

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

**January 14, 2020
6:30 PM
1817 Maryal Drive, Suite 300, Sacramento**

The Board of Directors of the Del Paso Manor Water District convened a Special Meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on January 14, 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
Directors Absent:	None
Staff Present:	Ken Ingle - Field Supervisor
Legal Counsel Present:	Kerry Fuller, Churchwell White LLP
Public Present:	Several members of the public were in attendance.

Announcements:

Director Matteoli requested that President Lenahan report out from the closed session of January 7, 2020. President Lenahan declined and suggested that the public refer to the minutes from that meeting. Director Matteoli also gave legal counsel a copy of the whiteboard presentation he made at the Jan. 7th meeting and requested that it be made available to the public.

Public Comment:

Natalie Clohossey expressed ongoing concern about the alleged personnel file breach and the plan going forward. She also questioned why the MSR draft was not provided to the public.

Mary Dietz commented on President Lenahan's name plate and expressed concern about the alleged personnel file breach.

Carl Dolk also expressed concern about President Lenahan's name plate.

Items for Discussion and/or Action:

1. Discuss General Manager and water operator positions:
 - a. Succession Planning Ad-Hoc Committee recommendation, i. Recruitment methods, ii. Salary range, iii. Job description, desirable qualifications, iv. Proposed process and schedule
 - b. California Rural Water Association i. Specialized Utilities Services Program (SUSP) Water Operator
- a. Director Schneider of the Succession Planning Ad-Hoc Committee handed out a draft revision of the General Manager job description with suggested changes and solicited comments from other Board members. Director Burt suggested adding a note that a background check and drug test must be completed before start date. The Succession Committee also presented a preliminary schedule for recruitment and discussed potential advertising opportunities. A more detailed recruitment proposal will be presented at the Feb. 4th regular meeting and may contain an option for using a recruitment firm to assist with the search.
- b. President Lenahan reported that although CRWA claims they provided a quote, but he did not receive one.
2. Discussion regarding the current draft report submitted to LAFCO November 22, 2019 and direction on preparation of the final report

Director Matteoli had concerns about the draft job description being handed to Board members at the meeting. Two ratepayers questioned why the draft job description was not provided to the public. President Lenahan explained that we do not currently have a policy about draft documents but the topic merits further discussion.

The board packet contained a copy of the "draft" Municipal Service Review Information form that was submitted to LAFCO on November 22, 2019. There was a discussion about the final deadline date and who would be responsible for completing the forms. Director Matteoli explained that we are actually filling out a questionnaire from which a report will be provided by LAFCO.

Director Burt wants to wait until a new GM is hired so that he/she can finalize the questionnaire. Director Schneider suggested we ask for an extension.

Natalie Clohossey stated that LAFCO has given the District a response to the draft. President Lenahan said he has not seen the response but will schedule a meeting with LAFCO in order to request an extension. Michael Clohossey remarked that there is no statutory rule as to a deadline for submission.

3. Authorization to provide an offer letter to water operator candidate with tentative start date in February.

Director Schneider questioned why the Interim General Manager Leo Havener did not follow up the verbal offer with an official offer letter. General Counsel Kerri Fuller stated that it is all right for staff member Ken Ingle to reach out to the candidate, but she will have to research the question of whether or not the Board can direct President Lenahan to sign the offer letter. President Lenahan stated that he was informed by Mr. Havener that the driving test had been completed. Status of background check and drug test is unknown.

Debbie Simpson suggested that the Board review the entire hiring process for this position.

4. CSDA AB1234 Ethics Training opportunity

Ethics training for Board members is required every other year. CSDA has provided the District with a free training opportunity for renewing our membership.

Adjournment

President Lenahan adjourned the meeting at 8:05 pm.

Next scheduled meeting: February 4th, 2020 Regular Board Meeting



John Lenahan, President



Gregory Schneider, Secretary