

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

September 11, 2019

7:00 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 September 11, 2019 at 6:30 p.m.

Call to Order:

President Lenahan called the meeting to order at 7:00 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 & Maintenance 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.

Items for Discussion and/or Action:

1. Review, discuss and possible action on District Holiday and Vacation policy.
Director Burt presented a proposal to modify District Holiday and Vacation policy. Director Burt suggested the removal of several existing holidays and provide a floating holiday and limiting the amount vacation days that can carried over at 150% of accrual rate, with a maximum of 50 days, and no payout option. Director Harrington inquired as to how this policy would affect Maternity Leave, which will be addressed when updating of the Employee Handbook.

Public comments suggested providing some level of payout for vacation time exceeding 50 days.

Director Burt moved to direct Interim General Manager and General Counsel modify the District Holiday and Vacation policy for approval at the Regular Board meeting in October. Director Schneider seconded.

The motion passed by a 4 to 1 vote.

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

2. Review, discuss, and possible action to approve job descriptions and pay scales for District positions. Interim General Manager Havener provided job descriptions, pay scales, and an organizational chart for District operations and recommended the District fill the positions of Office Manager, Field Supervisor, and Operations and Maintenance Technician II. Director Burt suggested a modifying the organizational chart to have two Operations and Maintenance Technician II that report directly to the Interim General Manager.

Public comments included concerns for current staff always being on-call and not having any free time.

Director Harrington moved to approve job descriptions and pay scales for District positions as recommended by Interim General Manager Havener. Director Matteoli seconded.

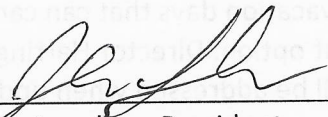
The motion passed by a 4 to 1 vote.

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

3. Review and discuss October Newsletter.
Directors Burt and Harrington are preparing the October Newsletter for distribution.
4. Update on Sacramento Suburban Water District (SSWD) Mutual Aid Agreement.
Interim General Manager Havener stated the agreement is continuing while SSWD and the District develop a Services Agreement.
5. Update on computer system.
Interim General Manager Havener gave an update on pricing of subscriptions for software and stating the computers have been ordered.

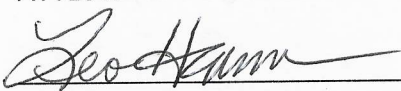
Adjournment:

President Lenahan adjourned the meeting at 8:31 p.m.



John Lenahan, President

ATTEST:



Leo Havener, Secretary