



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

**June 20, 2022 6:00 PM
1817 Maryal Drive, Suite 300, Sacramento 95864**

The Del Paso Manor Water District Board of Directors meeting will be conducted virtually pursuant to the provisions of Assembly Bill 361 amending the Ralph M. Brown Act and Government Code Section 54953(e) and without compliance with Section 54953(b)(3) related to conducting public meetings during the COVID-19 pandemic based on the current State recommendations on social distancing.

Note: Given the state of emergency regarding the threat of COVID-19, the meeting will be held via teleconference only. Members of the public may call into the teleconference to participate. The District will also accept written public comment letters that are emailed to dpmwdclerk@delpasomanorwd.org. Please include the specific agenda item and date of the meeting in the subject line of your email.

We encourage Board members and participants to join the teleconference 15 minutes early. Due to high call volumes, we ask that Board members and participants retry calling in if there is a busy signal or if you cannot successfully connect to the meeting when you call in.

Teleconference Information:

Join Zoom Meeting Link:

<https://us06web.zoom.us/j/97737667936?pwd=NnBxVm5wRnRrZXVSVGhZbWd2b0FFUT09>

Meeting ID: 977 3766 7936 Passcode: 473630

Dial By Phone

US (SAN JOSE) +1 669 900 6833

US (TACOMA) +1 253 215 8782

A G E N D A

1. CALL TO ORDER:

2. ROLL CALL:

President: Saunders
Directors: Dolk
Macias
Matteoli
Pratt

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

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.

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.

Item 5.A: Approval of Minutes of the May 16, 2022 Meeting

Recommendation: Approve minutes of the May 16, 2022 meeting.

6. PUBLIC HEARING:

7. OLD BUSINESS:

8. NEW BUSINESS:

Item 8.A: Establish an Administrative Services Manager Job Description and Salary Band

Recommendation: Establish the Administrative Services Manager at the salary bands provided.

- Attch: Staff Report
Current approved Office Manager Job Description
Draft Administrative Services Manager Job Description
Comparison of Office Manager & Admin. Service Manager Salary Bands
Revised Organizational Chart

9. FIELD REPORT: Verbal report

Item 9.A: No Report

10. CLOSED SESSION:

Item 10.A: Public Employee Performance Evaluation pursuant to Gov. Code section 54957(b)(1); General Manager

11. GENERAL MANAGERS COMMENTS: Verbal report

- Item 11.A:**
- 11.1: Scheduling a special meeting for consideration and approval of FY 2022/2023 annual budget.
 - 11.2: All District communication(s) will now be done through each Board members district dedicated email address. Any Board member not currently using their DPMWD email must begin using the email by July 1, 2022.
 - 11.3: Beginning July 1, 2022, all agendas &/or board packets will be sent to district dedicated email addresses. Once they have been posted, Board member requesting a printed copy may pick it up at the District Office during business hours.
 - 11.4: Bond Payment of \$250,515.00 due 07/01/2022 will be paid prior to the next regular meeting scheduled for 7/5/2022.
 - 11.5: First meeting for the Municipal Services Review (MSR) by LAFCO occurred on June 14.

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

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


14. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for July 5th, 2022

CERTIFICATION OF POSTING:

I, Victoria Hoppe, Office Manager of the Del Paso Manor Water District, do hereby declare under penalty of perjury that the foregoing agenda for the Regular meeting of the Board of Directors has been posted at the administrative office, and District website of the District and at least 72 hours prior to the meeting date.

Date Posted: June 16, 2022

Time posted: 3:00 P.M.

Signature: 
Office Manager
Del Paso Manor Water District

OTHER IMPORTANT INFORMATION

The Board will discuss all items on its agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on its agenda but will not act on those items unless action is urgent, and a resolution is passed by two-thirds (2/3) vote declaring the need for action arose after posting of the agenda.

This agenda has been prepared and posted in compliance with the provisions of the Ralph M. Brown Act, and specifically the provisions of Sections 54954.2 and 54954.3 of the Government Code. Board action may occur on any identified agenda item. Any member of the public may address the Board on any identified agenda item of interest after board discussion has ended on that item, and if there is a motion, before the vote is taken. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker.

PUBLIC COMMENTS: If you would prefer to submit public comments in writing, please email your comments to dpmwdclerk@delpasomanorwd.org no later than 12:00pm the day of the meeting. If you are commenting on a specific agenda item, or items, please state the agenda item number(s) in the subject line of the email. All comments received via email will be provided to the Board in writing and included as part of the record of the meeting.

DISABLED OR SPECIAL NEEDS ACCOMMODATION:



In compliance with the Americans with Disabilities Act, Del Paso Manor Water District encourages those with disabilities to participate fully in the public hearing process. If you have a special need in order to allow you to attend or participate in our public meeting and public hearing processes, including receiving notices, agendas, and other writings in appropriate alternative formats, please contact our office at (916) 487-0419 at least 72 hours in advance of the public meeting or hearing you wish to attend so that we may make every reasonable effort to accommodate you.