

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

The Board of Directors of the Del Paso Manor Water District held a special meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on August 21, 2017 at 5:00PM.

President Allen called the meeting to order. All Board members were present. Also present were Attorney Adam Brown, Manager Debra Sedwick, Field Manager Rich Bolton, and Office Administrator Lori Hensley. Several residents were also in attendance.

BUSINESS ITEMS:

1. The Board reviewed the requests for nominations from the Local Agency Formation Commission for Special District Commission and Alternate Special District Commissioner. No action was taken.

2. The Board discussed the reason for a communication plan, the benefits of a communication program and the goals of the communication program. They brainstormed strategies/tactics that could be used to implement better communications with the public. They listed many ways then reviewed each one to determine who would be best suited to perform that type of communication: staff, an intern or a professional firm. The public made several comments with some encouraging the Board to do what they felt was needed to increase communications and other comments were opposing the hiring of a professional firm; all seemed to like the idea of engaging the use of an intern.

3. Based on the list created in the prior agenda item, the Board discussed hiring a professional firm and submitting an application to have an intern. There were a few more comments from the public questioning the need for a professional firm. One resident suggested we reach out to the Chamber of Commerce for assistance. Upon motion by Director Matteoli, and seconded by Director Clohossey, the Board voted to authorize Manager Sedwick to hire Crocker & Crocker to provide assistance on an as needed basis for website material and outreach communications by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, and Saunders
Noes: Wilson
Abstain/Absent: None

Upon motion by Director Clohossey, seconded by Director Matteoli, the Board voted to authorize Manager Sedwick to engage an unpaid college intern as additional support as quickly as possible by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, Saunders, and Wilson
Noes: None
Abstain/Absent: None

4. The Board reviewed and discussed the draft Request for Proposal for a Cost of Service Analysis. Manager Sedwick stated the draft has the website address but will need to be changed to mailing instructions if the website is not up but the goal is to have the website up. Director Wilson made a few corrections. Public comments were questions about the prior report that was done. Manager Sedwick stated that the prior report was for both operations & maintenance costs and master plan costs and this Cost of Service Analysis will be for O&M only, all new infrastructure projects are being delayed until funds are available. Upon motion by Vice President Saunders, seconded by Director Clohossey, the Board approved the amended draft Request for Proposal and authorized the Manager to release it on August 28, 2017 as stated in the document by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, Saunders, and Wilson

Noes: None

Abstain/Absent: None

5. The discussion of a line of credit was pulled from the agenda with no review or discussion by the President.

6. The Board reviewed and discussed the donation of the domain names dpmwd.com and dpmwd.org by Trish Harrington and Roy Wilson. The domains were purchased by them earlier in the year and are paid thru the year. Upon motion by Director Matteoli, seconded by Vice President Saunders, the Board voted to accept the donation by the following roll call vote:

Ayes: Allen, Clohossey, Matteoli, and Saunders

Noes: None

Abstain/Absent: Wilson

PUBLIC COMMENT:

None.

BOARD GENERAL DISCUSSION:

President Allen appointed Director Clohossey to a Communication Ad-hoc Committee since he was already on the website committee to assist Manager Sedwick. Director Clohossey had two requests: first, he requested that the Pledge of Allegiance be added to all future agendas and second, Manager Sedwick bring back more information on Technical, Managerial, and Financial Capacity analysis including information on the consolidation study requirement as part of the application process for grants and loans thru the State Revolving Fund Program.

There being no further business to come before the Board, the Board President adjourned the meeting at 8:04PM.

 s/s Richard Allen
Richard K. Allen, President

ATTEST:

 s/s Debra Sedwick
Debra Sedwick, Secretary