

**ITEM #5.A**

*Approval of Minutes of the May 16, 2022 Meeting*



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

**DRAFT MINUTES**

**May 16, 2022, 6:00 PM  
1817 Maryal Drive, Suite 300, Sacramento 95864**

**1. CALL TO ORDER:**

President Saunders called the meeting to order at 6:30 pm.

**2. ROLL CALL:**

Directors Present: President Ryan Saunders, Osmar Macias, Robert Matteoli, Carl Dolk, and Gwynne Pratt

Staff Present:	General Manager	Alan Gardner
	Office Manager	Victoria Hoppe
	Field Manager	Mike Jenner
	Certified Public Accountant	Robert Merritt
	District Engineer	Alan Driscoll
	General Counsel	Mona Ebrahimi

A quorum of the Board was present.

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

(1:20)

There was a motion by Director Pratt to adopt the agenda. Director Dolk seconded the motion. The agenda was adopted on a 5 yes/0 no roll call vote.

**4. CLOSED SESSION:**

(1:28)

**Item 4.A: Public Employee Performance Evaluation pursuant to Gov. Code section 54957(b)(1); General Manager**

Upon call for public comment, no one from the public addressed the Board.

President Saunders recessed the open session and called the closed session to order at 6:04 pm. The open session reconvened at 8:09 pm.

President Saunders reported out on the General Manager and accomplishments.

**5. 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 President. Comments will be accepted via teleconference.

(1:55)

Carol Rose submitted written testimony.

Trish Harrington expressed concern regarding grand jury evaluations and water-mains.

**6. 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.

(1:59)

**Item 6.A: Approval of Minutes of the April 13, 2022 Meeting**

Upon call for public comment, no one from the public addressed the Board.

Director Dolk made a motion to approve the Board meeting minutes of April 13, 2022. Director Pratt seconded the motion. The motion passed on a 5 yes/0 no roll call vote.

**7. PUBLIC HEARING:**

There were no Public Hearing items to consider.

**8. OLD BUSINESS:**

There were no Old Business items to consider.

**9. NEW BUSINESS:**

(2:00)

**Item 9.A: Consideration of Entering into an Agreement with Renne Public Policy Group (RPPG) for Grant Writing Services**

General Manager Alan Gardner and General Council Mona Ebrahimi presented the staff report and fielded questions from the Board.

Sacramento LAFCO Executive Officer Jose Henriquez spoke to Prop 218 and the benefits of grants.

Trish Harrington requested three quotes be obtained.

Carol Rose expressed concern regarding vetting experts and need for a priorities list.

Director Dolk made a motion for the General Manager to enter into a consultant services contract with RPPG for grant writing services, in an amount not to exceed \$36,000; authorized the President of the Board to sign and execute Resolution No. 22-0516-1; and correct the agreement to represent the Del Paso Manor Water District and not a City. Director Macias seconded the motion. The motion passed on a 5 yes/0 no roll call vote.

President Saunders recessed the meeting at 9:10 pm. The meeting reconvened at 9:15 pm.

**Item 9.B:      Consideration of the Creation of an Administrative Services Manager Position and New Salary Schedule**

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

Carol Rose testified in opposition.

Directors stated focus should be on fulfilling Prop 218 requirements before any additional changes are made in staff pay.

Director Pratt made a motion to approve the recommendation to review the proposed job description for an Administrative Services Manager and associated salary schedule and direct staff to implement change. Motion not seconded. Motion failed for lack of second.

**Item 9.C:      Consideration of Retention of a Public Relations Firm**

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

Trish Harrington expressed concern regarding monies spent to obtain public relations firm over new salary schedule.

Director Dolk made a motion to proceed with a Request for Proposal for a PR firm. Director Pratt seconded the motion. The motion passed on a 5 yes/0 no roll call vote.

**Item 9.D      Consideration Of Loan With Lance Holman and/or Alternative Lenders To Provide Bridge Financing For District Infrastructure**

General Manager Alan Gardner and General Council Mona Ebrahimi presented the staff report and fielded questions from the Board.

General direction provided to pursue additional information and report back at a future meeting.

**10. FIELD REPORT:** Verbal report

**Item 10.A. No Report**

No report.

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

(3:51:08)

- Item 11.A:**
- 11.1 Prop. 218 Update
  - 11.2 LAFCO related to Municipal Services Review Update
  - 11.3 Bank of the West Update
  - 11.4 Office Ventilation Update

General Manager Alan Gardner provided the staff report and fielded questions from the Board.

Trish Harrington inquired of rate increases notifications.

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

(4:50:29)

President Saunders requested a review of water conservation plans.

**13. ADJOURNMENT:** Next Regular Board of Directors meeting is tentatively scheduled for June 6, 2022

Director Dolk made a motion to adjourn. Director Macias seconded the motion. There being no further business, the Board of Directors meeting adjourned at 10:29 pm.

APPROVAL:

ATTEST:

\_\_\_\_\_  
Ryan Saunders, President of the Board

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

**ITEM #8.A**

*Establish an Administrative Services Manager Job Description  
and Salary Band*

**DEL PASO MANOR WATER DISTRICT**

**BOARD MEETING**

**DATE: June 20, 2022**

**AGENDA ITEM NO. 8.A**

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**SUBJECT: ADMINISTRATIVE SERVICES MANAGER**

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**STAFF CONTACT:**

General Manager

**BACKGROUND:**

The District currently has the position of office manager. The job description is attached.

This job description was created by the last Board with the purpose of having one so broad that no one could realistically comply with the elements allowing anyone to be fired at any time.

The actual work that the current occupant of the position performs exceeds by 70% the productivity and complexity normally required of an office manager in a smaller or even midsized water district. She is also paid at the level we pay our lower end field staff.

In looking for comparative positions among those listed with the California Secretary of State, or in other local Districts, they are very hard to find. Why, because this and the other positions in this District require far more time and mixture of abilities than other Districts.

The productivity out of the current office manager is equal to 1.75 person days in almost any other office.

We need to recognize that California regulation and the water industry has significantly changed and requires a much higher level of skill and performance than in even 2019. There were only two companies where comparable work was performed by only one-person, Fair Oaks Water District, and Los Osos Community Services District. Both of those jobs handle a substantial range of subjects normally handled by two or more staff. They are also compensated at the levels in the attached salary comparison. In fact, since that salary comparison was completed about two months ago, both Districts raised the salary steps by \$10,000-15,000.

We need to recognize the talent and ability and breadth of subjects that are necessary in one position to continue to operate efficiently.

**FISCAL IMPACT:** The first-year fiscal impact is about \$15,000 plus CALPERS.

**RECOMMENDATION.** Establish the Administrative Services Manager at the salary bands provided.

## OFFICE MANAGER

**Status:** Non-Exempt

**Reports to:** General Manager

**Pay Grade:** 16

**Approved:** September 11, 2019

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### Definition/Summary

Under administrative direction from the General Manager, is responsible for performing the more complex and advanced financial recordkeeping and analysis of the District. Prepares minutes, financial documents, and Board packets in preparation of meeting of the Board of Directors. Performs human resources functions for the District. Provides secretarial and office administrative support and may handle confidential matters or be assigned to special projects. Prepares the newsletter and assists with community outreach.

### Essential Functions

Duties may include, but are limited to, the following:

- Performs all office work regarding customer accounts including billing, applications for service, final notices to discontinued customers, computer system updating, inquiries and complaints, etc.
- Performs bookkeeping work related to processing of accounts receivables invoicing, accounts payable, and payroll including reviewing for accuracy, and filing of required reports to State and Federal government.
- Performs updates to the District's website, which includes, uploading of minutes, agendas, board approved policies, calendar, and newsletter.
- Performs confidential administrative tasks for the General Manager when requested.
- Keeps the General Manager fully informed regarding all office activities and problems.
- Plans, prepares, reviews and monitors operational budgets for office expenditures, supplies and expenses, benefit insurance, employee retirement, and payroll taxes.
- Prepares, creates, and files reports such as capital expenditures, statistics, capital projects, payroll distribution, and monthly water sample reports.
- Organizes and maintains office filing system including general, financial, personnel, and payroll files.
- Prepares financial and other reports as directed by the General Manager.
- Prepares final reports drafted by the General Manager and other staff members.
- Sets up Board room and recording system to tape monthly meetings, restores room order after meetings, proofs and edits draft minutes of Board meetings and creates final draft for Board approval.



- Coordinates follow-up on resolutions and other Board of Directors action documents as directed.
- Provides clerical support for Board members, and assists with election procedures and filing of forms.
- Oversees functioning of the computer system, administers computer software and hardware maintenance agreements, schedules training of other employees in the use of the computer system.
- Calculates, reports, and updates retirement plan, deferred compensation plans, and credit unions for all employees.
- Attends necessary seminars throughout the year.
- Processes paperwork for new water service connections and collection of fees.
- Supervises or performs bi-monthly billing of portable meters used for new construction, roadwork, sweeping the streets, etc.
- Coordinates with water conservation staff in the mailout of water conservation bill stuffers.
- Provides staff support for District newsletter, customer service surveys, benchmarking studies, and disaster plan.
- Oversees the general condition and appearance of the office.
- Monitors inventory and orders office supplies.

### **Knowledge and Abilities**

Knowledge of:

- District rules, regulations, policies and activities.
- Policies, procedures and functions related to water districts.
- Financial accounting and management of budgets.
- Principles and practices of supervision.

Ability to:

- Exercise good judgment, keep calm, and make appropriate decisions in emergency and under pressure.
- Establish and maintain effective, pleasant, and cooperative working relationships with employees, officials, and the general public.
- Communicate well orally and in writing.

Skills In:

- Computer applications which includes Microsoft Word, Excel and PowerPoint.
- Accounting functions such as knowledge of general accounting software, accounts receivable/payable, and payroll.

### **Typical Physical Activities**

- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, FAX machines, and communication radios.
- Occasionally drive a vehicle for training, purchase offices supplies, etc.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

### **Qualifications**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying.

Experience: Requires two years of experience in advanced accounting work including an understanding of general ledger, accounts receivable and payroll systems. Experience with a water district is preferred but not required.

Education: A four-year degree; BA/BS and five years of progressively responsible office administration is preferred but not required.

### **License/Certification Requirement**

Driver License: Possession of a valid California Class C Driver License with a driving record acceptable to the District.

## **DRAFT - ADMINISTRATIVE SERVICES MANAGER**

### **1. DEFINITION**

To direct, manage, supervise, and coordinate assigned programs and activities within the Administrative Services Department including but not limited to finance, human resources, payroll, risk management, customer service and information systems; coordinate assigned activities with other departments and outside agencies; provide highly responsible and complex administrative support to the General Manager; and when General Manager is unavailable, act as Assistant General Manager.

### **2. TYPICAL TASKS**

- Assume management responsibility for assigned services and activities of the Administrative Services Department including human resources, payroll preparation, processing and filing of all payroll reports, perform responsible accounting duties pertaining to accounts payable and accounts receivable, information systems including maintaining the Districts website.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within District policy, appropriate service, and staffing levels.
- Plan, direct, coordinate, and review the work plan for the Administrative Services Department staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Assume and/or responsibility for all human resources services and activities including recruitment, hiring, classification, compensation, benefits, and related services.
- Manage District purchasing and contract administration; administer a variety of maintenance and service contracts.
- Assist District CPA coordinate District finances and financial activities including accounting, budgeting, customer service, and recommend and administer financial policies and procedures.
- In coordination with ACWA/JPIA, monitor worker's compensation claims; investigate and resolve third party tort claims; conduct inspections of facilities and work sites.
- Manage District information systems including local area networks an associated hardware and software; determine adequacy of District's current and future information technology requirements.
- Oversee maintenance of District office.
- Select, train, motivate and evaluate administrative services, department personnel, provide or coordinate staff training; work with employees.
- Participate in the development and administration of the District's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor expenditures; implement adjustments.
- Serve as the liaison for the Administrative Services Department with other District departments and outside agencies; resolve sensitive and controversial issues.
- Draft staff reports, agendas, and other necessary correspondence for Board and Standing Advisory Committees.

- Provide responsible staff assistance to the General Manager; serve as a member of the District's management team.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Administrative Services Department programs, policies and procedures as appropriate.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Act as interim or acting General Manager as required for overseeing matters when General Manager is unavailable.
- Perform related duties and responsibilities as required.

### **3. EMPLOYMENT STANDARDS**

Knowledge of:

- Standard Payroll procedures, practices and tax reporting Operational characteristics, services, and activities of a comprehensive administrative services program.
- Principles and practices of program development and administration.
- Assist in preparation and administration of District budget.
- Principles of supervision and training.
- Contract administration.
- Assist with risk management and loss control.
- Modern computer technology and information systems including but not limited to Munibilling accounting software, Zoom Webinars, Adobe Acrobat, Microsoft Office Products including Outlook, Word, Excel, PowerPoint
- Business and local government purchasing.
- Assist with implementation of pertinent Federal, State and local laws, codes and regulations.
- Assist with Brown Act Governance and trainings.

Ability to:

- Participate in the management of the Administrative Services Department's operations, services, and activities.
- Assist, direct and coordinate the work of the District staff.
- Work with General Manager to prepare and compile Board and Committee Agenda, Staff Reports and Agenda Packets.
- Handle confidential information with high sensitivity and discretion.
- Maintain records or files in a compliant and organized fashion.
- Process accounts payable and accounts receivable
- Participate in the development and administration of District goals, objectives, and procedures.
- Assist in preparation and administering the District budget.
- Prepare clear and concise administrative and financial reports.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals with the General Manager.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

#### **4. EDUCATION & EXPERIENCE**

Any combination of experience or experience and training that would likely provide the required knowledge and abilities to perform the job duties. A typical way to obtain the knowledge and abilities would be:

Experience:

- Five years of increasingly responsible public administration or office management experience including three years of administrative and supervisory responsibility.

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or a related field.

#### **COMPENSATION:**

<b>Salary Pay Scale Administrative Services Manager</b>					
	Step 1	Step 2	Step 3	Step 4	Step 5
Annual	\$80,302.56	\$84,333.60	\$88,534.37	\$92,968.51	\$97,614.82
Monthly	\$6,691.88	\$7,027.80	\$7,377.86	\$7,747.38	\$8,134.57
Hourly	\$ 38.61	\$ 40.55	\$ 42.56	\$ 44.70	\$ 46.93

*Placement in pay range is dependent on qualifications and experience.*

## Comparison of Office Manager & Administrative Service Manager Salary Bands

### Current:

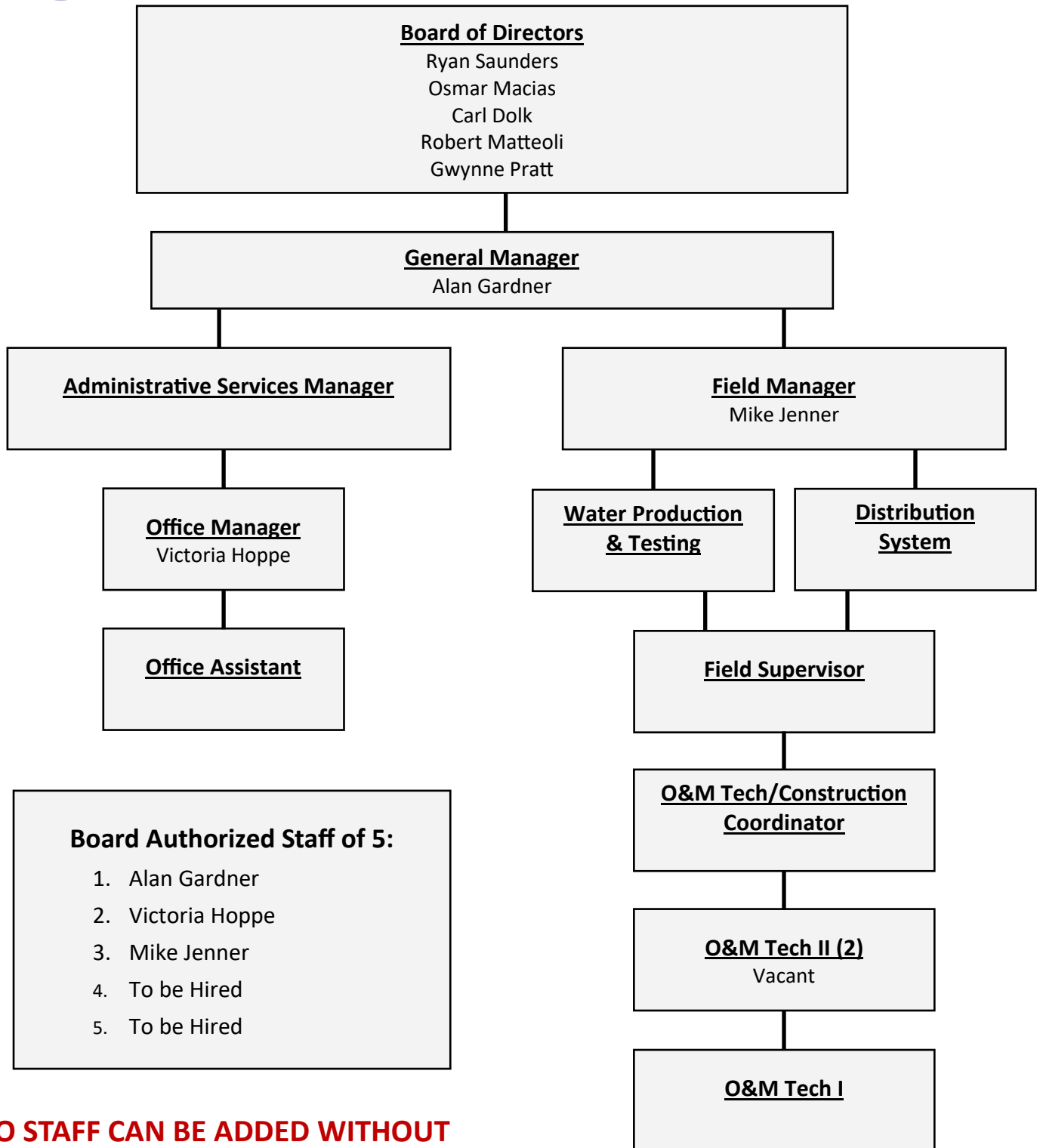
Salary Pay Scale - Office Manager						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$50,611.20	\$53,415.60	\$55,795.20	\$58,579.20	\$61,497.60	\$64,569.60
Monthly	\$4,217.60	\$4,428.80	\$4,649.60	\$4,881.60	\$5,124.80	\$5,380.80
Hourly	\$26.36	\$27.68	\$29.06	\$30.51	\$32.03	\$33.63

### Proposed:

Salary Pay Scale - Administrative Services Manager					
	Step 1	Step 2	Step 3	Step 4	Step 5
Annual	\$80,302.56	\$84,333.60	\$88,534.37	\$92,968.51	\$97,614.82
Monthly	\$6,691.88	\$7,027.80	\$7,377.86	\$7,747.38	\$8,134.57
Hourly	\$ 38.61	\$ 40.55	\$ 42.56	\$ 44.70	\$ 46.93



# Del Paso Manor Water District Organizational Chart - **DRAFT**



**\* NO STAFF CAN BE ADDED WITHOUT EXPRESS BOARD APPROVAL**

**\*\* THE UNFILLED BOXES SHOW POTENTIAL PROGRESSION; NOT ACTIVE POSITIONS**