

Agenda Item: 1

Date: March 12, 2025

Subject: Draft Minutes of February 12, 2025, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

Approve the Draft Minutes of February 12, 2025, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting.

Attachment:

1. Draft Minutes of February 12, 2025, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting.



Minutes

Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting February 12, 2025

Location:

3701 Marconi Avenue, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #836 6411 6742

Call to Order – Videoconference/Audioconference Meeting

Del Paso Manor Water District (DPMWD) Board President Carl Dolk (Chair Dolk) called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Chair Dolk led the Pledge of Allegiance.

Roll Call

DPMWD Directors

Present: Carl Dolk, Trish Harrington, Chuck Mensch, Gwynne Pratt, and David Ross.

DPMWD Directors

Absent: None.

SSWD Directors

Present: Jay Boatwright, Craig Locke, Diana Lynch, Kevin Thomas, and Robert Wichert.

SSWD Directors

Absent: None.

SSWD Staff Present: Sacramento Suburban Water District (SSWD) General Manager Dan York (SSWD GM York), Matt Underwood, Jeff Ott, Greg Bundesen, and Heather Hernandez-Fort.

DPMWD Staff

Present: DPMWD General Manager Adam Coyan (DPMWD GM Coyan).

Public Present: SSWD Legal Counsel Josh Horowitz, DPMWD Legal Counsel Mona Ebrahimi, Thomas Spencer, Roy Wilson, Alan Driscoll, Alex Peterson, Jose Henriquez, Joyce Grady, Jim Watkins, Sabrina Gluch, Heather Hutchinson, Christine Kohn, and Kathy Lauer.

Public Comment

None.

Consent Items

- Draft Minutes of January 8, 2025, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting**

DPMWD Director Ross moved to approve the Consent Item; DPMWD Director Harrington seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

AYES:	Dolk, Harrington, Mensch, Pratt, and Ross.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

SSWD Director Thomas moved to approve the Consent Item; SSWD Director Locke seconded.

The SSWD motion passed by unanimous vote.

SSWD Vote:

AYES:	Boatwright, Locke, Lynch, Thomas, and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Items for Discussion and/or Action

- Advisory Committee Bylaws**

SSWD GM York presented the staff report and answered clarifying questions.

SSWD Director Wichert pointed out the typo in Section 4, noting that the letter “t” was not in the word “at” in the first sentence.

SSWD Director Wichert inquired if in Section 2, the language could be updated in the first sentence from “to each newspaper of general circulation...” to “to a newspaper of general circulation...”

SSWD Legal Counsel Josh Horowitz (Mr. Horowitz) pointed out that the language was taken directly from the Brown Act.

SSWD Director Wichert withdrew the request.

Chair Dolk inquired who was providing legal counsel to the Advisory Committee (Committee).

Mr. Horowitz answered that it would be a committee of SSWD, therefore it would be SSWD's legal counsel.

DPMWD Director Ross recommended including the goals and responsibilities of the Committee. He expressed that the staff report referenced the parameters in the Resolution that stated, "the Committee will be responsible for reviewing proposals and making recommendations to the SSWD Board for Capital Improvement Projects (CIP) within the DPM Service Area;" noting he felt this was very close to what he believed the goals and responsibilities were. He would like to see this in more detail in the Bylaws, as well as whether the Committee was purely advisory, or if they had any control over the CIP budget.

DPMWD Director Ross additionally requested for the Committee to be placed in the Organizational Chart for clarity of who they would report to, pointed out that it was unclear if the Committee would be dissolved after the three-year mark, and inquired how to handle vacancies on the Committee.

DPMWD Legal Counsel Mona Ebrahimi (Ms. Ebrahimi) answered DPMWD Director Ross by pointing out that the Committee would be formed after DPMWD no longer existed, noting that it would be a Committee of SSWD. She noted that the Bylaws intentionally did not provide details about the budget, as that was more of a separate operational function. She additionally pointed out that the idea when the Resolution was adopted was that the Committee would last up to three years, unless the SSWD Board requested it extend it beyond the three years.

DPMWD Director Ross requested clarification on the outreach section.

SSWD GM York expressed that the intent was for staff to coordinate the outreach and communication materials for Director and Committee approval.

DPMWD Director Pratt asked several clarifying questions. She requested to include information about the stipends for the Committee members, as well as what the role of the Committee members would be.

Mr. Horowitz reminded the Boards that in addition to the Bylaws, they could create a Charter for the Committee as well that could outline some of the details to help with clarification.

Roy Wilson asked clarifying questions.

SSWD Director Boatwright expressed that if there was to be a vacancy on the Committee, he would like for the Committee to submit their replacement Committee member to the SSWD Board for approval.

SSWD Director Wichert expressed that he felt the Committee members would find a replacement to fill that vacancy themselves.

Discussion ensued regarding the procedure for filling a vacancy, should one occur on the Committee. There were differences in opinions among the Joint Boards.

3. **Staffing Needs for Del Paso Manor Water District System Operations**

SSWD GM York presented the staff report and answered clarifying questions.

SSWD Director Wichert moved to approve the staff recommendation; SSWD Director Locke seconded.

The SSWD motion passed by unanimous vote.

SSWD Vote:

AYES:	Boatwright, Locke, Lynch, Thomas, and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

DPMWD Director Ross moved to approve the staff recommendation; DPMWD Director Harrington seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

AYES:	Dolk, Harrington, Mensch, Pratt, and Ross.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

4. **Plan for Services and Sacramento Local Agency Formation Commission Application Update**

SSWD GM York presented the staff report and answered clarifying questions.

5. **Grant Funding Application – Status Update**

Jeff Ott (Mr. Ott) presented the staff report and answered clarifying questions.

6. **Amendment to Memorandum of Understanding for Cost Sharing for Public Outreach**

Greg Bundesen (Mr. Bundesen) presented the staff report and answered clarifying questions.

SSWD Director Locke moved to approve the staff recommendation; SSWD Director Boatwright seconded.

The SSWD motion passed by unanimous vote.

SSWD Vote:

AYES:	Boatwright, Locke, Lynch, Thomas, and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

DPMWD Director Ross moved to approve the staff recommendation; DPMWD Director Pratt seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

AYES:	Dolk, Harrington, Mensch, Pratt, and Ross.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

7. **Communications Plan Update**

Mr. Bundesen presented the staff report and answered clarifying questions.

DPMWD Director Pratt requested to provide information about the Committee to the ratepayers.

8. **Reorganization Task List – Status Update**

SSWD GM York presented the staff report and answered clarifying questions.

SSWD Director Boatwright requested staff place goal dates on any of the tasks that it would be appropriate for.

9. **Operations Assistance Update**

DPMWD GM Coyan presented the staff report and expressed his appreciation for the SSWD staff and their hard work.

10. **Del Paso Manor Service Area Financial Plan**

SSWD GM York presented the staff report.

Mr. Ott provided additional information to the staff report and answered clarifying questions.

Both Boards agreed with the proposed Financial Plan.

11. **Agenda Items for Future Joint Board Meetings**

SSWD GM York presented the staff report, noting that he would provide updates to all of the existing reports, and include further information about the Financial Plan.

12. **Director Comments**

SSWD Director Boatwright expressed that he felt there would be a benefit to getting the task list completed by July 2025.

SSWD Director Wichert expressed his appreciation to staff for giving more attention to preventive maintenance in the DPMWD area.

Adjournment

DPMWD Director Harrington moved to adjourn the meeting; DPMWD Director Mensch seconded. The DPMWD motion passed by unanimous vote.

DPMWD Vote:

AYES:	Dolk, Harrington, Mensch, Pratt, and Ross.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

SSWD Director Wichert adjourned the meeting at 7:37 p.m.

Heather Hernandez-Fort
Board Secretary
Sacramento Suburban Water District

Agenda Item: 2

Date: March 12, 2025

Subject: Del Paso Manor Water District Membership with Regional Water Authority

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

Receive presentation and direct staff as appropriate.

Discussion:

Currently, both Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) are members of the Regional Water Authority (RWA). The two agencies have signed a Joint Exercise of Powers Agreement (Agreement) with RWA. Due to DPMWD reorganizing into SSWD, they can no longer be a member of RWA.

The Agreement also provides voluntary withdrawal from membership, subsequent to 90 days' notice. Such withdrawal is subject to the provision that the withdrawing member "shall remain responsible for any indebtedness incurred by the Member under any Project or Program Agreement to which the Member is a party, and further provided that the withdrawing Member pays or agrees to pay its share of debts, liabilities and obligations of the Regional Water Authority incurred by the Member under this Agreement prior to the effective date of such withdrawal."

By withdrawing from RWA there are fees and liabilities that DPMWD still remains responsible. Most of RWA's obligations are budgeted for on an annual basis and incorporated into the annual budget. Some obligations are incurred during membership, but the payment is made over several future periods. Examples of these types of delayed payments for past services include unfunded pension and other post-employment benefit ("OPEB") liabilities. Required payments of these future obligations based upon prior and current service are dependent upon estimates since investment performance and experience may be different than forecasted.

Current liabilities are listed below:

OPEB Medical Trust Fund
CalPERS Unfunded Liability

Note: The provisions for withdrawing membership in the Agreement are written for "voluntary withdrawal" and being voted out of membership by a 2/3 vote of all RWA members. DPMWD can voluntarily withdraw its membership, however, the reason the district has to withdraw is because LAFCo initiated the reorganization into SSWD.

Agenda Item: 3

Date: March 12, 2025

Subject: Reorganization of Del Paso Manor Water District into Sacramento Suburban Water District

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No action. Receive update on the status of the reorganization of Del Paso Manor Water District into Sacramento Suburban Water District.

Background:

At the December 11, 2024, Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) Joint Board meeting, each Board adopted their respective Resolutions for Application to the Sacramento Local Area Formation Commission (LAFCo) to reorganize DPMWD into SSWD.

On December 23, 2024, the Plan for Services and Application <https://www.sswd.org/home/showpublisheddocument/11619> was electronically submitted to LAFCo, who reviewed the application for reorganization and deemed it complete.

LAFCo held a Public Hearing on February 5, 2025, to consider amending the spheres of influence for DPMWD and SSWD. LAFCo adopted a “zero” Sphere of Influence (SOI) for DPMWD and a positive SOI for SSWD encompassing the DPMWD service area.

Discussion

Because both districts approved substantially similar resolutions of application, Government Code 56853 states that LAFCo can only approve, or conditionally approve, the proposal. LAFCo held a Public Hearing on March 5, 2025, where the LAFCo Commission unanimously approved the reorganization with conditions.

LAFCo Resolution LAFC-2025-08 (Attachment 1) approves the reorganization for the dissolution of DPMWD into SSWD, subject to the following required conditions:

- a. The affected territory shall be subject to any authorized or existing taxes, fees, service charges, assessments and any bonded indebtedness of Del Paso Manor Water District shall be transferred to Sacramento Suburban Water District as the successor agency and the manner of their assessment or imposition shall be consistent with the manner used by Sacramento Suburban Water District.
- b. SSWD is designated as the successor agency of DPMWD and all of the obligations, assets, rights, and liabilities attributable to DPMWD are transferred to SSWD, including, but not limited to, any and all rights, title, interest in and to real and personal property and appurtenances.

- c. Proponents shall complete all map and legal description requirements for final recording and filing, including documents required by the State Board of Equalization before January 1, 2026.
- d. The Certificate of Completion shall be issued and recorded subsequent to the final payment of all LAFCo, State Board of Equalization and County fees, costs and charges associated with the project and necessary to complete the required filings and transmittals.
- e. The SSWD Board will take action, within its authority and discretion, within the first six months of the Commission's approval of this reorganization to create a separately designated service area or to form a separate assessment district, community facilities district, or zone of benefit within the DPMWD service area.
- f. The applicant and the real party of interest, if different, shall agree to defend, indemnify, hold harmless and release the Sacramento Local Agency Formation Commission, its agents, officers, attorney and employees from any claim, action or proceeding brought against them or any of them, the purpose of which to attack, set aside, void, condition, challenge or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of, related to or in connection with the approval of this application, whether or not there is concurrent passive negligence of the part of the Sacramento Local Agency Formation Commission or its agents, officers, attorney or employees.

The reorganization process is no longer brought before the LAFCo Commission, it is now administratively between SSWD and LAFCo's Executive Officer's office. The effective date of approval will be five (5) working days after recordation by the County Recorder of the Executive Officer's Certificate of Completion once the imposed conditions are met.

Attachment:

1. LAFCo Resolution

Attachment 1

PLACEHOLDER FOR THE LAFCo RESOLUTION

Agenda Item: 4

Date: March 12, 2025

Subject: Grant Funding Application – Status Update

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No action. Receive an update on the status of the Grant Funding Application and status of related project planning and design efforts.

Discussion:

Key activities since the February report:

- CEQA Categorical Exemption justification memo completed, SSWD proceeding with Notice of Exemption.
- Drinking Water State Revolving Fund (DWSRF) List of Figures prepared, figure production underway.
- DPMWD, SSWD, and consultant staff met on March 5, 2025, to review Conceptual Design Submittal.
- Preliminary Engineering Report (PER) update based on SSWD review comments to Final Conceptual Design Submittal.
- PER punch list for DWSRF prepared, PER draft under way.
- Forsgren Phase 2 DWSRF Task Order executed. This is for completion of application assistance.
- Forsgren Pipeline Replacement Project 2D Design schedule review:
 - Design project on schedule for:
 - April 18, 2025 - 70% submittal
 - Twice weekly progress review meetings
 - Internal electronic check set close of business each Wednesday
 - Authorized CADD overtime to stay ahead and not fall behind.
 - June 6, 2025 - 90% submittal for grant application
 - Detailed Pipeline Replacement Project 2D schedule is attached to this staff report as Attachment 1
 - Budget Review
 - Total Budget Design and Surveys = \$1,011,240.
 - Estimated spent to date = \$168,000 (actual plus estimated sub costs not invoiced)
 - Percent spent = 16.6%
 - Estimated Percent complete = 25%
 - Project Management Actions
 - Initiated twice weekly progress briefing
 - Initiated weekly progress prints, COB Wednesday
 - Authorized overtime

- Shifting additional staff to cost estimating, system modeling, service reconnection field work, technical specifications, and SSWD coordination.

Background and Details

As previously reported, a Grant Funding Application (Grant) was submitted by SSWD on June 24, 2024, to the State Water Resources Control Board, Division of Financial Assistance (DFA) program portal. The Grant was designated a project manager, Ryan Mitchell (Mr. Mitchell). A meeting with Mr. Mitchell was held on August 26, 2024, where he described the grant process and requirements. The salient points of the meeting included the following:

- 1) Projects need to be “shovel ready” to be submitted for funding request. (90% design will suffice)
- 2) Funding availability is determined annually. The FY 2024/25 funding meeting was held in August 2024. However, projects are continually being funded throughout the year as they are approved, and funding is available.
- 3) Consolidations/Reorganizations do take precedence in approving funding requests. However, this may change as funding for the program is diminishing.
- 4) Del Paso Manor Water District (DPMWD) is not classified as a Disadvantaged Community based on Median Household Income (MHI) above 80% of statewide MHI. However, DPMWD is also not above the upper threshold for MHI (150% of statewide MHI) which makes DPMWD eligible for grant funding.
- 5) Issues related to meeting maximum day demand are also prioritized for funding.

In order to continue with the grant application process, one of the important aspects is to prepare “shovel ready” projects. Staff feels the Distribution Main Replacement Priority 1 Level project that was identified, utilizing SSWD’s Distribution Main Asset Management Plan criteria, is a project that would warrant grant funding.

Pipeline Replacement Project Area 2D – Update

DPMWD is proceeding with the design of the Priority Level 1 Main Replacement project with Forsgren. This step must be completed to continue the application process for grant funding. Below is an update on the design schedule with next milestones provided by Forsgren:

- April 18, 2025 70% design completed package
- April 23, 2025 (TBD) DWSRF Program Meeting to Review 70% design and confirm criteria of Plan Submittal
- May 3, 2025 SSWD Review complete
- June 6, 2025 Draft 90% design submittal (Shovel Ready)
- June 10, 2025 Funding and Joint District Meeting to Review and Comment
- June 13, 2025 Funding Shovel Ready Package

After further discussions with DFA, it was revealed that many grant applications are submitted with a 90% design, then once the project is accepted, the plans are taken to 100% and the bid package and contract documents are prepared. In addition, all planning and design costs are

eligible for reimbursement under a construction financing agreement. For the construction funding application, CEQA does need to be completed as part of the application submittal.

Forsgren invoicing is through DPMWD. Percent complete for the Forsgren work as provided by Forsgren are approximately as follows:

- Preliminary Design 100%
- Conceptual Design Basis of Design 100%
- Surveying and Mapping 100%
- Final Design 25% with Subcontract invoicing estimated

In terms of funding, DFA has a continuous funding program, so there are no deadlines for application submittal. However, funding criteria and eligibility can/do change annually based on the annual DWSRF Program, Intended Use Plan (Plan).

The Plan can be reviewed in the link provided below:

https://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/docs/2024/2024-25-dwsrf-iup.pdf

There are several pieces in the grant application package that need to be completed before the Grant can be submitted for consideration. Below are the major items needed for the complete grant application package:

General Information Package: General project information and documentation.

- 1) Applicant Information
- 2) Project Information and Proposed Schedule
- 3) Managerial Information
- 4) Attachments

Status: Submitted

Technical Package:

- 1) Engineering Report
- 2) Technical, Managerial, and Financial (TMF) Assessment
 - a. Consolidation Feasibility (Mandatory)
 - b. System Description
 - c. Certified Operators
 - d. Source Capacity
 - e. Operations Plan
 - f. Training
 - g. Ownership (Mandatory)
 - h. Water Rights (Mandatory)
 - i. Organization
 - j. Emergency Response Plan
 - k. Policies
 - l. Budget/Capital Improvement Plan (Mandatory)
 - m. Budget Control

- 3) Professional Engineering Service Contract
- 4) Plans and Specifications (90%)
- 5) Project Summary
- 6) Water Rights
- 7) Comprehensive Response to Climate Change
- 8) Drought Planning

Additional Application Deliverables for Consolidation Projects:

- 1) Consolidation Commitment Documentation (Plan for Services)
- 2) Authorization to Act on Behalf of (MOU for Board Action)
- 3) Service Agreement
- 4) TMF Capacity
- 5) Ownership Information

Environmental Package:

- 1) General Information
- 2) CEQA
- 3) CEQA Exemption Information
- 4) Federal Environmental Requirements and Documentation

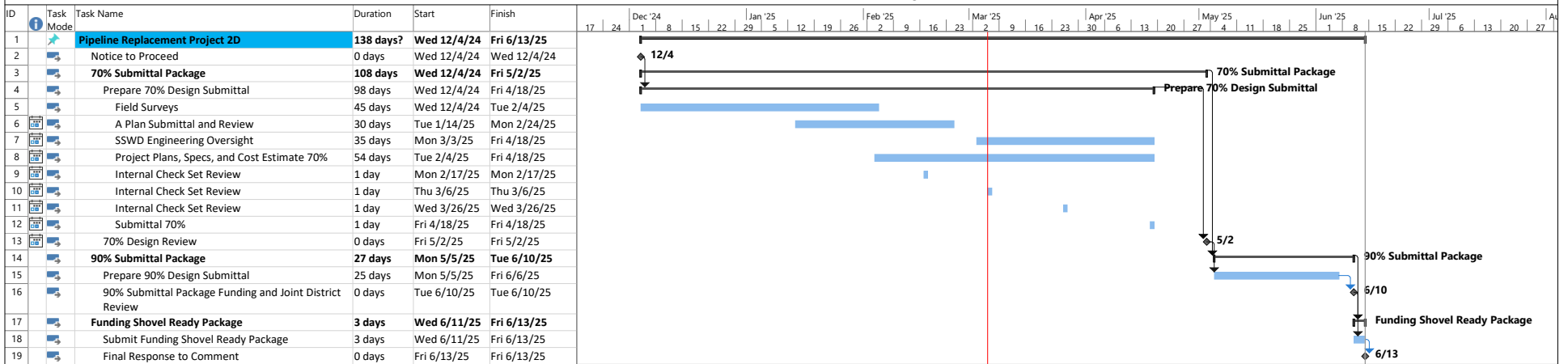
Staff have engaged Forsgren to manage the grant application process. The project kickoff workshop was held on February 11, 2025. As part of that project effort, a schedule of deliverables, with dates, culminating in the submission of the completed grant application, has been developed and was provided to the Boards at the February 25, 2025, joint Board meeting. The schedule is attached to this staff report as Attachment 2. The action plan has been developed with the tasks required to complete and submit the grant application in June 2025. Most of the tasks regard obtaining or developing various documents and reports as listed above for each component of the grant application. The CEQA process has been started. District staff have received examples of financial feasibility statement and proof of matching funds for drafting. Other documents are in the process of collection.

Attachment:

1. Del Paso Manor Water District Pipeline Replacement Project 2D Schedule
2. Sacramento Suburban Water District/Del Paso Manor Water District Preliminary Drinking Water SRF Working Group Schedule.

Del Paso Manor Water District

Pipeline Replacement Project 2D
Last update: March 6, 2025 By: ML

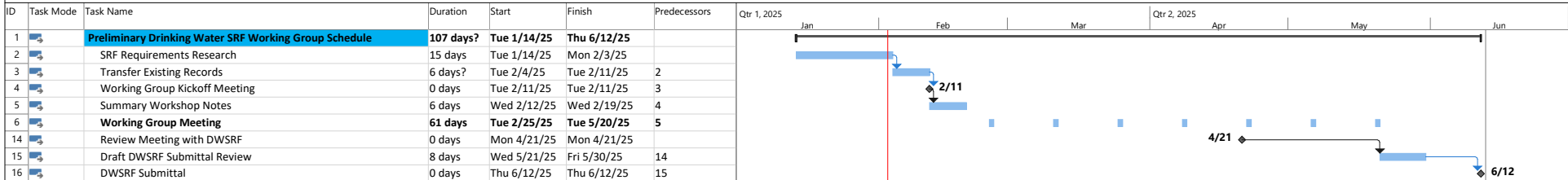


**Sacramento Suburban Water District/
Del Paso Manor Water District**

**Preliminary Drinking Water SRF
Working Group Schedule**

Submitted To: Jeff Ott (SSWD); Adam Coyan, (DPMWD)

This work has been prepared under the Task 1 Needs Assessment and Project Scope authorization



Agenda Item: 5

Date: March 12, 2025

Subject: Reorganization Task List – Status Update

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

Receive staff presentation and provide direction as appropriate.

Discussion:

The Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) Board of Directors adopted similar Resolutions Making Application to the Local Agency Formation Commission (LAFCo) for reorganization of the two districts at the December 11, 2024, Joint Board meeting. The Plan for Services was submitted to LAFCo, and confirmed receipt, on December 24, 2024.

Now that the Plan for Services has been officially submitted to LAFCo, there is a list of tasks that need to be conducted throughout the process of combining the two agencies. These tasks will be conducted internally by DPMWD and SSWD staff, however, there are tasks that will need to be approved/adopted by the Board(s).

Staff has developed a Reorganization Task List (see Attachment 1) that outlines each task to be conducted and the status of each task. Staff meet weekly to ensure the tasks remain on track for completion in a timely and efficient manner.

Attachment:

1 – Reorganization Task List

Attachment 1

REORGANIZATION TASK LIST Tentative Certificate of Completion Date: July 1, 2025				
Activities That Must Be Completed by July 1, 2025	Board or Staff	TASK	03/06/2025 Meeting Updates	Tentative Completion Date
LAFCO Reorganization	Board and Administrative Staff	PlanWest Partners submitted the Plan for Services and Application to LAFCo on December 24, 2024. LAFCo confirmed receipt of the subject document and has begun the review and notification process.	LAFCo approved the reorganization with conditions at the 03/05/2025 LAFCo meeting.	6/30/2025
Grant Application Process	Staff - Finance	Staff to engaging with Forsgren to manage the grant process. Reviewing scope of work.	In process and on track.	6/30/2025
Special Advisory Committee Implementation	Legal Counsel First Review	A draft action plan to implement the subject committee will be brought to the Boards for review and input at the February 12th Joint Board meeting.	Special Advisory Committee staff report to be discussed at the March 12, 2025, Joint Board Meeting.	6/30/2025
Employment - Retention Staff - Assignments/Org Chart - Salary Schedule - Unified Benefits - Retirement Supplemental PERS Plan - Employee Manuals/Policies	Staff - GM and HR	SSWD GM met with SSWD Management Team to initiate discussions on position placement of DPMWD staff.	Staff met with CalPERS and discussed health plan premiums for both agencies. Pending update from DPMWD staff.	6/30/2025
Pension/OPEB - OPEB/Pension Liabilities - OPEB Trust - CalPERS Contracts	Staff - Finance	Merge Contracts.	Valuation is in process. Contract update is in process.	6/30/2025
Consultants/Vendors Inventory Real Property Disposition Inventory - Consolidating Properties - Inventory Plan to Maintain Easements - Surplus Property Disposal - Real Property Transfer	Staff - Finance	DPMWD staff will draft spreadsheet of DPMWD contracts. Will schedule meeting between DPMWD and SSWD staff to develop a plan.	DPMWD Staff provided vendor list, reaching out to each vendor and notifying of reorganization.	6/30/2025
Inventory, Consolidate, Surplus, Dispose of "Personal" Property - Leases/Rented - Fleet - Materials Inventory	Staff - Engineering, Finance, Administrative	Need to schedule meeting between DPMWD and SSWD staff to develop a plan.	DPMWD and SSWD staff have met and will develop a priority list of items.	6/30/2025
Ordinances/Resolutions/Rules and Policies - Inventory, Review, and Select	Staff - Finance, Operations	Need to schedule meeting with DPMWD CPA for leases and inventory. Review lease agreements to determine if we can terminate or need to fully satisfy.	DPMWD Office Lease has been provided to SSWD staff. Consider moving fleet to SSWD corp yard.	6/1/2025
Financial System - Look at financial reporting. - Determine how cash receivables/liabilities are transferred - Detail fixed asset listing	Board, Legal Counsel, and Administrative Staff	DPMWD and SSWD staff will develop a plan and schedule to review. Will need legal counsel advise on particular items.	Need legal advice on which documents are valid following reorganization.	8/1/2025
Outstanding Indebtness - Notify Bondholders - Inventory non-bonded loans/grants and notice - EMMA Disclosures	Staff - Finance	Need to schedule meeting with DPMWD CPA	SSWD staff met with auditors to discuss status. Will gather additional data by April 2025.	6/30/2025
	Staff - Finance	Need to schedule meeting with DPMWD CPA	Meeting took place on 02/28/2025 with First Foundation Bank on assumption of debt. In process.	Initial Disclosures by 03/15/2025. Assumption of Debt by 06/30/2025.

Utility Billing - Data Conversion - Accounts, parcels/services, meters - Current Rates - Meter Reading	Staff - Finance, IT, CS and Operations	DPMWD and SSWD Project Team set for billing system conversion. Meetings began in January 2025. Meter reading currently conducted manually.	All residential service points are connected in GIS, meetings are scheduled with TruePoint to transfer DPMWD data.	All DPMWD accounts into SSWD CIS by 7/1/2025. Begin billing in SSWD CIS by 9/1/2025.
Finance General - BMO - LAIF	Staff - Finance	Contact Banking for authority on accounts.	Plan in development.	6/30/2025
Software/Operating Systems - Inventory & Prepare Plan - Coordinate, Transfer, and Terminate	Staff - IT	DPMWD and SSWD staff to meet and develop a plan.	Plan in development.	5/30/2025
Insurance Claims/Litigation - Identify and notify outstanding items and substitute new district - Notify ACWA JPIA and Terminate and Obtain New Coverage	Board, Legal Counsel, Administrative Staff	DPMWD and SSWD staff will develop a plan and schedule to review. Will need legal counsel advise on particular items.	SSWD staff will contact JPIA.	3/30/2025
Due Diligence Plan - Final Audits	Staff - Finance	Need to schedule meeting with DPMWD CPA and Auditor. DPMWD audit is Fiscal and SSWD is calendar.	Plan in place for pre 06/30/2025 closing.	4/30/2025
Determine Schedule for Regulatory DDW - Water System Permit - Assignment Surface Water Transfer of DPMWD - Well Permits for DPMWD/SSWD	Staff - Operations	DPMWD and SSWD staff to meet with DDW to develop a plan for new Water System Permit.	Staff met with DDW on 02/25/2025 to initiate permit amendment process.	6/30/2025
Web Site - Provider, access rights, update process	Staff - IT	DPMWD and SSWD staff to meet and continue with a communications plan moving forward.	Determine the timing of a redirect for DPMWD website to SSWD website. Will need to include information in customer outreach - perhaps info in billing between July and September 2025.	6/30/2025
GIS/Mapping - GIS Maps - Parcel data - Cityworks Workorders	Staff - GIS, IT	DPMWD and SSWD staff to meet with GIS Department to determine status of DPMWD GIS data.	All DPMWD infrastructure has been fully integrated into SSWD CMMS. (CityWorks)	CMMS Complete.
Communications Plan/Website	Board - Administrative Staff	Staff and PR firm has a meeting scheduled for January 8th, to develop a plan to communicate with the customers on the process as it proceeds forward. InCommunications is working with Plan West on LAFCo process timeline.	Press Release for 03/05/2025 LAFCo meeting and Social Media content in process. All staff photo scheduled for 04/03/2025. Website update in process.	Ongoing.
PM Program		Valve and Fire Hydrant PM. Meter PM. Production PM.	SSWD will initiate PM activities when additional staff are added.	Ongoing.
Compliance (CCR, DDW, Annual Report, Backflow, etc.)		Regulatory and Environmental Compliance.	DPMWD has submitted their EAR report. DPMWD is currently working on the CCR. SSWD staff currently evaluating DPMWD compliance.	Ongoing.
Financial Model for DPM Service Area - Develop financial model		Engage with Rate Consultant to prepare a financial model for the DPMSA utilizing various scenarios for funding and project timings to determine effect on future rates	In process and on track.	4/30/2025

Activities That Cannot be Started Until Certificate of Completion	Board or Staff	Task		Tentative Completion Date
Water Meters	Staff - Operations	Develop a plan to convert DPMWD commercial accounts to read automatically through SSWD's system. Develop a plan to convert DPMWD flat rate to metered accounts.	DPMWD meters are not AMI compatible. Existing meters will need to be replaced. Staff will reach out to existing metered account customers to inform of process forward.	Required by 2035.
SCADA System - System and Processes	Staff - IT	DPMWD and SSWD staff to meet and develop a plan.	SCADA will be determined based on future status of DPMWD service area wells.	6/1/2025
Conditions of Approval	Board or Staff	Task		Tentative Completion Date
a.The affected territory shall be subject to any authorized or existing taxes, fees, service charges, assessments and any bonded indebtedness of Del Paso Manor Water District shall be transferred to Sacramento Suburban Water District as the successor agency and the manner of their assessment or imposition shall be consistent with the manner used by Sacramento Suburban Water District.	Staff - Finance	Discuss with legal counsel meaning of this condition. Discuss with Jose from LAFCo his intent.	SSWD legal counsel has reached out to LAFCo for clarification.	6/30/2025
b.SSWD is designated as the successor agency of DPMWD and all of the obligations, assets, rights, and liabilities attributable to DPMWD are transferred to SSWD, including, but not limited to, any and all rights, title, interest in and to real and personal property and appurtenances.			Staff seeking clarification from LAFCo.	6/30/2025
c.Proponents shall complete all map and legal description requirements for final recording and filing, including documents required by the State Board of Equalization before January 1, 2026.	Staff - Assistant General Manager		PlanWest will do mapping. LAFCo to do filing.	6/30/2025
d.The Certificate of Completion shall be issued and recorded subsequent to the final payment of all LAFCo, State Board of Equalization and County fees, costs and charges associated with the project and necessary to complete the required filings and transmittals.	Staff - Finance	Discussion with Jose from LAFCo indicated that LAFCo will prepare the required filings. we just need to pay for the costs of preparation and filing.	LAFCo will do filing and inform SSWD of fees.	6/30/2025
e.The SSWD Board will take action, within its authority and discretion, within the first six months of the Commission's approval of this reorganization to create a separately designated service area or to form a separate assessment district, community facilities district, or zone of benefit within the DPMWD service area.	Staff - Assistant General Manager		SSWD legal counsel has reached out to LAFCo for clarification.	6/30/2025

<p>f. The applicant and the real party of interest, if different, shall agree to defend, indemnify, hold harmless and release the Sacramento Local Agency Formation Commission, its agents, officers, attorney and employees from any claim, action or proceeding brought against them or any of them, the purpose of which to attack, set aside, void, condition, challenge or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of, related to or in connection with the approval of this application, whether or not there is concurrent passive negligence of the part of the Sacramento Local Agency Formation Commission or its agents, officers, attorney or employees.</p>	<p>Staff - Finance</p>		<p>SSWD legal counsel has reached out to LAFCo for clarification.</p>	<p>6/30/2025</p>
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Agenda Item: 6

Date: March 12, 2025

Subject: Del Paso Manor Service Area Financial Model Update

Staff Contact: Jeff Ott, Director of Finance and Administration

Recommended Board Action:

Receive an update and direct staff as appropriate.

Background:

Sacramento Suburban Water District (SSWD) has engaged a rate analysis consultant (Hildebrand Consulting) to develop a financial model for the Del Paso Manor Service Area (DPMSA). The financial model will address the following: 1) DPMSA contribution to combined operating costs utilizing the operating cost per connection metric, 2) the necessary capital improvements (CI) required to bring the DPMSA into the same general condition as the SSWD Service Area, and 3) required debt service of existing outstanding Del Paso Manor Water District debt and any additional debt needed to fund CI projects.

Discussion:

The project is in the document and information gathering phase. Staff expect all documentation to be submitted to the consultant by March 14, 2025. Financial model and analysis development to begin once all required documents have been submitted. The model should be completed by the end of May 2025.

Agenda Item: 7

Date: March 12, 2025

Subject: Communications Plan Update

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action

Receive report regarding public communication efforts for the Del Paso Manor Water District and Sacramento Suburban Water District reorganization discussions and direct staff as appropriate.

Discussion

Outreach materials have been and will be developed with the intention of ensuring that the reorganization discussions between Del Paso Manor Water District (DPMWD) and (SSWD) remain transparent and keep DPMWD and SSWD customers updated on the progress of the reorganization efforts.

Staff presented an on-going Communications Plan during the February 12, 2025, Joint Board Meeting (Attachment 1). The following actions have been taken:

- Current Activities:
 - Regarding March 5, 2025, Local Area Formation Commission (LAFCo) Meeting
 - Google
 - Facebook
 - Letter
 - Local newspapers
 - Distributed talking points to field staff and customer service staff.
- Outreach in development:
 - Post March 5th LAFCo meeting outreach
 - Press Release
 - Website update
 - Social media posts
 - Bill Inserts for DPMWD customers.
 - Updated FAQs.
 - Added news story regarding MOU for streamlining Grant applications.
 - Post reorganization “Meet & Greet” event in DPMWD service area.
 - Welcome brochure for DPMWD customers.

Fiscal Impact

There is no fiscal impact beyond what is budgeted for on-going outreach efforts.

Attachments

1. Reorganization Communications Plan

**SSWD-DPMWD Reorganization
Communication Plan
UPDATED—February 5, 2025**

COMMUNICATION STRATEGY PLAN FOR SSWD-DPMWD REORGANIZATION

Goals:

- Keep target audiences updated about reorganization discussions, processes, and opportunities to provide input/ask questions.
 - Build trust in the reorganization process through proactive, transparent communication.
 - Foster two-way communication by proactively addressing questions.
-

Target Audiences:

- Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) customers
 - Internal Stakeholders: Employees of both districts to ensure they are informed and can act as credible messengers.
 - Other external stakeholders: Influencers/elected officials, neighboring water providers, and other interested parties (e.g., Regional Water Authority (RWA) and the Sacramento Water Forum)
-

Foundational Materials

- **Websites:** Work with the SSWD and DPMWD webmasters to provide current and consistent information on their websites.
 - **Frequently Asked Questions:** Update the existing Frequently Asked Questions (FAQ) sheet to communicate the latest developments and provide detailed information about reorganization.
-

Outreach Tools and Activities: Customers

- **Advertising (Digital):** Draft, design, and place digital advertising on Facebook and the Google Display Network to promote the Local Agency Formation Commission (LAFCo) Public Hearings scheduled for February 5th and March 5th.
- **Direct Mail Letter:** Draft and distribute a letter to make sure every DPMWD and SSWD customer is notified about the process for the LAFCo Public Hearing scheduled for March 5th.

- **Advertising (Print):** Draft, design, and place a print advertisement for the *Carmichael Times* to promote the LAFCo Public Hearing scheduled for March 5th.
 - **Flyer:** Reformat the print advertisement as a flyer to make available at the SSWD and DPMWDs offices.
 - **Media Outreach:** Draft and distribute press releases to regional and local media about the LAFCo Public Hearing scheduled for March 5th, results of the public meeting, and when reorganization is finalized.
 - **Social Media:** Develop social media posts and graphics to communicate with customers about the LAFCo Public Hearing scheduled for March 5th, results of the public meeting, and when reorganization is finalized.
 - **SSWD Bill Inserts and Newsletters:** Continue to include articles about reorganization in SSWD's regularly scheduled bill inserts and the fall newsletter.
-

Outreach Tools and Activities: SSWD and DPMWD Employees

- **Regular Updates and Briefings:** Continue to provide regular updates for employees on milestones, timelines, and key developments via staff meetings.
 - **Key Messages:** Provide talking points for staff to use if they receive questions from customers/the public.
-

Post-Reorganization Activities

Welcome Packet: Develop a Welcome Packet/Web Content for DPMWD customers that may include:

- Welcome message from General Manager, Dan York.
- Background information on SSWD, its history, water supplies, rates, budget, and Capital Improvement Plan.
- Instructions on billing, payment methods, online account access, and service requests.
- Information on rebates and water conservation programs.
- Contact information for customer support.

The Welcome Packet can be posted as a downloadable PDF on the DPMWD website, as well as printed and mailed to DPMWD customers.

DPMWD Office Signage and Flyer: Develop signage and a flyer to educate DPMWD customers about changes in where/how they pay their bill and other changes.

Media Outreach: Distribute a press release announcing the reorganization and promoting the Open House. Include industry media such as Association of California Water Agencies (ACWA) News in the distribution.

Meet and Greet: Host an in-person opportunity in spring/summer to welcome DPMWD customers to SSWD and introduce them to staff and Board members and share information about reorganization, customer and conservation services, billing processes, and other resources.

SSWD Bill Inserts and Newsletters: Include articles about the reorganization in SSWD's regularly scheduled bill inserts and newsletters.

Agenda Item: 8

Date: March 12, 2025

Subject: Operations Assistance Update

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No action. Receive update on Sacramento Suburban Water District providing Water System Operations to Del Paso Manor Water District.

Discussion:

As of August 16, 2024, SSWD fully assumed operational responsibility for the DPMWD system. This transition involves SSWD’s Production, Environmental Compliance, and Distribution Teams taking charge of 24-hour system monitoring, emergency responses, regulatory compliance, and daily maintenance operations.

Operational Details:

- SCADA Monitoring and Alarm Response: The Production Team provides 24/7 SCADA monitoring for DPMWD's system, managing alarms and standby operations during evenings.
- Well Operations: The Production Team conducts well runs at eight facilities every Monday and Thursday.
- Coliform Sampling Compliance: The Environmental Compliance Team ensures Total Coliform Rule sampling is conducted every Tuesday for regulatory compliance.
- Distribution Operations: The Distribution Team handles Underground Service Alerts daily as needed, monthly meter reads, and reactive maintenance including, but not limited to, service line locations and exposures, and miscellaneous requests from customers.

Workload Summary (August 16, 2024 – February 28, 2025):

- 677 operations labor hours during normal business hours.
- 33 after-hours calls totaling 96 hours of overtime.

Fiscal Impact:

Costs incurred and labor support services are reimbursed by DPMWD, so there is no fiscal impact to SSWD. The total amount invoiced for labor and equipment hours for August 2024 through February 2025 is \$121,228.38.

Agenda Item: 9

Date: March 12, 2025

Subject: Del Paso Manor Service Area Advisory Committee

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

Discuss proposal to abolish committee or further limit its term and direct staff and counsel as appropriate; if appropriate, receive presentation on the Draft Bylaws and Draft Charter of the Advisory Committee of the Sacramento Suburban Water District for the Del Paso Manor Service Area, discuss documents, and direct staff as appropriate.

Discussion:

Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) approved and submitted similar resolutions to the Sacramento Local Agency Formation Commission (LAFCO) for reorganization.

Within the resolutions was the intent of both Boards to create an Advisory Committee (Committee) that provides recommendations to SSWD upon reorganization. Once reorganized, the current DPMWD Board will become a Committee to SSWD. The DPMWD Board was asked to provide input as to what should be included in the Bylaws.

At the February 4, 2025, DPMWD Board meeting, a first draft of the Bylaws was presented to the Board to receive input. Areas for further clarification in the Bylaws were pointed out. Some examples included questions regarding who would provide administrative support for the Committee and questions regarding accounting and the handling of funds. At the end of the meeting, it was decided that further clarification from SSWD would be needed regarding these questions.

At the February 12, 2025, DPMWD and SSWD Joint Board meeting, further clarification was sought from SSWD regarding questions from the February 4, 2025, DPMWD Board meeting. Following the February 12, 2025, Joint Board meeting, staff were directed to make revisions to the draft Bylaws to clarify the purpose of the Committee, staffing, and appointments during vacancies. Staff were also directed to draft a Charter for the Committee to help clarify the purpose and authority of the Committee. The consideration of adopting a Charter was proposed, but not definitive.

At the March 4, 2025, DPMWD Board meeting there was discussion of disbanding the Committee upon a vote of both Boards. After a thorough discussion, the DPMWD Board suggested that they should be able to make a decision after waiting at least 3 months, as to whether it should be disbanded or not.

Del Paso Manor Service Area Advisory Committee

March 12, 2025

Page 2 of 2

The Boards can consider submitting an amendment to the similar joint resolutions such that the duration of the term of the Committee can be reduced by majority vote of the Committee and the SSWD Board.

Attachments:

Attachment 1: Draft Bylaws of the Sacramento Suburban Water District Board of Directors' Advisory Committee for the Del Paso Manor Service Area

Attachment 2: Draft Del Paso Manor Water District Advisory Committee Mission Statement and Charter.

BYLAWS OF THE SACRAMENTO SUBURBAN WATER DISTRICT BOARD OF DIRECTORS' ADVISORY COMMITTEE FOR THE DEL PASO MANOR SERVICE AREA

ARTICLE I

MEETINGS

Section 1: Regular Meetings. Regular Meetings of the SACRAMENTO SUBURBAN WATER DISTRICT BOARD OF DIRECTORS' ADVISORY COMMITTEE FOR THE DEL PASO MANOR SERVICE AREA, hereinafter referred to as the "Advisory Committee," or "Committee" shall be a standing committee of the Sacramento Suburban Water District Board of Directors and shall meet monthly at a regular time and place set by resolution of the Advisory Committee.

Section 2: Special Meetings. A special meeting may be called at any time by the Chairperson of the Advisory Committee or by a majority of the members of the Committee, by delivering written notice to each member of the Committee and to each newspaper of general circulation in the Sacramento Suburban Water District's ("SSWD") service area or person requesting notice in writing. The notice shall be delivered personally or by mail, e-mail, or facsimile at least 24 hours before the time of the meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. The Committee shall consider no other business at the meeting. The notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to the public and on SSWD's website.

Section 3: Public Meetings. All regular and special meetings of the Advisory Committee shall be open to the public in accordance with the Brown Act of the State of California.

Section 4: Quorum. The Advisory Committee shall consist of the five members of the Del Paso Manor Water District ("DPMWD") Board of Directors in office when the Sacramento Local Agency Formation Commission completes the reorganization of DPMWD into SSWD. A majority of the members appointed to the Advisory Committee shall constitute a quorum.

Section 5: Order of Business. The normal order of business for regular meetings shall be determined by the Chairperson in consultation with members of the Advisory Committee and with staff to the Advisory Committee at the time of preparation of the meeting agenda or prior to conducting the meeting. The order of business at regular meetings of the Committee will generally include the following items in the following order:

- A. Call to order
- B. Roll call
- C. Public comment on non-agenda items
- D. Approval of minutes of previous meeting
- E. Report by staff
- F. Future agenda request or new business
- G. Report by chairperson
- H. Correspondence Future Agenda Item Requests
- I. Adjournment

Section 6: Rules of Order. The rules of order shall be the same as any adopted by SSWD Board of Directors.

Section 7: Recordings and Minutes. Each meeting shall be recorded, and minutes prepared and maintain in a minute book which accurately reflect the agenda and decisions made at the meeting. The meeting recordings may be reviewed upon request at any time with prior notice to staff and will be maintained on the SSWD website.

Section 8: Manner of voting. The vote of all questions coming before the Advisory Committee shall be by voice vote, except by request of a member or staff that a roll call vote be taken. All votes, whether by voice or roll call, shall be entered into the minutes of such meeting and reflect the yeas, nays, and abstentions.

Section 9: Other Procedures. The Advisory Committee may adopt, by majority vote, other rules, regulations and procedures as may be required for the orderly conduct of business.

Section 10: Absence of Advisory Committee Members. After a Committee member has three unexcused absences in a twelve-month period from regularly scheduled meetings, the Advisory Committee may recommend formally to the SSWD Board of Directors that the member be removed. Any vacancy resulting from removal of an absent Committee member shall be filled in accordance with Article III, section 3.

ARTICLE II

PURPOSE

Section 1: The Advisory Committee will be responsible for reviewing proposals and making recommendations to the SSWD Board for the type, scope, and process for constructing capital improvement projects to improve and upgrade the water system within the Del Paso Manor Service Area (“service area”), and for assisting the SSWD Board of Directors with addressing other matters of concern brought to the Committee or its members by ratepayers within the service area.

Section 2: The Advisory Committee will be responsible for communications with ratepayers about the proposed capital improvement projects within the service area and about any other concerns with the transition from DPMWD to SSWD water service, and for bringing the concerns of the ratepayers within the service area to the attention of the SSWD Board of Directors and staff.

Section 3: Scope of Authority. The Advisory Committee shall report to the SSWD Board of Directors and shall fill an advisory role as appointees to the Board on matters related to the Del Paso Manor Service Area.

Section 4: Charter and Policies. The Advisory Committee may prepare and adopt a charter and any policies that it deems useful or necessary for the conduct of its business.

ARTICLE III

ARTICLE IV

MEMBERSHIP

Section 1: The Advisory Committee shall consist of five appointed members, who shall be the five incumbent directors of the Del Paso Manor Water District sitting at the time that the Sacramento Local Agency Formation Commission completes the reorganization of DPMWD into SSWD.

Section 2: All members of the Advisory Committee shall serve for indefinite terms until the Advisory Committee is terminated by the SSWD Board of Directors, but not for less than three years upon formation of the reorganized district. The SSWD Board of Directors may, in its discretion or upon Committee request and Board approval, extend the Committee's term beyond the minimum three years if the capital improvements projects remain on-going or if circumstances otherwise make it appropriate.

Section 3: Vacancies. If a vacancy occurs on the Advisory Committee due to resignation, death, absence, or other cause, the Advisory Committee shall fill the vacancy within 60 days. The remaining committee members may fill the vacancy by nomination, application, or such other process as the Committee deems appropriate. The Advisory Committee shall promptly notify the SSWD Board of Directors of any vacancy and of any new member selected to fill the vacancy.

Section 4: Stipend. The SSWD Board of Directors shall fix a reasonable per-meeting stipend for up to six meetings per month of the Committee or days of service. The stipend shall be no more than the amount of the stipend paid to SSWD Directors. SSWD also shall pay any reasonable business expenses incurred by Advisory Committee members in the conduct of Committee business.

Section 5: Conflict of Interests. All members of the Advisory Committee shall be subject to the Political Reform Act and must file a Form 700 in accordance with SSWD's Conflict of Interest rules.

ARTICLE V

OFFICERS

Section 1: Designation of Officers. The Officers of the Advisory Committee shall be a Chairperson and the Vice-Chairperson.

Section 2: Nominations. Advisory Committee members may propose candidates for Advisory Committee office.

Section 3: Vacancies of Officers. Any vacancy occurring among any of the officers by reason of death, resignation from office or removal of any officer shall be filled by a vote of a majority of all current members of the Advisory Committee and the person filling the vacancy shall serve the remaining term of office.

Section 4: Powers and Duties of the Chairperson. The Chairperson shall call meetings to order at the appointed time and conduct them and shall perform other duties as may from time to time be prescribed by the Advisory Committee.

Section 5: Powers and Duties of the Vice-Chairperson. The Vice-Chairperson shall have all the powers and perform all the duties of the Chairperson in the absence or inability of the Chairperson to act. The Vice-Chairperson shall perform such other duties as may from time to time be prescribed by the Advisory Committee or by the Chairperson.

Section 6: Assistance of SSWD Staff and Counsel. The Advisory Committee shall be assisted by SSWD staff and counsel as requested and for purposes of preparing for and staffing regular and special meetings of the Committee.

ARTICLE VI

Miscellaneous:

Section 1: Only the Chairperson or his/her designee may speak or make statements officially on behalf of the Advisory Committee. The designee shall be a member of the Advisory Committee or staff.

Section 2: These bylaws may be amended upon recommendation of the Advisory Committee and majority vote of the SSWD Board of Directors.

Attachment 2

Del Paso Manor Water District

Advisory Committee Mission Statement & Charter

Effective: ____, 2025

Status: Standing Committee

Meeting Times: As set forth by resolution

Staff Contact: _____

100.00 Mission Statement

The Advisory Committee (Committee) will serve as a voice for ratepayers of the Del Paso Manor Service Area (Service Area) and work to assist Sacramento Suburban Water District (SSWD) carry out its obligations for the ratepayers of the Service Area.

100.10 Advisory

To provide SSWD with recommendations, feedback, and other relevant information.

To act as an intermediary between SSWD and the ratepayers of the Del Paso Manor Water (DPMWD) Service Area.

200.00 Charter

200.10 Purpose and Authority

The Committee is established by and among the Board of Directors of SSWD for the primary purpose of assisting the board in:

- Reviewing proposals and making recommendations to the SSWD Board for the type, scope, and process of constructing capital improvement projects to improve and upgrade the water system within the Service Area;
- Assisting the SSWD Board of Directors with addressing other matters of concern brought to the Committee or its members by ratepayers within the Service Area;

The Committee will be responsible for communications with ratepayers about the proposed capital improvement projects within the Service Area and about any other concerns with the transition from DPMWD to SSWD water service, and for bringing the concerns of the ratepayers within the Service Area to the attention of the SSWD Board of Directors and staff.

The Committee shall report to the SSWD Board of Directors and shall fill an advisory role as appointees to the Board on matters related to the Service Area.

200.20 Composition and Vacancies

The Committee shall consist of five appointed members, who shall be the five incumbent directors of the DPMWD sitting at the time that the Sacramento Local Agency Formation Commission completed the reorganization of DPMWD into SSWD.

All members of the Committee shall serve for indefinite terms until the Committee is terminated by the SSWD Board of Directors, but not for less than three years upon formation of the reorganized district. The SSWD Board of Directors may, in its discretion or upon Committee request and Board approval, extend the Committee's term beyond the minimum three years if the capital improvement projects remain on-going or if circumstances otherwise make it appropriate.

If a vacancy occurs on the Committee due to resignation, death, absence, or other cause, the vacancy shall be filled within 60 days. The remaining committee members may recommend an appointee to fill the vacancy based on nomination, application, or such other process as the Committee deems appropriate, subject to the approval of SSWD. The Committee shall promptly notify the SSWD Board of Directors of any vacancy and of any new member selected to fill the vacancy.

200.30 Stipend and Business Expenses

The SSWD Board of Directors shall fix a reasonable per-meeting stipend for up to six meetings per month of the Committee or days of service. The stipend shall be no more than the amount of the stipend paid to SSWD Directors. SSWD shall also pay for any reasonable business expenses incurred by Committee members in the conduct of Committee business.

200.40 Meetings

The Committee will meet as required, with special meetings as the Chairperson of the Committee, or by a majority of the members of the Committee, may call. The Committee may invite members of management or others to attend meetings and provide pertinent information.

The Committee shall be assisted by SSWD staff and counsel as requested and for purposes of preparing for and staffing regular and special meetings of the Committee.

The Committee shall hold meetings in accordance with all applicable laws, including but not limited to the Brown Act, and the bylaws of the Committee.

200.50 Responsibilities

The Committee shall be responsible for reviewing proposals and making recommendations to the SSWD Board for the type, scope, and process of constructing capital improvement projects to improve and upgrade the water system within the Service Area. The Committee shall also be responsible for assisting the SSWD Board of Directors with addressing other matters of concern brought to the Committee or its members by ratepayers within the Service Area.

300.00 Reporting

The Committee's reporting responsibilities will include oral and written reports to the Board of Directors regarding Committee activities, issues and related recommendations and actions. Following each Committee meeting, the Chairperson of the Committee will provide the Board of Directors with a report of the Committee's activities at the next regularly scheduled meeting of the Board of Directors.

400.00 Committee Charter

The Committee also will perform other activities related to this Charter, including: (i) a review and assessment of the adequacy of this charter annually and request Board approval of any proposed changes; (ii) annual confirmation that the responsibilities outlined in this charter have been carried out; and (iii) working with the Board of Directors to ensure this charter, and the bylaws of the Committee, are posted on SSWD's website.

Agenda Item: 10

Date: March 12, 2025

Subject: Future Joint Board Meetings

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

Consider how many future Del Paso Manor Water District and Sacramento Suburban Water District Joint Board meetings to schedule and consider agenda item topics to include.

Discussion:

The March 12, 2025, Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) Joint Board meeting is the last scheduled meeting. Determine how many future DPMWD and SSWD Joint Board meetings need to be scheduled.

Direct staff on which topics need to be placed on the agenda for the next Joint Board meeting.

Agenda Item: 11

Date: March 12, 2025

Subject: Director Comments

Staff Contact: Dan York, SSWD General Manager
Adam Coyan, DPMWD General Manager

Recommended Board Action:

No Action.

Discussion:

This is a placeholder for Director comments.