

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

**FEBRUARY 11, 2020  
6:30 PM  
1817 Maryal Drive, Suite 300, Sacramento**

The Board of Directors of the Del Paso Manor Water District convened a Special Board Meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on February 11, 2020 at 6:30 p.m.

**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, John Lenahan, Robert Matteoli, Gregory Schneider,  
& Andrew Ping  
Directors Absent: None  
Staff Present: Ken Ingle - Field Supervisor  
Legal Counsel Present: None  
Public Present: Several members of the public were in attendance.

**Announcements:**

None

**Public Comment:**

Osmar Macias inquired about the January 2020 Meeting chart that showed President Lenahan attending 15 compensated meetings in the month, 5 over the monthly limit. President Lenahan explained that five of the meetings were actually held in December 2019.

**Items for Discussion and/or Action:**

1. Discuss proposal from Regional Government Services regarding General Manager:

Bobbi Bennet and Kay Randolph of Regional Government Services (RGS) gave a presentation about their organization and how they can assist our District with the search for a new General Manager. They informed us that they only work with public agencies, their employees are mostly retired from public service, and they have no office building which helps keep down overhead. This is a customized approach charged by the hour, typically with a "not-to-exceed". RSD recently worked with Sacramento Suburban Water District to assist them with finding a new Director of Finance.

The proposal is \$15,000 not-to-exceed amount for hours worked. The District would be invoiced for advertising costs, printing/copying fees, or any other direct costs.

Director Matteoli asked about PERS issues and questioned if our legal counsel had reviewed the proposal. He indicated he would not support this proposal due to the process.

Director Ping commented that they are able to cast a wider net than doing the search in-house.

Director Schneider moved to engage with RGS for a not-to-exceed of 10k. That motion died for lack of a second. He then changed the NTE amount to 12k, and that motion also died.

Director Ping moved to engage with RGS for the GM search with a Not-to-Exceed of \$15,000, which would include all direct costs, subject to legal review of contract by general counsel.

After public comment and further discussion by the Board, Director Burt seconded the motion.

Motion Passed

<b>Ayes</b>	<b>Burt, Lenahan, Schneider, Ping</b>
<b>Noes</b>	<b>Matteoli</b>
<b>Absent</b>	<b>0</b>

2. Discuss O&M Tech II Position
  - a. Regional Government Services (RGS)

Director Burt stated that the Board should not be doing staff work such as hiring. She spoke with GM Dan York at Sacramento Suburban Water District about assisting us with hiring process and he agreed to help.

Director Ping suggested making Field Supervisor Ken Ingle the temporary GM so that he could hire Alex Lazaro in order to have coverage while Ken is out on medical leave.

Ken Ingle requested that President Lenahan sign the offer letter to hire Alex Lazaro. John declined this request due to what he perceived as a flawed hiring process.

Bobbi Bennett and Kay Randolph-Pollard of RGS proposed helping DPMWD hire an O&M Tech II for a Not-to-Exceed of \$5,000 including all direct costs.

Public Comment:

Michael Clohossey cautioned against using SSWD for hiring and suggested job candidate Lazaro be included in the next hiring effort if we decide to use RGS.

Natalie Clohossey suggested we have Dan York be part of a new interview team for Mr. Lazaro.

Director Burt moved to engage RGS for assistance with hiring an O&M Tech II with a Not-to-Exceed of \$5,000, subject to legal review of contract by general counsel. Director Schneider seconded.

Motion Passed

<b>Ayes</b>	<b>Burt, Lenahan, Schneider, Ping</b>
<b>Noes</b>	<b>Matteoli</b>
<b>Absent</b>	<b>0</b>

3. Discuss outsourced HR and Payroll

Bobbi Bennet of RGS stated that they could provide HR services but not payroll. The Board suggested that President Lenahan table this item until new GM is on board. No action was taken.

4. Discuss General Manager Position

- a. Succession Planning Committee recommendations were tabled due to decision to hire RGS for recruitment effort. President Lenahan recommended approving the revised GM job description in order to facilitate the hiring process. Director Burt moved to approve the revised General Manager job description with one edit. Director Schneider seconded.

Motion Passed

<b>Ayes</b>	<b>Burt, Lenahan, Schneider, Ping</b>
<b>Noes</b>	<b>Matteoli</b>
<b>Absent</b>	<b>0</b>

5. Re-appoint Succession Planning Committee

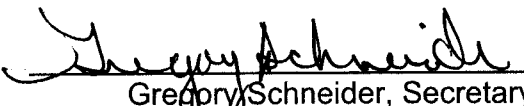
President Lenahan removed himself from this ad-hoc committee and appointed Director Ping to serve with Director Schneider.

**Adjournment:**

President Lenahan adjourned the meeting at 8:18 p.m.

**Next scheduled meeting: March 3, 2020 Regular Board Meeting**

  
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 John Lenahan, President

  
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 Gregory Schneider, Secretary