

Agenda Item: 1

Date: January 8, 2025

Subject: Draft Minutes of the December 11, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

Approve the Draft Minutes of the December 11, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting.

Attachment:

1. Draft Minutes of the December 11, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting.



Minutes

Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting December 11, 2024

Location:

3701 Marconi Avenue, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #841 2512 2752

Call to Order – Videoconference/Audioconference Meeting

Del Paso Manor Water District (DPMWD) Board Vice President Carl Dolk (Chair Dolk) called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Chair Dolk led the Pledge of Allegiance.

Roll Call

SSWD Directors

Present: Jay Boatwright, Diana Lynch, Kevin Thomas, and Robert Wichert.

SSWD Directors

Absent: Craig Locke.

DPMWD Directors

Present: Carl Dolk, Gwynne Pratt, and David Ross.

DPMWD Directors

Absent: None.

SSWD Staff Present: Sacramento Suburban Water District (SSWD) General Manager Dan York (SSWD GM York), Assistant General Manager Matt Underwood, Jeff Ott, and Heather Hernandez-Fort.

DPMWD Staff

Present: DPMWD General Manager Adam Coyan (DPMWD GM Coyan).

Public Present:

SSWD Legal Counsel Josh Horowitz, Eric Richardson, DPMWD Legal Counsel Mona Ebrahimi, Jose Henriquez, William Eubanks, Victoria Hoppe, Trish Harrington, Roy Wilson, Alan Driscoll, Alex Peterson,

Desirae Fox, Marissa Burt, Sandi Wemmer, Lori Marschall, John Hoffman, Sabrina Gluch, and Kathy Lauer.

Announcements:

None.

Public Comment

Sandi Wemmer inquired if the districts could coordinate the DPMWD water main replacement projects with the Sacramento County’s storm drain projects currently in progress.

SSWD GM York explained that the District does work with the County of Sacramento Department of Transportation to see if project coordination is possible.

DPMWD GM Coyan expressed he has been in contact with Sacramento County regarding their storm drain projects.

Eric Richardson expressed that he felt the water that SSWD has previously banked in the basin should be retained within the current SSWD boundaries and should not be transferred outside of SSWD.

Consent Items

- Draft Minutes of the November 13, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting**
SSWD GM York presented the staff report.

DPMWD Director Ross moved to approve the Consent Item; DPMWD Director Pratt seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

AYES:	Dolk, Pratt, and Ross.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

SSWD Director Wichert moved to approve the Consent Item, SSWD Director Boatwright seconded.

The SSWD motion passed by unanimous vote.

SSWD Vote:

AYES:	Boatwright, Lynch, Thomas, and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Locke.		

Items for Discussion and/or Action

2. **Sacramento Local Agency Formation Commission Resolution**

DPMWD Chair Dolk introduced the staff report.

William Eubanks (Mr. Eubanks) expressed he was against a combination with DPMWD.

DPMWD Director Pratt pointed out that language in the DPMWD's resolution needed to be corrected, as it currently stated "SSWD," where it should read "DPMWD." She pointed out that those changes should be made throughout the entire resolution.

Chair Dolk read a public comment from Tim Shafer in support of the combination, however, in opposition of selling of any previously banked water from SSWD and noted that he felt that water should be retained within the current SSWD boundaries.

SSWD Director Wichert wanted to ensure that the proceeds from the selling of any banked water by SSWD would not be used to subsidize DPMWD improvements.

SSWD Legal Counsel Josh Horowitz (Mr. Horowitz) pointed out that the intent of the resolution was that while the DPMWD service area still existed, and improvements were being made to bring DPMWD to the standards set by the two Boards, the existing ratepayers of each agency would be responsible for paying for the operations and maintenance of each agency, noting that once the two Districts were combined, then it would be unified as one district.

DPMWD Director Ross pointed out that during the transition period of the two Districts, SSWD would not be financing any of DPMWD's improvements.

SSWD Director Wichert suggested adding additional language into the resolution.

DPMWD Director Ross pointed out that there was already language in the resolution addressing his concerns.

SSWD Director Wichert reiterated that he just wanted to be clear that no funds from SSWD would be used for subsidizing DPMWD upgrades during the transition period.

Both legal counsels pointed out that language to this effect was already included in the resolution.

SSWD Director Wichert pointed out that he was not in favor of using the term "assessment."

Mr. Horowitz explained that the term assessment district would be the most appropriate.

DPMWD Director Pratt moved to approve the DPMWD resolution, with the amendment of correcting the language as described previously; DPMWD Director Ross seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

AYES:	Dolk, Pratt, and Ross.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

SSWD Director Boatwright moved to approve the SSWD resolution, SSWD Director Lynch seconded.

The SSWD motion passed by unanimous vote.

SSWD Vote:

AYES:	Boatwright, Lynch, Thomas, and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Locke.		

3. **Plan for Services and Sacramento Local Agency Formation Commission Application Timeline Update**

SSWD GM York presented the staff report.

4. **Grant Funding Status**

Jeff Ott presented the staff report and provided a status update.

SSWD Director Wichert inquired when staff would know when it would be complete.

SSWD GM York expressed this item would remain on the agenda and staff would continue to provide updates.

5. **Reorganization Task List**

SSWD GM York presented the staff report.

6. **Operations Assistance Update**

DPMWD GM Coyan presented the staff report.

SSWD Director Wichert asked clarifying questions.

Kathy Lauer inquired if DPMWD had banked water that they could sell.

DPMWD Legal Counsel Mona Ebrahimi explained that DPMWD does have some banked water, but that they have never been in a situation where that would occur.

7. **Director Comments**

There were no Director comments.

8. **Agenda Items for Future Joint Board Meetings**

SSWD GM York presented the staff report, noting that most of the current agenda items would remain, except the resolutions.

SSWD Director Wichert recommended to have an idea of who was doing the various tasks and when staff expects to have them complete.

DPMWD Director Ross recommended an agenda item for an occasional update from LAFCo.

SSWD GM York expressed including an item on communication.

SSWD Assistant General Manager Matt Underwood recommended to include the Plan for Services update as well.

DPMWD Director Ross moved to adjourn the meeting; DPMWD Director Pratt seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

AYES:	Dolk, Pratt, and Ross.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Adjournment

Chair Dolk adjourned the meeting at 6:57 p.m.

Dan York
 General Manager/Secretary
 Sacramento Suburban Water District

Agenda Item: 2

Date: January 8, 2025

Subject: Plan for Services and Sacramento Local Agency Formation Commission Application Update

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No action. Receive update on the Plan for Services and Sacramento Local Agency Formation Commission Application Timeline.

Discussion:

At the December 11, 2024, Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) Joint Board meeting, each Board adopted their respective Resolutions for Application to the Sacramento Local Area Formation Commission (LAFCo) to reorganize DPMWD into SSWD.

On December 23, 2024, the Plan for Services and Application was electronically submitted to LAFCo and confirmed received. LAFCo immediately began reviewing the documents provided.

The current LAFCo Application Timeline identifies March 5, 2025, for a LAFCo Hearing to officially certify reorganizing DPMWD into SSWD.

In order to make the March 5th LAFCo Commission Hearing, the following is a critical pathway:

- Date that the mandatory 21-day advanced notice must be published: February 12, 2025
- Date that the notice must be sent for publishing: February 7, 2025
- Once the Revenue & Taxation Code 99 provisions are satisfied, LAFCo issues a Certificate of Filing.
- A Notice of Hearing is issued following issuance of a Certificate of Filing.

As part of the Plan for Services process, the County of Sacramento (County) has five separate departments that need to verify that the subject reorganization does not affect the County's operations. On December 30, 2024, the County contacted staff stating they are in the process of providing their input in the Plan for Services document. Staff will continue to update the Boards on this very timely process.

Agenda Item: 3

Date: January 8, 2025

Subject: Grant Funding Application – Memorandum of Understanding

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

The Del Paso Manor Water District and Sacramento Suburban Water District Boards authorize their respective General Managers to sign the Memorandum of Understanding relating to the Grant Fund Application with the State Water Resources Control Board’s Division of Financial Assistance.

Discussion:

At the December 11, 2024, Joint Board meeting, Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District Board (SSWD) Board of Directors adopted similar resolutions to submit to the Sacramento Local Agency Formation Commission (LAFCo) to initiate the reorganization of DPMWD with SSWD. As part of the reorganization, DPMWD is seeking State Water Resources Control Board grant funding to assist with various capital improvement projects. The grant application process is a lengthy, time-consuming task that will require many resources to conduct timely. Staff are requesting that the DPMWD Board authorize SSWD staff to act on behalf of the DPMWD regarding the preparation and submittal of the grant application(s) by authorizing the DPMWD General Manager to sign a Memorandum of Understanding (MOU) granting SSWD staff the ability to act on behalf of the DPMWD within the constraints defined in the MOU. Staff also request the SSWD Board authorize the SSWD General Manager to sign the same MOU accepting responsibility for acting on behalf of DPMWD in the matters outlined in the MOU.

The initial Draft MOU was authored by SSWD staff and legal counsel and provided to DPMWD staff and legal counsel for their review and input. The final Draft MOU is provided as Attachment 1 with suggested edits provided by DPMWD legal counsel.

Fiscal Impact:

The fiscal impact will be limited to SSWD staff time to prepare, submit and manage grant applications submitted to State Water Resources Control Board’s Division of Financial Assistance. In addition, a consultant may be engaged to assist in preparing and submitting such grant applications.

Attachment:

1. Draft Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING FOR PROCESSING OF GRANT APPLICATIONS
FOR CONSOLIDATION
BETWEEN DEL PASO MANOR WATER DISTRICT AND
SACRAMENTO SUBURBAN WATER DISTRICT**

This Memorandum of Understanding (“MOU”) is made and entered into as of January 8, 2025 (the “effective date”), by and between Del Paso Manor Water District (“DPMWD”) and Sacramento Suburban Water District (“SSWD”), both ~~local public agencies~~ county water district.

RECITALS

- A. In May 2024, the Sacramento County Local Agency Formation Commission (“LAFCo”) approved a resolution of intent to initiate dissolution of DPMWD with a remediation period of twelve months to allow the district time to address the deficiencies that were highlighted in the Sacramento Grand Jury and Municipal Service Review – Addendum reports, or to develop other plans.
- B. DPMWD and SSWD have conducted an evaluation of the feasibility of reorganizing DPMWD into SSWD and concluded that a reorganization is desirable and, on December 11, 2024, the Boards of Directors of DPMWD and SSWD both adopted substantially similar resolutions making application to LAFCo to reorganize the two districts as provided in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code sections 56000 and following) by dissolving DPMWD and annexing into and consolidating with SSWD ~~transferring its assets, liabilities, and obligations to SSWD~~ on terms and conditions set forth in the resolutions adopted by the Boards of Directors of the two districts.
- C. Consistent with State Water Resources Control Board, Division of Financial Assistance (“DFA”) guidelines for funding related to consolidation of water districts, DPMWD now desires to authorize SSWD to act as its agent to obtain funding for certain necessary water system improvement projects benefitting its ratepayers by filing and pursuing to completion certain grant applications ~~filed~~ with the DFA.
- D. Recognizing that SSWD would ultimately ~~it~~ would be the grantee under any funding agreement issued by the DFA, SSWD is willing to complete all tasks necessary to effectuate the successful completion, submission, and acceptance of any grant(s) awarded by the DFA for this purpose. As such, DPMWD wishes to have SSWD undertake

such representation of DPMWD, with the assistance of DPMWD staff and counsel, on the terms set forth in this MOU.

UNDERSTANDINGS

1. Scope of Representation. SSWD is hereby appointed as and shall act as the authorized representative of DPMWD for all matters relating to pursuing, completing, and submitting grant applications with the DFA, ~~including but not limited to signing documents, making decisions, and representing DPMWD's interests in meetings~~. SSWD shall use its best efforts to pursue and obtain a grant or grants from DFA to improve and replace water system facilities within DPMWD, which shall become the Del Paso Manor Service Area of SSWD upon LAFCo approval of the reorganization, to bring those facilities into reasonable parity with those of SSWD for the benefit of DPMWD ratepayers. DPMWD shall assist SSWD as requested by SSWD or required by DFA, and nothing in this MOU shall prohibit DPMWD staff from participating in meetings between DFA staff and other activities related to the grant funding application(s).

2. Authority and Limitations.

SSWD shall have the authority to act on DPMWD's behalf within the scope of representation authorized in this MOU and as allowed by law, but shall not bind DPMWD to any commitments or agreements beyond those explicitly authorized in writing, subject to DPMWD providing advance written review and consent of any material decisions or actions related to the proposed grant(s).

3. Communication and Reporting.

SSWD shall at all times maintain regular communication with the DPMWD Board and staff, including providing regular updates on progress of pending grant applications and any relevant information regarding SSWD's representation of DPMWD with the DFA. SSWD shall submit reports to DPMWD on at least a monthly basis.

4. Confidentiality.

~~4.-~~

Each party shall treat any confidential information disclosed by the other party during the course of SSWD's representation of DPMWD under this MOU as strictly confidential and shall not disclose such information without prior written consent, except as may be

required by applicable law, [including but not limited to the Public Records Act](#). If a third party demands disclosure of any confidential information from SSWD or DPMWD, the party receiving the demand shall promptly inform the other party of it and SSWD and DPMWD shall consult and mutually determine a response to the demand.

5. Indemnification.

[Notwithstanding the provisions of Government Code Section 895.2, each Party shall defend, indemnify, and hold harmless other Parties \(as well as their officers, agents, employees and representatives\) from any and all losses, liability, damages, claims, suits actions and administrative proceedings resulting from the indemnifying Party's own acts or omissions \(including those of its officers, agents, employees or representatives\) arising out of or incidental to the performance of any of the provisions of this MOU. Parties do not assume liability for the acts or omissions of persons other than their respective officers, its employees, agents, and officers. Each Party hereby executes this MOU as of the date of execution by the individual below possessing the authority to sign on behalf of it.](#)

6. Amendments.

[This MOU may be amended by a written document signed by all Parties.](#)

7. Severability.

[If any provision of this MOU is found by any court or other legal authority, or is agreed upon by the Parties, to be in conflict with any law or regulation, then the conflicting provision shall be considered null and void but the remainder of this MOU shall be severable and shall continue in full force and effect.](#)

5.8. Term and Termination.

This MOU shall become effective on the effective date and shall remain in effect until the reorganization of DPMWD and SSWD by LAFCo is complete. Either party may terminate this MOU earlier upon 15 days' written notice to the other party. If the MOU is terminated early, SSWD and DPMWD shall cooperate in all actions required to terminate any pending grant funding applications filed with the DFA.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the effective date.

DPMWD:

SSWD:

Adam Coyan
General Manager

Dan York
General Manager

Date

Date

DRAFT

Agenda Item: 4

Date: January 8, 2025

Subject: Grant Funding Application – Status Update

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No action. Receive an update on the status of the Grant Funding Application.

Discussion:

As previously reported, a Grant Funding Application (Grant) was submitted by Sacramento Suburban Water District (SSWD) on June 24, 2024, to the State Water Resources Control Board, Division of Financial Assistance (DFA) program portal. The Grant was designated a project manager, Ryan Mitchell (Mr. Mitchell). A meeting with Mr. Mitchell was held on August 26, 2024, where he described the grant process and requirements. The salient points of the meeting included the following:

- 1) Projects need to be “shovel ready” to be submitted for funding request. (90% design will suffice)
- 2) Funding availability is determined annually. The FY2024/25 funding meeting was held in August 2024. However, projects are continually being funded throughout the year as they are approved, and funding is available.
- 3) Consolidations/Reorganizations do take precedence in approving funding requests. However, this may change as funding for the program is diminishing.
- 4) Del Paso Manor Water District (DPMWD) is not classified as a Disadvantaged Community based on Median Household Income (MHI) above 80% of statewide MHI. However, DPMWD is also not above the upper threshold for MHI (150% of statewide MHI) which makes DPMWD eligible for grant funding.
- 5) Issues related to meeting maximum day demand are also prioritized for funding.

In order to continue with the grant application process, one of the important aspects is to prepare “shovel ready” projects. Staff feels the Distribution Main Replacement Priority 1 Level project that was identified, utilizing SSWD’s Distribution Asset Management Plan criteria, is a project that would warrant grant funding.

DPMWD is awaiting final development of the design of the Priority Level 1 Main Replacement project from Forsgren & Associates (Forsgren). This step must be completed to continue the application process for grant funding. Below is an update on the design schedule provided by Forsgren, which is also provided as Attachment 1:

- April 18, 2025, 70% completed package
- May 3, 2025, Review complete
- June 6, 2025, Draft 100% Submittal (Shovel Ready)
- June 10, 2025, Funding and Joint District Meeting to Review and Comment
- June 13, 2025, Funding Shovel Ready Package

After further discussions with DFA, it was revealed that many grant applications are submitted with a 90% design, then once the project is accepted, the plans are taken to 100% and the bid package and contract documents are prepared. In addition, all planning and design costs are eligible for reimbursement under a construction financing agreement. For the construction funding application, CEQA does need to be completed as part of the application submittal.

In terms of funding, DFA has a continuous funding program, so there are no deadlines for application submittal. However, funding criteria and eligibility can/do change annually based on the annual Drinking Water State Revolving Fund Program, Intended Use Plan (Plan).

The Plan can be reviewed here:

https://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/docs/2024/2024-25-dwsrf-iup.pdf

There are several pieces in the grant application package that need to be completed before the Grant can be submitted for consideration. Below are the major items needed for the complete grant application package:

General Information Package: General project information and documentation.

- 1) Applicant Information
- 2) Project Information and Proposed Schedule
- 3) Managerial Information
- 4) Attachments

Status: Submitted

Technical Package:

- 1) Engineering Report
- 2) Technical, Managerial, and Financial (TMF) Assessment
 - a. Consolidation Feasibility (Mandatory)
 - b. System Description
 - c. Certified Operators
 - d. Source Capacity
 - e. Operations Plan
 - f. Training
 - g. Ownership (Mandatory)
 - h. Water Rights (Mandatory)
 - i. Organization
 - j. Emergency Response Plan
 - k. Policies
 - l. Budget/Capital Improvement Plan (Mandatory)
 - m. Budget Control
- 3) Professional Engineering Service Contract
- 4) Plans and Specifications (90%)
- 5) Project Summary
- 6) Water Rights
- 7) Comprehensive Response to Climate Change
- 8) Drought Planning

Additional Application Deliverables for Consolidation Projects:

- 1) Consolidation Commitment Documentation (Plan for Services)
- 2) Authorization to Act on Behalf of (MOU for Board Action)
- 3) Service Agreement
- 4) TMF Capacity
- 5) Ownership Information

Environmental Package:

- 1) General Information
- 2) CEQA
- 3) CEQA Exemption Information
- 4) Federal Environmental Requirements and Documentation

Staff will be engaging with Forsgren to assist in managing the grant application process. As part of that project effort, a schedule of deliverables, with dates, culminating in the submission of the completed grant application, will be developed and provided to the Boards as appropriate.

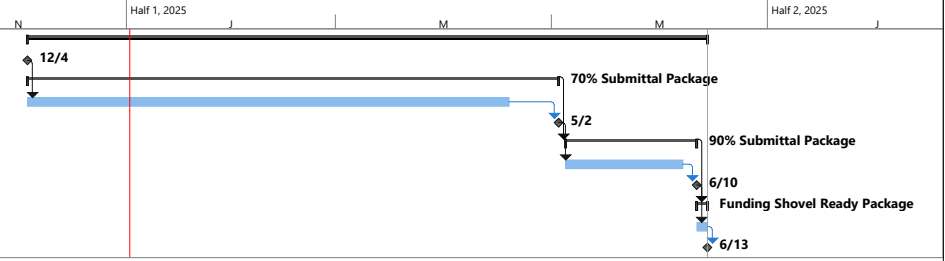
Attachment:

1. Pipeline Replacement Schedule

Del Paso Manor Water District

Pipeline Replacement Project 2D

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	★	Pipeline Replacement Project 2D	138 days?	Wed 12/4/24	Fri 6/13/25	
2	🔗	Notice to Proceed	0 days	Wed 12/4/24	Wed 12/4/24	
3	🔗	70% Submittal Package	108 days	Wed 12/4/24	Fri 5/2/25	
4	🔗	Prepare 70% Design Submittal	98 days	Wed 12/4/24	Fri 4/18/25	2
5	🔗	70% Design Review	0 days	Fri 5/2/25	Fri 5/2/25	4FS+10 days
6	🔗	90% Submittal Package	27 days	Mon 5/5/25	Tue 6/10/25	3
7	🔗	Prepare 90% Design Submittal	25 days	Mon 5/5/25	Fri 6/6/25	5
8	🔗	90% Submittal Package Funding and Joint District Review	0 days	Tue 6/10/25	Tue 6/10/25	7FS+2 days
9	🔗	Funding Shovel Ready Package	3 days	Wed 6/11/25	Fri 6/13/25	6
10	🔗	Submit Funding Shovel Ready Package	3 days	Wed 6/11/25	Fri 6/13/25	8
11	🔗	Final Response to Comment	0 days	Fri 6/13/25	Fri 6/13/25	10



Agenda Item: 5

Date: January 8, 2025

Subject: Reorganization Task List – Status Update

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No action. Receive status update and direct staff as appropriate.

Discussion:

The Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) Board of Directors adopted similar Resolutions Making Application to the Local Agency Formation Commission (LAFCo) for reorganization of the two districts at the December 11, 2024, Joint Board meeting. The Plan for Services was submitted to LAFCo, and confirmed receipt, on December 24, 2024.

Now that the Plan for Services has been officially submitted to LAFCo, there are a list of tasks that need to be conducted throughout the process of combining the two agencies. These tasks will be conducted internally by DPMWD and SSWD staff, however, there are tasks that will need to be approved/adopted by the Board(s).

Staff have developed a Reorganization Task List (see Attachment 1) that outlines each task to be conducted. Staff meet weekly to ensure the tasks remain on track for completion in a timely and efficient manner.

Attachment:

1 – Reorganization Task List

REORGANIZATION TASK LIST		
Activities	Board or Staff	Status
Plan for Services - LAFCO	Board and Administrative Staff	PlanWest Partners submitted the Plan for Services and Application to LAFCo on December 24, 2024. LAFCo confirmed receipt of the subject document and has begun the review and notification process.
Grant Application Process	Staff - Finance	Engaged with Forsgren to manage the grant process.
Special Advisory Committee Implementation	Legal Counsel First Review	A draft action plan to implement the subject committee will be brought to the Boards for review and input at the February 12th Joint Board meeting.
Employment - Retention Staff - Assignments/Org Chart - Salary Schedule - Unified Benefits - Retirement Supplemental PERS Plan - Employee Manuals/Policies	Staff - GM and HR	SSWD GM met with SSWD Management Team to initiate discussions on position placement of DPMWD staff.
Consultants/Vendors Inventory	Staff - Finance	Need to schedule meeting between DPMWD and SSWD staff to develop a plan
Real Property Disposition Inventory - Consolidating Properties - Inventory Plan to Maintain Easements - Surplus Property Disposal - Real Property Transfer	Staff - Engineering, Finance, Administrative	Need to schedule meeting between DPMWD and SSWD staff to develop a plan.
Inventory, Consolidate, Surplus, Dispose of "personal" Property - Leases/Rented - Fleet - Materials Inventory	Staff - Finance, Operations	Need to schedule meeting with DPMWD CPA for leases and inventory
Ordinances/Resolutions/Rules and Policies - Inventory, Review, and Select	Board, legal counsel, and Administrative staff	DPMWD and SSWD staff will develop a plan and schedule to review. Will need legal counsel advise on particular items.
Financial System - Select Acct System, Software, Financial Reporting Protocols - Determine how cash receivables/liabilities are transferred - Detail fixed asset listing	Staff - Finance	Need to schedule meeting with DPMWD CPA
Outstanding Indebtness - Notify Bondholders - Inventory non-bonded loans/grants and notice	Staff - Finance	Need to schedule meeting with DPMWD CPA
Utility Billing - Data Conversion - Accounts, parcels/services, meters - Current Rates - Meter Reading	Staff - Finance, IT, CS and Operations	- DPMWD and SSWD Project Team set for billing system conversion. Meetings to begin in January 2025. - Meter reading currently conducted manually. Develop a plan to convert DPMWD commercial accounts to read automatically through SSWD's system.
Software/Operating Systems - Inventory & Prepare Plan - Coordinate, Transfer, and Terminate	Staff - IT	DPMWD and SSWD staff to meet and develop a plan.
Insurance Claims/Litigation - Identify and notify outstanding items and substitute new district - Notify ACWA JPIA and Terminate and Obtain New Coverage	Board, legal counsel, administrative staff	DPMWD and SSWD staff will develop a plan and schedule to review. Will need legal counsel advise on particular items.
Due Diligence Plan - Final Audits	Staff - Finance	Need to schedule meeting with DPMWD CPA and Auditor. DPMWD audit is Fiscal and SSWD is calendar.
Determine Schedule for Regulatory DDW - Water System Permit - Assignment Surface Water Transfer of DPMWD - Well Permits for DPMWD/SSWD	Staff - Operations	DPMWD and SSWD staff to meet with DDW to develop a plan for new Water System Permit.
SCADA System - System and Processes	Staff - IT	DPMWD and SSWD staff to meet and develop a plan.
Web Site - Provider, access rights, update process	Staff - IT	DPMWD and SSWD staff to meet and continue with a communications plan moving forward.
GIS/Mapping - GIS Maps - Parcel data - Cityworks Workorders	Staff - GIS, IT	DPMWD and SSWD staff to meet with GIS Department to determine status of DPMWD GIS data.
Communications Plan	Board - Administrative staff	Staff and PR firm has a meeting scheduled for January 8th, to develop a plan to communicate with the customers on the process as it proceeds forward.

Agenda Item: 6

Date: January 8, 2025

Subject: Operations Assistance Update

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No action. Receive update on Sacramento Suburban Water District providing Water System Operations to Del Paso Manor Water District.

Discussion:

At the July 10, 2024, Joint Board meeting, the Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) Boards approved a Contract Services Agreement between SSWD and DPMWD for Operations Assistance, effective August 1, 2024.

As of August 16, 2024, SSWD fully assumed operational responsibility for the DPMWD system. This transition involves SSWD’s production, environmental, and distribution teams taking charge of 24-hour system monitoring, emergency responses, regulatory compliance, and daily maintenance operations.

Operational Details:

- SCADA Monitoring and Alarm Response: The Production Team provides 24/7 SCADA monitoring for DPMWD's system, managing alarms and standby operations during evenings.
- Well Operations: The Production Team conducts well runs at nine facilities every Monday and Thursday.
- Coliform Sampling Compliance: The Environmental Team ensures Total Coliform Rule sampling is conducted every Tuesday for regulatory compliance.
- Distribution Operations: The Distribution Team handles Underground Service Alerts daily as needed, monthly meter reads, and reactive maintenance including, but not limited to, service line locations and exposures, and miscellaneous requests from customers.

Workload Summary (August 16 – December 30):

- 534 operations labor hours during normal business hours.
- 24 after-hours calls totaling 53 hours of overtime.

Fiscal Impact:

Costs incurred and labor support services are reimbursed by DPMWD, so there is no fiscal impact to SSWD. The total amount invoiced for labor and equipment hours for August through December is \$88,510.70.

Agenda Item: 7

Date: January 8, 2025

Subject: Communications Plan Update

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No action. Receive update on outreach efforts regarding the combination discussions between Sacramento Suburban Water District and Del Paso Manor Water District.

Discussion:

To date, combination communications efforts have been focused on consistency, transparency and providing answers to various combinations questions. Both Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) have utilized their websites, social media, direct mail postcards, print advertisements, digital advertisements, social media advertising, bill inserts/newsletters, press releases, and in-person public meetings to convey the benefits and reasons why both districts were exploring combination.

Now that the Local Agency Formation Commission (LAFCo) Application for combination has been submitted, staff is creating an outreach plan to effectively communicate the process associated with the LAFCo Application and Commission Hearing. Staff are preparing website updates, social media posts, digital/print advertisements, other media outreach, and direct mail (postcards). Staff has a meeting scheduled for January 8, 2025, to develop a plan moving forward to ensure both DPMWD and SSWD customers are updated on the combination efforts.

Fiscal Impact:

The fiscal impact of additional outreach efforts will depend on the results of the LAFCo Application Hearing.

Agenda Item: 8

Date: January 8, 2025

Subject: Agenda Items for Future Joint Board Meetings

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

Discuss agenda topics to be presented at the next meeting of Del Paso Manor Water District and Sacramento Suburban Water District and direct staff as appropriate.

Discussion:

Direct staff on which topics need to be placed on the agenda for the next Joint Board meeting between Del Paso Manor Water District and Sacramento Suburban Water District.

Agenda Item: 9

Date: January 8, 2025

Subject: Director Comments

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No Action.

Discussion:

This is a placeholder for Director comments.