

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

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The Board of Directors of the Del Paso Manor Water District held its regular meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on December 3, 2018 at 7:30PM.

President Allen called the meeting to order. Vice President Saunders, Director Elmore, Director Matteoli, and Director Wilson were present. Also present were Attorney Adam Brown, Manager Debra Sedwick, Field Manager Rich Bolton, and Office Administrator Lori Hensley. Larry Bain was in attendance for the presentation of audit. There were several residents and members of the public also present.

PLEDGE OF ALLEGIANCE:

President Allen led the Pledge of Allegiance.

PUBLIC COMMENT:

Resident Greg Schneider commented that he feels a review of our Records Retention Policy needs to be done because he turned in a public record request asking for the contract with Kennedy Jenks from 2009 and was told the document was no longer available due to the length of time.

Resident James Sissom commented for three minutes about how he felt a political flyer was unethical. His anger was directed at Director Matteoli and President Allen.

PRESENTATION OF AUDIT BY LARRY BAIN:

Larry Bain reviewed and discussed the fiscal year 2017-2018 Audit with Board. He answered questions from the Directors as well as the public. Manager Sedwick asked about a possible error on the table on page 16 regarding the term of the debt. Larry stated he would look into that. Vice President Saunders made a motion to accept the 2017-18 Audit with the possible correction on the table to reflect that last date to be 2039-2041 rather than 2042 as requested by Manager Sedwick. Director Matteoli seconded the motion. With no further comments from the Board or public, the motion carried by the following roll call vote:

Ayes: Allen, Elmore, Matteoli, Saunders, and Wilson  
Noes: None  
Absent/Abstain: None

CONSENT CALENDAR:

Resident Greg Schneider requested to have the minutes from November 5, 2018 special meeting pulled. Resident Trish Harrington requested to have the November invoices pulled.

Director Matteoli made a motion to approve the minutes from November 5, 2018 regular meeting and the minutes of November 14, 2018 special meeting. The motion was seconded by Director Elmore. With no Board or public comment, the motion carried by the following roll call vote:

Ayes: Allen, Elmore, Matteoli, Saunders, and Wilson  
Noes: None  
Absent/Abstain: None

Greg Schneider commented on his public comment in the minutes; he would like minutes to be marked some way to identify that they are draft. He referenced that he liked how San Juan Water District listed their minutes and they use the same website developer. Director Wilson would also like to see the difference between drafts and approved, possibly with a water mark for clarification. Resident Marissa Burt asked for this to be placed on next month's Board agenda for discussion. Manager Sedwick stated that she would look at San Juan Water District's site and/or contact them and upload the same way for future minutes as the goal of the website is to be transparent and user friendly. Director Matteoli commented that this is about a procedure not a policy and Manager Sedwick stated she would take care of it. He does not feel it is appropriate to be on the agenda next month. Vice President Saunders made a motion to approve the minutes of November 5<sup>th</sup> special meeting as presented, Director Matteoli seconded. With no other comments, the motion carried to approve the minutes of November 5, 2018 special meeting as presented by the following roll call vote:

Ayes: Allen, Elmore, Matteoli, and Saunders  
Noes: Wilson  
Absent/Abstain: None

Resident Trish Harrington inquired why there were two checks to Forsgren Associates. Manager Sedwick reported one is for the Del Paso Manor Elementary School and one is for on call services. Vice President Saunders made a motion for the approval of payment of November invoices which was seconded by Director Elmore. With no public or Board comment, the motion carried to pay the November invoices by the following roll call vote:

Ayes: Allen, Elmore, Matteoli, Saunders, and Wilson  
Noes: None  
Absent/Abstain: None

<u>CHECKS DRAWN</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
Primetax Service Charge 11/5	EFT	192.34
AT&T 11/14	8916	80.78
AT&T 11/14	8917	177.16
Regional Water Authority (Dec. Meeting) 11/14	8918	70.00
Primetax - Payroll 11/15	EFT	9218.01
Primetax - Payroll Taxes 11/15	EFT	5078.86
AT&T 11/21	8919	55.00

PERS/Health 11/29	EFT	7260.77
Primetax - Payroll 11/30	EFT	10442.68
Primetax - Payroll taxes 11/30	EFT	5270.51
Forsgren Associates Inc. 11/30	8920	9991.25
ACWA/JPIA 11/30	8921	620.60
Voya Financial	8922	1800.00
Larry Bain, CPA	8923	9250.00
Hill Rivkins Brown & Associates	8924	3900.00
Burketts	8925	99.25
Chevron	8926	418.26
Lucy & Company	8927	1811.10
Emigh Hardware	8928	664.26
Forsgren Associates Inc.	8929	8351.25
Inland Business Systems	8930	181.80
John F. Mahaney Company	8931	99.48
P.G. & E.	8932	8.32
Petty Cash	8933	121.48
US Postal Service	8934	720.51
CalPERS-CERBT	8935	25000.00
Sacramento County Utilities	8936	175.22
SMUD	8937	8840.69
Sam's Club	8938	271.21
Sierra Chemical Company	8939	369.00
Debra Sedwick (Reimbursement-Truck Exp.)	8940	145.32
SWRCB-DWOC	8941	60.00
Streamline	8942	200.00
USA BlueBook	8943	255.28
Uinta Holdings, LLC	8944	1985.00
Stericycle Communication Solutions	8945	300.95
YP	8946	15.50
		113501.84

REPORT FROM FIELD MANAGER CONCERNING:

November field matters:

1. The District field staff responded to four leak service calls during the month. Three were the responsibility of the homeowner or business owners, and the fourth one was the District's responsibility. The District's leak was located in the steel area, and caused by old age. The main line was off for fifty minutes affecting at least thirty homes. All repairs have been made and service restored. Because of the main line's proximity to a swimming pool, it took a great deal more time to excavate and restore the yard.
2. Field staff performed 24 Underground Service Alerts and three customer service line location requests in the month of November.
3. Construction continues at Del Paso Manor Elementary School. McCarthy Construction has brought in their trailers and placed them in front of Well #9. The District has begun reviewing their plans and performing the modeling on their plans.
4. Field staff observed the fire flow test for 3600 Winding Creek Road.
5. Field staff installed a temporary water meter at Country Club Plaza for a Christmas tree lot.
6. Field staff installed a curb stop at 2805 Verna Way.

REPORT FROM MANAGER CONCERNING:

November operational matters:

1. Manager Sedwick attended the quarterly Regional Contamination Issues Committee meeting. Aerojet reported more monitoring wells are being installed, as they are watching a couple of plumes moving. At McClellan, the radium is stilled being cleaned up. Out of the 3,000 acres only 195 acres are left to be transferred from the US Government to private. Time was spent discussing perfluorooctanoic acid (PFOA's) at Mather. Ten sites are potential sources with two site investigations being done now; Mather was used as a training site for fire using foaming agents. The GAC treatment seems to be the most effective at removing PFOA's.
2. At the monthly Regional Water Reliability meeting, the next steps for getting into an operational bank were discussed. The market analysis, governance, and planned schedule will begin in 2019. From mid 2019 to mid 2021 external commitments will be initiated along with the governance structure and CEQA/NEPA. In the middle of 2021, the external partner agreements will be finalized along with approvals from local, state, and federal governments. The plan is to implement operation of the bank by the middle to late 2021
3. Manager Sedwick reported she attended another SJWD/SSWD Collaboration-Integration meeting with other area managers. They reviewed and discussed problems, goals, and potential scope. Sacramento Suburban Water District and San Juan Water District will be reporting to their 2 x 2 committee later this month.
4. The final edition of "Making Water Conservation a California Way of Life" was released. Small utilities are mentioned on page 25. Department of Water Resources has started a working group. Amy Talbot with the RWA is attending and has asked Manager Sedwick to be involved as we are the only small agency in the region. Amy will keep Manager Sedwick informed until it is determined exactly what the group will be doing.
5. The District increased our water production for November by 8.0% with a year to date reduction of 1.4% compared to 2017. Compared to 2013, November water production decreased by 12.3% resulting in a year to date reduction of 21.1%.
6. All bacteriological quality samples tested absent for November.
7. There were no water quality complaints for the month of November.

REPORT FROM ATTORNEY CONCERNING:

No report.

REPORT FROM ENGINEER CONCERNING:

No report.

REPORTS ON VARIOUS MEETINGS:

Vice President Saunders attended the Regional Water Authority meeting. Staff was directed to evaluate alternatives that would lower the long term costs of providing health benefits to future retirees. Executive Director John Woodling introduced the newest staff member Ryan Ojakian as the Legislative and Regulatory Affairs Manager and a brief legislative update was given.

Manager Sedwick attended the ACWA/JPIA meeting. A resolution commending Tim Quinn's service to ACWA was adopted and presented to Tim. They also adopted a resolution to create a Captive Insurance Company. Del Paso Manor Water District received the Presidents Awards for low ratio of claims in all three programs (liability, property, and workers compensation).

Manager Sedwick attended the ACWA conference. She discussed the sessions she attended each day.

Director Matteoli attended the ACWA committee meetings and conference. Director Matteoli discussed the meetings and sessions he attended each day. He also attended the Ethics Training class to meet the requirements of AB1234.

OLD BUSINESS:

1. Reviewed and discussed the Director Compensation and Travel Policy which includes the changes requested last month. The new policy attached hereto will be effective January 1, 2019. Vice President Saunders made a motion to approve the policy as presented. Director Wilson seconded. Resident Greg Schneider questioned if they go to two meetings in the same day, do they get paid two times; it was stated that the compensation is for "each day of meetings," not each meeting. With no other comments by the Board or public, the motion carried by the following roll call vote:

Ayes: Allen, Elmore, Matteoli, Saunders, and Wilson  
Noes: None  
Absent/Abstain: None

NEW BUSINESS:

1. Upcoming Meetings:
  - a. RWA/SGA Annual Dinner Meeting on December 6, 2018 at Northridge Country Club.
2. Manager Sedwick reviewed the Technical Memo provided by Forsgren with the Board. Two scenarios were run, one with all wells available and the interties closed and the other with Well #9 off and the interties closed. She pointed out that Scenario 2 was problematic. Although the requested 1900gpm flow was met at the elementary school, there were significant pressure drops at other locations throughout the District, especially in areas with smaller diameter pipes of 4" or less due to the increased demand. She reported that field calibration was done around the school but not other areas

throughout the District. After the model was prepared, field calibration was the next step but was not done due to funding; it was not a priority since no building was going on and we were trying to keep costs to a minimum. Field Manager Bolton explained the lack of staffing also contributed to the reasons why field calibrations had not been performed. He explained why additional staffing is needed and that it is difficult to do proper field calibrations with only two field personnel. Director Wilson asked about liability of not being able to meet the 1900gpm fire flow when other facilities in the District have a greater fire flow requirement. Attorney Brown commented that there are certain statutory immunities available to public entities with respect to existing infrastructure. There is an obligation to maintain and repair what is presently in the ground, but the District is not an insurer. However, if the Board moves forward with approving these additional services, and has not taken into account and considered mitigations of any potential adverse impacts as a result of the additional fire flow demand on the water system given the problems identified in the initial reports that SJUSD and Forsgen have prepared without further evaluation, the District could be exposed in the event of a fire in which hydrant capacity were demonstrated to be inadequate. Director Matteoli commented that the model update was part of the scope of work in the Master Plan update and we should find out the cost to do that work now. Director Wilson expressed his concerns. He commented that the model shows significant drops and it appears the modeling only goes down to 20psi. He asked if there are areas less than 20psi. He suggested that an additional scale level be added for less than 20psi and the model rerun to see if there are areas with less than 20psi. He also expressed his concern with the requirement of only 1900gpm fire flow; he feels this is way too low for a school and the buildings that are being built at the site. The Board further discussed payment of the project itself and who would be responsible. Manager Sedwick explained that would be negotiated after the project is determined. She explained it could be split by percentage or we could require the School District to upfront all and then reimburse a portion over time for the portion that benefits other ratepayers. Director Elmore stated that many times, in his line of work, the developer has to pay 100% and no reimbursement is given. Attorney Brown agreed that could be the case; however, the scope of the project needs to be determined first then responsibility of payment for the project will be determined. After more discussion, the Board directed the Manager to inform the School District that we can not accept their request for the additional services as proposed, but are willing to work with the school to try to find a suitable alternative that will work for them and mitigate the impact to the areas in the District if they are willing to enter into a Reimbursement Agreement to cover the engineering and staff costs for the additional evaluation and analysis that needs to be done. If they agree, the Board would like to see future model runs to include “less than 20psi” residual pressure. The Board also requested that Manager Sedwick request from the

School District a letter or document from Sacramento Metro Fire on the fire flow they require. Manager Sedwick reported that the District has already requested this information but will request it again. They further requested that Manager Sedwick ask Forsgren Associates to provide an estimate on calibrating the model and performing field verifications including the number of nodes that they suggest need to be verified.


Resident Greg Schneider commented that there is a very motivated client that has lots of money and DPMWD should not pay a dime. He encouraged the Board to take advantage of a long term solution, maybe another well to be installed at their expense.


BOARD GENERAL DISCUSSION:

Each Director went around the table and thanked the outgoing Directors for their service. In reply, Director Elmore thanked each Director and stated it was a lot more exciting then he thought. Vice President Saunders stated he enjoyed working with all and is proud of all we have done the last eight years. Director Wilson stated it has been twelve years for him as a Director and thanked the Board and welcomed the new Board.

There being no further business to come before the Board, President Allen adjourned the meeting at 10:10PM.

ATTEST:

  
Debra Sedwick, Secretary

  
Richard K. Allen, President  
JOHN LEVYMAN 3/14/19

## **RESOLUTION 20181203**

### **DEL PASO MANOR WATER DISTRICT DIRECTOR COMPENSATION AND TRAVEL ALLOWANCE POLICY**

BE IT RESOLVED by the Board of Directors of the Del Paso Manor Water District, Sacramento County, California, as follows:

In accordance with California Water Code Sections 20201 and 30507 and California Government Code Sections 53232 through 53232.4, this document shall constitute the policy of Del Paso Manor Water District for compensation for the Board of Directors and reimbursement for travel expenses for the Board of Directors and Employees of the District. This resolution supercedes all prior District Resolutions on this subject.

#### **COMPENSATION**

Each Director shall receive compensation in the amount of \$100.00 for each day's attendance at meetings of the Board or for each day's service rendered as a Director at the request of the Board, not exceeding a total of ten days in any calendar month, in addition to any expenses incurred in the performance of the Director's duties required or authorized by the Board.

Water Code Section 20201 authorizes the Board of Directors to increase the amount of compensation that may be received by members of the Board of Directors by up to five percent for each calendar year. This percentage is cumulative from year to year. If an increase in Director compensation is adopted by the Board, such increase will be effective on January 1 of the following year, and shall not be retroactive.

As used herein, meetings of the Board shall include attendance at meetings of any Board committee. However, compensation for committee meetings is limited to two per month for each committee. Compensation will also be given when service is rendered as the District's appointed representative at approved meetings (such as joint powers authorities of which the District is a member). Compensation will also apply for other meetings or events that are authorized as paid meetings/events by the Board of Directors or requested by the General Manager of the District. Attendance at conferences will be limited to three Directors and the Manager at each conference; if more than three Directors wish to attend, then a rotation will be established. The above compensation policy applies to Directors, not employees of the District.

#### **REIMBURSEMENT**

Expenses shall be reimbursed in accordance with the following for both Directors and Employees:

##### **1. TRAVEL:**



- a) Reimbursement shall be for the most cost-effective method of travel (i.e., automobile or airplane) as determined by the General Manager.
- b) Automobile travel for District business when using a personal or rented vehicle shall be reimbursed at the IRS standard rate. Cost of car rental is included in the mileage rate reimbursement unless otherwise determined differently by the General Manager on a case by case basis; ratification of General Manager's authorization will be considered by the full Board at the Board meeting following the General Manager's authorization.
- c) Airfare shall be reimbursed at the coach equivalent rate.

## 2. MEALS:

A Director or Employee shall receive a maximum of \$45.00 per day as reimbursement for meals, tips, phone calls and incidentals while traveling on District business, as long as they are actually incurred. Each Director or Employee will attest to his/her request for reimbursement.

## 3. LODGING:

Lodging shall be reimbursed at its actual cost, not to exceed the cost of a standard room at the location of the meeting.

## 4. OTHER EXPENSES:

Other expenses (i.e., local transportation, parking, baggage fees, etc.) shall be reimbursed in their actual amount. Expenses incurred by a Director's or Employee's spouse, domestic partner or companion shall not be reimbursed.

## **ADMINISTRATION**

A Director or Employee shall submit written verification to the General Manager for each day to be compensated or for all expenses to be reimbursed as a prerequisite to receiving compensation and/or reimbursement.

A request for a cash advance for travel must be submitted to the District office at least 10 working days prior to travel. A reconciliation of the cash advance must be made within 10 working days after travel is complete.

When a Director or Employee travels for two or more consecutive days and pays for travel expenses on their own, the District will issue reimbursements as soon as possible after the Director or Employees submits a request. All other eligible reimbursements will be paid with the regular monthly invoices.

The General Manager shall only approve requests for compensation or reimbursement that are consistent with this policy.

This resolution shall take effect on January 1, 2019.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Del Paso Manor Water District at its regular meeting held on December 3, 2018, by the following vote:


AYES: *Allen, Elmore, Matteoli, Saunders and Wilson*

NOES: *None*

ABSENT: *None*

BY:   
\_\_\_\_\_  
President, Board of Directors

ATTEST:

  
\_\_\_\_\_  
Secretary, Del Paso Manor Water District