

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

**MARCH 20, 2020**

**6:30 PM**

**Teleconference Meeting due to Coronavirus Pandemic**

The Board of Directors of the Del Paso Manor Water District convened a Special Board Meeting using the "GoToMeeting" teleconference system on March 20, 2020 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, John Lenahan, Robert Matteoli, Gregory Schneider,  
& Andrew Ping  
Directors Absent: None  
Staff Present: Ken Ingle - Field Supervisor  
Legal Counsel Present: Barbara Brenner, Churchwell White LLP  
Guests: SSWD General Mgr. Dan York, VP of Tallman LLC Jeff Land  
& District CPA Robert Merritt  
Public Present: Several members of the public were on the conference call.

**Announcements:**

President Lenahan explained the process for the teleconference meeting

**Public Comment:**

None

**Items for Discussion and/or Action:**

1. COVID 19
  - a) District Impact

President Lenahan and Director Burt participated in a webinar by CSDA on March 16, 2020 concerning the short-term changes to the Brown Act designed to accommodate the Coronavirus and comply with social distancing rules.

- b) District Correspondence

A notice will be posted on the website and mailed with the next billing explaining the temporary operational changes due to the Coronavirus Pandemic.

- c) Field/Office Operations

The District office has been closed to the public as of March 16, 2020. Ratepayers have been instructed to not pay their water bill using cash. The Office Manager will continue to staff the District office and supply the public with all the normal services. General Counsel is drafting a policy which would provide for staff to continue working from a remote location. This will require Board approval at the next Regular Meeting. Work on the annual audit will continue during this period and may require the movement of files to the offices of Richardson & Company. No files will be moved to the Office Manager's remote work site.

SSWD General Manager Dan York reported that their office was also closed to the public on March 16, 2020. On March 20, 2020 fluoridation was turned off in the South District for the next 90 days. Approximately 50% of their 70 employees are working from home and social distancing is being practiced in the workplace. They are only responding to emergencies in the field and that includes support for DPMWD. SSWD will continue to handle our Underground Service Alert requests. Dan made it clear that their customers come first. If maintenance of DPMWD wells became too burdensome, they could shut down our wells and open the interties.

2. Sacramento Region Water Utility Collaboration/Integration Study Memorandum of Understanding and Professional Services Agreement

The cost to DPMWD at this stage is \$3,000 and will not increase. Director Matteoli expressed his opposition to this collaboration.

Director Burt moved to approve the collaboration agreement and Director Ping seconded.

Motion Passed on a Roll Call Vote

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

3. Well Safety Inspection

On March 11, 2020 DPMWD well #4, #7, and #8 were inspected by DPMWD Field Supervisor Ken Ingle, SSWD Operations Manager Matt Underwood, SSWD Safety Officer Ben Harris, and JPIA Sr. Risk Control Advisor Thor Benzing.

See attached Inspection Report for details. Ken Ingle will work with SSWD General Mgr. Dan York for assistance with mitigation and repairs.

4. Bond Re-Finance Options

Background: The Board voted on June 4, 2018 to refinance the 2010 Bond in order to bring the interest rate down from 5.50% to 4.25% and realize a savings of

approximately \$530,000 over the life of the bond. The final decision date to proceed with the refinance is June 1, 2020.

Vice President of Tallman LLC, Jeff Land, was on the line to help us explore lowering the interest rate with a new refinance before the deadline. The new refi would need to be completed before July 1, 2020. Mr. Land stated that we are now in a lower rate environment due to the interest rate cut by the Feds to help mitigate the fallout from the Coronavirus Pandemic. He warned us that there is huge volatility in the marketplace but indicated that a target rate of 3% is feasible.

Tallman LLC would act as the placement agent and the "cost of issuance" would be similar to last time, approximately \$100,000. The District would need to sign a G17 Notification to initiate an RFP to multiple banks at no cost to the District. He stated that they could have the results of the RFP by April 3, 2020 in order to include it in the agenda for the April 7, 2020 Regular Meeting.

All Board members agreed to move forward with the savings analysis and the RFP.

5. 2019 Electronic Annual Report

President Lenahan asked SSWD for assistance with this report. SSWD General Manager Dan York agreed to assist. Report is due April 19, 2020.

**Adjournment:**

President Lenahan adjourned the meeting at 7:46 p.m.

**Next scheduled meeting: April 7, 2020 Regular Board Meeting**

  
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John Lenahan, President

  
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Gregory Schneider, Secretary