



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

**MINUTES**

**February 6, 2023 6:00 PM  
1817 Maryal Drive, Suite 300, Sacramento 95864**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

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

Staff Present: General Manager Alan Gardner  
Office Manager Victoria Hoppe  
Field Manager Mike Jenner  
Certified Public Accountant Robert Merritt  
Assistant Legal Counsel Schuyler Campbell

A quorum of the Board was present.

**3. ADOPTION OF AGENDA:** Members may pull an item from the agenda.

Director Ross made a motion to adopt the agenda. The motion was seconded by Director Dolk. The agenda was adopted on a 5 Yes/0 No roll call vote.

**4. PUBLIC COMMENTS:** The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference and in writing.

(0:05 minute)

President Saunders called for public comment.

Roy Wilson spoke on the Prop 218 process.

Trish Harrington spoke on the Prop 218 process and the revolving loan fund.

Seeing no one further comment, President Saunders closed public comment.

**5. CONSENT CALENDAR:** All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

(0:08 minute)

Requests were made for all items to be discussed and considered separately.

**Item 5.A:** A Resolution of the Board of Directors of the Del Paso Manor Water District and on behalf of Commissions and Committees created by the Board of Directors pursuant to Government Code section 54952(b) authorizing the Board's continued use of teleconference meetings in compliance with Assembly Bill 361 to continue to allow members of the public to safely participate in local government meetings.

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

Director Ross made a motion to adopt item 5.A. The motion was seconded by Director Matteoli. The motion was approved on a 5 Yes/0 No roll call vote.

**Item 5.B:** Approval of Minutes of the December 19, 2022 Regular Meeting

Director Matteoli requested the minutes include the statement "Director Matteoli presented his review of the salary survey." under Item 8.C.

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

Director Matteoli made a motion to approve Item 5.B, to include the statement "Director Matteoli presented his review of the salary survey." under Item 8.C. The motion was seconded by Director Dolk. The motion was approved on a 5 Yes/0 No roll call vote.

**Item 5.C:** Approval of Minutes of the January 17, 2023 Regular Meeting

Director Matteoli requested the minutes include the statement "Director Matteoli read a prepared statement of his review of LAFCO's MSR." under Item 8.C.

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

Director Ross made a motion to approve Item 5.B, to include the statement "Director Matteoli read a prepared statement of his review of LAFCO's MSR." under Item 8.C. The motion was seconded by Director Matteoli. The motion was approved on a 5 Yes/0 No roll call vote.

**Item 5.D: Approval of Warrants and Payroll**

Director Matteoli requested payment to the Oregon State Bar for General Manager’s license be pulled and considered at the next meeting with a full report on why the District is paying for an out of state license.

President Saunders called for public comment.

Roy Wilson spoke on keeping the budget to actuals on budget and encouraged not supporting payment for professional services.

Carol Rose spoke to not supporting payment of professional services and inquired why there was a late fee on the credit card.

Trish Harrington thanked staff for obtaining the credit card rebate, requested a report from Renne, inquired what the payment to the Oregon State Bar was for, and requested explanation what the State Water Control Board annual fee was for.

Seeing no further comment, President Saunders closed public comment.

General Manager responded to inquires from Directors and the public comment.

Director Dolk made a motion to approve Item 5.D and have on the next agenda a report on the Oregon State Bar license payment. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/1 No (Ross) roll call vote.

**6. PUBLIC HEARING:**

**Item 6.A: An Ordinance of the Board of Directors of the Del Paso Manor Water District Adopting District Policy Number 3240 Establishing a Procedure for Ratepayer Objections to Proposed Water Rates**

(0:51 minutes)

President Saunders opened the Public Hearing.

Assistant General Counsel Campbell presented the staff report and stated that there would be no need for a second reading as the law permits water districts to not hold a second reading under circumstances such as this.

President Saunders called for public comment.

Trish Harrington inquired on the noticing requirements and compliance with the law.

Roy Wilson stated objection to the ordinance until a solid Prop 218 process was in place and the cost to the rate payers was established.

Carol Rose stated objection to the ordinance until a solid Prop 218 process was in place.

Seeing no further comment, President Saunders closed public comment.

President Saunders responded to inquiry from public comment.

Assistant General Counsel Campbell provided assurances all matters regarding this ordinance were in compliance with the law.

President Saunders closed the Public Hearing.

Director Dolk made a motion to adopt an ordinance of the Board of Directors of the Del Paso Manor Water District adopting District Policy Number 3240 establishing a procedure for ratepayer objections to proposed water rates. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No roll call vote.

**7. OLD BUSINESS:**

There were no Old Business items to consider.

**8. NEW BUSINESS:**

**Item 8.A: Amending the District Organization Chart and the Field Supervisor Job Description and Approving a District Budget Amendment for one field staff from Operation and Maintenance Technician II to Field Supervisor; Authorizing the General Manager to recruit and hire a Field Supervisor**

(1:21 minutes)

General Manager Gardner presented the staff report and fielded questions from the Directors.

President Saunders called for public comment.

Trish Harrington inquired on CalPERS annuity impacts.

Carol Rose expressed concern regarding the organization chart and requested it not be approved.

Heather stated her support for this agenda item.

Roy Wilson stated his support to hire someone and inquired on CalPERS conflicts.

Seeing no further comment, President Saunders closed public comment.

General Manager Gardner and Field Manager Jenner responded to inquiry from public comment.

Director Ross made a motion to approve the modified job description, approve the amended budget, authorize the recruitment and hiring of a Field Supervisor, and requested a modified organizational chart be presented at the next meeting. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No roll call vote.

**Item 8.B: Authorize the Purchase of a Half Ton Single Cab Truck, in an Amount Not to Exceed \$60,000**

(2:08 minutes)

General Manager Gardner presented the staff report and fielded questions from the Directors.

Director Matteoli stated he did not see a need for three vehicles and did not support the purchase.

President Saunders called for public comment.

Trish Harrington inquired on the type of vehicle and timing of purchase.

Roy Wilson expressed for budgeting of this purchase.

Carol Rose suggested waiting to purchase until all staff is in place and the Field Manager retires.

Heather stated her support for this agenda item.

Seeing no further comment, President Saunders closed public comment.

General Manager Gardner responded to inquiry from public comment.

Director Pratt made a motion to approve the purchase of a half ton single cab truck in an amount not to exceed \$60,000. The motion was seconded by Director Dolk. The motion was approved on a 4 Yes/1 No (Matteoli) roll call vote.

President Saunders called a recess at 8:33 p.m. The meeting reconvened at 8:41 p.m.

**Item 8.C: Consideration of Three Public Relations Firms for Public Communication and Outreach Pursuant to the District's Proposition 218 Process**

(2:41 minutes)

Assistant General Counsel Campbell presented the staff report and fielded questions from the Directors.

Discussion commenced amongst the Directors.

President Saunders appointed Director Ross and Director Pratt, with Director Dolk as an alternate, to serve on an ad hoc committee to interview KP Public Affairs and Tripepi Smith and bring recommendation to the Board at the next meeting.

President Saunders called for public comment.

Roy Wilson suggested the District join with Sacramento Suburban's public relations firm and inquired if the action taken in December was to just that.

Seeing no further comment, President Saunders closed public comment.

President Saunders responded to inquiry from public comment.

**Item 8.D: Resolution No. 23-0206-05 Declaring Insufficient Funds to Install Water Metering Devices**

(3:32 minutes)

Assistant General Counsel Campbell presented the staff report.

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

**MOTION:** Director Dolk made a motion to approve the Resolution 23-0206-06, adding a whereas language stating “work pursuant to current 218 will include metered setters”. The motion was seconded by Director Matteoli.

Director Ross stated the information is unclear and not enough information to make an informed decision to vote; therefore, he wished to abstain. Discussion commenced on the purpose and use of an abstention.

**VOTE ON MOTION:** The motion was approved on a 3 Yes/2 No (Pratt/Ross) roll call vote.

**9. FIELD REPORT:** Verbal report

**Item 9.A: Field Report on Current and Upcoming Projects**

(3:48 minutes)

Field Manager Jenner summarized the staff report.

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

**10. DIRECTOR REPORT ON COMMITTEE MEETINGS:** Verbal report

**Item 10.A:** American Water Works Association (AWWA) (*Dolk*)

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**Item 10.B:** Association of California Water Agencies (ACWA) Agriculture (*Matteoli*)

Association of California Water Agencies (ACWA) Groundwater (*Matteoli*)

**Item 10.C:** California Rural Water Authority (CRWA) (*Ross*)

California Special Districts Association (CSDA) (*Ross*)

**Item 10.D:** Joint Powers Insurance (JPIA) (*Saunders*)

**Item 10.E:** Regional Water Authority (RWA) (*Pratt*)

**Item 10.F:** Sacramento Groundwater Authority (SGA) (*Matteoli/Pratt*)

**Item 10.G:** Water Forum (*Pratt*)

Directors provided brief reports on committee meetings they attended or would attend at future meetings.

**11. GENERAL MANAGERS COMMENTS:** Verbal report

**Item 11.A:** Revision to the District office in prep for in-house meetings

**Item 11.B:** Update on engineering Well 2 & 9  
(4:05 minutes)

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

**12. DIRECTORS COMMENTS:** Verbal information, non-action comments.

(4:09 minutes)

Director Matteoli suggested all Directors go on a tour of District facilities.

Director Pratt requested approval to go to the ACWA Conference. President Saunders directed staff to send the travel policy to all Directors and this be on the next agenda.

President Saunders reported on the 2x2 meeting with LAFCO.

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

There were no additional agenda requests other than ones made throughout the evening.

**14. CLOSED SESSION:**

There were no Closed Session items to consider.

**15. ADJOURNMENT:** Next Regular Board of Directors meeting is scheduled for February 21, 2023

Director Dolk made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 10:16 p.m.

APPROVAL:

ATTEST:

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Ryan Saunders, President of the Board

  
\_\_\_\_\_  
Norma I. Alley, MMC, Clerk of the Board

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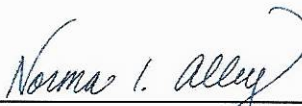
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Ryan Saunders, President of the Board

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