

## **ITEM #5.A**

*Approval of Minutes of the February 06, 2024 Regular Meeting*



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

**DRAFT MINUTES**

**February 06, 2024 6:00 PM  
1817 Maryal Drive, Suite 300, Sacramento 95864**

**1. CALL TO ORDER:**

President Saunders called the meeting to order at 6:00 p.m.

**2. ROLL CALL:**

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

Staff Present:	General Manager	Adam Coyan
	Office Manager	Victoria Hoppe
	Field Supervisor	Mike Jenner
	Certified Public Accountant	Robert Merritt
	Assistant Legal Counsel	Lauren Bernadette

A quorum of the Board was present.

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

Director Dolk made a motion to adopt the agenda. The motion was seconded by Director Matteoli. The agenda was adopted on a 5 Yes/0 No vote.

**4. PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA** 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 Chair. Comments will be accepted via teleconference and in writing.

(6:02 pm)

President Saunders called for public comment.

Trish Harrington spoke regarding Well 8, the budget, 218, and Well 9.

Roy Wilson spoke regarding the agenda.

Seeing no further comments, President Saunders closed public comment.

<b>5. CLOSED SESSION:</b>
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1. Public Employee Performance Evaluation pursuant to Gov. Code section 54957: General Manager

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

President Saunders recessed the open session and convened the closed session at 6:07 p.m.

The open session reconvened at 6:32 p.m.

President Saunders reported the Board would consider a compensation change under Item 9.E.

<b>6. CONSENT CALENDAR:</b> 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.
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(6:33 pm)

Request was made for Item 6.B to be discussed and considered separately.

**Item 5.A: Approval of Minutes of the January 09, 2024 Regular Meeting**

President Saunders called for public comment.

Carol Rose noted a scrivener's error.

Seeing no further comments, President Saunders closed public comment.

Director Ross made a motion to approve the Consent Calendar Item 6.A. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

**Item 5.B: Approval of Warrants and Payroll**

Directors requested clarification on expenses. Staff fielded the inquiries.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the agenda item.

Seeing no further comment, President Saunders closed public comment.

Director Ross made a motion to approve the Consent Calendar Item 6.B. The motion was seconded by Director Dolk. The motion was approved on a 5 Yes/0 No 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:**

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

(6:44 pm)

Certified Public Accountant Merritt presented the staff report and fielded inquiries from the Board.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the presentation.

Roy Wilson provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

**Item 9.B: Informational Update on Finance AdHoc Committee Recommendation**

(7:00 pm)

General Manager Coyan presented the staff report and fielded inquiries from the Board.

President Saunders called for public comment.

Roy Wilson provided general comments regarding the presentation.

Marcy provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

The Board requested the matter be settled no later than the new fiscal year.

**Item 9.C: Resolution No. 24-0206-01 Authorizing a Cost-of-Living Increase for all District Staff Except General Manager**

(7:16 pm)

General Manager Coyan presented the staff report and fielded inquiries from the Board.

Director Dolk and Director Matteoli expressed concern with an automatic Cost-of-Living (COLA). Discussion ensued amongst the Board regarding the automatic COLA.

President Saunders called for public comment.

Roy Wilson provided general comments regarding the presentation.

Carol Rose provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

Director Ross made a motion to approve Resolution No. 24-0206-01, as presented. The motion was seconded by Director Pratt. The motion was approved on a 3 Yes/2 No (Dolk/Matteoli) vote.

**Item 9.D: Participation in California Cooperative Liquid Assets Securities System**

(7:54 pm)

Assistant Legal Counsel Bernadette presented the staff report and fielded questions by the Board.

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

Director Ross shared concerns of the District's liability with participating.

Director Dolk made a motion to approve Resolution No. 24-0206-02. The motion was seconded by Director Pratt. The motion was approved on a 4 Yes/1 No (Ross) vote.

President Saunders called a break at 8:05 pm. The meeting reconvened at 8:11 pm.

**Item 9.E: Consider Proposed First Amendment to the District's Employment Agreement with General Manager Adam Coyan to Amend Base Salary Rate**

(8:11 pm)

President Saunders presented the report and noted this item was discussed in Closed Session and the Board's recommendation was to change the District Manager's annual salary compensation to \$185,000 a year.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the presentation.

Marcy provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

Director Matteoli read a salary survey into the record.

Director Ross made a motion to modify the General Manager's employment agreement to reflect a new salary of \$185,000. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

**10. FIELD REPORT:** Verbal report

**Item 9.A: Field Report on Current and Upcoming Projects**  
(8:22 pm)

Field Supervisor Jenner summarized the staff report and fielded inquiries from the Board.

**11. DIRECTOR REPORT ON COMMITTEE MEETINGS:** Verbal report  
*Each Board Member will have 5 minutes to report out on all associated committees*

**Item 10.A: Director Dolk**

American Water Works Association (AWWA)  
Association of California Water Agencies (ACWA)

**Item 10.B: Director Matteoli**

Association of California Water Agencies (ACWA) Agriculture  
Association of California Water Agencies (ACWA) Groundwater  
Sacramento Groundwater Authority (SGA)

**Item 10.C: Director Ross**

California Rural Water Authority (CRWA)  
California Special Districts Association (CSDA)

**Item 10.D: Director Saunders**

Joint Powers Insurance (JPIA)

**Item 10.E: Director Pratt**

Regional Water Authority (RWA)  
Water Forum

(8:34 pm)

Directors provided brief reports on committee meetings they attended or would attend at future meetings.

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

(8:47 pm)

General Manager Coyan provided an update on general District matters.

President Saunders called for public comment.

Carol Rose provided general comments regarding this agenda item.

Seeing no further comments, President Saunders closed public comment.

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

(8:53 pm)

President Saunders officially turned in his resignation and thanked several people for their support. Directors thanked President Saunders for his service, dedication, and leadership.

Director Matteoli requested a discussion regarding website update regarding SB522 and SB88. Support was provided by all Directors.

**14. FUTURE AGENDA REQUESTS:** Directors can suggest topics they would like on future agendas  
(9:02 pm)

There were no agenda requests from the Directors.

**15. ADJOURNMENT:** Next Regular Board of Directors meeting is scheduled for March 05, 2024

Director Ross made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 9:03 p.m.

APPROVAL:

ATTEST:

\_\_\_\_\_  
Carl Dolk, Vice President of the Board

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

## **ITEM #5.B**

*Approval of Minutes of the February 22, 2024 Special Meeting*





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

**DRAFT MINUTES**

**February 22, 2024 6:00 PM  
1817 Maryal Drive, Suite 300, Sacramento 95864**

**1. CALL TO ORDER:**

Vice President Dolk called the meeting to order at 6:00 p.m.

**2. ROLL CALL:**

Directors Present: Vice President Carl Dolk, Bob Matteoli, Gwynne Pratt, and David Ross

Staff Present: General Manager Adam Coyan  
Office Manager Victoria Hoppe  
Assistant Legal Counsel Lauren Bernadette

A quorum of the Board was present.

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

Director Pratt made a motion to adopt the agenda. The motion was seconded by Director Matteoli. The agenda was adopted on a 4 Yes/0 No/1 Vacant vote.

**4. NEW BUSINESS:**

**Item 4.A: Procedure For Filling Vacancy on Board of Directors**

(6:44 pm)

Assistant Legal Counsel Bernadette presented the report and fielded questions from the Board.

General discussion ensued regarding deadlines and the need for a special meeting.

Vice President Dolk called for public comment.

Trish Harrington provided general comments regarding the presentation.

Roy Wilson provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

Director Matteoli made a motion directing staff to proceed with the appointment. The motion was seconded by Director Pratt. The motion was approved on a 4 Yes/0 No/1 Vacant vote.

Director Matteoli made a motion directing staff to put the election of officers on the April 2 Agenda. The motion was seconded by Director Pratt. The motion was approved on a 4 Yes/0 No/1 Vacant vote.

<b>15. ADJOURNMENT:</b> Next Regular Board of Directors meeting is scheduled for March 05, 2024
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Director Matteoli made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 6:51 p.m.

APPROVAL:

ATTEST:

\_\_\_\_\_  
Carl Dolk, Vice President of the Board

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

## **ITEM #5.C**

*Approval of Warrants and Payroll*

**Del Paso Manor Water District**  
**VENDORS PAID / APPROVED - FEBRUARY 2024**

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Health		\$290.91	10883
ADP	Payroll		\$26,490.52	EFT
ADP Taxes	Payroll Taxes		\$12,337.99	EFT
A.I. Electric	Well 4 Troubleshoot		\$320.87	10884
Appletree Answers	Answering service		\$505.38	CC
AT&T	Internet; Phone/Fax		\$85.60	CC
AT&T	Phone		\$346.93	CC
AT&T	Phone		\$214.82	CC
AT&T Mobility	Cell Phones; iPads		\$507.51	CC
BSK	Labs		\$2,688.00	10885
CalPers	Employee Contribution - Pepra		\$3,239.14	EFT
CalPers	Employee Contribution - Classic		\$2,400.85	EFT
CalPers	Health		\$14,050.40	EFT
CalPers	Unfunded Liability - Classic		\$5,958.92	EFT
City of Sacramento	Diversion Billing (July - December 2023)		\$3,343.59	10886
DEX.YP	Yellow Pages		\$15.50	CC
Emigh Hardware	Material/Supplies		\$603.60	10887
Employment Development Department	Employment Tax		\$1,799.99	10888
Forsgren Associates, Inc.	Services Rendered Thru 12/31/2023 (On-Call Services)		\$3,501.25	10889
Forsgren Associates, Inc.	Services Rendered Thru 12/31/2023 (Hydraulic Model)		\$7,432.50	10889
Forsgren Associates, Inc.	Services Rendered Thru 12/31/2023 (Well 9 Engineering)		\$1,237.50	10889
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through December 2023		\$5,947.00	10891
Iconix Waterworks, Inc.	Fox Hollow Lane		\$779.05	10890
Iconix Waterworks, Inc.	4268 Stock		\$696.37	10890
Leaf	Photocopy Machine Lease		\$172.92	EFT
Legacy Cleaning Services	Maryal office		\$160.00	CC
MailRite	Billing Mailhouse (Nov./Dec. 2023 Billing & insert)		\$3,378.96	10892
Munibilling	Rate Changes		\$375.00	10893
Munibilling	December 2023 Merchant Fees		\$10.00	10893
PG&E	Gas		\$9.16	EFT
Regional Government Services (RGS)	December 2023 Clerk Services		\$367.14	10894
Robert Merritt	CPA - Services Rendered Through December 2023		\$617.50	10895
Sacramento County Utilities	Utilities		\$242.68	EFT

**Del Paso Manor Water District**  
**VENDORS PAID / APPROVED - FEBRUARY 2024**

Sacramento Suburban Water District (SSWD)	2022/2023 Intertie Water Delivery		\$595.08	10896
Sierra Chemical Company	Chemicals		\$420.00	10897
Smud	Account# 70000000179		\$6,316.01	10898
Streamline	Website		\$249.00	CC
TAK Communications, Inc.	2510 lone Street		\$4,831.80	10899
TAK Communications, Inc.	3720 Dubac Way		\$6,008.64	10899
Terrapin Technology Group	Software / Computers		\$182.35	10900
Uinta Holdings, LLC	March 2024 Rent		\$2,700.00	10901
Umpqua Bank	District Credit Card		\$2,510.99	10902
USA BlueBook	Well Parts		\$58.85	10903
VOYA	January 2024 Employee Contribution		\$500.00	10904
Wex Bank	Gas		\$379.23	EFT
Wizix Technology Group, Inc.	Photocopy Machine		\$97.45	CC
<b>MONTHLY TOTAL-----&gt;</b>			<b>\$0.00</b>	<b>\$124,976.95</b>

**Approved at 02/06/2024 Regular Meeting**

**TOTAL CHECKS ISSUED: 22**

**PAID VIA CREDIT CARD (CC): 17**

**PAID VIA ELECTRONIC FUNDS TRANSFER (EFT): 10**

**\* DISTRICT FILES INCLUDES INVOICES BEHIND CREDIT CARD BILL WHICH ARE AVAILABLE FOR REVIEW AT THE DISTRICT OFFICE**

Del Paso Manor Water District  
VENDORS PAID / APPROVED - FEBRUARY 2024

UMPQUA DISTRICT CREDIT CARD - PAID FEBRUARY 2024			
VENDORS NAME	DESCRIPTION	AMOUNT	PAID DATE
Amazon	Office Supplies	16.14	2/2/2024
Amazon	Office Supplies	50.44	2/4/2024
Amazon	Office Supplies	107.39	2/3/2024
Zoom	Cloud Recording	40.00	2/4/2024
Streamline	Website	249.00	2/7/2024
DEX.YP	Yellow Pages	15.50	2/8/2024
Appletree Answers	Answering service	505.38	2/8/2024
Amazon	Office Supplies	10.76	2/8/2024
Amazon	Office Supplies	7.53	2/8/2024
DoorDash	Staff Lunch	100.07	2/8/2024
Legacy Cleaning Services	Maryal office	160.00	2/7/2024
AT&T	Phone	346.93	2/8/2024
AT&T	Phone	214.82	2/8/2024
Wizix Technology Group, Inc.	Photocopy Machine	97.45	2/8/2024
Amazon	Office Supplies	12.92	2/10/2024
AT&T Mobility	Cell Phones; iPads	507.51	2/12/2024
AT&T	Internet; Phone/Fax	85.60	2/16/2024
		<b>2,527.44</b>	

**Del Paso Manor Water District**  
**MARCH 2024 VENDORS FOR APPROVAL**

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Health			
ADP	Payroll			
ADP Taxes	Payroll Taxes			
A.I. Electric	Well 5 Troubleshoot		\$367.54	
A.I. Electric	Well 4 Motor		\$4,156.80	
Appletree Answers	Answering service			
AT&T	Internet; Phone/Fax			
AT&T	Phone			
AT&T	Phone			
AT&T Mobility	Cell Phones; iPads			
BSK	Labs			
CalPers	Employee Contribution - Classic		\$3,090.36	
CalPers	Employee Contribution - Pepra		\$3,034.07	
CalPers	Health		\$14,050.40	
CalPers	Unfunded Liability - Classic		\$5,958.92	
DEX.YP	Yellow Pages		\$15.50	
Emigh Hardware	Material/Supplies			
Forsgren Associates, Inc..	Services Rendered Thru 01/25/2024 (On-Call Services)		\$4,032.50	
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2024 (Hydraulic Model Update)		\$5,427.50	
Forsgren Associates, Inc.	Services Rendered Thru 01/25/2024 (Well 9 Engineering)		\$7,400.13	
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through January 2024		\$5,127.89	
Leaf	Photocopy Machine Lease			
Legacy Cleaning Services	Maryal office		\$160.00	
Loewen Pump Maintenance	Well 4 Motor		\$8,052.73	
Munibilling	Billing System (Merchant Annual Reporting Fees)			
PG&E	Gas			
Regional Government Services (RGS)	January 2024 Clerk Services		\$489.52	
Richardson & Company, LLP	State Controller's Report for 06/2023		\$450.00	
Robert Merritt	CPA - Services Rendered Through January 2024		\$2,517.50	
Sierra Chemical Company	Chemicals			
Smud	Account# 7000000179		\$5,665.89	
Streamline	Website		\$249.00	
TAK Communications, Inc.	2521 Avalon Repair		\$5,695.58	

**Del Paso Manor Water District  
MARCH 2024 VENDORS FOR APPROVAL**

Terrapin Technology Group	Software / Computers		\$187.39	
Tony's Backflow Services	Backflow device Testing		\$462.00	
Uinta Holdings, LLC	April 2023 Rent		\$2,700.00	
Umpqua Bank	District Credit Card		\$2,527.44	
VOYA	February 2024 Emp. Contribution		\$500.00	
Wex Bank	Gas		\$507.91	
Wizix Technology Group, Inc.	Photocopy Machine		\$114.46	
<b>MONTHLY TOTAL-----&gt;</b>		<b>\$0.00</b>	<b>\$82,941.03</b>	



Del Paso Manor Water District  
BOD Compensation Expense Summary  
FEBRUARY 2024

FEBRUARY 2024 MEETINGS		DOLK	MATTEOLI	PRATT	ROSS	SAUNDERS
	<b>Board Meetings</b>					
2/6/2024	DPMWD - Regular Board Meeting	1	1	1	1	1
	DPMWD - Regular Board Meeting					
2/22/2024	DPMWD - Special Board Meeting	1	1	1	1	
	DPMWD - Emergency Board Meeting					
	<b>ADHOC Committee Meetings</b>					
	Director Compensation Committee Meeting					
	Finance Standing Committee Meeting					
	General Counsel Review Committee					
	General Manager Evaluation Committee					
	LAFCo 2x2 Meeting					
	Public Relations Interview Committee (Ross/Pratt)(Dolk as Secondary)					
	Sacramento Metro Fire					
	SSWD / DPMWD 2X2 Committee					
	Succession Planning Committee					
	<b>Other Meetings</b>					
	American Water Works Association (AWWA) (Dolk)					
	Association of California Water Agencies (ACWA) (Dolk)					
	Association of California Water Agencies (ACWA) Agriculture (Matteoli)					
	Association of California Water Agencies (ACWA) Groundwater (Matteoli)					
	California Rural Water Authority (CRWA) (Ross)					
	California Special Districts Association (CSDA) (Ross)					
	Ethics Training (AB1234)					
	Joint Powers Insurance (JPIA) (Saunders)					
	Legal Council Meeting					
2/20/2024	Regional Water Authority (RWA) (Pratt)			1		
2/8/2024	Sacramento Groundwater Authority (SGA) (Matteoli / Pratt)			1		
	Sacramento Suburban Water District (SSWD)					
	Sexual Harassment Prevention Training (AB1825)					
2/7/2024	Water Forum (Pratt)			1		
	<b>February Monthly Meeting Totals</b>					
	TOTAL MEETINGS	2	2	5	2	1
	TOTAL COMPENSATED MEETINGS	2	2	5	2	1
	TOTAL COMPENSATION	\$200	\$200	\$500	\$200	\$100

## **ITEM #8.A**

*Budget to Actuals*

**Del Paso Manor Water District  
Budget To Actual Comparison  
July 1, 2023 to February 29, 2024**

Notes

	Year to Date July 1, 2023 to February 29, 2024	Budget	Percent of Budget
<b>Revenues</b>			
Water Sales	981,358	1,358,847	72.22%
C.I.P. Revenue	353,687	598,811	59.06%
Other water sales	1,106	-	Not budgeted
Other customer charges	7,220	-	Not budgeted
Interest income	34,647	30,000	115.49%
Misc. income	441	-	Not budgeted
<b>Total Revenues</b>	<b>1,378,459</b>	<b>1,987,658</b>	<b>69.35%</b>
<b>Employee Related</b>			
Management Salaries	93,538	160,000	58.46%
Staff Salaries	182,069	328,051	55.50%
Director Fees	8,400	22,000	38.18%
Payroll Taxes	29,337	41,000	71.55%
PERS Retirement	71,640	100,500	71.28%
Health	64,110	90,000	71.23%
Retiree Health Benefits & OPEB	43,465	80,000	54.33%
<b>Total Employee Related</b>	<b>492,559</b>	<b>821,551</b>	<b>59.95%</b>
<b>Administration</b>			
Insurance	59,491	59,500	99.98%
Office Expense	68,020	91,500	74.34%
Audit Fees	10,700	12,000	89.17%
Legal Fees	68,799	200,000	34.40%
Election Related	-	3,000	0.00%
Miscellaneous	10,790	5,000	215.80%
Professional Administration Fees	57,841	131,700	43.92%
Bank Charges	1,259	2,000	62.95%
Professional Dues	51,239	58,500	87.59%
Professional Meetings	-	10,000	0.00%
Cert/Continuing Education	-	5,000	0.00%
<b>Total Administration</b>	<b>328,139</b>	<b>578,200</b>	<b>56.75%</b>
<b>Operations</b>			
Conservation	-	3,400	0.00%
Power	60,026	112,000	53.59%
Repairs & Maintenance	74,607	216,000	34.54%
Lab Fees	19,373	7,000	276.76%
Backflow Program	385	2,000	19.25%
Engineering	56,089	250,000	22.44%
City Water	3,939	7,000	56.27%
Capital/Equipment Expenditures	-	60,000	0.00%
<b>Total Operating</b>	<b>214,419</b>	<b>657,400</b>	<b>32.62%</b>
<b>Total Employee Related, Administration and Operating Expenses</b>	<b>1,035,117</b>	<b>2,057,151</b>	<b>50.32%</b>
<b>C.I.P.</b>			
New Pipeline	-	50,000	0.00%
Well #2	-	950,000	0.00%
Well # 6B	-	50,000	0.00%
Well #9	12,962	360,000	3.60%
Interest Expense & Principal Debt Payment	67,665	325,000	20.82%
<b>Total C.I.P.</b>	<b>80,627</b>	<b>1,735,000</b>	<b>4.65%</b>

**Amounts above are not audited**

**Notes**

- 1 Misc. expenses include employee relocation and operating interest expenses

	<b>February 2024</b>	<b>Budget</b>	<b>Percentage of Budget</b>
<b>Employee Related</b>			
5102.10 · Management salaries	93,538.00	160,000.00	58.46%
5102.15 · Field salaries	128,395.00	250,000.00	51.36%
5102.20 · Office manager salary	53,674.00	78,051.00	68.77%
5102.05 · Director fees	8,400.00	22,000.00	38.18%
5102.30 · Payroll taxes	29,337.00	41,000.00	71.55%
6451.00 · PERS/retirement	71,640.00	100,500.00	71.28%
6501.00 · Employee healthcare (CalPers)	64,110.00	90,000.00	71.23%
6502.00 · Retiree health benefits	43,465.00	80,000.00	54.33%
<b>Administration</b>			
5251.00 · Insurance			
5251.05 · Liability	46,392.00	40,000.00	115.98%
5251.10 · Property	4,585.00	4,500.00	101.89%
5251.15 · Workers Compensation	8,514.00	15,000.00	56.76%
6151.00 · Office expense			
6151.05 · District office lease	23,520.00	32,000.00	73.50%
6151.10 · Phone service	3,088.00	4,500.00	68.62%
6151.15 · Internet provider	3,601.00	5,000.00	72.02%
6151.20 · Sewer & garbage (Lusk)	965.00	2,000.00	48.25%
6151.21 · Miscellaneous (office other)	0.00	0.00	N/A
6151.25 · Postage	20,525.00	20,000.00	102.63%
6151.30 · Printing	0.00	1,000.00	0.00%
6151.35 · Computers & supplies	265.00	3,500.00	7.57%
6151.40 · Office supplies	4,481.00	7,500.00	59.75%
6151.45 · Answering service	4,107.00	5,500.00	74.67%
6151.50 · Office furniture	0.00	2,000.00	0.00%
6151.55 · Payroll preparation	1,175.00	2,000.00	58.75%
6151.60 · GASB 75 valuation	2,160.00	2,000.00	108.00%
6151.70 · Janitorial	1,280.00	2,500.00	51.20%
Office expense - other	2,852.00	0.00	N/A
6152.00 · Building maintenance	2,408.00	2,000.00	120.40%
6251.00 · Audit	10,700.00	12,000.00	89.17%
6255.00 · Election related	0.00	3,000.00	N/A
6301.00 · Legal	68,799.00	200,000.00	34.40%
6401.00 · Misc	10,790.00	5,000.00	215.80%
6601.00 · Professional Admin fees			
6601.05 · SWRCB annual fees	15,598.00	16,000.00	97.49%
6601.10 · NDPES permit	0.00	1,500.00	0.00%
6601.15 · Cal Pers actuarial reports	700.00	700.00	100.00%
6601.25 · Air Quality permits	0.00	5,000.00	0.00%
6601.30 · Encroachment permits	0.00	500.00	0.00%
6601.35 · CPA fees	6,460.00	18,000.00	35.89%
6601.00 · Professional admin fees - other	35,082.00	60,000.00	58.47%
6601.50 · Public relations	0.00	30,000.00	0.00%

6171.00 · Bank fees	1,259.00	2,000.00	62.95%
6561.00 · Professional dues			
6561.05 · ACWA	9,783.00	11,000.00	88.94%
6561.10 · AWWA	494.00	700.00	70.57%
6561.15 · CSDA	8,186.00	8,300.00	98.63%
6561.20 · CRWA	750.00	1,000.00	75.00%
6561.25 · RWA	7,864.00	9,500.00	82.78%
6561.30 · SGA	21,243.00	25,000.00	84.97%
6561.35 · SAWWA	0.00	1,000.00	0.00%
6561.00 · Professional dues - other	2,919.00	2,000.00	145.95%
6551.00 · Professional meetings	0.00	10,000.00	0.00%
6610.00 Certification/continuing education	0.00	5,000.00	0.00%
Operations			
5121.00 Conservation	0.00	3,400.00	0.00%
5151.00 · Power			
5151.05 · PG&E	60.00	2,000.00	3.00%
5151.10 · SMUD	59,965.00	110,000.00	54.51%
5201.00 · R & M			
5201.05 · Leak repairs	36,388.00	104,000.00	34.99%
5201.10 Field Equipment	0.00	2,000.00	0.00%
5201.15 · Field supplies	8,296.00	35,000.00	23.70%
5201.20 · Fuel for vehicles	3,468.00	9,000.00	38.53%
5201.25 Vehicle repair and maintenance	718.00	3,000.00	23.93%
5201.35 · Chlorine	5,846.00	11,000.00	53.15%
5201.45 · Well repair & maintenance	12,672.00	6,000.00	211.20%
5201.55 · Field staff cellular service	3,327.00	6,000.00	55.45%
5201.00 R & M other	1,000.00	0.00	N/A
5201.70 SSWD Mutual Aide Field Staff	483.00	40,000.00	1.21%
5301.00 · Lab fees (H2O testing)	19,373.00	7,000.00	276.76%
5451.00 City water	3,939.00	7,000.00	56.27%
5452.00 Backflow program	385.00	2,000.00	19.25%
5351.00 Engineering	56,089.00	250,000.00	22.44%

**Del Paso Manor Water District**  
**Monthly Cash Flow Activity (Unaudited)**  
**January 2024**

	Operating Bank Account	L.A.I.F.	Total
Account Balances at January 1, 2024	\$ 426,223	\$ 1,825,317	\$ 2,251,540
Rate payer collections	196,789	-	196,789
Other receipts	365	-	365
LAIF interest payment	-	18,337	18,337
Payroll disbursements	(36,642)	-	(36,642)
Vendor payments	(94,817)	-	(94,817)
Account Balances at January 31, 2024	<u>\$ 491,918</u>	<u>\$ 1,843,654</u>	<u>\$ 2,335,572</u>

The activity above is not audited

Accounts Receivable Aging

Summary

Account Type	Account Category	Credits	0 - 29 Days	30 - 59 Days	60 - 89 Days	90 + Days	Total
CO (Commercial)	MAIN (MAIN)	0.00	299.95	0.00	0.00	484.50	784.45
	METER (METER)	(3,213.80)	11,313.07	1,491.35	0.00	2,667.65	12,258.27
RE (Residential)	MAIN (MAIN)	(23,628.66)	50,377.34	0.00	0.00	91,539.45	118,288.13
Total		(26,842.46)	61,990.36	1,491.35	0.00	94,691.60	131,330.85

## **ITEM #8.B**

*California Special Districts Association (CSDA) Board of Directors Call for  
Nominations Seat A*



**DEL PASO MANOR WATER DISTRICT**

**BOARD MEETING**

**DATE: March 06, 2024**

**AGENDA ITEM NO. 8.B**

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**SUBJECT: California Special Districts Association (CSDA) Board of Directors Call for Nominations Seat A**

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**STAFF CONTACT:**

Adam Coyan, General Manager

**BACKGROUND:**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Manager who are interested in leading the direction of the California Special Districts Association (CSDA) for the 2025-2027 term.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Any interested District Board Members are encouraged to apply. Though not required, a candidate may be nominated by another person to sit on the CSDA Board; any DPMWD Board Member may accept the nomination of a fellow Board Member and put forward an application for CSDA Board membership.

The deadline for receiving nominations is April 10, 2024.

**BUDGET:**

CSDA Board membership would have zero effect on the District's budget.

**RECOMMENDATION:**

Staff recommends any interested Board Member seek the nomination of fellow Directors and put forward their candidacy.

**ATTACHMENTS:**

CSDA Board of Directors Call for Nominations Seat C Correspondence, Board Candidate information sheet and nomination form



**California Special  
Districts Association**

*Districts Stronger Together*

**DATE:** February 5, 2024

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.  
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

**Nomination Procedures:** Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@cda.net](mailto:amberp@cda.net)

***Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.***

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

<b>Northern Network</b>	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
<b>Sierra Network</b>	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
<b>Bay Area Network</b>	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
<b>Central Network</b>	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
<b>Coastal Network</b>	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
<b>Southern Network</b>	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(\* = Incumbent is running for re-election)

**CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024.**

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [amberp@cda.net](mailto:amberp@cda.net) **by April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

**CSDA will mail paper ballots on June 10, 2024 per district request only.**

If you have any questions, please contact Amber Phelen at [amberp@cda.net](mailto:amberp@cda.net).



California Special  
Districts Association  
*Districts Stronger Together*

## 2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this form, a Board resolution/minute action supporting the candidate, and  
Candidate Information Sheet by mail or email to:

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csla.net

***DEADLINE FOR RECEIVING NOMINATIONS:***

**April 10, 2024 at 5:00 p.m.**



California Special  
Districts Association  
*Districts Stronger Together*

## 2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**





California Special Districts Association

## DISTRICT NETWORKS



## **ITEM #8.C**

*Forsgren Associates Presentation*

**DEL PASO MANOR WATER DISTRICT**

**BOARD MEETING**

**DATE: MARCH 5, 2024**

**AGENDA ITEM NO. 8.C**

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**SUBJECT: FORSGREN ASSOCIATES PRESENTATION**

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**STAFF CONTACT:**

Adam Coyan, General Manager

**BACKGROUND:**

The Grand Jury report released October 28th, 2021 highlighted the need to invest money in the infrastructure, capital improvement, operations, and maintenance in order to continue to provide a reliable and safe supply of drinking water to the rate payers.

Del Paso Manor Water District's mission is to provide safe drinking water in accordance with California and federal regulations and to maintain a reliable water supply for water consumption and fire protection.

Effective November 1<sup>st</sup>, 2023 water rates increased as part of a Prop 218 process. Although prop 218 passed with approved projects the first step is to complete a hydraulic model so there is effective planning of those projects.

**RECOMMENDATION:** Receive information.

**ATTACHMENTS:**

**ENVIRONMENTAL IMPACT:**

This item is an update to an existing structure and does not need a CEQA review.

**FINANCIAL IMPACT:**

This item is in the current budget and the project has been approved.



## **ITEM #9.A**

*Field Report on Current and Upcoming Projects*



## **DEL PASO MANOR WATER DISTRICT REGULAR BOARD MEETING FIELD REPORT**

**MEETING DATE: March 05, 2024**

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### **AGENDA ITEM 9.A:**

Leaks: We had 0 mainline leaks, 1 service line leak on our side, and 3 service line leak on the customers side

Complaints: We had no water quality concern

Water Waste: We had no water waste report

Field Work:

1. 30 USA's marked in February
2. Completed Fox Hollow upgrades
3. TCR sampling for February were all absent.
4. We have located 10 more curb stops for a total of 517 to date
5. Quarterly Bacti and other samples have been completed
6. Well 4 is back online with a new motor

Current and Upcoming Projects:

1. Curb stop locates
2. Mainline valve measurements ongoing project
3. Cleaning up well sites

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**FIELD STAFF RESPONSIBLE FOR REPORT: Mike Jenner, Field Supervisor  
03/05/2024**