

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

JUNE 4, 2019

6:30 PM

1817 Maryal Drive, Suite 300, Sacramento, California

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 June 4, 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 and expressed disappointment that 3 of the District's employees suddenly retired. There were several comments relating to the employee retirements and benefits.

Items for Discussion and/or Action:

1. Finance Ad Hoc: Review, discuss, and action to accept the Finance Committee's recommendation for accounting modernization.

The Finance Committee reviewed options to provide better insight into the District's financial standing and move away from manual bookkeeping. The Finance Committee researched several options:

1) QuickBooks (in-house): Bringing QuickBooks in house would be relatively inexpensive (~\$300 for software). However, District staff would have to be fully trained in the operation of QuickBooks and have a general understanding of accounting. The training would need to continue over a period of time which would add significant cost.

2) QuickBooks (outsourced): The committee contacted a number of firms, but none of them provided quotes for QuickBooks outsourcing as utility billing was deemed too complicated.

3) Neighboring District's Assistance: Sacramento Suburban Water District (SSWD) offered to research incorporating the District General Ledger and Accounts Payable into their existing accounting system and providing a cost estimate for utilizing their accounting and finance staff to run DPMWD's accounting system.

The Finance Committee and Debra Sedwick met with SSWD's General Manager, Finance Director and staff. The scope of work and responsibilities were discussed. The fiscal impact to the District will be \$1,040 per month (estimated, billed at cost) and a \$2,000 implementation fee per Sacramento Suburban Water's District Proposal.

This proposal is pending SSWD's Board approval. Director Burt explained this is not a first step to a consolidation. General Manager of SSWD, Dan York, was present and explained to the Board that this is a neighboring water district providing assistance. He explained that both districts will re-evaluate at 12 months to determine the continued feasibility of providing these services. Director Burt explained that this is an amazing opportunity to receive visibility into the District's financial standing, especially in light of the sudden departure of the General Manager, who was keeping manual books. Customer invoices will still be processed by DPMWD. SSWD will handle the general ledger portion of the DPMWD accounting system.

2. Review and discuss organizations in which the District participates.

President Lenahan tabled this agenda item.

3. Discuss and possibly appoint a new RWA Board and/or Executive Board member.

The Board discussed appointing an alternative for RWA's Board.

Director Burt moved to appoint Robert Matteoli as an alternate to RWA's Board. Director Schneider seconded. The motion passed by unanimous vote.

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

4. Review, discuss, and possible action on district Holiday, Vacation, Sick Leave, and Paid Leave policy.

President Lenahan tabled this agenda item.

5. Review, discuss, and possible action on Expense Reimbursement Policy and appropriate approvals.

President Lenahan tabled this agenda item.

6. Review, discuss, and possible action on district vehicle policy.

President Lenahan tabled this agenda item.

7. Give General Manager direction on District Investment Policy and district investments.

President Lenahan tabled this agenda item.

8. Discuss and give General Manager direction about staff required at board meetings.

President Lenahan tabled this agenda item.

9. Discuss and give General Manager direction about purchasing audio recording equipment for regular board meetings.

President Lenahan tabled this agenda item.

10. Review, discuss, and possible action regarding CalPERS Retiree Medical Insurance after reaching the age of 65.

President Lenahan tabled this agenda item.

11. Review, discuss, and possible action on district engineering firm options for Master Plan and general engineering services.

President Lenahan tabled this agenda item.

12. Succession Planning Ad Hoc: Review, discuss, and possible action on using WaterTalent for an interim / temporary General Manager.

President Lenahan met with a representative from the temp agency waterTalent at the Association of California Water Agencies (ACWA) conference which he recently attended. He was impressed with their presentation and has requested a quote to hire a temporary General Manager.

13. Review, discuss, and possible action on Carmichael Water District Intertie and grant options.

Steve Nugent, General Manager of Carmichael Water District, was present and explained to the Board the details about the possible intertie with Carmichael and DPMWD. He explained that the Regional Water Authority (RWA) is looking for grant funds and won't start the project until those funds are procured.

14. Discuss and possible action on district payroll provider.

President Lenahan tabled this agenda item.

15. Review and discuss budget-to-actual financials for fiscal year 2018-2019.

President Lenahan tabled this agenda item.

16. Review, discuss, and adopt draft 2019-2020 fiscal year budget.

President Lenahan tabled this agenda item.

17. Review and adopt minutes of April 24, 2019 Special Meeting

Director Burt moved to approve the minutes of April 24, 2019 Special Meeting.

Director Schneider seconded. The motion passed by unanimous vote.

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

18. Review and adopt minutes of May 2, 2019 Regular Meeting

Director Burt moved to approve the minutes of the May 2, 2019 Regular Meeting. Director Schneider seconded. The motion passed by unanimous vote.

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

19. Review and authorize payment of invoices for May 2019.

Director Burt moved to authorize payment of the invoices for May 2019. Director Schneider seconded. The motion passed by unanimous vote.

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

20. Review, discuss, and give direction for Director Compensation monthly report changes.

President Lenahan tabled this agenda item.

21. Review, discuss, and action to participate in the Regional Aquifer Storage & Recovery Well Study.

President Lenahan tabled this agenda item.

22. Review, discuss, and give direction to comply with SB998 which will require the District to amend our termination policy in Ordinance No. 3.

President Lenahan tabled this agenda item.

Old Business:

23. Appoint new Human Resource Ad-Hoc Committee.

President Lenahan appointed Director Schneider to the Human Resource Ad-Hoc Committee.

24. Review Audit Committee Recommendation.

Director Matteoli requested that the Audit Committee put their recommendation in writing for the Board to review. The committee completed their recommendation and gave a written report to the Board.

25. Succession Planning Ad Hoc: Discuss and possible action on the General Manager job posting being distributed through ACWA.

The Succession Planning Ad Hoc committee is requesting the General Manager position announcement be distributed through ACWA.

Director Harrington moved to distribute the General Manager job posting through ACWA and to have a cap of \$500. Director Burt seconded. The motion passed by unanimous vote.

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

26. Finance Ad-Hoc Committee Meeting – Burt/Lenahan

The Finance Ad Hoc Committee recommendation was discussed during Agenda Item number 1.

27. Succession Planning Committee Meeting – Harrington/Lenahan

The Finance Ad Hoc Committee recommendation was discussed during Agenda Item number 25.

28. Policy Manual Review Ad-Hoc Committee Meeting – Harrington/Burt

The Policy Manual Review Ad-Hoc Committee has completed their draft and had asked the former General Manager to forward it to Adam Brown for his review. The next step will be to introduce Part I to the other three members of the Board.

29. Regional Water Authority Meeting – Sedwick

Meeting notes attached to the Board Packet.

30. ACWA/Joint Powers Insurance Authority Meeting – Sedwick

Meeting notes attached to the Board Packet.

31. Association of California Water Agencies Conference – Lenahan, Matteoli, & Sedwick

Meeting notes were attached to the Board Packet by Director Matteoli.

32. Other Reports – AB 123

President Lenahan tabled this agenda item.

33. Upcoming Meetings

None

34. Report from Attorney concerning: Non-discussion/action items

None

35. Report from General Manager: Status of May operational matters

Report attached to the Board Packet.

36. Report from Field Manager: Status of May field matters

Report attached to the Board Packet.

Board General Discussion: None

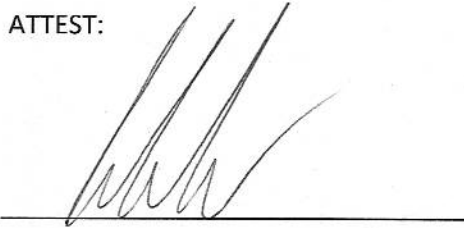
Adjournment:

President Lenahan adjourned the meeting at 8:23 p.m.



John Lenahan, President

ATTEST:



Adam Brown, Secretary