carefully safeguarded until the hour established for opening such bids or proposals. Electronic bids shall be submitted to the City Clerk through the City's online procurement system, or to the email address identified in the respective notice, and shall be identified as bids in the submissions. The bids shall be opened pursuant to

the procedure(s) stated in the public notice. A tabulation of all bids received shall be made available for public inspection through the City's online procurement system, subject to the City Clerk's review and verification. Electronic proposals shall be submitted to the requesting department. Results of the electronic proposals shall not be divulged until after the time has passed for submittal.

- (d) Rejection of bids or proposals. The Council, in its discretion, may reject any and all bids presented under the formal bidding procedure. Proposals may be rejected by the appropriate department head or the City Manager.
- (e) Award of contracts. Contracts shall be awarded to the vendor whose bid or proposal is determined to be to the best advantage of the City, except as otherwise provided in this chapter.
- (f) Tie bids. If two (2) or more bids are for the same total amount or unit price, quality and service being equal, the Council or the City Manager may choose and accept one of the bids.
- (g) Lowest responsible bidders or proposal. All valid responsible bids or proposals shall be considered in determining which is the best. Late or incomplete bids and proposals and void bids shall be disregarded. The designated official shall take into consideration the delivery terms, conditions, and conformity with the specifications and other factors identified in the notice and/or instructions to bidders or the request for proposals. If the lowest vendor is unknown or if their responsibility is in question, proof of such vendor's responsibility may be required.
- (h) Performance bonds. Before entering into a contract, the Council may require a performance bond in such amount as the Council shall find reasonably necessary to protect the best interests of the City. If such bond is required, the form and amount of the bond shall be described in the specifications.

### **3.20.090 Supplies, equipment and general services.**

- (a) Purchases of supplies, equipment and services not subject to section 3.20.110 may be made by the Purchasing Agent or Council as set forth in this section.
  - (1) Minimum number of bids. Purchases shall, wherever advisable, be based on at least three (3) bids and shall be awarded to the lowest responsive and responsible bidder. If bids are not solicited, the department head shall document his or her rationale for not seeking bids.

- (2) Notice inviting bids. The department head shall solicit bids by written requests to prospective vendors, by telephone, and by public notice posted on a public bulletin board in the City Hall, on the City Website or other appropriate website.
- (3) Written bids. Sealed written bids shall be submitted to the person designated in the notice or request for proposals, and such individual shall keep a record of all open market orders and bids for a period of one (1) year after the submission of bids or the placing of orders. This record while so kept shall be open to public inspection.
- (4) Award. Purchases of supplies, equipment and services shall be made to the lowest responsive and responsible bidder unless the City determines that a different vendor provides greater value. In such case, the award shall include findings explaining the rationale for this determination. The City Manager may award contracts of \$25,000.00 or less. The Council shall approve all other awards.

### **3.20.100 Inspection and testing.**

The department head responsible for the order or contract shall inspect supplies and equipment delivered to determine their conformance with the specifications set forth in the order or contract. The department head shall have authority to require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with specifications.

### **3.20.110 Contracting for professional services.**

- (a) Procurement of certain professional services. The services of certain professions that involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field, shall be procured in accordance with the selection procedures specified in this section.
- (b) Selection procedure.
  - (1) Conditions for use. Services provided under emergency procurements are exempt from the requirements of this section.
  - (2) Statement of qualifications. Persons engaged in providing professional services as described in subsection (a), may submit statements of qualifications and expressions of interest in providing such professional services.

- (3) Public announcement and form of request for proposals. The City Manager, or designee, through a request for proposals, shall give adequate notice of the need for such services.
- (4) Discussions. The City Manager, or designee, may conduct discussions with any offeror who has submitted an interest to determine such offeror's qualifications for further consideration. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion.
- (5) Award. Award shall be made to the offeror determined in writing to be best qualified based on the evaluation factors set forth in the request for proposals, and negotiation of compensation determined to be fair and reasonable.
- (6) Alternative procedure. The Council may award professional services agreements without seeking proposals when determined to be necessary or advisable.

### **30.20.120 Contracting for Public Works Projects.**

- (a) For purposes of this section, unless otherwise apparent from the context, certain words and phrases used in this section are defined as follows:
  - (1) "Public project" is defined as in Section 20161 of the Public Contract Code, and means any of the following:
    - a. A project for the erection, improvement, painting, or repair of public buildings and works.
    - b. Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow.
    - c. Street or sewer work except maintenance or repair.
    - d. Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.
  - (2) "Emergency," is defined as in Section 1102 of the Public Contract Code, and means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
  - (3) "Responsible bidder," is defined as in Section 1103 of the Public Contract Code, and means a bidder who has demonstrated the



attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the public works contract.

- (b) Public projects shall be procured in accordance with Sections 20160 *et. seq.* of the Public Contract Code.
- (c) When the expenditure required for a public project exceeds five thousand dollars (\$5,000), it shall be contracted for and let to the lowest responsible bidder after notice.
- (d) It shall be unlawful to split or separate into smaller work orders or projects any public work project for the purpose of evading the requirements of this section or the Public Contract Code, requiring public work to be done by contract after competitive bidding.
- (e) The notice inviting bids shall set a date for the opening of bids. The first publication or posting of the notice shall be at least 10 days before the date of opening the bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation, printed and published in the City, or if there is none, it shall be posted in at least three (3) public places in the City that have been designated by ordinance as the places for posting public notices. The notice shall distinctly state the project to be done.
- (f) In its discretion, the Council may reject any bids presented and readvertise. If two or more bids are the same and the lowest, the Council may accept the one it chooses. If no bids are received, the Council may have the project done without further complying with this section. After rejecting bids, the Council may pass a resolution by a four-fifths vote of its members declaring that the project can be performed more economically by day labor, or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may have the project done in the manner stated without further complying with this section.
- (g) In case of an emergency, the Council may pass a resolution by a four-fifths vote of its members declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. Upon adoption of the resolution, it may expend any sum required in the emergency without complying with this chapter. If notice for bids to let contracts will not be given, the Council shall comply with Chapter 2.5 of the Public Contract Code (commencing with Section 22050).
- (h) All bids shall be presented under sealed cover and accompanied by one of the following forms of bidder's security, which shall be in an amount equal to at least 10 percent of the amount of the bid:

- (1) Cash.
  - (2) Cashier's check made payable to the City.
  - (3) A certified check made payable to the City.
  - (4) A bidder's bond executed by an admitted surety insurer, made payable to the City.
- (i) If the successful bidder fails to execute the contract, the amount of the bidder's security shall be forfeited to the City except as hereinafter provided. The cash or proceeds shall be deposited in the fund out of which the expenses of preparation and printing of the plans and specifications, estimates of cost, and publication of notice are paid.
  - (j) The Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the Council awards the contract to the second lowest bidder, the amount of the lowest bidder's security shall be applied by the City to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder if cash or a check is used, or to the surety on the bidder's bond if a bond is used.

### **30.20.130 Surplus supplies and equipment.**

All departments shall submit to the Purchasing Agent, at such times and in such form as prescribed, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The Purchasing Agent shall have the authority to sell all supplies and equipment which cannot be used by any department, or which have become unsuitable for City use, or to exchange the same for, or trade in the same on, new supplies and equipment."

## **SECTION 4. VALIDITY OF ORDINANCE**

If any article, section, sub-section, sentence, clause, or phrase of this Ordinance is held by a court of competent jurisdiction to be invalid, such decision shall not affect the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each article, section, subsection, sentence, clause, and phrase hereof, irrespective of the fact that one or more articles, sections, subsections, sentences, clauses, and phrases be declared invalid.

## **SECTION 5. SUMMARY OF ORDINANCE**

The City Clerk is hereby directed to cause a summary of this Ordinance to be published by one insertion in a newspaper of general circulation in the County at least five (5) days prior to adoption and again fifteen (15) days after its adoption. If a summary of the Ordinance is published, then the City Clerk shall cause a certified copy of the full text of the proposed Ordinance to be posted in the office of the City Clerk at least five (5) days prior to the City Council meeting at which the Ordinance is adopted, and again after the meeting at which the Ordinance is adopted. The summary shall be approved by the City Attorney.

## **SECTION 6. EFFECTIVE DATE**

This ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

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The foregoing Ordinance was introduced at a regular meeting of the City County held on September 19, 2023, and was adopted at a regular meeting of said City County held on this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by the following vote.

Mayor Hogue voted: \_\_\_\_\_

Mayor Pro-Tem Bravo voted: \_\_\_\_\_

Councilmember Pigg voted: \_\_\_\_\_

Councilmember Orlando voted: \_\_\_\_\_

Councilmember Porter voted: \_\_\_\_\_

\_\_\_\_\_  
Mayor, City of Dos Palos

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to Legal form:  
CITY ATTORNEY

By \_\_\_\_\_



## RESOLUTION 2023-14

### AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS FOR WHICH THE CITY OF DOS PALOS IS ELIGIBLE

**WHEREAS**, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

**WHEREAS**, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

**WHEREAS**, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

**NOW, THEREFORE**, BE IT RESOLVED that the City Council authorizes the submittal of application(s) to CalRecycle for all grants for which the City of Dos Palos is eligible; and

**BE IT FURTHER RESOLVED** that the City Manager, or **the Director of Community Development** is hereby authorized and empowered to execute in the name of the City of Dos Palos all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

**BE IT FURTHER RESOLVED** that these authorizations are effective for five (5) years from the date of adoption of this resolution.

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED

ATTEST

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April Hogue, Mayor

---

Ysidro Garcia, City Clerk

# **DRAFT**

# **WATER SUPPLY CONTINGENCY PLAN**

**Prepared for:**

## **CITY OF DOS PALOS**

2174 Blossom Street  
Dos Palos, CA 93620  
Phone: 209-392-2174

**Consultant:**



2816 Park Avenue  
Merced, CA 95348  
Contact: Garth Pecchenino  
Phone: (209) 723-2066  
Fax: (559) 733-7821

September 2023

# **Water Supply Contingency Plan for CITY OF DOS PALOS**

**2174 Blossom Street,  
Dos Palos, CA 93620**

**CA 2410002  
(PWS #)**

**October 16, 2023 ,  
(Plan Effective Date)**

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## **Section I: Declaration of Policy, Purpose, and Intent**

In order to conserve the available water supply and protect the integrity of public water system (PWS) supply facilities, with particular regard for domestic water use, sanitation, and fire protection, to protect and preserve public health, welfare, and safety and minimize the adverse impacts of a water supply shortage or other water supply emergency conditions, the City of Dos Palos hereby adopts the following regulations and restrictions on the delivery and consumption of water through this Water Shortage Contingency Plan (Plan).

Water uses regulated or prohibited under this Water Shortage Contingency Plan (the Plan) are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water subjecting the offender(s) to penalties as defined in Section XI of the Plan.

## **Section II: Public Involvement**

Opportunity for the public to provide input into the preparation of the Plan was provided by the City of Dos Palos by means of postings online and at city hall notifying the public of the opportunity for public input at a public meeting that occurred September 19, 2023. The final adoption of the Plan occurred at a properly noticed City Council meeting on **October 16, 2023**.

## **Section III: Public Education**

The City of Dos Palos will regularly provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. Detailed information on public education is provided in Section X of the Plan.

## **Section IV: Coordination with Regional Water Planning Groups**

A copy of the final Plan was shared with the regional water quality board, Dos Palos Area Joint Power Authority (JPA), Merced County, and posted on our website (<https://dospaloscwixsite.com/dospalos>) on **October 17, 2023**.

## **Section V: Authorization**

The City Manager or designee is hereby authorized and directed to implement the applicable provisions of this Plan upon the determination that such implementation is necessary to protect public health, safety, and welfare. The City Manager or designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan. The contact information for the City Manager is: Dewayne Jones, Phone number (209) 392-2174, and via email [djones@cityofdps.com](mailto:djones@cityofdps.com).

## **Section VI: Application**

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the City of Dos Palos. The terms “person” and “customer” as used in the Plan may include individuals, corporations, partnerships, associations, and all other legal entities.

## **Section VII: Definitions**

For the purposes of this Plan, the following definitions shall apply:

**Aesthetic water use:** water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

**Commercial and Institutional water use:** water use that is integral to the operations of commercial and non-profit establishments and governmental entities such as schools, hospitals, clinics, retail establishments, hotels and motels, restaurants, and office buildings.

**Conservation:** those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

**Customer:** any person, company, or organization using water supplied by City of Dos Palos

**Domestic water use:** water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

**Even number address:** street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

**Industrial water use:** the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

**Landscape irrigation use:** water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, rights-of-way, and medians.

**Non-essential water use:** water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan.
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle.

- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas.
- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection.
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street.
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools.
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life.
- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than firefighting or hauling water for domestic water use.

**Odd numbered address:** street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

## **Section VIII: Summary of Drought Response Stages and Response Actions**

The City Manager or designee shall monitor water supply and/or demand conditions monthly and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified “triggers” are reached.

The triggering criteria described below are generally based on\*:

1. Water source vulnerabilities that will impact production capacities relative to system demands.
2. Projected drought conditions on the Department of Water Resources (DWR) California Water Watch Tool (<https://cww.water.ca.gov>)
3. County, State, or Federal Drought Emergency Orders
4. Emergencies such as fire, earthquake, etc. resulting in potential water outages

The response actions described in subsequent sections of this document are based on the following general precepts:

- Conservation techniques employed include progressively implementing stricter water use policies, primarily focused on outdoor irrigation and increasingly restrictive water use in business functions. In natural disaster-type scenarios, water supplies are limited based on a per capita per-day scenario.
- Notification of the public is performed in a variety of ways to ensure drought messaging is received by the residents. Depending on the severity of the drought stage, this may include messages on the City's website or mailing in fliers to the customers, etc. Whenever possible, messages will be provided in English and Spanish.
- Decreasing water loss through enhanced operational and maintenance changes will be implemented when possible.

This table summarizes each water shortage stage, specified triggers, response actions, and termination actions. Additional information for each is provided in the subsequent sections.

<b>Response Stage</b>	<b>Estimated Water Shortage Range*</b>	<b>Trigger</b>	<b>Response Action**</b>	<b>Termination Action</b>
<b>Stage 1 WATCH</b>	Up to 10%	Projected lack of normal regional rain patterns	Initiate conversations with the water operator about current water usage levels; water supply monitoring	normal rain patterns
<b>Stage 2 WARNING</b>	Up to 20%	City Council drought declaration	Educational outreach; initiate preventative best management practices and water supply monitoring	City council declaration
<b>Stage 3 ACUTE</b>	Up to 30%	County drought declaration	Educational outreach; Intensive water conservation efforts; water use restrictions (e.g. Irrigation and washing) as required by law	End of county drought declaration
<b>Stage 4 CRITICAL</b>	Up to 40%	Water system Malfunction; Local, State or Federal declaration of Drought Emergency	Education- about Critical Shortage; Water use restrictions- Limit irrigation by 70%, or as required by law	10 days without listed triggers; End of Local, State or Federal declaration
<b>Stage 5 EMERGENCY</b>	Up to 50%	Declared Natural disaster- fire, earthquake etc.; water system failure	Education- about emergency shortage; Mandatory Prohibition- no irrigation; prepare for hauled water/bottled water delivery, if necessary	10 days without listed triggers
<b>Stage 6 CATASTROPHIC</b>	> 50%	Water outage; critically low water pressure, etc.	Announce Water for Essential Use Only, Mandatory Prohibition- shut off irrigation, contact operator immediately. Determine if water supply is adequate for drinking	Normal water pressure resumed and all triggering events ceased and public health agency approval

## **Section IX: Drought Response Triggers**

The drought response triggers and terminations discussed below provide details on when varying levels of drought responses, further discussed in Section X, will be implemented and then subsequently terminated. The City Council may choose to make modifications to the triggers and terminations depending on real-time scenarios, however, these response triggers stand in the absence of other City Council decisions.

### **Stage 1 Triggers -- Water Shortage WATCH Conditions**

#### Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when there is a projected lack of normal regional rain patterns, the DWR Water Watch drought map shows moderate drought conditions in our zip code, City initiates voluntary conservation measures, or Merced County proposes county-wide voluntary conservation measures.

#### Requirements for termination

Stage 1 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days and normal rain patterns are occurring and/or projected.

### **Stage 2 Triggers -- Water Shortage WARNING Conditions**

#### Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when the city council declares a drought warning in the area. The city of Dos Palos will track and aim to declare Stage 2 drought response measures according to the DWR Water Watch drought map (when it is showing severe drought conditions in our zip code).

#### Requirements for termination

Stage 2 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist and the City Council has declared the end of the drought warning. Upon termination of Stage 2, Stage 1 becomes operative unless otherwise specified.

### **Stage 3 Triggers – ACUTE Water Shortage Conditions**

#### Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when Merced County declares a drought emergency, or DWR's California Water Watch drought maps show extreme drought conditions in our zip code.

#### Requirements for termination

Stage 3 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist and the County has declared the end of extreme drought conditions. Upon termination of Stage 3, Stage 2 becomes operative unless otherwise specified.

### **Stage 4 Triggers -- CRITICAL Water Shortage Conditions**

#### Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when there is a local water treatment system temporary malfunction, Merced County recommends Stage 4 drought response measures; or a County, State, or Federal Drought Emergency is declared.

#### Requirements for termination

Stage 4 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 10 consecutive days. Upon termination of Stage 4, Stage 3 becomes operative unless otherwise specified.

### **Stage 5 Triggers -- EMERGENCY Water Shortage Conditions**

#### Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when there is a water system failure; city, county, or state has declared a water emergency due to a natural disaster (e.g. fire, earthquake, etc.); or Merced County recommends Stage 5 drought response measures.

#### Requirements for termination

Stage 5 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 10 consecutive days, or immediately

when any other conditions cease to exist. Upon termination of Stage 5, Stage 4 becomes operative unless otherwise specified.

## **Stage 6 Triggers – CATASTROPHIC Water Shortage Conditions**

### Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when available flow capacity is below intake levels due to a water outage or water pressure in the distribution system is below normal operating conditions due to limited supply, or Merced County recommends Stage 6 drought response measures. Triggers may also include earthquakes resulting in significant infrastructure damage, emergency conservation needed for fire protection, or other actual or threatened catastrophic water infrastructure failure as determined by the City Manager or designee.

### Requirements for termination

Stage 6 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist and coordination with the health and safety authorities have indicated that the water source and distribution system is safe. Upon termination of Stage 6, Stage 5 becomes operative unless otherwise specified.



## **Section X: Drought Response Stages**

The City Manager or designee, shall monitor water supply and/or demand conditions on a monthly basis and, in accordance with the triggering criteria set forth in Section IX of this Plan, shall determine if a water shortage condition exists and the severity of any such water shortage conditions (e.g., *1-Watch, 2-Warning, 3-Acute, 4-Critical, 5-Emergency, 6-Catastrophic Water Loss*), and shall implement the following notification procedures accordingly:

### **Notification**

#### Description of Customer Notification Methods:

The City Manager, or designee, shall notify the public by means of one of the following Methods:

- Method 1: Notice on City's website (<https://dospaloscity.wixsite.com/dospalos>)
- Method 2: Notice in newspaper- Westside Express
- Method 3: Notice to local Facebook Groups/Page (in Spanish and English)- City of Dos Palos Facebook and Merced County OES Facebook
- Method 4: Notice on one or more of the news channels- KFTV 21 News, KSEE 24 News, KMPH 26 News, KFSN 30 News, KGPE 47 News, and KMSG 53 News
- Method 5: Direct Mail to each customer, in bill or flyer format
- Method 6: Personal phone calls to hospital, elder care facility and school district
- Method 7: Door to door outreach in elderly communities, County registered vulnerable residents, residences with high usage, and/or parts of the distribution system impacted by emergency
- Method 8: County Emergency Messaging text alert

City of Dos Palos has a 45% Spanish speaking population, therefore Methods 1, 3, 4, 5, and 6 shall be provided in both English and Spanish when possible.

Prepared materials from the Department of Water Resources, "Save Our Water Toolkit", may be used as drought communication tools with the water system logo added. The link for these materials is provided below:

<https://saveourwater.com/en/Partner-Toolkit>



**Public Safety Contacts:**

The City Manager, or designee, shall directly notify the following individuals and entities of restrictions or water shortages, as defined in the subsections below, as appropriate for each response stage.

<b>Organization or Department</b>	<b>Name &amp; Position</b>	<b>Telephone</b>	<b>Email</b>
Fire Department	Merced County Fire Department	(209) 385-7344	
Partnering Water Systems	JPA		
County Office of Emergency Services	EMS Duty Officer	(209) 381-1250	
County Environmental Health Specialist	Amalia Madrigal-Hernandez (Amalia Madrigal-Hernandez)	(209) 381-1232	
State Water Board District Engineer		(916) 449-5577	
Major Water Uses/Wholesalers			
County Public Health	Siminoff, Robin (Public Health Emergency Preparedness (PHEP))	(209) 381-1115	
Critical Water Users (schools, hospitals, etc.)			
Mutual Aid Contact / CalWarn Contact			

**Note:** This Notification section provides potential agencies that should be considered for coordination of water shortages. More specific contacts for each Response Stage are provided below.

Support Services Contacts:

The following is a listing of support services that may be appropriate for a water shortage emergency.

<b>Organization or Department</b>	<b>Name &amp; Position</b>	<b>Telephone</b>	<b>Email</b>
Water Operator	Craig Hackett, Director of Utilities	(209) 392- 6201	dputilities@cityofdp.com
Back-up Water Operator	Gordon Bonds, Coordination/Director of Public Works	(209) 392- 3119	dppw@cityofdp.com
Electric Utility Co			
Electrician			
Water Hauler			
Bottled Water Vendor			
Storage Tank Vendor			
Emergency Shower Vendors			
Well Pump Technician			
Well Drilling Company			
Community Service Partners			
Other			

Drought Responses Actions:

## **Stage 1 Response -- Water Shortage WATCH Conditions**

**Target: Achieve a voluntary 10% percent reduction in total monthly water usage.**

### **Best Management Practices for Supply Management:**

- (a) Decrease flushing of water main lines from regular flushing routine to only as needed for colored water or other water quality issues
- (b) Monitor source water levels for trigger actions.
- (c) Public Outreach- City of Dos Palos Facebook and/or city website

### **Voluntary Water Use Restrictions for Reducing Demand:**

- (a) Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes such as ornamental fountains, washing down of sidewalks or hard surface areas.
- (b) Water customers are requested to not irrigate during rain or within 48 hours after measurable rainfall.
- (c) Hotels/Motels are requested to provide guests the option of not having towels and linens laundered daily.

### **Notification Method(s) and Frequency:**

Methods: 1, 3, and/or 5 – Permanent website, monthly outreach- City of Dos Palos Facebook and/or flyers via monthly bills

### **Agencies Contacted:**

Contact Merced County and the JPA to align potential future actions.

## **Stage 2 Response -- Water Shortage WARNING Conditions**

**Target: Achieve a 20% percent reduction in total monthly water usage.**

### Best Management Practices for Supply Management:

- (a) Decrease flushing of water main lines from regular flushing routine to only as needed for colored water or other water quality issues
- (b) Monitor source water levels for trigger actions.
- (c) Public Outreach- City of Dos Palos website and Facebook

### Mandatory Water Use Restrictions for Reducing Demand:

- (a) Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Saturdays and Wednesdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and irrigation of landscaped areas is further limited to the hours of 5:00 a.m. and 6:00 a.m. and 8:00 p.m. to midnight on designated watering days. However, irrigation of landscaped areas is permitted at any time if it is by means of a filled bucket or watering can of five (5) gallons or less.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 5:00 a.m. and 6:00 a.m. and 6:00 p.m. to midnight. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station that utilizes internally recycled water. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
- (c) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or hot tubs is prohibited except on designated watering days between the hours of 5:00 a.m. and 6:00 a.m. and 6:00 p.m. to midnight.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes are prohibited except where necessary to support aquatic life.
- (e) The following uses of water are defined as non-essential and are

prohibited:

- i. washdown of any sidewalks, walkways, unless being performed by a County or emergency response employee addressing a public health issue such as fecal waste removal, etc.;
- ii. washdown of driveways, parking lots, tennis courts, or other hard-surfaced areas;
- iii. use of water to wash down buildings or structures for purposes other than immediate fire protection;
- iv. flushing gutters or permitting water to run or accumulate in any gutter or street; and
- v. failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

Notification Method(s) and Frequency:

Methods: 1, 3, and 5 (via bill and separate conservation flyer). At least monthly outreach. Create a website page form for water-wasting complaints to be filed. Develop a complaint response program.

Agencies Contacted:

Continue to plan and coordinate to work with JPA and Merced County to align potential future actions. If less than 30-day time period between 10% and 20% decrease in water capacity or well elevation change, inform County Environmental Health and/or State Water Resources Control Board District Engineer of decreasing production and initiate feasibility evaluation for long-term mitigation strategies.

**Stage 3 Response -- ACUTE Water Shortage Conditions**

**Target: Achieve a 30% percent reduction in total weekly water usage.**

Best Management Practices for Supply Management:

- (a) Decrease flushing from regular flushing routine to only as needed for colored water or other water quality issues
- (b) Monitor source water levels for trigger actions.
- (c) Public Outreach- City of Dos Palos website and Facebook

Mandatory Water Use Restrictions for Reducing Demand:

All requirements of Stage 2 shall remain in effect during Stage 3 with the following modifications:

- (a) Use of water from hydrants shall be limited to firefighting, related activities, or other activities necessary to maintain public health, safety, and welfare such as hauling water to domestic well residents. Designated fire hydrants for construction purposes may be allowed but require a special permit from Small Town CSD so that usages can be tracked and assessed.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle not occurring on the premises of a commercial car wash and commercial service stations, that utilizes internally recycled water, or not in the immediate interest of public health, safety, and welfare is prohibited.
- (c) All restaurants are prohibited from serving water to patrons except upon request of the patron.

Notification Method(s) and Frequency:

Methods: 1, 2, 3, 4, 5 (via bill and separate conservation flyer), 6. At least monthly outreach.

Agencies Contacted:

Continue to work with Merced County and JPA to align potential future actions. Reach out to the Fire Department and Critical Water Users (hospital, etc.) to notify them of the situation so that they can begin planning for alternative water sources as needed. Initiate planning for short-term alternative water scenarios and long-term mitigation strategies. Coordinate with County Public Health to consider the needs of vulnerable persons registered with the County in the event drought conditions worsen.

**Stage 4 Response -- CRITICAL Water Shortage Conditions**

**Target: Achieve a 40% percent reduction in total daily water usage.**

Best Management Practices for Supply Management:

- (a) Decrease flushing from a regular flushing routine to only as needed for colored water or other water quality issues.
- (b) Increase water level monitoring at the source from weekly to daily.

- (c) Prepare and implement a drought water loss audit. Perform leak detection surveys in areas with water loss above 10% and perform needed repairs.

Mandatory Water Use Restrictions for Reducing Demand:

All requirements of Stage 2 and 3 shall remain in effect during Stage 4 with the following modifications:

- (a) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited. The only exception is for the County public swimming pool during the months of June, July, and August.
- (b) The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued. Supplying residents with domestic wells may continue under special permits with CDPH-certified potable water haulers.
- (c) Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8) and Wednesdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and irrigation of landscaped areas is further limited to the hours of 5:00 a.m. and 6:00 a.m. and 8:00 p.m. to midnight on designated watering days. However, irrigation of landscaped areas is permitted at any time if it is by means of a filled bucket or watering can of five (5) gallons or less.

Notification Method(s) and Frequency:

Methods: 1, 2, 3, 4, 5 (via bill and separate conservation flyer), 6, 7. At least weekly outreach through 2 or more methods.

Agencies Contacted:

Continue to work with Merced County and JPA to align potential future actions. Continue to Reach out to the Fire Department and Critical Water Users (hospital, etc.) to notify them of the situation so that they can begin planning for alternative water sources as needed. Continue to coordinate with County Public Health to consider the needs of vulnerable persons registered with the County in the event drought conditions worsen.

## **Stage 5 Response – EMERGENCY Water Shortage Conditions**

**Target: Achieve a 50% percent reduction in total daily water usage.**

### **Best Management Practices for Supply Management:**

- (a) Using the results of the drought water loss audit perform leak detection surveys in areas with any water loss and perform associated repairs. Decrease flushing from regular flushing routine to only as needed for colored water or other water quality issues.
- (b) Continue daily water level monitoring at the source.
- (c) Prepare engineering designs, cost estimates and estimated schedule for long-term mitigation strategy. City staff will seek to evaluate if drought construction funding is available and apply for the drought construction funding as needed.

### **Mandatory Water Use Restrictions for Reducing Demand:**

All requirements of Stages 2, 3, and 4 shall remain in effect during Stage 5 except with the following modifications:

- (a) Water use for City/County public swimming pools is prohibited.
- (b) All outdoor irrigation is prohibited.
- (c) Swamp coolers are only permitted for use when temperatures exceed 85°F.

### **Notification Method(s) and Frequency:**

Methods: 1, 2, 3, 4, 5 (via bill and separate conservation flyer), 6, 7. At least weekly outreach via three or more methods. Water Waster Patrols are implemented.

### **Agencies Contacted:**

Weekly coordination and status updates to all agencies.



## **Stage 6 Response -- CATASTROPHIC Water Shortage Conditions**

**Target: Achieve >50% percent reduction in total daily water usage or implement allocation plan requirements depending on the situation.**

### Best Management Practices for Supply Management:

- a) Accelerate public information program, outreach campaign, and additional communication with
- b) News media to help amplify messaging regarding Health and Safety Water Allotments
- c) Provide information to customers about tree preservation during drought conditions
- d) Reduce Weekly Watering Schedule to deficit irrigation

### Mandatory Water Use Restrictions for Reducing Demand:

All requirements of Stage 5 shall remain in effect during Stage 6 and indoor conservation such as utilizing showers instead of baths, decreasing the frequency of clothes washing, and decreasing toilet flushing are further promoted in social media and other communications methods.

### Notification Method(s) and Frequency:

Methods: 1, 2, 3, 4, 5 (via bill and separate conservation flyer), 6 – Daily communication. Methods: 7 and 8 as appropriate.

### Agencies Contacted:

Daily or weekly coordination and status updates to all agencies, depending on the severity of the issue.

All requirements of Stage 5 shall remain in effect during Stage 6 except:

## **CATASTROPHIC Water Allocation Plan**

In the event that water shortage conditions threaten public health, safety, and welfare, the City Manager, or designee, is hereby authorized to allocate water according to the following water allocation plan:

### **Single-Family Residential Customers**

The allocation to residential water customers residing in a single-family dwelling shall be as follows:

<b>Persons per Household</b>	<b>Gallons per Month</b>
1 or 2	3,000
3 or 4	6,000
5 or 6	8,500
7 or 8	Requires written verification of any household usage greater than 9,000 gallons per month. Allowable usage will be calculated using 47 gallons per person per day.

“Household” means the residential premises served by the customer’s meter. The above is based on 47<sup>1</sup> gallons per person per day with all outdoor uses prohibited except by public safety officers (e.g. fire personnel, etc.)

Additional decreases to the table may be required for short-term emergency response to earthquakes, fires, etc. Any short-term decrease (defined as less than 72 hours) will be determined by the City manager along with provision for alternative water supplies for any period of water outage greater than 10 hours. Any conservation decreases to below 47 gallons per person per day, for greater than 72 hours, requires a properly noticed board meeting (regular or special) for public input and Board adoption.

### **Master-Metered Multi-Family Residential Customers**

The allocation to residential water customers billed from a master meter which jointly measures water to multiple permanent residential dwelling units (e.g., *apartments, mobile homes, etc.*) shall be allocated as follows the same as single-family residential customers.

### **Commercial Customers**

A monthly water allocation shall be established by the City Manager, or designee,

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<sup>1</sup> Based on Water Code Section 10609.4 for standard indoor residential water use starting in 2025. This attempts to ensure efficient indoor water recognizing the severity of the drought while maintaining standard sanitation practices, if possible.

for each nonresidential, non-industrial commercial water customer who uses water for processing purposes. The allocation to nonresidential, non-industrial commercial water customers shall be as follows: 50% of monthly water usage and no irrigation. All restaurants shall only provide water upon request, hotels must only wash linens upon exit of customers, and all commercial customers must post drought conservation messaging.

### **Industrial Customers**

A monthly water allocation shall be established by the City Manager, or designee, for each industrial customer which uses water for processing purposes. The allocation to industrial water customers shall be as follows: 50% of monthly water usage and no irrigation. Unless it is an essential industry and given special permission by the City Council or the City Manager.

## **CATASTROPHIC Interim Replacement Water Supply for Water Outages**

In the event that water outages occur, the following is the plan to provide alternative water for customers to meet public health needs.

### **Source of Alternative Water Supply:**

The alternative water source option will be surface water from CCID canal. This surface water supply is to be used only in an emergency should the primary water supply not be available; use of water will require emergency filtration and a boil order to the customers.

The California Department of Public Health publishes a list of certified potable water haulers. Which can be found at:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/pages/fdbprograms/foodsafetyprogram/water.aspx>

Coordination will also be done with the State Water Resource Control Board's Division of Drinking Water and County Environmental Health on any chlorination and special water quality testing or noticing prior to serving hauled water.

### **Distribution of Alternative Water Supply:**

There will be one portable plastic 10,000-gallon storage tank and pump brought in at each or two of the four strategic locations as needed:

- Pierini Park,
- Dos Palos Elementary School
- Dos Palos High School
- Des Park

The storage tanks will be manned from 6 a.m. until 11 p.m. by City of Dos Palos staff, retired staff, and/or the city council members. Residents may come and fill up to 10 gallons of water per person per day<sup>1</sup>. Water will be provided free of charge and may not be sold by the person receiving the water to others, or used for any purposes other than human consumption, cooking, or sanitation.

- Five rented portable restroom trailers will also be provided at each of the water distribution sites. At least one at each location will be handicap accessible.

Additionally, residents who have no transportation or are disabled/elderly and/or may have difficulty obtaining or carrying water may sign up to have bottled water delivered to their homes. The city will reach out to Merced County Public Health for assistance in coordinating outreach to the people registered on the county vulnerable persons list. County Public Health will help coordinate outreach to people registered on the County Vulnerable Persons list. Lions Club members, volunteers, and City staff will be asked to provide transportation for elderly/disabled community members who lack it to the hospital for showering and other sanitation purposes.

If water outages occur only in part of the distribution system, a similar but abridged version of the alternative water supply plan will be initiated to focus only on those parts of the distribution that are impacted.

Public Notification Regarding Access to Alternative Water Supplies (multiple communication methods recommended):

Methods: 1, 2, 3, 4, 5 (flyer/door hanger), 6, 7 and 8 will be utilized to inform residents of the location of alternative water and sanitation access and availability of additional services for the elderly/disabled or those without transportation. American Red Cross and Lions Club volunteers will also be utilized to provide flyers to homes.

All handout materials will be provided in both English and Spanish.

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<sup>1</sup> The World Health Organization (WHO) information on minimum water needs during humanitarian emergencies states that "15 liters per person per day should be provided as soon as possible, though in the immediate post-impact period, it may be necessary to limit treated water to a minimum of 7.5 liters per day per person."

## **CATASTROPHIC Notification of Emergency Service Providers**

If adequate water supply will potentially become unavailable for fire response, medical services, public services, etc., then the following emergency providers will be notified as soon as possible to ensure that adequate planning, response, and assistance may be provided:

**Local Fire Agency:** Shall be contacted immediately when any water outages are believed to be potentially imminent or are occurring in any part of the distribution system.

**Hospitals or other Medical Providers (e.g., dialysis clinics, etc.):** All the medical facilities and health clinics shall be immediately contacted when any water outage is believed to be potentially imminent or is occurring in the distribution system that may in any way impact that user. These users, in Dos Palos, should have backup plans for water provision and hauling that must be implemented immediately.

**Local School Districts:** The school district shall be immediately contacted when any water outage is believed to be potentially imminent or is occurring in the distribution system that may in any way impact that user. These users, in Dos Palos, should have backup plans for water provision and hauling that must be implemented immediately.

**State Water Board and/or County Environmental Health:** The State Water Board's Division of Drinking Water and the County Environmental Health shall be contacted when any water outage is believed to be potentially imminent or is occurring in the distribution system.

**County Office of Emergency Services:** The County Office of Emergency Services may be contacted when any water outage is believed to be potentially imminent or is occurring in the distribution system as the result of a natural disaster and/or additional County or State support is needed.

## **Section XI: Enforcement**

- (a) No person shall knowingly or intentionally allow the use of water from this water system for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by City Manager, or designee, in accordance with provisions of this Plan.
- (b) Any person, including a person classified as a water customer of the water system, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation.
- (c) Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is in repeated violation of this Plan, the City of Dos Palos shall, after the second warning notice to the customer, be authorized to provide a financial penalty of up to \$50 per day for the third notice (not to exceed \$500), and \$200 per day for the fourth and future notices.

## **Section XII: Variances**

The City Manager, or designee, may grant, in writing, a temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with the water system within 5 days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the City Manager, or designee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if the petitioner complies with this Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Other pertinent information.

A decision on the variance request will be returned to the customer within no more than 5 business days.

While submittal of a variance is required, the following exemptions are pre-approved:

1. Use of a residential swamp cooler on days where the ambient temperature is greater than 80° F for residents who can demonstrate a medical need.
2. Use of water for the operation of a medical support device needed by a resident.

## **Appendix A: Water System Information**

The City of Dos Palos is located in Merced County, California. The city provides drinking water to approximately 2,800 water accounts serving a population of approximately 8,000 each year. The only source of water is from the California Aqueduct that is transported through a 20-mile pipeline to the existing surface water treatment plant in the city. The Water facilities also serve other agencies adjacent to the City of Dos Palos. The Water Treatment Plant provides treated drinking water to an additional 814 connections.

The City of Dos Palos (City) Water Treatment Facility (WTF) was constructed in 1969 and drew water from the Cross-Colony Canal. The WTF currently draws from the California Aqueduct, with its primary water source. The water is then treated and stored on-site, using two (2) ground-level storage tanks and an elevated tank. Currently, the existing WTF faces several challenges and has a project in progress to replace the WTF with a new one.

### **Experience with past droughts:**

Through the implementation of water conservation levels and limited usage for in-house use, only the community of Dos Palos and the other users of the water produced by the existing water treatment plant have been able to maintain a level of capacity to meet the health and safety needs of the customers serviced by the water treatment facility. Along with conservation measures and restricting the irrigation of household landscapes, parks, and sports fields the reduced capacity demand has been monitored and overseen to address daily personal and indoor household needs for the customer base served by the water treatment facility.





## MEMO

**Date:** October 12, 2023 **Project No.:** 230013 /  
**To:** Dwayne Jones, City Manager  
**From:** Garth A. Pecchenino, PE, PLS  
**Subject:** City Project Status

The following will provide a brief report on the status of various projects and items being addressed by QK staff or working with City Staff to provide assistance for the last month.

### **Water Plant replacement project:**

The contract has been provided to the Contractor for signature. Continue to maintain contact with State on progress of new agreement for funding and addressing comments or providing information. State provided an update as to the status of the amendment; currently the amendment is being reviewed by the Attorney for the Water Division, once that person completes their review the document should be final and be able to be sent over to the City for review and signature.

**Valeria Street Project** – Caltrans approved the Right-of-way certification, which was the last item of their requests, so we have submitted the project for Construction Funding. **Recently we have responded and provided additional information on the funding request. No current update.**

**Thomas Street Project** – The Contractor has placed the additional curb and gutter and is working to finish out the pavement between the new curb and existing pavement.

**Center Street – Warranty Work** – The Contractor has been met with by Gordon and myself to review the project and is setting up a schedule with his sub-contractors to complete the work in the next couple of weeks. Contractor is working out participation from the Asphalt material supplier Vulcan Materials.

### **Wastewater –**

Dora Street Lift Station, have completed an application for additional funding to offset the cost increases, mainly to deal with the increased electrical costs on the project. **No Change**

### **Other items:**

Have completed the filing for the Drought & Water Conservation data upload to the State Water Board Portal SAFER.

The Water Shortage Contingency Plan for submittal to the State Water Board has been available for public review and there have not been any comments received from the public. Next step would be for the Council to adopt the plan.

Any changes or updates will be provided at the meeting.

GAP