



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

**MINUTES**

**October 02, 2023 6:00 PM  
1817 Maryal Drive, Suite 300, Sacramento 95864**

**1. CALL TO ORDER:**

President Saunders called the meeting to order at 6:01 p.m.

**2. ROLL CALL:**

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

Directors Absent: Carl Dolk

Staff Present: General Manager Adam Coyan  
Office Manager Victoria Hoppe  
Field Manager Mike Jenner  
Certified Public Accountant Robert Merritt  
Assistant Legal Counsel Lauren Bernadette

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 Pratt. The agenda was adopted on a 4 Yes/0 No vote/1 Absent (Dolk).

**4. PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA** 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.

(6:03 pm)

President Saunders called for public comment.

Roy Wilson spoke to the seating arrangement in the Board Room, requested matters be returned to the Board's agenda for discussion, and desire for more transparency.

Trish Harrington spoke to timing of past due notices on the water bills and obtaining volunteers for office support.

Seeing no further comments, President Saunders closed public comment.

President Saunders fielded public comment inquires.

**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.

(6:14 pm)

Request was made for Item 5.G to be discussed and considered separately.

- Item 5.A: Approval of Minutes of the June 5, 2023 Regular Meeting**
- Item 5.B: Approval of Minutes of the July 3, 2023 Regular Meeting**
- Item 5.C: Approval of Minutes of the August 21, 2023 Regular Meeting**
- Item 5.D: Approval of Minutes of the September 05, 2023 Regular Meeting**
- Item 5.E: Approval of Minutes of the September 13, 2023 Special Meeting**
- Item 5.F: Approval of Minutes of the September 18, 2023 Regular Meeting**

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

Director Ross made a motion to approve the Consent Calendar Items 5.A through 5.F. The motion was seconded by Director Pratt. The motion was approved on a 4 Yes/0 No/1 Absent (Dolk) vote.

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

Director Ross requested clarification on expenses and Title 22 requirements.

President Saunders called for public comment.

Roy Wilson requested clarification on itemized expenses regarding the wells.

Seeing no further comments, President Saunders closed public comment.

Director Ross made a motion to approve the Consent Calendar Item 5.F. The motion was seconded by Director Pratt. The motion was approved on a 4 Yes/0 No/1 Absent (Dolk) vote.

**6. PUBLIC HEARING:**

There were no Public Hearing items to consider.

**7. OLD BUSINESS:**

There were no Old Business items to consider.

**8. NEW BUSINESS:**

**Item 8.A: Budget to Actuals**

(6:19 pm)

Certified Public Accountant Merritt presented the staff report.

President Saunders called for public comment.

Roy Wilson inquired about the LAIF account getting separated out.

Seeing no further comments, President Saunders closed public comment.

President Saunders and staff fielded public comment inquires.

**Item 8.B: Salary Survey**

(6:28 pm)

General Manager Coyan presented the staff report and recommended approval of the resolution moving the Office Manager position to Step 1.

Director Matteoli stated he could not support as the resolution needed more review.

President Saunders called for public comment.

Carol Rose provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

President Saunders fielded inquiry from public comment.

Director Ross made a motion to approve Resolution 23-1002-1. The motion was seconded by Director Pratt. The motion was approved on a 3 Yes/1 No (Matteoli)/1 Absent (Dolk) vote.

**Item 8.C: Monthly Billing**

(6:48 pm)

General Manager Coyan presented the staff report, recommended moving to monthly billing for commercial and residential accounts beginning November 1, 2023, and fielded questions from the Board.

Board expressed concern for timing of change and requested pushing out the monthly billing to January.

President Saunders called for public comment.

Roy Wilson provided general comments regarding the presentation.

Trish Harrington provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

Director Ross made a motion to move to monthly billings beginning with the January, 2024, billing. The motion was seconded by Director Pratt. The motion was approved on a 4 Yes/0 No/1 Absent (Dolk) vote.

**Item 8.D:    Establishing the Time and Place to Hold One Regular Meetings on the First Monday of Each Month**

(7:05 pm)

President Saunders presented the staff report and recommended approval of Resolution 23-1002-2.

Discussion commenced regarding support for one meeting a month and moving to Tuesdays.

President Saunders called for public comment.

Trish Harrington spoke in support of the resolution and provided general comments regarding the presentation.

Roy Wilson spoke in support of the resolution and provided general comments regarding the presentation.

Marcy spoke in support of moving to Tuesday and provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

Director Pratt made a motion to approve Resolution 23-1002-2 with an amendment to move meetings to Tuesday. The motion was seconded by Director Matteoli. The motion was approved on a 4 Yes/0 No/1 Absent (Dolk) vote.

**Item 8.E:    Well 2**

(7:16 pm)

General Manager Coyan presented the staff report and fielded inquiries from the Board.

General discussion ensued amongst the Board regarding Well 2 and continuing the 2x2 discussions.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the presentation.

Carol Rose provided general comments regarding the presentation.

Roy Wilson provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

Direction was given to staff to pause improvements on Well 2, reevaluate benefits, and weigh against other projects.

President Saunders called a break at 8:10 p.m. Meeting reconvened at 8:21 p.m.

**Item 8.F: Board Approval for Two Directors to Attend the California Water Rights and Regulations Webinar Hosted By Halfmoon Education**

(8:21 pm)

Directors Pratt and Matteoli withdrew their request and stated they were to pay for the webinar themselves.

**9. FIELD REPORT:** Verbal report

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

(8:23 pm)

Field Manager Jenner summarized the staff report and fielded inquires from the Board.

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

**10. DIRECTOR REPORT ON COMMITTEE MEETINGS:** Verbal report  
*Each Board Member will have 5 minutes to report out on all associated committees*

**Item 10.A: Director Dolk**

American Water Works Association (AWWA)  
Association of California Water Agencies (ACWA)

**Item 10.B: Director Matteoli**

Association of California Water Agencies (ACWA) Agriculture  
Association of California Water Agencies (ACWA) Groundwater  
Sacramento Groundwater Authority (SGA)

**Item 10.C: Director Ross**

California Rural Water Authority (CRWA)  
California Special Districts Association (CSDA)

**Item 10.D: Director Saunders**

Joint Powers Insurance (JPIA)

**Item 10.E: Director Pratt**

Regional Water Authority (RWA)  
Water Forum

(8:26 pm)

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

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

(8:40 pm)

General Manager Coyan provided an update on general District matters.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the presentation.

Roy Wilson provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

General Manager Coyan fielded inquiry from public comments.

**12. CLOSED SESSION:**

1. Conference with Legal Counsel – Anticipated Litigation - Significant exposure to litigation pursuant to Gov. Code § 54956.9(d)(2): 2 cases
2. Conference with Legal Counsel – Anticipated Litigation - Initiation of litigation pursuant to Gov. Code § 54956.9(d)(4): 2 cases

*This item was heard out of order.*

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

(8:43 pm)

Director Ross reported out on the ad-hoc committee regarding banking and noted a recommendation was forthcoming.

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

(8:44 pm)

Director Matteoli requested a discussion on main line leaks since July, 2017. Support was provided by all Directors.

**12. CLOSED SESSION:**

1. Conference with Legal Counsel – Anticipated Litigation - Significant exposure to litigation pursuant to Gov. Code § 54956.9(d)(2): 2 cases
2. Conference with Legal Counsel – Anticipated Litigation - Initiation of litigation pursuant to Gov. Code § 54956.9(d)(4): 2 cases

*This item was heard out of order.*

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

President Saunders recessed the open session and convened the closed session at 8:48 p.m.

The open session reconvened at 10:53 p.m.

President Saunders reported direction was provided to staff on all four matters.

**15. ADJOURNMENT:** Next Regular Board of Directors meeting is scheduled for October 16, 2023

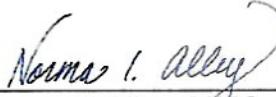
Director Ross made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 10:54 p.m.

APPROVAL:



Ryan Saunders, President of the Board

ATTEST:



Norma I. Alley, MMC, Clerk of the Board