



Del Paso Manor Water District

The attached minutes were presented unsigned by past counsel Barbara Brenner of Churchwell White/White Brenner, LLP. The current Board of Directors can and did approve these minutes.



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

November 30, 2021 6:30 PM
1817 Maryal Drive, Suite 300, Sacramento 95864

Call to order and roll call

The special meeting was called to order at 6:30 p.m. by President Saunders.

Roll call was taken by Director Saunders and the following Members were present: Director Dolk, Director Macias, Director Matteoli, Director Pratt, and President Saunders which makes a quorum. Also in attendance were General Manager Gardner and Elena Pacheco, General Counsel.

Adoption of Agenda

There was a motion by Director Dolk to adopt the agenda. The motion was seconded by Director Pratt. The motion passed on a roll call vote of 5-0 with the following Board Members voting Aye: Dolk, Macias, Matteoli, Pratt, and Saunders.

Public Comment

Upon call for public comment, no members of the public requested to speak.

Special Meeting Items:

1. Consider approval of two bids by Roadrunner to clean and video both Well 2 and Well 4.

General Manager Gardner introduced this item to the Board. He stated only three vendors responded to the bid. Roadrunner had the best price and they also have a crane to do the work in-house so their bid was cheaper than the other two. General Manager Gardner provided additional information to the board describing the condition of the Wells and described the process that will be used for cleaning and videoing Wells 2 and 4. He also recommended that a new pump be purchased.

Director Comments: Director Dolk asked how much does a new pump cost. General Manager Gardner responded that he will research further and send an

email with details regarding the cost of the pump and estimated the cost to be \$14,000 to \$15,000. Director Dolk also asked about adding a pump to Well 5. General Manager Gardner doesn't feel a pump is needed at this time and prefers to focus on safer investments at this time. Director Macias wants to be sure that cleaning or scrubbing is included. He also asked if Roadrunner would be providing a summary of the video. General Manager Gardner explained the process that while the video is being filmed that he will be talking about what is going on so that it is an interactive process. Director Macias also stated that he would like to be there for the video if possible. Director Matteoli asked if the project could be funded through O&M. General Manager responded that the project is straight O&M and he would be working with Debra and Mona on this.

Director Pratt made a motion to approve this expenditure for items listed on the Roadrunner invoice attached to this item and approve the General Manager's authority to sign and execute this invoice on the condition that the subsequent item increasing his purchasing authority is approved by this Board. Director Macias seconded the motion. Upon call for public comment, no members of the public requested to speak. The motion passed on a roll call vote of 5-0 with the following Board Members voting Aye: Dolk, Macias, Matteoli, Pratt, and Saunders.

2. Consider amendment to policy 2135 purchasing and policy 2021 to allow the General Manager to purchase goods, services and construction or repair up to \$20,000.

General Manager Gardner introduced this item to the board and discussed the policy change. Currently the General Manager has authority up to \$2,500. This level of authority can take care of general maintenance and increasing the authorization up to \$20,000 will make the process much more efficient.

Director Comments: Director Dolk agrees that the current level is too low but feels that \$20,000 may be too much. He suggested a tiered approach but wants to make things as easy as possible. He recommended the authorization be \$10,000 to \$12,000. Director Macias also feels that \$20,000 may be too high. He agreed that the current process is inefficient. He suggested adding a statement that the \$20,000 authorization be for infrastructure only. Director Matteoli is fine with the \$20,000 authorization and stated that the Board can't micro manage the process. He supports the \$20,000. Director Pratt stated that given General Manager Gardner's experience, she believes the \$20,000 authorization is fine for infrastructure. There was discussion regarding the revision to the policies. General Counsel provided input. Director Saunders stated that he is in favor of increasing the limit. This meeting is being held because of the current policy.

Director Macias made a motion to authorize a revision of policy 2135 and 2021 to reflect the changes noted in the Board Packet. Director Pratt seconded the motion. Upon call for public comment, no members of the public requested to speak. The motion passed on a roll call vote of 5-0 with the following Board Members voting Aye: Dolk, Macias, Matteoli, Pratt, and Saunders.

3. Consider new policy 3110.1 extending the term of president to two years.

Chair Saunders introduced this item to the Board. There was agreement among the board members that extending the term of president was a good ideal. There was discussion regarding how the two year term would be implemented. After discussion, Director Pratt made a motion to elect the Board President in January of odd years and the term be extended to two years. Director Macias seconded the motion.

Upon call for public comment, no one from the public requested to speak.

The motion passed on a roll call vote of 5-0 with the following Board Members voting Aye: Dolk, Macias, Matteoli, Pratt, and Saunders.

4. Consider new 5 year lease for existing office space.

General Manager Gardner introduced this item to the board. He explained the landlord wanted to sell the space but he would prefer to enter into a new lease. The new lease would include an increase of the rent by 5% each year. After discussion Director Dolk made a motion to approve entering into a 5 year extension of the lease for existing office space to include an increase of 5% each year. The motion was seconded by Director Macias.

Upon call for public comment, no one from the public requested to speak.

The motion passed on a roll call vote of 5-0 with the following Board Members voting Aye: Dolk, Macias, Matteoli, Pratt, and Saunders.

Adjournment

There was a motion from Director Dolk to adjourn the meeting. The motion was seconded by Director Pratt. The motion to adjourn was approved by consensus. The meeting was adjourned at 7:30 p.m.