

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

**August 6, 2019**

**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 August 6, 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:	None
Legal Counsel Present:	Adam Brown
Public Present:	Several members of the public were in attendance.

**Announcements:**

There were no announcements.

Several members of the public addressed the Board.

1. The Board went into closed session to discuss entering into a contract with Leo Havener for the General Manager Position. The Board then reconvened in open session.
2. Review, discuss and possible action to approve employment agreement for new General Manager. The Board discussed entering into an employment agreement with Leo Havener as the District's Interim General Manager. The basic terms of the contract are as follows:
  - 6-month contract
  - \$110,000 annual salary
  - CalPERS Retirement
  - District benefits
  - District provided cell phone
  - \$300 toward monthly car allowance

- August 7, 2019 start date

Once the contract is signed, it will be accessible to the public.

Director Burt moved to approve the contract with Leo Havener as our District's Interim General Manager. Director Harrington seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

Director Matteoli would like to see the next draft contract in the Board packet so the rate payers will have a chance to review if the contract is extended.

### 3. Finance Committee:

- Review, discuss, and possible action on outsourced accounting solutions.

President Lenahan explained that the Board previously approved in concept to move forward with hiring Sacramento Suburban Water Company to assist the District with the general ledger. The Finance Committee has been working with the District's CPA, Robert Merritt, to close out the District's accounting books for June and July. Mr. Merritt will also be working very closely with the District's new auditor, Richardson and Company, to assist with the 2018-2019 Audit. The Finance Committee is recommending hiring Robert Merritt to assist the District with the general ledger for the next fiscal year.

Director Burt moved to approve the contract with Robert Merritt to assist the District with the general ledger. Director Harrington seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

- LAIF fund update.

Director Burt presented a LAIF report created by Robert Merritt.

- Review, discuss, and possible action on billing software.

The Finance Committee researched several options for billing software. The committee is recommending hiring Core Administrative Services to create a billing database using QuickBooks.

Director Burt moved to approve the contract with Core Administrative Services to create a billing database using QuickBooks. Director Schneider seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

d. Review, discuss, and possible action on water bill printing recommendations.

The Finance Committee is recommending using a print/mail house to print, stuff and mail the Districts customer's bills. There were two options presented.

Director Burt moved to approve a contract with a mail house of the General Manager's choosing to print, stuff and mail the billing. Director Schneider seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

e. Review, discuss, and possible action on purchasing QuickBooks. The Finance Committee is recommending the purchase of QuickBooks for the District billing and accounting needs. The price will be between \$199-299 per license depending on which platform the District will need.

Director Burt moved to approve the purchase of QuickBooks. Director Schneider seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

4. Safety and Security Committee:

a. Review, discuss, and possible action to replace roof at Lusk location.

Director Schneider explained the poor condition of the roof at Lusk and presented several replacement quotes for the Board's consideration.

Director Burt moved to enter into a contract the with the lowest responsible bidder, All Seasons Roofing, for \$8,800 to replace the roof at Lusk. Director Harrington seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

b. Review, discuss, and possible action on tree work and brush removal in preparation of re-roof per Metro Fire's recommendation.

Director Schneider explained the condition of the trees and bushes as Lusk would have to be cleared or removed based on the recommendation of Sacramento Metro Fire. He presented several quotes to the Board.

Director Burt moved to enter into contract with the lowest bidder, Alpine Tree Service, to prune the large sycamore tree, remove a dead tree, and trim bushes for \$600.00. Director Harrington seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

c. Review, discuss, and possible action to purchase a security system.

Director Schneider explained need for a security system at both Lusk and Maryal to protect District assets and presented a few quotes to the Board.

Director Burt moved to purchase security equipment from SimpliSafe for \$403.00, plus \$15.00 per month for monitoring for the Maryal office. Director Schneider seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

d. Review, discuss, and possible action on Metro's Fire's recommendations

Director Schneider outlined Metro Fire's report and requirements. The Safety and Security Committee will be responsible for ensuring compliance with all of the code requirements

5. Update on SSWD Mutual Aid Agreement

The mutual aid and assistance agreement between the District and SSWD was extended for another 30 days

6. Review, discuss, and possible action on waterTalent contract and/or proposal.

President Lenahan recommended that the Board sign a preliminary contract with waterTalent that gives the general manager authority to seek an additional temporary field person. Directors Harrington, Matteoli and Schneider had reservations with signing a contract without seeing the cost to the District and questioned some of the conditions of the contract. President Lenahan explained that we need to sign the contract before reviewing the resumes of potential candidates. The contract does not bind us to hiring from their firm.

Director Burt moved to enter into contract with waterTalent in order to interview possible candidates. Director Harrington seconded.

Motion Passes.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan,</b>
<b>Noes</b>	<b>Matteoli and Schneider</b>
<b>Absent</b>	<b>0</b>

7. Review and adopt the revised minutes of June 4, 2019 Regular Meeting.  
Director Burt moved to approve the June 4, 2019 Regular Meeting minutes.  
Director Schneider seconded

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

8. Review and adopt the revised minutes of July 9, 2019 Regular Meeting.  
Director Burt moved to approve the July 9, 2019 Regular Meeting minutes.  
Director Harrington seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

9. Review and authorize payment of invoices for August 2019.  
Director Burt moved to approve the August 2019 invoices  
Director Harrington seconded.

The motion passed by unanimous vote.

<b>Ayes</b>	<b>Burt, Harrington, Lenahan, Matteoli, Schneider</b>
<b>Noes</b>	<b>0</b>
<b>Absent</b>	<b>0</b>

10. Transition Committee Meeting – Burt/Lenahan  
The committee has been assisting with contract negotiations for the general manager position.
11. Finance Committee Meeting – Burt/Lenahan  
See Agenda Item #3
12. Succession Planning Committee Meeting – Harrington/Lenahan  
No report
13. Policy Manual Review Committee Meeting Harrington/Burt  
No report
14. Human Resources Committee Meeting – Schneider/Lenahan  
No report
15. Regional Water Authority Meeting – Harrington / Matteoli  
No report
16. Safety and Security Committee Meeting – Burt/Schneider  
See Agenda #4 and the written report provided to the public.
17. Other Reports – AB 1234  
None
18. Upcoming Meetings:  
None
19. Report from General Manager:  
N/A
20. Report from Attorney:  
None
21. Report on Field Operations:  
Field Report was attached to the Board Packet

**Board General Discussion:**


Director Burt expressed interest in moving the District office back to Lusk when the Maryal lease expires.

22. The Board went back into closed session to discuss anticipated litigation with legal counsel.

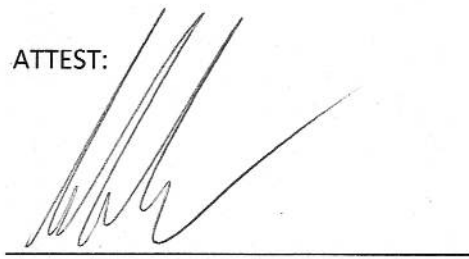
The Board returned to open session, and District General Counsel Adam Brown reported that he provided a report to the Board and no action was taken.

**Adjournment:**

President Lenahan adjourned the meeting at 11:30 p.m.

  
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John Lenahan, President

ATTEST:

  
\_\_\_\_\_  
Adam Brown, Secretary