

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

**May 5, 2020
6:30 PM**

Teleconference Meeting due to Coronavirus Pandemic

The Board of Directors of the Del Paso Manor Water District convened a Regular Board Meeting using the "GoToMeeting" teleconference system on May 5, 2020 at 6:30 p.m. The minutes are action only. The recording to the meeting is attached to the minutes as well the District website.

5/5/2020 Regular Board Meeting

<https://transcripts.gotomeeting.com/#/s/7661c8ae667df61383aca48541abe6d7508faa1dd26c27b91179861942b3276f>

5/5/2020 Closed Session Report Out

<https://transcripts.gotomeeting.com/#/s/e40f44b46a7a9f435695320bc49fb833ccfe1d051d73d44319fff12d6bf7f8ff>

Call to Order:

President Lenahan called the meeting to order at 6:30 p.m.

Roll Call:

Directors Present: Marissa Burt, John Lenahan, Robert Matteoli, Andrew Ping, and Gregory Schneider

Directors Absent: None

Staff Present: Ken Ingle - Field Supervisor, Victoria Hoppe - Office Manager

Legal Counsel Present: Barbara Brenner, Churchwell White LLP

Guests: District Mgt. Consultant Jeff Nelson, VP of Brandis Tallman LLC Jeff Land, Kutak Rock Attorney Albert Reyes, SSWD GM Dan York, and 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. Board Secretary Discussion

Director Burt moved to temporarily appoint District Office Manager Victoria Hoppe as Board Secretary until a permanent General Manager is hired. Recordings of the meetings will be posted on the District website. The minutes will change to an action only format which will be reassessed at a future date. Director Ping Seconded.

Motion Passed on a Roll Call Vote

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

2. Discussion regarding Del Paso Mano Water District / Sacramento Suburban Water District Service Agreement
No action was taken
3. Discussion on purchasing approval for Management Consultant Jeff Nelson
No action was taken
4. COVID-19 Ad Hoc: Discuss and/or action to accept the COVID-19 Committee's recommendation for policies and procedures

Director Schneider moved to adopt the COVID-19 Policies and Procedures with minor edits. Director Burt seconded.

Motion Passed on a Roll Call Vote

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

5. Finance Standing Committee

Director Burt moved to accept the staff recommendation to update the District's Billing Software by replacing the existing system with a solution from MuniBilling. Staff will work with President Lenahan on rate payer communication about the billing changes. Director Ping seconded.

Motion Passed on a Roll Call Vote

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

6. Discuss and/or action regarding the draft 2020 Master Plan Request For Proposal

Director Schneider moved to approve the 2020 Master Plan Update Request for Proposal with minor edits. Director Burt seconded.

Motion Passed on a Roll Call Vote

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

7. Action on Resolution 20200501 regarding Policy and Procedure Manual

Director Burt moved to adopt Resolution 20200501 regarding Policy and Procedure Manual. Director Ping Seconded.

Motion Passed on a Roll Call Vote

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

8. Action on Resolution 20200502 regarding Bond Re-Finance

Director Burt moved to adopt Resolution 20200502. Director Schneider Seconded.

Motion Passed on a Roll Call Vote

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

9. Review and adopt Minutes:

- a. April 7, 2020 Regular Meeting Minutes
Director Burt moved to adopt the April 7, 2020 minutes with minor edits.
Director Ping Seconded.

Motion Passed on a Roll Call Vote

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

Motion Passed on a Roll Call Vote

- b. April 10, 2020 Special Meeting Minutes
 Director Matteoli moved to adopt the April 10, 2020 minutes with minor edits.
 Director Ping Seconded.

Motion Passed on a Roll Call Vote

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

Motion Passed on a Roll Call Vote

- c. April 23, 2020 Special Meeting

Director Ping moved to adopt the April 23, 2020 minutes. Director Burt Seconded.

Motion Passed on a Roll Call Vote

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

10. Review and approve Warrants

Director Schneider moved to approve the Warrants. Director Burt Seconded.

Motion Passed on a Roll Call Vote

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

Closed Session (Closed Session Items are not opened to the public)

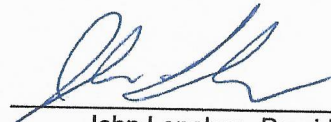
1. PUBLIC EMPLOYEE APPOINTMENT (GOVERNMENT CODE § 54957(b)(1))
Title: General Manager

Return to Open Session: No action

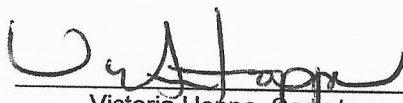
Adjournment:

President Lenahan adjourned the meeting at 12:40 a.m.

Next scheduled meeting: June 2, 2020 Regular Board Meeting



John Lenahan, President



Victoria Hoppe, Secretary