



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

**January 4, 2022 6:30 PM  
1817 Maryal Drive, Suite 300, Sacramento 95864**

**MINUTES**

**1. CALL TO ORDER:**

The meeting was called to order at 6:30 p.m. by Chair Saunders.

**2. ROLL CALL:**

Roll call was taken by Chair Saunders and the following Directors were present: Dolk, Macais, Matteoli, Pratt, and Chair Saunders. Also in attendance was General Manager Gardner and Legal Counsel Elena Pacheco.

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

There was a motion by Director Pratt to adopt the agenda. The motion was seconded by Director Macias. The agenda was adopted on a 5-0 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.

Upon call for public comment, Carol Rose addressed the Board.

**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.

Upon call of the Consent Calendar, Director Dolk and Director Pratt requested to pull item 5B. President Saunders requested to pull item 5C.

Upon call for public comment, no member from the public wished to speak.

There was a motion by Director Dolk to approve the remainder of the Consent Calendar. Director Matteoli seconded the motion. The Consent Calendar was adopted on a 5-0 roll call vote.

Item 5.A: Approval of Minutes of the December 07, 2021 meeting.

Recommendation: Approve minutes of the December 07, 2021 meeting.

The minutes of December 7, 2021 were APPROVED.

Item 5.D: 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.

Recommendation: Adopt Resolution pursuant to GC Section 54952(b) and Assembly Bill 361.

The Resolution was APPROVED.

#### **DISCUSSION OF CONSENT ITEMS:**

Item 5.B: Approval of Minutes of the December 10, 2021 meeting.

Recommendation: Approve minutes of the December 07, 2021 meeting.

Director Dolk requested the following change be made on page 3, third paragraph, replace the word "**Windflow**" with "**Fireflow**". Director Pratt requested the following correction on page 2, the third sentence at the bottom of the page where the paragraph begins with General Manager Gardner...it should read "today I met with Mr. York and **President Saunders**".

There was a motion by Director Pratt to approve item 5B as amended. Director Matteoli seconded the motion. Item 5B was adopted on a 5-0 roll call vote.

Item 5.C: Approval of Warrants and Payroll

Recommendation: Approval of Warrants and Payroll.

President Saunders asked about the Hydro Science invoice that was discussed at the last meeting. He thought the intention was to have the District Engineer review the invoice prior to approval. General Manager Gardner stated that although the invoice is included in the packet, he was not requesting approval at this time. President Saunders asked when we are approving the warrants, how do we know which ones that we are approving and which ones we are not approving. Currently it is not clear. Director Dolk made a suggestion to not assign a check number if they are excluded from approval and add a footnote stating the invoice is up for discussion. President Saunders agreed that the Hydro Science invoice will be pulled from approval.

General Manager Gardner discussed why he felt the White Brenner, LLP invoices should not be paid. He explained that he is not confident that the District has received everything they are entitled to from them. He was told some of the minutes and recordings are not available or were not kept by them. Director Matteoli asked what records are still outstanding. General Manager Gardner stated there was no recordings for August 25<sup>th</sup>, August 26<sup>th</sup> and August 27<sup>th</sup>. General Manager Gardner stated White Brenner may be able to keep some of their work product, but the District is entitled to and paid for a copy of everything.

Upon call for public comment, Karol Rose addressed the Board.

Director Pratt made a motion to approve item 5C with the exception of the following warrants: 1) the Hydro Science warrant; and 2) the two White Brenner warrants and to correct the date at the top of the report from January 2021 to January 2022. Director Dolk seconded the motion. Item 5C with the exception noted above was adopted on a 5-0 roll call vote.

**6. PUBLIC HEARING: None**

**7. OLD BUSINESS:**

**8. NEW BUSINESS:**

Item 8.A: A resolution of the board of directors of the Del Paso Manor Water District amending employee vacation policy to remove Vacation cap for certain employees.

Recommendation: Adopt resolution amending employee vacation policy to remove Vacation cap for certain employees.

General Manager Gardner provided background information stating legal counsel advised that adopting a resolution is better form so the item is being brought before the board on the advice of legal counsel. Director Matteoli said that he doesn't understand what is being said here. He gave an example of when he worked for a State agency. General Manager Gardner explained this item is to remove the cap that the prior board placed on and this just raises the cap to 50 days so that it limits the liability of the district for accrual. Legal Counsel Pacheco stated that this resolution is effectuating a vote that the board made on the November 18, 2021 special meeting. It is amending the existing District's paid leave policy to remove what had been a previous cap. To clarify, the District does have a paid leave policy, at the November 18, 2021 meeting, you chose as a Board to get rid of a cap, this resolution is effectuating that vote. More discussion ensued.

Upon call for public comment, no member from the public wished to speak.

Director Macias made a motion to approve item 8A, Resolution 22-0104. The motion was seconded by Director Dolk. Item 8A was adopted on a 5-0 roll call vote.

#### Item 8.B: Discussion of Budget to Actuals

Recommendation: Staff recommends recognition that the budget was created with very little anticipation of repair or new work and will need to be augmented once we have a better idea of the cost.

President Saunders announced that this item is for discussion only and no action will be taken. General Manager Gardner presented the item to the Board, stating that the budget doesn't take into account what needs to be done to comply with the Grand Jury, LAFCO and the State. He talked about some of the discrepancies he is aware of and he stated that he doesn't believe in deficit spending. He talked about some of the wells and the costs associated with bringing them up to par. General Manager Gardner said he will stay under the projected net return. He will come back to the Board with a prioritized list on what needs to be spent first.

Director Dolk asked what agency is providing insurance to the District and if it is paid annually. General Manager Gardner responded JPIA provides the insurance and it is paid annually. Director Dolk also asked about the professional admin fees – other 6601.00 for \$10,357 wanting to know what it is and what the vendors make up that amount. Robert Merritt responded that more than half of the amount is from Regional Government Services (RGS). General Manager Gardner said that RGS provided services for agenda packets, Zoom hosting, action minutes and recordings. Director Dolk also asked about professional dues and R&M and if there is a way to break the cost down with sub accounts for each Well so that you could see what was being accrued by Well to provide more detail. Robert agreed to break the account down into sub accounts.

Director Macias asked about line 5201.15, field suppliers, stating it was pretty high. He wanted to know if some of that going to the well repair and maintenance and being classified a little differently. General Manager Gardner said that some of it can be reclassified. He and Robert will go back to see if they can break it down into the Wells and going forward, they will definitely be breaking it down by Wells.

President Saunders made a suggestion stating when we have these types of discussions in the future, you will have half of the fiscal year, the next column is the annual budget and then the percent of the budget which is helpful. Can we add an additional column for the best view, it would anticipate how much you think you're going to spend the remainder of the year in that column. He feels adding that column will be helpful. General Manager Gardner said he will try to have this report for the Board every month. President Saunders also asked if the Board can expect a future agenda item for a budget revision. General Manager Gardner stated that he is comfortable providing the Board with a budget revision if needed. He also informed the Board that he intends to allocate people's hours based on the functions that they perform.

Robert Merritt was introduced. He is a CPA and he works for the District on a contract basis. The District outsources their accounting and financial reporting to Mr. Merritt. In that role, he prepares the District for their annual financial statement audits.

Item 8.C: Discussion/Approval of Proposal for District Engineer. Staff Report: Review of both proposals received and highlight of the difference between them. One unique difference favors Forsgren. CEQA: The subject is not a project within the meaning of CEQA Guidelines Section 15378 and is therefore not subject to CEQA.

Recommendation: Approve Agreement for Professional Services with Forsgren to serve as new district engineer, at the hourly rates indicated by attached proposal.

Item 8.D: President Saunders Announced his appointments to the following external committees:

Organization	Primary	Alternate
ACWA	Dolk	Gardner
JPIA	Saunders	Gardner
CSDA	Macias	Gardner
RWA	Saunders	Gardner
SGA	Matteoli	Pratt
Water Forum	Pratt	Gardner
ACWA Groundwater	Matteoli	Gardner
ACWA Agriculture	Matteoli	Gardner

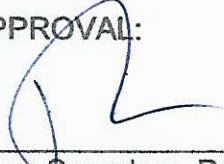
**9. DIRECTORS COMMENTS:** Verbal information, non-action comments.

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

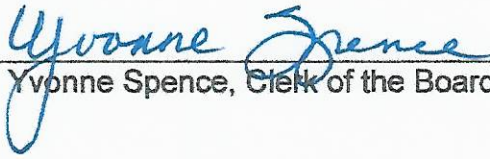
**11. ADJOURNMENT:** Next Regular Board of Directors meeting is scheduled for February 1st, 2022

Director Matteoli made a motion to adjourn. Director Pratt seconded the motion. The meeting was adjourned at 8:02 p.m. on consensus.

APPROVAL:

  
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Ryan Saunders, President of the Board

ATTEST:

  
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Yvonne Spence, Clerk of the Board