

**ITEM #6.A**

*Approval of Minutes of the September 19, 2022 Special Meeting*



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

**DRAFT MINUTES**

**September 19, 2022, 6:00 PM  
1817 Maryal Drive, Suite 300, Sacramento 95864**

**1. CALL TO ORDER:**

President Saunders called the meeting to order at 6:03 p.m.

**2. ROLL CALL:**

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

Staff Present:

General Manager	Alan Gardner
Office Manager	Victoria Hoppe
Field Manager	Mike Jenner
General Counsel	Mona Ebrahimi
Assistant Legal Counsel	Schuyler Campbell
District Engineer	Alan Driscoll
Certified Public Accountant	Robert Merritt

A quorum of the Board was present.

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

Director Dolk made a motion to adopt the agenda. The motion was seconded by Director Macias. 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 President. Comments will be accepted via teleconference and in writing.

(0:03 minutes)

President Saunders called for public comment.

Roy Wilson provided public comment regarding content recorded into the minutes.

Seeing no further comments, public comment was closed.

**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.

(0:06 minutes Recording 1)

Requests were made for each item to be discussed and considered separately.

**Item 5.A: Approval of Minutes of the August 15, 2022 Meeting.**

Director Matteoli inquired if the title should identify the type of meeting, such as a regular or special meeting and requested summary of public comments. Discussion ensued regarding accessibility of the meeting's recording on the website and policy decision of verbatim versus action minutes.

President Saunders called for public testimony.

Carol Rose provided public testimony.

Seeing no further comment, public testimony was closed.

Director Dolk made a motion to approve Item 5.A. The motion was seconded by Director Macias. The motion was approved on a 5 Yes/0 No roll call vote.

**Item 5.B: Approval of Additional Warrants After September 06, 2022 Regular Meeting**

(0:21 minutes Recording 1)

Staff fielded questions from the Board.

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

Director Macias made a motion to approve Item 5.B. The motion was seconded by Director Matteoli. The motion was approved on a 5 Yes/0 No roll call 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**

(0:25 minutes Recording 1)

Certified Public Accountant Robert Merritt presented the staff report and noted this was a report only with no action requested.

Discussion commenced amongst the Directors and General Manager Alan Gardner and Certified Public Accountant Robert Merritt provided clarifications to the Board's inquiries and fielded questions.

President Saunders called for public testimony.

Trish Harrington provided public testimony.

Roy Wilson provided public testimony.

Seeing no further comment, public testimony was closed.

**Item 8.B: Capital Improvement Projects (CIP) Presentation for Consideration to be included in the Proposition 218 Rate Study**

(0:48 minutes Recording 1 and start of Recording 2)

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

Discussion commenced amongst the Directors and General Manager Alan Gardner and General Counsel Elena Pacheco provided clarifications to the Board's inquiries and fielded questions.

President Saunders called for public testimony.

Trish Harrington provided public testimony.

Roy Wilson provided public testimony.

Seeing no further comment, public testimony was closed.

Consensus was met by the Board to postpone this item to the October 3, 2022, Meeting requesting detailed costs for each of the projects for consideration.

**9. FIELD REPORT:** Verbal report

September Field Report on Current and Upcoming Project was to be provided at the October 03, 2022 Regular Meeting

**10. CLOSED SESSION:**

There were no Closed Session items to consider.

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

(1:44 minutes Recording 2)

**Item 11.A: Update on 2X2 for 9/20 Meeting**

**Item 11.B:** On 9/16/2022 we lost 1 truck to a health and safety concern. We have inquired to the state agency we are supposed to purchase vehicles through, and they've advised the supply chain is seriously disrupted giving the example that GM has already pulled 100% of its 2023 from additional sales. Staff is continuing to explore our options and will require a special meeting for authority to proceed.

General Manager Alan Gardner provided a brief report on District matters.

President Saunders called for public testimony.

Trish Harrington provided public testimony.

Roy Wilson provided public testimony.

Seeing no further comment, public testimony was closed.

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

(1:56 Recording 2)

Director Dolk, President Saunders, and Director Matteoli provided brief comments.

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

Duly noted President Saunders requested a report of the Board compensation be presented at the October 17, Meeting.

**14. ADJOURNMENT:** Next Regular Board of Directors meeting is scheduled for October 3, 2022

Director Matteoli made a motion to adjourn. Director Dolk seconded the motion. There being no further business, the Board of Directors meeting adjourned at 9:00 p.m.

APPROVAL:

ATTEST:

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

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

**ITEM #6.B**

*Approval of Minutes of the September 27, 2022 Special Meeting*



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

**DRAFT MINUTES**

**September 27, 2022, 2:00 PM  
1817 Maryal Drive, Suite 300, Sacramento 95864**

**1. CALL TO ORDER:**

President Saunders called the meeting to order at 2:00 p.m.

**2. ROLL CALL:**

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

Directors Absent: Director Osmar Macias

Staff Present: General Manager Alan Gardner  
Office Manager Victoria Hoppe  
Field Manager Mike Jenner  
General Counsel Elena Pacheco  
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 Pratt made a motion to adopt the agenda. The motion was seconded by Director Dolk. The agenda was adopted on a 4 Yes/0 No/1 Absent (Macias) 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 President. Comments will be accepted via teleconference and in writing.

(0:03 minutes)

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

There were no Consent Calendar items to consider.

**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:**

(0:05 minutes)

**Item 8.A: To Explain The Need for and Request The Authorization To Immediately Purchase a New Three Quarter Ton Truck With Utility Bed For Up To \$80,000 Including Tax And License and Salvage a Non-Serviceable Truck.**

General Manager Alan Gardner provided a brief summary of the written report and fielded questions from the Board.

General Counsel Mona Ebrahimi announced the competitive bidding rules did not apply and all applicable District purchasing rules were followed.

Direction was given to staff to inquire with the insurance about a rental vehicle for the interim and not to dispose of the non-serviceable truck until the insurance company sends an adjuster.

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

Director Matteoli made a motion to approve a resolution to purchase a new truck, as presented, and inquire with the District's insurance carrier before disposing of the existing vehicle. The motion was seconded by Director Pratt. The agenda was adopted on a 4 Yes/0 No/1 Absent (Macias) roll call vote.

**9. FIELD REPORT:** Verbal report

There was no Field Report.

**10. CLOSED SESSION:**

There were no Closed Session items to consider.

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

There were no General Manager Comments.



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

(0:18 minutes)

Directors agreed they would forego their stipends for this meeting.

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

There were no requests for future agenda items.

**14. ADJOURNMENT:** Next Regular Board of Directors meeting is scheduled for October 03, 2022

Director Pratt made a motion to adjourn. Director Dolk seconded the motion. There being no further business, the Board of Directors meeting adjourned at 2:19 p.m.

APPROVAL:

ATTEST:

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

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

**ITEM #6.C**

*Approval of Additional Warrants After October 03, 2022 Regular Meeting*

**Del Paso Manor Water District OCTOBER 2022 VENDORS FOR APPROVAL**  
**(For Approval After 10/03/2022)**

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Auto & General Liability (10/2022 - 09/2023)		\$35,502.42	
ACWA JPIA	Health		\$502.78	
ACWA JPIA	Worker's Comp, Q1 (07/01/2022 - 09/30/2022)		\$3,060.28	
ADP	Payroll			
ADP Taxes	Payroll Taxes			
Appletree Answers	Answering service		\$466.95	CC
AT&T	Phone		\$213.18	CC
AT&T Mobility	Cell Phones; iPads		\$411.44	CC
Bartle Wells Associates	Services Rendered Thru August 2022		\$1,370.00	
BSK	Labs		\$297.00	
Emigh Hardware	Material/Supplies		\$116.89	
Flowline Contractors, Inc.	3701 Kings Way		\$2,320.00	
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through August 2022		\$14,910.41	
Leaf	Photocopy Machine Lease		\$206.72	
Munibilling	Billing System (4th Quarter Subscription & Merchant Fees)		\$919.20	
Munibilling	Heartland Return Fee (September 2022)		\$10.00	
R. Henry Properties, LLC	Refund for Overpayment		\$1,919.40	
Renne Public Law Group	September 2022 Monthly Retainer		\$3,000.00	
Robert Merritt	CPA - Services Rendered Through September 2022		\$1,235.00	
Sacramento County	Property Tax (Lusk Drive)(2022-2023)		\$17.88	
Sacramento County	Property Tax (Kings Way)(2022-2023)		\$41.10	
Sierra Chemical Company	Chemicals		\$339.12	
Terrapin Technology Group	Software / Computers (Program updates & backup battery)		\$2,548.53	
Umpqua Bank	District Credit Card		\$7,380.36	
West Coast Pipeline Solutions, Inc.	2404 Andrade Way		\$1,462.58	
<b>MONTHLY TOTAL-----&gt;</b>			<b>\$0.00</b>	<b>\$78,251.24</b>

## **ITEM #9.A**

*Budget to Actuals*

Del Paso Manor Water District  
Expense Budget To Actual Comparison  
July 1, 2022 to September 30, 2022

Notes

	Year to Date July 1, 2022 to September 30, 2022	Budget	Percent of Budget
<b>Employee Related</b>			
Management Salaries	33,749	146,610	23.02%
Staff Salaries	49,909	285,285	17.49%
Director Fees	2,900	30,000	9.67%
Payroll Taxes	6,622	38,000	17.43%
Staff Bonuses	-	15,525	0.00%
PERS Retirement	24,877	100,500	24.75%
Health	14,031	80,000	17.54%
Retiree Health Benefits & OPEB	16,898	120,000	14.08%
<b>Total Employee Related</b>	<b>148,986</b>	<b>815,920</b>	18.26%
<b>Administration</b>			
Insurance	11,039	47,000	23.49%
Office Expense	20,922	82,300	25.42%
Building Maintenance	-	2,000	0.00%
Audit Fees	-	12,000	0.00%
Legal Fees	11,756	236,000	4.98%
Election Related	-	3,000	0.00%
Miscellaneous	45	5,000	0.90%
Professional Administration Fees	16,654	106,700	15.61%
Bank Charges	407	2,000	20.35%
Professional Dues	35,793	57,600	62.14%
Professional Meetings	-	10,000	0.00%
Cert/Continuing Education	215	6,000	3.58%
<b>Total Administration</b>	<b>96,831</b>	<b>569,600</b>	17.00%
<b>Operations</b>			
Power	23,330	123,000	18.97%
Conservation	2,178	-	N/A
Repairs & Maintenance	53,343	268,000	19.90%
Lab Fees	4,160	6,000	69.33%
Backflow Program	-	2,000	0.00%
Engineering	62,268	80,000	77.84%
City Water	-	6,000	0.00%
<b>Total Operating</b>	<b>145,279</b>	<b>485,000</b>	29.95%
<b>Total Employee Related, Administration and Operating Expenses</b>	<b>391,096</b>	<b>1,870,520</b>	20.91%
<b>C.I.P.</b>			
New Pipeline	60,594	350,000	17.31%
New Well/Well Additions/Generators	-	1,300,000	0.00%
Interest Expense & Principal Debt Payment	-	325,000	0.00%
<b>Total C.I.P.</b>	<b>60,594</b>	<b>1,975,000</b>	3.07%
<b>Total water sales through September 2022</b>	451,883		
<b>Planned system maintenance charges through September 2022</b>	186,909		

A 2022 Chevrolet 2500 truck was purchased in September 2022 for \$75,651

At the time this report was created, the September 2022 bank statement was not available; some expenditures in the bank statement may not be reflected in the amounts above.

The balance in the L.A.I.F. account at September 30, 2022 was \$2,257,150

Amounts above are not audited

	<u>September 2022</u>	<u>Budget</u>	<u>Percentage of Budget</u>
<b>Employee Related</b>			
5102.10 · Management salaries	33,748.00	146,610.00	23.02%
5102.15 · Field salaries	31,207.00	215,162.00	14.50%
5102.20 · Office manager salary	18,702.00	70,123.00	26.67%
5102.05 · Director fees	2,900.00	30,000.00	9.67%
5102.30 · Payroll soc sec	5,367.00	29,000.00	18.51%
5102.35 · Payroll medic	1,255.00	9,000.00	13.94%
5102.40 · Staff bonuses	0.00	15,525.00	0.00%
6451.00 · PERS/retirement	24,877.00	100,500.00	24.75%
6501.00 · Employee healthcare (CalPers)	14,031.00	80,000.00	17.54%
6502.00 · Retiree health benefits	16,898.00	70,000.00	24.14%
6441.00 · OPEB	0.00	50,000.00	0.00%
<b>Administration</b>			
5251.00 · Insurance			
5251.05 · Liability	7,123.00	28,500.00	24.99%
5251.10 · Property	3,915.00	3,500.00	111.86%
5251.15 · Workers Compensation	0.00	15,000.00	0.00%
6151.00 · Office expense			
6151.05 · District office lease	9,800.00	33,000.00	29.70%
6151.10 · Phone service	1,138.00	4,300.00	26.47%
6151.15 · Internet provider	1,075.00	5,500.00	19.55%
6151.20 · Sewer & garbage (Lusk)	215.00	1,500.00	14.33%
6151.21 · Miscellaneous (office other)	638.00	0.00	N/A
6151.25 · Postage	5,204.00	12,000.00	43.37%
6151.30 · Printing	0.00	1,000.00	0.00%
6151.35 · Computers & supplies	22.00	3,500.00	0.63%
6151.40 · Office supplies	750.00	7,500.00	10.00%
6151.45 · Answering service	1,354.00	5,500.00	24.62%
6151.50 · Office furniture	0.00	2,000.00	0.00%
6151.55 · Payroll preparation	246.00	2,000.00	12.30%
6151.60 · GASB 75 valuation	0.00	2,000.00	0.00%
6151.70 · Janitorial	480.00	2,500.00	19.20%
6152.00 · Building maintenance	0.00	2,000.00	N/A
6251.00 · Audit	0.00	12,000.00	0.00%
6255.00 · Election related	0.00	3,000.00	N/A
6301.00 · Legal	11,756.00	236,000.00	4.98%
6401.00 · Misc	45.00	5,000.00	0.90%
5121.00 · Conservation	2,178.00	0.00	N/A
6601.00 · Professional Admin fees			
6601.05 · SWRCB annual fees	0.00	16,000.00	0.00%
6601.10 · NDPEs permit	0.00	1,500.00	0.00%
6601.15 · Cal Pers actuarial reports	700.00	700.00	100.00%
6601.25 · Air Quality permits	0.00	5,000.00	0.00%
6601.30 · Encroachment permits	0.00	500.00	0.00%
6601.35 · CPA fees	2,518.00	18,000.00	13.99%
6601.00 · Professional admin fees - other	13,436.00	25,000.00	53.74%
6601.50 · Public relations	0.00	30,000.00	0.00%
6601.55 · Salary and staffing level study	0.00	10,000.00	0.00%
6171.00 · Bank fees	407.00	2,000.00	20.35%

<b>6561.00 · Professional dues</b>			
6561.05 · ACWA	4,867.00	11,000.00	44.25%
6561.10 · AWWA	237.00	700.00	33.86%
6561.15 · CSDA	3,807.00	8,000.00	47.59%
6561.20 · CRWA	714.00	1,000.00	71.40%
6561.25 · RWA	4,106.00	9,700.00	42.33%
6561.30 · SGA	21,187.00	25,000.00	84.75%
6561.35 · SAWWA	0.00	1,000.00	0.00%
6561.00 · Professional dues - other	874.00	1,200.00	72.83%
6551.00 · Professional meetings	0.00	10,000.00	0.00%
6610.00 Certification/continuing education	215.00	6,000.00	3.58%

**Operations**

<b>5151.00 · Power</b>			
5151.05 · PG&E	33.00	3,000.00	1.10%
5151.10 · SMUD	23,297.00	120,000.00	19.41%
<b>5201.00 · R &amp; M</b>			
5201.05 · Leak repairs	33,642.00	104,000.00	32.35%
5201.10 · Field Equipment	0.00	2,000.00	0.00%
5201.15 · Field supplies	7,644.00	35,000.00	21.84%
5201.20 · Fuel for vehicles	876.00	9,000.00	9.73%
5201.25 · Vehicle repair and maintenance	28.00	3,000.00	0.93%
5201.30 · Temporary Help	0.00	0.00	N/A
5201.35 · Chlorine	3,094.00	11,000.00	28.13%
5201.45 · Well repair & maintenance	858.00	0.00	N/A
5201.55 · Field staff cellular service	1,235.00	6,000.00	20.58%
5201.60 · Tesco Services Contract (Well #8)	0.00	0.00	N/A
5201.65 · Aqua Sierra Service Contract	0.00	8,000.00	0.00%
5201.00 R & M other	5,965.00	0.00	N/A
5201.70 SSWD Mutual Aide Field Staff	0.00	90,000.00	0.00%
5301.00 · Lab fees (H2O testing)	4,160.00	6,000.00	69.33%
5451.00 City water	0.00	6,000.00	0.00%
5452.00 Backflow program	0.00	2,000.00	0.00%
5351.00 Engineering	62,268.00	80,000.00	77.84%

**CIP**

<b>Pipes</b>			
Miscellaneous	0.00	50,000.00	0.00%
Interties	60,594.00	300,000.00	20.20%
<b>Wells</b>			
Well #2	0.00	1,000,000.00	0.00%
Well # 9	0.00	300,000.00	0.00%
<b>Debt Service</b>			
Interest expense and principal	0.00	325,000.00	0.00%

**Equipment**

2022 Chevrolet 2500	75,651.00		
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**ITEM #9.B**

*Director Compensation and Meeting Stipend*



**DEL PASO MANOR WATER DISTRICT**  
**REGULAR BOARD MEETING**

**DATE: October 17, 2022**

**Item: 9.B**

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**SUBJECT: Director Compensation and Meeting Stipend**

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**CONTACT:**

Alan Gardner, General Manager

**EXECUTIVE SUMMARY**

On August 1, 2022 the Board President appointed Osmar Macias and Robert Matteoli as an Ad Hoc Committee to determine the appropriate amount of compensation per meeting for Directors.

The current compensation is \$100 per meeting with two regular meetings and a maximum of ten compensable meetings per month.

The Committee reviewed the Director compensation from nearby Districts and the results are on Attachment 1.

Staff's review of the data indicates that the current \$100 per meeting with a maximum of 10 compensated meetings a month is neither excessive nor deficient.

The Committee's recommendation is to either keep the current compensation or reduce it to \$75 per meeting with the same maximum number of remunerated meetings a month.

**RECOMMENDATION**

Discuss and take possible action on Director Compensation.

**ATTACHMENTS**

1. Director Compensation Comparison

**ENVIRONMENTAL CONSIDERATIONS**

The consideration and approval of the above resolution is not a project for purposes of CEQA.

### Director Compensation from Nearby Water Districts

AGENCY	RG. MTG. STIPEN	RG. MTGS./MO	SPECIAL MTG STIPEN	RWA/SGA/ACWA/ TRAINING/ETC.	MAXIMUM MTGS/MO	MAXIMUM MTGS/YR
Carmichael Water District	\$152	1	\$152	\$152	10	120
Citrus Heights WD	\$150	1	\$150	\$150	10	120
Fair Oaks Water District	\$100	1	\$100	\$100	10	120
Florin County WD	\$100	1	\$100	\$100	Director's Discretion	
Rio Linda Water District	\$100	1	\$100	\$100	6	72
Sacramento Suburban WD	\$125	1	\$125	\$125	10	120
San Juan Water District	\$125	1	\$125	\$125	10	120
Rancho Murietta CSD	\$100	1	\$100	0	3	36
Del Paso Manor WD	\$100	2	\$100	\$100	10	120

### Proposed Alternatives

No.	Alternative Description	Estimated Annual Cost to District*
1	Keep existing Director Compensation of \$100	\$15,000
2	Adjust Director Compensation to \$75 per meeting	\$11,250

\*Annual Cost based on 24 regular meetings and an estimated 6 special meetings per year

### Notes for Discussion

- The DPMWD Director Compensation and Travel Allowance Policy only allows the Director Compensation to increase 5% annually. The compensation amount can't be lowered significantly during the 218 process and be reinstated the existing amount after.
- The number of regular meetings was recently changed to two meetings per month. This can be changed back to one regular meeting per month to save cost.
- The estimated annual savings of \$3,750 would account for 0.45% of the 22/23 Employee Related Budget, and 0.20% of the complete Districts 22/23 Budget.

**ITEM #9.C**

*Amend the Del Paso Manor Water District Employee Salary Schedule*

# DEL PASO MANOR WATER DISTRICT

## REGULAR BOARD MEETING

DATE: October 17, 2022

Item: 9.C

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**SUBJECT: Amend the Del Paso Manor Water District Employee Salary Schedule**

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**CONTACT:**

Alan Gardner, General Manager

**EXECUTIVE SUMMARY**

While working on another project, staff discovered an error in the posted Del Paso Manor Water District Salary Schedule ("Schedule") for Non-Exempt Employees. Though all hourly rates are correctly listed and paid, the Schedule incorrectly tabulates annual salaries for all Non-Exempt Employees due to the misuse of Exempt Employee contract hours in tabulating the Non-Exempt Employee Schedule.

Attachment 1 is the current approved Schedule, and has the correct hourly rate for all positions. All staff have been paid the correct amounts. Likewise, all taxes are based on the correct hourly rate.

The error occurred in listing the annual compensation for each position. For example, the Field Manager's total is correct because it is based on Exempt Employees' annual hours of 160 per month or 1920 total hours.

Non-Exempt Employees' true total annual compensation is based on 2080 hours a year since they are paid by the hour and are contracted to work 2080 hours per year. In listing the total hours for the non-exempt employees, the 1920 hour total that only applies to Exempt Employees was used in all of the calculations instead of 2080 hours for Non-Exempt Employees, incorrectly listing lower annual compensation for Non-Exempt Employees than their true compensation.

There is no financial deficit, money owed, or taxes owed resulting from this error, as it is only an error in the final tabulation on the published Schedule and does not affect payroll. Accordingly, there is no financial impact in correcting the non-exempt totals to the amounts contained on Attachment 2.

**RECOMMENDATION**

Vote to correct the error and accept Attachment 3 as the correct Salary Schedule.

**ATTACHMENTS**

1. Salary Schedule (Approved 03.01.2022)
2. Salary Schedule March 2022 (AMENDED)
3. Salary Schedule for Approval

**ENVIRONMENTAL CONSIDERATIONS**

The consideration and approval of the above resolution is not a project for purposes of CEQA.

# Del Paso Manor Water District Salary Schedule\*

**Board Approved on March 1, 2022**

Position - Exempt	Salary
General Manager	\$ 110,000

Position - Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Manager - Grade 27	45.07	47.34	49.70	52.18	54.79	57.53
Annually	86,534	90,893	95,424	100,186	105,197	110,458

Position - Non-Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Supervisor - Grade 24	38.94	40.89	42.93	45.07	47.34	49.70
Annually	\$74,765	\$78,509	\$82,426	\$86,534	\$90,893	\$95,424

O&M Tech II/CC - Grade 20	32.03	33.63	35.32	37.09	38.94	40.86
Annually	61,498	64,570	67,814	71,213	74,765	78,451

O&M Tech II - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	50,611	53,146	55,795	58,579	61,498	64,570

Office Manager - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	50,611	53,146	55,795	58,579	61,498	64,570

O&M Tech I - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	39,648	41,645	43,718	45,888	48,192	50,611

Office Assistant - Grade 11	20.65	21.69	22.77	23.90	25.10	26.34
Annually	39,648	41,645	43,718	45,888	48,192	50,573

\*Note: Each position has a Grade Level and starts at Step 1, with a 5% increase between Steps.

# Del Paso Manor Water District

## Salary Schedule\*

**AMENDED - NOT BOARD APPROVED**

Position - Exempt	Salary
General Manager	110,000

Position - Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Manager - Grade 27	45.07	47.34	49.70	52.18	54.79	57.53
Annually	86,534	90,893	95,424	100,186	105,197	110,458

Position - Non-Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Supervisor - Grade 24	38.94	40.89	42.93	45.07	47.34	49.70
Annually	\$74,765	\$78,509	\$82,426	\$86,534	\$90,893	\$95,424
<i>Adjusted</i>	<b>\$80,995</b>	<b>\$85,051</b>	<b>\$89,294</b>	<b>\$93,746</b>	<b>\$98,467</b>	<b>\$103,376</b>
O&M Tech II/CC - Grade 20	32.03	33.63	35.32	37.09	38.94	40.86
Annually	61,498	64,570	67,814	71,213	74,765	78,451
<i>Adjusted</i>	<b>\$66,622</b>	<b>\$69,950</b>	<b>\$73,466</b>	<b>\$77,147</b>	<b>\$80,995</b>	<b>\$84,989</b>
O&M Tech II - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	50,611	53,146	55,795	58,579	61,498	64,570
<i>Adjusted</i>	<b>\$54,829</b>	<b>\$57,574</b>	<b>\$60,445</b>	<b>\$63,461</b>	<b>\$66,622</b>	<b>\$69,950</b>
Office Manager - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	50,611	53,146	55,795	58,579	61,498	64,570
<i>Adjusted</i>	<b>\$54,829</b>	<b>\$57,574</b>	<b>\$60,445</b>	<b>\$63,461</b>	<b>\$66,622</b>	<b>\$69,950</b>
O&M Tech I - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	39,648	41,645	43,718	45,888	48,192	50,611
<i>Adjusted</i>	<b>\$42,952</b>	<b>\$45,115</b>	<b>\$47,362</b>	<b>\$49,712</b>	<b>\$52,208</b>	<b>\$54,829</b>
Office Assistant - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	39,648	41,645	43,718	45,888	48,192	50,611
<i>Adjusted</i>	<b>\$42,952</b>	<b>\$45,115</b>	<b>\$47,362</b>	<b>\$49,712</b>	<b>\$52,208</b>	<b>\$54,829</b>

\*Note: Each position has a Grade Level and starts at Step 1, with a 5% increase between Steps.

# Del Paso Manor Water District Salary Schedule\*

**AMENDED - NOT BOARD APPROVED**

Position - Exempt	Salary
General Manager	\$ 110,000

Position - Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Manager - Grade 27	45.07	47.34	49.70	52.18	54.79	57.53
Annually	86,534	90,893	95,424	100,186	105,197	110,458

Position - Non-Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Supervisor - Grade 24	38.94	40.89	42.93	45.07	47.34	49.70
Annually	\$80,995	\$85,051	\$89,294	\$93,746	\$98,467	\$103,376

O&M Tech II/CC - Grade 20	32.03	33.63	35.32	37.09	38.94	40.86
Annually	66,622	69,950	73,466	77,147	80,995	84,989

O&M Tech II - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	54,829	57,574	60,445	63,461	66,622	69,950

Office Manager - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	54,829	57,574	60,445	63,461	66,622	69,950

O&M Tech I - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	42,952	45,115	47,362	49,712	52,208	54,829

Office Assistant - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	42,952	45,115	47,362	49,712	52,208	54,829

\*Note: Each position has a Grade Level and starts at Step 1, with a 5% increase between Steps.