



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

**MINUTES**

**May 3, 2022, 6:30 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, Carl Dolk,  
and Gwynne Pratt

Director Absent: Bob Matteoli

Staff Present:	General Manager	Alan Gardner
	Office Manager	Victoria Hoppe
	Field Manager	Mike Jenner
	Certified Public Accountant	Robert Merritt
	Auditor	Ingrid Sheipline
	General Counsel	Elena Pacheco

On the call of the roll, Director Matteoli was noted as absent. A quorum of the Board was present.

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

(1:11)

There was a motion by Director Dolk to adopt the agenda. Director Pratt seconded the motion. The agenda was adopted on a 4 yes/0 no/1 absent (Matteoli) roll call vote.

**4. CLOSED SESSION:**

(2:21)

**Item 4.A:** Public Employee Performance Evaluation pursuant to Gov. Code Sec. 54957B)(1)

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 6:37 pm. The open session reconvened at 6:54 pm.

President Saunders reported this matter would be continued to the next meeting.

**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.

(30.39)

Carol Rose provided public comment.

**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.

(33.18)

Director Pratt requested to pull item 6.C. and Director Macias requested to pull item 6.D. from the Consent Calendar for separate consideration.

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

**Item 6.A: 2020/2021 Audit.**

**Item 6.B: 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.**

Director Dolk made a motion to approve the remainder of the Consent Calendar (Items 6.A. and 6.B.). The motion was seconded by Director Pratt. The motion passed on a 4 yes/0 no/1 absent (Matteoli) roll call vote.

**The forgoing items were pulled from the Consent Calendar and acted upon by the following motion and vote:**

**Item 6.C: Approval of Minutes of the April 5, 2022 Meeting**

Director Pratt requested adding more content in the minutes and noted time stamping when items begin. Legal Counsel provided guidance to inclusion of content matter in the minutes.

Carol Rose expressed concern the minutes did not include reasoning behind voting against an item.

Director Dolk made a motion to approve the regular Board meeting minutes of April 5, 2022. Director Macias seconded the motion. The motion passed on a 4 yes/0 no/1 absent (Matteoli) roll call vote.

**Item 6.D: Approval of Warrants and Payroll**

Staff fielded questions regarding the warrants and payroll. Upon call for public comment, no one from the public addressed the Board.

Director Pratt made a motion to approve the warrants and payroll. Director Macias seconded the motion. The motion passed on a 4 yes/0 no/1 absent (Matteoli) 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:**

(48.48)

**Item 9.A: Budget to Actuals.**

General Manager Alan Gardener and Certified Public Accountant Robert Merritt presented the budget actuals.

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

**Item 9.B: Establishing the Time and Place to Hold Two Regular Meetings on the First and Third Monday of Each Month**

Director Macias expressed objection to the timing and presentation of the additional monthly meeting.

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

Director Pratt made a motion to approve Resolution 22-0503-2. Director Dolk seconded the motion. The motion passed on a 4 yes/0 no/1 absent (Matteoli) roll call vote.

**Item 9.C: Amending District Employee Handbook to Change Provisions Regarding Uncontrolled Standby Compensation and Employee Reimbursements**

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

Director Pratt made a motion to approve amending District employee handbook to change provisions regarding uncontrolled standby compensation and employee reimbursements. Director Macias seconded the motion. The motion passed on a 4 yes/0 no/1 absent (Matteoli) roll call vote.

**10. FIELD REPORT:** Verbal report

(1.56.20)

**Item 10.A. Field Report on Current and Upcoming Project**

Field Manager Mike Jenner summarized his written report.

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

(2.02.28)

- Item 11.A:**
- 11.1 Written testimony/comments are due no later than 12:00PM the day of the meeting and must be submitted to [dpmwdclerk@delpasomanorwd.org](mailto:dpmwdclerk@delpasomanorwd.org)
  - 11.2 Meeting minutes will be approved the following month. (eg: 1st Monday of the month meeting minutes for approval at the following 1st of month meeting. 3rd meeting minutes approval at the following 3rd Monday meeting)
  - 11.3 Due to the field staff shortage the Mutual Aid & Assistance Agreement signed in January 2011 has been activated to temporarily assist with field operations. The agreement also includes the manual interties and will be amended to cover the automatic interties
  - 11.4 Street reflectors will be installed to assist firetrucks in locating Hydrants
  - 11.5 NSF 61 Issues
  - 11.6 Progress on the GJ R.1, HydroScience & projects for 218
  - 11.7 Budget prep for F/Y 22/23 is in progress
  - 11.8 Change financial institution from Bank of the West to Wells Fargo. Establish multiple bank accounts consistent with audit recommendation. Regain control of LAIF account from past board members. Will have resolutions to effectuate at the May 16th, 2022

General Manager Alan Gardner reported on the items listed on the agenda.

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

(2.20.31)

Director Pratt expressed appreciation of staff.

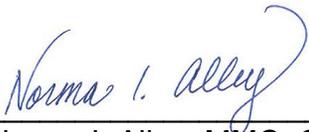
**13. ADJOURNMENT:** Next Regular Board of Directors meeting is tentatively scheduled for May 16, 2022

Director Dolk made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 8:52 pm.

APPROVAL:

ATTEST:

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

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

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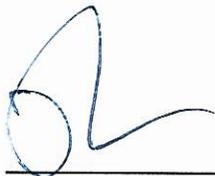
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