



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

**October 1, 2019 at 6:30 PM
1817 Maryal Drive, Suite 300, Sacramento**

The Board of Directors of the Del Paso Manor Water District convened their regular monthly meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on October 1, 2019 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, Trish Harrington John Lenahan, Robert Matteoli, & Gregory Schneider
Directors Absent: None
Staff Present: Leo Havener, Interim General Manager, Ken Ingle, Operations & Technician II / Construction Coordinator
Legal Counsel Present: Adam Brown
Public Present: Several members of the public were in attendance.

Announcements:

There were no announcements.

Public Comment:

Several members of the public addressed the Board. Carol Rose shared concerns that an Ad Hoc Committee moved files from Lusk Drive property to District office on Maryal Drive. Carl Dolk shared concerns pertaining to the delays for infrastructure improvements and the raising costs associated with the delays. Mr. Dolk also provided the Board a document with the projected costs for pipeline projects. Diane Graves shared concerns that the District may fold and is concerned regarding the work being performed by Ad Hoc Committees. Brandon Rose, A Director for SMUD, introduced himself and requested the Board consider electing him as the Special District Seat for the LAFCO Board.

Items for Discussion and/or Action:

1. Review, discuss and possible action to approve Resolution No. 20191002 authorizing revisions to Vacation Leave and District Holidays and amendment of the District Employee Handbook. General Counsel Brown provided an overview of the policy changes that reflect the direction given by the Board during the September 11, 2019 Special Board meeting.

Director Schneider moved to approve the Resolution 20191002. Director Harrington seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

2. Review, discuss, and possible action to approve job descriptions and pay scales for District positions.

Director Burt stated this item was brought back to the Board for consideration since the Agenda Packet was not posted on website for the Special Board Meeting held on September 11, 2019. Director Burt stated that she is not in favor of a Field Supervisor position and prefers that there be two (2) Operation and Maintenance Technicians II positions reporting directly to the Interim General Manager. The Board also discussed the Pay Grade/Steps Table modifying from 5% to 3% between Steps, as well as the pay grade for each position.

Public Comments: Linda Nelson stated the District positions need to be filled, especially since the District has only one Operator. Roy Wilson stated the District needs employees and suggested approving the positions. Operation and Maintenance Technicians II/Construction Coordinator Ingle reminded the Board that the field personnel require certifications to operate the system.

- a. Update on Recruitment / Job Postings.

Interim General Manager stated that three (3) positions, Office Manager, Field Supervisor, and Operation and Maintenance Technicians II, have been posted with Regional Water Authority (RWA) and will be posted on the District's website.

Director Harrington moved to approve job descriptions, pay scales and organization chart as approved on September 11, 2019. Director Matteoli seconded.

The motion passed by three to two vote.

Ayes	Harrington, Lenahan, Matteoli
Noes	Burt, Schneider
Absent	0

3. Update on Sacramento Suburban Water District (SSWD) Mutual Aid Agreement.
General Counsel Brown stated that SSWD General Counsel is developing the agreement and will contact SSWD General Counsel as to the status of the agreement.
4. Regional Water Authority Report: Water Efficiency Plan.
Item moved to Report on Meeting and Committees Item 7 Regional Water Authority Meeting.
5. Review, discuss and possible action to approve Resolution No. 20191001 to obtain District credit cards.

Interim General Manager stated the District could be more effective and efficient with the use of credit cards. California Special Districts Association (CSDA) has a relationship with Umpqua Bank and recommends the bank for districts that need credit cards. The credit cards will have

a limit of \$10,000 for the Interim General Manager Havener and \$5,000 for Operation and Maintenance Technicians II/Construction Coordinator Ingle.

Public Comment: Roy Wilson stated that the District should have credit cards to perform business. Carol Allen shared a concern about the Finance Ad Hoc Committee.

Director Harrington moved to approve Resolution No. 20191001. Director Matteoli seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

6. Review, discuss and possible action to direct Interim General Manager to participate in the Regional Collaboration Integration Study (Study).
Dan York, General Manager for SSWD, provided a history, overview and purpose of the Study. Mr. York stated a major component of the Study is to maximize purchasing power for the agencies, along with water availability/sustainability and transfers. Mr. York addressed questions from the Board.

The Board directed Interim General Manager to participate in the Regional Collaboration Integration Study.

7. Review, discuss and possible action to approve and add SCADA controls for Well 7. Operation and Maintenance Technicians II/Construction Coordinator Ingle provided an overview and benefits of the controls and SCADA for Well 7 at a cost of \$42,000. Mr. Ingle address questions from the Board.

Public Comment: Roy Wilson asked if the CIP funds will pay for the controls and SCADA for Well 7, which the Board confirmed CIP funds will be used for Well 7.

Director Burt moved to approve adding SCADA and controls to Well 7. Director Schneider seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

8. Review, discuss and possible action to establish an Ad Hoc Committee to do a feasibility study on re-purposing/remodel the Lusk Drive property.

No action was taken and will be considered in the future.

9. Budget Discussion: Well Rehab Plan.
Director Schneider suggested future well rehab include additional items such as painting, fencing, and security.

10. President Lenahan dissolve Transition Ad Hoc Committee.
No Board action required.

11. Review and adopt minutes of September 3, 2019 Regular Meeting.

Director Schneider moved to adopt the minutes with minor amendments. Director Harrington seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

12. Review and adopt minutes of September 11, 2019 Special Meeting.

Director Harrington moved to adopt the minutes with minor amendments. Director Matteoli seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

13 Review, discuss and possible action to approve September 2019 invoices.

Director Harrington moved to approve September 2019 invoices. Director Schneider seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

Report on Meetings and Committees: (Per AB 1234)

1. Transition Ad Hoc Committee Meeting – Burt/Lenahan
Committee dissolved.
2. Finance Ad Hoc Committee Meeting – Burt/Lenahan
3. Succession Planning Ad Hoc Committee Meeting – Harrington/Lenahan
No report.
4. Board Policy Manual Review Ad Hoc Committee Meeting - Harrington/Burt

General Counsel Brown has provided an updated version of the Board Policy Manual to the committee for review.

5. Human Resources Ad hoc Committee Meeting – Schneider/Lenahan
No report
6. Safety and Security Ad Hoc Committee Meeting – Burt/Schneider
Director Schneider reported the Lusk Drive building has a new roof and the wood needs to be painted, termite damage has been mitigated, District keys and a key cabinet will be turned over to the General Manager soon, and a security system should be installed at the District's main office on Maryal Drive. Director Schneider mentioned that the Safety and Security Ad Hoc Committee has overseen most projects and has spent \$17,000 on the various items.
7. Regional Water Authority Meeting – Harrington / Matteoli
Director Harrington attended the RWA Board meeting. Director Harrington met with RWA Executive Director James Peifer and asked about the \$5,000 the District pays to the City of Sacramento. Mr. Peifer suggested to ask the City of Sacramento if the District can discontinue paying the \$5,000.
8. Other Reports – AB 1234
Director Lenahan attended the Water Forum where they discussed the salmon in the river.

Upcoming Meetings:

9. None

Report from General Manager:

10. Non-discussion/action items

Interim General Manager Havener reported the following:

- New computer system has been installed and is working well
- SCADA system is 10 years old and will need to be replaced or updated soon
- There are 367 delinquent accounts totaling \$147,000 outstanding
- State water Board Electronic Annual Report (EAR) is due in April 2020 and includes reporting items that districts do not keep records
- Operations and Maintenance Technician II/Construction Coordinator Ingle got hurt on the job digging a hole and has filed a Workman Comp Claim
- District has begun work on the Municipal Services Review (MSR) as required by Sacramento Local Agency Formation Commission (LAFCo)
- Mr. Havener will be contacting Directors to schedule one-on-one meetings.

Report from Attorney concerning:

11. Non-discussion/action items
No report.

Report on Field Operations:

12. Status of September field matters

Operations and Maintenance Technician II/Construction Coordinator Ingle provided a written report and addressed questions from the Board.

Board General Discussion:

Opportunity for Board members to ask questions for clarification, provide information to staff, request staff to report back on a matter, or to direct staff to place a matter on a subsequent agenda. Director Harrington asked staff to contact engineer to receive a copy of the maps in the study pertaining to the school project.

Closed Session:

Board went into Closed Session at 9:53 pm.

Closed Session Pursuant to Government Code § 54956.9

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Discuss potential initiation of litigation pursuant to subdivision (c) of Section 54956.9)

Number of potential cases: 1

Closed Session Pursuant to Government Code § 54957.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Interim General Manager

Return to Open Session

Board returned from Closed Session at 11:39 pm with no action taken and no report.


Adjournment

Board adjourned at 11:39 pm.

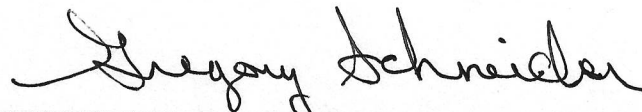
Next Meeting: November 5, 2019 Regular Board Meeting

ATTEST:

Leo Havener, Secretary



John Lenahan, President



GREGORY SCHNEIDER, SECRETARY