

**ITEM #5.A**

*Approval of Minutes of the December 03, 2024 Regular Meeting*



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

**DRAFT MINUTES**

**DECEMBER 03, 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, Gwynne Pratt, and David Ross

Directors Absent: Bob Matteoli

Vacant Position: One Vacant Position

Staff Present: General Manager Adam Coyan  
Office Manager Victoria Hoppe  
Certified Accountant Robert Merritt  
General Legal Counsel Mona Ebrahimi

A quorum of the Board was present.

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

Director Ross made a motion to adopt the agenda. The motion was seconded by Director Pratt. The agenda was adopted on a 3 Yes/0 No/1 Absent (Matteoli)/1 Vacancy 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.

Vice President Dolk called for public comment.

Carol Rose submitted written comments, which was read into the record. General Counsel Ebrahimi addressed the comment regarding the stated Brown Act violation.

Trish Harrington asked when the new Board Members were going to be sworn in. General Counsel Ebrahimi explained the election certification timeline and process.

Seeing no further comment, Vice President Dolk closed public comment.

**5. 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.

(6:07 pm)

Requests were made for items to be discussed and considered separately.

**Item 6.A: Approval of Minutes of the September 24, 2024 Joint Public Workshop**

**Item 6.B: Approval of Minutes of the November 05, 2024 Regular Meeting**

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

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

**Item 6.A**

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 3 Yes/0 No/1 Absent (Matteoli)/1 Vacancy vote.

**Item 6.B**

Director Pratt noted correction to be made to the vote on page 10.

Director Pratt made a motion to approve the Consent Calendar Item 6.B, as corrected. The motion was approved on a 3 Yes/0 No/1 Absent (Matteoli)/1 Vacancy vote.

**Item 6.C**

Director Ross made a motion to approve the Consent Calendar Item 6.C. The motion was seconded by Director Pratt. The motion was approved on a 3 Yes/0 No/1 Absent (Matteoli)/1 Vacancy vote.

**6. PUBLIC HEARING:**

There were no Public Hearing items to consider.

**7. OLD BUSINESS:**

There were no Old Business items to consider.

**8. NEW BUSINESS:**

**Item 8.A: Budget to Actuals**

(6:12 pm)

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

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

**Item 8.B: Capital Projects Update**

(6:16 pm)

Forsgren Associates Representatives presented the update, accompanied by a PowerPoint, and fielded inquiries from the Board.

Vice President Dolk called for public comment.

Beverly Barton provided general comments regarding the presentation.

Seeing no further comment, Vice President Dolk closed public comment.

Forsgren Associates Representatives continued their presentation and continued to field inquiries from the Board.

Vice President Dolk called for public comment.

Beverly Baron provided general comments regarding the presentation.

Seeing no further comment, Vice President Dolk closed public comment.

Forsgren Associates Representatives and staff continued the presentation and Board deliberation ensued.

Amendment was discussed of amending the task order exceptions notes under the subconsultants section to read "Failure of third parties, not within control of the consultant Forsgren, for exceptions to perform in a timely fashion."

Director Ross made a motion to approve Resolution 24-1203, adding \$975,000 in the current blank space in the resolution and the task order, as amended. The motion was seconded by Director Pratt. The motion was approved on a 3 Yes/0 No/1 Absent (Matteoli)/1 Vacancy vote.

**Item 8.C: LAFCo Resolution of Reorganization**

(6:48 pm)

General Counsel Ebrahimi presented and reviewed the modified resolution. She fielded inquiry from the Board.

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

General discussion amongst the Board ensued and requested

Director Ross made a motion to approve the Sacramento Suburban Resolution, as amended with modifications approved by Legal Counsel and directed staff to bring back a Del Paso Manor Water District resolution. The motion was seconded by Director Pratt. The motion was approved on a 3 Yes/0 No/1 Absent (Matteoli)/1 Vacancy vote.

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

**Item 9.A:** Director Dolk  
American Water Works Association (AWWA)  
Association of California Water Agencies (ACWA)

**Item 9.B:** Director Matteoli  
Association of California Water Agencies (ACWA) Agriculture  
Association of California Water Agencies (ACWA) Groundwater  
Sacramento Groundwater Authority (SGA)

**Item 9.C:** Director Ross  
California Rural Water Authority (CRWA)  
California Special Districts Association (CSDA)

**Item 9.D:**  
Joint Powers Insurance (JPIA)

**Item 9.E:** Director Pratt  
Regional Water Authority (RWA)  
Water Forum

(6:59 pm)

Director Ross provided a brief report on committee meetings attended.

Director Pratt provided a brief report on committee meetings attended.

**10. GENERAL MANAGERS COMMENTS:** Written report

(7:01 pm)

**Item 10.A:** Staff Report

General Manager Coyan provided an update on general District matters and fielded inquiry from the Board.

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

**11. CLOSED SESSION:**

There were no Closed Session items to consider.

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

(7:07 pm)

Director Ross expressed concern of a laundromat using too much water and mess with the fire flow specifications. General Counsel Ebrahimi fielded the concern.

**13. FUTURE AGENDA REQUESTS:** Directors can suggest topics they would like on future agendas

(7:14 pm)

Vice President Ross requested a resolution certifying the election and appointment of new Board Members. General Counsel Ebrahimi provided clarification of the election certification process and administration of oath of offices.

Director Ross requested an agenda item to report on the Ad-Hoc Committee.

**15. ADJOURNMENT:** Next Regular Board of Directors meeting is scheduled for December 03, 2024

Director Pratt made a motion to adjourn. Director Ross seconded the motion. There being no further business, the Board of Directors meeting adjourned at 7:16 p.m.

APPROVAL:

ATTEST:

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

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

**ITEM #5.B**

*Approval of Warrants and Payroll*

**Del Paso Manor Water District  
DECEMBER 2024 VENDORS PAID**

VENDORS NAME	DESCRIPTION	AMOUNT	CHECK #
ACWA JPIA	Health	\$310.56	11088
ADP	Payroll	\$15,275.60	EFT
ADP Taxes	Payroll Taxes	\$7,053.75	EFT
Allora Cleaning, LLC (Formally Legacy Cleaning)	Marlyal office	\$160.00	CC
Appletree Answers	Answering service	\$556.70	CC
AT&T	Internet; Phone/Fax	\$107.00	CC
AT&T	Phone	\$417.10	CC
AT&T	Phone	\$247.87	CC
AT&T Mobility	Cell Phones; iPads	\$487.69	CC
BSK	Labs	\$402.80	11089
CalPers	Employee Contribution - Classic	\$3,219.75	EFT
CalPers	Employee Contribution - Pepra	\$1,103.46	EFT
CalPers	Health	\$10,064.95	EFT
CalPers	Unfunded Liability - Classic	\$7,179.83	EFT
CalPers	Unfunded Liability - Pepra	\$42.33	EFT
David Hernandez	Refund for close of escrow overpayment	\$115.22	11090
DEX.YP	Yellow Pages	\$17.00	CC
Emigh Hardware	Material/Supplies	\$244.80	CC
First Foundation Bank	Bond Interest Payment (06/03/2024 - 12/02/2024) (Pay Per Prior Approval)	\$64,593.75	11108
Forsgren Associates, Inc.	Services Rendered Thru 10/25/2024 (On-Call Services)	\$6,381.25	11091
Forsgren Associates, Inc.	Services Rendered Thru 10/25/2024 (2D-1 Conceptual Design)	\$11,347.35	11091
Forsgren Associates, Inc.	Services Rendered Thru 10/25/2024 (2D-2 Conceptual Design)	\$11,004.25	11091
Forsgren Associates, Inc.	Services Rendered Thru 10/25/2024 (2D-3 Conceptual Design)	\$11,596.68	11091
Forsgren Associates, Inc.	Services Rendered Thru 10/25/2024 (Well 9 Construction Support)	\$9,856.25	11091
Forsgren Associates, Inc.	Services Rendered Thru 10/25/2024 (Ongoing System Modeling)	\$318.75	11091
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through October 2024	\$10,204.25	11092
Sacramento Local Agency Formation Commission (LAFCo)	2024-25 Agency Contribution	\$256.00	11093
Leaf	Photocopy Machine Lease	\$172.92	EFT
Munibilling	Merchant Return Fees (September 2024)	\$10.00	11094
Munibilling	Heartland Infrastructure Upgrade Fee	\$254.00	11094
PG&E	Gas	\$8.32	EFT
Regional Government Services (RGS)	October 2024 Clerk Services	\$1,122.80	11095
Richardson & Company	22/23 Annual Audit	\$10,835.00	11096



**Del Paso Manor Water District  
DECEMBER 2024 VENDORS PAID**

Robert Merritt	CPA - Services Rendered Through October 2024	\$935.00	11097
Sacramento County Utilities	Utilities	\$261.91	EFT
Sacramento Suburban Water District (SSWD)	DPMWD Mutual Aid Agreement (October 2024)	\$21,148.94	11098
Sierra Chemical Company	Chemicals	\$569.92	11099
Smud	Account# 7000000179	\$10,046.96	11100
Streamline	Website	\$249.00	CC
tak Communications, Inc	3709 Duran Circle (SMUD Contractor Leak)	\$36,310.64	11101
tak Communications, Inc	2500 Watt Avenue (Sam's Hof Brau)	\$20,685.65	11101
tak Communications, Inc	2030 Cathay Way (Valve)	\$10,529.20	11101
Terrapin Technology Group	Software / Computers	\$297.22	11102
Total Compensation Systems, Inc.	GASB 75 Roll-Forward Valuation - 1st Installment	\$742.50	11103
Ujinta Holdings, LLC	January 2025 Rent	\$2,835.00	11104
Umpqua Bank	District Credit Card	\$5,077.00	11105
USA Bluebook	4268 Stock	\$264.21	11106
USA Bluebook	4268 Stock	\$144.27	11106
VOYA	November 2024 Employee Contribution	\$500.00	11107
Wizix Technology Group, Inc.	Photocopy Machine	\$392.77	CC
<b>MONTHLY TOTAL</b>		<b>\$295,958.17</b>	

**Approved at December 3, 2024 Regular Meeting**

**TOTAL CHECKS ISSUED: 21**

**PAID VIA CREDIT CARD (CC): 13**

**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  
DECEMBER 2024 VENDORS PAID

UMPQA DISTRICT CREDIT CARD - PAID DECEMBER 2024			
VENDORS NAME	DESCRIPTION	AMOUNT	PAID DATE
UPS Store	Mail Bond Payment	38.78	12/16/2024
Amazon	Office Supplies	49.44	12/1/2024
Zoom	Cloud Recording	40.00	12/4/2024
Emigh Hardware	Field Supplies	244.80	12/4/2024
Appletree Answers	Answering service	\$556.70	12/6/2024
AT&T	Phone	\$247.87	12/6/2024
AT&T	Phone	\$417.10	12/6/2024
Allora Cleaning, LLC (Formally Legacy Cleaning)	Maryal office	\$160.00	12/6/2024
Streamline	Website	\$249.00	12/6/2024
DEX.YP	Yellow Pages	\$17.00	12/6/2024
Wizix Technology Group, Inc.	Photocopy Machine	\$392.77	12/6/2024
AT&T Mobility	Cell Phones; iPads	\$487.69	12/13/2024
AT&T	Internet; Phone/Fax	\$107.00	12/16/2024
		<b>3,008.15</b>	

Del Paso Manor Water District  
**JANUARY 2025 VENDORS FOR APPROVAL**

VENDORS NAME	DESCRIPTION	AMOUNT	CHECK #
ACWA JPIA	Health	\$310.56	
ADP	Payroll		
ADP Taxes	Payroll Taxes		
Allora Cleaning, LLC (Formally Legacy Cleaning)	Maryal office	\$200.00	
Appletree Answers	Answering service		
AT&T	Internet; Phone/Fax		
AT&T	Phone	\$416.50	
AT&T	Phone	\$247.87	
AT&T Mobility	Cell Phones; iPads		
Bay City Electric Works	Storage for Well 9 Emergency Backup Generator (October 2024)	\$500.00	
Bay City Electric Works	Storage for Well 9 Emergency Backup Generator (November 2024)	\$500.00	
BSK	Labs	\$321.60	
CalPERS	Employee Contribution - Classic	\$3,219.75	
CalPERS	Employee Contribution - Pepra	\$1,156.00	
CalPERS	Health	\$10,821.64	
CalPERS	Unfunded Liability - Classic	\$7,179.83	
CalPERS	Unfunded Liability - Pepra	\$42.33	
County of Sacramento	Presidential General Election	\$9,763.93	
DEX.YP	Yellow Pages	\$17.00	
Emigh Hardware	Material/Supplies		
Forsgren Associates, Inc.	Services Rendered Thru 11/25/2024 (2D-2 Conceptual Design)	\$12,198.43	
Forsgren Associates, Inc.	Services Rendered Thru 11/25/2024 (2D-1 Conceptual Design)	\$13,962.55	
Forsgren Associates, Inc.	Services Rendered Thru 11/25/2024 (On Call Services)	\$5,741.25	
Forsgren Associates, Inc.	Services Rendered Thru 11/25/2024 (Well 9 Construction Support)	\$9,151.25	
Forsgren Associates, Inc.	Services Rendered Thru 11/25/2024 (Chick-Fil-A Support)	\$2,047.50	
Forsgren Associates, Inc.	Services Rendered Thru 11/25/2024 (2D-3 Conceptual Design)	\$11,699.23	
Forsgren Associates, Inc.	Services Rendered Thru 11/25/2024 (Well 9 Construction Support)	\$4,813.36	
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through November 2024	\$6,571.04	
Leaf	Photocopy Machine Lease		
Mailrite Print & Mail, Inc.	October 2024 Water Statements and Billing Inserts	\$2,581.87	
Mailrite Print & Mail, Inc.	November 2024 Water Statements and Billing Inserts	\$2,661.53	
Munibilling	Heartland Merchant Return Fee (November 2024)	\$10.00	
Munibilling	Q1 Software and Merchant Services (01/2025 - 03/2025)	\$3,066.00	

**Del Paso Manor Water District  
JANUARY 2025 VENDORS FOR APPROVAL**

PG&E	Gas	\$8.60	EFT
Regional Government Services (RGS)	November 2024 Clerk Services	\$910.31	
Robert Merritt	CPA - Services Rendered Through November 2024	\$825.00	
Sacramento Suburban Water District (SSWD)	DPMWD Mutual Aid Agreement (November 2024)	\$16,550.22	
Sacramento Suburban Water District (SSWD)	DPMWD Mutual Aid Agreement (December 2024)	\$19,375.92	
Sacramento Suburban Water District (SSWD)	SSWD/DPMWD Combination (IN Communications) (September 2024)	\$8,764.14	
Sacramento Suburban Water District (SSWD)	SSWD/DPMWD Combination (IN Communications) (October 2024)	\$1,573.24	
Sacramento Suburban Water District (SSWD)	SSWD/DPMWD Combination (PlanWest Partners) (Sept. - Nov. 2024)	\$4,383.75	
Sierra Chemical Company	Chemicals	\$306.88	
Smud	Account# 7000000179	\$6,940.48	
State Water Resource Control Board (SWRCB)	Annual Permit Fee (07/01/2024 - 06/30/2025)	\$881.00	
State Water Resource Control Board (SWRCB)	Water System Annual Fees	\$16,616.00	
Streamline	Website	\$249.00	
tak Communications, Inc	1817 Maryal Temp Leak Repair	\$3,000.00	
tak Communications, Inc	1817 Maryal Service Replacement	\$11,500.00	
tak Communications, Inc	2809 Verna Leak Repair	\$6,627.49	
Terrapin Technology Group	Software / Computers	\$165.52	
Uinta Holdings, LLC	February 2025 Rent	\$2,835.00	
Umpqua Bank	District Credit Card	\$3,008.15	
VOYA	December 2024 Emp. Contribution	\$500.00	
Wizix Technology Group, Inc.	Photocopy Machine	\$112.08	
<b>MONTHLY TOTAL-----&gt;</b>		<b>\$214,333.80</b>	

Del Paso Manor Water District  
 BOD Compensation Expense Summary  
 DECEMBER 2024

DECEMBER 2024 MEETINGS		DOLK	MATTEOLI	PRATT	ROSS
	<b>Board Meetings</b>				
12/3/2024	DPMWD - Regular Board Meeting	1		1	1
	DPMWD - Special Board Meeting				
12/11/2024	DPMWD/SSWD Joint Board Meeting	1		1	1
	DPMWD - Emergency Board Meeting				
	<b>ADHOC Committee Meetings</b>				
	Director Compensation Committee Meeting				
	Finance Committee Meeting ( <i>Pratt / Ross</i> )				
	General Counsel Review Committee				
	General Manager Evaluation Committee				
	LAFCo 2x2 Meeting				
	SSWD / DPMWD 2X2 Committee				
	Succession Planning Committee				
	<b>Other Meetings</b>				
	American Water Works Association (AWWA) ( <i>Dolk</i> )				
	Association of California Water Agencies (ACWA) ( <i>Dolk</i> )				
	Association of California Water Agencies (ACWA) Agriculture ( <i>Matteoli</i> )				
	Association of California Water Agencies (ACWA) Groundwater ( <i>Matteoli</i> )				
	California Rural Water Authority (CRWA) ( <i>Ross</i> )				
	California Special Districts Association (CSDA) ( <i>Ross</i> )				
	Ethics Training (AB1234)				
	Joint Powers Insurance (JPIA)				
	Legal Council Meeting				
	Regional Water Authority (RWA) ( <i>Pratt</i> )				
	Sacramento Groundwater Authority (SGA) ( <i>Matteoli / Pratt</i> )				
	Sacramento Suburban Water District (SSWD)				
	Sexual Harassment Prevention Training (AB1825)				
	Water Forum ( <i>Ross</i> )				
	<b>December Monthly Meeting Totals</b>				
	TOTAL MEETINGS	2	0	2	2
	TOTAL COMPENSATED MEETINGS	2	0	2	2
	TOTAL COMPENSATION	\$200	\$0	\$200	\$200

## **ITEM #8.A**

*Budget to Actuals*

	Year to Date July 1, 2024 to December 31, 2024	Budget	Percent of Budget	
<b>Revenues</b>				
Water Sales	1,031,222	2,211,524	46.63%	
C.I.P. Revenue	478,227	1,143,729	41.81%	
Other water sales	308	-	Not budgeted	
Other customer charges	2	-	Not budgeted	
Interest income	22,347	30,000	74.49%	
Misc. income	934	-	Not budgeted	
<b>Total Revenues</b>	<b>1,533,040</b>	<b>3,385,253</b>	<b>45.29%</b>	
<b>Employee Related</b>				
Management Salaries	84,788	185,000	45.83%	
Staff Salaries	86,374	255,322	33.83%	
Director Fees	7,100	8,000	88.75%	
Payroll Taxes	13,473	45,000	29.94%	
PERS Retirement	58,191	105,500	55.16%	
Health	44,875	90,000	49.86%	
Retiree Health Benefits & OPEB	32,997	80,000	41.25%	
<b>Total Employee Related</b>	<b>327,798</b>	<b>768,822</b>	<b>42.64%</b>	
<b>Administration</b>				
Insurance	32,763	61,000	53.71%	
Office Expense	48,953	96,210	50.88%	
Audit Fees	10,835	12,000	90.29%	
Legal Fees	39,261	200,000	19.63%	
Election Related	-	3,000	0.00%	
Miscellaneous	485	10,000	4.85%	
Professional Administration Fees	29,311	148,700	19.71%	
Bank Charges	1,271	2,500	50.84%	
Professional Dues	51,179	60,500	84.59%	
Professional Meetings	-	10,000	0.00%	
Cert/Continuing Education	-	5,000	0.00%	
<b>Total Administration</b>	<b>214,058</b>	<b>608,910</b>	<b>35.15%</b>	
<b>Operations</b>				
Power	48,704	102,000	47.75%	
Repairs & Maintenance	190,063	225,000	84.47%	
Lab Fees	2,668	7,000	38.11%	
Backflow Program	-	2,000	0.00%	
Engineering	102,592	90,000	113.99%	
City Water/Cross Connection	331	7,000	4.73%	
<b>Total Operating</b>	<b>344,358</b>	<b>433,000</b>	<b>79.53%</b>	
<b>Total Employee Related, Administration and Operating Expenses</b>	<b>886,214</b>	<b>1,810,732</b>	<b>48.94%</b>	
<b>C.I.P.</b>				
New Pipeline	-	150,000	0.00%	
Well #2	-	950,000	0.00%	
Well # 6B	-	50,000	0.00%	
Well #7	-	65,000	0.00%	
Well #9	185,352	360,000	51.49%	Engineering and generator
Interest Expense & Principal Debt Payment	64,594	325,000	19.88%	
<b>Total C.I.P.</b>	<b>249,946</b>	<b>1,900,000</b>	<b>13.16%</b>	

Amounts above are not audited

	<u>December 2024</u>	<u>Budget</u>	<u>Percentage of Budget</u>
<b>Employee Related</b>			
5102.10 · Management salaries	84,788.00	185,000.00	45.83%
5102.15 · Field salaries	46,626.00	170,000.00	27.43%
5102.20 · Office manager salary	39,748.00	85,322.00	46.59%
5102.05 · Director fees	7,100.00	8,000.00	88.75%
5102.30 · Payroll taxes	13,473.00	45,000.00	29.94%
6451.00 · PERS/retirement	58,191.00	105,500.00	55.16%
6501.00 · Employee healthcare (CalPers)	44,875.00	90,000.00	49.86%
6502.00 · Retiree health benefits	32,997.00	80,000.00	41.25%
<b>Administration</b>			
5251.00 · Insurance			
5251.05 · Liability	25,625.00	40,000.00	64.06%
5251.10 · Property	5,479.00	6,000.00	91.32%
5251.15 · Workers Compensation	1,659.00	15,000.00	11.06%
6151.00 · Office expense			
6151.05 · District office lease	19,035.00	33,210.00	57.32%
6151.10 · Phone service	2,727.00	4,500.00	60.60%
6151.15 · Internet provider	2,618.00	5,000.00	52.36%
6151.20 · Sewer & garbage (Lusk)	779.00	2,000.00	38.95%
6151.21 · Miscellaneous (office other)	3,703.00	0.00	N/A
6151.25 · Postage	5,056.00	20,000.00	25.28%
6151.30 · Printing	5,554.00	1,000.00	555.40%
6151.35 · Computers & supplies	0.00	3,000.00	0.00%
6151.40 · Office supplies	2,311.00	7,500.00	30.81%
6151.45 · Answering service	3,229.00	6,000.00	53.82%
6151.50 · Office furniture	0.00	2,000.00	0.00%
6151.55 · Payroll preparation	753.00	2,500.00	30.12%
6151.60 · GASB 75 valuation	2,228.00	3,000.00	74.27%
6151.70 · Janitorial	960.00	2,500.00	38.40%
6152.00 · Building maintenance	0.00	4,000.00	0.00%
6251.00 · Audit	10,835.00	12,000.00	90.29%
6255.00 · Election related	0.00	3,000.00	0.00%
6301.00 · Legal	39,261.00	200,000.00	19.63%
6401.00 · Misc	485.00	10,000.00	4.85%
6601.00 · Professional Admin fees			
6601.05 · SWRCB annual fees	0.00	18,000.00	0.00%
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	6,765.00	18,000.00	37.58%
6601.00 · Professional admin fees - other	21,846.00	60,000.00	36.41%
6601.50 · Public relations	0.00	45,000.00	0.00%



<b>6171.00 · Bank fees</b>	1,271.00	2,500.00	50.84%
<b>6561.00 · Professional dues</b>			
6561.05 · ACWA	10,365.00	11,000.00	94.23%
6561.10 · AWWA	513.00	700.00	73.29%
6561.15 · CSDA	8,412.00	8,300.00	101.35%
6561.20 · CRWA	945.00	1,000.00	94.50%
6561.25 · RWA	8,078.00	9,500.00	85.03%
6561.30 · SGA	22,415.00	25,000.00	89.66%
6561.35 · SAWWA	0.00	1,000.00	0.00%
6561.00 · Professional dues - other	451.00	4,000.00	11.28%
6551.00 · Professional meetings	0.00	10,000.00	0.00%
6610.00 Certification/continuing education	0.00	5,000.00	0.00%

**Operations**

<b>5151.00 · Power</b>			
5151.05 · PG&E	42.00	2,000.00	2.10%
5151.10 · SMUD	48,662.00	100,000.00	48.66%
<b>5201.00 · R &amp; M</b>			
5201.05 · Leak repairs	116,475.00	100,000.00	116.48%
5201.10 · Field Equipment	0.00	2,000.00	0.00%
5201.15 · Field supplies	1,655.00	30,000.00	5.52%
5201.20 · Fuel for vehicles	702.00	9,000.00	7.80%
5201.25 · Vehicle repair and maintenance	765.00	3,000.00	25.50%
5201.35 · Chlorine	6,620.00	10,000.00	66.20%
5201.45 · Well repair & maintenance	8,883.00	25,000.00	35.53%
5201.55 · Field staff cellular service	3,086.00	6,000.00	51.43%
5201.00 R & M other	0.00	0.00	N/A
5201.70 SSWD Mutual Aide Field Staff	51,877.00	40,000.00	129.69%
5301.00 · Lab fees (H2O testing)	2,668.00	7,000.00	38.11%
5451.00 City water and cross connection	331.00	7,000.00	4.73%
5452.00 Backflow program	0.00	2,000.00	0.00%
5351.00 Engineering	102,592.00	90,000.00	113.99%

Del Paso Manor Water District  
**Profit & Loss**  
 November 2024

	<u>Nov 24</u>
Ordinary Income/Expense	
Income	
4101.00 · Residential water sales	177,864.55
4111.00 · C.I.P. Revenue	<u>95,809.81</u>
Total Income	273,674.36
Expense	
5102.00 · Payroll & payroll taxes	
5102.05 · Director fees	1,000.00
5102.10 · Management salaries	15,416.00
5102.20 · Office manager salary	7,442.86
5102.30 · Payroll soc sec	1,479.26
5102.35 · Payroll medc	<u>345.96</u>
Total 5102.00 · Payroll & payroll taxes	25,684.08
5151.00 · Power	
5151.05 · PG&E	<u>8.32</u>
Total 5151.00 · Power	8.32
5201.00 · R & M	
5201.05 · Leak repairs	67,525.49
5201.15 · Field supplies	408.48
5201.35 · Chlorine	569.92
5201.55 · Field/staff cellular service	<u>487.69</u>
Total 5201.00 · R & M	68,991.58
6151.00 · Office expense	
6151.05 · District office lease	2,700.00
6151.10 · Phone service	545.89
6151.15 · Internet provider	473.70
6151.40 · Office supplies	964.62
6151.45 · Answering service	526.78
6151.55 · Payroll preparation	147.53
6151.60 · GASB 75 valuations	742.50
6151.70 · Janitorial	160.00
6151.00 · Office expense - Other	<u>1,868.88</u>
Total 6151.00 · Office expense	8,129.90
6171.00 · Bank fees	239.09
6251.00 · Audit	10,835.00
6401.00 · Misc	58.98
6451.00 · PERS/retirement	2,486.05
6452.00 · Pension unfunded liability	7,222.16
6501.00 · Employee healthcare (CalPers)	4,995.84
6502.00 · Retiree health benefits	5,355.18
6601.00 · Professional Admin fees	<u>264.00</u>
Total Expense	<u>134,270.18</u>
Net Ordinary Income	139,404.18
Other Income/Expense	
Other Expense	
6752.00 · Interest expense	<u>25.25</u>
Total Other Expense	<u>25.25</u>
Net Other Income	-25.25
Net Income	<u><u>139,378.93</u></u>

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

	<u>Operating Bank Account</u>	<u>L.A.I.F.</u>	<u>Total</u>
Account Balances at November 1, 2024	\$ 1,204,913	\$ 1,906,724	\$ 3,111,637
Rate payer collections	242,877	-	242,877
Other receipts	10,000	-	10,000
Payroll disbursements	(23,347)	-	(23,347)
Vendor payments	<u>(315,748)</u>	<u>-</u>	<u>(315,748)</u>
Account Balances at November 30, 2024	<u>\$ 1,118,695</u>	<u>\$ 1,906,724</u>	<u>\$ 3,025,419</u>

The activity above is not audited

## **ITEM #8.B**

*Acceptance of Certification of November 5, 2024 General Election  
Results and Swearing in of New Directors*

# DEL PASO MANOR WATER DISTRICT

## BOARD MEETING

DATE: 1/7/2025

AGENDA ITEM NO. 9.B

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**SUBJECT: Acceptance of Certification of November 5, 2024 General Election Results and Swearing in of New Directors**

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**STAFF CONTACT:**

Mona Ebrahimi, General Counsel

**BACKGROUND**

On June 18, 2024, the Del Paso Manor Water District ("District") passed resolution No. 24-0618. This resolution called for an election to fill three seats on the District's Board of Directors, two seats with a four (4) year term, and one seat with a two (2) year term. The resolution also requested the Sacramento County Registrar of Voters Office to consolidate the District's election with the statewide general election that was held on November 5, 2024.

On November 5, 2024, the general election was held.

On December 3, 2024, the Sacramento County Registrar of Voters certified the results of the November 5, 2024 statewide general election. The two people who received the most votes for the two four (4) year Director seats are Patricia "Trish" Harrington and Chuck M. Mensch. The person who received the most votes for the one two (2) year Director seat is Carl A. Dolk.

The Board is required to certify the elections and swear in new directors at the next regular meeting after the certification of the results. This meeting is the first regular meeting following the County's certification, which occurred on December 3, 2024. Once each director is sworn in, he/she must file a Form 700 "Assuming Office" statement within 30 days. Outgoing Director Bob Matteoli must file a Form 700 leaving office statement.

**RECOMMENDATION**

The Board of Directors is requested to adopt the resolution accepting the certification of the canvass of ballots by the Sacramento County Registrar of Voters. The Board is then requested to have the Secretary swear in new Directors.

**ATTACHMENTS**

Resolution

**ENVIRONMENTAL IMPACT**

This item is not a "project" for the purposes of the California Environmental Quality Act.

**FINANCIAL IMPACT—None**

**RESOLUTION NO. 25-0107**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
DEL PASO MANOR WATER DISTRICT ACCEPTING THE CERTIFICATION OF THE  
CANVASS OF BALLOTS BY THE COUNTY REGISTRAR OF VOTERS FOR THE  
NOVEMBER 5, 2024 GENERAL ELECTION**

---

**WHEREAS**, the Board of Directors of the Del Paso Manor Water District (“District”), which is located wholly within the County of Sacramento, desires to accept the certification of the canvass of ballots by the county Registrar of Voters for the November 5, 2024 General Election; and

**WHEREAS**, the Registrar of Voters of Sacramento County has canvassed the ballots of the consolidated general election held on November 5, 2024 as authorized by the Del Paso Manor Water District; and

**WHEREAS**, the canvass of the ballots by the Registrar of Voters indicates that the votes for up to two Director seats for a term of four (4) years on the Del Paso Manor Water District were cast as follows:

<b><u>Candidates for Director</u></b>	<b><u>Total</u></b>
<b>Patricia "Trish" Harrington</b>	<b>1,377</b>
<b>Chuck M. Mensch</b>	<b>885</b>
<b>Robert Matteoli</b>	<b>690</b>
<b>Write In</b>	<b>334</b>
<b>Total Votes</b>	<b>3,286</b>

**WHEREAS**, the canvass of the ballots by the Registrar of Voters indicates that the votes for up to one Director seat for a term of two (2) years on the Del Paso Manor Water District were cast as follows:

<b><u>Candidates for Director – Short Term</u></b>	<b><u>Total</u></b>
<b>Carl A. Dolk</b>	<b>1,291</b>
<b>Marcella (Marcy) R. Hutchinson</b>	<b>732</b>
<b>Write In</b>	<b>0</b>
<b>Total</b>	<b>2,023</b>

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DEL PASO MANOR WATER DISTRICT** that the following persons are hereby elected to the offices of Director for a term of four (4) years ending November 2028:

1. Patricia "Trish" Harrington
2. Chuck M. Mensch

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DEL PASO MANOR WATER DISTRICT** that the following person is hereby elected to the office of Director for a term of two (2) years ending November 2026:

1. Carl A. Dolk

I certify that the foregoing Resolution was adopted by the Board of Directors of the Del Paso Manor Water District at a regular meeting held on the 7th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Carl Dolk, Vice President  
Board of Directors

ATTEST:

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Adam Coyan, General Manager / Secretary

## **ITEM #8.C**

*Election Board President and Vice President for a Two-Year Terms*



**DEL PASO MANOR WATER DISTRICT**

**BOARD MEETING**

**DATE: January 7, 2025**

**AGENDA ITEM NO. 8.C**

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**SUBJECT: Election Board President and Vice President for a Two-Year Terms**

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**STAFF CONTACT:**

Adam Coyan, General Manager

**BACKGROUND:**

Del Paso Manor Water District Board of Directors ("Board") has elected a President and Vice President in December or January. The process has been to list the activity on the agenda, and then hold the nominations and elections.

The Board should separately call for nominations for President. Nominees can make a statement before a vote. After electing the President, the same procedure shall be used for electing a Vice President.

**RECOMMENDATION:**

Separately nominate and vote on the role of President and Vice President of the Board of Directors, the terms end in January 2026.

**ATTACHMENTS:**

None

**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 #8.D**

*Appointment to External Committees*

**ITEM #8.E**

*Adoption of Notice of Completion Regarding the Removal of Water Main and Abandon Easement between lots 2270 and 2271 on Watt Avenue*

**DEL PASO MANOR WATER DISTRICT**

**BOARD MEETING**

**DATE: January 07, 2025**

**AGENDA ITEM NO. 8.E**

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**SUBJECT: Adoption of Notice of Completion Regarding the Removal of Water Main and Abandon Easement between lots 2270 and 2271 on Watt Avenue**

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**STAFF CONTACT:**

Adam Coyan, General Manager

**BACKGROUND:**

In approximately June of 2023, RSC Engineering and Berryessa Partners (collectively referred to as "RSC") contacted Del Paso Manor Water District (the "District") regarding the District's water main and public utility easement located between lots 2770 and 2771 on Watt Avenue in Sacramento. RSC was planning to build a new Starbucks with a drive-through and parking lot at 2222 Watt Avenue in Sacramento, which included merging lots 2770, 2771, 2772, and 2773.

On or about August 2, 2023, the District issued a letter of Conditional Support for Relocating the District's Water Main and Abandoning Public Utility Easement at 2222 Watt Avenue to make the project feasible. A copy of the letter is attached as Attachment 1. This letter placed three (3) explicit conditions on the approval, and a fourth permitting additional conditions upon further information was learned about the project.

First, the District would not be financially responsible, in any way, for relocating the water main. This condition has been met.

Second, the District was required to approve the area of relocation, materials used, construction methods, duration of construction, and timeframe for relocation of the water main. This condition has been met.

Third, RSC and the District would enter into a contract setting the terms of the relocation of the water main, as well as set forth indemnity for the District for any liability arising from the project or from the relocation of the water main, except in instances of the District's gross negligence or willful misconduct. This condition as been met.

As such, the District abandoned its 8' water main and 10"-wide public utility easement between lots 2770 and 2771, and the water main was relocated, with a proposed new location nearby Sacramento County's easement.

On or about December 23, 2024, RSC confirmed that the removal of the District's water main between lots 2770 and 2771 had been completed, and the new water main relocation and installation was completed and functional. On or about December 23, 2024, RSC requested that

the District confirm that the water main removal and easement abandonment has been completed to the District's satisfaction, and confirm such to Sacramento County so that work on the Starbucks project can continue.

As of December 13, 2024, Sacramento Suburban Water District (SSWD) had inspected the work, undertaken water sample testing from the new water main, and has provided its satisfaction with the project, approving the District to abandon the easement.

**RECOMMENDATION:**

The Board of Directors is requested to adopt a notice of completion for the work related to removing the water main between lots 2770 and 2771 and affirm that the easement thereon has been abandoned. Thereafter, the notice of completion shall be communicated to the RSC and the County of Sacramento.

**Attachments:**

*Attachment 1:* Letter Dated August 2, 2023, Conditional Support for Relocating the District's Water Main and Abandoning Public Utility Easement at 2222 Watt Avenue

*Attachment 2:* Notice of Completion

[District letterhead]

August 2, 2023

Jai Singh, P.E.  
RSC Engineering  
1420 Rocky Ridge Dr., Suite 150  
Roseville, CA 95661  
(916) 788-2884

RE: Conditional Support for Relocating District's Water Main and Abandoning Public Utility Easement at 2222 Watt Avenue

Dear Mr. Singh:

I understand that your firm, RSC Engineering, is working with your client, Berryessa Partners, to build a new Starbucks with a drive-through and parking lot at 2222 Watt Avenue, Sacramento, California 95825. The location is situated on Lots 2770, 2771, 2772, and 2773, which are to be merged for purposes of the Starbucks project.

An 8" water main owned, operated, and maintained exclusively by the Del Paso Manor Water District ("District") is located on a 10'-wide public utility easement that runs along the line dividing Lots 2770 and 2771, as shown on the map titled "Preliminary Plans for 2222 Watt Ave" attached as Exhibit A. I understand that in order to develop the property with the intended Starbucks project, the public utility easement between Lots 2770 and 2771 must be abandoned and the District's water main must be relocated. It has been suggested that the District's water main may be relocated to a nearby Sacramento County easement.

On behalf of the District, I would like to express the District's conditional support for the relocation of its water main and abandoning the public utility easement to facilitate the development of the Starbucks project. The District's support is conditioned on:

- The District will not be financially responsible for relocating the water main, including the costs of project construction (e.g., disconnection, reconnection, materials, disposal), project review (e.g., engineering, legal), or project administration (e.g., filing, permits, administrative review).
- Area of relocation, materials used, construction methods, duration of construction, and timeframe for relocation of the District's water main will be subject to the District's approval, which the District will not unreasonably withhold.
- The project proponent and the District will enter a contractual agreement setting the terms of the relocation of the District's water main. The project proponent will indemnify the District for any liability arising from the project or from the relocation of the

District's water main, except in instances of the District's gross negligence or willful misconduct.

- Other conditions that the District may adopt after it learns more about the project and further discussions with the project proponent.

The District's mission and purpose "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." The conditions presented above are in an effort to fulfill the District's duty to avoid harm to the District, its water supply, and its customers. Based on the District's understanding that relocating its water main and abandoning the public utility easement will occur at no cost to the District and with no harm to its customers or water supply, the District offers its conditional support for the project.

Please feel free to contact me with any questions at (916) 487-0419 or [generalmanager@delpasowd.org](mailto:generalmanager@delpasowd.org).

Sincerely,



Adam Coyan  
General Manager  
Del Paso Manor Water District

Attachments:

Exhibit A: Map of Preliminary Plans for 2222 Watt Avenue

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO AND  
MAIL TAX STATEMENT TO:

Berryessa Partners, LLC  
Attn: Mark Engstrom  
837 Jefferson Blvd  
West Sacramento, CA 95691

(Space Above Line for Recorder's Use Only)

## NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

- I. The undersigned is a water district who had an easement and water main between the lots located at lot 2770 and 2771 on 2222 Watt Avenue, Sacramento, CA 95825.
- II. The full name of the undersigned is: Del Paso Manor Water District
- III. The complete address of the undersigned is: 1817 Maryal Drive, #300 Sacramento, CA 95864
- IV. The nature of the title of the undersigned is: easement interest
- V. The full names and complete addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:  
Co-owner's Name(s)                      Co-owner's Complete Address (Street, City, State, Zip)  
\_\_\_\_ N/A \_\_\_\_\_
- VI. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to, include, but are not limited to the following individuals.  
Co-owner's Name(s)                      Co-owner's Complete Address (Street, City, State, Zip)  
\_\_\_\_ N/A \_\_\_\_\_
- VII. A work of improvement on the property described below was completed on: December 13, 2024 (new water main testing date for new main)
- VIII. The names of the original contractor, if any, for the work of improvement was: RSC Engineering, Inc.
- IX. The kind of work done or finished was: removal of 8" water main on 2222 Watt Avenue, between lots 2770 and 2771.
- X. The property on which the work of improvement was completed is in the City of Sacramento, County of Sacramento, State of California, and is described as follows: See **Exhibit A**, attached hereto.
- XI. The street address of the said property is: 2222 Watt Avenue, Sacramento, CA 95825.

Dated this \_\_\_\_\_ day of January, 2025

**DEL PASO MANOR WATER DISTRICT,**  
A Municipal Water District

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



VERIFICATION

**I the undersigned, say:**

I certify (or declare) under penalty of perjury under the laws of the State of California that the forgoing is true and correct:

January \_\_, 2025 Sacramento, California  
(Date and Place)

\_\_\_\_\_  
(Signature)

**EXHIBIT A**

(Legal Description)

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SACRAMENTO, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOTS 2770, 2771, 2772 AND 2773 OF DEL PASO MANOR UNIT NO. 17, ACCORDING TO THE OFFICIAL PLAT THEREOF, FILED IN THE OFFICE OF THE RECORDER OF SACRAMENTO COUNTY, CALIFORNIA, ON JANUARY 28, 1955, IN BOOK 39 OF MAPS, MAN NO. 21.

APN: 281-0101-021-0000

## **ITEM #11.A**

*General Managers Report*

**DEL PASO MANOR WATER DISTRICT**

**BOARD MEETING**

**DATE: January 07, 2025**

**AGENDA ITEM NO. 11.A**

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**SUBJECT: GENERAL MANAGERS REPORT**

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**STAFF CONTACT:**

Adam Coyan, General Manager

**MEETINGS:**

- Dan York
- SSWD Staff
- Forsgren
- Director Pratt
- Director Ross
- Acting President Dolk
- SSWD/ DPMWD joint board meeting
- Starbucks Developers
- PlanWest Partners, Inc.
- LAFCo Meeting

**WORK:**

Well 9

- Prepared for board meeting and joint board meeting including staff reports and support information.
- Coordinated with SSWD
- State Water Resource Control Board water quality reports
- State Water Resource Control Board drought reports
- Inspected all Well sites for any deficiencies

**RECOMMENDATION:**

Receive information

**ATTACHMENTS:**

N/A

**ENVIRONMENTAL IMPACT:**

This item is not a project under Section 21065 of the California Public Resources Code, as it could not have any direct or indirect impact on the environment.

**FINANCIAL IMPACT:**

This item does not impact the budget