

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

July 9, 2019

6:30 PM

1817 Maryal Drive, Suite 300, Sacramento

The Board of Directors of the Del Paso Manor Water District convened their regular monthly meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on July 2, 2019 at 6:30 p.m. However, upon discovery that the regular meeting agenda was not posted on the District website, the Board of Directors adjourned and continued the regular meeting to July 9, 2019 at 6:30 p.m. at the District office at 1817 Maryal Drive, Suite 300, Sacramento, California.

Call to Order:

President Lenahan called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

President Lenahan led the Pledge of Allegiance.

Roll Call:

Directors Present: Marissa Burt, Trish Harrington John Lenahan, Robert Matteoli, & Gregory Schneider
Directors Absent: None
Staff Present: None
Legal Counsel Present: Adam Brown
Public Present: Several members of the public were in attendance.

Announcements:

There were no announcements.

Several members of the public addressed the Board.

1. The Board conducted a Performance Evaluation of the Interim General Manager in closed session. No action was taken. The Board then reconvened in open session.
2. Update on contract from Municipal Consulting Group – Derrick Whitehead
Derrick Whitehead announced that he had a conflict with CalPers and would need to step down as Interim General Manager for the District.
3. The Board went into closed session to conduct candidate interviews regarding the General Manager position. Upon the completion of the candidate interviews, the Board reconvened in open session.

Attorney Brown reported that the Board agreed to start contract negotiations with one of the candidates.

- Review, discuss and possible action regarding Policy for Out of Class Pay for District employees. Attorney Brown explained that there is currently not a District out of class pay policy. Director Burt motioned to give out of class employees 10% above their normal pay as long as they are performing out of class duties for the District. Trish Harrington seconded. Adam Brown stated he will bring a policy for the Board to vote on at the next meeting.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

- Review, discuss, and possible action to revise, amend, or replace Resolution 20181203 – Director Compensation and Travel Allowance Policy. President Lenahan tabled this agenda item.
- Review, discuss, and possible action on District Budget 2019/2020. President Lenahan tabled this agenda item.
- Review and adopt minutes of June 4, 2019 Regular Meeting. This item was tabled with direction to bring the corrected minutes to the August meeting for consideration.
- Review and adopt minutes of June 4, 2019 Special Meeting. Director Burt moved to approve the minutes with the agreed amendments of the June 4, 2019 Regular Meeting. Director Schneider seconded. The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

- Review and adopt minutes of June 8, 2019 Special Meeting. Director Burt moved to approve the minutes as amended of the June 8, 2019 Special Meeting. Director Schneider seconded. The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

- Review and authorize payment of invoices for June 2019. Director Burt moved to approve the June Invoices, with the exception of JPIA.

Director Harrington seconded. The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

11. Accept donation of name signs from Board President John Lenahan.

Director Schneider moved to accept the donation of the name plate holders from President Lenahan. Director Harrington seconded. The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

12. Appoint Safety Ad Hoc Committee.

President Lenahan appointed Director Burt and Director Schneider to the Safety Ad Hoc Committee.

13. Finance Committee: possible action on outsourced accounting solutions.

Director Burt provided a quote from Robert Merritt, a certified CPA, to help close the books for May and June. Director Matteoli asked why the District did not receive more quotes. Director Burt explained that Mr. Merritt was highly recommended by our auditor, Richardson and Company. Director Harrington moved to hire Robert Merritt to close our accounting books for May and June. Director Burt seconded. The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

Old Business:

14. Discuss and possible action on District payroll provider.

President Lenahan presented 2 quotes from payroll companies. He is requesting that the District change our payroll to ADP.

Director Harrington moved hire ADP for our payroll needs.

Director Schneider seconded. The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

15. Review, discuss, and possible action on waterTalent contract and/or proposal.

John explained that he is working on the contract in case the need arises to hire any additional employees for the District.


16. Transition Committee Meeting – Burt/Lenahan
The committee has been working on possible candidates for the general manager.
17. Finance Committee Meeting – Burt/Lenahan
No report
18. Succession Planning Committee Meeting – Harrington/Lenahan
No report
19. Policy Manual Review Committee Meeting Harrington/Burt
No report
20. Human Resources Committee Meeting – Schneider/Lenahan
No report
21. Regional Water Authority Meeting – Harrington / Matteoli
Vice President Harrington asked Director Matteoli to attend the next Regional Water Authority meeting.
22. Other Reports – AB 1234
None
23. Upcoming Meetings:
None
24. Report from General Manager:
None
25. Report from Attorney concerning:
None
26. Report on Field Operations:
Report was attached to the Board Packet

Board General Discussion:

Vice President Harrington would like a report on being reimbursed for the school project. Director Schneider would like a full report on the cost to rehab Well 8.

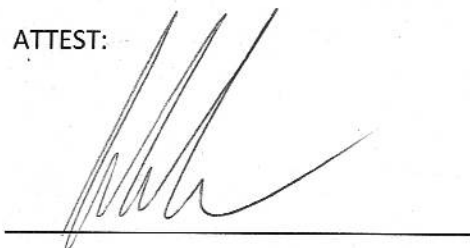
Adjournment:

President Lenahan adjourned the meeting at 10:30 p.m.



John Lenahan, President

ATTEST:



Adam Brown, Secretary