

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

**March 3, 2020
6:30 PM
1817 Maryal Drive, Suite 300, Sacramento**

The Board of Directors of the Del Paso Manor Water District convened a Regular Board Meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on March 3, 2020 at 6:30 p.m.

Call to Order:

President Lenahan called the meeting to order at 6:31 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: Barbara Brenner , Churchwell White LLP
Public Present: Approximately 8 members of the public were in attendance.

Announcements:

None

Public Comment:

Carol Rose inquired about the investigation into the sudden departure of Debra Sedwick, Richard Bolton, and Lori Hensley in May of 2019. She also commented that the legal bills have been very high lately.

Items for Discussion and/or Action:

1. Sacramento Region Water Utility Collaboration/Integration Memorandum of Understanding and Professional Services Agreement.
The Board packet erroneously contained the "Contract Services Agreement between SSWD and DPMWD" therefore this agenda item was tabled.

No Action taken

2. Succession Planning Ad-Hoc Committee
 - a. General Manager Position Salary Range

Regional Government Services (RGS) performed a salary survey which resulted in a recommended range of \$108,048 to \$155,653.

Director Ping commented that he did not believe the ratepayers would support that range. Director Matteoli noted that a range of \$108,000 to \$146,000 was approved in 2018. Director Burt moved to approve a range of \$108,000 to \$135,000 but it failed on a vote of 4 to 1. Director Ping moved to approve a range of \$108,000 to \$140,000 but after Board discussion and public comment, amended his motion to \$108,000 to \$145,000.

Motion Passed

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

3. Expense Reimbursement for SimpliSafe

Board previously voted to install a security system at the Maryal Drive office with a monitoring fee of \$15 per month. Director Burt purchased the system due to lack of a District credit card but was never reimbursed.

Director Ping moved to approve the reimbursement of \$342.46 and Director Schneider seconded.

Motion Passed

Ayes	Lenahan, Schneider, Ping
Noes	0
Abstain	Burt, Matteoli

4. SB 998 Water Shutoff Protection Act proposed policy
 - a. Translation Services

New Law, SB998 requires water districts to adopt a new "Discontinuation of Water Service for Nonpayment Policy"

Director Matteoli noted that we must also amend our Ordinance #3, Article #12. Legal Counsel recommended approving the new policy now and the Ordinance at the next meeting.

Director Burt moved to approve the new policy and Director Matteoli seconded.

Motion Passed

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

Language People, Inc. quoted translation services of five languages at \$75 per language for a total of \$375.

Director Burt moved to hire this firm to do our translation Not-To-Exceed \$500 and director Ping seconded.

Motion Passed

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

- Amend Resolution Number 20191002 regarding Paid Vacation Leave and Holidays

President Lenahan stated that this Resolution was previously approved but never executed. Board Secretary needs to be changed to Director Schneider and General Counsel to Barbara Brenner.

Director Burt moved to amend the Resolution and director Ping seconded.

Motion Passed

Ayes	Lenahan, Burt, Schneider, Ping
Noes	0
Abstain	Matteoli

- Amend Resolution Number 20181203 regarding Director Compensation and Travel Allowance Policy.

Director Burt requested this item be placed on the agenda for discussion and possible action. She is proposing changing the language that allows three (3) directors to attend an out-of-town conference to a limit of two (2) directors.

Director Burt moved to change the resolution as above and Director Schneider seconded.

Motion Failed

Ayes	Burt, Schneider
Noes	Lenahan, Matteoli, Ping

Absent	0
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7. County of Sacramento – Voter Registration & Election

The County provided forms regarding the November 3, 2020 election which need to be filled out and returned. President Lenahan will fill out the forms and bring to the next Regular meeting for approval.

No Action Taken

8. California Rural Water Association Dues

Director Burt requested this item be placed on the agenda because our membership expires on April 30, 2020. Annual dues are \$816. Director Schneider spoke with John Wendele at CRWA and was informed of all the training and technical assistance available for no or reduced cost to our district as a member. Director Schneider feels that membership provides value to our District and recommends renewal.

No Action Taken

9. District Engineer Firm Discussion

Director Burt requested this item to be placed on the agenda for discussion. We currently do not have an engineering firm on retainer. President Lenahan recommended this item be rolled into the Master Plan RFP.

No Action Taken

10. Confidentiality Policy Agreement

Director Burt requested this item be added to the agenda for discussion. She is suggesting that we look into adopting a Confidentiality Agreement which all employees and board members would sign. She noted that information is occasionally posted on social media that is considered confidential. Directors Schneider and Ping agreed we may need this. General Counsel Barbara Brenner stated that she has not seen confidentiality agreements in this setting. President Lenahan said if a Board member was to provide a draft policy, he would be open to adding it to a future agenda.

No Action Taken

11. Minutes

- a) Director Burt moved to approve the November 5, 2019 Regular Board Meeting Minutes with edits. Director Schneider seconded.

Motion Passed

Ayes	Lenahan, Burt, Schneider
Noes	0
Abstain	Ping, Matteoli

- b) Director Ping moved to approve the February 4, 2020 Regular Board Meeting Minutes with edits. Director Burt seconded.

Motion Passed

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

- c) Director Burt moved to approve the February 11, 2020 Special Board Meeting Minutes with edits. Director Ping seconded.

Motion Passed

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

12. Warrants List for February 2020

Director Burt moved to approve the list as provided. Director Ping seconded.

Note: General Counsel Barbara Brenner cautioned to never provide Legal Counsel invoices to the general public due to confidentiality issues.

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

Director's Meetings and Committees (Per AB 1234):

13. Succession Planning Ad Hoc

The Committee reported out that advertisement for the Operations & Maintenance Technician II started today.

14. DPMWD / SSWD 2x2 Ad Hoc

President Lenahan reported that the first meeting took place in Sac Suburban Water District's boardroom on March 2, 2020. President John Lenahan and Director Marissa Burt are the representatives for DPMWD. Sac Suburban's representatives are V.P. Robert Wichert and Director Craig Locke. This was designed to be a get acquainted meeting to establish some common goals and look for areas of cooperation. SSWD General Manager Dan York gave a slide presentation that covered the history and current status of our two districts. DPWD President Lenahan discussed the expansion of the service agreement between our two districts to provide more assistance over a longer time horizon. He also requested help from SSWD with upgrading our commercial meters. There was a discussion about the condition of our wells and the possibility of SSWD providing an informal well assessment and punch list of urgent repairs. The possibility of SSWD taking over the maintenance of DPMWD was discussed and the idea of a full time equivalent being hired by SSWD to facilitate that plan. A verbal agreement was reached that SSWD would be in charge of the DPMWD field maintenance until Ken Ingle is back on the job and 100%. The next meeting is scheduled for April 6, 2020

15. Finance Committee

No meeting, no report

16. Regional Water Association

Director Matteoli did not attend

17. Other Reports – AB 1234

President Lenahan attended the LAFCO meeting

General Counsel's Report

18. None

Field Operations Report

19. See provided Field Report for February 1 thru 20, 2020

Directors and/or Staff Comments, Statements, and Requests. The Board and District staff may ask questions for clarification and make brief announcements or comments. Board members may also request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.

Director Matteoli inquired about the status of the Finance Standing Committee and requested a report from Kerry Fuller about the Sacramento Bee reporter discussion with President Lenahan and Director Burt. Legal Counsel Barbara Brenner replied that Kerry had not participated in the discussion.

Closed Session (Closed Session Items are not open to the public)

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of GOVERNMENT CODE § 54956.9 Number of potential cases: 3

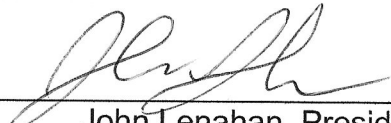
Return to Open Session:

No Report

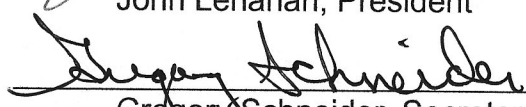
Adjournment:

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

Next scheduled meeting: April 7, 2020 Regular Board Meeting



John Lenahan, President



Gregory Schneider, Secretary