



Amended Agenda

Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting

3701 Marconi Avenue
Sacramento, CA 95821

September 11, 2024
6:00 p.m.

This meeting will be conducted both in-person in the Sacramento Suburban Water District's Boardroom at the address above, and by videoconference and teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by any method provided. The Chairperson will call for public comment on each agenda item at the appropriate time. If a member of the public chooses to participate in this public meeting via videoconference and/or teleconference, please see the instructions below.

Portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference locations for the meeting are as follows: (1) District boardroom at the above address, and (2) 10993 East Arroyo Lane, Athol, ID, 83801. Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet-enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following login information for videoconferencing or teleconferencing:

Join the meeting from a computer, tablet or smartphone:

<https://us02web.zoom.us/j/87159590504?pwd=7uJV2GdbLGhIjIj3PnKbAmuy0eVtRC.1>

Meeting ID: 871 5959 0504

Password: 571341

You can also dial in using your phone: 1 (669) 900-6833

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Zoom uses encryption of data during Zoom meetings. The two Agencies use a secure password to restrict access to scheduled meetings. The meeting host has control of content sharing, recording, and chat.

Please mute your line.

Where appropriate or deemed necessary, the Boards may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Boards less than 72 hours before the meeting are available for public inspection at each Agency's Administrative Offices.

The public may address the Boards concerning an agenda item either before or during the Boards's consideration of that agenda item. Persons who wish to comment on either agenda or non-agenda items should fill out a Comment Card and give it to either one of the General Managers. The Chairperson will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Sacramento Suburban Water District Human Resources at 916.679.3972. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Call to Order

Pledge of Allegiance

Roll Call

Public Comment

This is an opportunity for the public to comment on non-agenda items within the subject matter jurisdiction of the Boards. Comments are limited to 3 minutes.

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Board member requests that an item be removed from the Consent Items, it will be considered with the Items for Discussion and/or Action.

1. **Draft Minutes of the August 14, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting**
Recommendation: Approve the Draft Minutes of the August 14, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting.

Items for Discussion and/or Action

2. **Sacramento Local Area Formation Commission Resolution**
Recommendation: Review the Draft Resolution of Application to the Sacramento Local Area Formation Commission and direct staff as appropriate.
3. **Plan for Services and Memorandum of Understanding**
Recommendation: Approve a contract with Plan West Partners to conduct the Plan for Services and Memorandum of Understanding, pending final legal review.

4. **Operations Assistance**
Recommendation: No action. Receive update on Sacramento Suburban Water District providing Water System Operations to Del Paso Manor Water District.

5. **Public Workshop Update**
Recommendation: Receive report from staff regarding the Public Information Workshop.

6. **Grant Funding Status**
Recommendation: No action. Receive staff presentation and direct staff as appropriate.

7. **Joint Board Meeting Dates and Agenda Items**
Recommendation: Approve dates for future Del Paso Manor Water District and Sacramento Suburban Water District Joint Board meetings and discuss agenda topics to be presented.

Adjournment

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I certify that the foregoing agenda for the September 11, 2024, meeting of the Del Paso Manor Water District and Sacramento Suburban Water District Joint Board was posted by September 6, 2024, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Sacramento, CA 95821, and at the Del Paso Manor Water District office, 1817 Maryal Drive, Suite 300, Sacramento, CA 95864, and was made available to the public during normal business hours.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Agenda Item: 1

Date: September 11, 2024

Subject: Draft Minutes of the August 14, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting

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

Recommended Board Action:

Approve the Draft Minutes of the August 14, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting.

Attachment:

1. Draft Minutes of the August 14, 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

August 14, 2024

Location:

3701 Marconi Avenue, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #863 8524 7665

SSWD Call to Order – Videoconference/Audioconference Meeting

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

Pledge of Allegiance

Chair Dolk led the Pledge of Allegiance.

Roll Call

SSWD Directors

Present:

Jay Boatwright, Dave Jones, Craig Locke, Kevin Thomas, and Robert Wichert.

SSWD Directors

Absent:

None.

DPMWD Directors

Present:

Carl Dolk, Gwynne Pratt, David Ross, and Robert Matteoli.

DPMWD Directors

Absent:

None.

SSWD Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, and Heather Hernandez-Fort.

DPMWD Staff

Present:

General Manager Adam Coyan.

Public Present:

SSWD Legal Counsel Josh Horowitz, DPMWD Legal Counsel Andreas Booher, Jose Henriquez, Jon Schulz, Ted Costa, Victoria Hoppe, Paul Helliker, Trish Harrington, Roy Wilson, Bruce Hartzell, Christine Kohn, Heather Hutchinson, Sabrina Gulch, and Desirae Fox.

Public Comment

Heather Hutchinson expressed that there was a scare tactic going around and that she was additionally concerned that DPMWD General Manager Adam Coyan (DPMWD GM Coyan) has been motivated to dissolve DPMWD for a while.

Consent Items

1. **Draft Minutes of the July 30, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting**

Sacramento Suburban Water District (SSWD) Director Locke clarified that a comment that he made in the minutes of the July 30, 2024, meeting regarding fluoride should have expressed that he was in support of fluoridation, but that he was not a huge fan of it as he did not feel it was entirely economical to fluoridate the water.

SSWD Director Locke moved to approve the staff recommendation including the correction to the minutes as stated, SSWD Director Jones seconded.

The SSWD motion passed by unanimous vote.

SSWD Vote:

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

DPMWD Director Pratt moved to approve the staff recommendation including the correction to the minutes as stated; DPMWD Director Ross seconded.

The DPMWD motion passed by 3/1 vote, DPMWD Director Matteoli opposed.

DPMWD Vote:

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

Items for Discussion and/or Action

2. **Sacramento Local Area Formation Commission Resolution**

SSWD General Manager Dan York (SSWD GM York) presented the staff report.

Chair Dolk reviewed each page of the draft Resolution, requesting comments on each page. Those comments are as follows:

DPMWD Director Ross pointed out that there was a typo, and that “4C” should actually read, “4B.”

DPMWD Director Ross requested clarification on Page 2, Item 4. B. 1., on the operational funding section.

Clarification was requested on Page 2, Item 4. B. 2., where it stated that the assets would remain in their service area. The Board agreed to be sure the service area would be clarified as a part of the District and to amend the language not to state “permanently,” and include something along the lines of “until the assessment District is terminated.”

Page 3, Item C. 4. It was decided to include a “sunset date” or something similar with an end date.

It was also identified to update the language from “operated as a separate water system,” to “separate service area.”

On Page 3, Item C. 3. It was suggested to remove “operation, maintenance, and repair, from that section.”

On Page 4, Item 4. F., SSWD Director Wichert suggested that the DPMWD Advisory Committee select their own members, as opposed to SSWD Directors selecting them. SSWD Director Boatwright expressed he would still want the SSWD Board to approve those committee members. It was agreed that the Advisory Committee have bylaws and the details of that committee be included in those bylaws.

On Page 4, Item 4. C. 6. It was suggested to add some clarification to how the funds were distributed and to the intent of that paragraph.

On Page 4, Item 4. E., DPMWD Directors Ross and Pratt requested more specific details on retention offerings to the current DPMWD staff. SSWD Director Locke suggested that the SSWD Human Resources department assist with developing language to include in this section. SSWD GM York suggested to delete the last sentence in this section, “These provisions shall not limit the authority of the General Manager of SSWD to exercise his/her discretion with respect to rights of assignment, transfer, discipline, and discharge of employees in accordance with the County Water District Law and other provisions of law.”

On Page 4, Item 4. G., it was suggested to remove the work “consider,” before “redistricting of the reorganized District...”

On Page 4, Item 4. F. in the last sentence, “The Committee will have a limited duration and be terminated at a time determined in the SSWD Boards discretion in consultation with the Committee,” it was recommended to have no less than 3 years.

On Page 5, Item 4. H. The Boards discussed the item, and it was suggested to hold off on this section until further findings are revealed about the grant funding.

3. **Water System Operations Update**

DPMWD General Manager Adam Coyan (DPMWD GM Coyan) presented the staff report and reported that on Tuesday, August 13, 2024, SSWD took over all on call services for DPMWD, and on Friday, August 16, 2024, SSWD would be taking over full operations and support for DPMWD. He noted that he was very impressed with the service from SSWD staff.

4. **Communications Plan Update**

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

Chair Dolk reviewed each page of the draft Frequently Asked Questions document, requesting comments on each page. Those comments are as follows:

The Boards agreed to use the term “reorganization,” as opposed to the work “consolidation.”

On Page 3, it was suggested to remove the term “perceived loss of local control,” and place something similar to, “local control diminished.”

SSWD Director Boatwright suggested to place language in the document about the Advisory Committee.

SSWD Director Wichert requested to remove the grant funding amount and just say “grant funding.”

On Page 5. SSWD Director Wichert requested clarification on the section that states. “Importantly, the water districts and their customers are not liable for these remediation activities.”

On Page 6, the Boards agreed to use the term, “phase” instead of the term “group” under the timeline and Process section.

Chair Dolk suggested that SSWD include some statistics on their financials, noting they are very strong.

Trish Harrington commented that she felt metering should be addressed as well.

5. **Plan for Services and Memorandum of Understanding**

SSWD GM York presented the staff report.

Both Boards agreed with the staff recommendation.

6. **Agenda Topics for Next Joint Board Meetings**

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

The Boards recommended the following topics be on the next Agenda:

- Sacramento Local Area Formation Commission Resolution.
- Water System Operations Update
- Grant Funding Application Update

The Boards agreed that a quorum of each Board would need to be available to hold the SSWD/DPMWD Special Board Meeting Public Information Workshop.

DPMWD Director Pratt moved to adjourn the meeting; DPMWD Director Ross seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

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

SSWD President Thomas adjourned the meeting at 8:13 p.m.

Adjournment

Chair Dolk adjourned the meeting at 8:13 p.m.

Dan York
 General Manager/Secretary
 Sacramento Suburban Water District

Agenda Item: 2

Date: September 11, 2024

Subject: Sacramento Local Area Formation Commission Resolution

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

Recommended Board Action:

Review the Draft Resolution of Application to the Sacramento Local Area Formation Commission and direct staff as appropriate.

Discussion:

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

In addition, a Plan for Services (PFS) and a Memorandum of Understanding (MOU) must be submitted to LAFCo for review and approval. The intent of a PFS is to describe in detail how a proposed reorganization will be implemented if approved. LAFCo depends on applicants and service providers to document the ability to provide service for areas proposed for annexation. A PFS takes into account the services, capacity, cost and adequacy of services within the district and how those services would be affected by the proposed LAFCo action. No application shall be deemed complete until a PFS is received and accepted as complete by the LAFCo Executive Officer. Plan West Partners conducted the Municipal Services Review for both DPMWD and SSWD and has experience with developing a PFS. Staff is in the process of entering into an agreement with Plan West Partners to conduct the work necessary to complete the PFS/MOU. The cost to conduct the subject scope of work is not to exceed \$30,000. That cost will be split 50/50 between DPMWD and SSWD.

Based on the input from the respective Boards at the July 30th Joint Board meeting, staff and legal counsel have made the appropriate edits to the draft Resolution (see Attachment 1).

Attachment:

1 – Draft Resolution.

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.

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 until paid in full:
 - (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 inure to 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), 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. 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 after it is consolidated into the unified SSWD water system if necessary to collect sufficient funds for repayment of any 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;

- (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.
- 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 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. Following the transition period, to the extent practical, every attempt will be made to maintain such employees in the same or similar positions of authority and responsibility with SSWD and shall be entitled to SSWD’s then-existing salary schedules and benefits.
 - 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 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. 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 and are not funded through grants. The formation of 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 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 the assessment is approved and the reorganization completed, the annual assessment will 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 time the Board of Directors shall terminate the levying of the annual assessment and instead collect funds for ongoing operations, maintenance, and capital improvement costs through regular water service rates and charges.
- 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

Agenda Item: 3

Date: September 11, 2024

Subject: Plan for Services and Memorandum of Understanding

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

Recommended Board Action:

Approve a contract with Plan West Partners to conduct the Plan for Services and Memorandum of Understanding, pending final legal review.

Discussion:

If the Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) reorganize into one district, a Plan for Services (PFS) and a Memorandum of Understanding (MOU) must be submitted to Sacramento Local Agency Formation Commission (LAFCo) for review and approval. The intent of a PFS is to describe in detail how a proposed reorganization will be implemented if approved. LAFCo depends on applicants and service providers to document the ability to provide service for areas proposed for annexation. A PFS takes into account the services, capacity, cost and adequacy of services within the district and how those services would be affected by the proposed LAFCo action. No application shall be deemed complete until a PFS is received and accepted as complete by the LAFCo Executive Officer. Plan West Partners conducted the Municipal Services Review for both DPMWD and SSWD and has experience with developing a PFS/MOU. Staff is in the process of entering into an agreement with Plan West Partners to conduct the work necessary to complete the PFS/MOU. The cost to conduct the subject scope of work is not to exceed \$30,000. That cost will be split 50/50 between DPMWD and SSWD.

Agenda Item: 4

Date: September 11, 2024

Subject: Operations Assistance

Staff Contact: Adam Coyan, DPMWD General Manager
Dan York, SSWD 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 has fully assumed operational responsibility for the Del Paso Manor Water District (DPMWD) system. This transition involves SSWD's production and distribution teams taking charge of 24-hour system monitoring, emergency responses, and ongoing maintenance operations.

Operational Details:

- **SCADA Monitoring and Alarm Response:**
SSWD's 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:**
Total Coliform Rule sampling is conducted every Tuesday to ensure 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 – August 31):

- 107 operations labor hours during normal business hours.
- 7 after-hours calls totaling 13 hours of overtime.

Fiscal Impact:

Costs incurred and labor support services will be reimbursed by DPMWD, so there will be no fiscal impact to SSWD.

Agenda Item: 5

Date: September 11, 2024

Subject: Public Workshop Update

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

Recommended Board Action:

Receive report from staff regarding the Public Information Workshop.

Discussion:

The Public Information Workshop (Workshop) regarding the combination discussions between Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD) has been scheduled for 6:00 p.m. on September 24, 2024, at Mission Ave. Elementary School (2925 Mission Ave., Carmichael). Staff is considering hiring a meeting facilitator to assist with the Workshop to ensure the event runs efficiently.

Staff has been advertising the Workshop via a post card and social media ads on Facebook and anticipates a large turnout of customer from both DMPWD's and SSWD's service area.


See Attachment 1 for the advertisements that have been sent out or posted.

Attachment

1. Workshop advertisements.

Facebook Ads



Public Meeting on Potential Combination

MISSION AVENUE ELEMENTARY SCHOOL
MULTIPURPOSE ROOM/CAFETERIA
2925 Mission Avenue, Carmichael, CA 95608

Tuesday, September 24, 6-8 p.m.




 

Public Meeting on Potential Combination

MISSION AVENUE ELEMENTARY SCHOOL
MULTIPURPOSE ROOM/CAFETERIA
2925 Mission Avenue, Carmichael, CA 95608

Tuesday, September 24, 6-8 p.m.

Postcard





YOU'RE INVITED!

Public Meeting on Potential Combination

Tuesday, September 24, 2024
6:00 p.m.

**MISSION AVENUE
ELEMENTARY SCHOOL
MULTIPURPOSE ROOM/CAFETERIA**

*2925 Mission Avenue
Carmichael, CA 95608*


Join us for a public meeting to discuss the possible combination of Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD).


Since 2019, SSWD and DPMWD have discussed combining. Both serve neighboring areas, with DPMWD largely surrounded by SSWD. Discussions recently gained momentum after the Sacramento Local Agency Formation Commission (LAFCo) adopted a Resolution of Intent to Dissolve DPMWD.

A combination could offer DPMWD financial stability and access to grant funding for infrastructure upgrades, while SSWD is well-positioned to integrate DPMWD customers and staff without exposing existing SSWD customers to financial risk.

We encourage you to submit any questions you'd like addressed during the presentation to feedback@sswd.org.

Visit sswd.org or delpasomanorwd.org to find a list of Frequently Asked Questions and background information.



 3701 Marconi Ave
Sacramento, CA 95821

BE OUR GUEST

SACRAMENTO SUBURBAN WATER DISTRICT 5TH ANNUAL OPEN HOUSE

Thursday, September 26, 2024, 5:00-7:00 p.m.

SSWD BOARDROOM

3701 Marconi Avenue, Sacramento, CA 95821

- Discover our plans for enhancing the water system and ongoing infrastructure improvements.
- Chat with our staff, management team, and Board members.
- Learn about SSWD water-wise rebates and services.
- Enter a raffle for a chance to win a weather-based sprinkler timer.

[Learn more at sswd.org.](http://sswd.org)

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Agenda Item: 6

Date: September 11, 2024

Subject: Grant Funding Status

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

Recommended Board Action:

No action. Receive staff presentation and direct staff as appropriate.

Discussion:

As previously reported, a grant application was submitted to the State Water Resources Control Board, Division of Financial Assistance program portal. The grant application 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 that was identified utilizing Sacramento Suburban Water District’s Distribution Asset Management Plan criteria, is a “shovel ready” project that would warrant grant funding.

Agenda Item: 7

Date: September 11, 2024

Subject: Joint Board Meeting Dates and Agenda Items

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

Recommended Board Action:

Approve dates for future Del Paso Manor Water District and Sacramento Suburban Water District Joint Board meetings and discuss agenda topics to be presented.

Discussion:

Discuss available dates to hold the Del Paso Manor Water District (DPMWD) and Sacramento Suburban Water District (SSWD) Joint Board meetings in the months of October, November and December 2024. In addition, direct staff on which topics are necessary to be placed on the agenda for the October 2024, DPMWD and SSWD Joint Board meeting.