

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

January 7, 2019 05:19/19

The Board of Directors of the Del Paso Manor Water District held its regular meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on January 7, 2019 at 7:30PM.

President Allen was absent due to illness. There being no Vice President of record, senior Board member, Director Matteoli, called the meeting to order. Director Burt, Director Harrington, and Director Lenahan also were present. Also present were Attorney Adam Brown, Manager Debra Sedwick, Field Manager Rich Bolton, and Office Administrator Lori Hensley. Rick Noll and Alan Driscoll with Forsgren Associates were also in attendance. There was an abundance of residents and members of the public also present. With the number of attendees, Attorney Brown addressed the issue that there is a maximum occupancy in the board room and entry room per the fire marshal. A larger venue within the District service area might have to be looked at if we do not have enough seats for everyone. He also stated that the Board can ask for people to leave voluntarily. Director Matteoli stated it will be hard to hear outside of the office building and any comments will not be heard by the Board. Dan York, General Manager of Sacramento Suburban Water District and their Director, Dave Jones, said they could make some room and leave as they just wanted to congratulate the new Board members. A few other residents and members of the public exited the Board room.

PLEDGE OF ALLEGIANCE:

Field Manager Bolton led the Pledge of Allegiance.

ELECTION OF BOARD OFFICERS:

Director Burt nominated Director Lenahan for the position of President and Director Harrington for Vice President. Both accepted the nominations. Director Burt made a motion for Director Lenahan to be President and Director Harrington to be Vice President of the Board for the next two years, Director Harrington seconded the motion; with no board or public discussion, the motion carried by the following roll call vote:

Ayes: Burt, Harrington, Lenahan, and Matteoli  
Noes: None  
Abstain/Absent: Allen

PUBLIC COMMENT:

Resident Carl Dolk congratulated the newly elected Board members. Carl once again appealed to the Board to begin the Board meetings at 6:30PM so the meetings can end earlier in the evening. Both

Vice President Harrington and President Lenahan requested that the discussion of the Board meeting time be placed on next months agenda.

CONSENT CALENDAR:

Director Burt requested to have both the minutes and invoices from December pulled. She had several corrections and/or additions and asked for clarification on the ending date with the refinace debt. Manager Sedwick said the corrected table has been uploaded to the website with an ending date of 2041 not 2042. She would also like a copy of the approved travel policy attached to the minutes.

Vice President Harrington requested additional verbiage regarding the discussion of who would pay for the actual project such as a new pipeline to be included in the minutes. Manager Sedwick stated that the actual project has not been determined and that it is unknown. Vice President Harrington still felt it was important to include the discussion that took place. Staff will work on corrections and bring back the December 3, 2018 minutes to the Board at the next meeting.

Director Burt is hesitant to approve payment of the invoices when she has yet to review them. She feels the checks drawn list should be provided in the Board packet and the invoices scanned and forward to the Directors ahead of time, as that should only take a few minutes to scan the invoices. Manager Sedwick explained that sometimes the checks drawn report is being prepared the same day of the Board meeting.

Vice President Harrington inquired about the check payable to Scott Sackett; Field Manager Bolton explained that he received a refund on a temporary water permit and usage deposit. Vice President Harrington also inquired about the check payable to Odell's Pump & Motor Service; Field Manager Bolton gave an explanation of items performed at Well #7.

Resident Greg Schneider questioned if Odell's performed those items earlier last year. Manager Sedwick explained Odell's did not complete all the work till July and did not invoice the District till December 2018.

Director Matteoli made a motion for the approval of payment of December invoices which was seconded by Vice President Harrington. With no other public or Board comments, the motion carried to pay the December invoices by the following roll call vote:

Ayes: Harrington, Lenahan, and Matteoli  
Noes: Burt  
Absent/Abstain: Allen

<u>CHECKS DRAWN</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
City National Bank 12/3	8947	136034.25
State Water Resources Control Board 12/3	8948	550.00
Robert Matteoli (Reim. ACWA Fall Conference) 12/3	8949	842.70
Debra Sedwick (Reim. JPIA/ACWA Conference) 12/3	8950	1548.57
AT&T Mobility 12/4	8951	219.05
PERS/Retirement 12/4	EFT	4722.27
Primetax Service Charge 12/5	EFT	192.34

AT&T 12/6	8952	107.00
AT&T 12/7	8953	177.16
County of Sacramento (Annual Encroachment Permit) 12/13	8954	365.75
Primetax - Payroll 12/14	EFT	8664.91
Primetax - Payroll Taxes 12/14	EFT	4753.66
AT&T 12/17	8955	55.00
Primetax - Payroll 12/31	EFT	10080.99
Primetax - Payroll taxes 12/31	EFT	4617.95
PERS/Health 12/31	EFT	6966.83
PERS/Retirement 12/31	EFT	4646.61
Ken Ingle (Payroll correction) 12/31	8956	19.77
State Water Resources Control Board (Certification) 12/31	8957	60.00
ACWA/JPIA 12/31	8958	620.60
Voya Financial	8959	1800.00
One Print Source & Graphics	8960	292.93
Hill Rivkins Brown & Associates	8961	2650.00
BSK Associates	8962	884.60
Chevron	8963	453.73
AT&T Mobility	8964	219.44
County of Sacramento (Voter Registration & Elections)	8965	4676.23
Lucy & Company	8966	1241.55
Emigh Hardware	8967	125.43
Grainger	8968	36.09
Ferguson	8969	603.38
Heath Consultants	8970	5388.63
Ken Ingle (Reimbursement-Certification)	8971	100.00
Inland Business Systems	8972	184.07
Odell's Pump & Motor Service	8973	15131.77
Office Depot	8974	117.55
P.G. & E.	8975	8.32
Petty Cash	8976	88.06
SMUD	8977	7911.14
SWRCB (Water System Fees)	8978	8782.50
Streamline	8979	200.00
USA BlueBook	8980	157.92
Scott Sackett (Temp. Water Refund)	8981	857.70
Uinta Holdings, LLC	8982	1985.00
Stericycle Communication Solutions	8983	262.01
YP	8984	15.50
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REPORT FROM FIELD MANAGER CONCERNING:

December field matters:

1. The District field staff responded to three leak service calls during the month. All three were the responsibility of the homeowners.
2. Field staff performed 33 Underground Service Alerts and three customer service line location requests in the month of December.
3. Field staff reset a bollard for the fire hydrant at Wendy's.
4. Field staff completed the main line valve exercise program for 2018 with a total of 98 valves exercised for the year.
5. Field staff rebuilt the chlorine manifold at Well #8 and repaired a chlorine compression coupling at Well #6B.
6. Field staff and Manager Sedwick met with representatives from San Juan Unified School District to discuss the current condition of the fire flows around Del Paso Manor Elementary School. More details will be discussed later on the agenda tonight.

7. Field Manager Bolton talked with a representative of Josh Winston who is the owner of 3600 Winding Creek Road regarding the installation of a new or an additional fire hydrant as part of his construction project.

REPORT FROM MANAGER CONCERNING:

December operational matters:

1. All newly elected Board members have been sworn in. Manager Sedwick met with each one during the month. She is happy to report all three have completed their required Ethics Training and two have already completed the required Sexual Harassment Prevention training.
2. A tour of the District facilities for the new Board members is usually done. It has been requested that they go together on the tour so a special meeting is required. The consensus of the Board is to have a Special Meeting at 3:30PM on February 4, 2018 to tour the well sites.
3. Manager Sedwick was requested to look into using the District's website URL for email addresses. Manager Sedwick contacted AT&T to host our email for a year at approximately \$420 and Go-daddy at \$1,100 per year but it has backup and more storage space than AT&T. Manager Sedwick asked the Board if they would like to see this item added to next month's agenda to discuss further. The Board concurred to add the discussion to next month's agenda.
4. Manager Sedwick attended the Regional Water Authority Executive Committee Meeting. The financial audit and several personnel policies were recommended to go to the full Board for approval. A Memorandum of Agreement with non-Federal partners to develop a Water Marketing Strategy Plan was also authorized to go to the full Board for approval.
5. Sacramento Suburban Water District and San Juan Water District had a second 2x2 committee meeting on Water Management/Re-Organization. The committee was given an update and they were directed to meet again with all area Managers to obtain more details and focus. They would also like to see inter-agency agreements soon. The GM's are meeting tomorrow; details will follow at our upcoming Board meetings.
6. The State Board staff released their draft report on options for implementing a Statewide Low Income Water Rate Assistance Program (SB 401) on January 3<sup>rd</sup>. They are recommending a tax on high income earners to achieve the funding needed and then will give credits for water charges through a customer's electric bill. As a water purveyor, it appears we will be required to provide more data to the State Board. As a region, there is a meeting scheduled for January 16<sup>th</sup> to discuss comments which are due by February 1<sup>st</sup> to the State Board.

7. The District increased our water production for December by 7.4% with a year to date reduction of 1.1% compared to 2017. Compared to 2013, December water production decreased by 37.0% resulting in a year to date reduction of 22.0%.

8. All bacteriological quality samples tested absent for December.

9. There were no water quality complaints for the month of December.

REPORT FROM ATTORNEY CONCERNING:

No report.

REPORT FROM ENGINEER CONCERNING:

No report.

REPORTS ON VARIOUS MEETINGS:

Director Matteoli attended the Sacramento Groundwater Authority meeting. The auditor's report was presented and accepted. As with all small agencies, there were concerns of separation of duties. The CalPERS change in discount rates will more than likely change the unfunded liability for the Authority. Pam Tobin as the SGA Chair and Caryl Sheehan as the Vice Chair were elected as the 2019 SGA officers. John Woodling gave the Sustainable Groundwater Management Act (SGMA) update. The 2018 groundwater substitution transfer using local groundwater to sell unused surface water resulted in 10,800 acre-feet transferred and/or sold. The Manager of Technical Services, Rob Swartz, gave an overview of the new groundwater monitoring wells and the monitoring of the full North American Sub-Basin.

OLD BUSINESS:

1. Reviewed and discussed the status of the Del Paso Manor Elementary School Project. Manager Sedwick reported that as directed, a letter to the School was sent off the day after the Board meeting explaining that further evaluations were needed and in order to proceed, a Reimbursement Agreement for those evaluations was needed. The School District and DPMWD staff met to discuss the concerns and evaluations that were needed. They requested that we draft a Reimbursement Agreement to move forward. A Reimbursement Agreement was sent to them on December 28, 2018 to cover the additional engineering for further evaluation, additional staff time, and additional legal expense. Nicholas Arps, the Construction Manager with SJUSD requested a letter of approval in order to proceed with the project once the Reimbursement Agreement is signed. He explained to the Board that in order for them to get the next set of permits, we need to sign off or sign a letter stating that we will serve them. Manager Sedwick expressed some concerns with doing this. Del Paso Manor Water District has

been very responsive and has not delayed their project. Attorney Brown advised the Board that we should not sign off until a solution is found. Resident Roy Wilson commented that the Board needs to look at the existing capacity of all the wells and the pipe condition; even though we have replaced some, more needs to be done. He feels the engineer is responsible and they need to provide a solution. The District also needs to look at bringing in new supplies into the District. Resident Carl Dolk commented that he would like the Board to sign off in good faith on the school project as we are a community and the school would be good for the community. Mary Harris, Board member with Rio Linda Water District, commented that the school district should be required to drill a new well for the water district to assist with having enough water. Manager Sedwick explained to the Board that water supply is not the issue; it is the distribution system where we have small sized mains. She reiterated that we meet the requested fire flow at the school but areas in the District where there are small mains reduced pressure is seen during a fire flow event. Director Matteoli stated it is like clogged arteries, your heart may have enough blood, but it can't get there with clogged arteries! After much discussion, the Board agreed that finding a solution was a top priority, but did not take action on signing off or signing a letter that we will provide the requested service; a solution to mitigate the impact to the residents during a fire flow event needs to be found first.

#### NEW BUSINESS:

1. Upcoming Meeting(s):
  - a. None.
2. Josh Winston, owner of 3600 Winding Creek Road, has requested that the District install additional fire hydrants along Winding Creek Road to bring up to the current fire code. Manager Sedwick explained to the Board that the District has no obligation to do this. The fire district is requesting additional fire hydrants because of his project. Director Matteoli mentioned that the District should not as it would be considered a gift of public funds. No action was taken.
3. Reviewed the release of Request for Proposal for auditing services for the 2018/2019 fiscal year. Director Burt would like to move the timeline up, so the presentation would be no later than November 4<sup>th</sup>. Manager Sedwick expressed concern in shortening the timeline as some of the payables do not come in until September. Resident Greg Schneider would like to see shorter cycle times and would like to see the presentation on October 7<sup>th</sup>. Manager Sedwick stated that to request an October presentation would possibly mean prior year corrections will need to be done the following year. Director Matteoli reminded everyone a public agency moves much slower. President Lenahan understands it is a process. Vice President Harrington made a motion to release the Request for Proposal for auditing services amending

the timeline and having it presented at the October meeting; it was seconded by Director Burt. With no other comments by the Board or public, the motion carried by the following roll call vote:

Ayes: Burt, Harrington, and Lenahan  
 Noes: Matteoli  
 Absent/Abstain: Allen

4. Manager Sedwick and Field Manager Bolton explained the leak and history of leaks on Burrell Court. The repair work needed this time would probably put us over budget in the Repairs & Maintenance line item. Manager Sedwick reported and she and Field Manager discussed options and one would be to change the scope of work to change the main size going into the court from a 4” to a 6” line and then replacing the services to coated copper. This change in scope would eliminate a 4” main which is problematic and is in line with the Master Plan. Since it is in the Master Plan to change this line to a 6” main, the work could be performed under the Planned System Maintenance budget. Director Burt requested that additional 3 or 4 estimates be obtained and it be discussed next month. Both Manager Sedwick and Field Manager Bolton explained the leak cannot go on that long. Field Manager Bolton also explained the consequences of “shopping the bids”. After Board and public discussion, a motion was made by Vice President Harrington to authorize the Manager to change the scope of work to make it be a Planned System Maintenance project and to approve the work after obtaining one more estimate. The motion was seconded by Director Burt, and carried by the following roll call vote:

Ayes: Burt, Harrington, Lenahan, and Matteoli  
 Noes: None  
 Absent/Abstain: Allen

- 5. The Directors signed the new bank signature card.
- 6. The Board reviewed the appointment of District Representatives for the various organizations.

After discussion, <sup>President Burt</sup> ~~Present~~ Lenahan appointed the following:

Organization	Representative	Alternate Representative
ACWA	Lenahan	Sedwick
ACWA/JPIA	Lenahan	Sedwick
CSDA	Burt	Harrington
RWA	Harrington	Sedwick
SGA*	Allen	Matteoli
Water Forum	Lenahan	Sedwick
ACWA Groundwater Committee	Matteoli	
ACWA Ag Committee	Matteoli	

\*Requires Sacramento City Council appointment

7. Vice President Harrington asked to have the appointment of Succession Planning Ad-hoc Committee added to the agenda. After discussion, President Lenahan appointed Vice President Harrington and himself to the committee.

8. President Lenahan appointed Director Burt and himself to the Ad-hoc Finance Committee.

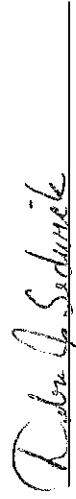
BOARD GENERAL DISCUSSION:


Director Burt would like to look into changing the Board meeting start time to be 6:30PM. She also would like to discuss next month for ways to preview the invoices before the Board meeting. <sup>Vice President</sup> Director Harrington Burt requested we add discussion of email hosting to the agenda as well. She brought up Rio Linda

Water District's Policy Manual and would like to create one like theirs. President Lenahan suggested we discuss having an Ad-Hoc committee appointment next month to review policy manuals. Lastly, Director Burt inquired about the Heath Consultants invoice which Field Manager reported was for the replacement locator that was stolen from District truck. Vice President Harrington would like added to the agenda next month the discussion of terminating the Lucy and Company contract as well as a review and discussion of District vehicle use for on-call personnel. She also requested that each document be dated, a map of the District with well sites be hung for Board meetings, and a copy of the District's Policy for volunteers.

There being no further business to come before the Board, President Lenahan adjourned the meeting at 10:25PM.

ATTEST:

  
Debra Sedwick, Secretary

  
John Lenahan, President