

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

APRIL 7, 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 April 7, 2020 at 6:30 p.m.

Call to Order:

President Lenahan called the meeting to order at 6:31 p.m.

Pledge of Allegiance:

N/A due to teleconference.

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
Public Present:	Approximately 5 members of the public were on the line.

Announcements:

None

Public Comment:

Roger Nelson inquired about the scope and cost of the independent investigation and when the findings will be released.

Items for Discussion and/or Action:

1. Succession Planning Committee Recommendation for Water Operator

The interviews have been completed. The Committee did not receive latest information from recruiter (RGS) in time to make a hiring recommendation at this meeting. Special Meeting (closed session) may be required.

Public Comment: Carol Rose inquired as to why the process is taking so long.

Tabled - No Action taken

2. Bond Refinance Options Update

Jeff Land of Brandis Tallman LLC reported that he requested quotes from 12 lenders and received 3 bids. There is extreme dysfunction and volatility in the market due to Covid-19.

- 1) First Foundation 4.10%
- 2) Municipal Finance Corp. 3.15%
- 3) Western Alliance Bank 3.32%

If we complete the current refinance @ 4.25%, the net savings is \$530,765 over life of loan. If we proceed with a new refi @ 3.15%, we will save an additional \$24,567 per year for a total savings of approx. \$1,033,494 over life of loan. We must close by June 1, 2020.

Due to the volatility of markets, the Board directed Mr. Land to negotiate on our behalf with 3.25% as the upper limit. We will need to sign a Term Sheet to lock-in rate and approve a resolution at the Regular May 7, 2020 meeting in order to move forward with the refinance.

No Public Comment

3. Covid-19 Update

a. Risk Minimization and Outbreak Response Plan

President Lenahan created an Ad-Hoc Committee with himself and Director Burt as members to draft a plan.

b. Limited Duration Remote Worker Policy

This topic will be included in tasks of the new Ad-Hoc Committee

c. Limited Duration Telework Application

This topic will be included in tasks of the new Ad-Hoc Committee

d. Economic Impact of Coronavirus on Local Government Services and Employees

Board agreed to sign and mail letter by Ami Berra advocating for assistance to public agencies during Covid-19 pandemic.

Public Comment: Michael Clohossey commended President Lenahan and Director Burt for their work on this very important item.

4. Interim General Manager Recommendation

President Lenahan brought a proposal to the Board to hire a Management Consultant to assist the District until a new General Manager is hired. Jeff Nelson with the Management Consultant firm Interwest was on the call to answer questions. Director Schneider expressed concern about the limited hours (8-12 hours/week), and the difficulty of working with staff while adhering to social distancing regulations. Director Matteoli expressed concern about transparency due to the proposal not being included in the Board packet. Jeff Nelson, who is an engineer, offered to assist with technical issues, operational issues, emergencies, Covid-19, etc. The Board directed President Lenahan to bring this

item back to a future meeting with full visibility for further discussion and possible action.

Public Comment: Carol Rose questioned the cost and asked if Jeff Nelson is a Retired Annuitant, to which Jeff replied that he is not. Michael Clohossey commented that he did not recall a prior Board discussion about the need for this service.

5. County of Sacramento – Voter Registration & Election

The November 2020 Election Resolution letter needs to be filled out, signed, and mailed back to the county.

Director Burt moved to execute the letter and Director Ping seconded.

Motion Passed

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

6. Tesco Controls Annual Service Contract Package Renewal

This contract for Well #8 and #9 MCC Maintenance and Support has an annual cost of \$3,800 and covers the time period May 1, 2020 to April 30, 2021. The General Manager of SSWD, Dan York, commented that this appears to be a reasonable cost for a District of our size. No vote was taken, but all Board members expressed support for this agreement.

7. District Billing System

President Lenahan reported that Terrapin Technology Group is terminating their support for our current obsolete Microsoft Access billing system. He recommends we source and purchase a new billing system as soon as possible. The Finance Standing Committee will agendaize this for their first meeting, which has not been scheduled at this time.

8. Minutes

- a) Director Burt moved to approve the March 3, 2020 Regular Board Meeting Minutes with edits. Director Matteoli seconded.

Motion Passed

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

- b) Director Burt moved to approve the March 3, 2020 Special Board Meeting Minutes with edits. Director Matteoli seconded.

Motion Passed

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

- c) Director Burt moved to approve the March 20, 2020 Special Board Meeting Minutes. Director Ping seconded.

Motion Passed

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

9. Warrants for March 2020

Director Burt moved to accept the March 2020 Warrants List as provided.
Director Schneider seconded.

Motion Passed

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

Director's Meetings and Committees (Per AB 1234):

10. ACWA/JPIA Meeting

Director Burt reported that the topic of this meeting was 'Employees Working from Home'. Many of the ideas were incorporated into the District's Covid-19 policy.

11. Succession Planning Ad-Hoc Committee

The Committee reported that several applications for the GM position have been received, but the deadline to apply has not been reached.

12. Finance Standing Committee

The committee has not met due to Covid-19

13. DPMWD/SSWD 2x2 Ad-Hoc Committee

Director Burt discussed the three inspections/reports that have been carried out on the DPMWD's wells and some of the issues that have been discovered. SSWD's General Mgr. Dan York assured the participants that their intention is not to take over DPMWD but to assist us during this difficult time. Mr. York will do a presentation at the next meeting about distribution systems.

14. Other Reports – AB 1234

None

General Counsel's Report

None

15. Non-Discussion / Action Items

None

Field Report

16. Status of March Field Matters

See provided Field Report for February 23 thru March 31, 2020
Field Supervisor Ken Ingle commented that some of the items on the inspections have been corrected. Director Matteoli questioned how often we run well #7. Ken responded that it is only used to meet fire flow and is not providing water to the system. Ken mentioned that the new controls project for well #7 is on hold. Controls have been assembled but not installed.

Dan York reported that well #8 is currently 'locked-out' due to non-food grade oil being added to the pump bearing reservoir by Odell Pump. Dan is reaching out to a consultant for assistance to resolve this matter.

Directors and/or Staff Comments, Statements, and Requests. The Board and District staff may ask questions for clarification and make brief announcements or comments. Board members may also request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.

Director Schneider suggested a discussion of wells be added to the agenda of the next Regular Meeting.

President Lenahan commented that he wants to return to being Board President and that his current workload due to lack of GM is unsustainable.


Director Matteoli commented that Director Schneider should be replaced as Board Secretary due to it being a violation of water code. He suggested that Staff member Ken Ingle attend Board Meetings. Director Matteoli also stated he plans to submit a spreadsheet to Legal Counsel detailing legal costs.

Director Burt commented that constant phone and email contact with Legal Counsel by Director Matteoli is driving up legal costs.

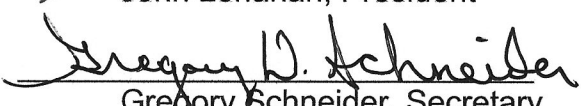
Adjournment:

President Lenahan adjourned the meeting at 9:52 p.m.

Next scheduled meeting: May 5, 2020 Regular Board Meeting



John Lenahan, President



Gregory Schneider, Secretary