

Agenda Item: 1

Date: December 11, 2024

Subject: Draft Minutes of the November 13, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting

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

Recommended Board Action:

Approve the Draft Minutes of the November 13, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting.

Attachment:

1. Draft Minutes of the November 13, 2024, 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

November 13, 2024

Location:

3701 Marconi Avenue, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #847 9850 1849

Call to Order – Videoconference/Audioconference Meeting

Sacramento Suburban Water District (SSWD) Board President Kevin Thomas (Chair Thomas) called the meeting to order at 6:00 p.m.

Roll Call

SSWD Directors

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

SSWD Directors

Absent: None.

DPMWD Directors

Present: Carl Dolk, Gwynne Pratt, and David Ross.

DPMWD Directors

Absent: Robert Matteoli.

SSWD Staff Present: General Manager Dan York (SSWD GM York), Assistant General Manager Matt Underwood, Jeff Ott and Heather Hernandez-Fort.

DPMWD Staff

Present: Del Paso Manor Water District (DPMWD) General Manager Adam Coyan (DPMWD GM Coyan).

Public Present: SSWD Legal Counsel Josh Horowitz, DPMWD Legal Counsel Mona Ebrahimi, Jose Henriquez, Victoria Hoppe, Trish Harrington, Roy Wilson, Alan Driscoll, Lori Marschall, Alex Peterson, Howard Sullivan, Jennifer Harris, Charles Beck, Emily Hataway, Sabrina Gulch, Marissa Burt, Lawrance Murray, and Cathy Lauer.

Announcements:

None.

Public Comment

None.

Consent Items

- Draft Minutes of the October 23, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting**
SSWD GM York presented the staff report.

SSWD Director Wichert moved to approve the Consent Item, 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 Pratt moved to approve the Consent Item; DPMWD Director Ross seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

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

Items for Discussion and/or Action

- Sacramento Local Area Formation Commission Resolution**
SSWD GM York presented the staff report.

The DPMWD and SSWD Board of Directors and legal counsels conducted live edits to the draft resolution.

Trish Harrington inquired about a Brown Act clarification.

Roy Wilson asked clarifying questions regarding benefits.

Victoria Hoppe requested clarification on a section of the resolution.

Both Boards agreed to allow the two District's legal counsel to finalize the draft resolution and to bring it back to the Boards for approval.

3. **Plan for Services and Sacramento Local Area Formation Commission Application Timeline Update**

SSWD GM York presented the staff report.

4. **Operations Assistance Update**

SSWD GM York presented the staff report.

DPMWD GM Coyan expressed that SSWD staff was doing a great job handling operations and that he was very pleased with their work.

5. **Grant Funding Status**

Jeff Ott presented the staff report.

DPMWD GM Coyan expressed that the design would be complete by July 2025.

Director Wichert inquired if the schedule could be accelerated.

DPMWD GM Coyan expressed he would need to discuss it with the engineers.

6. **Surface Water and Groundwater – Water Quality**

SSWD GM York presented the staff report.

7. **Director Comments**

There were no Director comments.

8. **Set Future Meetings of the Joint Boards**

SSWD GM York presented the staff report.

Both Boards agreed to continue holding Joint Special Board meetings on the second Wednesday of each month at 6:00 p.m.

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

SSWD GM York presented the staff report.

Director Wichert expressed that most of the items on the current Agenda would be returning with the exception of the Surface Water and Groundwater – Water Quality report.

Adjournment

Chair Thomas adjourned the meeting at 8:01 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Agenda Item: 2

Date: December 11, 2024

Subject: Sacramento Local Agency Formation Commission Resolution

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

Recommended Boards Action:

Adopt Resolution No. 24-12 Approving the Sacramento Local Agency Formation Commission Resolution for Reorganization with Del Paso Manor Water District.

Approve Resolution No. 24-1203 Approving the Sacramento Local Agency Formation Commission Resolution for Reorganization with Sacramento Suburban Water District.

Discussion:

As directed at the July 30, 2024, Joint Board meeting, staff developed a draft Resolution of Application (Resolution) to the Sacramento Local Area Formation Commission (LAFCo). For Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) to move forward in combining the two districts, it is necessary to submit a Resolution of Application to LAFCo. To the extent possible, the adopted resolutions should be substantially similar for each district.

Staff and legal counsel made the appropriate edits to the draft Resolution and presented the second draft at the September 11, 2024, Joint Board meeting. The Boards thoroughly reviewed the draft Resolution at the meeting and provided edits. The Boards directed staff to update the draft Resolution and present it at a future Joint Board meeting.

The revised draft Resolution was placed on the November 13, 2024, Joint Board meeting agenda for a final review. The Boards and legal counsels of both agencies thoroughly reviewed each section of the draft Resolution and discussed appropriate edits. The Boards directed staff to update the draft Resolution, have DPMWD and SSWD legal counsels conduct a final review, and present to each Board at a scheduled Board meeting for final approval. Attachment 1 is the draft Resolution reviewed and edited at the November 13 board meeting with final edits by counsel for clarification and consistency, but preserving the Boards' intent as expressed at that meeting.

For final review by the DPMWD and SSWD Boards and for their possible adoption are the following clean versions of the resolutions, as Attachments 2 and 3, respectively:

- SSWD Resolution Making Application to LAFCo, Resolution No. 24-12
- DPMWD Resolution Making Application to LAFCo, Resolution No. 24-1203

Attachments:

1 – Draft Resolution with Redlines

2 – SSWD Resolution Making Application to LAFCo, Resolution No. 24-12

3 – DPMWD Resolution Making Application to LAFCo, Resolution No. 24-1203

DRAFT

RESOLUTION NO. 24-XX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SACRAMENTO SUBURBAN WATER DISTRICT MAKING APPLICATION TO THE
SACRAMENTO LOCAL AGENCY FORMATION COMMISSION FOR
REORGANIZATION WITH DEL PASO MANOR WATER DISTRICT**

WHEREAS, the Sacramento Suburban Water District (“SSWD”) was formed and is operating under the County Water District Law (Water Code sections 30000 and following), and supports the consideration of reorganization with another water district, provided that both districts consent to the reorganization, and the reorganization would be in the best interests of the customers of each district;

WHEREAS, SSWD and Del Paso Manor Water District (“DPMWD”) have conducted an evaluation of the feasibility of combining SSWD and DPMWD through a process that has involved Joint Board meetings that have been open to the public, mailing of information on the proposed combination to each customer of SSWD and DPMWD to present information on the reorganization and receive public comment on it, responding in writing to written questions received from the public concerning the reorganization, and meetings with interested parties and the respective employees of SSWD and DPMWD to discuss the potential reorganization;

WHEREAS, on May 2, 2024, the Sacramento County Local Agency Formation Commission (“LAFCo”) approved a resolution of intent to initiate dissolution of DPMWD with a remediation period of twelve-months to allow the district time to address the deficiencies that were highlighted in the Sacramento Grand Jury and Municipal Service Review – Addendum reports, or to develop other plans; and

WHEREAS, SSWD has negotiated and reached a decision with the DPMWD, which was formed and is operating under the County Water District Law (Water Code sections 30000 and following), to reorganize the two districts as provided in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code sections 56000 and following; the “LAFCo Law”) by dissolving DPMWD and transferring its assets, liabilities, and obligations to SSWD on terms and conditions agreed to by the Boards of Directors of the two districts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SSWD as follows:

1. The foregoing recitals are true, represent the findings and independent judgment of the SSWD Board of Directors, and are hereby incorporated by reference.

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2. Application is hereby made under the LAFCo Law to LAFCo for a reorganization encompassing the annexation by SSWD of DPMWD and its service area and the dissolution of DPMWD and transfer of its assets, liabilities, rights, and obligations to SSWD.
3. The President of the SSWD Board of Directors and the General Manager/Secretary of the District are hereby authorized and directed to complete and execute all documents required in connection with this application, and to do and perform every action necessary to carry out the purposes of this resolution.
4. This application is expressly made subject to the following special terms and conditions, which SSWD requests that LAFCo include within the order approving this reorganization application, the terms and conditions specified in subsections (c) and (d) being made under subdivisions (c), (h), (i), (k), (l), (m), (p), (s)(1), (t), and (v) of Government Code section 56886:
 - a. The effective date of the reorganization shall be following official certification by LAFCo and recording of a Certificate of Completion, or as soon as possible thereafter upon SSWD and DPMWD satisfying any conditions of approval.
 - b. Upon and after the reorganization, the following conditions shall apply to and bind the Board of Directors of the reorganized district:
 - (1) the following contracts, debts and contingent liabilities of the respective districts, although to be assigned and transferred to SSWD shall, nonetheless, continue to be the exclusive responsibility of the ratepayers within the ~~respective~~ service areas of SSWD and DPMWD, ~~respectively~~, until paid in full; provided, however, that such debts and liabilities to DPMWD ratepayers shall only consist of financial obligations and not extend to performance of contractual obligations:
 - (A) all bonds, certificates of participation and similar indebtedness, including any refunding thereof;
 - (B) any other debt respecting real estate (including office buildings and other structures, pump stations and well sites), exclusive of such other debt respecting transmission and distribution system facilities, easements and rights-of-way;
 - (C) liability respecting any claims that have not been asserted in writing as of the effective date of the reorganization; and
 - (D) any contracts, debts, or liabilities, contingent or otherwise, specified in essentially parallel resolutions adopted by the Boards of Directors of both districts prior to the effective date of the reorganization.
 - (2) the following assets of the respective districts, although to be assigned and transferred to SSWD shall, nonetheless to be used for the exclusive benefit of the ratepayers within the respective service areas of SSWD and DPMWD

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until the time that the SSWD Board terminates the collection of the assessment:

- (A) the equity in real estate (including office buildings and other structures, pump stations and well sites), ~~exclusive of transmission and distribution system facilities~~;
- (B) easements and rights-of-way held by the respective districts as of the effective date of the reorganization; and
- (C) all cash and investments, water sales receivable, grant and loan funds receivable, and accrued interest receivable attributed to each respective district-;
- ~~(C)~~(D) Transmission and distribution piping and facilities.

c. Upon the reorganization and for the period during which the assessment is collected and service area of DPMWD is operated as a separate water system following the effective date of the reorganization, the following conditions shall apply to and bind the Board of Directors of SSWD:

- (1) all contracts, debts, and liabilities of the respective districts, including contingent liabilities, other than those identified in or pursuant to section 4(b), although to be assigned and transferred to the SSWD shall, nonetheless, continue to be the exclusive responsibility of the ratepayers within the respective service areas of SSWD and DPMWD;
- (2) previously authorized charges, fees, assessments and taxes of SSWD and DPMWD, which have been determined by the Boards of Directors of each respective district to properly allocate the costs incurred among its ratepayers, shall continue to be applied within the affected service area of each district, and any changes made to such charges, fees, assessments and taxes shall be governed by the same principles previously determined by the Board of Directors of each respective district, unless the Board of Directors of the SSWD specifically determines that different principles shall apply;
- (3) the funds derived from the SSWD and the DPMWD service areas shall be accounted for separately, so that the ratepayers benefitting from the respective water system bear the cost of replacement, improvement, and bond debt service of that water system, provided that, the SSWD Board may continue imposing and collecting a separate and different debt service charge in DPMWD's service area for the time required it is within a separate assessment district after it is consolidated into the unified SSWD water system if necessary to collect sufficient funds for repayment of any assessment or other indebtedness incurred for capital improvements in service area of DPMWD;

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(4) the territory within DPMWD as of the effective date of the consolidation shall be designated the “Del Paso Manor Service Area” following the reorganization and shall be operated as a separate water system for rate-setting, billing, and collection, and all financial accounting purposes until such time as the SSWD Board determines to terminate the collection of the assessment and to consolidate the Del Paso Manor Service Area into the SSWD water system. Under no circumstances will Del Paso Manor Service Area ratepayers pay for water service rates, fees, or charges in excess of the proportionate cost of such water service and water provided to them in compliance with Proposition 218 and other applicable law.

(5) the territory within SSWD as of the effective date of the reorganization, which is operated as a unified water system, shall be designated the “Sacramento Suburban Service Area” following the reorganization and shall continue to be operated in the same manner as prior to completion of the reorganization; and

(6) the Board of Directors of SSWD shall determine from time-to-time which funds derived from the operation of the Del Paso Manor Service Area water system and the Sacramento Suburban Service Area water system shall be used to pay the common administrative costs of operating the entire district.

~~(6)(7)~~ The DPMWD service area shall be operated as a separate water system and will not receive fluoridated water from SSWD except in the event of an emergency due to not being able to meet peak water demands or fire flows. Unless required by law, the DPMWD Del Paso Manor Service Area wells will not be fluoridated.

d. Subject to the foregoing, all assets, revenues, funds on deposit, rights and liabilities under contracts, liabilities for payment of principal and interest on contractual obligations for real property, furnishings and equipment, operating expenses, supplies, licenses and permits, and any contingent liabilities for existing civil litigation shall be assigned and transferred, and accrue to SSWD.

e. To ensure the transfer of the institutional knowledge of DPMWD retained by its existing staff, as of the effective date of the reorganization, existing non-contract DPMWD staff shall become employees of the combined district and be retained by SSWD. during the transition period to facilitate the smooth transfer of all DPMWD operations to SSWD. The salaries of these employees shall remain the same as a result of the reorganization or paid at the rate the then salary of the comparable SSWD position, whichever is greater. ~~and~~ they shall be eligible for cost of living and merit increases the same as all other SSWD employees. These employees will also be entitled to SSWD’s existing benefit programs. As of the effective date of the reorganization, the General Manager of DPMWD will may be retained by the SSWD

Board as a transition employee or contractor, for a minimum term of six months
~~minimum not to exceed six months.~~

- f. As of the effective date of the reorganization, the current Board of Directors of the DPMWD will resign their positions as Board Members and become the Del Paso Manor Advisory Committee (“Committee”) to the SSWD Board of Directors. The Committee ~~shall~~ may consist of five members, and shall be responsible for reviewing proposals and making recommendations to the SSWD Board for capital improvement projects within the Del Paso Manor Service Area. The Committee also shall be responsible for outreach to ratepayers within the Del Paso Manor Service Area and for communicating that community input to the SSWD Board. To facilitate its functions, the Committee shall adopt Bylaws and comply with all applicable provisions of the Ralph M. Brown Act. The Committee shall have the authority to appoint its members when vacancies occur according to the Bylaws. The Committee will have a limited duration of not less than three years and shall be terminated at a time determined in the SSWD Boards discretion in consultation with the Committee.
- g. The reorganized district shall retain the name Sacramento Suburban Water District and be governed by a five-member Board of Directors comprised of the incumbent Directors of SSWD sitting at the time that the reorganization is completed. The Board of the reorganized district shall maintain the same rotation of election to office by and from the voting divisions existing at completion of the reorganization. Notwithstanding the foregoing, the Board of the reorganized district shall, in consultation with the Committee, redistrict the reorganized District prior to the 2026 District Election to ensure that the five voting divisions comply with the requirements of the California Voting Rights Act while providing the greatest possible voice to the ratepayers of the Del Paso Manor Service Area.
- h. It is the intention of SSWD and DPMWD that a special the Del Paso Manor Service Area be operated as a separate service area such that be formed for these DPMWD ratepayers such that these ratepayers ~~An assessment district shall be formed within the Del Paso Manor Service Area in accordance with the requirements of Proposition 218 (Art. XIII D, section 6 of the California Constitution) and the Proposition 218 Omnibus Implementation Act (Gov’t Code sections 53750 and following) to fund any portion of improvements required within the Del Paso Manor Service Area that are required to address the deficiencies identified in DPMWD’s water system that are not funded through grants. Any special taxes, fees, charges, or assessments fees, assessments, or other charges imposed shall be in conformance with all applicable laws, including but not limited to, Proposition 218.~~ The formation of any financing mechanism or issuance of any debt shall be done in conformance with applicable laws. the assessment district and annual levy of the proposed assessment is subject to approval by a mail ballot vote by a majority of owners of all parcels proposed to be assessed. The approval of the assessment district’s formation and levy of the annual assessment is necessary to ensure a funding stream for necessary improvements to the

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~~DPMWD water system. The SSWD Board therefore requests that LAFCo make approval of the assessment district and levy of the annual assessment by the property owners of assessed parcels within the Del Paso Manor Service Area a condition of completing the reorganization. If a financing mechanism and/or rate increase is approved, issued, and/or levied on Del Paso Manor Service Area ratepayers, ~~those~~ the special taxes, fees, charges, or assessments the assessment is approved and the reorganization completed, the annual assessment will only be levied until it is determined by the SSWD Board of Directors that the Del Paso Manor Service Area water system has been sufficiently rehabilitated and replaced to the same standard as SSWD’s water system, ~~at which~~ At that time, the Board of Directors shall terminate the levying of the special taxes, fees, charges, or annual assessments and instead collect funds for ongoing operations, maintenance, and capital improvement costs through regular water service rates and charges, and in the same manner and amount as all other SSWD ratepayers.~~

- i. Develop a Plan for Services approved by the SSWD and DPMWD Boards for submittal and approval by LAFCo that will govern how SSWD will operate the Del Paso Manor Service Area to ensure that existing SSWD ratepayers will not be required to in any way subsidize the capital improvement and operations and maintenance costs of the Del Paso Manor Service Area and to avoid any reduction in the level of service afforded existing SSWD ratepayers resulting from the addition of the Del Paso Manor Service Area.
- j. Adoption of this resolution of application shall be subject to the adoption of a resolution in substantially the same form by the Board of Directors of DPMWD.
- k. This Resolution shall take effect as of _____ ~~TBD~~.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on the XX day of MONTH, 2024, by the following vote:

AYES:
NOES:
ABSENT:

By: _____
Name
President, Board of Directors
Sacramento Suburban Water District

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the XX day of MONTH, 2024.

(SEAL)

By: _____
Dan York
General Manager/Secretary
Sacramento Suburban Water District

RESOLUTION NO. 24-12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SACRAMENTO SUBURBAN WATER DISTRICT MAKING APPLICATION TO THE
SACRAMENTO LOCAL AGENCY FORMATION COMMISSION FOR
REORGANIZATION WITH DEL PASO MANOR WATER DISTRICT**

WHEREAS, the Sacramento Suburban Water District (“SSWD”) was formed and is operating under the County Water District Law (Water Code sections 30000 and following), and supports the consideration of reorganization with another water district, provided that both districts consent to the reorganization, and the reorganization would be in the best interests of the customers of each district;

WHEREAS, SSWD and Del Paso Manor Water District (“DPMWD”) have conducted an evaluation of the feasibility of combining SSWD and DPMWD through a process that has involved Joint Board meetings that have been open to the public, mailing of information on the proposed combination to each customer of SSWD and DPMWD to present information on the reorganization and receive public comment on it, responding in writing to written questions received from the public concerning the reorganization, and meetings with interested parties and the respective employees of SSWD and DPMWD to discuss the potential reorganization;

WHEREAS, on May 2, 2024, the Sacramento County Local Agency Formation Commission (“LAFCo”) approved a resolution of intent to initiate dissolution of DPMWD with a remediation period of twelve-months to allow the district time to address the deficiencies that were highlighted in the Sacramento Grand Jury and Municipal Service Review – Addendum reports, or to develop other plans; and

WHEREAS, SSWD has negotiated and reached a decision with the DPMWD, which was formed and is operating under the County Water District Law (Water Code sections 30000 and following), to reorganize the two districts as provided in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code sections 56000 and following; the “LAFCo Law”) by dissolving DPMWD and transferring its assets, liabilities, and obligations to SSWD on terms and conditions agreed to by the Boards of Directors of the two districts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SSWD as follows:

1. The foregoing recitals are true, represent the findings and independent judgment of the SSWD Board of Directors, and are hereby incorporated by reference.

2. Application is hereby made under the LAFCo Law to LAFCo for a reorganization encompassing the annexation by SSWD of DPMWD and its service area and the dissolution of DPMWD and transfer of its assets, liabilities, rights, and obligations to SSWD.
3. The President of the SSWD Board of Directors and the General Manager/Secretary of the District are hereby authorized and directed to complete and execute all documents required in connection with this application, and to do and perform every action necessary to carry out the purposes of this resolution.
4. This application is expressly made subject to the following special terms and conditions, which SSWD requests that LAFCo include within the order approving this reorganization application, the terms and conditions specified in subsections (c) and (d) being made under subdivisions (c), (h), (i), (k), (l), (m), (p), (s)(1), (t), and (v) of Government Code section 56886:
 - a. The effective date of the reorganization shall be following official certification by LAFCo and recording of a Certificate of Completion, or as soon as possible thereafter upon SSWD and DPMWD satisfying any conditions of approval.
 - b. Upon and after the reorganization, the following conditions shall apply to and bind the Board of Directors of the reorganized district:
 - (1) the following contracts, debts and contingent liabilities of the respective districts, although to be assigned and transferred to SSWD shall, nonetheless, continue to be the exclusive responsibility of the ratepayers within the service areas of SSWD and DPMWD, respectively, until paid in full; provided, however, that such debts and liabilities to DPMWD ratepayers shall only consist of financial obligations and not extend to performance of contractual obligations:
 - (A) all bonds, certificates of participation and similar indebtedness, including any refunding thereof;
 - (B) any other debt respecting real estate (including office buildings and other structures, pump stations and well sites), exclusive of such other debt respecting transmission and distribution system facilities, easements and rights-of-way;
 - (C) liability respecting any claims that have not been asserted in writing as of the effective date of the reorganization; and
 - (D) any contracts, debts, or liabilities, contingent or otherwise, specified in essentially parallel resolutions adopted by the Boards of Directors of both districts prior to the effective date of the reorganization.
 - (2) the following assets of the respective districts, although to be assigned and transferred to SSWD shall, nonetheless to be used for the exclusive benefit of the ratepayers within the respective service areas of SSWD and DPMWD until the time that the SSWD Board terminates the collection of the assessment:

- (A) the equity in real estate (including office buildings and other structures, pump stations and well sites);
 - (B) easements and rights-of-way held by the respective districts as of the effective date of the reorganization; and
 - (C) all cash and investments, water sales receivable, grant and loan funds receivable, and accrued interest receivable attributed to each respective district;
 - (D) Transmission and distribution piping and facilities.
- c. Upon the reorganization and for the period during which the assessment is collected and service area of DPMWD is operated as a separate water system following the effective date of the reorganization, the following conditions shall apply to and bind the Board of Directors of SSWD:
- (1) all contracts, debts, and liabilities of the respective districts, including contingent liabilities, other than those identified in or pursuant to section 4(b), although to be assigned and transferred to the SSWD shall, nonetheless, continue to be the exclusive responsibility of the ratepayers within the respective service areas of SSWD and DPMWD;
 - (2) previously authorized charges, fees, assessments and taxes of SSWD and DPMWD, which have been determined by the Boards of Directors of each respective district to properly allocate the costs incurred among its ratepayers, shall continue to be applied within the affected service area of each district, and any changes made to such charges, fees, assessments and taxes shall be governed by the same principles previously determined by the Board of Directors of each respective district, unless the Board of Directors of the SSWD specifically determines that different principles shall apply;
 - (3) the funds derived from the SSWD and the DPMWD service areas shall be accounted for separately, so that the ratepayers benefitting from the respective water system bear the cost of replacement, improvement, and bond debt service of that water system, provided that, the SSWD Board may continue imposing and collecting a separate and different debt service charge in DPMWD's service area for the time required to collect sufficient funds for repayment of any assessment or other indebtedness incurred for capital improvements in service area of DPMWD;
 - (4) the territory within DPMWD as of the effective date of the consolidation shall be designated the "Del Paso Manor Service Area" following the reorganization and shall be operated as a separate water system for rate-setting, billing, and collection, and all financial accounting purposes until such time as the SSWD Board determines to terminate the collection of the assessment and to consolidate the Del Paso Manor Service Area into the SSWD water system. Under no circumstances will Del Paso Manor Service Area ratepayers pay rates, fees, or charges in excess of the proportionate cost

of water service provided to them in compliance with Proposition 218 and other applicable law.

- (5) the territory within SSWD as of the effective date of the reorganization, which is operated as a unified water system, shall be designated the “Sacramento Suburban Service Area” following the reorganization and shall continue to be operated in the same manner as prior to completion of the reorganization; and
 - (6) the Board of Directors of SSWD shall determine from time-to-time which funds derived from the operation of the Del Paso Manor Service Area water system and the Sacramento Suburban Service Area water system shall be used to pay the common administrative costs of operating the entire district.
 - (7) Unless required by law, the Del Paso Manor Service Area wells will not be fluoridated.
- d. Subject to the foregoing, all assets, revenues, funds on deposit, rights and liabilities under contracts, liabilities for payment of principal and interest on contractual obligations for real property, furnishings and equipment, operating expenses, supplies, licenses and permits, and any contingent liabilities for existing civil litigation shall be assigned and transferred, and accrue to SSWD.
- e. To ensure the transfer of the institutional knowledge of DPMWD retained by its existing staff, as of the effective date of the reorganization, existing non-contract DPMWD staff shall become employees of the combined district and be retained by SSWD. The salaries of these employees shall remain the same as a result of the reorganization or paid at the rate of the comparable SSWD position, whichever is greater. They shall be eligible for cost of living and merit increases the same as all other SSWD employees. These employees will also be entitled to SSWD’s existing benefit programs. As of the effective date of the reorganization, the General Manager of DPMWD will be retained by the SSWD Board as a transition employee or contractor for a minimum term of six months.
- f. As of the effective date of the reorganization, the current Board of Directors of the DPMWD will resign their positions as Board Members and become the Del Paso Manor Advisory Committee (“Committee”) to the SSWD Board of Directors. The Committee may consist of five members, and shall be responsible for reviewing proposals and making recommendations to the SSWD Board for capital improvement projects within the Del Paso Manor Service Area. The Committee also shall be responsible for outreach to ratepayers within the Del Paso Manor Service Area and for communicating that community input to the SSWD Board. To facilitate its functions, the Committee shall adopt Bylaws and comply with all applicable provisions of the Ralph M. Brown Act. The Committee shall have the authority to appoint its members when vacancies occur according to the Bylaws. The Committee will have a limited

duration of not less than three years and shall be terminated at a time determined in the SSWD Boards discretion in consultation with the Committee.

- g. The reorganized district shall retain the name Sacramento Suburban Water District and be governed by a five-member Board of Directors comprised of the incumbent Directors of SSWD sitting at the time that the reorganization is completed. The Board of the reorganized district shall maintain the same rotation of election to office by and from the voting divisions existing at completion of the reorganization. Notwithstanding the foregoing, the Board of the reorganized district shall, in consultation with the Committee, redistrict the reorganized District prior to the 2026 District Election to ensure that the five voting divisions comply with the requirements of the California Voting Rights Act while providing the greatest possible voice to the ratepayers of the Del Paso Manor Service Area.
- h. It is the intention of SSWD and DPMWD that the Del Paso Manor Service Area be operated as a separate service area such that these ratepayers fund any portion of improvements required within the Del Paso Manor Service Area required to address the deficiencies identified in DPMWD's water system that are not funded through grants. Any special taxes, fees, charges, or assessments imposed shall be in conformance with all applicable laws, including but not limited to, Proposition 218. The formation of any financing mechanism or issuance of any debt shall be done in conformance with applicable laws. If a financing mechanism and/or rate increase is approved, issued, and/or levied on Del Paso Manor Service Area ratepayers, the special taxes, fees, charges, or assessments will only be levied until the Del Paso Manor Service Area water system has been sufficiently rehabilitated and replaced to the same standard as SSWD's water system. At that time, the Board of Directors shall terminate the levying of the special taxes, fees, charges, or assessments and instead collect funds for ongoing operations, maintenance, and capital improvement costs through regular water service rates and charges, and in the same manner and amount as all other SSWD ratepayers.
- i. Develop a Plan for Services approved by the SSWD and DPMWD Boards for submittal and approval by LAFCo that will govern how SSWD will operate the Del Paso Manor Service Area to ensure that existing SSWD ratepayers will not be required to in any way subsidize the capital improvement and operations and maintenance costs of the Del Paso Manor Service Area and to avoid any reduction in the level of service afforded existing SSWD ratepayers resulting from the addition of the Del Paso Manor Service Area.
- j. Adoption of this resolution of application shall be subject to the adoption of a resolution in substantially the same form by the Board of Directors of DPMWD.
- k. This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on the 11th day of December, 2024, by the following vote:

AYES:
NOES:
ABSENT:

By: _____
Kevin Thomas
President, Board of Directors
Sacramento Suburban Water District

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 11th day of December, 2024.

(SEAL)

By: _____
Dan York
General Manager/Secretary
Sacramento Suburban Water District

RESOLUTION NO. 24-1203

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DEL PASO MANOR WATER DISTRICT MAKING APPLICATION TO THE SACRAMENTO LOCAL AGENCY FORMATION COMMISSION FOR REORGANIZATION WITH SACRAMENTO SUBURBAN WATER DISTRICT

WHEREAS, the Sacramento Suburban Water District (“SSWD”) was formed and is operating under the County Water District Law (Water Code sections 30000 and following), and supports the consideration of reorganization with another water district, provided that both districts consent to the reorganization, and the reorganization would be in the best interests of the customers of each district;

WHEREAS, SSWD and Del Paso Manor Water District (“DPMWD”) have conducted an evaluation of the feasibility of combining SSWD and DPMWD through a process that has involved Joint Board meetings that have been open to the public, mailing of information on the proposed combination to each customer of SSWD and DPMWD to present information on the reorganization and receive public comment on it, responding in writing to written questions received from the public concerning the reorganization, and meetings with interested parties and the respective employees of SSWD and DPMWD to discuss the potential reorganization;

WHEREAS, on May 2, 2024, the Sacramento County Local Agency Formation Commission (“LAFCo”) approved a resolution of intent to initiate dissolution of DPMWD with a remediation period of twelve-months to allow the district time to address the deficiencies that were highlighted in the Sacramento Grand Jury and Municipal Service Review – Addendum reports, or to develop other plans; and

WHEREAS, SSWD has negotiated and reached a decision with the DPMWD, which was formed and is operating under the County Water District Law (Water Code sections 30000 and following), to reorganize the two districts as provided in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code sections 56000 and following; the “LAFCo Law”) by dissolving DPMWD and transferring its assets, liabilities, and obligations to SSWD on terms and conditions agreed to by the Boards of Directors of the two districts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SSWD as follows:

1. The foregoing recitals are true, represent the findings and independent judgment of the SSWD Board of Directors, and are hereby incorporated by reference.

2. Application is hereby made under the LAFCo Law to LAFCo for a reorganization encompassing the annexation by SSWD of DPMWD and its service area and the dissolution of DPMWD and transfer of its assets, liabilities, rights, and obligations to SSWD.
3. The President of the SSWD Board of Directors and the General Manager/Secretary of the District are hereby authorized and directed to complete and execute all documents required in connection with this application, and to do and perform every action necessary to carry out the purposes of this resolution.
4. This application is expressly made subject to the following special terms and conditions, which SSWD requests that LAFCo include within the order approving this reorganization application, the terms and conditions specified in subsections (c) and (d) being made under subdivisions (c), (h), (i), (k), (l), (m), (p), (s)(1), (t), and (v) of Government Code section 56886:
 - a. The effective date of the reorganization shall be following official certification by LAFCo and recording of a Certificate of Completion, or as soon as possible thereafter upon SSWD and DPMWD satisfying any conditions of approval.
 - b. Upon and after the reorganization, the following conditions shall apply to and bind the Board of Directors of the reorganized district:
 - (1) the following contracts, debts and contingent liabilities of the respective districts, although to be assigned and transferred to SSWD shall, nonetheless, continue to be the exclusive responsibility of the ratepayers within the service areas of SSWD and DPMWD, respectively, until paid in full; provided, however, that such debts and liabilities to DPMWD ratepayers shall only consist of financial obligations and not extend to performance of contractual obligations:
 - (A) all bonds, certificates of participation and similar indebtedness, including any refunding thereof;
 - (B) any other debt respecting real estate (including office buildings and other structures, pump stations and well sites), exclusive of such other debt respecting transmission and distribution system facilities, easements and rights-of-way;
 - (C) liability respecting any claims that have not been asserted in writing as of the effective date of the reorganization; and
 - (D) any contracts, debts, or liabilities, contingent or otherwise, specified in essentially parallel resolutions adopted by the Boards of Directors of both districts prior to the effective date of the reorganization.
 - (2) the following assets of the respective districts, although to be assigned and transferred to SSWD shall, nonetheless to be used for the exclusive benefit of the ratepayers within the respective service areas of SSWD and DPMWD until the time that the SSWD Board terminates the collection of the assessment:

- (A) the equity in real estate (including office buildings and other structures, pump stations and well sites);
 - (B) easements and rights-of-way held by the respective districts as of the effective date of the reorganization; and
 - (C) all cash and investments, water sales receivable, grant and loan funds receivable, and accrued interest receivable attributed to each respective district;
 - (D) Transmission and distribution piping and facilities.
- c. Upon the reorganization and for the period during which the assessment is collected and service area of DPMWD is operated as a separate water system following the effective date of the reorganization, the following conditions shall apply to and bind the Board of Directors of SSWD:
- (1) all contracts, debts, and liabilities of the respective districts, including contingent liabilities, other than those identified in or pursuant to section 4(b), although to be assigned and transferred to the SSWD shall, nonetheless, continue to be the exclusive responsibility of the ratepayers within the respective service areas of SSWD and DPMWD;
 - (2) previously authorized charges, fees, assessments and taxes of SSWD and DPMWD, which have been determined by the Boards of Directors of each respective district to properly allocate the costs incurred among its ratepayers, shall continue to be applied within the affected service area of each district, and any changes made to such charges, fees, assessments and taxes shall be governed by the same principles previously determined by the Board of Directors of each respective district, unless the Board of Directors of the SSWD specifically determines that different principles shall apply;
 - (3) the funds derived from the SSWD and the DPMWD service areas shall be accounted for separately, so that the ratepayers benefitting from the respective water system bear the cost of replacement, improvement, and bond debt service of that water system, provided that, the SSWD Board may continue imposing and collecting a separate and different debt service charge in DPMWD's service area for the time required to collect sufficient funds for repayment of any assessment or other indebtedness incurred for capital improvements in service area of DPMWD;
 - (4) the territory within DPMWD as of the effective date of the consolidation shall be designated the "Del Paso Manor Service Area" following the reorganization and shall be operated as a separate water system for rate-setting, billing, and collection, and all financial accounting purposes until such time as the SSWD Board determines to terminate the collection of the assessment and to consolidate the Del Paso Manor Service Area into the SSWD water system. Under no circumstances will Del Paso Manor Service Area ratepayers pay rates, fees, or charges in excess of the proportionate cost

of water service provided to them in compliance with Proposition 218 and other applicable law.

- (5) the territory within SSWD as of the effective date of the reorganization, which is operated as a unified water system, shall be designated the “Sacramento Suburban Service Area” following the reorganization and shall continue to be operated in the same manner as prior to completion of the reorganization; and
 - (6) the Board of Directors of SSWD shall determine from time-to-time which funds derived from the operation of the Del Paso Manor Service Area water system and the Sacramento Suburban Service Area water system shall be used to pay the common administrative costs of operating the entire district.
 - (7) Unless required by law, the Del Paso Manor Service Area wells will not be fluoridated.
- d. Subject to the foregoing, all assets, revenues, funds on deposit, rights and liabilities under contracts, liabilities for payment of principal and interest on contractual obligations for real property, furnishings and equipment, operating expenses, supplies, licenses and permits, and any contingent liabilities for existing civil litigation shall be assigned and transferred, and accrue to SSWD.
- e. To ensure the transfer of the institutional knowledge of DPMWD retained by its existing staff, as of the effective date of the reorganization, existing non-contract DPMWD staff shall become employees of the combined district and be retained by SSWD. The salaries of these employees shall remain the same as a result of the reorganization or paid at the rate of the comparable SSWD position, whichever is greater. They shall be eligible for cost of living and merit increases the same as all other SSWD employees. These employees will also be entitled to SSWD’s existing benefit programs. As of the effective date of the reorganization, the General Manager of DPMWD will be retained by the SSWD Board as a transition employee or contractor for a minimum term of six months.
- f. As of the effective date of the reorganization, the current Board of Directors of the DPMWD will resign their positions as Board Members and become the Del Paso Manor Advisory Committee (“Committee”) to the SSWD Board of Directors. The Committee may consist of five members, and shall be responsible for reviewing proposals and making recommendations to the SSWD Board for capital improvement projects within the Del Paso Manor Service Area. The Committee also shall be responsible for outreach to ratepayers within the Del Paso Manor Service Area and for communicating that community input to the SSWD Board. To facilitate its functions, the Committee shall adopt Bylaws and comply with all applicable provisions of the Ralph M. Brown Act. The Committee shall have the authority to appoint its members when vacancies occur according to the Bylaws. The Committee will have a limited

duration of not less than three years and shall be terminated at a time determined in the SSWD Boards discretion in consultation with the Committee.

- g. The reorganized district shall retain the name Sacramento Suburban Water District and be governed by a five-member Board of Directors comprised of the incumbent Directors of SSWD sitting at the time that the reorganization is completed. The Board of the reorganized district shall maintain the same rotation of election to office by and from the voting divisions existing at completion of the reorganization. Notwithstanding the foregoing, the Board of the reorganized district shall, in consultation with the Committee, redistrict the reorganized District prior to the 2026 District Election to ensure that the five voting divisions comply with the requirements of the California Voting Rights Act while providing the greatest possible voice to the ratepayers of the Del Paso Manor Service Area.
- h. It is the intention of SSWD and DPMWD that the Del Paso Manor Service Area be operated as a separate service area such that these ratepayers fund any portion of improvements required within the Del Paso Manor Service Area required to address the deficiencies identified in DPMWD's water system that are not funded through grants. Any special taxes, fees, charges, or assessments imposed shall be in conformance with all applicable laws, including but not limited to, Proposition 218. The formation of any financing mechanism or issuance of any debt shall be done in conformance with applicable laws. If a financing mechanism and/or rate increase is approved, issued, and/or levied on Del Paso Manor Service Area ratepayers, the special taxes, fees, charges, or assessments will only be levied until the Del Paso Manor Service Area water system has been sufficiently rehabilitated and replaced to the same standard as SSWD's water system. At that time, the Board of Directors shall terminate the levying of the special taxes, fees, charges, or assessments and instead collect funds for ongoing operations, maintenance, and capital improvement costs through regular water service rates and charges, and in the same manner and amount as all other SSWD ratepayers.
- i. Develop a Plan for Services approved by the SSWD and DPMWD Boards for submittal and approval by LAFCo that will govern how SSWD will operate the Del Paso Manor Service Area to ensure that existing SSWD ratepayers will not be required to in any way subsidize the capital improvement and operations and maintenance costs of the Del Paso Manor Service Area and to avoid any reduction in the level of service afforded existing SSWD ratepayers resulting from the addition of the Del Paso Manor Service Area.
- j. Adoption of this resolution of application shall be subject to the adoption of a resolution in substantially the same form by the Board of Directors of DPMWD.
- k. This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the Del Paso Manor Water District on the 11 day of December, 2024, by the following vote:

AYES:

NOES:

ABSENT:

By: _____

Carl Dolk
President, Board of Directors
Del Paso Manor Water District

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of the Del Paso Manor Water District at a special meeting hereof held on the 11th day of December, 2024.

(SEAL)

By: _____

Adam Coyan
General Manager/Secretary
Del Paso Manor Water District

Agenda Item: 3

Date: December 11, 2024

Subject: Plan for Services and Sacramento Local Agency Formation Commission Application Timeline Update

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

Recommended Board Action:

No action. Receive update on the Plan for Services and Sacramento Local Agency Formation Commission Application Timeline.

Discussion:

At the September 11, 2024, Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) Joint Board meeting, both Boards approved entering into an agreement with Planwest Partners (Planwest) to conduct a Plan for Services and additional materials needed to support an application to the Sacramento Local Agency Formation Commission (LAFCo). The agreement was executed on September 17, 2024.

On October 1, 2024, Planwest held a kick-off meeting with DPMWD and SSWD staff. Planwest provided an initial LAFCo Application Timeline that identified February 5, 2025, for a LAFCo Hearing, provided that the Resolutions of Application (Resolutions) were adopted by the end of November 2024.

On November 2, 2024, Planwest submitted the Administrative Draft Plan for Services and forms as required by LAFCo for staff review. DPMWD and SSWD staff reviewed and provided comments to Planwest on November 14, 2024.

The Plan for Services cannot be finalized until the Resolutions are adopted by both Boards. The DPMWD Board of Directors approved a draft Resolution at their December 3, 2024, regular Board meeting. The draft Resolutions are anticipated to be approved at the December 11, 2024, Joint Board meeting.

The current LAFCo Application Timeline (Attachment 1) identifies March 5, 2025, for a LAFCo Hearing, provided that the Resolutions are adopted by both Boards at the December 11th Joint Board meeting.

Below are updates as part of the Plan for Services scope:

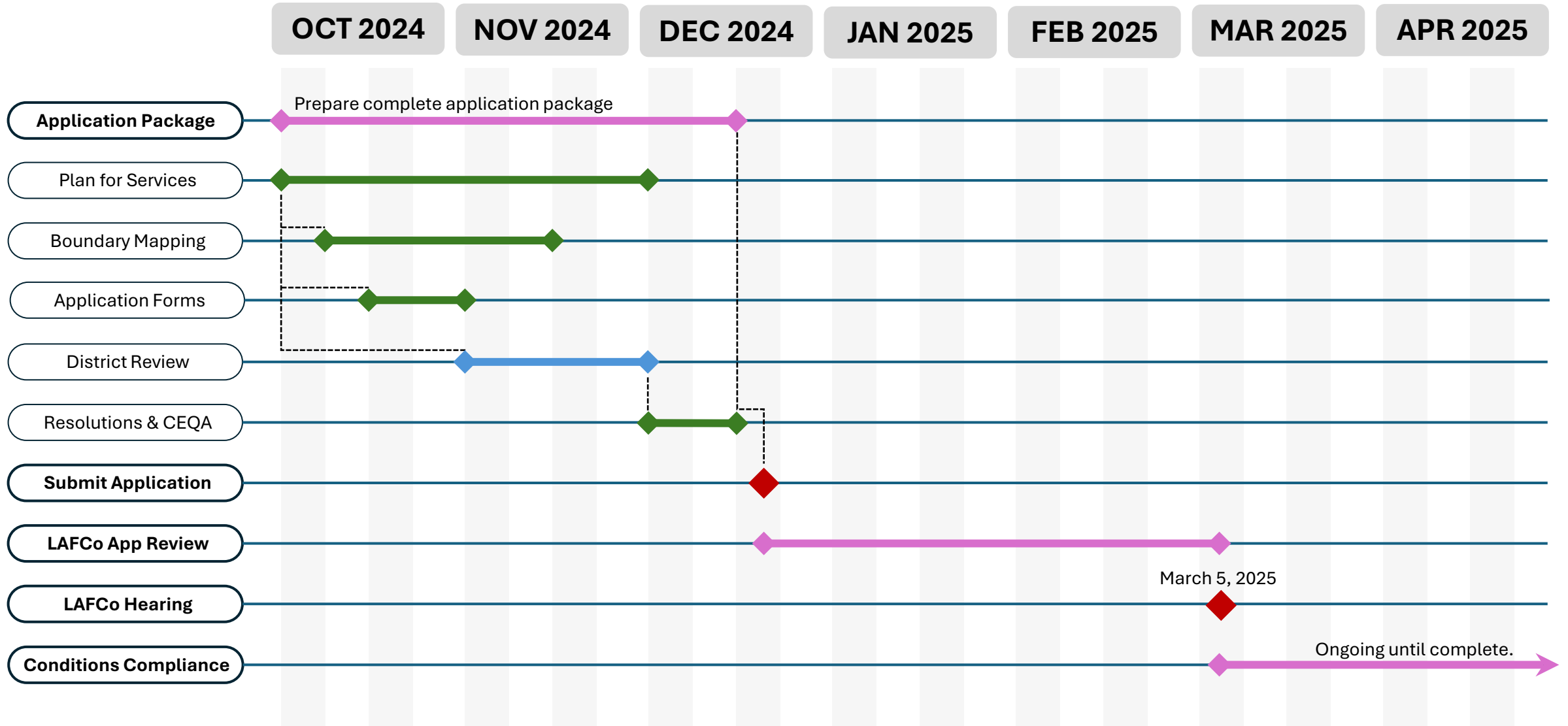
- Boundary Mapping – In final draft and waiting for delivery.
- Application Forms – In draft, but cannot be finalized until resolutions are adopted.
- CEQA – In process.

Staff will continue to update the Boards as appropriate.

Attachment:

1. SSWD and DPMWD LAFCo Application Timeline

SSWD and DPMWD LAFCo Application Timeline (Nov '24 Update)



Agenda Item: 4

Date: December 11, 2024

Subject: Grant Funding Status

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

Recommended Board Action:

No action. Receive update on the Grant Funding Application.

Discussion:

As previously reported, a Grant Funding Application (Grant) was submitted by Sacramento Suburban Water District (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. A meeting with Mr. Mitchell was held on August 26, 2024. Mr. Mitchell 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.
- 2) Funding availability is determined annually. The FY2024/25 funding meeting was held in August 2024.
- 3) Consolidations/Reorganizations do take precedence in approving funding requests.
- 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 it 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 Asset Management Plan criteria, is a “shovel ready” project that would warrant grant funding.

DPMWD is awaiting final development of the design of the priority level 1 main replacement project from Forsgren Associates. This step must be completed to continue the application process for grant funding. The design is currently at the 60% complete level.

However, 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.

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 Drinking Water State Revolving Fund Program, Intended Use Plan (IUP).

The plan can be reviewed here:

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 (LAFCO Resolution?)
- 2) Authorization to Act on Behalf of (Resolution or Board Action?)
- 3) Service Agreement
- 4) TMF Capacity
- 5) Ownership Information

Grant Funding Status

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Environmental Package:

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

Fiscal Impact:

Unknown at this time.

Agenda Item: 5

Date: December 11, 2024

Subject: Reorganization Task List

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

Recommended Board Action:

No action. Receive presentation and direct staff as appropriate.

Discussion:

If the Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) Board of Directors approve the Resolution Making Application to the Local Agency Formation Commission (LAFCo) for reorganization of the two districts, there is a list of tasks that need to be conducted. These tasks can be conducted internally by staff, however, there are particular tasks that need to be conducted/approved/adopted by the Board.

Staff has developed an initial Reorganization Task List (see Attachment 1) that will outline and prioritize each task.

As staff begins addressing the subject task list, the Boards will be updated appropriately and timely.

Attachment:

1 – Reorganization Task List

REORGANIZATION TASK LIST		
Activities	Board or Staff	Status
Plan for Services - LAFCO		
Grant Application Process		
Continue with Combination Process		
Special Advisory Committee Implementation		
Employment - Retention Staff - Assignments/Org Chart - Salary Schedule - Unified Benefits - Retirement Supplemental PERS Plan - Employee Manuals/Policies		
Consultants/Venders Inventory		
Real Property Disposition Inventory - Consolidating Properties - Inventory Plan to Maintain Easements - Surplus Property Disposal - Real Property Transfer		
Inventory, Consolidate, Surplus, Dispose of "personal" Property - Leases/Rented - Fleet - Materials Inventory		
Ordinances/Resolutions/Rules and Policies - Inventory, Review, and Select		
Financial System - Select Acct System, Software, Financial Reporting Protocols - Determine how cash receivables/liabilities are transferred - Detail fixed asset listing		
Outstanding Indebtness - Notify Bondholders - Inventory non-bonded loans/grants and notice		
Utility Billing - Data Conversion - Accounts, parcels/services, meters - Current Rates - Meter Reading		
Software/Operating Systems - Inventory & Prepare Plan - Coordinate, Transfer, and Terminate		
Insurance Claims/Litigation - Identify and notify outstanding items and substitute new district - Notify ACWA JPIA and Terminate and Obtain New Coverage		
Due Diligence Plan - Final Audits		
Determine Schedule for Regulatory DDW - Water System Permit - Assignment Surface Water Transfer of DPMWD - Well Permits for DPMWD/SSWD		
SCADA System - System and Processes		
Web Site - Provider, access rights, update process		
GIS/Mapping - GIS Maps - Parcel data - Cityworks Workorders		

Agenda Item: 6

Date: December 11, 2024

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:

At the July 10, 2024, Joint Board meeting, the Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) Boards approved a Contract Services Agreement between SSWD and DPMWD for Operations Assistance, effective August 1, 2024.

As of August 16, 2024, SSWD fully assumed operational responsibility for the Del Paso Manor Water District (DPMWD) system. This transition involves SSWD’s production, environmental, and distribution teams taking charge of 24-hour system monitoring, emergency responses, regulatory compliance, and 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 nine facilities every Monday and Thursday.
- Coliform Sampling Compliance: The environmental team ensures Total Coliform Rule sampling is conducted every Tuesday for regulatory compliance.
- Distribution Operations: The distribution team handles Underground Service Alerts (USA) daily as needed, monthly meter reads, and reactive maintenance including, but not limited to, service line locations and exposures, and fire hydrant knockdowns.

Workload Summary (August 16– October 31):

- 419 operations labor hours during normal business hours.
- 20 after-hours calls totaling 43 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 thru November is \$69,134.78.

Agenda Item: 7

Date: December 11, 2024

Subject: Director Comments

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

Recommended Board Action:

No Action.

Discussion:

This is a placeholder for Director comments.

Agenda Item: 8

Date: December 11, 2024

Subject: Agenda Items for Future Joint Board Meetings

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

Recommended Board Action:

Discuss agenda topics to be presented at the next meeting of Del Paso Manor Water District and Sacramento Suburban Water District and direct staff as appropriate.

Discussion:

Direct staff on which topics need to be placed on the agenda for the next meeting of Del Paso Manor Water District and Sacramento Suburban Water District.