



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

**January 27, 2022 11:00 A.M.
1817 Maryal Drive, Suite 300, Sacramento 95864**

MINUTES

1. CALL TO ORDER:

The meeting was called to order at 11:03 a.m. by Chair Saunders.

2. ROLL CALL:

Roll call was taken by Chair Saunders and the following Directors were present: Dolk, Macias, Matteoli, Pratt, and Chair Saunders. Also in attendance was General Manager Gardner and Legal Counsel Mona Ebrahimi and Elena Pacheco.

3. ADOPTION OF AGENDA: Members may pull an item from the agenda.

There was a motion by Director Pratt to adopt the agenda. The motion was seconded by Director Matteoli. The agenda was adopted on a 5-0 roll call vote.

4. PUBLIC COMMENTS: The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference.

Upon call for public comment, no one from the public addressed the Board.

5. CONSENT CALENDAR: All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

None.

6. PUBLIC HEARING: None

7. NEW BUSINESS:

7A. Brown Act Training Conducted by District General Counsel.

Recommendation: In accordance with Recommendation Number 7 in the Grand Jury Report, allow the District's General Counsel to conduct a one hour Brown Act training for the Board and staff. This training out to be conducted by January 31, 2022.

Legal Counsel Mona Ebrahimi conducted the Brown Act training and responded to questions from the Board. Ms. Ebrahimi agreed to send the Board Members a pamphlet of the Brown Act. She also suggested that the Board Members go to their website for additional resources. General Manager Gardner suggested the Board Members go through him regarding requesting information from Legal Counsel.

Upon call for public comment, no one from the public addressed the Board.

7B. Training of Public Notification Requirements Following a Notice of Violation, Conducted by District General Manager.

Recommendation: In accordance with Recommendation Number 4 in the Grand Jury Report, allow the District's General Manager to conduct a training for the Board and staff on public notification requirements and procedures following any Notice of Violation. This training ought to be conducted by January 31, 2022.

General Manager Gardner presented a power point presentation stating he is responsible for notifications, and the District is required to update the Emergency Procedure Manual every five years. The last update was done in 2017. The Emergency Procedure Manual includes the public notification process. The plan is to have the manual updated and presented to the Board by March 31, 2022. The Emergency Plan Manual should include anything that can go wrong. The Consumer Confidence Reports (CCRs) should be completed and distributed to consumers by July 1, 2022 for the water quality data from January 1 – December 31, 2021. Historically, the District has retained outside consultants to prepare the CCRs. The District's current consultant is the Gemini Group. Once the report is issued on July 1, 2022, they have to certify with the Division of Drinking Water by October 1, 2022. General Manager Gardner discussed the notification process. The District needs to find out if they have 10% or 1,000 people who has English as a second language. If they do have 10% or 1,000 people (whichever is less), then they have to publish the CCR's and Notifications in that language as well as in English. He discussed the following notifications: Boil Water, Do Not Drink, and Do Not Use. He also discussed the publication requirements of the notices. General Manager Gardner discussed the issue they have with

notifications. There are no emails or phone numbers for all of the customers and they do not have sufficient staff to call 1,800 customers.

Director Dolk suggested that the next mailing should include a self-addressed envelope for the customers to send the District their name, phone number and email address.

Upon call for public comment, no one from the public addressed the Board.

7-C. Discuss, Review and Provide Direction to Staff on Draft Responses to November 5, 2021 Grand Jury Report.

Recommendation: Allow staff to present draft responses to the Grand Jury Report issued on or around November 5, 2021 relating to the DPMWD. Request that the Board of Directors review these draft responses and provide direction and modifications.

President Saunders provided background information. There was a brief discussion regarding the Board agreeing unanimously to the responses provided to the Grand Jury. Legal Counsel Ebrahimi summarized the approach and format of the responses the Board agreed upon. She stated that staff has continued to review responsive information and an Adhoc committee (President Saunders and Director Matteoli) have been helping to prepare responses and input from the Board at today's meeting. The document will be presented for approval at the February 1, 2022 meeting.

President Saunders opened up the floor for comments from the Board. Director Dolk pointed out a typographical error in the second paragraph. Director Matteoli requested that General Counsel Ebrahimi restate the information from the Brown Act training and how it related to finding number seven.

Upon call for public comment, Carol Rose addressed the Board.

8. DIRECTORS COMMENTS: Verbal information, non-action comments.

None.

9. GENERAL MANAGERS COMMENTS: Verbal report

None.

10. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for February 1st, 2022

Director Dolk made a motion to adjourn. Director Pratt seconded the motion. The meeting was adjourned at 1:10 p.m. on consensus.

APPROVAL:

Ryan Saunders, President of the Board

ATTEST:

Yvonne Spence, Clerk of the Board

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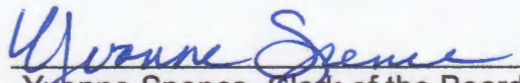
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