



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

**May 3, 2022 6:30 PM  
1817 Maryal Drive, Suite 300, Sacramento 95864**

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

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

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

**Teleconference Information:**

**Join Zoom Meeting Link:**

<https://us06web.zoom.us/j/97737667936?pwd=NnBxVmswRnRrZXVSVGhZbWd2b0FFUT09>

**Meeting ID: 977 3766 7936    Passcode: 473630**

**Dial By Phone**

**US (SAN JOSE) +1 669 900 6833**

**US (TACOMA) +1 253 215 8782**

**A G E N D A**

**1. CALL TO ORDER:**

**2. ROLL CALL:**

**Chairman:** Saunders  
**Directors:** Dolk  
Macias  
Matteoli  
Pratt

2164414.1 14685-001

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

**4. CLOSED SESSION:**

**Item 4.A: Public Employee Performance Evaluation pursuant to Gov. Code section 54957(b)(1); General Manager**

**5. PUBLIC COMMENTS:** The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference and in writing.

**6. CONSENT CALENDAR:** All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

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

**Recommendation:** Review and approve final 2020/2021 Audit

Atch: Summary of Fiscal Year 2020/21 Audit Results  
Audited Financial Statements (June 30, 2021 and 2020)  
Richard & Company, LLP Governance Letter  
Richard & Company, LLP Management Letter

**Item 6.B: A Resolution of the Board of Directors of the Del Paso Manor Water District and on behalf of Commissions and Committees created by the Board of Directors pursuant to Government Code section 54952(b) authorizing the Board's continued use of teleconference meetings in compliance with Assembly Bill 361 to continue to allow members of the public to safely participate in local government meetings.**

**Recommendation:** Adopt Resolution pursuant to GC Section 54952(b) and Assembly Bill 361.

Atch: Resolution 22-0503-1

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

**Recommendation:** Approve minutes of the April 5, 2022 meeting.

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

**Recommendation:** Approval of Warrants and Payroll.

Atch: April 2022 Approved/Paid Warrants  
May 2022 Warrants for Approval  
Board of Directors Compensation Summary (April 2022)

**7. PUBLIC HEARING:**

**8. OLD BUSINESS:**

**9. NEW BUSINESS:**

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

**Recommendation:** Review and discuss budget to actuals.

Atch: Budget to Actual Comparison - July 1, 2021 to April 30, 2022

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

**Recommendation:** Approve Resolution 22-0503-2 Establishing the Time and Place to Hold Two Regular Meetings

Atch: Staff Report Establishing the Time and Place to Hold Two Regular Meetings  
Resolution 22-0503-2

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

**Recommendation:** Staff recommends approval of Resolution 22-0503-3 Amending the Employee Handbook

Attch: Staff Report Amending District Employee Handbook to  
Change Provisions Regarding Uncontrolled Standby Compensation  
and Employee Reimbursements  
Resolution 22-0503-3

**10. FIELD REPORT:** Verbal report

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

Attch: April 2022 Field Report

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

**Item 11.A: 11.1** Written testimony/comments are due no later than 12:00PM the day of the meeting and must be submitted to [dpmwdclerk@delpasomanorwd.org](mailto:dpmwdclerk@delpasomanorwd.org)

**11.2** Meeting minutes will be approved the following month. (eg: 1<sup>st</sup> Monday of the month meeting minutes for approval at the following 1<sup>st</sup> of month meeting. 3<sup>rd</sup> meeting minutes approval at the following 3<sup>rd</sup> Monday meeting)

**11.3** Due to the field staff shortage the Mutual Aid & Assistance Agreement signed in January 2011 has been activated to temporarily assist with field operations. The agreement also includes the manual interties and will be amended to cover the automatic interties

**11.4** Street reflectors will be installed to assist firetrucks in locating hydrants

**11.5** NSF 61 Issues

**11.6** Progress on the GJ R.1, HydroScience & projects for 218

**11.7** Budget prep for F/Y 22/23 is in progress

**11.8** Change financial institution from Bank of the West to Wells Fargo. Establish multiple bank accounts consistent with audit recommendation. Regain control of LAIF account from past board members. Will have resolutions to effectuate at the May 16<sup>th</sup>, 2022

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


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

**CERTIFICATION OF POSTING:**

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

Date Posted: April 29, 2022

Time posted: 1:00 P.M.

Signature:   
Clerk of the Board of Directors  
Del Paso Manor Water District

**OTHER IMPORTANT INFORMATION**

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

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

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

**DISABLED OR SPECIAL NEEDS ACCOMMODATION:**



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