

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

**June 2, 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 June 2, 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.

6/2/2020 Regular Board Meeting

<https://transcripts.gotomeeting.com/#!/s/930de0f53062faa0d4ddcb0088f518531da21eda4c9911afec31d4fa713fa526>

6/2/2020 Closed Session Report Out

<https://transcripts.gotomeeting.com/#!/s/2be89b733df82abea33f4bf82a371a845fd1d4e7be4592708a97cbe0e9dce90e>

**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:	None
Legal Counsel Present:	Barbara Brenner, Churchwell White LLP
Guests:	District Mgt. Consultant Jeff Nelson, SSWD GM Dan York, & District Auditor Ingrid Sheipline
Public Present:	Several members of the public were on the conference call.

**Announcements:**

Director Burt introduced Dane Wadle from California Small District's Association (CSDA). He requested to give a brief legislative update regarding COVID-19. Director Burt also requested to discuss the Audit update first since the District Auditor was calling in. Director Schneider encouraged people to attend the 2x2 Meeting with Sacramento Suburban Water District (SSWD) and the Finance Standing Committee felt both were very informative and was disappointed that he was the only one who attended.

**Public Comment:**

Dan York with SSWD apologized that the community was muted during the 2x2 June 1 meeting. Carol Rose would like an update on the investigation. Josh Winston stated that Sac Metro Fire has required that the hydrant on Winding Creek Road be replaced. The work was to start in February, but because of shelter in place orders, the work not considered urgent and was put on hold. He has requested that the Board allow the work to be completed. President

Lenahan stated that COVID-19 policies were adopted by the Board and asked Jeff Nelson to reach out to Mr. Winston to decide on an appropriate time for this work to occur.

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

1. Discussion regarding Del Paso Mano Water District / Sacramento Suburban Water District Service Agreement  
No action was taken
2. Update and Discussion on Customer Billing System
  - a. Discuss and/or Action to rename Planned System Maintenance (PSM) to Capital Improvement Plan (CIP)

Director Schneider moved to change the line items on customers bill from System Maintenance Charges to Capital Improvement Program and Current Charges to Current Water Charges pending legal review. Director Burt seconded.

Motion Passed on a Roll Call Vote

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

- b. Discuss and/or Action regarding district Late Fee Guidelines  
No action was taken
3. Finance Standing Committee
  - a. Discuss 2019-2020 Budget to Actuals  
No action was taken
  - b. Discussion and/or Action to accept 2018-2019 Draft Audit

Director Burt moved to accept the draft audit. Director Ping seconded.

Motion Passed on a Roll Call Vote

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

4. Discussion and/or Action regarding General Manager Draft Employment Agreement

Director Schneider moved to approve the General Manager Draft Employment Agreement with amendments. Director Burt seconded.

Motion Passed on a Roll Call Vote

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

5. Review and adopt Minutes:

a. May 5, 2020 Regular Meeting

Director Burt moved to approve the May 5, 2020 minutes. Director Ping seconded.

Motion Passed on a Roll Call Vote

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

b. May 12, 2020 Special Meeting

Director Burt moved to approve the May 12, 2020 minutes. Director Schneider seconded.

Motion Passed on a Roll Call Vote

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

c. May 14, 2020 Special Meeting

Director Burt moved to approve the May 14, 2020 minutes. Director Ping seconded.

Motion Passed on a Roll Call Vote

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

d. May 19, 2020 Special Meeting

Director Burt moved to approve the May 19, 2020 minutes. Director Schneider seconded.

Motion Passed on a Roll Call Vote

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

6. Review and approve Warrants

Director Burt moved to approve warrants with amendments. Director Ping seconded.

Motion Passed on a Roll Call Vote

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

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

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

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of GOVERNMENT CODE § 54956.9 Number of potential cases: 2

3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOVERNMENT CODE § 54956.9) Name of case: Leo Havener v. Del Paso Manor Water District (Sacramento County Superior Court Case Number 34-2020-00278525)

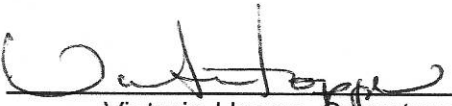
**Return to Open Session: The report out from the closed session is one of the findings of the report is that there was no evidence of personal information being compromised. The rest of the report is confidential.**

**Adjournment:**

President Lenahan adjourned the meeting at 10:39 p.m.

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

  
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John Lenahan, President

  
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Victoria Hoppe, Secretary