

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

February 4, 2019

The Board of Directors of the Del Paso Manor Water District held its regular meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on February 4, 2019 at 7:30PM.

President Lenahan called the meeting to order. Vice President Harrington, Director Burt, and Director Matteoli were also present. Director Allen was absent due to a scheduled vacation. Also present were Attorney Adam Brown, Field Manager Rich Bolton, Field Technician Ken Ingle, and Office Administrator Lori Hensley. Manager Debra Sedwick called into the Board meeting as she was attending the National Rural Water Association Rally. There were several residents and members of the public also present.

PLEDGE OF ALLEGIANCE:

Field Manager Bolton led the Pledge of Allegiance.

PUBLIC COMMENT:

Resident Greg Schneider thanked field staff for the well site tour earlier today. Director Burt thanked President Lenahan for increasing public comment time to five minutes.

CONSENT CALENDAR:

Vice President Harrington requested to have both the regular minutes for December and January and invoices for January pulled. She asked what changes were made as she could not remember what she requested. Manager Sedwick stated she requested to include information on the discussion of who would pay for the project on the DPM school discussion. Vice President Harrington made a motion to approve the December 2018 regular meeting minutes as presented. Director Burt seconded the motion. With no other public or Board comment, the motion carried by the following roll call vote:

Ayes: Burt, Harrington, Lenahan, and Matteoli  
Noes: None  
Absent/Abstain: Allen

Director Burt questioned why the approved travel policy was not included in the December minutes. Manager Sedwick explained the policies are generally only attached to the original minutes once adopted. Director Burt made corrections to the January minutes. She also asked if the District has been reimbursed for the stolen items from the District truck. Manager Sedwick replied yes.

Vice President Harrington requested a letter from Sacramento Metro Fire with the fire flow requirements for the school. Manager Sedwick stated she has requested the letter many times but has

not received it yet. She inquired if C900 pipe was looked into rather than ductile iron pipe for the Burrell Court project. Field Manager Bolton stated pipe costs were comparable for this project but the labor would have been more intensive with C900. Director Harrington requested the date of minutes to be included in the heading. Director Burt made a motion to approve the January 7<sup>th</sup> Regular Meeting minutes as corrected. Director Matteoli seconded the motion. With no other public or Board comments, the motion carried by the following roll call vote:

Ayes: Burt, Harrington, Lenahan, and Matteoli  
 Noes: None  
 Abstain/Absent: Allen

Manager Sedwick answered a couple of invoice questions from the Directors. Director Burt would like to return the check she received for payment for December classes taken which were paid at the old rate of \$200 per training day. She only intended to be paid \$100. It was decided to not pay Director Burt for the next two meetings rather then voiding her check.

Director Burt made a motion for the approval for payment of January invoices which was seconded by Director Matteoli. With no other public or Board comments, the motion carried to pay the January invoices by the following roll call vote:

Ayes: Burt, Harrington, Lenahan, and Matteoli  
 Noes: None  
 Abstain/Absent: Allen

<u>CHECKS DRAWN</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
AT&T 1/2	8985	65.75
Primetax Service Charge 1/5	EFT	263.93
ACWA/JPIA Workers' Comp. 1/7	8986	1740.74
One Print Source & Graphics 1/7	8987	7.63
AT&T 1/7	8988	177.16
Primetax - Payroll 1/15	EFT	8970.05
Primetax - Payroll Taxes 1/15	EFT	4921.79
State Water Resources Control Board (Certification) 1/22	8989	90.00
AT&T 1/22	8990	55.00
Primetax - Payroll 1/31	EFT	10703.39
Primetax - Payroll taxes 1/31	EFT	5353.39
PERS/Health 1/31	EFT	6966.83
PERS/Retirement 1/31	EFT	4788.78
ACWA/JPIA 1/31	8991	620.60
Voya Financial	8992	1800.00
One Print Source & Graphics	8993	449.75
AT&T	8994	68.24
Hill Rivkins Brown & Associates	8995	2850.00
BSK Associates	8996	96.00
Chevron	8997	349.75
AT&T Mobility	8998	278.97
Void	8999	0.00
Emigh Hardware	9000	93.84
GM Construction & Developers, Inc.	9001	8000.00
Inland Business Systems	9002	249.25
Void	9003	0.00
P.G. & E.	9004	8.60
Petty Cash	9005	103.50
U.S. Postal Service	9006	772.50
Sacramento County Utilities	9007	175.22
SMUD	9008	5744.22
Sacramento Area Water Works Association (Dues)	9009	900.00
Sam's Club	9010	412.55
Sierra Chemical Company	9011	313.20

Streamline	9012	200.00
USA BlueBook	9013	490.34
Uinta Holdings, LLC	9014	1985.00
Stericycle Communication Solutions	9015	195.93
YP	9016	15.50
		<u>70277.40</u>

Vice President Harrington made a motion to approve the January 7<sup>th</sup> Special Board meeting minutes which was seconded by Director Burt. With no public or Board comments, the motion carried to approve the January 7<sup>th</sup> Special Board meeting minutes as presented.

Ayes: Burt, Harrington, Lenahan, and Matteoli  
 Noes: None  
 Absent/Abstain: Allen

REPORT FROM FIELD MANAGER CONCERNING:

January field matters:

1. The District field staff responded to two leak service calls during the month. One leak call was the responsibility of the homeowner and the other was on Burrell Court.
2. Field staff performed 21 Underground Service Alerts and two customer service line location requests in the month of January.
3. The District experienced several power outages on January 6<sup>th</sup>; however, Well #6 was not affected. No damages were incurred at the District facilities.
4. All of the equipment has been replaced in the District truck from the theft. All big equipment is secured by cables and pad locks and labeled as “Property of Del Paso Manor Water District.”
5. The upgrade and replacement of the water main on Burrell Way is proceeding. The project is expected to be completed this week.
6. Well #8 was planned and budgeted to have maintenance and pump work performed this year. Field Manager discussed the status of Well #8 and the pump issues. Due to the Well #8 lack of efficiency and loss of production, the maintenance has been scheduled and will begin soon.
7. Field Manager Bolton stressed the importance of wearing proper safety equipment when visiting construction and job sites and requested all Board members to connect with District staff first.

REPORT FROM MANAGER CONCERNING:

January operational matters:

1. Manager Sedwick stated she provided in the Board packet the six month budget (to December 31, 2018) outlook along with the actual amount charged for both the Operations & Maintenance and Planned System Maintenance.
2. Also implemented this month at the request of Director Burt was an accounting of compensation that each Board member received. This will be done monthly.

3. Manager Sedwick attended the Sacramento Suburban Water District/San Juan Water District Water Management/Re-Organization meeting, now being referred to as the Collaboration-Integration Meetings. One project that is already being collaborated on is meter purchases. The Board members of SSWD/SJWD requested a report from their managers. They also would like to see inter agency agreements soon if there is an interest to collaborate. The managers are still meeting to determine if there are areas for collaboration.
4. The Water Reliability plan is moving into Phase 2 which is the beginning of the development of a regional groundwater bank. The biggest cost will be the modeling. The next step will be participation agreements along with the fees associated with participating.
5. The Regional Water Authority Advocacy Program monthly meeting was very active. The major issues will be the water tax and the low income assistance program. ACWA will be introducing a bill which would require a longer compliance period for newly adopted MCL standards for water quality. We expect to see a few more conservation and water use efficiency bills this year too.
6. At the RWA Executive Committee meeting, the development of the budget and the water reliability plan was discussed. John Woodling, the Executive Director, announced his retirement stating March 1<sup>st</sup> would be his last day. Robert's Consulting was approved for the recruitment of a new Executive Director.
7. The Water Forum Successor Effort held a Coordinating Committee meeting. The big discussion was the voluntary settlement agreements for the American River. Tom Gohring reported that the Caucus's will need to vote on this issue per the Water Forum Agreement. There was also an update on the Habitat Management program.
8. The District decreased our water production for January by 6.5% compared to 2018. Compared to 2013, January water production decreased by 16.2%.
9. All bacteriological quality samples tested absent for January.
10. There were no water quality complaints for the month of January.

REPORT FROM ATTORNEY CONCERNING:

Attorney Brown commented on the Reimbursement Agreement with Del Paso Manor School which was prepared shortly after last month's Board meeting.

REPORTS ON VARIOUS MEETINGS:

Manager Sedwick attended the Regional Water Authority meeting. The Board approved several personnel policies and an employee compensation policy. The 2017/2018 audit was also accepted. The Board authorized the Executive Director to sign a Memorandum of Agreement with Non-Federal

partners to develop a Water Marketing Strategy plan. The RWA Board elected the Executive Committee and then elected Paul Schubert as Chair and Kerry Schmitz as Vice Chair.

President Lenahan and Director Burt met once together and then once again with Manager Sedwick for the Finance Ad-Hoc Committee meeting. They reported they are making progress.

President Lenahan and Vice President Harrington met for the Succession Planning Ad-Hoc Committee meeting. They will meet with Manager Sedwick upon her return.

OLD BUSINESS:

1. Reviewed and discussed the status of the Del Paso Manor Elementary School Project. Manager Sedwick reported the signed Reimbursement Agreement was received late Friday, January 25<sup>th</sup> and on Monday, January 28<sup>th</sup>, an amended task order with Forsgren Associates was signed. Field staff is working with Forsgren to determine testing points for the field verifications. Director Burt wanted assurances that the Board will review everything before a decision is made as to the best option. President Lenahan stated they want to be involved in the process. Director Matteoli reminded the Board that the last State Water Resource Control Board, Division of Drinking Water inspection report encouraged the District to move forward with the Master Plan replacing aging pipes. Vice President Harrington would still like to see a letter from Sacramento Metro Fire stating the fire flow requirements for the school project. She also requested a copy of the State Board inspection report.

2. Field Manager Bolton updated the Board on the Burrell Court line replacement project. The

third estimate was received and was slightly higher than GM Construction. Due to the extensive rain, the project has been slightly delayed. The Board and public made a few general comments.

*Field Manager Bolton gave a presentation about the main replacement project in Burrell Ct. Director Burt had copies of two invoices relating to prior projects done at the site; one in May 2017 for \$13490 and one from November 2016 for \$2,000. At the Jan 7th Board Meeting she was discussing what whether to approve additional work on Burrell Ct. Whether Bolton stated the two reports were #18,000 each. He asked for approval, Director Burt stated she would no longer approve spending requests without seeing all the back-up documents in time. D-Stallig*

NEW BUSINESS:

1. Upcoming Meeting(s):  
a. California Special Districts Association's "Governance Foundations" – March 26, 2019 in Sacramento, California.

2. President Lenahan appointed Director Burt and himself to the Auditor Selection Ad-Hoc Committee.

3. President Lenahan appointed Vice President Harrington and Director Burt to the Policy Manual Review Ad-hoc Committee.

4. The Board reviewed and discussed the process to amend Ordinance No. 2, An Ordinance

Establishing Rules and Regulations for the Business and Proceedings of the Board of Directors of the Del Paso Manor Water District and changing the time and place for the regular meetings. They discussed changing the time to 6:30pm. Director Matteoli stated he has obligations on Monday at that

time and suggested changing the meeting day to the first Tuesday of the month. The Board agreed that Tuesday would be good. Resident Carol Rose inquired as to the costs involved with the change.

Attorney Brown responded to the question. Resident Carl Dolk was in favor of the change. Vice

President Harrington made a motion to direct Manager Sedwick to begin the process to amend

Ordinance No. 2 for the regular Board meetings to be held on the first Tuesday of the month at 6:30PM.

Director Matteoli seconded the motion. There being no other comments, the motion carried by the following roll call vote:

Ayes: Burt, Harrington, Lenahan, and Matteoli

Noes: None

Absent/Abstain: Allen

5. The Board reviewed and discussed options for the Directors to preview invoices in order to authorize payment. Invoices will be scanned and emailed to the Board members.
6. The Board reviewed and discussed contracting with a company to host District emails using the [delpasomanorwd.org](http://delpasomanorwd.org) extension. Manager Sedwick reported the costs for AT&T and Go-Daddy to host. The AT&T was \$420 per year vs. \$1,100 for Go-Daddy but Go-Daddy provided a discount if you signed up for two years and provided more email storage and backups. Vice President Harrington inquired about Streamline. Manager Sedwick stated she did not think they provided email hosting but will confirm and report back next month.

7. Terminating the contract with Lucy & Company was discussed. Manager Sedwick reported the current contract ends with the March/April newsletter which work has begun. The contract also provides pricing to assist with the Consumer Confidence Report which is required to be out by July 1, 2019. It is normally inserted in the May/June billing. Manager Sedwick stated the District does not have the software that the CCR has been developed on and changes to the CCR will be required. Manager Sedwick recommended finishing out this fiscal year with Lucy & Co., and then determining what to do for next fiscal year. Director Matteoli commented that he was concerned with tying up the staff with more work. President Lenahan feels that any software should take care of these issues and should not cost more than \$1,800. Director Matteoli again stated not to nickel and dime staff and reminded the Board that start up time to get things up and running is needed too. Director Burt stated the District can call Sacramento Suburban Water District for assistance on the CCR or another water district may be willing to help. Director Burt made a motion to terminate the Lucy & Company contract and Vice President Harrington seconded the motion. Resident Diane Graves commented that the Board should let the contract end with the fiscal year and questioned why cancel Lucy & Company now. Resident Greg Schneider agrees with the motion. Resident Roy Wilson commented that it is good that the new Board questions where the money is being spent. Resident Carl Dolk would like to see two newsletters a year

with just information. Attorney Brown stated he should review the contract to assure there are no cancellation fees or notice provisions. Director Burt revised her motion to terminate the Lucy & Company contract once it has been reviewed by the Attorney and there are no termination provisions. Vice President Harrington accepted the amended motion. With no further comments, the motion carried by the following roll call vote:

Ayes: Burt, Harrington, and Lenahan  
Noes: Matteoli  
Absent/Abstain: Allen

8. President Lenahan requested the Vehicle Use Policy for on-call personnel be reviewed by the Policy Review Ad-hoc committee. No discussion took place.

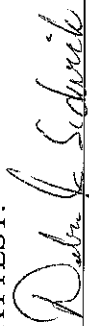
9. The Board reviewed and discussed changing to an "Action Only" format for meeting minutes. After discussion, no action was taken.

BOARD GENERAL DISCUSSION:

Director Burt requested to have a Privacy Policy discussion next month due to a post of Next Door. Manager Sedwick briefly explained the situation. Director Burt would also like to have more comfortable chairs for the residences and guests that attend the Board meetings and requested Manager Sedwick to bring back prices next month. Vice President Harrington suggested looking at State surplus. She also requested that the Investment Policy be reviewed and possibly amended. She also likes Carl's idea, in order to save time, that the General Manager and Field Manager Reports be written. Director Burt would also like the web site updated to reference the President is now John Lenahan and add pictures. Director Burt inquired about quotes verses estimates on jobs and would like to discuss signing limits for the Manager. She would also like to see the "Draft" kept on the minutes until they are approved. Director Matteoli commented you are making whole lot demands of the staff on top of their normal very busy schedules. Director Burt and Vice President Harrington would like to review health insurance and retirement contributions. Vice President Harrington inquired about a policy on Director's attendance. Manager Sedwick stated the District does not have one; Director Allen was sick in January and was on a scheduled vacation in February. Attorney Brown will look into rules of excused verses unexcused and policy on absent Director.

There being no further business to come before the Board, President Lenahan adjourned the meeting at 10:27PM.

ATTEST:

  
Debra Sedwick, Secretary

  
John Lenahan, President